



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
KALYANI**

(Autonomous institution under MOE, Govt. of India &
Department of Information Technology & Electronics,
Govt. of West Bengal)

Campus:
WEBEL IT Park, Block B, P.O. Kalyani, Dist. Nadia-741235, West Bengal

(Tender No. IIITK/Tender/22-23/43)
Dated: March 13, 2023

Last date of submission: March 24, 2023

For Selection of Internal Auditor

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI
NADIA – 741235, WEST BENGAL
NOTICE INVITING TENDER FOR SELECTION OF INTERNAL AUDITOR**

TENDER NO.: IITK/Tender/22-23/43 DATED: March 13, 2023

NAME OF WORK: For Selection of Internal Auditor

LOCATION OF WORK: IIIT Kalyani, Nadia – 741235.

LAST DATE AND TIME FOR RECEIVING THE BIDS:

March 24, 2023 upto 3 pm in the Tender Box placed in Office of
Indian Institute of Information Technology, Kalyani, (Room no.
107).

Quotation received later will not be entertained.

Note: In case of any clarification in with regard to submission of bids please contact Deputy Registrar, the bidders are advised to read the “**General Conditions and Important Instructions for Bidders**” available at the end of this tender document before submitting their bids.

DATE AND TIME OF OPENING OF BIDS: March 24, 2023 at 4:00 pm at the same venue.


March 13, 2023

**Deputy Registrar
Indian Institute of Information Technology, Kalyani**

Tender Document

SECTION-I: General Conditions and Important Instructions for Bidders

1. Indian Institute of Information Technology (IIIT) Kalyani invites expression of interest (EOI) from reputed Chartered Accountant Firms for the following services for the financial year 2023-24.
 - Preparation and finalization of Annual Accounts of IIIT Kalyani and other related services.
 - Taxation services related to Income Tax, GST, VAT, WCT and FCRA Returns.
2. The last date of receipt of tender is 24-03-2023. Quotations received later will not be entertained under any circumstances.
3. Copy of similar type of order received from any other similar Educational Institute, during the last one year, can be submitted for credential.
3. The price quoted must be inclusive of all charges required to execute the work as per annexure - I.
4. Bidders are to submit the quotations in sealed envelopes at the office in the Following address.

Deputy Registrar,
Indian Institute of Information Technology Kalyani,
Webel IT Park, Kalyani
Nadia, Pin Code- 741235
West Bengal.

5. All bidders should submit in ONE-BID (TECHO-COMMERCIAL BID) in sealed envelope (Tender Number must be mentioned on envelope). The price quoted should be inclusive of all Taxes, duties, levies or any other charges required to execute the work at the premises. All taxes, freight, insurance charges, installation charges or any other specified overheads etc. if applicable should be clearly indicated. Inclusion of Tax/levy or any other charges at a later stage will not be accepted. At the end, the total price of a single item must be indicated as TOTAL PRICE: Rs.....only INCLUDING ALL.
6. Vendors must enclose attested copies of GST Registration, PAN Card, copy of membership certificate issued from the Institute of Chartered Accountants of India (ICAI) or any other statutory testimonials etc. along with the bidding document, otherwise their tender will be cancelled.
7. The bidders will be responsible for any breakage, damage or defect in the work detected subsequently.
8. Bills in triplicate should be presented for payment within 15 days of supply/commissioning of work. No advance is paid for execution of the order. The Order No. is to be noted on both Challan and Bill. All bills are to be accompanied by order copies and Challan receipt.

9. Documents to be submitted with the tender. Tender documents/Terms & Conditions in Original duly signed by the Proprietor/Partner/Director of the company as a token of acceptance of terms & conditions of Tender.
10. Bidders are advised to clear all doubts (if any) before submitting quotations. After submission the same, they shall not be entertained / not eligible to re-consider any issues under any circumstances.

Eligibility Criteria

1. Firm should have minimum 05 years of experience and minimum annual average professional gross receipt of Rs. 25 lakh during the last 03 financial years. The firms should also have experience of doing work for Central Government Educational Institutions/Autonomous Educational Institutions/Bodies/Central Government funded organizations/Institutions/ Public Sector Undertakings. The supporting documents related to professional receipt and experience shall be enclosed.
2. Head Office should be located in Kolkata.
3. SECURITY: The selected firm has to submit Performance Security of 5% of the Contract Value in form of a Demand Draft after the issuance of Work Order.

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March 23, 2023

Deputy Registrar
Indian Institute of Information Technology, Kalyani

Annexure 1

Sl. No	General Particulars/Details of the Firm	
1	Name of the Firm	
2	Address of the Firm	
3	Name of the Contact person of the Firm	
4	Designation of the Contact Person of the Firm	
5	Contact Details of the Firm	
	Mobile No.	
	Landline No.	
	Email Address	
6	Income Tax Pan No	
7	Goods & Service Tax Registration No.	
8	Membership No. of the Institute of Actuaries of India / Registration No. of the Firms with the Institute of Actuaries of India	
9	Details of Similar Work Carried out	

Signature with Stamp

Date

Work to be done:

1. IT TDS return filing –Quarterly and responding to departmental notices and reconciling any errors in the TDS return filed.
2. Generation of Form 16 and Form 16A (Quarterly)
3. Monthly filing of return for GSTR 1, GSTR 3B & GST-TDS of institute and project cell both.
4. Replying to departmental notices and unexpected issues related to Income tax & GST work.
5. Filing of annual Income tax return (as applicable) of the institute, IIIT kalyani.
6. Filing of GST annual return.
7. Profession Tax return to be filed annually.
8. Society Registrar/Renewal for each of the years, including all paper works.
9. Recording of all accounting vouchers in Tally and passing of all sorts of journal entries relating to finalisation of accounts and verifying and signing the vouchers after recording.
10. Preparation of annual accounts of the institute and SRIC project cell separately as per the format of Ministry of Education along with statements like BRS, cash flow, receipt and payment, fixed asset depreciation, schedules and notes to accounts.
11. Issuance of all its utilization certificates related to the various Grant received by the institute.
12. The auditor himself or any senior staff shall be present at the time of C&AG audit to explain various issues.

13. During the last year of engagement, the auditor has to make tax related compliances as applicable to the institute till Q1 of the next financial year w.r.t. GST, Income tax, Professional tax etc and any other tax related issue, if any, arises.
14. The auditor will be liable to settle any tax related notices and demands raised by the various taxation and statutory bodies in case any such issue arises related to their period of service.

Consultancy Charges	
Taxes if any	
Total	

Note:

1. This contract will be applicable for one year which may be further extended on satisfactory performance.
2. Work to be completed within the stipulated time provided by the Institute.

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March 13, 2023