



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
National Institute of Open Schooling

आईएसओ 9001 : 2008 प्रमाणित/ISO 9001:2008 Certified
(स्कूल शिक्षा एवं साक्षरता विभाग, शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
(An Autonomous Institution under the Deptt. of SE&L, Ministry of Education, Govt. of India)
A-24-25, Institutional Area, Sector-62, NOIDA-201309, U.P.

TENDER FOR ENGAGEMENT OF CHARTERED ACCOUNTANTS FIRM

National institute of Open Schooling intends to invite the Tender from the CA firms based in Delhi/Noida for appointment as Internal Auditor for conducting the internal audit of its Headquarters and Regional Centres on quarterly basis. The consolidation work of Hqrs Accounts with the accounts of Regional Centres will be done at our Headquarters at Noida.

Interested firms of practicing Chartered Accountants with at least 5 years of experience in auditing of Government educational institutions and empanelled with the Comptroller & Audit General of India are requested to send their Tender with profile of the firm along with number of partners, staff available, description of audit handled during last 3 years and location of office, etc. to take up the internal audit of NIOS. Further details about the assignment and TOR are available on the Website: www.nios.ac.in.

Tender to be sent to the above address within 21 days from the date of this advertisement super scribing "Tender for engagement of Internal Auditors.

Secretary

12 × 8 cm

Inviting Tender for Appointment of a Delhi/Noida based Chartered Accountants Firm for conducting Internal Audit of Headquarter and Regional Centres of NIOS



NATIONAL INSTITUTE OF OPEN SCHOOLING
(ISO 9001:2008 Certified)
(An Autonomous Institution under MoE, Govt. of India)
A-24/25, Sector-62, Noida-201309, Uttar Pradesh

INFORMATION OF TENDER

Name of Assignment: Open Tender for appointment of Delhi / Noida based Chartered Accountants Firm for Internal Audit of Headquarter and Regional Centres (RCs) of NIOS

Important Information

Sl. No.	Event	Information to the bidders
1.	Last Date & time of Submission	21.10.2021 up to 2.30 PM. The envelope containing the requisite document completed in all respects duly sealed & subscribed " <i>Tender for appointment of a Chartered Accountants Firm</i> " addressed to the Secretary, NIOS shall be dropped in the Tender Box kept in Room No. 201, Second Floor, A-24/25, Sector-62, Noida-201309. The Tenders received after due date & time shall not be entertained.
2.	Date, time & venue of Opening	21.10.2021 at 3.00 PM. At A-24/25, Sector-62, Noida-201309.
3.	Address for communication	A-24/25, Sector-62, Noida-201309, Uttar Pradesh Phone: 0120-4089823 / 4089869, e-mail ID: accountsfficer@nios.ac.in / audit@nios.ac.in
4.	Contact Person	Accounts Officer / Assistant Director (Audit), A-24/25, Sector-62, Noida-201309, U. P. Phone: 0120-4089823 / 4089869.

PREFACE

The National Institute of Open Schooling (NIOS) is an autonomous institution under Ministry of Education, Deptt. of School Education and Literacy, Govt. of India. It provides sustainable inclusive learning with universal and flexible access to quality school education and skill development. The mission of NIOS is to provide relevant, continuing and holistic education up to pre-degree level through Open and Distance Learning (ODL) system, contributing to the Universalisation of School Education and catering to the educational needs of the prioritized target groups for equity and social justice. NIOS is a self sustaining body and registered under the Society Registration act, 1860 and has been granted exemption of Income Tax under Section 10 (23) (C) . Statutory annual audit is conducted by Office of the Principal Director of Audit (Central), Prayagraj at NIOS Headquarters and audit report is submitted to MoE for laying the same in both the Houses of Parliament after the same is approved by General Body of NOS Society. Presently NIOS has 23 Regional Centres all over India. The Regional Centres send their monthly Account with relevant Bank statements and all supporting Documents to NIOS Headquarters regularly. The Accounts are prepared and consolidated at NIOS headquarter.

The NIOS intends to appoint a Delhi / Noida based Chartered Accountants Firm empanelled with Comptroller and Auditor General of India (CAG) to conduct internal audit of Headquarter and Regional Centres located in various cities of the country and to properly guide the NIOS personnel responsible for maintenance of error free accounts in accordance with the standard procedure of accounting across Headquarter and Regional Centres of NIOS.

The objectives of the Internal Audit is to seek a professional opinion on the maintenance of books of accounts maintained by the Headquarter and Regional Centres and to ensure that funds received and expenditure incurred are in accordance with the laid down financial regulations, prescribed Procurement procedures, and other orders issued from time to time as well as to ensure proper maintenance of books of accounts and other relevant documents at all levels.

ESSENTIAL FEATURES

The essential features of the Internal Audit of accounts are

- a) To make critical review of the system of book keeping, accounting and internal control procedures,
- b) To make such tests and enquiries as the Internal Auditors consider necessary to form an opinion as to the reliability of the records as a basis for preparation of accounts.
- c) To verify accounts with reference to the books of accounts i.e., ledgers, journals and other subsidiary and supporting records to see that the accounts are in agreement with the books of accounts, and
- d) To guide the staff members handling the accounts of Regional Centres to improve their efficiencies in case any deficiencies in Maintenance of Accounts notice during the audit.

SCOPE AND TERMS OF REFERENCE

The Internal Audit will be carried out in accordance with the Generally Accepted Internal Auditing Principles and as per the Guidelines contained in the Internal Audit Manual of NIOS. It will include tests and controls, as the Internal Auditors feel necessary under the circumstances. The major areas to be covered are as under:

S. No.	Details	Periodicity	Extent of Audit
1.	Finance & Accounts		
1.1	To Check the Cash Book with cash Vouchers and their recording in the original books of entries	Quarterly	100%
1.2	To check the correctness of payments released with reference to Delegation of Financial Powers	Quarterly	100%
1.3	To scrutinize the general ledger pertaining to the income, expenditure and Balance Sheet items in order to ascertain the correctness of the entries posted	Quarterly	100%
1.4	To scrutinize and check the Bank Reconciliation Statement of all the Bank Accounts	Quarterly	100%
1.5	To Check pay roll and advances sanctioned to the employees, verification of recoveries, review of outstanding etc.	Quarterly	100%
1.6	To periodically verify the physical cash balance as per cashbook	Quarterly	100%
1.7	To check the deposits with the Banks and corresponding correctness of interest due and receipt	Quarterly	100%
1.8	To check correctness of head of accounts in Tally with reference to vouchers	Quarterly	100%
1.9	To ascertain the extent of compliance by the various NIOS Regional Centres, with the prescribed procedures laid down from time to time	Quarterly	100%

1.10	To check inter office adjustments	Quarterly	100%
1.11	To check deduction of TDS, GST, Works Tax and remittance thereof to the concerned authorities	Quarterly	100%
1.12	To check the receipt / release of EMD, Security Deposits and related records	Quarterly	100%
1.13	To physically verify the investment as per list of Investment	Quarterly	100%
2.	Administration		
2.1	To check in all respects the quotations, tenders and their opening, listing, Comparative statement, etc. and issue of purchase orders, as per procedures laid down.	Quarterly	100%
2.2	To check receipt, issue and stock of all stationery including printed stationery items	Quarterly	100%
2.3	To check the Fixed Assets Registers, with a view to ensuring the accuracy of postings and physical verifications.	Quarterly	100%
2.4	To check records of consumable materials receipt and issue thereof	Quarterly	100%
2.5	To check the Annual Maintenance Contracts entered into in respect of equipment including computer hardware	Quarterly	100%
2.6	To check the vehicle maintenance records, with a view to economic running of the vehicles	Quarterly	100%
2.7	To check in all respects the applications, agreements, security/surety bonds/hypothecation of the asset wherever required, etc., submitted by employees and sanction of House Building, vehicle etc., advances	Quarterly	100%
3.	Academic Affairs including PCP, TMA etc.		
3.1	To check the collection of fees, credit thereof and	Quarterly	100%

	reconciliation of the financial and departmental records in regard.		
3.2	To check the payment to experts with reference to norms laid down, deduction and remittance of TDS	Quarterly	100%
3.3	To check the collection of Library fee from the students and other members, credit thereof	Quarterly	100%
3.4	To check stock/Asset Register of Hqrs, MPDD Unit, acquisition of books/material collections, payment thereof	Quarterly	100%
3.5	To check the collection of security deposits and refund thereof in respect of library	Quarterly	100%
3.6	To check the accession register of the library with reference to purchase/ issue of materials	Quarterly	100%
4.	Final Accounts		
4.1	To assist in preparation of final accounts and consolidation thereof, certifying & signing of A/cs at headquarter	Yearly	
4.2	To assist in the discussions with the Statutory Auditors and finalization of Audit Reports	Yearly	
4.3	To assist in the reply of Audit Paras, if any, raised by Govt. auditors.	Yearly	
4.4	Auditing of projects and issue of utilization certificate	As and when required	
4.5	To adequately address the issues raised by Govt. Audit during the previous financial year.	As and when required	
5.	Other Assistance		
5.1	Assistance in preparation / revision of internal Audit Manual	As and when required	
5.2	Advisory role for Project Management of Accounts at Regional Centres including projects.	As and when required	

5.3	Updates/Changes in Statutory Laws	From time to time	
5.4	To review and recommend the soundness, adequacy and application of accounting, internal controls and procedures	From time to time	
5.5	Issue of Utilisation Certificate against Projects	As and when required	
5.6	Income Tax Return of NIOS	Yearly	
5.7	TDS returns of NIOS in Form 24 and 26 Q	Quarterly	
5.8	Preparation of reply and attending hearing at Income Tax Office	As and when required	
5.9	Advisory role in tax related matter	As and when required	
5.10	Physical Presence of Auditors	At the time of approval of Final Accounts by FC, EB & GB	

The teams of the chartered Accountant firm are required to visit all Regional Centres **once in a year** to check their records physically. The Tally data of all Regional Centres synchronized on regular intervals which can be checked and verified at NIOS hq. also.

Tender is invited from the interested Delhi / Noida based Chartered Accountants Firm through Open Tender as per the terms and conditions given in the Tender Documents. The Chartered Accountants Firm would be required to constitute an independent and competent team of professionals to conduct the Internal Audit of Headquarter and Regional Centres (RCs) of NIOS in accordance with the standards/procedure of Internal Audit.

The appointed firm would be given access to all Books of Accounts, Procurement documents, Legal documents, Sanction letters of NIOS, and all other documents and information which they think necessary for the purpose of Internal Audit. The Internal Auditors may make specific observations with respect to the efficiency of financial procedure, the accounting system and in general, the administration and management of the headquarter and Regional Centres.

Tally accounting package is operational at each Regional Centre and they are connected to the server of the institute at headquarters. The personnel who is handling the accounts of the Regional Centre are supposed to synchronize their data with headquarters on day to day basis

Initially the Chartered Accountant Firm will be engaged for one year only. The tenure may be extended further subject to the satisfactory performance of the firm and mutual consent on year to year basis for a maximum period of two more years.

TIMELINES:

The Internal Audit of Headquarter and Regional Centres shall commence immediately after award of work. The Internal Audit of each of Regional Centres shall be carried out as per schedule approved by the institute. The Plan of Internal Audit shall be drawn barring the months of April and October or any other period intimated by NIOS when NIOS organizes countrywide Public Examinations and personnel posted at the RC/SRC are deputed on various examination duties. The Chartered Accountants firm shall have to visit the Regional Centres in a way to complete the assignment within the stipulated time frame from the date of award of the contract. For Regional Centres, the teams of professionals will visit and devote 5 working days at each Regional Centre.

The errors and discrepancies noticed during the course of internal audit shall be discussed with the Regional Director in detail and the Staff members at Regional Centres shall be guided properly by the Audit firm. As far as possible, the Audit firm, during the course of internal audit, shall make earnest efforts to settle the adverse observations/ discrepancies/errors after they are rectified by the Regional Centre. However, a note to that effect shall be recorded by the Audit firm in their Audit Report.

Consolidated Internal Audit reports shall be submitted to the Secretary, NIOS on batch basis consisting of 5 (five) Regional Centres in each batch in Duplicate after completion of audit of Regional Centres. The Teams constituted by the Chartered Accountant firm shall be required to visit NIOS Headquarter/Regional Centre as and when required, or as per scope of work. Internal Audit shall be conducted within the office premises of Headquarter and Regional Centres.

The **Internal Audit** shall be executed by a competent team of professionals comprising of at least 1 qualified Chartered Accountants with at least 3 years of experience and 2 semi-qualified staff {Article ship Associates/ Inter CA/ MBA (Finance)/ M.Com} who have strong exposure & experience in Accounts and Tally operations. The work should be closely supervised by a partner level person who will oversee and arrange the Internal Audit at each Regional Centre. The Chartered Accountants firm shall have to submit the list of staff members who will be deputed for audit including their qualifications and experience.

The findings of the Chartered Accountant firm during the Internal Audit of Headquarter and Regional Centres shall be advisory and guiding in nature. Therefore, findings/observations made by the firm shall be reported with remedial measures for information and taking appropriate action thereupon by the institute. However, any fraud/ embezzlement noticed during the course of audit should be reported to the Secretary, NIOS in a separate sealed cover. Any loss due to fire, theft, burglary etc. may also be brought to the notice of the Secretary, NIOS.

INSTRUCTIONS TO BIDDERS

PRICE BASIS AND PAYMENTS:

The proposal should include all-inclusive lump sum price (including TA/DA, Boarding & Lodging and other out of pocket expenses, contingencies etc.) in Indian Rupees only, for the entire scope of work covered under the Terms of Reference on a firm price basis (with no escalation provision for whatever reason) valid till the complete execution of the assignment as per the format of Financial Proposal **(Form-2)** in a separate envelope duly sealed. The Contract price and the scope of work also include any services, etc. which is not specifically identified but are required for completion of the assignment. GST, if any, at the applicable rates should be quoted separately in the price bid. TDS will be deducted as per norms of Government of India. Neither any TA/Local conveyance and accommodation charges will be paid separately nor any arrangement for providing the said facility will be made by NIOS or its Regional Centre office. The chartered Accounts firm may work out the minimum reasonable cost considering all components and quote rate in such a way that quality of audit work should not compromise. After award of work there will be no escalation of amount for whatever the reason.

TERMS OF PAYMENT:

All payments would be claimed by the Firm from NIOS on being due, and would be accepted for payment by Competent Authority of NIOS based on the satisfactory completion of the work in sole discretion of NIOS. The payment to the Firm under the contract shall be released after achieving the milestones as per the following terms:

Percentage of Audit Fee	Milestone/ stage completion
20% Payment	After Successful Completion of Internal Audit of first quarter
20% Payment	After Successful Completion of Internal Audit second quarter
20% Payment	After Successful Completion of Internal Audit of third quarter
40% Payment	After Successful Completion of Internal Audit of last quarter, preparation & certification of Annual Accounts and its audit by statutory auditor.
Other payments	On successful completion of every work

The firm shall quote their Lump sum fee inclusive of all expenses/charges except Goods and Service Tax (GST) in the financial proposal. However, after successful completion of each milestone/stage or after completion of the whole assignment as per the tender terms & conditions and work order, the firm shall raise their invoice.

PENALTY PROVISIONS:

Delay in completion of Internal Audit: A penalty of Rs. 200/- per day shall be imposed on the firm in case of any unjustified delay in successful completion of Internal Audit at the sole discretion of Secretary, NIOS subject to a maximum of 5% of total amount of fee as and when due.

RIGHT TO ACCEPT/ REJECT THE PROPOSAL

NIOS reserves the right to accept or reject the proposal in part or full at any time prior to award of Contract, without thereby incurring any liability to the Firm concerned or any obligation to inform the Firm concerned of the grounds for the institute's action.

CONFIDENTIALITY:

The firm shall not disclose the documented management systems to any third party including their internal department.

SUB-CONTRACTING:

Firm to whom the work awarded shall not sub contract the work to any other parties either in part or full.

ELIGIBILITY CRITERIA:

The firm should be Empanelled with the Comptroller and Auditor General of India and possess the minimum eligibility criteria as under:

- a) No. of years of experience : 5 years including 3 years experience in Government Institution.
- b) Empanelled with the Comptroller and Auditor General of India
- c) No. of Qualified Chartered Accountants (Partner or employee) : 4 (Four)
- d) No. of Semi qualified staff: 5 (Five)
- e) Experience: Three assignments of similar nature in Central Government/State Government Autonomous Educational institution/ Boards/ Council/ Universities, in last three years. Experience of Private Institutions etc. shall not be counted.
- f) Annual Turnover: Minimum Rs.50 Lakh in each year during last three years
- g) Firm having HO/Branch office registration in Delhi/NCR

Professional firms meeting the above minimum eligibility criteria shall furnish requisite copies of documents, certificates, work order, completion certificate from the respective bodies/institutions/offices, statement of Profit & Loss duly audited in support including empanelment with Comptroller and Auditor General of India and Certificate of incorporation from ICAI. Professional firms meeting the above minimum eligibility criteria would be considered for opening financial bids for selection of bidder on the overall lowest **(L-1)** commensurate quoted fees, other charges by the professional firm except GST. Taxes and

duties, if applicable, shall be quoted separately.

TENDERING PROCESS:

The tender documents will consist of two envelopes which shall be sealed and super scribed as “**Technical Proposal (Form-1)**” and “**Financial Proposal (Form-2)**” respectively. Both the said two envelopes (Technical proposal and Financial Proposal) should be kept inside a third envelope, super scribed as “Tender for appointment of a Delhi/NCR based Chartered Accountants firm for conducting Internal Audit of Regional Centres of NIOS”.

Envelop-1 consists:-

- (i) Covering Note for Technical Proposal (Annexure- A)
- (ii) Form-1 (Technical Proposal)**
- (iii) Undertaking on firms letter head (Annexure-B, C, D, &E).
- (iv) A copy of constitution/ registration certificates of firm/organization issued by the ICAI containing inter-alia.
- (v) Date of formation of the firms/other organization with a full time FCA.
- (vi) Details of partners / Sole Proprietor / CA Employees as on date, date of joining the firm, date of becoming FCA, and their other interest, if any.
- (vii) Membership certificate of practice
- (viii) Copy of CAG empanelment registration certificate (mandatory for selection).
- (ix) A copy of the latest partnership deed in the case of partnership firms.
- (x) A copy of the IT return of the firm/ full time partners / the Sole proprietor/others as the case may be for the last three years along with photocopy of PAN Card.
- (xi) A copy of GST registration certificate.
- (xii) A copy of financial statement of the firm along with schedules for the preceding three financial years.
- (xiii) Details of court cases / arbitration cases / or any other case pending against the Firm /organization, if any.
- (xiv) Details of professional experience of the firm/organization for the last 3 years may be given in the specified format.
- (xv) Demand Draft of Rs. 30,000/- as EMD in favour of Secretary, NIOS payable at Noida, UP.

Envelop-2 consists:- Form-2 (Financial proposal)

Interested professional firms may send the bid latest by **21.10.2021 at 2.30** Hrs Technical Proposal shall be opened on **21.10.2021 at 3.00** Hrs Financial bid of technically qualified bidders only (as per eligibility criteria) shall be opened on a later date and time which will be intimated to technically qualified Chartered Accountant Firms separately.

In case of any further information in this regard, please contact as per details mentioned hereunder well before the submission of Tender.

Accounts Officer / Assistant Director (Audit), A-24/25, Sector-62, Noida-201309, U. P.
Phone: 0120-4089823 / 4089869. e-mail ID: accountsfficer@nios.ac.in / audit@nios.ac.in

General Conditions

1. Selection of firm will be done only after detailed scrutiny of the credentials of the firm, their competency, no. of qualified Chartered Accountants & employees to be engaged for the Internal Audit work experience etc. Suitable weightage will be given to firms, which have relevant experiences in similar kind of professional work.
2. The selected Firm will have to start the Internal Audit within 10 days from the date of issuance of the letter of appointment from NIOS.
3. The selected firm will be required to comply with the instructions if any issued by the NIOS.
4. The successful tenderer shall not be entitled to claim any additional amount for any reason whatsoever for the above Internal Audit.
5. In case of any dispute, the decision of Chairman, NIOS shall be final and binding on the firm.
6. Earnest Money Deposit/Bid Security: An EMD of **Rs.30,000/- (Rs. Thirty Thousand only)** in the shape of Demand Draft in favour of the Secretary, NIOS, payable at Noida shall be required to be enclosed with duly filled in/signed Technical proposal (Form 1)/Application Form. However, the EMD will be returned after the finalization of selection process and submission of Performance Security Deposit.
7. Performance Security: The successful Firm shall have to furnish a Fixed Deposit Receipt or a Bank Guarantee equivalent to 7% of the quoted fee, in favour of Secretary, National Institute of Open Schooling, Noida as interest free performance security within a fortnight on acceptance of the contract, which shall be released on or after 60 (sixty) days from the date of expiry of the contract subject to nothing due on the firm. The Institute shall have the right to deduct any amount due from the firm at the time of termination/expiry of the contract.
8. The terms and conditions enumerated in this document can be modified at any time by NIOS at its sole discretion.

TENDER FORMS
(On Firm's Letter Head)
Covering Note for Technical Proposal

Annexure-A

To
The Secretary,
National Institute of Open Schooling (NIOS)
A-24/25, Sector-62,
Noida-201309,
G.B. Nagar, Uttar Pradesh

Sub: Appointment of a Delhi/Noida based Chartered Accountants Firm/Professional firm for conducting Internal Audit of Regional Centres of NIOS.

Sir,

With reference to your Tender enquiry dated.....for appointment of Professional Chartered Accountant Firm for conducting Internal Audit of Regional Centres of NIOS. I/we wish to apply for the same. **Technical Proposal (Form-I)** duly signed and authenticated is enclosed.

Further, I/we hereby certify that: I/we have read the provisions of all the clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me/us and I /we have not taken any deviation to any clause.

I/we further confirm that any deviation to any clause of Tender found anywhere in the bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the NIOS.

Further, it is to confirm that our offer shall remain valid for acceptance for a period of 120 days from date of opening of Financial bids.

Further, EMD in the Shape of Demand Draft of Rs.30,000/-(Rs. Thirty Thousand only) in favour of "**Secretary, NIOS**", payable at **Noida** is enclosed.

Signature.....
Full name.....
Designation/Firm Name.....
Address with Phone.....
Mobile No:E-Mail :.....
Seal

Note:

- a) In absence of above declaration/certification, the response is liable to be rejected and shall not be taken into account for evaluation.
- b) Bidders are advised to check & tick the respective checklist of documents being submitted.
- c) Bidders not submitting the required supporting documents for fulfilling the criteria will be summarily rejected without any further clarification.

Technical Proposal

(Form-I)

Details to be filled by Chartered Accountants firm for the Internal Audit of Headquarter and Regional Centres:

Sl. No.	Particulars	Details
1	Name of the firm	
2	Address of the Registered/Head Office	
3	Telephone No. and E-mail address	
4	ICAI Registration No. with Region Name and code no.	
5	CAG Empanelment No.	
6	Date of constitution of the firm	
7	PAN no. of the Firm & GST No. of the firm	
8	Date since when the firm has a full time FCA	
9	Number of Full Time qualified Chartered Accountants Employees and articles as on 31-03-2021 “Annexure B”	
10	Number of Full-time Partners as on 31-03-2021 (Details to be provided in “Annexure-C”)	
11	Number of Branches (Details to be provided in “Annexure-D”)	
12	Whether the firm is engaged in Internal Audit of Central Govt./State Govt. Educational Institution, Council, Board, Universities (If yes, details may be given “Annexure-E”)	
13	Turnover of the Firm (last 3 years) minimum Rs.50.00 Lakh in each year. i.e. in 2018-19, 2019-20 & 2020-21.	
14	Details of Experience	

15	Details of EMD of Rs.30,000/-	Demand Draft no..... drawn on Bank in favour of the Secretary, NIOS, payable at Noida U. P.
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(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

Annexure-B

**(On Firms Letter Head)
Undertaking**

M/s. _____, Chartered Accountants do hereby verify and declare –

1. that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
2. that the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details);
3. that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountants Act, 1949;
4. that the constitution of the firm as on 31st March of the relevant year shown is same as that in the constitution certificate issued by the ICAI.
5. That following are the details of Qualified Chartered Accountants/Employees and Articles working as on 31.03.2021.

Sl. No.	Name of the Full Time C. A. employees and articles	Membership Registration No.	PAN No.	Signature

(Signature of Authorized Person with Seal of the Firm)

Place:.....

Date:.....

(On Firms Letter Head)

Annexure-C

Details of Full Time Partners of the Firm

Sl. No	Name of the Partner	Membership No.	Whether FCA / ACA	Date of Joining the Firm (full time)	Station & Region where Residing At Present

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

(On Firms Letter Head)

Annexure – D

Particulars of Branches (including foreign branches, if any)

Sl. No	Station at which located	Complete address with PIN Code & Telephone No.	Name of the partner in charge of the branch	Date of opening of the branch	Region

(Signature of Authorized Person with Seal of the Firm)

Place:.....

Date:.....

(On Firms Letter Head)

Annexure- E

Details of Statutory/Internal Audit Work / Any Other Accounting Work under Central Govt./State Govt. Autonomous Educational Institutions, Council, Board, Universities etc. during the last five years.

Name of Client	Type of Audit (Please fill in detail)		
	Statutory	Internal Audit	Tax Audit
Central Govt./State Govt. Autonomous: Educational Institutions Board Council Universities *Excluding Private Educational Institution etc.			

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

Financial Proposal

(Form-2)

(On Firm's Letter Head)

(To be kept in a separate Envelope sealed properly while sending the proposal)

To

The Secretary,
National Institute of Open Schooling (NIOS)
A-24/25, Sector-62, Noida-201309,
G. B. Nagar, Uttar Pradesh

Subject: Appointment of Delhi / Noida based Chartered Accountants Firm/Professional firm for conducting Internal Audit of Headquarter and Regional Centres of NIOS.

Table for Quoting Fee for the Assignment in terms of the Tender

Particular	Price bid (all inclusive) shall be quoted in (Rs.) on Firm price basis (with no. escalation provision for whatever reason) valid till the complete execution of the assignment.	
	In figure	In words
1. Audit Fee: All inclusive Lump sum fee for internal audit of Headquarter and Regional Centres (including TA/DA, Boarding & Lodging and other out of pocket expenses / contingencies etc.), assistance in preparation and certification of Annual Accounts		
2. Preparation and filing of Income Tax Return of NIOS		
3. Preparation and filing of quarterly TDS returns of NIOS in Form 24 (per quarter)		
4. Preparation and filing of quarterly TDS returns of NIOS in Form 26Q (per quarter)		

5. Preparation and filing of reply to any query and attending hearing at Income Tax Office (lump sum per assessment year)		
Total for full year		

Please Note:

- (i) The above quoted Lump sum fee shall be inclusive of all expenses/charges except Goods Services Tax (GST).
- (ii) The firm shall raise its Invoice as per payment terms enumerated in the Tender.
- (iii) In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.

Date:
Place:

Signature.....
 Full Name.....
 Designation/ Firm
 Name.....
 Address.....
 Phone.....
 Mobile No.....E-Mail.....
 Seal