116

राष्ट्रीय उन्नत विनिर्माण प्रौद्योगिकी संस्थान
सम विश्वविद्यालय (विशिष्ट श्रेणी)
हटिया, राँची - 834 003 (झारखण्ड)
National Institute of Advanced Manufacturing Technology
Deemed to be University (Distinct Category)
Hatia, Ranchi – 834 003 (Jharkhand)

सं No. – NIAMT/EM/Contract/79/2024-25/538 दिनांक Date - 22/07/2026

NOTICE INVITING TENDER FOR ENGAGEMENT OF A CA FIRM FOR INTERNAL AUDIT AND CERTIFICATION WORK

In pursuit of excellence in manufacturing, the Institute was established by the Ministry of Education, Govt. of India by the name of "National Institute of Foundry and Forge Technology" in 1966, and has been renamed as "National Institute of Advanced Manufacturing Technology" in June, 2022. The Institute has been conferred the status of an Institute Deemed to be University under Distinct category in Feb, 2024.

The Institute is conducting training, education and research with a particular focus on Manufacturing. The Institute is presently offering Advanced Diploma, B. Tech., M. Tech., and Doctoral programmes. The Institute is fully funded by the Ministry of Education, Govt. of India. Annual Grant and Expenditure status for last six years is given below: -

(Rupees in Crores)

Sl. No.	Financial Year	Grant Received	Expenditure	No. of Vouchers
1	2017-18	33.57	32.31	700 – 900 (per year)
2	2018-19	45.76	41.21	
3	2019-20	44.96	45.24	
4	2020-21	17.94	35.91	800 – 1000 (per year)
5	2021-22	43.50	41.71	
6	2022-23	47.77	49.28	
7	2023-24	37.00	44.61	900 – 1100 (per year)
8	2024-25	64.30	66.00	
9	2025-26	58.76	54.64	1000 - 1100

After the Annual Statement of Accounts of the Institute are internally audited and certified by the CA Firm, the same are placed for approval by the Board of Governance (BoG) of the Institute through the Administrative & Finance Committee (AFC) of the Institute.

Subsequently, the Annual Statement of Accounts of the Institute are audited by the Principal Director of Audit (Central), Lucknow on behalf of the Comptroller & Audit General of India.

115

The Institute also takes the professional service of the Chartered Accountant Firm for conducting internal audit of its accounting process like ledger entries in Tally, Bank Reconciliation, PFMS Reconciliation, IT Compliance, GST Compliance, etc. throughout the year.

The Institute is inviting bids to engage a Chartered Accountant Firm as per the details given below:-

1. Scope of Work:

i. **Following works need to be done Annually:**

a. Internal Audit and Certification of Statement of Accounts (Balance Sheet, Income & Expenditure A/c, Receipt and Payment A/c, etc).

b. Checking of Cash Book/Bank Book and Bank Reconciliation Statements.

c. Scrutiny of all accounting ledgers.

d. Vouching & Verification.

e. Verification and Certification of correctness of the TDS calculation [Salary, Pension, and Third Parties (GST and IT)].

ii. **Following works need to be done Monthly:**

a. Reconciliation of Cash Book in Tally with Bank Statement

b. Reconciliation of Cash Book in Taly with PFMS Record.

c. Checking of TDS (IT & GST) made on payments and TDS returns filed.

d. Checking of IT & GST returns and compliances.

e. Certifying the transactions done on the Bank Accounts with online transaction facility.

iii. **Following works need to be done Concurrently/Daily:**

a. Audit of Vouchers, Cheque/PFMS Registers on daily basis.

b. Verification of book-keeping and/or voucher entries in Tally.

iv. **Following works need to be done on requirement basis: (See Para – 10 and 11)**

a. Coordination with C&AG Audit Team for smooth completion of Transaction and Financial Audit and assisting the Institute for compliance of the Audit Reports.

b. Any other professional service as may be required by the Institute.

Notes –

a. The staff/articles engaged for concurrent audit must not be engaged for works mentioned at (i) and (ii), above. That is, staff/articles used to carry out the works mentioned at (iii) must not be used to carry out the works mentioned at (i) and (ii), above.

b. The Institute reserves the right to request the agency for change of the staff/articles engaged for any of the purposes at its discretion.

113

2. **Tentative schedule for audit and indicative manpower requirement:**

Sl. No.	Description of Task	Duration	Annual Frequency	Tentative Men-Days (each occasion)	Presence by a C.A.
A.	Internal Audit of Statement of Accounts	By $1^{st}/2^{nd}$ Week of June	01	24 - 30 (2*12 / 3*10)	2 – 3 days
B.	Monthly Audit	$2^{nd}/3^{rd}$ Week	12	06 - 10	4 – 6 hours
C.	Daily Audit	5 days a Week	Working Days	1 - 2 (4 - 8 hours)	N/A

3. **Eligibility Criteria**:

   a. The C.A Firm should be registered with the Institute of Chartered Accountant of India since 01/04/2020.

   b. The C.A Firm should be empanelled with the Comptroller and Auditor General of India since 01/04/2020.

   c. The firm must have their Head/Branch Office in Ranchi, Jharkhand and at least one of the partners must be stationed full-time in Ranchi.

   d. Any one Partner of the Chartered Accountant firm stationed full-time in Ranchi should have audited and certified the Annual Accounts of an Institute or University under the Central Government for at least 3 years in last 10 years (i.e. between 2015-16 and 2024-25, both years included).

   Note – All the eligibility criteria should be fulfilled as on 31/03/2026. (**Annexure – B**)

4. **The following documents are required to be submitted along with the proposal**:

   a. Documents in support of eligibility criteria mentioned at 3 (a), 3 (b), and 3 (c).

   b. Particulars (Bio Data, Membership Certificate, etc.) of the proposed signing partners.

   c. Documents in support of eligibility criteria mentioned at 3 (d).

   d. Number of Partners, C.A. Articles and Full-Time Employees on roll of the firm.

   e. Proposed Audit Fees in prescribed format given in the **Annexure - A**.

5. **Period of Assignment**:

   Initial assignment will be given for the F.Y. 2026-27. This may be renewed for F.Y. 2027-28 and 2028-29, based on satisfactory performance and requirement of the Institute. However, the Institute reserves the right to cancel the engagement by giving one months' notice to this effect.

6. **Submission of Proposal:**

The proposal along with the required documents may be sent in a closed envelope to "The Registrar, National Institute of Advanced Manufacturing Technology, Hatia, Ranchi – 834003" by registered/speed post, to reach by **3.00 pm on 11/08/2026 [Tuesday]**. Cover of the envelope should mention "Proposal for Internal Audit".

7. **Opening of the Proposals/Bids:**

All the proposals/bids received within the scheduled date/time shall be opened by the Institute at **3:30 pm on 11/08/2026 [Tuesday]**. Representatives of interested CA Firms may be present at the time of opening of the proposals. Evaluation of the proposals, however, will be done later.

8. **Acceptability of the Audit Fee:**

It is expected that the Audit Fees quoted by the CA Firms should commensurate with the scope of work and guidelines of ICAI. Accordingly, Minimum Acceptable Audit Fee is restricted to be **Rs. 6.00 lakh per year (i.e. Rs. 18.00 lakh for three years)**. Any bid with less than Rs. 6.00 lakh for any year will not be considered as a valid bid, and thus will be rejected.

Further, the Maximum Acceptable Audit Fee for any year shall be restricted at Rs. 8.00 lakh. Bids with audit fee higher than Rs. 8.00 lakh for any year will not be considered as acceptable by the Institute, and thus will be rejected.

9. **Selection of the C.A Firm:**

All the proposals received within the scheduled time will be examined for ascertaining eligibility and final assignment will be given to the C.A firm, from among the eligible C.A firms which has quoted the lowest gross total fee (exclusive of GST) for all the 3 years.

The CA Firm quoting the lowest audit fee for three years together from among the bids with acceptable Audit Fee (as per above) will be engaged as the Internal auditors of the Institute. In case of two or more CA Firms quoting the same lowest Audit Fee, following criteria will be applied for selection of the CA Firm, in the given order:

i. Firm quoting the lowest Audit Fee for the First Year (i.e. for 2026-27).
ii. Firm quoting the lowest Audit Fee for the Second Year (i.e. for 2027-28).
iii. Number of certifications of Annual Accounts of an Institute or University under the Central Government done by the signing partner in last 10 years. (List of Such entities along with the Copy of work order should be enclosed)

v. Number of Article Clerks completed Articleship from the Ranchi Office of the CA Firm in last 10 years. (List with Certificate of Completion issued by ICAI should be enclosed)

vi. Duration of practice period of the Signing Partner. (Copy of Certificate of Practice issued by ICAI should be enclosed)

vii. Date of Registration of the CA Firm with ICAI (Copy of Certificate of Registration should be enclosed)

viii. Date of Empanelment of the CA Firm with C&AG (Copy of Certificate of Empanelment should be enclosed)

10. <u>Coordination with C&AG Audit</u>: [See Scope of Work – iv (a)]

The Annual Accounts of the Institute are audited (referred as Financial Audit) by the Principal Director of Audit (Central), Lucknow (under the aegis of the C&AG of India) every year, for issue of Separate Audit Report (SAR). Besides, the overall activities of the Institute are also audited (referred as Transaction Audit) by the same office, either annually or once in 2 to 5 years and a single Inspection Report (IR) is issued. The Internal Auditor of the institute are also expected to coordinate with the C&AG Audit Team during the courses of audit for ensuring a smooth completion of the audit by them. The Internal Auditor of the institute are also expected to assist the Institute to comply to the audit observations given in SAR and IR within the time frame as may be set by the C&AG Office. Professional Fees for these services shall be paid separately on mutual consent, depending on the frequency and duration of such audits.

11. <u>Additional Professional Services</u>: [See Scope of Work – iv (b)]

The CA Firm engaged for Internal Audit & Certification work may also be assigned certain other professional services like compliance to IT notices and GST notices. Besides, the Firm may also be required to render professional advice/opinion on certain matters as may be sought by the Institute from time to time. Professional Fees for such services shall be paid separately on mutual consent.

12. <u>Eligibility of Audit Staff/Assistant</u>:

The staff/Article Clerk deputed for undertaking the audit/certification work in the Institute should be well qualified and experienced as given below:

a. C.A. Inter passed Articles with 1 year of articleship with the CA Firm, or

b. M. Com. passed staff with 2 years of experience in the C.A. firm after M. Com., or

c. B. Com. passed staff with 5 years of experience in the C.A. firm after B. Com.

Notes – Biodata of the deputed person need to be submitted to the Institute for record.

111

13. **Payment of Audit Fees**:

a. Fee for monthly audit and certification (which also includes concurrent audit) will be made within 30 days of receipt of bill along with the Monthly Internal Audit Report.

b. Payment for Internal Audit of Annual Statement of Accounts (which also includes annual TDS verification/certification) will be made within 30 days of receipt of bill along with the Internal Audit Report.

c. Payment of Fees for coordination with C&AG Audit Team will be made within 30 days of receipt of bill, or receipt of the Audit Report from the C&AG, whichever is later.

d. Payment for additional services will be made within 30 days of receipt of bill after satisfactory completion of such additional services.

14. **Legal Aspects**:

a. The Internal Auditors and their staff/articles are responsible for maintaining secrecy of the documents and information as may be shared by the Institute during and/or in relation to the internal audit and other assignments given to them. The Internal Auditors and their staff/articles are expected not to share any document and information to any third party without knowledge and permission of the Institute.

b. In case of difficulty in interpretation and/or operation of the terms of engagement as Internal Auditors, decision of the Head of the Institute shall be final and binding.

c. Legal disputes, if any, arising in relation to this engagement and/or subsequent operation of the work, shall be subject to any court having jurisdiction over Ranchi, Jharkhand only.

Amit Panty
13.07.2026
Registrar I/c

110

Annexure - A

FORMAT FOR AUDIT FEE

(to be given in letter head of the C.A Firm)

Name of the C.A. Firm –

Office Address in Ranchi –

Name of the partner in Ranchi –

ICAI Membership Number of the partner in Ranchi –

Name of the Signing Partner –

ICAI Membership Number of the Signing partner -

Contact Person –

Contact Number –

Financial Year	**Monthly Audit Fee**	**Annual Value of Monthly Audit Fee**	**Audit Fee for Certification of Annual Accounts**	**Total Audit Fee**
(a)	(b)	(c) [= (b) x 12]	(d)	(e) [= (c)+(d)]
2026 - 27				
2027 - 28				
2028 - 29				
Total for three years (GST shall be paid extra as applicable)				

Date:

Place:

Authorized Signatory with Seal

ICAI Membership No. ________

(109)

Annexure - B

INFORMATION SHEET FOR

ELIGIBILITY-CUM-TIE-BRAKING-CUM-TIE-BRAKING

Sl. No.	Criteria/Particulars	Information (applicable to the CA Firm)	Page No. of Supporting Document
1	First date of Registration of the CA Firm with ICAI		
2	First date of empanelment of the CA Firm with C&AG		
3	Address of the Head/Branch Office of the CA Firm in Ranchi		
4	Number of the Partner(s) stationed full-time in Ranchi		
5	Highest number of certifications of the Annual Accounts of an Institute or University under the Central Government done in last 10 years by any one of the Partner(s) stationed full-time in Ranchi.		
6	Total number of certifications of Annual Accounts of an Institute or University under the Central Government done by the signing partner in last 10 years.		
7	Number of Article Clerks currently working in the Ranchi Office of the CA Firm		
8	Number of Article Clerks completed Articleship from the Ranchi Office of the CA Firm in last 10 years		
9	Duration of practice period of the Signing Partner	_____Years _____ Months	

Date:

Place:

Authorized Signatory with Seal

ICAI Membership No. ________