

Request For Proposal (RFP) Reference No. RGNAU/45/2017

**RAJIV GANDHI NATIONAL AVIATION UNIVERSITY (RGNAU)
Rajiv Gandhi Bhawan, Safdarjung Airport,
New Delhi**

**REQUEST FOR PROPOSAL (RFP) FROM CHARTERED ACCOUNTANT FIRMS
FOR
APPOINTMENT OF AUDITORS FOR RGNAU FOR THE FINANCIAL YEAR
2016-17**

Rajiv Gandhi National Aviation University (RGNAU) invites Request for Proposal (RFP) from Chartered Accountant Firms (CA Firms) for appointment of Auditors for RGNAU situated at New Delhi.

The eligibility criteria and other details have been mentioned in the RFP document which can be downloaded from website* The last date for submission of bid on-18.10.2017 at 1300 hours and shall be opened on 18.10.2017 at 1500 hours. The financial bid with respect to technically qualified bidder shall be opened on later date that will be intimated to the qualified bidder through e-mail.

The RGNAU reserves the right to cancel the bid at any moment of time without assigning any reason.

**REQUEST FOR PROPOSAL FROM CHARTERED ACCOUNTANT FIRMS
FOR APPOINTMENT OF AUDITORS FOR THE RGNAU FOR THE
FINANCIAL YEAR 2016-17**

1. **TERMS OF REFERENCE**

(a) **Brief Introduction**

Rajiv Gandhi National Aviation University (RGNAU) is being established at Indra Gandhi Rastriya Udan Akadami (IGRUA) campus, Fursatganj, Amethi, Uttar Pradesh by an Act of Parliament, 2013 (No. 26 of 2013). The Act received the assent of the President on 18th September, 2013, to facilitate and promote aviation studies, teaching, training, research and extension work with focus on emerging areas of studies such as aviation management, aviation regulation and policy, aviation history, aviation science and engineering, aviation law, aviation safety and security, aviation medicine, search and rescue, transportation of dangerous goods, environmental studies and other related fields.

The Accounts of the RGNAU are prepared as per the prescribed Uniform Common Format applicable to the Central Autonomous Bodies. The Accounts of RGNAU have to be audited by C&AG as per section 31(i) of RGNAU Act 2013. In order to finalise the annual accounts and to submit ITR along with the audit report services of a CA firm having similar experience is required are being audited by the Chartered Accountants (CA) firms selected out of the list of CA firms provided by Comptroller & Auditor General of India (C& AGI).

(b) **Scope of Work**

- (i) To make review of the system of book keeping & accounting.
- (ii) To make such tests and enquiries as the auditors consider necessary to form an opinion as to the reliability of the records as a basis for preparation of Accounts.
- (iii) To verify accounts with reference to the books of accounts ie ledgers, journal and other subsidiary and supporting records to see that the accounts are in agreement with the books of accounts.
- (iv) To make a review of the Income and Expenditure Account/Receipts & Payments Account and the Balance Sheet in order to make a report stating, whether in the opinion of the auditors, the financial statements are presented in conformity with the generally accepted accounting principles and the items therein are described in such a way to give a true and fair view of the financial position and results of operations of the entity.

- (v) Adequacy of Internal Audit System.
- (vi) System of Physical Verification of Inventory & Fixed Assets.
- (vii) Regularity in Payment of Statutory Dues.
- (viii) Checking of submission of Utilization Certificate.
- (ix) Any other work needed for Accounts finalization.

(c) **Schedule for Completion of Audit**

The firm will have to start and complete the Audit along with the submission of ITR by 30-10-2017.

(d) **Time Period for Engagement**

CA Firm will be appointed for the financial year 2016-17. The selected CA firm may be re-appointed up to a maximum period of three years on annual basis depending upon their satisfactory performance in the previous financial year.

2. **PRE-QUALIFICATION CRITERIA OF THE CA FIRM**

The bids of only those CA firms will be considered, which satisfy the following eligibility criteria:

- (i) The Chartered Accountant Firm should be empanelled with the office of C&AG of India for the Financial Year 2017-18.
- (ii) The Chartered Accountant Firm is required to have Income Tax Permanent Account Number (PAN) and GST Registration Number.
- (iii) The firm or any partner of the firm should not be black listed by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior. The firm has to submit the No blacklisting certificate as per **Sub-Annexure-A-1.**
- (iv) The average gross professional fees earned by the firm in last three financial years (2013-14, 2014-15 & 2015-16) must be more than Rs. 10.00 lakhs per annum and provided in the format attached at **Sub-Annexure-A-2.**
- (v) The CA Firm should have been in operation for minimum 10 years and should have undertaken at least 1 assignments related to Audit of Annual Accounts as any other similar assignment of Central Autonomous bodies/ other organization preferably in education field/ Public Sector Undertakings. Firms should submit details of experience required in format attached at **Sub Annexure-A-3.**

(vi) The CA Firm office should have its Head office in Delhi.

3. **PAYMENT TERMS**

(i) The professional fee quoted by the firm shall be valid for the entire contract period. Payment shall be made on completion and submission of signed Audit Report.

(ii) Invoice should be raised in duplicate in favor of VC RGNAU.

(iii) Statutory Taxes will be paid as per the prevailing rates during the contract period.

(iv) TDS will be deducted as per prevailing rates prescribed in the Income Tax Act from all payment made by RGNAU.

4. **OTHER GENERAL TERMS**

(i) Format of Application must be completely filled in. Incomplete applications will be rejected outright.

(ii) Please ensure that date of establishment of registered office, Branch office, details of all partners into the firm should be invariably indicated in the application.

(iii) All submitted documents should be signed by a Managing Partner with his name and under the seal of the firm.

(iv) Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected outright.

(v) CA Firms are requested to visit RGNAU for further clarification / query / exact scope of the work etc, before quoting their rates for statutory audit fee.

(vi) No proposal shall be entertained in joint venture/Consortium.

5. **LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH APPLICATION**

(i) Registration certificate of the firm issued by the Institute of Chartered Accountants of India (ICAI).

(ii) Copy of Membership Card of the Partners issued by ICAI.

(iii) Copies of appointment orders for Audit or any other similar assignment in autonomous bodies / PSU's.

(iv) Copy of PAN card of the CA Firm.

(v) Copy of GST Registration of the Firm.

- (vi) Copy of empanelment letter of C&AGI for the financial year 2017-2018.
 - (vii) Copies of Balance sheet and Profit & Loss Account of last three years (2013-14, 2014-15 and 2015-16)
 - (viii) Non Blacklisting certificate as per **Sub-Annexure-A-i.**
6. Vice Chancellor RGNAU reserves the right to accept or reject any or all the offers received or cancel bidding process prior to award of any contract, without assigning any reason whatsoever.
7. Selection of firm will be done only after detailed scrutiny of the credentials of the firm.

8. **SUBMISSION AND EVALUATION OF THE RFP**

Interested firms meeting all the pre-qualification criteria as mentioned in point-2 above may submit their offer in the prescribed Annexure /sub- Annexure of the RFP.

- (i) The financial bid with respect to technically qualified bidder shall be opened on later date that will be intimated to the qualified bidder through e-mail.
- (ii) **Annexure-I** duly filled pre-qualification-cum-technical Bid along with all supporting documents duly signed with Seal of the authorized partner and should be submitted in a sealed envelope superscribed as 'PRE- QUALIFICATION AND TECHNICAL BID FOR Request for Proposal (RFP) Reference No. RGNAU/45/2017
- (iii) **Annexure-II** duly filled Financial Bid for RGNAU should be submitted separately in a separate sealed cove superscribed as 'FINANCIAL BID FOR Request for Proposal (RFP) Reference No. RGNAU/45/2017.
- (iv) The above two envelopes containing **Annexure I** and **Annexure II** should be placed in one covering envelop and sealed superscribed as Request For Proposal (RFP) FOR APPOINTMENT OF AUDITORS FOR RGNAU
- (v) The Technical bid should not contain any indication of price offered; else the entire bid will be rejected.
- (vi) The RFP should reach at the following address latest by 1300 hours of 18.10.2017

The Finance Officer
Rajiv Gandhi National Aviation University
Rajiv Gandhi Bhawan, Safdarjung Airport,
New Delhi-110003

PRE- QUALIFICATION-CUM-TECHNICAL BID
(To BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTING AS INDICATED)

Sl.No.	Particulars		
1	Chartered Accountant Firm	Name & address of the firm	
		Name & Address of authorized partners	
		Telephone Number with STD code	
		Mobile No.(s) of Partners	
		e-mail ID	
		(Submit copy of supporting document regarding address of the Firm)	
2.	Pre-qualification Criteria The CA Firm is required to have Income Tax Permanent Account Number (PAN) and Service tax Registration.	PAN number of the CA Firm (Submit Copy)	
		GST Registration No. (Submit Copy)	
		a)	
		b)	The CA Firms has to be empanelled with C&AG of India. Empanelment Number (Submit copy of Evidence)
		c)	The average gross professional fee earned by the firm in last three financial years (2013-14, 2014-15 and 2015-16) Details to be provided as per SUB-ANNEXURE A-2
		d)	The CA Firm should have been in operation for minimum 10 years. Also firm should have undertaken and completed at least 1 assignments related to Audit of Annual Accounts or similar assignment of Central Autonomous bodies / other organization particularly in education field / Public Sector Undertakings. Details to be provided as per SUB-ANNEXURE A-3. (Submit copy of establishment of the Firm) (Attach copy of work orders as evidence)
e)	Numbers of Article Clerk/ Staff and other staff on payroll of firm No. of Articles and other performing audit /accounting work (in figures and words)		
f)	The firm or any partner of the firm should not be black listed. Submit self declaration Certificate as per Sub-Annexure-A-1		

Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time. RGNAU is a liberty to reject the proposal/work awarded to this CA Firm.

Date:
OFFICE SEAL

Signature:
Name:
Designation:

**FINANCIAL BID in respect of Rajiv Gandhi National Aviation University
(To be filled by bidder)**

(Name and address of the firm:-

(Figures in Rupees)

S.No	Description of Services	2016-17
I	Auditing, finalization of RGNAU Annual Accounts and submission of audit report.	
II	Issue of Certificate 10-B Audit report under section 12 AA (b) of the Income tax Act 1961 filing of income tax report.	
	Total (I+II)	

(Amount in words _____ only)

Note: GST shall be paid as per prevailing rates.

- (a) In case of discrepancy in the amount depicted above in figures and words, lower amount will be considered.
- (b) The above fee is inclusive of out of pocket expenses including local travel

Self- Declaration – No Blacklisting
(On the letter head of the Firm)

To,

The Vice Chancellor Rajiv Gandhi National Aviation University (RGNAU), Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi – 110003, India.

In response to the Request For Proposal (RFP) for selecting Auditors for RGNAU for the financial year 2016-17, I/ We hereby declare that presently our Chartered Accountant (CA) firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our CA firm _____ is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signatures _____

Name: _____

Seal of the CA Firm _____

Place _____

Date _____

**Details of CA Firm's professional income
(Gross professional Fees received/earned)**

(Rupees in lakhs)

Particulars	Financial Year 2013-14	Financial Year 2014-15	Financial Year 2015-16
Gross Professional fees Earned			

Furnish the copy of the Profit & Loss Account and Balance Sheet as documentary evidence in support of the information provided above.

Date:
OFFICE SEAL

Signature:
Name:
Designation:

Details of CA Firm's Experience of Similar Services as per details in RFP Document

Sl. No.	Name of the assignment	Duration	Name of the organization	Nature of Assignments (Please specify the work involved as detailed in scope of work)	Details of Supporting Documents provided
1					
2					
3					
4					
5					

Furnish the copy of the documentary evidence in support of the information provided above.

Please attach additional sheets, if required.

Date:
OFFICE SEAL

Signature:
Name:
Designation: