



**Dr. A. P. J. Abdul Kalam IIIT-ONGOLE
RGUKT, A.P**

Camp Office: RK Valley (Idupulapaya), Vempalli (M), Y.S.R. (Dist.) A.P – 516330

Mail Id: spc.ong@rgukt.in

Ref No: RGUKT/ONG/Proc/Internal Audit/2020

Date: 13-02-2020

NOTICE INVITING QUOTATIONS

Dr. A. P. J. Abdul Kalam IIIT-ONGOLE, RGUKT,AP invites sealed quotations from interested parties to perform quarter wise internal auditing at Dr. A. P. J. Abdul Kalam IIIT-ONGOLE campus, RGUKT,A.P, located at Idupulapaya, Vempalli, YSR Dist.

Last Date for Submission : 20-02-2020

Item Description : As per Annexure – A

Address for Communication: Coordinator Stores and Purchases (i/c),

Dr. A. P. J. Abdul Kalam IIIT-ONGOLE
RGUKT-AP.
RK Valley (AP-IIIT),
Vemaplli Mandal,
YSR Dist, Andhra Pradesh-516330

Terms & Conditions:

1. The Bidder is required to have GST registration. (Copy of Firm Registration Document and GST registration are to be furnished)
2. The Bidder should not have been barred by any PSU/Govt. Dept. in doing business with them.
3. The Chartered Accountant firm shall have C&AG empanelment and also registered in ICAI for the last 7 continuous years. (Attach proof).
4. Internal Audit/ Statutory Audit experience of Twenty Five Years or more years as on 31.03.2018. (Attach proof)
5. The firm should have the experience in conducting Audit of Government / Semi Government Organization/ Academic Institutions for the past 5 years (Attach Proof).
6. The audit team shall consist of one senior qualified chartered Accountant having post qualification experience of not less than 5 Years and semi qualified chartered accountants as per requirement.
7. The firm should have permanent establishment or Branch Office registered in Andhra Pradesh/Telagana state only to participate in tender process or otherwise the tender may be summarily rejected.
8. Bid not transferable: The bid documents are not transferable and the seal and signature of the authorized official of the firm's must appear on all the papers and envelopes submitted.
9. Payment will be made quarter wise within 30 days from the billing date after getting satisfaction certificate from the concerned department.
10. Partial quote are liable to be rejected.
11. Bidders are requested to follow the given price bid format to quote for work. The rate may be quoted in INR. The offers should indicate unit price (excluding taxes and duties applicable). Taxes and other charges should be mentioned separately. If not mentioned, it is considered as included in the quoted price.
12. Bid quote must be valid for 120 days.

13. The quotations must be addressed to “The Director, RGUKT, Ongole Campus, at RK Valley, Idupulapaya”.
14. The sealed cover should be super scribed with above mentioned NIQ.NO and must reach the office on or before the last date through Speed-post/Registered Post.
15. RGUKT reserves the right to reject any/all quotation(s) without assigning any reasons whatsoever.
16. Quotations received against our notification are considered as accepting the terms and conditions of RGUKT, Ongole Campus at RK Valley.

**Sd/-
Administrative Officer**

Annexure –A

SCOPE OF AUDIT:

Sl. No	Description
1	All Payments and receipts in F & A section
2	Students fee and scholarship receipts
3	Central library and department libraries, if any
4	Central stores records and physical verification
5	Issue and settlement of advances
6	Vehicle log books and others
7	Pay bills of contractual staff
8	Central stores records and physical verification
9	Payments of outsourcing staff/ security staff/ housekeeping personnel
10	IT infrastructure records and physical verification
11	Student amenities records and physical verification
12	Procurement section records and physical verification
13	Review of all sanction orders/ proceedings
14	Fixed Asset register stock verification
15	Review of examination section grading policy. Result verification and others
16	Review of EC minutes implementation
17	Review of indirect and direct taxes remittances
18	Review of academic section –BOS minutes/ academic council Minutes
19	Court cases/ disciplinary cases other cases
20	Mess records, students attendance
21	Details of institute lands and physical verification
22	Investment policy

23	Student enrolment
24	Formation of various committees, agenda, minutes, action taken reports
25	Medical dispensary/ institute hospital

1. One senior partner shall associate with the audit team to finalize the audit programme and to supervise the audit work/ finalize the internal audit report.
2. Audit programme shall be finalized in consultation with the Head of Finance who will coordinate all the works relating the internal audit.
3. The audit team shall suggest necessary rectifications in accounting aspects (If any)
4. For every quarter the report has to be submitting within 15 days after completion of the audit.
5. Accommodation and food will be provided by the Institute to the Audit Team during the audit period.

Price bid format (should be printed in letter head)

Reference:

Date:

Valid till:

To

The Director

Dr. APJ Abdul Kalam IIIT-Ongole

I/we here by submitting estimate for supplying of the item listed below

S. No	Description	A	B	C=A+B
		Price (Rs.)	Tax (Rs.)	Item Cost (Rs.)
1	Internal Audit - First Quarter			
2	Internal Audit - Second Quarter			
3	Internal Audit - Third Quarter			
4	Internal Audit - Fourth Quarter			
Subtotal (Rs)				
Other Charge, if ant (Rs)				
Total amount (Rs)				

- I/ We shall be bound by a communication of acceptance/rejection by RGUKT- Dr. APJ Abdul Kalam IIIT-Ongole.
- I/ We have understood and agree the terms and conditions mentioned in the notice inviting quotations.

Name:

Contact No:

Signature:

(Office Seal)