



भारतीय राजमार्ग अभियन्ता अकादमी
(सड़क परिवहन एवं राजमार्ग मंत्रालय, भारत सरकार)
Indian Academy of Highway Engineers

(Ministry of Road Transport and Highways, Govt. of India)
A-5, Institutional Area, Sector-62, NH-24 Bypass, Noida-201301, UP, India
Tel 0120-2400085-86, 2405006-9, Fax 2400087
Email: director.iahe@gmail.com, iahe.training@gmail.com

All communications to this office
should be addressed to the Director
by designation and not by name

IAHE/F&A/29/NIQ Appointment CA/2015-16

16th April, 2016

Notice Inviting Quotations (NIQ)

To,
As per list identified
through Internet/ local enquiry
& web site of IAHE

Sub: Proposal for Appointment of Chartered Accountant for conducting Statutory Audit and other advisory services to Indian Academy of Highway Engineers (IAHE) (erstwhile NITHE), Noida for the Financial Year 2015-16

Sir,

Your quotation may be submitted to Director in sealed envelope so as to reach by 2nd May 2016, 03:00 PM in the format as given at Annexure-I (in the letter head of Firm) as per the following terms and conditions. In the quotation, the letter number and date of this NIQ may be mentioned.

Terms & conditions

1. The Proprietor/firm should be a Chartered Accountants firm and have at least 7 years of experience from the date of registration of the firm. **(Copy of the self-attested Registration Certificate is required to be submitted).**
2. The Annual average turnover of the interested CA firm should not be less than Rs.10.00 lakhs/per year for last three years viz. F.Y 2014-15, 2013-14, & 2012-13.
3. The **first cover** shall contain a valid copy of Registration Certificate, Fellow Membership Registration No., PAN No. and service tax registration no., (if applicable), copies of the Income Tax Return for the last three years. The **second cover** shall contain the Financial Quote in the format as given at Annex-1. Any deviation from the format shall result in rejection of the proposal. The first cover shall be opened at first and firms who have submitted **Registration Certificate of the Firm, Fellow Membership Registration No., PAN Card No., service tax registration, (if applicable), copies of income tax return for last three years and fulfil the requirement as mentioned at para 1 & 2** shall be eligible for opening of the second cover i.e. the cover containing the Financial Quote. The work shall be awarded to the firm submitting the **lowest Financial Quote**. Both the covers should be enclosed in a third cover with **"Appointment of Chartered Accountants for conducting Statutory Audit"** in response to IAHE's NIQ bearing no. IAHE/F&A/29/NIQ Appointment CA/2015-16 dated **16th April, 2016**".

RKlimb



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- 2 -

4. As per Government Norms, the certified copy of the Annual Accounts along with the auditor report will have to be laid down in the Parliament. Hence, the report of the statutory audit viz. certified copy of the annual accounts along with the auditor's report will have to be submitted on or before 30th June every year. It may be ensured that the report of the statutory audit should be completed in time. Audit will be required to give its opinion as to whether Balance sheet, Income and Expenditure Accounts, period under Audit read with Accounting policies give true and fair view of state of affair of the Academy. The CA firm so appointed would be required to look into the compliance of previous audit objections raised (if any) by CAG/CA and have to verify or comment on the supporting documents/vouchers submitted at the later stage, to settle the audit qualification in the Statutory audit report of this assignment.
5. IAHE will provide TALLY Data and trial balance before starting the audit and such other documents as required by the audit party. On completion of the audit, the CA firm so appointed should prepare and submit the following :
 - i) Income and Expenditure Statements
 - ii) Balance sheet, with details of all schedules and procurement audit certificate.
 - iii) Utilization Certificates as per GFR Rules
 - iv) Report on all discrepancies noticed in the financial accounts and procurement procedure.
6. IAHE shall not bear the expenditure incurred on the boarding of the staff deputed by the firm.
7. Travel cost for visit to IAHE shall not be reimbursed.
8. The proposal is initially for a period of one year i.e F.Y. 2015-16. However, the same may be renewed on the similar terms and conditions for two more years, year by year, based on providing satisfactory services.
9. Payment shall be made through cheque or NEFT/RTGS within a week of after completion of job. Details of Bank A/c (name of account holder, nature of account, account number, bank name/ branch) shall be specified in the quotation.

RK Singh

1. In order to ensure timeliness from the part of the auditor if IAHE feels that in spite of providing all information, documents and updated books of accounts, there was delay as due to lacking at the part of the auditor then IAHE may deduct the audit fees @ 10% p.m. of the total fees from the date of completion of audit as agreed in terms of the contract.
2. IAHE reserves the right to cancel the NIQ even after receipt of quotations without assigning any reason.
3. Quotation shall be submitted to Director in sealed envelope superscribing **“Quotation for Appointment of Chartered Accountant”** in response to IAHE’s NIQ bearing no. **IAHE/F&A/29/NIQ Appointment CA/2015-16 dated 16th April, 2016** so as to reach by **2nd May, 2016, 03:00 PM**.

Yours faithfully,



(M. Riten Kumar Singh)
Joint Director, IAHE

Format (should be on the letter head of the Firm submitting the quotation)

Letter no

Dated

To
The Director
Indian Academy of Highway Engineers
A-5, Institutional Area,
Sector-62, Noida

Sir ,
Please find our quotation with respect to your NIQ bearing no IAHE/F&A/29/NIQ Appointment CA/2015-16 and dated 16th April, 2016

Sl. No.	Items	Amount in Rs
(i)	Statutory Audit for the F.Y 2015-16	
(ii)	Issuance of Audit Report u/s 10 (23C) for the F.Y.2015-16	
(iii)	Filing of Annual Income Tax Return for the F.Y. 2015-16	
	Total	

Total amount Rs...../- (in words.....
.....Only)

I accept all the terms and conditions stated in the NIQ issued bearing no IAHE/F&A/29/NIQ Appointment CA/2015-16 dated 16th April, 2016..

Ravi

Signature of Authorised Signatory
Name of the firm with stamp and date