



# jk"Vh; i kq kfxdh l lFku jk; ig NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

(An Institute of National Importance)  
Under Ministry of Education, Govt. of India



No: NITRR/S&P/Acc./LT/2024-25/1905

Raipur, Dated 11/03/2025

To,

1. M/s Luhariwala & Co., 201, SS Plaza, Bhainsthan Road, Near Agrasen Chowk, Raipur-492001
2. M/s Ghiya & Co., 30, Gound Floor, Lal Ganga Midas, Fafadih, Raipur-492001
3. M/s Ritesh Kumar Gupta & Associate, Near Agrasen Marg, SS Plaza-101, Bhainsthan Road, Raipur-492001
4. M/s GNS and Associates, A-302, Om Shri Kings Court, Shankar Nagar, Raipur-492001
5. M/s VAP & Associate, D-140/5, Sec-5, Devendra Nagar, Raipur-492001

**SUBJECT: LIMITED TENDER ENQUIRY FOR EMPANELMENT OF  
CHARTED ACCOUNTANT FIRMS FOR INTERNAL  
AUDIT WORK**

Dear Sir,

NIT Raipur invites tender from Chartered Accountant Firms having branch at Raipur, for carry out Internal Audit etc. work of the Institute for the Financial Year 2024-25, which can further be extended for two more year (on a yearly basis) on satisfactory performance.

Your quotation for this in a sealed envelope should reach by **24-03-2025** by 3:00 P.M. positively to "The Registrar, NIT Raipur (C.G.). - 492010. "**LIMITED TENDER ENQUIRY FOR EMPANELMENT OF CHARTED ACCOUNTANT FIRMS FOR INTERNAL AUDIT WORK**" should be written on top of sealed envelope. The envelopes will be opened preferably on the same day at 3:30P.M. in the office of Deputy Registrar (Store & Purchase).

**The scope of work, pre-qualification criteria, payment terms and Time Period are as mentioned below:**

**Scope of Work**

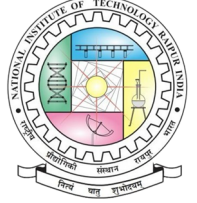
The nature of work of the Chartered Accountant Firm shall be as follows.

1. Verification and checking of financial transactions from cash book/bank book and other ancillary record maintained by the Institute and to ensure that the cash in hand is reconciled with cash book record.
2. Review and checking of Bank reconciliation statements.
3. Review, checking, & applicability of all statutory obligation compliances such as GST, TDS on GST, TDS, Income Tax, NPS, EPF, ESIC etc. and filing of all original & revised statutory return (Income Tax, TDS, GST etc.) on or before the due date.



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4. Pre-audit of Purchase files, vouchers, purchase proposals, records of different departments/sections etc. to ensure that the same are being made in compliance to the Institute's rule and procedures, General Financial Rules (GFR) and other applicable rules of Govt. of India.
5. Report risk management issue and internal control deficiencies identified and provide recommendation for improving Institute's operation and Suggestion of improvement of the existing system of accounting and management information system from time to time.
6. Review and verify the provisions of accrued expenditure and income as at the end of the year.
7. Review and checking of outstanding balances in creditors account, advances etc.
8. Review and checking of the Grants received and its utilization as per the terms and conditions and verification of expenses with the approved budget.
9. Review, checking & reconciliation of tuition fees received by the institution from the students and Income from various sources such as consultancy, rents, and other miscellaneous receipt etc.)
10. Review and verification of additions to fixed assets, fixed assets register and physical verification.
11. Review and verification of the record/system of bill payment to various contractors and also review the compliance on them with term of contract with user.
12. Review and verification of the last statutory/Internal audit comments and compliances.
13. Assist full time during C&AG Audit & preparation of reply including old paras.
14. Vouching, Ledger Scrutiny, verification of Internal audit of books of accounts, ancillary records on monthly basis and submission of reports on quarterly basis and Verification of unspent balance report, Utilization Certificate and other reports submitted to MoE periodically.
15. Provide opinion on all notices, queries & intimations received from the various statutory authorities (GST, Income Tax etc.) and preparation of its reply and representation of same to the above authorities.



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16. Verification of Income Tax computation sheet (along with the income tax declaration form and proof of investment) of all employees of NIT Raipur & preparation of Form 16 & 16A.
17. To appraise the Institute on regular basis about applicability of Circulars/Notifications issued by the Govt. / Tax Departments (like Income Tax, TDS, GST & other statutory body etc.).
18. Internal auditors or their representatives should visit the institute on a timely basis preferably minimum thrice in a week or depending upon the urgency of the work assigned. Attendance records will be maintained at F&A section for this purpose.
19. A quarterly worklog/summary of the work carried should be provided at the end of every quarter.
20. The audit report is to be submitted along with corrective/suggestive measures, if any immediately on completion of audit.
21. Any other works assigned from time to time.

## Pre-qualification Criteria

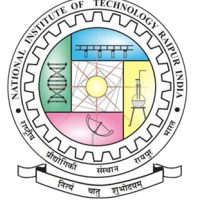
The firm eligible for the bidding process must satisfy the following eligibility criteria:

1. The Chartered Accountant Firm should be based at Raipur or having branch office at Raipur.
2. The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and must have Permanent Account Number (PAN) and Valid GST Registration.
3. The Firm should have been in operation for at least 10 years after its registration & should have at least 3 (Three) full time FCA Partners.
4. The Firm should be empaneled with Comptroller and Auditor General of India (C&AG).
5. Average Annual Revenue (Gross Professional Fees received during the last 3 years period i.e. F.Y. 2023-24, 2022-23 and 2021-22 of the Firm in the last 3 financial years **must** be equal to or more than Rs. 15Lakhs.



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6. The Firm should have at least 3 years of experience of handling the Audit of Central Autonomous educational institute of repute like (IIT/IIM/IISER/Central University, PSU Banks, Public Sector Enterprises, and any other Government Organizations etc.)
7. The firm should have No. of assignments of audit of listed Autonomous educational institute of repute like (IIT/IIM/IISER/Central University, and Public Sector Enterprises etc. except bank branch audit) should have a turnover of not less than Rs. 25 Cr. In the last 3years. The branch audit of banks shall not be considered for the above purpose.
8. The firm/ partner has not been debarred/ black listed by any Bank/ State Govt. /Central Govt./ State PSU/ CPSU/SEB/ Public Utility as on date.
9. There should be no legal suit/criminal case pending or contemplated against CA firm on the ground of moral turpitude or for violation of any law in force.

## Payment Terms

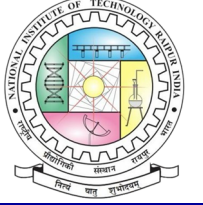
The payment shall be made on quarterly basis after satisfactory services, subject to the following terms and conditions:

1. No price variation would be allowed during the contract period.
2. Any changes in GST rates or imposition of new tax on this service during the contract period will be borne by the Institute.
3. TDS under Income tax will be deducted at applicable rates.
4. The Institute reserves the right to deduct amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final in this regard.
5. The Service Provider will raise the quarterly bills in duplicate after submission of the quarterly report to the Institute and hold the office till completion of work. The bills of last quarter of the FY will be processed after completion of preparation of Annual Accounts of the particular financial year.



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## Time Period

The Chartered Accountant firm will be required to provide the desired services initially for F.Y. 2025- 2026, which can be renewed for another two (one + one) years on satisfactory performance, duly recommended by the committee constituted for performance assessment.

Not with standing anything contained herein above, the Institute reserves the right to discontinue the services of Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period.

The Financial Bid enclosed in “Annexure A” for your reference.

Sd/-

**Registrar**

**National Institute of Technology Raipur**



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**Annexure-A**

**NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR**

**FINANCIAL BID**

<b>S. No.</b>	<b>Particulars</b>	<b>Amount (In Rs.)</b>
1.	Annual Audit Fee	
2.	Taxes(GST)	
	<b>Total</b>	

Total in figures Rs.....

Total in words.....

Signature of the  
bidder Name of  
the firm: Address: