

# **PANDIT DEENDAYAL ENERGY UNIVERSITY**

Raisan, Gandhinagar – 382426

## **INVITING EXPRESSION OF INTEREST (EOI) FOR PROVIDING INTERNAL AUDIT SERVICES AT THE UNIVERSITY**

### **1. Introduction**

Pandit Deendayal Energy University (PDEU) has been established as a Private University through the State Act enacted on 4<sup>th</sup> April, 2007.

The University offers programs to address the need for trained human resources in the domains of Humanities, Science, Engineering and Management. It intends to broaden the opportunities for students and professionals to develop core subject knowledge which are duly complemented by leadership training interventions, thereby helping the students to make a mark in the global arena. This objective is being further addressed through a number of specialized and well-planned undergraduate, post-graduate and doctoral programs as well as intensive research projects.

PDEU offers multiple courses ranging from Humanities, Science, Engineering and Management along with maximum exposure and opportunities to its students through following Schools:

1. School of Management (SOM)
2. School of Energy Technology (SOET)
3. School of Technology (SOT)
4. School of Liberal Studies (SLS)

PDEU intends to empanel **Internal Auditors** of the University and constituent Schools.

### **2. Expression of Interest (EOI)**

PDEU invites Expression of Interest from interested and eligible bidder for empanelment as **Internal Auditors** through **Registered Post / Hand Delivery / Speed Post**. The interested and eligible bidders may submit their proposal as per the guidelines given in this EOI document.

## I. General Information for Bidder

- a. **Eligibility:** The bidder should have its Head Office in Gujarat or having Branch Office with Full Establishment with Partner stationed at the Branch Office and possess minimum 7 years of experience, having at least 3 full time Partners and with adequate staff. From the total assignments of the bidder, one assignments should be of Internal Audit for each Financial Year preferably of University / Academic Institution (colleges affiliated with University / Deemed University) or any Government Company in preceding 2 years. The bidder should have annual minimum turnover of Rs. 1 crore from Audit Fees.
- b. **Period of appointment:** The initial period of appointment will be for one year. The auditors may be reappointed for a further period up to a maximum period of three years. The reappointment is subject to satisfactory services by the auditors and will be at the discretion of the University. The financials for the reappointment will be mutually decided.
- c. **Assignment & sub-contract:** The selected bidder shall not assign, sub-contract or sub-let the whole or any part of the service in any manner.
- d. **Confidentiality and Disclaimer:** All information provided by PDEU in connection with this EOI must be treated as confidential by Bidder.
- e. **Exit Clause:** Both the parties can terminate the contract at the end of the period of a particular financial year when the term expires. The contract can also be terminated by either side after giving one month's notice period.
- f. **Legal dispute:** The bidder should not have any legal suit / criminal cases pending against bidder and/or its partners or having not been earlier convicted on grounds of moral turpitude or for violation of laws in force.

- g. Payment:** The payment of Audit Fees as fixed will be made on completion of Audit Work and issue of Audit Report on half yearly basis. However, fees for issuance of any certificate may be released on submission of bills.
- h. Taxes and Duties:** PDEU shall be entitled to deduct applicable tax (if any) at source as per Indian Laws from all payments due to the bidder under the agreement.
- i. Price Quoted:** The bid shall be firm and final and no increase on what so ever account shall be admissible except for increase / decrease of government levy. If the contract period is extended for further period, the rates will be mutually decided between the University and the bidder considering the factors contributing to the increased cost. The Bidder shall not be at liberty to withdraw or modify their submitted proposal or any terms and conditions thereof before the expiry of said contract period.
- j. Evaluation of EOI:** Evaluation will be based on the Techno-Commercial Bid submitted by the bidders who have shown interest. The bidder will be selected on the basis of 40% weightage to the Technical aspect of the proposal, 40% weightage for the Presentation to the Committee and 20% weightage to the Commercial proposal.
- k. Rejection clause:** The bidder who does not fulfil any of the PQ conditions or submit incomplete documents in any respect is liable to be rejected.
- l.** If the University determines that a Bidder has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the Bidder knew or should have known was materially incorrect, that bid shall be rejected.
- m.** PDEU reserves the right, at its sole discretion, to waive variances in technical proposals provided such action is in the best interest of the University. Where PDEU waives variances in bids, such

waiver does not modify the requirements or waive the obligations on part of the Bidder from full compliance with the terms contained herein. Notwithstanding any variance, PDEU may hold any Bidder to strict compliance with the tender.

- n. Bids from Joint Ventures, Consortia or entities partnering for specific services shall not be accepted.
- o. The short listing of the bidder will be done only after scrutiny of the documents submitted by the bidder.
- p. Annual Audit Fees for FY 2022-23 of Internal Auditor is Rs. 9,20,000/- (excluding taxes and out-of-pocket expenses).

## II. Timeline for Bidding Process

<b>EOI Publishing Date</b>	08-Aug-23
<b>Pre-Bid Meeting Date</b>	23-Aug-23
<b>EOI Submission Date</b>	08-Sep-23
<b>Technical Bid Opening Date</b>	11-Sep-23
<b>Presentation by Qualified bidders</b>	To Be Announced
<b>Financial Bid Opening Date</b>	To Be Announced

## III. Proposal Submission

### a. Two Bid System:

- The bids shall be submitted in two different envelopes, Envelope – A: Technical Bid and Envelope – B: Commercial Bid.
- Each of the Two Envelopes shall then be sealed and put into an outer envelope marked as “Expression of Interest (EOI) for providing Internal Audit Services at the PDEU”.
- The inner and outer envelopes shall be addressed to PDEU at the address mentioned below:

**The Registrar**  
**Pandit Deendayal Energy University**  
C Block, Raisan,  
Gandhinagar 382426  
GUJARAT

- The inner two envelopes shall also indicate the name and address of the Bidder.
- If the outer envelope is not sealed and marked as indicated, University will assume no responsibility for the Bidder's misplacement or premature opening.

**b. Contents of the Two Envelopes:**

The Envelope – A: Technical Bid is the eligibility criteria and Envelope – B: Commercial Bid (as per “Annexure V”).

The content to be inserted inside Envelope – A: Technical Bid are as follows:

- (i) Bidder's Information – Annexure I
- (ii) Details of Full Time Partners of the Firm – Annexure II
- (iii) Details of Full Time Employees of the Firm – Annexure III
- (iv) Details of engagement of Bidder as Internal Auditors – Annexure IV
- (v) Other Required Documents duly signed and stamped:
  - Certificate of Registration / Partnership Deed
  - PAN Card of the bidding entity
  - Last 2 year's IT return filed by bidder
  - GST registration certificate
  - Documents in support of financial turnover (showing income from Audit Fees should be shown separately) for the last 3 financial years of the bidder
  - Undertaking to be furnished by the Bidder that the bidder does not have any legal suit / criminal cases pending against bidder and / or its partners or having not been earlier convicted on grounds of moral turpitude or for violation of laws in force.

**3. Procedure for Evaluation of Bids:**

Evaluation will be based on the Techno-Commercial Bid submitted by the bidders who have shown interest. The bidder will be selected on the basis of 40% weightage to the Technical aspect of the proposal, 20% weightage

to the Presentation and 40% weightage to the Commercial aspect of the proposal.

### **I. Pre-Qualification Criteria**

The bidder needs to qualify in the given pre-qualification criteria as below:

<b>Sr. No.</b>	<b>Particulars</b>	<b>Yes / No</b>
1	The bidder should have its Head Office in Gujarat or having Branch Office with Full Establishment with Partner stationed at the Branch Office.	
2	The bidder should possess minimum 7 years of experience	
3	The bidder should have at least 3 full time Partners (Chartered Accountants) and minimum 3 qualified manpower having sufficient experience in the field of audit for more than 3 years with the firm applying for this tender.	
4	From the total assignments of the bidder, one assignments should be of Internal Audit for each Financial Year preferably of University / Academic Institution (colleges affiliated with University / Deemed University) or any Government Company in preceding 2 years	
5	The bidder should have annual minimum turnover of Rs. 1 crore from Audit and Assurance Services	

The bidder shall be technically evaluated post qualifying in the above given pre-qualification criteria.

### **II. Technical Evaluation**

The bidder will be technically evaluated based on the below mentioned parameters and the point list for the same is as follows:

<b>Sr. No.</b>	<b>Particulars</b>	<b>Max. Score</b>
1	Bidder should have at least 3 Full Time Partners associated with the firm for not less than 3 years and the experience of the Full Time Partners;	10
	<i>(a) of 3-10 years [1 points for each partner]</i>	5
	<i>(b) of more than 10 years [2 points for each partner]</i>	10
2	Number of Qualified manpower employed with the Firm having sufficient experience in the field of Internal Audit Services for more than 3 years	10
	<i>(a) 5-10 employees</i>	5
	<i>(b) More than 10 employees</i>	10
3	Experience of carrying out Internal Audit of University / Academic Institutes (colleges affiliated with University / Deemed University)	10
	<i>(a) 3 to 10</i>	5
	<i>(b) Above 10</i>	10
4	Average Turnover of Fees from Audit and Assurance Services of the firm during the preceding 2 financial years (i.e. 2021-22 and 2022-23 respectively)	10
	<i>(a) Rs. 1 crores to Rs. 2.50 crores</i>	5
	<i>(b) Above Rs. 2.50 crores</i>	10
	<b>Total Points</b>	<b>40</b>

The bidder fulfilling with the Pre-Qualification criteria will be eligible for the technical evaluation.

X = Marks assigned to the firm being evaluated out of 40 marks as per point # 1 to 4 in the above given table.

### **III. Presentation Evaluation**

Based on the assessment of bids, if more than 5 Bidders are qualified for Technical Evaluation (X), top 5 bidder scoring highest marks out of 20 in Technical Evaluation will be called for the presentation to the Committee of the University and the evaluation

of their presentation will be made out of 20 marks.

Y = Marks assigned to the firm being evaluated out of 20 marks upon evaluation of their presentation.

#### IV. Commercial Evaluation

Commercial Bids of top 5 bidder called for presentation shall be opened post successful presentation to the Committee.

Z = Score for the Commercial bids for all the bidders will be given as per following formula.

Bid Price	Formula for score
L1	L1 Score = 40
L2	L2 Score = $40 - \{(L2-L1)/D\} \times 40$
L3	L3 Score = $40 - \{(L3-L1)/D\} \times 40$
L4	L4 Score = $40 - \{(L4-L1)/D\} \times 40$
L5	L5 Score = $40 - \{(L5-L1)/D\} \times 40$

*“D” = Difference of Highest bid price and lowest bid price*

The total score shall be out of 100 and the formula for the same is; Total Score = {(Score of X) + (Score of Y) + (Score of Z)}. The bidder getting the highest composite techno-commercial score will be awarded the contract.

#### Notes:

- (i) If 2 bidders getting the same composite techno-commercial score, the bidder with lower commercial bid will be awarded the contract.
- (ii) PDEU reserves the right to reject any or all bids without assigning any reason.
- (iii) PDEU reserves the right to make change or amend any terms of EOI as deemed appropriate.
- (iv) PDEU reserves the right to increase or decrease the scope of work.



## **4. Scope of Work**

### **a) Income / Receipts:**

Verification of adequacy or otherwise with respect to the following:

- Student Fees
- Levy of various types of Fees as per the Fees Circular
- Collection / Dues / Penalty / Fines levied as per University norms
- Collection of fees from third parties (Government / Company Sponsorship)
- Collection of Hostel Fees
- Security Deposits / Caution Money / Hostel Deposits / Library Deposits
- Refund of Security Deposit / Caution Money
- Project & Consultancy Fees
- Rent Income
- Interest Income
- Review of Income from Research & Sponsorship

### **b) Revenue Expenditures**

Verification of adequacy or otherwise with respect to the following:

- Transactions are recorded as per the principles of Accounting and are booked to proper Expenditure Head and Cost Centre
- Purchase of material based on the duly approved purchase order
- Availing services based on the duly approved work order / contract / agreement / appointment letter
- Reimbursement of expenses to students / employees / faculties
- Payment to visiting faculties / guest faculties
- Payment for utilities / to vendors

### **c) Human Resource Process**

Verification of adequacy or other-wise with respect to the following:

- Salaries, Allowances, Perquisites and Deductions as per Rules

- Statutory Compliances – Income Tax on Salaries, PF, ESIC, etc.
- Staff Advances
- Insurance Coverage for Employees
- Leave Encashment / Gratuity / Ex-Gratia Payments / Recovery.
- Verification of Full and Final Settlement.

**d) Travel**

Verification of adequacy or otherwise with respect to the following:

- Travel Expense Vouchers submitted for all reimbursable expenses in accordance with institution policy
- Travel authorization obtained for out-of-state travel from the traveler's supervisory authority prior to committing any funds
- Traveling reimbursement authorized with signatures of the traveler, financial manager, and supervisory authority

**e) Expenses under R & D Projects**

- Verification of expenses incurred as per the sanctioned letter for the R & D Projects granted by the Government
- Verification of expenses incurred for the R & D project sponsored by PDEU through R&D Office.
- To comment on nonmoving projects / over utilized projects
- Verification of Overhead Calculations of projects

**f) Banking Transactions / Cash Transactions**

Verification of adequacy or otherwise with respect to the following:

- Bank Reconciliation Statement on a monthly basis
- Debits made by the bank are checked for correctness as per the terms and conditions of the sanction letter
- Commenting on inoperative bank accounts
- Balance confirmation of Fixed Deposit (FD) with Bank / FD receipt / any other Investments made
- Interest Income on Fixed Deposits / from any other Investments
- Cash payments and cash receipts
- Cash Verification

**g) Fixed Assets**

- Review of Internal Control processes for Fixed Asset purchase and sale and comments on adequacy, gaps and suggestions for strengthening internal control system.
- Adequacy of laid down policies and procedures in respect of Fixed Assets
- Adequacy of insurance coverage of fixed assets
- Review of the balances outstanding in the Capital Work in Progress and inquire into delay in commencement of project and/or capitalization
- Review of retention / security of deposit and its release.
- Verification of Depreciation calculations
- Physical Verification of Fixed Assets (once in a year)

**h) Fund Accounting**

- Verification of accounting as per the process adopted for recognition of various funds as Restricted Funds, Endowment Funds, Unrestricted Funds, etc.
- Accounting for income and expenses incurred through various funds

**i) Investment**

- Review of Investment as per Investment Policy adopted PDEU
- Review of Fund Management System

**j) General Accounting:**

- Voucher verification with respect to Statutory Compliances
- Review of Debtors and Creditors Balances
- General Ledger Scrutiny

**k) Procurement and Inventory**

- Vendor Selection and appraisal process
- Purchase order regularization
- Review of Process for control over assets and stock by the management

- I) Any other Work as per directions of the Finance Committee of the University

## Annexure - I

### **Details of the Chartered Accountant Firm for appointment as the Internal Auditors of the University**

*(On Firm's Letter Head)*

Sr. No.	Particulars	Details
1	Name of the firm	
2	Address of the Registered / Head Office	
3	Telephone no. and E-mail address	
4	ICAI Registration No. with Region Name and Code No.	
5	Date of registration of the firm	
6	PAN & GST No. of the firm	
7	Number of Full-Time Partners as on 01-Apr-22 (Details to be provided in "Annexure - II")	
9	Number of Full Time Employees as on 01-Apr-22 (Details to be provided in "Annexure - III")	
10	Number of Branches with Location	
11	Bidder's engagement as Internal Auditor during preceding 3 financial years with any University / Academic Institutions (colleges affiliated with University / Deemed University) (Details to be provided in "Annexure – IV")	
12	Turnover of the Firm (only Audit and Assurance Services): FY 2020-21 FY 2021-22 FY 2022-23 (Certified by a Chartered Accountant Firm)	

**Annexure - II**

**Details of Full Time Partners of the Firm**

*(On Firm's Letter Head)*

<b>Sr. No.</b>	<b>Name of the Partner</b>	<b>Type of Partner</b>	<b>Membership No.</b>	<b>Whether FCA / ACA</b>	<b>Date of joining the firm</b>	<b>Total Experience in Years</b>

**Annexure - III**

**Details of Full Time Employees of the Firm**  
*(On Firm's Letter Head)*

<b>Sr. No.</b>	<b>Name of the Full Time Employee</b>	<b>Date of joining the firm</b>	<b>Area of Expertise</b>	<b>Qualification</b>

**Annexure - IV**

**Details of engagement of the Bidder as Internal Auditors**  
*(On Firm's Letter Head)*

<b>Sr. No.</b>	<b>Name of the Client</b>	<b>University / Academic Institutions (colleges affiliated with University / Deemed University)</b>	<b>Year of Appointment</b>	<b>Last Audit conducted for Financial Year*</b>

*\*Please attach supporting documents in form of appointment letter / signed financial statements*



**Annexure – V**

**Commercial Bid for appointment as Internal Auditors of the  
University**

*(On Firm's Letter Head)*

(in Rs.)

<b>Particulars</b>	<b>Amount</b>
Annual Internal Audit Fees for FY 2023-24 (inclusive of out-of-pocket expenses)	
GST __%	
<b>TOTAL</b>	