



राष्ट्रीय डिजाइन संस्थान  
National Institute of Design  
ఆంధ్రప్రదేశ్ • ఆంధ్ర ప్రదేశ్ • Andhra Pradesh

F.No. NID AP /Accounts/711/2019

Date – 15.04.2021

### NOTICE INVITING QUOTATION

1. NATIONAL INSTITUTE OF DESIGN ANDHRA PRADESH is established in 2015 as an autonomous Institute under the DPIIT, Ministry of Commerce and Industry, Government of India. Presently NID is operating from the Transit Campus located at EEE Building, Acharya Nagarjuna University (ANU), Nagarjuna Nagar, Guntur - 522510, Guntur - Vijayawada Highway, Andhra Pradesh
2. Lumpsum rate quotations are invited for the work of “providing internal audit services at National Institute of Design, Andhra Pradesh” from established and reputed Audit firms / experienced registered Contractors/ Firms who have carried out similar work for Central Government, State Government , Semi-Government Organizations or Public Sector Undertakings, educational institute of repute or with reputed private firms during the last five years ending on the last date of the month previous to the date of receipt of quotation for National Institute of Design Andhra Pradesh .Tenderers shall have to submit documentary evidence from the appropriate authority which shall be to the satisfaction of NID AP of having satisfactorily completed the work of magnitude as stated above . Similar work means – Providing audit services in an educational govt. institution/ offices / reputed organizations. **The scope of work will be submission of the audit report of financial year 2020-21.**
3. NIQ documents may be downloaded from the website [www.nid.ac.in](http://www.nid.ac.in) from 15.04.2021 to 23 .04.2021 and the downloaded documents along with the documents mentioned at 4(i) shall be submitted to the office of the Senior Engineer (Land, Building and Maintenance), National Institute of Design, Andhra Pradesh, EEE &ECE Building, Ground floor, Acharya Nagarjuna University, Nagarjuna Nagar, Guntur (A.P.)-522510 on all working day up to 23.04.2021 up to 11:00 AM and will be opened at 11:30 A.M. on the same day.
4. The submitted documents shall only be opened subject to fulfilment of following conditions:-
  - 4(i) Agencies shall submit the NIQ document in two sealed envelopes in the following manner:-

#### **Envelope -1**

- 1) Copy of PAN Card
- 2) Registration certificate under Good and Service TAX( GSTIN)
- 3) Credentials of the firm
- 4) Proof of empanelment with CAG
- 5) EMD – Nil

#### **Envelope -2 (Financial bid of technically qualified bidders shall only be opened)**

- 1) Duly signed NIQ document downloaded from the web & Price Bid

### **Envelope – 3**

Both envelopes should be enclosed in a common Envelope-III. In case Envelope-I is not annexed then Envelope-II containing NIQ document & Price Bid will not be opened at all.

#### **5. Scope of work**

Internal audit to be done for the whole financial year 2020-21 through adequate and qualified audit staff and certification audit is to be done for the whole financial year 2020-21.

Checking of all the accounting records including receipts, payment, and journal vouchers ledgers.

Review of purchases and services including engineering and construction activities and ensure the compliance with General Financial Services Rules (GFR 2017) (as amended from time to time) and the applicable guidelines of Ministry of Finance.

Review of existing accounting system and recommend modifications to ensure effective internal control.

Review of compliance of all statutory obligations like income tax, GST, Professional Tax, Works Contract Tax, Labour Welfare Cess and Customs etc.

The Audit firm should be empanelled with CAG.

Certify the annual accounts of FY 2020-21 with respect to form, compliance, and contents.

The Internal Audit should be completed for whole year, within 1 month from date of acceptance of offer letter by CA Firm

Locally available firm shall be preferred

#### **6. Force Majeure**

Bidder shall not be liable for default or non-performance of the obligations under the contract, if such default or non-performance of the obligations under this contract is caused by any reason or circumstances or occurrences beyond the control of the Bidder, i.e. Force Majeure.

For the purpose of this clause, “Force Majeure” shall mean an event beyond the control of the

Bidder, due to or as a result of or caused by acts of God, wars, insurrections, riots, earth quake, natural calamity and fire, events not foreseeable but does not include the Bidder’s fault or negligence or carelessness on the part of the Bidder, resulting in such a situation.

In the event of any such intervening Force Majeure, the Bidder shall notify NID in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by NID, the Bidder shall continue to perform/render/discharge other obligations as far as they can reasonably be attended/fulfilled and shall seek all reasonable alternative means for performance affected by the Event of Force Majeure.

In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, NID AP and the Bidder shall hold

consultations with each other in an endeavor to find a solution to the problem. Notwithstanding above, the decision of NID AP shall be final and binding on the Bidder.

### **7. Resolution of Disputes**

All disputes and differences of any kind whatsoever, arising out of or in connection with this Bid or in the discharge of any obligation arising under this Bid (whether during the progress of the work or after completion of such work and whether before or after termination, abandonment or breach of the Agreement) shall be resolved amicably. In case of failure to resolve the disputes and differences amicably the matter may be referred to a sole arbitrator mutually agreed upon after issue of at least 30 days' notice in writing to the other party clearly setting out there in the specific disputes. In the event of absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrators, one to be nominated by each party, and the said arbitrators shall appoint a presiding arbitrator. The provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern the arbitration. The venue of the arbitration shall be Guntur (A.P.)

### **8. Jurisdiction**

In the event of any dispute not resolved, Guntur shall be considered as the place of execution of this contract arrangement and only courts in Guntur alone shall have jurisdiction in the matter.

### **TERMS & CONDITIONS**

- Schedule of Quantity as per Annexure A
- Recovery of taxes will be made as per rules
- The quoted rates should be inclusive of Good and Services Tax and nothing extra shall be payable on this account

(Abhishek Agrawal)  
SE (LBM) & In charge procurement

**SCHEDULE OF QUANTITY**

**Name of Work:- Providing internal audit services at National Institute of Design, Andhra Pradesh**

Sr No	Item Description	Unit	Qty	Amount (Rs.)	
				In figures	In words
1	Providing internal audit services at National Institute of Design, Andhra Pradesh as per the scope given in the NIQ document.	Nos			

Note –

- 1) Lump sum charges are to be quoted
- 2) Rates quoted should be including of GST as applicable and other charges
- 3) Audit firms should not ask for any other courier / transportation charges in future
- 4) NID AP reserves the right to accept/ reject any or all the bids in whole or in part bids
- 5) NID AP reserves the right to cancel the tender process without assigning any reason whatsoever, at any stage, in case of any change in requirement.
- 6) NID AP reserves the right to award the work to more than one Bidder
- 7) NID AP also reserves the right to modify and/ or relax, any terms & conditions of this tender document before last date of submission of tenders to safeguard its interest.

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Agency  
Seal & Addresses

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Senior Engineer (LBM)