

Sambalpur University
Jyoti Vihar, Burla-768019
Sambalpur, Odisha



ସମ୍ବଲପୁର ବିଶ୍ୱବିଦ୍ୟାଳୟ
ଜ୍ୟୋତି ବିହାର, ବୁର୍ଲା-768019
ସମ୍ବଲପୁର, ଓଡ଼ିଶା

(Accredited with Grade 'A' by NAAC)

No. 2728/Audit

Date: 16/6/25

Expression of Interest for Empanelment of Audit Firms

The Sambalpur University is pleased to invite qualified and reputed audit firms to submit their bid for empanelment as auditors for the upcoming financial years. This initiative is aimed to select competent firms capable of conducting Pre- audit, internal audit and related advisory services as per applicable standards and regulatory requirements. The bids should reach the undersigned by speed post/registered post only latest by 30.06.2025. Details regarding terms, conditions and submission of bid can be downloaded from the University web Site - www.suniv.ac.in

Registrar

Memo No 2729/Audit

Date: 16/6/25

Copy forwarded for information and necessary action to: -

1. The Dy. Director, Advertisement, I&PR Dept., Govt. Of Odisha, Bhubaneswar with a request to publish the advertisement in one Odia News Paper in one issue with minimum size as prescribed by I&PR Dept., Govt. Of Odisha on or before 18.06.2025 and direct the concerned Newspaper agency to submit the bill in triplicate along with copy of the advertisement for payment.
2. Director, e-Governance with a request to upload the EOI in the University website for wide circulation.

Registrar

Memo No 2730/Audit

Date: 16/6/25

Copy forwarded for information and necessary action to: -

1. Controller of Finance, Sambalpur University
2. Law Officer, Sambalpur University
3. Secretary to VC for kind information of Hon'ble Vice Chancellor, Sambalpur University

Registrar

DETAILED TERMS AND CONDITIONS


Sealed bid/offers are invited from Chartered Accountants firms for Pre-Audit/Internal Audit of the accounts of Sambalpur University for upcoming financial years. The terms and conditions of the assignment are as follows: -

Nature of Work

The engaged CA firms may do the following list of work as and when assigned by the University on a **fixed remuneration basis**.

1. The CA firm shall make 100% verification of vouchers, head of Account-wise entries of receipt & payment in cashbook/other financial statements.
2. The firm shall ensure arithmetic accuracy of all entries and ensure that all transactions recorded in subsidiary books are reflected in the main cashbook.
3. Shall verify monthly analysis of Opening & Closing balance of unadjusted advances given to different categories of employees
4. Shall verify fund position in different bank A/c of Schemes, reconciliation of all bank accounts with respective Scheme cashbook and check the Bank Reconciliation Statement.
5. Verify all ledgers, Stock & Store, GIA Register, U.C. Register and other records required for audit.
6. Ensure all financial transactions are recorded in cashbook and reflected in passbook as well.
7. Ensure correctness of accounts and suggest necessary action points, if any for rectification and improvement.

Terms & Conditions

1. The firm should be C&AG empaneled for the year 2024-25 and must have minimum 2(two) partners. Single proprietorship firms are not eligible.
 2. The firm must not have been blacklisted by ICAI, any Government Departments/ PSUs/ Autonomous body.
 3. The audit is to be supervised by the partner(s) of the firm. It cannot be sublet/ assigned to any other firm/ person.
 4. The empanelment of the C.A. firm shall be made for 3 years term subject to renewal every year on satisfactory completion of the assigned work and continuance in C&AG empanelment.
 5. The bids completed in all respect should reach the Office of the Registrar, Sambalpur University, Jyoti vihar, Burla-768019 by **30.06.2025 upto 3.00 P.M.** by registered/speed
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post only. The bids will be opened on **the same date at 4.00 P.M.** in presence of the committee members. The partners or their authorized representative of the firm may remain present at the time of opening of the Technical Bid.

6. Incomplete bids or bids not in prescribed format or without required documents will be rejected.
7. All the particulars to be furnished regarding the firm and partnership should be as on 01.01.2025.
8. The bidders can download the bid documents posted in university website -www.suniv.ac.in
9. If at any stage it is found that the particulars furnished are not correct or incomplete university reserves the right to cancel the appointment and initiate appropriate action against the firm and the partners thereof.
10. The authority reserves the right to accept or reject any or all bids without assigning any reason thereof.

Documents to be enclosed:

1. Constitution certificate of the firm as on 01.01.2025 issued by ICAI
2. Copy of partnership deed.
3. Final Accounts for the financial year 2021-22, 2022-23 and 2023-24 with copy of ITR-V related to those years.
4. GST registration certificate and copy of GSTR-3B return for the months of Jan 2023 to March 2024.
5. Copy of appointment letter in support of experience in similar assignment in any Govt. Department/Educational Institutions.

Information for the bidders regarding the basis of evaluation for selection.

Basis of evaluation

Sl. No.	Criteria	Max Marks
1	No. of Partners ACA-15 Marks FCA-20 Marks	35
2	Firm having Head Office in Sambalpur District 20 Marks Firm having Branch Office in Sambalpur District 10 Marks	20
3	Experience in Statutory Audit of Educational/Government Institution (1 Mark per year)	10
4	Year of establishment (1 Mark per year)	20
5	CA(Inter)/ ICWA(Inter) Employees (1 Mark per staff)	05
6	<u>Average Turnover of Last 3 Years</u> Below Rs. 10 lakhs – 0 Marks 0.40 marks for every Rs. 1 lakh turnover above Rs. 10 lakh	10
	<u>Total</u>	100

Note: Selection of the empanelment of firms are made based on the highest marks obtained out of 100 from sl.no.1 to 6(maximum).

Bid for Pre-Audit/Internal Audit of Sambalpur University

1. Name and address of the firm:

2. Contact No.

3. E mail Id:

4. Alternate email Id:

5. Constitution:
(Please tick)

Partnership

☐

LLP

☐

6. Date of establishment (DD/MM/YYYY)

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7. Head/ branch office with complete postal address:

8. ICAI Regn No _____

9. GST No -----

10. PAN No -----

11. EPF -----

12. ESI -----

13. Details of partners

Sl. No.	Name	FCA/ACA	Membership No.	Date of Joining the firm as partner
1				
2				
3				
4				
5				
6				
7				
8				

14. Details of Qualified(CA(Inter)//ICWA(Inter) employees on the roll of the firm

Sl. No.	Name	Qualification
1		
2		
3		
4		
5		
6		

15. Gross turnover of the firm return of last three years

Financial Year	G.T.I.(in Rupees) excluding reimbursement of GST& Expenses
2021-22	
2022-23	
2023-24	
Average Turnover of above three years	

16. Experience of the firm in audit of educational/govt. institution

Sl. No.	Name of Organisation	Year of Audit

Place:

Date:



Seal & Signature
(Full Name of the Partner)

Undertaking

I, _____, Partner of _____ (Name & Address of the CA Firm), hereby undertake that neither our firm nor any partner (s) of our firm were debarred/ blacklisted by the Institute of Chartered Accountants of India, Reserve Bank of India, Comptroller & Auditor General of India, SEBI, any Central/ State Governments undertakings, Autonomous or Statutory Body. We, further undertake that no case (s) is pending against our firm/ partners before ICAI, any courts in India for any professional misconduct.

I also undertake, that no person of the firm / partner is related to any employee of the DRDA nor have any interest in their activities.

Place:

Date:



Seal & Signature
(Full Name of the Partner)