



KOLHAN UNIVERSITY

CHAIBASA, WEST SINGHBHUM
JHARKHAND. PIN: 833 202
Ph. 06582-255277

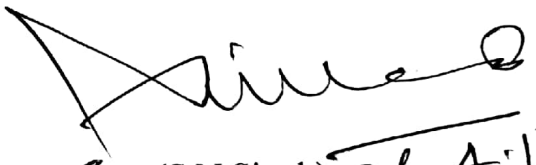
Ref.No. KU/ *A/c 10617/18*

Dated. *26.04.2018*

Offer from C.A firms for audit of the Colleges and University Office

Offers are invited from reputed Chartered Accountant firms empanelled with the C.A.G. for preparation of account and audit of all the accounts of Kolhan University, H.Q as well as all the Constituent Colleges under Kolhan University, Chaibasa for different financial years. Full details of qualifying criteria, list of Colleges, year of audit and other terms and conditions are available at the university website www.kolhanuniversity.ac.in.

The last date for submission of offer is 17th May 2018 (5.00 P.M) through speed post/registered post only. The University reserves the right to accept/reject any/all offers without assigning any reason thereof.

Ah.bz

(S.N.Singh) *26.4.18*
Registrar,
Kolhan University, Chaibasa.



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Detailed terms & conditions for appointment of C.A.firms as auditors for preparation of accounts and audit of Kolhan University Head Quarter at Chaibasa as well as different constituent colleges under it for different financial years.

01) Offers are invited from Chartered Accountants Firms (CA Firms) for appointment as internal auditor for preparation and audit of different accounts for the F.Y. 2015-16, 2016-17 and 2017-18 of Kolhan University, Chaibasa and fifteen constituent colleges (located at different places within the geographical territory of Kolhan Division East Singhbhum, West Singhbhum & Saraikella – Kharsawan districts).

as detailed below:-

- 1) Kolhan University Head Quarter (Chaibasa)
- 2) Jamshepur Women's College, Jamshedpur
- 3) Jamshepur Co-operative College, Jamshedpur
- 4) The Graduate School College for Women, Jsr
- 5) Ghatsila College, Ghatsila
- 6) Tata College, Chaibasa
- 7) Jamshepur Workers' College, Jamshedpur
- 8) Mahila College, Chaibasa
- 9) Baharagora College, Baharagora
- 10) S.B. College, Chandil
- 11) K.S. College, Saraikella
- 12) J.L.N. College, Chakradharpur
- 13) A.B.M. College, Jamshedpur
- 14) L.B.S.M. College, Jamshedpur
- 15) G C J Commerce College, Chaibasa
- 16) Jamshepur Co-operative Law College, Jsr



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- 02) The interested CA firms may submit their offer in the prescribed proforma provided herein as per Annexure – I. The proforma can be downloaded from the Kolhan University website www.kolhanunivesity.ac.in.
- 03) The sealed offer should be submitted in an envelope superscripting “ offer for preparation of Accounts and audit of Colleges & university office” and addressed to the Finance Officer, Kolhan University, Chaibasa, West Singbhum – 833202. The sealed offer must reach to above office latest by 17th May 2018 (Up to 05.00 P.M) by registered post/speed post. The offer received after due date and time will not be accepted.
- 04) The offer should be submitted in prescribed proforma as per Annexure – I alongwith a demand draft of Rs. 1000/- (Non – refundable) towards cost of tender and all other relevant documents in support of eligibility and experience criteria. The draft should be drawn in favour of the Registrar, Kolhan University, Chaibasa payable at Chaibasa.
- 05) Scope of audit:-
It shall be the responsibility of the firm to prepare and submit fund wise Receipt & Payment A/C as well as consolidated Receipt & Payment A/C of the College and university (as applicable) alongwith report on following :-
- Checking and verification of cash book and bank book of each account .
 - Checking and verification of fees/ income/receipts in each account and the review of the reconciliation of fees/income/receipts to ensure that no revenue leakage exists.
 - Checking and verification of payment transaction to ensure that they are made as per rules of the university as well as the generally accepted accounting principles.
 - Bank reconciliation statement of each A/c , year - wise.
 - Utilization reports and certificates of U.G.C Grants and State Govt. Grants.
 - Statement of outstanding advances including opening balance, advances made during the year adjustment and outstanding balance at the end of the financial year.
 - Report on stock of permanent and consumable stock.



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h) Report on Examination advances received by the Colleges and bills submitted to the University for adjustment of advances.

i) Investment & F.D. Account.

06) **Professional fees payable to the firms:-** The proposed maximum professional fee for each year is mentioned below:-

<u>Sl.No.</u>	<u>Name of the unit</u>	<u>Proposed maximum Fees per year (Rs)</u>
01.	Kolhan University Head Quarter (Chaibasa)	Rs. 24,000/-
02.	Jamshepur Womens' College, Jamshedpur	Rs. 21,600/-
03.	Jamshepur Co-operative College, Jamshedpur	Rs. 21,600/-
04.	The Graduate School College for Women, Jsr	Rs. 21,600/-
05.	Ghatsila College, Ghatsila	Rs. 21,600/-
06.	Tata College, Chaibasa	Rs. 18,000/-
07.	Jamshepur Workers' College, Jamshedpur	Rs. 18,000/-
08.	Mahila College, Chaibasa	Rs. 18,000/-
09.	Baharagora College, Baharagora	Rs. 21,600/-
10.	S.B.College, Chandil	Rs. 21,600/-
11.	K.S.College, Saraikella	Rs. 18,000/-
12.	J.L.N.College, Chakradharpur	Rs. 18,000/-
13.	A.B.M.College, Jamshedpur	Rs. 21,600/-
14.	L.B.S.M.College, Jamshedpur	Rs. 18,000/-
15.	G C J Commerce College, Chaibasa	Rs. 14,400/-
16.	Jamshepur Co-operative Law College, Jsr	Rs. 14,400/-

Any applicable tax will be paid extra. Except that no additional payment will be considered. However, if the CA firm desires it can quote its fee lower than the above specified fee .

07) The firm has to submit report along-with all other papers stated herein within three months from the date of the work order. In case of delay in submission of report, the University shall be at liberty to deduct 1% of the total bill for a delay of one month or part thereof subject to maximum up to 10%.




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- 08) The University and Chartered Accountant firm concerned shall be free to terminate the contract on notice of one month on the basis of sufficient reason(s) produced with evidence in writing. In that case university is free to give the above assignment to any other CA firm to ensure early completion of the assignment.
- 09) The payment of fees/professional charges will be made college-wise on submission of report to the university after statutory deductions as applicable.
- 10) The Finance Officer, Kolhan University, Chaibasa shall act as liasoning officer under whose direction the work of audit in colleges shall be carried on.
- 11) The offers of those firms who have not completed their assignment previously will not be considered by the university.
- 12) Kolhan University reserves the right to accept /reject any/all offers without assigning any reason thereof.
- 13) Kolhan University will not accept any claim other than professional fee/charges as specified above at sl.no. 06.
- 14) Any further clarification can be sought from Finance officer on Mobile No.8797778901 during office hours.


(S.N.Singh) 28.4.18
Registrar,
Kolhan University, Chaibasa.



Annexure - I

(The details to be provided as on the closing date)

General information

1. Name of the CA Firm :
2. Registered/Main office Address :
3. Name of Nodal Partners :
4. Contact No. of Nodal Partner :
5. No. of Branches :
(Attach a list along with address)

Eligibility Criteria

1. Whether the firm meets all the eligibility
Criteria (Yes/No) :
2. No. of years of experience :
3. Date of registration of CA firm :
4. Whether firm is empanelled with C & AG
For 2015 – 2016, 16-17 and 2017-18 (Yes/No):
5. C & AG empanelment no. :
6. No. of partners (as on closing date) :
7. No. of CA Employees (as on closing date) :
8. No. of Article/ Audit Clerks (as on closing) :
9. Whether the CA firm have its registered/main office /
Branch office in Jharkhand :



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10. Whether the CA firms have an experience of conducting Internal audit of Colleges, University or other educational Institutions (give the list of such audit)

11. List of College/University where the firm is interested with fee within the maximum limit provided at sl.no. 6 of terms & condition.

(Maximum four nos. of Colleges can be chosen by one firm) : 1)
2)
3)
4)

12. Whether the firm is ready to accept the terms & conditions mentioned in the advertisement.
Any deviation should be specified here. :

(However the university reserves the right to change the list of Colleges with the consent of CA firms for convenience and early completion of assignment.)

Signature of Nodal Partner with
name and seal of the firm