



SARVEPALLI RADHAKRISHNAN LAB SCHOOL

(Set up & supported by Board of School Education Haryana and run by Dr. S. Radhakrishnan Shiksha Samiti, Bhiwani)

EDUCATION BOARD CAMPUS, BHIWANI-127021

Ph: 01664-243900, Website: www.srsbhiwani.ac.in, e-mail: principal@bseh.org.in

Ref. No.: 8333/SRS

Date:- 26-02-2020

Price: Rs. 500/- (Five Hundred Only)



E-tender for ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM AS INTERNAL AUDITOR

Secretary, B.S.E.H., Bhiwani
–CUM–
Chief Executive Director,
Dr. S. Radhakrishnan Shiksha Samiti,
Bhiwani – 127021 (Haryana)
Ph: 01664-243900



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NOTICE INVITING SHORT TERM E-TENDER

On the behalf of Sarvepalli Radhakrishnan Lab School which is set up & supported by Board of School Education Haryana and run by Dr. S. Radhakrishnan Shiksha Samiti, Bhiwani, The Secretary, BSEH-cum- Chief Executive Director, Dr. S. Radhakrishnan Shiksha Samiti, Bhiwani invites tenders under two bid systems (Technical & Financial) from the reputed **Chartered Accountant firm as an Internal Auditor** for School. The tender document will be available on www.etenders.hry.nic.in & Board's website www.bseh.org.in and can be downloaded from the Board's website for viewing from **28-02-2020** and last date for submission of bid documents is **27-03-2020 at 2:00 PM**. Any amendment /correction in the tender document will be done by the School/Board authority through www.etenders.hry.nic.in & www.bseh.org.in prospective bidders are requested to regularly visit/check the Board's Website.

The cost of bid document is 500/- (Five Hundred Only) and EMD of Rs. 10,000/- (Ten Thousand Only) is to be deposited through E-Tender online Portal. Proof of deposited slip should be enclosed/uploaded with the tender document. Completely filled-up bid document must be submitted **only online to Chief Executive Director, Dr. S. Radhakrishnan Shiksha Samiti, Bhiwani** through www.etenders.hry.nic.in

Interested firms located in Bhiwani of practicing Chartered Accountants with at least 5 years of experience in auditing and empanelled with the Comptroller & Auditor General of India and RBI are requested to send their Expression of Interest with profile of the firm along with number of partners, staff available, description of audit handled during last 3 years and location of Office etc. to take up the audit of School. Further details about the assignment and Terms of Reference are enclosed herewith **"Annexure-A"**.

The Technical Bids shall be opened on **27-03-2020 at 4:00 PM** by the committee as authorized by the competent authority of the School for this purpose in the Board's Committee Room in the presence of the bidder who wish to remain present. The Financial Bids for the bidder who's Technical Bids found complete and confirm the eligibility criteria, shall be opened on **27-03-2020 at 4:30 PM**. The tenders received after the above said scheduled date and time will not be considered. No tender by Fax/E-mail will be entertained. Conditional tender will not be accepted. Incomplete bids shall be similarly rejected. The competent authority of the Samiti/Board reserves the right to accept or to reject any or all bids without assigning any reason. For complete details, log on to Board & School's website www.bseh.org.in & www.srsbhiwani.ac.in respectively.

Chief Executive Director
Dr. S. Radhakrishnan Shiksha Samiti, Bhiwani



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Date:- 26-02-2020

To,

Chief Executive Director,
Dr. S. Radhakrishnan Shiksha Samiti,
Education Board Campus,
Bhiwani – 127021 (Hry.)
Ph: 01664-243900

R/Sir,

1. I/We hereby submit our tender for engagement of Chartered Accountant firm as an **Internal Auditor**.
2. I/We enclosing herewith the proof of cost of bid document Rs. 500/- (Five Hundred only) and EMD Rs. 10,000/- (Ten Thousand Only).
3. I/We hereby agree to all the terms and conditions, stipulated by the School/Board.
4. I/We paid the e-services fee of Rs. 1000/- in favour of “Society for **I.T. Initiative fund for e-Governance**” payable at Chandigarh.
5. Tenders are duly signed by authorized signatory (No thumb impression should be affixed).
6. I/We Undertake to sign the contract/agreement within 7 (Seven) days from the issue of the letter of acceptance, failing which my EMD may be forfeited.

Yours faithfully,

Signature of Tenderer
with full Address

Note:

1. **Tender not accompanied with EMD/Bid Security shall summarily be rejected.**
2. **No thumb impression should be affixed.**



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Notification of award

(Letter regarding Depositing Performance Security and Agreement etc. by the Successful bidder)

To

..... [Name and address of the bidder]

.....

.....

Dear Sir,

This is to notify you that your Bid dated the for the engagement of Chartered Accountant Firm as an Internal Auditor for the contract Price of Rupees..... [in figures] (.....) [Amount in words], in accordance with the Instructions to Bidders in hereby accepted by the Chief Executive Director, Dr. S. Radhakrishnan Shiksha Samiti, Education Board campus, Bhiwani (Hry.).

You are hereby requested to furnish Performance Security within three working days, in the form available in tender documents as per Instruction to Bidders for an amount equivalent to Rs..... [in figures] (.....) [Amount in words] within days of the receipt of this letter of acceptance valid up to..... [Insert the period], i.e. valid up to..... [insert the last date of validity] and sign the contract as per contract form available in tender documents failing which action as stated in the Instructions to Bidders will be taken.

Principal

for Chief Executive Director



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FORM FOR BANK GUARANTEE (PERFORMANCE SECURITY)

Date:

Bank Guarantee No. :

Amount Rs. :

To,

Chief Executive Director,

Dr. S. Radhakrishnan Shiksha Samiti, Bhiwani

Amount of guarantee: Rs.....

Guarantee cover from:

LAST DATE FOR LODGMENT OF CLAIM:

This deed of guarantee executed by (Herein after referred to as THE BANK) in favour of Chief Executive Director, Dr. S. Radhakrishnan Shiksha Samiti, Bhiwani (hereinafter referred to as Samiti) FOR AN AMOUNT NOT EXCEEDING Rs..... (Rupees.....) at the request of M/s..... (hereinafter referred to as the Supplier). This guarantee is issued subject to the condition that the liability of the Bank under the guarantee is limited to a maximum of Rs..... (Rupees.....) and the Guarantee shall remain in force up to..... and cannot invoked served otherwise than by a written demand or claim under this guarantee served on the bank on or before In consideration of Chief Executive Director, Dr. S. Radhakrishnan Shiksha Samiti, Bhiwani having agreed to award contract for services/items on M/s..... (Hereinafter called the said contractor) under the terms and conditions of an agreement made between both the parties (hereinafter called the said agreement) for the due fulfillment of the contract as per the terms and agreement on production of bank guarantee for Rs..... (Rupeesonly)

1. I/We do hereby undertake to pay School/ Samiti an amount not exceeding Rs..... (Rupees.....) against any loss or damage caused to or suffered by School/Samiti by reason of any breach of the terms and conditions contained in the said agreement.
2. I/We..... do hereby undertake to pay amount due and payable under this guarantee without any demur, namely on a demand stating that the amount demanded is due by way of loss or damage caused to or would be caused to or suffered by School/Board by reason of the contractor's failure to perform the said agreement by such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under the guarantee. However our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees.....only)
3. I/Wefurther agree that the guarantee herein contained shall be in force and effect up tounless a demand or claim under this guarantee is made on us in writing on or before..... We shall be discharged from all liability under this guarantee thereafter.

Name & Address of the Bank.....

Signatures with seal of the supplier

Full Name

Tel. No.

Mobile No.....

Fax No.

Email address.....

Signatures of Bank Manager (with seal).....

Full Name of Bank Manager.....

Telephone No.....

Mobile No.....

Fax No.

Email address.....



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TECHNICAL BID

Name of Firm :

Address & Phone No. :

1.	Name of responsible person, his contact no. and details that will coordinate for audit.	
2.	Numbers of Partners in your firm & their names ** (Please write FCA / ACA against the name of partners) (Documentary proof in support of constitution of the firm must be attached)	
3.	Whether your firm is empanelled with CAG for the year 2019-20 If yes, then Empanelment No. (please attach documentary proof)	Yes / No _____
4.	Whether your firm is empanelled with RBI for the year 2019-20 If yes, then Empanelment No. (please attach documentary proof)	Yes / No _____
5.	Name of Non-profit Govt. Institutions / Autonomous Organizations / Universities / Educational Institutes etc. Where internal Audit / Statutory Audit conducted during last three years.	
6.	ICAI Registered (attached the proof also)	Yes / No _____
7.	Experience in any other School/Institute (attached the proof)	
8.	Service Tax Applicable	Yes / No _____
9.	GST No.	
10.	TAN / PAN No.	

**** Complete Profile of key person should be enclosed.**

**Authorized Signatory
(Seal of the Firm)**



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Check list of the E-Tender Documents (Technical Bid)

Sr. No.	Name of documents	Page No.	Yes/No
1	Tender Cost deposits slip as per clause no. 2.		
2	Earnest Money deposits slip as per clause no. 2.		
3	Undertaking of the Bidder as per clause no. 16 of the Tender Documents.		
4	Non-black listing declaration as per clause no. 17.		
5	Registration certificate of the firm.		
6	G.S.T. certificate as per clause 14.		
7	Declaration regarding proprietorship/partnership/Pvt. Ltd (as per clause no. 18.)		
8	Copy of last three years turnover/Balance Sheet. (as per clause 15)		
9	Performance report and list of organizations where the services has given in last year (as per clause no. 20)		

Note:- All documents are to be submitted along with the bid are to be page numbered, arranged as per check list through on-line only.

**Authorized Signatory
(Seal of the Firm)**



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FINANCIAL BID

1. Professional fee for Internal Audit for each Month - Rs. _____
2. Professional fee for consolidation & Certification of
Accounts at the end of financial year - Rs. _____
3. Professional fee for filing of Income Tax Return - Rs. _____

Signature _____

Name of the Firm:- _____

Address of the Firm :- _____

Email Id _____

Contact No. _____



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ANNEXURE –A

TERMS OF REFERENCE OF INTERNAL AUDITOR

Sr. No.	Details	Periodicity	Extent of Audit
1.	FINANCE & ACCOUNTS		
1.1	To Check the Cash Book with Vouchers and their recording in the original books of entries.	Monthly	100%
1.2	To Check the correctness of payments released in all respects and sanctions thereto.	Monthly	100%
1.3	To scrutinize the general ledger pertaining to the income, expenditure and Balance Sheet items in order to ascertain the correctness of the entries posted.	Monthly	100%
1.4	To scrutinize and check the Bank Reconciliation Statement of all the Bank Accounts.	Monthly	100%
1.5	To Check pay roll and loans sanctioned to the employees, verification of recoveries, review of outstanding etc.	Monthly	100%
1.6	Periodically verify the physical cash balance as per cash book.	Monthly	100%
1.7	To check the deposits with the Banks and corresponding correctness of interest due and receipt.	Monthly	100%
1.8	To check the budget provisions and actual against it and highlight the variations.	Monthly	100%
1.9	To review and recommend the soundness, adequacy and application of accounting, internal controls and procedures.	Monthly	100%
1.10	To check deduction of TDS, Service Tax, Works Tax and Remittance & submission of various returns thereof to the concerned authorities.	Monthly	100%
1.11	To check the receipt / release of EMD's Security Deposits and related records.	Monthly	100%
1.12	Physically verify the investment as per list of Investment.	Monthly	100%
2.	ADMINISTRATION	Monthly	
2.1	To check in all respects the quotations, tenders and their opening, listing, Comparative statement etc. and issue of purchase orders, as per procedures laid down	Monthly	100%



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2.2	To check receipt, issue and stock of all stationery including printed stationery items.	Monthly	100%
2.3	To check the Fixed Assets Registers with a view to ensuring the accuracy of postings and physical verifications.	Monthly	100%
2.4	To check records of consumable materials receipt and issue thereof.	Monthly	100%
2.5	To check the Annual Maintenance Contracts entered into in respect of equipment including computer hardware and Software.	Monthly	100%
2.6	To check the vehicle maintenance records with a view to economic running of the vehicles.	Monthly	100%
2.7	To check in all respects the applications, agreements, security / surety bonds / hypothecation of the asset wherever required etc. submitted by employees and sanction of House Building, vehicle etc. advances.	Monthly	100%
2.8	To check the sanctions issued for creation of posts with reference to the delegated powers and the strength in position with reference to the sanctioned strength.	Monthly	100%
2.9	To check the sanctions issued for draw of allowances / perquisites with reference to delegated powers.	Monthly	100%
2.10	To check draw of increments, fixation of pay, leave records, payment of overtime allowance, conveyance allowance, leave travel concession, reimbursement of medical expenses, leased accommodation, Children education allowance, group insurance etc. with reference to sanction and entitlement, S. Book.	Monthly	100%
3.	ACADEMIC AFFAIRS INCLUDING PCP, TMA PROGRAMMES		
3.1	To check the collection of fees, credit thereof and reconciliation of the financial and departmental records in this regard.	Monthly	100%
3.2	To check the payment to guest faculty with reference to norms laid down, deduction and remittance of TDS.	Monthly	100%
3.3	To check the Stock registers of the academic departments with reference to purchase / issue of materials.	Monthly	100%



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4.	FINAL ACCOUNTS		
4.1	To assist in preparation of final accounts and consolidation thereof & signing of A/cs.	Yearly	
4.2	To assist in the discussions with the Statutory Auditors and finalization of Audit Reports.	Yearly	
4.3	To assist in the reply of Audit Paras if any raised as required by Govt. Auditors.	Yearly	
4.4	Auditing of projects.	As & when required	
5.	OTHER ASSISTANCE		
5.1	Assistance in preparation of internal Audit manual, Internal Control System & Procedure.	As & when required	
5.2	Advisory role for Project Management of accounts at Regional centre including project.	As & when required	
5.3	Updates / Changes in Statutory Laws.	From time to time	
5.4	Issue of Utilization Certificate against Projects.	As & when required	
5.5	Filing of Income Tax Return.	Yearly	
5.6	Advisory role in tax related matter	As & when required	
5.7	Physical Presence of Auditors.	At the time of approval of Final accounts from FC, EB & GB.	

The firm should have experience of auditing the Accounts of Non-Profit Govt. Institutions / Autonomous Organizations / Universities / Educational Institute etc.

The professional fee will be paid on receipt of bill and on completion of the allocated work.

The work cannot be sublet to any other person/agency/firm.

**Authorized Signatory
(Seal of the Firm)**



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Instructions and Terms and Conditions to the Bidders

1. The Bidder should be registered as a Chartered Accountant Firm.
2. The cost of this bid document is Rs. 500/- (Five Hundred only), (non refundable) and Earnest Money of Rs. 10,000/- (Ten Thousand only) is to be deposited through E- Tender Online Portal.
3. The Bids will be opened in the presence of Bidders or their authorized representatives, who may wish to be present. So it is advised that authorized representatives bring authority letters from their firm.
4. Tender Documents can also be downloaded from the Board's website www.bseh.org.in & www.etenders.hry.nic.in.
5. Bids shall remain valid for 60 days from the last date of submission of bids. Any bid shown to be valid for a shorter period than the period specified shall be rejected by the school treating as non responsive.
6. After receiving notification of award, firm have to deposit an agreement as per contract form available in tender documents on 100/- Rs. Stamp Paper attested by Notary along with 10% performance security of the value of work order as per proforma available in tender documents with in three days.
7. If any firm did not submit contract form and performance security with in prescribed time in notification of award, penalty of rupees 1000/- per day will be imposed for the next 02 days and after that earnest money of the firm forfeited and work may be allotted to any other willing firm on L-1 rates.
8. Earnest money and performance security will be returned after completion of work contract.
9. Completely filled up bid documents must be submitted only on-line to Chief Executive Director, Dr. S. Radhakrishnan Shiksha Samiti, Bhiwani.
10. The Bidder must fill in the requisite information in the tender documents at appropriate places.
11. The Chief Executive Director, Dr. S. Radhakrishnan Shiksha Samiti, Bhiwani may extend the contract period for the subsequent years also on the rates previously approved by the School/Board on the same Terms & Conditions from the willing firm who had given earlier.
12. The Secretary, BSEH-cum-Chief Executive Director, Dr. S. Radhakrishnan Shiksha Samiti, Bhiwani the final competent authority to approve the tender and to settle all issues related to the tender and even to relax or amend any of the terms & conditions after issuance of the tender, if so required in any emergent situation in the interest of the School/Board for providing auditor services in the shortest time so as to hold the Board's examinations in time and his orders shall be final and binding for one and all, in all respects.



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13. If any dispute arises between the School and Firm, it is mandatory to use the option of arbitration. Board's Chairman/Co-President of Samiti will be the sole arbitrator or his nominee and decision of the arbitrator will be binding on the both parties.
14. Copy of GST Certificate also attached.
15. The average turnover in the respective field should not be less than 10 lakhs per year during the last 03 years (2015-16, 2016-17 & 2017-18).
16. The vendor will also submit an Undertaking (on an non-judicial stamp paper of RS. 10/- & attested by notary) to this effect, invariably as under failing which their tender will not be considered for evaluation:

"I/We will provide the services under subject rate contract timely in accordance with tender Terms & Conditions during the currency of rate contract failing which my EMD and Performance Security may be forfeited and my name may be removed from the list of contracts at BSEH Bhiwani"

17. Non- Blacklisting Certificate should be on Rs. 10/- non-judicial stamp paper attested by the Notary and business for a period of at least last 2 years certificate.
18. A proof of ownership/partnership shall be submitted along with verification of address, telephone number and Fax number. A surprise visit to the premises by the representatives of the School/Board shall be made to assess the firm's capacity and standing.
19. Offline tender will not be accepted.
20. The tenderer is also required to submit performance report (s) from other similar organizations where the firm is registered for the services. The firm should also submit list of organization where services has been given. Failure to comply this clause will lead to rejection of their bid.
21. Rates should be quoted strictly as per the service required in Tender and should be valid for a period of minimum one years or till finalization of next tender and any deviation from services of audit work shall not be considered at all.
22. If the tenderer gives a false statement on any of the above information, the firm/supplier will not be considered and their quotation/tender shall be deemed to be rejected and the security deposited will stand forfeited.
23. The courts at Bhiwani only will have the legal jurisdiction in case of any dispute.

Board's Address	School's Address
Board of School Education Haryana, Hansi Road, Bhiwani-127021 Email : asgen@bseh.org.in , website: www.bseh.org.in Phone No. 01664-243336, Fax No. 01664- 241611	Sarvepalli Radhakrishnan Lab School, Education Board Campus, Bhiwani-127021 Email : principal@bseh.org.in Website: www.srsbhiwani.ac.in Phone No. 01664-243900