



**INSTITUTE OF HOTEL MANAGEMENT CATERING
TECHNOLOGY & APPLIED NUTRITION
RAJ BAGH SRINAGAR**

**REQUEST FOR PROPOSAL (RFP) FROM CHARTERED
ACCOUNTANT FIRMS FOR
APPOINTMENT OF STATUTORY AUDITOR
FOR THE FINANCIAL YEAR 2020-21**

The Institute of Hotel Management Catering Technology & Applied Nutrition (IHMCT&AN), Rajbagh Srinagar is an Autonomous Society under the administrative control of Ministry of Ministry of Tourism (MoT), Government of India, invites Request for Proposal (RFP) from Chartered Accountant Firms (CA Firms) for appointment of Statutory Auditor for IHM Raj Bagh Srinagar.

The eligibility criteria and other details have been mentioned in the RFP document which can be downloaded from website www.ihmsrinagar.edu.in. The last date for submission of RFP is on 01-02-2021 at 14.00 hours and shall be opened on same day at 15.00 hours.

The IHM Srinagar reserves the right to reject the proposal at any moment of time without assigning any reason.

1) TERMS OF REFERENCE

A) SCOPE OF WORK

- i) To make review of the system of book keeping & accounting.
- ii) To make such tests and enquiries as the auditors consider necessary to form an opinion as to the reliability of the records as a basis for preparation of Accounts.
- iii) To verify accounts with reference to the books of accounts i.e ledgers, journal and other subsidiary and supporting records to see that the accounts are in agreement with the books of accounts.
- iv) To make a review of the Income and Expenditure Account/Receipt & Payment Account and the Balance Sheet in order to make a report stating, whether in the opinion of the auditors, the financial statements are presented in conformity with the generally accepted accounting principles and the items therein are described in such a way to give a true and fair view of the financial position and results of operations of the entity.
- v) Adequacy of Internal Audit System.
- vi) System of Physical Verification of Inventory & Fixed Assets.
- vii) Regularity in Payment of Statutory Dues.
- viii) Checking of submission of Utilization Certificate.
- ix) Any other work needed for Accounts finalization.

B) SCHEDULE FOR COMPLETION OF AUDIT

The firm will have to complete the Audit up to 30th April, 2021.

C) TIME PERIOD FOR ENGAGEMENT-

CA Firm will be appointed for the financial year 2020-21. The selected CA firm may be re-appointed up to a maximum period of three years on annual basis depending upon their satisfactory performance in the previous financial year.

2. QUALIFICATION CRITERIA OF THE CA FIRM

The Proposal of only those CA firms will be considered, which satisfy the following eligibility criteria:

- i) The Chartered Accountant Firm should be empanelled with the office of C&AG of India for the Financial Year 2020-21.
- ii) The Chartered Accountant Firm is required to have Income Tax Permanent Account Number (PAN) and Service Tax/GST Registration Number.
- iii) The firm or any partner of the firm should not be black listed by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior. The firm has to submit the No blacklisting certificate as per Sub-Annexure-A-1.
- iv) The CA firm should have at least 3 partners (qualified Chartered Accountants) with relevant experience and engaged in full time Audit work and submit details in format attached at Sub Annexure –A- 2.
- vii) The CA Firm office should have its Head office in Srinagar.
- viii) The CA Firm should have the experience of Auditing in Similar Central Autonomous bodies.

3. PAYMENT TERMS

- i) The professional fee quoted by the firm shall be valid for the entire contract period. Payment shall be made on completion and submission of signed Audit Report.
- ii) Invoice should be raised in duplicate in favor of Principal, IHM Rajbagh Srinagar
- iii) Statutory Taxes will be paid as per the prevailing rates during the contract period.
- iv) TDS will be deducted as per prevailing rates prescribed in the Income Tax Act from all payment made by IHM.
- v) The Minimum Audit for the assignment shall be **Rs.13,500/- + GST.**

4. OTHER GENERAL TERMS

- i) Format of Application must be completely filled in. Incomplete applications will be rejected outright.

- ii) Please ensure that date of establishment of registered office, Branch office, details of all partners into the firm should be invariably indicated in the application.
- iii) All submitted documents should be signed by a Managing Partner with his name and under the seal of the firm.
- iv) Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected outright.
- v) CA Firms are requested to visit IHM Srinagar for further clarification/ query/ exact scope of the work etc, before quoting their rates for statutory audit fee.
- vi) No proposal shall be entertained in joint venture/Consortium.

5. LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH APPLICATION

- i) Registration certificate of the firm issued by the Institute of Chartered Accountants of India (ICAI).
 - ii) Copy of Membership Card of the Partners issued by ICAI.
 - iii) Copy of PAN card of the CA Firm.
 - iv) Copy of Service Tax /GST Registration of the Firm.
 - v) Copy of empanelment letter of C&AGI for the financial year 2020-21.
 - vi) Copies of Balance sheet and Profit & Loss Account of last three years along with Income Tax Return. (2017-18, 2018-19 and 2019-20)
 - vii) Non Blacklisting certificate as per Sub-Annexure-A-I.
6. Principal Institute of Hotel Management Catering Technology Applied Nutrition reserves the right to accept or reject any or all the offers received or cancel bidding process prior to award of any contract, without assigning any reason whatsoever.
7. Selection of firm will be done only after detailed scrutiny of the credentials of the firm.

Self – Declaration – No Blacklisting

(On the letter head of the Firm)

To,

The Principal
Institute of Hotel Management Catering Technology & Applied Nutrition
Raj Bagh Srinagar.

In response to the Request For Proposal (RFP) for selecting Statutory Auditors for IHM Srinagar for the financial year 2020-21, I/ We hereby declare that presently our Chartered Accountant (CA) firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our CA firm _____ is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signatures _____

Name _____

Seal of the CA Firm _____

Place _____

Date _____

SUB-ANNEXURE: A-2

**Details of CA Firm's professional income
(Gross professional Fees received/earned)**

(Rupees in lakhs)

Particulars	Financial Year 2017-18	Financial Year 2018-19	Financial Year 2019-20
Gross Professional fees Earned			

Furnish the copy of the Profit & Loss Account and Balance Sheet as documentary evidence in support of the information provided above.

Date:
OFFICE SEAL

Signature:
Name:
Designation:

SUB-ANNEXURE: A-3**Details of CA Firm's Partners**

S. N.	Name of the Member	Designation	Membership No.	Status	
				FCA	ACA
1					
2					
3					
4					
5					
6					

Furnish the copy of the documentary evidence in support of the information provided above.

Date:
OFFICE SEAL

Signature:
Name:
Designation: