



HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA
16 MILE, SHIMLA-MANDI NATIONAL HIGHWAY, GHANDAL
DISTRICT SHIMLA, HIMACHAL PRADESH-171014
Ph. 0177-2779802, 0177-2779803, Fax: 0177-2779802
Website:<http://hpnlu.ac.in>

HPNLU/Store/2024-25/NIT/12

Date: 25.06.2024

NOTICE INVITING TENDER

The sealed quotations are invited for the Hiring of Professional Services of Chartered Accountant (Partnership or Proprietorship) for Internal Audit of Himachal Pradesh National Law University, Shimla for FY 2023-24. The schedule of receiving/opening of bids will be as follows:

Last Date of receiving bids/quotations : 1300 hrs on 15.07.2024
Opening of bids : 1400 hrs on 15.07.2024

Terms and Conditions:-

1. The sealed envelope should bear the following 'superscription' on the top" Hiring of Professional services of Chartered Accountant for Internal Audit (2023-24) "and addressed to: "The Registrar, Himachal Pradesh National Law University, Ghandal, 16 Mile Shimla- Manali National Highway, Shimla".

2. Scope of Work:

- Internal Audit of the books of accounts and ancillary records of the university by the Chartered Accountant.
- Preparation Yearly Receipt and Payment, Income and Expenditure and balance sheet.
- Compliance of the statutory obligation.
- Scrutiny of Ledgers and Bank reconciliation statements.
- Checking of payments as per the delegation
- Any other work needed for Accounts Finalization.
- Providing suggestions of improvement of the existing system of internal control.
- All funds should be used in accordance with the conditions of relevant financial norms and financial regulation of the university as passed by the competent authorities time to time in meetings.
- All necessary supporting documents, records and accounts in respect of expenditure incurred have been according to the financial regulation of the university.

3. Pre-Qualification criteria :

- The Chartered Accountants (partnership or proprietorship) should be registered with The Institute of Chartered Accountants of India (ICAI).
 - The Firm (partnership or proprietorship) should have been in operation for 3 years after its registration and at least 3 year' experience of Internal Auditing, Preparation/Verification of Annual Accounts.
 - The Average Gross Professional Fee received/earned by the Firm in the last 3 financial years must be equal to or more than Rupees 5 Lakh (Rs.5 Lakh) per annum.
 - The proprietor or partners of the firm or any CA or CMA employed/ associated with the firm should not have been debarred or cautioned by Institute of Chartered Accountants of India/ Institute of Cost Accountants of India/Central or State Public Sector Enterprise/Government (Central/State) during the last three years.
 - Firm must have **GST Registrations and PAN Card.**
4. The undersigned reserves the right to accept or reject any quotation without assigning any reason thereof.


Registrar
HPNLU, Shimla



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Annexure:1

S.No	Criteria	Compliance(Y/N)	Proof Attached
1	The Chartered Accountant Firm (partnership or proprietorship) should be registered with The Institute of Chartered Accountants of India (ICA).		Registration Certificate.
2	The proprietor of partners of the firm or any CA employed/associated with the firm should have not been debarred or cautioned by Institute of Chartered Accountants of India/Central or State Public Sector Enterprise/Government (Central/State) during the last three years.		Self-Declaration.
3	<u>Gross Professional Fee Received / Earned</u> 2020-21 2021-22 2022-23		Furnish the Audited Accounts of the Firm and copy of the Acknowledgement of Annual Income Tax Return for all the 3(three) years
4.	<u>Details of CA Firm's Experience of Similar Services during the last 3 (three) years</u>		Furnish the copy of the documentary evidence in support of the information

Note: Internal Audit services by the CA firm may be rendered in the offices of the University. No outstation travel involved .