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**NAVODAYA VIDYALAYA SAMITI  
(HYDERABAD REGION)**

Ministry of Human Resource & Development  
(Dept. of School Education & Literacy  
Govt. of India)

1-1-10/3, S.P. Road

SECUNDERABAD – 500 003

**tender cost Rs.500/-**

Tender Sl.No. \_\_\_\_\_

**Sub.: Tender for Empanelment of Chartered Accountants for  
Audit of Accounts of the JNVs situated in Telangana, Andhra  
Pradesh, Karnataka & Kerala under NVS RO Hyderabad  
Region for the Financial Year 2015-16.**

Sealed Tenders are invited from the Registered Chartered Accountant Firms having minimum 10 years experience for audit and accounting job. The Chartered Accountant firms may be stationed in Telangana for conducting the Internal Audit of Jawahar Navodaya Viydalayas (JNVs) situated in Telangana, Andhra Pradesh, Karnataka and Kerala during the Financial year 2015-16. The filled up tender form must be dropped in tender box placed in the office of undersigned under **“Wax Sealed Cover”** marked as **“Tender for Empanelment of Chartered Accountants to conduct Audit of JNVs for the Financial Year 2015-16.”** addressed to Deputy Commissioner, Navodaya Viydalaya Samiti, Hyderabad and not by name, upto 02.06.2015 by 5.00 pm. The tenders will be opened in the Office of the undersigned on 08.06.2015 at 2.30 P.M. in the presence of available Tenderers. NVS will not be responsible for postal delay in case any firm send their tender form by post. The undersigned may change this date, if so required.

The tenders should be submitted according to the terms and conditions specified below. In the Tender document, it must be mentioned that the terms & conditions stipulated here under have been agreed by the Tenderer.

**TERMS & CONDITIONS :**

1. The CA may be stationed in Telangana.
2. The Chartered Accountants Firm must have minimum 10 years experience for similar job of other Central/State Government Organisation/PSUs/Banks/ Educational Institutions etc. in the State. **The registration certificate of the firm must be attached alongwith the tender.**
3. The Chartered Accountants firm will be required to conduct audit/ internal check of all transactions including purchase/ accounting etc. of allotted JNVs.

- 4.** There will be no restriction on the extent of depth of Internal Audit of the transactions of the units on the commercial/ managerial/ personnel/ accounting efficiency and proprietary aspects and Chartered Accountant will be free to access all records.
- 5.** The Chartered Accountants will ensure that the system and procedures laid down by the Samiti in respect of purchases, administration, personnel, finance & accounts etc. as prescribed in the guidelines issued time to time are fully adhered to by the JNVs.
- 6.** Chartered Accountant should ensure proper monitoring and implementation of the managements decisions, procedures and systems laid down for effective and smooth functioning of Samiti have been adopted and followed by the Principal.
- 7.** Chartered Accountants will have to ascertain the adequacy/ reasonableness and correctness of receipts/ payments and ensure that these items are accounted in the proper heads of accounts.
- 8.** Chartered Accountant will also check whether the Internal Audit observation reports & statutory audit observation reports for the previous years are fully and justifiably complied with, status of such outstanding if any is to be pointed out separately.
- 9.** The persons handling the audit are required to maintain complete secrecy about the matters coming to their knowledge during the course of audit.
- 10.** 100% vouching must be done.
- 11.** Internal Audit should be done by a team of 3-4 qualified members in the line of Audit, headed by Chartered Accountant himself/herself to maintain the quality of Audit.
- 12.** Chartered Accountant firm should intimate the detailed programme of Audit to the Principal JNV at least 15 days in advance so that the records can be kept ready for internal audit.
- 13.** Internal audit by Chartered Accountant is to be conducted on the basis of available rule/ regulations/ guidelines issued/ adopted by Samiti from time to time and as per provision of "General Financial Rules" issued by Govt. of India.
- 14.** The Chartered Accountant so appointed would act as Internal Auditor only and will issue report in two copies along with their findings and

irregularities noticed, to the Deputy Commissioner of Regional Office, Hyderabad within a fortnight of the conduct of Internal Audit.

- 15.** The findings and irregularities noticed by the C.A. will be reported to the Principal in the form of Audit Memo. The CA will discuss the audit memo with the Principal on the last working day of the audit and obtain replies of all the memos. Afterwards, the CA will issue detailed report on the basis of all the audit memos and its replies to the undersigned.
- 16.** The report submitted by the C.A. should be in full satisfaction of the undersigned. In case of any deficiency, the report will be returned for further improvement. The final report will be reviewed by this office. If the report is found still below satisfactory, no payment shall be released for that JNV. That JNV will be audited by the Departmental Audit Team and their entire TA/DA will be recovered from the Security Deposit made by the CA concerned.
- 17.** Audit should be conducted during JNV office hours in the office only. No record should be taken to any other place.
- 18.** Chartered Accountant would furnish the tour programme of all the allotted JNVs. The said tour programme must be approved from AO/SO before commencing and conducting the Internal Audit.
- 19.** The rates quoted by the Chartered Accountants shall be valid upto 31/03/2016. No amendment in the rates will be accepted after the opening of tender & till the contract exists. The Contract Agreement can be extended further one more year on the same terms and conditions provided that the work of the Chartered Accountant are found satisfactory by the Samiti.
- 20.** The successful tenderers are to pay an amount of Rs.10,000/- towards security deposit. EMD of successful tenderer will be converted to Security Deposit. The Security Deposit is refundable after satisfactory completion of the whole contract.
- 21.** If any allotted JNV is audited for less or more than 1 year (12 months), the payment would be made on pro-rata basis.
- 22.** Payment of Audit Fee is subject to TDS as applicable. The CA should furnish photo copy of PAN card of the firm.
- 23.** No extra payment in form of any Tax etc will be payable to C.A., rates should be quoted inclusive of all Taxes.
- 24.** In addition to fees payable to Chartered Accountant free boarding and lodging facilities will be provided in the JNVs. These facilities will also

be provided to their team for the reasonable and acceptable duration of audit. No other charges such as TA/DA, visiting fees etc. is payable by JNV.

25. Internal Audit of allotted JNVs must be completed before 31/01/2016.
26. The CA has to pay Rs.10,000/- towards Earnest Money along with the filled tender forms in shape of Demand Draft /Bankers Cheque drawn in favour of "Navodaya Vidyalaya Samiti" payable at Secunderabad which will be refunded to the unsuccessful tenderers.
27. On acceptance of the tender, it will become a contract and the tenderer must abide by the terms and conditions of the tender mentioned herein, apart from signing a by-partite agreement subsequently on the Stamp paper of Rs.500/-
28. The undersigned reserves the right to reject or accept any or all tenders without assigning any reason thereof.
29. In case of any dispute, the decision of Samiti will be final and binding.
30. The cost of Tender form is Rs. 500/- which can be paid through cash or by Demand Draft /Bankers Cheque drawn in favour of "Navodaya Vidyalaya Samiti" payable at Secunderabad if downloaded from website.

DEPUTY COMMISSIONER

**AGREEMENT**

I have gone through the above terms and conditions from SL. No. 01 to 30 and agree to abide by all these Terms and Conditions.

**Encl.: Tender enclosed**

Chartered Accountants  
Full Name & Rubber Stamp of firm)  
Registration No.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**ANNEXURE-I****APPLICATION FOR EMPANELMENT AS INTERNAL AUDITOR FOR  
AUDITING JAWAHAR NAVODAYA VIDYALAYAS OF  
HYDERABAD REGION AND AUDIT FEE RATE**

Sir,

With reference to your advertisement No. \_\_\_\_\_ dated \_\_\_\_\_ in the newspaper \_\_\_\_\_. Our firm introduces to be empanelled as Internal Auditor for the year 2015-16 with the following details:-

- |    |  |   |     |
|----|--|---|-----|
| 1] | Name & Address of the firm   | : |     |
| 2] | Regd. No. & PAN/TIN No.  | : |     |
| 3] | Firm's Bank & Bank A/c. No.  | : |     |
| 4] | Name, Designation, qualification<br>of all the members / partners of<br>the firm with full address | : |     |
| 5] | Name & Address of the organization<br>audited during last 10 years                                 | : |     |
| 6] | Expected Audit Fee per year<br>per Vidyalaya   | : |     |
|    | Telangana  | : | Rs. |
|    | Andhra Pradesh   | : | Rs. |
|    | Karnataka  | : | Rs. |
|    | Kerala   | : | Rs. |
| 7] | EMD amount   | : | Rs. |
|    | D/D or B. Chq. No.   | : |     |
|    | Date   | : |     |
|    | Instrument Issuing Bank & Branch   | : |     |

We have gone through the terms and conditions as per the tender documents received from your office and shall abide by the same. Accepting the terms and conditions laid by your Office, we have signed the same and copy attached herewith.

Yours faithfully,

Place :

Date :

Chartered Accountants

Full Name & Rubber Stamp of firm)  
Registration / Membership No.

**DOCUMENTS TO BE SUBMITTED ALONGWITH TENDER FORM**

**CHECKLIST**

Sl. No.	Particulars	Whether enclosed (Yes/ No)
1.	Tender Form with rate in Annexure- I	
2.	Duly signed terms & conditions	
3.	Income Tax Returns	
4.	Valid Registration Certificate of the firm.	
5.	Demand Draft for Rs.10,000/- in the form of Earnest Money.	
6.	Cost of Tender Document ie., Rs. 500/- in the form of Demand Draft	
7.	Tender envelope has/ have been signed by the Supplier/ Firms along with seal (s).	
8.	Copy of PAN Card has been attached.	
9.	If any other(s) required documents/information is needed as per Tender document has been attached.	

**Note: Please sign in all the pages of Tender documents with seal**