

## **NOTICE INVITING TENDER (NIT)**

**National Agri Food Biotechnology Institute (NABI)** at Mohali (Punjab, India), an Autonomous Institute under the Department of Biotechnology, Government of India, is looking for the services of qualified Chartered Accountants empanelled with the Comptroller & Auditor General of India (CAG) to carry out the statutory audit on the accounts of NABI for three years annual accounts commencing from the Financial Year 2016-17 onwards. Offers of the willing parties must reach to the Executive Director, NABI on or before 12.07.2016 at 15.00 hours and shall be opened at 15.30 hours on the same day.

The full details of advertisement of NIT are available on NABI website "[www.nabi.res.in](http://www.nabi.res.in)".

**Administrative Officer**



## **National Agri Food Biotechnology Institute (NABI), Mohali**

### **NOTICE INVITING TENDERS**

**No. NABI/4(6)/2010**

National Agri Food Biotechnology Institute (NABI), Mohali, an Autonomous Institute under the Department of Biotechnology, Government of India, is looking for the services of qualified Chartered Accountants having office in tri-city (Chandigarh, Mohali, Panchkula) empanelled with the Comptroller & Auditor General of India (CAG) to carry out the statutory audit on the accounts of NABI for three years annual accounts commencing from the Financial Year 2016-17 onwards.

The institute has an annual Budget of Rs 60 Cr. (approx.) for the current year involving approximately 300 monthly financial transactions, at an average. The accounts of the institute are compiled in the Standard Format of Accounts prescribed by the Controller General of Accounts, Government of India for all the Central Autonomous Bodies. Accounts are ready in the institute latest by 30th June and are required to be audited by 31st July of the following year (within one month from the date of their compilation).

The role and responsibility of the Institute:

- i) It shall be the responsibility of the Institute to prepare the annual accounts of the Institute in the Standard Format of Accounts prescribed by the Controller General of Accounts, Government of India for all the Central Autonomous Bodies in line with the significant accounting policies approved for the Institute latest by the prescribed date (at present 30th June of the following year).
- ii) The Institute shall cause to send a copy of the annual accounts to the Auditor as soon as they are ready.
- iii) The Institute shall facilitate the audit as per the requirement of the Auditor and provide all information and records as may be required by him or his team for the proper conduct of the audit.
- iv) The Institute shall pay the professional fee to the auditor immediately on receipt of bill for the same as per agreed terms. The payment to the auditor shall be subject to TDS as may be applicable from time to time.

The role and responsibility of the Auditor:

- i) The Auditor shall intimate his preparedness to carry out the audit in the month of June to the Institute.
- ii) Immediately on receipt of the copy of the annual accounts from the Institute, the auditor shall initiate action for the audit on the accounts immediately within a week.

- iv) The Auditor shall send his requisition in advance for the information/records as may be required for the conduct of the audit.
- v) The Auditor shall arrange to submit the audit report with the required audit certificate in four weeks from the date of submission of the copy of the annual accounts to the Auditor.
- vi) The Auditor shall submit the bill for the payment of fee as agreed.

The auditor shall inter alia ensure before issuing the relevant and requisite audit certificate; i) the correctness and appropriateness of the classification of all transactions; ii) accounts figures are in agreement with the subsidiary books of the institute; iii) accounts are drawn in the prescribed format.

**Eligibility Criteria:**

1. Auditing firms empanelled with the CAG having office in tri-city (Chandigarh, Mohali, Panchkula) .

**Bidders not having office in the tri-city viz., (Mohali/Panchkula/Chandigarh) shall not be eligible.**

2. The firm should have audited the books of accounts of three Govt. Societies /Government Funded Research / educational Institutions in the past three years. (Necessary Copies should be enclosed)

**Firms failing to follow the above eligibility criteria shall not be considered for further evaluation without any notice/intimation.**

**NABI reserves the right to reject any tender or rely any or all the above conditions without assigning any reason.**

Auditing firms willing to take up the aforesaid assignment for NABI should send their offers with professional fees exclusive of service tax chargeable per annum along with other details in the attached sheet for the **service latest by 12.07.2016 at 15.00 hours and shall be opened at 15.30 hours on the same day in the presence of such tenderers who may choose to be present.**

**Administrative Officer**

**TENDER FORM FOR THE APPOINTMENT OF AUDITOR FOR STATUTORY AUDIT ON THE ACCOUNTS OF NATIONAL AGRI FOOD BIOTECHNOLOGY INSTITUTE (NABI), MOHALI, (Punjab)**

1.	Name of the Auditing Firm:												
2.	Address of the Registered Office: (Auditors empanelled with the CAG having office in tri-city (Chandigarh/Mohali/Panchkula))												
3.	Local Office Address* (PI attach Proof)	Yes (No Deviation allowed)											
4.	Name of the Chief/proprietor:												
5.	Registration no. with ICAI (copy of same to be enclosed)												
6.	Registration no. with C&AG of India (Copy of the same to be enclosed)	Yes (No Deviation allowed)											
7.	Experience of similar audit in any of three Societies /Government Funded Research / educational Institutions in the past three years. (Necessary Copies to be enclosed)	Yes (No Deviation allowed)											
8.	No. of Qualified professionals (CAs):												
9.	Financials:	Audit Fee per annum	Rs.										
		Service Tax	Rs.										
		Total	Rs.										
		(Rs. in Words .....)											
10.	PAN No. of the Firm/ proprietor :	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											

I, ..... hereby declare that the information given above is correct.

**\*Bidders not having office in the tri-city shall not be considered.**

Signature with seal

Dated: