

GUJARAT NATIONAL LAW UNIVERSITY

(Established Under Gujarat Act No.: 09 of 2003)



EOI Notice No.: PC- 07/2024

Expression of Interest (EOI)

For

Providing Statutory Audit

For the year 2024-25 to GNLU

Gujarat National Law University

Attalika Avenue, Knowledge Corridor, Koba, Koba (Sub P. O.),

Gandhinagar - 382426 (Gujarat), INDIA.

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Introduction:

Gujarat National Law University (GNLU) is the statutory university established by the Govt. of Gujarat under the Gujarat National Law University Act, 2003 . The University is recognized by the Bar Council of India (BCI) and the University Grants Commission (UGC) (2f & 12B). GNLU currently has two campuses: one located in Gandhinagar and the other in Silvassa, within the Union Territory of Daman.

Expression of Interest (EOI):

Gujarat National Law University (GNLU) invites sealed expression of Interest from eligible, reputed audit firms as per the requirement of this document.

EOI may be downloaded from GNLU website <http://www.gnlu.ac.in/tender.php>. The prescribed non-refundable fee, as mentioned in the EOI, shall be sent with your offer through DD drawn in favor of "Gujarat National Law University", payable at Ahmedabad. Any subsequent amendments in the EOI will be available on the above mentioned website.

Detailed Technical offer and Financial offer shall be submitted in separate sealed cover in the prescribed format as per the link given so as to reach the University at the office address by Regd. AD / Speed Post / Courier latest by 24th December 2024 in separate sealed envelopes duly marked "Technical Offer for Statutory Audit for year 2024-25" and "Financial Offer for Statutory Audit for the Financial year 2024-25" addressed to, The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar-382426, Gujarat, India (Gujarat State).

1	NAME OF WORK	Providing Statutory Audit for the year FY 2024-25
2	EOI Fee	Rs. 2,500/-(Non Refundable)
3	Earnest Money Deposit (EMD)	Rs. 5,000/-
4	Date of issue of Tender	05 th December 2024 on http://www.gnlu.ac.in/tender.php
5	Last date for receiving hard copy of all the documents along with Tender Fees.	24 th December 2024 up to 05:00 pm.
6	Technical Opening Date	26 th December 2024 at 11:00 pm.
7	Address for Communication, Queries and Submission of filled Tender.	The Registrar, Gujarat National Law University Attalika Avenue, Knowledge Corridor, Koba, Koba (Sub P.O.), Gandhinagar-382426 Gujarat, India.

The Firm / Company appointed shall not be entitled to any other monetary benefits in addition to the professional fees quoted by it. **Professional fees should be quoted on per annum basis including GST as applicable. Professional fees shall be reimbursed upon submission of half yearly reports.**

GNLU reserves the right to accept or not to accept lowest responsive offer based on evaluation and to reject any or all offers without assigning any reason.

Technical Offers received will be opened on 26th December 2024 at 11.00hrs at GNLU, Gandhinagar. Technically qualified Firms/Companies shall then separately communicated for presentation. Financial offers of only technically qualified Firms/Companies will be opened. It will be opened at GNLU, Gandhinagar.

This is to Clarify that as per the guidelines issued by ICAI, it is mandatory to quote minimum Fees during inviting offers from CA Firms. The minimum fees for the said assignment would be Rs. 1,50,000/- (Rupees One lakh Fifty Thousand) per annum plus taxes as applicable. No out of pocket expenses shall be reimbursed / paid for work being done at GNLU, Gandhinagar.

ELIGIBILITY CRITERIA FOR THE FIRM

1. The Firm/Company of Chartered Accountants should be registered with the Institute of Chartered Accountants of India, New Delhi and for a minimum period of 10 years. **Main office / Head Office of the firm / Company should be situated in Ahmedabad / Gandhinagar.**
2. The Partnership Firm shall have at least **Seven Chartered Accountants** and at least **Five Chartered Accountants** should be PARTNERS of the firm and out of those 3 Partners must be FCAs, as on 01.01.2024 ICAI Firm Constitution Certificate.
3. At least 1 Partner of the Firm must have completed Certificate Course on Forensic Accounting and Fraud Detection conducted by ICAI.
4. The Partnership Firm / Company shall have an average Professional Fees of Rs. **75.00 lakhs** per year from audit and attestation services in the last **3 years**.
5. The Partnership Firm / Company shall have carried out at least **SIX** Internal / Statutory Audit of Government Entities i.e. Universities / Companies / Corporations / Boards in last three years. **AND** shall have carried out at least **THREE** Pre-Audit assignment of Government Entities i.e. Universities / Companies / Corporations / Boards in last three years. *Experiences of Internal / Statutory audit of Branch/Division will not be considered.*

Firms / Companies complying with the above eligibility criteria should only apply.

A. Terms & Conditions

1. GNLU is not bound to select any of the firms submitting offer. Further as quality is the principal selection criterion, GNLU reserves the right to accept or reject any application without giving any explanation and change the evaluation criteria as per its requirements in the interest of the organization.
2. Appointment shall be from the financial year 2024-25 onwards, renewable for next 3 years, subject to satisfactory performance of the CA Firm.
3. Professional fees should be quoted per annum, GST will be reimbursed extra on actual basis.
4. Firm / LLP shall deploy required number of qualified and experienced resources to ensure timely completion of the work.

5. Firm needs to demonstrate the capability and preparedness of the Salutatory Audit by submitting Plan & Methodology to complete the work, with reference to their experience and achievements/accreditations to an expert group constituted by GNLU.
6. All documents and submissions shall be duly signed by Authorized Partner and serially numbered along with index. Submission without authorized Partner's signature will be considered as technically not qualified.
7. Firm will have to perform the functions as per the scope of work and terms and conditions mentioned and will submit the reports/other outputs as mentioned therein.
8. Appointment orders will be issued to the qualified firms of Chartered Accountant on completion of the process of selection.
9. Technical Offer submitted by the firms meeting with the minimum eligibility criteria will be evaluated and marks will be assigned as per marking system as in Annexure II. Financial Offer of only those firms successfully qualifying with 60 Marks in the technical evaluation process will be considered for opening of financial offers.
10. Upon allotment of work EMD shall be converted to non-interest bearing security deposit.
11. No offer shall be accepted/opened in any case received after the due date and/or time, irrespective of delay due to postal service or any other reasons and that GNLU shall not assume any responsibility for the late receipt of the offer. The offer received late will not be accepted.

B. Documents to be submitted along with Technical Offer

- i. Profile of the Firm
- ii. Copy of Firm Card of the Firm issued by ICAI as on 01.01.2024
- iii. Copy of latest Partnership Deed/LLP Registration Certificate
- iv. Copy of Certificate of passing of Certificate Course on Forensic Accounting and Fraud Detection by Partners / Paid Chartered Accountants of the Firm
- v. Copy of Appointment Letters / Order
- vi. Copy of Income Tax Returns for the FY 2021-22, 2022-23 and 2023-24
- vii. Copy of Audit Report and Audited Financial Statement of the Firm for the FY 2021-22, 2022-23 and 2023-24.
- viii. Copy of Proof of Head Office
- ix. Copy of PAN Card & GST Registration Certificate
- x. Copy of GST Annual Return for the FY 2021-22, 2022-23 and 2023-24.
- xi. Copy of Tender Document and Corrigendum if any, duly signed by authorised partner, confirming the acceptance of the Scope & Terms and Conditions.
- xii. Authority Letter to Partner to sign on behalf of the Firm by all Partners of the Firm.
- xiii. Demand Draft of Tender Fees & EMD in separate cover.

TECHNICAL OFFER FORMAT

1. Name of the Firm/Company: -
2. Year of Establishment: -
3. Firm Registration No. with ICAI, New Delhi:
4. Constitution (Partnership/Company): -
5. Office Address: -
6. Phone Nos.: -

Fax: -

Email: -

7. Details of Partners/Directors: -

Sr. No	Name	ACA / FCA	Membership No./ Year of Reg. with ICAI	Post Qualification Experience
1				
2				
3				
4				
5				
6				
7				
8				
9				

8. Details of Staff

(A) Details of Total Staff

Sr. No.	Particular	No.
1	Chartered Accountants	
2.	Audit Staff	
3.	Article Staff	
4.	Others	
	Total	

(B) Details of Chartered Accountants in Employment (Other than Partners):

Sr. No.	Name	ACA /FCA	Membership No./ Year of Reg. as C.A.	Working with the firm since	Post Qualification Experience
1.					
2.					
3.					
4.					
5.					

(C) Audit Assistants/Clerks: -

Sr. No.	Name	Qualification	Experience
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

(D) Article Clerks: -

Sr. No.	Name	Qualification	Experience
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

9. Experience

(A) Internal / Statutory Audit of Government Entities i.e. Universities / Companies / Corporations / Boards in last three years i.e. 2021-22, 2022-23 and 2023-24

Sr. No.	Name of Org.	Address of Org.	Year of allotment of Audit	Audit Report submitted or not?
1.				
2.				
3.				
4.				
5.				
6.				
7.				

(B) Pre-Audit assignment of Government Entities i.e. Universities / Companies / Corporations / Boards in last three years i.e. 2021-22, 2022-23 and 2023-24

Sr. No.	Name of Org.	Address of Org.	Year of allotment of Audit	Audit Report submitted or not?
1.				
2.				
3.				
4.				
5.				

Note: - Mandatory to submit copies of Appointment Letter / Order for all the work done and completed in last 3 years from 2021-22 to 2023-24, if not submitted then it will not be considered. Appointment Letter for each year will be considered as one appointment. In case of, joint appointment of Pre cum Internal the same shall be considered as separate assignment and marks shall be allocated accordingly.

10. Turnover Details

Sr. No.	Financial Year	Total Turnover (Rs.)	Turn Over from audit/attestation (Rs.)	Remarks (Details of necessary proofs attached) #
1	2021-22			
2	2022-23			
3	2023-24			

Audited Balance Sheet & Income Expenditure and Turnover Certificate including turnover from audit/ attestation from Chartered Accountant Firm

11. Details of personnel to be deputed for audit work of GNLU including name of the partner in charge of the audit.

Sr. No.	Name	Designation	Qualification	Total Experience	Date of Appointment	Contact No. & Email Address
1						
2						
3						

12. The Partner in charge of the Audit shall have to visit GNLU at least once in a month to discuss issues with Accounts Officer and / or designated Officer of GNLU.

We, the undersigned, offer to provide the audit services in accordance with your Offer for Statutory Audit work for GNLU, Gandhinagar. We are hereby submitting our Proposal, having details about the firm and proposed audit fees.

We hereby declare that all the information and statements made in this Offer are true and accept that any misinterpretation contained in it may lead to our disqualification.

Fees quoted separately have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the offer and to bear any further pre-contract costs.

We understand that GNLU is not bound to accept the lowest or any offer or to give any reason for award, or for the rejection of any offer.

I confirm that I have authority of [*Insert Name of the C.A. Firm*] to submit the Offer.

Your faithfully
For M/s.....
FRN No.....

(CA.....)
M.No.
Authorised Partner

[Seal of the Firm]

ANNEXURE – I

SCOPE OF WORK OF STATUTORY AUDITOR OF GUJARAT NATIONAL LAW UNIVERSITY (GNLU):

1. To conduct Statutory Audit of Books of Accounts on half yearly basis.
2. Examination of books of accounts & financial records and advising on accounting entries & book keeping, distinction of revenue & capital expenses, accounting treatment, etc.
3. Verification of Assets, Liabilities and Depreciation including physical verification of Fixed Assets as per Fixed Asset Register (FAR) on half yearly basis.
4. Examining and validation of Financial Statements for arithmetical accuracy, ensuring compliance with applicable accounting standards/ guidelines and policies / disclosure requirements.
5. Provide the Statutory Auditor's Report on the Annual Accounts of the University with True & Fair View of state of affairs of the University.
6. Provide Report on Half Yearly Audit conducted with Observations on Audit of Booking Keeping, Administrative Processes and any special inputs to the Finance Committee of the University based on assessment of Statutory Compliances, Statutory Audit and Procurement procedure of the University.
7. The selected Auditor will report to GNLU and any lacuna noticed in the existing procedures and suggest improvement in Internal Control System. Any duplication of work noticed or work or unnecessary data noticed will be highlighted and reported.
8. Advising and drafting of important resolutions / policies of the University.
9. Attending meetings of the University as and when required / called for.
10. Any other assignment as may be deemed necessary by the management.
11. To give executive summary incorporating all points, matters, which are of very important nature and request the important consideration.
12. The audit reports need to be prepared and certified for Gandhinagar campus and Silvassa campus separately.

Activities and its Timelines:

ACTIVITES	TIME FRAME
1. Deployment of staff for carrying out Statutory Audit.	Ongoing activity
2. Preparing and submitting the issues report comments/compliance	Half Yearly within 21 days from the end of period.
3. Reviewing the replies received and finalizing the Half yearly Report.	Within 1 Month from the date of submission of Report.
4. Any additional services required by GNLU.	As and when required.

DELIVERABLES	TIME FRAME
1. Monthly Reports – Work Done	Within 10 days from end of the Month
2. Half yearly Reports	Within 21 days from the end of the Half year.
3. Audit Status Report	On Quarterly basis.
4. Report regarding Status of Compliance	Half yearly within 21 days from the end of period.
5. Flash Report	As and when required.
6. Any other special reports	On request.

FINANCIAL OFFER [Format – on CA Firm’s Letter Head]

STATUTORY AUDIT – GNLU, Gandhinagar	
Professional Fees FOR THE FY 2024-25	Rs./ Rupees <i>(In Figures & Words)</i>

NOTE :

1. Out of Pocket expenses will not be reimbursed / paid.
2. GST will be extra and paid on actual basis.
3. Services can be renewed for next three years or more if work is done satisfactorily.
4. To cover increase in volume and inflation an 7.5 % Increment to the professional fees will be given on each renewal.
5. The Firm will raise the bill on Half Yearly basis for the work provided at the rates as agreed and accepted by GNLU.

I confirm that I have authority of [*Insert Name of the C.A. Firm*] to submit the Offer.

Your faithfully

For M/s.....

FRN No.....

(CA.....)

M.No.

Authorised Partner

[Seal of the Firm]

ANNEXURE II EVALUATION MATRIX

Eligibility criterion of the firms shall be based on the various criteria as given in the table below.

1. The technical EOI evaluation shall be based on the following parameters.

Sr. No.	Particulars	Minimum Criteria	Marks	Evaluation Criteria
1	5 Full Time Partners, Firm Status as on 01.01.2024	5	15	Firm with CAs Minimum 5 = 5 Marks More than 5 up to 8 = 8 Marks More than 8 = 15 Marks
2	FCA Partners in the Firm as on 01.01.2024	3	15	Firm with FCAs Minimum 3 = 5 Marks More than 3 up to 5 = 8 Marks More than 5 = 15 Marks
3	Audited Professional Fees	Rs. 75 Lacs	10	Professional Fees Average of 3 Years Up to 75 Lacs = 3 Marks Above 75 Lacs to 200 Lacs = 5 Marks Above 200 Lacs to 500 Lacs = 7 Marks Above 500 Lacs = 10 Marks
4	No of Partners having completed Forensic Accounting and Fraud Detection course by ICAI as on 01.01.2024	1	10	No of Partners : Minimum 1 = 3 Marks Upto 2 = 6 Marks 3 and Above = 10 Marks
5	Firm should be in Registered with ICAI as Partnership Firm / LLP for a period of more than 10 years	10	10	Partnership Firm / LLP registered with ICAI Up to 10 years = 3 Marks More than 10 up to 20 = 7 Marks More than 20 = 10 Marks
6	Internal / Statutory Audit Experience of the Firm for last 3 years	6	10	No of Audit Assignments Up to 6 = 3 Marks More than 6 up to 10 = 7 Marks More than 10 = 10 Marks
7	Pre - Audit Experience of the Firm for last 3 years	3	10	No of Audit Assignments Up to 3 = 3 Marks More than 3 up to 5 = 7 Marks More than 5 = 10 Marks
TOTAL			80	

NOTE: *Financial Bid of Firms having minimum 60 marks shall be opened and unqualified Firm's Bid shall be returned unopened.*

2. Presentation shall be evaluated based on the following parameters:

Shortlisted bidders shall be required to deliver an in-person presentation as part of the evaluation process for the statutory audit tender. The presentation should include an overview of the bidder's qualifications, proposed approach to the audit, key team members, and any other relevant information requested by the tendering authority. The date, time, and venue for the presentation will be communicated separately. Attendance and participation in this presentation are mandatory and will have a score of 20 marks of the overall assessment.