



1, क्वीन्स वे, कोलकाता - 700 071
1, Queen's Way, Kolkata - 700 071

विक्टोरिया मेमोरियल हाल VICTORIA MEMORIAL HALL

(भारत सरकार के संस्कृति मन्त्रालय के प्रशासनिक नियन्त्रण
के तहत एक स्वायत्त संगठन)
(An autonomous organisation under the administrative
control of the Ministry of Culture, Govt. of India)

V.M. No. 1148/VI/Accounts/241/217

08 June 2017

NOTICE INVITING TENDER

APPOINTMENT OF INTERNAL AUDITOR, IN VICTORIA MEMORIAL HALL, KOLKATA FOR THREE YEARS FROM THE FINANCIAL YEAR 2017-18

Tenders are invited from Chartered Accountants Firms (CA Firms) for appointment as Internal Auditors in Victoria Memorial Hall, an autonomous organization under the administrative control of the Ministry of Culture, Government of India for three years from the Financial Year 2017-18.

The Internal auditor will be required to conduct the internal audit half yearly from 1st April to 30th September and 1st October to 31st March.

The interested CA firms are to submit their tender in the prescribed proforma provided herein, which includes Notice Inviting Tender, Eligibility Criteria, Scope of Work, Terms and Conditions, Bid as per **Annexure - I** and **Annexure – II**. The tender documents may be downloaded from Victoria Memorial Hall website www.victoriameorial-cal.org.

The sealed tender may be submitted in one envelope superscripting "Internal Auditor for Victoria Memorial Hall" and addressed to Administrative Officer, Victoria Memorial Hall, 1, Queen's Way, Kolkata 700 071. The sealed tender must be dropped in the tender box at Victoria Memorial Hall on or before **28.06.2017 by 2.30 pm**. Tender will be opened on the same day at 3.30 pm. If the date mentioned above happens to be a holiday, then the next working day will be the relevant date.

Earnest Money Deposit (EMD) of Rs. 5,000/- (non-interest bearing) favouring "Trustees of Victoria Memorial" and payable at Kolkata with all relevant documents in support of eligibility and experience criteria, must be submitted with the bid.

ELIGIBILITY CRITERIA:-

The interested CA firms are advised to read and understand the eligibility criteria mentioned herewith before submitting their tender:-

1. The CA firm should have at least an experience of 10 years from the date of registration



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of the firm. (Copy of self attested registration certificate is required be submitted)

2. The CA firm should be empanelled with C&AG's office for the year 2016-17. (Copy of self attested empanelled certificate / document is required to be submitted)
3. The CA firm should have its registered / main office preferably in Kolkata. The CA firm may provide a list of its branch offices located across India.
4. The CA firm must have Permanent Account Number (PAN) and Service Tax Registration (copies to be submitted).
5. The CA firm should have conducted either statutory audits and /or internal audits of the following organizations during the last 3 financial years.
 - Central Autonomous Bodies / Statutory Bodies with Gross Annual Receipts of Rs. 20 Crore each preferably with multi locations / offices / branches / units.
6. The Annual turn-over of the interested CA firm shall not be less than Rs. 25 lacs in each of last three financial years i.e 2016-17, 2015-16 and 2014-15.

SCOPE OF WORK

The nature of work of the Chartered Accountant Firm shall be as follows.

1. Internal audit of books of accounts and ancillary records and submission of report on half yearly basis, with prior consultation with authority.
2. Pre-transaction audit of all bills, Purchase Proposals, and Services Hiring Proposals related to Victoria Memorial Hall as and when required to ensure that the same are being made in compliance to the General Financial Rules (GFR) and other applicable rules of Govt. of India.
3. Report risk management issue and internal control deficiencies identified and provide recommendation for improving the organization's operation including preparation of Internal Audit Manual.
4. Review of all statutory obligation compliances such as Income Tax, TDS, Service Tax, P. Tax, GPF, NPS etc.
5. Review of quarterly and annual return submitted to statutory Government authority.

☎ : 2223-1890/1891/0953/5142 • फ़ैक्स / Fax: +91-33-2223-5142

ई-मेल / E-mail: victomem@gmail.com

• वेबसाइट / Website: www.victoriameorial-cal.org



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6. Review and verification of the provisions of accrued expenditure and income as at the end of the year.
7. Verification of vouchers and checking of financial transactions from cash book/bank book and other ancillary record maintained by the organization.
8. Review of bank reconciliation statements
9. Review and checking of the Grants received and its utilization as per the terms and conditions.
10. Review and checking of ticket sale proceeds / publication sale proceeds etc. received by the organization from the visitors.
11. Review of Investments and additions to fixed assets.
12. Carrying out the physical verification of fixed assets / stores at least once in a financial year.
13. To verify the applicability of TDS, Service Tax, Income Tax and other statutory return and to advice on Income Tax, Service Tax, Sales Tax, Excise duty and Customs laws etc. applicable to the organization.
14. Ensure that outstanding staff loans and advances are recovered as per stipulated terms / rules.
15. Review the record/system of bill payment to various contractors and also to review compliance with term of contract with Victoria Memorial Hall.
16. Suggestion of improvement of the existing system of accounting/internal control and management information system from time to time.
17. Review the expenses incurred with the approved Budget / MoU.
18. Assist the organization in preparation of Final Accounts in the prescribed format issued by Ministry of Culture, and certifying the same.



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19. Review the last statutory/Internal audit comments and compliances.
20. Vouching/Ledger Scrutiny
21. Evaluation and assessment of the procurement files.
22. Presentation of comprehensive report once in a Financial Year, with prior consultation with the Authority.

TERMS AND CONDITIONS

1. Tenders without EMD will be summarily rejected.
2. Tender shall be submitted in prescribed / official tender document only. If submitted in any other form, the same shall be summarily rejected.
3. The tender documents shall be written legibly and free from erasing, corrections and over-writing, otherwise the bid will be rejected.
4. Victoria Memorial Hall reserves the right to accept/reject any/all offer(s) without assigning any reason.
5. Victoria Memorial Hall reserves the right to cancel this tender process at any time without assigning any reason before the selection of internal auditor and the tenderers shall not be entitled to claim any damage or compensation due to such cancellation.
6. Victoria Memorial Hall will not accept any claim other than professional fee / taxes etc. specified in Annexure II.
7. Any tender received not in conformity with the aforesaid terms and conditions may not be considered and may be rejected.

TIME PERIOD

The Chartered Accountant firm will be required to provide the desired services initially for a period of **Three years** from the **FY 2017-2018**. Notwithstanding anything contained herein above, the organization reserves the right to discontinue the services of Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period.

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PERFORMANCE SECURITY

The successful bidder will be required to deposit **10%** of the bid amount towards Performance Security in the form of Demand Draft in the name of “**Trustees of Victoria Memorial**”, payable at **Kolkata** with acceptance of the offer letter. No interest will be paid on the Performance Security by the Institute.

All the pages of the Tender document including the annexure and copy of certificates/document should be signed by the authorized person of the Firm along with seal of the firm.

The Applicant can submit the Tender by registered post /courier/Speed post or submit the same in person, so as to reach the designated address by the time and date stipulated. No delay in the submission of the Tender for any reason will be entertained. Any Tender received by the organization after the deadline shall not be accepted.

The EMD amount will be returned to unsuccessful firms after finalization of the bid. In respect of the successful bidder the EMD will be returned after acceptance of the offer letter and deposit of the performance security by the selected firm. No interest will be paid on the Earnest Money Deposit.

The interested firms may seek clarification on Tender document from the Administrative Officer.

Administrative Officer

Annexure I

Sl. No.	Criterion	Firm's Strength & Capacity					
1.	The firm should be preferably based at Kolkata or have a branch at Kolkata (submit supporting document regarding address)	Name of the firm					
		Address of the firm					
		Address of Branch at Kolkata					
		Name and address of the authorized official					
		Telephone No. Mobile E-mail					
2.	Constitution of firm	Provide certificates from the Institute of Chartered Accountants of India					
3.	The Chartered Accountant firm should be registered with the Institute of Chartered Accountants of India. They must have Income Tax Permanent Account Number (PAN) and Service Tax Registration; (Provide copies of all registration certificates)	Registration Number					
		PAN of the firm					
		Service Tax Registration No.					
4.	The firm should be in operation for at least 10 years after its Registration (Provide necessary evidence)	Year of Registration / Starting of operation					
		Nos. Of years in operation after registration (in years)					
5.	Details of Turnover of the Firm (Average Annual Turnover of the Firm)	Particular	Financial Year 2014-2015	Financial Year 2015-2016	Financial Year 2016-2017	Average Annual Income	
		Annual Income* (in Lakhs)					
* Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for the all 3 (three) years							
6.	Details of Firm's Experience of Similar Services [During last 3 (three) years]	Sl. No.	Name of the Project	Duration of the Project (start date / end date)	Name of the client	Nature of the Assignments & services provided (please specify whether the work involved Internal Audit)	Nature of the Supporting Documents provided
		1.					
		2.					
		3.					

Certified that the above particulars are correct. In the event of any information found to be incorrect the organization is at liberty to reject the proposal of the CA Firm.

Seal:

Signature: _____

Date:

Name & Designation: _____

Annexure II

Sl. No.	Description of Fees	Fees		Payment Schedule
		Rupees in Figure	Rupees in Words	
A.	Fees for the Financial Year 2017-18 to 2019-20 (to remain unchanged)			
B.	Add: Service Tax as per applicable rate on the services provided			
C.	Total Fees to be paid (including Service Tax (A+B))			

N.B.: Statutory changes in Service tax rate if any shall be borne by the Victoria Memorial Hall. Deductions shall be made by the organization as per statutory rates & norms wherever applicable.

We undertake that the rates quoted above by us will not change during the Contract period as described in the appropriate column.

Seal:

Signature: _____

Date:

Name & Designation: _____