



শিৱসাগৰ বিশ্ববিদ্যালয়

SIBSAGAR UNIVERSITY

NAAC accredited with 'A' Grade

**Expression of Interest (EOI) for appointment of Internal Auditor of
Sibsagar University**

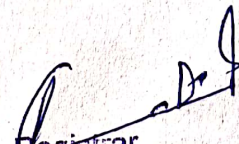
Sibsagar University invites Expression of Interest (EOI) from reputed Chartered Accountants/Firms to conduct Internal audit of the Accounts of the University for the period 01.08.2024 to 31.03.2026.

Eligibility Criteria for Chartered Accountant Firm

- (i) The Chartered Accountant firm must be empaneled with C&AG & existed for not less than 5 Years.
- (ii) Head Office must be located in Assam.
- (iii) Must have completed similar audit assignments (in Central/State autonomous bodies/Companies) preferably in University.
- (iv) Must have an Audited Annual Turnover of ₹10 Lakh during each of the last 3 financial years.

Supporting Documents for Eligibility Criteria

- i) Attach proof of latest empanelment with C& AG.
- ii) Copies of appointment letters/audit completion certificate etc. from the audited organizations.
- iii) Partnership Deed, if any.
- iv) Audited Statement of annual turnover for last three financial years.
- v) Attach copy of PAN registration
- vi) Attach copy of GST Registration


Registrar
Sibsagar University
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Specific Conditions

1. The Offer is required to be submitted in two bid format, i.e. “**Technical Bid**” and “**Financial Bid**” duly sealed in separate envelopes. Both these envelopes are required to be further sealed in a single envelop, which may be superscribed with the words “**EOI for Appointment as Internal auditor of Sibsagar University**” addressed to the “**Registrar, Sibsagar University, Joysagar, Sivasagar-785665**”

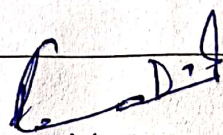
2. Timetable

The RFP is given below. The authority retains the right to vary or discontinue the process or any part thereof at its absolute discretion.

Activity	Date
Issue of RFP document	16/10/2026
Deadline for proposal submission	05/11/2026

3. The Technical Bid Comprises of: -

- (i) A copy of constitution/registration certificates of firm/organization issued by ICAI containing inter-alia,
 - (a) Date of formation of the firms/other organization with a full time FCA.
 - (b) Details of partners/Sole Proprietor/ CA Employees as on date, date of joining the firm, date of becoming FCA, and their own interest, if any.
- (ii) A copy of the latest partnership deed in the case of partnership firms.
- (iii) A copy of the IT Return of the firm/ full time partners/ Sole Proprietor/Others as the case may be for the last three years along with photocopy of PAN Card and GSTIN.
- (iv) A copy of Financial statement of the Firm along with Schedules for the preceding three financial years.
- (v) Details of court cases/ arbitration cases/ or any other case pending against the Firm / organization, if any.


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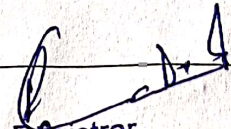
4. Details of audit experience of the firm/ organization for the last 3 years may be given in the specified format.

5. Financial Bid:

Financial Bid may comprise of the Professional Fee to be charged from the University for Auditing, Reporting the Accounts for the period inclusive of all taxes and charges.

General conditions

1. Selection of the firm will be done only after detailed scrutiny of the credentials of the firm, their competency, no. of qualified Chartered Accountants & employees to be engaged for the Audit work experience etc. Suitable weightage will be given to firms / organizations, which have relevant experiences in University's audit. The appointment is initial for the auditing period from 01.08.2024 to 31.03.2026, which can be extended to further period as per requirement of Sibsagar University.
2. The selected Firm will have to start the audit from the date of issuance of the letter for Audit work and to be completed within 15 days from the issue of the letter.
3. The Audit team will consist of sufficient number of experienced and qualified professionals.
4. The selected firm will be required to comply with the instructions if any issued by the University.
5. The Audit work to be undertaken as per the Sibsagar University Act, 2023, as amended from time to time.
6. The successful tenderer shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
7. These are only proposed draft terms and conditions and can be modified at any time by the University at its sole discretion.
8. In case of any dispute, the decision of the Hon'ble Vice Chancellor, Sibsagar University shall be final and binding.
9. **Submission of Internal / Audit Report:** Chartered Accountant Firm shall have to submit Internal/ Audit Report on year-end basis to the University Authorities.


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10. **Regulation of Audit fees:** The payment of Audit Fees as fixed will be made on completion of the assignment. Sibsagar University will not pay any advance to the selected audit firm under any circumstances. All taxes, fees to be deducted or charged as per relevant laws in force,

11. The auditors will not be provided with any special transport facility or accommodation, etc.

12. **OTHER IMPORTANT INFORMATION**

- The authority is not bound to accept the lowest or any tender or to assign any reason for non-acceptance. The Authority reserves its right to accept the EOI either in full or in part. Conditional Bids will be rejected outright.
- The Authority reserves the right to cancel the Work Order of any agency/agencies in case of change in the procedures or unsatisfactory services.

Date: 15/10/2026

Registrar

N.B : For details interested parties may visit www.sibsagaruniversity.ac.in

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FINANCIAL BID

1. Name of the firm:

Address:

.....

Phone No.:

2. Professional Fee inclusive of all types of charges

Item of Activity	Total Amount (₹)
1. Professional Fee for Audit of Accounts as stated in the scope of works and for providing remedial measure on the defects noted in course of Audit inclusive of all other Taxes.	
2. GST if applicable.	
TOTAL BID VALUE	

DATE:

PLACE:

Signature of authorized

representative

Name :

Designation :

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**Expression of Interest for Appointment of Chartered Accountant Firms
for Internal/ Audit of Accounts of Sibsagar University**

**Status of Firm: Partnership/Sole Proprietorship/Other
Bodies** _____

1. (a) Name of the firm/organization (in Capital letters) _____

(b) Address of the Head Office _____

(Please also give telephone no. _____

E-mail address): _____

(c) PAN of the firm/organization _____

(d) TAN of the firm/organization _____

(e) GSTIN _____

2. ICAI Registration No. _____ Region

Name _____ Region Code No. _____

3. (a) Date of constitution of the firm/organization:

(b) Date since when the firms have a full time FCA:

4. (a) Full-Time Partners of the firm as on 01-01-2026

Sl No.	Number of FCA	Number of ACA	Number of Qualified Assistants (CA's) in the Firm.	Number of Semi Qualified Assistants (Article assistant or Inter/Fin al Qualified) in the Firm.

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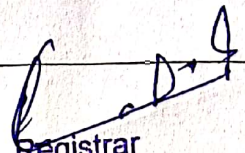
(b) Other Audit staff (With Knowledge of bookkeeping and accountancy).

5. Turnover of the Firm (last 3 years)

6. Whether the firm/organization is engaged in any internal / audit or any otherservices of any Govt. Companies/ Corporations/Universities etc. Yes / No

If yes, details of experiences (with number of completed years of service for each organization).

7. Whether there is any court / arbitration / any other legal case against the firm/ organization (If yes, give a brief note of the case indicating its present status) Yes / No


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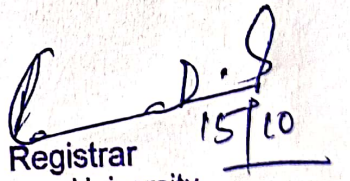
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UNDERTAKING

I / We the sole proprietor/ partners of M/S _____ Chartered Accountants do hereby jointly and severally verify and declare: -

- (i) that the particulars given are complete and correct and that if any of the statements made or information so furnished in the application form is later found not correct for false or there had been suppression of material information, the firm would not only stand disqualified from the allotment.
- (ii) That the firm proprietor or partners have not been debarred or cautioned by ICAI during last five years (if cautioned give details).
- (iii) Hereby submit our proposal in response to the Request for proposal (RFP) for providing services for the Internal audit of Sibsagar University for the period 01.08.2024 to 31.03.2026, undertaking to execute and complete the services as we will be reasonably required to be performed, in accordance with our proposal, the RFP requirements and the final work order to be issued by the Authority.
- (iv) I\ we understand that the Authority reserves the right to accept\ reject any application and the selection is at their sole discretion.

Seal & Signature of Proprietor / Partner with date


15/10
Registrar
Sibsagar University
Sivasagar

