



**SOUTH ASIAN ASSOCIATION
FOR REGIONAL COOPERATION
SECRETARIAT**

Message No. 156 08 17

No. SAARC/ESC/SAU/ADMIN/253/2025

The Secretariat of the South Asian Association for Regional Cooperation (SAARC) presents its compliments to the Ministries of Foreign/External Affairs of its Member States and has the honour to state that the South Asian University (SAU) has issued Request for Proposal (RFP) for engagement of 'Statutory Auditors' for conducting audit on the Accounts of the University for the year 2023.

In this connection, as requested by SAU, the Secretariat has further the honour to request the esteemed Ministries to kindly circulate the bid documents enclosed herewith among the relevant Auditor/Chartered Accountants firms for submission of the tender documents, at the earliest.

The Secretariat of SAARC avails itself of this opportunity to renew to the Ministries of Foreign/External Affairs of its Member States, the assurances of its highest consideration.

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Kathmandu, 25 February 2025



Ministries of Foreign/External Affairs,
(SAARC/Regional Organizations/Multilateral Affairs Division),
Member States of SAARC.

Copy to: President, South Asian University, New Delhi.

South Asian University
(An University established by South Asian Association for Regional Cooperation)
Rajpur Road, Maidan Garhi, New Delhi-110068, India

NOTICE INVITING TENDER

Subject: Request for Proposal (RFP) for Engagement of ‘Statutory Auditors’ for ‘South Asian University, New Delhi-110068 (India).

Sealed bids (in two bid system) are invited on behalf of President, **South Asian University, New Delhi** from Internationally Reputed Auditors/Chartered Accountancy Firms empanelled with C&AG OF INDIA, for conducting Statutory Audit of Accounts of the **South Asian University, New Delhi** (hereinafter called ‘SAU’), for the financial year 2023 which can be further extended for further period on satisfactory completion of the work. The Auditor so appointed shall carry out the Statutory Audit of the SAU.

Estimated Value (₹)	EMD (₹)	Last date & time for submission of Tender Document	Time & date of opening of the technical Bid
INR50,000/-	INR1,000/-	March 18, 2025 at 03:00 pm	March 19, 2025 at 03:00 pm

The tender document is available on <https://eprocure.gov.in/epublish/app> and can be downloaded from CPP Portal <https://eprocure.gov.in/epublish/app> and from our website: www.sau.int free of cost.

The evaluation and selection of the Agency shall be done on Quality and Cost Based Selection (**QCBS**) basis, as detailed hereunder. The audit will be carried out in accordance with Auditing, Review and Other Standards issued by the Institute of Chartered Accountants of India and Government of India and amended from time to time.

The selected Auditor/Chartered Accountant Firm shall be required to carry out Statutory Audit of the SAU, which will include tests and controls, as the auditors feel necessary under the circumstances. In addition to the following major areas, the selected agency has to carry out other activities as deemed fit by the SAU: -

1. Statutory Audit to cover the areas ensuring that:

- a. Transactions are recorded as per principles of Accounting for Educational Institutions;
- b. Utilization of external funds is in accordance with financing agreements;
- c. Counterpart funds are utilized for the purposes for which they are provided;
- d. Goods and services have been procured in compliance with the financing agreement;
- e. Transactions are duly supported with proper supporting documents and there is clear linkage between books of accounts and reports presented to Bank;
- f. Propriety of the transactions;
- g. Checking the maintenance of books of accounts and allied records;
- h. Checking the bank reconciliation statements;
- i. Checking of component wise, category-wise and account head wise expenditures;
- j. Checking of compliance of various taxes/ statutory compliances;

- k. To check all statutory records registers including Minute Books and to see that accounting affects all the decisions taken at Finance Committee/ Executive Council/Governing Board meetings are given in the Books of account;
- l. To give executive summary incorporating all points' matters; which are of very important in nature.
- m. To verify complete reconciliation of fees received and credited in SAU account.
- n. The above items are illustrative and not exhaustive. The Agency is required to verify other documents/ Information, if needed, for the Statutory Audit of the Accounts of the SAU.

2. FINANCIAL BOOKS:

- a. Verification of Bank Book Journal, vouching of Imprest Cash;
- b. Scrutiny of General Ledger, Staff advance registers commenting on loan and advances outstanding entries;
- c. Verification of cheque inward register with receipt issued as well as pay-in-slips as also advices of Bank regarding the realization of cheques;
- d. Verification of cash, cheques on hand etc. on quarterly basis and as on 31st of December every year;
- e. Scrutiny of general ledger and verification of Income & Expenditure statement and balance sheet and other schedules;
- f. Verification of salary/ consultancy payments, as approved by the competent authority time to time;
- g. Verification all financial information completely, promptly and after the necessary authorization was recorded.

1.	Tender No.	
2.	Date of Tender Publishing on website	19/02/2025
3.	Tender documents	The tender document is available on eprocure.gov.in and can also be downloaded from CPP Portal https://eprocure.gov.in/epublish/app and from our website: www.sau.int free of cost
4.	EMD	Rs. 1000/- (Rs. One thousand only) Firms having valid NSIC/ MSME certificate are exempted.
5.	Last date and time of submission of Sealed Bids	18/03/2025 at 03:00 pm. (in Physical form)
6.	Date, Time and place of tender opening	19/03/2025 at 03:00 pm at the Administrative Building South Asian University, Rajpur Road, Maidan Garhi, New Delhi-110068
7.	Criteria of evaluation and Selection	The Criteria of selection shall be on Quality and Cost Based Selection (QCBS) . The Highest Scorer (H-1) shall be awarded the work. (70% weightage shall be given to the Technical Bid and 30% weightage shall be given to the Financial Bid)
8.	Minimum fees	Minimum Fee for the scope of work (Statutory Audit) is INR40,000/- + GST as applicable.
9.	Evaluation Scheme	The evaluation Scheme has been mentioned hereunder;

Sealed Bids shall be submitted in physical form addressed to **The Assistant Registrar (S&P), New Administration Building, South Asian University, Rajpur Road, Maidan Garhi, New Delhi-110068.** Submission of complete tender document duly stamped and signed by tenderer with technical bid is mandatory.

The firm must have an office located in Delhi/NCR (proof of the same must be enclosed with Tender).

The right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/ or to modify the process or any part thereof at any time without assigning any reason thereto vests with President, SAU, New Delhi, without any obligation or liability whatsoever.

General Terms & Conditions

Sealed tenders are invited from reputed Chartered Accountancy Firms empanelled with C&AG of India, in **Two Bid System** (Technical & Financial), for conducting Statutory Audit of Accounts of the **South Asian University, New Delhi**, for the financial year 2023 which can be further extended for further period on satisfactory completion/ requirement of the work. The Auditor so appointed shall carry out the Statutory Audit of the SAU. The evaluation and selection of the Agency shall be done on Quality and Cost Based Selection (**QCBS**) basis, as detailed hereunder.

The firm should fulfil the following requirements: -

1. The Firm must be registered with the Institute of Chartered Accountants of India.
2. The Firm should be empanelled with C&AG of India.
3. The firm or its partner(s)/ director(s), etc. must not have been debarred from ICAI or RBI or any other statutory body for any misconduct.
4. The Bidding Firm should be registered with **Income Tax** and **Goods & Service Tax** departments.
5. The Bidding Firm must have their office in Delhi-NCR.
6. The bidding firm should have experience of auditing UN Organizations

Selection of Chartered Accountant/Auditor's Firm: -

The Sealed Bids shall be submitted in two parts, viz., **Technical Bid** and **Financial Bid**. The Annual Audit Fee should be all inclusive of all (whether TA/DA etc., except applicable GST). The payment will be made after successful completion of the work i.e. upon completing the annual audit and furnishing the audit report.

Financial bids of only technically qualified firms shall be opened and evaluated.

- i. **Technical Bid:** Technical bid should contain information constitutional documents, business turnover, experience in the sector and other related documents of the company/ firm to enable judging the suitability of the applicant. Self-attested copies of all supporting document(s) should be enclosed with technical proposal in the prescribed format at **Appendix 'A' (1 & 2)** which should inter alia contain the documents as per succeeding paras. Submission of complete tender document duly stamped and signed by tenderer with technical bid is mandatory. The **EMD** must also be enclosed in the Technical Bid.
- ii. **Financial Bid:** The financial bid must be submitted in the format enclosed with tender documents as **Appendix 'B' in a separate envelope marked as "Financial Bid"**. The L-1 firm/ bidder will be awarded the Highest Marks. The bid should be clearly filled or typed and sign in ink legibly. Bidder should quote the price in figures as well as in words the amount quoted by him. The tender document should be duly signed by the authorized persons.

If the prospective bidder/ firm do not send the Technical Bid/ Financial Bid duly signed by the authorised person of the Firm, and sealed in separate envelopes, their bid is liable to be rejected.

If any of the information/ documents furnished by the Firm/ Agency is found to be incorrect/ forged, the offer will automatically stand cancelled without entertaining any further correspondence.

Additional Terms & Conditions of Bid Document

Tenders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderer/ bidder. Conditional Tenders are liable to be rejected. **South Asian University, New Delhi** will process the tender as per SAU standard procedure. SAU reserves the right to reject any or all or part of tender without assigning any reason. SAU will not be under any obligation to give any clarification to the agencies whose bids are rejected.

1. In QCBS evaluation of the bids for selection of Chartered Accountants Firm to conduct Statutory Audit of the **South Asian University, New Delhi**, the ‘**Technical Bids**’ shall be given the weightage of **70%**, whereas, the ‘**Financial Bids**’ shall be given weightage of **30%**. The ‘**Highest Scorer**’ (**H-1**) of combined score of Technical evaluation and Financial Bid shall be appointed as ‘Statutory Auditors’ of the SAU.
 2. **An illustration has been provided hereunder to explain the evaluation system in Annexure-I.**
 3. The minimum score in Technical evaluation is **70 marks** to be eligible for opening of Financial Bid.
 4. The SAU will reject a proposal for award if it is determined that the bidder recommended for award as directly or through an agent, or engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
 5. The Technical Bid may be furnished as per the prescribed format as at **Appendix-A (i) & (ii)**
 6. The rates must be quoted on the prescribed format as per **Appendix-B**
 7. The Technical Bid & Financial Bid duly sealed must be submitted separately.
 8. The tenderer should quote the rates in figures as well as in words. If there found to be difference in the amount mentioned in figures and words, the rates quoted in words will be taken into the consideration.
 9. Tender must accompany Earnest Money (EMD) of **₹1000/-** and should be paid through Demand Draft/ RTGS (as per details provided below) in favour of “**South Asian University**”, payable at New Delhi. The payment details viz. UTR Number of the transaction/ Demand Draft must be enclosed in the Technical Bid, failing to do so the bid shall be treated as non-responsive and will be summarily rejected.
- | Account No. | IFSC Code | Bank Name | Branch |
|--------------------|------------------|---------------------|---------------|
| 30796569318 | SBIN0001624 | State Bank of India | NIFHW Munirka |
10. The EMD of unsuccessful bidder shall be refunded upon completion of evaluation and after award of the work to the successful bidder. The EMD of the successful bidder shall be converted to the Security Deposit and shall be refunded on completion of the contract period, without any interest.

11. The rates quoted in tender shall remain valid for acceptance for a period of 90 days from the date of opening of tenders. The rates quoted shall be valid for the entire contract period and may be extended further for another period, if mutually agreed by both parties.
12. However, if any tenderer withdraws his tender before the said period or makes any modification in the terms & conditions of the tender which are not acceptable to the SAU, the SAU shall, without prejudice to any right or remedy, be at liberty to forfeit the said earnest deposit absolutely.
13. The acceptance of tender will rest with the competent authority of SAU, New Delhi and reserves the right to reject any or all of the tenders received without assigning any reason. The decision of Tender Evaluation Committee will be final in case of any dispute during Tender Opening process. All tenders, in which any of the prescribed conditions either not fulfilled or incomplete in any respect are liable to be rejected.
14. On acceptance of tender, the name of the accredited representative(s) of the Firm who would be responsible for taking instructions from the competent authority shall be intimated to the SAU.
15. In case the date for opening of Technical & Financial Bid happens to be a holiday then these will be opened on the next working day at the same time & venue.
16. Escalation charges shall not be accepted on any grounds during the pendency of contract.
17. If the job is refused by the firm or not executed after accepting the condition of the tender/ work order, at any point of time, the security deposited will be forfeited in full or in part at the discretion of the SAU and further action as deemed fit will be taken.
18. In case of any disputes, differences or objections connected with or arising out of the goods or the meaning or operation of any part of the terms, the matter shall be referred for arbitration to any officer appointed by the President of the University and his/her decision shall be final and binding.
19. The agency shall not sublet/ sub-contract the work or any part of the work, to any other party.
20. Please note that South Asian University is an International Organization declared by the Central Government in pursuance of Section 3 of the United Nations (Privileges and Immunities) Act, 1947 (46 of 1947) and is therefore entitled to claim refund of Goods and Services Tax (GST) paid on the procurement of Goods and/ or Services. We have been allotted UIN: 0717UNO00175UNQ.
21. Please ensure that UIN of SAU is mentioned on all invoices raised to us for the goods and services supplied. The invoice raised should be in conformity with the various provisions of respective GST Acts and should include the following-
 - Name, address and GSTIN of the agency;
 - Invoice Number;
 - Date of issue
 - Name, address UIN of the recipient;
 - HSN code of goods or Accounting Code of services SAC) Description of goods or services;
 - Quantity in case of goods and unit or Unique Quantity Code thereof; Total value of supply of goods or services or both;
 - Taxable value of supply of goods or services or both considering discount or abatement, if any; Rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
 - Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax, Union territory Tax or cess);
 - Place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce;
 - * Address of delivery where the same is different from the place of supply;
 - Signature or digital signature of the supplier or his authorized representative:

Illustration of QCBS Evaluation

Stage-1: Technical Bids Evaluation

Bidder Details	Technical Mark Obtained
Bidder-1	92
Bidder-2	85
Bidder-3	55*
Bidder-4	75

*Since minimum score for Technical evaluation is 70 Marks, Bidder-3 is **disqualified hence rejected**.

Stage-2: Conversion of Technical Marks to Technical Score (70% weightage)

Bidder Details	Technical Mark Obtained	Score (Marks Obtained in Technical Evaluation/Marks of Highest Scorer x 100)	70% Weightage
Bidder-1	92	100	70
Bidder-2	85	92.39	64.67
Bidder-3	55	Rejected*	-
Bidder-4	75	81.52	57.06

Stage-3: Financial Bid Evaluation

Bidder Details	Financial Quote
Bidder-1	1,30,000
Bidder-2	1,20,000
Bidder-4	1,00,000

Stage-4: Conversion of Financial Bid Amount to Score (30% weightage)

Bidder Details	Financial Quote	Score (Financial Quote by L-1/Financial bid of the Bidder x 100)	Weightage (30%)
Bidder-1	1,30,000	76.92	23.08
Bidder-2	1,20,000	83.33	25.00
Bidder-4	1,00,000	100.00	30.00

Stage-5: Final Score

Bidder Details	Technical Score	70% weightage	Financial Score	30% Weightage	Total Score	Rank
Bidder-1	100	70	76.92	23.08	93.08	H-1
Bidder-2	92.39	64.67	83.33	25.00	89.67	H-2
Bidder-4	81.52	57.06	100.00	30.00	87.06	H-3

Bidder-1 will be awarded the work being (H-1) Highest Scorer

Appendix 'A(i)'

Details about the bidder

Details	Details (Whether attached)	Specify the Page No.
Name of Chartered Accountant/Auditor Firm		
Complete Address & Telephone No.		
Name of Proprietor/ Partner/ Designated Partner(s)		
Phone No:- Mobile No:- Email Id:-		
Name and contact details of the Person(s) who is to be contacted as co-ordinator		
The Firm must be registered with the Institute of Chartered Accountants of India (attached copy of certificate).		
The Firm should be empanelled with C&AG of India (attached copy of certificate).		
PAN No. (enclose the attested copy of PAN Card).		
GST No. (enclose the attested copy of GST Certificate).		
Whether the firm has enclosed the UTR No. of Earnest Money Deposit.		
Whether the Firm has signed each and every page of Tender and submitted the same with their Technical Bid as an acceptance of all the Terms & Conditions contained in the tender document.		
Any other information, if necessary.		

Note: All the documents being furnished must be self-attested as "True Copy", with official seal and signatures of the Authorised person.

Date: _____ **Signature with Seal of Authorized Signatory**

Place: _____

Technical Evaluation Criteria and Scoring Scheme

Criteria	Scoring	Max. Points	Documentation	Specify the Page No.
1. Long standing of the firm	01 point for each year of existence over 05 years (<i>i.e. for having more than 5 years of existence shall only be given the marks</i>)	15	Date of Constitution of the firm as evidenced from the firm constitution certificate issued by ICAI	
2. Turnover of the firm for the last three Financial years (FY 2021-22, 2022-23 and 2023-24)	<ul style="list-style-type: none"> ➤ 5 points for Specified Turnover of Rs.15 Crore or above for <u>each</u> FYs. (i.e. 2021-22, 2022-23 and 2023-24); And/or ➤ 4 points for Specified Turnover between Rs.12 Crore to Rs.15 Crore in <u>each</u> FY; And/or ➤ 3 points for Specified Turnover between Rs.9 Crore to Rs.12 Crore in <u>each</u> FY; And/or ➤ 2 points for Specified Turnover between Rs.6 Crore to Rs.9 Crore in <u>each</u> FY; And/or ➤ 1 point for Specified Turnover of Less than Rs.6 Crore in <u>each</u> FY. 	15	<p>“Turnover” would mean the professional fee earned excluding GST and traveling, if billed separately.</p> <p>Self-attested Audited Balance Sheets for the FY 2021-22, 2022-23 and 2023-24, be supported.</p>	
3. Experience and Association of Partners.	<p>a) 03 points for each FCA Partner.</p> <p>b) 02 points for each ACA Partner.</p>	25	List of partners with FCA/ACA status, supported by the latest firm constitution certificate issued by ICAI	
4. Conducting Statutory Audit of PSU/Central University/ Research Institution/ Autonomous Bodies or any other Statutory Body, with annual turnover of Rs.80 Crore or above during the last 05 years. * Experience of conducting audit of International University/ Research Institute will be given preference	<p>02 points for each Financial Year</p> <p>Note: Audit in <i>same organisation shall be counted as <u>one</u></i>.</p>	20	List of the clients audited by the firm with appointment letter/ other supported evidence	
5. Specific Experience in audit of UN Organisations.	<ul style="list-style-type: none"> ➤ 05 points for each audit of UN Organization completed during the last 5 years 	20	List of the clients audited by the firm with appointment letter/ other supported evidence	

6. Presence of the Firm in Delhi/NCR	<ul style="list-style-type: none"> ➤ 05 points if the <u>Head Office</u> of the applicant firm is located in Delhi/NCR. ➤ 03 points if a <u>Branch Office</u> of the applicant firm is located in Delhi/NCR. 	05	Latest firm constitution certificate issued by ICAI. Date of establishment of the branch and name of Partner/CA qualified employee in charge of the firm.	
	Total =	100		

Note: All the documents being furnished must be self-attested as “True Copy”, with official seal and signatures of the Authorised person.

Date: Signature

Place: Full Name

Firm Name:

Seal of the Organisation

Financial Bid

(To be kept in a separate Envelope sealed properly while sending the proposal)

Particular	Annual (yearly) Fee (In INR `)	GST (In INR `)	All Inclusive Annual (yearly) Fee (In INR `)
All Inclusive Lump Sum Annual Fees for the entire scope of work covered under the terms of the tender document.	<i>Not to be quoted here</i>		
Amount in Words			

Please Note:

- I. As provided in the Financial bid format above, the bidders have to quote the Rates as per above format only.
- II. Since the evaluation is on **QCBS** method **30% weightage** will be given to the 'Financial Bid' and highest scorer of 'Technical + Financial Bid' will be awarded the work.
- III. The above quoted Lump Sum Annual Fee must be inclusive of all out of pocket expenses/ travelling expenses, etc., excluding Good Service Tax (GST), as applicable.
- IV. In case of any discrepancy in Annual Fee quoted in figures and words, the Fee mentioned in Words Shall be taken into cognizance.

We further undertake that the rates quoted above by us will be valid for the entire currency period of the contract and no increase/ escalation shall be payable.

Date: Signature

Full Name

Firm Name:

Seal of the Organisation

**SELF DECLARATION
(On Letter head of the Firm)**

(To be enclosed with the Technical Bid)

(Date)

The President
South Asian University,
Rajpur Road, Maidan Garhi,
New Delhi-110068

Subject: Declaration - Engagement of Statutory Auditors for 'South Asian University, Rajpur Road, Maidan Garhi, New Delhi-110068.

Dear Sir,

1. In response to the Tender Document for appointment as "Statutory Auditors" of South Asian University, Rajpur Road, Maidan Garhi, New Delhi-110068, I/We hereby declare that presently our company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/ Autonomous Body/ Central or International University/ Research Institute/UN Organization.
2. We further declare that presently our company/ firm (name of the Firm..... is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/Central Government/ PSU/ Autonomous body/ Central or International University/ Research Institute/UN Organization on the date of Bid Submission including violation of relevant labour laws.
3. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future against any other tender.

Yours faithfully,

Date: Signature

Place: Name

Seal of the Organisation

**Letter of Proposal
(On Applicant's letter head)**

To

(date)

The President
South Asian University,
Rajpur Road, Maidan Garhi,
New Delhi-110068

Ref: Your Letter no. -----dated-----

Subject: Selection of C&AG of India Empanelled Chartered Accountant (CA) Firms to Conduct Statutory Audit of South Asian University, Rajpur Road, Maidan Garhi, New Delhi-110068 for FY 2023.

Dear Sir,

We, the undersigned, offer to provide the services for the above in accordance with your RFP dated (insert date), and our Proposal. We are hereby submitting our Proposal, which includes this Eligibility Document, for the above mentioned work.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations, if any.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Signatures (Authorised Signatory) with Stamp

Name of Firm

Address