SOCIETY FOR ELECTRONIC TRANSACTIONS AND SECURITY (SETS)

(Registered under The Societies Registration Act XXI of 1860 Registration No. S.42605 of 2002)

Operational Headquarters
CIT Campus, MGR Knowledge City, Taramani, Chennai – 600 113.
Phone : 91 44 66632504 Fax : 044 - 66632501

EoI – Terms and conditions for

Appointment of Statutory Auditors of the SETS

Society for Electronic Transactions and Security [SETS] is non-profit society dedicated to research and development in the field of information security. It was formed as a Government of India initiative and is funded by MHA through O/o. Principal Scientific Adviser (PSA) to GoI. Principal Scientific Adviser to Government of India is the President of the SETS.

SETS is registered as a Society under Societies Registration Act, XXI of 1860 Registration No.S42605 of 2002 with Registrar of Societies New Delhi. The Accounts of the Institute are prepared as per the prescribed Uniform Common Format applicable to the Central Autonomous Bodies.

SETS invites offers from interested Chartered Accountant firms for appointment as Statutory Auditors of the Institute with adequate experience in auditing the Accounts of centrally funded institutions. The Scope of Work for the statutory auditor is given below :

1. SCOPE OF WORK

a. Audit of Books of accounts and ancillary records of the Institute

- Verification of vouchers, approvals for purchases, works and other authorizations for incurring expenditure.
- Scrutiny of cash book and Ledgers.
- Fixed Asset Register and Depreciation
- Procurement / tendering process of fixed assets, library books, consumables, stationery, etc.
- Compliance of statutory obligations
- Checking of grants received and its utilization as per the terms of the grants
- Bank Reconciliation Statements

b. Income Tax related matters

- Preparation of replies to Income Tax Department in respect to Notices received by the Institute and appearing for the hearings
- Preparation and filing of yearly Income Tax Return for the Institute and revised return if required.
- Advice on all matters related to TDS issues.

c. GST related matters

- Advice for proper accounting and maintenance of records
- Representing before GST authorities and providing clarifications and opinions on issues relating to GST.
- Verification/scrutiny of output and input GST of SETS.

- Filing GST annual returns.

d. Annual Accounts related work – Verification of all the accounting statements / schedules

- Verification of correctness of the Trial Balance including the verification of opening ledger balances and suggesting reversal / year end entries wherever necessary
- Calculation of provisions for depreciation on fixed assets
- Verification of detailed schedule of interests received on FD investments and calculations of accrued interest
- Preparation of grouping statements / schedules to the Balance Sheet, Income and Expenditure Statement and Receipt & Payment Accounts as per the prescribed format of Accounts for Central Autonomous Bodies and certifying the Annual Accounts
- Preparation & certification of Utilization Certificates (UC) – (10 UCs in a Year) as required for funding agencies. The rate quoted should include for this 10 UCs and charges for every additional UC should indicated separately.
- Finalization of Balance Sheet on or before 31st May.
- Presenting Financial reports in Person/online (if such meeting is held online) to Governing Council/Apex Body of SETS.
- Any other work related to Accounts finalization as needed by SETS.

2. TIME PERIOD FOR ENGAGEMENT

The selected Chartered Accountant firm will be required to provide the above mentioned services as Statutory Auditors initially for one Financial year that is, 2021-22, (Assessment Year 2022-23) and may be renewed for further periods upto a maximum of 2 years depending upon the satisfactory performance, on mutually agreed terms.

3. PRE-QUALIFICATION CRITERIA OF THE CA FIRM

The bids of only those firms will be considered, which satisfy the following eligibility criteria:

i) The Chartered Accountant Firm should have registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and GST Registration
ii) The Chartered Accountant Firm should have empaneled with the Comptroller and Auditor General of India (C&AG)
iii) The firm should have been presently in operation for above 10 years after its registration and should have at least 5 years experience in Audit of Annual Accounts of Central Autonomous Bodies /Central R&D institutions/ Public Sector Undertakings and Filing of Returns of Income Tax /GST Returns.
iv) The firm should be well versed in Tally ERP 9 Software
v) The average gross professional fee received / earned by the firm in the last 5 financial years (2016-17 to 2020-21) must have been more than 30 Lakhs Per annum.

vi) The Chartered Accountant firm should have atleast 3 partners (2 partners-FCA and 1 partner-ACA)

vii) In addition to the partners, the firm should have minimum 6 Nos. of Article Clerk including other experienced staff performing audit / accounting work.

viii) The firm should be based on Chennai.

4. PAYMENT TERMS

a. The professional fee quoted by the firm shall include scope of work mentioned in S.No. 1 (a to d) above, should be valid for the entire contract period. Payment shall be made at agreed rates against invoices after completion of auditing and filing of tax returns in all respects. GST at applicable rate will be paid extra by SETS.

b. Taxes as per Income Tax Act / Rules will be deducted at applicable rates from all payments made by SETS to the firm.

5. SUBMISSION AND EVALUATION OF THE EOI

Interested firms meeting all the pre-qualification criteria as mentioned in Point-3 above may submit their offer in the prescribed Annexure / sub-Annexure of this EoI.

i. Annexure-A duly filled Pre-qualification-cum-Technical Bid along with all supporting documents duly signed with Seal of the authorized Partner and should be submitted in one sealed envelope super scribed as – 'PRE-QUALIFICATION AND TECHNICAL BID' for EoI No. SETS/Stat-Audit/Fin/2021-22.

ii. Annexure-B duly filled Financial Bid should be submitted in a separate sealed cover super scribed as 'FINANCIAL BID' FOR EoI No. SETS/Stat-Audit/Fin/2021-22.

iii. The above two envelopes containing Annexure A and Annexure B should be placed in one envelope and sealed superscribed as EoI FOR APPOINTMENT OF STATUTORY AUDITORS for EoI No. SETS/Stat-Audit/Fin/2021-22

iv. The technical bid should not contain any indication of price offered, else the entire bid will be rejected.

v. Any further clarification / queries on this EoI shall be posted in SETS website (www.setsindia.in) only and therefore, the firms who have applied for this tender are requested to visit the website frequently for any latest updated information with this regard.

vi. The EoI should reach the following address latest by 15:00 hours of 31st **July 2021**

6. SETS reserves the right to accept or reject any, or all the offers received or cancel the bidding process at any time prior to award of contract, without assigning any reason.

The Chief Administrative and Accounts Officer
Society for Electronic Transactions and Security [SETS]
M.G.R. Knowledge City, C.I.T. Campus,
Taramani, CHENNAI 600 113.
Phone : 044-66632504

Annexure -A

PRE-QUALIFICATION-CUM-TECHNICAL BID

(To be filled in by Bidder and Enclose supporting Documents as indicated)

S. No	Particulars		Documents required
1	Name & Address of the Firm		Copy of Address Proof
	Name and address of the Authorized Partner (s)		
	Telephone No(s) with STD Code		
	Mobile No (s):		
	e-Mail ID:		
2 a)	**Prequalification Criterion** Registration No. of the Institute of Chartered Accountants of India (ICAI)		Submit copy of the Registration certificates of ICAI
b)	PAN of the firm		Copy of PAN
c)	GST registration No.		Copy of GST Registration
d)	Details of Empanelment with Comptroller and Auditor General of India (C&AG) for the year 2021-22		
e)	Empanelment No.		Copy of Certificate of C&AG
f)	Date of Empanelment		

g)	Validity of C&AG empanelment upto		
h)	Average Gross Professional Fees received / earned by the CA Firm for the last 3 years i.e.(2018-19 to 2020-21)	Kindly provide details in Appendix – I	Copy of IT Return for the last 3 Years
i)	Details of experience for last 5 years in Audit of Annual Accounts of Central Autonomous Bodies / Central R& D Institutions / Public Sector Undertakings and Filing of Returns of Income Tax .	Kindly provide the details in Appendix - II	Copy of satisfactory completion certification.
j)	Details of Partners of the firm	Kindly provide the details in Appendix – III	
k)	Numbers of Article Clerk/Staff and other staff on payroll of Firm	In Figures : In words :	Copy of latest pay roll.

Certified that the above particulars firms are correct. In the event of any information found to be incorrect, be it at any time, SETS is at liberty to reject the proposal/work awarded to this CA Firm.

Date:
OFFICE SEAL:

Signature:
Name:
Designation:

Appendix – I to Column 'h' of Annexure - A

Details of CA Firm's professional Income
(Gross Professional Fees received/earned)

Rupees in lakhs

Particular	F. Y 2018-19	F. Y 2019-20	F. Y 2020—21
Gross Professional Fees received / Earned			

Date:
OFFICE SEAL:

Signature:
Name:
Designation:

Appendix – II to Column 'i' of Annexure - A

Details of CA Firm's Experience and Experience of Similar Services during the last 5 (five) years

S. No	Name of the Client	Period		Name of the Assignment	Broad details of Scope of Works assigned	Details of the Supporting Documents provided
		Start Date	End Date			
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Please attach additional sheets, if required.

Date:
OFFICE SEAL:

Signature:
Name :
Designation:

Appendix – III to Column 'j' of Annexure - A

Details of Partners of the Firm

S.No.	Name of the Partner	Regn. No.	FCA/ACA	Other details if any

ANNEXURE-B

FINANCIAL BID

(To be filled by bidder)

NAME & ADDRESS OF THE FIRM:

S.No	Description of Service	FY 2021-22	FY 2022-23	FY 2023-24	TOTAL (c+d+e)
a	b	c	d	e	f
A	Statutory Audit fee as per Scope of work including filing of Income Tax return, GST annual return of SETS and for Preparation & Certification of Utilization Certificate (10 UCs) for submitting to the funding agency				
B	Charges per additional UCs				
C	ADD: GST applicable				
Total (A+B) in figure					
Total (A+B) in Words					

Note: The above fee is inclusive of out of pocket expenses including local travel

We agree to all the terms, conditions and scope of work as given in the EoI terms and conditions for appointment of Statutory Auditor of the SETS and payment terms and the rates quoted above.

Firm will not change the quoted fees during the contract periods.

Date:

Signature:

OFFICE SEAL:

Name:

Designation: