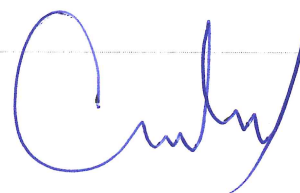


MEGHALAYA STATE JUDICIAL ACADEMY
SHILLONG

Request for Proposals for **Engagement of Chartered Accountant Firm as an Internal Auditor for the Meghalaya State Judicial Academy.**

#	Particulars	Date & Time
1	Date of publication of Tender	06.10.2026
2	Last date of receipt of tender	13.10.2026 at 2:00 pm sharp
3	Opening of Tender (technical bid)	13.10.2026 at 4 pm
4	Opening of Tender (Financial Bid)	14.10.2026 at 11:30 am



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1. Letter of Invitation

To Whom It May Concern

Subject: Invitation to submit proposals for Proposals for Engagement of Chartered Accountant Firm as an Internal Auditor.

Dear Sir/Madam,

- Meghalaya State Judicial Academy, India invites your most competitive quotation for Proposals for Engagement of Chartered Accountant Firm for conduct of internal audit for the period from the date of inception upto 31.03.2026.
- More Details on the services are provided in the Section Scope of Work (Section 3)
- The firm will be selected based on Quality Cost Based Selection (QCBS) Procedures in a full technical and financial proposal as described in this TENDER DOCUMENT, in accordance with the Government of India's Procurement Rules and Regulations.
- The firm will have to submit a single sealed package with the Label "**Submission of Proposals for Engagement of Chartered Accountant Firm as an Internal Auditor** for the period from the date of inception upto 31.03.2026." to the address mentioned below, containing two separate sealed envelopes labeled clearly **Technical Proposal** and **Financial Proposal**.
- The single sealed envelope should clearly indicate the firm/individual's address and contact information.
- This Tender Document includes the below:
 - Scope of Work
 - Mandatory Criteria and Eligibility

The full set of documents must be submitted in a sealed envelope as detailed in the tender documents to the below address along with a Demand Draft of INR 2000/- payable to "Meghalaya State Judicial Academy" at Shillong at 2 PM of the 13.10.2026.

- Our Full address
 - O/o The Director, Meghalaya State Judicial Academy
Tapovan Bungalow, Bivar Road, Shillong-793001, Meghalaya.
+91-9485111613
emailid-dir.msja-meg@gov.in

Sincerely

Director
Meghalaya State Judicial Academy

2. Scope of Work

- a) Meghalaya State Judicial Academy invites proposals from registered Chartered Accountants firms/Individuals as an Internal Auditor for the purpose as detailed in the below scope of work in a single sealed envelope containing two separate sealed envelopes labeled “Technical” and “Financial” Proposals.
- b) The detailed scope of work (but not limited to) is mentioned below: -

A. CASH & BANK BOOK:

- i. Checking and verification of the cash book and to ensure that the cash in hand is reconciled with cash book records.
- ii. Checking and verification of all bank books and to ensure that the bank books are reconciled on a monthly basis and necessary actions are taken for unmatched transactions.
- iii. Checking and verification of payment transactions on test check basis to ensure that they are made as per the generally accepted accounting principles and the institute rules if any.
- iv. Ensure reconciliation of earnest money deposits (EMD) register and security deposit (SD) register with the Accounting records.

B. GRANT IN AID RECEIVED FROM THE GOVERNMENT

- v. i. Checking and verification of Government Grants (Central/State or any) received and utilized and their quarterly reconciliation and utilization certification (UC).
- vi. ii. Grant Utilization with Asset Acquired reconciliation, Grant recorded in Books
- vii. iii. Treatment as per Accounting Standard and any other standard issued and adopted by the Government from time to time

C. FIXED ASSETS & LIABILITIES:

- viii. Scrutiny of all assets and liabilities accounts to ensure correctness.
- ix. Audit of fixed assets registers, accounting records and their reconciliation with accounting records.
- x. Reconciliation of Asset purchased out of Government Grant and any other Earmarked Fund.
- xi. The audit of liability registers and their reconciliation with accounting records.
- xii. Carrying out the physical verification of fixed assets and inventories at least once in a quarterly and their comparison with the accounting records and reporting of the variations, if any.

D. STATUTORY AND INTERNAL COMPLIANCE:

- xiii. To audit the compliance with applicable compliance requirements like income tax, GST, if any.
- xiv. To help with preparation and submission of necessary compliance with applicable laws.
- xv. To audit compliance with any changes in commercial laws applicable to the institute and a certificate for the same must be attached with the internal audit report for each quarter.
- xvi. To check whether monthly progress reports and quarterly reports are submitted to the Office of the undersigned within the due date.
- xvii. Impart training to the staff of the institute on amendment in laws applicable from time to time.
- xviii. Compliance to Income Tax Act, GST, Labour Laws and any other statutes/regulations if any arises from time to time.

E. PROCUREMENT OF GOODS & SERVICES:

- xix. Checking and verification of procurement of goods and services to ensure that prescribed procedures as the procurement rules of the institute if adopted any.
- xx. Checking of all works/petty repairs works related bills as awarded by the institute.
- xxi. Ensure that payment for AMC and service contracts if any were made as per the Agreement terms and conditions.

F. INTERNAL CONTROL SYSTEM:

- xxii. Audit the financial management of infrastructural/construction projects or any works of the institute.
- xxiii. Audit the strategic projects/outreach projects/ research knowledge related projects undertaken by the institute.
- xxiv. Review of accounting and internal control systems with suggestions for improvements and provide recommendation for improving Institute's operation from time to time is required .

3. Mandatory Criteria and Eligibility

#	Criteria	Documents Required
1	The firm/individual should be legally registered and preferably empaneled with C&AG Office and ICAI.	Copies of registration, PAN, TAN, GST, Certificate of Practice, or any other relevant registrations etc. to be enclosed.
2	The firm should have experience of conducting Internal Audit and providing finance and tax related consultancy services and other related services in respect of Government Institutions, State and Central Universities in last 5 years.	• Details of assignments undertaken, etc. Relevant contracts or work orders to be enclosed such as Project Description including Scope of Services, contract value, etc; Client references, Project Completion Certificates and any relevant supporting document.
3	Firms should furnish solvency certificates from their authorized banks.	• Authorized Bank Solvency Certificate/Soundness Certificate from the authorized bank of the firm OR • Annual Financial Audited statements by a Chartered Accountant Firm of last three FY • Copies of GST Returns filed or any other professional returns that have been filed should and can also be attached. • Any other Relevant Supporting Documents
4	The firm should not have unsatisfactory track record resulting in adverse action/blacklisting of the firm, taken by Central/State Governments in India	Declaration on duly notarized non-judicial stamp paper/undertakings if any
5	Conflict of Interest	Declaration on duly notarized non-judicial stamp paper
6	The firm should have its Head Office preferably in the State of Meghalaya	Certificate of Registration/ Declaration on duly notarized non-judicial stamp paper

4. Technical & Financial Proposals – Standard Form

A. Tech 1: Technical Proposal Form

To: [Name and address of Academy]

Dear Sir/Madam:

We, the undersigned, offer to provide the for [Insert title of assignment] in accordance with your Tender Document dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope, along with a Demand Draft of INR 2000/- payable to "<Name of Institute>" at Shillong attached to the Technical Proposal.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Academy and the powers concerned.
- b) Our Proposal shall be valid and remain binding upon us until [insert day, month and year] as per section 3(b).
- c) We have no conflict of interest.
- d) We meet the eligibility requirements as stated in **Section 3**, and we confirm our understanding of our obligation to abide by the government's relevant policy in regard to Fraud and Corruption.
- e) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in India.
- f) We undertake to negotiate a Contract on the basis of the technical and financial proposal proposed by us and we accept that the substitution of personnel or deviation from services proposed and agreed for may lead to the termination of Contract negotiations.
- g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- h) We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than an agreed upon date with the Academy but not greater than 30 days from contract signing.
- i) We understand that the Academy is not bound to accept any Proposal that the Academy receives, and the Academy can call for cancellation of the tender at any point of time during the tender period and after selection of bidder without giving any reasons whatsoever subject to the Academy's decisions.

Yours Sincerely,

_____(Signature of the Bidder's Authorized representative)

Full Name: _____

Title: _____

Name of the Bidder/Firm: _____

Address: _____

Phone/Fax: _____

Email id: _____

5. Performance Guarantee

- a) The successful selected bidder shall furnish a Performance Guarantee in the form of a Bank Guarantee from a Nationalized/Scheduled Bank, or Demand Draft, for a sum equivalent to 5% of the contract value. This Performance Guarantee shall be submitted within 15 days of the receipt of the Letter of Acceptance of the bid.
 - b) The Performance Guarantee shall be valid for a period equivalent to the contract period and 60 days beyond the date of completion of all contractual obligations, including warranty obligations, if any.
 - c) The Academy reserves the right to encash and appropriate the proceeds of the Performance Guarantee in the event of bidder's failure to complete the contractual obligations or in case of any breach of the terms and conditions of the contract.
 - d) The decision of the Academy regarding the amount to be forfeited from the Performance Guarantee shall be final and binding on the bidder.
 - e) The Performance Guarantee will be released by the Academy after the completion of all contractual obligations by the bidder, including any warranty obligations, to the satisfaction of the contracting authority.
 - f) No interest will be payable on the Performance Guarantee by the Academy.
6. The Meghalaya State Judicial Academy reserves the right either to accept or reject any bid.

Contact Address

- a. O/o The Director, Meghalaya State Judicial Academy
Tapovan Bungalow, Bivar Road, Shillong 793001, Meghalaya.
+91-9485111613
emailid-dir.msja-meg@gov.in