

NOTICE INVITING TENDER FOR APPOINTMENT OF CONCURRENT AUDITOR FOR FINANCIAL YEAR 2015-16

1. Bihar Industrial Area Development Authority, Patna the State Implementing Agency of Industrial Development Authority invites sealed tenders, in two bid formatted (Technical and Financial) for appointment of Concurrent Auditor(s) from the reputed Chartered Accountant firms based in Bihar (Head Quarter) for the Financial year 2015-16 for Audit of its Accounts of Head Quarter/Regions.
2. Interested CA Firms may obtain NIT & Tender Documents from the office of Managing Director, Bihar Industrial Area Development Authority, 1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna 800004 free of cost on any working day from 9.30 AM to 6.00 PM. Alternatively, the NIT & Tender Documents can be downloaded from our website www.biadabihar.in
3. The tender, duly completed with firm profile must reach latest by 3.00 PM on 25.02.2015 at office of the BIADA. The bidders, in their own interest, are advised to deliver the bids personally to the BIADA. Alternatively, they may send the same through registered post. BIADA will not be responsible for any delay, wrong delivery or non and technical bid and the same should be marked on the face of the envelope.
4. The technical Bid shall be opened at 4.00 P.M on 25.02.2015 in the office of BIADA, 1st Floor, Udyog Bhawan, East Gandhi Maidan Patna- 800004, in presence of the authorized representatives of the Authority who may wish to be present.
5. Financial Bids of only technically qualified firms will be opened.
6. For further details about the tender, please refer at our website www.biadabihar.in
7. Pre Bid meeting will be held at 3.00 P.M on 10.02.2015 at BIADA H.O., Patna (BIADA management can cancel this Tender at any point of time by whatsoever reasons it deemed fit.)

Rahul Singh, IAS

M.D.,BIADA

Selection of Chartered Accountants' Firms for conducting
Concurrent Audit of B.I.A.D.A Accounts

1. EXPRESSION OF INTEREST (EOI)

Expression of Interest is hereby invited from reputed firms of Chartered Accountants in the prescribed format for short listing such firms for conducting concurrent audit of the accounts of Bihar Industrial Area Development Authority in the state of Bihar.

2. PERIOD OF AUDIT

The purpose of this assignment is the conduct of concurrent audit of accounts of the Head Quarter and the Regional Units of B.I.A.D.A for the Financial Year 2015-16

3. REPORTING PERIODS & DATES

The reporting periods and reporting dates shall be as under:

Sl. No.	Reporting Periods	Date of submission	Remarks
1.	Each of 12 months commencing from April 2015	15 th day of the subsequent month.	

*However date of submission of the audit report for the month of March 2016 will be 30th April 2016.

4. Head Quarters and Regional Level Offices

4.1 The Head Quarter and Regional Level Offices of B.I.A.D.A have been clustered into the following 4 (Four) Regions:

- 1) Patna (Head Quarter)
- 2) Region: Darbhanga
- 3) Region: Bhagalpur
- 4) Region: Muzafferpur

4.2 All the Accounts of BIADA are maintained at the Head Quarter Level. Only salary payments and minor contingent expenditure is made from the Regional offices level.

5. SUBMISSION OF PROPOSAL.

5.1 The Proposal shall be submitted in a two-bid format, -(i) Technical Proposal and (ii) Financial Proposal. The said proposals shall be submitted in the prescribed formats appearing at Annexure A and Annexure B respectively.

5.2 Please note that the Financial Proposal for each Region consist of, namely

(i) A Monthly fee for conducting the audit of each of the 12 months commencing from 1st April 2015 together with TA/DA and other incidental cost associated therewith (Excluding the amount of service and/or other taxes).

5.3 The Technical and Financial Proposals must be submitted in two separate sealed envelopes with **Technical Proposal** and **Financial Proposal** marked in bold letters respectively so as to leave no scope for confusion. The first envelope for Technical Proposal should not contain any information relating to cost or remuneration.

5.4 The two envelopes must be placed inside one large sealed envelope with the following marking in bold letter:

**“EXPRESSION OF INTERESET FOR CONDUCTING CONCURRENT AUDIT
OF B.I.A.D.A FOR 2015-16”**

5.5 The complete proposal must reach on the following address positively by 3.00 P.M on 25.02.2015.

The Bihar Industrial Area Development Authority
1st Floor, Udyog Bhawan, East Gandhi Maidan,
Patna – 800 004.

6. ELEGIBITLY CRITERIA

6.1 The firm responding to the Eol must fulfill the following 6 criteria:

Sl. No.	Criteria	Evidence Required, if any
i.	The firm must be empanelled either with C&AG or RBI or both	Evidence Required, if any
ii.	The firm must have been in existence for at least 10 years before date of Advertisement.	Constitution Certificate from ICAI
iii.	The firm must have had at least 4 Full-time CA partners/ Employees as on date of Advertisement and thereafter.	Constitution Certificate from ICAI
iv.	The firm must employ at least 6 staff or Articled/Audit Clerk who have qualified the intermediate/PE-II/PCC/IPCC Examination of the ICAI	Declaration about details Of article clerk/audit staff in the given format. (Form attached)
v.	The firm's average annual turnover* of the last 3 financial year must not be less than Rs. 20.00 Lac	Balance sheets and P & L Accounts
vi.	The Head office of the firm must be in the State of Bihar AND must have at least a Branch Office in Patna**	Constitution Certificate from ICAI

* Turnover shall mean Gross Professional Earning as per the Profit & Loss Account of the year.

** B.I.A.D.A will address all its communication to the Branch/Head Office of the firm in Patna.

*** When the firm will not submit the P & L A/c for the F.Y. 11-12, 12-13 & 13-14 then average amount will be calculated for determining the average annual turnover of Rs. 20 lacs. Suppose the firm submit 2 years P & L A/c and its turnover come to Rs. 60 lacs then for marking criteria it will be in the slab of Rs 20 lacs & up to Rs 30 lacs, (i.e 60/3)

7. EVALUATION PROCESS:

Evaluation will be done on the basis of Technical & Financial Proposal.

7.1 The Technical Proposal received must be strictly in the format prescribed in Annexure A and will first be checked against the eligibility criteria listed in para 6 above. In case the format of the Proposal differs materially from the format prescribed in Annexure A OR the firm fails to meet any one or more of the 6 criteria listed above the proposal shall be declared as "Non-responsive" and the evaluation process in respect thereof will not be continued any further.

7.2 Such Proposals that are submitted in the prescribed format AND fulfill all the 6 eligibility criteria will be evaluated further and points will be awarded to the firm as per the following norms.

BIHAR INDUSTRIAL AREA DEVELOPMENT AUTHORITY
1ST Floor, Udyog Bhawan, East Gandhi Maidan, Patna- 800 004

Sl. No.	Criteria	Basis of Evaluation	Points	Marks
i.	Empanelment with C & AG and/or RBI	Empanelled with C& AG	3	6
		Empanelled with RBI	3	
		Empanelled with both C & AG and RBI	6	
ii.	Age of Firm	More than 10 years up to 15 years	3	9
		More than 15 years up to 20 years	6	
		More than 20 years	9	
iii.	Full-time Partner's/CA Employees' Association with the Firm	In case of an FCA associated with the firm for:		12
		• More than 1 year but up to 5 years	1.5*4	
		• More than 5 year but up to 10 years	2*4	
		• More than 10 years	3*4	
		In cast of an ACA associated with the firm for:		
		• More than 1 year but up to 5 years	1*4	
• More than 5 years	1.5*4			
iv.	Number of Semi-qualified Staff	Staff, Articled/Audit Clerks employed by the firm who have passed the intermediate/IPCC Examination		9
		• More than 5 years but up to 8 years	3	
		• More than 8s year but up to 11 years	6	
		• More than 11 years	9	
v.	Average Annual Turnover	• From 20 Lac and up to 30 Lac	6	12
		• More than Rs. 30 Lac and up to 40 Lac	9	
		• More than 40 Lac	12	
vi.	Head Office & Branch Office	Firm has Branch Office in Patna	3	6
		Firm has Head Office in Patna	6	
Vii.	Past Experience in similar assignment	Completed at least 1 but less than 3 concurrent audit assignments of Central/State Govt. Organisations in the Past	3	6
		Completed 3 or more concurrent audit assignments of Central/State Govt. Organisations in the past.	6	
Maximum Total Points				60

- In case of merger, the partners of the merging firms will be assigned points after one year from the date of merger. (as is done for the CAG of India for empanelment of auditors for PSU)
- If the FCA is more than one year but association with a firm is more periods then their points will be considered in the FCA category adding the period of association as ACA also.

7.3 Firms obtaining 75% points i.e. 45 points or more through the above evaluation process will be deemed to be technically qualified for the assignment. Proposals of all other firms shall be considered “Non-responsive.”

7.4 EVALUATION OF FINANCIAL PROPOSAL

Of the technically qualified bidders, the financial bids shall be ranked on the Least Cost Method.

8 AWARD OF CONTRACT

8.1 Only those firms that are deemed to be technically qualified as per 7' above, i.e firms having secured 75% i.e. 45 points or more in the technical evaluation will be considered for financial evaluation.

8.2 B.I.A.D.A shall notify those firms whose proposals did not meet the minimum qualifying mark or were considered non-responsive for any other reason that their Financial Proposals will be returned unopened after completing the selection process, B.I.A.D.A, shall simultaneously notify the firms that have secured the minimum qualifying points, indicating the date and time set for opening of Financial Proposals. The notification may be sent by registered letter, facsimile, electronic mail or telephone.

8.3 The Financial Proposals shall be opened publicly in the presence of the firm's representatives. Each firm must ensure that they are represented by a person duly authorized to accept or reject a proposal for carrying out the assignment applied for at a Total Fee other than that quoted by in their Financial Proposal. The name of the firm, the technical scores obtained, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened.

8.4 The evaluation committee will determine whether the Financial Proposals are complete and rectify calculation errors, if any.

8.6 Contract will be executed by B.I.A.D.A in favour of the firm selected through the above method for carrying out the concurrent audit. Please note that B.I.A.D.A is not bound to select any of the firms submitting a proposal in response to these presents.

9. Termination/cancellation/Amendment of Contract

9.1 If any of the information/documents furnished by the firm is found to be incorrect or fraudulent, the contract shall be treated as terminated forthwith and B.I.A.D.A shall notify the firm of such termination along with reasons for such termination.

9.2 B.I.A.D.A may decide to terminate the contract at any time during its pendency for any valid and cogent reason (s). In such a case, B.I.A.D.A shall forthwith intimate the appointed firm of such termination and the reasons for such termination.

9.3 The contract for carrying out concurrent audit of the respective Region of B.I.A.D.A. covers the reporting period from April 1st 2015 to March 31st 2016 only. B.I.A.D.A. at its discretion and subject to the consent of the appointed firm may extend the contract to cover one more reporting period from April 1st 2016 to March 31st 2016. However B.I.A.D.A. reserves the right not to extend the contract without assigning any reason for the same.

9.4 After termination of the contract either during its pendency or on its expiry, the appointed firm shall return and not retain any materials/documents that are the property of B.I.A.D.A. save and accept copies of such materials/documents that validly form the audit working papers or audit documentation as per the relevant Standards on Auditing issued by the ICAI.

9.5 After termination of the contract either during its pendency or on its expiry, the appointed firm shall not make any representation before the public at large or to any specific person(s) that may directly or indirectly imply the continuation of the contract beyond its actual date of termination.

9.6 B.I.A.D.A. retains the right to make need-based amendment to any and all terms of the contract after giving due notice to the appointed firm and with its consent.

9.7 The courts of Patna shall have the jurisdiction for settling disputes, if any, arising in respect to the contract.

10. PENAL PROVISIONS

10.1 The following penalties are leviable for delayed submission of reports:

Sl. No.	Extent of Delay	Penalty
i.	Up to 5 days of delay beyond the reporting dates stated in '3' above	Deduction of 10% of the agreed fee for the deliverable.
ii.	For delay of more than 5 days beyond the reporting dates stated '3' above	Deduction of 20% of the agreed fee for the deliverable.
iii.	In case of inordinate delay	In addition to a deduction of 20% of the agreed fee for the deliverable, B.I.A.D.A may decide on other disciplinary actions as well.

- (a) The appointed firm has no right to any arbitration in this matter.
- (b) However, B.I.A.D.A Management may decide to waive the penalties indicated above if it is proved to its satisfaction that there was reasonable cause for such delay beyond the control of the appointed firm.

11. DOCUMENTS REQUIRED

The following documents must accompany the Technical Proposal in absence of which it shall not be considered complete.

- (i) A copy of the Constitution Certificate of the firm containing, inter alia:
- Date of formation of the firm with full-time FCA: and
 - Details of partners/CA Employees as on 1st January 2015, date of joining the firm, date of becoming FCA, their other interest, if any.
- (ii) A copy of the latest Partnership Deed.
- (iii) A copy of the acknowledgment of the Income Tax Return of the firm for the assessment year 2013-14 together with computation of total income and tax.
- (iv) A copy of the audited accounts of the firm for the financial year 2011-12, 2012-13 & 2013-14 together with a statement showing total amount paid /credited by the firmz to each partner consisting of (a) Remuneration; (b) Interest on Capital, and (c) Share of Profit.
- (v) Details of court/arbitration cases or disciplinary proceedings pending against the firm, if any.
- (vi) A copy of acknowledgment of empanelment with C & AG or RBI or both.

12. TERMS OF PAYMENT

12.1 Invoices raised at the contracted value for each deliverable must accompany the deliverable.

12.2 Any service and/or other taxes as applicable shall be paid extra.

12.3 B.I.A.D.A shall release payments against the invoices within a period of 15 days from receipt of the invoice, subject to approval of the underlying deliverable by the B.I.A.D.A Management.

12.4 All invoices shall be subject to deduction of Income tax at source and other deductions, if any (to be duly communicated to the appointed firm by B.I.A.D.A at the time of payment).

13. OBJECTIVE OF THE AUDIT

13.1 The objectives of the concurrent audit include timely detection and rectification of:

- (i) accounting errors;
- (ii) deviation from generally accepted accounting principles;
- (iii) non-compliance of instructions given by the State Office;
- (iv) non-adherence to norms of BIADA Regulation;
- (v) erroneous bank transactions;
- (vi) non-reconciliation of bank account;
- (vii) erroneous reporting to the State Office; and
- (viii) errors in value of fixed assets;
- (ix) delay in adjustment of advances; and
- (x) non-accounting of liabilities

13.2 The objective of the audit also is to expedite preparation of largely error-free accounts to be placed before the Statutory Auditors at an early date and to facilitate completion of the audit process for the year well in time.

13.3 Long pending issues are also sought to be settled with the advice of the auditors who, through the process of on-the-spot verification, will be in a better position to assess and express their opinion on and suggest ways and means of closure of such issues.

13.4 The auditor is expected to ensure that the funds received for various purposes are actually used for the purpose for which they are received.

13.5 Although the responsibility for detecting and preventing irregularities and frauds, remains with the Management of B.I.A.D.A, they are sought to be pre-empted to a large extent by frequent and regular verification of transactions but responsibility of the Auditor remains to the extent of timely reporting about any irregularities and fraud.

13.6 The audit is also expected to project the potential areas of risk and highlight the high-risk areas. Suggestions from auditors are also expected on ways and means of mitigating such risks.

14. AUDITING STANDARDS

The audit should be carried out in accordance with the Statements on Auditing issued by the ICAI.

15. SCOPE OF AUDIT

15.1 The audit will undertake verification of ALL transactions undertaken by the R.Os during the reporting period and ensure proper accounting thereof in the Tally Accounting System.

15.2 The audit will also ensure that the transaction represented by book entries are actually required and are not prejudicial to the interest of B.I.A.D.A.

15.3 Normal entries for receivables and payables, including adjustment of advances must be carried out by the R.Os at the time of monthly closure of books.

15.4 The R.Os must prepare up to date bank reconciliation statements. The audit will report all unusual and long outstanding entries appearing in the bank reconciliation statements.

15.5 The other reports sent by the R.Os and other departments must be in consonance with the books of account.

15.6 Special attention must be paid to booking and adjustment of prior period items and old outstanding items.

15.7 A partner/CA employee of the firm must visit concerned R.Os once in a month.

15.8 The audit will report any matter not covered by the above that in their opinion it requires the attention of the management.

16. PRE-BID MEETING

Clarifications for any queries arising from the above may be sought at the pre-bid meeting scheduled for 3.00 P.M on 10.02.2015 at the H.O. of B.I.A.D.A. at Udyog Bhawan, Patna.

CA – CPT: Syllabus and Recommended Books

- ICAI * CA (2006) + CPT: COMMON PROFICIENCY TEST ● SYLLABUS

AND RECOMMENDED BOOKS

Fundamentals of Accounting

CA_CPT:: Common Proficiency Test
(One paper: Four Sections – 200 Marks)

Declaration

We hereby declared that following Article Clerk/Audit Clerk are working in my firm.

S.N.	Name	CRO. No.	Period working
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

The above facts are true to the best of my knowledge and if there is any misinformation the tender of firm can be rejected.

Signature of Partner

Name of CA Firm

Format for Financial Proposal

Head Quarter & Regional offices, Bhagalpur, Muzzafarpur & Darbhanga.

Total No. of Region – 03

Sl. No.	Particulars	Unit	Qty-(No. Of Unit)	Rate (Fee/Cost per unit) in Rs.	Total Amount (in Rs.)
2	Concurrent Audit Report for each of 12 months commencing from April 1 ^s 2015 to March 31 ^{sr} 2016.				
	Audit Fee (With monthly report) total No. 12	Audit Report	3x12=36		
	TA/DA, etc (12 visits for each Region)	Visits	3x12=36		
	Total				

- **The above quoted fee/cost should be exclusive of service and/or other taxes. However it is chargeable extra as applicable in the final bill amount.**

Name of the Firm



Seal of the firm

Signature of the Authorized Person

Name and Designation of the Authorized Person

Place:

Date:

BIHAR INDUSTRIAL AREA DEVELOPMENT AUTHORITY

1ST Floor, Udyog Bhawan, East Gandhi Maidan, Patna- 800 004

1. (a) Name of the firm (in capital letters)
- (b) Address of the Head Office
- (Please also give telephone no. and
- e-mail address).
- Tel. No. : Mobile: email.....
- (c) PAN No. of the firm.....

2. ICAI Registration No.....

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

(b) Date since when the firms has four full time FCA

4. Full-Time Partners of the firm as on 1st January 2015 (Please fill up Table A-1)

S. No.	Years of continuous association in the firm	Number of FCA	Number of ACA
(a)	Up to one year		
(b)	More than 1 year but up to 5 years		
(c)	More than 5 years but up to 10 years		
(d)	More than 10 years but up to 15 years		
(e)	More than 15 years.		

5. Number of Part Time Partners if any, as on 1st January 2015
.....

(Please fill up Table A -2)

6. Number of Full Time Chartered Accountant Employees

On or before date of advertisement (Please fill up Table A-3)

7. Number of Full Time Chartered Accountant Employees

On or before date of advertisement (Please fill up Table A-3)

(a) Articles/Audit Clerks (CA Inter)

(Please fill up declaration form)

(b) Other Audit Staff (with knowledge of book

Keeping and accountancy)

(c) Other Professional Staff (Please specify)

8. Number of Branches (Please fill up Table –B).....

9. Fee earned by the firm from April 2013 to March 2014

	PSU/autonomous Body	Companies in Private Sector	Banks
(i) Statutory/Branch Audit/ 6 months Audit Review			
(ii) Internal/Concurrent Audit			
Total of (i) and (ii) above			

10. Whether the firm is engaged in any internal/concurrent audit Yes/No
Or any other services of any Govt. Companies/Corporations etc.
If yes, details may be given Table – C.

11. Whether the firm is implementing quality control Policies and Yes/No
procedures designed to ensure that all audits are conducted in
accordance with Statements on Standard Auditing Practices

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

SECTION - B

Undertaking

I/we the following partners of M/s....., Chartered Accountant 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 the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
- (ii) That the firm, partners has not been debarred or cautioned by ICAI during the last three years, (if debarred, give details):
- (iii) That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under Section 2 (2) of the Chartered Accountants Act, 1949;
- (iv) That the constitution of the firm as on 1st January of the relevant year shown in the Expression of Interest is same as that in the constitution certificate issued by the ICAI.

Sl. No	Name of the partner	Membership Registration No.	PAN No.	Signature partner

Place:

(Seal of the Firm)

Date:

Enclosure:Pages

For Office Use Only

Whether firm has done

(a) Statutory/ Branch Audit Yes/No

(b) Internal/concurrent Audit

Checked by

Verified by

Date updated by.....

(Table A-1)

Firm's name.....

Details of Full Time Partners of the firm (Please refer to Sl. No. 4 of the Expression of Interest format)

Sl. No.	Name of the Partner/sole proprietor	Member ship No.	Whether FCA/ACA	Date of joining the firm (full time)	Date of becoming FCA	Station & Region where residing at present	Whether acknowledgement of Income Tax Return for the relevant Year attached Yes/No	Whether has ISA (Information systems Audit/ CISA or any other equivalent qualification (specify the qualification) *

* If yes, please attach a copy of the certificate.

(Table A-2)

Details of Part-Time Partners of the firm (Please refer to Sl. No. 5 of the Expression of Interest format.)

Name of Partners	Membership No.	Whether FCA/ACA	Date of becoming FCA	Date of joining Partnership	No. of other firm in which he is partner	Whether practicing in his own name also (Y/N)	Whether employed elsewhere (Y/N)	Whether has ISA (Information system Audit/ CISA or any other equivalent qualification (specify the qualification) *

* If yes, please attach a copy of the certificate.

(Table A-3)

Details of Full -firm Chartered Accountant Employees (Please refer to SL. NO. 6 of the Expression of Interest format)

S. No.	Name	Membership No.	Whether FCA/ACA	Date of joining the firm as full time employee	Whether has ISA (Information systems Audit/CISA or any other equivalent qualification (specify the qualification) *	Signature of the employee

* If yes, please attach a copy of the certificate.

(Table A-4)

Details of partners and full time Chartered Accountant Employees of the firm included this year in Annex A-1, A-2 & A-3 above.

S. No.	Name	Membership No.	Whether Full Time Partner/Part Time Partner/Full Time CA Employee *

* If yes, please attach a copy of the certificate

(Table B)

Particulars of Branches (including foreign branches, if any)

S. No.	Station which located	Complete address with PIN Code & Telephone No.	Name of the partner in charge of the branch	Date of opening of the branch	Region	Whether included in last year application (yes/No)

(Table C)

Details of internal audit work/any other accounting work of Public Sector undertaking in hand with the firm (please refer to Sl. No. 10 of the Expression of Interest format.)

S. No.	Name of the PSU/Unit	Nature of assignment	Year for which appointed

Details of audit experience of the firm for the last 5 years in the following Performa.

(Only assignments which carry a fee of Rs. 25000/- and above should be mentioned).

Name of the area/ sector	Name of the company /body audited (a) Society/PSU/ autonomous body (b) Companies in private sector (c) Banks (d) Social Sector Programmes / Projects (e) Externally aided social sector project (f) Education Projects/ Programmes	Years of audit e.g. (a) 2013-14 (b) 2012-13 (c) 2011-12 (d) 2010-11 (e) 2009-10	Fee charged for each of the assignments in each year	Nature of Audit assignment viz. Statutory audit/or Branch audit	Nature of Special assignment	Name of the full- time partner who supervised the audit or signed the financial statement and who is still working in the firm

Please indicate:-

The Particulars of specialization gained by the firm in audit of:.

- (i) EDP systems
- (ii) IT assisted audit
- (iii) Any other important special assignments etc. in the following format

Sl.No.	Description of Specialization	Specify nature of assignment, if other than audit	Name of the Organization	Name of the partner/sole proprietor who handled this assignment	Whether partner/sole proprietor mentioned in is still with the firm (Y/N)