



बिहार औद्योगिकक्षेत्र विकास प्राधिकार

प्रथम तल, उद्योग भवन, पूर्वी गाँधी मैदान, पटना-800004

Website-www.biada.in, Email- biada@rediffmail.com Phone: 0612-2675998/2675991/2675889 (Fax)

INVITATION OF EXPRESSION OF INTEREST FOR INTERNAL AUDIT OF THE BIHAR INDUSTRIAL AREA DEVELOPMENT AUTHORITY FOR FY 2015-16.

EOI is invited from registered Chartered/ Cost Accountant Firms to undertake the Internal Audit of BIADA Offices for the year 2015-16. The qualification, experience, other terms and conditions in which the application has to be made, have been prescribed by the Bihar Industrial Area Development Authority, available on the BIADA's Website at www.biadabihar.in. Eligible applicants may send their applications to the "Secretary, 1st Floor, Udyog Bhawan, BIADA, East Gandhi Maidan Patna within 15 days from the date of the advertisement. The Authority reserves the right to accept or reject any application without assigning any reason there to.

Secretary
BIADA



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A ELIGIBILITY CRITERIA:

- 1) Practicing Firm/Company must have full fledged office at Patna, Bihar.
- 2) Practicing Firm/Company must have minimum of 5 qualified personals amongst CA/CWA. One of the partners of the firm/Company should have experience of minimum of 5 years in the field of Govt. Undertaking/ Government run Society/PSUs.
- 3) Copy of Membership certificate of the respective Professional Bodies, duly attested by the firm must be submitted.
- 4) Firm/ Company must be registered with their professional Bodies and a certificate from the respective Institute must be attached.
- 5) CA/CWA firm should submit CAG empanelment certificate In case of Company, 3 years Annual returned filed with MCA , may be submitted .
- 6) Income Tax return of preceding 3 years in respect of firm/Company.
- 7) Service Tax registration certificate of the firm/company

B. INDICATIVE SCOPE OF WORK

- 1) Short listed firms are required to conduct internal audit of BIADA, Head Office and Regional Offices situated at Bhagalpur, Muzaffarpur and Darbhanga as per statutory requirement for the financial year 2015-16 as per Annexure-I.
- 2) Selected firm(s) has/have to submit the Draft & Final Internal Audit Report to the Managing Director, BIADA.
- 3) Pre-Audit/Post- Audit (as the case may be) of all cash/Journal Vouchers/ Bank Payment vouchers/ Bank Receipt vouchers, Purchase Orders, Work Orders, Contracts & Agreements etc.
- 4) Verification of all records such as fixed assets registers, purchase registers, stock registers and all books of accounts maintained with Accounts Section/other Section.
- 5) Critical Analysis of all payments on the basis of delegation of power, administrative approval, statutory resolutions, budgetary provisions & measures of economy and advise time to time for necessary corrective action. Report on actual expenditure vis-à- vis the budgetary provision.

- 6) Submit the completed Trial Balance, Profit & Loss Account and Balance Sheet to the management within a month.
- 7) Verification & review of Cash Balances with Regional Offices, Head office & advise if any idle cash is lying and suggest procedure for optimum utilization of cash in hand.
- 8) Preparation & verification of yearly Reconciliation statement & suggest thereon for necessary corrective measures.
- 9) Preparation & verification of Subsidiary Ledgers viz Sundry Creditors, Sundry Debtors & Advances etc.
- 10) Review and scrutiny of Security Deposit, EMD, advances and report bi-monthly to the Management with reason of long outstanding if any.
- 11) Verification of Opening Balance.
- 12) Checking of Subsidiary ledgers or registers and reconciliation of the same with the General Ledger.
- 13) Checking of Compliances of Internal Audit Report, Statutory Audit Reports & A.G. Audit Report if any for the preceding financial year.
- 14) Checking of proper vouching of transactions.
- 15) Verification of Bank Reconciliation Statement (BRS) / Balance Confirmation Certificate with reference to each bank account including inoperative bank account. Ensure that proper accounting effects have been given with regards to bank charges during the current year and reverse of original entry in case of stale cheque. In case of unreconciled balances appearing in the BRS of last year, stress should be given to reconcile the same during the year.
- 16) Checking of pay and allowances, administrative and general expenses and other Misc. Expenses on sample basis selected at random and provisions thereon.
- 17) Checking of all types of advance account including emergency, temporary advance account, Checking of Balance Confirmation Certificate from Regional Offices for Temporary Advance as on certain date and also to ensure the timely adjustment have been made or not.
- 18) Checking of Project-wise expenditure, verification of the proper maintenance of works/job register with respect to consumption of materials, labours etc & proper submission of Utilization Certificate.
- 19) Checking of expenditure incurred for deposit works and ensure adjustment of advance/deposit from time to time.
- 20) Checking of proper maintenance of stock / material at site Register and Record
- 21) Physical verification of Cash to be made and to express whether time-to- time physical verification of Cash have been conducted or not.

- 22) To verify Service Tax paid as per reverse mechanism during the year is correct or not and all the credit balance have been duly paid during the year.
- 23) Checking of proper deduction of taxes.
- 24) To verify the calculation of depreciation of Fixed Assets of opening balance and addition during the year as per rules.
- 25) The selected firm may cover any area not mentioned above where they feel it affects the revenue/ interest of BIADA.
- 26) BIADA will have the absolute right to cancel all or part of EOI application without assigning any reason thereof and BIADA will have also full right to select one or more firm(s) to award the service contract.
- 27) Service Charge will be paid in 4 (four) equal installments (for each Quarter) and the entire audit is to be completed before 30.04.2017. The selected firm(s) will not charge any interest or fee for delayed payment.
- 28) The above said scope is only indicative. Interested firms are requested to submit the enlarged scope of works at the time of their presentation.

The Audit firms are requested to submit the Expression Of Interest cum quotation as per the enclosed prescribed bid document viz. (1) Part -1: Technical proposal & (2) Part-2 : Financial proposal in a sealed cover and the envelopes should be marked as “INTERNAL AUDIT ,BIADA, 2016-17 PART-1” and “INTERNAL AUDIT BIADA, 2016-17, PART-2 separately. These two sealed envelopes shall then be kept in a third envelope and superscripted as “Internal Audit , BIADA, 2016-17. All the three envelopes should be addressed to-

Secretary, Bihar Industrial Area Development Authority (BIADA), Udyog Bhawan, 1st Floor East Gandhi Maidan, Patna-4 and shall also bear the name & address of the sender. The Expression of Interest should be submitted within within 15 days from the date of the advertisement as per the prescribed format available from the website of the Authority i.e. www.biadabihar.in

It is to mention here that the scope is not exhaustive but indicative in nature. You are requested to fill up the Form-I which is the Technical proposal and Form-II as Financial proposal in A4 size paper covering all the points with due authentication. In addition to the Form-I all the supporting documents in evidence of the particulars stated in the Form-I has to be submitted with due authentication.

GENERAL INFORMATION -1

1. Interested CA/CWA Firm etc may apply in the stipulated Performa along with all the documents and a **demand Draft of Rs. 1000/- (one thousand rupees only)** as

a processing fee drawn in favour of Bihar Industrial Area development Authority, Payable at Patna.

2. “Technical Proposal as per Form-I” and ‘Financial Proposal as per Form-II’ shall be sealed in two separate envelopes. Both these sealed envelopes shall bear distinct identification with regard to the type of bid i.e. for the ‘Technical Proposal’ the envelope should be marked as , INTERNAL AUDIT, BIADA, 2015-16, PART-1 and for the ‘Financial Proposal’ the envelope must be marked as , INTERNAL AUDIT, BIADA, 2015-16, PART-2’.
3. These two sealed envelopes shall then be kept in a third envelope and super scribing “Internal Audit BIADA, 2015-16”. The outer cover should be addressed to the issuing authority of this enquiry and shall also bear the name and address of the sender on left hand side of the envelope for clear.
4. Part-II containing ‘Financial Proposal as per Form-II’ will be kept in a safe custody. It will be opened after completion of Technical Proposal (Part-1) evaluation of all the proposals received. BIADA will not open the ‘Financial proposal’ of technically disqualified firms. No revision of prices as quoted will be entertained thereafter.
5. The fees shall be quoted in financial proposal as per Form-II only. Quotations not submitted as per ‘Form-II’ will be rejected.
6. Conditional EOIs other than the conditions mentioned in the EOI document will be liable for rejection.
7. The sealed EOI should reach The Bihar Industrial Area Development Authority (BIADA), Udyog Bhawan, 1st Floor East Gandhi Maidan, Patna-4 through Registered Post/Speed Post/Courier Service/ By Hand within 15 days from the date of publication of the advertisement.
8. EOIs received after the schedule date and time shall not be considered.
9. The firm submitting EOI is required to sign all pages of the EOI Document with
10. After selection of the firms as per the procedures as above, they will be intimated in their registered address to accept the audit as per the scope of the work and the date of commencement and completion of work in writing through registered letters. Within seven days of receiving the offer letter they have to submit the acceptance letter to the Managing Director, Bihar Industrial Area Development Authority (BIADA), Udyog Bhawan, 1st Floor East Gandhi Maidan, Patna-4, failing which their offer letter shall treated as cancelled and no further communication in this regard will be entertained. The next best firm will be given the fresh offer letter.

11. After taking up the audit assignments they have to stick to the dead line stated in the offer letter to complete the audit. Failing to complete the audit assignments within the due date the authority reserves the right to cancel the assignment.
12. If progress/ performance of the audit team is not satisfactory, the management reserves the right to terminate the appointment of the Firm with 7 days prior notice.
13. The Management reserves the right to seek any information/ clarifications related to engagement at any time during the process of audit as per the requirement.
14. The Audit Firm is not permitted to sub-contract the work to any other firm.
15. They should keep themselves away from illegal & dishonest practices.
16. The Internal Auditor shall have an obligation to work objectively and diligently while performing duties.
17. The Internal Audit staff should collect and keep information from BIADA only for carrying out the assignment and should not take undue advantage of such information for personal profit or use the information in a manner contradictory to the ethics set forth by Institute of Chartered Accountants of India or Institute of Cost & Management Accountants of India.
18. All disputes shall be subject to the jurisdiction of Courts situated in Patna, Bihar.
19. "Any dispute arising out of or in connection with this contract, including any question regarding its existence, validity or termination, shall be referred to Managing Director, BIADA who shall be the sole Arbitrator and the decision in this regard shall be final and binding. The dispute would be finally resolved on the basis of the Arbitration and Conciliation Act, 1996.

APPLICATION FORM-I

The Audit firm(s) shall apply with details as noted below in the application failing which the application may not be considered.

1. Year of establishment:

(Photocopy of latest Certificate of registration issued by the Institute of Chartered / Cost Accountants of India to be enclosed).

2. Name of EOI firm:

With details of Partners

(a) Qualifications (ACA/ACMA or FCA/FCMA).

(b) Date of Joining the firm.

(c) Post qualification experience of the partner (total no. of years).

(d) Membership No. of all Partners.

3. Details of the qualified assistants with

(a) Name _____

(b) Membership number (if any) _____

(c) Date of joining the firm _____

4. Details of the semi-qualified assistants with

(a) Name _____

(b) Registration number (if any) _____

(c) Date of joining in the firm _____

5. Detailed Office Address: _____

6. Contact Details: (a) Mobile No. _____

(b) L/L No. _____

(c) Name _____

(d) e-mail ID. _____

7. Submit an undertaking for not black –listed /debarred by any Central /State Govt. or ICAI/ICWA/Central/State Agencies/PSU etc.

8. PAN No. _____

9. TIN No. _____

10. Service Tax Registration Number

11. Name of the Organization where the EOI firm has worked (Pl. attach proof)

1. _____

2. _____

3. _____

12. Annual turnover of 2015-16 :-

13. Name of the Banker with Address :-

14. Account No. with IFS Code No. :-

15. EOI document payment Details :-

16. Details of experience of the firm.

a. Statutory / Internal audit of Industry.

b. In other PSU/ Govt./ Internal Audit.

(Photocopy of proof of experience to be enclosed)

I/We hereby declare that the information furnished herein is true to the best of my knowledge & I/we further declare that in case of appointment I/we shall abide by the terms and conditions of OAIC. In case the furnished information is found to be false at any stage, OAIC will cancel the EOI/awarded order(s) without assigning any

Dated _____

Full Signature with office seal of The EOI firm

FORM-II

FINANCIAL PROPOSAL

CONSOLIDATED AUDIT FEES (IN RUPEES)

Important information with respect to Financial proposal:-

1. The fees to be quoted should be consolidated and includes all taxes and
2. No out of pocket fees will be paid/ reimbursed for conducting the audit.
3. Financial proposal shall be opened for those firms who have qualified in the technical proposal as per the evaluation criteria.

Full Signature with office seal of the EOI firm.

Dated _____

Full Signature with office seal of the EOI firm.