

**Bihar State Educational Infrastructure  
Development Corporation Ltd. Patna**  
invites

**EOI**

FOR

**Selection of Chartered Accountant Firms for the  
Internal Audit of Bihar State Educational  
Infrastructure Development Corporation (BSEIDC)  
Ltd., Patna**

**BSEIDC**

( A Bihar Government Undertaking)

Bihar State Educational Infrastructure Development Corporation Ltd.  
ShikshaBhawan, Bihar RastrabhashaParisad Campus, Acharya Shiv Pujan Sahay Path,  
Saidpur, Patna-800004 (0612-2910314)  
E-mail: [bseidc2@gmail.com](mailto:bseidc2@gmail.com), Website: [www.bseidc.in](http://www.bseidc.in)

**Selection of Chartered Accountant Firms for the Internal Audit of Bihar State Educational Infrastructure Development Corporation (BSEIDC) Ltd., Patna**

**BIHAR STATE EDUCATIONAL INFRASTRUCTURE DEVELOPMENT CORPORATION LTD**

( A Govt of Bihar undertaking)

NIT No. : 89 /2017-18

DATE : 21<sup>st</sup> March 2018

**INVITATION FOR EXPRESSION OF INTEREST (EOI)**

**Name of work – Selection of Chartered Accountant Firms for the Internal Audit of Bihar State Educational Infrastructure Development Corporation (BSEIDC) Ltd., Patna.**

BSEIDC invites Expression of Interest (EOI) from reputed interested chartered firms, which have the required expertise and experience in working on similar projects.

The detailed EOI may be downloaded free of cost from website of the corporation i.e. [www.bseidc.in](http://www.bseidc.in) or it may be obtained free of cost from the Office of Managing Director, Bihar State Educational Infrastructure Development Corporation Ltd., Shiksha Bhawan, Bihar Rastrabhasha Parishad Campus, Acharya Shiv Pujan Sahay Path, Saidpur, Patna-800004 (Bihar) on any working day.

a.	Period of availability/download of EOI	<b>31.03.2018 to 15.04.2018 up to 17:00 Hrs.</b>
b.	Last date and Time of submission of EOI (Hard copies only) in the office of BSEIDC	<b>17.04.2018 up to 15:00 Hrs.</b>

(Brajesh Prasad)  
**Chief Consultant (Technical)**

**Selection of Chartered Accountant Firms for the Internal Audit of Bihar State Educational Infrastructure Development Corporation (BSEIDC) Ltd., Patna**

Expression of Interest is invited from Chartered Accountants firms in the prescribed format for short listing for the engagement of audit of the accounts of **BIHAR STATE EDUCATIONAL INFRASTRUCTURE DEVELOPMENT CORPORATION LTD** for the financial year 2017-18 and 2018-19.

**1. The audit of Bihar State Educational Infrastructure Development Corporation Ltd. for the year 2017-18 and 2018-19 will be conducted in following way:-**

- (a) For the financial year 2017-18 audit will be conducted at once.
- (b) Internal Audit for the FY 2018-19 on the quarterly basis.

**2. Submission of Report:-**

- (a) Report for the financial year 2017-18 is to be addressed to the **Managing Director** and /or **Chairman Audit Committee** and Quarterly basis Reports addressed to the **Managing Director** and /or **Chairman Audit Committee** shall be submitted within one Month from the End of each Quarter for the FY 2018-19.

**3. Eligibility criteria of Firms:-**

- (a) Firm must have minimum 3 Full time Chartered Accountants as Partners/Employees.
- (b) Firm must be registered.
- (c) Firm must have Average Annual Turnover of Twenty Lakh (20 Lakh) on the basis of last three year's turnover (Financial Year 2014-15, 2015-16 & 2016-17). (Audited Financial Accounts must enclosed)
- (d) Firm must have minimum Five (5) CA (Inter/PCC/IPCC) Article Clerk/ Audit staff.
- (e) Firm's registered Head office should be located at anywhere in India and branch office at Patna. BSEIDC will make all its correspondence with branch office at Patna only.
- (f) Firm must have experience of at least 3 years in the audit of Central or State Government PSU/Banks/Autonomous Bodies/Societies/Projects etc.
- (g) Firm must be empanelled for C&AG for last 3 financial years (Letter from C&AG must be enclosed).

**4. Scope of Audit:-**

- (i) The Auditor will audit 100% of transaction, its entry in books of accounts, monthly closure of books of accounts, Bank Reconciliation Statement, prior period adjustment, compliance with the statutory and regulatory provisions of the various laws applicable to the company reporting to Senior Accounts Officer and concerned departments.
- (ii) The audit will undertake verification of all transactions undertaken by the BSEIDC Ltd during the reporting period and ensure proper accounting thereof in Tally Accounting System.
- (iii) The audit will also ensure that the transactions represented by book entries are actually required and are not prejudicial to the interest of BSEIDC Ltd.

**Selection of Chartered Accountant Firms for the Internal Audit of Bihar State Educational Infrastructure Development Corporation (BSEIDC) Ltd., Patna**

- (iv) Normal entries for receivables and payables, including adjustment of advances must be carried out by the BSEIDC Ltd, Accounts Department at the time of monthly closure of books.
- (v) The BSEIDC Ltd, Accounts Department shall prepare up to date Bank Reconciliation Statements. The audit reports all unusual and long outstanding entries appearing in the Bank Reconciliation Statements.
- (vi) Special attention must be paid to booking and adjustment of prior period items and old outstanding items.
- (vii) A Partner/CA firm employee of the firm must visit concerned BSEIDC office, Accounts Department, once in a fortnight.
- (viii) The audit will report any matter not covered by the above that in their opinion it requires the attention of the management.
5. The Accounts Department of the BSEIDC Ltd. is centralised and located at its registered office situated at **Shiksha Bhawan, Bihar Rashtrabhasha Parishad Campus, Acharya Shivpujan Sahay Path, Saidpur, Patna-800004.**
6. The Audit firm will submit financial bid in envelope.
7. The Audit firm will quote their rate in lump sum amount the Quoted fees will be inclusive of all cost & expenses incurred during the working (i.e. lodging, fooding and transportation etc.) No additional cost will borne by the BSEIDC LTD, Patna. Except applicable taxes as claimed by firm on invoice. (and all claims are subject to TDS under section 194J of Income Tax).
8. The last date for receipt of Tender in the specified format is 17.04.2018 up to 15:00 Hrs. Incomplete formats /format received after the prescribed last date will not be entertained.
9. The Firm's full time partners / CA employees do not include those persons [Partner] who are:-
- (i) Partners in other firms.
- (ii) Employed part-time / full-time elsewhere, practicing in their own name or engaged in practice otherwise or engaged in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountants Act, 1949.
- (iii) Partners who have earned more professional income from other sources than their income from the firm.
10. The tender must be submitted in the prescribed format given in the attachment. Only the Tender in the prescribed format accompanied with all requisite documents would be considered.
11. All firms are required to enclose the following documents along with the Bids.
- (i) A copy of constitution certificates of firm issued by the ICAI containing inter-alia.
- (a) Date of formation of the firms with a full time CA

**Selection of Chartered Accountant Firms for the Internal Audit of Bihar State Educational Infrastructure Development Corporation (BSEIDC) Ltd., Patna**

(b) Details of Partners / CA Employees as on 30<sup>th</sup> November of the relevant year, date of joining the firm, date of becoming CA, their other interest, if any.

(ii) A copy of the latest partnership deed in the case of partnership firms.

(iii) A copy of the acknowledgement of the Income Tax & Service Tax Return of the firm for the relevant Assessment Year 2016-17 and a copy of computation of income of full time partners.

(iv) A copy of financial statement of the firm along with schedules for the preceding three financial year ending 2016-17.

(v) Details of court cases / arbitration cases / or any other case pending against the firm if any.

12. The Expression of Interest must be delivered sealed two envelope indicating Technical bid & Financial bid by post or by hand in the office of the MD, BSEIDC LTD , BIHAR . The Bids must be addressed to:-

**The Managing Director,  
Bihar State Educational Infrastructure Development Corporation Ltd.,  
Shiksha Bhawan, Bihar Rashtrabhasha Parishad Campus,  
Acharya Shivpujan Sahay Path,  
Saidpur, Rajendra Nagar  
Patna – 800 004**

13. Suitable weightage will be given to firms, which are implementing quality control policies and procedures as provided in statements on Standard Auditing Practices (SAP 17). A brief note on the procedures adopted by them is to be given by the firms for this purpose.

14. All full time partners should invariably sign the undertaking appended as Section B to the Expression of Interest. Similarly, all the full time Chartered Accountant employees of the firm should sign in the column provided at Annex A-3 to the format. Outstation Partner/staff may submit signed letter/email copy.

15. **Penalty Provision in case of delay in submission of Audit Report Fortnightly:**

(a) If Firms delay in submission of report on due date one month from end of the Quarter then it will be liable for Penalty.

(b) If Firms delay up to Five days in submission of their Audit Report from the due date of submission of respective Report then it will be liable to 10% penalty of its Audit Fees of respective month and after Five days delay of submission of report the amount of penalty increase to 20% of audit of respective month's Audit fees and after that management can take any other disciplinary action against the Firm for late submission of report.

(Above mention five days limit for delay in submission of report exclude the days which are declared public holiday by Government of Bihar.)

**Selection of Chartered Accountant Firms for the Internal Audit of Bihar State Educational Infrastructure Development Corporation (BSEIDC) Ltd., Patna**

(c) The BSEIDC LTD management reserves the right to reduce or waive the penalty imposed due to late submission of report if there is reasonable cause for that and it would be acceptable by the management.

(d) The firms selected for such internal audit have no right to any arbitration on this matter.

**16. Termination/ Cancellation of Appointment :**

(i) If the selected firm has not sent the Technical Bid/ Financial Bid duly signed by them within the stipulated time, their bid is liable to be rejected.

(ii) If any of the information/ documents furnished by the auditor is found to be incorrect, the BSEIDC LTD offer will automatically stand cancelled without entertaining any further correspondence.

(iii) In case the bid is rejected for reasons mentioned in one and two above, the BSEIDC LTD shall identify a new auditor for the BSEIDC LTD, at its discretion and they shall not claim any right for audit of said.

(iv) The appointment for internal auditor is purely contractual and for a specific period of two financial years (i.e. 2017-18 and 2018-19) and the same may be renewed on a yearly basis subject to satisfactory performance/ eligibility of the particular BSEIDC LTD for internal Audit. The maximum period of contract shall be restricted to two financial years. However, the BSEIDC LTD reserves the right to terminate the contract at any point of time for whatever reasons the BSEIDC LTD may deem fit.

(v) After termination of the contract the Auditor/ Firm shall not use or keep any of the material information given by the BSEIDC LTD or make any representations to public or outsiders as continuing this agreement. The auditor/firm shall return all materials belonging to BSEIDC LTD after termination of the agreement, unless otherwise instructed in writing by the BSEIDC LTD.

(vi) The BSEIDC LTD shall have the absolute discretion in allotting, revising fee structure, stipulating terms and conditions of the appointment like experience in the internal audit of BSEIDC LTD and termination of services of the appointed auditor after giving due notice at any point of time including during the pendency of the contract .

**17.** Where the Audit Firm has not agreed to arbitration, the dispute/claims arising out of the EOI shall be subject to the Jurisdiction of the competent court at Patna, Bihar Only.

**18.** All taxes, cess, duties and surcharge like income tax, GST etc as applicable from time to time shall be deducted from the gross amount of the bills of the CA firms.

**BIHAR STATE EDUCATIONAL INFRASTRUCTURE DEVELOPMENT CORPORATION  
LIMITED**  
**Shiksha Bhawan, Campus of Rashtrabhasha Parishad  
Saidpur, Rajendra Nagar, Patna-04**

**Particulars/ Details of Chartered Accountant Firms**

Status of Firm

Partnership

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. \_\_\_\_\_ Region Name \_\_\_\_\_ Region Code No. \_\_\_\_\_
3. (a) Date of constitution of the firm:  
(b) Date since when the firms has five full time FCA
4. Full-Time Partners of the firm as on 01.04.2012 (Please fill up Annex A-1)

S.No.	Years of continuous association in the firm	Number of FCA	Number of ACA
(a)	Less than one year		
(b)	1 year or more but less than 5 years		
(c)	5 years or more but less than 10 years		
(d)	10 years or more but less than 15 years		
(e)	15 years or more		

5. Number of Part Time Partners if any, as on 01.04.2012 \_\_\_\_\_  
(Please fill up Annex A-2)
6. Number of Full Time Chartered Accountant Employees \_\_\_\_\_  
as on 01.04.2012 (Please fill up Annex A-3)

**Selection of Chartered Accountant Firms for the Internal Audit of Bihar State Educational Infrastructure  
Development Corporation (BSEIDC) Ltd., Patna**

7. Number of audit staff employed full-time with the firm  
(a) Articles / Audit Clerks (CA Inter) \_\_\_\_\_  
(b) Other Audit Staff (with knowledge of book keeping and accountancy) \_\_\_\_\_  
(c) Other Professional Staff (Please specify) \_\_\_\_\_
8. Number of Branches (Please fill up Annex-B) \_\_\_\_\_
9. Fees earned by the firm from April 2011 to March 2012 In respect of autonomous Private sector body  
PSU / Companies in Bank
- (i) Statutory / Branch Audit / 6 monthly Audit Review  
(ii) Internal / Internal Audit
- Total of (i) and (ii) above
10. Whether the firm is engaged in any internal / internal audit or any other services of any Govt. Companies / Corporations etc. If yes, details may be given Annex 'C'. Yes/No
11. Whether the firm is implementing quality control Policies and procedures designed to ensure that all audits are conducted in accordance with Statements on Standard Auditing Practices (SAP 17) (If yes, a brief note on the procedure adopted is to be given) Yes/No
12. Whether there are any court /arbitration / any other legal case against the firm (If yes, give a brief note of the case indicating its present status) Yes/No



**Selection of Chartered Accountant Firms for the Internal Audit of Bihar State Educational Infrastructure  
Development Corporation (BSEIDC) Ltd., Patna**

**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 from 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 thereunder;

(ii) that the firm, proprietor or partners has not been debarred or cautioned by ICAI during the last three years, (if debarred, give details);

(i) 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;

(ii) 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 of partner

(Seal of the Firm)

Place:

Date:

Enclosures: \_\_\_\_\_ pages

For Office Use Only

Whether firm has done

(a) Statutory/Branch Audit

Yes/No

(b) Internal/Internal Audit

Checked by \_\_\_\_\_

Verified by \_\_\_\_\_

Date updated by \_\_\_\_\_

**Selection of Chartered Accountant Firms for the Internal Audit of Bihar State Educational Infrastructure Development Corporation (BSEIDC) Ltd., Patna**

**(Annex A-1)**

1. Firm's name \_\_\_\_\_

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

S.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 <hr/> 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

**Selection of Chartered Accountant Firms for the Internal Audit of Bihar State Educational Infrastructure Development Corporation (BSEIDC) Ltd., Patna**

**(Annex 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 systems Audit / CISA or any other equivalent qualification (specify the qualification))*

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

**Selection of Chartered Accountant Firms for the Internal Audit of Bihar State Educational Infrastructure Development Corporation (BSEIDC) Ltd., Patna**

**(Annex A-3)**

Details of full time Chartered Accountant Employees (Please refer to Sl.No. 6 of the Expression of Interest format)

S.No.	Name	Member ship 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

**Selection of Chartered Accountant Firms for the Internal Audit of Bihar State Educational Infrastructure  
Development Corporation (BSEIDC) Ltd., Patna**

**(Annex 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

**Selection of Chartered Accountant Firms for the Internal Audit of Bihar State Educational Infrastructure  
Development Corporation (BSEIDC) Ltd., Patna**

**(Annex B)**

Particulars of Branches (including foreign branches, if any)

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

**Selection of Chartered Accountant Firms for the Internal Audit of Bihar State Educational Infrastructure  
Development Corporation (BSEIDC) Ltd., Patna**

**(Annex 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)

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

**FORMAT FOR FINANCIAL BID**

<b>Sl. No</b>	<b>Period of Audit</b>	<b>Total Amt. (in Rs.) Quoted for the Audit Period</b>	
		<b>In Figures</b>	<b>In Words</b>
<b>01.</b>	<b>2017-18 and 2018-19</b>		

**Note:**

The Quoted fees will be inclusive of all taxes, duties, cess, surcharge & expenses incurred during the working i.e lodging, fooding and transportation etc. No additional cost will bear by the Bihar State Educational Infrastructure Development Corporation Limited, Patna.

**(Signature of Bidder and seal of the  
Firm)**

Name: .....

Designation:.....

Mob. No.....