



Udyog Mitra
Dept. of Industries, Govt. of Bihar, Patna

Short Tender Notice
For Engagement of Chartered Accountant Firm for Statutory Audit

The Udyog Mitra, Department of Industries, Government of Bihar, invites proposals from Chartered Accountants Partnership Firm(s)/LLP (as per the relevant act) empanelled with C&AG office and ICAI for the Year 2018-19, for Udyog Mitra, Department of Industries, Government of Bihar for the Financial Year 2018-19 onwards, in two sealed envelopes containing Technical and Financial Bid separately.

This is a two-part Bid comprising of a **Technical Bid (Part - I)** and a **Financial Bid (Part - II)** forming the two parts. To qualify for Financial Bid, firm should obtain at least **60 (Sixty)** marks in Technical Bid.

The Technical and Financial Bids should be kept in a separate sealed cover with "Technical Bid" and "Financial Bid" super scribed on the envelope. These two sealed covers may be kept in another sealed cover along with the tender documents super scribed "**Tender for Engagement of Chartered Accountant Firm**". The name and address of the Agency/Firm must be mentioned on each envelope. Incomplete tenders shall be summarily rejected.

The proposal / quotation from eligible tenderers should reach Udyog Mitra, Department of Industries, Government of Bihar, Ground Floor, Indira Bhawan, RCS Path, Patna - 800 001, Bihar up to 03:00 PM on or before 20th November 2019. For any details please visit our website www.udyogmitrabihar.com

IMPORTANT DATES & DETAILS OF THE TENDER

| | |
|-----------------------------------|--|
| Tender Name | Engagement of Chartered Accountant Firm for Statutory Audit and related services |
| Tender No & Dated | File No 001/Statutory Audit /FY 2018-19 |
| Last Date of Submission of Tender | 20 th November 2019 |
| Date of Opening of Tender | 03:00 PM, 20 th November 2019 |


Chief Executive Officer
Udyog Mitra, Indira Bhawan, Gd. Floor
RCS Path, Patna - 800 001, Bihar
Phone- 0612-2547695

SCOPE OF WORK

Part A: Statutory Audit:

- 1) Analytical review of system and procedures of all important activities/area, conduct audit of the nature of management audit to assess the effectiveness and efficiency in each such area;
- 2) Conduct the audit of systems and procedure to assess its effectiveness in the manner of efficiency-cum-performance audit;
- 3) Review of internal control systems and recommendations for additional check and balance wherever required;
- 4) Verification of the reconciliation of fees and other revenues with accounts records;
- 5) Audit of all expenditures till its relevant booking in the accounts;
- 6) Certification of accounts of the at the end of each financial year;
- 7) Assurance and advisory service required by the **Udyog Mitra** from time to time.
- 8) Please note that the Annual Accounts related work of the **Udyog Mitra** is as under but not limited to:
 - Scrutiny of Accounts on the Formats of Financial Statements;
 - Bank Reconciliation Statements;
 - Scrutiny of Ledgers;
 - Procurement/tendering process of fixed assets, library books, consumables, stationary etc;
 - Verification of correctness of the Trial Balance including the verification of opening ledger balances and suggesting reversal/year end entries wherever necessary;
 - Verification of detailed schedule of interests received on FD Investments and calculations of accrued Interest;

IMPORTANT NOTE: In addition to the above if any other work is done by the firm, rates will be decided mutually by the Udyog Mitra and firm.

ELIGIBILITY CRITERIA FOR THE FIRM(S)

- 1) The firm should have at least 10 years of establishment and either head office or Branch Office must be situated in State of Bihar,
- 2) The firm should have experience of conducting Statutory Audit/Internal Audit and related services in respect of 5 Central Autonomous Institution /Public Sector Undertaking /Statutory Body / Government Organisation in last 5 years.
- 3) The firm should be empanelled with C&AG office and ICAI for the Year 2018-19.
- 4) The firm should have at least 5 partners out of which 2 must be FCA.
- 5) The firm should have GST Registration Number of Bihar State.

- 6) The annual turnover of the audit firm in last three financial years (Financial Year 2015-16 to 2017-18) must be more than **Rupees Ten Lakhs per annum**. The same needs to be self-certified and if contract is awarded audited financial statements needs to be furnished.
- 7) The firm or any partners of the firm should not have been prohibited/debarred by any regulating agency including IRDA, RBI, SEBI, ICAI, any PSUs or Govt. Co. or any other organization in respect of any assignment or behaviour.
- 8) As per the **Guideline No.1-CA(7)/03/2016** dated **7th April 2016** issued by the Institute of Chartered Accountant of India, the minimum fees for the assignment mentioned on the Financial bid is as follows:

| Sl. | Particulars | Minimum Fees (Exclusive of GST)** |
|-----|-------------------------|-----------------------------------|
| 1 | Part A: Statutory Audit | 1,50,000.00 |

Therefore, the technically qualified firm which quotes the audit fees lesser than the minimum amount mentioned above will be automatically disqualified.

Note:

- 1) The above quoted fee is exclusive of GST and GST will be paid extra at the prevailing rate.

GENERAL TERMS AND CONDITIONS

- 1) **Financial Bid** will be **OPENED ONLY** of the Bidders who will qualify in the Technical Bid.
- 2) The Udyog Mitra will, finally, contact only those Bidders meeting the requirements including the rates.
- 3) The decision of acceptance of the quotation shall rest with the competent authority of UDYOG MITRA, who does not bind, there of himself to accept the lowest quotation and who reserves the right to himself to reject or partially accept any or all quotations received, without assigning any reason.
- 4) Bidders are advised to satisfy themselves about the quantum of work before submitting their bids. No extra charges consequent on any misunderstanding or otherwise shall be allowed.
- 5) At any stage during finalization of Tender process, the Competent Authority of the Udyog Mitra is free to use any evaluation matrices / weight age or take help of any consultant, as required in selecting the successful Firm(s) and Firm(s) should be agree to abide by it.
- 6) Canvassing directly or indirectly in connection with the Bid is strictly prohibited and Bids submitted by the Firm(s) who resort to canvassing will be summarily rejected.
- 7) This Notice Inviting Tender will form part of the contract document including additional terms/additional conditions and other related papers, if any, forming the Bid as issued at the time of invitation of Tender and acceptance thereof together with any correspondence leading thereto of the contract document.
- 8) The Firm(s) shall not sublet the work or part of the work.
- 9) Payment for the services will be made only after successful completion of work and submission of related reports etc. TDS will be deducted as per rules.

LIQUIDATED DAMAGE CLAUSE

- 1) The Firm(s) shall be responsible for the faithful and timely compliance of the provisions of the work order.

- 2) Any breach of contract or failure to perform the same may result in termination of the work order contract as well as other legal recourse.
- 3) Any misconduct/misbehaviour on the part of manpower deployed by the Firm(s) will not be tolerated and such person will have to be replaced immediately upon instructions from the Udyog Mitra.
- 4) UDYOG MITRA reserves the right to reject any or all Tenders in whole or in part without assigning any reason thereof. The decision of the UDYOG MITRA shall be final and binding on the Firm(s) in respect of any clause covered under the contract.

EVALUATION OF TENDER

The entire bid process shall be conducted in **Two Parts / Steps** which shall be as under:

A) Part - I: Technical Evaluation

| Evaluation Matrix of the Short listing Criteria | | | | | |
|---|--|---------------------------|--|----|---------------------|
| S.N. | Particulars | Details of the Audit Firm | | | Weightage for Marks |
| 1. | Brief Profile of the Firm [Mandatory Requirement: Firm Constitution Certificate issued by ICAI as on the date of EoI] | 1.1 | Name of Audit Firm | | NA |
| | | 1.2 | Address of H.O. [Bihar] | | |
| | | 1.3 | Address of Branch [Bihar] | | |
| | | 1.3 | Contact Nos. | | |
| | | 1.4 | PAN of Firm. | | |
| | | 1.5 | Service Tax No. of Firm (GST) | | |
| | | 1.6 | TAN of Firm. | | |
| | | 1.7 | Date of Incorporation of Firm. | | |
| | | 1.8 | Firm Registration No. [FRN] with ICAI. | | |
| | | 1.9 | No. of Partners. | | |
| | | 1.10 | No. of Audit/Article Assistants. | | |
| 1.11 | Overall Experience of Firm [in Yrs]. | | | | |
| 2. | Firm empanelment with Comptroller & Auditor General of India | Empanelment No. | | NA | |

| | | | | | | | | |
|--------------------|--|---|--|-----------------------------------|-----------|---|-----|----------|
| | for the FY 2018-19 [Mandatory Requirement: Refer para 2.1 under Eligibility Criteria.] | | Letter Ref: | | | | | |
| 4. | Average Annual Turnover [AAT] of the firm during last three financial years [in Lakhs] <u>Sub-Criteria for Marks Allocation</u> AAT Rs. 10 Lakhs to Rs. 20 Lakhs : 05 Marks AAT above Rs. 20 Lakhs to Rs. 30 Lakhs : 10 Marks AAT over Rs. 30 Lakhs : 20 Marks [Mandatory Requirement: Refer para 2.5 under Eligibility Criteria.] | | FY 2015 – 16 | | 20 Marks | | | |
| | | | FY 2016 – 17 | | | | | |
| | | | FY 2017 – 18 | | | | | |
| | | | Average | | | | | |
| 5. | Status of the Firm [Mandatory Requirement: Copy of the Firm Constitution Certificate of ICAI as on the date of EoI] | 5.1 | Partners [Mandatory Requirement: Refer para 2.4 under Eligibility Criteria] | 02 partners | 10 Marks | | | |
| | | | | Above 02 partners | | | | |
| | | 5.2 | Audit/Article Assistants [Mandatory Requirement: Refer para 2.4 under Eligibility Criteria.] | 02 - 06 audit/article assistants | 10 Marks | | | |
| | | | | Above 06 audit/article assistants | | | | |
| 6. | Experience of Internal/ Concurrent /Statutory Audit Assignments [Mandatory Requirements: Self-certified copy of Work/ Contract Order issued/ executed to be furnished regarding each assignment.] | 6.1 | Internal/ Concurrent audit assignments of Government Departments Each assignment carry 03 marks up to maximum 30 marks [Excluding assignment under 6.3 Below] | | 30 Marks | | | |
| | | | | 6.2 | | Statutory Audit assignments of Government Departments Each assignment carry 01 mark up to maximum 15 marks | | 15 Marks |
| | | | | | | | 6.3 | |
| | | Under mentioned details for each assignment to provided in a separate Annexure: Name of Assignments, Name of Client, Cost of Assignment, Year & Period of Assignment, Specific Sector/ Department/ Schemes. | | | | Mentioned in annexure 6.1 to 6.4 | | |
| Total Marks | | | | | 100 Marks | | | |

AWARD OF THE CONTRACT

- 1) The Firm(s) should qualify in all the terms of "Eligibility Criteria". Eligible Firm(s) shall be awarded the contract. If after winning the contract, the Firm(s) fails to provide the services within the time given, the Firm(s) will be blacklisted, in addition to recourse to other legal measures. No grievance shall be entertained in this regard.
- 2) UDYOG MITRA reserves the right to accept any Bid and to reject any or all Bids or accept any TENDER in total or in parts or to split the work among various Firm(s)s without assigning any reason thereof.
- 3) The contract shall be awarded initially for one financial year i.e. 2018-19 and if found satisfactory the contract may be renewed for the further financial years.
- 4) The extension of the contract would be subject to an escalation of 10% of the fees as quoted in L1 and incremental thereof.
- 5) In case, after award of tender the firm(s) found to provide wrong information, the contract will be void-ab initio.

NOTIFICATION OF AWARD

Prior to the expiration of the period of TENDER validity, the Udyog Mitra will inform the Firm(s) by registered letter or by phone or fax or by email that the Bid has been accepted and the work has been awarded.

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