

**BIHAR STATE BUILDING CONSTRUCTION CORPORATION LIMITED**  
**SHASTRI NAGAR, HOSPITAL ROAD, PATNA-800023.**

**Selection of Chartered Accountant firms for the Internal Audit of**

**BSBCCL**

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 BUILDING CONSTRUCTION CORPORATION LTD.

1. **The Internal audit of Bihar State Building Construction Corporation Ltd. for the Financial Year 2015-16.**
2. **Submission of Report:-**
  - (a) For the period of Quarterly Reports Addressed to the Audit Committee Shall be submitted within one Month from the End of each Quarter.
3. **Eligibility criteria of Firms:-**
  - (a) Firm must have minimum **Three(3) Full time Chartered Accountants** as Partners/ Employees.
  - (b) Firm must be registered **on or before 1st Apr, 2004.**
  - (c) Firm must have **Average Annual Turnover Twenty Lakh (20 Lakh)** on the basis of last three year's (2011-12, 2012-13 & 2013-14) turnover.
  - (d) Firm must have minimum **ten (10) Article Clerk/ Audit staff** (CA Inter/PCC/IPCC Qualified).
  - (e) Firm's registered **Head office** must be Located in **Bihar** and a **branch at Patna.** BSBCCL will make all its correspondence with Branch office at Patna only.
  - (f) Firm should have experience of at least 3 years in the audit of Central or State Government PSU/ PSU Banks, Autonomous Bodies Societies/Projects etc.
4. **Scope of Audit/work:-**
  - (i) The Auditor will undertake verification of 100% of transaction, checking the entries in books of accounts (G-facts/Tally), monthly closure of books of accounts, Bank Reconciliation Statement, prior period adjustment, Preparation of Quarterly Accounts of H.Q. and 9 divisions as well as consolidated Annual Accounts & Audit Report after quarter end and the end of the Financial Year. The date of submission of Accounts & Report for 1st quarter will be up to 20th July, 2nd quarter will be up to 20<sup>th</sup> October, 3<sup>rd</sup> quarter will be up to 20<sup>th</sup> January, 4<sup>th</sup> quarter will be upto 20<sup>th</sup> April and Consolidated Annual account & audit report will be up to 30<sup>th</sup> April;
  - (ii) Apart from above, they have to ensure the compliances with the statutory and regulatory provisions under various laws applicable to the Corporation/company, to ensure timely

deposit of all statutory obligations and timely filing of returns, issuing of certificates required (like T.D.S. Return, Service Tax Return, Professional Tax Return and other return as applicable; if any) applicable to the Corporation/company in the Head Quarter Office situated at Hospital Road, Shastri Nagar, Patna-800023 and its nine (9) Projects Implementation Units (PIUs) situated at Muzffarpur, Saran, Darbhanga, Saharsa, Purnea, Munger, Bhagalpur, Gaya and Patna;

- (iii) Preparation of reply of AG's Memo/queries, Co-ordinating with the statutory auditors/AG Auditors and other consultants as per requirement;
- (iv) The auditors will also report on matters not covered above which in their opinion requires attention of management.

**5. The Two Bid System**

The Audit firm will submit the two bids viz. technical bid and financial bid in separate envelop. The work will be allotted to the firm's whose financial rates are L1. L2 & L3 firm will submit undertakings that they are agreeable to work on L1 Rates if they wish to work on L1 rate.

**6. Cost of tendering and Earnest Money Deposit**

Chartered Accountants Firms willing to participate in the "Invitation for Expression of Interest" are required to submit a Demand Draft of Rupees Ten Thousand Only favouring "Bihar State Building Construction Corporation Limited", payable at Patna along with technical bid and financial bid which shall be refunded to the unsuccessful bidders after award of works to the successful bidder.

- 7. The Audit firm will quote their rate (Audit Fee) in lump sum amount; 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 borne by the BSBCCL, Patna.
- 8. The last date for receipt of Tender in the specified format is **22.01.2015 by 5.00PM** at its Head Quarter Office at Hospital Road, Shastri Nagar, Patna-800023. Incomplete formats and/or format received after the prescribed last date will not be entertained. Pre-bid meeting will be held on 08.01.2015 at 12.00 Noon at its at its Head Quarter Office at Hospital Road, Shastri Nagar, Patna-800023.

**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 requisites 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 firm,

(b) Date of formation of the firms with a full time FCA,

(c) Details of partners / CA Employees as on 1st January of the relevant year, date of joining the firm, date of becoming FCA, 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 Return of the firm and of all full time partners for the last Three Assessment Year and a copy of computation of income of full time partners;

**Note:- Full time partners joining the firm on or after 1st April of the relevant year and firms constituted on or after this period should submit their latest available acknowledgement of IT return / computation statement.**

(iv) A copy of financial statement of the firm along with schedules for the preceding three financial years (2011-12 to 2013-14);

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

12. Details of audit experience of the firm for the last 5 years in the following Performa. (Only assignments which carry a fee of ₹15,000/- and above should be mentioned).

| Name of the area/ sector | Name of the company /body audited<br><br>(a) Society/PSU/ autonomous body | Years of Audit e.g. |         |         | Fees 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 |
|--------------------------|---|---------------------|---------|---------|---|---|------------------------------|---|
|                          |   | 013-14              | 2012-13 | 2011-12 |   |   |                              |   |
|                          |   |                     |         |         |   |   |                              |   |

|   |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|
| (b) Companies in private sector             |  |  |  |  |  |  |  | signed the financial statements and who is still working in the firm |
| (c) Banks                                   |  |  |  |  |  |  |  |  |
| (d) Social Sector Programmes / Projects     |  |  |  |  |  |  |  |  |
| (e) Externally aided social sector projects |  |  |  |  |  |  |  |  |
| (f) Education Projects / Programmes         |  |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |  |

13. 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, BSBCCL, Patna.

The Bids must be placed under a large envelop with the following marking in Bold:

**“EXPRESSION OF INTEREST FOR CONDUCTING INTERNAL AUDIT OF BSBCCL FOR FINANCIAL YEAR 2015-16”**

And must be addressed to:-

**The Managing Director,  
Bihar State Building Construction Corporation Limited  
Hospital Road, Shastri Nagar,  
Patna – 800 023**

14. 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.

15. **Please indicate: -**

The particulars of specialisation 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) |
|---------|-------------------------------|---|--------------------------|---|---|
|         |                               |   |                          |   |   |
|         |                               |   |                          |   |   |
|         |                               |   |                          |   |   |

16. 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.

17. **Penalty Provision in case of delay in submission of Audit Report**

- (a) If the Firms delay in submission of report within the stipulated period as mentioned in the clause 4(i) above, it shall 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.
- (c) The BSBCCL 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 acceptable by the management.

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

- (i) If the selected firms 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 BSBCCL 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 BSBCCL shall identify a new auditors for the BSBCCL, at its discretion and they shall not claim any right for audit.
- (iv) The appointment for Internal Auditor is purely contractual and for a specific period of one financial year (i.e 2015-16) and the same may be renewed on a yearly basis subject to satisfactory performance/ eligibility for Internal Audit.

The maximum period of contract shall be restricted to three financial years. However, the BSBCCL reserve the right to terminate the contract at any point of time for what so ever reasons the BSBCCL 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 BSBCCL or make any representations to public or outsiders as

continuing this agreement. The auditor/firms shall return all materials belonging to BSBCCL after termination of the agreement, unless otherwise instructed in writing by the BSBCCL.

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

19. The jurisdiction of the court shall be at Patna.
20. All taxes, cess, duties and surcharge like income tax, service tax etc. as applicable from time to time shall be deducted from the gross amount of the bills of the CA firms.
21. BSBCCL reserves all the right to cancel the tender at any time without assigning any reason.
22. **EVALUATION PROCESS:**

Evaluation will be done on the basis of Technical & Financial Proposal i.e.on quality and cost basis. **60% points will be given on technical evaluation and 40% point on financial evaluation. L1 shall be decided on the basis of the total points (i.e. points of technical evaluation and financial evaluation.**

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

**(i) TECHNICAL EVALUATION:**

Such Proposals that are submitted in the prescribed format and fulfil all the eligibility criteria will be evaluated further and points will be awarded to the firm as per the following norms:

| Sl. No.                            | Criteria  | Basis of Evaluation                             | Points | Maximum Points |
|------------------------------------|---|---|--------|----------------|
| i.                                 | 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      |                |
| ii.                                | Full-time Partners'/CA Employees' Association with the Firm | In case of a FCA associated with the Firm for:  |        | 16             |
|                                    |   | more than 1 year but up to 5 years              | 2*4    |                |
|                                    |   | more than 5 years but up to 10 years            | 3*4    |                |
|                                    |   | more than 10 years                              | 4*4    |                |
|                                    |   | In case of an ACA associated with the Firm for: |        |                |
| more than 1 year but up to 5 years | 1*4   |   |        |                |

|                      |                                       |  |     |    |
|----------------------|---------------------------------------|--|-----|----|
|                      |                                       | more than 5 years  | 2*4 |    |
| iii.                 | Number of semi-qualified staff        | Staff, Articled/Audit Clerks employed by the firm who have passed the Intermediate/IPCC Examination                |     | 9  |
|                      |                                       | More than 5 but up to 8  | 3   |    |
|                      |                                       | More than 8 but up to 11   | 6   |    |
|                      |                                       | More than 11   | 9   |    |
| iv.                  | 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  |    |
| v.                   | Head office & Branch office           | Firm has Branch office in Patna  | 3   | 6  |
|                      |                                       | Firm has Head office in Patna  | 6   |    |
| vi.                  | Past Experience in similar assignment | Completed at least 3 but less than 5 concurrent audit assignments of Central/State Govt. Organisations in the past | 4   | 8  |
|                      |                                       | Completed 5 or more Internal/concurrent audit assignments of Central/State Govt. Organisations in the past         | 8   |    |
| Maximum Total Points |                                       |  |     | 60 |

**(ii) FINANCIAL EVALUATION: Maximum points 40**

The financial evaluation will be made as –

(a) The lowest bidder will be given full points i.e. 40

(b) The points of the other bidders will be calculated as -

**(Lowest bid \* 40) divided by the bid under consideration**

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 by the CAG of India for empanelment of auditors for PSU)

**BIHAR STATE BUILDING CONSTRUCTION CORPORATION LIMITED**  
**Shastri Nagar, Hospital Road, Patna-800023.**

**Section -A**  
**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 01.04.2014 (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 01.04.2014  
 (Please fill up Annex A-2) -----  
 6. Number of Full Time Chartered Accountant Employees  
 as on 01.04.2014 (Please fill up Annex A-3) -----  
 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-A-3) -----

9. Fees earned by the firm from April 2011 to March-1014

| Particulars   | PSU Companies | PSU Bank | Autonomous Bodies/Societies | Private sector | Total |
|---|---------------|----------|-----------------------------|----------------|-------|
| (i) Statutory / Branch Audit / 6 monthly Audit Review |               |          |                             |                |       |
| (ii) Internal / Concurrent Audit                      |               |          |                             |                |       |
| Grand Total   |               |          |                             |                |       |

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

**Signature of Authorised Signatory**

**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 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/Concurrent Audit

Checked by

Verified by

Date updated by

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

Details of Full Time Partners of the firm (Please refer to Sl. No. 3(a) of the Expression of Interest format)

| S.No. | Name of the Partner / sole proprietor | Membership 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<br><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

Details of full time Chartered Accountant Employees (Please refer to Sl.No. 10 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

## 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) |
|------|--------------------------|---|--|-------------------------------|--------|--|
|      |                          |   |  |                               |        |  |
|      |                          |   |  |                               |        |  |
|      |                          |   |  |                               |        |  |
|      |                          |   |  |                               |        |  |

(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)

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

Annexure : A-4

**FORMAT FOR FINANCIAL BID**

| Sl. No | Period of Audit | Total Amt. (in Rs.)        |      |        |       |
|--------|-----------------|----------------------------|------|--------|-------|
|        |                 | Both in numeric & in words |      |        |       |
|        |                 | Audit Fee                  | T.A. | Others | Total |
| 01.    | 2015-16         |                            |      |        |       |
|        |                 |                            |      |        |       |

**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 Building Construction Corporation Limited, Patna.

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

Name: .....

Designation: .....

Mob. No. ....