

BIHAR RAJYA PUL NIRMAN NIGAM LIMITED
7, SARDAR PATEL MARG, PATNA-15

REQUEST FOR PROPOSAL

FOR

**EMPANELMENT OF CHARTERED ACCOUNTANTS FOR INTERNAL AUDIT / CONCURRENT
AUDIT / TAX AUDIT / PHYSICAL VERIFICATION / OTHER ASSIGNMENT OF THE NIGAM**

FOR THE YEAR 2018-19 TO 2022-23.

Bihar Rajya Pul Nirman Nigam Limited (BRPNL) a Government of Bihar undertaking invites application from Audit firm (Partnership firm) for empanelment as Internal Auditor / Concurrent Audit / Tax Audit / Physical Verification / Other Assignment of BRPNL for the Financial Year 2018-19 to 2022-23.

Details of Eligibility criteria, Terms & Conditions and Scope of work can be seen at Nigam's website <http://brpnn.bih.nic.in>.

Last date of submission of application dated 24/01/18 it should be addressed to : **Managing Director, Bihar Rajya Pul Nirman Nigam Limited, 7, Sardar Patel Marg, Patna-800015.**

Sd/-

Managing Director
B.R.P.N.N. Ltd., Patna

Memo No. :- 3795

Patna, Dated :- 28/1/18

Copy to Director, Information & Public Relations Officer, Bihar, Patna for publication of advertisement in prominent news papers of Bihar.

Managing Director
B.R.P.N.N. Ltd., Patna

28/1/18
28/1/18

114

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FOR THE YEAR 2018-19 TO 2022-23.**

- 1- Bihar Rajya Pul Nirman Nigam Limited (BRPNL) a Government of Bihar undertaking invites application from Audit firm (Partnership firm) for empanelment as Internal Auditor / Concurrent Audit / Tax Audit / Physical Verification / Other Assignment of BRPNL for the Financial Year 2018-19 to 2022-23.
- 2- **ELIGIBILITY CRITERIA (Certified copy of testimonial to be enclosed as per Annexure-1) :**
 - i- the firm must have with its head office / branch office in the state of Bihar at least for last 15 (Fifteen) years.
 - ii- The firm must have at least 15 (Fifteen) years of experience in the field of Audit.
 - iii- The firm should have at least three full time Partners for atleast 05 (Five) years.
 - iv- The firm must be empanelled with CAG.
 - v- Having experience in the field of audit of construction industry and state government corporations/societies/Board.
- 3- **TERMS AND CONDITIONS :**
 - i- The validity of empanelment will be for a period of 05 (Five) years (Financial year 2018-19 to 2022-23).
 - ii- The Internal Audit shall be completed within scheduled dates as defined in the engagement letter.



- 13
- iii- Payment shall be released after submission of Audit Report. No advance payment shall be made.
 - iv- The Management of BRPNNL reserves the right to reject all or any applications without assigning any reason whatsoever.
 - v- In case of any dispute remaining unresolved, decision of Management of BRPNNL will be final and binding on both the party.
 - vi- Firm who fulfill the above minimum criteria may apply.

4- **SCOPE OF WORK :**

As per annexure-2 enclosed.

5- **SUBMISSION OF APPLICATION :**

The interested firm may send their applications with all applicable attachments in sealed envelope marked with "APPLICATION OF FIRMS FOR EMPANELMENT OF CHARTERED ACCOUNTANTS FOR INTERNAL AUDIT / CONCURRENT AUDIT / TAX AUDIT / PHYSICAL VERIFICATION / OTHER ASSIGNMENT OF THE NIGAM" alongwith documentary evidence in support of their details furnished above to reach this office must reach latest by 5:00 pm on or before The application should be addressed to :

Managing Director

Bihar Rajya Pul Nirman Nigam Limited
7, Sardar Patel Marg, Patna-800015.

Note :-

- i- Application received after the abovementioned date will not be considered for empanelment.
- ii- Applicant are requested to visit our website <http://brpnn.bih.nic.in> regularly for any amendment / addendum / corrigendum / extension until last date.

②

ANNEXURE-1

(On letter head of Partnership firm)

Sl. No.	Particulars	Details (Supporting documents where applicable are required to be submitted alongwith this form)
1	Year of establishment of the Firm	
2	Head office / Branch office in the state of Bihar for atleast 15 (Fifteen) years.	
3	Existence for a minimum period of 15 years	
4	Partnership firm should have atleast three full time partners for atleast 05 (Five) years.	
5	CAG empanelment	
6	Exposure of the Firm in construction industry preferably under State Government as Internal / Concurrent / Tax Audit / Physical Verification/ Other Assignment. Auditor (Name of the PSU, Year of audit and nature of audit/ Other Assignment undertaken)	
7	Partners (details) as per ICAI latest certificates	
8	Branch Office 1, 2, 3, at our respective branches (Particulars of each branch to be given)	
9	Names of the Chartered Accountants employed with the firm	
10	Number of semi - qualified employees attached with the Firm (CA - Intermediate)	
11	Resume of the Firm	
12	Registration Certificate issued by ICAI.	
13	PAN No.	
14	GST No.	

8

SCOPE OF WORK

OBJECTIVE OF THE AUDIT

- 1- The objective of the Internal / Concurrent audit include timely detection and rectification of :
 - (i) Accounting errors;
 - (ii) Deviation from generally accepted accounting principles ;
 - (iii) Non-compliance of provision of companies Act, 2013 and Tax Compliance likes I.Tax, GST, Royalty, Labour cess etc. applicable to BRPNL;
 - (iv) Erroneous bank transactions ;
 - (v) Non-reconciliation of bank accounts;
 - (vi) Recognition of Income and corresponding Expenses.
 - (vii) Errors in value of fixed assets;
 - (viii) Delay in adjustment of advances; and
 - (ix) Non-accounting of liabilities
- 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 so facilitate completion of the audit process for the year well in time.
- 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 access and express their opinion on and suggest ways and means of closure of such issues.
- 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.
- 5- 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.
- 6- To the comply with Ind AS Requirements and Internal Auditing Standard issue by the ICAI.
- 7- The audit will undertake verification of ALL transactions undertaken by the BRPNL and its divisions' reporting period and ensure proper accounting thereof in the Tally Accounting system.

The Scope of work

(1) Duty in respect of maintenance of Books / Registers

- (i) Cash Book
- (ii) Bank Book
- (iii) Journal
- (iv) Ledger
- (v) Salary Register
- (vi) Advance Register / Subsidiary Register
- (vii) Contractor Register
- (viii) Bank Guarantee Register

8

110

(2) **Checking with regard to Cash & Bank Transactions**

- (i) All cash transactions are properly entered in Cash Book.
 - (ii) All cheques issued / Cheque deposited are entered in the Bank Book.
 - (iii) Bank Reconciliation Statement.
 - (iv) To carry out surprise check of cash and ensure that certificate of cash in hand are correct.
 - (v) To review the control procedure available for cash, cheque management and suggest better system.
- (3) Checking of Accounts with relevant records & vouchers including work expenditure vouchers also.

(4) **Vouching of Payments**

- (i) Ensure that TDS in respect of I. Tax, GST, Royalty, Labour Cess and other applicable deductions is properly deducted from all payment including Running Account and final bills of contractors.
- (ii) No payments should be made before execution of agreement.
- (iii) Work by nominations are done as per authorization and Rules made in this regard of the corporation.
- (iv) Recovery from Running Account and final Bills in respect of materials utilized / mobilization/ Secured Advances are made as per agreements.
- (v) Ensure that the expenses booked in correct account head and project expenses are booked in correct head.
- (vi) Checking of diversion of fund.
- (5) Reconciliation of accounts such as remittance from Head Quarter to Division and vice-versa, inter division transfer, C.P.F., G.P.F., Income Tax, GST, Royalty deduction and its deposit.

(6) **Tendering Process :**

It is expected from the Auditors to ascertain that all tenders have been done in conformity with Rules & Regulations of Nigam as well as Government of Bihar.

(7) **Inventory**

- (a) To check that stock ledger reflects the quantity and value of each item of stock.
- (b) To check that receipt of stores and issue from stores are properly accounted for.
- (c) Check "Site Accounts" and its adjustments, its periodicity etc. A mention in this regard should be in the Report.
- (d) To check Adjustment of Excess/Shortage found in physical verification.

2

(8) **Temporary Advance & PE Imprest**

The Internal Auditors will have to ensure the following with regard to Temporary Advance and PE imprest.

- (a) To check the incidence of abnormally high amount and relatively small interval of taking temporary advance/PE advance.
- (b) Discuss and report the abnormal Temporary Advance /PE Advance with the SPE.
- (c) To carry out proprietary check of vouchers pertaining to Temporary Advance and PE advance.
- (d) To examine the genuineness of vouchers on test check basis.
- (e) To check booking of Temporary and PE advance vouchers are correctly done.

(9) **Fixed Assets**

- (i) Ensure that Fixed Assets Register is being maintained properly.
- (ii) Ensure that depreciation as per Companies Act, 2013 is being charged over the Fixed Assets.

(10) **Remittance of Government Dues**

- (i) Ensure that timely remittances of Income Tax (TDS), GST, Royalty, Labour welfare cess, Professional Tax & C.P.F. are being done to concerned authority.
- (ii) Required returns are filled timely with appropriate authorities.

(11) **Income :**

Checking of interest calculation on FD, Centage Calculation on works executed during the year and miscellaneous income like hire charges on staging & shuttering, sale of BOQ etc.

(12) **Certification of Trial Balance**

- (i) Opening entries have been correctly taken in the books.
- (ii) Trial Balance should be duly certified by the auditors alongwith all the schedule after passing all the required provisions and adjustment entries.

(13) **Incase of head office :**

- (i) Checking of compilation of accounts.
- (ii) To check Financial Statement alongwith notes to the accounts as per requirement of Schedule-iii of the Companies Act, 2013.

(14) **Report :**

Auditors' Report should cover each and every point as mentioned in objective and scope of work.

2