



INFRASTRUCTURE DEVELOPMENT AUTHORITY

(A GOVT.OF BIHAR UNDERTAKING)

1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna.

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Notice no.:-11/NIQ/IDA/20

NOTICE INVITING QUOTATION FOR EXTERNAL AUDIT OF THE INFRASTRUCTURE DEVELOPMENT AUTHORITY FOR FY 2019-20.

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 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 firm should submit CAG empanelment certificate In case of Company, 3 years Annual return filed with MCA , may be submitted .
- 6) Income Tax return of preceding 3 years in respect of firm/Company.
- 7) Audited average turnover of Firm/Company for last 3 Financial Years must be above Rs.50 Lacs.

B. INDICATIVE SCOPE OF WORK

- 1) Short listed firms are required to conduct EXTERNAL AUDIT of IDA Office as per statutory requirement for the financial year 2019-20.
- 2) Selected firm(s) has/have to submit the Draft & Final External Audit Report to the Managing Director, IDA.(i.e. Balance Sheet For the F.Y. 2019, Receipts and Payment A/c , Income & Expenditure and Filling the Income Tax Return 2019-20 before due date.)
- 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) Verification of the completed Trial Balance, Profit & Loss Account and Balance Sheet to the management within a month.
- 7) Verification of yearly Bank Reconciliation statement & suggest thereon for necessary corrective measures.
- 8) Review and scrutiny of Security Deposit, EMD, advances and report accordingly to the Management with reason of long outstanding if any.
- 9) Verification of Opening Balance.
- 10) Checking of Subsidiary ledgers or registers and reconciliation of the same with the General Ledger.
- 11) Checking of Compliances of External Audit Report, Statutory Audit Reports & A.G. Audit Report if any for the preceding financial year.
- 12) Checking of proper vouching of transactions.
- 13) 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.
- 14) Checking of pay and allowances, administrative and general expenses and other Misc. Expenses on sample basis selected at random and provisions thereon.
- 15) 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.
- 16) Checking of expenditure incurred for deposit works and ensure adjustment of advance/deposit from time to time.
- 17) Checking of proper deduction of taxes.
- 18) To verify the calculation of depreciation of Fixed Assets of opening balance and addition during the year as per rules.
- 19) The selected firm may cover any area not mentioned above where they feel it affects the revenue/ interest of IDA.
- 20) IDA will have the absolute right to cancel all or part of Quoted application without assigning any reason thereof and IDA will have also full right to select one or more firm(s) to award the service contract.
- 21) The above said scope is only indicative. Interested firms are expected to submit the enlarged scope of works at the time of their presentation.

The Audit firms are requested to submit the quotation as per the enclosed prescribed bid document viz. (1) Part -1: Technical proposal & (2) Part-2: Financial proposal in a separate sealed cover and the envelopes should be marked as "EXTERNAL AUDIT, IDA, 2019-20 PART-1" and "EXTERNAL AUDIT, IDA, 2019-20, PART-2" separately. These two sealed envelopes shall then be kept in a third envelope and superscripted as "EXTERNAL AUDIT, IDA 2019-20" which should be addressed to-

Managing Director, Infrastructure Development Authority, 1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna-4 and shall also bear the name & address of the sender. The quotation should be submitted up to 15.07.2020 till 5:00 P.M. as per the prescribed format available from the website of the Authority i.e. www.idabihar.com

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 Firm 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 favor of Infrastructure development Authority, Payable at Patna towards the cost of processing fee (Non-refundable).** Interested firms shall also submit EMD of Rs. 5,000/- in favor of IDA at the time of submission of their proposal.
2. The fees shall be quoted in financial proposal as per Form-II only. Quotations not submitted as per 'Form-II' will be rejected.
3. Conditional quotations other than the conditions mentioned in the Quotation document will be liable for rejection.
4. The sealed Quotation should reach The Infrastructure Development Authority (IDA), Udyog Bhawan, 1st Floor East Gandhi Maidan, Patna-4 through Registered Post/Speed Post/Courier Service up to **15.07.20 till 5:00 p.m.**
5. Quotations received after the schedule date and time shall not be considered.
6. The firm submitting Quotation is required to sign all pages of the Quotation Document.
7. 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, Infrastructure Development Authority (IDA), Udyog Bhawan, 1st Floor East Gandhi Maidan, Patna-4, failing which their offer letter shall be treated as cancelled and no further communication in this regard will be entertained. The next best firm will be given the fresh offer letter.

10. 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.
11. 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.
12. The Audit Firm is not permitted to sub-contract the work to any other firm.
13. The auditor shall have an obligation to work objectively and diligently while performing duties.
14. The external audit staff should collect and keep information from IDA 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.
15. "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, IDA and his decision in this regard shall be final and binding.
16. All disputes shall be subject to the jurisdiction of Courts situated in Patna, Bihar.
17. Penalty may be imposed if didn't submit the Audit Report and Annual Return as per our agreement.

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 Accountants of India to be enclosed).

2. Name of Quoted firm:

2. A- Registration/Empanelment details

With details of Partners

(a) Qualifications (ACA or FCA).

(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. GST No. _____

11. Name of the Organization where the Quotation firm has worked (Pl. attach proof) 1. _____

2. _____

3. _____

12. Annual turnover of last three years (enclose Audited Statement) :-

13. Name of the Banker with Address :-

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

15. Quotation document payment Details :-

16. Details of experience of the firm. a. Statutory / EXTERNAL AUDIT of Industry. b. In other PSU/ Govt./ EXTERNAL 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 enumerated in quotation. In case the furnished information is found to be false at any stage, IDA will cancel the Quotation/awarded order(s) without assigning any reason thereof.

Dated _____

Full Signature with office seal of The Quoted 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 Quoted firm.

Dated _____