

Bihar Prashasanik Sudhar Mission Society (BPSMS)
(General Administration Department, Government of Bihar)

Sinchai Barrack No. 1, Harding Road (Near Haj Bhawan, Patna – 800001)

Web: www.bpsm.bih.nic.in; Email: bpsms1@gmail.com; Ph: 0612 – 2233333/ 2215908



Short tender notice inviting Bids from CAG empanelled CA Firms for carrying statutory audit

Bids are invited from CA firms for carrying out statutory audit of the BPSMS for the years 2012-13, 2013-14 & 2014-15 Brief Scope of Work, Eligibility Criteria and Submission & Evaluation Details are as follows:

Brief Scope of Work:

- 1) Firm would carry out statutory audit as per the provisions of BPSMS' Finance & Accounts Manual of BPSM and provide auditor's report consisting of audit opinion confirming whether
 - a. The society's financial statements have been prepared in accordance with the consistently applied Accounting Standards and give a true and fair view of the operations of the mission, and
 - b. The procedures and internal controls involved in their preparation can be relied upon.
- 2) Audit would cover entire Society's entire operation.
- 3) Audit has to be done for BPSM Society headquarter and about 60 accounting units across Bihar which have received fund from BPSM Society.
- 4) Auditor's report would, inter alia, contain audited annual financial statements comprising Cash Flow Statement, Balance Sheet, Statement of Receipts & Expenditure and related schedules.
- 5) Firm would be responsible for submitting (a) draft statutory audit report and (b) final report incorporating replies to the audit queries raised in the draft report
- 6) The audit team at headquarter must be headed by a chartered accountant.

Eligibility Criteria:

The Interested party must meet the following criteria (*and submit copies of supporting documents attested by authorized signatory*):

- a) Firm should be registered with ICAI with minimum 5 years of existence (*copy of registration has to be attached*)
- b) Firm should be empanelled with Comptroller & Auditor General (*copy of Empanelment has to be attached*)
- c) Firm should have Income Tax PAN and Service Tax Registration No. (*copies has to be attached*)
- d) Firm should have prior experience of carrying out at least 10 statutory audit assignments with Government agencies/ societies/ corporation / schemes/ programmes/ externally aided projects. (*Work Commencement order which is at least 1 year old from the date of advertisement or Completion letter from the client should be submitted*)
- e) Average Annual turnover/ revenue of the Firm should be at least Rs. 25 lakhs over the last three financial years 2011-12, 2012-13 and 2013-14 (*Relevant audited report to be submitted*)
- f) Firm should not have been assigned internal audit or any accounting related work by BPSMS for the FY 2012-13, 2013-14 or 2014-15.
- g) The Firm should have never been indicted by any court of law or any regulatory body or any state/ central government agencies (*Self declaration on Companies letter head to be submitted*) or blacklisted earlier.

Submission, Evaluation and Payment Details:

1. The Technical Bid, containing all the supporting documents for the eligibility criteria, should be enclosed in a separate envelope
2. The Financial bid, containing a single consolidated quote of annual fees inclusive of all expenses to be incurred and all Government dues and levies, should be enclosed in a separate envelope
3. Both the Technical and Financial Bids should be enclosed in one sealed envelope clearly superscribed "**Tender for carrying Statutory Audit for the FY 2012-13, 2013-14 & 2014-15**" and sent to the under-mentioned address
4. Contact details for submission of Tender :

Procurement Officer,
Bihar Prashasanik Sudhar Mission Society
Sinchai Barrack No.1, Harding Road,
Patna - 800 001

5. Last date for submission of Tender - Not later than date 28.04.2015 time 5.00 P.M.
6. The Bids will be opened on date 30.04.2015 time 11.00 A.M. in which authorized representatives of the Bidders may also participate.
7. The Bidder will be evaluated on a least quote basis provided that the bidder qualifies technically.
8. Payment would be made on the basis of the invoice raised by successful bidder after submission of final audit report.

The Department/ BPSMS reserves the right to withdraw from the process or any part thereof, to accept or reject any or all offers at any stage of the process and/or modify the process or any part thereof or to vary terms at any time without assigning any reason whatsoever. No financial obligation will accrue to the Department/ BPSMS in such an event. BPSMS shall not be responsible for non-receipt of any correspondence sent by post/courier/e-mail/fax. Bids in unsealed envelopes will not be accepted. For any additional information/ clarification, please contact at the above mentioned address.