



**Selection of Chartered Accountant
firms for the internal Audit of Bihar**



Rashtriya Uchchatar Shiksha Abhiyan Accounts

Ph- 0612-2230052/73 Email- shecbihar@gmail.com

TENDER NOTICE


The BSHEC, Patna invites Expression of Interest from eligible Chartered Accountant firms for the internal Audit of Bihar Rashtriya Uchchatar Shiksha Abhiyan Accounts.

The interested CA firms can visit BSHEC (Bihar) website i.e. <http://bshec.in/> for more details and same will be available on the website till 15.10.2020, 5:00 pm.

The last date and time of submission of Eoi is 15.10.2020, 5:00 pm

**State Project Director
Bihar State Higher Education Council,
Bihar, Patna**

PR. No. 06498(Education) 2020-21

नौपल कोरोना के संघर्ष में विस्तृत जानकारी एवं सहयोग हेतु  Toll Free No.: **104** पर संपर्क कर सकते हैं।

घात सामग्री- संबंधी किसी तरह की जानकारी अथवा सुझाव हेतु दूरभाष संख्या 0612-2217636 पर संपर्क किया जा सकता है।



**Selection of Chartered Accountant firms for the internal Audit
of Bihar Rashtriya Uchcharat Shiksha Abhiyan Accounts**



TENDER NOTICE

Phone- 0612-2230052/73

Email- shecbihar@gmail.com

Bihar State Higher Education Council, Patna invites Expression of Interest (EoI) from the Chartered Accountant firms, empanelled with C&AG for internal audit of Central Share and State Matching Share of RUSA fund released to SHEC and from SHEC to beneficiary institutions from the year 2013-14 to 2019-2020.

Minimum Eligibility criteria of Chartered Accountant firms:-

- Firm must have minimum 3 full time Chartered Accountants as Partners/Employees.
- Firm's registered Head office should be located at anywhere in India and branch office at Patna. RUSA will make all its correspondence with branch office at Patna only.
- Firm must have experience of at least 10 years in conducting an internal audit of Central or State Government PSUs/Banks/Autonomous Bodies/Societies/Projects etc.

The Project Director reserves the right to reject any or all expression of interest without assigning any reason thereof. Expression of Interest will be received up to 5:00 PM on 15.10.2020 in the sealed cover in 2 (Two) separate sealed envelope (One for Technical and one for Financial proposal) marked to the State Project Directorate office, State Higher Education Council, Bihar State Text Book Publishing Cooperation Ltd. Campus, Budh Marg, Patna-800001.

Date of advertisement	24.09.2020
Last date and Time of submission of Tender	15.10.2020, 5:00 PM

For more details kindly visit Bihar State Higher Education Council Bihar website i.e. [www.
http://bshec.in/](http://bshec.in/)

Memo No- SHEC/AC/AUDIT/27/2019- 93 Patna, Date
Copy to: The Director, Information & Public Relation Department, Patna, Bihar for kind
information and necessary action.

State Project Director
Bihar State Higher Education Council,
Bihar, Patna



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of Bihar Rashtriya Uchcharat Shiksha Abhiyan Accounts**



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The BSHEC, Patna invites Expression of Interest from eligible Chartered Accountant firms for the internal Audit of Bihar Rashtriya Uchcharat Shiksha Abhiyan Accounts.

The interested CA firms can visit BSHEC (Bihar) website i.e. <http://bshec.in/> for more details and same will be available on the website till 15.10.2020, 5:00 pm.

The last date and time of submission of EoI is 15.10.2020, 5:00 pm.

Sd/-

State Project Director
Bihar State Higher Education Council,
Bihar, Patna

Place- Patna

Memo No- SHEC/AC/AUDIT/27/2019- 94

Patna, Date- 09/09/2020

Copy to: The Director, Information & Public Relation Department, Patna, and Bihar for kind information and necessary action.

State Project Director
Bihar State Higher Education Council,
Bihar, Patna

**State Higher Education Council, Department of Education
Bihar State Text Book Publishing Corporation Ltd. Campus,
Budh Marg Patna, 800001 Bihar**

**Request for Expression of Interest
(Selection of Chartered Accountant firms)
(Bihar Rashtriya Uchcharat Shiksha Abhiyan Accounts)**

1. The State Project Directorate, SHEC, Department of Education, Govt of Bihar (An Implementing agency of RUSA) has received the amount of grant under Rashtriya Uchcharat Shiksha Abhiyan that is the centrally sponsored scheme launched in October 2013 that aims at providing strategic funding to higher education institutions throughout the country. The scheme is being operated in mission mode for funding state universities and colleges to achieve the aims of equity, access and excellence. The Grants are given by the Center and the state in the ratio of 60:40, which the SHEC is receiving from the year 2014.
2. The State Project Directorate, SHEC now invites Expression of Interest from eligible Chartered Accountant firms to audit of Central Share and State Matching Share of RUSA fund released to SHEC and from SHEC to beneficiary institution.
3. Interested Chartered Accountant firms may submit their "Expression of Interest latest by 5.PM noon on 15/10/2020.
4. The consultancy firms may obtain further information on the portal www.bshec.in , In case of any query for submitting the "Expression of Interest" CA firms can email their query to shecbihar@gmail.com .

**State Higher Education Council, Department of Education
Bihar State Text Book Publishing Corporation Ltd. Campus,
Budh Marg Patna, 800001 Bihar**

**Request for Expression of Interest
(Selection of Chartered Accountant firms)
(Bihar Rashtriya Uchcharat Shiksha Abhiyan Accounts)**

Detailed Advertisement

Name of Project:	RUSA
Assignment Title:	Request for Expression of Interest for Selection of Chartered Accountant firms for the internal Audit of RUSA accounts
Implementing Agency	State Higher Education Council
Department:	Department of Education, Bihar
Deadline:	15.10.2020, 5:00 pm

Bihar State Higher Education Council, Patna invites Expression of Interest (EoI) from the Chartered Accountant firms, empanelled with C&AG for internal audit of Central Share and State Matching Share of RUSA fund released to SHEC and SHEC to beneficiary institution from the year 2013-14 to 2019-2020.

Proposal documents must be submitted in the following format.

- Covering Letter
- Company Profile as per (Form-I)
- Undertaking as per Annexure - A
- Experience Annexure - B
- Details of Partners Firm Annexure-C
- Details of Staff Annexure - D
- Number of Branches Annexure - E
- Financial Details as per Annexure (Form-2)
- Supporting Documents for eligibility criteria compliance.

**Technical Proposal
(Form-I)
APPLICATION
Details to be filled by Chartered Accountants firm**

Sl. No.	Particulars	Details	
1.	Name of the firm		
2.	Address of the Registered/Head Office		
3.	Name, Designation and Address of the contact person to whom all references shall be made		
4.	Mobile No/Telephone No. and E-mail address of contact person		
5.	ICAI Registration No. with Region Name and code no.		
6.	CAG Empanelment No (2019-2020)		
7.	Date of constitution of the firm		
8.	PAN no. of the Firm		
9.	Date since when the firm has a full time FCA		
10.	Number of Full-time Partners as on 31-03-2020 (Details to be provided in “Annexure-C”		
11.	Number of Qualified Staff (Chartered Accountants) , Semi-qualified Staff (including Article Clerks etc) as on 31-03-2020“Annexure-D”		
12.	Number of Branches “Annexure-E”		
13.	Whether the firm is engaged in Internal Audit Training of Educational Institution, Council, Board, Universities and Private or Govt. Companies/PSU, Autonomous and Academic Institutions etc. (If yes, details may be given “Annexure- F”		
14	Authorization letter to Partner who will submit and execute proposal		
15	Turnover in last 3 years	Year	Turnover
		2016-2017	
		2017-2018	
		2018-2019	
		Average	

*If required provide document in separate attachment

Annexure-1
Details list of works

1. Reconciliation of Central Share and State Matching Share of RUSA fund released to SHEC and beneficiary institution.
2. Verify whether transactions are recorded as per principles of Generally Accepted Accounting Principles and are booked to proper accounting heads.
3. Verify whether transactions are in accordance with significant accounting policies of the Council, GFR and Govt. rules as applicable from time to time.
4. Transactions are duly supported by proper supporting documents and Use of PFMS while making the payments
5. Checking of each voucher and corresponding entry in ledger, cash Book & Petty Cash book.
6. Checking of the maintenance of books of accounts and records.
7. Checking of the bank reconciliation statements.
8. Checking of component wise, category-wise and account head wise expenditures.
9. Checking of various taxes/statutory compliance.
10. Reconciliation of accounts w.r.t. Cash Book and Bank Statement regularly at the end of every year.
11. Verification of files/records of electricity & water charges, telephone bills, maintenance charges of equipments & furniture including maintenance of Generator, Xerox machines, Computer hardware.
12. Ascertaining interest accrued on central and state share for specific installments.
13. Any other checks required by Department.

Annexure-A
(On Firms Letter Head) Undertaking

I/We the following partners of M/s _____, Chartered Accountants do hereby jointly and severely verify and declare –

1. 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 there under;
2. that the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details);
3. 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;
4. that the constitution of the firm as on 31st March 2020 of the relevant year shown is same as that in the constitution certificate issued by the ICAI.
5. that our firm has not been blacklisted by Central/ Bihar State Government or by any Externally Aid organization in past

(Signature of Authorized Partner with Seal of the Firm)

Place:.....

Date:.....

Annexure-B
(On Firms Letter Head)
Experience Letter

Details of Statutory/Internal Audit Work / Any Other Accounting Work during the last five years

*Each citation shall be evaluated for necessary compliance to meet the eligibility criteria. Copy of Work Order/Client Certificate/Completion Certificate should be submitted.

**One appointment letter will be considered as one assignment. If extended on the basis of same appointment letter then extension will be not considered as a separate assignment.

Brief of Relevant Experience:

A. Experience of Statutory audit in relation to externally Aided projects/ Social Aided Projects (Excluding the Audit of Charitable Institutions and NGOs)

S.NO	Name of the Auditee Organization	Grant-in-aids handled of the auditee organization	Type/Nature of Assignment	Scope & Coverage of the Assignment	Duration Completion of Assignment	Proof of the letter of work or assignment awarded by the Auditee organization (PL attach a copy of the letter)
1.						
2.						
3.						
4.						

Annexure-C
(On Firms Letter Head)
Details of Partners Firm

Sl. No	Name of the Partner	Membership No	Whether FCA / ACA	Date of Joining the Firm	Station & Region where residing At Present

Place:

Date:

(Signature of Authorized Partner with Seal of the Firm)

Annexure- D
(On Firms Letter Head)

Details of Staff

A. Details of Qualified Staff (Chartered Accountants)

(Please provide attested copy of Certificate of ICAI on or later than 01.01.2019 for each qualified staff)

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Membership No.

B. Details of Semi-qualified Staff (including Article Clerks etc)

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Membership No.
Semi Qualified Staffs:					
Article Clerks:					
Others:					

Place:

Date:

(Signature of Authorized Partner with Seal of the Firm)

Annexure- E
(On Firms Letter Head)
Number of Branches

Sl. No	Station at Which Located	Complete address PIN Code & Telephone No.	Name of the partner in charge of the branch	Date of opening of the branch	Region

(Signature of Authorized Partner with Seal of the Firm)

Place:.....

Date:.....

Financial Proposal
(Form-2)
(On Firm's Letter Head)

(To be kept in a separate Envelope sealed properly while sending the proposal)

To,
State Project Director
SHEC, Department of Higher Education,
Government of Bihar.

Subject: Selection of Chartered Accountants Firm for conducting the internal Audit

Particular	Price bid (all inclusive) shall be quoted in (Rs) for the entire scope of work covered under the Terms of the Tender on a Firm price basis (With no. escalation provision for whatever reason) valid till the complete execution of the assignment.	
	In figure	In words
Internal Audit: All –inclusive Lump sum fee (including TA/DA, Boarding & Lodging and other out of pocket expenses / contingencies etc.) payable on yearly basis.		

Please Note:

- (i) The above quoted Lump sum fee shall be inclusive of all expenses/charges except Goods Services Tax (GST).
- (ii) The firm shall raise its Invoice on yearly basis.
- (iii) In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.

Signature.....
Full name.....
Designation/ Firm Name.....
Address.....
Phone.....FAX.....
Mobile No.....E-Mail.....

Seal

Date:
Place:

EVALUATION CRITERIA FOR SELECTION OF CHARTERED ACCOUNTANT FIRMS**Evaluation Criteria: Expression of Interest (EoI)**

S. No.	Evaluation Parameters	Maximum Marks Allotted (Total 100 Marks)	Marking Criteria
1	The CA firm (Partnership Firm) should be in existence since last 10 (Ten) years. Firm has to submit Firm certificate / Firm constitution Certificate as documentary proof.	20	<ul style="list-style-type: none">• 10 years and up to 12 years = 10 Marks• For every completed additional year 2(two) marks shall be allotted up to maximum 10 marks.
2	The firm should have experience of providing at least 3 (Preferably similar field) an internal audit services in the last five years to any National/ State level Government/ local bodies/ PSUs/ International organizations.	25	<ul style="list-style-type: none">• => 3 projects and up to 5 projects = 15 Marks• For every additional completed project 5 marks shall be allotted up to maximum 10 marks.
3	The CA firm should have minimum average annual turnover of Rs. 20 Lakh in last 3 years (F/Y 16- 17 & 17-18, 18-19). Audited Financial Statement Should be submitted as documentary proff .	30	<ul style="list-style-type: none">• 20 Lakh and up to 25 Lakh = 20 Marks• For every additional 2 lakh revenues 2 marks shall be allotted up to maximum 10 marks.
4	The CA firm should have minimum 3 Number of Professionally semi Qualified Staff (CA Inter/CMA Inter). Self-Certification for total number of staff should be submitted.	10	<ul style="list-style-type: none">• 3 Staff(CA Inter/CMA Inter) to 5 staff(CA Inter/CMA Inter) = 5 Marks• For every additional 1 staff(CA Inter/CMA Inter) 2.5 marks shall be allotted up to maximum 5 marks
5	The CA firm should have minimum 2 Number of Partners	10	<ul style="list-style-type: none">• 2 partners and up to 3 partners = 5 Marks• For every additional 1 partner 2.5 marks shall be allotted up to maximum 5 marks
6	Head Office of the Firm in Patna	5	If CA firm has its Head office in Patna 5 Marks will be allotted and in case of branch office in Patna 3 Marks will be allotted.

* The audit firms must obtain 70 marks for eligibility for applying.

OTHER TERMS AND CONDITIONS

1. The CA firm shall depute at least two semi qualified CA's headed by a qualified CA to Conduct the audit of registered SHEC office.
2. The payment of audit fees will be made after the submission of Internal audit reports. Satisfactorily in line with Audit objectives and Terms and conditions.
3. Nothing shall be extra towards improvement and corrective suggestions /assistance in preparation of Annual accounts, being made by the internal auditors.
4. The SHEC shall not be liable for any type of payments to be made by the firm to the staff deputed by the internal auditor to conduct the Internal Audit.
5. The contract can be terminated /concluded serving one month notice by either side.
6. No advance payment will be made on any account, However prorate payment of the fee would be paid on submission of Audit Report.
7. The audit will be conducted during the office hours of the Government.
8. SHEC will not responsible for any additional liability of your staff like PF/ESI or statutory benefit. SHEC will not be liable for any compensation under the workman compensation Act.
9. You will be bound by rules of discipline and will make entries in the visitors register maintained at the reception of the office.
10. Any dispute if arises shall be referred to SPD, SHEC and decision of the SPD, SHEC shall be final and binding.