

BIHAR EDUCATION PROJECT COUNCIL

Rastra Bhasha Parisar, Shiksha Bhawan, Saidpur Patna- 800 004

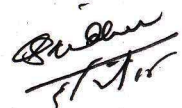
Ph.:0612 2667152, Fax: 0612 2667190 Website: www.bepcssa.in

Invitation for Expression of Interest for empanelment of Chartered Accountant Firms for Statutory Audit.

Bihar Education Project Council, Patna, the state Implementing Agency of SARVA SHIKSHA ABHIYAN invites Expression of Interest from Chartered Accountant firms based in Bihar for empanelment for Audit of the Accounts of State Level Office/ District Level Offices in Bihar.

Interested CA Firms may obtain prescribed format from our State Project Office free of cost on any working day from 25th February 2015 to 20th March 2015 for submission of EOI along with requisite documents. The format may also be downloaded from our official website : www.bepcssa.in

The EOI along with all requisite documents must be sent by post or deposited directly at our office premises on or before 20th March 2015 up to 3:00 PM. The EOI received within the stipulated time and completed in all respect shall be shortlisted for empanelment.



(Sridhar C.)

State Project Director

BIHAR EDUCATION PROJECT COUNCIL
Rastra Bhasha Parisar, Shiksha Bhawan, Saidpur Patna- 800 004
Selection of Chartered Accountant firms for the Audit of State/Districts
Accounts (SSA/KGBV/NPEGEL/GOB/Others Fund).

Expression of Interest is invited from reputed Chartered Accountants firms in the prescribed format for short listing for the engagement of audit of the accounts of **(SSA/KGBV/NPEGEL/GOB/Other Programme)** being implemented in the State of BIHAR.

1. The last date for receipt of expression of interest in the specified format is **20th March 2015 up to 3.00 PM.** incomplete format/format received after the prescribed last date will not be entertained.
2. The term full time partner / CA employee does not include those persons [Partner / sole] 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.
3. The Expression of Interest must be submitted in the prescribed format given in the attachment. Only the Expression of Interest in the prescribed format accompanied with all requisite documents would be considered.

4. ELIGIBILITY CRITERIA

4. 1 The firms responding to the EoI must fulfil the following 6 criteria:

Sl. No.	Criteria	Evidence Required, if any
i.	The firm must be empanelled either with C&AG or RBI or both	Acknowledgment of Empanelment
ii.	The firm must have been in existence for at least 10 years before date of Advertisement.	Constitution Certificate from ICAI
iii.	The firm must have had at least 4 Full-time CA Partners/Employees as on date of Advertisement and thereafter	Constitution Certificate from ICAI
iv.	The firm must employ at least 6 staff or Articled/Audit Clerk who have qualified the Intermediate /PE-II/PCC/ IPCC Examination of the ICAI	Declaration about details of article clerk/audit staff in the given format. (Format attached)

v.	The firm's average annual turnover* of the last 3 financial years must not be less than Rs.20.00 Lac	Balance Sheets and P&L Accounts
vi.	The Head Office of the firm must be in the State of Bihar <u>AND</u> it must have at least a Branch Office in Patna **	Constitution Certificate from ICAI

* *Turnover shall mean Gross Professional Earnings as per the Profit & Loss Account of the year.*

** *B.E.P.C. will address all its communications to the Branch/Head Office of the firm in Patna.*

*** *When the firm will not submit the P&L A/C for the F.Y. 11-12, 12-13 & 13-14, then average amount will be calculated for determining the average annual turnover of Rs. 20 lacs. Suppose the firm Submit 2 years P&L A/C and its turnover come to 60 lacs then for marking criteria it will be in the slab of 20 lacs & up to 30 lacs. (i.e. 60/3)*

5. EVALUATION PROCESS :

Evaluation will be done on the basis of Technical /quality.

5.1 The Technical Proposal received must be strictly in the format prescribed in Annexure A and will first be checked against the eligibility criteria listed in para -60 above. In case the format of the Proposal differs materially from the format prescribed in Annexure A OR the firm fails to meet any one or more of the 6 criteria listed above the proposal shall be declared as "Non-responsive"

5.2 Such Proposals that are submitted in the prescribed format AND fulfil all the 6 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.	Empanelment with C&AG and/or RBI	Empanelled with C&AG	5	10
		Empanelled with RBI	5	
		Empanelled with both C&AG and RBI	10	
ii.	Age of Firm	More than 10 years up to 15 years	5	15
		More than 15 years up to 20 years	10	
		More than 20 years	15	
iii.	Full-time Partners/CA Employees/ Association with the Firm	In case of an FCA associated with the Firm for:		
		more than 1 year but up to 5 years	3*4	
		more than 5 years but up to 10 years	4*4	
		more than 10 years	5*4	
		In case of an ACA associated with the Firm for:		

Sl. No.	Criteria	Basis of Evaluation	Points	Maximum Points
		more than 1 year but up to 5 years	2*4	20
		more than 5 years	3*4	
iv.	Number of Semi-qualified Staff	Staff, Articled/Audit Clerks employed by the firm who have passed the Intermediate/IPCC Examination		15
		more than 5 but up to 8	5	
		More than 8 but up to 11	10	
		more than 11	15	
v.	Average Annual Turnover	From 20 Lac and up to 30 Lac	10	20
		More than Rs.30 Lac and up to 40 Lac	15	
		More than 40 Lac	20	
vi.	Head Office & Branch Office	Firm has Branch Office in Patna	5	10
		Firm has Head Office in Patna	10	
vii.	Past Experience in similar assignment	Completed at least 1 but less than 3 statutory audit assignments of Central/State Govt. Organisations in the past	5	10
		Completed 3 or more statutory audit assignments of Central/State Govt. Organisations in the past	10	
Maximum Total Points				100

- 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 for the CAG of India for empanelment of auditors for PSU)
- If the FCA is more than one year but association with a firm is more periods then their points will be considered in the FCA category adding the period of association as ACA also.

6. Documents Required

All firms are required to enclose the following documents along with the Expression of Interest.

- A copy of constitution certificate of the firm (As on 01.01.2015) issued by the ICAI containing, interalia:
 - Date of formation of the firm
 - Details of partners / CA Employees as on 1st January 2015, date of joining the firm, date of becoming FCA, their other interest, if any.
 - Details of Branch office, if any.
- A copy of the latest partnership deed.

- (iii) A copy of acknowledgement of the IT returns of the firm for the Assessment Year 2014-15 together with computation of total income and Tax.
- (iv) A copy of audited accounts of the firm for the financial year 2011-12, 2012-13 & 2013-14.
- (v) Details of court cases / arbitration cases / or any other case pending against the firm.
- (vi) Acknowledgment of empanelment with C&AG or RBI or both.

7. Details of audit experience of the firm for the last 3 years in the following proforma.
(Only assignments which carry a fee of Rs. 50,000/- and above should be mentioned).

Name of the area / sector	Name of the company /Firm/ body etc.audited	Year of audit	Fees charged for each of the assignments in each year.	Nature of audit assignment viz. Statutory audit / Branch audit /Internal Audit Etc.	Name of the full time partner who supervised the audit or signed the financial statements and who is still working in the firm
		e.g. (a) 2013-14 (b) 2012-13 (c) 2011-12			

8. SCOPE OF AUDIT

- 8.1 The audit will undertake verification of transactions undertaken by the SLO/DLOs during the reporting period and ensure proper accounting thereof in the Tally Accounting System.
- 8.2 The audit will also ensure that the transactions represented by book entries are actually required and are not prejudicial to the interest of B.E.P.C.
- 8.3 The audit will ensure that expenditure incurred is strictly in accordance with financial norms prescribed in the SSA framework and is with reference to the budget allocation approved by PAB.
- 8.4 Normal entries for receivables and payables, including adjustment of advances must be carried out by the SLO/DLOs at the time of monthly closure of books.

- 8.5 The SLO/DLOs must prepare up to date bank reconciliation statements. The audit will report all unusual and long outstanding entries appearing in the bank reconciliation statements.
- 8.6 The audit will ensure that Goods and Services have been procured in accordance with relevant provisions of the procurement procedure prescribed for the purpose and provide a certificate in prescribed format.
- 8.7 The audit will look into the position of audit compliance of previous audit objections raised, if any. The audit report should include a separate para yearwise in this regard.
- 8.8 The audit is required to give utilization certificate in the prescribed format.
- 8.9 The audit will cover accounts of the state level office and all district level offices. Total no. of VSS/KGBV/BRC etc. covered in audit by the concerned auditor will be indicated in the audit report.
- 8.10 Special attention must be paid to booking and adjustment of prior period items and old outstanding items.
- 8.11 The audit will report any matter not covered by the above that in their opinion it requires the attention of the management.
9. Only two auditors will be appointed for the audit of SLO/DLOs accounts and Consolidated accounts/report.

10. REPORTING PERIODS & DATES

The reporting periods and reporting dates shall be as under:

Sl. No.	Reporting Periods	Date of Submission of final audited accounts and audit report	Remarks
i.	For the Financial Year 2014-15.	Up to 15 th July 2015	Audit will start from May 2015 and completed in one visit to the units.

Final Report prepared in respect of district offices will be submitted before 30th June, 2015 to the lead auditor and lead auditor will ensure submission of consolidated accounts (In English & Hindi) duly signed along with financial audit report, procurement audit certificate, Utilization Certificate duly countersigned by them in respect of

SSA/NPEGEL/KGBV and other programmes by end of 15th July,2015. In addition to the audit reports, the auditor will prepare a "Management Letter" in which the auditor will give comments and observations on the accounting records, systems and internal controls that were examined during the course of the audit along with their suggestions on the issues for improvement and smooth functioning.

11. KEY PERSONNEL

The Key personnel in the audit team, their minimum qualification, and their anticipated inputs are indicated below:

- 11.1 The audit team should be led by a chartered accountant with a minimum 5 years experience in audit.
 - 11.2 The audit team should include sufficient number of appropriate staff (Articals/Audit clerks and other audit staff), commensurate with the size and scope of the assignment.
 - 11.3 One Qualified Chartered Accountant must visit the district to evaluate the functioning before submission of the report.
12. The Expression of Interest must be delivered by post (in a sealed envelope) / or by hand in the office of the State Project Director, SSA BIHAR. The Expression of Interest must be addressed to:

**The State Project Director,
Sarva Shiksha Abhiyan,
Bihar Education Project Council,
Rastra Bhasha Parisar, Shiksha Bhawan,
Saidpur, Patna- 800 004**

13. Any partner of the firm should invariably sign the undertaking appended as Section B to the Expression of Interest.

BIHAR EDUCATION PROJECT COUNCIL

Rastra Bhasha Parisar, Shiksha Bhawan, Saidpur Patna- 800 004

Expression of Interest for short listing Chartered Accountant Firms for the Audit of the Accounts of State/ Districts (SSA/KGBV/NPEGEL/GOB/Others Fund) Accounts.

Status of Firm Partnership Sole Proprietorship

1. (a) Name of the firm (in Capital letters) _____
- (b) Address of the Office _____
(Please also give telephone no. _____
And e.mail address). _____

Tel. No. : í í í í í í . Mobile í í í í í í í .. Email: í í í í í í

(C) PAN of the firm _____

2. ICAI Registration No. _____ Region Name _____ Region Code No. _____

3. Date of constitution of the firm :

4. Full-Time Partners of the firm as on 01-01-2015 (Please fill up Annex A-1)

5. Number of Part Time Partners if any, as on 01-01-2015 (Please fill up Annex A-2)

6. Number of Full Time Chartered Accountant Employees as on 01-01-2015 (Please fill up Annex A-3)

7. Number of audit staff employed full-time with the firm (Please fill up Annex A- 6)

(a) Articles/Audit Clerks _____

(b) Other Audit Staff (with Knowledge _____
Of book keeping and accountancy)

4. Number of Branches (Please fill up Annex A-5) _____

5. Whether the firm is engaged in any Statutory audit or any other services of any Govt. Companies / Corporations etc. Yes/No

6. 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

SECTION-B

Undertaking

I/We the partner(s) 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, 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 2015 shown in the Expression of Interest is same as that in the constitution certificate issued by the ICAI.

Sl.No.	Name of the partners	Membership No.	PAN

Place:

Date:

Enclosures: _____ pages

(Signature of Partner with Seal of the Firm)

1. Firm's name _____

(Annex A-1)

Details of Full Time Partners of the firm. (As on 01-01-2015)

Sl. No.	Name of the Partners	Member-Ship No.	Whether FCA / ACA	Date of joining the firm (full time)	Date of becoming FCA	Station & Region where residing at present

(Annex A-2)

Details of Part-Time Partners of the firm. (As on 01-01-2015)

Name of Partners	Member-Ship No.	Whether FCA / ACA	Date of becoming FCA	Date of joining the Firm.	Name of other firm in which he is partner/ Employee	Whether practicing in his own name also (Y/N)	Whether employed elsewhere (Y/N)

(Annex A-3)

Details of full time Chartered Accountant Employees. (As on 01-01-2015)

Sl.No.	Name	Member-Ship No.	Whether FCA / ACA	Date of joining the firm as full time employee

(Annex A-4)

Details of partners and full time Chartered Accountant Employees of the firm included in Annex A-1, A-2 & A-3 above.

Sl.No.	Name	Membership No.	Whether Full Time Partner / Part Time Partner / Full Time CA Employee

(Annex A -5)

Particulars of Branches (Including foreign branches, if any)

Sl.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

(Annex A-6)

Details of Article / Audit clerk /other audit staff (Who have qualified the Intermediate/PE-II/ PCC/IPCC Examination) employed full time with the firm (As on 01.01.2015) :-

Sl. No.	Name	CRO/ERO/NRO No.	Article / Audit clerk /other audit staff

(Annex A-7)

Details of Turnover of the firm for the last 3 years (As Per Audited Accounts)

Financial Year	Turnover
2013-14	
2012-13	
2011-12	

* Please attach a copy of the audited Accounts for the F.Y. 2011-12, 2012-13 & 2013-14.