

BIHAR EDUCATION PROJECT COUNCIL

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

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

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


Bihar Education Project Council, Patna, the state Implementing Agency of SARVA SHIKSHA ABHIYAN invites Expression of Interest from Chartered Accountant firms based in Bihar (Head Quarter) for empanelment for Audit of the Accounts of VSS (Vidyalaya Shiksha Samiti)/ KGBV (Kasturba Gandhi Balika Vidyalaya)/ BRC(Block Resource Centre)/ RST (Residential Special Training) in Bihar.

Interested CA Firms may obtain prescribed format from our State Project Office free of cost on any working day from 10:30 AM to 5:30PM. Alternatively, the EOI along with requisite documents can be downloaded from our official website: www.bepessa.in

The EOI along with all requisite documents must be sent by post or deposited directly at our office premises on or before 3rd November 2016 up to 3:00 PM. BEPC will not be responsible for any delay, wrong delivery or non delivery of the EOI documents due to any reason. The EOI received within the stipulated time and completed in all respect shall be shortlisted for empanelment.

The EOI shall be opened at 4.00 PM on 3rd November 2016 in the office of the State Project Director, BEPC, Shiksha Bhawan, Campas of Rashtra Bhasha Parishad, Saidpur, Patna-800004.

(BEPC management can cancel this EOI at any point of time by whatsoever reason it deemed fit.)


(Sanjay Singh, IAS)
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 VSS/KGBV/BRC/RST Accounts

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 **Sarva Shiksha Abhiyan Programme** being implemented in the State of BIHAR.

1. The last date for receipt of expression of interest in the specified format is **3rd November 2016 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. The firms responding to the EOI must be empanelled with C& AG .
5. All firms are required to enclose the following documents along with the Expression of Interest.
 - (i) A copy of constitution certificate of the firm (As on 31.08.2016 or thereafter) issued by the ICAI containing, interalia:
 - (a) Date of formation of the firm
 - (b) Details of partners / CA Employees as on 31st August 2016, date of joining the firm, date of becoming FCA, their other interest, if any.
 - (c) Details of Branch office, if any.
 - (ii) A copy of acknowledgement of the IT returns of the firm for the Assessment Year 2015-16.
 - (iii) A copy of audited accounts of the firm for the financial year 2012-13, 2013-14 & 2014-15.
 - (iv) Details of court cases / arbitration cases / or any other case pending against the firm.
 - (v) Acknowledgment of empanelment with C&AG or RBI or both.

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6. Details of audit experience of the firm for the last 3 years in the following proforma.
(Only assignments which carry a fee of Rs. 25,000/- and above should be mentioned).

Name of the area / sector	Name of the company /Firm/ body etc.audited	Year of audit e.g. (a) 2014-15 (b) 2013-14 (c) 2012-13	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

7. The Expression of Interest must be delivered by registered post (in a sealed envelope) / or by hand in the office of the State Project Director, SSA BIHAR, on or before 3rd November 2016 up to 3.00 PM. The Expression of Interest must be addressed to:

**The State Project Director,
Sarva Shiksha Abhiyan,
Bihar Education Project Council,
2nd Floor, Shiksha Bhawan,
Rastra Bhasha Parisar,
Saidpur, Patna- 800 004**

(Note:-“EOI for VSS/KGBV/BRC/RST Audit” must be written on the top of the envelop)

8. All full time partners / sole proprietor should invariably sign the undertaking appended as Section B to the Expression of Interest. Similarly, all the full time Chartered Accountant employees of the firm should sign in the coloum provided at Annex A-3 to the format.
9. Each and every pages of the attachment should be signed by any partner of the firm.
10. Proposals that are submitted in the prescribed format will be evaluated 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	Up to 5 years	5	



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Sl. No.	Criteria	Basis of Evaluation	Points	Maximum Points
		More than 5 years up to 10 years	10	20
		More than 10 years up to 15 years	15	
		More than 15 years	20	
iii.	No. Of Partners / CA Employees	In case of an FCA	2	10
		In case of an ACA	1	
iv.	Number of Article / Audit Clerks	One Article / Audit Clerk	1	10
v.	Average Annual Turnover	● More than Rs. 5 Lakh & Up to 10 Lakh	5	20
		● More than Rs.10 Lakh and up to 15 Lakh	10	
		● More than Rs.15 Lakh and up to 20 Lakh	15	
		● More than Rs.20 Lakh	20	
vi.	Location Of The Firm	Head Office (H.O.) is in Patna	20	20
		H.O. is in Bihar (Other Than Patna) & Branch is in Patna	15	
		H.O. is in Bihar but branch not in Patna	10	
vii.	Status Of Firm	Partnership	10	10
		Sole-Proprietorship	5	
Maximum Total Points				100

- In Sl. No. III Marks will be given on maximum five partners.
- In Sl No. IV Marks will be given on maximum ten Article clerk / Audit Clerk.
- 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)

- Technical evaluation of C.A. firms shall be on the basis of points obtained as per para 10 above.
- After completing the evaluation process a panel of C.A. firm will be prepared for allotment of VSS/ /KGBV /BRC/RST.
- Allotment of No. of VSS to each C.A. firm may vary from 200 to 300 depending upon No. of partners in that C.A. firm. The policy for allotment of VSS is as follows:-

A. A proprietorship C. A. firm (One C.A.) - Maximum 200 VSS to audit for 4 years.

$$200 \text{ VSS} * 4 = 800 \text{ VSS}$$

B. A C.A. firm having 2 partners - Maximum 250 VSS to audit for 4 years.

$$250 \text{ VSS} * 4 = 1000 \text{ VSS}$$

C. A C.A. firm having 3 or more partners - Maximum 300 VSS to audit for 4 years.

$$300 \text{ VSS} * 4 = 1200 \text{ VSS}$$

14. Audit fee payable is Rs. 250/- per VSS/KGBV/BRC/RST per year and service/other tax extra shall be paid as per service tax rules/ other rules.
15. The Audit fee as mentioned above is inclusive of all travelling and other costs in connection with conduct of the Audit.
16. The audit shall be conducted only at BRCs or where BRC office is not available at any other place identified by the concerned district offices of BEPC.
17. The Audit work of KGBV/BRC/RST will be allotted to the VSS Auditor of the concerned block.
18. All invoices shall be subject to deduction of income tax at source and other deductions, if any.
19. Account will be submitted in the prescribed format.

20. SCOPE OF AUDIT

- 20.1 The audit will undertake verification of ALL transactions undertaken by the unit during the reporting period and ensure proper accounting thereof.
- 20.2 The audit will also ensure that the transactions represented by book entries are actually required and are not prejudicial to the interest of the unit.
- 20.3 The Audit shall cover all funds received from Bihar Education Project Council.
- 20.4 Account will be submitted in the prescribed format.
- 20.5 Unit wise Accounts and Reports will be submitted to the District Level Offices together with Block wise consolidated Accounts and report to the concerned DLO and SLO.


(C.P. Singh) 3.10.16

Chief Accounts Officer
Bihar Education Project council (BEPC)
Shiksha Bhawan, Bihar Rashtra Bhasha

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 VSS/KGBV/BRC/RST.

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. : Mobile Email:

(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 31-08-2016 (Please fill up Annex A-1)
5. Number of Part Time Partners if any, as on 31-08-2016 (Please fill up Annex A-2)
6. Number of Full Time Chartered Accountant Employees as on 31-08-2016 (Please fill up Annex A-3)
7. Number of audit staff employed full-time with the firm (Please fill up Annex - C)
- (a) Articles/Audit Clerks _____
- (b) Other Audit Staff (with Knowledge _____
Of book keeping and accountancy)
6. Number of Branches (Please fill up Annex -B) _____
7. Whether the firm is engaged in any Statutory audit
or any other services of any Govt. Companies / Corporations etc. Yes/No
8. 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 Sole Proprietor / partner(s) of M/s. _____, Chartered Accountant do hereby jointly and severely 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, sole Proprietor 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 31st August 2016 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 No.	Signature of the partners

Place:

Date:

Enclosures: _____ pages

(Seal of the Firm)





1. Firm's name _____

(Annex A-1)

Details of Full Time Partners / Sole Proprietor of the firm. (As on 31-08-2016)

Sl. No.	Name of the Partners / Sole Proprietor	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 31-08-2016)

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 31-08-2016)

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

Rem

(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 - B)

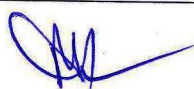
Particulars of Branches (Including foreign branches, if any)

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 - C)

Details of Article / Audit clerk /other audit staff employed full time with the firm (As on 31.08.2016) :-

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



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(Annex -D)

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

Financial Year	Turnover
2014-15	
2013-14	
2012-13	

* Please attach a copy of the audited Accounts for the F.Y. 2012-13, 2013-14 & 2014-15.



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