

TENDER FOR

FOR

INTERNAL AUDIT (2017-18)

Opening Date of Submission of TENDER : 23/12/2017.
Closing Date of Submission of TENDER : 13/01/2018.

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JHARKHAND URBAN INFRASTRUCTURE DEVELOPMENT COMPANY (JUIDCO) LIMITED

(A Government of Jharkhand Undertaking)

3rd Floor, PragatiSadan, Kutchery Chowk, Ranchi-834001

Ph no.- 0651-2243203, E-Mail Id-juidcolimited@gmail.com

CIN: U45200JH2013SGC001752,



Tender Notice

NIT No.: JUIDCO/NIT/IA-(17-18)/2017/139

Date: 22.12.2017

1.	Name of the work	Tenders are invited from Chartered Accountants Firms (CA Firms) for appointment as Internal Auditors for the Financial Year 2017-2018.
2.	Mode of Bid Submission	Off-Line Tendering
3.	Tender Cost	Rs.1000.00(Demand Draft in Favour of Managing Director, JUIDCO Ltd. Payable at Ranchi.)
5.	Date / Time of Start of Submission of Bids	23.12.2017, 10:00 Hrs
6.	Last Date / Time of Bid Submission	13.01.2018, 12:00 Hrs
7.	Date of Bid Opening	13.01.2018, 15:00 Hrs
8.	Venue for Getting & Submission of Tender Document:	Jharkhand Urban Infrastructure Development Company Limited. Procurement Cell, 3 rd Floor, Kutchery Chowk, Ranchi. Jharkhand. PIN-834001.
9.	Helpline No. of Procurement Cell	7070991806, 9931540806

Further details can be seen on under Notice section of website www.jharkhand.gov.in and Tender section of website www.juidco.jharkhand.gov.in


22/12/17

Project Director (Accounts & Economics)
JUIDCO Ltd. Ranchi.



**APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR
2017 - 2018**

1. **Instructions to Bidders**
- 1.1 Tenders are invited from Chartered Accountants Firms (CA Firms) for appointment as Internal Auditors for the Financial Year 2017-2018.
- 1.2 The internal auditor will be required to conduct the internal audit in four quarters: 1st April to 30th June, 1st July to 30th September, 1st October to 31st December and 1st January to 31st March.
- 1.3 The interested CA firms may submit their tender in the prescribed Proforma provided herein, which included Notice Inviting Tender, Eligibility Criteria, Scope of Work, General Terms and Conditions, Technical Bid (Experience and Eligibility Criteria) as per **Annexure-I** and the Financial Bid (Professional Fee) as per **Annexure-II**. The tender documents may be downloaded from website.
- 1.4 The sealed tender may be submitted in one big envelope superscripting "JUIDCO Ltd Internal Auditor" for containing two separately sealed small envelopes, one for "Technical Bid" and another for "Financial Bid" superscripting as such and addressed to Project Director (Accounts & Economics), JUIDCO Ltd.
- 1.5 The technical bid envelope must contain the technical bid format in prescribed Performa as per **Annexure-I** with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid format as per **Annexure-II**. The financial bid shall include professional fee/charges for all services including expenses for boarding/lodging of staff to be incurred in carrying out the internal audit services. JUIDCO will not accept any claim other than professional fee/charges etc. specified in financial bid.
- 1.6 The technical bid will be opened at JUIDCO Ltd, Pragati Sadan, Kutchery Chowk, Ranchi in the presence of the bidders who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found technically qualified after evaluation of eligible technical bid as per selection criteria provided.



1.7 The interested CA firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received in prescribed format and/or are found incomplete in any respect will be summarily rejected.

2. Minimum Eligibility Criteria:

2.1 Technical Capabilities:

2.1.1 The Chartered Accountant firm should have at least 10 years of experience of working in the Internal and Statutory Audit of Books and Accounts in Private sector/Government sector/PSUs/ULBs in India.

2.1.2 In Case sole proprietor firm, the proprietor should be an ACA/FCA while in case of Partnership firm, one of the partners should be an ACA/FCA.

2.1.3 The firm must not have been blacklisted or debarred by any State Govt./Govt. Agency/PSU/GoI during the last 3 years from time of submission of tender. The firm must submit and affidavit to this effect signed by authorized signatory of the firm.

2.1.4 The Chartered Accountant firm should have its local office in Ranchi.

2.1.5 The Chartered Accountant firm should have at least 10 Articles / Articled clerks on the date of Tender submission.

2.1.6 The Chartered Accountant Firm should have conducted either statutory audit and/ or Internal audits of following organizations:

- Three Central /State PSUs with annual turnover of Rs. 50 Crore each with multi Locations/Offices / branches/units.
- Three Statutory bodies/Autonomous bodies with Annual Turnover of Rs.10 Crore each.

2.1.7 The Chartered Accountant Firm is not in any case disqualified under provisions of Section 141(3) of Companies Act, 2013.

2.1.8 The Chartered Accountant Firm must be CAG empanelled.





2.2 Financial Capacity:

2.2.1 Average annual turnover of the firm from Consultancy services in last 3 (three) financial years (2014-15, 2015-16, 2016-17) must be equal to or greater than 50 lakhs (Fifty Lakhs) per annum.

3. Terms and Conditions & Scope of Work:

3.1 General:

3.1.1 The period of appointment shall be for conducting Internal Audit for one year i.e. for the financial year 2017- 2018.

3.1.2 The Company reserves the right to accept or reject any application at any time without assigning any reason.

3.1.3 JUIDCO Ltd will not accept any claim other than professional fee/ Charges etc specified in financial bid.

3.1.4 Each page of the tender documents is required to be signed by the Partner of CA Firm. The documents/ Certificates in support along with the tender shall also be signed by the Partner.

3.1.5 If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.

3.1.6 Tender shall be submitted in official tender document only. If submitted in any other form, the same shall be summarily rejected.

3.2 Scope of Work:

3.2.1 Scope of work for Internal Audit broadly covers following area:

- Review of trail balance
- Bank reconciliation
- Review of advance/fund received
- Statutory Compliance
- Review of Employee payrolls
- Review of fixed asset register
- Review of Accounts and Financial manual
- Delegation of Power (DOP) and Standard Operating Procedure



3.2.2 Audit includes review of records and supporting documents, Internal Check and Internal control system, discussion with personnel of the Company and evaluation of adequacy and effectiveness of internal control and operational procedure and assist in improving the same.

3.3 Time line expected from CA Firm:

The expected deliverables for CA Firm would be as follows:

Deliverables	Time line from the date of work order
Audit report of 1 st Quarter	Within 2 (two) months
Audit report of 2 nd Quarter	Within 4 (four) months
Audit report of 3 rd Quarter	Within 6 (six) months
Audit report of 4 th Quarter	Within 8 (eight) months



Annexure-I

TECHNICAL BID

(The details to be provided as on the closing date of this Notice Inviting Tender)

General Information

1	Name of the Chartered Accountants Firm	
2	Registered/Main/Local Office Address	
3	Name of Partners	
4	Contact no. of Partner	
5	No. of branches in India (Attach a list along with address)	

Eligibility Criteria

1	Whether the firm meets all the eligibility criteria, Technical as well as Financial (Yes/No)	
2	No. of years of experience	
3	Date of registration of Chartered Accountants firm	
4	C&AG Empanelled no.	
5	Whether firm has peer review by members of ICAI for any financial year (Yes/No). The year of peer review shall be mentioned.	
6	No. of Partners (as on closing date of tender)	
7	No. of Chartered Accountant Employees (as on closing date of tender)	
8	No. of Article/Audit Clerks (as on closing date of tender)	





9	Whether the Chartered Accountants firm have its registered/Local office at Ranchi.	
10	Whether the Chartered Accountants firm have an experience of conducting requisite no. of statutory and/or internal audit of eligible clients/organization (Provide list of eligible clients/organization along with their turnover financial year wise and enclose their appointment letters)	
11	Annual turnover of CA firm for a. FY 2014- 15 b. FY 2015 -16 c. FY 2016 -17	



Annexure-II

FINANCIAL BID

The interested CA firm may quote their professional fees (all inclusive) in the following format:-

Sl.no.	Particular	Amount in Rs.
1.	Annual Professional fee for Internal Audit (Quarterly Basis) for the financial year 2017-18 First Quarter : Second Quarter : Third Quarter : Fourth Quarter : Total	
2.	Annual Other charges (including lodgings and boarding)	
3.	Total Annual Professional fee (1+2)	
4.	GST	
5.	Grand Total	

Grand Total [Professional fees in words]

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**Signature of Partner
With name and Firm Seal**