

BIHAR BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE BOARD
LABOUR RESOURCES DEPARTMENT, GOVERNMENT OF BIHAR
C Wing, Fourth Floor, Niyojan Bhawan, Near Income Tax Golamber, Patna

RFP No.- 01/2019

Request for Proposal (RFP) for Appointment of Chartered Accountants Firms for Internal Auditor for BIHAR BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE BOARD, LABOUR RESOURCES DEPARTMENT, BIHAR, PATNA.

BBOCWWB, i.e., Bihar Building & Other Construction Workers Welfare Board, Bihar, Patna invites Proposals from interested Chartered Accountants firms empanelled with the C&AG of India meeting all the minimum eligibility criteria given in Request for Proposal (RFP) for providing their services for carrying out the Yearly Internal Audit for BBOCW (Board) from the financial year 2016-2017 to 2018-19.

The details about background of the Auditee, the units to be covered in the audit, scope of work, Terms of Reference (ToR), eligibility criteria for selection of the Chartered Accountant firms and Guidelines for submitting the Proposal can be downloaded from the official website of BBOCWWB, Bihar <http://bocwbihar.in> & Departmental Website <http://www.labour.bih.nic.in> from 25/07/2019 onwards.

Important Dates for the selection process:

- (i) Last date for Submission of Proposal : 26/08/2019 up to 03.00 p.m.
(ii) Date of Opening of Technical Bid : 26/08/2019 at 04.00 p.m.
(iii) Date of Opening of Financial Bid : 29/08/2019 at 03.00 p.m.

Minimum Eligibility Criteria:

- i) CA Audit Firm shall be empanelled with the office of the Comptroller & Auditor General of India (C&AG) for the FY 2019-20.
- ii) CA Audit firm should having its Head/Branch office in Bihar.
- iii) Audit Firm Should have experience of 05 years or more
- iv) Audit Firm should be registered with Institute of Chartered Accountant of India (ICAI).
- v) The Average Annual Turnover (AAT) of the Audit firm shall be at least 10 lakh during the last three financial years
- vi) Audit firm having at least two (02) assignment experience of Internal/Concurrent/Statutory audit of externally/internally aided Govt. scheme.
- vii) The Audit firm or any partners of the firm should not be black listed by any PSUs or any Govt. department in respect of any assignment or behaviour.

Proposal submitted to

To,
The Secretary
BIHAR BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE BOARD
LABOUR RESOURCES DEPARTMENT, GoB
C Wing, Fourth Floor, Niyojan Bhawan,
Near Income Tax Golamber, Patna



Secretary
BIHAR BUILDING AND OTHER CONSTRUCTION
WORKERS WELFARE BOARD
LABOUR RESOURCES DEPARTMENT, GoB
C Wing, Fourth Floor, Niyojan Bhawan,
Near Income Tax Golamber, Patna

REQUEST FOR PROPOSAL (RFP)

BBOCWFB, i.e., BIHAR BUILDING & OTHER CONSTRUCTION WORKERS WELFARE BOARD, LABOUR RESOURCES DEPARTMENT, Bihar, Patna seeks to invite Proposals from **C&AG empanelled Chartered Accountants firm** meeting the minimum eligibility criteria for providing their services for Internal Audit of BBOCWFB for the Financial Years 2016-17, 2017 -18, 2018 -19 .

The details about the background of the auditee, the units to be covered in the audit, scope of work, terms of reference, and the eligibility criteria for selection of the C.A. firms are given in the following paragraphs.

Terms of Reference

Background:

After agriculture, most of the labourers are employed in construction sector in the state of Bihar. Construction Labourers have to work under difficult working conditions and their works are totally temporary in nature. Construction works are done mostly in open areas, which widens the possibilities of accidents. Keeping in view the welfare of construction workers of unorganized sector, Central Government has formulated Building and other Construction Workers (Regulation of Employment and Condition of Service) Act 1996 and Building and other Construction Workers Cess Act 1996. Following which, Bihar Building and other Construction Workers (Regulation of Employment and Condition of Service) Rule 2005 has been formulated by the State Government. In the light of the provisions of the above said Act and Rules, Govt. of Bihar has constituted Bihar Building and other Construction Welfare Board in the month of February, 2008 for the welfare of Construction Workers.

Principal Secretary/Secretary, Labour Resource Department in ex-officio chairman of the Board and the position of Secretary of the Board is equivalent to the post of the Joint Labour Commissioner in the Department of Labour Resources.

Objective & Scope of Audit

1.Objective:

The key objectives of the Internal Audit include:


- To ensure voucher/evidence based on payments to improve transparency
- To ensure accuracy and timeliness in maintenance of books of accounts
- To examine books of accounts, records and registers to ensure that they are maintained in accordance with the prescribed systems.
- To ensure timeliness and accuracy of periodical financial statements.
- To improve accuracy and timeliness of financial reporting.
- To ensure compliance with laid down systems, procedures and policies
- To ascertain whether sanction for advances and expenditures is taken from competent authority
- To regularly track, follow-up and settle advances on a priority basis
- To assess and report any inefficiency & improve overall internal control systems



Scope of Audit:

The responsibilities of the Internal auditors should include reporting on the adequacy of internal controls, the accuracy and propriety of transactions, the extent to which assets are accounted for and safeguarded, and the level of compliance with financial norms and procedures of the operational guidelines. The Internal audit should be carried out at H.O. Level.

The scope of work of "Internal Auditors" is as follows:

- Audit of the BBOCWWB accounts and expenditure incurred by BBOCWWB.
 - Audit of all Financial Transactions & its reconciliation at H.O. Level.
 - Verification & Reconciliation of all Bank Accounts maintained at H.O. Level.
 - Audit of Utilisation Report of District & DLC Level.
 - Vetting of the State Action Taken Reports and providing observations thereon.
 - Compliance of the previous audit reports/ Statutory audit compliances.
 - Prepare and Develop Financial Management Information System (FMIS) format in consultation with accounts functionaries for Internal Control.
 - Any other evaluation work, as desired by the Concern Officer.
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Minimum Eligibility Criteria:

Sl. No.	Basic Eligibility Criteria	Minimum Requirement
1.	CA Audit Firm shall be empanelled with the office of the Comptroller & Auditor General of India (C&AG) for the FY 2019-20	Self – Certified copy of the empanelment certificate issued by C&AG to be attached.
2.	CA Audit firm having its Head/Branch office in Bihar.	Self certified copy of registration certificate/Constitution Certificate issued by ICAI as on date of RFP.
3.	Audit Firm Should have experience of 05 years or more	
4.	Audit Firm should be registered with Institute of Chartered Accountant of India (ICAI)	
5.	The Average Annual Turnover of the Audit firm shall be at least 10 lakh during the last three financial years	Self certified copy of the audited Financial Statement with supporting of service tax/GST return along with turnover certificate .
6.	Audit firm having at least two (02) assignment experience of Internal/Concurrent/Statutory audit of externally/internally aided Govt. scheme.	Self-certified copy of work/contract order issued/ executed to be furnished regarding each assignment. Under mentioned details for assignment to provided in a separate annexure (Form – T3)
7.	The Audit firm or any partners of the firm should not be black listed by any PSUs or any Govt. department in respect of any assignment or behaviour.	Affidavits

Non-Eligibility for Internal Audits

Sub-letting/sub-contracting of the contract work assigned would not be allowed under any circumstance. Such cases if brought into notice/found at any point of time before/after selection, the concerned firms will be debarred from bidding process for next 3 years and contract will be cancelled forthwith.

Key Time Lines: The key timelines which need to be adhered to are summarized below


Activity	Report to be submitted	Timeline
Carrying out Internal audit & Submission of Audit Report (Hard & Soft Copies)	Yearly



Payment and fees:

- I. The payment of the audit work done will be made on submission of invoices by the firm on yearly basis. No payment is to be made, unless all the internal audit reports of said 3 Financial Year are submitted by the firm. Payment will also be subject to recovery if any penalty imposed on Audit firm.
- II. No out of pocket expenses or travelling allowance/halting allowance shall be paid to the concurrent audit firms for carrying out the assignment. However GST shall be paid as applicable at the current prevailing rate in addition to basic fees.
- III. Payment to Internal auditors shall be subject to deduction of tax at source as per Income tax act and GST act 2017 (if applicable) at applicable rates.

Evaluation process

1. **Opening of Technical Proposal:** Technical Proposals received within the prescribed date and time will be opened in the presence of the authorized representatives of the firms bidding who choose to attend the opening of the offer on the date and time specified in this RFP document. The Authorized representative of the firm having photo identification shall sign an attendance Sheet/Register. The representative has to submit an authority letter duly signed by the firm, authorizing him to represent and attend the Bid opening on behalf of the firm.
The section is based on least cost.
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Evaluation Matrix of the Shortlisting Criteria

Sl no.	Particulars	Details of Audit Firm			Weightage for Marks
1.	Average Annual Turnover of the firm during last 3 FY (Rs.IN Lakhs) (Mandatory Requirement: Refer Section 5. under Eligibility Criteria.) Sub- Criteria for Marks Allocation AAT 10 Lakhs to 20 Lakhs :- 10 Marks AAT above 20 Lakhs to 30 Lakhs :- 15 Marks AAT above 30 Lakhs :- 20 Marks	F.y. 15-16			20 Marks
		F.Y. 16-17			
		F.Y.17-18			
		Average			
2.	Status of the Firm As per certificate of Institute of Chartered Accountants of India as on date of RFP	Partners	1-3 FCAs	05 Marks	10 Marks
			Above 3 FCAs/Partners	10 Marks	
		Audit/Article Assistants	1-3 Audi/Article Assistants	05 Marks	10 Marks
			Above 3 Audi/Article Assistants	10 Marks	
3.	Experience of Internal/Concurrent/ Statutory Audit (Mandatory Requirement: Refer Section 6. under Eligibility Criteria.) a. Self-certified copy of work/contract order issued/ executed to be furnished regarding each assignment. b. Under mentioned details for assignment to provided in a separate annexure: Name of the Assignment, Name of The Client, Cost of Assignment, Year & Period of Assignment, Specific Sector/ Department/Schemes	Experience of Firm	5-10 years experience	5 marks	10 Marks
			Above 10 years	10 Marks	
		Internal/C concurrent Audit Assignment of Government sector/Department/ Scheme	1-5 assignment	10 Marks	20 Marks
			6-10 assignment	15 Marks	
			Above 10 assignment	20 Marks	
		Statutory Audit Assignme	1-5 assignment	5 Marks	15 Marks
			6-10 assignment	10 Marks	

		nt of Governme nt sector/Dep artment/Sc heme	Above 10 assignment	15 Marks	
		Other Internal/C oncurrent Audit Assignme nt of Banks/PS Us (other than all above)	1-5 assignment	5 Marks	15 Marks
			6-10 assignment	10 Marks	
			Above 10 assignment	15 Marks	
Total Marks					100

Award of Contract

On completion of selection process, the firm selected shall be eligible for award of the contract of audit of BBOCWWB. The firm should execute a Contract with BBOCWWB as the case may be within one week of the award. The firm shall enter in to an agreement with BBOCWWB.

Guidelines for Submitting the Proposals:

General Guidelines:

Agencies are required to submit the proposal (RFP) (in two separate & sealed cover/envelop) duly writing on Top as proposal for **Appointment of Internal Auditor for the FY 2016-17, 2017-18 & 2018-19 & Last date 26.08.2019 at 03:00 pm** as per the guidelines and formats detailed out in the following paras:

The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**" Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "**FINANCIAL PROPOSAL**" followed by the name of the assignment, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked "**DO NOT OPEN, EXCEPT IN PRESENCE OF COMMITTEE FOR AUDIT PURPOSE.**" The BBOCW Board shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for rejection of Proposal. If the **Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.**

CA firm is only eligible to apply, while Joint Ventures of two or more firms are not allowed.

All agencies must comply with the Technical Specification, General Conditions and Format/ Requirement for Technical and Financial Proposal.

The Technical Proposal shall be submitted in two copies.

Financial proposals submitted by the firm in the bid shall be valid for six months from the date of submission to final award of the contract.

Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the authorized signatory of the firm.

All enclosures must be attested as true copy under seal by the partners.

All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.

Documents to be submitted along with the application

- CA firms shall attach/enclose following documents. All document/enclosures must be attested as true copy under seal by the partners of CA Firm;
- Duly filled and signed application downloaded from website by entering the required information.
- Copy of the empanelment certificate issued by C&AG.
- Copies of Registration Certificate/Constitution Certificate issued to the firm by ICAI.

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- Self Attested Copy of the Audited Financial Statement and service tax/GST return for last three financial years .
- Copy of the ITR of last three Assessment Years.
- Copy of certificate of experience/work/contract order issued/executed to be furnished regarding each assignment.
- Original Copy of affidavit – (for the firm or any partners of the firm for not having been black listed by any PSU or any Govt. department.)

Technical Proposal:

Letter of Transmittal (***Form T-1***)

- ❖ Details of the CA Firm along with Details of Partners/ key Personnel (***Form T-2, Form T-2a***),
- ❖ Brief of relevant experience (***Form T-3***).

Financial Proposal:

The financial bid shall be submitted as per **Form F-1** as yearly Audit fees.

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Letter of Transmittal

To,

....., Dated;

Dear Sir,

We, the undersigned, offer to provide the audit services for Internal Audit of BBOCWFB, i.e., BIHAR BUILDING & OTHER CONSTRUCTION WORKERS WELFARE BOARD, Labour Resources Department, Bihar, Patna in accordance with your Request for Proposal {RFP No ----- (Internal Audit), we are hereby submitting our Proposal, which includes this **Technical Proposal, and a Financial Proposal sealed under a separate envelope.**

We are submitting our Proposal and declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us in the Financial Proposal are valid till six months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that Bihar Building & Other Construction Workers Welfare Board, Labour Resources Department, Bihar, Patna is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the Chartered Accountants Firm] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

.....
(Name of Partner of CA Firm)
Membership No.....

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Details of C A firms along with Details of Partners

SI No.	Particulars	Details of Audit Firm	
1.	Brief profile of the Firm (Mandatory Requirement:- Firm Constitution certificate issued by ICAI as on date of RFP)		
	a. Name of CA Firm		
	b. Address of H.O		
	c. Address of H.O / Branch (Bihar)		
	d. Contact Nos./ Mobile No.		
	e. Email ID		
	f. PAN of Firm		
	g. TAN of Firm		
	h. GST No of Firm		
	i. Date of Incorporation/constitution of Firm		
	j. Firm Registration NO (FRN) with ICAI		
	k. No. of Partners (Refer T -2.a)		
	l. No. of Audit/Article Assistants		
	m. Overall Experience of Firm (in Yrs)		
2.	Firm Empanelment with Comptroller & Audit General of India for the FY 2019-20 (Mandatory Requirement)	Empanelment No	
3.	ITR of the CA firm during last 3 Assessment year (Mandatory Requirement)	A.Y. 2018-19	
		A.Y. 2017-18	
		A.Y. 2016-17	

4.	Average Annual Turnover (AAT) of the firm during last 3 FY (Rs.IN Lakhs) (Mandatory Requirement: Refer Section 5. under Eligibility Criteria.)	F.Y. 2017-18	
		F.Y.2016-17	
		F.Y.2015-16	
5.	Status of the Firm (Mandatory Requirement) As per certificate of Institute of Chartered Accountants of India as on date of RFP	No. of FCA	
		No of Audit/ Article Assistants	
6.	Experience of Internal/Concurrent/ Statutory Audit (Mandatory Requirement: Refer Section 6. under Eligibility Criteria.) a. Self-certified copy of work/contract order issued/ executed to be furnished regarding each assignment. b. Under mentioned details for assignment provided in a separate annexure (T-2b): Name of the Assignment, Name of The Client, Cost of Assignment, Year & Period of Assignment, Specific Sector/ Department/Schemes	Internal/Concurrent Audit Assignment of Government sector/Department/Scheme	
		Statutory Audit Assignment of Government sector/Department/Scheme	
		Other Internal/Concurrent Audit Assignment of Banks/PSUs/ (other than all above)	
		Other Internal/Concurrent Audit Assignment of Banks/PSUs (other than all above)	
7.	Whether the firm is implementing quality control polices and procedure designed to ensure that all audits are conducted in accordance with auditing, review, and other standard issued by Institute of Chartered Accountants of India. (if Yes, give a brief note of the case indicating its present status)		Yes/No

8.	Whether there are any court/arbitration/any other legal cases against the firm. <i>(If yes, give a brief note of the case indicating its present status)</i>	Yes/No

Undertaking

I/We do hereby declare that the above mentioned information are true & correct and I/We also undertake to abide the terms & condition of the contract and would make compliance of terms laid-down in the contract if executed by us with the BBOCWFB, i.e., Bihar Building & Other Construction Workers Welfare Board, Labour Resources Department, Bihar, Patna.

Place:

Date:

(Signature of Authorised Person)

Name of Partners/ Authorised Person:

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Membership No;



Details of Experience of Internal/Concurrent/Statutory Audit

Name of the Assignment	Name of the Client	Cost of Assignment	Year & Period of Assignment	Specific Sector/Department/Schemes

Undertaking

I/We do hereby declare that the above mentioned information are true & correct and I/We also undertake to abide the terms & condition of the contract and would make compliance of terms laid-down in the contract if executed by us with the BBOCWFB, i.e., Bihar Building & Other Construction Workers Welfare Board, Labour Resources Department, Bihar, Patna.

Place:

Date:

(Signature of Authorised Person)

Name of Partners/ Authorised Person:

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Membership No;



List of Key Personnel of CA Firm

1. Details of partners/Chartered Accountants:

SI No	Name of Chartered Accountants	FCA /ACA	Membership No	Year of experience	Years of continuous association with the firm

2. Details of CA-Inter/Audit Assistant/Article Assistants:

Sl. No	Name	Qualification	Year of experience	Proposed in the assignment

A list of key personnel to be deployed for the assignment to be furnished with details as per the table above

The CA firm as well as BOCWWB shall reserve the right to seek the change of resource personnel in case on need

Place:

Date:

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(Signature of Authorised Person)

Name of Partners/Authorised Person:

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Membership No;



Brief of Experience of CA Firm

A. Experience of audit in relation to Externally Aided Projects/Govt. department/sector/scheme (Refer Section – .)

Sl. No.	Name of the Auditee Organisation	TYPE OF Auditee Organization (Govt. department / sector/scheme)	Nature of Assignment (Internal/Concurrent/Statutory Audit)	Scope & Coverage of the Assignment	Duration of Completion of Assignment	Proof of the letter of work of Assignment awarded by the Auditee Organisation (Please attach a copy of the letter)

B. Experience of audit in Banks/PSUs (other than all above) {Refer Section – 3.}

Sl. No.	Name of the Auditee Organisation	Type of Auditee Organisation (Banks/PSUs (other than all above))	Nature of Assignment (Internal/Concurrent/Statutory Audit)	Scope & Coverage of the Assignment	Duration of Completion of Assignment	Proof of the letter of work of Assignment awarded by the Auditee Organisation (Please attach a copy of the letter)

Place:

Date:

(Signature of Partners.)

Name of Partners:

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Membership No;

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FORMAT FOR FINANCIAL BID

Item of Activity	Total Amount (in INR)
AUDIT FEE PER YEAR (Inclusive of TA/DA and other expenses)	Both in Numeric and in Words. Rs...../- per year. (Rupees.....only)

Note:

- ☐ Yearly fee quoted shall be exclusive of GST and inclusive of all other expenses
- ☐ GST at current prevailing rate shall be paid.

Place:

Date:

(Signature of Partners.)

Name of Partners:

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Membership No;