



F. No. : 01/20/AC/2020/217/20

Date : 04.02.2020

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR INTERNAL AUDIT/ ACCOUNTING SERVICES (COMPILATION OF ACCOUNTS) OF THE CORPORATION FOR THE F.Y. 2019-20, 2020-21 AND 2021-22.**

Bihar State Tourism Development Corporation Limited invites expression of interest (EOI) from CAG Empanelled Chartered Accountant Firms having its head office in the State of Bihar for empanelment as Internal Auditors and Accounting Services (Compilation of Accounts) of the Corporation for the F.Y. 2019-20, 2020-21 and 2021-22.

The format of application along the selection criteria, annexure specifying the extent of coverage of work, terms of reference, etc. are available at [website:- www.bstdc.bih.nic.in](http://www.bstdc.bih.nic.in). The same can be downloaded from website.

Firms may send their applications in the prescribed format under sealed cover in 2 (Two) separate sealed envelopes marked "Part-A and Part-B" to the Dy. General Manager (Finance and Accounts) so as to reach latest by on or before 05<sup>th</sup> day of March, 2020 upto 03:00 PM.

**Only Eligible firm's financial bid shall be opened after intimating them in advance.** Managing Director, BSTDC reserves its right to accept or reject any application(s) fully/ partially, without assigning any reasons thereof. The decision of Managing Director, BSTDC for empanelment of Firms shall be final and binding upon the firms participating in the process of empanelment.

Sd/-  
Dy. General Manager (F&A)  
BSTDC, Patna

## TABLE OF CONTENTS

Sl. No.	DESCRIPTION	Page No.
1.	Format of Application	3 - 4
2.	Annexure-A: Selection Criteria for empanelment of CA Firm for Internal Audit/ or Compilation of Accounts for BSTDC.	5
3.	Annexure-B: Instructions to Chartered Accountants Firms and Document List (To Do List).	6
4.	Annexure-C: Terms of Reference of Internal Audit/ Accounting Services for BSTDC	7 - 8
5.	Annexure-D: Expected Man-days for Audit/ Accounting Services and Minimum Fees.	9
6.	Annexure-E: Financial Details	10

### FORMAT OF APPLICATION

1. Name of Firm :-
2. Registration No. of the Firm :-
3. Date of Registration of the Firm :-
4. Details of Head Office & Branch Office(s) :-

Head Office:

Address	Date of Establishment	Contact Person / Mobile Number / other contact Nos./Fax	E-mail	Supporting Document Flag No.

Branch Office 1:

Address	Date of Establishment	Contact Person / Mobile Number / other contact Nos./Fax	E-mail	Supporting Document Flag No.

(Insert information for additional Branch office (s), if any)

5. Details of Partners:

Sl. No.	Name of Partners (s)	Membership No.	Whether ACA/ FCA / CISA/ ISA	Date of Joining the firm as qualified Partner	Supporting document Flag No.
1.					
2.					
...					

6. Details of Qualified Assistants:

Sl. No.	Name of Qualified Assistants	Membership No.	Whether ACA/ ACMA/ FCA/ FCMA/ CISA/ ISA	Date of Joining the firm as qualified Assistant	Supporting document Flag No.
1.					
2.					
...					

7. Details of Semi-Qualified Assistants:

Sl. No.	Name of Assistant	Whether CA- IPCC/ CMA-Inter	Date of Joining the firm as Semi-Qualified Assistant	Supporting document Flag No.
1.				
2.				
...				

8. Details of Experience of firm in Public Sector Tourism Industry as Statutory/ Internal Auditors from FY 2009-10 onwards:

Sl. No.	Name of Company / Unit	Year of Audit	Type of Audit - Whether Statutory / Internal Audit	Supporting document Flag No.
1.				
2.				
...				

9. Details of Experience of firm in Public Sectors other than Tourism Industries (excluding financial sector) under central / State Government / PSUs from FY 2009-10 onwards :

Sl. No.	Name of Company / Unit	Year of Audit	Type of Audit - Whether Statutory / Internal Audit	Supporting document Flag No.
1.				
2.				
...				

10. Details of Experience in Financial Sector under Central / State Government / PSUs from FY 2009-10 onwards:

Sl. No.	Name of Company / Unit	Year of Audit	Type of Audit - Whether Statutory/ Internal Audit	Supporting document Flag No.
1.				
2.				
...				

13. Details of Valid Peer Review Certificate: No. Dated (Enclosed Supporting Document)

14. PAN No. of the Firm:

15. GST Registration No.:

Signature of Partner with Name  
& Seal of the Audit Firm

**Annexure-A:- SELECTION CRITERIA (POINT ALLOCATION) FOR EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS WILL BE AS FOLLOWS:**

Sl. No.	PARTICULARS	POINTS TO BE ALLOCATED	MAXIMUM POINTS
1.	Year of Establishment of the Firm	1 (One) per full financial year of existence	10 (Ten)
2.	No. of Partners in the Firm who have been with the applicant Firm for a minimum period of 3 (Three) year as on the date of application.	3 (Three) for each partner	18 (Eighteen)
3.	Number of Partners / qualified assistants (Chartered Accountants) with CISA / ISA / Certification from ICAI	3 (Three) per person	06 (Six)
4	No of Qualified Assistants (Chartered Accountants) employed with the firm [Partners having less than 3 years continuous association shall be counted as qualified assistant]	2 (Two) per qualified Assistant	06 (Six)
5	No. of Semi-Qualified Assistants (CA-IPCC/ Inter/CMA-Inter) employed with the Firm.	1 (One) per Semi-Qualified assistant	02 (Two)
6	Experience of the Firm in Public Sector Tourism (excluding financial sector) as Statutory/Internal Auditors or in providing accounting services (refer note Sl. II below).	3 (Three) per year of Audit	15 (Fifteen)
7	Experience of the firm as Internal/ Statutory Auditors in Public Sector other than Tourism (excluding financial sector). (Refer note Sl. II below).	2 (Two) per year of Audit	12 (Twelve)
8	Experience of the Firm in Public sector Banks as Statutory/ Internal Auditors (refer note Sl. II below)	2 (Two) per year of Audit	10 (Ten)
9	The Firm should be empanelled with Comptroller and Auditor General of India(C&AG) of India in major category of auditors.		06 (Six)
10	Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm in the last 3 (three) consecutive financial years ending on March 31st, 2019 must be equal to or more than Rs. 50 Lac. (Refer note Sl. III below).		10 (Ten)
11	Valid Peer Review Certificate issued by ICAI		05 (Five)
	Total Points		100 (One Hundred)

**Note:-**

- I. Experience from the financial year 2009-10 onwards only shall be considered while carrying out evaluation for criteria at Sl. No. 6 to 8 above.
- II. Documentary proof/ work orders/ client certificates/ completion certificates to be submitted Sl. No. 6 to 8 - Points for each year's experience shall be awarded irrespective of the number of audits/ or accounting services conducted during that particular year.
- III. To provide copies of audited Financial Statements for all the 3 years and a certificate of average annual Gross Professional Fees in the last 3 financial years (as defined at Sl. 10 above) would only be considered.
- IV. Fraction on the year to be ignored for calculating no. of years at Sl. No. 1, and 6 to 8.

## **Annexure- B:- To Do List**

### **(A) Instructions to Chartered Accountant Firms:**

1. Format of Application must be completely filled in, incomplete applications will be out rightly rejected.
2. Please ensure that date of opening of registered office, Branch Office (s), entrance dates of all Partners into the firm, date of joining firm as qualified & semi-qualified assistants are invariably indicated in the application.
3. All EOIs will be evaluated on the basis of the documents furnished along with applications only.
4. Since, all the applications will be evaluated strictly on the basis of selection criteria as per annexure-A, please avoid attaching unsolicited information/ documents for processing applications expeditiously.
5. All the documents submitted should be signed by a Partner with his/ her name and under the seal of the firm.
6. Applications must be submitted under sealed cover superscribing the EOI Notice No. ---- & date and the words "Application for Empanelment of Internal Auditors and/ or Accounting Services (Compilation of Accounts) for F.Y. 2019-20, 2020-21 and 2021-22". The name and address of the firm must also be indicated on the body of the envelope.
7. Application must be addressed to "Dy. General Manager (Finance and Accounts) Bihar State Tourism Development Corporation Ltd., Hotel Kautilya Vihar, Birchand Patel Marg, R Block, Patna- 800001". It may be delivered in person also at reception on Hotel Kautilya Vihar. BSTDC does not take any responsibility for the loss of application in-transit. Applications sent through Fax or E-mail will not be considered.
8. Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected.

### **(B) List of documents to be submitted along with the applications / EOIs:**

Interested firms are advised to go through the contents of the EOI documents carefully and submit self attested copies of the following documents in proper sequence along with the EOIs as described hereinafter:-

1. Latest Constitution Certificate of the firm issued by The Institute of Chartered Accountants of India w.r.t. the information related to the year of establishment of Head Office, Branch Office(s), address(es), details of partners along-with their membership nos. etc. particulars as indicated in the Certificate(s) will be treated as conclusive and used for the purpose of evaluation of EOIs.
2. Copy of MEF (Multipurpose Empanelment Form) last submitted to ICAI.
3. Certificates of ISA/ CISA from ICAI if any, issued by the respective Institutes.
4. Membership certificates of the qualified assistants issued by The Institute of Chartered Accountants of India.
5. Certificates/ Mark sheets issued by the respective Institutes in evidence of qualification of Semi-qualified assistants.
6. A declaration has to be submitted by each audit firm that none of its partner(s) or qualified employee(s) is a partner in any other audit firm which is applying for the current empanelment in BSTDC. Any EOI without such declaration in this regard shall be summarily rejected.
7. Copies of appointment letters for Statutory / Internal Audit / Accounting Services in Public Sector/ Government Organisation in evidence of experience.
8. Copies of empanellment with Comptroller and Auditor General of India(C&AG) of India in major category of auditors.
9. Copies of audited Financial Statements with certificate of average annual Gross Professional Fees.
10. Peer review certificate issued by ICAI.
11. Copy of PAN card.
12. Copy of GST Registration.
13. A copy of complete EOI document duly signed as a token of acceptance of all terms and conditions and sealed.

**Annexure- C:- TERMS OF REFERENCE OF INTERNAL AUDIT / ACCOUNTING SERVICES FOR BSTDC**

The terms and conditions for conducting internal audit in BSTDC are detailed hereunder:-

Accounting Services/ Compilation of Accounts shall be conducted in 1st Week of April of succeeding year and the Final Accounts are to be submitted by end of June of succeeding year. Internal Audit shall be conducted in 1st Week of July of succeeding year and the reports are to be submitted by end of July of succeeding year.

**1. AUDIT/ ACCOUNTING TEAM**

- a. Chartered Accountant Firm would deploy a suitable team for undertaking the audit/ accounting services, after a thorough perusal of the requirements of the appointment letter, terms & conditions contained therein and the Detailed Guidelines for Internal Audit/ Accounting Services, ensuring that the size of the team is commensurate with the size of the auditee organisation and the volume of work involved.
- b. The Head of Finance/ Unit Mangers (Unit Head) will coordinate with the Team for smooth Functioning of the Audit/ Accounting Services (Compilation of Accounts).
- c. It should be ensured that the audit team is headed at all times by a Chartered Accountant with a team member having CISA/ ISA and/or prior experience of auditing/ accounting.

**2. INTERNAL AUDIT**

- a. Audit firm should arrange their own Computers/ Laptop for the work.
- b. No any TA/ DA will be allowed.
- c. Internal Audit including Management Information Report (MIS) as per law at the end of the work indicating the areas for corrective majors.
- d. Verification of bills and supporting vouchers for its correctness as regards head of accounts, period, type etc of all units including Head Office.

**3. ACCOUNTING SERVICES/ COMPILATION OF ACCOUNTS**

- a. Firm should arrange their own Computers/ Laptop for the work.
- b. No any TA/ DA will be allowed.
- c. At present, net entry system of Income and Expenditure is being followed in BSTDC which should be converting into Gross-up entry system, i.e. proper accounting in respective account head of all units including Head Office.
- d. Checking of bills and supporting vouchers for its correctness as regards head of accounts, period, and type etc of all units including Head Office.
- e. Preparation of Units Trial Balance and its consolidation with Head Office Trial Balance & compilation of annual accounts as per law and Income Tax return filing.
- f. Preparation of Inter Unit Reconciliation, Income Reconciliation of each units, Salary Reconciliation, Reconciliation of Govt. Grant & Subsidy / Reconciliation of Statutory deduction with all types of taxes (i.e. Income Tax, Income Tax TDS, GST & GST TDS, EPF, ESI, Retirement Benefits, etc.) (Name wise & Unit wise).
- g. Preparation of reconciliation statement of all Bank accounts and Fixed Deposit.
- h. Preparation of reconciliation statement of Fund from Dept of Tourism, Bihar / Fund from Ministry of Tourism, Govt of India, Fund.
- i. Preparation of Unit wise Income, Expenditure and Profit & Loss.
- j. Preparation of Unit wise Assets & Liabilities details.
- k. Preparation of Fixed Assets Register.
- l. Preparation of Name wise & Unit wise details of Loan & advance/ Receivable & Payable/ Assets & Liabilities/ Grants & Subsidies/ Debtors & Creditors.
- m. Units details are as under :-
  - i. Head Office, Patna (Including Engineering Section, Lease Section and Driver Supply).
  - ii. Hotel Kautilaya Vihar, Patna
  - iii. Hotel Sidhartha, Sujata, Bodhgaya
  - iv. Hotel Shersah Vihar, Sasaram
  - v. Hotel Maa Mundeshwari Vihar, Mundeshwari.
  - vi. Hotel Kaimur Vihar, Mohania
  - vii. Hotel Lichhavi Vihar, Muzaffarpur
  - viii. Hotel Renu Vihar, Purnea
  - ix. Hotel Singheshwar Vihar, Singheshwar
  - x. Transport Unit, Patna
  - xi. Travel & Trade (M.V. Ganga Vihar, Patna and Laser Light & Sound Show, Mangal Talab & Golghar, Patna, Sonapur Mela)
  - xii. Aerial Ropeway, Rajgir
- n. Any other work to be required by Statutory / AG Audit.





**Annexure- D:- Expected Man-days and Minimum Fees for Internal Audit / Accounting Services**

Sl. No.	Particulars	Total Man-days	Proposed Fee	Remarks
A	<b>Internal Audit</b>			
1	Chartered Accountant (1)	01 (One) Month	50,000.00	
2	Assistant (1)	01 (One) Month	20,000.00	
3	Partner	Supervision	20,000.00	At least One Week
		<b>Total</b>	<b>90,000.00</b>	
B	<b>Accounting Service</b>			
1	Chartered Accountant (1)	03 (Three) Months	1,50,000.00	
2	Assistant (3)	03 (Three) Months	1,80,000.00	
3	Partner	Supervision	40,000.00	At least Two Week
		<b>Total</b>	<b>3,70,000.00</b>	

**Annexure- E:-**

**Financial Details**  
**Form for empanelment of Chartered Accountant Firm**  
**(Envelope-II)**

Sl. No.	Particulars	
1	Name of the Chartered Accountant Firm	
2	Address of the Firm (With Telephone / Mobile No.)	
3	Fee (Excluding GST) for Internal Audit including Management Information Report (MIS)	
4	Fee (Excluding GST) for Compilation of Accounts and Tax return filling	

(Signature with Seal)