



**भारतीयवनप्रबंधसंस्थान, भोपाल**  
**INDIAN INSTITUTE OF FOREST**  
**MANAGEMENT, BHOPAL**

*(An Autonomous Institute of the Government of India)*

पी.ओ.बॉक्स P.O Box: 357, नेहरूनगर, भोपाल, मध्य प्रदेश, भारत, Nehru Nagar, Bhopal, Madhya Pradesh,  
India, पिन PIN: 462003

No. IIFM Bhopal/Internal & Statutory Auditors/2019-20/02

Date: 30.03.2020

**CORRIGENDUM TO NOTICE INVITING EXPRESSION OF INTEREST FROM  
CHARTERED ACCOUNTANT FIRMS**

The following 3 (three) additional points are inserted in the Notice Inviting Expression of Interest from Chartered Accountant firms for Internal Audit of the Indian Institute of Forest Management, Bhopal and Statutory Auditor of the Indian Institute of Forest Management Society, Bhopal (Advertisement No. IIFM Bhopal/Internal & Statutory Auditors/2019-20/01 dated 12.03.2020).

**(1) Subject Serial No. 1 (Expression of Interest data sheet)**

*In view of nationwide lockdown on account of COVID-19, the last date of receipt of applications has been extended from 08.04.2020 at 18.00 Hrs. to 15.05.2020 at 18.00 Hrs.*

**(2) Subject Serial No. 2 (Terms of reference)**

**Sl. No. 2.5 – Payment terms**

*6. The minimum fee for Statutory Auditor is ` 20,000/- (Rupees Twenty thousand only) per annum plus GST at applicable rates.*

**(3) Subject Serial No. 3 (Submission and evaluation of Expression of Interest)**

**Sl. No. 3.2 – Evaluation of Expression of Interest and award of assignment**

*In the event of multiple applicant CA firms having equal scores during evaluation of Pre-qualification-cum-Technical Proposals and Financial Proposals, the number of Government of India Autonomous Institutes/Societies audited by the respective firms would be considered for breaking the tie.*

Everything else remains unchanged.

Sd./-  
Finance Officer, IIFM, Bhopal &  
Member Secretary, Committee for  
appointment of Internal & Statutory  
Auditors



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**Notice Inviting Expression of Interest (Eoi)**  
**from**  
**CHARTERED ACCOUNTANT (CA) FIRMS**  
**for**  
**Internal Audit of the Indian Institute of Forest**  
**Management, Bhopal**  
**and**  
**Statutory Audit of the Indian Institute of Forest**  
**Management Society, Bhopal**

*Internal Audit for the Financial Year 2020-21 of the*

***Indian Institute of Forest Management, Bhopal and  
Statutory Audit for the Financial Year 2019-20 of the  
Indian Institute of Forest Management Society, Bhopal***

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### **1. Expression of Interest data sheet**

|  |  |
|--|--|
| Expression of Interest Number                                      | <b>IIFM Bhopal/Internal &amp; Statutory Auditors/2019-20/01</b>  |
| Date   | <b>12.03.2020</b>  |
| Issue of Expression of Interest forms                              | Expression of Interest documents/forms can be downloaded from the institute's website <b><a href="http://www.iifm.ac.in">http://www.iifm.ac.in</a></b> |
| Last date and time of submission of Expression of Interest by Post | <b>08.04.2020 at 18.00 Hrs.</b>  |
| Opening of 'Expression of Interest'                                | <b>09.04.2020 at 15.30 Hrs.</b>  |
| Contact official   | Finance Officer, Indian Institute of Forest Management, Bhopal, & Member Secretary, Committee for appointment of Internal & Statutory Auditors.        |
| Contact address  | Indian Institute of Forest Management, Post Box No. 357, Nehru Nagar, Bhopal, Madhya Pradesh, PIN-462003.  |
| Contact Phone Numbers  | +91-755-2775716, 2773719, 2766603, 2761731, 2775703  |
| Contact email  | <a href="mailto:smitra@iifm.ac.in">smitra@iifm.ac.in</a>   |
| Website  | <b><a href="http://www.iifm.ac.in">http://www.iifm.ac.in</a></b>   |

## **2. Terms of reference**

### **2.1 Scope of work**

#### **(A) Scope of work for Internal Auditor**

1. The CA firm will have to depute at least one qualified Chartered Accountant on all working days in a month at the IIFM Campus, Bhopal, during which the institute will remain open.
2. Internal Audit and scrutiny of Books of Accounts and relevant files/documents; Checking of Stock Register and Assets Register (Consumable and Non-consumable) and any other relevant documents.
3. Audit of Maintenance Section, Purchase Section, Hostel & Guest House, Housekeeping & Security Section, Transport Section and Library.
4. Checking of Cash/Bank/Journal Vouchers and checking of software entries and the financial transactions on monthly basis.
5. Pre-transaction audit of bills, vouchers, purchase, services hiring and works proposals related to the institute and hostels involving amounts above ` 1.00 (one) lakh as and when required.
6. The Internal Audit of the accounts of IIFM, Bhopal, should be carried out on quarterly basis, beginning from the first quarter of the Financial Year 2020-21. In no case should there be overlapping of any 2 (two) quarters. Quarterly reports need to be submitted to the Director, IIFM, Bhopal, on quarterly basis within a period of 1 (one) month from the end of each quarter. The report should be comprehensive, highlighting major issues, objections, suggestions and corrective measures. Action taken or not and compliance made or not in terms of the Internal Audit report of the preceding quarter and last Statutory Audit report should be clearly stated in the report of the succeeding quarter.
7. Review of all statutory compliances such as Income Tax, Goods and Services Tax, Professional Tax etc. as well as review of monthly, quarterly and annual returns to the statutory authorities.
8. Verification of the applicability of TDS, GST etc. as well as their rates in respect of different transactions.
9. To identify deficiencies and provide suggestions for improvement of the existing system of accounting, internal control and management information system from time to time. The firm will have to provide opinion on specific matters requested by the institute.

10. To assist the institute in the preparation of Annual Accounts in the format prescribed by the Government of India, Ministry of Environment, Forests and Climate Change.

11. Only those CA firms who are willing to take up all the works as mentioned in the '**SCOPE OF WORK**' may apply for Internal Auditor.

### **(B) Scope of work for Statutory Auditor**

1. Conducting Statutory Audit of the accounts of the IIFM Society, conducting Annual GST audit and filing of Annual Returns of GST, filing of annual FCRA Return and issue of Utilisation Certificates for various projects including research and consultancy as well as different programmes including training programmes, as per requirement.

2. The Statutory Audit report as per the relevant laws should be submitted within a reasonable period of time.

3. Only those CA firms who are willing to take up all the works as mentioned in the '**SCOPE OF WORK**' may apply for Statutory Auditor.

### **2.2 Time period**

The CA firms appointed as Internal Auditors and Statutory Auditors respectively, by IIFM, Bhopal, will be required to provide their services as laid down in their '**SCOPE OF WORK**' for a period of three Financial Years.

Notwithstanding anything contained herein above, the institute reserves the right to discontinue the services of the CA firm(s) appointed as Internal/Statutory Auditors in the event their services are evaluated as unsatisfactory by the institute at any time during the period of their appointment.

### **2.3 Support and inputs to the Internal and Statutory Auditors**

IIFM, Bhopal shall provide adequate office space to the Internal Auditor to perform its services, as also hardware viz. computers, printers and stationery. The institute will provide all primary data to both Internal Auditor and Statutory Auditor for carrying out the jobs listed in the '**SCOPE OF WORK**'.

Shifting of IIFM's office files and documents out of the office premises is not allowed under any circumstance. However, in case of any urgency, the files can be taken with the written consent of the competent authority.

## **2.4 Pre-qualification criteria**

Only applications from CA firms fulfilling the undermentioned eligibility conditions for application, will be considered for appointment as Internal Auditor and Statutory Auditor respectively.

### **(A) Eligibility conditions for application for Internal Auditor**

1. The CA firm must be registered with the Institute of Chartered Accountants of India (ICAI).  
*Signed photocopies with the CA firm's seal of supporting documents must be enclosed with the application.*

2. The CA firm must be empanelled with the Comptroller and Auditor General (C&AG) of India.

*Signed photocopies with the CA firm's seal of supporting documents must be enclosed with the application.*

3. The CA firm should be a partnership firm with 3 (three) or more partners.

*Signed photocopies with the CA firm's seal of supporting documents must be enclosed with the application.*

4. The CA firm should have a valid PAN as well as GSTIN.

*Signed photocopies with the CA firm's seal of both documents must be enclosed with the application.*

5. The CA firm should have at least 15 (fifteen) years of experience as on 31.03.2020.

*Signed photocopies with the CA firm's seal of supporting documents must be enclosed with the application.*

6. The CA firm should have a minimum of 3 (three) years' experience of conducting Internal Audit or Statutory Audit of Government of India funded Autonomous Institutes/Societies.

*Signed photocopies with the CA firm's seal of work orders must be enclosed with the application.*

7. The CA firm should have its registered Head Office/Branch Office in Bhopal, Madhya Pradesh.

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*Signed photocopies with the CA firm's seal of supporting documents must be enclosed with the application.*

8. In the event of a CA firm not having its registered Head Office/Branch Office in Bhopal, Madhya Pradesh, but being awarded the assignment, the firm will have to compulsorily open a Branch Office in Bhopal within 2 (two) months from the date of award of assignment following the procedures prescribed in The Chartered Accountants Act, 1949, failing which the assignment will be withdrawn and awarded to the next eligible CA firm.

*A signed undertaking in respect of the above, on the CA firm's stationery with the firm's seal is required to be compulsorily submitted alongwith the application by the applicant CA firm which does not have its Head/Branch Office in Bhopal, in the absence of which its application will not be considered for evaluation.*

9. The Average Gross Annual Professional Earning (Fee) of the CA firm during the preceding 3 (three) Financial Years ending 31<sup>st</sup> March, 2019 should be equal to or more than ` 25.00 lakh (Rupees Twenty-five lakh).

*Signed photocopies with the CA firm's seal of supporting documents must be enclosed with the application.*

### **(B) Eligibility conditions for application for Statutory Auditor**

1. The CA firm must be registered with the Institute of Chartered Accountants of India (ICAI).  
*Signed photocopies with the CA firm's seal of supporting documents must be enclosed with the application.*

2. The CA firm must be empanelled with the Comptroller and Auditor General (C&AG) of India.

*Signed photocopies with the CA firm's seal of supporting documents must be enclosed with the application.*

3. The CA firm should be a partnership firm with 3 (three) or more partners.

*Signed photocopies with the CA firm's seal of supporting documents must be enclosed with the application.*

4. The CA firm should have a valid PAN as well as GSTIN.

***Signed photocopies with the CA firm's seal of both documents must be enclosed with the application.***

5. The CA firm should have at least 15 (fifteen) years of experience as on 31.03.2020.

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***Signed photocopies with the CA firm's seal of supporting documents must be enclosed with the application.***

6. The CA firm should have a minimum 3 (three) years' experience of conducting Internal Audit or Statutory Audit of Government of India funded Autonomous Institutes/Societies.

***Signed photocopies with the CA firm's seal of work orders must be enclosed with the application.***

7. The CA firm should have its registered Head Office/Branch Office in Bhopal, Madhya Pradesh.

***Signed photocopies with the CA firm's seal of supporting documents must be enclosed with the application.***

8. In the event of a CA firm not having its registered Head Office/Branch Office in Bhopal, Madhya Pradesh, but being awarded the assignment, the firm will have to compulsorily open a Branch Office in Bhopal within 2 (two) months from the date of award of assignment following the procedures prescribed in The Chartered Accountants Act, 1949, failing which the assignment will be withdrawn and awarded to the next eligible CA firm.

***A signed undertaking in respect of the above, on the CA firm's stationery with the firm's seal is required to be compulsorily submitted alongwith the application by the applicant CA firm which does not have its Head/Branch Office in Bhopal, in the absence of which its application will not be considered for evaluation.***

9. The Average Gross Annual Professional Earning (Fee) of the CA firm during the preceding 3 (three) Financial Years ending 31<sup>st</sup> March, 2019 should be equal to or more than ` 25.00 lakh (Rupees Twenty-five lakh).

***Signed photocopies with the CA firm's seal of supporting documents must be enclosed with the application.***

## **2.5 Payment terms**

1. Financial proposal mentioning lump sum/consolidated annual fee (also showing the rate per quarter for Internal Audit), exclusive of GST and any other taxes should be quoted for all of

the assignments as mentioned in the '**SCOPE OF WORK**', failing which the application will not be considered. TDS at applicable rate will be deducted by the institute at the time of payment of fees.

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2. The payment during the entire period of appointment shall be made in accordance with the fees quoted by the selected CA firms and accepted by IIFM, Bhopal. No price variation would be allowed during the contract period.
3. GST will be paid by the institute as per prevailing rate and any increase in the same during the period of appointment will be borne by the institute.
4. The Internal Auditor will raise the quarterly bills in duplicate on submission of the quarterly Internal Audit reports to the institute. The Statutory Auditor will raise the bill on submission of the Statutory Audit report to the institute.
5. No TA/DA or any other form of reimbursement is payable to the CA firm for carrying out Internal Audit/Statutory Audit, in any case.

### **3. Submission and evaluation of Expression of Interest (EoI)**

#### **3.1 Submission of Expression of Interest**

The interested CA firms meeting the pre-qualification criteria are required to submit their EoIs in sealed envelopes.

1. Pre-qualification-cum-Technical Proposal in **Annexure-A** in one sealed envelope with all supporting documents. The envelope should be superscribed "**Pre-qualification-cum-Technical Proposal**".
2. Financial Proposal in a separate sealed envelope superscribed "**Financial Proposal**".
3. The 2 (two) sealed envelopes mentioned above, viz. Pre-qualification-cum-technical proposal and Financial proposal should be put in a third sealed envelope superscribed "**Application for Appointment of Internal Auditor/Statutory Auditor (as applicable) for IIFM, Bhopal**" and addressed to the Finance Officer, Indian Institute of Forest Management, Bhopal & Member Secretary, Committee for appointment of Internal & Statutory Auditors, Post Box No. 357, Nehru Nagar, Bhopal, Madhya Pradesh, PIN-462003, by Post/Courier/in person, so as to reach the institute within the stipulated time and

date. The name, postal address, contact telephone number and email address of the sender CA firm should also be mentioned on this envelope.

No EoI received by the institute after the last date will be accepted.

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4. All the pages of the Expression of Interest document including annexures and copies of certificates/documents should be signed by the authorised official of the CA firm alongwith the seal of the firm.

5. Separate applications are required to be submitted for appointment for Internal Auditor and Statutory Auditor respectively.

### **3.2 Evaluation of Expression of Interest and award of assignment**

The Institute will evaluate the technical Pre-qualification-cum-Technical Proposals on parameters which will include the number of audits conducted for the Government of India funded Autonomous Institutes/Societies, number of partners in the firm and number of years of existence of the firm. In case of equal scores in Pre-qualification-cum-Technical evaluation, the assignment will be awarded to the firm with the lowest Financial Proposal.

The decision of IIFM, Bhopal will remain final and binding in the matter of selection of CA firms for Internal Auditor and Statutory Auditor respectively and award of assignment.

IIFM, Bhopal reserves the right to cancel the process of appointment of Internal Auditor or Statutory Auditor or both altogether, without assigning any reason to the applicant CA firms for the same.

**ANNEXURE – A**

**APPLICATION FORM**

| Sl. No. | Subject  | Information   |
|---------|--|---|
| 1.      | Name of the Chartered Accountant firm  |   |
| 2.      | Name of the authorised official  |   |
| 3.      | Complete postal address with PIN Code of the Main Office/Branch Office   | <div></div> <div></div> <div></div> <div></div> <div></div> |
| 4.      | Phone Nos. with STD code   | <div></div> <div></div>                                     |
| 5.      | Mobile Nos.  | <div></div> <div></div>                                     |
| 6.      | Email  |   |
| 7.      | Registration No. of ICAI   |   |
| 8.      | Empanelment No. with the C&AG of India   |   |
| 9.      | PAN of the CA firm   |   |
| 10.     | GSTIN of the CA firm   |   |
| 11.     | Year of registration/Starting of operation   |   |
| 12.     | No. of years in operation since registration of the firm   |   |
| 13.     | No. of partners  |   |
| 14.     | Names of Government of India funded Autonomous Institutes/Societies audited and year(s) during which audited                                   | <div>1)</div> <div>2)</div> <div>3)</div>                   |
| 15.     | Average Gross Annual Professional Earning (Fee) of the firm during the preceding 3 (three) Financial Years ending 31 <sup>st</sup> March, 2019 | <div>,</div> <div></div>                                    |

**Certified that the information furnished above is correct. In the event of any information found to be incorrect, the institute is at liberty to reject the proposal of the CA firm. Photocopies of documentary evidence with the signature and seal of the CA firm's**

authorised official in respect of information furnished at Sl. Nos. 7 to 15 should be enclosed.

Seal:

Signature:

Date:

Place:

Name and designation:

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**ANNEXURE – B**

**FINANCIAL PROPOSAL**

| Sl. No. | Name of the Auditor | Fee per quarter (₹) | Annual Fee (₹) | Add GST at prevailing rate (₹) | Total Fee per year (₹) | Total Fee per year (in words) |
|---------|---------------------|---------------------|----------------|--------------------------------|------------------------|-------------------------------|
| 1.      | Internal Auditor    |                     |                |                                |                        |                               |
| 2.      | Statutory Auditor   | -                   |                |                                |                        |                               |

Seal:

Signature:

Date:

Place:

Name and designation

-----X-----