

# **Chhattisgarh Environment Conservation Board**

**Nava Raipur Atal Nagar, District-Raipur (C.G.)**

## **Selection of CA Firm for Internal Audit**

Expression of Interest

Part - I

### **1. Objective for Selection of CA Firm**

The objective of appointment of CA Firm is to conduct internal audit of the Chhattisgarh Environment Conservation Board (Board) comprising of the Head Office and Seven Regional Offices situated across the state for F.Y. 2018-19, 2019-20, 2020- 21 & 2021-22 and submit the report.

### **2. Eligibility Criteria**

Selection of CA Firm shall be based on following criteria:

- a. Should be a Practicing Chartered Accountants Firm with minimum 20 years post qualification experience. Date of constitution as per latest ICAI firm card will be considered as the evidence for the year of experience.
- b. The firm must have minimum three partners, single proprietorship firms are not eligible for participation.
- c. The head office of the CA Firm must be in Chhattisgarh as shown in their ICAI firm card.
- d. The CA Firms should have minimum annual turnover (excluding GST) of Rs.50 Lakhs during the last three financial years, i.e., 2018-19, 2019-20, 2020- 21 and 2021-22.
- e. CA Firms should have been appointed for internal audit / expenditure audit / revenue audit or computerized accounting by any two state government organization / semi state government or department during year 2010-11 to 2021-22. (Enclose work order as evidence of being appointed for the said assignment)
- f. Firm should be empanelled with Comptroller and Auditor General of India.

### 3. Scope of Work

- Internal audit of the Board at offices at Head Office, Nava Raipur Atal Nagar and Seven Regional Offices located at Raipur, Bilaspur, Durg, Jagdalpur, Raigarh, Korba & Jagdalpur for FY 2018-19, 2019-20, 2020-21 and 2021-22.
- Auditing will be done at the Head office located at Nava Raipur and Seven Regional Offices as mentioned above.
- Preparation of yearly report and assist the office for the preparation of annual financial statement.
- Assist the office for preparation of bank reconciliations of all the bank accounts of Head Office and Regional Offices.

### 4. Selection of CA Firm

#### 4.1 Evaluation of Technical Proposals

In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's academic qualification, experience, skill and capacity. Only those applicants who are Technical Proposals score are 70 points or more out of 100 shall be ranked as per score achieved by them, from highest to the lowest technical score. A proposal shall be rejected if the CA Firm scores less than 70 points.

The scoring criteria to be used for evaluation shall be as follows.

Sr. No.	Criteria	Particulars	Marks
1.	Years of experience of the Applicant firm (Date of constitution as per ICAI firm card will be considered as evidence for the year of experience of CA firm)	1. Chartered Accountant firm having experience of 20 years  2. Firm having experience of more than 25 years will be given additional marks. (As per ICAI firm card)	20  20
2.	No. of Partners in firm	Firm having 3 or more partners.	20

3.	Experience in auditing / accounting	Appointed by any two - State / semi state Government organization / body constituted by Government for internal audit work during the year 2010-11 to 2021-22.	20
4.	Turnover (Excluding GST)	Minimum annual turnover of last 3 years more than Rs.50 lakh.	20
		<b>GRAND TOTAL</b>	<b>100</b>

#### **4.2 Short - listing of Applicants**

Of the Applicants ranked as aforesaid, all the pre-qualified and short-listed applicants will be selected who got more than 70 points in accordance with the tender term & condition. Technical qualified applicants will be informed for the opening of financial proposal.

Financial bid will be opened only of those applicants who have been selected in first stage of selection process. Total fees quoted as per financial proposal Part - II will be considered for the final selection of the firm.

#### **4.3 Final Selection**

Out of the applicants as short listed as per Para 4.2 above, the firm with lowest bid (L1) shall be considered as selected firm for internal audit.

#### **5. Performance Security**

EMD of Rs. 25,000/- should be made in the name of "Member Secretary", "CECB" Payable at Raipur. In case of successful bidder it will be then converted as SD or performance Security and will be held till the successful completion of the contract. EMD in case of unsuccessful bidder will be return within 20 days from the date of selection of successful bidder.

#### **6. Fees**

The yearly fees for four years as per financial proposal Part - II will be considered for the final selection of the firm as per 4.3.

The fees quoted shall be inclusive all of travelling, lodging, boarding expenses and only GST will paid extra as applicable.

No price escalation will allowed during the engagement period.

## **7. Preparation and submission of Proposal**

The Chartered Accountant firms shall submit their bids in two parts i.e. Technical Bid & Financial Bid. EOI along with all documents can be submitted by the interest firms through Speed Post / Registered Post only to "Member Secretary, Chhattisgarh Environment Conservation Board, Paryavas Bhawan, North Block, Sector-19, Nava Raipur Atal Nagar, District-Raipur (C.G.). The firms should submit their Technical Bid & Financial Bid in two envelopes indicating "Technical Proposal" & "Financial Proposal" on top of the respective envelops. The outer envelope is to be superscripted with "**EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARGERED ACCOUNTANT FIRM FOR INTERNAL AUDIT FOR FY 2018-19, 2019-20, 2020-21 & 2021-22**".

Firms are requested to submit relevant documents in support of minimum eligibility conditions as required in Technical proposal.

## **8. Payment to the CA Firm:**

The payment of audit fees as fixed will be made after completion of internal audit work and submission of final report. Firm will submit the final report within a period of six months from the date of issue of work order. The time limit for submission of final report may be increased by the Board on request of the selected firm. The Board will not pay any advance to the selected firm under any circumstances. Bill for audit fees will be submitted at the Head Office after completion of internal audit work and submission of final report.

## **9. Modification / Cancelation**

The Board reserves the right to modify / cancel the whole process or part thereof at any stage without assigning any reasons thereof.

## **10. Subletting of work**

The awarded firm shall not sublet the work.

**11. Termination of Contract**

The work order / contract can be terminated by either side at any time on giving 60 days notice in advance without assigning any reason whatsoever.

**12. Jurisdiction**

In case of any dispute the decision of Board will be final and will be binding. Any dispute or difference, arising under, out of, or about this work order shall be subject to exclusive jurisdiction of the Competent Court at Raipur (CG) only.

**Chhattisgarh Environment Conservation Board**  
**Nava Raipur Atal Nagar, District-Raipur (C.G.)**

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Part – II

S.No.	Year	Yearly Fees
1	FY 2018 – 19	
2	FY 2019 – 20	
3	FY 2020– 21	
4	FY 2021 – 22	
	<b>TOTAL</b>	
	<b>TOTAL FEES IN WORD</b>	

**Note:**

1. The above quoted fees is inclusive of Professional fees, manpower, travelling, lodging, boarding, food expenses etc.
2. The above quoted fees is excluding GST which will be paid as per applicable law.

**Name & Signature of Partner.**

**Seal.**

### DETAILS OF CA FIRM

1	Full Name of the CA Firm	-	
2	Contact details of the firm Mobile No. of Contact Person	-	
3	Address of the Head Office	-	
4	Date of Establishment	-	
5	Firm's Income Tax PAN	-	
6	Firm's GSTIN Registration No.	-	
7	Firms Registration No. with ICAI	-	
8	C&AG Empanelment No.	-	
9	Details of Partners - Name - Qualification - Status – FCA/ACA - Years of Experience - Type of engagement (Part time /Full Time) - Contact details (Correspondence address, Mobile No., email id)	-	
10	Date of commencement of practice (Kindly attach a self attested certificate of Registration)	-	

It is here by certified that the information given as above and also elsewhere in the EOI are correct to the best of our belief and knowledge. We understand that Board can take action against any finding of incorrectness in future appropriately.

**List of the documents enclosed:**

1	PAN Card	-	
2	Aadhar Card of Proprietor/ partner	-	
3	Proof regarding head office - as per ICAI firm card	-	
4	A copy of COP with ICAI	-	
5	Certificate of CAG empanelment	-	
6	Income Tax Returns of last three years	-	
7	Complete Resume of CA Firm	-	
8	CA Certificate of annual turnover of firm	-	
9	Work orders as per clause no. 4 Evaluation of Technical Proposals	-	
10	Copy of EOI duly signed by partner	-	

Note: - Relevant documentary proofs in respect of all the above requirements need to be submitted along with the offer' without sufficient documentary proof about qualifying criteria the offer is likely to be rejected.

**Signature of Partner**

**Name of CA Firm :**



## Certificate of Turnover

This is to certify that \_\_\_\_\_ (Name of firm) (PAN No. \_\_\_\_\_) Registered Head Office at \_\_\_\_\_ is having following turnover as per their audited financial statement during the preceding 3 (Three) financial years: - Financial Details (as per Audited Balance Sheet)

(Amount - Rs in Lakh)

S.No.	Particulars	Net Turnover Excluding GST)
1	FY 2019 – 20	
2	FY 2020 – 21	
3	FY 2021 – 22	

This is further certified that the above turnover is in line with the audit report / return of income of respective financial year.

**Signature of proprietor/partner**

**Name of CA Firm:**