



BIHAR RAJYA BEEJ NIGAM LIMITED

(A Govt. of Bihar Undertaking)

An IS/ISO 9001:2015; IS/ISO 14001:2015; IS/ISO 37001:2016 Certified Company

3rd Floor, Krishi Bhawan, Mithapur, Patna-800001 (BIHAR)
Telephone: 0612 2547066 website: brbn.bihar.gov.in e-mail: brbn.bih.mail@gmail.com
CIN : U01111BR1977SGC 001294



SHORT TERM EOI NOTICE NO. AcctH-01/2024


Notice Inviting for Expression of Interest for Selection of Internal Auditor

Expression of Interest are invited from the eligible and interested Chartered Accountants Firms for the Internal Audit of Bihar Rajya Beej Nigam Limited (BRBN) for the Financial Year 2018-19 & 2019-20.

Interested and eligible firms may sent their proposals addressed to The Managing Director, Bihar Rajya Beej Nigam Ltd, Patna, 3rd Floor, Krishi Bhawan, Mithapur, Patna-800001 on or before 24.06.2024 by 03:00 pm through Registered post/Speed post only.

Conditional proposal shall not be entertained in any circumstances. EOI will be opened on the same day i.e. on 24.06.2024 by 04:00 pm.

Eligibility criteria, other terms & conditions and relevant detail and format etc. regarding the EOI are available on BRBN official website: www.brbn.bihar.gov.in. Any information/modification/corrigendum regarding this EOI will be published through above official website of BRBN only.


Managing Director
Bihar Rajya Beej Nigam Ltd., Patna



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EXPRESSION OF INTEREST

Bihar Rajya Beej Nigam Limited Invites expression of interest from Chartered Accountant firm to conduct "Internal Audit" of the organisation for the FY 2018-2019 & 2019-2020.

1. EOI is invited from Chartered Accountants firms for carrying out "**Internal Audit**" for the **FY 2018-2019 & 2019-20** of BRBN headquarter at Patna and regional offices of BRBN at Kudra, Hajipur, Begusarai, Bhagalpur and Sherghati on behalf of Bihar Rajya Beej Nigam Limited for following items.

Description of Service	No. of Firm
Selection of Chartered Accountant firm for carrying out the "Internal Audit" of our company for the F.Y. 2018-2019& 2019-2020.	01

2. The eligibility criteria should be as follows:-

Sl.	Eligibility Criteria	Supporting Documents
i	The constitution of the Firm must be at least five years as on 30 th April 2024.	Constitutional Certificate of the firm
ii	The Firm must have its Head Office/Branch Office situated at Patna.	Constitutional Certificate of the firm
iii	The Firm must have registered with ICAI	Constitutional Certificate of the firm
iv	The firm should be empanelled in C & AG for the FY 2023-2024.	C&AG Empanelment Letter
v	The firm should have work experience of dealing with accounts/ Internal Audit of State Government Corporation/PSU/ Government agencies/ Big Entities and must have executed at least Two (2) assignment of internal audit/preparation & finalization of Books of accounts of PSU/Govt. Agencies during the last 5 FYs ending on 31.03.2023.	Copies of Appointment letter/Work order as evidence of proof.
vi	Average turnover of the firm should not be less than Rs. 15.00 Lakhs last three Financial Year (i.e. 2020-2021, 2021-2022& 2022-2023).	<ul style="list-style-type: none">• Copies of Audited Annual Financial Statement to be submitted.• Form-GSTR-3B must be attached for latest year.
Vii	The firm should have valid PAN No, filed Income Tax Return and GST Active Registration no.	Copy of PAN; GST registration certificate with latest filed return
Viii	EMD	EMD of Rs.15,000/- (Rs. fifteen thousand only) in the form of DD/FD/Bank Guarantee.

[Handwritten signatures and initials in blue ink]

3. **Man-days Requirement:** Four-man days per month of a qualified Chartered Accountant and fifteen-man days per month CA (Inter)/B.com/M.com.
4. The Duly filled in & signed proposal placed in sealed envelope super scribing on the top "Selection of Chartered Accountant firm for carrying out the Internal audit for the F.Y: 2018-2019 & 2019-2020" shall be submitted on or before 24.06.2024 by 03:00PM to the Managing Director, Bihar Rajya Beej Nigam Ltd. The Bids would be opened at 04:00pm on the same date i.e. 24.06.2024 in the office of the BRBN in the presence of the committee of the BRBN. The representative of the concern CA firm may be present.

5. **Scope of Work:**

- i. The auditor will undertake verification of 100% of transaction and checking of entries in the Tally concerned with BRBN.
 - ii. The auditor will verify Bank Reconciliation Statement and prior adjustment.
 - iii. Certification of annual accounts of the head quarter and 5 regional offices and consolidated accounts.
 - iv. Auditor will report on the statutory compliance under law, which is applicable to the Company.
 - v. To report on manual books of accounts and documentation such as allotment register, scheme file payments, utilization certificate, reconciliation of PLA with bank accounts and others.
 - vi. Report on Procurement procedure and payment of all goods and services.
 - vii. Internal auditor shall provide recommendations to help the management to improve the Organisation's internal control environment.
 - viii. Internal Auditor will report on payment terms & conditions of tenders and rate offers are according to procurement law policies.
 - ix. Internal auditor will report on whether all security deposit and earnest money deposited in tender/agreement process have been deposited in the bank immediately. Similarly refunds of these security deposit and earnest money deposit have been made on time.
 - x. To guide in preparation of reply of AG's memo/queries, co-coordinating with the Statutory Auditor/AG Auditors and other consultants as per requirement.
 - xi. Selected firm will provide proper guidance and manpower for finalisation of Annual Account with stipulated time.
 - xii. The Auditor will also report on matters not covered above which in their opinion requires attention of management.
6. The Technical Bid & Financial Bid should be submitted in separate sealed envelope respectively within due time & date.
7. Financial Bid should be in separate envelope in the following format:

Sl.	Financial Year	Audit Fee including all taxes(Rs.)
1	2018-2019	
2	2019-2020	

8. Any Proposal received after the date and time stated above shall not be entertained under any circumstances.
9. It is advised to go through the requirement as mentioned in the notice before quoting the rates. The later claims will not be entertained. The management of Bihar Rajya Beej Nigam Limited does not bind himself to accept lowest or any proposal and reserves the right of accepting or rejecting the whole or any part of the proposal or cancel without assigning any reason.
10. The firm should attach the documentary evidence in support of the eligibility criterion along with the biodata of the firm.



11. The technical and financial bid should be in two different envelopes within the main envelope.
12. The selected firm shall be bound to complete the audit assignment within the 02 (two) months each year from date of issue of work order. The Management reserves the absolute discretion to extend the time to submitted audit assignment after receiving of reasonable delay.
13. The selection of Auditor will initially for the FY 2018-19 & 2019-20. It may be extended for the further financial year based on the performance and satisfaction of the BRBN on same terms & condition and fees. If the management does not extend the contract, then it will be automatically treated as completion of the contract. No further communication is required in this regard.
14. Penalty Provision in case of delay in submission of report:
 - i. 10 days from due date: 10% of the fees
 - ii. Beyond 10days from the due date:20% of the fees

The Management reserves the right to reduce or waive the penalty imposed due to late submission of report if there is reasonable cause.

15. Offers without signature / Conditional offers will not be accepted.


Managing Director
Bihar Rajya Beej Nigam Ltd.



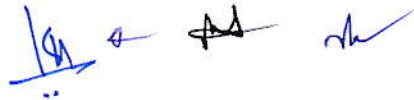
Details of Chartered Accountants Firms for the Internal Audit of BRBN

Format of Technical Bid

1	Name of authorized representative of Firm	
2	Addhar No.	
3	Phone/Mobile No.	
4	E.mail Id	
5	Address	
6	ICAI Registration No.	
7	GSTIN	
8	PAN	
9	Address of HQ/Branches in Bihar	
10	Turnover details	
11	No. of Partners	
12	Years of experience	
13	Any other relevant details	

Date:

Signature of Authorized Representative
of the Firm & Seal



Format of Financial Bid

	Financial Year	Audit fee including all taxes (Rs.)
1	2018-2019	
2	2019-2020	

Date:

Signature of Authorized Representative
of the Firm & Seal

A series of four handwritten signatures in blue ink, arranged horizontally. The first signature is the most prominent, followed by three smaller, less distinct signatures.