

**GOVERNMENT OF BIHAR**

Directorate of Mass Education

**EDUCATION DEPARTMENT OF BIHAR**New Secretariat, Patna  
Phone: 0612-2202301, 2215413, Email: simabhar@gmail.com**EXPRESSION OF INTEREST****Appointment of Chartered Accountant Firms for conducting Statutory Audit of "Saakshar Bharat" Programme (Centre Sponsored Scheme)**

Mass Education department is implementing "Saakshar Bharat" programme which is center sponsored scheme, To audit the accounts it is now proposed to appoint a firm of Chartered Accountant for conducting the audit for the financial year 2015-16 and 2016-17. For the purpose of the audit, the selected firm is expected to perform audit at state level.

Mass Education Department invites eligible Chartered Accountants firms to provide their service as per required qualifications, relevant experience, availability of appropriate team and financial capability to perform the services under the indicated assignment as per the following details:

1. Audit firm shall be empanelled with office of the Comptroller & Auditor General of India for the FY 2016-17.
2. Audit firm should have its Head Office/ Branch Office in Bihar.
3. Audit firm should be in existence for more than 5 years as on the date of Expression of Interest.
4. Audit firm should be a partnership firm registered with the Institute of Chartered Accountant of India [ICAI] with minimum prescribed audit team composition.
5. Audit firm should have an average annual turnover [AAT] of at least Rs. 05.00 Lakhs during the last three preceding financial years [namely, 2014-15, 2015-16 and 2016-17]

Detailed advertisement as well as short-listing criteria for EOI evaluation & prescribed tabular format may be seen/ download from the [www.educationbihar.gov.in](http://www.educationbihar.gov.in) Information regarding fulfilment of short-listing criteria should be provided in such prescribed tabular format together with the relevant supporting documents. Interested firm may obtain any further information during normal office hours from Monday to Friday. Shortlisted firms will be asked to submit technical and financial proposal.

Expression of Interest with requisite documents should be submitted to the Director of Mass Education, Room No. 351, Vikas Bhawan, New Secretariat, Patna-800015 at the address, a sealed envelope clearly superscripted as "EOI for Statutory Audit of "Saakshar Bharat" for the FY 2015-16 & FY 2016-17". Expression of interest should be furnished in hard bound cover/spiral binding with page numbering and affixing seal of firm & signature of partner on each page of EOI documents. Last date for submission of EOI is within 15 days from date of publication of EOI till 04:00 PM.

Director of Mass Education

Directorate of Mass Education  
Education Department of Bihar

New Secretariat, Patna  
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**EXPRESSION OF INTEREST**

**Appointment of Chartered Accountant Firms for conducting Statutory Audit of  
"Saakshar Bharat" Programme (Centrally Sponsored)**

Mass Education department is implementing "Saakar Bharat" programme which is centrally sponsor scheme, state Government funds follows Single entry cash based system of accounting, as per norms prescribed by the government. There is "**Parent Child Accounting System**" whereas all funds centrally park at state level and fund limits has been provided by state for respective districts, blocks and panchayats according to programme need & requirement. To audit the accounts it is now proposed to appoint a firm of Chartered Accountant for conducting the audit for the financial year 2015-16 and 2016-17. For the purpose of the audit, the selected firm is expected to perform audit at state level.

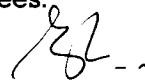
**1. Eligibility Criteria**

Eligibility for submission of EoI proposal, subject to minimum requirements indicated there against, are as under:

<b>S. No.</b>	<b>Basic Eligibility Criteria</b>	<b>Minimum Requirements</b>
2.1	Audit firm shall be empanelled with office of the Comptroller & Auditor General of India for the FY 2016-17.	Self-certified copy of the empanelment certificate issued by CAG to be attached. <i>Mere furnishing the copy of acknowledgement of application for such empanelment will not be a valid submission.</i>
2.2	Audit firm should have its Head office/Branch Office in Bihar.	Self-certified copy of Firm Constitution Certificate issued by ICAI as on the date of Expression of Interest shall be furnished in support of information required under clause 2.2, 2.3 & 2.4.
2.3	Audit firm should be in existence for more than 5 years as on the date of Expression of Interest.	
2.4	Audit firm should be a partnership firm registered with the Institute of Chartered Accountants of India [ICAI] with following requirements: <b>For all above Assignments</b> At least one (01) partner having a minimum of 05 years of audit experience and at least seven (07) CA- Inter qualified audit/article assistants with minimum 02 years of audit experience	
2.5	The Average Annual Turnover [AAT] of the audit firm shall be at least ₹ 5 Lakhs during the last three preceding financial years [namely, 2014-15, 2015-16 and 2016-17].	Self-certified copy of the audited Financial statements with turnover certificate duly certified by Chartered Accountants shall be furnished.

## 2. Important Notes

- 3.1 Any firm not qualifying the eligibility criteria elaborated at clause 2 above with minimum requirements need not apply as their EoI shall be liable to rejection.
- 3.2 Proposal with clear description under prescribed tabular format shall be sufficient to indicate assignments. .
- 3.3. Expression of Interest with requisite documents should be submitted to the Director Mass Education, Patna at the address given above in a sealed envelope clearly superscripted as “**EoI for audit of Mass Education-Saakshar Bharat**”. Submission of expression of interest without hard bound cover, page numbering, affixing seal of firm & signature of partner on each page of EoI documents shall be summarily rejected. **Last date for submission of EOI is till 18<sup>th</sup> July 2017, 04:00 PM.**
- 3.4. The selection of Auditors will be shortlisted based on technical and financial proposal.
- 3.5. Information regarding fulfilment of short-listing criteria should be provided in tabular form together with the relevant supporting documents. Tabular form may be downloaded from the website: [www.educationbihar.gov.in](http://www.educationbihar.gov.in) Interested firm may obtain any further information during normal office hours from Monday to Friday.
- 3.6. This assignment is for two financial year : 2015-16 and 2016-17, may be extendable on a yearly renewal basis based on performance and mutual consent of both parties on same terms and conditions including audit fees.

  
4/7/17

**Director of Mass Education**

**Evaluation Matrix of the Shortlisting Criteria**

Sl No.	Particulars	Details of the Audit Firm			Weight age for Marks
1.	<b>Brief Profile of the Firm</b> [Mandatory Requirement: Firm Constitution Certificate issued by ICAI as on the date of EoI]	1.1 Name of Audit Firm : _____			NA
		1.2 Address of H.O. [Bihar] : _____			
		1.3 Address of Branch [Bihar] : _____			
		1.4 Contact Nos. : _____			
		1.5 PAN of Firm : _____			
		1.6 Service Tax No. of Firm : _____			
		1.7 TAN of Firm : _____			
		1.8 Date of Incorporation of Firm : _____/_____/_____			
		1.9 Firm Registration No. [FRN] with ICAI : _____			
		1.10 No. of Partners : _____			
		1.11 No. of Audit/Article Assistants : _____			
		1.12 Overall Experience of Firm [in Yrs] : _____			
2.	<b>Firm empanelment with Comptroller &amp; Auditor General of India for the FY 2016-17</b> [Mandatory Requirement: Refer para 2.1 under Eligibility Criteria.]	Empanelment No. _____			NA
		Letter Ref: _____			
4.	<b>Average Annual Turnover [AAT] of the firm during last three financial years [₹ in Lakhs]</b> <b>Sub-Criteria for Marks Allocation</b> AAT ₹ 5 Lakhs to ₹ 15 Lakh :05 Marks AAT above ₹ 15 lakhs to ₹ 25 Lakhs :10 Marks AAT over ₹ 25 Lakhs :20 Marks [Mandatory Requirement: Refer para 2.5 under Eligibility Criteria.]	FY 2014-15 Rs. _____			20 Marks
		FY 2015-16 Rs. _____			
		FY 2016-17 Rs. _____			
		Average Rs. _____			
5.	<b>Status of the Firm</b> [Mandatory Requirement: Copy of the Firm Constitution Certificate of ICAI as on the date of EoI]	5.1 Partners [Mandatory Requirement: Refer para 2.4 under Eligibility Criteria]	2-5 partners	05 Marks	10 Marks
		Above 05 Partners		10 Marks	
		5.2 Audit/Article Assistants [Mandatory	7-10 audit/article	05 Marks	10 Marks

			Requirement: Refer para 2.4 under Eligibility Criteria.]	assistants		
				Above 10 audit/article assistants	10 Marks	
6.	Experience of Internal/Concurrent /Statutory Audit Assignments [Mandatory Requirements: a) Self-certified copy of Work/Contract Order issued/executed to be furnished regarding each assignment. b) Under mentioned details for each assignment to provided in a separate Annexure: Name of Assignments, Name of Client, Cost of Assignment, Year & Period of Assignment, Specific Sector/ Department/ Schemes	6.1	Internal/Concurrent audit assignments of Government Sector/Departments/Schemes	02 marks for each assignment subject to maximum 20 marks.		20 Marks
		6.2	Statutory Audit Assignments of Government Sector/ Departments/Schemes	04 marks for each assignment subject to maximum 40 marks.		40 Marks
<b>TOTAL MARKS</b>						<b>100</b>

**Signature & Seal of CA Firm**