

बिहार सरकार

जन शिक्षा निदेशालय—सह—बिहार राज्य साक्षरता मिशन प्राधिकरण, बिहार पटना,  
तृतीय तल्ला, विकास भवन, बेलीरोड पटना—15

निविदा आमंत्रण सूचना

जन शिक्षा निदेशालय—सह—बिहार राज्य साक्षरता मिशन प्राधिकरण, बिहार, पटना द्वारा संचालित साक्षर भारत कार्यक्रम का वित्तीय वर्ष—2015—16 एवं 2016—17 के लिए राज्य एवं जिला स्तर (प्रखण्ड एवं पंचायत सहित), कुल दो स्तरों के लिए C&AG empanelled संस्था से निविदा आमंत्रित की जाती है।

विस्तृत जानकारी एवं निविदा प्रारूप हेतु, कृपया जन शिक्षा निदेशालय—सह—बिहार राज्य साक्षरता मिशन प्राधिकरण, बिहार पटना, तृतीय तल्ला, विकास भवन, बेलीरोड पटना—15 से संपर्क करें।

पी.आर.-15018 (नि.नि.) 16-17

निदेशक, जन शिक्षा—सह—सचिव,

काम करने के एवज में सरकारी सेवक वेतन पाते हैं ..... मूस नहीं। बिहार राज्य साक्षरता मिशन प्राधिकरण, बिहार, पटना।



**Bihar State Literacy Mission Authority,  
3<sup>rd</sup> Floor VikasBhawan, Bailey Road, Patna, Bihar**

Bids are invited from reputed Chartered Accountants firms in the prescribed format for audit of the accounts of Bihar State Literacy Mission Authority for the financial year of 2015-16 and 2016 -17.

1. The last date for receipt of submission of bid documents in the specified format is 19<sup>th</sup> April, 2017. Submission in incomplete format or format received after the prescribed last date will not be entertained.
2. The term full time partner/CA employee does not include those persons [partner /sole] who are:-
  - a. Partners in other firms
  - b. Employed part time/ full term elsewhere, practicing in their own name or engaged in practice otherwise or engaged in any other activity which would be deemed to be in practice under section 2(2) of the Chartered Accountants Act, 1949
  - c. Partners who have earned more professional income from other source than their income from the firm.
3. The bids must be submitted in the prescribed format given in the attachment. Only bids in prescribed format accompanied with all requisite documents would be considered
4. All firms are required to enclose the following documents along with the bids
  - a. A copy of constitution certificate of the firm (as on 1<sup>st</sup> march 2017) issued by ICAI containing, interalia:
    - i. Date of formation of the firm
    - ii. Details of partners/CA employees as on 1<sup>st</sup> march 2017, date of joining of the firm, date of becoming their FCA, their other interest, if any
    - iii. Details of branch offices, if any
  - b. A copy of the acknowledgement of the IT returns of the firm for the assessment years from 2011-2012 to 2015-2016
  - c. A copy of the audited accounts of the firm for the financial year from 2011-2012 to 2015-2016
  - d. Details of court cases /arbitration cases/ or any other case pending against the firm
  - e. Acknowledgement of empanelment with C&AG or ICAI or RBI or both.
- 5 Eligibility Criteria:
  - a. be empanelled with C & AG.
  - b. minimum 5 years of formation and operations
  - c. have at least 2 full time partners who are fellow members of the ICAI for a period not less than 3 years (as per certificate of ICAI as on 01.01.2016);
  - d. have an average annual turnover of Rs. 5(five) lakhs p.a. in the last 3 years;
  - e. have carried out at least 10 statutory audits of corporate entities or Govt. Agencies with project having a turnover of Rs. 50(fifty) lakhs other than Bank Branch Audit and
  - f. have at least 4audit assignments with the State Govt or Central Government agencies.
6. Details of audit experience of the firm for the last 5 years. Only assignments which carry a fee of Rs. 1 (one) lakhs and above should be mentioned.

Name of the area /sector	Name of the company/firm/body edited	Year of audit e.g.	Fees charged for each of the assignments in each year	Nature of audit	Name of full time partner supervising the audit



7. The bid application can be collected from 24<sup>th</sup> march 2017 till 5 pm and delivered in the office of the Director, Bihar State Literacy Mission Authority on or before 19<sup>th</sup> April 2017 upto 3:00 pm. The bids must be addressed to:

Director , Mass Education –cum-  
Secretary, Bihar State Literacy Mission Authority,  
3<sup>rd</sup> Floor, VikasBhawan, Bailey Road, Patna- 800015, Bihar

Note:- " Bids for empanelment of CA firms" must be written on top of the envelope

8. All full time partners /sole proprietor should invariably sign the undertaking appended as Section B to the bid. Similarly, all full time CA employees of the firm should sign the column provided at Annex A-3 to the format.
9. Each and every pages of the attachment should be signed by any partner of the firm.
10. The audit will undertake verification of ALL transaction undertaken by the unit during the reporting Period and ensure proper accounting there.
11. The audit will also ensure that the transaction represented by book entries are actually required and are not prejudicial to the interest of the unit.
12. The Audit shall cover all funds received from Bihar State Literacy Mssion.
13. Account will be submitted in the prescribed format.
14. Bids will be evaluated and shortlisted on the basis of L1.

Director , Mass Education–cum-Secretary,  
Bihar State Literacy Mission Authority,

ज्ञापांक 01 (गोप)

पटना, दिनांक 04.04.17

प्रतिलिपि:- आई. टी. मैनेजर, शिक्षा विभाग को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।  
निविदा से संबंधित विज्ञापन एवं विवरणी तथा प्रपत्र शिक्षा विभाग के वेबसाईट पर अपलोड करने  
की कृपा की जाए।

निदेशक, जन शिक्षा –सह- सचिव,  
बिहार राज्य साक्षरता मिशन प्राधिकरण,  
बिहार, पटना।

**Format for Information for empanelment of CA firms.**

Status of Firm

Partnership

Sole Proprietorship

1. (a) Name of the firm (in Capital letter) \_\_\_\_\_

(b) Address of the Office

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. No.:-.....

Mobile.....

Email :.....

(c) PAN of the Firm

\_\_\_\_\_

2. ICAI Registration No. \_\_\_\_\_ Region Name \_\_\_\_\_ Region Code No: \_\_\_\_\_

3. Date of constitution of the Firm: Enclose a copy of the constitution certificate of the firm issued by ICAI

4. Full-Time Partners for the firm as on 01-03-2017 (Please fill up Annex A-1)

5. Number of Part Time Partners if any, as on 01-03-2017 (Please fill up Annex A-2)

6. Number of Full Time Chartered Accountant Employees as on 01-03-2017 (Please fill up Annex A-3)

7. Number of audit staff employed full-time with the firm

(a) Articles/Audit Clerks \_\_\_\_\_

(b) Other Audit Staff (with Knowledge \_\_\_\_\_  
Of book keeping and accountancy.

8. Number of Branches (Please fill up Annex-B) \_\_\_\_\_

9. Whether the firm is engaged in any Statutory audit of any other services  
of any Govt. Companies/ Corporations etc. (attach copies of agreements)

Yes/No

10. Whether there are any court/arbitration/any other legal case against The firm (If yes, give a brief note of the case  
indicating its Present status)

**Details of Full Time Partners/ Sole Proprietor of the firm****Annexure A1**

Sl.	Name of the partners /sole proprietor	Membership No.	Whether FCA/ACA	Date of joining the firm (full time)	Date of becoming FCA	Station & Region where residing at present

**Details of Part Time Partners/ Sole Proprietor of the firm****Annexure A2**

Name of partners	Membership No	Whether FCA/ACA	Date of becoming FCA	Date of joining the firm	Name of the other Firm in which he is partner/Employee	Whether employed else where

**Details of full time Chartered Accountant Employees****Annexure A3**

Sl.	Name	Membership No.	Whether FCA/ACA	Date of joining the firm (full time)	Signature of the employees

**Particulars of Branches in Patna and Bihar****Annexure B**

Sl.	Station at which located	Complete address with PIN Code & Telephone No.	Name of partner incharge of the branch	Date of opening of branch	Region

**Details of Article/Audit Clerk/ other audit staff employed full time with the firm (as on 1st march 2017)****Annex C**

Sl.	Name	CRO/ERO/NRO No.	Article/Audit Clerk/other audit staff

**Details of turnover of the firm for the last 5 years (As per audited accounts)**

Financial Year: 2015-16, 2014-15, 2013-14, 2012-13, 2011-12

Attach a copy of the audited Accounts for all Financial Years.

**SECTION – B**

**Undertaking**

I/We the sole proprietor /partner of M/s....., Chartered Accountant do hereby jointly and severely verify and declare-

- i. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm not only stand disqualified from allotment but would be liable for disciplinary action under chartered Accountants Act, 1949 and the regulations framed there under;
- ii. That the firm, sole proprietor or partners has not been debarred or cautioned by ICAI during the last three years, (if debarred, give details)
- iii. That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of Chartered Accountants ACT, 1949;

Place:

Date:

Enclosures: \_\_\_\_\_ pages

Seal of the Firm