



Office of the Board of Councillor
RAIGANJ MUNICIPALITY
P.O. Raiganj, Dist.- Uttar Dinajpur



Chairman : Fax : 03523 - 242542 ☎ 242542 (O)
Vice - Chairman : Fax : 03523 - 242552 ☎ 242562 (O)
Enquiry : ☎ : 242563

Ref/Memo No. 154/RM/G₂

Date: 22.7.17

NOTICE INVITING Re-TENDER (2nd call)

**APPOINTMENT/SELECTION OF AUDIT FIRM /CHARTERED ACCOUNTANT / COST ACCOUNTANT FOR
CONDUCTING INTERNAL AUDIT OF UN AUDITED ACCOUNTS OF RAIGANJ MUNICIPALITY**

Raiganj Municipality, an urban Local Body, invites offers from among the CAG empanelled Chartered Accountant/Audit firms/ Cost Accountant with experience in auditing of Govt. Accounts especially that of ULB/Autonomous Bodies /Statutory Bodies, for conducting internal audit of the Unaudited Accounts and funds of the Municipality.

1. SCOPE OF WORK

- Internal Audit of Unaudited accounts and funds and other ancillary records of the municipality for the FY 2014-15 and 2015-16 in an urgent basis.
- Verification of Bank Reconciliation Statements
- Scrutiny of all ledger accounts
- Compliance of all statutory obligations like TDS, provident Fund etc.
- Compliance for existing policies and procedures applicable to all departments and give recommendation for improvement if any.
- Verification of the cash book and cash balance.
- Verification of Revenue recognized and Expenditure booked. (voucher entries)
- Checking of Income Tax pending refunds
- Checking the compliance of Service Tax/GST etc.
- If shall be duty of the Internal Auditor to submit a copy of the audit report to the Chairman of the Municipality, as well as to the State Government in this Department; within 2 weeks.
- In case of audit objection, if shall be duty of the Internal Auditor to assist the Municipality to ensure remedy of the defects, for which such objections were raised and to authenticate the final report after such remedy is done.

2. PRE-QUALIFICATION CRITERIA OF THE CA FIRM

The bids of only those firms will be considered, which satisfy the following eligibility criteria:

- I. The Chartered Account Firm should be registered with "The Institute of Chartered Accountants of India (ICAI)" and have Income Tax permanent Account Number (PAN) and service Tax Registration/GST registration.
- II. The Chartered Account Firm should be empanelled with the Comptroller and Auditor General of India (C&AG)

The firm should have been in operation for minimum 5 years after its registration and at least 3 years experience in Audit of Annual Accounts of Autonomous Bodies/Public Sector Undertakings/Educational Institution/Local Bodies under the stature of any State or Central Govt.

- IV. The average gross profession fee received/earned by the firm in the last 3 financial years (2013-14,2014-15 and 2015-16) should be not less than 1000000 per annum (Rupees ten lakh only).
- V. The firms should produce satisfactory certificate of at least 3 clients including one from an Autonomous Bodies/Urban Local Body/Statutory Bodies.

3. PAYMENT TERMS

The professional fee including all out of pocket expenses, rail fare, taxi fare etc. and excluding applicable taxes shall be payable within 30 days of submission of Audit Report.

4. SUBMISSION AND EVALUATION OF THE TENDER

4.1 Submission of tender

Interested firms meeting all the pre-qualification criteria as mentioned in Point-3 above may submit their offer in the prescribed Annexure/sub-Annexure of this tender.

- I. Annexure-A along with sub Annexure A-1 & A-2 duly filled pre-qualification-cum-Technical Bid along with all supporting documents duly signed with seal of the authorized partner and should be submitted in one sealed envelope super scribed as-"PRE-QUALIFICATION AND TECHNICAL BID FOR TENDER No.
- II. Annexure-B duly filled Financial Bid should be submitted in a separate sealed cover superscripted as "FINANCIAL BID FOR TENDER No.
- III. The above two envelopes containing Annexure A and Annexure B should be placed in one covering envelope and sealed superscripted as" TENDER FOR APPOINTMENT OF INTERNAL AUDITOR".
- IV. The technical bid should not contain any indication of price offered; else the entire bid will be rejected.
- V. The tender should reach following address latest by 02:30 pm of 31st July 2017 by Speed Post/Regd.Post/Courier/Hand delivery.
To
The Chairman
Office of The Board of Councillors
Raiganj Municipality
Raiganj, Uttar Dinajpur
- VI. Technical part will be opened on **31 July 2017** at 3:30 pm. at the above address and financial part of the qualified bidders will be opened on **02 August 2017 at 2.30 pm.**
- VII. Municipal Authority reserves the right to accept or reject any, or all the offers received or cancel the bidding process at any time prior to award of contract, without assigning any reason.



Sandip
Chairman 22/7/17
Raiganj Municipality

Ref/Memo No. 154/1(8) RM/62

Date: 22.7.17

Copy forwarded for information and necessary action to :

1. The District Magistrate, Uttar Dinajpur, at Karnojora Raiganj.
2. The Sub Divisional Officer, Raiganj Sadar, at Karnojora, Uttar Dinajpur.
3. The District Culture and Development Officer, Uttar Dinajpur, at Karnojora, Raiganj.
4. The Block Development Officer, Raiganj, Uttar Dinajpur for wide publication.
5. Vice- Chairman, Raiganj Municipality.
6. Executive officer, Raiganj Municipality.
7. Finance Officer, Raiganj Municipality.
8. Office Notice Board of Raiganj Municipality for wide publication.



Sandip
Chairman 22/7/17
Raiganj Municipality

Ref/Memo No.

Date:

PRE-QUALIFICATION-CUM-TECHNICAL BID

(TO BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTINGS AS INDICATED)

Sl.No	Particulars		Firm's Strength and Capacity
1	Chartered Accountant Firm	Name & Address of the Firm	
		Name & Address of the Authorized Partner(s)	
		Telephone No(s)with STD code	
		Mobile No(s):	
		e-mail ID:	
		(Submit copy of supporting document regarding address)	
2	Prequalification Criterion		
a)	The CA Firm should be Registered with the Institute of Chartered Accountants of India(ICAI) for minimum 5 years and Must possess permanent account number (PAN) under Income Tax and registration number under service tax	Mention Registration Number and Date Registration (Submit copies of the registration certificates) PAN No of CA Firm (Submit copy) Service Tax Registration No.(Submit Copy)	
b)	The CA Firm should be Empanelled with comptroller and Auditor General of India (C &AG)	Empanelment Number (Submit copy of Evidence)	
c)	Gross Professional Fees received /earned by the CA Firm Must be equal to or greater than 1000000(Rupees Ten lakh only)	Details to be provided as per <u>SUB-ANNEXURE A-1</u> .(Submit proof of professional fee received)	
d)	The Firm should have at least 3 years experience In Audit of Annual Accounts of Autonomous Bodies/Public Sector Undertakings/ULB.	Details to be provided as per <u>SUB-ANNEXURE A-2</u> .(Attach copy of works orders as evidence)	



The Firm should be produce satisfactory certificate at least from two clients(including one from Autonomous Body/ULB)

Mention Name of the clients and attach their certificates

Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time, Raiganj Municipality is at liberty to reject the proposal/work awarded to this CA Firm.

Date:

Signature:

OFFICE SEAL

Name:

Designation:



Ref/Memo No.

Date:

SUB-ANNEXURE: A1

Details of CA Firm's professional Income

(Gross Professional Fees received/earned)

(In Rupees)

Particular	Financial year 2013-2014	Financial year 2014- 2015	Financial year 2015- 2016	Average Annual
Gross professional Fees received/Earned				

Date:

Signature:

OFFICE SEAL

Name:

Designation:



Ref/Memo No.

Date:

SUB-ANNEXURE: A1

Details of CA Firm's Experience of Similar Service during the last 5 (five) years

Sl.No	Name of the Assignment	Name of the Assignment (Start date/End date)	Name of the Client	Nature of the Assignments (Please specify the work involved as detailed in scope of work)	Details of the supporting documents provided
1					
2					
3					
4					
5					
6					

Furnish the copy of the documentary evidence in support of the information provided above.

Please attach additional sheets, if required.

Date:

Signature:

OFFICE SEAL

Name:

Designation:



Ref/Memo No.

Date:

FINANCIAL BID

(To be filled by bidder)

NAME & ADDRESS OF THE FIRM:

INTERNAL AUDIT FEES :

Sl.No	Description of fees	Fees for 2014-15(in figure)	Fees for 2014-15(in word)	Fees for 2015-16(in figure)	Fees for 2015-16(in words)
a)	Internal audit fees as per the scope of work				
b)	Add service tax on the services provided				
c)	Total fees to be paid				

N.B:1.The professional fee including all out pocket expenses, rail fare, taxi fare etc.

Deductions shall be made by organization as per statutory rates & norms wherever applicable.

We undertake that the rates quoted above by us will not change during the contract period as described in the appropriate column.

Date:

Signature:

OFFICE SEAL

Name:

Designation:

