

No. IIFM Bhopal/Internal Auditor/Appointment/EoI/2020-21/05

Date: 11.09.2020

**RE-ISSUE OF NOTICE INVITING EXPRESSION OF INTEREST FROM
CHARTERED ACCOUNTANT FIRMS FOR APPOINTMENT AS INTERNAL
AUDITOR OF THE INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL**

Indian Institute of Forest Management (IIFM), Bhopal, Madhya Pradesh, an Autonomous Institute under the Ministry of Environment, Forests and Climate Change (MoEF&CC), Government of India, invites fresh Expression of Interest (EoI) from reputed Chartered Accountant (CA) firms based in Bhopal or having its branch office in Bhopal, for appointment as Internal Auditor of IIFM, Bhopal, as the earlier notice (No. IIFM Bhopal/Internal & Statutory Auditors/2019-20/01 dated 12.03.2020) inviting EoI for appointment of Internal Auditor of IIFM, Bhopal, has been cancelled by the institute.

The last date of submission of EoI by post/courier/in person is **24.09.2020** at **18.00 Hours (IST)**. Please visit the institute's website <http://www.iifm.ac.in> for downloading the Expression of Interest documents. Applicants should regularly visit this website to keep themselves updated.



एस. मित्र 11/09/2020

**Finance Officer, IIFM, Bhopal &
Member Secretary, Committee for
appointment of Internal & Statutory
Auditors**

FINANCE OFFICER
Indian Institute of Forest Management
Bhopal-462003 (M.P.)

नेहरू नगर, पोस्ट बाक्स नं. 357, भोपाल म.प्र.-462003, भारत

NEHRU NAGAR, POST BOX No. 357, BHOPAL M.P., 462 003 (M.P.) INDIA-PBX : 2775716, 2773799, 2767851
Fax: 91-755 - 2772878, Website : www.iifm.ac.in

इस कार्यालय में हिन्दी पत्रों का स्वागत है

Re-issue of Notice Inviting Expression of Interest (Eoi)
from
CHARTERED ACCOUNTANT (CA) FIRMS
for
appointment as Internal Auditor of the Indian
Institute of Forest Management, Bhopal



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*Re-issue of Notice inviting Expression of Interest (EoI)
for appointment of Internal Auditor of the Indian
Institute of Forest Management, Bhopal*

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2. Terms of reference

2.1 Scope of work

Scope of work for Internal Auditor

1. The CA firm will have to depute at least one qualified Chartered Accountant on all working days in a month at the IIFM Campus, Bhopal, during which the institute will remain open.
2. Internal Audit and scrutiny of Books of Accounts and relevant files/documents; Checking of Stock Register and Assets Register (Consumable and Non-consumable) and any other relevant documents.
3. Audit of Maintenance Section, Purchase Section, Hostel & Guest House, Housekeeping & Security Section, Transport Section and Library.
4. Checking of Cash/Bank/Journal Vouchers and checking of software entries and the financial transactions on monthly basis.
5. Pre-transaction audit of bills, vouchers, purchase, services hiring and works proposals related to the institute and hostels involving amounts above ₹ 1.00 (one) lakh as and when required.
6. The Internal Audit of the accounts of IIFM, Bhopal, should be carried out on quarterly basis, beginning from the first quarter of the Financial Year 2020-21. In no case should there be overlapping of any 2 (two) quarters. Quarterly reports need to be submitted to the Director, IIFM, Bhopal, on quarterly basis within a period of 1 (one) month from the end of each quarter. The report should be comprehensive, highlighting major issues, objections, suggestions and corrective measures. Action taken or not and compliance made or not in terms of the Internal Audit report of the preceding quarter and last Statutory Audit report should be clearly stated in the report of the succeeding quarter.
7. Review of all statutory compliances such as Income Tax, Goods and Services Tax, Professional Tax etc. as well as review of monthly, quarterly and annual returns to the statutory authorities.
8. Verification of the applicability of TDS, GST etc. as well as their rates in respect of different transactions.
9. To identify deficiencies and provide suggestions for improvement of the existing system of accounting, internal control and management information system from time to time. The firm will have to provide opinion on specific matters requested by the institute.



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10. To assist the institute in the preparation of Annual Accounts in the format prescribed by the Government of India, Ministry of Environment, Forests and Climate Change.

11. Only those CA firms who are willing to take up all the works as mentioned in the 'SCOPE OF WORK' may apply for Internal Auditor.

2.2 Time period

The CA firm appointed as Internal Auditor, by IIFM, Bhopal, will be required to provide their services as laid down in their 'SCOPE OF WORK' for a period of three Financial Years, with effect from the Financial Year 2020-21.

Notwithstanding anything contained herein above, the institute reserves the right to discontinue the services of the CA firm appointed as Internal Auditor in the event of their services being evaluated as unsatisfactory by the institute, at any time during the period of their appointment.

2.3 Support and inputs to the Internal Auditor

IIFM, Bhopal shall provide adequate office space to the Internal Auditor to perform its services, as also hardware viz. computers, printers and stationery. The institute will provide all primary data to the Internal Auditor for carrying out the jobs listed in the 'SCOPE OF WORK'.

Shifting of IIFM's office files and documents out of the office premises is not allowed under any circumstance. However, in case of any urgency, the files can be taken with the written consent of the competent authority.

2.4 Pre-qualification criteria

Only applications from CA firms fulfilling the following eligibility conditions for application, will be considered for appointment as Internal Auditor respectively.

Eligibility conditions for application for Internal Auditor

1. ICAI registration

The CA firm must be registered with the Institute of Chartered Accountants of India (ICAI).

n.b. Signed photocopy of the supporting document(s) with the CA firm's seal must be enclosed with the application.



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2. Empanelment with C & AG

The CA firm must be empanelled with the Comptroller and Auditor General (C&AG) of India.

n.b. Signed photocopy of the supporting document(s) with the CA firm's seal must be enclosed with the application.

3. Number of partners

The CA firm should be a partnership firm with 3 (three) or more partners.

n.b. Signed photocopy of the supporting document(s) with the CA firm's seal must be enclosed with the application.

4. PAN and GSTIN

The CA firm should have a valid PAN as well as GSTIN.

n.b. Signed photocopy of both the supporting document(s) with the CA firm's seal must be enclosed with the application.

5. Experience

The CA firm should have at least 15 (fifteen) years of experience as on 31st March, 2019.

n.b. Signed photocopy of the supporting document(s) with the CA firm's seal must be enclosed with the application.

6. Experience of conducting Internal and/or Statutory Audit of Government of India funded Autonomous Higher Educational Institutes/Higher Educational Institute Societies

The CA firm should have a minimum of 3 (three) years' experience of conducting Internal and/or Statutory Audit of Government of India funded Autonomous Higher Educational Institutes/Higher Educational Institute Societies upto 31st March, 2019.

n.b. Signed photocopy of the work order(s) with the CA firm's seal must be enclosed with the application.

Only work experience of conducting Internal and/or Statutory Audit of Government of India funded Autonomous Higher Educational Institutes/Higher Educational Institute Societies should be submitted. Work experience pertaining to the conducting Internal Audit and/or Statutory Audit of any organisation other than Government of India funded Autonomous Higher Educational Institutes/Higher Educational Societies are neither desired, nor will be considered and hence should strictly not be submitted.



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7. Head Office/Branch Office

The CA firm should have its registered Head Office/Branch Office in Bhopal, Madhya Pradesh.

In the event of a CA firm not having its registered Head Office/Branch Office in Bhopal, Madhya Pradesh, but being awarded the assignment, the firm will have to compulsorily open a Branch Office in Bhopal within 2 (two) months from the date of award of assignment following the procedures prescribed in The Chartered Accountants Act, 1949, failing which the assignment will be withdrawn and awarded to the next eligible CA firm.

n.b. Signed photocopy of the supporting document(s) with the CA firm's seal must be enclosed with the application, in case the CA firm has its Head Office/Branch Office in Bhopal, Madhya Pradesh.

In case the CA firm does not have its Head Office/Branch Office in Bhopal, Madhya Pradesh, a signed undertaking in the CA firm's stationery with the firm's seal is required to be compulsorily submitted alongwith the application by the applicant CA firm, affirming that it will open a Branch Office in Bhopal, within 2 (two) months of its appointment as Internal Auditor of IIFM, Bhopal.

8. Average Gross Annual Professional Earning

The Average Gross Annual Professional Earning (Fee) of the CA firm during the preceding 3 (three) Financial Years ending 31st March, 2019 should be equal to or more than ₹ 25.00 lakh (Rupees Twenty-five lakh).

n.b. Signed photocopy of the supporting documents with the CA firm's seal must be enclosed with the application.

2.5 Payment terms

1. Financial Proposal mentioning lump sum/consolidated annual fee (also showing the rate per quarter), exclusive of GST and any other taxes should be quoted for all of the assignments as mentioned in the '**SCOPE OF WORK**', failing which the application will not be considered. TDS at applicable rate will be deducted by the institute at the time of payment of fees.
2. The payment during the entire period of appointment shall be made in accordance with the fees quoted by the selected CA firms and accepted by IIFM, Bhopal. No price variation would be allowed during the contract period.
3. GST will be paid by the institute as per prevailing rate and any increase in the same during the period of appointment will be borne by the institute.



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4. The Internal Auditor will raise the quarterly bills in duplicate on submission of the quarterly Internal Audit reports to the institute.
5. No TA/DA or any other form of reimbursement is payable to the CA firm for carrying out Internal Audit, in any case.

3. Submission and evaluation of Expression of Interest (EoI)

3.1 Submission of Expression of Interest

The interested CA firms meeting the pre-qualification criteria are required to submit their EoIs in sealed envelopes.

1. Pre-qualification-cum-Technical Proposal neatly typed in the format prescribed at **Annexure-A** in one sealed envelope with all supporting documents. The envelope should be superscribed "**Pre-qualification-cum-Technical Proposal**".
2. Financial Proposal neatly typed in the format prescribed at **Annexure-B** and undertaking neatly typed in the format prescribed at **Annexure-C** respectively, in a separate sealed envelope superscribed "**Financial Proposal and Undertaking**".
3. The 2 (two) sealed envelopes mentioned above, viz. Pre-qualification-cum-technical proposal and Financial proposal should be put in a third sealed envelope superscribed "**Application for Appointment of Internal Auditor of IIFM, Bhopal**" and addressed to the **Finance Officer, Bhopal & Member Secretary, Committee for appointment of Internal & Statutory Auditors, Indian Institute of Forest Management, Post Box No. 357, Nehru Nagar, Bhopal, Madhya Pradesh, PIN-462003**, by Post/Courier/in person, so as to reach the institute within the stipulated time and date as stated in *1 – Expression of Interest data sheet*. The name, postal address, contact telephone number and email address of the sender CA firm should also be mentioned on this envelope. No EoI received by the institute after the last date will be accepted.
4. All the pages of the Expression of Interest document including annexures and copies of certificates/documents should be signed by the authorised official of the CA firm and the seal of the firm affixed on each page.



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3.2 Evaluation of Expression of Interest and award of assignment

1. The Institute will first evaluate the Pre-qualification-cum-Technical Proposals on parameters which will include the number of Internal/Statutory Audits conducted for the Government of India funded Autonomous Higher Educational Institutes/Higher Educational Institute Societies, number of partners in the firm and number of years of years of existence of the firm. The Financial Proposal of a CA firm will be considered only after it has fulfilled all the eight eligibility conditions detailed under 2.4 – *Pre-qualification criteria*.
2. In case of equality between multiple applicant CA firms in the matter of evaluation parameters in Pre-qualification-cum-Technical Proposal, the assignment will be awarded to the firm with the lowest Financial Proposal. In the event of a tie in the Financial Proposals of multiple applicant CA firms, the assignment will be awarded to the CA firm which has conducted the highest number of Internal and/or Statutory Audits of Government of India funded Autonomous Higher Educational Institutes/Higher Educational Institute Societies.
3. The decision of IIFM, Bhopal will remain final and binding in the matter of selection of CA firms for Internal Auditor and Statutory Auditor respectively and award of assignment.
4. IIFM, Bhopal reserves the right to cancel the process of appointment of Internal Auditor, without assigning any reason to the applicant CA firms for the same.
5. Dispute(s) if any, is/are subject to the jurisdiction of Bhopal, Madhya Pradesh only.



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ANNEXURE – A**PROFORMA PRE-QUALIFICATION-CUM-TECHNICAL PROPOSAL FOR
INTERNAL AUDITOR**

Sl. No.	Subject	Information
1.	Name of the Chartered Accountant firm	
2.	Name of the authorised official	Shri/Smt.
3.	Complete postal address with PIN Code of the Main Office/Branch Office	
		PIN
4.	Phone Number(s) with STD code	+91-STD Code-Phone No. +91-STD Code-Phone No.
5.	Mobile Numbers	+91 +91
6.	Email	
7.	Registration No. of ICAI	
8.	Empanelment No. with the C&AG of India	
9.	PAN of the CA firm	
10.	GSTIN of the CA firm	
11.	Date of registration/Starting of operation	D D - M M - Y Y Y Y
12.	No. of years in operation since registration of the firm	
13.	No. of partners	
14.	Names of Government of India funded Autonomous Institutes/Societies audited and year(s) during which audited	1) 2) 3)
15.	Average Gross Annual Professional Earning (Fee) of the firm during the preceding 3 (three) Financial Years ending 31 st March, 2019	₹

I (name of the authorised official of the CA firm), on behalf of (name of the CA firm) hereby certify that, I have carefully gone through the entire contents of the re-issued notice inviting 'Expression of Interest (EoI) from Chartered Accountant firms for appointment as Internal Auditor of the Indian Institute of Forest Management, Bhopal', before submitting this application. (name of the CA firm) is solely responsible for the information furnished in the Pre-Qualification-cum-Technical Proposal and such information furnished have been fully considered before furnishing.



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I (name of the authorised official of the CA firm), on behalf of (name of the CA firm), further certify that the information furnished in the Pre-Qualification-cum-Technical Proposal are correct to the best of our knowledge and belief. In the event of any information found to be incorrect, IIFM, Bhopal, reserves the right to reject the proposal of our firm. Photocopies of documentary evidence with the signature and of the CA firm's authorised official and seal of the firm in respect of information furnished at Sl. Nos. 7 to 15 have been duly enclosed.

Firm's seal:



Signature:

Full name and designation
with seal:

Date:

Place:



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ANNEXURE – B

PROFORMA FINANCIAL PROPOSAL FOR INTERNAL AUDITOR

Fee per quarter excluding GST (₹)	Total fee per year excluding GST (₹)	Total fee per year excluding GST (in words)

I (name of the authorised official of the CA firm), on behalf of (name of the CA firm), hereby certify that, I have carefully gone through the entire contents of the re-issued notice inviting 'Expression of Interest (EoI) from Chartered Accountant firms for appointment as Internal Auditor of the Indian Institute of Forest Management, Bhopal', before submitting this application. (name of the CA firm) is solely responsible for the information furnished in the Financial Proposal and such information furnished have been fully considered before furnishing, for which we are fully liable.

I (name of the authorised official of the CA firm), on behalf of (name of the CA firm), further certify that the information furnished in the Financial Proposal are correct to the best of our knowledge and belief. In the event of any information found to be incorrect, IIFM, Bhopal, reserves the right to reject the proposal of our firm.

Firm's seal:



Signature:

Full name and designation with seal:

Date:

Place:



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ANNEXURE – C

PROFORMA UNDERTAKING FOR INTERNAL AUDITOR

TO BE FURNISHED ON THE OFFICIAL STATIONERY OF THE CHARTERED ACCOUNTANT FIRM WITH THE SIGNATURE AND SEAL OF THE AUTHORISED OFFICIAL AND THE SEAL OF THE FIRM AFFIXED BELOW THE UNDERTAKING.

1. Applicable only for those CA firms who do not have their Head Office or Branch Office in Bhopal, Madhya Pradesh. Others may strike it out

I (name of the authorised official of the CA firm), on behalf of (name of the CA firm), hereby state that, (name of the CA firm) does not have its Head Office or any Branch Office in Bhopal, Madhya Pradesh.

I (name of the authorised official of the CA firm), on behalf of (name of the CA firm), hereby affirm that if (name of the CA firm) is offered appointment as Internal Auditor of IIFM, Bhopal, consequent to selection, the firm will open a Branch Office in Bhopal, Madhya Pradesh within 2 (two) months from the date of issue of the appointment letter.

2. Applicable for all applicant CA firms

I (name of the authorised official of the CA firm), on behalf of (name of the CA firm), hereby affirm that, (name of the CA firm) will accept the offer of appointment of Internal Auditor of IIFM, Bhopal with due regard to fulfilment of all the conditions laid down in '2.1 Scope of Work' of the EoI notice No. IIFM Bhopal/Internal Auditor/Appointment/EoI/2020-21/05 dated 11.09.2020 and at the fee quoted by (name of the CA firm) in its Financial Proposal dated2020, if appointment as Internal Auditor of IIFM, Bhopal is offered by the institute to (name of the CA firm), after completion of the due process of selection.

I (name of the authorised official of the CA firm), on behalf of (name of the CA firm), hereby understand that if (name of the CA firm) fails to accept the offer of appointment of Internal Auditor of IIFM, Bhopal, in the event such offer is made to (name of the CA firm) after due process of selection, the institute reserves the right to debar (name of the CA firm) from participating in any future assignment of the institute that requires the services Chartered Accountant(s).

Firm's seal:



Signature:

Full name and designation with seal:

Date:

Place:



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