

**Department of Art, Culture & Youth,
Bihar Museum Society
Bailey Road, Patna
NOTICE INVITING QUOTATION**

Bihar Museum Society, Patna invites sealed quotations from reputed Chartered Accountant Firms for Internal Audit of Bihar Museum Society for the Financial Year 2021-22 and 2022-23. Bihar Museum Society is an autonomous organization under the department of Art, Culture & Youth, Govt. of Bihar, registered under Societies registration act 21, 1860.

The sealed quotation may be submitted in one big envelope superscripting "**Internal Auditor for Bihar Museum**" containing two separately sealed small envelopes, one for "Technical Bid" and another for "Financial Bid" superscripting as such and addressed to Director General, Bihar Museum, Bailey Road, Patna – 800001. The technical bid envelope must contain the technical bid prescribed Performa as per **Annexure - I** with relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid format as per **Annexure – II**. The financial bid shall include professional fee/charges for all services including expenses and taxes. The sealed quotation must send through Speed Post/Courier/By Hand at the office of Director General, Bihar Museum, Bailey Road, Patna on or before **16th April, 2022 at 15.00 Hrs.**

The technical bid will be opened the office of Director General, Bihar Museum, Bailey Road, Patna **16th April, 2022 at 15.30 Hrs**, in the presence of the bidders who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found technically qualified after evaluation of technical bid as per selection criteria provided.

Eligibility criteria for Internal Auditor

1. The internal auditor will be selected from the chartered accountants firm having certificate of practice from the Institute of Chartered accountants of India.- **Certificate from ICAI should be attached.**
2. The firm should have minimum four partners out of which at least two partners should be FCA.
-**Profile /Status of partners as per ICAI record should be attached.**
3. The firm should have minimum experience of 8 Years
- **Certificate should be attached**
4. Gross average professional receipts of last 3 years should not be less than Rs. 30 Lacs P.A.
-**Copy of ITR along with financial statements should be attached.**
5. The firm should have an experience of Internal/Statutory audit in at least one Government/PublicSector (Excluding Bank audit Experience)- having turnover of Rs. 5 Crore
Provide copy of offer letter and supporting documents of turnover of Government/Public Sector unit.

Objective of Internal Audit:

1. Review of operations to assure whether the operations are conducted economically and efficiently.
2. To assure whether the systems, procedures, adopted by the Bihar Museum are adequate and effective.

3. To assure the compliances of legal, regulatory, accounting standards, policies and prescribed procedures.
4. To evaluate and improve the effectiveness of risk management control and governance processes.

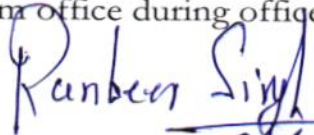
Scope of Internal Audit:

The scope of work of internal audit includes following:

- Cash book/Cash Vouching
- Bank book/Bank Vouching
- Purchase book/Purchase vouching
- Journal book/vouching
- Bank Reconciliation
- Review of Bank Guarantee (contractors) management and systems
- Payment to contractors
- Tendering system
- Budgetary control
- Statutory/Legal Compliance
- Audit (whether the observation of Govt audit/Statutory audit as contained in previous reports, got settled or necessary steps taken for expeditious settlement of audit)
- The Audit Report shall also incorporate the management response of each observation.

TERMS AND CONDITIONS:-

1. The payment of audit fees will be made after the submission of Internal audit reports satisfactorily in line with Audit objectives and Terms and conditions.
2. Bihar Museum shall not be liable for any type of payments to be made by the firm to the employees deputed by the internal auditor at Bihar Museum to conduct the Internal Audit.
3. No advance payment will be made on any account.
4. The audit will be conducted during the office hours of Bihar Museum.
5. Any dispute if arises shall be referred to Director General and decision of the Director General shall be final and binding.
6. Bihar Museum reserves the right to accept/reject any/all offer(s) without assigning any reason.
7. Quotation received in the single-bid system i.e. having the technical bid as well as financial bid in the same small envelope shall be rejected.
8. Bihar Museum will not accept any claim other than professional fee/charges etc. Specified in financial bid.
9. Bihar Museum internal auditor should not have any disputes with any of the client. If any disputes come to knowledge of Bihar Museum at any point of time, then the services of internal auditor would be terminated.
10. The successful bidder shall start the work within the 7 days from the date of issue of LOA.
11. For any clarification firm's may contact in Bihar Museum office during office time or email us on bmpatna2014@gmail.com.


(I/C Addl. Director-Admin)
Bihar Museum, Patna

TECHNICAL BID

(The details to be provided as on the letter head of the CA Firm)

General Information

1. Name of the CA Firm :
2. Registered / Main Office Address :
3. Name of Nodal Partners :
4. Contact No. of Nodal Partner :
5. No. of Branches in India : (Attach a list along with address)

Eligibility Criteria: Certificate/ of necessary document should be enclosed

1. Date of registration of CA firm/No of Years Experience –
2. No. of Partners (as on closing date of tender)
3. No. of CA Employees (as on closing date of tender) :
4. No. of Article / Audit Clerks /Paid staff
(as on closing date of tender) :
5. Whether the CA firm have an experience of conducting statutory and /or internal audit of PSU having construction work (Excluding Bank Audit) :
6. C&AG empanelled no. :
7. Whether firm is empanelled with C&AG for 2021-22 (Yes / No) :
8. Annual turnover of CA firm for (Enclose Copies of IT Returns)
 - a. FY 2018-19 :
 - b. FY 2019-20 :
 - c. FY 2020-21 :

FINANCIAL BID

The interested CA firm may quote their professional fees (all inclusive) in the following format:-

S. No.	Particulars	Amount in Rs.
1	Annual Professional fee for Internal Audit of Bihar Museum	
	GST	
	Grand Total	

Grand Total Professional fees (Including GST) in words

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Signature of Nodal
 Partner With name and
 Firm Seal