

NIQ No. 175/BSCL

Date: 02/03/2024

NOTICE INVITING QUOTATION

Quotation is invited from Chartered Accountant's/Cost Accountant's Firms to conduct Internal Audit for the Financial year 2023-24 and 2024-25 for Bhagalpur Smart city Limited. Quotation will be received up to 17:00 hours on 11.03.2024 at the office of Bhagalpur Smart City Limited (BSCL), 4th Floor, ICCB Building, Police Line Campus, Bhagalpur-812001.

Terms of Reference (ToR) for the Chartered Accountant/Cost Accountant firms

An indicative list of services (including but not limited to) which would be expected to be offered by the selected "CA /CMA Firm" are as follows:

Internal Audit of the annual accounts of Bhagalpur Smart City Limited for the Financial year 2023-24 and 2024-25.

- i. To provide an independent and unbiased view, adding value to "BSCL".
 1. To improve the internal control environment of "BSCL" by assessing its efficiency and operating effectiveness.
 2. To regularly perform audit, to ensure compliance with any and all relevant laws and regulations.
 3. To review Books of Accounts of the Company and support in finalization.
- ii. To Verify the Bank reconciliation statement on monthly basis.
- iii. To prepare Quarterly/Annual Financial Statement/Reports to be placed before the Management.
- iv. To Prepare of the details, Verify the accuracy of TDS deduction and returns filed in prescribed forms with relevant tax authorities.
- v. To ensure proper tax compliances like direct tax, indirect tax, GST, Tax Planning, filing of various returns/ reports from time to time under the statutes as applicable to the company;
- vi. To audit the statutory Compliances like EPF, TDS, GST, PT etc. as may be applicable;
- vii. To train and Guide the Staff of "BSCL" in the area of Taxation;
- viii. To appear before the Income Tax Authorities in the matters relating to Income Tax / TDS, GST, PF (if any)
- ix. To Audit the compliances to the notices received by BSCL in all matters relating to the Income tax/TDS/GST including the assessment/reassessment proceedings;
- x. To be present in Board Meeting and other review meetings to present the reports related to internal audit of the Company.
- xi. To File and appear before the appellate authorities in all matters relating to Income Tax and other tax related matters including GST;
- xii. Have to present twice in a month for full day (excluding Sunday /Holiday) and submit the report for the same month.

Eligibility Criteria

Chartered Accountants/Cost Accountants Firms ("CA/CMA Firms") fulfilling the following eligible criteria as listed below shall be appointed with "BSCL".

Any form of Joint Venture / Consortium of Firms will not be allowed for participation in the empanelment process. The eligibility criteria are as follows:

- The CA/CMA (Chartered Accountants/Cost Accountants) Firm should be a Sole Proprietary/ Partnership Practicing Firm of Chartered Accountants/Cost Accountants.
- The CA/CMA Firms should be in Practice for a period of 3 years or more.
- Have at least 1 (one) fulltime ACA/ FCA/ACMA/FCMA partners/ employees who are associated with the firm for more than 1 (one) years, out of which 1 (one) partner should be stationed at Bhagalpur.

Terms & Conditions:

1. The firm must have a branch office in Bhagalpur and all communication to the firm will be made to that office address only.
2. The selection of the firm will solely rest on the discretion of the Authority.
3. Quotation received after the due date and time will not be considered.
4. The firm quoted the lowest price for the work as mentioned in ToR shall be selected for giving the services at BSCL.
5. No extra Payment will be made beyond the quoted price except prior approval may be taken if he assigned any out stationed work.
6. The timeline for Internal audit and all related works as per the direction of BSCL as mentioned in Terms of Reference must be completed within 45 days for Previous years and for current year Quarterly report have to submit within 15 days of the end of the particular Quarter.
7. Quotations may be submitted strictly as per above terms and conditions.
8. Quotation not received as per above conditions is liable for disqualification.
9. CEO, BSCL reserves the right to cancel even the lowest bidder if it does not fulfill the criteria as required for Internal Audit of accounts.
10. CEO, BSCL reserves the right to accept or reject all or part of proposals without assigning any reason and also reserves the right to postpone or to cancel the invitation.


02/03/24
Manager (Finance & Procurement),
Bhagalpur Smart City Limited.

Annexure - 1

(Information of Applicants on the letterhead of CA/CMA Firms)

1. Name of Firm:
2. Year of establishment:
3. Address and contact details of Head Office:
4. Address and contact details of Branch Office(s), if any;
5. Details of Contact person(s) with contact Numbers;
6. Details of Full Time Partners of the Firms containing following information:
 7. Name of Partner:
 8. Address and Contact details of each Partner:
9. Educational Qualification:
10. Specialization in professional experience:
11. ICAI Membership no. and its category like FCA/ACA/ FCMA/ACMA (supported by its details reflected in the firm status)

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Annexure - 2

(Quotation on the letterhead of CA/CMA Firms)

To,

The Manager (Finance & Procurement),
Bhagalpur Smart City Limited.

Respected Sir,

We, the undersigned, offer to provide the service for Internal Audit of accounts for the financial year 2023-24 and 2024-25 for Bhagalpur Smart City Limited in accordance with the Terms & Condition as mentioned in the Notice Inviting Quotation published on the dated (Insert Date).

Financial Proposal

Financial Year	Amount (Exclusive of all Taxes)
2023-24	
2024-25	
Total	
Total Amount in Words:	

Our attached Financial Proposal for the sum of [Insert amount(s) in the words and figures in Indian Rupee] as a lump sum fee.

Yours Sincerely,

Authorized Signature (In full and initials):

Name and Title of Signatory:

Name of Firm:

Address:

