



Jharkhand Industrial Area Development Authority (JIADA)

(A Govt. of Jharkhand Undertaking)

Regd. Off: 5th floor, JIADA building, Namkum Industrial Estate, Namkum, Ranchi, Jharkhand – 834010

E-mail-mdjiada@gmail.com, web-jiada.co.in

Ref. No.

Dated-

Expression of Interest

(Request for Proposal)

Office of the Managing Director, Jharkhand Industrial Area Development Authority, invites “Expression of Interest” from reputed and experienced Law & Financial Consultant Firm in prescribed formats for appointment of Internal Auditors for Audit of Accounts of JIADA Branches & Head Office for 3 years.

MD, JIADA reserve the right to reject any or all the offers without assigning any reason thereof.

The expression of interest alongwith detailed profile, covering all aforesaid eligibility criteria, past experience is to be submitted to the Authority head office, JIADA Central Office, 5th floor, Namkum industrial Area, Lowadih, Ranchi-834010, Latest by 15 June 2018 with the duly signed application form alongwith annexure in sealed envelope.

For more details about terms & conditions of Advertisement please visit JIADA website-www.jiada.co.in.

S/d

Managing Director

Terms & Conditions:-

1. Firms need not submit financial Bid along with expression of Interest. After Scrutiny, the shortlisted firms will be asked for submit financial bid.
2. All firms/Organizations are required to enclose the following documents along with Expression of Interest.
 - (i) A Copy of Constitution certificates of firm/organization issued by ICAI containing inter-alia.
 - (ii) Date of formation of the firms/other organization with a full time FCA
 - (iii) Details of Partners/Sole proprietor/CA Employees.
 - (iv) A Copy of latest partnership deed in case of partnership firms.
 - (v) A Copy of the acknowledgement of the IT return of the firm and of all full time partners/the sole proprietor/others.
 - (vi) A copy of financial statement of the firm alongwith schedules for the preceding financial year.
3. Details of Audit Experience of the firm/organization for the last 5 years may be given in the specified format.

Scope of work:-

1. Firm shall conduct cent percent checking of receipt and voucher related to both cash & non cash transactions subsidiary register, general register, balance Register, all secretarial, Legal compliances and conduct statutory audits, Tax audits, internal audits, and other relevant records, documents Books of Accounts include filling of IT Returns, TDS, GST Preparation of the Authority Head Office and regional Offices.
2. They shall prepare the Audit report covering both management and financial audit.
3. Firm shall conduct audit & prepare internal audit report according to the Jharkhand Financial Rules, existing circular of AG, Jharkhand and by laws of the Authority.
 - (i) Verification of balance of the Credit.
 - (ii) Verification of cash balance and securities, depositors or creditors and of the amounts due from the debtors of the units.
 - (iii) Examination of overdue debts with balance receivable of different loans and interest from the beneficiaries at the close of the financial year.
 - (iv) Verification of the Assets and liabilities of the regional offices.
 - (v) Examination of the statement of Account including the receipt and expenditure statement, trial balance, Income Expenditure A/c and Balance sheet.
 - (vi) The auditor should see that all the accounts/bank are reconciled.
4. The auditor should submit a verification certificate in accordance with rules alongwith Audit Report.

General conditions:-

1. Selection of firms will be done only after detailed scrutiny of the credentials of the firm, their competency, number of qualified Chartered Accountants & Employees to be engaged for the audit work experience etc. suitable weightage will be given to firms/ organization,, which have relevant experience in co-operative audit.
2. The assigned work has to be completed in a time bound manner.
3. No TA/DA expenses will be borne by the Authority for the Firms undertaking audit work and this will be met by the audit firms.
4. The successful tenderer shall not be entitled to claim any additional amount for the reason whatsoever for the above audit work.
5. In case of any dispute, the decision of MD, JIADA shall be final.

Submission of Audit Report

Firms will submit 5 copies of internal audit report of each branch office & head office to the undersigned along with all the required statements, financial statements, reconciliation statements of branch account with Head office and all bank accounts with their due signatures.

Regulation of Audit fees

The payment of Audit fees fixed will be made only after completion of Audit Work and issue of Audit Report. Completion of Audit will be inclusive of conduct of audit, submission and discussion report with the Authority. The authority will not pay any advance to the selected audit firm under any circumstances. Bill for audit fees will be submitted to the JIADA along with a certificate indicating that audit has been conducted as per guidelines framed by the Authority and the work has been completed as per the agreed terms and conditions.