



Jharia Rehabilitation and Development Authority, Dhanbad

Hatia More, Golf Ground Road, Hirapur, Po & Dist – Dhanbad, 826001

WEBSITE: www.jrda.in Phone no: 0326-221045 Fax No: 0326-221044

Tender for:- APPOINTMENT OF INTERNAL AUDITORS FOR THREE YEARS (2013-14 To 2015-16) FOR JHARIA REHABILITATION AND DEVELOPMENT AUTHORITY, DHANBAD.

TENDER Ref. No. :- JRDA, DHANBAD/FIN/13-14/06/

Dated: 01.01.2014

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| 1. Sale of tender documents | : 02.01.14 to 09.01.14 -Office time |
| 2. Due date & time of submission | : up to 2.30 PM on 13.01.2014 |
| 3. Date & time of opening (Techno Commercial Bid) | : At 3:00 PM on 15.01.2014 |
| 4. Cost of tender document | : Rs. 500.00 |

Sealed tender are invited in two parts (Part-I, Techno-Commercial Bid and Part –II, Price Bid) from Chartered / Cost Accountant Firms for the job of Internal Audit for Jharia Rehabilitation and Development Authority, Dhanbad as per details appearing hereinafter:

Tenderer who down loaded the tender document from the website are required to submit the tender fees of Rs. 500.00 by DD /Pay order drawn on Jharia Rehabilitation and Development Authority, Dhanbad Payable at DHANBAD along with Techno-Commercial Bid.

1) Nature of Job : Internal Audit (Quarterly) for Jharia Rehabilitation and Development Authority, Dhanbad for 3 years (2013-14 to 2015-16) . The job will commence from third quarter of financial year 2013-14.

2) Eligibility:

- I. The firm must have minimum 2(two) partners who are FCA/FICA (FCMA) having experience of 5 years or more as practicing member.
- II. The Firm must be based in the state of Jharkhand having their Head Office/branch office at Dhanbad.
- III. The firm must have experience of at least 3 years in conducting internal Audit. in other Govt./PSus/Scheduled banks.

3) Overall Scope of Job and Frequency:

- a) A team of one qualified Associate and an assistant shall visit Jharia Rehabilitation and Development Authority, Dhanbad at least twice a week from 2 p.m. to 5 p.m. In case of necessity or emergency, such hours/ days may be extended/ adjusted to meet the requirement of Jharia Rehabilitation and Development Authority, Dhanbad
- b) Internal Audit is to be done in every calendar quarter. The Report in draft stage be discussed with the C.M(F), Jharia Rehabilitation and Development Authority, Dhanbad by a Partner along with the dealing Associate within 15 days of completion of a Quarter and thereafter the final Report must be deposited to CM(F) Jharia Rehabilitation and Development Authority, Dhanbad with a copy to DDC-cum-Project Director within 30 days from the close of the Quarter. The Report may contain dissent note as expressed by the concerned HOD/Incharge/Chief Manager, Finance, Jharia Rehabilitation and Development Authority, Dhanbad

4) Area under Internal Audit. :

- I. Ensuring internal control in total systems and procedures followed by different departments, checking policies/ program formulated by the Management and their compliances by performances.
- II. Accounts, Trial Balance, Bank book, bank Reconciliation, all Subsidiary Ledgers and separate Schedules/ Registers maintained for different types of Advances, Security Deposits, EMDs, Bill-cum Liability Registers etc.
- III. Physical verification of assets on quarterly basis.
- IV. Policy vis-à-vis practices followed by different departments.
- V. Required improvement in Accounting system commensurate with Indian GAAP and different AS formulated by ICAI from time to time as applicable and also in systems followed by different departments to make them more simple, compliant with practices followed by other companies of same nature and cost-effective.
- VI. Administration matters like usage of Motor car, fuel consumption and repair & maintenance thereof.
- VII. All types of Purchases including Capital Expenditure, their approvals, compliance with Company's policy, system, Manuals and Rules.
- VIII. Proper accounting of Capital Expenditure and inclusion in Fixed Assets Register with Depreciation on proportionate basis.
- IX. Compliance with all Statutory Taxes, Duties, PF and ESI etc.
- X. Utilization of Fund.
- XI. Monitoring of expenditure according to updated and approved Master Plan, approved budget and delegation of power.

5) Fees and Remuneration: -

The eligible and interested Chartered Accountants/ Cost Accountant Firms should quote their fees all inclusive. Jharia Rehabilitation and Development Authority shall not allow any extra or incidental payment over and above the fees quoted. If the fee quoted is found to be equal by two or more tenderers the lowest shall be decided by draw of lots in the presence of tender committee members and the tenderer those who have quoted equal amount of the tender.

6) General :-

(i) The selected Firm(s) should maintain high standard of audit and cordial relation with the JRDA people. Any problem faced at any level be reported to the CM(F) for early settlement. Punctuality and regularity should be maintained. The Internal Audit report be submitted within 15 days from the date of completion of Calender Quarter. All Reports should be submitted in Duplicate one to be submitted to DDC-cum-Project Director and the other to be submitted to CM(F) .

(ii) Management decision in selection of Firm(s) is final and binding on all the participating firms and no persuasion or follow-up will be entertained.

7) Submission of Offers :-

Offers to be submitted in two parts, viz., Part-I for technical along with all Certificates, credentials including Clients list, service tax registration no & PAN No. and Part-II for all inclusive fees for Jharia Rehabilitation and Development Authority, Dhanbad in a closed envelop addressed to CM(F), Jharia Rehabilitation and Development Authority, Dhanbad at Hirapur, Dhanbad-826001.

8) Payment Terms:-

Payment shall be made on quarterly basis within 30 days from the submission of report through RTGS. Bank details shall have to be submitted in the prescribed format.

9) Paying Authority:- C.M.(F), Jharia Rehabilitation and Development Authority, Dhanbad

10) Validity of offer : - The offer should remain valid for 60 days from the opening date of tender.

11) In case of unsatisfactory performance Jharia Rehabilitation and Development Authority, Dhanbad reserves the right to terminate the contract at any time by giving 7 days notice.

- 12) Tenderer should note that, if this office remains closed on the due date for opening of tender due to some reason not declared earlier or for some unforeseen reason, the offer(s) will be opened on next working day.
- 13) Tender documents are not transferable.
- 14) Each and every page of the tender document should be signed by the tenderer and returned with the Techno-Commercial Bid as a token of acceptance of tender terms and conditions.

For J. R. D.A., DHANBAD

(**DDC-cum-Project Director**)
JHARIA REHABILITATION AND
DEVELOPMENT AUTHORITY,
DHANBAD

TENDERER'S SIGNATURE :

DESIGNATION :

DATE :

COMMON SEAL