



EXPRESSION OF INTEREST

Patna Smart City Limited Invites expression of interest in the form quotation from Chartered Accountant firm to conduct "Internal Audit" of its organisation for the FY 2023-2024 & 2024-2025.

1. Quotation inviting professional fee for carrying out "Internal Audit" assignment in the prescribed form is hereby invited on behalf of Patna Smart City Limited for following items.

Description of Service	No. of Firm
Appointment of Chartered Accountant firm for carrying out the "Internal Audit" of our company for the F.Y. 2023-2024 & 2024-2025.	01

2. The eligibility criteria should be as follows:-

Sl.	Eligibility Criteria	Supporting Documents
a	The existence of the Firm must be at least Five Years as on 1 st April 2024.	Constitutional Certificate of the firm
b	The Firm must have its Head Office/Branch Office situated in Patna.	Constitutional Certificate of the firm
c	The Firm must have at least two partners.	Partnership deed
d	The firm should be empaneled in C& AG for the FY 2022-2023.	C&AG Empanelment Letter
e	Should have experience of Internal Auditor of Government Organization.	Appointment Letters
f	Average turnover of the firm should not be less than Rs. 10.00 Lakhs last two Financial Year (i.e. 2021-2022 & 2022-2023).	Financial Statement of the firm for Financial Year 2021-22 & 2022-2023.

3. **Man-days Requirement:** Two-man days per month of a qualified Chartered Accountant and Twenty-six -man days per month Chartered Accountant (Inter).
4. The Duly filled in & signed Quotation placed in **sealed** envelope super scribing on the top "Appointment of Chartered Accountant firm for carrying out the Internal audit for the F.Y: 2023-2024 & 2024-2025" shall be submitted up to 13:00 Hrs. till 31.08.2024 to the Chief Finance Officer. The Bids would be opened at 03:00pm on the same date i.e. 31.08.2024 in the office chamber of the Chief Finance Officer in the presence of the intending respondents or their authorised representatives.
5. Financial Bid should be in separate envelope in the following format:

Sl.	Financial Year	Audit Fee including all taxes (in Rs)
1	2023-2024	
2	2024-2025	

6. Any quotation received after the date and time stated above shall not be entertained under any circumstances.
7. It is advised to go through the requirement as mentioned in the notice before quoting the rates. The later claims will not be entertained.
8. The management of Patna Smart City Limited does not bind himself to accept lowest or any quotation and reserves the right of accepting or rejecting the whole or any part of the quotation or cancel without assigning any reason.
9. The firm should attach the documentary evidence in support of the eligibility criterion along with the biodata of the firm.
10. The technical and financial bid should be in two different envelopes within the main envelope.
11. The selected firm shall be bound to complete the audit assignment within the due date.
12. Offers without signature / Conditional offers will not be accepted.


Managing Director
Patna Smart City Ltd.
-Cum-
Municipal Commissioner
Patna Municipal Corporation

PATNA SMART CITY LIMITED


The Scope of Work of Internal Audit.

OBJECTIVE OF THE AUDIT

- 1- The objective of the internal/concurrent audit includes timely detection and rectification of:
 - (i) Accounting errors;
 - (ii) Deviation from generally accepted accounting principles.
 - (iii) Non-compliance of provision of the Companies Act, 2013 and Tax compliance like I.Tax, Royalty, Labour cess, VAT/GST/Service Tax etc. applicable to BRPNNL.
 - (iv) Erroneous bank transactions;
 - (v) Non-reconciliation of bank accounts.
 - (vi) Recognition of Income and corresponding Expenses.
 - (vii) Errors in value of fixed assets.
 - (viii) Delay in adjustment of advance; and
 - (ix) Non-accounting of liabilities
- 2- The objective of the audit also is to expedite preparation of largely error free-accounts to be placed before the statutory Auditors at an early date and so facilitate completion of the audit process for the year well in time.
- 3- Long pending issues are also sought to be settled with the advice of the auditors who, through the process of on-the-spot verification, will be in a better position to access and express their opinion on and suggest ways and means of closure of such issues.
- 4- The auditor is expected to ensure that the funds received for various purposes are actually used for the purpose for which they are received.
- 5- The audit is also expected to project the potential areas of risk and highlight the high risk areas. Suggestion from auditors are also expected on ways and means of mitigating such risks.
- 6- To the comply with Accounting standard and on Internal Auditing Standard issue by ICAI.
- 7- The audit will undertake verification of ALL transactions undertaken by the BRPNNL and its divisions' reporting period and ensure proper accounting thereof in the Tally Accounting System.

The scope of work

1. Duty in respect of maintenance of Books/Registers

- (i) Cash Book
 - (ii) Bank Book
 - (iii) Journal
 - (iv) Ledger
 - (v) Salary Register
 - (vi) Advance Register/Subsidiary Register
 - (vii) Contractor Register
 - (viii) Bank Guarantee Register
- 

2. Checking with regard to cash & Bank Transactions

- (i) All cash transaction are properly entered in Cash Book
- (ii) All cheques issued/cheque deposited are entered in the Bank Book
- (iii) Bank Reconciliation Statement.
- (iv) To carry out surprise check of cash and ensure that certificate of cash in hand are correct.
- (v) To review the control procedure available for cash, cheque management and suggest better system.

3. Checking of Accounts with relevant records & voucher including work expenditure vouchers also.

4. Vouching of Payments

- (i) Ensure that TDS in respect of I. Tax, VAT/GST, Royalty, Labour Cess and other applicable deductions is properly deducted from all payment including Running Account and final bills of Contractors.
- (ii) No payments should be made before execution of agreement.
- (iii) Work by nominations are done as per authorization and Rules made in this regard of the corporation.
- (iv) Recovery from Running Account and final Bills in respect of materials utilized/mobilization/secured Advance are made as per agreements.
- (v) Ensure that the expenses booked in correct account head and project expenses are booked in correct head.
- (vi) Checking of diversion of fund.

5. Reconciliation of accounts, Income Tax, Sales Tax, Royalty deduction and its deposit.

6. Tendering Process:

It is expected from the Auditors to ascertain that all tenders have been done in conformity with Rules & Regulations of PSCL as well as the Government of Bihar.

7. Fixed Assets

- (i) Ensure that the Fixed Assets Register is being maintained properly
- (ii) Ensure that depreciation as per companies ACT. 2013 is being charged over the Fixed Assets.

8. Remittance of Government Dues

- (i) Ensure that timely remittances of Income Tax (TDS), VAT/GST. Royalty Labour welfare cess, Professional Tax & C.P.F. are being done to concerned authority
- (ii) Required returns are filled timely with appropriate authorities.

9. Income:

Checking of interest calculation on FD. Centage calculation on works executed during the year and miscellaneous income like rental and other revenues generated from the projects.

10. Certification of Trial Balance

- (i) Opening entries have been correctly taken in the books.
- (ii) Trial Balance should be duly certified by the auditors along with all the schedules after passing all the required provisions and adjustment entries.

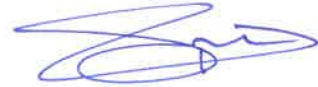
11. Incase of head office:

- (i) To check the Financial Statement along with notes to the accounts as per requirement of schedule-iii of the Companies Act, 2013.

12. Report:

Auditors Report should cover every point as mentioned in objectives and scope of work. The final report will be given only when the draft report is discussed with the CFO at the HO level.

The fee will be paid on a monthly/yearly basis only after completion of the whole work.



Pravind Kumar Singh
Chief Finance Officer
Patne Smart City Limited

