

Siliguri Jalpaiguri Development Authority

Tenzing Norgey Road, Pradhan Nagar, Siliguri-734403



Phone : Siliguri : (0353) 512922, 515647
: Jalpaiguri : (03561) 30874
Fax : (0353) 510056

Memo No. : /SJDA

Date:

Expression of Interest for Internal Audit of Schemes under Siliguri Jalpaiguri Development Authority.

EOI no:02/Audit/2013-2014 (2nd Call)

Siliguri Jalpaiguri Development Authority invites "Expression of Interest" (EOI) from eligible consultants (reputed/experienced firms of Chartered Accountants to indicate their interest in providing services for the above mentioned audit work. The interested firms must provide information indicating their past experience in related sectors, experience of key personnel and financial strength to perform the services under the following heads:

1. Scope of work:

The internal audit will cover the audit of the schemes that have been executed by SJDA. Internal audit will play a role in assisting the Authority in bringing a systematic, disciplined approach to evaluate and improve the effectiveness of the present internal control system. In conducting the audit, special attention should be paid to assessing whether adequate controls have been established and complied with to ensure:

- All projects funds had been used in accordance with the conditions of the relevant legal agreements and only for the purposes for which the financing was provided;
- Project assets were adequately safeguarded and used solely for their intended purposes; and
- All necessary supporting documents, records, and accounts have been kept in respect of all project transactions; including expenditures.
- Procurements for the Project have been done in accordance with the agreed Procurement procedures.
- The internal audit conduct should render effective support during external audit if required.
- An assessment of the effectiveness of and degree of compliance with the financial controls laid down in the work order and related documents. Whether funds have been used with due regard to economy, efficiency and effectiveness and for the purposes for which they were provided.
- Whether realistic annual work plans and procurement plans were prepared and expenditures were incurred as per approved plans and variances if any were monitored, analyzed and the learning used for preparing plans for subsequent years.
- Timeliness of flow funds to the spending units.
- Whether there was appropriate documentation of check measurement/inspection of works by Engineers & other officials concerned;
- Whether contract payments were made as per the terms of the contract.
- Whether an appropriate system of accounting and financial reporting existed by which expenditures were properly recorded. Whether adequate supporting documentation were maintained for all project expenditures.
- Whether an adequate system was in place to ensure that goods, works and services were being procured in accordance with the rules.
- Whether appropriate controls were complied with for variation in contracts.
- Internal audit of projects amounting to approximate of Rs. 257.00 crores has to be done.
- Visiting the Office of Executing Agencies for checking records as & when directed by the competent authority.
- The assignment should be completed within **60(Sixty) days**.

2. Objective:

The objective of this internal audit is to provide the Authority with an independent, objective and professional assessment of the past schemes to assess entity's internal control systems were operating satisfactorily. Internal audit will provide project management with information on financial risk management and controls to enable the management to take timely corrective actions, wherever

necessary. The internal auditor should recommend cost effective methods for strengthening controls to prevent or detect significant financial irregularities or losses due to insufficient attention to economy, efficiency and effectiveness in the use of project funds.

3. Mandatory Criteria for participation:

a) Composition of C.A. Firm

- Number of Partners and number of qualified Chartered Accountants (excluding partners).
- An application fee amounting to Rs 2000 by way of Demand Draft drawn in favour of Chief Executive Officer, Siliguri Jalpaiguri Development Authority payable at Siliguri is to be submitted along with the Technical Bid.

b) Past experience of the firm

At least 3 audits (external or internal) carried out in the Government sector/PSU in the last 5 years.

c) Financial strength of the C.A. firm

- A minimum average annual financial turnover of INR 50 lakhs for the last 3 Financial Years;
- The firm should have at least five CAs (including partners) with at least one DISA qualified.
- Number of single contracts value of 30 lakh or more of such during last 5 years. The firms should provide information on the above mentioned aspects
- The firms should provide information on the above-mentioned aspects. Interested C.A. firm may submit (a) Technical Bid (b) Financial Bid in separate sealed envelope clearly mentioning the above.
- The Technical Bid will be opened at first instance, to short list the eligible participants, satisfying the said criteria. Subsequently the Financial Bid will be opened. The Financial Bid will consist of proposed Fees of the Firm & detailed breakup of the quoted amount.
- Chief Executive Officer, Siliguri Jalpaiguri Development Authority reserves the right to reject all or any of the proposals without assigning any reason thereof.

Interested and competent agencies are requested to submit their rates in sealed envelope by 23.08.2013 to the undersigned from the date of issue of this notice along with the profile of the firm by Registered Post with A/D mentioning clearly the EOI no and the memo no and date along with the subject.

The Internal Auditor will submit the report to the Chief Executive Officer, Siliguri Jalpaiguri Development Authority with a copy to the Chairman, Siliguri Jalpaiguri Development Authority to enable the management to take timely corrective action. This will improve the follow-up and monitoring of resolution of audit observations.

sd/-
Chief Executive Officer,
Siliguri Jalpaiguri Development Authority
Date: 13/08/2013

Memo No: 3440/1(12) /SJDA
Copy forwarded to:

1. District Magistrate, Jalpaiguri.
2. District Magistrate, Darjeeling.
3. Commissioner, Siliguri Municipal Corporation.
4. A.E.O., Siliguri Mahakuma Parishad, Siliguri.
5. S.D.O., Siliguri.
6. S.D.O., Jalpaiguri Sadar Sub – Division, Jalpaiguri.
7. SDICO, Siliguri.
8. Joint Director, Tourism, Siliguri.
9. D.I.O., N.I.C., Siliguri – for uploading in the website.
10. Sri. T.K.Ray, Associate Planner, SJDA – for uploading in website.
11. A.E., SJDA at Jalpaiguri Office.
12. Notice Board, SJDA.

4-2-3-1
Chief Executive Officer,
Siliguri Jalpaiguri Development Authority

Siliguri Jalpaiguri Development Authority

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APPLICATION FOR INTERNAL AUDIT OF SPMG TECHNICAL BID

SL NO	ITEMS	DETAILS
01	Name of the firm	
02	Postal Address	
03	Telephone/Mobile and Fax numbers	
04	Date of formation	
05	PAN no and TAN no	
06	Service Tax No	
07	CAG Empanelment Details	
08	Firm Registration no	
09	Name and designation of the partner authorized to make commitments to SJDA	
10	Email Address	
11	Turnover of the Firm 2009-2010 2010-2011 2011-2012	
12	Contact Details of all the partners of the firm Name Address Contact Numbers Experience	
13	Proof of work undertaking during the last three years Type of assignment handled Year of Assignment	
14	Details of Article Clerks & Paid Staffs	
15	Details of Demand Draft submitted	
16	Detail information about the stipulated criteria	

I/We hereby certify that all the particulars given above are correct and true to the best of my/our knowledge.

In case at any stage it is found that the information given by me/us is false/incorrect, SJDA shall have the right to take any action as deemed fit without any prior intimation to me/us.

Signature of authorized Signatory with date.

Full name :

Designation :

Date :

**APPLICATION FOR INTERNAL AUDIT OF SPMG
FINANCIAL BID**

SL NO	ITEMS	DETAILS
01	Name of the firm	
02	Postal Address	
03	Telephone/Mobile and Fax numbers	
04	Amount quoted (In words)	Rs
	Details of quoted amount	
	Any further information	

I/We hereby certify that all the particulars given above are correct and true to the best of my/our knowledge.

In case at any stage it is found that the information given by me/us is false/incorrect, SJDA shall have the right to take any action as deemed fit without any prior intimation to me/us.

Signature of authorized Signatory with date.

Full name :

Designation :

Date :