



News Paper Format

## Bihar Institute of Correctional Administration (BICA)

Notice No -03/2021-22

### Notice Inviting Tender (NIT)

For- "Selection of Agency Statutory Audit to Bihar Institute of Correctional Administration (BICA), Hajipur campus".

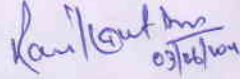
Bihar Institute of Correctional Administration (BICA), Hajipur intends to hire agency for Providing Statutory Audit in Bihar Institute of Correctional Administration (BICA), Hajipur.

Tender Documents containing further information about the, eligibility criteria, terms & conditions can be downloaded from official Website :-<http://bica.bihar.gov.in>

### Tender Schedule/Programme

S.n	Activity	Date/Time : Duration
1.	Download date of Tender documents	From 18.06.2021 10:00 AM to 08.07.2021 till 03:00 PM
2.	Date/Time for submission of offer/Bid	Up to 12.07.2021 till 03:00 PM. Mode of Submission only.
3.	Date & time for opening of Technical Bid	15.07.2021 at 11:00 AM.
4.	Contact person/Nodal Officer for queries	Mr. Ashish Kumar, IT Manager, BICA, Hajipur Contact :9905688529
5.	Financial Bid Opening Date and Time	Date to be announced later by competent authority.

**Note:- The Tender Inviting Authority reserves the right to accept or reject any or all bids without assigning any reasons.**

  
Deputy Director  
BICA

**Bihar Institute of Correctional Administration (BICA)  
Hajipur (Vaishali)**

Tel.No.Office:- 06224-272116, Fax No.:- 06224-272117, Email-Id:-director.bica@bihar.gov.in

**Prison and Correctional Services,  
Home Department (Jail)  
Bihar**

**Tender Notice No-03/2021-22**

**TENDER NOTICE INVITING BIDS FROM CAG EMPANELLED CA FIRM FOR CARRING  
STATUTORY AUDIT**

Bids are invited from CA firms for carrying out statutory audit to the BICA for the year 2019-20 & 2020-21 Brief Scope of work, Eligibility Criteria and Submission & Evolution Details are as below:

**Brief scope of work**

1. Firm will carry out Statutory Audit as per the provision of BICA Finance & Account Manual of BICA and provide auditor's reports consisting of audit opinion confirming whether:
  - a. The society's Financial statements have been prepared in accordance with the consistently applied Accounting Standards and give a true and fair view of the operations of the mission and
  - b. The procedures and internal controls involved in their preparation can be relied upon.
2. Audit would cover Society's entire operation
3. Audit has to be done at Bihar Institute of Correctional Administration Society Headquarter at Hajipur, Vaishali
4. Auditor's report would inter alia, contain audited annual financial statements comprising Cash Flow Statement Balance Sheet Statement of Receipts & Expenditure and related schedules.
5. Minimum fee of carrying Statutory Audit of BICA per year is prescribed 35000.00 (Thirty Five Thousand only (Without GST) including TA/DA. Stationary charges, or any other fee/charges
6. No other fee/charges will be admissible.
7. Firm would be responsible for Submitting (a) draft statutory audit report and (b) final report incorporating replies to the audit queries raised in the draft report .
8. The audit team at headquarter must be headed by a chartered accountant.
9. The audit would be finalized in 4 months from the date of work order

## **Eligibility Criteria**

The interested party must meet the following criteria and submit copies of supporting documents attested by authorized Signatory:

1. Firm should be registered with ICAL with minimum 5 years of existence (copy of registration has to be attached)
2. Firm should be empanelled with Comptroller and Auditor General, India in current Financial Year 2020-21 (copy has to be attached) In case the firm has applied for empanelment for current Financial Year and has not been issued the empanelment letter in that case, copy of acknowledgement of Financial Year along with empanelment letter for FY 2019-20 has to be attached.
3. Firm should have, PAN and GST Registration No. (copy has to be attached)
4. Firm should have prior experience of carrying out at least 05 (five) Statutory Audit assignments with Government Agencies/ Societies/ Corporation/ Schemes/Programmes /Externally aided projects. (At least 05 (five) such work commencement orders should be submitted)
5. Average annual turnover/revenue of the firm should be at least Rs 25 lakh over the last three financial years 2017-18, 2018-19 and 2019-20 (Relevant audited report to be submitted)
6. The Firm should have never been indicated by the court of law or any regulatory body or any state/central government agencies (self declaration on letter head to be submitted) or black listed earlier.
7. The firm should be Bihar based. Head office of the firm should be located in Bihar.

## **Submission & Evaluation Payment Details:**

1. The Technical Bid containing all the supporting Documents for the eligibility criteria should be enclosed in a separate envelop.
2. The financial Bid containing a single consolidated quote of annual fees inclusive of all expenses to be incurred and all Government dues and levies should be enclosed in a separate envelop.
3. Both the Technical and Financial Bids should be enclosed in one leafed envelop clearly super scribed. **"Tender for carrying out Statutory audit for the FY 2019-20 & 2020-21"** and send to the under mentioned address.

  
03/06/2024

**Deputy Director**

Bihar Institute of Correctional Administration  
Hajipur, Vaishali