

Haryana Rural Roads and Infrastructure Development Agency
A Society of the Government of Haryana in Public Works (B&R) Department
Haryana PWD (B&R) Complex, Nirman Sadan, Plot No. 1,
Sector 33-A, Chandigarh.

**“TENDER NOTICE FOR THE APPOINTMENT
OF INTERNAL AUDITORS”**

“TERMS OF REFERENCE”

1. INTRODUCTION

The Internal Audit is an Organization aims at helping the management to achieve the organizational activities, goals and targets. PMGSY Accounts Manuals (Accounts Manual-Programme Fund and Administrative Expenses Fund Accounts Manual) provide that the SARRDA will of appoint Internal Auditors as a management aid to ensure the True & Fair record of accounts.

In the absence of Internal Audit the possibility of committing irregularities or misappropriation/diversion of funds, etc may not be ruled out, besides the issues relating to inefficiency and ineffectiveness remaining unaddressed. Internal audit helps in identification of the gaps in implementation of the Programme and taking timely corrective measures to improve the Financial and Project Management. Reports of the Statutory Audit and ‘Notes on Accounts’ submitted by the SRRDAs have revealed several weaknesses in the book keeping and Financial Management. Therefore, the provisions relating to Internal Audit in the Accounts Manual need to be followed in letter and spirit.

HaRRIDA (PMGSY) required to conduct the Internal Audit of the accounts of various PIU’s (In the field) and also the accounts of SRRDA (At Head Office) for the F.Y. 2016-17 from the reputed firm of Chartered Accountants as per guidelines of National Rural Road Development Agency, (MORD), Government of India, New Delhi.

2. QUALIFICATIONS AND EXPERIENCE

The CA Firm should have the Professional standing of more than

5-10 years. The firm should have at least Five Partners (including 3 FCA's). The firm of Chartered Accountants having their offices at Chandigarh and Panchkula can apply for the above said job.

The Firm of CA should have good reputation and also be registered with the Comptroller Auditor General of India, New Delhi/Reserve Bank of India. The firm should have been officially associated in any capacity at least five companies/ banks/ Govt. organizations/Semi-Govt. organizations.

3. JOB TO BE EXECUTED

The firm of Chartered Accountants, if selected, will conduct the Internal Audit of the accounts of various PIU's (In the field) and also the accounts of SRRDA (At Head Office) for the **F.Y. 2016-17** on the basis of scope of work detail of which can be downloaded from the website of <http://haryanapwd.gov.in> OR get the copy of the same from this office personally on any working day. The firm of Chartered Accountants will undertake the Internal Audit on **Half yearly basis viz April, 2016 to September, 2016 and October, 2016 to March, 2017 and submit the report for 1st half year i.e. 1st April, 2016 to September, 2016 on the 1st phase and for 2nd half year i.e. October, 2016 to March, 2017 on the 2nd phase** to the management of SRRDA (At Head Office).

4. TECHNICAL AND FINANCIAL PROPOSALS

Interested firms of Chartered Accountants must submit the **“Technical” and “Financial”** Proposals in two separate sealed envelopes (with respective marking in bold letters). The first envelope marked **“TECHNICAL PROPOSAL”** should include the description of the bidder's general experience in the field of the assignment, the qualification and competency of the personnel proposed for the assignment in response to suggested Terms of Reference (Annexure II) in Forms T-1, T-2, T-2 and T-3. The first envelope should not contain any cost information whatsoever. The second envelope marked **‘FINANCIAL PROPOSAL’** should contain the detailed price offer in Form F-1

and F-1 A for the internal audit. The rates for Internal Audit for each unit in the field (per PIU's) and also at Head office (SRRDA) should be mentioned in form No. F-1 A. Both the sealed envelopes should again be placed in a sealed cover.

5. TIME/PERIOD OF SUBMISSION OF BIDS

The CA firm should submit their documents (**“Technical” and “Financial” Proposals**) in the manner prescribed above in the office of the SRRDA i.e. **Executive Engineer, (PMGSY) Room No. 408 (3rd floor) Nirman Sadan, Haryana PWD (B&R) Complex, Plot No.1, Sector 33-A, Chandigarh-160020 latest by 8th June, 2017 up-to 5.00 PM.**

HaRRIDA (PMGSY) reserves the right to reject all or any of tender without assigning any reason thereof.

**Issued by
Executive Engineer-cum-
Treasurer, HaRRIDA**

Form No. T-1 (Refer to Para 8 of Appendix 1)

Financial turn-over of the firms audited by the Internal Auditor Firm during the last three years.

S. No.	Name of the Organization audited (year wise) during the last 3 years	Financial Turnover of the organization audited* (Rs. in lakhs)
1	2	3
1	2014-15	
	(i)	
	(ii)	
	(iii)	
	Total (2014-15)	
2	2015-16	
	(i)	
	(ii)	
	(iii)	
	Total (2015-16)	
3	2016-17	
	(i)	
	(ii)	
	(iii)	
	Total (2016-17)	

Signature of Authorized Representative of Internal Auditor Firm

Seal of the Internal Auditor Firm

***Authentic supporting documents to be attached.**

Form No. T-2 (Refer to Para 8 of Appendix 1)

Details of qualifications and experience of key personnel

Sr. No.	Name of senior per- sonnel	Qualification of key personnel				Experience	
		Educational	Professional			Audit of Public Works accounts experience (1 point to each key personnel)	Experience of auto- nomous body/PSU of State or Central Govt. (1 point to each key personnel)
			FCA	ACA	DISA		
Point to be awarded			8 (Maxi- mum)	7 (Maxi- mum)	5 (Maxi- mum)	5 (Maximum)	5 (Maximum)

Signature of Authorized Representative of Internal Auditor Firm

Seal of the Internal Auditor Firm

Form No. T-2 A (Refer to Para 8 of Appendix 1)

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position:

[For each position of key professional separate Form T- 2A will be prepared]:

2. Name of Firm:

[Insert name of firm proposing the staff]:

3. Name of Staff:

Insert full name]:

4. Date of Birth:

5. Nationality:

6. Education Qualification:

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and year of obtainment]:

7. Membership of Profession Associations:

8. Other Training:

9. Employment Record:

[Starting with present position, list in reverse order every employment held by key personnel since passing out CA examination, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: to [Year]: Employer:

Positions held:

Location:

Activities performed:

From [Year]:

to [Year]:

Employer:

Positions held:

Location:

Activities performed:

From [Year]: to [Year]: Employer:

Positions held:

Location:

Activities performed:

Note: Write tasks performed under various employer year-wise.

10. Detailed Tasks Assigned

[List all tasks to be performed under this Assignment/job]

11. Certification.

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

[Signature of key personnel]

Place:

Verified

Signature of Authorized Representative of
Internal Auditor Firm

Form No. T-3 (Refer to Para 3 of Appendix 1)

Details of No. of team to be deployed with details of personnel in each team.

No. of team	Name of the team leader/support staff of the team	Position held in the Internal Auditor firm by the team leader		Audit experience in years	
		FCA or ACA or DISA	Support staff's designation	Audit of Public Works accounts experience	Autonomous bodies/PSU of State/Central Government
1	2	3	4	5	6
Team 1					
Team 2					
Team 3					
Team 4					
Team 5					
Team 6					
Team 7					

Signature of Authorized Representative of Internal Auditor Firm

Seal of the Internal Auditor Firm
Form No. F-1 (Refer to Para 9 of Appendix 1)

Price Bid

1	Name of work:	
2	Name of Internal Audit Firm:	
3	Audit fees per annum (Excluding Service Tax.):	Rs..... (In Figures). (Rupees.....(In words)

Signature

(Authorized representative of Internal Auditor Firm)

Seal of the Internal Auditor Firm

Note:-

- 6. Service Tax as applicable on the date of payment will be paid extra by the SRRDA.**
- 7. The rates quoted are for one year which will be applicable for next year also, if the contact is extended to second year.**
- 8. TDS or other statutory deductions as applicable in the State will be deducted by the SRRDA at the rates notified by Government of India from time to time each bill.**

Form No. F-1 A (Refer to Para 9 of Appendix 1)

Break up of Cost Estimate of Services

Sl. No.	Particulars	Amount (Rs.)
1.	Remuneration to staff	
2.	Out of pocket expenses	
3.	Contingency charges	
4.	Total cost estimates	

Signature

(Authorized representative of Internal Auditor Firm)

Seal of the Internal Auditor Firm

Note:- The amount of total of cost estimate (F-14) should agree with the total amount written in Price Bid (F-1). In case of discrepancies in the amounts, the amount quoted in Price Bid form F-14 would prevail.