

Letter no. 2699/AC/BIADA/2025-26

Date: - 02/07/2025

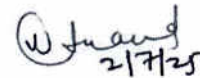
### **Short Notice Inviting Quotation**

**Inviting Quotation from Chartered Accountant (CA) firms to conduct Internal Audit of Bihar Industrial Area Development Authority (BIADA) for Financial Years 2024-25, 2025-26 and 2026-27.**

**Bihar Industrial Area Development Authority (BIADA) invites proposals from practicing Chartered Accountant (CA) firms for conducting the Internal Audit of the financial years 2024-2025, 2025-2026, and 2026-2027.**

Interested CA firms may submit their proposals in two sealed envelopes for the above-mentioned work to **"The Executive Director (Operations), BIADA at 1<sup>st</sup> Floor, Udyog Bhawan, East Gandhi Maidan, Patna, 800001"** either by registered post or in person, on or before **14<sup>th</sup> July 2025 by 4:00 p.m.** Applications received after the mentioned deadline shall not be entertained under any circumstances. Detailed Bid document may be downloaded from the website of BIADA at **www.biada1.bihar.gov.in**.

**Note:-** BIADA reserves the right to cancel the application and/or postpone the selection and appointment process at any stage, at its sole discretion.



Executive Director Operations,  
BIADA, Patna.

## **NOTICE INVITING QUOTATION**

Quotation is invited from Chartered Accountant's Firms to conduct Internal Audit for the Financial Years 2024-25, 2025-26 and 2026-27. Quotation will be received up to **4:00 p.m. on 14<sup>th</sup> July 2025** at the register office of Bihar Industrial Area Development Authority (BIADA), 1<sup>st</sup> Floor, Udyog Bhawan, East Gandhi Maidan, Patna – 800001.

### **Terms of Reference (TOR) for the Chartered Accountant firms**

An indicative list of services (including but not limited to) which would be expected to be offered by the selected "CA Firm" are as follows:

Internal Audit of the Annual Accounts of Bihar Industrial Area Development Authority (BIADA) for the Financial Years 2024-25, 2025-26 and 2026-27.

- (i) To Provide an independent and unbiased view, adding value to "BIADA".
  - a) To objectively review BIADA's Policies and procedures, and to provide assurance regarding compliance with the policies and procedures of BIADA and that these processes are adequate in mitigating risks of BIADA.
  - b) To improve the control environment of BIADA by assessing its efficiency and operating effectiveness.
  - c) To regularly perform audit, to ensure compliance with any and all relevant laws and regulations.
  - d) To audit of books of Accounts, Ledgers, Vouchers including other areas in accordance with Standard on Internal Audit issued by ICAI for evaluation of Internal Finance Control of the Company.
- (ii) To conduct the Audit of BIADA's Cluster as well as BIADA Head Office.



- (iii) To verify the Cash Book and Bank Book and other relevant books and documents.
- (iv) To prepare Annual Financial Statement/Reports of aforesaid periods which to be placed before the Management/ Board of the Company.
- (v) Preparation of reconciliation statement of the deduction and reimbursement to the concerned department including verification of accuracy thereof made by the authority on the payment to its clients/ contractors and staffs and also checks the returns duly filed as per relevant provisions.
- (vi) Audit of the statutory compliance like EPF, TDS, GST etc. as may be applicable.
- (vii) To train and guide the staff of BIADA in the area of taxations and other matters.
- (viii) To audit the compliances to the notices received by BIADA in all matters relating to the Income Tax/TDS/GST including the assessment/ reassessment proceedings.
- (ix) To present in Board Meeting of the Authority.
- (x) Any other assignment as directed by the Board of Directors of the Authority / Managing Director/Executive Director.

### **Eligibility Criteria**

Joint Venture / Consortium of Firms will not be allowed for participation in the selection process. The eligibility criteria are as follows:

- The Chartered Accountants (CA) Firm should be a Partnership Practicing Firm of Chartered Accountants.
- The CA Firms should be in Practice for a period of 5 years or more.
- Have at least 2(Two) fulltime FCA partners/employees who are associated with the firm for more than 2 (Two) years, out of which 1 (one) partner should be stationed within Bihar.

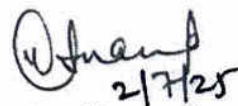
- Have average professional fees of Rs. 20 (Twenty) Lakhs or above in the last 03 financial years 2021-22, 2022-23, 2023-24, (Financial Statements to be submitted)
- Should have never been issued notice for failure to submit deliverables and cancelation of work order, forfeiture of EMD, etc. by any Government and/or semi Government / Autonomous entities. An undertaking to this shall be submitted along with proposal.
- Should not have been barred from appointment by any government and / or semi government entities. An undertaking to this shall be submitted along with proposal.
- Should not be internal auditor in capacity as individually / firm associated with BIADA since formation.

### **Terms & Conditions:**

1. Firm should submit the brief note about the resource of the firm indicating its year of establishment, experience, Qualification & Strength of professionals etc. of the firm in the format enclosed as Annexure – 1.
2. The firm must have a Branch office in Bihar and all communication to the firm will be made to that office address only.
3. Two envelop system is followed for selection of firm.
4. The interested firm must prepare the first envelop super – scribed as “Firm (Name of Firm) Technical Details” comprises of documents as mentioned in T&C, Eligibility criteria and second envelop super – scribed as “Firm (Name of firm) Quotation (Financial Details)” comprises of price bid of the firm in the format enclosed as Annexure -2.
5. Both the envelop then put up inside one single large envelop and must be super – scribed as “Quotation for Internal Audit of accounts for the Financial Years 2024-25, 2025-26 and 2026-27 for Bihar Industrial Area Development Authority” and submit at the register office of Bihar Industrial Area Development Authority (BIADA), 1<sup>st</sup> Floor, 1<sup>st</sup> Floor, Udyog Bhawan, East Gandhi Maidan, Patna - 800001 before 14<sup>th</sup> July 2025, 4:00 p.m. Hrs. by registered post or in person only.



6. The selection of the firm will solely rest of the discretion of the Authority.
7. The Interested Chartered Accountant's Firms is to submit their Quotation address to Executive Director (Operation), Bihar Industrial Area Development Authority (BIADA), 1<sup>st</sup> Floor, 1<sup>st</sup> Floor, Udyog Bhawan, East Gandhi Maidan, Patna – 800001, before **14<sup>th</sup> July 2025, 4:00 p.m. Hrs.** by registered post or in person only.
8. The cut of date for evaluation of time period regarding experience and firms credentials will 01/04/2025.
9. Quotation received after the due date and time will not be considered.
10. Financial bid of only those firm(s) will be opened, who have submitted all the documents as per T&C and qualified in the technical bid.
11. The firm which quotes the lowest price (L1) for the work as mentioned in ToR shall be declared selected bidder.
12. No extra fees will be paid beyond the quoted price except the BIADA assigned any out stationed work. Further, TA and DA will be reimbursed on Actual Basis
13. The timeline for internal audit and all related works as per the direction of BIADA.
14. Quotations must be submitted strictly as per above terms and conditions.
15. Quotation not received as per above conditions is liable for disqualification.
16. BIADA reserves the right to accept or reject all or part of proposals without assigning any reason and also reserve the right to postpone or to cancel the invitation.

  
21/7/25

Executive Director Operations,  
BIADA, Patna.

**Annexure – 1**  
**(Information of Applicants on the letterhead of CA Firms)**

1. Name of Firm:
2. Year of establishment:
3. Address and contact details of Head Office:
4. Address and contact details of Branch Office(s), if any:
5. Details of Contact person(s) with contact Numbers:
6. Details of Full Time Partners of the Firms containing following information:
  - Name of Partner:
  - Address and Contact details of each Partner:
  - Educational Qualification:
  - Specialization in professional experience:
  - ICAI Membership no. and its category like ACA/FCA:  
(Supported by its details reflected in the current firm status)
7. Average Annual Turnover of the Firm for last 3 years (Supported by Financial Statements of the Firm)

Financial Year	Turnover
2021-2022	
2022-2023	
2023-2024	
<b>Total</b>	
<b>Average</b>	

8. Undertakings and details as mentioned in eligibility criteria as above.
9. Name of major experience in Bihar in nature of Internal Audit services provided by the Firm.



**Annexure – 2**  
**(Quotations on the letterhead of CA Firms)**

To,

**The Executive Director (Operation),  
Bihar Industrial Area Development Authority**

Respected Sir,

We the undersigned, offer to provide the services for *Internal Audit of accounts for the financial year 2024-25, 2025-26 and 2026-27 for Bihar Industrial Area Development Authority* in accordance with the Terms & Condition as mentioned in the Notice inviting Quotation published on dated [Insert Date]

**Financial Proposal: - Amount to inclusive of all taxes for financial year wise.**

Our attached Financial Proposal *for the sum of [Insert amount(s) in words and figure in Indian Rupee) as a lump sum fee; all inclusive of taxes, GST etc.]*

Our Financial Proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal.

No fees, gratuities, rebates, gifts, commissions, or other payments have been given or received in connection with this Proposal.

We understand you are not bound to accept any Proposal you receive.

Your sincerely,  
Authorized Signature [In Full and initials]:  
Name and Title of Signatory:  
Name of Firm:  
Address:

**Note: All the financial bid submitted must be in the format Annexure – 2 Financial bid submitted in any other format shall be rejected.**