



26 September 2017

विकास प्रबंधन संस्थान
Development Management Institute

Expression of Interest for Appointment of Statutory Auditor

DMI invites Expression of Interest (EOI) from Patna based reputed Chartered Accountant Firms registered with Comptroller and Auditor General of India (C&AG) having sufficient experience in conducting Audit of Educational Institutions for appointment as Statutory Auditor for the F.Y. 2017-18.

Development Management Institute (DMI) has been established with the active support of Rural Development Management, Government of Bihar. DMI is an independent and autonomous institution registered under the Society Registration Act 1860. DMI is envisaged “to promote participatory governance and management of Institutions, enterprises and resources for sustainable development” through

- Imparting empowering and emancipating development management education
- Building competencies of development management professionals
- Orienting leadership perspectives of peoples’ representatives and
- Engaging in transdisciplinary research and policy advocacy

Presently DMI is having its transit campus at Udyog Bhawan (Second & Ground Floor), East Gandhi Maidan, Patna (Bihar) 800 004. Recently, Government of Bihar has allotted 15 acres of Land in Sikandarpur Mauza, Bihta for permanent campus, construction is expected to start very soon.

1. Basic Objective/Scope of Audit:

The Statutory Audit will be carried out in accordance with the Generally Accepted Auditing Principles & relevant Accounting Standards issued by ICAI and will include tests and controls, as the auditors feel necessary under the circumstances Audit involves verification of vouchers as to whether the books of accounts are properly maintained, checked and balanced periodically, whether all transactions are properly accounted for and follow-up of the various checks prescribed have been properly observed. The audit functions concentrate on revenue & expenditure aspects, accounting of income and expenditure ensuring that various documentation and process followed are as per requirements, balancing of different type of Grants received and its utilisation, statutory compliance etc. The selected firm will carry out all functions relating to filing of IT returns and ensure compliance with statutory requirements.

2. Minimum Eligibility Criteria:

The Firm of Chartered Accountants should inter alia satisfy that:

- It is a Partnership empanelled with Comptroller and Auditor General of India with a minimum standing of ten years in the profession with good public image.
- Having minimum 6 full time Chartered Accountants including 3 partners exclusively associated with the firm for at least 3 years out of that at least 2 should be FCAs having 10 years’ experience.
- Experience of conducting Audit of at least two Educational Institutions receiving International Grants in foreign currency governed by FCRA and making all compliance for at least two years.
- Firm should not be current or previous Statutory/Internal Auditor of DMI.
- Firm will have to deploy CA & CA Inter for the assignment.

3. The interested Firm must substantiate their quoted fee with:

- (i) The minimum number of man-hour to be deployed in carrying out the detailed audit and
- (ii) The level/number of persons (partners/chartered accountants/article clerk etc.) for the proposed audit.

The duly signed application form along with annexures and supporting documents should be received maximum by **1700 hours of October 10, 2017 (Tuesday)** in sealed envelope addressed to:

**The Director
Development Management Institute
Udyog Bhawan (Second Floor), East Gandhi Maidan
Patna 800 004 (Bihar)**

This EOI does not create any contractual obligation on the part of DMI. DMI reserves the right to reject any or all EOI without assigning any reason.

You may contact Mr. Manish Kumar (Manager, Finance & Accounts), Mobile – +91 746 388 4651 for further clarification(s) if any.

APPLICATION FORM

To

The Director
Development Management Institute
Udyog Bhawan (Second Floor), East Gandhi Maidan
Patna 800 004 (Bihar)

Sl. No.	Particulars	Supporting Documents required to be submitted along with this form	Details
1	Name of the Firm & Registration No	Firm Registration Certificate under ICAI	
2	Address of the Firm		
	Head Office and Branch Office (Particulars of each branch to be given)		Phone No. Email Mobile of Office In-charge along with his name
	Date since when the H.O. is at the existing station		
3	Firm's Income Tax PAN No.	Attach copy of PAN card	
4	Firm's Service Tax Registration No.	Attach copy of Registration	
7	CAG Empanelment No.	Attach proof of latest empanelment with C&AG	
8	No. of years of Firm's existence & date of establishment of Firm	Attach copy of Partnership Deed	
9	Turnover of the Firm in last three years	Attach P&L and Balance Sheet of last three years	
10	Details of Partners along with Educational qualification & experience		As per enclosed format (A) & (B)
11	Audit Experience of the Firm during last five financial years	Attach Proof of Assignment undertaken	As per enclosed format (C)
12	Fee	Attach Fee Computation sheet based on category wise man -hour	

Declaration:

We confirm that the information furnished herein are correct and fair in all respects and we have the necessary documentary proof to substantiate the same. It is further confirmed that in case any of the contents contained herein are found to be incorrect, DMI is free to initiate any appropriate action against us.

Encl.: As above

Seal of CA Firm	Signature:
	Name:
	Designation:
Date:	Membership No.:

Format A – Details of Full Time Partners of the Firm (as on 01.10.2017)

Sl. No.	Name of Partner	Date of Joining the firm	ACA year and No.	FCA year and No.	Educational Qualification	Area of Key expertise	Relevant Experience

Format B - Details of Qualified & Semi qualified Staff (including Articled Clerk) as on 01.10.2017

Sl. No.	Name of Staff	Date of Joining to the Firm	Educational Qualification	Membership/Registration No.	Area of Key Expertise	Relevant Experience

Format C - Experience of Audit in Educational Institutions & others

Sl. No.	Name and Address of the Educational Institution	Type / Nature of Assignment	International Grants Received from	Duration of Assignment	Proof of the Letter of work or assignment awarded

Note: Separate sheet may be attached as per requirement(s).