



**विकास प्रबंधन संस्थान**  
**Development Management Institute**

Ref. No.- DMI/Finance/11/14(IV)/2090

Date : 27.02.2023

**Expression of Interest (EOI) for Appointment of Internal 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 an Internal Auditor for the F.Y. 2023-24. The audit assignment will be initially for a period of one year. However, it may be extended for another two terms i.e. in total for three years.

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. Government of Bihar has allotted 15 acres of Land in Sikandarpur Mauza, Bihta for permanent campus, construction has started recently.

**1. Basic Objective/Scope of Audit:**

Internal Audit involves verification of all 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 internal 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 etc. The delegations are being exercised in accordance with laid down Policies, Procedures, delegation of Powers and Statutory/Regulatory requirements. Audit will also include physical verification of Stock/Fixed Assets etc.

- Vouching of income and expenditure for head office and branch offices (if any), including checking the correctness of booking as to general ledger heads, cost centres, cost categories and fund categories;
- Verification of books of accounts including cash book, bank book, ledgers, registers, statutory records, etc.
- Review of receivables, payables and other current assets and liabilities;
- Verification of bank fixed deposits and other investments;
- Verification of Fixed Assets;
- Verification of Inventory at Head Office, other offices (if any), Hostels, leased accommodation sites for employees;
- Physical verification of Cash and Stock items including IT stocks and library books in every quarter and certification of fixed assets once a year;
- Verification of work executed and work under progress;
- Review of accuracy and reliability of accounting records and interim financial reports of the Institute;
- Checking of both transactions and functioning of specific internal control procedures at various sections/offices;
- Evaluation of adherence to various statutory, regulatory compliances and to the approved policy/procedure;

- Assessment of adequacy and adherence of internal control, SOP, risk management systems and different organisation policies adopted by the Management;
- Review of Management Information System and reporting;
- Need-based mentoring on general accounting processes at head office and project offices;
- **Pre-audit of significant expenses, as decided by the Client and the Audit Firm jointly;**
- Any other area as jointly discussed and agreed upon by the Client and the Audit Firm.
- Vouching of transactions
- Requisite pre-audit on 'as and when' basis

## 2. AUDIT PROGRAMME AND REPORTING

- Audit programme (including branch visits, if any) for the month to be fixed by the Audit Firm in coordination with the Client in the first week of every month;
- The Audit Firm shall do discussion and recommendation for rectification of audit observations on an ongoing basis, and the same shall be disposed of/ effected by the Client in the books of accounts, records etc. on an ongoing basis;
- Audit reports on various matters to be submitted on quarterly basis to the management with segregation of audit points as complied with and yet to be complied;
- The Audit Firm shall complete management discussion before providing the report to the Governing Board of DMI.
- The audit to be carried out on concurrent basis and report is to be submitted on quarterly basis.

## 3. 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 4 full time Chartered Accountants including 2 partners exclusively associated with the firm for at least 3 years out of that at least 1 should be FCAs having more than 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 Statutory/Internal Auditor of DMI.
- Firm will have to deploy CA & CA Inter for the assignment.

## 4. The Applicants must substantiate their quoted fee with:

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

Interested agencies/ firms are requested to submit their proposal in a sealed envelope superscripted "EOI for Internal Auditor" latest by by **16:00 hours of March 14, 2023 (Tuesday)** at the following address:

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

#	Information	Details
1	EOI Ref. No. and Date	DMI/Finance/11/14(IV)/2090 Dt-23 <sup>rd</sup> February 2023
2	Bid validity period	60 days
3	Time and Date of Pre-Bid Meeting	At 11:00 Hrs of 3rd March 2023

5	Time and Last Date (deadline) for submission of bids	At 16:00 Hrs of 14 <sup>th</sup> March 2023
6	Time and date of opening of Technical Bid	At 16:30 Hrs of 14 <sup>th</sup> March 2023
7	Time and date of opening of Financial Bid	At 16:00 Hrs of 21 <sup>st</sup> March 2023
8	Place of Pre-Bid Meeting & Address for Bid submission & correspondence for all purposes in relation to this RFP.	Development Management Institute Second Floor, Udyog Bhawan, East Gandhi Maidan, Patna - 800 004 (Bihar)

The envelope 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 Prof. Debashish Kundu (Purchase Coordinator), at [dkundu@dmu.ac.in](mailto:dkundu@dmu.ac.in) / [procurement@dmu.ac.in](mailto:procurement@dmu.ac.in) for further clarification(s) if any.



**APPLICATION FORM**

**To**  
The Purchase Coordinator  
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 GST 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 Per Quarter	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**

<b>Seal of CA Firm</b>	<b>Signature:</b>
	<b>Name:</b>
	<b>Designation:</b>
<b>Date:</b>	<b>Membership No.:</b>

**Format A - Details of Full Time Partners of the Firm (as on 01.01.2023)**

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 01.01.2023**

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).

