



कार्यालय-प्राचार्य,  
शासकीय महाकोशल कला एवं वाणिज्य स्वशासी महाविद्यालय, जबलपुर

क्रमांक 1983/स्था/2020  
प्रति,

जबलपुर दिनांक 16.10.2020

विशेष कर्तव्यस्थ अधिकारी  
आई.टी. शाखा कार्यालय आयुक्त,  
उच्च शिक्षा, सतपुडा भवन भोपाल

// विज्ञप्ति //

- विषय :- महाविद्यालय का वर्ष 2019-2020 एवं 2020-21 का लेखा शाखा का अंकेक्षण करने एवं विश्व बैंक परियोजना कैश बुक 2018-19, 2019-20 एवं 2020-21 का आन्तरिक अंकेक्षण करने बाबत।
- संदर्भ :- 01. परियोजना संचालक/अपर आयुक्त म0प्र0 शासन उच्च शिक्षा विभाग का पत्र क्र./50/रूसा/2020 भोपाल दिनांक 08.01.2020  
02. स्टेट प्रोजेक्ट डायरेक्टोरेट, राष्ट्रीय उच्चतर शिक्षा अभियान (रूसा) उच्च शिक्षा विभाग भोपाल का पत्र क्र. 1055/वि.बै.परियोजना/2020 दिनांक 11.09.2020

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उपरोक्त विषय में लेख है कि मध्यप्रदेश शासन उच्च शिक्षा विभाग के आदेशानुसार शासकीय महाकोशल कला एवं वाणिज्य महाविद्यालय के सत्र 2018-19, 2019-20 एवं 2020-21 के समस्त स्रोतों के आय-व्यय आदि का आन्तरिक लेखा परीक्षण एवं ऑडिट चार्टर्ड अकाउण्टेण्ट द्वारा किया जाना है, साथ ही टैली सॉफ्टवेयर में प्रविष्टि की जानी है।

महाविद्यालय में शासकीय AF, ED एवं जनभागीदारी समिति वर्ष 2019-20 एवं 2020-21 तथा रूसा, वर्ल्ड बैंक के कैश बुक की वर्ष 2018-19, 2019-20 एवं 2020-21 का ऑडिट कराया जाना है एवं प्रत्येक तीन माह की तिमाही लेखा परीक्षण की ऑडिट रिपोर्ट "संलग्न पत्रानुसार" की जानी है।

अतः शासन के निर्देशानुसार एवं भण्डार क्रय नियमानुसार दिनांक 23.10.2020 अपरान्ह 02:00 बजे तक महाविद्यालय के कार्यालय में हस्ते या रजिस्टर्ड डाक द्वारा निविदा आमंत्रित की जाती है।

संलग्न :- विश्व बैंक परियोजना का पत्र संलग्न है।

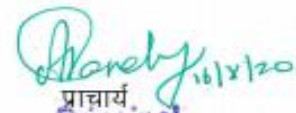
- टीप :- 01. निविदा प्रपत्र की समस्त शर्तें मान्य करना अनिवार्य है।  
02. शासकीय महाविद्यालय में लेखा कार्य अनुभव वाली संस्था को प्राथमिकता दी जावेगी।

  
प्राचार्य

शास. महाकोशल कला एवं वाणिज्य  
स्वशासी महाविद्यालय जबलपुर म0प्र0  
जबलपुर दिनांक 16.10.2020

पृष्ठ क्रमांक/ /स्था/2020  
प्रतिलिपि :-

01. श्री राजेश कनौजिया कम्प्यूटर ऑपरेटर उपर्युक्त निविदा निमंत्रण पत्र को विभागीय वेबसाइट पर आज ही अपलोड करें।  
02. लेखा शाखा/कार्यालयीन प्रति।

  
प्राचार्य

शास. महाकोशल कला एवं वाणिज्य  
स्वशासी महाविद्यालय जबलपुर म0प्र0

GOVERNMENT OF MADHYA PRADESH

Department Of Higher Education

**Govt. Mahakoshal Arts & Commerce Autonomous College**

**Jabalpur, Madhya Pradesh, India**

Phone No-(0761) 2678195,

e- mail- [hegmaaccjab@mp.gov.in](mailto:hegmaaccjab@mp.gov.in), govmaacc1836@gmail.com

Limited Tender Enquiry (LTE)  
(Single Envelope Process)  
**REQUEST FOR QUOTATION**

LTE No: **MACC**-----/LTE/2019-20/

Date:

TO.

[Name of the CA Agency ]

[ Address of the CA Agency]

[Contact Person ]

[Contact Person Mobile #]

[ e Mail : ]

Ref: **MACC**-----/LTE/2019-20/ -----dated -----

Dear Sirs,

Sub: Request for submission of Proposal for Consulting Services for Selection of Agency for Internal Audit Of Accounts by Chartered Account Firms for the College World Bank Funded Project Account –Reg

Please Submit your offer for the Services indicated in the enclosed annexure.

- 1 The Proposal shall be in sealed cover duly super-scribed as in clause No.10 below and should reach this office as per the following Details.

Last date of Submission, Time: [ **23-10-2020, 2.00 PM**]

Bid Opening Date, Time: [ **23-10-2020, 4.00 PM**]

Bid Submission and opening Venue: **Principal, Govt. Mahakoshal Arts &**

**Commerce Autonomous College Jabalpur**

**Madhya Pradesh, India,**

- 2 CA Agency shall note that the **Bid Security is NIL** for the Proposal. CA Agency shall submit the proposal in sealed Cover as per the instructions herein and Cover that do not bear the superscription, as at clause “Superscriptions” will be returned unopened. CA Agency to submit the complete Limited Tender Enquiry document without any

## Limited Tender Enquiry –Selection of Internal Auditor

changes, to submit along with the Price schedule as attached at Annexure 1 duly filled with all the details signed, Sealed

LTE Proposal will be opened in presence of the representative of the CA Agency, who may like to be present.

### 3 **PRICES:**

The prices quoted are on firm basis, the services are to be provided at the College premises, inclusive of GST and levies wherever applicable, insurance charges for the working team, to cover the transport Logistics to the Colleges. Even though composite prices are quoted, the breakup of all the GST, shall be clearly furnished in the Annexure-1, Price Schedule. It is the responsibility of the CA Agency to inform the correct rates of GST on the services prevailing at the time of tendering.

Minimum price quoted for Category A&B colleges would be Rs 60,000/- (Sixty thousand) for whole work.

Minimum price quoted for Category C colleges would be Rs 40,000/- (Forty Thousand ) for whole work.

### 4 **PAYMENT:**

The following terms of payment only are acceptable. Tenders received stipulating the payment terms other than the following payment terms will be summarily rejected.

- a. 90% payment of the due price will be paid within 30 days after receipt of the Quarterly Audit Report for the Previous Quarter completed duly inspected by the College's Authorized Representative(s) and on receipt of the CA Agency's Invoice in duplicate copy.
- b. The remaining 10% payment will be paid along with the consecutive Quarterly Invoice.

When CA Agency do not at any time, fulfill the obligations in rectifying of the defective Audit report in part or whole, promptly to the satisfaction of the College, College reserves the right not to accept the Invoices against subsequent deliverable Quarterly Report prepared by the CA Agency delivered to the College.

### 5 **ACCEPTANCE:**

It is not binding on College to accept the lowest or any Proposal. The College reserves the right to place orders for technically Qualified as per the Eligibility Criteria as specified in the Scope of Work. The no of Quarterly Audit is subject to modification at the time of placing the order.

### 6 **DELIVERY:**

The delivery of the Audit Reports shall be made as specified in the Scope of work. Without limiting any other rights or obligations of the parties hereunder, if the CA Agency is unable to deliver the Audit Reports by the delivery date(s) stipulated, the CA Agency shall immediately consult College to determine the most expeditious means for delivering the Audit Reports.

### 7 **BID SECURITY: Not Applicable**

**8 VALIDITY OF OFFER:**

The offer shall be kept valid for 90 days from the date of opening of the tender.

**9 SUPERSCRIPTIONS:**

**To be mentioned by the CA Agency on the Sealed Envelope**

- a. LTE No----- , due on (insert date)
- b. Bid Security- Not Applicable
- c. College terms of payment accepted. YES/NO

The sealed cover without **SUPERSCRIPTION** as mentioned above and any omissions thereof will be **RETURNED UNOPENED**.

**10** College is not responsible for any kind of delay in receipt of Proposal.

**11** The Internal Auditor should not be statutory Auditor of same HEIs.

**12 SELECTION CRITERIA**

The College shall use the criteria and methodologies listed in M.P.Bhandar Kray Niyam to determine the Most Advantageous Bid by calling three or more Bid Quotations. The Most Advantageous Bid Quotation is the Bid Quotation of the CA Agency that meets the qualification criteria and whose Bid has been determined to be:

- 1 Substantially responsive to the bidding document, and
- 2 The lowest evaluated cost.

## 12 (A) Eligibility Criteria

The CA Agency shall furnish documentary evidence that meets the following Eligibility criteria (s):

- 1.1 CA Firm should have an Average Annual turnover during the last 3 financial years in the Audit works only (FY 2016-17, 2017-18, 2018-19) for a Value of **Rs 3 Lakhs** (Rupees Three Lakhs only)
- 1.2 The CA Firm should have Experience of Chartered Accountant –Partner /Proprietor to have minimum of 3 years' Experience as on bid Submission.
- 2 A self-declaration from the firm to the effect that the firm including the partners of the firm has not been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under First and Second Schedule of the Chartered Accountants Act 1949 or is one against whom no disciplinary sanction order has been passed by the Public Companies Accounting Oversight Board

The CA Firm should have never been blacklisted /barred (temporary or permanent) disqualified by any regulatory /statutory body / public sector undertaking in India or internationally.

The CA Agency must give above declarations to this effect on its letterhead.

- 3 The CA Agency must have valid GST registration and PAN as on the date of submission of bid.
- 4 The Internal Auditor should not be statutory Auditor of same HEIs.

## 13 Documentary Evidence

The CA Agency shall furnish documentary evidence to demonstrate that the Non Consulting Services it offers meet the following usage requirement:

Number of team members for the project with their experience. Brief description of ownership details, objectives of the firm, total manpower strength, availability of appropriate professional staff, infrastructure etc.

### **Signature**

[Dr. Abha Pandey]

***Designation: Principal***

**College Name , Address ,**

**Phone No (0761) 2678195,**

**e- mail- [hegmaaccjab@mp.gov.in](mailto:hegmaaccjab@mp.gov.in), govmacc1836@gmail.com**

***(Office seal)***

**Attached:** Price Schedule Format- Annexure-1  
Scope of Work -Annexure- 2  
Report Format- Annexure-3

Limited Tender Enquiry –Selection of Internal Auditor

Annexure- 1 - Price Schedule Format					Date: _____	
					LTE No: <b>MACC</b> -----/LTE/2019-20/ Page N° 1 of 1	
1	2	3	4	5	6	7
Line Item N°	Description of Goods	Physical unit	Quantity	Unit price	Total price per line item including GST 6= 4*5	GST payable by the CA Agency per line item if Contract is awarded
1	Internal Audit of College WB Funded Project Account as per the Scope of Work F.Y. 2018-19( if any Transaction of World Bank exist),2019-20 and 2020-21).	Half Yearly	6			
2	Handholding in Book Entries for F.Y 19-20 &20-21					
Total Price in Rs						

Signature of the CA Agency  
Name of the Signature Authority

CA Agency Company Name  
CA Agency Company Seal / CA Registration No.

Annexure II

**SCOPE OF WORK - INTERNAL AUDITOR**

The Scope of Work of internal audit activities encompasses the MPHEQIP fund only and will include the following:

13.1 The audit would cover the compliance of all rules, regulations and guidelines issued time to time by the Department of Higher Education and/or Department of Finance Madhya Pradesh or any other statutory/governing bodies.

13.2 Hand holding, assist, Support ,capacity building on financial Entries in Tally (FMS) .

Colleges have procured the financial Management Software i.e. Tally ERP-9 and planning to make the financial Entries of F.Y 2019-20 and 2020-21 into the system hence selected Auditor is required to assist the Data entry process and support and capacity building on financial Entries in Tally (FMS) for the college Accounting staff. Further the prospective Internal Auditor will help the accounting staff in resolving the issues during the entries pertaining to the FMS applications as and when required. Requirement of the IA availability on continuous basis is required during the Data entry process.

Prospect bidder may visit the college at their own cost to understand the volume of work.

The prospective Internal Auditor, to submit the Financial quote as per the Annexure “1” of LTE.

13.3 The scope of the assignment will be comprehensive and will cover the audit of the project related activities and transactions of all cost centers. Internal Audit should provide assurance, whether:

a. Project funds have been used, in accordance with the conditions of the relevant project/program/scheme and only for the purposes for which the budget/fund was provided in an efficient and effective manner.

b. All necessary supporting documents, records, and accounts have been kept and filed appropriately in respect of the project/funds as per the order issued by the Higher Education Department, Government of Madhya Pradesh, State project Directorate and any other governing body.

c. Goods, services and non-consultancies have been procured in accordance with the standard procurement procedure prescribed under MP Procurement Rules, Procurement Manual applicable for MPHEQIP and Guidelines issued by Higher Education Department, Government of Madhya Pradesh and any other governing body. Procurements made under Component 3 of the Project have followed the World Bank Procurement Guidelines.

## Limited Tender Enquiry –Selection of Internal Auditor

- d. World Bank's "Procurement Regulations for IPF Borrowers "Procurement of Goods, Works and Non-Consulting Services under IBRD Loans and IDA Credits & Grants by World Bank Borrowers (January 2011), as updated in July 2014 ("Procurement Regulations"), are applicable and is open to all eligible Bidders as Eligibility Criteria in the Procurement. Interested CA Agency may visit the WB web site for further Information.
- e. Timely budget allocation /Fund remittance to HEIs and its effective utilization are in order and does not create any bottleneck in implementation of project.
- f. Effective financial management systems including internal controls are in operation throughout the period under audit examination. This would include aspects such as adequacy and effectiveness of accounting, financial and operational controls, and any need for revision; level of compliance with established policies, plans and procedures, reliability of accounting systems, data and financial reports; methods of remedying weak controls or creating them where there are none; verification of assets and integrity, controls, security and effectiveness of the operation of the computerized accounting system.
- g. The audit would also cover all consultancies or other contracts awarded by the HEIs as well as the Project Directorate as the case may be. Whether the contracts are being administered as per the terms of the contract; whether the outputs of the Agencies /contractor/consultants are being monitored for quantity/quality (as applicable), timeliness etc. and whether there is appropriate documentation of the same. Whether payments to contractors are being made in a timely manner.
- h. The Auditor should have adhered to compliance of Financial manual and Procurement Manual at HEIs level.

### 13.4 Auditor need to analyses and ensure to Implementation of Internal Control in allotted HEIs

- a. Analyzing Risk factors
- b. Adequacy of internal controls (e.g. maker checker, daily day book checking etc.)
- c. Roles and responsibilities
- d. Deputing key persons for implementing internal controls
- e. Periodical Review of system

### 13.5 Specific areas of audit should include the following based on the broad audit activities



## Limited Tender Enquiry –Selection of Internal Auditor

- a. An assessment of the adequacy of the program's financial management system, including internal controls. This would include aspects such as adequacy and effectiveness of accounting, financial and operational controls exercised by the implementing agencies and suggestions of improvement, if any. Migration audit which covers checking of opening balances from manual system to online system when the latter is rolled out.
- b. Ensure timely Resolution of AG and Statutory audit objections or any queries raised by the State Project Directorate/ Higher Education Department and GoMP.
- c. Verify and validate that the funds have been used in accordance with the relevant financial norms and financial regulations with due attention to economy and efficiency, and only for the purpose for which the financing has been provided.
- d. Verify that the generally accepted Accounting Principles are followed by all entities that are authorized to incur expenditure under world bank project.
- e. Assessment of efficiency and timeliness of fund flow and reporting (Utilization Certificates) mechanism for implementation of project activities.
- f. Assessment of the adequacy of financial and administrative delegation and segregation of duties and controls.
- g. Assess, if the expenditures incurred/ advances provided are duly authorized as per the financial and administrative delegation approved by the Executive Committee.
- h. Verify expenditure incurred are in accordance with the IDP norms, operational guidelines, legal agreement or any other clarifications issued from time to time.
- i. Verify if adequate and proper supporting documents, namely, purchase orders, tender documents, invoices, vouchers, receipts, pay bills, TA bills etc. are maintained and linked to the transactions (100%).
- j. Check if Reconciliation of Treasury and accounts of HEI is regularly carried out on a monthly basis and necessary corrections on account of Treasury's credits/debits and are accounted for concurrently.
- k. Physical verification of the Assets for Completeness, existence, recording, safeguard and utilization
- l. Ascertain the reliability of integrity, controls, security and effectiveness of the operation of computerized system.
- m. Verify and reconcile the Statement of Expenditure submitted by HEIs against allotted fund with reference to records and accounts books maintained at HEIs office and report the variance in tabulation form for making necessary corrections/adjustments while releasing further grants.
- n. Verify if funds have been used in accordance with the conditions of the relevant legal agreements and only for the purposes for which the financing was provided.
- o. Guide HEIs on maintenance of SOEs (Statement of Expenditure) clear linkages between the books of account.
- p. Term Deposit and other Deposits (in any form) should be reconciled with Bank / Deposit Statement.
- q. Any other work related to above at the discretion of SPD/HEI.

**14**    PERIOD OF EMPANELMENT

Initially the Internal Audit contract with the CA Agency will be for Three years i.e Financial year 2018-19(If any Transaction of World Bank Project exist),2019-20 and F.Y 2020-21 which will be extended further another one year based on the performance on Mutual Agreed terms and conditions.

**15**    DELIVERABLES- REPORTING

- 15.1 The auditor will have to certify the financial statements generated manually for 2018-19(if any Transaction of World Bank exist) and from Tally for FY 2019-20 and FY 20-21 and flag any issues on the same
- 15.2 The CA Agency should provide an executive summary highlighting critical issues which require the attention of the Additional Director of the Division and State Project Directorate, In addition to the Half Yearly report in prescribed format (Annexure III). The executive summary should also include the status of action taken on the previous recommendations and queries raised by the Auditor.
- 15.3 All reporting will be made on Half yearly basis. The reports will comprise of summary of the key findings, implications and recommendations to enable the State Project Directorate and the HEI's to take timely actions. The audit observations should be supported by instances and quantified, as far as practicable.
- 15.4 The audit observations should be discussed with the auditee entity before they are finalized and should be duly signed by auditee.
- 15.5 The audit reports should be submitted within 15 days after completion of Half yearly audit. Any delay beyond 15 days for any report attracts the penalty of Rs 200 per day delay till 30 days. After that termination of the contract will be initiated without any financial liability of the SPD.

**16**    Payments

- 16.1 Colleges shall pay the Internal Auditor on Half Year basis upon submission of the Internal Audit report for the previous Half year.

**Limited Tender Enquiry –Selection of Internal Auditor**

**17 Time lines for deliverables**

SPD and HEI’s Time lines of conducting the audit will be as follows:

Year	Period of Audit	Time line for submission of Reports
2018-19	First Half Year	30 Nov 2020
(If any Transaction of World Bank exist)	(1.4.2018 to 30.9.2018)	
	Second Half Year	30 Nov 2020
	1.10.2018 to 31.3.2019	
2019-20	First Half year	30 Nov 2020
	(1.4.2019-30.9.2019)	
	Second Half Year	30 Nov 2020
	(1/10/2019 to 31.3.2020)	
2020-21	First Half year	30 Nov2020
	(1.4.2020 to 30.9.2020)	
	Second Half Year	30 April 2021
	(1/10/2020 to 31.3.2021)	

**Annexure III**

**REPORTING FORMAT**

**A. CA FIRM NAME**

**B. CHARTERED ACCOUNTANTS**

**C. COLLEGE NAME**

**D. REPORT OF INTERNAL AUDIT-**

Based on the information available, observations made during our visits, and staff's explanation & information submitted to us our observations are summarized as under.

**E. PERIOD**

**F. DISTRICT / DIVISIONS AUDITED –**

**G. REGISTERS-**

We have verified the following Registers/ Books/Records for the period under review:

<b>S.no</b>	<b>Name of Registers/ Books/Records</b>	<b>Auditors Observations</b>
	<b>Physical registers</b>	
01	Inward / outward register	
02	Fixed assets register	
03	Advance Register	
04	Bill Register	

**H. LEDGERS**

<b>S.no</b>	<b>Creditors Ledger</b>	<b>Auditors Observations</b>
01	All payments issued for Vendor payment are required to be adjusted bill to bill only.	
02	Disallowance of expenditure as per the World Bank Rules	
03	Procedural Lapse (Compliance of Procurement manual).	
04	Procedural Lapse (Compliance of Financial manual).	
05	All Purchase made under the M P Procurement Rule , if not give details	
06	To check Discount/ Penalty While making payment to <b>Vendor</b>	

**Limited Tender Enquiry –Selection of Internal Auditor**

07	Advance Given to any person and adjustment their off ?	
08	Debit balance Vendor a/c	
09	Whether it is reconciled with Vendor account or not.	
10	Suspense a/c: Suspense's account created by	
11	Trial balance:	
12	Accounting books & records not maintained.	
13	Marking of Individual Fixed Assets procured under world Bank fund and their verification.	
14	Whether assets is properly used for the purpose for which it was purchased. .	

**I. Payments (if any) Audit Observations required to be covered:**

<b>Sr. no.</b>	<b>Report Name</b>	<b>Auditors Remark</b>	<b>Action taken By HEI to rectify</b>
01	Treasury voucher expenses head classification		
02	Treasury vouchers authorisations and receiver signature		
03	Treasury voucher Serial nos. tallying with Accounting system		
04	Treasury vouchers without approval entered in to software		
05	Supporting documents with Treasury Voucher		
06	Treasury Expense head as per voucher and software account		
07	Petty cash payments made in excess of specified limit( Let Rs 500)		
08	cash voucher Revenue stamp affixing as per State Govt. rules (if required)		
09	Advance given to staff and its recovery process		

**Limited Tender Enquiry –Selection of Internal Auditor**

10	Treasury Payment voucher filing system		
11	Reconciliation of Treasury expenses with books of accounts		

**J. EXPENSES ANALYSIS**

We have verified all the Expenses during the period under review and our observations are as follows:

Fund Wise Details::- World Bank .

Sr. no.	Expenses	Expenses up to previous Quarter	Expenses made in current Quarter	Total Expenses	Remark
01					
02					
03					
04					
05					
06					
07					
08					
09					

**K. Budget**

Budget were received for the period under review and the following are our observations:

Sr. No	Name of Report	Auditor Observations
01	Is any Budget allotted during the period for any fund ? if yes than given the fund wise details	
02	Is all allocated fund is utilized against the budget if not give reason why it is not utilized	
03	if its pending than reason why it is pending	
04	Utilisation Certificate sent to S.P.D. office	

**L. AG Audit objection**

Sr. No	Name of Report	Auditor Observations

**Limited Tender Enquiry –Selection of Internal Auditor**

01	Is any AG audit conducted during this period if yes details	
02	Is any AG audit Objection pending till date if yes, than details of pending objection and reason why it is pending	

**M. General**

<b>Sr. No</b>	<b>Name of Report</b>	<b>Auditor Observations</b>
01	Admin passwords is not openly given to everyone.	
02	Regular Backup is taken by authorized person	
03	Physical and Computerized data is matching	
04	Audit or track changes that affect the integrity of a transaction, such as changes made to Date, Ledger Masters and Amounts	
05	If any fraud ,	
06	Any other remarks	

**N. PROCESS GAP**

<b>Sr. No</b>	<b>Name of Report</b>	<b>Auditor Observations</b>
1	Process Name 1	
2	Process Name 2	
3	Process Name 3	

- Note:-
1. If any above point has not satisfactory opinion than Auditor should mention the reason for not satisfaction.
  2. Internal Audit Reporting formats may be changed as per discretion of SPD office and HEIs according to specific need of HEI with justification and with prior approval of SPD office.
  3. Auditor may add separate annexure for additional points, if want to report on some additional point not covered by above format.