

**Notice Inviting Limited Tender for  
Engagement of Chartered/Cost Accountant Firms for  
Conducting Internal Audit of  
Transport Department for the Financial Year 2002-03 to 2017-18**

Ref: No. G. 25012/5/18- TRP

Dated Aizawl, the 14<sup>th</sup> June, 2018

**OFFICE OF THE SECRETARY  
GOVERNMENT OF MIZORAM  
TRANSPORT DEPARTMENT  
AIZAWL: 796001**

**TABLE OF CONTENTS**

Sl. No	Description	Page no.
1	Introduction	2
2	Format of application	2-3
3	Format of payment	4
4	Annexure – I Selection Criteria	5-6
5	Annexure – II Instructions to Bidders	7-8
6	Form for Bidding	9-10
7	Annexure-III Terms of reference	10-11
8	Annexure-IV Scope of works	11-12
9	Annexure-V Reporting Requirement	12
10	Annexure-VI List of projects, works experience and fees	12

Introduction: Transport Department, Government of Mizoram is established on 4<sup>th</sup> June, 1987 as a full-fledged Department. The main objective of this Department is to regulate the Motor Vehicle Acts & Rules and to operate bus services within and outside Mizoram. The operation of passengers' bus services is presently carried out from its 4 depots located at Aizawl, Lunglei, Siaha and Kolasib.

Format for application:

1. Name of the firm:
2. Registration no. of the firm:
3. Date of empanelment by Finance Department:
4. Details of Head office & Branch offices:

**Head Office:**

Address & website	Date of establishment	Contact person/landline no. / Mobile no.	Email

**Branch Office 1:**

Address & website	Date of establishment	Contact person/landline n Mobile no.	Email

**5. Details of partners:**

Sl. no	Name of the partner(s)	Membership no.	Membership status ACA/ACMA/FCA/F CMA/CISA/DISA	Date of joining the firm as partner
1				
2				
3				

Note: Document in support of partnership with the firm to be attached.

**6. Details of Qualified Assistants:**

Sl. no	Name of the Assistant(s)	Membership no.	Membership status ACA/ACMA/FCA/F CMA/CISA/DISA	Date of joining the firm as partner
1				
2				
3				

Note: Document in support of partnership with the firm to be attached.

**7. Details of Semi-Qualified Assistants:**

Sl. no	Name of the Assistant	Whether CA-IPCC/CMA-Inter	Date of joining the firm as Qualified Assistant
1			
2			
3			

**8. Details of Experience of the firm in STUs as Statutory/ Internal Auditors:**

Sl. no	Name of the Company/ Unit	Year of Audit	Type of Audit completed (Statutory/ Internal)
1			
2			
3			

**9. Details of Experience of the firm as Statutory/ Internal Auditor in sectors/ industries other than State Transport Undertakings (STUs) under Central/ State Government/ PSUs/Municipal Corporations:**

Sl. no	Name of the Company/ Unit	Year of Audit	Type of Audit completed (Statutory/ Internal)
1			
2			
3			

10. Readiness for Audit under Ind AS - Yes/ No

11. PAN no. of the Firm:

12. GST Registration No. of the Branch/ HQ which will execute the work:

13. Firm/ Audit Firm means – Firm of Chartered Accountants/ Cost Accountants (Partnership/ Limited Liability Partnership)

Note:

- Documents evidence in support of all the above information are to be furnished along with the bid.
- All pages of the terms & conditions and documents submitted are to be signed/ sealed by the authorized persons along with seal of the firm.

Signature of Authorised Partner with  
Name & Seal of the Authorised Partners & Audit Firm

To,

The Secretary,  
Government of Mizoram  
Transport Department  
Aizawl: 796001

Subj: Authorisation of all payments through electronic fund transfer system/  
RTGS/ NEFT.

We hereby authorize Transport Department, Government of Mizoram to disburse all our payments through electronic fund transfer system/ RTGS/ NEFT. The details for facilitating the payments are given below:-

<i>Sl.no</i>	<i>Particulars</i>	
1	Name & address with telephone no.	
2	Bank name & address	
3	Branch name & code	
4	Bank account no. with type of account (saving/ current)	
5	IFSC code no. of the bank	
6	Beneficiary	
7	Email or mobile no. of the beneficiary for the intimation of release of payment.	

I/ we hereby, declare that particulars given above are correct and complete and if the transaction is delayed or credit is not affected due to incorrect information, I/we will not hold the Transport Department, Government of Mizoram responsible.

Authorised signatory

Name

Official stamp with date

Note: Please enclose one cancelled cheque for epayment.

**SELECTION CRITERIA (ALLOCATION OF POINTS) FOR ENGAGEMENT OF AUDIT FIRMS:**

SL. NO	PARTICULARS	POINTS TO BE ALLOCATED	MAXIMUM POINTS
1	Year of establishment of the Audit Firm (Partnership Firm/ Limited Liability Partnership Firm)	1 (one) per year of existence (fraction of the year to be ignored)	10 (ten)
2	No. of partners in the Firm who have been with the application firm for a minimum period of one year as on the date of application	a. 3 (three) for each partner who is ACA b. 4 (four) for each partner who is FCA	20 (twenty)
3	No. of partners (Chartered/Cost Accountants) with CISA/ DISA	2 (two) per person	4 (four)
4	No. of qualified Assistants (Chartered Accountants/ Cost Accountants) employed with the Firm	2 (two) per Qualified Assistant	12 (twelve)
5	No. of Semi-Qualified Assistants (CA-IPCC/ Cost Inter) employed with the Firm	1 (one) per Semi-Qualified assistant	10 (ten)
6	Experience of the Firm in STUs under Central/ State Govt. /Municipal Corporations as Statutory/ Internal Auditors (refer note Sl.no I, II & III below)	5 (five) per year of Audit	25 (twenty five)
7	Experience of the Firm in industries under Central/ State Govt. other than STUs, as Statutory/ Internal Auditors (refer note Sl.no I, II & III below)		10 (ten)
8	Place of Registered Office/ Branch Office of Chartered Accountant/ Cost Accountant Firms	i. North Eastern Region – 2 points. ii. Mizoram - 5 points. iii. Any other states- 2 pts	9 (nine)
TOTAL POINTS			100 (one hundred)

Note:

- I. Points for each year's experience shall be awarded irrespective of the number of audits completed during that particular year.
- II. STUs at Sl.No 6 would mean industries under Central/ State Government/ Public Sector Unit having Profit & Loss Accounts.
- III. Documentary evidence in support of each of the above mentioned criteria are required to be submitted.
- IV. Selection for engagement will be done based on points obtained.

In case of a tie, a Chartered /Cost Accountant firm with longer experience in STUs will be preferred for the purpose of selection. In case of a tie again, a firm with a higher number of Fellow Members of the Institute of Cost Accountants of India or Institute of Chartered Accountants of India will be considered.

## ANNEXURE-II

### (A) Instructions to bidders:

1. Format of Application must be completely filled in. Incomplete applications will be rejected outright.
2. The bid must be supported by Rs 24000/- as Bid Security/Earnest Money in the form of Account Payee Demand Draft/Bank Guarantee in the interest of Transport Department
3. Please ensure that date of opening of Registered Office, Branch Office (s), entrance dates of all Partners into the firm, date of joining firm as qualified & semi-qualified assistants are invariably indicated in the application.
4. A declaration has to be submitted by each audit firm that none of its partner(s) or qualified employee(s) is a partner in any other audit firm, which is applying for the bid in Transport Department. Any bid without such declaration in this regard shall be rejected.
5. All bids will be evaluated on the basis of the documents furnished along with application only. Any additional document received after the last date and time of receiving bid as stipulated in the notice inviting bids will not be entertained, unless such documents are asked by Transport Department specifically for submission.
6. Since, all the applications will be evaluated strictly on the basis of Selection Criteria as per **Annexure-I**, please avoid attaching unsolicited information/ documents for processing applications expeditiously.
7. All the documents submitted should be signed by the Partner with his/ her name and under the seal of the firm.
8. Applications must be submitted under sealed cover super scribing the **Limited Tender Notice No. 01/2018-19 and date 14-06-2018** and the words '**Limited Tender for Engagement of Chartered/Cost Accountant Firms**'. The name and address of the firm must also be indicated on the body of the envelope.
9. Application must be addressed to Secretary, Govt. of Mizoram, Transport Department. It may be delivered in person at personal branch of Dy Secretary, Government of Mizoram, Transport Department. Transport Department does not take any responsibility for the loss of application in-transit. Applications sent through Fax or E-mail will not be considered.
10. Bid security/Earnest Money
11. Any application received after the stipulated date and time, due to any reason whatsoever, will be rejected.

**(B) List of documents to be submitted along with the Tender.**

Interested firms are advised to go through the contents of the bid documents carefully and submit self-attested copies of the following documents in proper sequence along with the bids as described hereinafter”

1. Latest registration certificate of the firm issued by the Institute of Chartered Accountants of India/ The institute of Cost Accountants of India w.r.t the information related to the year of establishment of Head Office, Branch Office(s), address(es), details of partners along with their membership nos. etc. Particulars as indicated in the Certificate(s) will be treated as conclusive and used for the purpose of evaluation of bids.
2. Certificates of DISA/ CISA, if any, issued by the respective institutes.
3. Membership certificates of the qualified assistants issued by the Institute of Chartered Accountants of India/ the Institute of Cost Accountants of India.
4. Certificates issued by the respective institutes in evidence of qualification of semi-qualified assistants.
5. Documentary evidence of completion of Statutory/ Internal audit in any industries/ sectors other than STUs under State/ Central Governments PSUs as the proof of experience.
6. Documentary evidence of completion of statutory/ internal audit of STUs under State/ Central Government/ Municipal Corporations.
7. Copy of PAN card.
8. Copy of GST Registration of the Branch/ Headquarters that will execute the work.
9. A copy of complete Tender document duly signed as a token of acceptance of all terms and conditions and sealed.



## FORM FOR BIDDING

To

The Secretary  
Government of Mizoram  
Transport Department  
Aizawl: 796001

1. I/We have read and examined the following documents in connection with Engagement of Accountants for collection of data for preparation of Proforma Accounts for the year 2002-03 to 2017-18 under Transport Department.

Sl. No	DESCRIPTION
1	Introduction
2	Format of Application
3	Format of Electronic Payment
4	Annexure-I: Selection Criteria for engagement of Internal Auditors for Transport Department
5	Annexure-II: Instruction to Bid.
6	Annexure-III: Terms of Reference
7	Annexure-IV: Scope of works
8	Annexure-V: Reporting requirements.
9	Annexure-VI: List of Projects/ work experience and fees

2. I/We hereby submit the bid for execution of the works referred to in the documents mentioned above upon the terms and conditions contained or referred to in the aforesaid documents and in accordance to all respects with the details given therein and at the rates contained in Annexure-VI and within the period(s) of completion and subject to such terms and conditions as stipulated in the above noted Annexure along with bid.
3. I/ We also agree not to make any modifications in its terms and conditions of our own accord.
4. Should the bid be accepted, I/ we agree to abide and fulfil all the terms, conditions, and provisions of the above bid documents.
5. I/ We certify that the bid submitted by me/ us is strictly in accordance with the terms and conditions etc., as contained in your bid documents, referred above, and it is further certified that it does not contain any deviations to the aforesaid documents.
6. I/ We declare that all information provided in my/ our bid and attachments thereof are true and correct and in line with the requirement of the bid documents.

Yours faithfully,

Witness \_\_\_\_\_  
Signature in the capacity of \_\_\_\_\_  
Date:  
Place:

(Signature)  
(Name of Signatory, duly authorised to  
Sign the bid on behalf of the \_\_\_\_\_  
(in Block letters))

(Designation/ Title of signatory)  
(Common Seal)

Postal Address:  
Telegram/ Telex:  
Phone:  
Fax:  
E-mail Address:

### ANNEXURE-III

#### Terms of reference:

1. The Successful bidder will be required to deposit Performance Security of 5% of the value of the contract in the form of Account Payee Demand Draft/Bank Guarantee in the interest of Transport Department.
2. The Successful bidder would deploy a suitable team for undertaking the audit, after a thorough perusal of the requirements of the LOI and the terms and conditions contained therein, ensuring that the size of the audit team is commensurate with the volume of works involved to enable submission of report in time. They will submit their plan in advance to enable the Transport Authority to take appropriate steps for finalization of their plan. The Dy. Director(A/C) of Transport Department will coordinate with the audit team and all concerned controlling officers will also coordinate the team for smooth auditing.

It should be ensured that the audit team is headed by a qualified Chartered/Cost Accountant with a team member having prior experience of

auditing on customized material management and financial software platform. The team should consist of adequate no of semi qualified assistants.

3. The Auditor should give a report at the end of each year as per the requirement of Annexure-V
4. Audit fees, office to be audited: Details of audit fees, offices etc. are given in Annexure-VI.
5. Payment of Audit fees: Firm will be paid 50% of the Audit fee after the completion of the accounts of 2002-03 and the remaining 50% of the fee will be paid on completion of entire periods. If audit is not started within the stipulated period, it may attract a penalty of 1% of the total contracted value for per week of delay.
6. General Terms and Conditions:
  - a) Secretary of Transport reserves its right to accept or reject any bid without assigning any reason thereof. His decision will be final and binding upon the firms participating in the process of bidding.
  - b) The internal auditor will ensure that the information obtained in respect of working/operation of the site is maintained in strict confidence and secrecy at all times, including after completion of the assignment/contract. All such information shall remain exclusive property of Transport Department at all the times. A certificate towards maintaining confidentiality is to be provided by the audit at the time of acceptance of contract.
  - c) If progress/performance of the audit is not found satisfactory, Transport Department reserves the right to terminate the contract.
  - d) In case of any dispute on any issue arising before commencement of/during execution of the contract, an amicable solution may be arrived at with discussion and reconciliation. However, the contract will be subject to the jurisdiction of Mizoram High Court only if there can be no settlement of the dispute by way of discussion and reconciliation.

#### **ANNEXURE-IV**

##### **Scope of works:**

1. To make review of the system of book keeping and accounting
2. To make such tests and enquiries as the auditors consider necessary to form an opinion as to the reliability of the records as a basis for preparation of Proforma Accounts.
3. To verify accounts with reference to books of accounts, ie ledgers, journal and other subsidiary and supporting records to see that the accounts are in agreement with the books of accounts.

4. To make a review of the income and expenditure accounts/Receipt & Payment account and the balance sheet in order to make a report stating whether in the opinion of the auditors, the financial statements are presented in conformity with the generally accepted accounting principles and the items therein are described in such a way to give a true and fair view of the financial position and results of operations.
5. To prepare Inventory and Fixed assets.
6. Any other work needed for Accounts finalisation.
7. The above are indicative but not exhaustive.

#### **Annexure-V**

#### **Reporting Requirement:**

1. Report should contains the Auditors comments on all such irregularities or occurrences which the auditors desire to bring it to the notice of Transport Department, alongwith their financial implication, if any. This part should also bring out deviations (non-compliances) by site office/Directorate from policies, systems and procedures prescribed by the rules/CAGI/AG.
2. The results of audit should be discussed with Head of office concerned and important observations should be brought to their notice so that timely corrective actions may be taken. The report should be prepared after duly taking into account the additional information that may be provided/obtained at such discussions.

#### **ANNEXURE-VI**

#### **Lists of Projects/offices, Reserved Audit fees for Internal Audit.**

Sl. No	Name of Project & Office	Reserved Audit fees	Bid Amount
1	Directorate office (a) Account Branch (b) Operation Branch (c) Establishment Branch	A maximum of Rs 15000/- per site per year	
2	JD(OP) Office, Aizawl		
3	DTO Office, Lunglei- Bus operation wing		
4	DTO Office, Saiha- Bus operation wing		
5	DTO Office, Kolasib- Bus operation wing		

.....