

Information regarding Expression of Interest for VO/CLF/ PG/PC Audit for 2015-16 under BRLPS

1. The firm submitting Expression of Interest (EoI) should either be a proprietorship firm or a partnership firm empaneled with the Office of Registrar of Cooperative Societies, Govt. of Bihar.
2. Interested firm have to mention the preference of district for audit in the format below.
3. Audit of around 18000 CBOs for the F.Y. 2015-16 has to be done in all the blocks of 38 districts in Bihar.
4. Audit of a minimum of 180 – 200 units will be given to a firm.
5. Since the BRLP Project is going to close in October'16, so Audit work as well as reporting work should be completed in two months (60 working days) from issuance of work order. Report submission deadline shall be 30th September 2016 after which report shall not be acceptable and claim for audit fee shall be invalid.
6. Auditors have to report on working of CBOs for the said financial year in the specified formats for same purpose. This has been made compulsory to maintain uniformity in Reporting of CBOs.
7. Audit Report/s in three copies (one for concerned CBO, one for BPIU and one for DPCU) is/are to be submitted in Hindi. However, BPIUs wise copy of management report (Executive Summary) is to be submitted to SPMU and DPCU in English.
8. A workshop will be conducted for the selected firms before start of audit. The various reporting formats are attached in the Terms of Reference (ToR).
9. Audit Fee Structure :

Sl. No.	Volume of Transaction per unit	Audit Fee per unit
1.	Closing Balance of Loans and Advances up to Rs. 5,00,000	Rs. 1500.00 + plus applicable service tax
2.	Closing Balance of Loans and Advances between Rs. 5,00,001 to 10,00,000	Rs. 1750.00 + plus applicable service tax
3.	Closing Balance of Loans and Advance between Rs. 10,00,000 to Above	Rs. 2000.00 + plus applicable service tax

10. Payment will be made from the respective DPCU after submission of bill with completed reports (acceptable to the BRLPS) within 30 days of submission. Manager CF will process the bill at district level and ensure payment of Auditors in due time.
11. Any statutory payment to Registrar Cooperative Society with regard to this CBOs audit will paid by the Audit Firms.
12. Audit will be done at every BPIU office headquarter.

13. The firms have to submit Expression of Interest by providing information on the following points:

Sl. No.	Remarks	Information submitted
1.	Name of Firm/Address	
2.	Proprietorship/Partnership	
3.	Year of Experience (Minimum 05 years)	
4.	Preference of District	1. 2. 3.

Note: In case of unavailability of required number of CBOs in preferred Districts, Society has right to change the preference and allot Audit in other Districts

Information regarding Assignment for VO/CLF/ PG/PC Audit for 2015-16 under BRLPS

1. Audit of CBOs has been done till F.Y.2014-15 in 55 older blocks and previous data rests with CBOs as well as Block and district units. Closing B/S of 2014-15 will be taken as opening balance for F.Y.2015-16. However, in case if the audit of any CBO has not been done for the FY. 2014-2015, the same will be done by the audit firm along with the audit for the FY. 2015-16. The payment of Audit fees will be paid separately for each year.
2. The Audit work of new CBOs in 124 blocks will be done for the financial year, only for financial transaction happened during that financial year. In case of no transaction occurred during that financial year, no audit will be done in that financial year. Audit Report of each financial year has to be submitted separately and payment of audit fee will also be made for each financial year separately.
3. Physical Verification of Fixed Assets/Stocks at CBO's level of atleast 10% of total number of CBOs must be done by the auditor. No extra payment will be made for this verification.
4. Responsibility of providing Financial Statement will be of Community Cadres (Book Keepers, Master Book Keepers and concerned accounts personnel) and Auditors have to express their opinion on the same. However as Books of Records are maintained by Community Cadres who are not very literate and having modular training of Accounting work by BRLPS, so Auditors have to help them in drawing Financial statement.
5. Block Accountants will support the Audit team and CBOs in drawing Financial Statements and Books of Records updation.
6. SPM-CF will be state coordinator for Audit of CBOs work and at district level DPM will be responsible for conducting Audit in timely manner with support of Accountants and cadres. However Manager-CF will coordinate the whole process and support DPM by updating him on daily basis.