



बिहार सरकार
कृषि विभाग
उद्यान निदेशालय
बिहार बागवानी विकास सोसायटी, पटना
(राज्य बागवानी मिशन)

बैरक संख्या-13, मुख्य सचिवालय परिसर, पटना-800015, टेलीफैक्स-0612-2215215,
E-mail : dir-bhds-bih@nic.in, Website-www.horticulture.bih.nic.in

“रुचि की अभिव्यक्ति”

बिहार बागवानी विकास सोसायटी, पटना, उद्यान निदेशालय, कृषि विभाग, बिहार सरकार के अधीन सोसायटी रजिस्ट्रेशन एक्ट, 1861 के तहत पंजीकृत एक संस्था है जो राष्ट्रीय बागवानी मिशन/सूक्ष्म सिंचाई योजना/मुख्यमंत्री बागवानी मिशन/राष्ट्रीय बांस मिशन/राष्ट्रीय औषधीय पादप मिशन एवं राज्य योजनान्तर्गत कतिपय अन्य योजनाओं का क्रियान्वयन करती है।

बिहार बागवानी विकास सोसायटी (BHDS) अपने पटना मुख्यालय एवं राज्य के सभी जिलों में स्थित जिला बागवानी विकास समितियों का आंतरिक अंकक्षण एवं खातों के अनुरक्षण हेतु अनुभवी एवं प्रतिष्ठित चार्टर्ड एकाउन्टेन्ट्स प्रतिष्ठानों से “रुचि की अभिव्यक्ति” दिनांक 28.12.2010 तक आमंत्रित की जाती है।

इच्छुक चार्टर्ड एकाउन्टेन्ट फर्म द्वारा “निविदा प्रपत्र” उपर्युक्त पते से निम्न निर्धारित समय-सीमा के अन्तर्गत प्राप्त किया जा सकता है।

निविदा प्रपत्र विक्रय प्रारंभ होने की तिथि	: 05.12.2010
निविदा प्रपत्र समर्पित करने की अंतिम तिथि	: 28.12.2010 (01:30 बजे अपराह्न)
निविदा प्रपत्र खोलने की तिथि	: 28.12.2010 (05:00 बजे अपराह्न)
निविदा प्रपत्र का मूल्य	: रुपये 250/- (दो सौ पचास रुपये)

निविदा दस्तावेज का क्रय एवं जमा मिशन निदेशक, राज्य बागवानी मिशन, बैरक संख्या – 13, मुख्य सचिवालय परिसर, पटना-800015 के कार्यालय में किया जा सकता है।

किसी प्रकार की अतिरिक्त जानकारी हेतु मिशन निदेशक से निम्न ई-मेल/फैक्स/मोबाईल पर संपर्क किया जा सकता है:

ई-मेल: dir-bhds-bih@nic.in फैक्स/मोबाईल संख्या – 0612-2215215, 9431818923

निविदा दस्तावेज राज्य बागवानी मिशन के वेबसाईट www.horticulture.bih.nic.in पर भी उपलब्ध है, जिसे डाउनलोड किया जा सकता है। डाउनलोड किये गये निविदा प्रपत्र के साथ 250/- रुपये (दो सौ पचास रुपये) का बैंक ड्राफ्ट, जो “बिहार बागवानी विकास सोसायटी” के नाम से “पटना” में भुगतये हो, जमा करना होगा।

ह०/—
मिशन निदेशक
राज्य बागवानी मिशन, बिहार।



Government of Bihar
Department of Agriculture
DIRECTORATE OF HORTICULTURE, BIHAR
(State Horticulture Mission)



Barrack No.13, Main Secretariat Campus, Patna-800015, Tele+Fax-0612-2215215, E-mail-dir-bhds-bih@nic.in, Website-www.horticultre.bih.nic.in

Expression of Interest

Document for empanelment of Chartered Accountants Firm for Internal Audit

Bihar Horticulture Development Society (BHDS), Barrack No. 13, Main Secretariat Campus, Patna is an autonomous body established under Society Registration Act 1861. The Society desires to engage a reputed Chartered Accountant firm as internal auditor for the Financial Year 2009-10 & 2010-11 to carry out internal audit of Bihar Horticulture Development Society, Patna and its 38 District Horticulture Development Committees. Firms who fulfil the following **criteria** need only apply:

- The firm must be at least 8 years old with headquarters / branch at Patna.
- The firm should have served as internal auditors during past four years in at least 3 Govt./Semi-Govt. undertaking or authority. (Please enclose proof of work execution.)
- The firm should have at least 3 FCAs.
- The firm must undertake (in writing) to deploy Sufficient staff for assigned work.

The Society invites offers from firms, who fulfil the above criteria, in two sealed envelopes. The envelope marked as "**Profile**" must contain brief profile of the firm giving the following details clearly: (a) Name of the Firm (b) CAG Empanelment No. (c) ICAI Registration No. (d) Year of Incorporation of the firm. (e) List of partners and staff with brief details. (f) Documentary evidence in support of (a) to (e) must be attached. (g) Demand Draft for ₹ 250/- favouring "**Mission Director, Bihar Horticulture Development Society**" towards cost of tender form. (only in cases where the tender form has been downloaded from Commission's website.)

The envelope marked as "**Price Bid**" must contain price bid in the following format.

Sl. No.	Details	Amount in Rs.
1.	Lumpsum price inclusive of all taxes, levies etc. for carrying out internal audit for BHDS as per scope of work and given terms and conditions.	Rs. _____ only. (In Words:)
	Signature with seal of the firm.	

Payment will be made on successful completion of the work as defined in the Scope of Work at **Annexure -1** and above terms & conditions.

The sealed offers, containing both sealed envelope, addressed to **The Mission Director, Bihar Horticulture Development Society, Patna** must reach **BHDS** office latest by **1:30 P.M. on 28-12- 2010** and will be opened at **4:00 pm on the same day**.

The Mission Director, Bihar Horticulture Development Society, Patna reserves the right to reject any or all offers without assigning any reason thereof.

www.horticulture.bih.nic.in

SCOPE OF WORK

At present BHDS has been implementing National Horticulture Mission, Chief Minister Horticulture Mission, Micro-Irrigation Scheme, National Bamboo Mission, National Mission on Medicinal Plant & several state's plan schemes. The SCOPE OF WORK shall include preparation & certification of annual accounts including balance sheet of each scheme running under BHDS separately as well as a combined balance sheet of BHDS also be prepared in approved format for financial year 2009-10 & 2010-11, carrying out physical verification in 38 District/District Horticulture Development Committees assets including headquarter etc. as outlined below:

1. To carry out internal audit and report on yearly basis. The internal auditor should start the work within ten days, and submit the report within February, 2011. He will also formulate system and procedure, where required so that mistakes are minimized and proper accounts are maintained.
2. Preparation and certification of annual account statements including receipt & payment account by April end of next financial year. You will be required to ensure that the books of accounts are maintained duly updated along with the supporting vouchers. All the financial transaction will be thoroughly checked and the recording of their effect properly ensured. Checking of all major payments, tenders and their administrative & financial approval are also included in duties assigned.
3. Preparation of bank reconciliation statement of the bank account and passing of adjustment entries. Settlement of all old items reflected.
4. Proper accounting / indenting of stores, inventory, physical verification of all inventory and reconciliation and neutralization of difference as per accounts and as per the physical verification.
5. Checking of fixed asset register. To check that fixed asset register is updated at the time of capitalization / purchase / disposal of assets and location/situation of each fixed assets is properly reflected in the register. To check proper accounting entries in cases where assets have been declared obsolete/unserviceable/buyback. Status of physical verification and proper identification on fixed assets. Reconciliation of fixed asset register with financial records and difference if any between the two figures be rectified.
6. Calculation of depreciation at year end. (if any)
7. Checking of fee & fines realised by Commission as per relevant Regulation. Proper accounting of Grant as per relevant Govt. Order.
8. Deduction of income tax at sources and their timely remittance to appropriate authorities.
9. Checking of pay bills. Accounting adjustment and closing of Permanent & Temporary Imprests.
10. Checking of the pending cases with the courts vis-a-vis occurring of contingent liability.
11. Checking of the log books of the vehicles.

12. Any other tasks Referred by Mission Director.

The internal Auditors while conducting internal audit will also ensure that in accounts and in related accounting records all the required procedures have been complied with, in accordance with applicable accounting standards and the comments of A.G. Bihar.

The internal auditors are required to include following format in their report:

- (a) The following records could not be referred by the Auditors (List of records with the reason e.g. non production / non availability)

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- (b) Irregularities noticed in (A) Establishment matters (B) Receipts and (C) Payments (Point wise irregularities may be furnished under following broad category.)

- (i) Financial Irregularities.

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- (ii) Persistent irregularities.

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- (iii) Procedural Irregularities.

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