



Bio-Resources Development Centre

(A Government of Meghalaya R & D Institution under Science & Technology, Planning Department)

5¹/₂ Mile, Upper Shillong, Shillong – 793009, Meghalaya.



0364-2561530 |



www.megbrdc.nic.in |



brdcshillong@gmail.com / brdc-shillong@gov.in

E-File No. PLN/BRDC/04283/2024/NF/1

Dated Shillong, the 7th November, 2024

**DOCUMENT
ON
EXPRESSION OF INTEREST
FOR
EMPANELMENT OF REGISTERED INSTITUTIONS OF CHARTERED ACCOUNTANTS
IN
CONDUCTING STATUTORY AUDIT
OF
BIO RESOURCES DEVELOPMENT CENTRE**

Background

Bio Resources Development Centre is a registered institution under the Meghalaya Society Registration Act XII of 1983 under the Department of Planning, Govt. of Meghalaya. It became operational during the year 2003. The registered office of the BRDC is located at 5 ½ Mile, Upper Shillong. – 793009. The mandate of the Centre is “Availing biotechnological opportunities and appropriating/ customizing such technologies into meaningful knowledge resources to conserve and sustainably use biological resources for promoting multiple livelihoods and local green economy”. This Request For Proposal (RFP) is invited for empanelment of registered institution of chartered accountants in conduction statutory audit of the accounts and expenditure of the Centre for a period of 3 (three) years beginning the financial year ending F.Y. 2024-2025

Scope

1. To verify the receipts and payments received and paid by the Centre.
2. To check the income and expenditure incurred by the Centre.
3. To verify the assets and liabilities of the Centre.
4. To verify that all the procurements procedures are followed and supported by receipts and issued documents.
5. To verify that all the goods and services procured in the stock/ inventory register and that the closing balance is maintained correctly.
6. To verify the maintenance of reconciliation statements with the bank periodically.
7. To examine that the accounts have been prepared in accordance with the general accounting standards.
8. To verify the amount of interest earned as a result of bank deposits, etc.

Objective

1. To review the efficacy, adequacy and application of accounting, financial and operating controls and thereby ensure the accuracy of the books of accounts.
2. To verify that the system of statutory check is effective in design and operation in order to ensure the prevention of the early detection of defalcations, frauds, misappropriations and misapplications.
3. To confirm that the agreed procurement procedures and arrangements have been followed for works, goods and services.
4. To check that all expenditures incurred has the necessary supporting documents and have been incurred in accordance with the prescribed procedures of the Centre.
5. To check if adequate records are maintained regarding the assets created such as IT Equipment, Equipment, Furniture, vehicles, etc.
6. To provide suggestive guidance wherever necessary.

Extent and Coverage

1. The audit shall exercise such checks of accounts and records if they are in compliance with the accounting procedures, etc.
2. The audit may increase the coverage of audit, if scrutiny of the accounts and records suggest so.
3. The audit shall vouch the cheque/ cash payment transactions, bank statements, etc.
4. Routine errors or omissions or commissions noted during the course of audit may be rectified mutually on the spot.

Duties

1. Study of accounting books, records, etc.
2. Review of all accounts records of general office management procedures adopted by the Centre where these have financial and accounting implications.
3. Suggestion on streamlining of accounting.
4. Providing a true and fair view of the management of accounts of the Centre.
5. Preparation of:
 - (a) Bank Reconciliation for audited period.
 - (b) Utilization of sanction fund Schematic – Wise (Income and Expenditure Account)
 - (c) Receipts and Payment Account.
 - (d) Statement of income earned as a result of interest accrual,
 - (e) Assets & Liabilities Statement showing depreciation thereof.
 - (f) Balance Sheet.
 - (g) Filling GST as tax payer

Checks

- a) Detailed scrutiny of accounts records maintained in BRDC
- b) Scrutiny of sanctioning of procurement procedure and purchase procedures in the office so as to ensure that they are free from any defect.

Structure of Audit Report

1. Audit observations
2. Implication of the observations
3. Suggested recommendations.
4. Management's comments / agreed actions.
5. Routine errors or omission or commissions noticed during the course of inspection should be rectified mutually on the spot.

Reporting

The final Statutory Audit Report, etc shall be submitted both in hard and soft copy

General

The auditor will be given access to all documents required in the course of auditing.

The institution of chartered accountants shall entrust and deploy the personnel who are conversant with the accounting system of autonomous bodies of State Government.

Disclaimer

1. Proposal received beyond after the 22nd November, 2024 (3:00 PM) will not be considered and will be returned unopened to the applicant.
2. The BRDC deserves the right to reject the proposal without any reasons thereon.

Disqualification

The BRDC may at its sole justification and at anytime during the evaluation of the proposal disqualify if the proposal,

- (i) Make misleading false presentation
- (ii) Fails to provide clarification related thereto when ask
- (iii) Is submitted by the institution of chartered accountants blacklisted by the Government of India/ State/ UT on any ground

Dispute, if any

In case of any dispute or any difference, the decisions of the Chairman, BRDC shall be final and binding both the parties.

Terms and Conditions

1. These institutions of chartered accountants may be engaged as per the requirement through a selection process based on norms and regulations of the BRDC, Shillong.
2. The applicant(s) shall bear all cost associated with the preparation and submission of this RFP and subsequent proposals (if any) and contract negotiation
3. All documents submitted by the applicant(s) will be treated as confidential and are not return to the applicant(s)
4. The BRDC deserves the right to accept or reject any or all applicant(s) for empanelment for selection or award of contract, without incurring any liability to the affected applicant(s) or any obligation applicant(s)
5. The BRDC also deserves the right not to award or enter into any contract or agreement with any applicant(s) and may terminate the procurement process at any time without thereby incurring any liability to any applicant(s)
6. The institutions of chartered accountant have an obligation to disclose any actual or potential conflict of interest. Failure to do so, may leave to disqualification or termination of the contract at any stage
7. The empanelment of institution of chartered accountants will be rejected if it is determine that the institution has directly or through at agent engaged in corrupt, fraudulent, collusive, coercive practices in competing for the contract in question. In such cases the BRDC will declare the concretion in eligible either in definitely or for the period of time and such institution would be blacklisted.

Submission of RFP

The Proposal shall be placed in a sealed envelope clearly marked “RFP for empanelment of registered institutions of chartered accountants in conducting statutory audit of BRDC”.

The Proposal shall contain the following information for Technical Evaluation:-

- a) Name of the institution of chartered accountants, permanent address and contact details
- b) Ownership structure, size of the balance sheet for the last 3 (three) years
- c) Brief CVs of persons who would undertake the assignment
- d) Statement of expectation by the BRDC
- e) Declaration of “No conflict of interest” in undertaking the assignment for BRDC
- f) Declaration on “No conviction” under any legal authority of the State or Central Government
- g) Total mandays for completion of the assignment and submission of the report.
- h) Years of experience in conducting statutory audit of Government Autonomous Institutions
- i) Date of establishments of the institution
- j) Income Tax PAN number
- k) Up to date Income Tax clearance certificate
- l) Up to date certificate of applicable taxes
- m) Certificate of Empanelment with CAG

Financial Evaluation:

A based rate of Rs. 25,000/- for 1(one) Financial Year

Note

Please enclosed the duly attested documents of the above wherever required

The proposal shall be evaluated by the Screening Committee constitute for the purpose

The proposal shall be submitted to the Member Secretary, Bio Resources development Centre 5th mile Upper Shillong on/ before 22nd November, 2024 at 3:00 PM.

Sd/-

**Joint Secretary to the Govt. of Meghalaya,
Planning, Investment Promotion &
Sustainable Development Department &
Member Secretary,
Bio Resources Development Centre,
5th Mile Upper Shillong**

MEMO. E-File No. E-File No. PLN/BRDC/04283/2024/NF/ 1 -A

Dated. Shillong, the 7th November, 2024

Copy to:

1. LDA, BRDC with a request to kindly upload the RFP in the website of BRDC.

Sd/-

**Joint Secretary to the Govt. of Meghalaya,
Planning, Investment Promotion &
Sustainable Development Department &
Member Secretary,
Bio Resources development Centre,
5th Mile Upper Shillong**