

**Expression of Interest from Chartered Accountant / Cost & Management Accountant Firms, Having Experience in internal Audit, Stock Audit, Branch Audit, For Internal Audit of BPPI for the financial year 2016-17, 2017-18 & 2018-19.**

1. BPPI invitees "Expression of Interest" from reputed and experienced Chartered Accountant / Cost & Management Accountant Firms in the prescribed format for appointment of Internal Auditors for the F.Y 2016-17 for Audit of Accounts of BPPI.
2. The Expression of Interest should be submitted in the office of the undersigned by Courier or speed / Registered post only on or before 20/02/2017 in the prescribed format. EOI received after the prescribed date will not be entertained.
3. Scope of Audit work – Internal & Stock Audit in Gurgaon –CWH & CFA's in Various states in India (Annexure –I)
4. BPPI reserve the right to reject any or all the offers without assigning any reason thereof.

N B Sarangi  
Director (A&F)

## **Scope of Internal Auditor for the F.Y 2016-17**

1. Verify the issue of purchase order, during the year 2016-17 and submit the certified final audit report.
2. Analysis of purchase order executed during the year under audit with specific reference to receipt of goods & consumption / Sale of materials and cost overrun, if any.
3. Verify the Tendering procedures followed in the BPPI and report the deficiencies, if any.
4. Verify whether the tax invoices are obtained by the BPPI for payments towards procurement of materials.
5. Verify Stock inventory at CWH –Gurgaon & CFAs – In various states in India.
6. Verify the bills paid by the BPPI are duly certified, by the Competent Authority.
7. Verification of Cash, Bank and Journal transactions.
8. Verification of Bank & Branch Reconciliations and ensure that all the provisions have been made for accrual of interest on SB and FDR accounts.
9. Scrutinization of ledger accounts and advances given to creditors and staffs.
10. Verify that all expenditures related to BPPI have been accounted for.
11. Verification of goods return as per terms of agreement.
12. Verification of compliances for various statutory dues such as TDS, VAT, EPF, Service Tax etc.
13. Verification of tax returns filed with various Govt. Authorities within the prescribed time limit.
14. Verification of procedures for procurement and Supply system of BPPI.
15. Verification of accounting of materials transfer notes of different CFAs and obtain a confirmation from concerned CFA that all the materials transferred have been accounted for.
16. Ensure that all necessary provisions are made in the books for finalization of Balance Sheet of the end of the financial year.
17. Verify and analysis Debtors Credit limit on the basis of collection.
18. After the discussion with respective Branch heads of BPPI and compliance thereof, a consolidated report of audit comments with suggestion for improvement may be submitted.
19. In case acquisition of fixed assets of division, auditors should report that whether necessary approval from Head Office has been taken or not, if the value of fixed assets exceeds Rs.15,000/-.
20. Any other matters the Auditors may think necessary to verify from audit point of view.
21. Audit Report should be submitted by the Internal Auditors directly to the Director (A&F) of BPPI within the specified period as indicated in the appointment letter.
22. A Copy of the Audit Report should be sent to the BPPI Office for the Compliance.
23. Audit Fees for the above assignment will be decided by the Audit Committee of the BPPI.

## **APPLICATION FORM**

Expression of Interest for Appointment of Chartered Accountant / Cost & Management Accountant Firms, having experience in internal audit in construction sector, for internal Audit of Accounts of BPPI from Financial Year 2016-17.

Status of Firm Partnership  Sole Proprietorship

1. (a) Name of the firm/organization (in Capital letters)\_\_\_\_\_

(b) Address of the Head Office \_\_\_\_\_

(Please also give telephone no. \_\_\_\_\_

And E-mail address): \_\_\_\_\_

(c) PAN of the firm/organization \_\_\_\_\_

(d) TAN of the firm/organization \_\_\_\_\_

2. Institute registration No. \_\_\_\_\_ Region Name \_\_\_\_\_ Region Code No. \_\_\_\_\_

3. (a) Date of constitution of the firm/organization

Date since when the firms has a full time FCA / FCMA:

4. Full-Time Partners of the firms as on 01.04.2016

5. Numbers of part Time Partners/others if any, as on 01.04.2016 \_\_\_\_\_

6. Number of full Time C.A./C.M.A. Employee as on 01.04.2016 \_\_\_\_\_

7. Number of audit staff employed full-time with the firm:

(a) Articles / Audit Clerks \_\_\_\_\_

(b) Other Audit Staff (With knowledge of Book keeping and accountancy) \_\_\_\_\_

(c) Other professional Staff (Please specify) \_\_\_\_\_

8. No. Branches \_\_\_\_\_

9. Address of Branch with E-mail & telephone No. \_\_\_\_\_

10. Copy of Profile of the firm.

11. Professional Fees for CWH \_\_\_\_\_

12. Professional fees for C.F.A. \_\_\_\_\_