

**भू-सम्पदा विनियामक प्राधिकरण**  
**(REAL ESTATE REGULATORY AUTHORITY, BIHAR)**

चौथा/छठा तल्ला, बिहार राज्य भवन निर्माण निगम लिमिटेड, मुख्यालय भवन,  
शास्त्रीनगर, पटना-800023

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**Request for proposal (REP) for selection of chartered Accountants' firms for conducting Audit of Real Estate Regulatory Authority, Bihar for financial Year 2018-19**

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**1. Request for Proposal**

Expression of Interest is hereby invited from the firms of Chartered Accountants in the prescribed format for conducting audit of the account of Real Estate Regulatory Authority, Bihar for the financial year 2018-19 as per the terms of reference (TOR) attached.

**2. Mandatory Criteria for the firm Participating in Proposal Process**

(a) Chartered Accountant firms (firms) and Limited Liability Partnership Firm (LLPs) empanelled with C & AG of India, registered with ICAI can apply for the purpose of appointments of auditors.

(b) The Firm/LLP should have at least 3 CAs out of which 2 should be full time partners and one could be a full time paid CA, Which is indicative of capacity to handle big audits/Major audit.

(c) At least one partner should have an association of 10 years or more with the firm/LLP and rest should have an association of 3 Years or more with the firm/LLP to demonstrate stability over time.

(d) The Firm/LLP shall be in existence for at least 10 year practicing Chartered Accountant.

(e) The Firm must have experience of at least one Govt./PSU assignment for audit in each preceding 03 years i.e F.Y 2015-16 to 2017-18.

(f) The firm must have goods and service tax registration and have filed income tax return for the financial year 2015-16, 2016-17 and 2017-18.

(g) The head office of the firm must be in the state of Bihar.

(h) All the documentary proof of above must be submitted in Technical Cover- Folder.

### **3. Submission of Proposals**

(a) All the proposals will have to be submitted in hard bound form with all pages numbered & signed

(b) The proposals shall be submitted in two sealed envelopes Viz.

Envelope 1:- Technical Proposal Super scribed as "Envelope 1- "Technical Proposal" complete with all technical details.

Envelope 2:- Financial Proposal containing price schedule super scribed as "Envelop 2- "Financial Proposal".

(c) Financial Proposal submitted by the firm should be valid for 90 days from the date of submission of the proposal by the firm.

(d) Rate should be quoted in lump-sum amount for full audit excluding GST.

Both the sealed envelopes should be placed in a single sealed or taped envelope to be submitted in the office of the RERA either by post or by hand. The proposal should reach **RERA office latest by 3 P.M of 13-08-2019.**

### **4 Earnest Money Deposit (EMD)**

(a) Bidders shall submit their bid security/EMD of Rs 10,000/- (Rs Ten Thousand Only) for in the form of a demand draft in favour of " RERA Bihar" Payable at Patna. The draft should be drawn from the nationalised/ Scheduled Bank.

(b) EMD/Bid security of the unsuccessful bidders would be returned within one month of signing of the contract with successful Chartered Accountant firm.

### **5. Performance Security**

Successful firm has to deposit performance security of Rs 25,000/- (Rs. Twenty Five Thousand Only) in shape of a demand draft of any nationalised Bank/Scheduled Bank in favour of RERA Bihar Patna within 7 days before executing the agreement.

### **6. Period of Audit**

Total period for conduction of Audit work including submission of reports as required under rules will be 30 days only from the date of issuance of order for award of work.

## **7. Termination/Cancellation/Ammendonet of Contract**

(a) If any of the information/documents furnished by the firm is found to be incorrect or fraudulent, the contract shall be treated as terminated forthwith and RERA, Bihar, shall inform the firm of such termination along with reasons of termination.

(b) After the termination of the contract, the RERA, Bihar may appoint another CA firm having next highest point for the quoted rate,

(c) The courts of Patna shall have the jurisdiction for setting disputes, if any, arising in respect to the contract.

(d) The contract for carrying out audit of RERA, Bihar covers the reporting period from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019. Only which can be extended with mutual consent.

(e) If the work assigned to the bidder is not completed within the stipulated time/deadline, penalty @ 1% will be deducted for each delayed week from the performance security or on the final payment.

## **8. Terms of Payments**

(a) RERA, Bihar shall release payments against the invoices within a period of 15 days from receipt of the invoice, subject to approval by the RERA management.

(b) Any taxes as applicable shall be paid extra and all invoices shall be subject to deduction of Income Tax at source and other deductions if any.

## **9. How to apply**

Proposal may be submitted in prescribed proforma uploaded in the website of RERA:- [rera.bihar.gov.in](http://rera.bihar.gov.in)

Annexure - A

Status of Firm Partnership  Sole Proprietorship

1. (a) Name of the firm (in Capital letters)

\_\_\_\_\_

(b) Address of the Head office

(Please also give telephone no. and  
e.mail address)

\_\_\_\_\_

(c) PAN No. of the firm

\_\_\_\_\_

2. ICAI Registration No. \_\_\_\_\_ Region Name \_\_\_\_\_ Region Code No. \_\_\_\_\_

3. (a) Date of constitution of the firm: .....

(b) Date since when the firms has a full time FCA .....

4. Full-Time Partners of the firm as on 01-01-2019 or latest (Please fill up Annex A-1)

5. Number of Part Time Partners if any, as on 01-01-2019 or latest (Please fill up Annex A-2)

6. Number of Full Time Chartered Accountant Employees as on 01-01-2019 or latest (Please fill up Annex A-3)

7. Number of audit staff employed full-time with the firm (Please fill up Annex A-4)

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

(b) Other Audit Staff (with knowledge of book  
keeping and accountancy) \_\_\_\_\_

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

8. Number of Branches (Please fill up Annex-A-5) \_\_\_\_\_

9. Whether the firm is engaged in any Audit  
of any PSUs / Govt. Companies / Corporations etc. (Please fill up Annex - 6) Yes/No

10. Whether the firm is implementing quality control policies and procedures  
designed to ensure that all audits are conducted in accordance with Statements  
on Standard Auditing Practices (SAP 17) Yes/No

11. Whether there are any court / arbitration/ any other legal case against  
the firm (If yes, give a brief note of the case indicating its present status) Yes/Not

Place: \_\_\_\_\_ Signature .....

Date: \_\_\_\_\_ Full name and address.....

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(Seal of the Firm)

**SECTION-B  
Undertaking**

I/We the partner(s) of M/s. \_\_\_\_\_, Chartered Accountant do hereby jointly and severally verify and declare-

- (i) That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed thereunder;
- (ii) That the firm, or partners has not been debarred or cautioned by ICAI during the last three years, (if debarred, give details);
- (iii) That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under Section 2 (2) of the Chartered Accountants Act, 1949;
- (iv) That the constitution of the firm as on 1st January 2019 or latest shown in the Request for Proposal is same as that in the constitution certificate issued by the ICAI.

Sl. No.	Name of the Partners	Membership No.	Date of Birth	PAN No.	Dates of Payment of the fees for the relevant year	Signature of the partners
					A/B*	

\*A For membership

B For issue of certificate of practice

Place:

Date:

Enclosures: \_\_\_\_\_ pages

(Seal of the Firm)

For Office Use Only

Whether firm has done

(a) Statutory / Branch Audit

Yes/No

Checked by

Verified by

updated by

200 How

## Real Estate Regulatory Authority , Bihar, Patna

### TERMS OF REFERENCE (TOR)

Appointment of the firms of Chartered Accountants for conducting audit of the accounts of Real Estate Regulatory Authority, Bihar for the financial year 2018-19.

#### 1. INTRODUCTION

Government of India has enacted the Real Estate (Regulation and Development) Act 2016 to protect the Interests of the Consumers and to regulate and promote the real estate sectors in the country. All the sections of the Act have come into force with effect from May 1, 2017 in the entire country except the state of Jammu and Kashmir. Government of Bihar has also notified Bihar Real Estate (Regulation and Development) Rules 2017 and constituted the Real Estate Regulatory Authority for the state in March 2018.

Section 3 of the Act provides that no promoter can advertise, Market, book, sell or offer for sale, or invite persons to purchase in any manner any plot, apartment or building, as the case may be, in any real estate project or part of it, in any planning area within a State, **without registering the real estate project with the Real Estate Regulatory Authority (RERA)**. Under the first proviso of the Section 3 of the Act, all ongoing commercial and residential real estate projects which were ongoing as on 1<sup>st</sup> May 2017 and for which completion certificate had not been issued, were required to register by 31<sup>st</sup> July 2017 with the Real Estate Regulatory Authority, except in projects where area of land proposed to be developed does not exceed five hundred square metres or number of apartments proposed to be developed does not exceed eight inclusive of all phases.

#### 2. OBJECTIVES

The Expenditure are incurred against various activities from funds collected from various sources and the State Government .. A statement of expenditure based on actual amount spent under various activities.

The Books of Accounts provide the basis for preparation of the financial statements and are established to reflect the financial transaction in respect of the project as maintained by the project implementing agency Real Estate Regulatory Authority , Bihar, Patna.

The objective of the audit of the Accounts is, on the basis of exercise such tests of accounting records, internal checks and control and other necessary audit of the accounts as per general principles and standard of audits of the Institute of Chartered Accountant of India, to enable the auditor to express a professional opinion as to whether:

a) The Financial Statements give a true and fair view of the financial position of RERA , Bihar and other fund of Govt. of Bihar at the end of the financial year and of the funds received and expenditure incurred for the accounting period ended 31st March, 2019 and to report that the funds were utilized for the purposes for which they were provided.

#### 3. SCOPE OF WORK

In conducting the Audit, attention should be given to the following:

a. All funds have been used in accordance with the condition of the relevant financial norms and financial regulations with due attention to economy and efficiency, and only for the purpose for which the financing was provided.

- b. Generally accepted accounting principles are followed by all entities who are authorized to incur expenditure under RERA, Bihar.
- c. Goods, works and services financed have been done in accordance with relevant provisions of the Procurement Procedure prescribed for the purpose. Proper documents, namely, purchase orders, tender documents, invoices, vouchers, receipts, pay bills, TA bills etc. are maintained and linked to the transactions and retained.
- d. All necessary supporting documents, records and accounts have been kept in respect of all expenditure including expenditure covered by Statement of Expenditure. Clear linkages should exist between the books of accounts and reports. In case statements are not prepared correctly CA has to guide in preparing correct ones.
- e. Expenditure incurred under RERA, Bihar is strictly in accordance with the financial norms prescribed or any other clarifications issued from time to time. The expenditure statements / financial statements included in the statement of expenditure of the relevant period represent a true and fair view of implementation and operations of the programme at the end of the financial year and of resources and expenditure for the year ended on that date.
- f. Expenditure is incurred with reference to the budget allocation and its sub heads. In case the budget allocation is exceeded proper re-appropriation duly approved by the competent authority has been obtained. The CA should point out expenditures activity-wise that exceeded the budget allocation.
- g. funds are used efficiently and economically to the purpose for which they are intended.
- h. Reconciliation of Bank Statements and accounts is regularly carried out on a monthly basis.
- i. The C.A. firm appointed for the audit should also look into the position of audit compliance of previous audit objections / observations raised in the previous audit report, if any. The audit report should include a separate Paragraph on compliance of previous years' audit objections/observations.
- j. The C.A. firm appointed for the audit should be required to give Audit Certificate, utilization certificate and any other certificate required from time to time.
- k. The audit should cover all the accounts of
  - l. state level office RERA, Bihar.
- m. The C.A. firm appointed for the audit should be required to give adequate coverage of procurement process and reflection of same in the audit report.
- n. The C.A. firm appointed for the audit should be required to certify of only those expenditures, which are supported by expenditure statements/ Utilization Certificates/ Vouchers etc.. The expenditure certified by the audit should be as per the activity heads under which allocations has been approved by RERA, Bihar, if any..
- o. The audit report should include the details of unadjusted outstanding advance. These should not be certified as expenditure but shown as advances only.
- p. The documents/information required to be sent with the Audit Report are as under:-
  - a. Utilization Certificate Separately for Capital Head and Revenue Head Expenditure.
  - b. Consolidated Annual Financial Statement
  - c. Consolidated Balance Sheet along with schedule forming part of the Balance Sheet.
  - d. Consolidated Income & Expenditure Account, along with scheduled forming part of the Income & Expenditure Account.
  - e. Consolidated Receipt & Payment Account along with scheduled forming part of the Receipt & Payment Account.

12. **Supplemental Information to the RFP**

If Secretary , RERA , Bihar deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. Any such corrigendum shall be deemed to be incorporated by this reference in to this RFP.

13. **Secretary, RERA , Bihar's right to terminate the process**

Secretary , RERA , Bihar Patna, may terminate the RFP process at any time and without assigning any reason. State Project He reserves the right to amend / edit / add /delete any clause of this Proposal Document. However this will be informed to all and will become part of Proposal / RFP.

  
29/7/19  
**Secretary**