

## Information and Terms and Conditions for the Applicant CA Firm submitting EOI

### (A) Brief Profile

Bihar State Milk Cooperative Federation Ltd. ( COMFED) is an apex body formed under Bihar State Cooperative Societies Act, 1935, dealing in Procurement and Marketing of Milk and Milk Products with affiliated Eight Milk Unions, namely Vaishal Patliputra, Patna Deshratna Dr. Rajendra Prasad, Barauni Tirhut, Muzaffarpur Mithila, Samastipur Shahabad, Ara, Vikramshila, Bhagalpur, Kosi , Supaul Magadh Milk Unions and Units, at Ranchi, Jamshedpur, Bokaro, Purnea, Nalanda, Product Marketing Cell, Patna & Delhi and Gauhati having an approximate turnover Crore of Rs. 3600.00 per Year .

### (B) Information & General Terms

1. The Expression of Interest should be sought by COMFED for the assignment of Pre Cum Internal Audit for COMFED, Units and Unions from the empanelled CA Firms with Registrar Cooperative Societies, Government of Bihar with the validity period for the part Financial year 2018-2019 (1/7/2018- 31/3/2019) & full Financial Year 2019-20 (1<sup>st</sup> April, 2019 to 31<sup>st</sup> March, 2020).
2. The interested CA firms (including CA firms presently engaged in Pre cum Internal Audit assignment) are also required to submit their "Expression of interest". **who must have experiences in Pre Cum Internal Audit and Statutory Auditor at least for the period of Five (5) Years till 31/03/2018 not the Primary Dairy Cooperative Societies**
3. The Pre Cum Internal auditor and Statutory Auditor appointed should not be the same for a particular Milk Union and COMFED & its Units in view of statutory provisions.
4. The selection of such CA firm is to be done from the approved panel of Registrar Cooperative Societies, Government of Bihar with the validity period like Statutory Auditors, COMFED and Milk Unions by Managing Director, COMFED in view of circular of RCS, Bihar for the Societies except the delisted ones for some reasons, **who must have experiences in Pre Cum Internal Audit and Statutory Auditor at least for the period of Five (5) Years till 31/03/2018 not the Primary Dairy Cooperative Societies Audit.**

**As such CA Firms having experiences less than 5 years in Pre cum Internal Audit and Statutory Auditor for Milk Unions and Units of COMFED need not to submit E O I .**

5. **The Internal Audit Fee is in existence at present amounting to Rs. 13,000/=, Rs. 23,400/=, Rs. 32,500/= and Rs. 40,000/= per month excluding GST for deployment of one, two, three and Four Staff at the respective Milk Unions and Unions depending upon their requirement of number of staff which is to be decided at our level.**
6. The Internal Audit fee shall be released by the concerned unit/ Milk Union, but the Audit Report shall be submitted to COMFED Hq with a copy to concerned Milk Union/Unit in the prescribed Format.
7. The CA firm should be in agreement to deploy requisite number of staff having qualification of B. Com with Three Years Experience/Semi qualified Staff- CA Inter at the destination of Dairies as per their requirement of Milk Unions and Units, for whom Pre cum Internal Audit is to be conducted. The Filled up Application Form in the Format with proper seal by the Applicant shall be kept in a separate envelope super scribing **“Application for empanelment for Internal Auditor”** and be sent through courier/ speed post or by hand to the following address latest by 19/04/2018 till 5.30 p.m.

**Asstt. General Manager (Audit)**

Bihar State Milk Co-operative Federation Ltd,  
Dairy Development Complex,  
B. V. College, Patna- 800014

Applications received after the stipulated date and time, shall not be considered in any case.

8. The short listing of applications in view of the prescribed parameters & eligibilities shall be by the committee in view of the following:
  - I. Length of Experience in Internal Audit, **except experience in Primary Dairy Cooperative Societies Audit** (DCS) under Milk Unions and Statutory Auditor for the Milk Unions and Units of COMFED for more than Five Years.
  - II. Length of higher Professional Experience in Dairy Industries with good reporting shall be given weight age.
  - III. The short listed CA firms may be called in person in due course for their personal interaction with Managing Director, COMFED for finalization of the selection of the auditors, if required.
  - IV. After completion of all the processes, the CA firms shall be finally selected in the manner as specified above, will get assignment letter after approval of Managing Director, COMFED along with terms & condition.

- V. The EOI so received by 19/04/2018 has to be open by a committee consisting of representatives from Audit/Accts, Engg. & Marketing sections of COMFED Hq..
- VI. The vacancies of about 17 CA Firms for the COMFED, units and unions including Delhi are in existence at present, which may be changeable any time.
- VII. The rate of audit fee, number of deployment of staff for the unions and units and other terms and conditions.
1. The short listing of applications in view of the prescribed parameters & eligibilities shall be done in view of (I to VII) by the Audit section.  
  
The short listed CA firms may be called in person in due course for their personal interaction with Managing Director, COMFED for finalization of the selection of the auditors.
  2. After completion of all the processes, the CA firms shall be finally selected in the manner as specified above, will get assignment letter after approval of Managing Director, COMFED along with terms & conditions.
  3. For any query and information, Shri JK Panjkar, Asst Accounts Officer (9471002632 ) may be contacted for further details if any required.
  4. Managing Director, COMFED reserves the right to modify/cancel the full/part of the contents of the advertisement without assigning any reason thereof:

AGM (Audit)

## Application Format

(To be filled up by the Applicant CA Firm )

1	Name of The CA Firm	-----	Registration No. with ICAI	-----
2	Registration Number of Enrolment with Registrar Cooperative Societies, Bihar	-----	Period of Validity Letter No. & date	From ---- To ---- ---
3	Proprietary Firm/Partnership Firm	-----		
4	Number of partners (if applicable)	-----		
5	Number of staff with Qualified staff – CA, Inter CA/ICWA/ B. Com. With three years Audit Experience	-----		
6.	Numbers of Years of Experience in Auditing as Internal Auditor/Statutory Auditor	-----		
8.	Number of Years Experience in	-----	Name of the Unions and Units	-----

	Milk Unions, Units of COMFED		of COMFED/other Federations	
9.	Number of Years Experience in Other Cooperative Societies	-----	Name of the cooperative Societies From: to	-----
10	Number of years Experience in Corporate/other sectors	-----	Name of the Corporate/other sectors ( Give details of each separately) From: To:	-----
11	Proposed Audit Fee/Per Month/staff/  (Excluding or Including Service tax, to be specified)	-----		
12	Whether blacklisted by any organization	Yes;-----	No.-----	If Yes, mention the reason and clarification

Note: (1) The requisite testimonials as and where applicable shall be annexed in support of the particulars.

Check list of the Testimonials are to be specified as annexed:

- 1.
- 2.
- 3.

4.

5.

6.

7.

(2) All information and details are furnished by us to the best of my knowledge and belief is true. If any time, it is declared that particular information given by as above is declared false; our candidature is liable to be rejected by COMFED by any time.

Signature of Applicant

**Bihar State Milk Cooperative Federation Ltd. (COMFED)**

**Expression of Interest from Experienced CA Firms in Internal Audit & Statutory Audit of COMFED & its Units and affiliated Milk Unions, not Primary Dairy Cooperatives**

Bihar State Milk Cooperative Federation Ltd., (COMFED) is seeking "Expression of Interest" from the **Experienced CA Firms who have more than five years of experience in Internal Audit & Statutory Audit of COMFED, its Units and affiliated Milk Unions, not Primary Dairy Cooperatives & empanelled with Registrar Cooperative Societies, Bihar for Pre cum Internal Audit of COMFED units and affiliated Milk Unions located in Bihar, Jharkhand, Delhi & Gauhati for Pre cum Internal Audit of COMFED, its units for the Part financial year, 2018-19 ( 1<sup>st</sup> July, 18 – 31<sup>st</sup> March,2019) & 2019-20 ( 1<sup>st</sup> April, 2019 to 31<sup>st</sup> March,2020) .**

The detailed information and terms and conditions may be down loaded from our official Website: [www.sudha.coop](http://www.sudha.coop) between the periods from 29/3/2018 to 19/04/2018.

The completed Application Forms shall be received by this office at the specified period till 5.30 P.M.

Managing Director, COMFED reserves the right to modify/cancel the full/part of the contents of the advertisement without assigning any reason thereof:

**Managing Director**