

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-Gaya and Units, at Ranchi, Jamshedpur, Bokaro, Purnea, Nalanda, Product Marketing Cell Patna & Delhi and Guwahati having an approximate turn over Crore of Rs.4500.00 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 form the empanelled CA Firms with Registrar Cooperative Societies, Government of Bihar with the validity period for the part of Financial Year 2021-22 (01.07.2021 to 31.03.2022) & 2022-23 (01.04.2022 to 31.03.2023).
2. The interested CA firms (including CA firms presently engages in Pre cum Internal Audit assignment) are also requires 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 of COMFED Units and its affiliated milk Union till 31.03.2021 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 Iron 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 me 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 of COMFED Units and its affiliated milk Union till 31.03.2021 not the Primary Dairy Cooperative Societies Audit**

As such CA Firms having experiences less than5 years in Pre cum Internal Audit and Statutory Auditor for Milk Unions and Units of COMFED need not to submit EOI.

5. The Internal Audit Fee is in existence of present amounting to Rs. 15,000/-Rs. 25,000/- , Rs. 35,000/- and Rs. 45,000/- per month excluding GST for deployment of one two three and four staff at the respective Milk Unions and Units (except Delhi and Guwahati Unit) depending upon their requirement of number of staff which is to be decided at our level. Whereas Internal Audit Fee of Guwahati and Delhi of Rs 18,000/- and 16,000/- respectively for one staff.
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 on of B.Com with three Years Experience/Semi qualified Staff-CA Enter 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 fill up Application form in the Format with proper seal be 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 26-06-2021 till 5:30 P.M.

Asst. . 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 by the committee in view of the following:-
 - I. Length of Experience in Internal audit , except experience in Primary dairy Co-operative 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 weighty 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 process , 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 26.06.2021.has to be open by a committee consisting of representatives from Audits/ Accts. Engg. & Marketing sections of COMFED Hq.
- VI. The vacancies of about 18 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.
9. 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 inter action with Managing Director, COMFED for finalization of the selection of the auditors.
10. After completion of all true 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.
11. For any query and information, 9835018389 may be contacted for further details if any required.
12. Managing Director, COMFED reserves the right to modify/cancel the full/part of the content soft he advertisement without assigning any reason thereof:

AGM (Audit)

Application Format

(To be filled up by the Applicant CA Firm)

1.	Name of 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		
7.	Number of Years Experience in Milk Unions /Units of COMFED	Name of the Unions and Units	
8.	Number of Years Experience in Milk Unions. Units of COMFED	Name of the Unions and Units of COMFED / other Federations	
9.	Number of Years Experience in Other Co-operative Societies	Name of the Co-operative Societies From..... To.....	
10.	Number of years Experience in Corporate/other sector	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 beliefs 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

