



**M.P. STATE AGRO INDUSTRIES DEVELOPMENT CORPORATION LTD**

Panchanan, 3<sup>rd</sup> Floor, Malviya Nagar, Bhopal-462003  
Phone- 0755-2551756 Email : [mpagrohbpl@gmail.com](mailto:mpagrohbpl@gmail.com)  
website : [www.mpagro.org](http://www.mpagro.org)

HO/Acct./2021-22 /

Date:29/07/2021

**Empanelment of Internal Auditors for Financial Year 2020-21 to 2022-23**

MPSAIDC invites Application from Chartered Accountant Firm who fulfills the eligibility criteria for Empanelment as internal auditors for the financial year of 2020-21 to 2022 -23 and willing to have their firms empanelled as internal auditor in MPSAIDC for Audit of Branches/Production Units and Head Office (Division Wise). Intending eligible Chartered Accountant Firm can download application format from website [www.mpagro.org](http://www.mpagro.org). Last date of Receipt of Application for empanelment on above address is at 3:00 pm on 24/08/2021 and will be opened at 04:00 pm on the same day. Managing Director of the corporation reserve the right to accept/reject any/all application without assigning any reason thereof.

**General Manager(Accounts)**



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**EMPANELMENT OF INTERNAL AUDIT**

1. M.P. State Agro Industries Development Corporation Ltd. Bhopal (MPSAIDC) invites applications from practicing firms of Chartered Accountants who have 12 years experience from the date Certificate issued by the ICAI and fulfills the eligibility criteria as mentioned hereunder and are willing to empanelled their Firms as Internal Auditor of the MPSAIDC for conducting Internal audit of branches / HO/ Production Units.
2. The details of Annexure are as under:-

<b><u>ANNEXURE</u></b>	<b><u>DETAILS</u></b>
Annexure 1	Application format (to be submitted on firm's letter head)
Annexure 2	List of Division wise District office/other offices and Production units,  Minimum requirement of number of FCA in the firm, Minimum Turnover of the firms,  Minimum audit conducted in last three years.  Minimum bid amount for each District office and Production unit (You are required to bid for the same amount or higher in Annexure 3)
Annexure 3	Financial Bid

3. The Annexure 1 and 2 should be submitted in ENVELOP 1 along-with self certified copies of required document, Annexure 3 should be submitted in envelop B. Both the envelop should be kept in another envelop super scribing "Application for empanelment of Internal Auditors" after affixing seal of the Firm with Address, which should be submitted on above address up-to 3.00 pm of 24.08.2021.

4. The eligibility criteria and marks allotment for empanelment of Internal Audit in Company for CA Firms is as under:

<b>S.No.</b>	<b>Particulars</b>	<b>Minimum Criteria</b>	<b>Marks allotment</b>
1	Number of Full Time Fellow Partners associated with the firm for not less than 3 years (As per Certificate of ICAI as on 01.01.2021) and they must have Head Office or Branch in Madhya Pradesh	As per Annexure - 2 (division wise)	Maximum marks 7 Minimum marks 5 (1 additional mark will be given to the firm having additional number of FCA. 1 mark for each FCA)
2	Turnover of the firm per year (Last THREE financial years.)	As per Annexure - 2 (division wise)	Maximum marks 4 Minimum Marks-02 (1 additional mark will be given to the firm having additional turnover of Rs 10 lacs each, subject to maximum of 2 marks)
3	No. of Years of Firm Existence	12 Years	02 Marks
4	No. of assignments of Statutory Audit of PSU/Corporate entities and Internal audit of PSU except Bank Branch Audit in the last 3 years.	As per Annexure - 2 (division wise)	Maximum marks 7 Minimum Marks- 5 (1 additional mark will be given to the firm having audited additional number of PSU/Corporate each subject to maximum of 2 marks)

5. Applicant CA Firms must submit, along with application in Annexure 1, copy of constitution Certificate issued by the ICAI certifying the constitution of the Firm as on 01/01/2009, their branches.
6. Applicant CA firm must enclose Certificates of having conducted audit of PSU/Corporate as statutory auditor/internal auditor in last three years (except Banks). In absence of such certificate, application will be rejected.
7. Mere submission of application does not, in any way, constitute guarantee for allotment of the audit work of any nature from the Corporation. The allocation of audit will be purely prerogative of the Corporation.
8. Incomplete application or application without requisite enclosures will not be entertained.

9. The last date of receipt of application at MP State Agro Industries Development Corporation, Ltd 3<sup>rd</sup> Floor, Panchanan Building, Bhopal (MP) is 24.08.2021 upto 03:00 pm.

10. PROCEDURE OF OPENING OF ENVELOPS

- a. All Envelop A will be opened which are received in due date and time.
  - b. Marks will be allotted as serial 4 above subject to having confirmed that all required documents are enclosed.
  - c. Envelop B will be opened of only first 3 applicants on the basis of division wise highest of marks so obtained. Work will be allotted on the basis of L-1 Financial bid.
  - d. Second highest firm will be in 'waiting list'. The work may be allotted on L-1 rates only if the first firm is not able to conduct audit as per requirement of the Corporation. Decision of the Managing Director of the Corporation will be final and binding on all the short listed firms.
11. Only one division will be allotted to the one short listed firm, on the basis of first highest turnover than Number of FCA in the firm than Maximum number of Audit of PSU/ Corporate, if any firm applies for more than 1 division.

GENERAL MANAGER (ACCOUNTS)

(To be submitted on firm's letter head)

**Annexure-1**

To,  
The Managing Director  
MP State Agro Industries  
Development Corporation, Ltd  
3<sup>rd</sup> Floor, Panchanan Building, Bhopal

**Subject:-**Application for Empanelment as Internal Auditor.

Dear Sir,

We are interested for empanelment of our firm as a Internal Auditor for the Financial Year 2020-21 to 2022-23 for ..... division then required declaration as work.

S. No.	Particulars	Detail
1	Name of the CA Firm	
2	Address of Head Office of the firm	
3	Landline No/s. (with STD Code)	
4	E-mail address	
5	Date of Establishment	
6	Registration No. of Firm with ICAI	
7	Name & Mobile No. of the nominated FCA partner of the CA Firm to whom Corporation may contact, in connection with the assignment applied for.	

**02.** Name of the full time partner as on 01.01.2021

Name of Partner	Address	FCA/ACA	Landline No.(With STD Code)	Mobile No.	E-Mail Address

<b>03.</b>	<b>Turnover of the Firm Year</b>	<b>Amount*</b>
1	2018-19	
2	2019-20	
3	2020-21	

**\*self certified copy of Final Accounts needs to be submitted.**

<b>04</b>	<b>Name of Assignment Statuary Audit of Corporate/PSUs/Internal Auditor of PSU Entities Only.</b>	<b>Particular*</b>
1	2018-19	
2	2019-20	
3	2020-21	

**\*\*Appointment letter to be enclosed.**

05. Other Details: 1. PAN No.  
2. GST No.  
3. CAG Empanelment ( Proof to be enclosed, if any).

06. A certificate is to be enclosed on firms letter head in original duly signed by the Partner of the firm affixing seal and signature (in envelop A)

a) We confirm that the details /information furnished by us is true and correct. In case, any detail furnished above is found incorrect later on, the Company has right to terminate the assignment given any, without giving any notice.

b) We shall also be abide by the rules and regulations of the Corporation in force from time to time and will always keep the Corporation's interest foremost in our mind.

c) We undertake that, if assignment is allotted to us, then we will not give sub contract /assignment the work to any other firm.

**Place : .....**

**Name of Firm (seal)**

**Date : .....**

**(Signature)  
Name of Partner & MRN**