

# **Jharkhand State Beverages Corporation Ltd, Ranchi**

(A Government of Jharkhand Undertaking)

CIN-U51228JH2010SGC014519, TIN No- 20520108277

T.A Building, Near Gol Chakkar, Sector-3 Dhurwa, Ranchi-834004

E-mail :- jsbcl.jharkhand @gmail.com

## **EXPRESSION OF INTEREST FOR APPOINTMENT OF CONCURREN/INTERNAL AUDITOR FOR FY 2016-17.**

### **CONCURRENT AUDIT OF HEAD OFFICE/DEPOT'S ACCOUNTS**

Jharkhand State Beverages Corporation Limited is at present engaged in trading of Indian Made Foreign Liquor, Foreign Made Foreign Liquor, Country and Spiced Country Liquor in the State of Jharkhand, invites Expression of Interest (EOI) from established CAG's empanelled firm of Chartered Accountants for conducting Concurrent Audit/Internal Audit/ (Periodically) of Books of Accounts including physical verification of stock, Sales and Purchases, Verification of Bank Transaction, Reconciliation of Accounts, Statutory Compliance etc. of Head Office and its depots located in various districts of the State of Jharkhand.

In respect of H.O. and Large Depots (like Ranchi, E. Singhbhum and Dhanbad), there should be a Concurrent Audit system to be done by external C.A. firms who should periodically on day to day basis conduct Concurrent Audit work.

**The last date of submission of Expression of Interest is 02.08.2016 (Tuesday) till 4.00PM.**

#### **01) PRE-REQUISITE OF CA FIRM :-**

- i. The CA firm should have empanelled with CAG-New Delhi and should have a standing of at least 5 (five) years.
- ii. The applicant firm or its partner/proprietor should have experience of conducting at least on Central/State PSU/Department during last five years.
- iii. The Concurrent Auditors be paid concurrent audit fee of Rs. 15,000/- (+) Service Tax as applicable per month subject to rider that at least 4 working days qualified CA and ten working days an Article Assistant remain physically present.
- iv. In respect of other Sales Depots, quarterly Internal Audit be carried out by external C.A. firm who should be paid Internal Audit fee of Rs. 20,000/- (+) Service Tax.
- v. Internal Auditor should check all sales, purchases, inventory and statutory compliance.

- vi. That Internal Audit work should be supervised by a qualified C.A. and a certificate to be effect is received.
- vii. The report of Internal Auditor including compliance of previous audit report be received latest by 21<sup>st</sup> day following of respective quarter.
- viii. That arrangement for Concurrent Audit/Internal Audit as stated above should be made applicable with effect from 01 April 2016 initially for a period of one year. No single CA firm be allotted audit work of more than one office or depot.
- ix. That other things remaining equal preference be given to local CA firm.
- x. The Audit Firm must not sub-contract the work.
- xi. The audit team will work in strict confidence and will ensure that the information in respect of the operation of the JSBCL HQ/Depot is dealt in strict confidence and secrecy. A Certificate towards maintaining confidentiality to be provided by the Internal Auditor before commencement of Audit.
- xii. If progress/performance of the audit team is not satisfactory, the management reserves the right to terminate the appointment of the Firm with prior notice of one month.
- xiii. The appointment of the Audit Firm will be for one year with a provision for to renew the same for another one year.
- xiv. The audit firm will be debarred from getting, in future, the Internal Audit in JSBCL in the following cases :-
  - a) If the firm obtains the appointment on the basis of false information/false statement.
  - b) If the firm does not take up audit in terms of appointment letter.
  - c) If the firm does not submit the audit report, complete in all respect, in terms of appointment


## 02) SCOPE OF WORK FOR INTERNAL AUDIT

- i. Preparation of Retailers & Supplier ledger.
- ii. Reconciliation of Retailers ledger with amount deposited in bank.
- iii. Checking of sales tax report prepared by Depot/H.Q.

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- iv. Verification of Demurrage Charges.
  - v. Monthly reconciliation between billed quantity and dispatched quantity. If any variation, reasons for the same to be ascertained and commented upon.
  - vi. Physical verification of Inventory, Assets, cash.
  - vii. Monthly reconciliation of contingency remittances from HQ to depot.
  - viii. Vouching of cash/bank book with supporting documents.
  - ix. Comments about the security arrangements such as Gate Pass, Compound wall, Sound Alarm, Fire extinguishers, etc.
  - x. Comment upon the Statutory Compliances.
  - xi. Ensuring compliance with internal control procedures by examine records, reports and operational practices.
  - xii. Recommendation to management for non compliance issues.
  - xiii. Attend meetings, conference, and workshops.
  - xiv. Any other work as assigned by the Managing Director.

**03) SPECIAL INSTRUCTIONS :-**

- i. All claims regarding qualification and experience must be supported by documents.
- ii. Xerox copy of documents should be self attested.
- iii. Office Address must be supported by documents such as Electricity Bill/Telephone Bill/Voter I.D./ Pan Card.
- iv. Selected firms/Individuals would be required to be represented by Head /Deputy Head in meetings with M.D. / G.M.(O) / G.M.(F).

  
19/7/16  
**Managing Director,**  
**Jharkhand State Beverages Corporation Ltd.,**  
**Ranchi.**

  
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