

**Andhra Pradesh Economic Development Board
Government of Andhra Pradesh**

Invitation for Bids for conducting Internal Audit

1. The Andhra Pradesh Economic Development Board ("**APEDB**") has been established by the Government of Andhra Pradesh vide G.O. Ms. No. 87, G.A. (SC.B) Dept. dated 17-03-2016 with the objective of promoting sustainable economic growth through investments into the State. Subsequently, APEDB has been given the statutory body status through "The Andhra Pradesh Economic Development Board Act, 2018 (Act No. 21 of 2018)" which came into force on 07.06.2018. The annual budget of APEDB is around Rs. 60.00 Crores.

2. Andhra Pradesh Economic Development Board (APEDB) invites Bids for conducting Internal Audit of the Accounts of APEDB from Chartered Accountant (CA) Firms having its Head / Branch office in Vijayawada / Guntur, who are empanelled with C&AG of India. The Audit shall be conducted for FY 2019-20. The Bid shall be submitted on or before XX.XX.2020 by 4.00 pm.

3. Objective

The objective of the Internal Audit is to express a professional opinion on the status of maintenance of books of accounts of APEDB, financial statements prepared and expenditure incurred to ensure that funds received from the Government were spent in accordance with the applicable financial regulations, procurement procedures, etc.

4. The Terms of Reference (ToR) for conducting Internal Audit are given below:

4.1. Eligibility criteria for CA Firms:

- i. The applicant firm shall be empanelled with the C&AG.
- ii. The applicant firm should have 5 years of experience in auditing the accounts of State / Central Government Organizations / PSUs / Departments with over all experience of 10 years of audit experience.
- iii. The applicant firm should have Head Office or a Branch Office in Vijayawada / Guntur.
- iv. No partner of the audit firm or any qualified employee of the firm shall be related to any Board member or employee of the APEDB.
- v. All the documents supporting the eligibility criteria shall be enclosed to the bid.

4.2. The applicant firm should satisfy the above eligibility criteria, failing which the Bid filed by such firm shall be summarily disqualified.

5. Scope of the Audit

5.1. The Internal Audit shall be carried out with reference to the provisions of APEDB Act, Internal Policies, Board Regulations-2018, Government Rules / Procedures as applicable and in accordance with the generally Accepted Auditing Principles which may include tests and controls, as the auditors feel necessary under the circumstances.

5.2. The scope of the audit is inclusive but not limited to the following:
i. Maintenance of books of accounts as per accounting norms.

- ii. Procurement of goods and services as per the prevailing norms as per Internal Policies and Board Regulations-2018 and applicable Government Rules & Procedures.
- iii. Proprietary of all expenditure incurred from the budget of APEDB.
- iv. Checking of statutory compliance as applicable to APEDB.
- v. Process & terms of engagement of Consultants and its proprietary.
- vi. The Internal Auditors shall submit Internal Audit Report on Quarterly basis
- vii. The CEO, APEDB shall have the right to enhance the scope of audit during the period of audit on related subjects.

6. Selection Criteria

The CA Firm with the lowest financial bid among all eligible bidders shall be selected for assignment of the work. The minimum audit fees of ICAI may be taken into consideration while submitting the bid.

7. The audit firm selected as such shall complete the audit and submit report on the Audited Accounts in the given time.

8. The Chief Executive Officer, APEDB reserves the right to cancel the process without assigning any reason at any point time during the process.

9. (a) The Bidders shall submit the bids in two separate documents

- i. Cover-I shall contain all the supporting documents with regard to eligibility Criteria of the CA firm.
- ii. Cover-II shall contain Financial Bid (Fee Quotation).

(b) Financial bid of the qualified bidders will only be opened after due verification of the eligibility criteria submitted in cover-I.

10. The Bids in a sealed cover (containing cover-I & cover-II) duly mentioning the subject line "Bid for conducting Internal Audit in APEDB" on the cover shall be submitted on or before 23.08.2020 by 4.00 pm. at O/o. The Chief Executive Officer, Andhra Pradesh Economic Development Board (APEDB), O/o Commissioner of Industries, Government Regional Printing Press, Mytulamapadu, Vijayawada – 522 011. Sri AVN Prasad, Consultant (Mobile No. 9885680600), may be contacted for any clarifications in this regard.

Criteria (Detailed) and Scoring Scheme for Short listing at the FoI stage

Criteria	Scoring	Maximum Points	Documentation
1. Long Standing of the firm	1 point for each year of existence over 10 years	10	Date of Constitution of the firm as evidenced from the firm constitution certificate issued by ICAI
2. Turnover of the firm for the last three financial years (FY) from audit and assurances services ("Specified Turnover")	<ul style="list-style-type: none">• 15 points for Specified Turnover of Rs. 50 lacs or above in each of the last three FYs;• 10 Points for Specified Turnover of Rs. 50 lacs and above in at least two of the last three FYs;• 7 points for Specified Turnover of Rs. 25 lacs and less than Rs. 50 lacs.	15	Self-certified; the Audit Firm will provide the total turnover and the Specified Turnover "Turnover" would mean the professional fee earned excluding service tax and travelling, if billed separately.
3. Experience and Association of Partners	<ul style="list-style-type: none">• 3 points for each Partner with PQE of 10 years or more with the firm• 2 points for each Partner with PQE of 5 years or more with the firm• 1 point for each Partner with PQE of more than 1 year with the firm.	15	List of Partners with date of qualification and number of year of PQE with the firm supported by the latest firm constitution certificate issued by ICAI.

<p>4. Experience and Association of qualified full time staff (being CAs or Cost Accountants or technically qualified staff relevant to the project)</p>	<ul style="list-style-type: none"> • 3 points for each full time staff with PQE of 10 years or more with the firm • 2 points for each full time staff with PQE of 5 years or more with the firm • 1 point for each full time staff with PQE of more than 1 year with the firm. 	<p>10</p>	<p>List of full time staff with date of qualification and number of years of PQE with the firm supported by the latest firm constitution certificate issued by ICAI.</p> <p>Documentation showing the qualifications and experience of staff other than CAs.</p>
<p>5. Experience of the firm during the last 5 years in audit of Financial Statements/Internal Audit of :</p>			<p>List of the clients audited by the firm and signed under the firm name only, giving the date of issue of the audit report and self attested copies of the appointment letters (only assignments in respect of which audit report has been issued during the last 5 years from date of EoI and pertaining to project as a whole should be included)</p>
<p>a. Corporations Government Corporations</p>	<p>4 points for each Corporation</p>	<p>20</p>	
<p>b. Agencies /Boards (other than above)</p>	<p>3 points for each project</p>	<p>15</p>	
<p>c. Others (except a. & b. above)</p>	<p>2 points for each agency</p>	<p>10</p>	
<p>6. Presence in the state where APEDB is located.</p>	<ul style="list-style-type: none"> • 5 points if the head office of the applicant firm is located in Vijayawada • 2 points if a branch office of the applicant firm is located in Vijayawada a partner of the firm. 	<p>5</p>	<p>Latest firm constitution certificate issued by ICAI. Date of establishment of the branch and name of Partner/CA.</p>
<p>Total</p>		<p>100</p>	