



भारत वैगन एण्ड इंजीनियरिंग कम्पनी लिमिटेड

(भारत सरकार का उपक्रम – रेल मंत्रालय)

BHARAT WAGON & ENGINEERING COMPANY LIMITED

(A GOVT. OF INDIA UNDERTAKING - MINISTRY OF RAILWAYS)

CIN:U45201BR1978GOI001373



पंजीकृत एवं प्रधान कार्यालय :

खण्ड 'ग' पाँचवीं मंजिल, मौर्यलोक कम्पलेक्स

डाक बंगला रोड, पटना-800 001 (बिहार)

Regd. & Head Office :

'C' Block, 5th Floor, Mauryalok Complex

Dak Bungalow Road, Patna - 800 001 (Bihar)

E-mail : bwel_patna@yahoo.co.in

Ref. No.BWH/3913/2016-17/TE-1724

Dated : 27.01.2017

To,

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Dear Sir,

Sub: Invitation of bids from partnership firm of Chartered Accountants/Cost Accountants for internal audit and other professional services

Sealed & superscribed offers are invited from experienced partnership firms of Chartered Accountants/Cost Accountants whose names are appearing in the panel of Comptroller & Auditor General of India, for conducting internal audit of the activities of the company including financial transactions of H.O and its ally (A/cs of R O Kolkata maintained at H O) at Patna and its two Units located at Mokama & Muzaffarpur in the state of Bihar (both located about 90 kms away from Patna) and other professional services.

(A) Internal audit of Company for financial year 2016-17 (One time audit)

(B) Internal audit of Company for financial year 2017-18 (on quarterly basis)

Scope of work:

- Monitoring of all internal control measures in operation and reporting on its effectiveness and recommendation of improvements thereto.
- Examination of all financial operations by verification of transactions.
- Review and reporting on all operating activities with regards to its efficiency & effectiveness.
- Review & reporting on compliance of all applicable laws, internal rules and office orders issued from time to time.
- Identification & evaluation of the significant risk areas & the suggestions for its management and control.

(C) Details of Professional services to be availed by the company:

(i) E-filing of financial statements(Annual Accounts) and Annual Returns under the Companies Act 2013,

(ii) e-forms AoC-4/AoC4(XBRL) AoC CFS or MGT 7 & MGT 14,

(iii) Submission of DIR 12, DIR 2,

(iv) Filing of the Resolutions passed by the Board of Directors and Shareholders in MCA-21 Portal and *other related*

क्षेत्रीय कार्यालय : कोलकाता, नई दिल्ली

कारखाना : मोकामा, मुजफ्फरपुर, बेला

Regional Office : KOLKATA, NEW DELHI

Works : MOKAMEH, MUZAFFARPUR, BELA

Other Terms & Conditions:

Offer should include :

- i) Details of experience, nature of the audit performed/professional services provided, no. of partners and assistants (qualified and un-qualified) and location of the Branches.
- ii) The internal Auditor will have to carry out the internal audit work as per the scope of work as detailed in the tender enquiry at H.O. Patna and both the Units at Mokama and Muzaffarpur.
- iii) In case of internal audit for the year 2017-18, minimum (4 (four) reports on quarterly basis will have to be given for each unit/office.
- iv) During the year 2017-18, contracted amount shall be paid in 4(four) instalments on submission of quarterly internal audit report.
- v) Necessary deduction shall be made from the payment bill on account of TDS as per applicable rate.
- vi) The guest house facility at Mokama unit may be availed at company's subsidized rate. Brief detail of Guest House charge is as under:

Guest House charges (Mokama Unit)

- a) Rs. 25/- per meal (Veg.)
 - b)Rs. 60/-per meal (Non-veg.)
 - c) Rs.10/- per day towards lodging charges.
- vi) There is no Guest House facility at Muzaffarpur,however, meals can be arranged from local hotel. Approximate charges would be as given below.
- a) Rs. 60/- per meal (Veg.)
 - b)Rs. 150/-per meal (Non-veg.)

Bid sheet required:

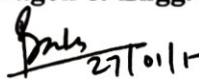
1. For conducting Internal Audit for the financial year 2016-17 (One time audit).
2. For conducting Internal Audit on **quarterly basis** for the financial year 2017-18
3. For providing professional services as detailed in (C) above.

The total Internal Audit fee of **Rs.34200/-** (i.e. Rs.8550/- per quarter) inclusive of service tax was paid by the Company to the Internal Auditor for conducting Internal Audit for the year 2015-16.

This enquiry has also been displayed at the Company's Website **www. bharatwagon.bih.nic.in**

Offers should reach addressed to The Dy Manager(Fin.) on the above mentioned address on or before **17.02.2017 by 1.00 p.m.** in a sealed and superscribed envelope or through Company's E Mail address: **bwel_patna@yahoo.co.in**. **The tender will be opened on the same day i.e. 17.02.2017 at 4.00 p.m.**

For Bharat Wagon & Engg.Co.Ltd


27/01/17
(B B Ambastha)
Dy.Manager (Fin.)