



## Madhya Pradesh Pollution Control Board

Paryawaran Parisar E-5, Arera Colony, Bhopal - 16

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NO 80/HO/Accounts/2012

Date 23/Jan/2012, Bhopal

**Sub: Madhya Pradesh Pollution Control Board invites quotations from the reputed Chartered Accountant Firms for Internal Audit for the Financial Year 2011-12 and 2012-13.**

**Background :** The M. P. Pollution Control Board is established under section 4 of the Water (prevention and control) Act, 1974 entrusted with the functions under the Water & Air Act, alongwith functions delegated by CPCB and MoEF under Environment (Protection) Act, 1986. The Board has its head office at Bhopal and 12 Regional Offices situated in different locations in the state of M.P. The total strength of employees is approx 500 and annual transactions value including salary and other expenditure is approx 30 crores.

### **Eligibility criterion for the Auditor:**

1. The Head Office of the firm should be situated at Bhopal.
2. The Chartered Accountant firm should have been working for at least Eight (8) years
3. The Chartered Accountant firm should have at least four (4) qualified Chartered Accountants of whom atleast two (2) should be a Fellow Member of the Institute of Chartered Accountants of India
4. The firm should have at least six (6) audit staff
5. The firm should have experience in Audit with Government Department/ Statutory Board, Corporation, Autonomous or other PSUs etc.

### **Scope of Audit**

The scope of Internal Audit for the financial year 2011-12 and 2012-13 will be as follows:

1. Internal Audit of Head Office and Regional Office is to be done in which Head Office Accounts to be audited on quarterly basis and regional offices accounts are to be audited on six monthly basis. Normally the regional office accounts are to be audited at Head Office Bhopal only except in cases where the circumstances require visit to the regional offices.
2. To check and verify all the records relating to the Receipts and Income and expenditure and payments of the State Board whether all expenditure are

approved and passed by the competent authority and also suggestion for cost control measure, if any.

3. To check and verify all records relating to the fund and income received and expenditure incurred during the financial year for the specific projects/ programmes etc.
4. To check and verify all the transactions with the Cash Book, Bank Book, Journal and other relevant records. To check and verify the Bank Statements, Bank Reconciliation statement; monthly trial- balance, Bank FDRs etc.
5. To verify Stock Register for capital items in general for Head Office and Regional Offices.
6. To verify the compliance of Tax Deducted at Source.
7. Pursuance/ settlement of objections taken in the audit report of Statutory Auditor.
8. The scope of internal audit may change, if necessary during the course of audit.
9. The Auditor should suggest the remedial measures for observations made during the course of audit.
10. The Auditor should suggest the guidelines for maintenance of Accounts in the Board as per the rules.

#### **Terms and Conditions :**

1. The Chartered Accountant Firm should furnish the profile of the Firm in details.
2. The Chartered Accountant firm should furnish Constitution Certificate as on 01.01.2012 issued by the Institute of Chartered Accountants of India.
3. The Chartered Accountant firm should furnish the copy of appointment letter showing their experience in Audit with Government Department/ Statutory Board, Corporation, Autonomous or other PSUs etc.
4. The audit fees should be quoted (in the format Annexed) inclusive of all charges such as travel & conveyance etc. In case of outstation visits TA/DA and boarding charges will be provided as per organization rules and norms ie. class -I officers entitlement for C.As and class-II officers for staff. No accommodation and

conveyance charges will be provided to the Internal Auditor during the period of audit at Bhopal. Service Tax will be paid extra as applicable.

5. Selection of Internal Auditor will be made on the basis of quoted fee, professional and working experience etc. Evaluation for selection will be made on the combination of the above. The decision of appointment will rest with the Chairman of the Board.
6. Madhya Pradesh Pollution Control Board reserves the right to terminate the appointment in whole or in part in case of performance found unsatisfactory.
7. Audit Report is to be submitted within 15 days of the completion of audit .
8. Last date for receipt of quotation is 31/01/2012 .

( R.K.Jain )  
Member Secretary

Copy to : 1. I.T Incharge for publication at [www.mppcb.nic.in](http://www.mppcb.nic.in) website of Board.  
2. Notice Board

( R.K.Jain )  
Member Secretary



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Quotation

For

Appointment of Internal Auditor for the Financial Year

2011-12 and 2012-13

Name of the Firm	
Address of the Firm	
Contact No.	
Fax	
E-Mail	
Total quotation Value for 2011-12 (in figures and in words)	Rs. Rupees.....
Total quotation Value for 2012-13 (in figures and in words)	Rs. Rupees
Name of the authorised Person	
Signature of the Authorised Person with seal and date	

Last date and time of submission of the Quotation : 31/01/2012; 3.00 p.m.

Date and time of opening of the Quotation : 31/01/2012; 3.30 p.m.