

Government of Karnataka
Karnataka Examinations Authority
Bangalore

No. ED/KEA/Legal Cell/CR-46/2011-12

Date: 01-02-2012

Scope of Work for

**Expression of Interest for Submission of Proposal for
Preparation of Books of Accounts and Comprehensive Audit**

Karnataka Examinations Authority is a Government Organization registered under the Karnataka Societies Registration Act, 1960 (Karnataka Act of 1960) which functions under the control of the Department of Higher Education. The main aim of KEA is to conduct Entrance Test and to hold Online Seat Selection for both Under Graduate and Post Graduate Professional Courses as per the directions of the Government from time to time.

Part-A

The aim and objects of KEA are;

1. Conduct of Common Entrance Test for UG and PG courses, namely, Medical, Dental, ISM & H, Engineering and Architecture, MBA, PGDM, MCA and M.E./ M.Tech courses and later Seat Selection Process.
2. To operationalise Entrance Test for recruitment to Government Departments / Private / Corporate Organizations at their request and such other Examination as determined from Government from time to time.

The financial transaction of KEA is about ₹200/- Crores. In order to maintain the Accounts of KEA in double entry system it is decided to appoint internal auditor for preparation of Books of Accounts of KEA in double entry system and place the same before the Statutory Auditor. The scope of Work of Internal Auditor is as follows:

- i) Preparation of Accounts of KEA in double entry system.
- ii) Pre-Audit of all the payments of KEA above ₹25,000/- before making payments.
- iii) To give suggestion / guidance to KEA regarding Payment of Income Tax from time to time.
- iv) Calculation of Income Tax, Payment and filing of Income Tax returns On-line from time to time.

- v) Audit of Fee Reimbursement Scheme.
- vi) Concurrent Auditing of all transactions.
- vii) Audit of all Bank Deposits. Reconciliation with banks on a month to month basis.
- viii) Reconciliation of fees with various colleges / DTE / VTU / RGUHS.
- ix) Give suggestions and ways & means for deployment of KEA funds.
- x) Suggest ways and means for reduction of the Income Tax burden on KEA.
- xi) Accounting and valuation of movable assets of KEA every year.

Part-B

3. Apart from this most importantly Comprehensive Audit of all Accounts, Transactions and Expenditure from April 2006 onwards needs to be conducted and report submitted in 30 days.

The internal auditor is expected to provide a professional opinion on the effectiveness of the overall financial management, accounting system and procurement arrangements. The internal audit shall be carried out in accordance with the Auditing Standards prescribed by the Institute of Chartered Accountants of India and will include such tests and controls.

The cost for part-A work is on yearly basis and for Part-B work it is one time. The interested Chartered Accountants who are empanelled with Comptroller and Auditor General and who are associated as Firms or Companies and who are having a minimum of 10 years experience in preparation of Accounts of an organization having turn-over of more than 200 Crores per year preferably Government / Public Sectors / Nationalized Banks etc. can submit their proposal mentioning all their Bio-Data with Professional Charges per year for Part-A work and one time charges for Part-B works separately to carry out the above scope of work. The proposal about willingness to take up the work along with professional charges for Comprehensive Audit and for Preparation of Books of Accounts on yearly basis may be sent in a sealed cover superscribed as "**Request for Proposal for Preparation of Books of Account and Comprehensive Audit**" by RPAD on or before 15th February 2012 to the Executive Director, Karnataka Examinations Authority, 18th Cross, Sampige Road, Malleswaram, Bangalore 560 012. The decision of the undersigned shall be final in all respects.

Sd/-
Executive Director.

**FORMAT
EOI**

General Particulars of Firm

| | |
|--|--|
| Name of the firm | |
| Registered Address | |
| Phone No: | |
| Email id: | |
| Name of the Contact Person for this Eoi | |
| Phone no. of the contact Person for this Eoi | |
| Email id of the Contact person for this Eoi | |
| Branch offices if any | |

Particulars of Firm

| | |
|--|--------|
| Date of Firm's establishment | |
| Registration No. with ICAI | |
| Registration No. with CAG | |
| Does your firm qualify for major audit as per CAG list | Yes/No |
| Registration No. with RBI (if any) | |
| Number of full time partners Fellow Associate | |
| Number of full time qualified audit staff | |
| Number of other audit staff who are semi qualified/unqualified | |

Financial Particulars of the firm

| Financial Year | Turnover* from audit fee | Turnover from other activities | Total Turnover |
|----------------|--------------------------|--------------------------------|----------------|
| 2008-09 | | | |
| 2009-10 | | | |
| 2010-11 | | | |

“Turnover*” would mean the professional fee earned excluding service tax and traveling, if billed separately

Partners Brief Profile***

| Name of Partner / M.No. | Age | Associate/ Fellow | Years of post qualification experience | Qualification/s | Years of experience as signing partner | Name of clients handled | Number of years associated with the firm (post qualification) |
|-------------------------|-----|-------------------|--|-----------------|--|-------------------------|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

*** Detailed CVs can be provided separately which includes details of clients handled with nature of assignment .

Full Time qualified Audit Staff Brief Profile***

| Name of Staff/M.No. | Age | Years of experience | Qualification | Number of years associated with the firm (post qualification) | Brief nature of audit done |
|---------------------|-----|---------------------|---------------|---|----------------------------|
| | | | | | |
| | | | | | |

*** Detail CVs can be provided separately

Other Audit Staff Brief Profile***

| Name of Staff | Age | Years of Experience | Qualification | Number of years associated with the firm | Audit assignments Where the staff has Worked with year |
|---------------|-----|---------------------|---------------|--|--|
| | | | | | |

Relevant assignments-Last five years***

| Name Of Project /Agency Audited | (1)Funded by Multilateral/Bilateral funding agency; (2)Agencies Implementing government projects (other than above); or (3) Public sector undertaking in the same sector (Rural Development Please specify 1, 2, 3 | Client Name | Nature of Audit | Year of Audit/ Year of work Done | Partner who signed the Audit report | Audit fees | Client/ Project Expenditure for the year |
|---------------------------------|---|-------------|-----------------|----------------------------------|-------------------------------------|------------|--|
| | | | | | | | |
| | | | | | | | |

*** Detail citation of work can be provided separately. Please also attach self-attested copies of the appointment letters for the above assignments.

Additional Information

| Attribute | Response of the Audit Firm |
|--|----------------------------|
| 1. Does the audit firm have an in house audit currently in use? | |
| 2. If (1) is yes when it was last updated? | |
| 3. Does the firm assign a Quality Assurance (QA) Partner (other than the Partner designated to sign the audit report) for quality control for every assignment? If yes, briefly describe the system. | |
| 4. Does the firm use software for audit documentation? If yes, Please describe the software used and the extent of usage | |
| 5. Does the firm use computer aided audit tools (CAAT)? If yes, please describe the software used and the extent of usage. | |
| 6. Have the partners/qualified CA employees completed the minimum CPE hours prescribed by the ICAI (i.e. 20 Hours per year) during the last three years? Please provide CPE hours completed and also details for other audit related training undergone. | |
| Total | |

Declaration

To
The Executive Director,
Karnataka Examinations Authority,
18th Cross, Sampige Road,
BANGALORE.

Declaration

We here by confirm that:

- (a) Our firm does not face any sanction or any pending disciplinary action from ICAI against our firms or partners. In case of any further changes which affect this declaration at a later date; we would inform the project appropriately.