

**EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR  
UNDERTAKING INTERENAL AUDIT ASSIGNMENT**

M.P. State Mining Corporation Limited ( A Government of Madhya Pradesh Undertaking) invites applications from eligible interested Chartered Accountant firms ,having Head-Office/Branch-Office in Madhya Pradesh, for empanelment as Internal Auditor for undertaking internal audit assignment of various offices of the Corporation spread across the State of Madhya Pradesh on fixed fees basis.

Application format, eligibility and other terms and conditions can be downloaded from the website of the Corporation i.e. [www.mp.gov.in](http://www.mp.gov.in) Interested Chartered Accountant firms, fulfilling the eligibility criteria, can submit their application in the prescribed format to M.P State Mining Corporation Limited, Paryavas- Bhawan, Block No. 1(A),2<sup>nd</sup> Floor, Jail Road, Arera Hills, Bhopal-462011 upto 3.00pm 04/02/2015 .

**Chief General Manager (F&A)**

## **EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR UNDERTAKING INTERNAL AUDIT ASSIGNMENT**

M.P. State Mining Corporation Limited ( A Government of Madhya Pradesh Undertaking) invites applications in the prescribed format from eligible interested Chartered Accountant firms, having Head-Office/Branch-Office in Madhya-Pradesh, for empanelment as Internal Auditor for undertaking internal audit assignment of various offices of the Corporation spread across the State of Madhya Pradesh on fixed fees basis.

2- Bio-data should be submitted in the undernoted format only. Application for "Empanelment of Internal Audit" should be mentioned on the envelope, carrying the Bio-data and should be addressed to the Managing Director, M.P.State Mining Corporation Ltd. Bhopal, Paryavas-Bhawan, Block No.1(A) ,IInd Floor Arera Hills, Bhopal.

3.The eligibility criteria for empanelment as Internal Auditor is as under:

<b>S.No.</b>	<b>Particulars</b>	<b>Minimum Criteria</b>
1.	Number of full time Partners associated with the firm for not less than 3 years (As per latest Certificate of ICAI ) and they must have Head Office or Branch in Madhya Pradesh.	3
2.	Number of years in existence	10 years
3.	Turnover of the firm per year (last three financial years)	Minimum Rs. 15 lakh per year
4.	No. of Statutory Audit of Public Sector Undertaking(s){Central/State} in the last 3 years[Excluding Public Sector Banks]	Minimum one per year

5.	No. of Internal Audit of Public Sector Undertaking(s){Central/State} in the last 2 years[Excluding Public Sector Banks]	Minimum one per year
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4. Applying CA Firms must submit along with the application, copy of latest constitution Certificate issued by the ICAI certifying the constitution of the Firm as on 01-01-2015, their branches & date from which is continuing as a Partnership Firm .

5. Experience Certificate as regards Statutory Audit /Internal Audit of Public Sector Undertakings{Central/State} be enclosed in the absence of which application will not be accepted.

6. Mere submission of application does not, in any way, constitute right of allotment of the audit job of any nature from the Corporation. The allocation of branches (including Head Office) to the auditors will be at the sole discretion of the Corporation.

7. Incomplete application or application without requisite enclosures will not be entertained.

8. CA firm will undertake that they will not sub contract/sub assign the audit assignment.

9. If empanelled, the detailed terms & conditions of offer, Audit fee (including all expenses) payable will be intimated at the time of allotment of audit work. Service tax, as applicable, shall be separately reimbursed.

11. Last date for receipt of application at M.P.State Mining Corporation Ltd. Bhopal, Paryavas Bhawan, Block No.1(A) ,IInd Floor Arera Hills, Bhopal is ----- upto 3-00 PM.

**APPLICATION FORMAT : EMPANELMENT FOR INTERNAL AUDIT**

Sr.No.	Particulars	Details
1.	Name of the CA Firm	
2.	Head –Office Address and location of branches	
3	Landline Nos. (with STD Code)	
4.	Fax Nos.	
5.	E- mail address	
6.	Date of Establishment	
7.	Registration no. of Firm with ICAI	
8	Name & Mobile No. of the nominated FCA partner of the CA Firm who can be contacted in connection with the assignment applied for	

9. Particulars of full time Partners as on 01.01.2015

Name of Partner	Address	FCA/ACA	Landline No. (with STD Code)	Mobile No.	Email Address

10.	Turnover of the Firm(for the last 3 years)	Amount (Rs. In lakh)
	2011-12	
	2012-13	
	2013-14	

(Proof to be enclosed)

11.	Name of Public Sector Undertaking(s) whose statutory audit undertaken	Particulars
	2011-12	
	2012-13	
	2013-14	

(Appointment letter to be enclosed)

12.	Name of Public Sector Undertaking(s) whose Internal Audit undertaken	Particulars
	2012-13	
	2013-14	

13. Other Details :

PAN No.

Service Tax Registration No.

CAG Empanelment. No.

14. Certificate:

(a) We confirm that the details/information furnished above are correct. In case, any detail furnished above is found incorrect later on, the Corporation has the right to terminate the assignment, without assigning any reasons.

(b) We shall also be abide by the directions/rules and regulations of the Corporation in force from time to time and shall always keep the Corporation's interest foremost in our mind.

Place:-----

Name of Firm (Seal)

Date:-----

(Signature)

Name of **Partner & MRN**