



विकास प्रबंधन संस्थान
Development Management Institute

Ref. No.- DMI/Proc./18/24-25/15322
Date: 10.06.2026

Expression of Interest for Empanelment of Internal Auditor

DMI invites Expression of Interest (EOI) from Patna based reputed Audit Firms of Chartered Accountants/ Cost Accountants for conducting Internal Audit of Development Management Institute for the Financial Years 2026-27, 2027-28 and 2028-29.

Development Management Institute (DMI) has been established with the active support of Rural Development Management, Government of Bihar. DMI is an independent and autonomous institution registered under the Society Registration Act 1860. DMI is envisaged "to promote participatory governance and management of Institutions, enterprises and resources for sustainable development" through

- Imparting empowering and emancipating development management education
- Building competencies of development management professionals
- Orienting leadership perspectives of peoples' representatives and
- Engaging in transdisciplinary research and policy advocacy

Presently DMI is having its transit campus at Udyog Bhawan (Second & Ground Floor), East Gandhi Maidan, Patna (Bihar) 800 004. The permanent campus of the Institute in Sikandarpur Mauza, Bihta is at developing stage and is expected to complete very soon. It is being developed by the Building Construction Department, Government of Bihar.

1. Basic Objective/Scope of Audit:

Internal Audit involves verification of all vouchers as to whether the books of accounts are properly maintained, checked and balanced periodically, whether all transactions are properly accounted for and follow-up of the various checks prescribed have been properly observed. The internal audit functions concentrate on revenue & expenditure aspects, accounting of income and expenditure ensuring that various documentation and process followed are as per requirements, balancing of different type of Grants received and its utilisation etc. The delegations are being exercised in accordance with laid down Policies, Procedures, delegation of Powers and Statutory/Regulatory requirements. Audit will also include physical verification of Stock/Fixed Assets etc.

- Vouching of income and expenditure for head office and branch offices (if any), including checking the correctness of booking as to general ledger heads, cost centres, cost categories and fund categories;
- Verification of books of accounts including cash book, bank book, ledgers, registers, statutory records, etc. at head office
- Review of receivables, payables and other current assets and liabilities;
- Verification of bank fixed deposits and other investments;
- Verification of Fixed Assets;

- Verification of Inventory at Head Office, other offices (if any), Hostels, leased accommodation sites for employees;
- Physical verification of Cash and Stock items including IT stocks and library books in every quarter and certification of fixed assets once a year;
- Verification of work executed and work under progress;
- Review of accuracy and reliability of accounting records and interim financial reports of the Institute;
- Checking of both transactions and functioning of specific internal control procedures at various sections/ offices;
- Evaluation of adherence to various statutory, regulatory compliances and to the approved policy/procedure;
- Assessment of adequacy and adherence of internal control, SOP, risk management systems and different organisation policies adopted by the Management;
- Review of Management Information System and reporting;
- Need-based mentoring on general accounting processes;
- Pre-audit for payment more than Rs. 25,000/- or above or significant expenses, as decided by the Client
- Pre audit of the Procurement (tender evaluation) before award of the work order/contract
- Any other area as jointly discussed and agreed upon by the Client and the Audit Firm.

2. **Periodicity of Internal Audit:**


The Institute follows the internal audit on concurrent basis particularly any voucher exceeding Rs. 25,000/- or the amount as may be decided to have pre-audit before payment. The audit of remaining part is to be done in full. The report is to be submitted on quarterly basis. The Audit firm will have to deploy the requisite manpower as per the requirement of the Institute.

3. **Minimum Eligibility Criteria:**

The Audit Firm of Chartered Accountants/ Cost accountants should inter alia satisfy that:

- It should have with a minimum standing of ten years in the profession.
- Having minimum 5 full time partners, out of that at least 2 partners should having more than 10 years' experience.
- At least 3 years' experience of conducting audits of University/ Higher Educational Institutions which are autonomous or have received grants from the government in the last 3 years and out of which one institution should have annual receipts of Rs. 10 crore or more.
- The firm should not be the current Statutory/Internal Auditor of DMI.
- The firm will have to minimum deploy the following type of person in every month for the assignment;
 - Principal/Partner – 0.5 day
 - Qualified Assistants – 1 day
 - Semi Qualified Assistants- 4 days
 - Other Assistants – 4 days

The above deployment is just an indicative requirements. The Audit firm will have to deploy as per requisite on 'as and when' basis.



- Head office/ Branch office should be in Patna.
- Firm should have minimum average annual turnover of minimum Rs. 25 lakhs in the last 3 years (2022-23, 2023-24, 2024-25).

The empanelment would be initially for a period of one year commencing from 01st July 2026. However, it may be extended annually based on a satisfactory performance for further two years. The duly signed application form along with annexures and supporting documents should be received maximum by 1600 hours of June 25, 2026 (Thursday) in a sealed envelope. The envelope should be super scribed with "**EOI for Empanelment of Internal Auditor**" addressed to:

**The Purchase Coordinator
Development Management Institute
Udyog Bhawan (Second Floor), East Gandhi Maidan
Patna 800 004 (Bihar)**

This EOI does not create any contractual obligation on the part of DMI. DMI reserves the right to reject any or all EOI without assigning any reason.

For clarification of any doubt/s, the interested audit firm are requested to visit our office on any working day (Monday to Friday) during business hours. You may also reach us through email - Prof. Geetika Varshneya (Convenor, Procurement & Contracts Committee), at geetika@dm.ac.in / procurement@dm.ac.in .

for 
10/06/2026

APPLICATION FORM

To
The Purchase Coordinator
Development Management Institute
Udyog Bhawan (Second Floor), East Gandhi Maidan
Patna 800 004 (Bihar)

Sl. No.	Particulars	Supporting Documents required to be submitted along with this form	Details
1	Name of the Firm & Registration No	Firm Registration Certificate	
2	Address of the Firm (Head Office)	Address Phone No. Email Name of Office In-charge	Attach proof of office in Patna
	Branch Office in Patna		
	Details of the other Branch Office		
3	Firm's Income Tax PAN No.	Attach copy of PAN card	
4	Firm's GST No.	Attach copy of Registration	
7	Turnover of the Firm in last three years	Attach P&L and Balance Sheet of last three years or Annual Turnover Certificate	
8	Details of Partner along with Paid Staff and Audit Assistant/Article serving in Patna Office		As per enclosed format
9	Details of Partners along with Educational qualification & experience		As per enclosed format
10	Audit Experience of the Firm during last three financial years	Attach Proof of Assignment undertaken	As per enclosed format
11	Declaration for Non-Black listing		
11	Fee Per Quarter (exclusive GST)		

Declaration:

We confirm that the information furnished herein are correct and fair in all respects and we have the necessary documentary proof to substantiate the same. It is further confirmed that in case any of the contents contained herein are found to be incorrect, DMI is free to initiate any appropriate action against us.

Encl.: As above

Seal of Audit Firm	Signature:
	Name:
	Designation:
Date:	Membership No.:

For 

Format A - Details of Full Time Partners of the Firm (as on 01.05.2026)

Sl. No.	Name of Partner	Date of Joining the firm	Date of becoming member	Educational Qualification	Area of Key expertise	Relevant Experience

Format B - Details of Qualified & Semi qualified Staff (including Audit Assistant) in Patna Office as on 01.05.2026

Sl. No.	Name of Staff	Date of Joining to the Firm	Educational Qualification	Membership/Registration No.	Area of Key Expertise	Relevant Experience

Format C - Experience of Audit in Educational Institutions & others

Sl. No.	Name and Address of the Educational Institution	Type / Nature of Assignment	International Grants Received from	Duration of Assignment	Proof of the Letter of work or assignment awarded

Note: Separate sheet may be attached as per requirement(s).

