

### **Submission of proposal:**

Bidder shall submit their proposal on or before 29/05/2020 by 4:00 PM. No EMD is required for submission of the tender documents. Proposal shall be submitted in two parts in two separate envelopes specifically mentioning Techno-commercial bid and Financial bid on top of envelop. The two parts of the proposal should be as per following:

Part I: techno commercial bid will be opened on 03/06/2020 at 11:00 AM.

Part II: price bid (proforma enclosed at annexure II) will be opened on 05/06/2020 of only those bidder who are found eligible as per part I techno-commercial Bid.

Only bidders who score minimum 45 marks or more will be considered techno-commercially qualified. Format of Techno commercial evaluation is annexed at annexure I.

#### **1. SCOPE:**

##### **A. Internal Audit:**

- a) To check the adequacy of internal financial controls system and the operating effectiveness of such controls.
- b) Routine Checking of all accounting and financial transactions i.e. verification of vouchers, checking of banking transactions etc.
- c) Verification of Government guarantees, other security, Memorandum of Understanding (MoU) or agreements and other loan documents, disbursements of loan, repayments and utilization, interest receipts, and review of lending policy guidelines.
- d) To check all the conditions of agreements have been complied with and any financial impact is properly accounted for.
- e) Examine that the decisions taken by the Management/Board are properly implemented at various levels while conducting the transactions.
- f) Verification of various Financial/Loan Accounting transactions and investment planning with specific reference to various rules, regulations, manuals, guidelines and policies as prevalent from time to time and their applications in the Corporation.
- g) Departmental Audit including verification and checking of all records and registers in all department including Personnel & Administration, Training sections, SRMS section etc.
- h) To review the systems established to ensure compliance with all applicable law, regulations and guidelines issued by Department of Public Enterprises (DPE).
- i) To review the process of procurement of fixed assets, capitalization, disposal of fixed assets and other related processes related to fixed assets, identification of idle fixed assets, and calculation of depreciation on fixed assets as per schedule II of Companies Act, 2013.
- j) To carry out the physical verification of fixed assets and ensure that discrepancy, if any, is dealt with correctly.
- k) To ensure that all the fixed assets are properly insured and review the process of safeguarding the fixed assets.
- l) To review various process and reports generated from accounting and other software used in corporation and ensures that report contain correct and complete information.
- m) To review all the policies and ensure the process adhere to policies and suggest necessary changes if any.



- n) To ensure compliance with CSR policy, direction of CSR committee has been complied with and requirement of Companies Act, 2013 pertaining to CSR has been duly complied with.
- o) To assist in the preparation of final accounts and draft balance sheet before finalizing financial statements.
- p) To check and review any other areas where special attention are required.
- q) To issue a utilization certificate annually for grant received under SRMS to be submitted to Ministry of social Justice and Empowerment.

**B. Filing of Return:**

- a) Filing of Tax Deducted at Source (TDS) returns.
- b) Generating Form 16 and Form 16A.
- c) Filing of income tax return under section 139 of Income Tax Act, 1961.
- d) Prepare schedules and other related information to be filled in form 3CA, form 3CD under section 44AB to be submitted to tax auditor.
- e) Filing of GST returns like GSTR 1, GSTR 3B, GSTR 7.
- f) Filings of annual return under GST i.e. form GSTR 9 along with reconciliation statement to be submitted to tax auditor.

**2. REPORTING:-**

- a) The Internal Auditors shall furnish quarterly report (by way of presentation) on performance of the Corporation to the Audit Committee and Board.
- b) The observations brought out in the report shall be discussed with the concerned officers and based on satisfactory explanation/feed-back provided, Items if any, of the report shall be dropped.
- c) The Internal Auditor shall verify the action taken/compliance of the observations of the Internal, Statutory & Govt. Auditors.
- d) The appointee is required to visit NSKFDC office for all activities as per scope above.

**3. TENURE:-**

The appointment of Internal Auditor for conducting Internal Audit along with filing of returns under Income Tax Act and GST Act for the financial year 2020-21 shall be for one year up to 31/03/2021 which may be extended upto 3 year on the basis of the performance and mutual consent.

You are kindly requested to quote your best rate for the above mentioned work to this office in sealed envelope by 29/05/2020 by 04:00 PM. The same would be opened on 03/06/2020 at 11:00AM.

Thanking you.

For National Safai Karamcharis Finance &  
Development Corporation (NSKFDC)

  
(B. L. Yadav)  
General Manger

## Annexure – I

### Format for technical evaluation

Sl No	Particulars	Points to be allotted	Maximum points
1.	Year of establishment of firm	1 point per year	10 Points
2.	<ul style="list-style-type: none"><li>No of partners as on 01/03/2020</li><li>Sole proprietorship firm</li></ul>	<ul style="list-style-type: none"><li>2 points per partner</li><li>1 point per two year of experience for sole proprietor</li></ul>	10 Points
3.	DISA/ CISA Qualified partner as on 01/03/2020	2 points per partner	4 Points
4.	No of qualified assistants (Chartered / cost accountants) employed with firm as on 01/03/2020	2 points per qualified assistant	10 Points
5.	No of semi qualified assistant employed with firm as on 01/03/2020	1 point per semi qualified assistant	6 Points
6.	Exposure of the firm in PSU company under central/ state govt as statutory/ internal auditor as on 01/03/2020	2 points per year of audit	12 Points
7.	Experience in special assignments preferably in PSUs as on 01/03/2020 <ul style="list-style-type: none"><li>Tax audits</li><li>Physical verification of fixed assets</li><li>GST audits</li></ul>	<ul style="list-style-type: none"><li>3 points</li><li>2 points</li><li>3 points</li></ul>	8 Points
	<b>Total points</b>		<b>60 points</b>

Necessary supporting documents should be attached with Techno-commercial bid form.

**Annexure II**

**Price Bid**  
**(on letter head of Firm/Proprietorship/Individual)**

**PROFORMA FOR COMMERCIAL/PRICE BID (for conducting internal audit, return filing work of NSKFDC for Financial Year 2020-21)**

<b>Sl No</b>	<b>Particulars</b>	<b>Rate (In Rs)</b>
1.	Fees for internal Audit work for FY 2020-21	
2.	Fees for TDS return filing for FY 2020-21	
3.	Fees for filing of income tax return u/s 139 of Income Tax Act, 1961	
4.	Fees for preparing schedules required in form 3CA, form 3CD	
5.	Fees for filing all GST returns (as per prevailing GST Act)	
6.	Fees for issuing Utilization Certificate for SRMS grant annually	
7.	<b>Total Fees Before Taxes</b>	
8.	GST	
9.	<b>Total Fees</b>	

**No out of pocket or conveyance reimbursement will be paid.**

**Signature**

**Name and designation of Authorized signatory**

**Date:**

**Place:**



नेशनल सफाई कर्मचारी फाईनेंस एंड डेवलेपमेंट कॉरपोरेशन  
(सामाजिक न्याय एवं अधिकारिता मंत्रालय के अंतर्गत भारत सरकार का उपक्रम)  
**National Safai Karamcharis Finance & Development Corporation**  
(A. Govt. of India Undertaking, Under the Ministry of Social Justice & Empowerment)



NSKFDC/FIN/INTERNAL AUDIT/10/2019-20/

Date:05/05/2020

To,

**Corrigendum**

**Subject:- Notice for Quotations from the eligible firm of Chartered Accountants and/or Cost accountants from Delhi NCR region for appointment as Internal Auditor of NSKFDC, along with filing of returns under Income Tax Act and GST Act, for the financial Year – 2020-21.**

Sir/Madam,

Kindly refer to the Tender no. NSKFDC/FIN/INTERNAL AUDIT/10/2019-20/2290 dated 16/03/2020 on the above sited subject.

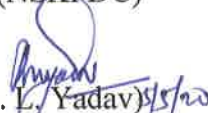
In this regard it is to state that due to Lockdown situation it has been decided to extend the date of submission of bids against the above tender from the legible bidders up to 29-05-2020.

You are kindly requested to quote your best rate for the above mentioned work to this office in 2 sealed envelopes (1. Techno Commercial Bid & 2 Price Bid) by 29/05/2020 by 04:00 PM.

The techno commercial bid will be opened on 03/06/2020 at 11:00AM and price bid shall be opened on 05/06/2020 at 11:00 AM (only for those who are found eligible as per Part 1 Techno commercial bid).

Thanking you.

For National Safai Karamcharis Finance &  
Development Corporation (NSKFDC)

  
(B. L. Yadav) 5/5/20  
General Manger

**हम हिन्दी में पत्राचार का स्वागत करते हैं**

एनटीएससी, तीसरा तल, ई-ब्लॉक, एनएसआईसी, ओखला इंडस्ट्रीयल इस्टेट फेज-3, नई दिल्ली-110020  
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