



**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)



An ISO 9001 : 2008  
Certified Company

NSKFDC/FIN/INTERNAL AUDIT/10/2019-20/ 2,290

Date:16/03/2020

To,

**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,

National Safai Karamcharis Finance & Development Corporation (NSKFDC), a Govt of India Undertaking under the Ministry of Social Justice & Empowerment was incorporated on 24<sup>th</sup> January, 1997, as a Company 'Not for Profit under the erstwhile section 25 of the Companies Act, 1956 (now Section 8 of the Companies Act, 2013).The Authorised Share Capital of the Corporation is Rs. 710 crore and paid up capital is Rs. 664.99 crores as on date.

The mission of NSKFDC is to endow alternate means of livelihood to Safai Karamcharis (including waste pickers), Scavengers and their dependents to enable them live with dignity, honour and pride along with the mainstream of the Society.

The objectives of NSKFDC are to promote socio-economic upliftment of Safai Karamcharis (including waste pickers), Scavengers and their dependents by way of providing financial assistance at concessional rates of interest for income generating activities and loans to students for pursuing professional and technical education through its State Channelizing Agencies (SCAs)/Regional Rural Banks(RRBs) and Nationalized Banks.

Further, NSKFDC has received total grant of Rs 386.56 crore under Scheme for Rehabilitation of Manual Scavengers (SRMS) for the purpose of rehabilitation of Manual Scavengers by providing Skill development training, loan, subsidy and One Time Cash Assistance (OTCA). As per direction of Ministry of Social Justice & Empowerment a separate set of books of accounts needs to be maintained and utilization certificate needs to be submitted to ministry annually after finalization of accounts.

NSKFDC intends to hire the service of a 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.

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

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

NTSC, 3rd Floor, E-Block, NSIC, Okhla Industrial Estate Phase-III, New Delhi-110020

(Entry from Gate No-4 Near Govind Puri Metro Station)

Telephone Nos. 011-26382476, 26382477, 26382478 Fax:26382479

Website : <http://www.nskfdc.nic.in>

E-mail: [nskfdc-msje@nic..in](mailto:nskfdc-msje@nic..in)

### **Submission of proposal:**

Bidder shall submit their proposal on or before 08/04/2020 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 13/04/2020 at 11:00 AM.

Part II: price bid (proforma enclosed at annexure II) will be opened on 16/04/2020 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 08/04/2020 by 04:00 PM. The same would be opened on 13/04/2020 at 11:00AM.

Thanking you.

For National Safai Karamcharis Finance &  
Development Corporation (NSKFDC)

  
(B. L. Yadav) 16/3/20  
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:**