

National Scheduled Tribes Finance & Development Corporation

NBCC Tower, Hall No. 1, 15, Bhikaji Cama Place, New Delhi-110066.

Expression of Interest

National Scheduled Tribes Finance & Development Corporation (NSTFDC) is a Govt, of India Enterprise under the administrative control of Ministry of Tribal Affairs having its registered office at NBCC Tower, Hall No. 1, 15, Bhikaji Cama Place, New Delhi-110066. incorporated as a company not for profit under section 25 of the Companies Act 1956 now (section 8 as per Companies Act 2013]. It is a national level Apex Body for the benefit of Scheduled Tribes intends to outsource its internal audit. Interested Chartered Accountant/Cost Accountant firms are requested to send their profile for appointment as Internal Auditors alongwith their expected fee for the year 2017-18. For Scope of work, eligibility, criteria, terms & conditions refer Annexure I and II respectively.

The application should reach to the office of Manager Finance (Ravi Kant Teltia) on or before 17/05/2018 at 3 p.m.

For NSTFDC profile, refer our website www.nstfdc.in

National Scheduled Tribes Finance & Development Corporation
(A Govt. of India Undertaking). Ministry of Tribal Affairs

NBCC Tower, Hall No. 1, 15, Bhikaji Cama Place, New Delhi-110066.

TENDER DOCUMENT

TENDER FOR INTERNAL AUDITOR

Sub: Tender for Empanelment of Chartered Accountants/Cost Accountant Firms for carrying out Internal Audit work of National Scheduled Tribes Finance & Development Corporation (NSTFDC) from Financial Year 2017-18 onward.

1. BACKGROUND:-

National Scheduled Tribes Finance & Development Corporation (NSTFDC) is a Govt, of India Enterprise under the administrative control of Ministry of Tribal Affairs having its registered office at NBCC Tower, Hall No. 1, 15, Bhikaji Cama Place, New Delhi-110066. incorporated as a company not for profit under section 25 of the Companies Act 1956 now (section 8 as per Companies Act 2013]. It is a national level Apex Body for the benefit of Scheduled Tribes intends to outsource its internal audit.

NSTFDC was incorporated under the aegis of "**MINISTRY OF TRIBAL AFFAIRS**", **GOVT. OF INDIA** on the 10.04.2001 under the Section 25 of the Companies Act - 1956 with the main objective to promote economic development of the poorer section of Scheduled Tribes.

NSTFDC intends to empanel reputed registered and authorised Chartered Accountants/Cost Accountant Firm(s)/Partnership Firm, initially for a period of one year and thereafter depending upon the performance may extend the tenure by upto two more financial years. The incumbent should be able to discharge all Internal Audit functions. The identified firm should be conversant with all compliances which fall within the purview of Company Law, Department of Public Enterprises.

2. **SCOPE /OBJECTIVE OF WORK FOR INTERNAL AUDITORS (IA)**

a) ASSURANCE

1. Review of operations at Corporation office and to assure whether the operations are conducted economically & efficiently.
2. To assure, whether the systems, procedures adopted by the company are adequate & effective to achieve company's objectives & goals.
3. To assure the compliances of legal, regulatory, accounting standards, policies and prescribed procedures.
4. To add value to improve the company's operations.
5. To evaluate and improve the effectiveness of risk management, control and governance processes.

b) SCOPE OF WORK

The illustrative (but not exhaustive) list of tasks to be performed for Internal Audit by Practicing Chartered Accountants/Cost Accountants Firm Partnership/Proprietorship/Individual is given as under:-

(i) CASH MANAGEMENT

To check the following:-

1. Physical verification of cash
2. Adequacy of cash in hand
3. Imprest cash
4. Whether cash insurance policy be taken, if so, how much amount required.
5. Imprest cash pending, if any
6. Physical cash on surprise basis and reconcile with cash book

(ii) BANK

To check the following:-

1. Bank Reconciliation statement
2. Counterfoil with reference to pending cheques issued.

(iii) VOUCHING

To check the Following:-

1. Cash and bank vouching.
2. Pay Roll of workmen as well as executives.
3. All expenditure incurred by NSTFDC .
4. All income received & receivable.

(iv) INVESTMENT

To check whether:-

1. Surplus funds are being invested as per the Public Sector guidelines while observing financial prudence.
2. FDR has been made as per approval of the committee.
3. Interest accrued or received has been duly accounted for the books of accounts of the corporation.
4. FDR has been kept in proper safe custody or under lock and key.

(v) FINANCES AND LOAN TO CHANNELISING AGENCIES :-

1. Loans have been sanctioned as per the guidelines of the Corporation.
2. Proper documents on record have been received by the Corporation.
3. State Govt. Guarantees/Bank Guarantees have been received, wherever required, on behalf of the Corporation.
4. Status report of Channelizing Agencies (including utilization and recovery).
5. There will be checking of interest calculations of loans to SCAs i.e. checking of demand notice issued to the Channelizing Agencies
6. TDS return filing & checking.
7. Service tax/GST filing & checking.
8. PF filing & checking and any other tax applicable to NSTFDC, from time to time, be check & its return be files.

(vi) LOANS AND ADVANCES

To check the following:

- I) Loans to Officials.
- II) Issuing notices for settlement of pending overdue.
- III) Advances to others other than Company's employees.
- IV) Proper deductions in P.F. Accounts.

(vii) PERSONNEL & ADMINISTRATION DEPARTMENT

To check the following:-

1. Pay fixation of employees.
2. Proper maintenance of Leave Records such as sick leave, casual leave, P.L. (E.L.) etc. and their consequential reflection on salaries.
3. Proper sanctioning of overtime, conveyance & compensation claims to the employees of the corporation as per the laid-down rules.
4. To review the overtime payment is being made as per sanctioned and booked in books of accounts of corporation
5. Telephone, bills and register if any

(viii) TO CHECK THE FOLLOWING REGARDING PURCHASES:-

1. Constitution of purchase committee is as per the approval of Competent Authority.
2. Purchases have been made as per approval of purchase committee.
3. The purchase orders placed as per the normal procedure
4. Whether material has been received and counted entered in stock register.
5. Fixed assets register/inventory register maintained by Administration (HRM & Admin.) wing.
6. All the capital assets purchased have been entered in the fixed assets register

(ix) Checking of Statutory register and other records as required under Companies Act, 2013.

(x) Outsource Employees Contract/Security Contract.

- Checking that all terms as per contract for employee and for security placed are being followed

(xi) Compliance on the observation of the Tax Auditor filing of income Tax return, Tax return, TDS return Service Tax return, GST return, PF return, and other statutory compliances.

(xii) GENERAL

- 1) Whether Delegated financial powers have been properly adhered to.
- 2) Compliance of Companies Act with reference to fixed assets registers.
- 3) General compliances U/s 25 of Companies Act. (revised section 8]
- 4) Any other suggestion considered appropriate by Internal Auditor.
- 5} Scrutiny of General Ledger.
- 6) To Audit all payments released are as per the approved funds and delegation
- 7] Narrations are done properly as per the requirement of future reference needs in Financial Accounting package.
Any other work which may arise in future, which needs, the service of firm and which normally falls under the purview of auditing.

3. ELIGIBILITY CRITERIA FOR INTERNAL AUDITORS(IA) (certified copy of testimonial to be enclosed):-

1. The internal Auditors may be selected from the Chartered Accountants/Cost Accountants Firms having certificate of practice from the Institute of Chartered Accountants /Cost Accountants of India : -Certification from ICAI/ICoAI should be attached.
2. The Firms should be Prop. / Partnership with adequate qualified staff. -Profile /Status of partners as per Institute record and staff strength should be attached.
3. The Firm should have a minimum experience of 5 years. :Certificate should be attached.
4. Gross average professional receipt of last 2 years should not be less than Rs. 10 lacs.

Copy of ITR (2016-17) along with financial Statement should be attached.

For 2017-18, self certification turnover figures is to be attached

The firm should have an experience of Government sector audit/PSU audit/ PSU Banks/large Pvt. or Public Corporate having networth more than Rs. 250 crores conducted whether directly or through networking partner.: Certification to be attached.

5. The firm should be proficient in Tally Accounting package/ERP. :Provide the details.
6. The firm should have an office in Delhi with adequate qualified audit staff strength. :Provide the details.
7. The firm shall depute senior partner/prop. to oversee the internal audit. : The name should be indicated.
8. The firms who had already conducted the Internal Audit of NSTFDC need not to apply.

4. TERMS AND CONDITIONS:-

- (i) Validity of Empanelment: The validity of empanelment will be initially for a period of one year (Financial year 2017-18) and there after depending upon the performance extendable upto two more financial years.
- (ii) Completion of Job: Time being the essence of the contract, the Internal Audit shall be completed within scheduled dates as mutually decided. It is also expected that the Internal Audit has to commence w.e.f. the date of award of the work.
- (iii) Payment Terms: Payment shall be released within 15 working days from the date of submission of bill by the Firms/Proprietorships/Individual after issuance of Internal Audit Report to the satisfaction of NSTFDC. No advance payment shall be made.
- (iv) Acceptance/Rejection of Bids: The Management of NSTFDC reserves the right to reject all or any bids without assigning any reason whatsoever.
- (v) Dispute: In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of CMD, NSTFDC will be final and binding on both the parties to the Contract.
- (vi) Tender Document: The Firms/Proprietorships who fulfill the above eligibility criteria may download the from www.nstfdc.in or collect from office of NSTFDC on any working day between 11:00 AM to 5:00 PM.
- (vii) Audit shall be conducted for the period from 01.04.2017 to 31.03.2018 irrespective of the date of award of work or commencement of work.
- (viii) The audit report along-with correction/suggestive measures, if any, is to be submitted immediately on completion of audit as per format of Internal Audit Report.
- (ix) That Firm shall depute at least two semi-qualified CA's/CMAs headed by a qualified CA/CMA to conduct the audit of NSTFDC.
- (x) That the payment of audit fees (all inclusive) will be made after submission of internal audit Reports, satisfactory in line with Audit Objectives and Terms & Conditions.
- (xi) That nothing shall be paid extra towards improvement and corrective suggestions/assistance on preparation of Annual accounts, being made by the internal

- Auditors.
- (xii) That the Internal Auditors shall provide/update NSTFDC regarding any changes made in accounting Standards/applicable Tax Laws and ensure its implementation.
 - (xiii) That no TA/DA/conveyance charges are admissible to the staff deputed at the office of NSTFDC to conduct the internal audit.
 - (xiv) That NSTFDC shall not be liable for any type of payment to be made by the firm to the employees deputed by the internal auditors at NSTFDC to conduct internal audit.
 - (xv) The contract can be terminated/concluded even at an earlier date, after serving one month notice by either side.
 - (xvi) Audit will be done during office hours of the company.
 - (xvii) NSTFDC shall not be responsible for any additional liability of your staff like PF/ESI or statutory benefit. NSTFDC will not be liable for any compensation under the workman compensation Act.
 - (xviii) The firm will be bound by rules of discipline and will make entries in the visitors register maintained at reception of the company.
 - (xix) The selected firm will in consultation with the competent authority chalk out an audit program for the year and will submit report to Manager Finance (RKT), NSTFDC as may be decided /directed by the company.
 - (xx) In case of any clarification is required on Tender documents, bidders may contact at ca.raviteltia@gmail.com.
 - (xxi) Any dispute if arises shall be referred to CMD, NSTFDC and decision of the CMD, NSTFDC shall be final and binding.

5. TENDER SUBMISSION:

Tender will be submitted in 'THREE' separate sealed envelopes as below: All the three ((3) envelopes should be numbered clearly and super scribed with our Tender ref. number, date, Title, Bid opening Date and bidder's name and address. All three (3) envelopes may be enclosed within a single envelope; however bidder should mention the related details on this envelope.

Envelope-I shall contain EMD in the form of a DD / Pay Order / Banker's Cheque / Bank Guarantee for an amount of Rs. 10,000/- (refundable) on finalisation of the LI agency.

Envelope-II shall consist of Qualifying Requirements/Eligibility criteria (Para 3 & Annexure-I) documents, Technical offer, Name of firms where such services have been provided, PAN, GST registrations may be enclosed along with.

Envelope-III shall consist of Price Bid (as per annexure-II).

Above three envelopes placed in a single sealed clearly super-scribed as "Tender Document for Internal Audit Works" and shall be (Envelope-I, Envelope-II & Envelope-III) submitted by the bidder on schedule date and time as indicated in Tender.

6. TENDER OPENING

a) Complete Schedule/Submission Schedule

- (i) Date of Issue of Tender Document 03.05.2018
- (ii) Last date of Submission of Tender Document 17.05.2018 at 3.00 PM.
- (iii) Date of opening of Technical Bid 18.05.2018 at 3.30PM.
- (iv) Date of opening financial bid (will be intimated separately)

Two part bidding system shall be followed for the subject Tender.

First Part of Opening:

- b) **Envelope-I:** EMD will be opened on 18.05.2018 at 3.00PM
- c) **Envelope-II** (QR documents / Technical offer) shall be opened on the same day only of the bidders whose EMD is found to be in order.

Note:-

- (i) All the supporting documents should be certified / attested by the bidder.
- (ii) Tender submitted through mail in the form of FAX or unsealed envelop will be rejected.

(iii) In case any bidder fails to submit the documents in support of qualifying requirements (QR), the offer of the bidder shall be rejected and its financial bid shall not be opened.

Second Part of Opening:-

Envelope-III The financial bids (Annexure-II) of only those bidders who meet Qualifying Requirements shall be opened. Opening date will be published on NSTFDC website or communicated through email. Tenders shall be opened in presence of bidder/s, who may wish to be present.

d) Submission of Bid: The sealed envelope of Bid document must reach latest by 3.00 PM. on or before 17.05.2018 at the following address:-

Manager Finance (RKT)

National Scheduled Tribes Finance & Development Corporation

NBCC Tower, Hall No. 1, 15, Bhikaji Cama Place, New Delhi-110066.

Phone: 011-26177057, Email: ca.raviltia@gmail.com

NSTFDC reserves the right to postpone and/or extend the date of receipt/ opening of Bid or withdraw the Bid notice without assigning any reason thereof. In such case the bidders shall not be entitled to any form of compensation from the Corporation.

Annexure-I

(On letter head of Firm/Proprietorship/Individual) PROFORMA FOR TECHNICAL
BID (For conducting Internal Audit of NSTFDC for the Financial Year 2017-18).

Sl. No.	Particulars	Details
1	o Name of the Partnership/proprietorship Firm/ o Name of the partners/ proprietor o Name(s) of the Lead Partner or contact person(s) and the Contact details	
2	Year of Commencement of Practice as Chartered Accountants /Cost Accountants of Firm (attach Documentary Evidence).	
3	Details of Headquarter/Branch Offices Address Telephone Nos. Fax No., email id	
4	Post Qualification Experience of Partners/ proprietor (enclose evidence / certificate)	
5	Average Annual Turnover of the Firm in last two years (2016-17 & 2017-18) based on Annual ITR/Balance Sheet (attach Documentary Evidence). For 2017-18, self certified copy in support of turnover.	
6	Whether your firm or any of your partner/ proprietorship/individuals have already Worked for NSTFDC?	
7	Any other information you may like to give	

Signature: _____

Name & Designation of the Authorized Signatory:

Seal of the Firm/Proprietorship/Individual: _____

Date:.

Place:

Annexure-II

(On letter head of Firm/Proprietorship/Individual) PROFORMA FOR COMMERCIAL BID (For conducting Internal Audit of NSTFDC for the Financial Year 2017-18)

SI. No	Particulars	Rate (Rs.)
1	All Inclusive Consolidated Annual Fees for the entire Audit work	
2	Statutory levies/GST	
	Total	

Signature: _____

Name & Designation of the Authorized Signatory:

Seal of the Firm/Proprietorship/Individual: _____

Date: Place: