



**INDIAN RUBBER MANUFACTURERS RESEARCH ASSOCIATION  
(IRMRA)**

Plot No.254/1B, Road No.16V,Wagle Industrial Estate,  
Thane (W) - 400604

**TENDER FOR INTERNAL AUDITOR  
FOR IRMRA**

1. Last date for submission of tender by 6<sup>th</sup> Feb 2015 upto 02.00 pm
2. Date for tender opening on 6<sup>th</sup> Feb 2015 at 3.00 pm
3. Tender documents can be downloaded from the website also [www.irmra.org](http://www.irmra.org)



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## **NOTICE FOR INVITATION OF TENDER**

Applications are invited in the prescribed format along with documentary evidence only from the Firms/Limited Liability Partnership of Chartered Accountants / Cost Accountants Registered with The Institute of Chartered Accountants of India / The Institute of Cost Accountants of India for appointment as Internal Auditors for Indian Rubber Manufacturers Research Association, Thane for conducting Internal Audit for FY 2014-15, with the approval of the Director.

The Application of the Audit Firm must reach the office on or before 6<sup>th</sup> Feb 2015 upto 02:00 pm. The envelope containing Prescribed Application for appointment as Internal Auditor duly filled up must be superscripted as "APPLICATION FOR INTERNAL AUDITORS." The application along with documentary evidences.

Applications not submitted exactly in time shall be rejected and no correspondence in this regard will be entertained.

Documentary evidences of all particulars, each duly attested by Partner/Proprietor of the Firm with seal of the Firm are required to be enclosed with the Application. Illegible documentary evidence in support of particulars, either in full or in part shall be out rightly rejected.

The location of Registered / Branch Office in the State of Maharashtra will be considered as Firm's office for all purpose.

**CERTIFICATE**

I \_\_\_\_\_, PROPRIETOR/PARTNER OF THE FIRM/LLP  
CERTIFY THAT

- a) THE INFORMATION MENTIONED ABOVE ARE TRUE AND CORRECT,
- b) REQUIRED DOCUMENTARY EVIDENCES DULY SIGNED & SEALED ARE ENCLOSED,
- c) IF APPOINTED AS INTERNAL AUDITOR OF IRMRA, MY AUDIT FIRM WILL NOT SUB-CONTRACT THE WORK.
- d) IF APPOINTED AS INTERNAL AUDITOR IN IRMRA, MY AUDIT TEAM WILL WORK IN STRICT CONFIDENCE AND WILL ENSURE THAT THE INFORMATION IN RESPECT OF THE OPERATION OF THE AREA/UNIT IS DEALT IN STRICT CONFIDENCE AND SECRECY.

**SIGNATURE WITH SEAL.**

**LIST OF DOCUMENTS REQUIRED TO BE SUBMITTED:**

- a) Copy of latest Registration Certificate from the concerned Institute.
- b) Copy of Membership Certificates indicating Fellow-ship / Associate-ship of each partner from the concerned Institute.
- c) Copy of Membership Certificates indicating Associate-ship of each Qualified Assistant from the concerned Institute.



## **SCOPE OF WORK FOR INTERNAL AUDIT**

- To form policy (process flow) for Accounts department,
  - Proper process to be defined for each activity,
  - Cash transactions – proper authorization, supporting receipt and payments,
  - Bank transactions – BRS, Cheque issuance receipts & payments,
  - JVs – supporting for JV's, Reason for passing JV ,
  - Sales transaction – billing to Govt. parties and others-proper documentation, proper tax charged, booked and paid,
  - Purchase – booking of purchase invoices, input of VAT, Service Tax & payment terms and other terms,
  - Advance given to suppliers, employees (festival & other advance),
  - Loan given to employees and its recovery schedule,
  - Advance received from customers, Debtors review,
  - Claims & settlements,
  - Fixed deposits Accounting – accrued interest, reconciliation,
  - Statutory payments: proper deduction, payment within due date, filing of returns, (TDS, ST, VAT, CST,
  - 'C' Forms status,
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- Fixed Assets Accounting, Salary Accounting (PF deduction, payment and TDS on salary),

- Voucher types used to record all transactions needs to be checked and any deficiency to be reported,
- Foreign payments made and received – its accounting (foreign gain / loss),
- Any other suggestion to improve transparency, reliability and dependency of Accounts department.

#### **TERMS OF REFERENCE OF INTERNAL AUDIT FOR IRMRA.**

The terms and conditions for conducting Internal Audit in IRMRA are hereunder:-

#### **A) AUDIT TEAM**

- 1) The **Proprietorship/Partnership Audit Firms/Limited Liability Firms** of Chartered Accountants /Cost Accountants registered with the Institute of Chartered Accountants of India / Institute of Cost Accountants of India, appointed to conduct Internal Audit should depute audit team in the HQ.
- 2) The Audit Team should consist of one qualified CA/CMA with two years post qualification experience and two Inter CA (IPCC) / Inter CMA semi qualified assistants.
- 3) Normally the composition of audit team should not be changed. However, under certain circumstances beyond control of the Audit Firm, if the same needs to be changed in any manner, it may be done with the approval of Director of IRMRA (subject to verification of credentials of the new incumbent). The audit team members should carry Photo ID issued by the Audit Firm.
- 5) Partner of the firm should be available once for at least two days, each month, to guide the audit team and for discussion with the management.

## **B) SCOPE**

- 1) The audit team will conduct audit concurrently month to month basis, throughout the year, as per the scope of work.
- 2) The auditor should comment in respect of the following points:
  - (i) Systems & Transactions.
  - (iii) Action Taken Report (ATR) on previous Audit Reports.
  - (iv) Critical comment and recommendations for improvement.
  - (v) Any other matter, which may be required/prescribed as per applicable Law.

### C) AUDIT REPORT

- 1) The Audit teams, after completing the audit for the month, should discuss their observations/findings with the Director of IRMRA, CAO (Chief Accounts Officer) and other concerned officials before finalization of the monthly Audit Report. **The findings of the current month together with earlier months' points under compliance by the management should be discussed with the said officials.** The monthly Audit Report shall be submitted to the Director of IRMRA and CAO (Chief Accounts Officer).
- 2) The Internal Auditor should also give their observation about the effectiveness of internal control system exists in the Company.
- 3) Internal Audit Report should be signed by the partner of the Firm.



#### **D. GENERAL TERMS AND CONDITIONS**

- 1) The right of rejection of any or all the tenders without assigning any reason thereof has been reserved by the association. The right of acceptance of tender in full or part also reserves with the Association.
- 2) The Audit Firm must not sub-contract the work.
- 2) The audit team will work in strict confidence and will ensure that the information in respect of the operation of the Area/Unit is dealt in strict confidence and secrecy.
- 3) If progress/performance of the audit team is not satisfactory, the management reserves the right to terminate the appointment of the Firm with prior notice of one month.
- 4) The appointment of the Audit Firm will be for one year FY 2014-15, subject to satisfactory performance.
- 5) Payment – 15 days after submission of final audit report for particular month and tax invoice.