



**NATIONAL INSTITUTE OF MENTAL HEALTH & NEUROSCIENCES
(INSTITUTE OF NATIONAL IMPORTANCE)**

P.B. NO. 2900, HOSUR ROAD, BANGALORE – 560 029, INDIA

Ph: 26995023 TO 25/26995780

FAX: 0091-080-26564830/26562121/2656681

STR-1A/IA/2015-16

04.09.2015

Appointment of Internal Auditor

The National Institute of Mental Health and Neuroscience (NIMHANS) is an Institute of National Importance

The Director of the Institute through this advertisement invites proposal from eligible **Chartered Accountants / Cost Accountant Firm** to be appointed as the Internal Auditors of the Institute.

Detailed Terms of Reference (ToR) along with eligibility criteria forms and formats are available in the website www.nimhans.ac.in only the eligible firms are requested to submit their proposal in the prescribed format, which should reach on or before **14.09.2015 latest by 4.00 PM** in the address given under ToR. The proposal must be submitted to the following address:

The Registrar

National Institute of Mental Health & Neurosciences

P.B. NO. 2900, Hosur Road, Bengaluru – 560 029, INDIA

The Director, NIMHANS reserves the right for any modification/cancellation of the advertisement, if required, without assigning any reason thereof.

**-sd/-
Director
NIMHANS**

Terms of Reference (ToR) for engagement of Internal Auditor for NIMHANS.

1. Instruction to the Applicant.

A. Objective:

To conduct risk-based Internal Audit for the Corporation and provide guidance on maintenance & finalization of Accounts and introduction of internal control system.

B. Coverage of the Audit:

The audit will cover the period from 1st April 2015 to 31st March 2016.

C. Scope of Audit:

- a) Obtaining an understanding of the organization and financial and accounting practices in the organization.
- b) Understanding the risk elements, if any and providing suggestion from time to time and verification of the same with respect to statutory and taxation issues.
- c) Understanding the internal control framework of the organization and suggesting for its improvements.
- d) Suggesting management in laying down policies, procedures and practices and its documentation thereof.
- e) Verification of fixed assets on a yearly basis
- f) Verification of inventory on half yearly basis
- g) Verification of cash and bank transactions on a monthly basis, keeping in view of the project requirements.
- h) Commenting on the adequacy of transaction segregation between Indian account and Foreign account (FC account)
- i) Verification of Bank reconciliation on a monthly basis.
- j) Designing and recommending controls in respect of any gaps in the existing system.
- k) Verification of financial performance of different projects.
- l) Verification of information of Grant Utilization Certificate.
- m) Providing information to CAG auditors regarding internal audit and internal controls.
- n) Verification of all opening balances and ensuring that they are properly classified into assets and liabilities with proper identification of accounting groups.
- o) Recognition of transactions as revenue or capital and reclassification of opening balances between revenue and capital.
- p) Supporting management in development of internal control manual for each department/division.
- q) Consideration of other laws and regulations in the course of internal audit

assignment.

- r) Attend meetings and express opinions on any specific issues that may be required by the Board from time to time.
- s) Report on variations against any budget or project allocation from time to time.
- t) Report on temporary diversion of funds between projects.
- u) Any other matters that may be required by the board or the management from time to time.
- v) After the audit of each department the auditor have to prepare the procedure for internal checks and incidentally should prepare audit manual in a phased manner so as the audit manual should be completed within one year.

(E) Timeline:

The auditor will submit their report along with executive summary on month to month basis covering the backlog period.

2. Eligibility & Selection

(A) Eligibility Criteria

Any interested Chartered Accountants' Firm shall be eligible to apply for the assignment, subject to meeting the following eligibility criteria.

1. The Firm should have minimum of 5 years of experience.
2. The Gross Turnover of the firm for the previous financial year should be ` 15 lakhs or more.
3. CA/Cost Accountant should involve fully in submission of report and discussion on internal audit matters.

(B) Submission of Proposal

Interested eligible Chartered Accountant Firms shall apply for the assignment in the format along with required information and documents as per the format given in Annexure – 1, 2 and 3 within due date and time for submission i.e. on 14.09.2015 at 4.00 PM. The proposal must be submitted to the following address:

The Registrar

National Institute of Mental Health & Neurosciences

P.B. NO. 2900, Hosur Road, Bengaluru – 560 029, INDIA

(C) Evaluation of Proposal

The technical proposal of the eligible applicants firms shall be evaluated on the basis of empanelment status, work experience and financial and technical capacity.

FORMAT FOR TECHNICAL PROPOSAL

Sl. No.	Particular	Details
1.	Name of the Firm	
2.	Address of the Head office of the Firm with Telephone number and name of contact person	
3.	ICAI Registration Number of the firm and date.	
4.	Empanelment number with C&AG of India and date	
5.	Total Numbers of Partners with the firm	a) FCA: b) ACA: (list to be attached)
6.	Number of PSU/Government Company audit (Statutory/Internal) carried out by the Firm in preceding three years:	a) 2011-12: b) 2012-13: c) 2013-14: (self certified & list of firms year wise)
7.	Annual Turnover for last three years	a) 2011-12: b) 2012-13: c) 2013-14:

Documents to be submitted along with the above information:

- a) Copy of Registration certificate of the firm with ICAI
- b) Copy of Empanelment with C&AG of India in support of the above
- c) Copy of Income tax return for last three years in support of firms annual turnover for last three years.
- d) Copy of appointment letters from PSU/Govt. Company for their statutory audit in support of the above information along with self certified list of firms year wise. However, the firms have to produce for financial statements of the PSUs/Govt. company as per the self certified list.
- e) List of partners with the status as to FCA/ACA.

(To be written in the letterhead of the firm)

Undertaking

I / we do hereby declare that the above-mentioned information are true and correct and I / we also undertake to abide by the terms and condition of the contract and would make compliance of terms laid-down in the contract if executed by us with **National Institute of Mental Health & Neurosciences (NIMHANS)**.

Date :

Place :

Signature of Authorised Signatory of the Firm along with seal of firm

ACKNOWLEDGEMENT AND FINANCIAL PROPOSAL

To

**The Director
National Institute of Mental Health & Neurosciences
P.B. NO. 2900, Hosur Road,
Bengaluru – 560 029, INDIA**

Sub: Submission of Proposal for appointment of Internal Auditor of NIMHANS

Madam / Sir,

- 1) Having carefully examining the entire ToR and havig obtained all the requisite information about the assignment, we do hereby propose to provide the desired professional service as detailed.
- 2) Our Professional Fees for the aforesaid assignment shall be `..... (Rupees)
- 3) The Professional Fees shall be inclusive of all expenses incidental and necessary to carry out the audit assignment. The Service Tax shall be claimed separately as per the prevailing etc.
- 4) We agree to abide by this financial proposal / bid for a period of 60 days from the date of its opening.

Yours faithfully,

Signature of the authorized signatory