

## Advertisement



**NABARD Consultancy Services Private Limited (NABCONS)**  
***A Wholly owned subsidiary of NABARD***  
An ISO 9001:2015 Company

NABARD Consultancy Services Private Limited invites applications for the appointment of Internal Auditor at Corporate Office, Delhi.

### **Terms of Reference (TOR) for engagement of Internal Auditor**

**1. Objective:**

To conduct risk-based Internal Audit for the Company and to provide guidance on maintenance & finalization of Accounts, internal control systems and all statutory compliances.

**2. Period of contract :**

The audit will cover the period from 1<sup>st</sup> October 2018 to 31<sup>st</sup> March 2019, which may be extended for a further period of one year based on satisfactory performance.

**3. Scope of Audit:**

- a. Ledger Scrutiny/ Verification of accounting records, cash books, all bills/claims, checking debit/ credit entries of all bank accounts with relevant vouchers, P & L account.
- b. Checking of all journal entries with the relevant vouchers.
- c. Verification of all compliances in relation to Goods and Services Tax, TDS, Advance Tax, Income Tax , Professional tax, Input Claims, Filing of all Tax Returns/Goods and Services Tax Returns, TDS Returns etc. and payment of taxes.
- d. Concurrent checking of all Service Tax / Goods and Services Tax / TDS deductions/ payments before the due date of every month.
- e. Concurrent checking of all payments to Project Implementing Agencies in respect of Pass Through assignment from Ministry of Rural Development, GOI.
- f. Assisting in the finalization of accounts at the end of the year, especially in booking of income and provision for the expenditure.

- g. Verification of periodical statements and intermediary accounts.
- h. Verification of compliance in relation to Company Law regarding filing of balance sheet, annual return and other returns.
- i. Performance / process audit of assignments/verticals.
- j. Scrutiny of Sundry Debtors, Sundry Creditors, Fixed Deposits/investments and EMDs.
- k. Coordination with Statutory Auditors and other Auditors.
- l. Facilitate smooth conduct of Statutory Audit, CAG Audit, Service Tax/ Goods and Services Tax Audit etc.

#### **4. Reporting and Timeline :**

The Internal Auditor will submit a detailed monthly report along with executive summary covering all the items indicated in the scope of audit at s.no. (3) above, including for backlog period, if any.

#### **5. Eligibility & Selection**

- i. The Firm shall have atleast two FCAs and 4 ACAs as Partners. The list of partners shall be provided.
- ii. The Chartered Accountants' Firm should have minimum of 10 years of experience in Internal Audit and Statutory Audit. The list of firms audited shall be provided along with the year of audit in each case.
- iii. The number of Audits (Statutory /Internal) carried out by the Firm for PSUs/Government Companies/Private Companies in preceding three years (2015-16 to 2017-18) will be considered.
- iv. The Gross Turnover of the Firm for the previous financial year should be Rs.25 lakhs or more. Documentary proof in support thereof shall be provided.

#### **6. Submission of Proposal**

Interested eligible Chartered Accountant Firms shall submit their application in a sealed envelope superscribed "QUOTATION FOR THE POST OF INTERNAL AUDITOR" in the format enclosed along with all supporting documents, including copy of Registration Certificate with ICAI. The financial quotation shall be submitted in a separate envelope superscribed "FINANCIAL QUOTATION FOR THE POST OF INTERNAL AUDITOR". The application may be delivered by hand or sent by Speed Post to :

The Managing Director,  
NABARD Consultancy Services Private Limited  
Corporate Office,  
7<sup>th</sup> Floor, NABARD Tower  
24, Rajendra Place  
New Delhi -110125

## **7. Last date for receiving applications**

The last date for receiving applications will be **28 September 2018** upto 6.00 p.m. Any incomplete application will be rejected. Applications received after the last date/time will be rejected. Shortlisted Firms may be required to make a presentation in order to assess the suitability for the assignment, which will be decided at the sole discretion of the Company.

## **8. Opening of Bids**

The Technical Bids will be opened on 01<sup>st</sup> October 2018 (Monday) at 11:30 AM at Corporate Office of NABARD Consultancy Services Private Limited, New Delhi -110125. The opening of financial quotations will be communicated only to technically qualified bidders separately.

9. NABCONS reserves the right to cancel the engagement of Internal Auditor for the captioned post without assigning any reasons.

**For any clarification in the matter, mail may be sent to [accounts@nabcons.in](mailto:accounts@nabcons.in).”**

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Advt. Ref. No. NABCONS/CO-HR/010/2018-19      Dated: 18 September 2018

## FORMAT OF THE APPLICATION

(Technical details and Financial Quotation in separate sealed covers)

### I. TECHNICAL PARAMETERS

1. Name of the Firm :
  
2. Address of the Head Office of the Firm with **email id** for correspondence and Telephone number and name of contact person :  
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3. ICAI Registration :
  - a. Registration Number of the firm :
  
  - b. Date of Registration :
  
4. Total Numbers of Partners with the firm :  
(list to be attached)
  - a. No. of partners with FCA :
  
  - b. No. of partners with ACA :
  
5. Experience of the Firm in Internal Audit & Statutory Audit in last ten years:  
(list of Firms and year of audit in each case to be provided)
  
6. Number of audits (Statutory/Internal) of PSUs/Government Companies/Private Companies carried out by the Firm in preceding three years :  
(list to be attached for each year)
  - a) 2015-16
  - b) 2016-17
  - c) 2017-18

7. Gross Turnover of the Firm in 2017-18 :  
(Documentary proof to be attached)

**II. FINANCIAL QUOTATION : (in separate sealed cover)**  
(in Rupees per month, exclusive of GST @ 18 %)

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