



NABARD Consultancy Services Private Limited (NABCONS)

A Wholly owned subsidiary of NABARD

An ISO 9001:2008 Company

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

Terms of Reference (TOR) for engagement of Internal Auditor

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 October 2017 to 31st March 2018.*

c.) Scope of Audit:

- Ledger Scrutiny/ Verification of accounting records, cash books, all journals, all bills and P & L account and checking debit/ credit entries of all bank accounts with relevant vouchers.
- Checking of all journal entries with the relevant vouchers.
- Verification of compliance in relation to Service Tax / Goods and Services Tax payment of taxes, Input Claims, Filling of Service Tax Return/Goods and Services Tax Returns and TDS Returns etc.
- Verification of compliance in relation to TDS / Advance Tax/ Income Tax / Professional tax and filing of returns.
- Concurrent checking of all Service Tax / Goods and Services Tax / TDS deductions/ payment before the due date of every month.
- Concurrent checking of all payments to Project Implementing Agencies in respect of Pass through assignment from Ministry of Rural Development, GOI.

*Initial Contract will be for a period of 6 Months (FY 2016-17), which may be extended for a further period of one year based on periodic performance review.

- Coordination in relation to matters concerned with Statutory and other Auditors.
- Assisting in the finalization of accounts at the end of the year especially in booking of income and provision for the expenditure.
- Verification of periodical statements and intermediary accounts.
- Verification of compliance in relation to Company Law regarding filing of balance sheet, annual return and other returns.
- Performance / process audit of vertical.
- Scrutiny of Sundry Debtors, Sundry Creditors and EMDs.
- Facilitate conduct of Statutory Audit, CAG Audit, Service Tax/ Goods and Services Tax Audit etc.

d) Timeline :

The auditor will submit their report along with executive summary on monthly 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 10 years of experience in Internal Audit, Statutory Audit etc.

(B) Submission of Proposal

Your sealed quotations along with the requisite list in the prescribed format at Annexure I must reach us latest by 29th August 2017. The quotations may be delivered by hand or by speed post to the following address:

Managing Director
NABARD Consultancy Services,
24, Rajendra Place, 7th Floor, NABARD Tower
New Delhi - 110125

(C) General Information

- Merely satisfying the eligibility criteria does not entitle a Firm to be engaged by the company. NABCONS reserves the right to consider only the requisite number of applicants with reference to firm's experience. Selection process may vary depending upon the number of responses received. Applications received after the due date shall not be entertained and will be rejected.
- NABCONS reserves the right to cancel the engagement of Internal Auditor for the captioned posts without assigning any reasons

Annexure – 1

FORMAT FOR TECHNICAL PROPOSAL

Particular

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. Total Numbers of Partners with the firm **(list to be attached)**
 - a) FCA.....
 - b) ACA:
5. Number of PSU/Government Company/Private audit (Statutory/Internal)
carried out by the Firm in preceding three years: **(list to be attached)**
 - a) 2014-15
 - b) 2015-16
 - c) 2016-17



