

APPOINTMENT OF INTERNAL AUDITORS

School of Planning and Architecture is an Institute of National Importance engaged in molding Architects and Planners. Its activities include imparting education in the field of Planning and Architecture, granting degrees, conducting research, providing consultancy etc. The main source of income is Grant in Aid received from MHRD, Govt. of India and fee collected from students. The audit of the Institute has been entrusted to C & AG.

Since the Institute has not established its Internal Audit wing, it is intended to engage a Chartered Accountant firm for Internal Audit. Being a relatively new Institute, along with internal audit, the agency appointed will have to guide the Institute to adopt and implement good accounting policies/practices and implement accounting standards. The agency will have to assist the Institute in preparation of annual accounts and preparation of financial statements as per the Performa devised by MHRD, Govt. of India. The agency is required to perform internal audit as per the Internal Audit manual of the Institute and submit quarterly report to the Institute. The internal audit of the first two quarters has to be completed by the end of the third quarter.

The appointed agency will have to assist in filing quarterly/annual income tax returns of the Institute and filing VAT returns.

The agency has to be proactive, to assist the Institute rather than just pointing out the lapses and mistakes. The scope of work has been summarized below: -

1. Verification of the Accounts of the office including Cash Book, Bank Book, and Other accounting books and conduct internal audit of the Institute as per the internal audit manual of the Institute. A copy of the internal audit manual has been submitted to you.
2. Assistant and guidance for strengthening of accounting system to ensure proper upkeeping of Vouchers/Bills/necessary record as per the guidelines of Govt. of India.
3. Verification of Disbursement procedure and policies.
4. Verification of Fixed Assets Register and guidance for the same
5. Quarterly Internal Audit of the Bills/Vouchers/Reimbursement claims to ensure the efficient expenditure Audit as per the Government of India norms/GFR.
6. Preparation of Annual Accounts and Audit of Accounting books and procedures for financial year 2015-16 as per Govt. of India norms for onwards submission to Comptroller and Auditor General of India, and to carry out the internal Audit.
7. To ensure the timely deposition of statutory obligations like Income tax, Professional Tax, Service tax and commercial tax etc. and submission of necessary quarterly returns to the statutory authority. This includes registration and submission/filing monthly/quarterly/annual returns, wherever applicable.
8. Verification of Salary and Allowance to staff, sample checking of TA Bills of the Staff, allowances to staff etc.

9. Services as required have to be provided during the audit by C&AG, for the period (01.04.2015 to 31.03.2016). No additional/separate charges will be paid for this.
10. The Internal Audit manual is attached.

The period of Internal Audit will be initially for the period 01.04.2015 to 31.03.2016 and could be extended for a further period up to two years (total three years) on mutual consent.

Interested firms/agencies may submit their comprehensive proposal along with amount (specifically mentioning the rate and taxes separately) for the complete services stated above along with their credentials in support of their claim for the work as stated below.

The quotation has to be submitted in two envelopes:-

First Envelope:

The credentials of the Chartered Accountant/Agency- stating their experience, registration details, and organizational set up, facilities/man power available etc. RATE SHOULD NOT BE MENTIONED IN THIS. The envelope is to be marked QUALIFICATION BID.

Second Envelope:

The service charge for one year as per the Performa given given Annexure-1, duly signed, stamped and sealed (All financial implication for providing the above services are to be clearly stated).The envelope is to be marked FIANCIAL BID.

The Institute reserves the right to shortlist the firms/CAs based on their credentials and requirement of the Institute. The financial bids of only the shortlisted firms/CAs will be opened/considered and the lowest quoted firm/CA will be awarded the work. The shortlisted firms will be intimated by email.

The quotations should be send so as to reach by 21.10.2015, 5.00pm, in the Office of : Registrar, School of Planning and Architecture Bhopal, Nilbad Road, Bhauri,Bhopal (M.P), PIN-462030.

The Institute will not be responsible for any postal delay.

REGISTRAR

QUOTATION FOR APPOINTMENT AS INTERNAL AUDITORS
(FINANCIAL BID)

Name of the CA (s) :

Registration No(s). :

Name of the firm :

Address :

Service charge for the above services
(Total amount excluding service tax
has to be stated- no other charges other :
than that paid to statutory bodies as statutory fees
, with proof/receipt will be reimbursed/paid)

Service Tax (@ _____) :

Date:

Signature and seal