

**EOI FOR THE APPOINTMENT OF INTERNAL AUDITORS FOR  
INSTITUTE OF LEADERSHIP DEVELOPMENT , JAIPUR**

**TO BE SUBMITTED BEFORE 5.00 P.M ON 28 Oct 2022 AT INSTITUTE OF LEADERSHIP  
DEVELOPMENT, 6/2 JAMDOLI JAIPUR (RAJ ) 302031**

The Institute of Leadership Development is a non-profit registered society promoted by the IFCI Limited, a leading Financial Institution in India (A Govt. of India Undertaking). The Institute is located at Jaipur and its intimate catchment area is the capital city of Jaipur and the State of Rajasthan. ILD is working towards its mission to build capacities, hone up and infuse leadership skills among all levels of human resources in all types of organizations, i.e., business and corporate entities, Banks, SMEs, NGOs, social action groups, key developmental sectors like education, health, energy and environment and the wide sweep of the government sector. ILD is also engaged in imparting skill development programmes for the unemployed youth of the State of Rajasthan and giving them job placements as well with the CSR fund support from different organizations.

**To know more about ILD please visit** <http://www.ildindia.org>

ILD intends to appoint / empanel Firm of Chartered Accountants to conduct Internal Audit for the Financial Year 2022-23. **(which can be extended for more terms)**

**Eligibility Criteria :** The eligibility criteria for conducting Internal Audit is as per Annexure-1

**Scope of work :** The scope of the work for conducting Internal Audit is as per Annexure-2

**Application Form** - As per Annexure-3

**General Instructions:**

The Firm of Chartered Accountants must give all the relevant information in the prescribed Application format only and must submit the Declaration duly signed by the Partner/Authorized Signatory as well. The Firm should also provide telephonic contact details, official e-mail address of the firm on which communication may be sent, if required. No additional fields be added in the prescribed application form. In case Firm of Chartered Accountants wants to share any additional information, the same can be enclosed separately. Also all the necessary attachments / proofs required along with the application form must be enclosed and each of the documents (form/document) needs to be duly sealed and signed by the partner/authorized signatory. Please note that without signature none of the documents along with the application form will be accepted.

Please attach photocopies of each of the following:

- (i) PAN card of the Firm
- (ii) GST Registration Certificate of the Firm
- (iii) Constitution Certificate of the ICAI
- (iv) Turnover Certificate
- (v) Proof of Past Experience, if any as per the eligibility criteria

**Fee :** The Minimum fees for the internal audit assignment of the Institute for the Financial year 2022-23 will be Rs 35000/- per annum, plus applicable taxes if any, subject to deduction of TDS, The audit needs to be conducted on Quarterly basis.

**Selection Procedure :**

1. The final selection shall be done after evaluating the Technical and Financial bids and compliance with all the terms and conditions as mentioned in the EOI. The L-1 financial bidder out of the bidders eligible on technical criteria shall be considered as the successful bidder for appointment subject to approval by the Competent Authority.
2. Decision of the Competent Authority would be final and binding upon all the applicants. ILD reserves the right to modify the eligibility criteria / evaluation process at any time, without assigning any reason, whatsoever and without any requirement of intimating applicants of any reason for the same.
3. ILD is not bound to disclose the grounds for rejection of proposal. The decision of ILD regarding the final declaration of the successful applicant shall be final. ILD reserves the right to accept any Bid / and to annul the bid process and reject all bids at any time prior to the award of the assignment, without assigning reasons there of and without thereby incurring any liability to the affected party or any obligation to inform the affected party of the ground for the action.
4. ILD reserves the right to cancel/ restrict/ enlarge/ modify/ postpone and/or extend the date of receipt/ opening of proposal or withdraw the proposal without assigning any reason(s), whatsoever. In such case the applicants shall not be entitled to any form of compensation from ILD.
5. In case of any dispute arising out of or during assignment of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of Executive Director, ILD will be final and binding. All disputes are subject to the jurisdiction of Jaipur.
6. If any false information/documents is provided/submitted and it comes to the knowledge of ILD, it reserves the right to reject such quotations at any stage or to terminate the assignment with immediate effect and also take legal action against the Firm / Partners.

- 7. The Bidder must submit the Financial Bid in a separate sealed cover. The sealed envelope along with the technical bid must be put in an envelope bearing bidder's name, address and seal addressed to the Head Admin & Programme.**

Interested entities may submit their applications in a sealed envelope in prescribed format along with the quote of amount of professional fees addressed to :

Mr. Deepak Chaturvedi  
Head Admin & Programme,  
Institute of Leadership Development ,  
6/ 2 Jamdoli Jaipur Raj. -302031  
Telephone No: 9829664250

In case of any clarification please contact the Head Admin & Programme.

## **Annexure 1**

### **Eligibility Criteria**

1. No. of Years of Firm existence as per ICAI certificate should not be less than 5 years with reasonable public image.
2. The firm should have minimum 2 full time chartered Accountants exclusively associated with the firm for at least three years.
3. The Head Office of the Firm of Chartered Accountants must be located at Jaipur.
4. The Internal Audit shall be completed within the time as may be stipulated by the management from time to time.
5. The firm should not have adverse comments on their performance from the Management / Audit Committee of the companies of whom it is / has conducted any audit.
6. The current Statutory Auditors are not eligible to apply.

## **Annexure-II**

### **Scope of the work**

**The focus areas and detailed scope of Internal Audit proposed is as under: -**

1. Revenue Leakages Control System
2. Proprietary Aspects
3. Safeguarding and review mechanism of accounting of capital assets
4. Regulatory frameworks
5. Procedural review and reporting of expenditure of both revenue and capital in nature
6. Review of internal check and controlling system and compliance of systems and procedures.
7. Accounting system reviews.
8. Evaluation and Review of operational and financial performance.
9. Assistance in preparation of financial statements including Profit & Loss account and Balance Sheet.
10. Verification of Capital and Revenue expenditure.
11. Verification and confirmation on Compliance of all statutory requirements.
12. Verification of booking of income, expenses, sundry debtors, loans and advances and sundry creditors and their status review.
13. Assisting in estimation of tax calculations and related issues and compliance there of deposit as per the provisions of applicable laws.
14. Preparing and filing of periodic return of all Statutory Direct & Indirect Tax and Attending assessment proceedings including reply of notices and related matters.

The aforesaid list is illustrative and not exhaustive. The Firm will be required to conduct audit of other matters which may be incidental / ancillary to the aforesaid areas and /or required by the Competent Authority.

**Periodicity of Audit** : Quarterly basis (i.e April-June, July-Sept, Oct-Dec & Jan-March) and at such intervals or specific assignment, if any, as required by the Competent Authority.

**Application Form****Annexure -III****Form –A – Details of the Firm**

<b>S.No.</b>	<b>Particulars</b>	<b>Supporting Documents</b>		<b>Details</b>
1.	Name of firm			
2.	Address of Head office			
	Date of Establishment	ICAI Regd. Certificate		
	Contact Details -phone -email			
3.	Address of Branch Offices			
4.	Firm's PAN no.	Attach copy of PAN		
5.	Firm's GST Tax Registration. No.	Attach GST Tax Regd. Certificate		
6.	Turnover in last 3 years	Year	Amount (Rs.)	
7.	Name of Partners along with their Membership No.			
8.	Details of qualified / semi-qualified staff			
9.	Audit Assignments at present and in the past 3 years			
10.	Whether Firm or its partner's are not disqualified for being appointed as Statutory/Internal Auditor under any law for the time being in force.			
11.	Signature of Authorised Partner			
12.	Name of Partner			
13.	Date & Place			

Signature of Partner

Name of Partner

Date &amp; Place

Seal

**Form-B : Relevant information about the partners: FORM B**

Sl.No.	Name of Partner	Length of association with firm in Years	ACA Year and M.no.	FCA Year and M.no.	Relevant experience	Full Time/Part Time	Contact No.

Name of Firm

Signature of Partner

Name of Partner

Date & Place

Seal

**Form-C : Relevant Experience of Audit** Charitable Institutions, society/trust registered under section 12AA and 80 (G) of the income tax Act 1961:-

Sl.No.	Name of Auditee Charitable Institution/Trust/Society	Type of Assignment	Duration and Period of Assignment.	<b>Proof of the Letters of work or assignment awarded by the Auditee Charitable Institution/Society/Trust</b>

**Form -D:- Relevant experience in handling the TDS/ GST Related work of Government undertaking/Charitable institute, Trust, Society / other government sponsored organization:-**

Sl.No.	Name of Charitable Institution/Trust/Society	Type of Assignment	Duration and Period of Assignment.	<b>Proof of the Letters of work or assignment awarded by the Charitable Institution/Society/Trust</b>

Name of Firm

Signature of Partner

Name of Partner

Date & Place

Seal



**(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)**

**FORMAT FOR FINANCIAL BID FOR APPOINTMENT AS INTERNAL AUDITOR**

With reference to your EOI dated .....for appointment of Internal Auditor of ILD having its Registered office at 6/2 Jamdoli Jaipur Rajasthan -302031, we quote an annual fee of Rs..... (Rupees .....). The fee quoted above is exclusive of applicable taxes but inclusive of all other expenses. We further understand that the fee is payable only after submission of Final Internal Audit Reports and no other charges, expenses or reimbursements are payable to us.

Signature of Partner / Authorized Signatory With Seal

Date:

Place:

**Declaration:**

**(On Firm Letter Head)**

1. We confirm that the information furnished herein is correct and fair in all respects and we have the necessary documentary proof to substantiate the same. It is further confirmed that in case any of the contents contained herein are found to be incorrect, Institute of Leadership Development is free to initiate any appropriate action against us.

2. We further declare that there has been no adverse comments/qualification on our performance from the Management / Audit Committee of the Companies of which we have conducted the Audit.

Signature of Partner / Authorized Signatory With Seal

Date:

Place:

## **DECLARATION OF FIDELITY & SECRECY AND NON CONFLICT OF INTEREST**

(To be given on Firm's letter head)

We, \_\_\_\_\_, Chartered Accountants, having our Office at \_\_\_\_\_, do hereby declare that we will faithfully truly and to the best of our skill and ability, execute and perform the duties required from us in connection with the Internal Audit of Institute of Leadership Development We further declare that we will not communicate or allow to be communicated any information relating to the affairs of Institute of Leadership Development . to any person nor we will allow any such person to inspect or have access to any books, documents, software etc. belonging to or in the possession of the Institute of Leadership Development or the business of any person having dealings with Institute of Leadership Development . We further undertake that the Statutory Audit would be carried out by our professional staff and that we would not sub contract the audit work. We further declare that we do not have and will also not get into any conflict of interest with the Institute of Leadership Development .

Signature of Partner / Authorized Signatory With Seal

Date:

Place: