

Tender for expression of interest for appointment of Internal Auditors (Quotations are invited for the internal audit assignment for the period from 01/04/2017 to 31/03/2018 (F.Y 2017-2018))

Detailed resume alongwith fee particulars are required to be sent along with Proposal to the address given below in sealed envelope :

NATIONAL CENTRE FOR TRADE INFORMATION
Hall No.19, PRAGATI MAIDAN
NEW DELHI - 110 001
TEL: 011-23371948/ 53

Last date : **Latest by 25th April, 2017.**

QUOTATIONS FOR INTERNAL AUDIT ASSIGNMENT
FOR THE FINANCIAL YEAR 2017 -2018

Minimum eligibility criteria :

Internal Auditors should meet the following minimum eligibility criteria:-

- Branch / Associate Office location: the audit firm should have its office at New Delhi so as to ensure timely liaison with NCTI.
- Experience in the relevant field: the audit firm should have at least five years work experience
- No. of FCAs: the audit firm should have at least one FCA.
- Staff Strength: the audit firm should have audit executives/ assistants.
- Client list: should have at least two, government/ public sector undertaking organisations.

The scope of internal audit assignment is as follows :

1. Quarterly audit to be carried out and audit report to be submitted periodically.
2. Compliance with Accounting standards and principles
3. Analysis of the systems of financial control in light of delegation of powers
4. Management in investment decisions keeping in view the department of public enterprises-Govt.of India
5. Verification of the ledger accounts and supporting vouchers for all heads of Balance sheet and the Income & Expenditure account to ensure sanctions, supports, correct accounting treatment and arithmetical accuracy.
6. Appropriate classification of revenue and capital expenditure
7. Recognition of income & expenditure
8. Verification of the accuracy of assets and liabilities of the company as reported in the books.
9. Verification of tax Compliance such as deduction/deposit of TDS, Income tax and filing of quarterly e-TDS returns (24 Q & 26 Q) and issuance of Form16, 16A as per the revised procedure before the due date
10. Verification of Service tax compliances and filing of service tax returns.
11. Adequacy of internal control on expenditure, areas of cost reductions & cost controls
12. Verification PF compliance such as deduction/deposit of monthly dues, filing of monthly and annual returns
13. Verification of various statutory registers and records
14. Verification of Minutes book
15. Compliance with tax authorities and other related offices such as income tax assessments, tax exemption certificates etc.
16. Guidance, opinion and certification in respect of secretarial and other matters as and when required.
