



**National Institute for Micro, Small and Medium Enterprises  
(ni-msme)**

An organization of Ministry of MSME, Govt. of India  
and ISO 9001-2015 certified  
Yousufguda, Hyderabad – 500 045. Telangana, India

No. ni-msme/Auditors/0045

Date: 26<sup>th</sup> July, 2023

**E-TENDER NOTICE**

Online e-tenders i.e. single bid system (Technical and Financial) are invited through the e-procurement portal <https://eprocure.gov.in/eprocure/app> by the Director General, National Institute for Micro, Small and Medium Enterprises, from reputed firms for inviting **Expression of Interest (EOI) from reputed Chartered Accountant firms for appointment as Internal Auditors of ni-msme for 2023-24** to ni-msme, Yousufguda, Hyderabad.

The last date of bid submission is **04.08.2023**

For more details log on to <http://eprocure.gov.in/cppp> or [www.nimsme.org](http://www.nimsme.org)

Sd/-  
Director General



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**CRITICAL DATE SHEET**

| <b>Milestones</b> | <b>Start Date</b> | <b>Start Time</b> | <b>Last Date</b> | <b>Last Time</b> |
|-------------------|-------------------|-------------------|------------------|------------------|
| Tender Publishing | 26.07.2023        | 12.00 HRS         |                  |                  |
| Tender Download   | 26.07.2023        | 12:00 HRS         | 04.08.2023       | 17:00 PM         |
| Bid Submission    | 27.07.2023        | 10:00 HRS         | 04.08.2023       | 17:00 PM         |
| Bid Opening       | 07.08.2023        | 11:00 HRS         |                  |                  |

Sd/-  
Director General

## **About the Institute:**

ni-msme the pioneer institute in the field of MSME is playing a major role in providing pro-business environment to foster the progress of MSME towards success and prosperity. The raison detre of this Institute is to help the practicing, potential entrepreneurs and Government officials through a host of services like training, research, consultancy, information, education and extension.

Set up in 1962, ni-msme has made valuable contributions by creating an impressive record of achievements beyond the Indian shores, enabling different developing countries to get the benefit of the Institute's expertise.

We are looking for a reputed Chartered Accountant firm for appointment as Internal Auditors for the year of **2023-24** to undertake internal audit of accounts and other related/relevant records and files. Document indicating the scope of internal audit can be downloaded from our website [www.nimsme.org](http://www.nimsme.org) in recent updates.

## **Accounts of the Institute:**

The accounts of the Institute is maintained in double entry system on accrual basis. The accounts are maintained in Tally. Bank accounts are maintained in nationalized / scheduled banks. Annual accounts of the Institute which have been uploaded in the website of the Institute.

## **Essential Requirements:**

- The Auditor should be well versed in Tally/ERP accounting software.
- The Auditor should have experience of not less than 3 years in conducting Internal Audit of Transactions of any Central/State Organizations/ Autonomous bodies/PSUs or University or reputed Public or Private Company.
- The Auditor should be capable of scrutinizing the Annual Accounts.
- If the Auditor is a Partnership Firm all the Partners should be Chartered Accountants.
- The Auditor should be CAG empanelled.

## **Scope of work:**

- The successful Chartered Accountant should conduct Internal Audit of the Institute.
- Check the monthly trial balance prepared by the Accounts section of the Institute.
- Wherever necessary accounting errors committed by the Institute in Tally/ERP software should be rectified by the Auditor
- Monthly Bank Reconciliation statements should be checked and signed by Auditor.
- Vouchers for every monthly should be audited by the Auditor and an Internal Audit Report for every quarter should be submitted to the Director General.

- Any case of defalcation or embezzlement of money and any serious irregularity/omission should be brought to the notice of the Director General.
- The Auditor should conduct 100% audit of all the vouchers.
- Annual Accounts should be rectified as per the audit remarks of CAG audit and Statutory Audit.
- The Auditor should check Annual Accounts separately for the Grant-in-aid received from the Govt. of India, EPFO accounts of the employees etc.
- During the course of internal audit the Auditor should check the cash balance/stock records/library books etc.to ensure that the records are maintained properly.
- The Auditor should check project/programme wise income and expenditure.
- The Auditor should help in preparing utilization certificates and verify the same for all government schemes/ grants received and the same should be certified.
- The Auditor should verify fixed asset register and all other Internal Control Registers.
- The Auditor should check bank guarantee/ performance securities.

### **The Auditor should ensure the following:**

- TDS and GST have been correctly deducted at source by the Institute and check the monthly returns.
- Ensure GST monthly returns should be tallied with Tally Accounting software of the Institute.
- All legal/statutory requirements have been complied with by the Institute in making payment to contractors for supply of outsourced manpower and for supply of materials or for execution of work.
- Payment to suppliers/ Contractors is made in accordance with the purchase order/work order.
- All money dues to the Institute have been duly collected by the Institute and the outstanding dues, if any, is duly monitored by the Institute.
- The institute maintains proper account of its investments and the investments are safe and secured.
- The rate of charges fixed by the Institute are not less remunerative.
- Rent fixed by the institute for letting out its infrastructure facilities is cost effective.
- The Institute has identified unusable, obsolete and unserviceable articles and taken proper steps to dispose of them to the best advantage of the Institute
- The Institute has not wasted its resources in purchasing any unwanted or excessive purchase of materials or constructing buildings which are not essential
- Annual Maintenance Contracts have been entered into by the Institute wherever necessary.
- Auditor need to take up the work of scrutiny beyond the scope of audit.
- The Institute is following the procedure laid down in GFRs in procurement of goods and services.

- The Auditor should certify the physical verification of Assets and participate for physical verification.
- Certification of Utilization Certificates in respect of grant-in-aids.
- Preparation of financials (Balance Sheet, Income & Expenditure Account, Receipt & Payments Account including their schedules) **on quarterly basis.**
- Any other point that the Auditor may come across during the audit to be taken up with the approval of the Director General.
- **If the performance of the auditors is satisfactory, their services are likely to be availed of during the next two financial year also.**
- **Preference will be given to Hyderabad based agency on functional needs.**

*For any queries contact:*

**Shri G. Bhaskar Rao,**

Con. (Finance)

**ni-msme,**

Yousufguda, Hyderabad – 500 045.

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Contact : **Smt. B. Neeraja**, Sr. Admn. Asst. (Accounts)

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**Publisher, (ni-msme)**