



NATIONAL SCHEDULED CASTES FINANCE AND DEVELOPMENT CORPORATION

(A Govt. of India Undertaking under the Ministry of SJ&E, GOI)

14th Floor, SCOPE Minar, Core 1 & 2,

Laxmi Nagar District Centre,

Delhi-110 092.

Tel : 011-22054358 Fax : 011-22054395

Web site : <http://www.nsfdc.nic.in>

e-mail : cs.nsfdc@gmail.com

1	Title of the Tender	:	Tender for Appointment of Internal Auditors for undertaking Internal Audit of NSFDC, Delhi
2	Tender Ref. No.	:	NSFDC/IA/2023-24
3	Product Category	:	Service
4	EMD	:	Rs.3000/- (Refundable) (MSME : Rs.Nil)
5	Date of release	:	02/11/2023 (Thursday)
6	Last Date & Time of Submission of Tender	:	16/11/2023 (Thursday) upto 12:00 noon
7	Opening Date & Time	:	16/11/2023 (Thursday) at 3:00 p.m.
8	Work description	:	Appointment for Conducting Internal Audit of NSFDC, Delhi
9	Contact Person	:	Smt. Annu Bhogal Company Secretary, DGM(Audit & RTI) cs.nsfdc@gmail.com
10	Pre-Qualification	(i)	Income Tax PAN number & GST number.
		(ii)	The Registered Office of the Firm must be located preferably in East Delhi.
		(iii)	The Chartered Accountants firm registered with ICAI since last 10 years (COP of the Firm to be attached)
		(iv)	The firm must have at least two partners, each having post qualification experience of 10 years & above (Copy of certificate of practice issued by the Institute in the name of partners)
		(v)	Two ISA/DISA/CISA full time partners or full time employees (The Copy of certificates in the name of the partner or employee)
		(vi)	The Firm has been conducting Internal Audit in Internal Audit of CPSEs continuously in each years in last 10 year (Self declaration by the Senior Partner to be attached).
		(vii)	The firm has been conducting Statutory Audit continuously (without any break) during the last 5 years (Self declaration by the Senior Partner to be attached).

TENDER NOTICE

The National Scheduled Castes Finance and Development Corporation invites sealed tenders from **Chartered Accountants firms** for the Appointment as Internal Auditors of the Corporation.

Sr. No.	Particulars of the work	Blank Tender document Cost in Rs.	E. M. D (Rs.)
1.	Tender for Appointment of Internal Auditors for undertaking Internal Audit work of our Corporation at the Head Office, Delhi	NIL	3000/- (Interest Free) MSME : Rs. Nil

1. The firm may visit to our office on any working day till 08/11/23 to understand the operations of the Corporation.
2. The engagement of Internal Auditor will be initially for the Financial Year 2023-24 beginning from 01.04.2023 to 31.03.2024. The Corporation reserves its right to cancel the engagement prior to expiry of the tenure, in case services are not found satisfactory. In case of the satisfactory performance the period of engagement may be further extended by as per two years at existing terms and conditions, provided their audit work is found satisfactory.
3. The tender documents can be downloaded from the Corporation's web site i.e. www.nsfdc.nic.in. Any corrigendum to this tender if any shall be uploaded in the website of the Corporation i.e. www.nsfdc.nic.in.

Envelope be super scribed as “**Quotation for Engagement of Audit firm for conducting internal audit of NSFDC for the Financial Year 2023-24**” and should bear the full address of tenderer at left side bottom.

4. The sealed tenders must be submitted/dropped in the Tender Box placed on The NSFDC, 14th Floor, Core 1 & 2, SCOPE Minar, Laxmi Nagar District Centre, Delhi-110 092, upto 16/11/2023 before 12:00 noon.
5. Tender Document consists of total 12 pages in addition to tender notice.
6. Bids of the tenders shall be opened on the 16/11/2023 at 3.00 p.m. in the presence of tenderers who may wish to remain present.
7. In case after the award of contract, if any situation arise upon which the management cancel/forfeit the contract, next bidder i.e. L-2 will be awarded the contract either for remaining tenure of present contract or for another period / term permissible under the Companies Act. 2013

THE CORPORATION RESERVES ITS RIGHT TO ACCEPT OR REJECT ANY TENDER(s). HOWEVER, PARTY MAY SEEK THE REASONS FOR REJECTION FROM THE CORPORATION.

Company Secretary & DGM(Audit/RTI)

: 2 :

TENDER DOCUMENT

**Tender for Appointment as Internal Auditors for undertaking Internal Audit work of Branch Office,
Delhi.**

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Guidelines on Internal Audit

Notice inviting bids

The National Scheduled Castes Finance and Development Corporation (NSFDC), Delhi intends to appoint Chartered Accountant firm as Internal Auditors for undertaking the Internal Audit work of NSFDC, Delhi.

Introduction:-

National Scheduled Caste Finance and Development Corporation is engaged in providing financial assistance at concessional interest rates under various credit based schemes to beneficiaries belonging to scheduled castes through Channel Partners (State Channelizing Agency, PSB, RRB, MFI etc.) to support the target groups.

Activities:-

- Corporation implements various credit based and non-credit based schemes for the target group through a network of 38 States/UT Channelizing Agencies (SCAs) spread across the country that are nominated by respective State Governments/UT Administrations. In addition, your Corporation has also established alternate channels for implementation of schemes through Public Sector Banks (PSBs), Regional Rural Banks (RRBs), Non-Banking Financial Company-Micro Finance Institutions (NBFC-MFIs) and other Institutions. As on 31.03.2023, Corporation has 59 (*after amalgamation of PSBs & RRBs*) Alternate Channelizing Agencies (CAs).
- Corporation sponsors Skill Development Training Programmes for persons of the target group in employable sectors such as Apparel, Electronics, Furniture & Fittings, Leather, Rubber and Petrochemicals, Textile, Telecom, Capital Goods, Logistics, Food Processing, Handicrafts and Carpet, Instrumentation and Automation, Domestic Worker, Beauty & Wellness, Life Science, Power, Sports & Physical Education, Healthcare, Construction, Tourism & Hospitality, Media & Entertainment, Infrastructure, etc. The training programmes, in addition to technical skills also provide trainings in soft skills.
- Corporation provides platform to the beneficiaries making saleable products for selling their items at selected exhibitions and fairs.

For more information, bidder may visit NSFDC website i.e. www.nsfdc.nic.in

A) Objectives of Internal Audit

Internal audit is an independent appraisal function of the Corporation. It objectively examines, evaluates and reports on the internal control systems after through verification. The internal audit should exercise due care in fulfilling his responsibilities. It should adequately plan, control and record his work on daily basis. It should identify and evaluate the organization's internal control system as a basis for reporting upon its adequacy and effectiveness.

The internal auditor should ensure that findings, conclusions and recommendations arising from internal audit work are communicated promptly to the Corporation. He should ensure that arrangements are made to follow up audit observations to monitor what action has been taken on them. He should be able to exercise judgment, express opinions and present recommendations with impartiality. The internal audit, notwithstanding his employment by the Corporation, should be free from any conflict of interest.

B) Organizational relationships

The Internal audit is an independent appraisal function within the organization whereas the statutory auditor has a statutory responsibility to express an independent opinion on the financial statements. The internal audit will be required to allow access to the records and reports to the Statutory/CAG audit as and when conducted. Since internal audit evaluates an organization's internal control system the Statutory/CAG audit may need to be satisfied that the internal audit function is being planned and performed effectively.

C) Performance and Control

The internal audit should possess a knowledge of the aims of the Corporation and the internal control system and aware of the relevant applicable laws.

Internal audit work should be planned, controlled and recorded in order to determine priorities, establish and achieve objectives, and ensure the effective and efficient use of audit resources. Internal audit is needed to ensure that internal audit objectives are achieved and work is performed effectively. The internal audit needs to be able to ensure that work delegated has been properly performed and detailed working papers are maintained.

The main objective of the internal Audit is to ensure adherence to management policies and directives, safeguard of assets, completeness and accuracy of records and compliance with statutory requirements etc.

D) Reports

Before issuing the final report, the internal auditor should normally discuss the contents with the Company Secretary and may submit a draft report to them, for confirmation of factual accuracy and their comments. The Audit report should include audit findings, Comments of the Corporation, recommendations and conclusions of the audit. The reports should be self-explanatory.

SCOPE OF WORK

1. To ensure that internal controls exist in every sphere of activity of the Corporation and are being implemented and updated regularly.
2. Routine Checking of all accounting and financial transactions i.e. verification of vouchers, checking of banking transactions with particular emphasis on loan disbursements, loan documentation, checking of bank guarantees and other loan documents, disbursements of loan, repayments and utilization, interest receipts. Sanctions of Competent Authorities exist for all payments and adjustments and the same are in accordance with relevant agreements and are properly accounted for. Examining that the decisions taken by the Management/Board are properly implemented at various levels while conducting the transactions.
3. Working of the Bills/vouchers/Reimbursement claims to ensure the efficient expenditure Audit. Internal Auditors may make suggestion for control of unproductive expenditure to ensure maximization of return on investment and should check that there is no leakage of revenue.
4. To check statutory obligations like Income Tax, GST, Professional Tax, Service Tax and commercial tax, provident fund etc. and quarterly returns to the statutory authorities. Verification of various taxation liabilities of TDS, Advance Tax, Self Assessed Tax; etc
5. Verification of Salary and Allowance to staff, sample checking of TA bills of the Staff, allowances of staff etc.
6. Verification of various Financial/Loan Accounting transactions and investment planning with specific reference to various rules, regulations, manuals, guidelines as prevalent from time to time and their applications in the Corporation.
7. Departmental Audit including verification and checking of all records and registers in all the existing Departments e.g. Administration, HRD, Projects and Banking Division, Training, Coordination, RTI, Legal, MIS Department etc. including liaison offices.
8. Verification of store and purchase records i.e. receipts and issue etc. and Property, Plant & Equipment ;
9. Checking of interest calculation on loans/advances.
10. Checking of overdues statement etc.,
11. Checking of Interest calculations and procedure for short term investment/FDs of surplus funds.
12. To ensure that the system of various computer software/ programmes, generating the accounts/ stock records/inventory management system is quarterly tested, checked with dummy data for correction of reports and adequate safe guards are employed.

13. Internal Auditors should review the means of safeguarding assets and as appropriate and carry out physical verification of assets to verify the existence of such assets to ensure that the physical stock taking of merchandise and fixed assets of the Corporation when conducted by the Management is accurately conducted and information is correctly compiled.
14. Internal Auditors should review the systems established to ensure compliance with those policies, plans, procedures, laws and regulation which could have a significant impact on operations and reports and should determine whether the organization is in compliance thereof or not and shall assess the risk/fraud.
15. Internal Auditors should review the reliability and integrity of financial and operating information and the means used to identify, measures, classify and report such information.
16. Internal Auditor will also give suggestion keeping in view requirement of IND AS, Companies Act, 2013 and DPE Guidelines.

OTHER CONDITIONS:-

1. The Internal Auditors shall preferably furnish quarterly report.
2. The Internal Audits should take into consideration the comments of Statutory Auditors for the previous year and may discuss the same with Statutory Auditors as and when required to minimize the comments.
3. The Internal Auditor shall verify the action taken/compliance of the observations of the, Statutory & Govt. Auditors.
4. A statement indicating the audit personnel's deployed (designation) including their visits and the period of audit is also solicited.
5. The Chartered Accountant firm is expected to carry out the audit by himself so that the entire scope is covered in a systematic manner.
6. **The audit firm has to be proactive, to assist the Corporation make its accounting system more robust rather than just pointing out the lapses and mistakes.**
7. Audit firm is required to visit NSFDC office as and when required as per scope of work.
8. The audit should be executed by a competent team of professionals, who have strong exposure & experience and should be closely supervised by a partner level person who will oversee the audit and attend all meetings with the Top Management / Audit Committee, when required.

REPORTING:-

On completion of the audit of the respective departments in each quarter the following steps should be followed before finalization of the report and the Auditor of the Chartered Accountant firm should meet the respective department head and discuss the audit observation:-

- (i) The preliminary audit observation shall first be discussed with the HOD along with the Finance in charge(if query involve accounts) .
- (ii) The salient audit observation of the respective preliminary Audit shall be discussed with the Company Secretary so that timely corrective action may be taken and based on the outcome a draft composite Audit Report covering all the departments within the scope shall be compiled / prepared, including additional information if any, that may be provided/obtained during such discussions and rectifications carried out on the instance of audit. The report should also contain specific suggestions for improvements, if any.
- (iii) The Internal Auditor shall complete the internal audit on continuous basis. The observations brought out in the report shall be discussed with the concerned officers and based on satisfactory explanation/feedback provided, Items, if any, of the report shall be dropped. The final audit report shall be submitted to the management on quarterly basis.

NATIONAL SCHEDULED CASTES FINANCE AND DEVELOPMENT CORPORATION

General Terms and conditions

1. NSFDC shall not be responsible for any expense incurred by bidders in connection with the preparation and delivery of their bids, site visit, participating in the discussion and other expenses incurred during the bidding process.
2. Interest free refundable Earnest Money Deposit amounting to **Rs.3,000/-** (Rupees three thousand only) in the form of Bank Transfer / Crossed Demand Draft/Pay Order drawn on any scheduled banks in favour of National Scheduled Castes Finance and Development Corporation, payable at New Delhi must accompany the Tender Document.
3. **PRICE BASIS AND PAYMENTS**
The proposal should include price all-inclusive lump sum (including TA/DA and other out of pocket expenses, etc.) in Indian Rupees only, for the entire scope of work covered under the Terms of Reference on a firm price basis (with no escalation provision for whatever reason) valid till the complete execution of the assignment. The Contract price and the scope of work also include any services, etc. which is not specifically identified but are required for completion of the assignment. GST if any, will be paid extra at the applicable rates and is not to be quoted in the price.
4. **TERMS OF PAYMENT**
All payments would be claimed by the Firm from NSFDC on being due, and would be accepted for payment by Competent Authority of NSFDC based on the satisfactory completion of the work in sole discretion of NSFDC. Full payment to the Auditing Firm under the contract shall be released after successful Completion of 4th quarter Audit.

The audit firm shall raise invoice after successful completion of audit and as per the work order. NSFDC shall make payment on receipt of such invoice in duplicate.
5. **TAXES AND DUTIES**
NSFDC shall be entitled to deduct applicable tax (if any) at source as per Indian Laws from all payments due to the Auditing Firm under the contract.

As regards the Indian Income Tax, surcharges on Income Tax and any other Statutory tax, NSFDC shall not bear any tax liability, whatsoever, irrespective of the mode of contracting. The Auditing Firm shall be liable and responsible for payment of all such taxes, if attracted under the provisions of the law. In this connection, attention of Audit Firm is invited to the provisions of Indian Income Tax Act and the circulars issued by the Central Board of Direct Taxes, Government of India.
6. The successful bidder shall indemnify the Corporation against all third party claims of infringement of Patent, trademark, rights arising from the use of the services or any part thereof in the NSFDC.
7. NSFDC reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of contract without assigning any reason whatsoever, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders of the grounds or the reasons for the said action. However, bidder may ask the reasons of these actions.

8. The Bidder is expected to examine the bidding document, including all instructions carefully. Failure to furnish all information required as per the Bidding Document may result in the rejection of the Bid.
9. If the tenderer neglects or refuses for their rates quoted after submission of their tender or to comply with the conditions of the tender or any of them, the earnest money deposit already paid may be forfeited. This is applicable in case of the party surrenders itself / himself from their rates quoted and not ready to execute even if fit for award of work by the corporation or back out from the work by keeping it incomplete.
10. In case after the award of contract, if any situation arise upon which the management cancel/forfeit the contract, next bidder i.e. L-2 will be awarded the contract either for remaining tenure of present contract or for another period / term permissible under the Companies Act. 2013
11. **Confidentiality clause:**
The successful bidder must not disclose the confidential information obtained from the corporation to anyone unless required to do so by law and shall maintain confidentiality. The successful bidder to whom the work is allotted shall carry out the job at their own and will not sub-let this work to any other Agency/Organization.
12. The Corporation also reserves its right to cancel the engagement if the performance is not found satisfactory.
13. In case of any dispute or difference arising out of or in relation to this work, same shall be governed by the Arbitration & Conciliation (Amendment) Act 2015. An Arbitrator (other than an employee of the Corporation) to be appointed by the Chairman-cum-Managing Director of NSFDC, whose decision shall be final and binding upon the parties.
14. Force Majure: If any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Herein after referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by any reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the corporation as to whether the delivery have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

We hereby agree with all the terms and conditions of the tender and we hereby undertake to abide by same.

Signature and seal of tenderer
Name
Capacity / authority to sign.
Full address

Form -1

1	ELIGIBILITY CRITERIA FOR EVALUATION OF TENDERS 1. Name of the firm:	M/s. Official Address: City: - PIN: - Tel. No. , Mobile No. _____ Email.
2.	Date of establishment/incorporation of Firm	
3.	Earnest Money Deposit Amount Rs. 3,000/-& its details: SB A/c No.: 91072160000016 IFSC Code: CNRB0019050 Bank : Canara Bank, Branch : Laxmi Nagar, Delhi	Rs. 3,000/- (Rupees three thousand only) Drawn on _____ Vide DD/PO No. _____ (In favour of National Scheduled Castes Finance and Development Corporation., is enclosed). Vide Bank Transfer UTR No. _____
4.	Income tax Permanent Account Number (Self attested Copy of the same shall be enclosed)	PAN No.
5.	GST No. (Self attested copy of the same shall be enclosed)	GST No.
6 (i).	The Registered Office of the Firm must be located preferably in East Delhi.	Address proof
(ii)	The Chartered Accountants firm registered with ICAI for more than 10 year's	COP issued by ICAI of the Firm
(iii)	The firm must have at least two partners, each having post qualification experience of 10 years & above	Copy of certificate of practice issued by the ICAI in the name of partners
(iv)	Two ISA/DISA/CISA full time partners or full time employees	Self-certified copies of Certificates in the name of the partner or employee.
(v)	The Firm has been conducting Internal Audit in Internal Audit of CPSEs continuously in each year in last 10 year	Self-declaration an undertaking the name, address & year of Internal Audit assignment by the Senior Partner duly signed and stamped to be attached
(vi)	The firm has been conducting Statutory Audit continuously (without any break) during the last five years	Self-declaration by the Senior Partner duly signed and stamped to be attached

Format of undertaking to be submitted along with Tender Document.

(To be stamped and signed by the authorized signatory on letterhead of bidder and be attached with Tender Document).

Date:

To,
Chairman-cum-Managing Director
National Scheduled Castes Finance and Development Corporation (NSFDC),
14th Floor, Core 1 & 2 SCOPE Minar, Laxmi Nagar District Centre,
Delhi-110092

Sub: Tender for Appointment as Internal Auditors for undertaking Internal Audit work of National Scheduled Castes Finance and Development Corporation.

Dear Sir,

1. I/We have read and understood all the terms & conditions of the tender and other instructions and hereby undertake to abide by them.
2. I/We are enclosing herewith, Demand Draft/ Pay Order No. _____ dt. _____ in your favour, towards earnest money deposit of Rs.3000/-.
3. I/We have filled and signed each page of the tender documents and the same are enclosed here with
4. If any undertaking / declaration at any stage is found false, the contract will stand null & void with immediate effect.
5. I/We hereby confirm that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s) / information is false, forged or fabricated.
6. I/We hereby confirm that our Bid complies with the requirements/ terms and conditions of the Bidding Document and subsequent addendum/corrigendum (if any), issued by NSFDC, without any deviation/ exception/ comments/ assumptions.
7. I/We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'. We hereby confirm that any partner / Director of the entity have not been convicted in any disciplinary proceedings / criminal case by regulatory authority (ies)/ court in connection with professional work. We further confirm that, we have not been in negative list / blacklisted by any Public Sector Undertaking / Government Organization / NSFDC. We also confirm that the contents of this Tender have not been modified or altered by us. We agree that if any noticed in future, our Bid may be rejected / terminated.
8. I/We hereby confirm that we have gone through and understood the Bidding Document and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

Signature and seal of Tenderer : _____

Name : _____

Capacity / authority to sign : _____

Full Address _____

CHECK LIST FOR TENDER DOCUMENTS

Please make tick Mark

1.	Tender document obtained from web site	Yes	No
2.	Earnest Money Deposit Amount of Rs.3,000/- in favour of National Scheduled Castes Finance and Development Corporation, No._____ date_____ is enclosed.	Yes	No
3.(i)	PAN issued by Income tax authority (Govt of India)	Yes	No
(ii)	GST No.	Yes	No
(iii)	The Registered Office of the Firm must be located preferably in East Delhi.	Yes	No
(iv)	The Chartered Accountants firm registered with ICAI for more than 10 year's	Yes	No
(v)	The firm must have at least two partners, each having post qualification experience of 10 years & above	Yes	No
(vi)	Two ISA/DISA/CISA full time partners or full time employees	Yes	No
(vii)	The Firm has been conducting Internal Audit in Internal Audit of CPSEs continuously in each year in last 10 years	Yes	No
(viii)	The firm has been conducting Statutory Audit continuously (without any break) during the last 5 years	Yes	No

Signature and seal of Tenderer : _____

Name : _____

Capacity / authority to sign : _____

Full Address _____

(To be submitted on the letter head of the Firm)

:12:

Date : _____

Quotation

(To be submitted on the letter head of the Firm)

To,
Chairman-cum-Managing Director
National Scheduled Castes Finance and Development Corporation (NSFDC),
14th Floor, Core 1 & 2 SCOPE Minar,
Laxmi Nagar District Centre,
Delhi-110092

Sub: **Tender for Appointment as Internal Auditors for undertaking Internal Audit of NSFDC, Delhi for the financial year 2023-24.**

Sir,

I/we hereby submit my quote for profession fees for undertaking Internal Audit work of NSFDC as under:-

Sl. No.	Particulars	Professional Fees (Excluding applicable taxed in INR)	
1	Lump sum Audit Fee (consolidated)	In figure	In words
	For the entire scope of work covered under the Terms of Reference on a Firm price basis (With no escalation provision for whatever reason) valid till the complete execution of the assignment.		

Please Note:-

- (i) The fees quoted above are exclusive of all applicable taxes.
- (ii) The Consolidated Audit fee should be quoted inclusive of TA/DA/Boarding/Lodging etc.
- (iii) Consolidated Audit Fee will be paid on submission of bill alongwith Internal Audit Reports.

In case of any discrepancy in fee between figures and the amount mentioned in words, the Fee mentioned in Words shall be taken into cognizance.

We hereby agree with all the terms and conditions of the tender and we hereby undertake to abide by same.

Date :

Place:

Signature with seal of the Firm

Name & Full Address:

Email, Phone & Mobile No.