

I/147715/2024

**National Institute of Speech and Hearing (NISH)***(Registered under Charitable Societies act)*

NISH Road, Sreekariyam P. O.,

Thiruvananthapuram - 695017

Website: [www.nish.ac.in](http://www.nish.ac.in)

Tele Fax No. 0471-2944699

0471- 2944666, 2596919, 2596920

**EOI No: AO/83/2024/NISH****Date:29-02-2024**

**Invitation of Expression of Interest for  
Engaging Chartered accountant firm for Internal Audit**

EOI No.	<b>AO/83/2024/NISH</b>
Name of the assignment	Engaging Chartered accountant firm for Internal Audit
Website Address	<a href="http://www.nish.ac.in">www.nish.ac.in</a>
Last date for submission of EOI	<b>14/03/2024, 3.00 PM</b>
NISH's Contact Information	<b>National Institute of Speech and Hearing (NISH),</b> <i>(Registered under Charitable Societies act)</i> NISH Road, Sreekariyam P. O. Thiruvananthapuram - 695 017 0471- 2944666, 2596919, 2596920

National Institute of Speech and Hearing (NISH) is an autonomous organization registered as a society under the Travancore Cochin Literary Scientific and Charitable Societies Registration Act 1955. It is an ISO 9001-2015 certified institute and has been awarded the "Excellent" institute by the Rehabilitation Council of India and 'Grade B++' institute by NAAC. NISH is a comprehensive multi-purpose institute focusing on the identification, intervention, rehabilitation and education of individuals with disabilities. Since its inception in 1997, NISH has made significant contributions to improving the quality of life of individuals with disabilities and has taken a pioneering effort in implementing various programs for the disabled population across the state. NISH hosts a unique inclusive campus that has students and staff with diverse abilities.

The Institute is on the search for a Chartered Accountant firm for performing Internal Audit of the Company. Eligibility criteria, scope of work, period of audit etc. enclosed herewith. Interested firms are requested to submit the proposal in a sealed envelope, in the prescribed format (attached) with relevant documents to the above address. The format can be downloaded from the website of the National Institute of Speech and Hearing (NISH) ([www.nish.ac.in](http://www.nish.ac.in)). **The last date of receipt of EOI is 14/03/2024 at 3.00PM.** EOI received after stipulated time will not be considered.

NISH reserves the right to reject any or all proposals without assigning any reason thereof and decision shall be final and legally binding on the applicants.

**1. Eligibility Criteria**

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- 1.1. The firm of the Internal Auditor should be at least in existence for 10 years;
- 1.2. The firm should be a Chartered Accountant from the Empaneled List Issued by the Accountant General.
- 1.3. The Average Annual Turnover of the firm from audit for the past three consecutive years ie. 2020-2021, 2021-2022 & 2022-23 as per audited annual accounts should not be less than Rs.25 lakh;
- 1.4. The firm of auditors should be Internal Auditors/Statutory Auditors for at least five entities in the previous three years;
- 1.5. Internal Auditors should be practicing Chartered Accountants.

## **2. Scope of Work & Period of Audit**

The key objectives of the internal audit should be to ensure the following at NISH

2.1. Auditing and verification of Books of Accounts in adherence of Income Tax Act, Companies Act, GST Act, EPF Act etc. All receipts and expenditure on Government funds, own fund and Research projects etc .

2.2. Has to Complete internal audit of the Corporation up to the year 2022-23 by December 2024

2.3. Suggestions for improvement in accounting, following rules, dealing with taxation matters, awareness about accounting standards, laws prevailing and amendments introduced by Government from time to time etc.

2.4. Others : In addition to the above, system anomalies and / or serious observation which requires the attention of the Project Board for corrections have to be reported immediately.

## **3. Selection Procedure**

3.1. The technical bid and the financial bid should be sealed in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed as "EOI - For Engaging Chartered Accountant firm ". The technical bids will be opened at the first instance and evaluated by a competent committee or authority. At the second stage financial bids of only the technically acceptable offers will be opened for further evaluation and ranking before selection.

3.2. Late bids (i.e. bids received after the specified date and time for receipt of bids) will not be considered.

**Name of Client:** National Institute of Speech and Hearing (NISH), NISH Road, Sreekariyam P O, Thiruvananthapuram - 695 017

### **Name and Address at which EOI are to be submitted:**

The Executive Director

National Institute of Speech and Hearing (NISH)

NISH Road, Sreekariyam P O, Thiruvananthapuram - 695017

Phone: 0471- 2944666, 2596919, 2596920,

**Last date of Submission of EOI –14-03-2024 till 3:00 PM**

**Technical Bid Opening – 14-03-2024 at 04.00 PM****4. General terms and conditions:**

4.1. Selection of the firm will be done only after detailed scrutiny of the credentials of the firm. Suitable weightage will be given to firms, which have relevant experience of audit in institutions registered under Charitable societies Act 1955.

4.2. The selected firm will have to start audit within 20 days from the date of issuance of Letter of Appointment from NISH

4.3. The Audit of account as per the scope of work has to be completed in a time bound manner

4.4. The audit party will consist of sufficient number of experienced and qualified professionals

4.5. The Audit is to be undertaken as per the scope of work as enshrined in NISH bye Law

4.6. The selected Firm required to sign Agreement on Non - Judicial Stamp paper worth Rs 200.00

4.7. Submission of Audit Report: --- CA shall submit 3 copies of Audit Report along with all the financial statements, with due seal and signature of the Firm.

4.8. Auditor will have to comply with any comments raised by Finance officer, Project Board / Governing council on the Financial statements under Audit

4.9. Regulation on Audit Fee: The payment of Audit fee as fixed will be made only after completion and issue of Audit Report. The NISH will not pay any advance to the selected audit Firm under any circumstance. Bill for the Audit fee should be submitted to the Finance officer NISH.

4.10. The auditors shall not provide with any special transport facility or accommodation

4.11. **Confidentiality.:** The firm shall not disclose any documents to any third party .

4.12. **EMD :** The EMD in respect of unsuccessful bidders shall be released within 20 days after issuance of allotment letter in favor of the successful firm. The EMD of the selected firm shall be kept as security deposit which shall be released after successful completion of the assignment.

4.13. **Taxes And Duties:** NISH shall be entitled to deduct applicable tax (if any) at source as per indian laws from all payments due to the Firm under the agreement.

4.14. **Sub- Contracting:** Firm to whom the work awarded shall not subcontract the work to any other parties either in part or full.

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4.15. **Right to Accept /Reject the Proposal:** NISH reserves the right to accept or reject the proposal at any time prior to award of contract, without thereby incurring any liability to the Firm concerned or any obligation to inform the firm concerned of the grounds for its action.

4.16. **Dispute Resolution:** in case of any dispute, the decision of the Secretary, SJD shall be final and binding.

## 5. FORMAT OF APPLICATION FORM

Name and address of the firm :

Please also provide total number  
of partners and names of partners who  
will be engaged in this assignment :

Registration No. of the firm :

Date of Registration of the firm :

Address for correspondence including  
contact No./ Mobile No. and Email ID :

PAN :

GSTIN :

Details of experience in Public Sector :

Details of experience in other assignments :

Details of Bank Account :

I/We confirm that I/We have not taken any deviation from the specified terms and conditions of the EOI documents. A copy of the complete EOI document duly signed and sealed on all pages as a token of acceptance of all terms and conditions is attached.

I.....do hereby declare that the information / details etc. submitted in / along with the Expression of Interest application are true and correct to the best of my knowledge and belief.

Our firm is not debarred/ disqualified / black listed by any regulatory /statutory body or Government entity or any international / national agency for corrupt or fraudulent practices.

Authorized signature with  
Name & Seal

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Name of Firm :  
Date of Establishment :  
Address :

Phone No. & Mobile No. :  
Fax No. & Email :

#### 6. Technical proposal

To,  
The Executive Director  
National Institute of Speech and Hearing (NISH),  
NISH Road, Sreekariyam P O,  
Thiruvananthapuram- 695 017

Sir,

Ref: Expression of Interest Notice for engaging a Chartered accountant firm -reg.

#### **The Technical Proposal Comprises of (Self attested photocopies)**

Sr No	Particulars	Page Nos
i	Registration certificates of Firm/LLP/Proprietor etc. issued by the ICAI containing inter-alia; a. Date of formation of Firm/LLP/Proprietor	
ii	Constitution of Firm/LLP/Proprietor etc. on the letter head of the firm containing inter-alia; 7. Details of partners/Sole proprietor 8. Employees in the firm including CA's	

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iv	IT return of the firm,/ the Sole proprietor as the case may be for the three financial years:  <div style="text-align: right;">2020-21 2021-22 2022-23</div>	
v	PAN card of the Firm/proprietor	
vi	Details of court cases/ arbitration cases/ or any other case pending against the Firm, if any.	
vii	Details of audit experience of the firm for the last 2 years may be given in the specified format. <b>(Only assignments which carry a fee of Rs. 50,000/- and above should be mentioned). (Annexure -E)</b>	
viii	EMD in the form of DD amounting to Rs.10000/- (Rupees ten thousand only) in favour of the Finance officer, NISH payable at ..... Must be enclosed with EOI. Offers without EMD shall be straightway rejected.	
ix	Non-refundable EoI document fee/Application fee in the form of DD amounting to Rs. 1000/-(rupees one thousand only) in the favour of "Finance Officer, NISH payable at ..... must be enclosed. Offers without EoI document fee/Application fee shall be straightway rejected.	
xi	GST registration certificate;	
xii	The firm should have at least Rs. 25 lakhs turnover per annum and documents in support of turnover/gross receipts of the firm in the shape of fee etc.	
xiii	Undertaking, to be furnished by the firm that there are no legal suit/criminal cases pending against firms and /or its partners or having not been earlier convicted on grounds or moral turpitude or for violation of laws in force.	

Note :

Please ensure that all entries in the Form-1 and Application Form (Annexure-B) should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.

The Competent Authority of the Institute reserves the right to accept or reject any or all application without assigning any reason.

Name of authorized Signatory:

Signature:

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Place :

Date

**7. Financial Proposal****(Form-2)****(On Firm's letter Head)****(To be kept in a separate Envelope sealed properly while sending the proposal)**

To,  
The Executive Director  
National Institute of Speech and Hearing (NISH)  
NISH Road, Sreekariyam P. O,  
Thiruvananthapuram - 695017

**Subject: Appointment of Chartered Accountant Firm for conducting internal Audit.**

particular	Price bid (all inclusive) shall be quoted in Indian Rupees for the entire scope of work covered under the Terms of the EoI.
Year	
Statutory Audit 1. Professional Fee (all inclusive) 2. Taxes (if any) 3. Total (Rs. In figures) 4. Total (Rs. in words)	

**Please Note :**

I.The above quoted Lump sum fee shall be inclusive of all expenses/and taxes.

II.The firm shall raise its Invoice as per payment terms enumerated in the EoI

Signature.....

Full Name

.....

(signature of Authorized signatory.)

Designation.....

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Seal of the Firm

Telephone No & Mobile no.....  
email:.....