



NATIONAL COOPERATIVE CONSUMERS' FEDERATION OF INDIA LIMITED
3, SIRI INSTITUTIONAL AREA, AUGUST KRANTI MARG, NEW DELHI-
110016

Website: www.nccf-india.com, Tel.: 011-41006852

APPOINTMENT OF CONCURRENT AUDITORS FOR NCCF
FOR THE FINANCIAL YEAR 2024-25

INVITATION FOR PROPOSAL:

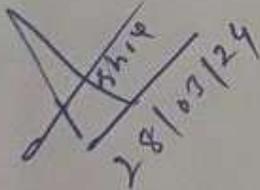
About NCCF:

NCCF was established on 16th October, 1965 to function as the apex body of consumer cooperatives in the Country. It is registered under the Multi-State Co-operative Societies Act, 2023 (Amended). It operates through a network of 27 Branch Offices located in different parts of the country. NCCF Headquarters is situated in New Delhi.

NCCF, as an organization to promote consumer cooperative movement in the country, aspires to facilitate the voluntary formation and democratic functioning of cooperatives, based on self-reliance and mutual aid for overall economic betterment and financial autonomy.

As an apex organization for the Consumer Cooperatives, NCCF is committed to apply the knowledge and resources acquired over years of its functioning to ensure the following:-

- To satisfactorily meet the requirement of consumers
- To maintain transparency and focus on consumer satisfaction
- To continuously strive to achieve higher standards of performance
- To enable growth of all its member co-operatives through dissemination of best practices and use of technology
- To achieve higher growth better market penetration keeping the best interests of consumers in mind.


28/07/24

SCHEDULE OF SUBMISSION OF PROPOSAL FOR CONCURRENT AUDIT

1.	Opening Date of Advertisement on NCCF Website.	28.03.2024
2.	Last Date for submission of proposal	10.04.2024

- The proposal to be addressed to the In-charge A&F, Head Quarter and send Hard / Soft Copy through email or Speed Post to the following address.

Address : NCUI Complex, 3-Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi - 110016.

Email : nccfictel@gmail.com

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INVITATION TO AUDIT FIRMS:

The invitation proposal of Audit Firms (Proprietary Concern and Partnership Firms) for Appointment as Concurrent Auditors for the Branches & HO of NCCF for the period of one financial year starting with financial year 2024-2025.

1. Firms are requested to sent their proposals along with their bids against each branch as mentioned in annexure 1.
2. Concurrent Auditor's would conduct Audit of respective branches of Federation throughout the year and submit the report on or before every 10th of succeeding month/ quarter. The allotment of Branches would be done by the Competent Authority.
3. NCCF may, at its own discretion, extend the date for submission of proposals.

Objective of Monthly Concurrent Audit:

The primary objective of the monthly Concurrent Audit is to enable the Concurrent Auditors to examine the accounts and financial records pertaining to NCCF on a continuous basis, provide necessary technical and hand holding support with a view to ensure timely preparation of accounts and reports, reliability of information, effective monitoring of programme activities and advances, etc. The audit will also enable timely identification of accounting and reporting issues and addressing them expeditiously without allowing them to assume monstrous proportion.

Others key objectives: -

1. To ensure early detection and correction of error in financial transactions of records.
2. To ensure voucher/ evidence based payments are being made and records are duly maintained at branches to improve transparency.
3. To ensure accuracy and timeliness in maintenance of books of accounts.
4. To ensure timeliness and accuracy of periodical financial statements.
5. To improve accuracy and timeliness of financial reporting especially at sub district levels.
6. To ensure compliance with laid down systems, procedures and policies.
7. To regularly track, follow up and settle advances on a priority basis.
8. To assess & improve overall internal control systems.
9. To ensure that the transactions are being carried out within authorized limits and due permissions have been obtained wherever required
10. To ensure that guidelines are being followed for every project and any deviation or extra ordinary transactions needs to be reported
11. To ensure that proper Tender process have been followed for each tasks and due permissions have been obtained in case of any deviation.

Number of Audit Firms and Vacancy Position for the year 2024-25:

1. The Federation can decide on the number of Concurrent Auditor's taking into account the relevant factors such as bid amount, size and spread of assets, accounting and administrative units, complexity of transactions, level of computerization, availability of other independent audit inputs, identified risks in financial reporting, level of operations, quality of audits etc.
2. Federation can appoint number of Firms per its own discretion. For smooth conduct of Audit, Federation shall finalize the work allocation amongst Firm/ Firm's, before the appointment and commencement of the Concurrent Audit, in consultation with respective Firm/ Firm's (wherever required).

Independence of Auditors:

1. The Audit Committee A.C. (of NCCF) shall monitor and assess the independence of the auditors and conflict of interest position in terms of relevant regulatory provisions, standards and best practices. Any concerns in this regard may be flagged by the A.C to the Board of Directors of the Federation.

2. The Statutory/Tax Auditors of the Federation should not be considered for appointment as Concurrent Auditors of the Federation.
3. The above restrictions shall also apply to an audit firm under the same network of audit firms or any other audit firm having common partners.
4. Concurrent Auditors must be Independent both in fact & appearance as per the provisions of ICAI.

Professional Standards of Auditors and Conflict of Interest:

1. The Auditor's shall be strictly guided by the relevant professional standards in discharge of their audit responsibilities with highest diligence.
2. The A.C. shall review the performance of Auditor's. Any serious lapses/negligence in audit responsibilities or conduct issues on part of the Auditor's or any other matter considered as relevant shall lead to termination of appointment.
3. In the event of lapses in carrying out audit assignments resulting in misstatement of Federation's financial statements, and any violations/lapses vis-à-vis the directions/guidelines regarding the role and responsibilities of the Auditor's in relation to the Federation, the Auditor's would be liable to be dealt with suitably under the relevant Regulatory framework.
4. Audit must be conducted in Professional manner (as per ICAI standards) and Audit Firms must send only Professional staff to conduct audit. Professional staff includes CA's, Semi Qualified CA's, audit and article clerks with knowledge of book-keeping and accountancy and who are engaged in on-site audits but excludes typists/stenos/computer operators/ secretaries/subordinate staff, etc.
5. The selected Firms should provide professional, objective and impartial service and hold NCCF's interest paramount.
6. The selected Firms shall not deploy former employees who have served NCCF in last six months.
7. The selected Firms shall not downstream or outsource any part of the scope of work.
8. Non-disclosure of such an association will lead to termination of Agency.
9. The Auditors should preferably have capability and experience in deploying Computer Assisted Audit Tools and Techniques (CAATTs) and Generalized Audit Software (GAS), commensurate with the degree/complexity of computer environment of the Entities where the accounting and business data reside in order to achieve audit objectives.

Tenure and Rotation:

1. Federation shall appoint the Concurrent Auditor's for a period of one year, subject to the firms satisfying the eligibility norms each year. Federation shall have complete discretion. Further, the Federation can remove the Audit firm(s) during the above period if Firm/ Firm's is found in-eligible for appointment/re-appointment.

Audit Fees & Expenses:

1. Firm's to provide their financial bids basis Annexure 1 attached. The financial bids to be provided for all Branches and HO and should constitute Audit fees. OPE's should not be more than 10% of the actual fees.

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VALIDITY OF PROPOSAL:

The following will be considered for the validity of the proposals deemed submitted:

- I. Proposals shall remain valid for a period of 60 days from the date of submission of proposal.
- II. NCCF reserves the right to reject a proposal valid for a shorter period as non-responsive.
- III. In exceptional circumstances, NCCF may solicit the Firm's consent to an extension of the period of validity. The request and the response thereto shall be made in writing.

RIGHT TO ACCEPT OR REJECT ANY PROPOSAL:

NCCF reserves the right to annul the Proposal Document process, or to accept or reject any or all the proposals in whole or part at any time without assigning any reasons and without incurring any liability to the affected Firm(s) or any obligation to inform the affected Firms(s) of the grounds for such decision.

FRAUD & CORRUPTION:

It is required that the Firms submitting Proposal and Agency selected through this process must observe the highest standards of ethics during the process of selection and during the performance and execution of the Work Order.

For this purpose, definitions of the terms are set forth as follows:

- I. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of NCCF or its personnel in Work Order executions.
- II. "Fraudulent practice" means a misrepresentation of facts, in order to influence an selection process or the execution of a Work Order, and includes collusive practice among Firms/Consortium of Firms. (Prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive NCCF of the benefits of free and open competition.
- III. "Unfair trade practice" means supply of services different from what is ordered on, or change in the Scope of Work.
- IV. "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of the Work Order.
- V. NCCF will reject a proposal for award, if it determines that the Firm recommended for award, has been determined to having been engaged in corrupt, fraudulent or unfair trade practices.
- VI. NCCF will declare a Firm ineligible, either indefinitely or for a stated period of time, for awarding the Work Order, if it at any time determines that Firm has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing the Work Order.

SUBMISSION OF PROPOSAL:

Firms shall submit their Proposals on or before the last date and time for receipt of proposals within due date i.e. 10th April 2024.

EVALUATION OF PROPOSALS:

The Proposal will be opened as per the schedule mentioned. NCCF may constitute Committee to evaluate the proposals submitted by Firms for a detailed scrutiny. Subject to terms mentioned in the Advertisement.

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ELIGIBILITY:

Scrutiny of the Proposals for eligibility will be done to determine whether:

1. Audit Firm/Firms shall be appointed from a panel approved by the Central Registrar.
2. The Audit Firms shall be in existence for a minimum period of Five years or Senior partner should have minimum 10 years of practicing experience and should have healthy & stable financial Annual Turnover.
3. Audit Firms preferably should have local office in the respective Branch Office of NCCF. It is subject to NCCF's discretion.
4. For the purpose of ascertaining parameter of Turnover of the Firm, average turnover of the Firm for the previous three financial years shall be considered.
5. Auditors/ Joint Auditors should not have any common partner/ partner's and are not under same network of audit firms.
6. In the proposal, the Firm shall submit a 'certificate of compliance' certified by a Chartered Accountant to the effect of the above.
7. The preference will be given to those firms having minimum experience of 5 year for conducting the Internal Audit /Concurrent Audit of National Level Society / Federation / PSUs / Govt. Organization.
8. This willingness is for the purpose of short listing of Firms only and would not carry any assurance of allotment of Concurrent Audit assignments from the NCCF.
9. Audit Firms should submit their consent with proper firm profile details/ resume with list of clients as examples.
10. The details of branch offices of NCCF are mentioned in annexure 1-

Delhi,	Noida	Chandigarh	Mumbai, Pune, Nasik	Raipur
Shimla	Jammu	Srinagar	Ahmedabad	Pune
Jaipur	Dehradun	Bangalore	Patna	Kolkata
Chennai	Hyderabad	Visakhapatnam	Bhubaneswar	Head Office,
Lucknow	Kanpur	Bhopal	Satna	Varanasi
Guwahati	Kochi	Ranchi	Indore	

11. Firms needs to do the entire audit work of each branch comprising of individual Offices/ Units of NCCF. The work can be allocated on the basis of branches mentioned in annexure 1.
12. The NCCF reserves its right to accept or reject any application/s without assigning any reasons thereof. The decision of the NCCF, HO for empanelment of the Firms will be final and binding upon the firms submitting their proposals which are shortlisted.
13. The Audit Firm should not be under debarment by any Government Agency, National Financial Reporting Authority (NFRA), the Institute of Chartered Accountants of India (ICAI), MSCS Act, RBI or Other Financial Regulators.
14. The Entities shall ensure that appointment of Concurrent Auditor is in line with the ICAI's Code of Ethics/any other such standards adopted and does not give rise to any conflict of interest.

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15. Continued Compliance with Basic Eligibility Criteria: In case any Audit Firm (after appointment) does not comply with any of the eligibility norms (on account of resignation, death etc. of any of the partners, employees, action by Government Agencies, NFRA, MSCS Act, ICAI, RBI, other Financial Regulators, etc.), it may promptly approach the Federation with full details. Further, the Audit Firm shall take all necessary steps to become eligible within a reasonable time and in any case, the Audit Firm should be complying with the above norms before commencement of Annual Concurrent Audit for Financial Year ending 31st March and till the completion of annual audit. In case of any extraordinary circumstance after the commencement of Audit, like death of one or more partners, employees, etc., which makes the Firm ineligible with respect to any of the eligibility norms, Federation will have the discretion to allow the concerned Audit Firm to complete the Audit, as a special case.

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TECHNICAL PROPOSAL:

The Technical proposal shall be based on the parameters are as mentioned in the Table below:

NOTE: The Technical Proposal must not include any financial information regarding the Price which has already reserved / approved, failing which the Proposal will be rejected.

Sl. No.	PARTICULARS	DETAILS (Supporting Documents where applicable are required to be annexed)
1.	Compulsory Conditions: i) Existence for a minimum period of five years or Senior Partner with 10 years of relevant experience ii) Annual Turnover For the purpose of ascertaining parameter of Turnover of the Firm average turnover for the previous three financial years shall be considered.	
2.	Year of establishment of the Firm	
3.	Partner details as per ICAI/ICMAI Certificates as on 01.01.2024 - Name & Number of Full-Time partners (FTPs) associated* with the firm - Out of total FTPs, Name & Number of FCA Partners associated with the Firm	
4.	DISA/CISA qualified partner/ partner's	
5.	Copy of Constitution Certificate	
6.	Number of Number of Professional staff including semi-qualified employees attached with the Firm (CA-Intermediate and/ or Cost-Intermediate)	
7.	Exposure of the Firm in Trading industry preferably under Central/State Government as Concurrent Auditors (Name of the PSU, Year of audit and nature of audit undertaken)	
8.	GSTIN Certificate	
9.	Exposure of the Firm in industries other than Trading under Central/State Government as Concurrent/Internal Auditors (Name of the PSU, Year of audit and nature of audit undertaken)	
10.	The applicant Firm of Chartered Accountants/ Cost Accountants must have carried out in addition to Concurrent Audit in the following areas: i) Direct Taxes ii) State related Taxes / VAT Audit iii) Central Excise/Service Tax/GST iv) Physical verification of Fixed Assets v) Any other Govt. schemes The above are only illustrative and not comprehensive.	
11.	Resume of the Firm	
12.	Registration Certificate issued by ICAI/ ICMAI	

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THE ABOVE PROPOSAL ALSO INCLUDES:

1. Proposed Overall In-charge for the assignment (Partner).
2. Proposed Completion Time (from the date of receipt of engagement letter).
3. NCCF may, at its discretion, call for additional information from the Firm(s). Such information has to be supplied within the set out time-frame, otherwise the Committee shall make its own reasonable assumptions at the total risk and cost of the Firms/ Consortium of Firms and the Proposal is liable to be rejected. Seeking clarifications cannot be treated as acceptance of the proposal.
4. For verification of information submitted by the Firms /Consortium of Firms, the Committee may visit Firm's offices at its own cost. The Firms shall provide all the necessary documents, samples and reference information as desired by the Committee. The Firms shall also assist the Committee in getting relevant information from the Firms / Consortium of Firms references, if desired.
5. Firm has to submit covering letter as per Annexure-II.

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Annexure I**NATIONAL COOPERATIVE CONSUMERS FEDERATION
OF INDIA LTD.
BRANCHWISE DETAIL OF TURNOVER FOR THE
PERIOD F.Y. 2023-24**Till dt:
26.03.2024

INR Numbers in full

S. No.	Branches	FY 23-24 Estimated (Tentative) Turnover at Branch level (Rs. In crore)	Expected Number of Transactions/ Vouchers in Tally (Approx)	PSF/PSS/MSP operations	Fees proposed (to be filled by the Firm)	
					Per Month	Quarterly
1	Bhubaneswar	26.00	2,177.00	YES		
2	Guwahati	35.00	2,102.00	YES		
3	Kolkata	105.00	4,227.00	YES		
4	Patna	35.00	3,705.00	YES		
5	Ranchi	76.00	2,383.00	YES		
6	Chandigarh	55.00	2,524.00	YES		
7	Dehradun	49.00	4,837.00	YES		
8	Delhi (Sub- Bhiwani)	545.00	23,254.00	YES		
9	Jaipur	355.00	4,575.00	YES		
10	Jammu	38.00	3,166.00	YES		
11	Kanpur	38.00	741.00	YES		
12	Lucknow (Sub- Varansai)	289.00	3,025.00	YES		
13	Noida	45.00	2,164.00	YES		
14	Shimla	2.50	764.00	YES		

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15	Srinagar	5.00	1,107.00	YES		
16	Bangalore	355.00	15,055.00	YES		
17	Chennai	2,355.00	13,091.00	YES		
18	Hyderabad	288.00	6,828.00	YES		
19	Vish-patnam	32.00	3,851.00	YES		
20	Ahmedabad	10.00	2,016.00	YES		
21	Bhopal (Sub-Satna)	48.50	3,647.00	YES		
22	Indore	18.00	707.00	YES		
23	Mumbai (Sub - Nashik)	140.00	8,296.00	YES		
24	Pune	10.00	1,392.00	YES		
25	Raipur	45.00	1,919.00	YES		
	Total	5,000.00				
26	Head Office (Consolidation & majorly expense accounting)	15.00	1,877.00			

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SCOPE OF WORK

1. Comment on tendering process of supply & works order :-

- (a) With-in financial limit & Budget provision, if not specific case and amount to be quoted.
- (b) Checking of the competent level of approval.
- (c) Comment on reasonability of rates of supply and work, quoted by Firms.
- (d) Eligibility of Firms applied for tender
- (e) Checking of estimates.
- (f) Whether Division/Circle/Zone has followed rules and regulations of corporation during inviting/finalization of the tender.
- (g) In case the business has been transacted on the basis of different agreements and contracts, policy of state/central government, the adequacy and reasonableness of the same entered into by/with the NCCF, their compliance and the results/impacts thereof on the profitability of the NCCF should be checked and reported.
- (h) Checking of the vendor GST, PAN card and Labour Cess registration.
- (i) Any fraud or material mis-representation observed.
- (j) Any other deviation, be quoted.

2. Work Programme, Budget Estimate & Expenses during the months:-

- a) Review of expenses under different heads viz-a-viz budget estimate, expenses in the corresponding period in the previous year and gross earnings in the current period along with achievement of Targets.
- b) Check and ensure the expenses of branches are being made as per delegation of power to Branch Manager for expenses otherwise approval of H.O. has been obtained before incurring such expenses.
- c) T.A. bill of employees is being approved according to guideline.
- d) T.A. bill of Branch Manager is being paid after approval of H.O.
- e) Check salary bills and ensure that this is according to approval of H.O.

3. Report on Contingencies.

Contingent Assets

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Report on contingent liabilities and Capital Commitment.

Sl. No.	Description	Amount (Rs. In Lakhs)	Reason for Contingent Liability
1	Check the position of court cases/arbitration cases filed by/against the NCCF.		
2	Claims against the company not acknowledged as debts		
3	Estimated amount of contracts remaining to be executed on capital and not provided for.		

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4	Others, for which the company is contingently liable.		
a.	Late payment surcharge.		
b.	Claim by employees.		
c.	Claim by consumers.		
d.	Tax liability.		
e.	Others if any.		
	Total		

- (a) Any serious observation noticed to be specified in the audit report.
(b) Point out the position of the execution of decree awarded.

4. Report of fraud/theft/fire or any loss to the corporation.

(Specific case with full details to be quoted)

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5. Report on Work-in-progress & it's capitalization.

- (a) Schedule of addition of Assets during the year
(b) Completion Report.
(c) WIP Schedule

6. Report on Cash book and Bank Reconciliation of Bank Accounts:-

- Check and ensure that cash, bank book and Cash scroll is being maintained properly and signed by the I/C Accounts and Branch Manager regularly.
- Physically verify the balance of cash and match with the balance of Cash book and cash scroll.
- Check the bank reconciliation statement(s) with voucher and bank statement and ensure that reconciliation statement is accurate
 - (a) Checking of cash book of division and sub-division.
 - (b) Balance confirmation certificate from Bank.
 - (c) Checking of daily cash and bank balances.
 - (d) Comments on Stale cheques and its treatment.
 - (e) Comments on Expense charged/debited by Bank.
 - (f) Any amount, debited/credited by Bank.
 - (g) Comment on Auto sweep/flexi facility availed by division and earned interest should be transfer to HQ.
 - (h) Item-wise/head-wise break-up of closing balance of cashbook at the end of year.
 - (i) Whether Division/Circle is transferring it's receipts (e.g. Sale proceeds, Tender cost, deposit, sale of scrap or any other nature) regularly to the HQ.

7. Grocery/Paddy/Maize/PSF/PSS/MSP Commodities/Bharat Brand items etc.

- (a) Check and ensure that business is doing according to guideline of government and SOP.

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- (b) Ensure that all expenses are booked as per Accounting Standard Prescribed by ICAI.
- (c) Ensure that the Purchases and sales are booked according to guideline and on actual basis.
- (d) Examine whether the fund of NCCF involved in the procurement. If yes, then matter of securing this fund should be reported.
- (e) Taxes are charged/deducted and remitted according to guideline.
- (f) All relevant documents relating PSF/PSS/MSP/Bharat Brand/paddy procurement from farmers/FPO/FPC etc. are available in branch.
- (g) Interest of NCCF is protected.
- (h) Administrative charges (margin) of NCCF are collected properly.
- (i) Payment of interest, transportation, cost of gunny bag, gunny bag depreciation, etc is made on the basis of relevant document.

8. Comment on Inter Unit Transactions.

9. Payments:-

- (a) 100% vouching of vouchers pertain to test month.
- (b) Comments on whether payment is being made to contractor through RTGS/NEFT directly.
- (c) Checking of Advances and their adjustment to supplier/contractors.
- (d) If there is any inordinate delay by the unit, for payment/disbursement to the concern, against the funds received from HQ or any other source.
- (e) Whether payment made to the vendor, in compliance of the agreement clause
- (f) Deduction of LD/retention as per agreement provisions and it's booking
- (g) Comment on Misc. Advance to Employee and status of recovery.
- (h) Comments on Diversion/Blockage of funds, if any.

10. Accounting Procedures

- (a) Checking of opening balance in TB.
- (b) Checking of previous years' provisions in respect of adjustment in the current year.
- (c) Comments on account heads with odd balances.
- (d) Comments on Prior Period Expenses/Income
- (e) Detailed Scrutiny of March Final TB
- (f) Checking of closing entries

11. Stock-in-trade, Stock-in hand

- a) Stock records to be checked thoroughly.
- b) Stock record to be checked and verified through Tally Software.
- c) Comments on the status of maintenance of stock records at godown and retail outlets.
- d) Verify excesses and shortages in stock and report whether the shortage are normal or abnormal action taken/ to be taken for recovery of abnormal shortages.
- e) Report on Position and progress in disposal of old and damaged stocks.
- f) Status of Physical verification in respect of stocks & assets

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12. Purchase & Sale

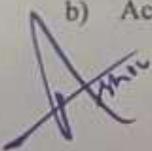
- a) Examine Purchase register has been maintained properly and according to the provision of tax law currently enforce as well as instructions/guideline of H.O. Purchase bills against which input tax availed/to be availed are tax invoice complying with the provisions of GST Act from 1st July 2017 onwards.
- b) Verify and ensure that goods have been purchased from registered suppliers according to the standing instructions/guidelines issued by Head Office from time to time and policies of the NCCF.
- c) Report whether Purchase order Register(s) and Suppliers' Register is being maintained as prescribed by H.O. or not.
- d) Examine and report whether GST is properly charged and indicated in purchase bill and sales invoice or not.
- e) Ensure that Sales Register has been maintained properly and according to the provision of Tax law currently enforce as well as according to the instructions/guideline of H.O.
- f) Examine Sales invoice are tax invoice complying with the provisions of GST Act from 1st July 2017 and onwards.
- g) Check the fixation of sales price and ensure that the margin has been charged as prescribed by H.O.
- h) Check the Master Price list prepared, reviewed and updated periodically.
- i) All the sales invoices are supported by proper delivery acknowledgement i.e. **delivery challans duly sealed & signed by the authorized person of the department, Letter of department certifying delivery of goods, E- way Bill if required, E- invoice for all B2B bills, Agreement with suppliers for above 1 lacs each bill as prescribed by HO revised business guidelines.**
- j) All the purchases & sales are incorporated in books of accounts during the month in which these take place/ delivery of goods have been affected.
- k) No sales are made to the customers who have not cleared their dues lying outstanding for more than six months.

13. Registration of New Suppliers and Renewal, updation of Current Active Suppliers or Suppliers having transaction during the current period.

- a) Ensure that Proper procedure for registration of supplier as laid down in guideline of H.O. is being followed and all the relevant documents have been obtained and kept in their file. Report about the details of document obtained as well details of documents to be obtained from new supplier to be mentioned in report with their name.
- b) Report on Registration of Suppliers is reviewed periodically and updated regularly, renewal process completed wherever required. Details of document obtained as well details of documents to be obtained from existing suppliers mentioned in report with their name.
- c) Ensure that the registration of suppliers having transaction in current period has been updated and necessary documents have been obtained from them.

14. Debtors/ Creditors

- a) Reconciliation of Sundry Debtors and Creditors more than 5 years.
- b) Action taken for recovery/ reconciliation of accounts by the branch.



- c) Recoveries made during the period from outstanding of over six months.
- d) Action for preparation of bill-wise statement of outstanding of customers and suppliers by the branch.
- e) Reports unsecured advance to the suppliers and others.
- f) Comments on credit sale beyond permissible limit.
- g) Report on Communication of bill-wise/invoice-wise statement of receivable with customers and action taken for recovery of outstanding.
- h) Procedure of recovery followed by branch.
- i) Statement of age-wise & party-wise position of Sundry Debtors to be checked thoroughly and reported. Special focus and comments on outstandings for more than 3 years and 5 years over recoverability, need for write off etc.
- j) Ensure that each account shall incorporate the effect of TDS if any.

15. Statutory Dues

- a) Verify deductions of TDS, Professional Tax, etc and match with payment thereof and also make sure that copy of challans and return along with reconciliation statement to be attached with internal audit report.
- b) Check and ensure that deduction of TDS from salary of employees is done every month according to rule and as per declaration given by the employees.
- c) Check and ensure that the payment of TDS, GST, TDS on GST, Professional Tax, etc. are paid within due date or not and also ensure that TDS on GST return/credit properly taken by branch in every month
- d) Verify Returns of TDS/ TCS, GST (GSTR-1, GSTR-3B & also check Tax Invoice i.e. B2B bill match with E- Invoice details), and TDS on GST, etc. with the books of accounts and put your comment about difference in returns, if any make reconciliation statement also.
- e) Comment on GSTR 3B vs 2B vs Books. And 26AS vs books for TDS.
- f) Check and ensure that input claim shown on GST portal must be matched with Books of accounts.
- g) Comment and report on GST non-compliant vendors.
- h) Report on Status of pending Assessment cases of all applicable Tax laws etc.
- i) Comment in respect of deviation in compliance of provisions of the Acts currently enforce and applicable in branch.
- g) Check the status of proper treatment in books of accounts regarding TDS received as per 26AS Statement accordingly debit note sent to HO along with reconciliation statement.

16. Fixed Assets:-

- a) Check and ensure that Fixed Assets Register has been maintained properly in the format as prescribed by H.O.
- b) All items contain identification number and proper control is being exercised.
- c) Ensure that there are no old, damaged or unserviceable items lying in the branch.
- d) Fixed Assets verification statement should be verified and impairment of assets to be given.

17. Others:-

- (a) Party wise break up of Creditors
- (b) Comment on purchase register.

- (c) Fund Register
- (d) Cheque Issue Register
- (e) WIP Register
- (f) Tax Invoice File
- (g) E-way Bill File
- (h) Log-books of vehicle/Gen set
- (i) Checking of Advance Register
- (j) Security deposit Register
- (k) Misc. Advance Register
- (l) Legal Register/pending cases.
- (m) Checking of opening of Temporary advances/Imprest & Permanent imprest and their adjustment.
- (n) Checking of TA bill register.
- (o) Check the necessities adjustment entries in books of accounts.
- (p) Check the status of payment of bill amounting Rs. 1 lacs or more as per HO Guidelines.
- (q) Check the status (i.e. active supplier) of party in GST port before stating transactions.
- (r) Thoroughly check the transaction & Statutory compliances from which Government Fund involved through PSF, Import etc. regarding procurement work.

18. Comment on PSF/ PSS/ MSP or any other related Govt operations.

19. Comment on compliance of previous year Internal Audit Report.

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20. Any other irregularities noticed by audit.

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21. Suggestions (if any for improvement in accounts and working of the Office).

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ANNEXURE-II

(On letter-head of Firm/Proprietorship/Individual)

Format of Covering letter cum Declaration

Date:

To

Head of Finance,
NCUI Complex,
3-Siri Institutional Area,
August Kranti Marg,
Hauz Khas,
New Delhi - 110016

Sub.: Declaration showing willingness for appointment as Concurrent Auditors

Dear Sir,

We enclose herewith the Particulars and Details of the Firm and price in connection with the above assignment. We also state as follows:

- a) We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
- b) The audit fee quoted by NCCF in the list are acceptable to us. We confirm that this proposal will remain binding upon us.
- c) We agree to bear all costs incurred by us in connection with the preparation and submission of the offerand to bear any further pre-contract costs.
- d) We understand that M/s. NCCF is not bound to accept the lowest or any proposal or to give any reason forward, or for the rejection of any proposal.
- e) The firm complies with all eligibility norms appointment of Concurrent Auditor's of NCCF. It is certified that neither I nor any of our partners / members of my / their families (family will include besides spouse, only children, parents, brothers, sisters or any of them who are wholly or mainly dependent on the Chartered Accountants) or the firm / company in which I am / they are partners / directors have been declared as willful defaulter by any bank / financial institution.
- f) I confirm that I have authority of (name of the firm) to submit the proposal and to negotiate on its behalf.

It is confirmed that the information provided above is true and correct.

Thank you,

(Name of Authorized Signatory) and membership no. Name of Firm)

