



## World Skill Center

Block B, Sector A, Tower, 2010, Mancheswar Industrial Estate,  
Bhubaneswar-751007 Country: India

Telephone/Fax: +91-674-2580079

Website: [www.worldskillcenter.org](http://www.worldskillcenter.org), Email address: [tenders@worldskillcenter.org](mailto:tenders@worldskillcenter.org)

### REQUEST FOR PROPOSAL (RFP) FOR INTERNAL AUDIT OF ACCOUNTS AND RECORDS OF WORLD SKILL CENTER, BHUBANESWAR

RFP Enquiry No: **WSC/64/FINANCE/2022-23/380**

**Date: 05.02.2026**

World Skill Center, a Government of Odisha company, invites proposals from firms of Chartered Accountants meeting all the conditions and eligibility criteria mentioned in the Terms of Reference (ToR) for carrying out Internal audit of accounts and records for the financial year 2025-26 & 2026-27

Eligible Firms are requested to submit their offer in the prescribed application form. The detailed terms & conditions, eligibility etc are in the RFP document, which can be downloaded from the WSC website: [www.worldskillcenter.org/tender](http://www.worldskillcenter.org/tender). Proposals duly filled in and complete in all respects should reach the office of the Chief Executive Officer, World Skill Center at Mancheswar Industrial Estate, Bhubaneswar-751007.

For any queries related to RFP, please contact Mr. Bibhu Prasad Behura, CFO, World Skill Center, Bhubaneswar, Contact No: +91 9437160174, Email: [finance@worldskillcenter.org](mailto:finance@worldskillcenter.org)

Last date & Time for Submission of RFP	27.02.2026 at 02:00 PM IST
Date & Time of Opening of Proposal	27.02.2026 at 04:30 PM IST

Sd/-  
Chief Executive Officer

**Request For Proposal (RFP)**

**For**

**Internal Audit of Accounts and Records of World Skill Center,  
Bhubaneswar**

**RFP Notice No: WSC/64/FINANCE/2022-23/380**

**Dated: 05/02/2026**



**World Skill Center**

**Tower 2010, Block B, Sector A,  
Mancheswar Industrial Estate,  
Bhubaneswar, Odisha – 751007**

**Phone: +91-674-2580079**

**Email: [tenders@worldskillcenter.org](mailto:tenders@worldskillcenter.org)**

**Website: [www.worldskillcenter.org](http://www.worldskillcenter.org)**

## **Disclaimer**

1. Any information contained in this Expression of Interest (RFP) or subsequently provided to the Bidder, whether verbally, documentary or in any other form by the WSC or any of its employees or advisors on its behalf, is solely for the purpose of participating in the Bid Process against the RFP advertised by WSC, on the terms and conditions set out in this RFP and such other terms and conditions as mutually agreed after successful negotiations with the qualifying Bidder(s).
2. This RFP is not an agreement and is neither an offer nor invitation by WSC to the prospective bidders or any other person.
3. This RFP includes statements, which reflect various assumptions and assessments arrived at by the WSC in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the WSC, its employees, or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP.
4. The assumptions, assessments, statements, and information contained in the RFP may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this RFP and obtain independent advice from appropriate sources.
5. Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. WSC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
6. WSC, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.
7. WSC also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.
8. WSC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.
9. The issue of this RFP does not imply that WSC is bound to select a Bidder or to appoint a Bidder or agency for the Project and WSC reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.
10. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the WSC, or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and WSC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

## **I. About the Organisation:**

The World Skill Center (WSC) is a premier advanced skill training institute established by the Government of Odisha, Skill Development and Technical Education Department, through the Odisha Skill Development Authority (OSDA). The institute has been established as a Sec 8 Company as per the Companies Act 2013. The project of establishing the WSC is assisted by the Asian Development Bank (ADB) with Institute of Technical Education Services (ITEES), Singapore as the knowledge partner. The WSC will impart advanced skill training in eight trades from engineering and service sectors. WSC caters primarily to induct the best talent from ITIs and Polytechnics and train them to become globally employable in emerging areas such as "Industry 4.0".

WSC is housed in a state-of-the-art, 18-storey, air-conditioned building with nearly half a million square feet of space in the heart of capital city of Bhubaneswar. The six disciplines offered in the manufacturing sectors are:

- Mechatronics
- Facility Technology – Mechanical & Electrical Services
- Facility Technology – Vertical Transportation
- Facility Technology – Air-Conditioning and Refrigeration
- Precision Engineering
- Electrical Technology

There are one disciplines in the services sector namely:

- Beauty and Wellness
- School of Hospitality

In addition to being a Finishing School of global standards, the WSC also aims to work in a hub and spoke model. It aims to enrich and upgrade trainers' capability in the skilling ecosystem. It also envisages to run programmes that extend to existing skill institutions in Odisha. All the courses are completely residential.

## **II. Objectives:**

The overall objectives of the internal audit are:

- To express an independent professional opinion about efficiency, effectiveness and economy of the program operations.
- To ascertain and evaluate the adequacy and effectiveness of the financial management, Procurement management and internal control framework.
- To ascertain compliance of the laid down policies, financial norms, state government procedures, various guidelines, manuals, etc. as applicable for different funding agencies.
- To identify areas for improvement and critical weaknesses, if any.
- To provide Project management with timely information and recommendations on financial management aspects of the organization and project to enable timely corrective actions, as necessary.

### **III. Coverage:**

The Audit is to be carried out for World Skill Center at Bhubaneswar. Hence the firm would have to deploy audit team for the audit at its Registered Office at World Skill Center, Tower 2010, Mancheswar Industrial Estate, Bhubaneswar. The audit will also include a physical verification of the assets/equipment /supplies procured under the project and located in the above units as well as several hostels situated across the city of Bhubaneswar. The frequency of Audit for FY 2026-27 will be Quarterly and the Audit Firm will submit 4 quarterly audit report in a Year. However, for financial year 2025-26 the audit will be conducted once annually.

### **IV. Scope of Work of Auditor:**

The internal audit should be carried out in accordance with the standards on Internal Audit published by the Institute of Chartered Accountants of India and should include such tests and controls, as necessary for performance of the audit. The scope of the assignment will be comprehensive and will cover the training activities and transactions of all the cost centres. The responsibilities of the internal auditor include reporting on the adequacy of internal controls, the accuracy and propriety of transactions, the extent to which assets are accounted for and safeguarded, and the level of compliance with different financial norms and state government procedures. Specific areas of audit should include the following:

- a) An assessment of the adequacy of the company's financial management system, including internal controls. This would include aspects such as adequacy and effectiveness of accounting, financial and operational controls exercised by the implementing agencies and suggestions of improvement, if any.
- b) Funds have been used in accordance with the relevant financial norms and financial regulations with due attention to economy and efficiency, and only for the purpose for which the financing has been provided.
- c) An assessment of the adequacy of financial and administrative delegation and segregation of duties and controls. And assessing expenditures incurred/ advances provided are duly authorized as per the financial and administrative delegation approved by the Executive Committee.
- d) Expenditure incurred are in accordance with the financial norms prescribed in the legal framework, operational guidelines, legal agreement, or any other clarifications issued from time to time.
- e) Expenditure incurred with reference to the budget allocation approved by competent authority. In case the budget allocation is exceeded, proper re-appropriation duly approved by the competent authority has been obtained.
- f) Adequate and proper supporting documents, namely, purchase orders, tender documents, invoices, vouchers, receipts, pay bills, TA bills etc. are maintained and linked to the transactions.
- g) Goods, works and services financed have been procured in accordance with relevant provisions of GFR/OGFR/ADB/Financial Manual or relevant guidelines for procurements.
- h) The review of procurement process should also cover the progress on establishing grievance redressal mechanism and feedback provided to unsuccessful bidders.

- i) Assets: Completeness, existence, recording, safeguard and utilization for the purpose intended including, physical verification of sample of assets.
- j) The procurement, contracting, disbursement and monitoring are carried out in line with the government and funding agency guidelines and Project Funding Agreements. Summarize key findings and actions taken by WSC on the audit observations.
- k) The scope of work will additionally include detailed review of the issue of advances, staff advances and cash payments for items purchased.
- l) To verify the store and inventory management system and records and report for any shortcomings and the improvements required.
- m) Verify the utilization certificates submitted by the different agencies.
- n) To ensure the accuracy of the documentations for procurement and financial transactions.
- o) To assess and improve the internal control system.
- p) For carrying out the assignment, estimated manpower to be deployed for completion of quarterly audit is as follows:

Particulars	Total Man-days
Partner	2
Qualified Staff	10
Semi-Qualified staff	20
Other staff	20

#### V. Eligibility criteria:

Interested Chartered Accountant firms with the following pre-requisites may apply for appointment of Internal Auditor to take up half yearly audits.

Sl. No. (1)	Criteria (2)	Supporting documents to be furnished (3)
1	The firm must have been empanelled with the Institute of Chartered Accountants of India (ICAI) for at least Twenty years as on 01 January 2026 and should have at least equal years of auditing experience on that date.	Constitution certificate of the firm from the Institute of Chartered Accountants of India (ICAI) as on 1 January 2023 or thereafter.  Please indicate Annexure number to the above copy.
2	The firm must have undertaken at least 6 (six) assignments of Internal audit (as applicable to the firm) in corporate sector out of which 3 (Three) must be in universities/educational institutions (2022-23, 2023-24 and 2024-25) in last 10 Financial Years.	Copy of Auditor's report/ Balance sheet/Profit and loss Account for the respective years in respect of each unit audited substantiating conducting and completion of audit.

		Note: Assign Annexure number to the above financial statements.
3	The firm must have undertaken at least Five (5) assignments of audit of accounts of organizations in the education sector (Universities/colleges/educational institutions in last 10 financial years)	Copies of appointment letters and self-attested certificate of commencement and completion of the assignments of the units audited.  Note 1: Please assign annexure number to the copies of letters of assignment of audits (enclosed).
4	The firm should have an average turnover of Rs.01 Crore in the last 3years i.e., (2022-23, 2023-24 and 2024-25).	Copies of Audited Balance sheets and P&L a/c for the years as mentioned in previous column to be furnished in support of turnover.  Note: Please assign Annexure number to the above copies.
5.	The firm should have Income Tax Return acknowledgement for the Assessment years (2022-23, 2023-24 and 2024-25).	Photocopy of the Income Tax Return acknowledgement of the relevant years is to be furnished along with the bid documents.
6	The firm must have minimum 5 numbers of Partners with them	Recent Certificate from ICAI in this regard to be attached.

## VI. Method of selection of firm:

The selection will be done using Least Cost Selection (LCS) process, Firms securing 70 *marks out of 100* would be qualified in the technical evaluation and financial bid of those qualified bids shall be opened . The firm securing lowest cost would be awarded the assignment. However, if the financial bid are tie , then the selection would be made on the marks secured in the Technical evaluation. However, if there is a tie in technical mark among the above firms, the firm having more Turnover would be given preference in selection.

For evaluation purpose, audit of more than one agency/society of the same type conducted on the basis of one offer letter/year would be treated as one agency/society. If still there is a tie, then the firm having highest aggregate turnover in last 03 (three) years i.e. (2022-23, 2023-24 and 2024-25).would be selected for the assignment.

The firms should submit their Technical and Financial bids in separate sealed envelopes and both the envelopes are to be packed inside one sealed envelope indicating 'Technical Proposal' and 'Financial Proposal' on top of the respective envelopes. The Financial Proposal is also to be marked as 'DO NOT OPEN WITH TECHNICAL PROPOSAL'. Similarly, the outer envelope is to be superscripted

with “Request for Proposal for Internal Audit of Accounts & Records of WSC” TO BE OPENED ONLY IN THE PRESENCE OF THE SELECTION COMMITTEE’.

**Technical bid:**

The firm should submit technical bids having criteria on the following are as basing on which evaluation of bids will be made:

SI No	Criteria	Maximum Marks	Supporting documents to be furnished in proof of claim
1	No. of Partners (FCA &ACA) No of Partners 5 to 8: 10 Marks: No of Partners 8 to 12: 15 marks More than 12 for any additional one, 1 mark each upto max 20.	20	Constitution certificate of the firm from the Institute of Chartered Accountant of India (ICAI) as on 1st January 2023 or thereafter.  (Please assign Annexure number to the certificate).
2	Years of experience of the firm 0.5 marks per year (Experience would be calculated for completed years from the date of establishment of the firm upto 01.01.2026)	10	Constitution certificate of the firm from the Institute of Chartered of India (ICAI) as on 1 January 2026 or thereafter.  (Please assign Annexure number to the certificate).
3	No. of Staff:		
i	Qualified Chartered Accountant/Cost Accountants: Less than 5: 0 5 to 10: 5 Marks More than 10: 10 Marks	10	Copy of Qualification Certificate from the concerned institute and copy of attendance sheet for the month of December 2022.
ii	Semi Qualified Inter Chartered Accountant/Cost Accountant 1 to 5 staff - 3 marks 6 to10 staff - 6 marks >10 staff - 10 marks	10	Copy of Qualification Certificate from the concerned institute and copy of attendance sheet for the month of December 2021.  (Please furnish separate list to each category of staff assigning Annexure number to each of the certificate and the attendance sheet enclosed).

iii	Other staff (Article staff and Audit Assistants) 1 to 5 staff - 1 mark 6 to 10 staff - 2 marks 11 to 15 staff - 3 marks 16 to 20 staff - 4 marks >20 staff - 5 marks	5	Copy of attendance sheet of the staff for the month of December 2022.  (Please assign Annexure number to the attendance sheet enclosed)
4	Location of Head office/ Branch office		
i	Head office in Odisha If Yes - 4 marks If No - 0 marks	3	Constitution certificate of the firm from the Institute of Chartered Accountants of India or Institute of Cost Accountants of India (ICAI) as on 1 January 2023 or thereafter.
ii	Branch Office in Bhubaneswar If Yes – 2 mark If No – 0 mark	2	Certificate from Institute of Chartered/Cost Accountants of India (ICAI) as on 01.01.2023 or thereafter.
5	Nature of Experience:  The firm must have undertaken at least 6 (six) assignments of Internal audit in corporate sector out of which 3 (Three) must be in universities/educational institutions:  6 to 8 assignment: 10 Marks 8 to 10 assignment: 15 Marks 10 and above : 20 Marks	20	
i	Internal Audit of Government undertakings in last three F.Y.  Up to 5 Nos: 2.5 marks More than 5: 5 marks	5	Offer letter and certificate of completion of assignment of audit of the unit(s) from the head of the organization.  (Please assign Annexure number to offer letter(s) and completion certificate etc. enclosed to the bid document).

6	Average Turnover of the firm in last 3 years (2022-23,2023-24 and 2024-25)  Rs. 1 Crore and up to Rs 3 Crores - 5 marks  Rs. 3 Crore and upto Rs.6 Crore - 10 marks.  Rs 6 Crore and upto 10 Crore - 15 marks	15	Attach copies of audited Balance Sheets and P & L Accounts of the last three years i.e. 2018-19, 2019-20 and 2020-21.  (Please assign Annexure number to each of the Balance sheet and P&L account enclosed).
	<b>Total</b>	<b>100</b>	

The firm has to furnish necessary documents (self-attested) along with the bio-data in support of the above.

- **Financial bid**

A firm has to secure at least 70 marks out of 100 in technical evaluation to qualify for the financial evaluation. The minimum quarterly audit fees for FY 2026-27 shall be Rs.1,50,000/- excluding Tax and excluding TA/DA and other fees if any. The Minimum Audit fees for FY 2025-26 shall be Rs.3,00,000/- excluding Tax, TA/DA and other fees if any.

- **COST OF BID PREPARATION:**

The bidder shall bear all costs associated with the preparation and submission of their bids and WSC shall in no case be responsible or liable for such costs regardless of the result of the bidding process. The bidder whose bid is not accepted shall not be entitled to claim any cost, charges and expenses of and incidental to or incurred by him through or in connection with his submission of bid, even though WSC may elect to modify/ **withdraw the bid.**

- **BID CURRENCY:**

All costs and charges related to the bid shall be expressed and indicated in Indian Rupees only.

## **VII. Scope of audit**

- The responsibilities of the Internal auditors should include reporting on the adequacy of internal controls, the accuracy and propriety of transactions, the extent to which assets are accounted for and safeguarded, and the level of compliance with financial norms and procedures of the Operational Guidelines and Financial Management

Rules and Regulations delegation of financial powers and other orders issued from time to time. Also, a checklist shall be provided by the management in which the opinion of the auditor is to be provided in detail.

- ii. The audits shall be carried out on half yearly basis for World Skill Center. The auditor shall start the Internal audit of the accounts and other connected records of the assigned programme relating to a period by 15<sup>th</sup> of the following month and complete the same latest by 30<sup>th</sup> of that month as per the prescribed format. On completion of audit, the auditors are to discuss the audit findings with the in -charge head of the audited unit as well as with the Finance wing for addressing the deficiencies on the spot. This discussion should precede the submission of final audit report and copy of minutes of discussion annexed to the respective Audit Report.
- iii. The audit fees pertaining to a month shall be released only after successful completion of the assignment for that period.
- iv. Adherence to timeline for carrying out timely audit and submission of reports:

<b>Internal Audit Checklist</b>			
<b>S.No</b>	<b>Assessment Parameters/Internal Checks/Controls</b>	<b>Observation</b>	
		<b>Major</b>	<b>Minor</b>
<b>A</b>	<b>Descriptions</b>		
1	Are the payments for expenditures in line with the approved annual work plan		
2	Are the payments properly approved in line with the delegation of financial power given by the Board of Directors of the Company.		
3	Are the supporting documents filed properly and easily accessible		
4	Is there a serial control over payment, receipt and journal vouchers		
5	Are the expenditures/ payments charged to the correct account code and head of expenditure		
6	Is there uniform method for approval of payments, exceptions to be reported		
7	Are there any delays in receiving funds from the funding agency? Has the project or any component been out of funds in the last one year?		

8	Whether the funds are being transferred electronically or by physical transfer?		
9	What is the average fund utilized in a year?		
10	Suggest on a feasible process flow improvement.		
11	Are there any critical FM capacity issues identified during selection process and how are these planned to be addressed?		
12	Does the contract with the parties contain the Financial Management aspects		
13	Are funds released without settlement of previous advance or without receipt of quarterly financial report?		
14	Have annual audited financial statements prepared in time?		
15	Are the financial management, financial reporting and date of settlement of advance indicated in the sanction letter?		
16	Is the settlement done on time and is supported by a proper utilization certificate		
17	Are subsequent tranches released without settlement of the first advance?		
18	Comment on the quality and adequacy of the financial records maintained by the Project Implementing Agency (PIA) (for the sample covered during the course of quarterly internal audit)-attach a separate sheet where necessary.		
19	Is the system for monitoring and control of advances adequate?		
20	Are there a large number of advances overdue?		
21	Is there an ageing report generated for review by the management on a periodic basis?		
22	How many Bank accounts are being maintained and are Bank reconciliations carried out on a monthly basis?		
23	Are there any un-reconciled or un-accounted for balances		
24	Are payments made by crossed cheque/ draft/RTGS?		
25	Is there adequate physical control over cash, receipt book and blank cheque books		

26	Have the procurement procedures prescribed in the OGFR followed by the WSC for procurement of goods/services?		
27	Are the procurement proceedings supported by adequate and valid supporting documents		
28	Are the assets procured documented in the fixed assets register giving its location etc.?		
29	Are Annual Physical Verification of assets and inventories done by the Company?		
30	Carry out a sample verification of fixed assets in all locations of WSC.		
31	Are assets received in kind also recorded in the fixed asset register giving the date of receipt, location etc.?		
32	Has the purchased material been entered in the stock register? Is it updated and physical stock in agreement with book balances?		
33	Whether the value of any contract exceed the threshold limits prescribed for different procurement methods?		
34	Whether splitting of packages has been done for similar purchases?		
35	Are these supported by adequate and valid supporting documents?		
36	Carry out a sample verification of inventory of consumables, tools and stocks purchased for different labs/units		
37	Is the accounting done in computerized accounting environment?		
38	Are there any constraints in using the system?		
39	Are back up processes adequate?		
40	Have the financial reports generated from the computerized accounting packages?		
41	Staff advances paid to staff are in accordance with the staff rules & for the purpose within rules.		
42	The settlement of staff advances are as per the operational rule of the programme.		

43	A status report on the pending staff advances for more than one year old with an opinion on what amount could be considered actually receivable has been obtained.		
44	Comment on the staff advances rules, whether rules are in accordance with OGFR guidelines and/or if they need amendment.		
45	Are these supported by adequate and valid supporting bidding, approval of competent authority, supply order etc. documents?		
46	Are the goods/works/contract of staff etc procured documented in the relevant stock/work/personal registers/files giving its quantity receive/issue/balance etc.		
47	Is physical stock in agreement with book balances?		
49	Check of TDS deducted and return files		
50	Any other issues that the firm may like to address		
51	Comparison between financial and physical performance and analysis		
52	Are all procurements done as per Government guidelines and Contract extensions done as per the guidelines?		
53	Adequacy of records maintained by each section regarding financial budget and utilization thereof.		
54	Comment on the quality and timeliness of the execution of the non-financial contract deliverables.		
55	Contract Management on Operation and Management of Building and hostels		
53	How the Catering agency payments are being monitored?		
54	Check whether all statutory compliances are done timely and as per applicable frequency or not.		
55	Check for loopholes and suggest ways to strengthen the internal control mechanism for major contracts like Hostel management, catering contract management, transport vehicles, housekeeping and maintenance contracts etc.		
56	Have all guidelines followed for engagement of resources and personnel at the Company.		
57	Comment on efficiency of scheduling different training schedules and engagement of trainers across different		

	training programs like regular long term batches, short term courses and Training of Trainers batches.		
58	Any other important aspects audit may want to highlight to management.		

Signature of CA Firm

## **VIII. Reporting requirements:**

**Management letter:** The Internal Auditor is required to incorporate the audit findings in a letter addressed to the management which need immediate management attention to improve financial management and other internal controls such as the administrative, operational, procurement, etc. Management Letter shall cover following matters:

- a) All deficiencies observed on the maintenance of accounts including classification of expenditure, income recognition, process compliance, documentation, if any.
- b) Specific areas of deficiency in the internal control system and recommendations for improvement.
- c) Any other matter that could have come to the attention during the audit which might have significant impact on the performance of the unit audited.
- d) Any other matter that the auditor considers significant for the management.
- e) Recommendations and suggestions including management compliance.

## **Contents of Audit Report:**

Internal audit report of WSC should contain the following financial statements and documents.

- Duly filled in Check list provided in the guidelines from time to time;
- Financial statements as prescribed;
- Audited Trial Balance;
- Audited Receipts and Payments Account;
- Income and Expenditure Account (SoE);
- Balance Sheet;
- Audited Statement of Expenditure;
- Bank Reconciliation statements.
- List of outstanding advances.
- Observations and recommendations of Audit or particularly covering the following aspects;
- Deficiencies noticed in internal controls;
- Suggestions to improve the internal controls;
- Extent of non-compliance with guidelines issued by GoI;
- Action taken by WSC on the previous audit observation along with his observation on the same.

IX. Penalty for delay in conducting periodical audits and submission of Audit Reports: The Audit firm needs to submit the audit report in time. If the same is delayed by more than 7 days, penalty of 0.5% of the audit fees per week shall be deducted from the audit fees.

X. All the papers and supporting documents submitted along with the bid documents (RFP) must be signed by a partner or an authorized official with seal of the firm of the intending firm. In case the bid documents are signed by an official other than a partner of the firm, the formal and valid authorization letter by the partner of the firm in favour of the official signatory in original as above must also be submitted along with the bid documents.

**XI. Bidder's Information Sheet:**

<b>4. Bidder's Information Data Sheet</b> <b>(To be filled in by the bidder legibly)</b>		
<b>Sl.No</b>	<b>Description</b>	<b>Details</b>
1	Name of the Bidder/ Firm	
2	Status of the Firm (Proprietor/ Company/ LLP) etc	
3	Registered address of the Firm	
4	Communication address of the Firm	
5	Phone No	
6	Email Id	
7	Contact Person Details	
8	PAN Details (Attach Copy of the PAN)	
9	GST Details (Attach Copy of the GST)	
10	Firm Registered No from ICAI	
11	CAG empanelment Letter details	
15	Turnover of the Firm	
	FY-2022-23	

	FY-2023-24	
	FY-2024-25	
16	CV of the Audit Firm	
17	Has the bidder ever been debarred or blacklisted by any of the Central and/or State Government Ministry, Department?	
18	Does the bidder have office in Bhubaneswar?	

**Forwarding letter for submission of Proposal**

To  
The Chief Executive Officer,  
World Skill Center

**Subject: Submission of Proposal for providing the Internal audit services to WSC for the Financial Year 2025-26 & 2026-27.**

Dear Sir,

We, the undersigned, offer to provide the Internal audit services for World Skill Center, Bhubaneswar in accordance with RFP solicited through the advertisement by the World Skill Center [*Insert Date*]. We are hereby submitting our Proposal for assignment of Internal audit of accounts of the World Skill Center for the financial year 2025-26 & 2026-27 having details about the firm and proposed audit fees.

Name and address of the firm (Please include Telephone contact No. and mail address for communication):

We hereby declare that all the information and statements made in this Request for Proposal (enclosed) are true and accept that any misinterpretation contained in it may lead to our disqualification/legal action at any time as may be deemed fit.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that World Skill Center is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [*Insert Name of the Firm*] to submit the proposal and to negotiate on its behalf.

Encl: Technical and Financial proposals in separate envelopes.

Yours faithfully,

Place

(Name:        )

Date: Signature of the partner with Seal

**Name of the Chartered Accountants firm:**

Statement showing details of the units audited by the firm in the social sector and corporate/commercial sectors (other than audit of branch/ division accounts of banking and insurance companies), types of audit, year of accounts audited during last three years (2022-23, 2023-24 and 2024-25).

SI No.	Name and address including telephone number(s) and e-mail id of the accounts of the unit audited	Whether copy of audit assignment letter indicating letter No and date of the management / copy of Auditor's report/ Balance sheet/Profit and loss Account enclosed* (Yes/No)	Type of Unit Audited	Type of audit carried out i.e. Statutory (Financial)/ Cost/ Internal	Year of accounts audited	Date of commencement of audit	Date of completion of audit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.							
2.							
3.							

\*Please indicate the Annexure number

Certified that the information on the details of types of audit internal audits carried out by the firm in respect of the audit of accounts of the units belonging to the social/ corporate/commercial sectors furnished above is true and at any time if any of the above information found incorrect/false, that I shall be held responsible for the same for taking any legal action that may deem fit including disqualification.

Name and Signature of Partner

Seal of the firm

## 6. PRICE BID

Financial Year	Price Details to be filled both in figures & words			
	Audit Fees Value in Figure	Misc Cost (TA/DA etc)	Total (Figures in Rs.)	Total amount quoted in words
2025-26				
2026-27				

**N:B:**

- GST as applicable will be paid extra.

**Signature of the Partner with Seal & Date**

