

INVITATION FOR
APPOINTMENT OF INTERNAL
AUDITORS FOR
THREE YEARS FROM FY 2016-17



Indian Council for Research on
International Economic Relations

Notice inviting offers for Professional Services in the field of Internal Audit

1. Introduction

1.1 Established in August 1981, ICRIER is an autonomous, policy-oriented, not-for-profit, economic policy think tank. ICRIER's main focus is to enhance the knowledge content of policy making by undertaking analytical research that is targeted at improving India's interface with the global economy. ICRIER's office is located in the prime institutional complex of India Habitat Centre, New Delhi.

ICRIER's Board of Governors comprises leading policymakers, academicians, and eminent representatives from the financial and corporate sectors. It is presently chaired by Dr. Isher Judge Ahluwalia. ICRIER's team is led by Dr. Rajat Kathuria, Director and Chief Executive. For further details about ICRIER refer its website www.icrier.org

The financials of ICRIER (here-in after referred to as the Council) as on 31-03-2015 are as below:-

Sl No.	Particulars	Amount (` in lakh)
1.	Endowment Fund	4,045
2.	Gross Grants received during the year	1,138
3.	Excess of Income over Expenditure	31

2. Brief details

2.1 The Council intends to engage professionals for rendering services in the field of Internal Audit. This document is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement in respect of the services. This invitation is to shortlist professionals for rendering services in the field of Internal Audit on retainer basis.

3. Objective

3.1 The Council intends to professionals for rendering services in the field of Internal Audit. The Internal Auditors would be required to conduct Audit for the day to day working of the Council as per scope of work mentioned at Para 4.0 and submit their report every quarter. Also, the quarterly Internal Audit Report along with rectifications & compliances would have to be placed before the Director & CE of the Council.

3.2 Sealed offers are invited by the Council from bonafide & reputed professional Firms of Chartered Accountants in the field of Audit and having adequate infrastructure and establishment, for rendering professional consultancy services in the field of Internal Audit for the three-year period beginning 2016-2017.

4. Scope of work

The scope of services would include the following work.

1. Verification of Cash Flows

Inflows

- a) Scrutiny of various bank accounts of the Council to verify the actual payments received by the Council during the period under review.
- b) Verification of recovery of the amount receivable, if any.
- c) Scrutiny of compliance of fresh inflows with policy.

Outflows

- a) Verification of payments made to banks as payment of interest/principal etc.
- b) Verification of payment made against statutory liabilities.
- c) Scrutinizing the various payments made against expenses.
- d) Verification of capital expenditure incurred.
- e) Review of existing system/procedure being followed regarding sanctioning of payments made to suppliers of material /services.

Accounts

- a) Verification & checking of all the vouchers.
- b) Review of monthly Trial Balance & other Reconciliation Statements.
- c) Assisting in the preparation of Annual Accounts (Income & Expenditure A/c, Balance Sheet, etc.) and assisting in the audit of accounts by Statutory Auditors & other outside agencies.
- d) Review of Financial Aspects while filling of details with Registrar of Societies.
- e) Checking of Returns filed under FEMA.
- f) Verification of Internal Control system & its effectiveness.
- g) Verification of Fixed/Current Assets, Investments, etc.
- h) Verification of Grants receipt & expenditure there in, in accordance with the Grant Agreement.
- i) Verification & checking of Tax Provisions & payments.
- j) Verification & checking of various reserves & provision made.
- k) Any other related work in respect of Accounts

Compliances & Verification

- a) Compliance of the stipulations of grantors in connection with grants and donations.
- b) Compliances of the stipulation of FCRA.
- c) Compliance with regard to irregularities, if any being pointed out by statutory auditors
- d) Verification of Statements provided to grantors and other agencies

- e) Verification of Bank reconciliation statements and irregularities therein.
- f) Vouching of transactions pertaining to payments of salaries to staff and payments to consultants
- g) Physical verification of cash at regular intervals.
- h) Compliances of Board Directives from time to time.
- i) Verification & checking of provisions relating to Gratuity/PF etc.
- j) Compliances of Tax Laws

Fixed Assets

- a) Verify the expenditure incurred on acquisition & sale of Fixed Assets.
- b) Verify the maintenance of Fixed Assets Register.
- c) Verification of the procedure followed in disposition of Fixed Assets.
- d) Verification of insurance policies taken by the company and adequacy thereof
- e) Physical verification of fixed assets at regular intervals.

5. Eligibility Criteria of Firm / Company:

5.1 Strength of the organisation in Internal Audit

- a) The applicant firm should have its principal/branch office in New Delhi.
- b) As on 01-01-2015, the Firm taking up the assignment should have a minimum strength of 2 Chartered Accountants, including Partners, engaged in the field of Audit.
- c) The firm should have handled internal audit of at least two Not-For Profit Institutions in the past 10 years. Experience of Research Institutions shall be of added advantage.
- d) The firm should be on C&AG approved panel.

5.2 Post qualification experience of Partners in Internal Audit applicant Firm

- a) At least 2 Partners of the Firm should have post qualification experience of 10 years+ with the applicant firm and

5.3 Area of operation, strength & experience of the firm

- a) The Firm must have experience of handling Audit related matters for at least 10 years+.
- b) The Gross Taxable Income of the Applicant firm should be at least Rs.10 lakhs for the AY: 2015-16.

5.4 General

- a) The applicant should not have been black listed/debarred/ disqualified by any regulatory/ statutory body or Government entity or any International/National agency for corrupt or fraudulent practises.
- b) The applicant should not have an adverse litigation history.

6. Commercial

6.1 The applicants shall be required to quote a fixed quarterly fee for execution of assignments as mentioned in Para 4.0 above for Internal Audit assignments.

7. Exit clause

7.1 The engagement may be terminated by either side at the end of any financial year by giving 3 months notice in writing.

8. Submission of Proposals

- I. Eligible firms may submit their offers giving Profile of the Firm with address, year of establishment, Status of the Firm, Name of the Partners, Membership number of Partners and Firm as registered with ICAI with List of the work done in last 3 years with name of the clients for which professional services have been rendered.
- II. The offers should also mention the Fixed Quarterly Fees for execution of the assignments as mentioned in Para 4.0 for Internal Audit assignments.

The offers in sealed envelopes should be sent to

The Director & CE
Indian Council for Research on International Economic Relations (ICRIER)
4th Floor, Core 6A,
India Habitat Centre
Lodhi Road, New Delhi-110003
O: +91 11 43112460 / 43112460 / 24645218 X 460/461
F: +91 11 24620180

The selection shall be done based on eligibility of the applicant as the case may be, subject to the management's discretion.

9. Validity Period

Last day for submission of offers is January 8, 2016. The Council will not entertain any communication initiated by applicants and received after the last date of submissions. However, the Council may, in its absolute discretion, seek additional information or material or evidence from any applicant after the last date and all such information and material provided must be taken to form part of applicant's response. Any additional information or material or evidence so requested would be required to be submitted within 7 days of the requisition.

10. Declaration

The applicants not being allotted with the assignments shall not solicit any reason for not being so selected.