

No.NeGD/F&A/2018/041

**Digital India Corporation, National e-Governance Division
Ministry of Electronics & Information Technology, Govt of India**

4th Floor, Electronics Niketan, 6 CGO Complex, Lodhi Road New Delhi – 110003

National e-Governance Division (NeGD) is an independent business division within Digital India Corporation (formerly Media Lab Asia). Digital India Corporation is a not for profit company, promoted by Ministry of Electronics & Information Technology (MeitY). NeGD has been mandated to support Ministry of Electronics & Information Technology, Government of India in its various programme management aspects of the Digital India and eKranti initiatives including strategic planning and capacity building; development of standards, policies and guidelines; awareness and communication; evaluation and assessment; and citizen engagement through physical and digital/social platforms. NeGD is also responsible for implementing critical service infrastructure projects like National Digital Locker, National Centre of Geo-Informatics, RAS and UMANG etc. The accounts, finance and human resource of NeGD are controlled, managed and maintained by the division itself and the division is headed by President & Chief Executive Officer, NeGD.

NeGD wanted to engage the Delhi based Internal Auditor for periodic internal Auditing of its Accounts. Proposal are invited from the interested and eligible Chartered Accountants Firms (CA Firms) for appointment as Internal Auditors. The prescribed Performa may be downloaded from NeGD Website <http://negd.gov.in>

GENERAL INFORMATION

1. The proposal in prescribed Performa as per **Annexure – I** along with Earnest Money Deposit (EMD) of Rs. 10,000/- (**Ten Thousand**) (non-interest bearing) favouring NeGD-DIC payable at New Delhi with all relevant documents in support of eligibility and experience criteria should be submitted in the main envelope. The EMD of the successful bidder will be converted to Performance Guarantee.
2. The financial bid, in prescribed format (**Annexure-II**) should be submitted in a separate sealed envelope duly superscripting "Financial Proposal for Internal Auditor". The financial bid shall include professional fee / charges for all services including expenses for local conveyance/ boarding / lodging, if any, of staff in carrying out the internal audit services. No other claim other than professional fee / charges specified in financial bid, will be payable.
3. Each page of proposal documents is required to be signed by the authorized signatory of CA firm. All the documents / certificates in support along with the proposal shall also be signed.
4. The duly completed proposal along with sealed envelope containing financial bid should be submitted by **24th May, 2018 at 15.00 PM Hrs.** in a bigger sealed envelope superscripting "Proposal for Internal Auditor for NeGD" addressed to **Director (Finance), Digital India Corporation, National e-Governance Division, Ministry of Electronics & Information Technology (MeitY) 4th Floor, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi – 110003.**
5. The technical bid will be opened on **24th May, 2018 at 16.00 PM Hrs.** in the presence of the bidders who choose to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found eligible as per criteria provided. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.

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6. The interested CA firms are advised to carefully read the eligibility criteria and other terms and conditions before submitting their Proposal. The proposal not received in prescribed format and/or are found incomplete in any respect will be summarily rejected. Any further clarifications can be sought from **GM Finance, National e-Governance Division**, 4th Floor, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi – 110003 i.e. email : gn.kalia@digitalindia.gov.in and telephone number 30481633 by **14th May, 2018**.

ELIGIBILITY CRITERIA

The CA firm should have

1. Should have a valid registration certificate as on date of application.
2. An experience of at least 10 years from the date of registration of the firm. (Copy of self attested registration certificate is required be submitted)
3. Should have its full time office in NCR-Delhi. (Registration certificate indicating the office address should be submitted)
4. Should have been working experience as Internal Auditor of atleast two Government organizations / PSUs/ Autonomous bodies in the last three financial years. (Copy of document in support; ie Work order and service payment instrument/ client certificate should be submitted.

SCOPE OF WORK:

NeGD received its funds as Government Grants, mainly from MeitY and other Government agencies for the projects assigned. The average annual turnover is around Rs 110 crores. **The NEGD internal auditor has to cover all issues relating to the internal audit including the issues as specified below:-**

1. To carry out internal audit of NeGD on quarterly basis and submit the final internal audit report to appropriate authority within a period of 60 days after the end of relevant quarter.
2. Monthly checking and verification of payment transactions on test check basis to ensure that they are made as per the generally accepted accounting principles and the NeGD rules.
3. Monthly checking and verification of the cash book and to ensure that the cash-in-hand is reconciled with cash book records.
4. Periodic checking and verification of all bank books and to ensure that the bank books are reconciled on monthly basis and necessary actions are taken for unmatched transactions.
5. Periodic checking and verification of fees / incomes / receipts on test check basis and the review of the reconciliation of fees / income / receipts to ensure that no revenue leakage exists.
6. Periodic checking and verification of Government Grants (Central / State) received and utilized, their quarterly reconciliation and certification of Utilization Certificates.
7. The periodic review of liability registers and their reconciliation with accounting records. Quarterly scrutiny of all assets and liabilities accounts to ensure their correctness.
8. To advise and ensure the compliance with applicable statutory requirements like Income Tax, Service Tax, EPF etc.

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9. To ensure that the salary to staff is being paid as per their terms and condition and to ensure the correctness of pay fixation.
10. Periodic audit of fixed assets register / records and their reconciliation with accounting records. Carrying out the physical verification of fixed assets and inventories at least once in a financial year and their comparison with the accounting records and reporting of the variations, if any.
11. Monitor that outstanding staff loans and advances are recovered as per the stipulated terms / rules.
12. Quarterly reconciliation of earnest money deposits (EMD) register and security deposit (SD) register with the Accounting records.
13. Checking and verification of procurements of capital items to ensure that prescribed procedure mentioned in NeGD purchase policies/GFR have been followed.
14. Monitor that payment for AMC and service contracts were made as per the Agreement terms and conditions.
15. Review of accounting and internal control systems for particulars type of financial transactions and suggestions for improvements where weak lacunae is accounting and internal control systems are observed.
16. Detection of systemic flaws and suggestions for adopting the corrective measures.
17. Reporting of outstanding C&AG audit paras at the end of each reporting period of internal audit with remarks of NeGD for non-compliance / non-settlement.

The team deputed to carry out the internal audit should consist of, but not limited to, one CA and one qualified audit clerk. The team is required to periodically carry out the audit function at NeGD office on routine working days and office hours as per scope of work.

OTHER TERMS AND CONDITIONS

1. The applicant firm and the deputed auditor should not have been blacklisted/ suspended by respective professional body, registration authorities or any Government organization. If any such information comes to knowledge of NeGD at any point of time, then the services of internal auditor would be terminated.
2. NeGD reserves the right to accept/reject any/all offer(s) without assigning any reason.
3. NeGD reserves the right to cancel this process at any time without assigning any reason before the selection of centralized internal of auditors and the bidder shall not be entitled to claim any damage or compensation due to such cancellation.
4. All matter related to this proposal is subject to the jurisdiction of the **local courts at Delhi only.**

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Technical Proposal

Format of the Cover Letter ((On the Letterhead of the Bidder)

To,

Director (Finance), Digital India Corporation,

National e-Governance Division,

Ministry of Electronics & Information Technology (MeitY)

4th Floor, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi – 110003.

Subject:- Proposal for engagement of Internal Auditor for NeGD

Reference: NeGD's invitation of Proposal No _____-dated ___/___/----

Dear Sir,

This is in reference to the above cited subject and invitation of proposal, having examined the invitation documents, we, the undersigned, submit deliverables in full conformity with the said invitation Documents. We have read the terms and conditions of this document and confirm that these are acceptable to us. We undertake, if our proposal is accepted, to provide a Performance Security in the form and amounts, and within the times specified and to commence work as per the schedule and to achieve the acceptance within the respective times communicated to us.

The details of the DD towards EMD is given below and the same is attached with this letter.

DD NO and date

Drawn on

Amount

We understand that NeGD reserves the right to accept/reject any/all offer(s) without assigning any reason and/or cancel this process at any time without assigning any reason before the selection of centralized internal of auditors and the bidder shall not be entitled to claim any damage or compensation due to such cancellation.

Dated this [insert: number] day of [insert: month], [insert: year]

Signed:

Signature of authorized Signatory (attach authorization)

([insert: title of position, With name and Firm Seal])

Format for the Proposal

1. Name of the CA Firm
2. Date of Registration of CA firm
3. Registered / Main Office Address
4. Whether the CA firm have its registered / main Office at (Yes/No)
5. Delhi NCR Office Address (attach supporting)
6. No. of Partners (as on date of submission of proposal)
7. Name and CA registration numbers of Nodal Partners (attach copy)
8. Contact No. of Nodal Partner
9. No. of Branches in India (Attach a list along with address)
10. C&AG empanelled no. (enclose a self attested copy of certificate), if any

Other Information

1. No. of CA Employees (as on date of submission of proposal) along with experience
2. No. of Article / Audit Clerks (as on date of submission of proposal) along with experience
3. Experience of the CA firms as statutory and /or internal audit during the last three financial years 2015-16, 2016-17 and 2017-18 for similar type of clients / organization (Provide list of eligible clients / organization along with their turnover financial year wise and enclose their appointment letters)
4. Annual turnover of CA firm for (Enclose Copies of IT Returns)
 - a. FY 2014-15
 - b. FY 2015-16
 - c. FY 2016-17
5. Relevant Experience

S.No	Name and address of Client and contact person	Type (Govt Body / PSU/ Private co/ proprietor etc) of Client Organization	Type of engagement (Internal/statutory Audit/ other)	Turnover	Supporting documents and Remark
	FY 2015-16				
	FY 2016-17				

	FY 2017-18				

Annexure – II

FINANCIAL BID

The interested CA firm may quote their professional fees (Inclusive of all expenses and other statutory charges/taxes, exclusive of applicable GST) in the following format:-

S.No	Work	Annual Professional Fees (INR) (in figure)
	In words -	

*In case of any discrepancy in amount in word and figure, the lower one will be considered)

Signature of authorized Signatory (attach authorization)

(With name and Firm Seal)