



भारतीय राजमार्ग अभियन्ता अकादमी
(सड़क परिवहन एवं राजमार्ग मंत्रालय, भारत सरकार)
Indian Academy of Highway Engineers
(Ministry of Road Transport and Highways, Govt. of India)



IAHE/F&A/05 /Internal Audit/2022-23

Dated 23.06.2022

Noting Inviting Quotations (NIQ)

To,

As per list identified
Through Internet/ Local Enquiry
& Website of IAHE

Sub: Engagement of CAG empanelled Chartered Accountant Firms for conducting Internal Audit (Internal auditor) of Indian Academy of Highway Engineers (IAHE), A-5, Sector-62, Noida.

Sir,

Your quotation may be submitted to Director, IAHE in sealed envelope so as to reach by **20.07.2022 by 15.00 hrs** in the format as given at **Annexure-1** and the following terms and conditions for the subject work. In the quotations, the letter number and date of this NIQ may be mentioned.

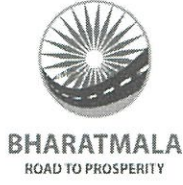
Terms & Conditions

1. The Chartered Accountant Firms submitting quotation should be Delhi/ NCR based and have valid certificate/ registration of CAG empanelment for the year 2022-23, registration of their firm from Institute of Chartered Accountants of India (ICAI), PAN and GST registration (if applicable). CA firm shall also submit undertaking on their letter head that (i) their firm has not been barred or blacklisted by any of the Central/ State Government departments / Organisation/ Central or State PSU and (ii) The proprietor /partner of the CA firm do not have any relative employed with IAHE. Agencies are required to submit proposals in 2 covers. The **First Cover** shall contain a copy of the certificate/ registration of CAG empanelment for the year 2022-23, registration of their firm from ICAI, PAN Card, GST Registration Certificate, requisite Undertaking, address proof for Delhi/NCR based and Security deposit of Rs. 10,000/- in the form of Demand Draft / Bankers Cheque of a scheduled bank drawn in favour of Indian Academy of Highway Engineers payable at Noida. The **second cover** shall contain the Financial Quote / Quotation as given at **Annex-1**. The First cover shall be opened at first and agencies who have submitted certificate/ registration of CAG empanelment for the year 2022-23, registration of their firm from ICAI, PAN Card, GST Registration certificate, requisite Undertaking, address proof for Delhi/NCR based & Security deposit shall be eligible for opening of the second cover i.e. the cover containing the Financial Quote. The work shall be awarded to the firm submitting the **lowest Financial Quote (Grand Total Price)**. Both the covers should be enclosed in a third cover with "Quotation for Engagement of CAG empanelled Chartered accountant Firm for conducting Internal Audit (Internal auditor) of Indian Academy of Highway Engineers (IAHE), A-5, Sector-62, Noida" in response to IAHE's NIQ bearing No. **IAHE/F&A/05/Internal Audit/2022-23** dated **23.06.2022**.
2. Prospective bidders/ CA firms are encouraged to visit IAHE for proper understanding the scope of work before submitting the quotation.
3. The selected CA firm shall be initially engaged for the said work for a period of one year, i.e. 2022-23. On satisfactory performance and at the sole discretion of IAHE, the same may be extended on similar rates, terms and conditions for a period of two more years, year by year.
4. The CA firm is required to do following works/tasks for conducting Internal Audit (Internal auditor) of IAHE:

(Handwritten Signature)

Please note: All correspondence should be addressed to the Director by designation only

A-5, Institutional Area, Sector-62, Noida (UP) – 201 301 (India)
Tel 0120-2400085-86, 2405006-9, Fax 2400087



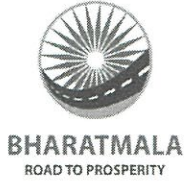
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- i) The checking and verification of the cash book and to ensure that the cash in hand is reconciled with cash book records on monthly basis.
- ii) The checking and verification of all bank books and to ensure that the bank books are reconciled on monthly basis and necessary rectifications to be suggested for unmatched transactions.
- iii) The checking and verification of payment transactions basis to ensure that they are made as per the generally accepted accounting principles and the IAHE rules.
- iv) The checking and verification of fees / incomes / receipts and the review of the reconciliation of fees /income/receipts to ensure that no revenue leakage exists.
- v) Verify balances in each of bank account, reconciliation statement, interest certificates and TDS certificate of each bank account.
- vi) Checking and verification of Government Grants (Central / State) received and utilized and their quarterly reconciliation.
- vii) The scrutiny of all assets and liabilities accounts to ensure their correctness and compliances in accordance with GFR Rules.
- viii) The review of fixed assets register / records and their reconciliation with accounting records and compliances in accordance with GFR Rules.
- ix) The review of liability registers and their reconciliation with accounting records.
- x) To ensure the compliance with applicable statutory requirements like income tax, IT Exemption, application for IT exemption, if required, EPF, ESI, Gratuity, Leave Encashment, TA, LTC, Bonus, Insurances, labour law etc.
- xi) Issuing of certificates related to payment of GST and income tax to the Clients and Vendors/ Contractors, if required.
- xii) Representing IAHE before Income tax Authorities in connection with Scrutiny assessment of the Income tax case, if required.
- xiii) Representing IAHE before Goods & Service Tax (GST) Authorities in connection with Scrutiny assessment/ Showcause Notice of the GST case, if required.
- xiv) Issuing of certificates in the form of 15CA & 15CB etc. for foreign currency remittance, if required.
- xv) To ensure that the salary to staff is being paid as per their terms and condition and to ensure the Correctness of pay fixation & their pay.
- xvi) Ensure that outstanding staff loans and advances are recovered as per the stipulated terms / IAHE rules
- xvii) Ensure reconciliation of Earnest money deposits (EMD)/ security deposit (SD) register and Performance Security along with Retention money register with the Accounting records.

Handwritten signature

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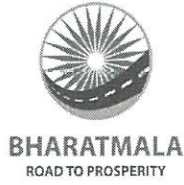
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- xviii) Tendering system, Procurements of capital items, goods and services as per prescribed procedure of GFR & other documents, checking and verification of documents, viz. purchase orders, quotations/tenders, invoices, vouchers, receipts etc.
- xix) Ensure that payment for AMC and Service contracts were made as per the Agreement terms and conditions.
- xx) Review of accounting and internal control systems for particulars type of financial transactions and suggestions for improvements where weak lacunae are accounting and internal control systems are observed.
- xxi) Detection of systemic flaws and suggestions for adopting the corrective measures
- xxii) Advice IAHE on risk assessment and risk mitigation mechanism.
- xxiii) Reporting of outstanding C&AG audit paras at the end of each reporting period of internal audit with remarks of IAHE Campus for non-compliance /non-settlement.
- xxiv) To ensure that the team deputed to carry out **the internal audit should consist of at least one qualified CA with minimum three years experience and two articles / audit clerks (Jr Staff) pass in the intermediate/PE-II/PCC/IPCC examination of the Institute of Chartered Accountant/Institute of Cost and Works Accountants with minimum one year experience. The CA firm shall submit complete profile including of certified copy of educational qualification and experience certificate of above key person before execution of the work.**
- xxv) The Preparation & finalization of the financial statements for IAHE within two months i.e May 31 from the end of each financial year.
- xxvi) To discuss the draft internal audit report of the IAHE with the Director and incorporate their comments before issuing final internal audit report.
- xxvii) Other aspects relating to internal control of IAHE.
- xxviii) **Post audit of all transactions and accounting entries including all cash and bank transactions and related records, procurement etc. in the following areas on quarterly basis throughout the year.**

Area	Sub-Area
Procurement	Tendering Process
	Award of Contract
	Bank guarantees – obtaining of, process of validation and renewal
Addition to fixed assets	IT
	Building
	Furniture
	Electrical Appliances
	Recording of assets acquired
	Physical verification process
Services	Housekeeping
	Security Services
	Catering services
Payments	Contractors
	Consultants

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Naresh Kumar



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	Suppliers
Cash & Fund Management	Employees
	Operations of Bank accounts
	Fixed deposits – Renewal process, interest received/accrued

xxix) FORMAT FOR INTERNAL AUDIT REPORT

(This format duly completed to accompany the Internal Audit Report by the Internal Auditors as specified below)

a) List of Office Furniture/office Equipment:

Sl. No.	Name, Make/Model size etc. of Item/Article purchased	Bill No. and Date of purchase	Rate and amount paid (Rs.)	Page No. of FA Register on which entry of item/article has been made	Identification No. and place of existence/issuance	Remarks

b) Fixed Asset Register:

Slip No.	Asset		Name of Manufacture/specification, name of supplier, Transferor Location	Date of completion/capitalisation	Location	Asset Quantity	Original Cost	Cumulative depreciation
	Date	Description						

c) Apart from above details the internal auditors should confirm that annual physical verification of assets are being carried out or not. Deficiencies/shortage of assets must be brought in the report, if observed.

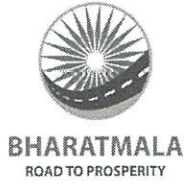
d) Finance & Accounts Matters : Deficiencies/irregularities observed. 100% checking of vouchers.

e) Cheque Book Register/information about cheque books/cash on hand:

Sl. No.	Date of issue of cheque books from the bank	Name and address of the bank	Cheque books allotted by the bank (No. of cheque books be specified)	No of cheque books used	Balance of blank cheque books/leaves in hand	Whether surprise physical verification is being carried out or not (specify the name/designation)

Naresh Kumar

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f) Maintenance of books of accounts and other records

Sl. No.	Name of record	Official responsible for maintaining and updation of record	Status of updation – updated till date	Reasons for non-updation, if any
1	Fixed Assets Register			
2	Bank Guarantee/ Performance Bank Guarantee register			
3	IAHE Officers/staff reimbursement register			
4	Medical reimbursement register			
5	Leave Register (Casual leave, leave on medical ground, earned leave, maternity leave, extraordinary leave etc.)			
6.	TA/DA Register			
7	FDR Register			

g) Timely deposit of TDS, EPF/GPF/NPS, Insurance etc. and timely filing of ITR

Sl. No.	Subject	Due Date and amount (Rs.)	Date of deduction and amount	Date and amount of deposit with challan/receipt no.	Due date of filing return, if necessary
1	TDS				
2	EPF				
3	GPF				
4	Insurance				

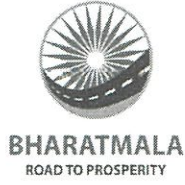
h) Apart from above details, the Internal Auditor should provide the information in brief for those cases in which payments have been released as per decision of the concerned authorities.

i) Any addition or deletion of columns for filling up the details in the above specified formats shall not cause to increase of rate quoted at the time of submission of bids.

Yours faithfully

(Rakesh Kumar)
Deputy Director
For Director, IAHE

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Annexure -1

Format should be on the letter head of the agency submitting the quotation

To,

The Director
Indian Academy of Highway Engineers (IAHE)
A-5, Sector-62, Noida-201301, U.P.

Sir,

Please find our quotation with respect to your NIQ bearing No. IAHE/F&A/05/Internal Audit/2022-23 dated 23.06.2022.

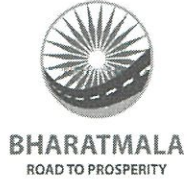
S. No.	Description	Qty	Unit	Rate to be quoted	Amount
1	Professional fee for carrying out the Internal Audit of IAHE for one financial year as per scope of work	01	Year		
2	Professional fee for representing IAHE before the Income tax Authorities in connection with Scrutiny Assessment of the Income tax case for one Financial year	01	Year		
3	Professional fee for representing IAHE before Goods & Service Tax (GST) Authorities in connection with Scrutiny Assessment/ Showcause Notice of the GST case for one Financial year	01	Year		
4	Professional fee for certification in the form of 15CA & 15CB etc. for foreign currency remittance	01	case		
				Total	
				Add GST @ 18% (as per Prevaling rates)	
				Grand Total	

I accept all the terms and conditions stated in NIQ issued bearing No. IAHE/F&A/05/Internal Audit/2022-23 dated 23.06.2022.

Signature of Authorized Signatory
Name of the firm with Stamp and Date

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DECLARATION

1. I hereby certify that the information furnished above is true and correct to the best of my/ our knowledge.
2. I have inspected the work mentioned in the NIQ before submitting the quotation.
3. I/ we hereby agree to all terms and conditions mentioned in the NIQ.

Signature of Authorised Signatory

Name of the Authorised Signatory

Name of the Firm with Stamp

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