



BHARATMALA
ROAD TO PROSPERITY



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)



NOTICE INVITING QUOTATIONS (NIQ)

IAHE/F&A/22/InternalAudit/2019-20

Subject: Notice inviting quotations (NIQ) from Delhi/NCR based CAG empanelled Chartered Accountant Firms for conducting Internal Audit (Internal Auditor) for the Financial Year 2019-20 in Indian Academy of Highway Engineers (IAHE) (erstwhile NITHE), A-5, Sector-62, Noida

Indian Academy of Highway Engineers (IAHE) intends to invite proposal (Quotation) from Delhi/NCR based CAG empanelled Firms of Chartered Accountants (Bidder) to enable IAHE for selection of Internal Auditor as per the scope of work is available at Annex-I.

1	Last date, time and venue for submission of quotations	31 st January, 2020, 15:00 hrs in IAHE, Noida
2	Date and time for opening of quotations	3 rd February, 2020, 14:00 hrs in IAHE, Noida
3	EMD/Bid Security	Rs. 10,000.00
4	Estimated cost of the assignment	Rs. 2.00 lakhs

The interested CAG empanelled CA firms shall drop their sealed quotations along with original EMD/Bid security of Rs. 10,000.00 in the form of DD in favour of Director, Indian Academy of Highway Engineers, payable at NOIDA along with the following documents latest by 31st January, 2020, 15:00 hrs and the same shall be opened on 3rd February, 2020, 14:00 hrs in IAHE, Noida in the presence of the representative of the firms, who may like to be present.

1. Undertaking by the CA firm on letter head that :-
 - a) The CA firm has not been barred or blacklisted by any of the Central/ State Government/ Department /Organisation/Central or State PSU.
 - b) The proprietor/partner of the CA firm do not have any relative employed with IAHE.
 - c) The CA firm should have valid PAN Card and GST number.

Terms and Conditions:

1. The quotations without EMD/Bid security will be summarily rejected.
2. The CA firm should be Delhi/NCR based.
3. The CA firm should be empanelled with CAG for the year 2019-20.
4. The CA firm should have income tax Permanent Account Number.
5. The CA firm should have valid GST number.
6. The quotations received after the due date and time prescribed will not be accepted.
7. The rates should be quoted in figures and words.
8. The work shall be awarded to the firm who has submitted the lowest financial quote out of financial bids which are opened (responsive bids).
9. Bids which are unrealistically priced low/high is liable to be rejected. The final decision in this regard shall be vested with IAHE. IAHE reserves the right to cancel any quotation or all and recall the quotations.

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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10. Security deposit of bidders except lowest bidder i.e. selected firm in original to the bidder's not later than 15 days from the date of opening of the proposal. The security deposit of the successful firm (lowest bidder) will be released with 15 days from completion of the work mentioned.
11. CA firm shall be initially appointed as Internal Auditor for IAHE for a period of one year, i.e. 2019-20. On satisfactory performance and at the sole discretion of IAHE, the same may be extended on the similar terms and conditions for a period of another two years, year by year. An escalation @ 5% on fees for 2019-20 shall be admissible for the 2nd year onwards on an annual basis (i.e., 1.05 for the 2nd year and 1.10 for the 3rd year if extensions are granted). Payment shall be made subject to completion of audit, submission of report and a certificate to this effect by the designated officer.
12. CA firm may visit IAHE on any working day during office hours to ascertain volume of work at mutually convenient date and timings.
13. Report of the first three quarters shall be submitted within 60 days from the award of work and the 4th quarter report shall be submitted within thirty days. In order to ensure timeliness from the part of the auditor, if IAHE feels that in spite of providing all information, documents and updated books of accounts, there was delay as due to lacking at the part of the auditor then IAHE may deduct the audit fees @ 5% per month.

BID DOCUMENT

01	Name of the CA Firm	
02	Complete address with Office Tel No., Mobile No. and Fax of the Firm	
03	No of partners in the Firm**	
04	Name of responsible person/partner with Mobile No. and details of the coordinator of the work/audit for IAHE.	
05	CAG Empanelment Number for the Year 2019-20 (please attach documentary proof)	
06	Permanent Account Number (PAN) (please attach proof)	
07	GST Registration Number (with proof)	
08	EMD Submitted	DD No. Date Amount
09	Rate quoted for carrying out the Internal Audit for the F.Y. 2019-20 as per scope of work	
	GST/taxes, if any	
	Grand Total of rate quoted	

** Complete profile of key person should be enclosed.

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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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ANNEXURE-I

SCOPE OF WORK:-

- 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, EPF etc.
- xi) To ensure that the salary to staff is being paid as per their terms and condition and to ensure the Correctness of pay fixation.
- xii) Ensure that outstanding staff loans and advances are recovered as per the stipulated terms / IAHE rules.
- xiii) Ensure reconciliation of earnest money deposits (EMD) register and security deposit (SD) register with the Accounting records.
- xiv) 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.
- xv) Ensure that payment for AMC and service contracts were made as per the Agreement terms and conditions.

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Handwritten signature



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- xvi) 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.
- xvii) Detection of systemic flaws and suggestions for adopting the corrective measures.
- xviii) Advice IAHE on risk assessment and risk mitigation mechanism.
- xix) 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.
- xx) To ensure that the team deputed to carry out the internal audit should consist of at least one qualified CA with at least 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 at least one year experience.
- xxi) The finalization of the financial statements for IAHE Campus within two months i.e May 31 from the end of each financial year.
- xxii) To discuss the draft internal audit report of the Campus with the Director and incorporate their comments before issuing final internal audit report.
- xxiii) Other aspects relating to internal control of IAHE.

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

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FORMAT FOR INTERNAL AUDIT REPORT

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

1. 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

2. 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						

3. 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.

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

5. 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)

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6. 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			

7. 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				

8. 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.

9. 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



(Kiran)
Deputy Director, IAHE