



**Tender Inviting for Appointment of a Dehradun based
Chartered Accountants Firm for conducting Internal
Audit of NIESBUD for Financial Year 2023-24**

-: Head Office:-

National Institute for Entrepreneurship and Small Business Development
(An Autonomous Institution under MSDE, Govt. of India)

Regional Centre Dehradun, NTSI Campus, Green Park, Niranjapur, Majra, Dehradun- 248001,
Uttarakhand, India

SECTION - I

INFORMATION THROUGH TENDER

**Tender inviting for appointment of a Chartered Accountants Firm for Conducting Internal Audit of
NIESBUD, Dehradun**

Important Information

S.NO.	Event	Information to the Bidders
1.	Date of Publication	21th April, 2023 at 12:00 Noon
2.	Last Date & Time of Submission	11th May, 2023 by 5.00 PM.
3.	Date, Time & Venue of Opening (Technical Bid)	12th May, 2023 at 3.00 PM. Regional Centre Dehradun NTSI Campus, Green Park, Niranjanpur, Majra, Dehradun- 248001, Uttarakhand, India
4.	Date, Time & Venue of Opening (Financial Bid)	14th May, 2023 up to 3.00 PM. Regional Centre Dehradun NTSI Campus, Green Park, Niranjanpur, Majra, Dehradun- 248001, Uttarakhand, India
5.	Tender Document	The details can be downloaded from www.niesbud.org
6.	Address for communication	Regional Centre Dehradun NTSI Campus, Green Park, Niranjanpur, Majra, Dehradun- 248001, Uttarakhand, India
7.	Contact Person	Accounts Division, NIESBUD Regional Centre Dehradun NTSI Campus, Green Park, Niranjanpur, Majra, Dehradun- 248001, Uttarakhand, India

SECTION - II

PREFACE

The National Institute for Entrepreneurship and Small Business Development is a premier organization of the Ministry of Skill Development and Entrepreneurship, engaged in training, consultancy, research, etc. in order to promote entrepreneurship and Skill Development. The major activities of the Institute include Training of Trainers, Management Development Programmes, Entrepreneurship-cum-Skill Development Programmes, Entrepreneurship Development Programmes and Cluster Intervention. NIESBUD has provided training to 12,24,433 persons as of March 31, 2020 through 46,438 different training programmes since inception. This includes 5,011 international participants hailing from more than 145 countries throughout the globe.

MAJOR ACTIVITIES:

The policy, direction and guidance to the Institute is provided by its Governing Council whose Chairman is the Minister of MSDE. The Executive Committee consisting of Secretary as its Chairman and Director General of the Institute as its Member-Secretary, executes the policies and decisions of the Governing Council through its whole-time Director General.

Training:

- Assessing the training programmes and identifying the gaps to systematically conduct training programmes, orienting them as well as motivating youth towards entrepreneurship.
- Developing and Designing various communication media tools for promoting the culture of entrepreneurship among different strata of society in the country.
- Supporting and playing a catalytic role towards organizations engaged directly or indirectly in developing and promoting entrepreneurship and self-employment in the Country.
- Providing consultancy services in the area of entrepreneurship and Skill Development especially for MSDEs.
- In addition to above, Also Providing consultancy services to other Institutions engaged in entrepreneurial training either in the Government or in the Private Sector.
- Designing, Conceptualizing and standardizing course curriculum for entrepreneurship and skill development programmes.

Research & Development:

- Promoting research and development activities in the area of entrepreneurship, particularly in MSDE sector. Undertaking documentation and disseminating information related to entrepreneurship/ enterprise development.
- Developing and publishing literatures, articles, journals and information material related to entrepreneurship/enterprise development/ Skill Development/MSDEs
- Providing an interactive platform for exchange of ideas and experiences for various targets groups mainly through seminars, workshops, conferences as well as through training programs.
- Identifying the Problem and developing feasible solutions by conducting research studies for generating knowledge and accelerating the development of entrepreneurship.

Major Focus Areas:

- Creating a holistic environment to support entrepreneurship and skill development within the Institute.
- Evaluating and revising the training programmes sponsored by NIESBUD so as to fit in with the internal and external environmental changes with respect to entrepreneurship and small business Development
- The institute is actively engaged in creating a positive image among the general public on entrepreneurship and eliminating the misconception related to it. This helps in disseminating the information on entrepreneurship and skill Development fruitfully.

Key Highlights of the Institute :

Highly Qualify Faculties

- Announcing various employment generation schemes by the Government, aimed at creating training aids materials, organizing Trainings for budding entrepreneurs to achieve the challenging goals.
- Keeping in tune with the changing macro and micro environment with respect to government policies. With this the Institute through concerted efforts has been able to achieve and sustain financial self-sufficiency through organizing various programmes; enhancing the conduct of market driven fee-based training activities; increasing sales of training materials
- The Institute has provision of highly qualified faculties and experienced professionals with specialization in multidimensional aspects related to Entrepreneurial Competency & Motivation; Project Identification & Formulation; Finance and Credit; Small Enterprise Management; Women Entrepreneurship; Intellectual Property Rights; Marketing Management & Entrepreneurial Education, E-Learning Modules.
- Handholding and post training support for bridging the gap between employers and jobseekers for setting up their enterprise.

SECTION-III

SCOPE OF WORK

The National Institute for Entrepreneurship and Small Business Development is a premier organization of the Ministry of Skill Development and Entrepreneurship intends to appoint a Chartered Accountants Firm empanelled to conduct internal audit of Head office located in Noida/Dehradun and to properly guide the NIESBUD personnel responsible for maintenance of error free accounts in accordance with the standard procedure of accounting of NIESBUD.

For this purpose tender application is invited from the Chartered Accountants Firm through Tender as per the terms and conditions given in the enclosed Tender Documents containing the information about preface, scope of work, Instruction and EoI Format under **Section-I, II, III, IV** and **V** respectively.

The Chartered Accountants Firm would be required to constitute an independent and competent team of professionals to conduct the Internal Audit of NIESBUD in accordance with the standards/procedure of Internal Audit. The detailed scope of work for Internal Audit is at **Annexure- A**.

Initially the Chartered Accountant Firm will be engaged for ***one year*** only and the task will be assigned on Monthly basis subject to its satisfactory completion of the task within the stipulated time. If the performance of the firm is found to be satisfactory, and the competent authority of the institute and the Chartered Accountant firm mutually agrees, the tenure may be extended further subject to the satisfactory performance of the firm, on year to year basis.

SECTION - IV

RIGHT TO ACCEPT/ REJECT THE PROPOSAL

NIESBUD reserves the right to accept or reject the proposal at any time prior to award of Contract, without thereby incurring any liability to the Firm concerned or any obligation to inform the Firm concerned of the grounds for the institute's action .

CONFIDENTIALITY:

The firm shall not disclose the documented management systems to any third party including their internal department.

SUB-CONTRACTING:

Firm to whom the work is awarded shall not sub contract the work to any other parties either in part or full.

ELIGIBILITY CRITERIA:

The firm should be Empanelled with the the minimum eligibility criteria as under:

- a) No. of years' of experience : 3 years
- b) No. of Qualified ISA/ DISA/CISA/CIA/Partner or employee : Any Two
- e) Experience : Five assignments of similar nature in Central Government, Autonomous Educational Institution/Boards/Council/Universities, Govt. Companies, PSUs in last three years
- f) Annual Turn-over : Minimum Rs.50 Lakh in each year during last three years
- g) Firm having HO/Branch office registration in Dehradun

SPECIAL CONDITIONS

1. PAYMENT TERMS

1. 25% payment on submission of 1st Quarter report
2. 25% payment on submission of 2nd Quarter report.
3. 25% payment on submission of 3rd Quarter report.
4. 25% payment on submission of 4th Quarter Report & finalization of Statutory Audit.

2. PERIOD OF AGREEMENT

This agreement shall be valid initially for a period of 12(twelve) months extendable for a further period of 12 (twelve) months at the same rates, terms and conditions of the original Agreement subject to satisfactory performance at the end of the first 12 months. Decision to extend the agreement only lies with NIESBUD.

TENDERING PROCESS:

The tender documents will consist of Two Envelopes which shall be sealed and super scribed as “**Technical Proposal (Form-1)**” and “**Financial Proposal (Form-2)**” respectively. Both the said two envelops (Technical proposal and Financial Proposal) should be kept inside a Third Envelop, super scribed as “Tender for Engagement of a Dehradun based Chartered Accountants Firm for conducting Internal Audit of NIESBUD”.

ENVELOP-1 : consists of

- (i) Covering Note for Technical Proposal (Annexure- B)
- (ii) Form-1 (Technical Proposal)**
- (iii) Undertaking on firms letter head
- (iv) A copy of Constitution/ Registration Certificates of firm/organization issued by the ICAI containing *inter-alia* details of partners / Sole Proprietor /Pvt. Ltd/ LLP
- (v) A copy of the latest partnership deed in the case of partnership firms.
- (vi) A copy of the IT return of the firm/ full time partners / the Sole proprietor/others as the case may be for the last three years along with photocopy of PAN Card.
- (vii) A copy of Service Tax Registration Certificate.
- (viii) A copy of Financial Statement of the firm, along with, schedules for the preceding three financial years.
- (ix) Details of professional experience of the firm/organization for the last 3 years may be given in the specified format.

ENVELOP-2 : consists of

Form-2 (Financial proposal)

In case of any further information in this regard, please contact as per details mentioned hereunder well before the submission of EoI/Tender.

Accounts Division,

Address: NIESBUD, Regional Centre Dehradun, NTSI Campus, Green Park, Niranjanpur, Majra,
Dehradun- 248001, Uttarakhand, India

General Conditions

1. Selection of firm will be done only after detailed scrutiny of the credentials of the firm, their competency, no. of qualified Chartered Accountants & employees to be engaged for the Internal Audit work experience etc. Suitable weightage will be given to firms, which have relevant experiences in similar kind of professional work.
2. The selected Firm will have to start the Internal Audit within 10 days from the date of issuance of the letter of appointment from NIESBUD.
3. The Internal Audit of Accounts of NIESBUD as per the assigned work has to be completed in a time bound manner as specified in **Section- III**.
4. The selected firm will be required to comply with the instructions, if any, issued by the NIESBUD.
5. The successful tenderer shall not be entitled to claim any additional amount for any reason whatsoever for the above Internal Audit.

Annexure-A

A) Internal Audit to cover the areas ensuring that: -

- a. Transactions are recorded as per principles of Generally Accepted Accounting Principles and are booked to proper accounting heads.
- b. Transactions are in accordance with significant accounting policies of the institute, delegation of financial powers, GFR-2017 and Govt. rules as applicable from time to time.
- c. Utilization of external/Project funds is in accordance with financing agreements & rules.
- d. Goods and services have been procured in compliance with the GFR-2017 with prior approval of the competent authority
- e. Checking of the maintenance of books of accounts and records.
- f. Checking of the bank reconciliation statements on monthly basis.
- g. Checking of component category-wise and account head wise expenditures.
- h. Checking of various taxes/statutory compliance.
- i. Prepare replies to all audit queries.
- j. Providing all latest amendments in laws, rules and regulations through letter periodically and promptly which are relevant for the institute and commence thereof.
- k. TDS Deposit on monthly basis.
- l. Monthly review of Account and monthly MIS.
- m. Firm should prepare financial statement of the organization.
- n. Firm Shall Conduct Internal Audit on monthly basis.
- o. Preparing and vetting the Annual Accounts of the Institute as per the prescribed format of accounts for Central Autonomous Bodies including all required disclosures and computation notes and Schedules.
- p. Certification of Statement Expenditure and Utilization Certificate as per the requirement of founding agencies.
- q. Compilation of supporting statements and working sheets in respect of all the schedules and in respect of Receipts and Payments Account, Income and Expenditure Account, and Balance Sheet.
- r. Providing all required information and facilitate audit of accounts conducted by CAG, Internal Auditors, Statutory Auditors and other agencies.
- s. Providing all latest amendments in laws, rules and regulations thorough letters periodically.
- t. Checking of the PFMS Portal.

B) Maintenance of Financial Books & Tally Record

- a) Writing the Cash Book & Bank Book for Monthly Basis;
- b) Maintenance & synchronization of Tally records
- c) Reconciliation of accounts w.r.t. Cash Book and Bank Statement regularly at the end of every month;
- d) Maintenance of Stock Register/Asset Register for consumable and Non-consumable items;
- e) Maintenance of files & records properly;
- f) Timely execution of Agreement for Security Services, Housekeeping, etc
- g) Annual Maintenance Comprehensive Contract for equipment and DG Set etc;
- h) Procurement of computer and peripherals, stationery items, furniture & equipment with the prior approval of the competent authority in terms of GFR-2017.
- i) Maintenance of files/records of electricity & water charges, telephone bills, maintenance charges of equipments & furniture including maintenance of Generator, Xerox machines, Computer hardware.

SECTION - V FORMS

(On Firm's Letter Head)

Covering Note for Technical Proposal

To

The Director
NIESBUD
Regional Centre Dehradun
NTSI Campus, Green Park,
Niranjanpur, Majra, Dehradun- 248001, Uttarakhand, India

Sub: Appointment of a Dehradun based Chartered Accountants Firm/Professional firm for conducting Internal Audit of NIESBUD.

Sir,

1. With reference to your Tender No.....
for appointment of a Professional Chartered Accountant Firm for conducting Internal Audit of NIESBUD, I/we wish to apply for the same. **Technical Proposal (Form-I)** duly signed and authenticated is enclosed.

2. Further, I/we hereby certify that: I/we have read the provisions of all the clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me/us and I/we have not taken any deviation to any clause.

3. I/we further confirm that any deviation to any clause of Tender found anywhere in the bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the NIESBUD.

Signature.....
Full name.....
Designation/Firm Name.....
Address with Phone.....
FAX & Mobile No:
E-Mail :.....

Seal

Technical Proposal**APPLICATION****Details to be filled by Chartered Accountants firm for the Internal Audit of NIESBUD:**

Sl. No.	Particulars	Details
1	Name of the firm	
2	Address of the Registered/Head Office	
3	Telephone No. and E-mail address	
4	ICAI Registration No. with Region Name and code no.	
5	CAG Empanelment No.	
6	Date of constitution of the firm	
7	PAN no. of the Firm & GST No. of the firm	
8	Date since when the firm has a full time FCA	
9	Whether the firm is engaged in Internal Audit Training of Educational Institution, Council, Board, Universities and Govt. Companies/PSU, Autonomous and Academic Institutions etc. (If yes, details may be given.	
10	Turnover of the Firm (last 3 years) minimum Rs.50.00 Lakh in each year.	
11	Details of Experience	

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

(Form-2)

Financial Proposal

(On Firm's Letter Head)

(To be kept in a separate Envelope, sealed properly, while sending the proposal)

To

The Director
NIESBUD
Regional Centre Dehradun
NTSI Campus, Green Park,
Niranjanpur, Majra, Dehradun- 248001, Uttarakhand, India

Subject: Appointment of Chartered Accountants Firm/Professional Firm for conducting Internal Audit of NIESBUD

Table for Quoting Fee for the Assignment in terms of the Tender

Particular	Amount of Contact(For Yearly)
Internal Audit: All –inclusive Lump-sum fee (including TA/DA)	

Please Note:

- (i) The above quoted Lump-sum fee shall be inclusive of all expenses/charges except Goods Services Tax (GST).

Date:

Signature.....

Place:

Full name.....

Designation/ Firm Name.....

Address.....

Phone.....FAX.....

Mobile No.....E-Mail.....

Seal

