

Selection of Internal Auditors for MDI-Gurugram for FY-2017-18

MDI Invites applications for appointment of Internal Auditors for MDI Gurugram from Delhi/NCR based eligible CA firms for FY-2017-18. For details and submission of Application/ EOI, please visit MDI's website, www.mdi.ac.in

Place: Gurugram

sd/-

Date: 07.06.2017

Registrar & Secretary-MDI-G

MANAGEMENT DEVELOPMENT INSTITUTE

NOTICE INVITING OFFERS FROM CHARTERED ACCOUNTANT FIRMS FOR APPOINTMENT OF INTERNAL AUDITORS OF THE INSTITUTE (GURUGRAM)

Management Development Institute was registered at New Delhi as a society under the Societies Registration Act of 1860 in 1973, primarily to setup an institute for training, consulting & research activities.

MDI invites offers from interested Chartered Accountant firms for appointment as Internal Auditors of the Institute with experience in auditing the Accounts and provide the services as per the Scope of Work stated below.

1. SCOPE OF WORK

Audit of Books of accounts and ancillary records of the Institute

- Compliance of all applicable Accounting Standards for Book Keeping.
- Verification of Bank Reconciliation Statements
- Scrutiny of all ledger accounts
- Checking of Fixed Asset Register and Depreciation calculations as per rules.
- Verification of Procurement / tendering process of fixed assets, library books, consumables, stationery etc.
- Compliance of all statutory obligations like TDS, Provident Fund etc.
- Compliance for existing policies and procedures applicable to all departments and give recommendation for improvement if any.
- Verification of the cash book and cash balance.
- Verification of Revenue recognized and Expenditure booked.
- Checking of Income Tax pending refunds
- Checking the compliance of Service Tax/GST.

2. TIME PERIOD FOR ENGAGEMENT

The selected Chartered Accountant firm will be required to provide the above mentioned services as Internal Auditors initially for one accounting year i.e. 2017-18.

3. PRE-QUALIFICATION CRITERIA OF THE CA FIRM

The bids of only those firms will be considered, which satisfy the following eligibility criteria:

- I. The Chartered Accountant Firm should be registered with "The Institute of Chartered Accountants of India (ICAI)" and have Income Tax Permanent Account Number (PAN) and Service Tax Registration/GST registration.
- II. The Chartered Accountant Firm should be empanelled with the Comptroller and Auditor General of India (C&AG)
- III. The firm should have been in operation for minimum 10 years after its registration and at least 5 years experience in Audit of Annual Accounts of Autonomous Bodies / Public Sector Undertakings/ Educational Institution
- IV. The average gross profession fee received / earned by the firm in the last 3 financial years (2013-14, 2014-15 and 2015-16) must be equal to or more than **Rs.3 crore per annum**
- V. The Chartered Accountant firm should have at least 10 partners (5 partners-FCA)
- VI. In addition to the partners, the firms should have more than 30 professional staff members (professional staff consists of Audit and Articled Assistants with knowledge of Book-keeping and Accountancy) and engaged in on-site audits at the place of audit.
- VII. The firms which have been either Internal Auditors or Statutory Auditors of MDI for past 3 years are not eligible to apply.
- VIII. The firms should produce satisfactory certificate of at least 5 clients including one from an Educational Institution.

4. PAYMENT TERMS

The professional fee including all out of pocket expenses and excluding applicable taxes shall be payable within 30 days of submission of Audit Report.

5. SUBMISSION AND EVALUATION OF THE TENDER

5.1 Submission of tender

Interested firms meeting all the pre-qualification criteria as mentioned in Point-3 above may submit their offer in the prescribed Annexure / sub-Annexure of this tender.

- I. *Annexure-A* duly filled Pre-qualification-cum-Technical Bid along with all supporting documents duly signed with Seal of the authorized Partner and should be submitted in one sealed envelope superscribed as – ‘PRE-QUALIFICATION AND TECHNICAL BID for Tender No. MDI/Internal Audit/2017-18/01’.
- II. *Annexure-B* duly filled Financial Bid should be submitted in a separate sealed cover superscribed as ‘FINANCIAL BID FOR TENDER NO. MDI/Internal Audit/2017-18/02’
- III. The above two envelopes containing Annexure A and Annexure B should be placed in one covering envelope and sealed superscribed as TENDER FOR APPOINTMENT OF INTERNAL AUDITORS for Tender.
- IV. The technical bid should not contain any indication of price offered; else the entire bid will be rejected.
- V. The tender should reach the following address latest by 15:00 hours of 27th June 2017 by Speed Post only.

REGISTRAR & SECRATEARY
MANAGEMENT DEVELOPMENT INSTITUTE,
Mehrauli Road, Sukhrali,
Gurugram-122001,
Haryana

- VI. MDI reserves the right to accept or reject any, or all the offers received or cancel the bidding process at any time prior to award of contract, without assigning any reason.

PRE-QUALIFICATION-CUM-TECHNICAL BID

(TO BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTINGS AS INDICATED)

Sl. No.	Particulars		Firm's Strength and Capacity
1	Chartered Accountant Firm	Name & Address of the Firm	
		Name and address of the Authorized Partner (s)	
		Telephone No(s) with STD Code	
		Mobile No (s):	
		e-Mail ID:	
		<i>(Submit copy of supporting document regarding address)</i>	
2	Prequalification Criterion		
a)	The CA Firm should be Registered with the Institute of Chartered Accountants of India (ICAI) for minimum 5 years and must possess permanent account number (PAN) under Income Tax and registration number under Service Tax	Mention Registration Number and Date of Registration (Submit copies of the registration certificates) PAN NO of the CA Firm <i>(Submit copy)</i> Service Tax Registration No. <i>(Submit Copy)</i>	
b)	The CA Firm should be Empanelled with Comptroller and Auditor General of India (C&AG)	Empanelment Number (Submit copy of Evidence)	
c)	Gross Professional Fees received / earned by the CA Firm Must be equal to or greater than Rs.3 Crore	Gross Professional Fees received/ earned Details to be provided as per <u>SUB-ANNEXURE A-1.</u> <u>(Submit proof of professional fee received)</u>	

d	The Firm should have atleast 5 years experience in Audit of Annual Accounts of Central Autonomous Bodies / Public Sector Undertakings and Filing of Returns of Income Tax	No. of Central Autonomous Bodies where similar services were provided in the last 5 years Details to be provided as per <u>SUB-ANNEXURE A-2</u> . (Attach copy of works Orders as evidence)
e	CA Firm should have minimum 10 partners	Partners:- FCA : ACA : Submit the details of the Chief Functionaries of the CA firm as provided in SUB-ANNEXURE-A3
f	Numbers of Article Clerk/ Staff and other staff on payroll of Firm	No. of Article clerks and others performing audit/accounting work (in figures and words)
g	The firm should produce satisfactory certificate at least from five clients (including one from an educational institution)	Attached Certificates

Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time, MDI is at liberty to reject the proposal/work awarded to this CA Firm.

Date:
OFFICE SEAL:

Signature:
Name:
Designation:

SUB-ANNEXURE: A1

**Details of CA Firm's professional Income
(Gross Professional Fees received/earned)**

Rupees in lakhs

Particular	Financial Year 2013-14	Financial Year 2014-15	Financial Year 2015-16	Average Annual
Gross Professional Fees received/ Earned				

Date:
OFFICE SEAL:

Signature:
Name:
Designation:

SUB-ANNEXURE: A2

Details of CA Firm's Experience of Similar Services during the last 5 (five) years

Sl. No.	Name of the Assignment	Name of the Assignment (Start date/ End date)	Name of the Client	Nature of the Assignments (Please specify the work involved as detailed in scope of work)	Details of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					
6.					

Furnish the copy of the documentary evidence in support of the information provided above.

Please attach additional sheets, if required.

Date:
OFFICE SEAL:

Signature:
Name :
Designation:

SUB-ANNEXURE A-3

Details of CA Firm's Partners

Sl. No.	Name of the Member	Designation	Membership No.	Status	
				FCA	ACA
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Furnish the copy of the documentary evidence in support of the information provided above.

Date:
OFFICE SEAL:

Signature:
Name:
Designation:

FINANCIAL BID
(To be filled in by bidder)

NAME & ADDRESS OF THE FIRM:

A. INTERNAL AUDIT FEES

Sl. No	Description of Service	2017-18 (Amount in Rs.)
a	b	c
	INTERNAL AUDIT FEES AS PER THE SCOPE OF WORK	
b	ADD: SERVICE TAX, as applicable	

Note: The above fee is inclusive of out of pocket expenses including local travel