

वर्ष 2022-23 के लिए रा.स.वि. निगम में एक चार्टर्ड एकाउंटेंट फर्म की आंतरिक लेखा परीक्षक
(Internal Auditor) के रूप में नियुक्ति लिए निविदा दस्तावेज़

**Tender for Engagement
of firm of Chartered Accountants
as Internal Auditor of NCDC
for the year 2022-23**



राष्ट्रीय सहकारी विकास निगम
4, सीरी इंस्टीट्यूशनल एरिया, हौज़ खास, नई दिल्ली- 110016

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
4, Siri Institutional Area,
Hauz Khas, New Delhi- 110016

वेब साईट: <http://ncdc.in>

निविदा की लागत: नि: शुल्क

Web Site: <http://ncdc.in>

Cost of tender: - Free

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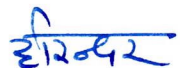
**National Cooperative Development Corporation
(General Administration Division)**

NCDC:1-1/2020/GA

Date: 15.11.2021

National Cooperative Development Corporation, 4, Siri Institutional Area, Hauz Khas, New Delhi – 110016 invites application from reputed firms of Chartered Accountant for appointment of Internal Auditor of this Corporation for the financial year 2022-23. The application may be forwarded to Director (GA), NCDC in a sealed cover with full brief of the firm along with professional fee to be charged for the work. The last date for receiving the application is 06.12.2021 upto 3:00 pm.

2. The bid is to be submitted in two separate sealed envelopes with clear markings 1 & 2 (1- Technical Bid & 2- Financial Bid) and both the envelopes are to be placed in a third envelope. The third or outer envelope is to be superscribed as EXPRESSION OF INTEREST FOR APPOINTMENT AS INTERNAL AUDITOR.
3. The Offer (duly filled in and signed) must reach the office of the Director (GA), NCDC by 3.00 PM on 06.12.2021. Technical Bids will be opened on 06.12.2021 at 4:00 pm. Bidders or their authorized representatives may participate in the meeting held for opening of technical bid.
4. The bid should be accompanied with "Bid Security Declaration" accepting that if the bidder withdraws or modifies its bid during period of validity etc. they will be suspended from participating in tender process of the NCDC for a period of one year. An undertaking in this regard shall be submitted with the bid documents.
5. The financial bid of only those firms will be opened whose technical bid are found to be acceptable as per the eligibility criteria mentioned in the tender document.
6. The Financial Bid should clearly indicate whether the price quoted is inclusive or exclusive of taxes.
7. All the documents submitted may be self attested.
8. Final selection of the internal auditor will be made after the approval of Board of Management, NCDC. The Corporation reserves the right to accept any or reject all the tenders without assigning any reasons thereof.
9. The tender document can be downloaded from NCDC's website www.ncdc.in. Each page of the tender document should be signed by the bidder. For any clarification in the matter, the office of the Director (GA) may be contacted at **Ph: 011-26565346**.



**(Harinder Pal Kaur)
Director (GA)**

Copy to: CD (MIS) with request to upload the tender document on the CPP Portal and the Corporation's website.

PREQUALIFICATION

BID

Annexure-I**Particulars of the Firm**

S.No	Particular	
1	Name of the firm	
2	Regd. Office Address	
3	Delhi Address	
4	Telephone No.	
5	Mobile No.	
6	E-mail address	
7	No. of partners of the Firm	
8	Date of establishment of firm	
9	Annual turnover of firm: a. 2018-19 b. 2019-20 c. 2020-21	
10	Registration with C&AG	
11	No of Govt. bodies/ PSU/ Autonomous bodies audited	
12	GST No of the firm (enclose a copy)	
13	Any other relevant information	

Signature of the bidder/ firm
(Name and address of bidder/ firm with seal)

(Please attach self attested separate sheet if required)

National Cooperative Development Corporation

Applications are invited from reputed firms of Chartered Accountant for appointment of Internal Auditor of this Corporation for the financial year 2022-23. The application may be forwarded to Director (GA), NCDC in a sealed cover with full brief of the firm along with professional fee to be charged for the work. The last date for receiving the application is 06.12.2021 upto 3:00 pm.

About NCDC:

NCDC is a statutory Corporation set up in 1963 under an Act of Parliament. NCDC has 20 offices across India, with Head Office at New Delhi, 18 Regional Offices in different States and a Training Academy at Gurugram.

The objectives of NCDC are planning and promoting programmes for production, processing, marketing, storage, export and import of agricultural produce, foodstuffs, industrial goods, livestock and certain other notified commodities and services on cooperative principles and for matters concerned therewith or incidental thereto.

NCDC provides liberal assistance to strengthen and develop cooperatives to the extent of 90-95% of the project cost which may include subsidy component of 15-25% under certain schemes to cooperatives in various States.

The Scope of Internal Audit will be as follows:

NCDC is a financial institution with 20 offices across India, with Head Office at New Delhi, 18 Regional Offices in different States and a Training Academy at Gurugram. The firm will be appointed for internal audit for NCDC as one unit.

1. **Checking of accounts maintained:** The firm of internal auditors will scrutinize records to see that the accounts maintained are accurate. For this purpose internal audit will scrutinize all transactions accounted for in books with reference to initial documents like bank voucher, journal voucher, cash voucher, pay roll, files of advances given to cooperative societies and state government, records of Govt. grants, records of regional offices, records of statutory dues, work contracts etc. and checking of books of accounts like general ledgers, bank book and final accounts.
2. **NCDC EP Fund and Employees Superannuation Scheme:** The internal auditors will verify and audit the transactions of the NCDC EP Fund and NCDC Employees Superannuation Benefit scheme.
3. **Taxation:** Calculation and verification of all statutory liabilities like Income tax, TDS on Income Tax, GST, TDS on GST and any other taxes.
4. **Internal control / internal check :** To safeguard against defalcation and fraud, the firm of internal auditors will review the effectiveness of the internal control system on a continuing basis. Any weakness observed will be reported to management and suggestions made to remove the weakness.
5. **Observance of rules, regulations and proper delegation of powers:** The firm of internal auditors will also check compliance with rules, regulations and accounting policies in letter and spirit. Internal audit will also bring to the notice of the management any cases of obsolete rules and procedures for rectification. Besides internal audit will see that acts done, expenditure incurred and approvals given are within the frame work of the delegation of powers.

6. **Observance of rules, regulations and impartiality in examination/ sanctioning of proposals:** The internal auditors will review the proposals examined/ sanctioned by the Programme Divisions from the point of view of observation of funding guidelines of the Corporation, fair & impartial examination and financial propriety.
7. **Financial propriety/ economy & cost controls:** The firm of internal auditors will review the transactions not only to check their regularity, but also from the point of view of economy and financial propriety.
8. **Fixed asset accounting:** The firm of internal auditors will examine if the assets are properly safeguarded. Auditor will verify that assets purchased are properly entered in assets register, that the administration department conducts a periodical verification of assets and discrepancies, if any, are reported and investigated.
9. **Physical verification of stores:** firm of internal auditors may also be entrusted with the responsibility of reviewing the report of physical verification of stores conducted by the administration department and discrepancy if any are reported.
10. **Management reports:** Preparation/help/check in preparation of any information/ reports required by the management as and when required.
11. **Statutory Audit:** Assistance at the time of Statutory Audit/Govt. Audit of NCDC and help in the preparation of compliance of audit reports.

Essential terms & conditions:

1. The firm must have minimum of 5 partners.
2. The firm should be empanelled with CAG for at least last 10 financial years. Copies of CAG empanelment certificates to be enclosed with the bid.
3. The firm should have a minimum average annual turnover of Rs. 2.00 crore in the past three financial years. Copies of the audited annual accounts of the last financial year to be enclosed with the bid.
4. The firm should have at least 10 year experience in Internal Audit of Govt./PSU/Banks/Autonomous Body. Copies of work award certificates to be enclosed with the bid.
5. Firm must have Head or the Branch office in Delhi/NCR. Declaration on letter head, that the team will be based in Delhi/NCR and address of the Head/Branch office to be provided with the bid.

Technical Bid - Selection Criteria (Points Allocation)

Sl	Particulars	Points to be allocated	Maximum Points	Supporting Documents
1.	Number of years of establishment of the firm	a) more than 30 years - 25 points b) 20 -30 years – 20 points c) Less than 20 years- 15 points	25 (twenty five)	Registration certificate of the firm issued by the ICAI. Information related to year of establishment of Head Office(s) & Branch office(s). Details of partners and their membership nos. etc as indicated in the certificate.
2	No. of partners of the firms	a) 4 (four) for each partner b) 5 (five) for each DISA partner c) 5 (five) for each FAFD partner	25 (twenty five)	Registration certificate of the firm issued by the Institute of Chartered accountants of India.
3	Experience of the firm in audit/ internal audit of PSU/ PSU Bank/ Govt. Autonomous Body	1 (one) per audit of PSU/ PSU Bank/ Govt. Autonomous body	25 (twenty five)	Copies of appointment orders
4	Average turnover of last three years (F.Y. 18-19, 19-20, 20-21)	a) Above Rs. 4.00 crore - 25 points b) 3.00 to 4.00 crore - 20 points c) 2.00 crore - less than 3.00 crore - 15 points	25 (twenty five)	The audited annual accounts of audit firm.

The EOI is to be submitted in two separate sealed envelopes with clear markings 1 & 2 (1- Technical Bid & 2- Financial Bid) and both the envelopes are to be placed in third envelope. The third or outer envelope is to be superscribed as EXPRESSION OF INTEREST FOR APPOINTMENT AS INTERNAL AUDITOR.

Only those firms who secure at least 70% and above marks as per selection criteria mentioned above shall be considered for opening of financial bid.

METHOD OF SELECTION:- QUALITY & COST BASED SELECTION (QCBS)

1. Technical Components will carry 70% weightage and financial component will carry 30% weightage.
2. The bids of eligible bidders will be scrutinized by Evaluation committee (EC).
3. The minimum qualifying marks in the technical evaluation shall be 70% of the total score for technical component.
4. Only those bidders, who qualify technically, would be considered for financial evaluation.
5. Weight for financial parameters - Proposal with the lowest cost will be given a financial score of 100 and other proposals will be given financial scores proportionately with reference to score of lowest price bid.
6. The total score will be obtained by combining the Technical and Financial scores. Only successful bidder would be communicated the award of consultancy assignment.

General Terms and conditions:

1. The appointment of internal auditor will be for an initial term of one year which may, if NCDC so desire, be extended for two more years, one year at a time, subject to satisfactory performance and approval of Board of Management, NCDC.
2. In case the service of the firm is not found satisfactory, the NCDC reserves the right to cancel the contract any time.
3. The bidder should furnish a declaration (to be signed by the authorized signatory) that his firm has not been blacklist in the past by any Ministry/ Department/ Autonomous Body/ PSU/ any other organization.
4. NCDC reserves the right to accept/ reject any bid and to annul the bid process and reject all the bids at any time/prior to the award of the assignment, without assigning of any reasons.
5. One firm is allowed to submit only one bid, If more than one bid is submitted by a firm, all the bids submitted by the firm will be rejected.

EMD

The bid should be accompanied with "Bid Security Declaration" accepting that if the bidder withdraws or modifies its bid during period of validity etc. they will be suspended from participating in tender process of the NCDC for a period of one year. An undertaking in this regard shall be submitted with the bid documents.

Security Deposit

The successful bidder shall furnish a refundable Security Deposit of 3% of Contract Value in the form Bank Guarantee or DD in favour of "**National Cooperative Development Corporation**" and payable at **New Delhi**. Security Deposit shall be returned to the contractor after successful completion of the job. No interest shall be payable on the Security Deposit.

Payment Terms

25% of total fees will be paid at the end of each quarter subject to completion of work for the quarter to the satisfaction of NCDC. TDS/applicable taxes shall be deducted from the fees paid by NCDC.

Evaluation of Bids

1. Bids that do not comply to terms and conditions, instructions, qualifications will be considered non-responsive.
2. Only those firms who secure at least 70% in the technical bid will be considered for opening of financial bid.
3. Bidder with the highest score/ points, combined of financial and technical bids, among the responsive bids will be declared successful bidder.
4. In case there are more than one bidders with same score/ points the bidder with highest average turnover of last three F.Y. will be consider the successful bidder.
