

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR Appointment OF PARTNERSHIP/LIMITED LIABILITY PARTNERSHIP FIRMS OF CHARTERED/COST ACCOUNTANTS FOR CONDUCTING INTERNAL AUDIT of Mobile Creches for Working Mother's Children, DIZ, Raja Bazar Area, Sector IV, New Delhi 110001

EXPRESSION OF INTEREST (EOI)

Mobile Creches for working mother's children, invites Expression of Interest (EOI) from reputed Indian Chartered/Cost Accountant Firms (Partnership/Limited Liability Partnership) for appointment as Internal Auditors for conducting Internal Audit for the year 2019- 20.

Objective and Scope of Internal Audit

Objective of Internal Audit

Internal Audit would be conducted at prescribed intervals to ensure that

1. Accounting systems and processes being followed are in accordance with the Accounting Policies and Manuals of MC
2. Policies and Manuals currently being followed in MC are in accordance with Generally Accepted Accounting Policies (GAAP), and in accordance with the laws of the land.

Scope of Work

Major areas to be covered would include following-

1. Comprehensive Review of Financial accounting in MC covering all matters which have financial implications
2. Systems and Processes being followed are in accordance with Accounting Policy and Manuals
3. Check MC's compliance to all legal and statutory requirements
4. Check MC's FCRA accounting and compliances
5. Check accuracy of accounts
6. Check that accounting entries in ERP are correctly reflecting the transaction
7. There would be two focus areas suggested by Management, in each half yearly audit to be examined thoroughly by the audit team.

Frequency of internal Audit- two half yearly internal audits

The format of application along with Annexures on Terms of Reference, and Selection Criteria etc. are available at Website: www.mobilecreches.org.

Any updates to the EOI Documents shall be hosted on our website. The interested firms are requested to ensure that all updates are considered while submitting the EOI.

Firms may send their applications in the prescribed format along with Annexure under sealed cover to the- Executive Director, Mobile Creches for Working Mother's Children, DIZ area, Raja Bazar, Sector IV New Delhi- 110001

Last Date for submission of EOI is 30th November, 2018. Format of application and annexures may be downloaded from www.mobilecreches.org

FORMAT OF APPLICATION

1. Name of the Firm:

2. Registration No. of the Firm:

(Institute of Chartered/Cost Accountants of India)

3. Date of Registration of the Firm:

4. Details of Head Office & Branch Office (s):

5. PAN Number:

6. GST Registration Number:

Head Office

Address	Date of Establishment	Contact No.(s)/FAX	E-mail

Dealing Office (if different from Head Office)

Address	Date of Establishment	Contact No.(s)/FAX	E-mail

5. Details of Partners in the Firm/Limited Liability Partnership:

Sl. No.	Name of the Partner	Membership No.	Membership Status	ACA/ACMA/FCA/FCMA CISA/DISA/ISA/or Equivalent qualification	Date of joining the firm as Partner

6. Details of Qualified Assistants

Sl. No.	Name of the Assistant	Membership No.	Membership Status	ACA/ACMA/FCA/FCMA CISA/DISA/ISA/or Equivalent qualification	Date of joining the firm as Assistant

7. Details of Semi-Qualified Assistants

Sl. No.	Name of the Assistant	Whether Cost/Chartered Intermediate	Date of joining the firm as Semi Qualified Assistant

8. Details of subject area experts like GST and FCRA, and other experts

Sl. No.	Name of the Expert	Qualification of the expert	Date of joining the firm as Expert

9. Details of Experience in Social Sector

Sl. No.	Name of the organization	Statutory or Internal	Latest Year of work	Years of Association	Brief scope of work

9. Details of Experience in other Assignments

Sl. No.	Name of the organization	Statutory or Internal	Recent year of audit	Years of association	Brief scope of work

10. It is confirmed that all requisite EOI documents have been submitted.

11. We confirm that we have not taken any deviation from the specified terms and conditions, of the EOI documents. A copy of complete EOI document duly signed and sealed on all pages as a token of acceptance of all terms and conditions is attached.

18. Our firm is not debarred/disqualified/black listed by any regulatory/statutory body or Government entity or any International/National agency for corrupt or fraudulent practices.

Signature of Partner 1

Signature of Partner 2

Name & Seal of the Audit Firm.

Name & Seal of the Audit Firm.

ANNEXURE- A

TERMS OF REFERENCE OF INTERNAL AUDIT

1. Audit Team

The Auditors should deploy suitable teams for undertaking the audit. It should be ensured that the Audit Team is headed at all times by a Chartered/Cost Accountant (who may be a Partner) with CISA/DISA/ISA or equivalent qualification.

2. Audit Report

Audit Reports based on the audit observations of each half yearly audit are to be submitted within two weeks of completion of audit. However immediate Reports may be given regarding any serious irregularity like non-compliance of company rules, statutory requirements or omissions etc. which are observed during the course of audit.

It is to be noted that internal audit has to be completed prior to start of Statutory Audit hence, timelines are sacrosanct.

The Internal Audit Report is to be prepared in four parts as given below:-

Part-I - Management Summary and Suggestions

Part-II - Detailed Internal Audit Report (for Current Quarter)

Part-III - Action taken Report (Current / Previous)

Part-IV - Non-compliance with Previous Reports

3. Criteria for Consideration of Audit Firms

The selection is based on the basis of Experience with other NGOs and Experience of Managing Partners. Marks shall be allocated as per the details below. Firms obtaining minimum 60 marks shall be considered for evaluation.

Table: Allocation of Marks

Criteria	Marks
Technical Expertise and Team	
Qualification of Partners (6 marks for each qualified partner)	24
Qualification and number of Assistants (4 marks for each qualified assistant)	16
Experts in GST/ FCRA/ Taxation (5 marks for each expert)	10
Relevant Experience	
Number of years of experience (2 marks for each year)	25
Experience with NGO audit (5 marks for each NGO)	25

4. Payment of audit fees

Fee shall be paid half yearly after completion of audits

GST as applicable will be paid extra. TDS as applicable shall be deducted from the fee.

5. General Terms and Conditions

Audit Firms having minimum experience of 5 years out and at least three years' experience in NGO with FCRA funds shall be considered for empanelment.

This EOI is only for the purpose of shortlisting/empanelment of Firms and does not carry any assurance for appointment of Internal Audit assignments.

Only shortlisted firms will be intimated about their selection in due course.

Mobile Creches reserves its right to accept or reject any application/s without assigning any reasons.

The decision of Mobile Creches for empanelment of the Firms will be final and binding upon the parties that have submitted their applications.

The Internal Auditor will ensure that the information obtained in respect of working of Mobile Creches maintained in strict confidence and secrecy. A certificate towards maintaining confidentiality is to be provided by the Internal Audit at the time of acceptance of Audit assignment.

The appointment of the audit Firm will be for one year i.e. FY 2019- 20, starting from April 1st, 2019.

If progress/performance of the audit firm is not found satisfactory, Mobile Creches Management reserves the right to terminate the appointment of the Firm.

The Audit firm will be debarred from getting, in future, Internal Audit assignments in Mobile Creches in the following cases.

If the Firm obtains the appointment on the basis of false information/false statement at the time of submission of application/documents for the EOI.

The Audit Firm is found to have sub contracted the work.

If the Firm does not take up audit in terms of the appointment letter.

ANNEXURE- B

GENERAL INSTRUCTIONS TO AUDIT FIRMS AND DOCUMENT LIST

(A) Instruction to Audit Firms

1. Format of Application must be completely filled in. Incomplete applications will be rejected outrightly.
2. Please ensure that date of opening of Registered Office, Branch Office, entrance dates of all Partners into the firm, date of joining firm as qualified & semi-qualified assistants should be invariably indicated in the application.
3. All EOIs will be evaluated on the basis of the documents furnished along with applications only. No further documents will be called for during the scrutiny of the EOIs. Any additional document received, after last date & time of receiving the EOIs as stipulated in the Notice Inviting EOIs, will not be entertained.
4. Since, all the applications will be evaluated strictly on the basis of Selection Criteria, please avoid attaching unsolicited information/documents.
5. All submitted documents should be signed by a Partner with his name and under the seal of the firm.
6. Applications must be submitted under sealed cover superscribing the EOI Notice No. & date and the words "Application for Selection for Internal Auditors for 2019- 20" thereon. The name and address of the firm must also be indicated on the body of the envelope.
7. Application may be submitted in or by post/courier/ e mail to the office of Executive Director, Mobile Creches, DIZ Area, Raja Bazar, Sector IV, New Delhi- 110001/ or mail at: mail@mobilecreches.org. Mailed documents may be followed by hard copy of application and documents.
8. Mobile Creches does not take any responsibility for loss of application in transit.

9. Any application received after the stipulated date and time, due to any reason whatsoever, will be rejected out-rightly.

(B) List of documents to be submitted along with the applications/EOIs:

Interested audit firms are advised to go through contents of the EOI documents carefully and submit all attested copies of the following documents in proper sequence along with the EOIs as described hereinafter:

1. Registration certificate of the firm issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India.
2. Membership certificates of the qualified assistants issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India.
3. Certificates/mark sheets issued by the respective Institutes in evidence of qualifications of semi-qualified assistants.
4. Copies of appointment orders for statutory audit/Internal audit in other NGOs.
4. Copy of PAN Card.
5. Copy of GST Registration
6. A copy of complete EOI document duly signed and sealed as a token of acceptance of all terms and conditions.
7. Reference from at least 2 NGOs