



राजीव गांधी राष्ट्रीय युवा विकास संस्थान
Rajiv Gandhi National Institute of Youth Development
युवा कार्यक्रम और खेल मंत्रालय, भारत सरकार
Ministry of Youth Affairs & Sports, Govt. of India
श्रीपेरुम्बुदूर /Sriperumbudur – 602 105



Advertisement No.008/18-19

Date: 01.11.2018

**Expression of Interest is invited from
Chartered Accountants (Individuals or Firms)**

About the Institute

Rajiv Gandhi National Institute of Youth Development has been declared to be an Institute of National Importance by an Act of Parliament. It is governed by an Executive Council and it is under the administrative control of Ministry of Youth Affairs & Sports, Govt. of India. It is fully funded by Govt. of India and its income is exempt from Income Tax. Finance Committee, Building and Works Committee and Academic Council are other bodies involved in the Administration of the Institute. Rajiv Gandhi National Institute of Youth Development Act, 2012, First Statutes of Rajiv Gandhi National Institute of Youth Development and Rajiv Gandhi National Institute of Youth Development Ordinances are the various Act and Rules governing the day to day administration of the Institute. It runs six Post Graduate courses of different discipline. It conducts various training programmes in the Institute itself and in collaboration with other Institutes/Universities all over India for the development of youth.

Accounts of the Institute:-

The accounts of the Institute are maintained in double entry system on accrual basis. The accounts are maintained in Tally ERP 9 accounting software. Bank accounts are maintained in nationalised banks. Annual accounts of the Institute for the previous years are included in the respective Annual Report of the Institute which have been uploaded in the website of the Institute.

Expression of interest is invited from Chartered Accountants (Individuals or firms) for conducting Internal Audit of all the transactions (both receipts and expenditure) of the Institute for the year 2018-19. Expression of interest may be submitted to **The Registrar, Rajiv Gandhi National Institute of Youth Development, Sriperumbudur – 602 105**, in the enclosed format on or before 3.30 PM on 23rd November 2018.

Essential Requirements:

- The bidder should be well versed in Tally ERP 9 accounting software.
- The bidder should have experience of not less than 10 years in conducting Internal Audit of transactions of any Central/State University or reputed Public or Private Company whose average annual expenditure in any five financial years is equal or in excess of the average annual expenditure of the Institute for the last five financial years.
- The bidder should be capable of scrutinizing the Annual Accounts in the format prescribed by Ministry of Finance.
- If the bidder is a Partnership Firm all the Partners should be Chartered Accountants.

- The bidder should also check the Bank reconciliation statement.
- The bidder should check Annual Accounts separately for the Grant-in-aid received from the Govt. Of India, CPF accounts of the employees, New Pension Scheme, etc.
- The bidder should submit required number of Annual Accounts duly signed in hard copy format in addition to one soft copy.
- During the course of internal audit the bidder should test check the cash balance/stock records/library books etc. to ensure that the records are maintained properly.

Desirable qualifications:

- The bidder should send his/her/their Article Clerks periodically to the Institute who must be familiar with Tally ERP 9.

Scope of work:-

- The bidder or their Article Clerks should visit the Institute for sufficient number of days each month and check the monthly trial balance prepared by the Accounts section of the institute.
- Wherever necessary accounting errors committed by the Institute in Tally software should be rectified by the bidder.
- Monthly Bank Reconciliation statement should be checked and signed by the bidder.
- Vouchers for every quarter should be audited by the bidder and an Internal Audit Report for every quarter should be submitted to the Director/Registrar.
- Any case of defalcation or embezzlement of money and any serious irregularity/omission should be brought to the notice of the Director/Registrar immediately through a special report.
- The bidder should conduct 100% audit of all the vouchers.
- Annual Accounts should be rectified as per the audit remarks of CAG audit.

It should be ensured by the bidder that

- 1) TDS and GST have been correctly deducted at source by the Institute.
- 2) All legal/statutory requirements have been complied with by the Institute in making payment to contractors for supply of outsourced manpower and for supply of materials or for execution of work.
- 3) Payment to suppliers/contractors is made in accordance with the purchase order/work order/agreement,
- 4) All moneys due to the Institute have been duly collected by the Institute and the outstanding due, if any, is duly monitored by the Institute.
- 5) The Institute is maintaining a proper account of its capital assets.
- 6) The Institute is maintaining proper account of its investments and the investments are safe and secured.
- 7) The Institute is properly utilizing its infrastructure facilities.

- 8) The income earned by the Institute is in commensurate with its expenditure on earning such income.
- 9) The rate of charge fixed by the Institute for its services is not less remunerative.
- 10) Rent fixed by the Institute for letting out its infrastructure facilities is cost effective.
- 11) The Institute has identified unusable, obsolete and unserviceable articles and taken proper steps to dispose of them to the best advantage of the Institute.
- 12) The Institute has not wasted its resources in purchasing any unwanted or excessive purchase of materials or constructing buildings which are not essential.
- 13) Annual Maintenance Contracts have been entered into by the Institute wherever necessary.

-Sd-
Registrar

FORMAT FOR EXPRESSION OF INTEREST

1. Name of the Bidder :-

2. Address for communication:

3. Registration No.:

3. If the bidder is a Partnership firm whether
all the partners are qualified CAs,

4. Details of clients and their business:

(Separate sheet may be used if necessary)

6. Professional Fee quoted :-

Sl. No.	Nature of work	Professional Fee (In Rupees)
1	Checking of monthly trial balance and Annual Accounts 2018-19	
2	Internal Audit for four quarters of 2018-19	
	Total	

Note:- 1) Income Tax as per rules will be deducted at source from the Professional Fee.

2) Local conveyance charges for travel from the office of the bidder to the Institute and back will be reimbursed as per rules of the Institute. (Rs.16/-Per KM if travelled in own car or reimbursement of actual expenditure if travelled in taxi.)

7. Account Details:-

a) Name of the Bank:-

b) Name of the Branch

c) Account Number:-

d) IFSC code of the Bank:-

8. Payment terms:- For internal audit, Payment will be made on quarterly basis submission of internal audit report for the quarter..

Signature of the Authorized Official