

**Request for Proposal (RFP) from reputed Chartered Accountant Firms/Cost Work
Accountant Firms for appointment of Internal Auditor**

North Eastern Handicrafts and Handlooms Development Corporation Limited, Gorchuk, Guwahati-35, Assam, invites Request for Proposal (RFP) from reputed Chartered Accountant Firms/ Cost Work Accountant Firms to conduct Internal Audit of the Accounts of the Corporation and submit their willingness and expression of interest to **CORPORATE OFFICE/CEPC-GORCHUK, GORCHUK CHARIALI, PAMOHI ROAD, PIN - 781035, GUWAHATI, KAMRUP(M), ASSAM** or email to dgmfin@nehhdc.com 4.00 pm of 20th June,2025.

1. Eligibility Criteria for Chartered Accountant Firms / Cost Work Accountant Firms

- i. The Chartered Accountant firm/ Cost Work Accountant Firms must be empanelled with ICAI /ICWAI and have an experience of not less than 7 Years or more.
- ii. Head Office of the firm must be located in Assam.
- iii. The Firm must have completed similar audit assignments (in Central/State autonomous bodies /Companies) preferably in Govt. Companies (at least three in last five years). will be preferred.
- iv. Must have an Audited Annual Turnover of ₹20 Lakhs in each financial years for the last 3 years in similar nature of work.
- v. The Chartered Accountant firm/ Cost Work Accountant Firms must be CAG empanelled.

2. Supporting Documents for Eligibility Criteria

- i. Copy of Certificate from ICAI/ICWAI.
- ii. Copies of appointment letters/audit completion certificate etc. from the audited organizations.
- iii. Constitution of Chartered Accountant Firms/Cost Work Accountant Firms
- iv. Copy of Income Tax Return for last 3 financial years of the Firm

3. Job Description

- a. Perform and control the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations.

- b. Determine internal audit scope and develop annual plans.
- c. Obtain, analyse and evaluate accounting documentation, previous reports, data, flowcharts etc
- d. Prepare and present reports that reflect audit's results and document process.
- e. Act as an objective source of independent advice to ensure validity, legality and goal achievement.
- f. To Submit Quarterly Report on the Books of Accounts of the Company to the Audit Committee/BOD
- g. Identify areas of improvement and recommend risk aversion measures and cost savings.
- h. Maintain regular communication with management and audit committee.
- i. Document process and prepare audit findings memorandum
- j. Conduct follow up audits to monitor management's interventions.
- k. Engage in continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standard.
- l. To assist in statutory compliance related matters as and when required
- m. To Co-ordinate with Statutory Auditors and CAG for finalization of Books of the Company
- n. Any other work related to Finance and accounts of the company as may be requested by the management from time to time.

4. Specific Conditions:

1. The Offer is required to be submitted in two bid formats, i.e. "Technical Bid" and "Financial Bid" duly sealed in separate envelopes. Both these envelopes are required to be further sealed in a single envelop, which may be superscribed with the words "EOI for Appointment as Internal auditor of "NEHHDC" addressed to the "Managing Director, North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDCL)".
2. The Technical Bid Comprises of
 - (i) A copy of constitution/registration certificates of firm/organization issued by ICAI/ICWAI containing inter-alia,
 - (a) Date of formation of the firms.
 - (b) Details of applicants as on date, date of joining the firm, date of becoming member of the Institute and their own interest, if any.
 - (ii) A copy of the latest partnership deed in the case of partnership firms.

(ii) A copy of the IT Return of the firm/ full time partners/ Sole Proprietor/Others as the case may be for the last three years along with photocopy of PAN Card/TIN No./GSTIN.

(iv) A copy of financial statement of the Firm along with Schedules for the preceding three financial years.

(v) Details of court cases/ arbitration cases/ or any other case pending against the Firm / organization, if any.

(vi) Details of audit experience of the firm for the last 3 Years.

5. Financial Bid:

Financial Bid may comprise of the Professional Fee to be charged from the Corporation for auditing, Reporting the Accounts for the Financial Year. Consolidated Audit fee is fixed at Rs.1,50,000/- (Rupees One Lakh Fifty Thousand) only excluding GST.

6.Tender Fee: Non refundable tender fee of Rs.5000/-(Rupees Five thousand) only

General conditions:

1. Selection of the firm will be done only after detailed scrutiny of the credentials of the firm, their competency, no. of qualified Chartered Accountants/Cost Work Accountants & employees to be engaged for the Audit work experience etc. Suitable weightage will be given to firms / organizations, which have relevant experiences in auditing of Govt. Organization.

2. The engagement is initially for a period of 1 year which may be extended to a further period of upto 2 years (One year at a time) at the discretion of NEHHDCL on the same terms and conditions.

3. The selected Firm will have to start the audit from the date of issuance of the letter for Audit work.

4. The Audit team will consist of sufficient number of experienced and qualified professionals.

5. The selected firm will be required to comply with the instructions if any issued by the Corporation.

6. The successful applicants shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.

7. The job description and other terms and conditions may be supplemented or modified at any time by the corporation at its sole discretion and it shall be binding on the selected firm.

8. In case of any dispute, the decision of the Managing Director, NEHHDCL shall be final and binding.

9. Submission of Internal Audit Report: The Firm shall have to submit said report at the end of every quarter and the annual report at the end of the financial year to the Corporation Authorities without any delay.

10. Regulation of Audit fees: The payment of Audit Fees as fixed will be made on satisfactory completion of the assignment. NEHHDCL will not pay any advance to the selected audit firm under any circumstances. All taxes, fees to be deducted or charged as per relevant laws in force and exclusion of GST will be quoted separately, if any.

11. The auditors will not be provided with any special transport facility or accommodation, etc.

5. Evaluation Criteria:

Sl. No	Particulars	Points per criteria	Maximum Points	Supporting documents
1	Year of Establishment of the Audit Firm / Limited Partnership Firms (Minimum 5 years)	1 (one) per year in the existence (fraction of the year to be ignored)	20	Copy of certificate of incorporation from ICAI
2	No. of Partners in the Firms / Limited Liability Partnership Firm who are associated with the firm for not less than three years as on date of application	2 (two) for each Partner who is ACA/ACMA 3 (three) for each Partner who is FCA/FCMA	15	Copy of Firm Constitution Certificate
3.	No. of Qualified Assistants (CA / CMA) employed with the firm	2 (Two) per Qualified Assistant	10	Membership certificate issued by ICAI / ICMA
4	No. of Semi-qualified Assistants (CA/CMA Intermediate employed with the firm).	1 (One) per Semi- qualified Assistant	5	Self-declaration certificate
5	Experience of Internal / Statutory Audit assignment of P S U s (Central/State) in the developmental/social sector	4 (Four) Points per assignment per year (fraction to be ignored)	20	Satisfactory work completion certificate
6	Experience of Internal / Statutory Audit assignment of other than above	4 (Four) Points per assignment per year (fraction to be ignored)	20	Satisfactory work completion certificate
7	Turnover of the firm (Average annual turnover in the Last three years) At least Rs.50 Lakh	Rs. 50-59Lakh = 5 Marks Rs. 60-79Lakh = 8 Marks Above Rs.80 Lakh=10 Marks	10	Audited financial statements
		Total	100	

i)The Audit Firm having Head Office in North East will only be considered.

ii) Professional firms which obtain at least 70% marks based on the technical parameters would be considered for opening financial bid.

iii)The Management reserves its rights to relax any of the above conditions in appropriate cases considering the experience and expertise of the firm.

6. Timeline for Audit Report:

The audit report shall be submitted on quarterly basis within scheduled time as stated below:

Quarter	Scheduled Time
First Quarterly Audit Report (April-June)	By 31 st July
Second Quarterly Audit Report (July-Sept)	By 31 st October
Third Quarterly Audit Report (Oct.-Dec.)	By 31 st January
Fourth Quarterly Audit Report (Jan.-March)	By 30 th April
Annual Report	By 15 th May

Sd/-

Managing Director
NEHHDCL