

**Tender for expression of interest for appointment of Internal Auditors
(Quotations are invited for the internal audit assignment
for the period from 01/04/2010 to 31/03/2011 (F.Y 2010-2011))**

Detailed resume alongwith fee particulars are required to be sent alongwith Proposal to email: zameer@ncti-india.com or to the address given below:

NATIONAL CENTRE FOR TRADE INFORMATION

NCTI COMPLEX, PRAGATI MAIDAN

NEW DELHI – 110 001

TEL: 011-23371948/ 50

Last date : ***latest by 16th July, 2010.***

**QUOTATIONS FOR INTERNAL AUDIT ASSIGNMENT
FOR THE FINANCIAL YEAR 2010 -2011**

Minimum eligibility criteria:

Internal Auditors should meet the following minimum eligibility criteria:-

- Branch / Associate Office location: the audit firm should have its office at New Delhi so as to ensure timely liaison with NCTI.
- Experience in the relevant field: the audit firm should have at least two years work experience
- No. of FCAs: the audit firm should have at least one FCA.
- Staff Strength: the audit firm should have audit executives / assistants.
- Client list: should have at least two, government / public sector undertaking organisations.

Contd.

The scope of internal audit assignment is as follows:

- Quarterly audit to be carried out and audit report to be submitted periodically
- Compliance with Accounting standards and principles
- Analysis of the systems of financial control in light of delegation of powers
- Management in investment decisions keeping in view the department of public enterprises-Govt.of India
- Verification of the ledger accounts and supporting vouchers for all heads of Balance sheet and the Income & Expenditure account to ensure sanctions, supports, correct accounting treatment and arithmetical accuracy
- Appropriate classification of revenue and capital expenditure
- Recognition of income & expenditure
- Verification of the accuracy of assets and liabilities of the company as reported in the books
- Verification of tax Compliance such as deduction/deposit of TDS, Income tax, issuance of Form16, 16A, filing of returns etc. before the due date
- Verification of Service tax compliances and filing of half-yearly service tax return
- Adequacy of internal control on expenditure, areas of cost reductions & cost controls
- Verification PF compliance such as deduction/deposit of monthly dues, filing of monthly and annual returns
- Verification of various statutory registers and records
- Verification of Minutes book
- Compliance with tax authorities and other related offices such as income tax assessments, tax exemption certificates etc
- Guidance, opinion and certification in respect of secretarial and other matters as and when required
