



National Institute For Micro, Small and Medium Enterprises

(An Organisation of the Ministry of MSME, Govt. of India)

(An ISO 9001:2015 certified organization) Yousufguda, Hyderabad – 500 045

Inviting Expression of Interest (EOI) from reputed Chartered Accountant firms for appointment as Internal Auditors of ni-msme for 2019-20

National Institute for Micro, Small and Medium Enterprises (**ni-msme**), an organization under the ministry of MSME rendering its services for the growth and development of MSMEs in the country as well as in developing countries. The gamut of its activities can be viewed on its website www.nimsme.org. We are looking for a reputed Chartered Accountant firm for appointment as Internal Auditors for the year of 2019-20 to undertake internal audit of accounts and other related/relevant records and files. Document indicating the scope of internal audit can be downloaded from our website www.nimsme.org in recent updates.

The interested Firm(s) may kindly furnish the EOI duly indicating the fee for their services so as to reach the undersigned on or before **28-11-2019**.

Sd/- Director General



**National Institute for Micro, Small and Medium Enterprises
(An Organization of the ministry of MSME, GoI and ISO 9001:2015 Certified)
Yousufguda, Hyderabad – 500 045, India**

About the Institute:

ni-msme, the pioneer institute in the field of MSME is playing a major role in providing pro-business environment to foster the progress of MSME towards success and prosperity. The raison detre of this Institute is to help the practicing, potential entrepreneurs and Government officials through a host of services like training, research, consultancy, information, education and extension.

Set up in 1962, **ni-msme** has made valuable contributions by creating an impressive record of achievements beyond the Indian shores, enabling different developing countries to get the benefit of the Institute's expertise.

Accounts of the Institute:

The accounts of the Institute is maintained in double entry system on accrual basis. The accounts are maintained in Tally / ERP accounting software. Bank accounts are maintained in nationalized / scheduled banks. Annual accounts of the Institute which have been uploaded in the website of the Institute.

Essential Requirements :

- The bidder should be well versed in Tally/ERP accounting software.
- The bidder should have experience of not less than 3 years in conducting Internal Audit of Transactions of any Central/State Organizations/ Autonomous bodies/PSUs or University or reputed Public or Private Company.
- The bidder should be capable of scrutinizing the Annual Accounts.
- If the bidder is a Partnership Firm all the Partners should be Chartered Accountants.
- The bidder should be CAG empanelled.

Scope of work :-

- The bidder and 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/ERP software should be rectified by the bidder.
- Monthly Bank Reconciliation statements 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 General.
- Any case of defalcation or embezzlement of money and any serious irregularity/omission should be brought to the notice of the Director General.
- The bidder should conduct 100% audit of all the vouchers.
- Annual Accounts should be rectified as per the audit remarks of CAG audit and Statutory Audit.
- 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/ EPFO accounts of the employees 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.
- The bidder should check project/programme wise income and expenditure.
- The bidder should help in preparing utilization certificates and verify the same for all government schemes/ grants received
- The bidder should verify fixed asset register and all other registers including day book
- The bidder should check bank guarantee/ performance

securities The bidder should ensure the following:

- 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.
- 4) All money dues to the Institute have been duly collected by the Institute and the outstanding dues, if any, is duly monitored by the Institute.
- 5) The Institute is maintaining a proper account of its capital assets.
- 6) The institute maintains 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 commensurating with its expenditure on earning such income
- 9) The rate of charges fixed by the Institute are 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.
- 14) Bidder need to take up the work of scrutiny beyond the scope of audit.
- 15) The Institute is following the procedure laid down in GFRs in procurement of goods and services.
- 16) Any other point that the bidder may come across during the audit to be taken up with the approval of the HoD.