

Notice Inviting Expression of Interest (EOI) by Chartered Accountants firms for selection and appointment as Internal Auditors for the Financial year 2020-2021

A. SCOPE OF WORK

1. The scope of work of the Expression of Interest (EOI) consists of Internal Audit in respect of the MSSC Office at Aizawl, Khatla.

Sl. No	Particulars	Works
1	Administrative Funds	
2	Project Funds	
3	Reserved Funds	
4	Miscellaneous Funds	

2. All Internal Audit assignments would be carried out as per Internal Audit Programme for the Financial year 2020-21 to be intimated to the selected Firm.

B.DETAILS ABOUT THE COMPANY

The Mizoram Sports council was established under the Mizoram Sports Council Act 2002 to provide for promotion and development of games and sports in the State of Mizoram and for the Constitution of Sports Council at the State level and matters connected therewith.

The State Sports Council is empowered with special power to make provision for the promotion and development of sports and games in the State by securing greater measure of participation of the people in the sports and games and its promotion and to invest in such State Sports Council.

The objective of the Council are to plan and strive for all-round development of all games and sports in the State, to inculcate discipline, to build character, to promote team spirit and patriotism through games and to foster a spirit of comradeship between the different associations.

The Mizoram State Sports Council is an autonomous body having constitutional powers to the extend as empowered by the provisions of The Mizoram Sports Council Act 2002.

C. ELIGIBILITY CRITERIA

1. The Chartered Accountants Firms/Cost Accountants Firms should preferably be based in Aizawl or at least having Liasing Associates at Aizawl.

2. The Firms should be in existence for a minimum period of 5 years and have an experience of carrying out minimum two audits during any of the five preceding financial years. To this effect, firm should submit copies of respective contracts along with documentary evidence in respect of satisfactory execution of each of those contracts.

3. Annual turnover of audit firm shall be at least rupees Ten lakhs (Rs. 10,00,000/-). For the purpose of ascertaining parameter of turnover of the firms, average turnover for the previous three financial years shall be considered.

D. SCORING :Further to the above eligibility criteria, firms will be shortlisted based on the scores achieved as per parameter-score matrix provided below:

<i>Sl No</i>	<i>Parameter</i>	<i>Value/No</i>	<i>Score</i>	<i>Scoring Criteria</i>	<i>Max Score</i>
1	Years of Existence of Firm (Min 5 yrs)			1 point for every year over and above 5 years counted from the date of constitution of the firm with one full time FCA or date of joining of the firm by the existing partner having the longest association with the firm whichever is later.	10
2	No of partners (at least 3)			1 point each for each partner from 4 th partner onwards.(Eg. If there are 6 partners score will be 3)	10
3	Partners/employees possessing CA/CMA,CISA or Equivalent			1 point each for each partner/employees	10
4	Experience of Internal Audit of business of a company incorporated under the Companies Act 2013			5 point for each such audit period per company(falling within three financial years immediately preceding 2021-22)	20
5	CA/CS Firm having Headquarters at Aizawl(At least Liasing Associates in Aizawl)			20 points for having Headquarters in Aizawl,10 points having Liasing Associates in Aizawl	20
6	Experiences Statutory Auditors of Companies			2 point for each such audit period per company(Falling within five financial years immediately preceding 2021-22)	10
7	Experience as Internal Auditor of Grant-in-Aid from the Government of India			2 point for each such audit period per company (falling within five financial years immediately preceding 2021-22)	10
8	Annual Turnover of audit firm shall be at least Rupees Ten lakhs (Rs. 10,00, 000/-)			5 point for over and above Annual Turnover of audit firm Rupees Ten lakhs(Rs. 10,00,000/-)	10
				Total Maximum Score	100

From amongst the firms who have responded to the EOI and satisfied all pre -qualification criteria, the firms will be allotted scores as per scoring parameter specified in above table. Based on the evaluation results of the presentation as well as the score achieved by the firm on parameter table above, one firm may be selected for appointment as Internal Auditors.

APPLICATION FORMAT

1. Name of CA/CMA Firm :
2. Firm Composition :
(Firm Composition certificate to be attached)
3. Registration No. :
4. Date of Establishment/Registration :
5. Name & Address of Principal Office and also mentioning Liasing Associates or Branch Office (s)

Office type (HO/Reg. Office/Branch)	Address	Year of Establishment	Contact Details :Incharge Name, Tel., Tax, E-mail

6. Particulars of Partners

Sl .	Name	CA/CMA Membership No.	Membership Status (Fellow/Asoc)	Date of joining in the firm as partner & Branch Office Attached to	CISA or Equiv. qualifn	Other qualifications job/specialization & experience

7. Particulars of qualification assistants

Sl .	Name	CA/CMA Membership No.	Membership Status (Fellow/Asoc)	Date of joining in the firm as partner & Branch Office Attached to	CISA or Equiv. qualifn	Other qualifications job/specialization & experience

8. Income Tax Pan (Please attach copy of PAN Card) :
9. GST registration No. (Please attach Registration Document) :
10. Experience of Internal Audit of business for Public Companies incorporated under the Companies Act 2013, specifying nature of the assignment, year of audit and name of the company (PSU).

Name of Company/Office	Unit/Plant	Periods of Audit	Total Experience (yr)

(Please attached documentary evidence in support of the above)

11. Internal Audit experience (immediately three preceding financial years) specifying nature of the assignment, year of audit and name of the company.

Name of Company	Unit/Plant	Periods of Audit	Total Experience (yr)

(Please attached documentary evidence in support of the above)

12. Statutory Audit experience (immediately three preceding financial years) specifying nature of the assignment, year of audit and name of the company

Name of Company	Unit/Plant	Periods of Audit	Total Experience (yr)

(Please attached documentary evidence in support of the above)

13. Readiness for Audit under Ind-AS compliance guidelines : (Please indicate whether any partner/qualified assistant hold 'IFRS certification' of ICAI or other Accounting Bodies like ACCA-UK etc.)

: Yes/No

UNDERTAKING

1. It is confirmed that all the information provided above are true and comply with requirements the EOI
2. We confirmed that we have not made any deviation from the specified terms & conditions of EOI documents. A copy of complete EOI document duly signed on all pages as a token of acceptance of all terms and conditions is attached.

Signature of Partner with Name & Seal of Audit Firm

F. Part II: PRICE BID

PROFORMA-II

Format for Price Bid (To be given on Firm Letterhead in separately sealed cover)

We M/S, Chartered Accountants/Cost Accountants Firm, hereby quote our professional fees at Rs. (Rupees only excluding taxes) per annum for the Internal Audit Assignment to be carried out as per Audit plan given in this tender, in respect of Mizoram State Sports Council. The above fees are inclusive of all payable under the assignment and no out of pocket expenses will be payable to us.

Signature of Partner with Name & Seal of Audit Firm

G. TERMS OF DIFFERENCE

1. Time Frame :

Internal Audit shall be conducted for the FY 202-21. The Activity is required to commence urgently for the FY 2020-21 as the Audited Financial Statement is required by Mizoram State Sports Council.

2. Reporting :

On completion of the Audit of each Financial Year, the following steps should be followed before finalization of the report.

The observations of the respective audit should be discussed with the Mizoram State Sports Council, Aizawl so that timely corrective action may be taken. Based on the outcome a draft composite Audit Report covering all the Audit Units within the scope shall be compiled/prepared, including additional information, if any, that may be provided/obtained during such discussions and rectifications carried out on the instance of audit. The report should also contain specific suggestions for improvements, if any.

Internal Audit Reports would be divided into the following parts :-

Part I : Compliance (follow-up) Report :

This part shall cover the comments of the Auditors on the adequacy of the compliance and action taken for rectification of errors/discrepancies pointed out by previous auditor pertaining to earlier phase and also phases I of the current year. It shall also contain the confirmation regarding the implementation of policies, systems, controls etc. to avoid recurrence of such irregularities in future. It may be ensured that the compliance report on audit observations pointer out in reports relating to earlier audits is made and corrective actions taken on those points are furnished in the Audit Report.

Part II : Important observations/Findings :

This part shall contain all such significant discrepancies observed during the current audit and observations in which, the auditor feels immediate attention of management specifying the financial implications, if any. In this part the Auditor shall bring the important areas requiring improvement and their recommendation, if any. Also to indicate the improvements made by the company based on the audit observations, Further to report any deviations/observations from policies, systems and procedures of the Company

3. Audit Team :

The firm is required to deploy suitable teams for undertaking the audit (at least 2 team members for each division on continuous basis from commencement of audit till submission of draft report), after a thorough evaluation of the requirements, terms and conditions contained therein, detailed guidelines for Internal Audit, ensuring that the size of the audit team is led at all times by a Chartered Accountant/Cost Accountant (Who may be a partner) and a person with technical qualification be included in the team when such need arises for conducting any specific audit area.

4. Extent of coverage of Internal Audit (Indicative)

- i) Compliance of Government rules & procedures*
- ii) Review of Accounting & Internal Control System*
- iii) Verification of Cash Books, Vouchers and cheque*
- iv) Review of Payment and Reimbursement claims*
- v) Review and finalisation of Annual Financial Statement*
- vi) Physical Verification of Cash Bank Statement*
- vii) Review of bank Reconciliation Statement (BRS)*
- viii) Any other matter which may be decided by Mizoram State Sports Council*

H. GENERAL TERMS & CONDITIONS

- i) Firms are to fill in all relevant particulars/information in appropriate places and submit documentary evidence (attested by a partner) where specifically asked for*
- ii) Only successful firms will be intimated about their selection in due course.*
- iii) The Company reserves its right to accept or reject any application(s) without assigning any reasons*
- iv) The internal auditors will ensure that the information obtained is maintained in strict confidence and secrecy. A certificate towards maintaining confidentiality is to be provided by the Internal Auditors at the time of acceptance of Audit Assignment.*
- vi) The appointment of the Audit Firm will be initially for 2020-21 renewable every year till 2021-22.*
- vii) if progress/performance of audit is not found to be satisfactory, Mizoram State Sports Council reserves the right to terminate the appointment of the Firm. In such event the respective firm(s) will be debarred in future, from getting:-*
 - (a) The Audit Firm obtains the appointment on the basis of false information/statement at the time of submission of application/documents for the EOI.*
 - (b) The Audit Firm is found to have sub-contracted the work except its Liasing Associates*
 - (c) If the Firm does not take up the Audit in terms of the Appointment Letter.*
 - (d) If the Firm does not submit Audit Report, complete in all respects, in terms of appointment and within the specified date.*