

**DIRECTORATE OF AUDIT
GOVERNMENT OF N.C.T. OF DELHI
4TH LEVEL, C-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI-02**

EXPRESSION OF INTEREST

Expression of Interest/ R.F.Ps are invited from Organizations/Societies/ Agencies for assisting this Directorate in conducting Audit of Departments of GNCT of Delhi and its Subordinate Offices/Grantee Institutions. The Document containing details of the Objectives, Scope of Work, Eligibility Criteria, Other Terms and Conditions, Format for Application etc. may be uploaded from the Official Website namely <http://audit.delhigovt.nic.in>. The EOI/RFP may be submitted by the interested parties to the Controller of Accounts (Audit) Dte. of Audit, GNCT of Delhi, 4th Level, C-Wing, Delhi Sectt. I.P.Estate, New Delhi-02 on or before 6th October 2010.

Controller of Accounts(Audit)
Telephone No. 011-23392427

**DIRECTORATE OF AUDIT
GOVERNMENT OF N.C.T. OF DELHI
4TH LEVEL, C-WING, DELHI SACHIVALAYA
I.P. ESTATE, NEW DELHI**

EXPRESSION OF INTEREST

Proposals are invited from Organizations/ Societies/ Agencies for conducting Audit of Departments of Govt. of NCT of Delhi and its subordinate offices/grantee-institutions

PART-1

OBJECTIVES/ REQUIREMENT OF THE DEPARTMENT:

Directorate of Audit conducts internal audit of all Departments of the GNCT of Delhi and their subsidiary units, all Grantee Institutions/ Local Self Governing Bodies receiving Grant-in-Aid from any of the Departments of GNCT of Delhi. Besides, Autonomous bodies financed by GNCT of Delhi, which may not be subject to Statutory Audit irrespective of the amount involved also fall within the ambit of internal audit. The internal audit is undertaken with a view to ensure that records are maintained properly, uniform procedures are adopted in the matter of payment and accounting, corrective measures wherever necessary are initiated promptly and qualitative improvements are brought about in accounting. There are nearly 1800 units being audited by this Directorate which intends to outsource some of the audit work to Organizations/ Societies/ Agencies which have experience in the field of audit.

2. SCOPE OF WORK

The Inspection teams/Audit teams from the outsourced Organizations/ Societies/ Agencies shall be responsible for test checking the account record, subsidiary registers maintained in the accounting formation of the department as also the executive offices with a view to ensure that the accounting standards, rules and regulations (Government and those framed by the Departments/organization themselves) are followed correctly and that systems and procedures regarding accounting and financial matters are adequate and sound enough for safeguarding the public interest and for proper utilization of public money. The internal inspection will cover checking of all accounts records including those relating to fund 'account', loans and advances and records pertaining to purchases, civil works, physical verification of stores, equipment, tools and plant etc.

3. ELIGIBILITY FOR APPLICATION

Organizations/ Societies/ Agencies engaged in auditing and fulfilling the following criteria can apply:

- Should be well established having experience of conducting such audits.
- Societies / Trust should be registered under Societies Registration Act,1860.
- Should have proper infrastructure and experienced/trained persons for the purpose.
- Should preferably be capable of providing at least five audit parties. Each audit party shall consist of three members.

A) Head of the Party i.e IAO should be qualified SAS with eight years of experience and one of the other two members should also be qualified SAS,

OR

B) Head of the party should be member of ICAI/ICWA

4. PERIOD OF ENGAGEMENT

The selected Agency will be considered for appointment initially for one year which may be extended depending on performance/requirement of the Directorate.

5. MODE OF PAYMENT

The payment will be made to the agency on quarterly basis after successful completion and submission of audit reports to Directorate of Audit (HQ).

6. OTHER TERMS AND CONDITIONS

1. The IAO of the Inspection Team shall inform this Directorate whenever the audit is taken up along with the telephone numbers of the unit, the number of pending audit year etc.

2. The IAO shall allocate duties among the party members and allocation shall be set forth in the prescribed form and shall be noted/completed by party members.
3. The IAO shall arrange a meeting with the HOO/HOD of the unit at the start (Entry Conference) and completion of audit (Exit Conference). All audit memos shall be issued with the signatures of the IAO.
4. The Inspection Team shall follow the Manual of Internal Audit (available at website:http://www.delhi.gov.in/wps/wcm/connect/DOIT_AUDIT/directorate+of+audit/download_pdf/audit+manual) while conducting the audit and drafting of audit report.
5. After completion of audit hard copy of the audit report alongwith soft copy of the same shall be submitted to the Directorate of Audit immediately. Any rectification in the audit report will be carried out by the IAO concerned as and when required.
6. Copies of the draft report together with the documents listed under para 3.9.2 of Manual of Internal Audit and other working papers shall be submitted. In the covering note the IAO shall invite attention of the important/significant paragraphs included in the draft inspection report, which need to be brought to the notice of higher authorities.
7. The yearwise details of outstanding paras and parawise outstanding recovery should be reflected in the introduction part of the report
8. The IAO shall discuss the report with DCA (Audit) / Sr. A.O. (Audit/HQ) in person before submission in the audit branch.
9. Regarding settlement of old paras, the IAO can recommend for settlement after seeing the compliance / adding copies of necessary proof of compliance but the power to settle the paras lies with the audit headquarters.
10. Copies of audit memos served in the unit and their replies, copy of spouse information, vacancy statement, budget allocation and expenditure, annexures relating to paras, remittances verified from PAO, two spare copies of report, proof of compliance made in respect of old paras be systematically page numbered and placed in separate files.

7. COMMENTS ON TERMS BY AGENCY

The agency will be free to submit its comments on the above TOR, if any, in the Expression of Interest.

PART II

FORMAT FOR SUBMITTING APPLICATION

ORGANIZATION PROFILE

1. (a) Name of Agency
 (b) Year of Establishment
 (c) Type of Agency
 (Private Agency/Company/
 Society/Organization)
 (d) Field of Specialization
2. (a) Complete Postal Address:
 (b) Telephone/Fax:
 (c) Website:
 (d) E-mail :
3. Location of Establishment
4. Year of Experience
5. List of Clients
6. List and brief details of Professionals/Reputed Volunteers in rolls or
 associated with experience in similar activists.
7. Details of Registration
 (a) Photocopy of Registration
 (b) Photocopy of Bye Laws
 (c) List of Trustee/ Director/Owner with full address
8. Financial Information:
 (a) Photocopy of Service Tax Registration
 (b) Photocopy of PAN

PART III

Interested Organizations/ Societies/ Agencies can submit their proposal between 10.30 hrs to 17.30 hrs on any working day from Monday to Friday at Directorate of Audit, Government Of N.C.T. Of Delhi, 4TH LEVEL, C-WING, Delhi Sachivalaya, I.P. Estate, New Delhi. The completed application for the Expression of Interest must reach on or before 6th October 2010.

PART IV

DISCLAIMER

The information in this document is prepared to enable the applicants in preparing the non binding EOI and it is clarified that:

- (i) It does not constitute an offer or invitation to offer in relation to transaction,
- (ii) This document does not constitute any contract or agreement of any kind what so ever,
- (iii) Directorate is not bound to accept any or all EOI's and it reserves the right to reject any or all EOI's without assigning any reason,
- (iv) Failure to provide information that is essential to evaluate the applicant's qualification or substantiation of the information supplied, shall result in disqualification of the applicant.