

**EXPRESSION OF INTEREST AND SUBMISSION OF OFFER FOR
APPOINTMENT AS INTERNAL AUDITOR**

I. GENERAL TERMS AND CONDITIONS

1. Background

The Centre for Materials for Electronics Technology, has been set up as a registered Scientific Society, in the year 1990 under Ministry of Electronics and Information Technology, Government of India. One of the main objectives of C-MET is to establish the technology up to Pilot scale for a range of electronic materials and transfer the same to Industry for commercialization. C-MET is engaged in the development of process/product/technology and transfer of the technology in the area of Electronic materials, components and devices to cater to India's strategic and industrial applications, exploiting indigenous resources of raw materials.

The C-MET's R &D activities have been implemented in three laboratories at Pune, Hyderabad and Thrissur, with its head quarters at Pune. Each of these Laboratories has its own area of specialization with requisite infrastructure and expertise.

The main source of income of C-MET is Grant in Aid received from its administrative Ministry; Ministry of Electronics and Information Technology, Govt. of India and other externally funded Scientific activities sponsored by various Ministries and Departments of Government of India. C-MET does not have any Internal Audit Wing of its own and its accounts at laboratory level, are being audited by Chartered Accountant/Cost Accountant Firms appointed as internal auditors, Statutory auditors appointed by C-MET Head quarter and C & AG auditors.

Accordingly, C-MET, Thrissur Lab intends to engage a Chartered Accountant/Cost Accountant Firm empanelled by Controller and Audit General of India for Internal audit the accounts of C-MET, Thrissur Lab for the financial year 2020-21. The Internal Auditor (IA)will have to guide C-MET Thrissur Lab (Organization) to adopt and implement good accounting

policies/practices and implement accounting standards. IA has to perform internal audit as per the Internal Audit manual (part of the Policy Manual) of C-MET and submit quarterly report to the Organization. The internal audit of the first two quarters has to be completed by the end of the third quarter.

IA has to extend help in filing quarterly/annual income tax returns and GST returns of the Organization.

2. Duties of Internal Auditors

- i) Study of accounting procedures prescribed with a view to ensuring that they are correct, adequate and free from ambiguity, defects or lacunae.
- ii) Scrutiny and check of receipts and accounting thereof in respect of the Organization.
- iii) Investigation of important areas in accounting and other connected records.
- iv) Periodical review of all accounts records.
- v) Pursuance/Settlement of objections taken by Statutory Audit / Govt. Audit and other matters relating to audit.
- vi) To examine and report on points of irregularities brought to its notice by Statutory / Govt audit.
- vii) Scrutiny of purchases and stores procedure so as to ensure that they are free from any defect or lacunae.
- viii) Checking of procedures in regard to disposal of un-used, un-serviceable and obsolete items to ensure that adequate procedures exist for scrapping/condemning and the same is followed.
- ix) To scrutinize implementation of contracts as per agreed terms and conditions including payments.
- x) Verification of Leave and service records.

3. SCOPE of Work

Internal Audit shall, inter-alia, exercise the following checks during audit of accounts / records of the Organization : -

- i) All accounts records required to be maintained are maintained in the prescribed form, and the accounts are compiled accurately and in correct time.
- ii) Payments are made in accordance with the rules and orders governing them and the arithmetical calculations are correct.
- iii) Final claims of employees are correctly paid and over payment, if any, are dealt with promptly to regularize the same.
- iv) Recoveries/deductions wherever necessary are made from the bills and they are in order.
- v) Pay fixations are correct.
- vi) All payments and receipts are fully accounted for, under the correct heads of account and no unauthorized heads of accounts are operated.
- vii) The balances outstanding under various debt, deposit, suspense and remittance heads are reviewed at periodical intervals and steps taken to clear the same as expeditiously as possible.
- viii) Interest, wherever required has been correctly calculated, realized and accounted.
- ix) Foreign service contribution, wherever necessary are recovered correctly.
- x) The instructions for the maintenance of cash book, contingent register, stock and stores accounts, logbooks and other accounts records are duly observed.
- xi) Checking of sanctions by administration in accordance with Delegation of Powers

4. Period of Internal Audit

The period of internal audit will be initially for a period of one financial year commencing from 2020-21 and could be extended for a period up to three financial years, including initial period of appointment, on mutual consent.

5. ELIGIBILITY CRITERIA

The Chartered Accountants/Cost Accountants Firms:-

- i) Must be empanelled by Controller and Auditor General of India,
- ii) Must have offices or associate offices in Thrissur, Kerala.

6. Criteria for Selection

Selection is based on the lowest Amount of Fees for the complete service for one year quoted by the eligible firms.

7. Financial Information on C-MET, Thrissur Lab for the last three financial years.

Total Vouchers

Year	Cash Vr	Bank Vr.	Contra Vr.	Journal	Sponsored Project	Receipt	Total
2017-18	-	785	25	371	709	128	2018
2018-19	-	921	23	421	833	149	2347
2019-20	-	1004	17	381	839	195	2436

8. Terms of Payment of Remuneration and Other Expenses

Professional Fee for the internal audit assignment will be paid on completion of Audit for the Financial Year and submission of final report subject to deduction of tax at source as per the provisions of Income tax Act. All the other taxes or other statutory levies etc. will be paid extra. No TA/DA and other incidental charges shall be payable.

9. Procedure for Submission of Offers

The quotation has to be submitted in two envelopes, separately sealed and put in a single cover (sealed) super scribing “ Offer for Internal Audit Service”.

First Envelope : The credentials of the Chartered Accountant/Cost Accountant Firm such as;-

- i) A copy of UDIN/the constitution certificate of the firm issued by Institute of Chartered Accountants of India/Institute of Cost Accountant of India, containing inter-alia the date of the firm, details of partners/employees as on date of submission of the offer.
- ii) A copy of the Partnership deed, if any.
- iii) Proof of empanelment by Controller and Auditor General of India.

v) A copy of the acknowledgement of the IT returns of the firm and all full time partners for the last three financial years.

Second Envelope : 1. The Audit fee for one year, specifically mentioning the rate and taxes separately for the complete services stated in the proposal, duly signed and stamped by the competent person of the firm.

2. Any additional charges, if applicable, for filing returns; IT returns and GST returns, charges for certifying the UCs and other documents etc.

9. LAST DATE/TIME OF SUBMISSION of OFFER : 17th August, 2020 upto 15.00hrs

10. DATE OF OPENING of OFFER : 17th August, 2020, at 15.30 hrs

The Interested parties may submit their offer as mentioned above to “**the Administrative Officer, Centre for Materials for Electronics Technology (C-MET), Shornur Road, Athani, Mulankunnathukavu P.O., Thrissur – 680 581, Kerala**” so as to reach on or before last date/ time.