



TATA INSTITUTE OF SOCIAL SCIENCES

V. N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956)

TISS/ACCTS/EOI/Auditor/2019-20/

30th January, 2019

Expression of Interest

APPOINTMENT OF INTERNAL AUDITORS (Chartered Accountants), IN TATA INSTITUTE OF SOCIAL SCIENCES DEONAR, MUMBAI FOR A PERIOD OF THREE YEARS FROM 2019-2020 ONWARDS.

TISS Mumbai invites applications from CAG empanelled Audit Firms at Mumbai for appointment as Internal Auditors in Tata Institute of Social Sciences for the year 2019-2020 extendable to further 2 years based upon their performance.

Interested Audit Firms are requested to submit their application in prescribed PROFORMA for Technical BID (Audit Experience/Capability Criteria) given in Annexure III and Financial BID (Professional Fee) given in Annexure IV, after carefully going through the Scope of Work, Term of Reference, Eligibility Criteria and Important Instructions given in Annexure I & II.

It is requested to send your quotes in two sealed envelopes separately, superscripting "Technical bid" and "Financial bid" along with a Demand Draft of Rs.500/- (non refundable) towards cost of documents and Earnest Money Deposit (EMD) of Rs.5000/-(no interest is payable at the time of refund) in favour of 'TISS, Mumbai' addressed to Registrar, Tata Institute of Social Sciences, Mumbai and should reach by **22nd February, 2019 by 1500 hrs. Pre-bid meeting will be held on 6th February, 2019 at 1400 hrs** to address the queries if any.

The **Technical Bid will be opened** in the Committee Room, Administration Block, Tata Institute of Social Sciences, Deonar Mumbai – 400 088 on **22nd February, 2019 at 1530 hrs.** in the presence of the bidders who wish to be present.

Any further information required can be obtained from Dy. Registrar F&A, TISS, Deonar, Mumbai – 400 088 in writing or telephonically on telephone number 2552 5241

Registrar, TISS

To

Annexure-I

ELIGIBILITY CRITERIA

1. The Firm should have 10 years of experience of Internal & Statutory Audit since the date of Registration of the firm.
2. The Firm should be empanelled with C&AG Office for the year 2018-2019.
3. The Firm should have minimum number of four qualified Chartered Accountants either as partners or employees. Atleast one CA should be qualified as DISA.
4. The Firm should have minimum number of twenty staff (Article/ Audit Clerks).
5. Any partner of firm or firm shall not be liable for disciplinary action under section 21 of the Chartered Accountant Act, 1949. (Affidavit on Rs 100/- stamp paper should be submitted by CA Firm regarding none of partner of firm are not liable for disciplinary action under section 21 of CA Act, 1949.)
6. Atleast one partner of the firm should have Jurisdiction in Mumbai/ Thane Municipal Corporation/Navi Mumbai.
7. The Firm should have conducted Internal & Statutory Audit of atleast One Autonomous Body / Statutory body (Central / State) whose average turnover in the last three year more than Rs.100 Crore. (a copy of work order of the above autonomous body should be enclosed).

Annexure-II

ANNEXURE 1.1: SCOPE OF INTERNAL AUDIT

Financial Year 2019-20

AUDIT AREA	EXTENT
Opening Balance Tracing	100%
Bank Vouching	Based on Sampling Criteria
Cash Vouching	Based on Sampling Criteria
Bank Reconciliation Statements	100%
Revenue	Based on Sampling Criteria
Ledger Scrutiny	Based on Sampling Criteria
Agreements and covenants	Existing agreements will be analysed in the first half year and new agreements on as and when basis
ERP Analysis	On the basis of experience of FY 16-17
Utilization Certificates	100%
Fixed Asset Register	Incremental Basis
Statutory Dues	Monthly
Closing Balance Tracing	100%

Atleast two Off-campus will be visited to verify that records are maintained as per rules.

TATA INSTITUTE OF SOCIAL SCIENCES

PROPOSED SCOPE OF INTERNAL AUDIT OF TISS FOR F.Y. 2019-20 FOR TISS MAIN CAMPUS, SCHOOL OF VOCATIONAL EDUCATION AND ITS OFF-CAMPUSES IN TULJAPUR, HYDERABAD AND GUWAHATI

Sr. No	Areas	Coverage	Periodicity of checking / reporting
1.	Compliance of areas	<u>Verification of records of following areas and suggesting measures for streamlining them:</u> 1. Infrastructure development and support 2. Projects [limited to accounting aspect] 3. Bank section 4. Cash Section 5. Dining hall 6. Purchase and stores 7. Investments and funds 8. Quotation and tendering 9. Academic [limited to accounting aspect] 10. Personnel [limited to accounting aspect] 11. Convention Center 12. Hostel 13. Guest House 14. Certification of IDS & other high value bills for payment	Quarterly reports (5-7 areas per report)
2.	Capital Expenditure – CAPEX (Expenditure on construction of buildings)	<u>Compliance</u> 1. Compliance with existing processes for incurring CAPEX <u>Vouching</u> 2. Pre audit for all transactions of construction of buildings	As and when basis
3.	Capital Expenditure – Purchase of other Capital assets.	<u>Compliance</u> 1. Compliance with existing processes <u>Vouching</u> 2. Pre-audit of all transactions above Rs. 5,00,000/-	As and when basis
4.	Projects	<u>Compliance</u> 1. Checking compliance with respect of documentation of projects. 2. Compliance testing of project files <u>Vouching</u> 3. Vouching of income and expenses related to projects on test check basis	8 - 10 project files per reporting period <i>* Projects to be decided on discussions with Stat. Auditors / SNB</i>

5.	Bank Reconciliation Statements	1. Verification of Bank Reconciliation Statements 2. Comments on BRS.	Monthly
6.	Bank Vouching	<u>Vouching</u> Bank Payment Vouching (<i>on test check basis</i>)	Quarterly Reports
7.	Cash Section	<u>Verification</u> Surprise Cash Verification	Fortnightly (Reporting will be on Quarterly Basis)
8.	Dining Hall	<u>Analysis & Reporting</u> 1. Food Wastage 2. Overhead charges and Remuneration paid to DH Staff. 3. Variance in purchases as per DH and Purchases as per FA 4. Amounts receivable from students and Governments 5. ARC Analysis / verification of rates of Metro Cash and Carry.	Two Quarters of FY 17-18
9.	Purchase and Stores	<u>Verification</u> 1. Compliance testing of procurement process by selecting 10-15 samples of Purchase Orders	Two Quarters of FY 19-20
10.	Investments – scholarship funds, Campus development funds & other temporary investments	<u>Verification</u> 1. Ledger scrutiny in respect of Fund Accounts, Investment accounts & relevant income ledgers on sample basis <u>Analysis & Reporting</u> 2. Review of process of utilization of investments	Annually
11.	Academic Section	<u>Verification</u> Fee records with Fee Challans <u>Analysis & Reporting</u> Analysis of Fees received and receivable from students and Governments.	Annually
12.	Personnel Section	<u>Verification</u> Checking of appointment letters & resignations during the period with inputs in payroll processing systems 1. Payment of salaries to existing employees 2. Updates in case of new employees / retirements / terminations 3. Full and final settlements of retirement dues 4. Payment of pensions 5. Payment to project staff 6. Payment to contracted employees - KHFM	Annually
13.	Convention Center	<u>Analysis & Reporting</u> Income and expenditure of Convention center <u>Verification</u> Records maintained by Convention Center vis-à-vis	Once in FY 2019-20

		records maintained by Accounts Section	
14.	Hostel	<u>Analysis & Reporting</u> Income and expenditure of Hostel <u>Verification</u> Accounting of Hostel Charges	Once in FY 2019-20
15.	Guest House	<u>Analysis & Reporting</u> Income and expenditure of Guest House <u>Verification</u> Records maintained by Guest House vis-à-vis records maintained by Accounts Section	Once in FY 2019-20
16.	Statutory compliance such as Income Tax, GST, FCRA etc.	<u>Vouching</u> 1. Checking of returns with books of account & reconciliation thereof 2. Vouching of payment of tax with supporting challans	As per due dates
17.	Periodic Stock Taking	1. Cash 2. Cheque Books, Receipt Books 3. Stores 4. Dining Hall 5. Library (As and when basis) 6. Any other area as per discussion with management.	Quarterly Reports (3-4 times per reporting period in case of first two points and once in case of other points)
18.	Fixed Assets	<u>Verification</u> 1. Checking Fixed Assets register 2. Accounting of depreciation on Fixed assets	Annually
19.	Off-site campus Visits	1. Visit to Tuljapur, Hyderabad & Guwahati campuses	Annually
20.	Data consistency	To check consistency of records maintained by various department and its integration in accounting system.	To be done along with Compliance testing mentioned in Pt. 1 above.
21.	SVE	Audit of transactions as per scope attached in Annexure 1.1	Half Yearly reports
22.	Scrutiny of Ledgers	<u>Verification</u> 1. Ledger scrutiny of selected ledgers in each audit period (major items of income, expenses, assets and liabilities) Areas to be covered: • IDS • Projects • Dining Hall • Academic • Personnel • Any other area requested by management	Quarterly Reports (1-2 areas per report)

Annexure-III

TECHNICAL BID **(Audit Experience/ Capability Criteria)**

1. Name of Firm : _____
2. Address : _____
3. Name of responsible person, contact no. _____
and details who will coordinate for audit : _____
4. Whether your firm is empanelled
with CAG for the year 2018-19 : _____
5. Empanelment no. _____
6. STABILITY OF FIRM :
 - i) Age in years _____
 - ii) No. of Branches _____
7. MAN POWER
 - i) No. of Partners. _____
 - ii) No. of Qualified Chartered Accountants. _____
 - iii) No. of Article/ Audit Clerks. _____

8. PROFESSIONAL EXPERIENCE :

i) Statutory/Internal Audit conducted of the Autonomous Body/ Statutory Body:

Sr.No	Name of the organization	Period of assignment	Turnover (in crores)
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ii) Statutory/Internal Audit conducted of the PSUs:

Sr.No	Name of the organization	Period of assignment	Turnover (in crores)

iii) Statutory/Internal Audit conducted of the Educational institutions:

Sr.No.	Name of the organization	Period of assignment	Turnover (in crores)

Date:

Authorised Signatory
with Stamp of CA Firm

Annexure-IV

FINANCIAL BID
(Annual Professional Fees)

The Firm may quote their professional fees in the following format:

1. Name of the Firm : _____
2. Headquarter Location : _____
3. Annual Professional Fees :

Sr.No	Particulars	Amount (in Rs)
1)	Professional fees for carrying out Internal Audit of the TISS Main Campus its Off-campuses in Tuljapur, Hyderabad & Guwahati and School of Vocational Education, Mumbai	
	Add : GST @ 18%	
	TOTAL	

Note: Travel for audit of outstation Units – reimbursement of AC III Tier fare to the person carrying out the audit and airfare to the Chartered Accountant.

Payment shall be released quarterly only submission of the quarterly internal audit report

4. GSTIN No. _____
5. PAN No. _____

Date:

Authorized Signatory
with Stamp of CA Firm