

Website: [www.niepid.nic.in](http://www.niepid.nic.in)  
Email : [nimh.director@gmail.com](mailto:nimh.director@gmail.com)

Telephone: 27751741 – 45  
Fax: (040) 27750198

**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS  
WITH INTELLECTUAL DISABILITIES (Divyangjan)**  
(Formerly National Institute for the Mentally Handicapped)  
(Department of Empowerment of Persons with Disabilities (Divyangjan)  
Ministry of Social Justice & Empowerment, Government of India)  
**Manovikasnagar P.O., Secunderabad 500 009**



**ENGAGEMENT OF INTERNAL AUDITOR**

The Institute intends to engage the services of an Internal Auditor, preferably a person who have retired from Audit Departments at the level of Senior Audit Officer and above and having experience in audit of autonomous bodies and knowledge of Government of India rules and regulations in finance, establishment and purchase. The period of engagement is initially for one year and extendable for another 2 years on mutual agreement.

Chartered Accountants, fulfilling the following conditions may also apply.

- (a) Annual CAG empanelled agencies shall be eligible. Proof of empanelment for the year 2018-19 needs to be attached.
- (b) Agencies who have just completed 3 years tenure with Institute as Internal Auditors, shall not be eligible.

The scope of audit and other details may be obtained from the Institute's website ([www.niepid.nic.in](http://www.niepid.nic.in)). Last date for submission of application along with the fees quoted for audit is 19.09.2018. The quotation is required to be submit in 2 bid system format i.e Technical and Price Bid. The agency is required to submit in the sealed envelop separately. If the price is quoted in the technical bid the agency will be rejected, the price bid will be opened for those who are technically qualified.

Director

**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS WITH  
INTELLECTUAL DISABILITIES (DIVYANGJAN), SECUNDERABAD**

**ENGAGEMENT OF INTERNAL AUDITOR**

**Scope of the Internal Audit**

Audit of the transactions of the Institute and its Regional Centres and Composite Regional Centres from 01.04.2018 in the following areas:

- (a) Audit of all receipts and payments from propriety angle.
- (b) Check to ensure proper and regular maintenance of various registers and records.
- (c) Systematize periodical physical verification of cash, stores, FDRs and other assets and continued existence and use of assets created by the beneficiaries.
- (d) Check the existence and their adoption of various systems, procedures and practices for purchases, sanctions and disbursements of subsidies, etc.
- (e) Check correct and complete classification of various receipts and payments and help timely compilation of accounts, monthly, quarterly, half-yearly and annually.
- (f) Attend the Audit Committee Meetings for clearance of old outstanding paras in the previous Inspection Reports, etc.
- (g) Extend audit consultancy services in the matters of establishment, accounts and other resource management.
- (h) Any other as assigned by the authorities of the Institute
- (i) Preparation of quarterly/annual/periodical TDS returns.
- (j) Filing of Income tax return of the Institute along with the audit report.
- (k) Filing of GST returns of the Institute.
- (l) The audit of Regional Centres located at Noida, Kolkata and Navi Mumbai and Composite Regional Centres located at Nellore and Davengere needs to be done on quarterly basis. The travel expenditure for visit of these centres will be borne by the Institute as per the norms of the Institute.

**Period of Report**

The report of audit needs to be submitted on monthly basis. In addition, specific report needs to be furnished as assigned by the Institute.

**Fees**

The Fees for conduct of audit may be quoted per year by the interested agencies/persons. The payment of fees will be made on quarterly basis on submission of the reports.

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**TECHNICAL BID**

**APPLICATION FOR ENGAGEMENT OF INTERNAL AUDITOR - INDIVIDUAL**

1. Name of the person/agency	
2. Age/year of establishment	
3. Address	
4. Educational qualifications	
5. Present Occupation	
6. Office from which retired	
7. Audit Experience	
8. Experience in internal audit	
9. CAG Empanelment No	

\* In case of firm, the details on the year of establishment, Status firm, profile of staff, type of audit undertaken, experience, current list of clients, ICAI Registration No., valid CAG Empanelment No., may please be furnished. Documentary evidence in respect of the above needs to attached.

**Place:**

**Date :**

**Signature with Organizational Seal**

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**Prescribed Format for Financial Bid**

Sl. No.		Rate (in Rupees)	GST	Total Cots (in Rupees) per year	Total Cost (in words)
1.	Fees required per year				

# Note: The agency is required to quote per year only.

**Place:**

**Date :**

**Signature with Organizational Seal**