



Centre for Research and Education for Social Transformation (CREST)

An autonomous institution under Government of Kerala

KIRTADS Campus, Chevayur, Calicut – 673 017 Kerala India

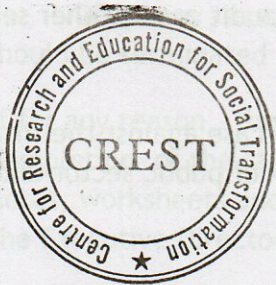
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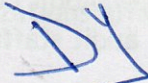
Email: crest.calicut@gmail.com

01-06-2019

Invitation of Expression of Interest for Appointment of Internal Auditor

Centre for Research and Education for Social Transformation (CREST), An autonomous institution under Government of Kerala invites Expression of Interest from suitable Chartered Accountants preferably registered with Comptroller & Auditor General of India for internal account audit for the year 2018-2019. The Expression of Interest document can be downloaded from our website www.crest.ac.in. Interested Chartered Accountants firms may submit their Expression of Interest with all the necessary documents to the Executive Director CREST in above mentioned address. The Eligibility criteria, scope of work and other details are available at our website. Last date for receipt of proposal 15.06.2019.




Executive Director CREST

Expression of Interest

Subject:- Short listing Chartered Accountant Firms for the audit of the accounts of Autonomous Society

1. a) Name and Address of the firm
(Please give telephone no. and email address)
b) PAN Number of the firm

2. ICAI Registration No:- Region Name..... Region Code
o.....
` a) Date of constitution of the firm
b) Date since when the firms has a full time FCA

3. Number of audit staff employed full time with the firm
a- Articles/ Audit clerks
b- Other audit staffs.

4. Whether the firm is engaged in any internal/concurrent audit or any other services of any Govt institutions/ Corporation etc

5. Whether there are any court/arbitration/any other legal case against the firm
Details of internal audit work/ any other accounting work of public sector undertaking in hand with the firm

Name & Signature of duly
authorized partner

GENERAL CONDITION

SUBJECT- SELECTION OF FIRMS OF CHARTERED ACCOUNTANTS IN AUTONOMOUS SOCIETY CREST

1. CA Firms are requested to submit an Expression of Interest . The EoI shall be in English Language.
2. The responsibility of the firm is that for preparation of accounts i.e assistance for maintenance of books of accounts/Tally software, preparation Receipts and Payments ,Income and Expenditure and Balance sheet etc . The work shall initially be awarded for one financial year with the scope of extension for up to two or more years subject to satisfactory performance of the firm.
3. The successful Chartered Accountant firm shall not be allowed to sub contract the audit work. If the firm is found sub contracting the work allotted, the matter will be reported to the ICAI for disciplinary action as per code of conduct.
4. The CA firm shall be responsible for the safe keeping and return in good condition of all the organizations property which may be issued or assigned to it or which is in its custody. Also any material collected by the firm during the course of this audit will be the sole property of Autonomous society of CREST and will have to be returned before the release of the payment.
5. During the course of the contract period or thereafter the firm shall not share with or divulge to any person or persons any of the organizations affairs without written authorization from the Executive Director , CREST.
6. If for any reason, Executive Director CREST ,determines that the contract should be terminated , he can do so at his own discretion without explainer.

If for any reason , the firm decide to terminate the contract prior to satisfactory completion of the task, it may do so at its discretion but only after handing over all notes, worksheets and drafts prepared to date and after a thorough debriefing with the Executive Director CREST.

In either case, The Executive Director CREST will be the sole authority to determine the reduced amount of remuneration to be paid to the firm. All the disputes so occurred will be decided by the Executive Director CREST and his decision will be final.

6. Routine Payment

On submission of audit report 100% payment of the bill amount will be released after acceptance of the audit report by the CREST or after 3 month from the date of the submission of the audit report whichever is earlier.

SCOPE OF INTERNAL AUDIT

- i) 100% vouching of cash /cheque payment vouchers and receipt vouchers .
- ii) Study of accounting procedures prescribed for the department with a view to ensuring that they are correct, adequate and free from any defects or lacunae;
- iii) Watch over the implementation of the prescribed procedures and the orders issued from time to time;
- iv) Scrutiny and check of payments and accounting work of the accounting units;
- v) Preparation of annual financial statement comprising the following in the prescribed format should be submitted: Balancesheet, Income and Expenditure, Receipts and Payments, Fixed Asset statement, Schedules of financial statements, Instructions and accounting principles, Notes and instruction of schedules.
- vi) Scrutiny of sanctioning and purchase procedures in the office inspected, so as to ensure that they are free from any defect or lacunae;
- vii) Checking of procedures in regard to disposal of assets to ensure that there exist adequate scrapping/condemning procedures;
- viii) All accounts records required to be maintained in the prescribed forms, and the accounts are compiled accurately and in correct manner;
- ix) Payments are made in accordance with the rules and orders governing them and the arithmetical calculations are correct;
- x) All payments and receipts are duly accounted for under the correct heads of account .
- xi) The balances outstanding under various Debt, Deposit, Suspense and Remittance heads are reviewed and steps taken to clear the same as expeditiously as possible;
- xii) Interest wherever required has been correctly calculated and accounted for;
- xiii) Preparation of Bank Reconciliation statement
- xiv) The instructions for the maintenance of Cash Book, Contingent Register, Stock and Stores
- xv) Any other related work.

Submission of Internal Audit Report.

The report are to be submitted in triplicate to the Executive Director , CREST before July 31st every year.

Eligibility Criteria for CA firms

The firm should have to be registered with institute of Chartered Accounts of india, New Delhi.

The CA Firm should have more than 5 years experience of conducting internal Audit.

The CA Firm should have adequate number of Chartered Accounts, Aricles and staff to conduct of audit and produce report for the same within the period.

The CA Firms have experience in of auditing , Accounting and Book keeping of Central/ State Govt and Autonomous bodies etc.

Following supporting documents must be submitted by the firms

- a) The firm must submit an attested copy of Certificate of ICAI
 - b)The selected firm will have to enter an agreement with the CREST for timely delivery for services and other terms and conditions.
8. The format for financial offer should duly fill in below mentioned format.

FORMAT FOR FINANCIAL OFFER

OFFER FOR Internal Account Auditing

To,
Executive Director,
CREST

Subjects:- Selection of Chartered Accountant Firms for External/Internal Audit of
Autonomous Society of Autonomous Society of CREST .

Sir,

With regards to you invitation of EOI datedI/ We hereby offer for Providing
Services for Internal Audit @Rs.....(in words Rs.....)
for the Autonomous Society of CREST .

Signature of

Witness