

Date: 03rd May, 2023

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

B-14A, 2nd Floor, Sector 62, Gautam Budh Nagar, Noida-201307, UP

Empanelment of CA/CMA firms for Internal Audit Assignment for the F. Y. 2023-24

Hindustan Latex Family Planning Promotion Trust (HLFPPT) – trust promoted by HLL Lifecare Ltd. invites applications from practicing ‘Partnership firms/LLPs/Proprietorship firms of Chartered Accountants/ Cost & Management Accountants in India’ who fulfill the eligibility criteria as mentioned hereunder and are willing to have their Firms empanelled as Internal Auditors of the trust for conducting internal audit of HLFPPT’s Projects across India for the period 01.04.2023 to 31.03.2024.

Terms and conditions for Appointment, Scope of Internal Audit and Evaluation criteria are furnished in the empanelment document as Annexure 1.

The minimum cutoff points to qualify for empanelment is “60” (please check evaluation criteria mentioned in Annexure 1). So those who score 60 or above in self-assessment only need to apply.

The Application should be submitted to Mr. Sadashiv Vatsyayan, Deputy Manager - Internal Audit, HLFPPT, B14A, 2nd Floor, Sector 62, Gautam Budh Nagar, Noida-201307, Uttar Pradesh by postal or by hand or by mail : audit@hlfppt.org

Application for “Empanelment of CA/CMA Firm for Internal Audit” should be mentioned on the envelope/subject, carrying the application.

Eligible / interested Firms, who are agreeable to the terms & conditions, may apply in prescribe format as **Annexure 2 along with requisite documents and firm profile/Bio-data on or before 12.05.2023.**

Annexure 1

1. TERMS AND CONDITIONS

- i. HLPPT will empanel as Internal Auditor for a period of one year. Extendable up to 3 years, if required.
- ii. HLPPT reserves the right to terminate the empanelment of the firm followed by providing 30 days written notice at any time without assigning any reason thereof.
- iii. The empanelled firm must maintain absolute secrecy & confidentiality and sign a confidentiality agreement at the time of appointment.
- iv. The empanelled firm shall not, without HLPPT prior written consent, disclose the project report, information related to projects etc. to any person other than a person employed by the Firm during performance of the Contract/work order.
- v. The empanelment under this tender is not assignable by the empanelled CA/CMA firm. The empanelled firm shall not assign its contractual authority to any other third party (No consortiums or JV allowed). The empanelled firm should not assign or sublet the empanelment or any part of it to any other firm in any form. If found doing so, shall result in termination of empanelment.
- vi. In case the empanelled firm is found in breach of any condition(s) of tender at any stage during the course of matters, the legal action as per rules/laws, shall be initiated against the firm, besides being liable to be debarred and blacklisted for at least Five years, for further dealings with HLPPT.
- vii. Firms with common partner should not submit the application separately. Such firms should submit the application on behalf of only one firm.
- viii. The bidder should not have been blacklisted by Government of India, any state government in India or by any multilateral agency or any disciplinary action by ICAI or ICMAI or criminal case against the firm or partners.
- ix. Mere Submission of application does not, in any way, constitute guarantee for allotment of the audit job of any nature from the organization. The allocation of the audit to the auditors will purely be the prerogative of the organization.

2. SCOPE OF INTERNAL AUDIT

- i. To ensure that internal control procedures are in place and will report the weaknesses in the internal control systems and give suggestions for improvement therein.
- ii. To verify the authenticity of expenses incurred by way of 100% vouching of transactions.
- iii. To verify whether assets are procured as per grant agreement/approved budget and to check maintenance of Fixed Assets registers and periodical physical verification.

- iv. Physical verification of cash in hand.
- v. To ensure that procurement procedures satisfies the SOP.
- vi. To verify advances (both staff and others) policy, its recovery/settlement and to report long pending advances.
- vii. Physical verification of stock items to done on a quarterly basis & evaluate the differences between book stock & physical stock.
- viii. To ensure that bank accounts are reconciled with the books of account on monthly basis and all the entries arising out of the reconciliation are properly reported.
- ix. To ensure that all statutory compliances applicable are duly complied.
- x. To ensure that the inter-branch reconciliation is being done on regular intervals.
- xi. To ensure that grant funds have been used in accordance with the conditions of the agreement and only for the purposes for which the Grant fund was provided.
- xii. To verify whether the project expenditure is being incurred correctly as per the approved budget available for each line item. Wherever deviations are seen it is to be ensured that proper permission is obtained from competent authority and copy of the same produced in support of the same.
- xiii. To verify whether periodic financial reports are submitted to Donor within agreed deadlines as per agreement with Donor.
- xiv. To verify that all necessary accounting documents, records and registers have been maintained as per Donor agreement.
- xv. The books of account are required to be audited from 01-04-2023 to 31-03-2024 on quarterly basis.
- xvi. The Firm shall maintain strict confidentiality regarding any sensitive information obtained in course of his audit and shall not use such information for any purpose other than audit. It shall also not accept cases or render advice against the Corporation so long as its contract is continued.
- xvii. Internal audit fees for the assignment is inclusive of all other charges, travel expenses and out of pocket expenses and will be paid on a quarterly basis. However, GST will be paid additionally at prevailing rate. Statutory Taxes as applicable shall be deducted from the payment.
- xviii. The HLPPT reserves the right to cancel the appointment in case assignment is not performed as per given terms of reference.

3. EVALUATION CRITERIA

Sl. no.	Criteria	Documents Required for Evaluation	Points to be allocated	Maximum points
1	Year of establishment of firm (minimum 3 years)	CA Firm Registration Certificate	3 to 5 years – 10 points 5 to 10 years – 20 points 10 or more years –25 points	25 (Twenty Five)
2	Number of Partners	Partnership Deed/Copy of Firm Profile downloaded from ICAI portal/ Copy of MEF_ICAI.	5 points per Partner	20 (Twenty)
3	Exposure of the firm as Internal Auditors of Regional* and National** NGO	Copy of Appointment Letter.	5 points per NGO	20 (Twenty)
4	Number of Qualified Assistants	Copy of Firm Profile downloaded from ICAI portal/Copy of MEF_ICAI.	5 points per Qualified Assistants	20 (Twenty)
5	Firm Empanelled with Donor agency/CAG	Firm Empanelment Letter/code allotted.	5 points per Agency	15 (Fifteen)
TOTAL POINTS				100 (hundred)

* Regional NGO- Presence in more than one state.

** National NGO- PAN India Presence.

Annexure 2

Covering Letter

From

.....,Chartered Accountants/ Cost & Management Accountants in India,
.....,

To

HLFPPT

B-14A, 2nd Floor, Sector
62,Gautam Budh Nagar,
Noida-201307, UP

Dear Sir,

Sub: Application for empanelment for Internal Audit -2023-24

We hereby confirm that terms & conditions for appointment, Scope of Internal Audit and Evaluation criteria mentioned in the tender documents are agreeable to us and are submitting the application along requisite supporting for evaluation and empanelment of our firm for Internal Audit.

Thanking you,

Yours faithfully,

For Chartered Accountants/ Cost & Management Accountants in India

Proprietor / Partner (with seal)/Firm Registration Number

Encl: as Above