

Date: 06th February, 2024

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

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

Empanelment of CA firms for Branch Audit of Projects 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 in India’ who fulfill the eligibility criteria as mentioned hereunder and are willing to have their Firms empanelled as Branch Auditors of the trust for conducting branch audit of HLFPPT’s Projects across India for the period 01.04.2023 to 31.03.2024.

Terms and conditions for Appointment, Scope of work 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. Ankit Agarwal, Team Leader - 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 Firm for Branch 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 13.02.2024.**

Annexure 1

1. TERMS AND CONDITIONS

- i. HLPPT will empanel as Branch Auditor for a period of one year. Extendable up to 3 years, if required.
- ii. 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.
- iii. 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.
- iv. Firms with common partner should not submit the application separately. Such firms should submit the application on behalf of only one firm.
- v. 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 criminal case against the firm or partners.
- vi. 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 WORK

- i. The Auditor will audit the books of account according to the auditing and assurance standards issued by The Institute of Chartered Accountants of India and other auditing practices generally accepted and followed in India.
- ii. The audit will be carried out in accordance with Engagement & Quality Control Standards (Audit & Assurance Standards) issued by the Institute of Chartered Accountants of India.
- iii. To ensure that accounts have been prepared in accordance with the generally accepted accounting principles followed in India.
- iv. The Auditor will ensure that Books of Accounts are being maintained as per the accounting standards issued by The Institute of Chartered Accountants of India.

3. Minimum cumulative branch audit fee is Rs 35,000/- per annum (exclusive of Taxes). The same may vary if number of projects increases under the branch. Branch audit fees is inclusive of all other charges, travel expenses and out of pocket expenses.

4. 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 Statutory 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 in India,
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To

HLFPPT

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

Dear Sir,

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

We hereby confirm that terms & conditions for appointment, Scope of work 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 Branch Audit.

Thanking you,

Yours faithfully,

For Chartered Accountants in India

Proprietor / Partner (with seal)/Firm Registration Number

Encl: as Above