

# **Terms of Reference (TOR)**

For Appointment of firms of Chartered Accountants for Concurrent Audit of National Council for Cooperative Training (NCCT) and its 20 training units situated across the country and Head Office at New Delhi for the financial year 2022-23.

## **About NCCT**

National Council for Cooperative Training is registered autonomous society under the Societies Registration Act, 1860 promoted by Ministry of Cooperation, Government of India. The Council is responsible for organizing, directing, monitoring and evaluating the arrangements for cooperative training for the personnel working in the cooperative sector in the country. The main objective of the Council is to organize need based training programmes and facilitate the process of human resource development for cooperatives for the country. It also envisages conducting research in critical areas of cooperative movement.

The Council has established its own training structure comprising of the VAMNICOM, Pune at National Level, five Regional Institutes of Cooperative Management (RICM) at Chandigarh, Bangalore, Kalyani, Gandhinagar, Patna and 14 Institutes of Cooperative Management (ICM) located at Bhopal, Bhubaneswar, Chennai, Dehradun, Guwahati, Hyderabad, Imphal, Jaipur, Kannur, Lucknow, Madurai, Nagpur, Pune and Thiruvananthapuram.

The firms are requested to send their proposal as per Terms of Reference (TOR) described below;

## **Scope of Work/Job Responsibility**

### **Accounts, Finance, Audit and Taxation**

1. To examine the present system of accounting practice and suggest any improvement, with reference to a non-profit Registered Society under Society Registration Act 1860, and implementation of Accounting Standards as applicable to NCCT.
2. To prepare the Consolidated Financial Statement at NCCT H.Q.
3. To assist for compliance to all kinds of audit observations, like Statutory Audit, Concurrent Audit, Internal Audit, Audit by CAG and Internal Audit by Ministry of Cooperation, Govt. of India.
4. To suggest effective management of Fund of NCCT and training units viz. General Fund, Pension Fund, Gratuity Fund, GPF etc.
5. To monitor for updating the accounting treatment of NCCT & its training units through Centralized Tally system on day-to-day basis and reporting thereof.
6. To review Bank Reconciliation of NCCT and its 20 training units.
7. To verify month-wise Receipts and Expenditure Statements of training units both in scheme and course-wise.

8. To monitor and recommend for deduction of TDS on various payments.
9. Verification of Income Tax of the employees, ex-employees (pensioners) of NCCT.
10. To provide support in handling scrutiny case, if any, of NCCT i.e. Income Tax assessment of NCCT under Income Tax Act, 1961
11. To suggest for conducting Tax Audit, GST Audit or other audit as required by Law.
12. To interact with the operating staff at training units and give necessary guidance in daily functioning of the Institutes, preventive actions and maintenance of accounts.
13. Reconciliation of output and input of Tax Credit with the filed GST returns.
14. To review physical stock verification report at training units and suggest procedures for disposal of obsolete items and its accounting treatments.
15. To develop strategy for effective monitoring and control of Mess operations by training units.
16. To work as medium that provides on the spot solution to rectify the errors/faults observed instead of fault finding only.
17. Quarterly Audit Report shall be submitted for observation, suggestion & compliance. Corrective action taken verification may be made in the next quarterly report.
18. The Concurrent Auditor shall furnish a plan, at the beginning of the quarter, of Auditing training units for smooth functioning and proper planning.

#### **Resource Generation Planning.**

1. To review Course Fee structures of different types of short term and long duration programmes and provide suggestion, if any, to improve resource generation at units.
2. To suggest strategy for proper utilization of existing assets at training units.
3. To comment on revenue leakages at training units and remedial measures to be taken up.

#### **Grant-in-aid from Governments**

To verify the Expenditure, Advance and Transfer of PFMS.

#### **Retirement Benefits**

Verification of provisions and payment of Retirement Benefits such as Gratuity, Leave Encashment, Pension and GPF.

#### **Statutory Tax Returns**

Verification of filed GST, TDS and Income Tax returns with the books of accounts.

#### **Appropriation of Surplus**

Verification of appropriation of surplus generated at units as per NCCT instructions & guidelines.

### **Any other work**

Any other work as directed by the competent authority of NCCT.

**Eligibility Criteria:**The CA firm must:

- (a) Registered with ICAI (Preferably empanelled with C& AG) and their Head office located in Delhi, supported with valid proof of address.**
- (b) Have at least one fellow member of the ICAI,** The firm must submit an attested copy of Certificate of ICAI.
- (c) Have an average annual turnover of Rs. 25Lacs P.A. in the last three years;**the firm must submit a copy of the Profit & Loss Account/Income & Expenditure Account, balance sheet and Income Tax Returns of the last three years.
- (d) Firm must have a valid PAN, TAN, (if applicable) and GST Number.**

### **General Terms & Conditions:**

- I. The bidder shall be registered firm in India.
- II. The bidder shall not have been black listed by ICAI, C&AG, any State or Central Government, Semi-Government and Autonomous body etc.
- III. Bid should be submitted in the prescribed Performa in a sealed envelope which would be opened in the presence of the bidders.
- IV. The sealed envelope containing the competed bid should be addressed to:

**Administrative Officer,  
National Council for Cooperative Training,  
3, Siri Institutional Area, August Kranti Marg,  
Hauz khas, New Delhi-110016.**

and also the name/address of the bidder.

- V. Panel will be created according to financial bids. Lowest bidder would first be called to satisfy the eligibility criteria mentioned above. If lowest bidder fails to satisfy the eligibility conditions, next lowest bidder who will satisfy the eligibility conditions would be awarded the work of Concurrent Audit.
- VI. Complete bid duly filled in prescribed Performa will only be accepted.
- VII. The complete bids should reach NCCT by **02/03/2022 (17:00 hrs)**. NCCT shall not be responsible for any postal or courier delays.
- VIII. Bid received after the due time & date shall not be entertained.

- IX. Bid submitted on plain paper will be invalid and shall be summarily rejected.
- X. Any unsolicited correspondence after the last date and time for receipt of bids are liable to render the bid/offer as invalid. Bidding parties are therefore, advised in their own interests, to desist from filing any uninvited correspondence after the notified time.
- XI. All offers have to be made clearly in English. There should be no cuttings. If a striking out is resorted to, it should be signed.
- XII. No alteration or amendments shall be allowed after submission of the tenders.
- XIII. Offers submitted by Fax or E-mail shall not be considered.
- XIV. The bids will be opened by the member of the committee constituted by competent authority of NCCT at their own convenient date, time & place.
- XV. NCCT reserves the right without assigning any reason thereof to:  
a. Cancel or withdraw the tender notice.  
b. Accept or reject any deviations from these conditions.
- XVI. All queries and disputes arising of this contract shall be referred to the Consultant (Finance & Audit), NCCT and New Delhi whose decision shall be final and binding.
- XVII. The Courts at Delhi shall have jurisdiction to try all suits and proceeding related to the contract.
- XVIII. Submission of completed bids in the prescribed format shall be deemed as the final acceptance of all these terms and conditions mentioned in these documents from **Sl. I to XVIII.**

**Format of Bid:**

(To be submitted on bidder's letter head)

<b>Sl. No</b>	<b>Particulars</b>	
1.	Name of the firm	<u>Please fill relevant details.</u>
2.	Address with valid Proof (Telephone, Fax & E-mail-id)	<u>Please fill relevant details.</u> Proof to be submitted on selection.
3.	No. of branches and indicate place	<u>Please fill relevant details.</u>
4.	Goods and Service Tax (GST) No., PAN& TAN (Copiesto be submitted on selection.)	<u>Please fill relevant details.</u>
5.	Year of Establishment.	<u>Please fill relevant details.</u>
6.	Banker's Name & Contact Details (Cancelled Cheque to be submitted on selection)	<u>Please fill relevant details.</u>
7.	No. of Fellow members of the ICAI	<u>Please fill relevant details.</u>
8.	Client List No. of Govt. Clients. No. of Central Govt. Aided Autonomous Societies.	<u>Please fill relevant details.</u>
9.	Empanelment Certificate / Registration Certificate with ICAI (Copy of certificate of empanelment with ICAI and CAG, State Government/Central Government organizations to be submitted on Selection.)	<u>Please fill relevant details.</u>
10.	Affidavit (Rs. 50 Stamp Paper) (that the firm has not been blacklisted by ICAI, Government, Semi-Government and Autonomous body etc. to be submitted on Selection.)	<u>Please fill relevant details.</u>
11.	<b>FINANCIAL BID</b> Total Annual fee inclusive of all charges i.e. Travelling allowances, daily allowance, incidental charges etc.	<u>Please fill relevant details in INR.</u>
	Contact Person  Name & Designation  Authorised Signature & Stamp  Date-----	<u>Please fill relevant details.</u>

**Undertaking**

I/we do hereby declare that the above mentioned information are true & correct and I/ We also undertake to abide the terms & condition of the contract and would make compliance of terms laid down in the contract if executed by us with the National Council for Cooperative Training, New Delhi-----  
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Date:

Place:

Signature of Authorised Signatory of the Firm along with seal of firm.