

ROPEWAYS & RAPID TRANSPORT SYSTEM DEVELOPMENT
CORPORATION H.P. LIMITED (RTDC)

LIMITED QUOTATIONS

Sealed quotations are hereby invited from the Chartered Accountants for engaging one Internal Auditor for the internal audit of this Corporation as per details given below:-

Sr. No.	Job Details /Description	Professional fee/charges
1	Providing the services of one internal Auditor for internal audit in view of Companies Act 2013 for the financial year 2019-20	

The quotations shall reach in the office of the undersigned on or before 28/12/2019 by 11.00 A.M. and shall be opened on the same day at 11.30 AM. in the presence of representative of CA firms who may wish to be present at the time of opening of quotations. The sealed quotation shall be inscribed on its top right corner "QUOTATIONS FOR PROVIDING THE SERVICES OF ONE INTERNAL AUDITOR FOR INTERNAL AUDIT" due to be opened on 28/12/2019 at 11:30 A.M.

Scope of Internal Audit:

- (i) The Internal Audit will be carried out at offices of the company located at different places.
- (ii) The internal audit should cover the internal audit of all the schemes including any funded projects being implemented by company.
- (iii) Complete audit shall be conducted in depth keeping in view the nature and size of the business of the company. All the incomes and expenditure should be accounted for in the Books of accounts as per the requirements of the Company Act/ Accounting standards and other statutory laws.
- (iv) Preparation of Bank Reconciliation Statement Profit & Loss Account & Balance Sheet.
- (v) 100% vouching of cash and journal vouchers.
- (vi) To assist company for the compliance of instructions/provisions in the Act with respect to Income Tax & GST Returns.
- (vii) Report on compliance of mandatory accounting standards should be submitted and its compliance be ensured through our staff. Assist company in for preparation of all statutory books, statements, statutory registers etc. together with complete Annual Accounts of the company for the financial year 2019-20 with all the schedule as required under the Companies Act with a soft copy and the Audit Report.
- (viii) The internal auditors will advise company to change annual accounts in view of changes that may be suggested by the Statutory Auditors /AG Auditors so as to meet the requirement of the Companies Act.
- (ix) To provide assistance as and when required in connection with the preparation of replies to the observations raised by the Statutory Auditors and by the AG Auditors relating to CAG comments.
- (x) All other allied work connected with the internal audit including review of previous internal audit reports and to incorporate the outstanding audit paras in the present internal audit report.
- (xi) The Internal Auditors will discuss their observations with the officer in charges with a view of get them settled before finalization of their report. The routine observations which can be settled at the spot so as to avoid calling the concerned person from field..

