

Notice inviting “Expression of Interest” (EOI) for Appointment of Firms/LLP of Chartered Accountants to conduct the Internal Audit of The Delhi and District Cricket Association for the Financial Year 2019-2020.

The Delhi and District Cricket Association (DDCA) invites Expression of Interest (EOI) from Firms/LLP of Chartered Accountants for appointment as Internal Auditors for the FY 2019-20.

Interested Firms/LLPs are requested to go through the Eligibility Criteria carefully given in **Annexure-A** and submit their applications (along with quote for Professional Fee and relevant documents) in prescribed format given in **Annexure-B**.

The Scope of Internal Audit is given in **Annexure-C**.

Important instructions to Professional Firms/LLPs are given in **Annexure-D**.

Firm/LLP is also requested to provide an Undertaking so that there is no Conflict of Interest in providing the services of Internal Audit.

Applications in a sealed envelope addressed to Chief Executive Officer, The Delhi and District Cricket Association, Ferozshah Kotla Ground, New Delhi-110002, should reach latest by **16:00 Hrs, 12th April, 2019**.

Annexure-A

ELIGIBILITY CRITERIA

1. Firm/LLP should be registered with “The Institute of Chartered Accountants of India (ICAI)” and have Income Tax Permanent Account Number (PAN) and GST registration.
2. The firm should have been in practice for minimum 15 years after its registration and should have at least 3 years’ experience in Internal Audit of one Listed Company, Private Company or Section 25/Section 8 Company registered under Companies Act, 1956/ Companies Act, 2013 having a turnover of Rs. 100 Crore or more in any one of the last 3 Financial Years.
3. In addition to the partners, the firms should have more than 10 professional staff members (professional staff consists of Audit and Articled Assistants with knowledge of Book-keeping and Accountancy) and engaged in on-site audits at the place of audit.
4. The Firm/LLP should have its Registered / Main office in New Delhi/NCR.

Annexure-B

Format of Covering Letter

Date:

To

Chief Executive Officer
The Delhi and District Cricket Association
Ferozshah Kotla Ground
New Delhi -110002.

Subject: Appointment of Internal Auditor for the Year 2019-2020.

Dear Sir,

We are enclosing herewith the particulars and details of the Firm in prescribed application format in connection with the above assignment.

We also state as follows:

- a. That all the information and statements made in this Proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.
- b. The Fee quoted by us in our proposal is valid till six months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.
- c. Fees have been arrived independently without consultation, communication agreement or understanding (for the purpose of restricting competition) with any competitor.
- d. We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.
- e. I confirm that I have authority of (Name of the firm) to submit the proposal and to negotiate on its behalf.

Thank you,

(Name of Authorized signatory)

Name of Firm

<To be printed on the letterhead of the Firm/LLP>

Application for 'Expression of Interest' in conducting Internal Audit of The Delhi and District Cricket Association

i.	Name of the Firm/LLP	
ii.	Head Office Address	
iii.	Firm's registration No.	
iv.	Date of Registration	
v.	Firm's PAN No.(Attach Copy)	
vi.	Firm's GST Registration No. (Attach Copy)	
vii.	Contact details Name of Person: Telephone / Mobile No.:	
viii.	Email address	
ix.	No. of years of Firm/LLP experience (Cut-off date 31/12/2018, attach Copy of certificate of incorporation)	
x.	Turnover Details (Average turnover from professional services for last 3 years)(Attach Certified Copy of Balance Sheets and other relevant documents as per Income Tax Return for the last 3 years)	

xi.	Number of Branches (Attach Supporting Documents)	
xii.	Number of Full-Time Partners as on 31/12/2018	
xiii.	Number of Full Time Chartered Accountant/ Cost Accountant Employees as on 31/12/2018	
xiv.	Number of Other Audit Assistants/ Articles as on 31/12/2018	
xv.	List of Statutory/ Internal/ Concurrent Audit of any Listed / Govt. Companies/ Section 8 Companies/ Autonomous Body conducted in the last 3 Financial Years.	
xvi.	Whether any of the partners of the Firm/LLP are members of the DDCA, if yes, provide the details of the same.	
xvii.	Fee (excluding taxes) in Rs. for FY 2019-20	

INTERNAL AUDIT-SCOPE

(A) GENERAL

1. Obtaining an understanding of the organization and financial and accounting practices in the organization.
2. Understanding the risk elements, if any and providing suggestion from time to time and verification of the same with respect to statutory and taxation issues.
3. Understanding the Internal Control Framework of the organization and suggesting for its improvements.
4. To review policies, procedures and practices laid down by the management and its Documentation thereof and suggesting for improvements in the existing systems.
5. To review and report on the existing laws, rules, requirements, guidelines, etc. and internal delegation of powers laid down by the DDCA.
6. The observation(s) made by Internal Auditors should be quantified in terms of number, as far as possible.

(B) FINANCE & ACCOUNTS

1. Internal Auditor will check and report whether the accounts are maintained in prescribed formats, correctly and that rules, regulations and orders / directions issued by the Competent Authorities from time to time having financial bearings are observed by all wings / sections / departments.
2. Internal Auditor will scrutinize all transactions accounted for in the books with reference to the initial documents like Purchase Orders, Work Orders, Receipt Vouchers, Issue Indents, Cash Vouchers, Bank Vouchers, Pay Rolls, Sales Invoices, Bills of Contractors, Venders, Hotels, Sports Personnel, transport etc., Journal Entries, Receipts etc. and check the books of accounts like Cash Book, Bank Book, Journals, Ledgers, and Financial Accounts including the Schedules, Measurement Books, Agreement with the Sub contractor (s) and with the Project Authority (s).
3. BCCI Accounts checking / reconciliation.
4. Checking of Cash Book, safety of cash viz cash chest arrangement, maintenance of serially numbered bank vouchers.
5. Physical verification of cash and certificate of actual cash in hand and cash as per cash book on the day of Internal Audit.
6. Internal Auditors will check that Cash, Cheques / Demand Drafts received are deposited immediately in bank account of the Association.

7. Determination of Bad and Doubtful debts / Advances paid and its provision.
8. Internal Auditors will also check the calculations of terminal benefits paid/payable to the employees on leaving the services of the Corporation due to superannuation/VRS/expired/Gratuity/Leave Encashment.
9. Reconciliation of Membership Fees.
10. Physical verification of FDRs held in the name of the DDCA, giving full details viz FDR No., Bank / Branch, Amount, Rate of Interest, Period, Maturity Value and Maturity Date etc.
11. To check compliance in respect of applicability of central, state and local Laws / Acts e.g. Income Tax, GST, Sales Tax / VAT, EPF Act, ESI, Labour Acts, Professional Tax, Companies Act, 2013 etc., as is applicable from time to time.
12. To advice on implementation / adoption of accounting standards, guidelines and statutory changes and requirements.
13. Ageing / classification of sundry debtors and sundry creditors will be reported.
14. Reconciliation of Bank Accounts; entries outstanding/ unreconciled for will be reported.
15. Compliance by the respective departments of the DDCA on the observations of Internal Audit Report(s)/ Statutory Audit Report(s) for previous year(s).
16. Verification of fixed assets and inventory.
17. AMC Contract Revenue and Insurance Chart Review.
18. Review EMD/Security Deposit received by DDCA.
19. Review Security Deposit Paid in DDCA.

(C) INCOME

1. To check the income received by DDCA from BCCI, Annual Subscription, Health club, Card Room, Ground usage bills and other income accrued to DDCA during matches.

(D) PERSONNEL & ADMINISTRATION

1. Internal Auditor will ensure that guidelines issued for fresh recruitment of employees have been strictly adhered to and formal appointment letters have been issued to selected candidates.
2. Proper record of marking daily attendance of employees should be checked;
 - i) Whether attendance marked is being verified by the competent authority daily.
 - ii) Whether monthly absentee statement is being sent to Accounts Section.

3. Audit of all staff benefit payments, T.A., Bills, medical reimbursement, pay fixation, advance to staff.
4. Audit of Salary Payments of all Permanent, Casual and Contractual Staff.

(E) CONTRACT, MARKETING & WORKS / TENDER DEPARTMENT

1. Internal Auditor will check whether the tendering process is complied for issuance of work order/Purchase Orders and whether approvals of Competent Authority has been obtained in each case before award of the Tender.

(F) TO CHECK ANY FINANCIAL LITIGATION STATUS.

Any other activity of Audit which may require Internal Auditor's comments at the discretion of the DDCA.

Internal Auditors shall have to touch all the points of audit scope and will report favorably or unfavorably, as the case may be.

Annexure-D

Important Instructions to Professional Firm/LLPs

1. Format of Application must be strictly followed while giving technical details and Professional Fee Quote. The application should be completely filled; incomplete applications will be rejected outrightly.
2. Application may be submitted in or by post/ courier. DDCA does not take any responsibility for loss of application in transit. Applications sent through Fax or E-mail will not be considered.
3. Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected outrightly.
4. There would be confidentiality clause in the appointment letter to be issued to each Audit firm/LLP.
5. The work of Internal Audit allotted to Audit firm/LLP should not be assigned to any other third party by the said firm/LLP.
6. Payment of Audit fees will be made Quarterly on the submission of the Report and Invoice.