



1, Development Enclave, Rao Tula Ram Marg Delhi Cantt-10

MPIDSA/Accts/2022-23
29.06.2022

Subject: EOI for Appointment of Auditor for Conducting Audit of MP IDSA for the Financial Year 2022-2023.

Please find enclosed the EOI Document in respect of the above mentioned EOI. The detailed terms and conditions, scope, eligibility criteria and checklist is mentioned as at Annexure-1 & 2.

Manohar Parrikar Institute of Defence Studies and Analysis (MP-IDSA) is an autonomous body fully funded by Ministry of Defence. It is a registered body under the Registration of Societies Act-III of 1860 (Punjab Amendment Act 1957) as amended from time to time and is governed by an Executive Council elected by the members of the Institute. It is also registered under Section 12A (a) of the Income Tax Act 1961.

MP-IDSA proposes to appoint new Auditor for conducting the audit of MP-IDSA for FY 2022-2023. Application is invited with detailed profile (experience and audit in hand) from your firm, addressed to the Assistant Director (Admin), MP IDSA, 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt-10. The envelope should be superscribed "Application for the Appointment of Auditor". Response can also be sent alternatively on Email at adps.idsa@nic.in. latest by 15th July, 2022.

Col Rajeev Agarwal (Retd)
Assistant Director (Admin)

Annexure-1

The detailed terms and conditions, scope and eligibility criteria is mentioned as below:

Sr. No.	Terms and conditions	
1.	Fees	<ul style="list-style-type: none">For carrying out the said assignment, Fixed Fees for Statutory Audit Work is Rs 40,000/- p.a. payable for each year of assignment. Applicable Taxes will be paid extra as per applicable rates from time to time.
2.	Experience	<ul style="list-style-type: none">Statutory Audit Team shall invariably be headed by Chartered Accountant having specialized knowledge and experience of the Statutory Audit of Government Undertakings.The firm should have handled minimum 3 (Three) Statutory Audit Assignments of GOI in last five years i.e.as on 31/03/2022.
3.	Location	<ul style="list-style-type: none">The firm should be based in Delhi/NCR only.
Scope of Work		
<ol style="list-style-type: none">Audit is required to give opinion as to whether expenditure incurred under MP-IDSA is strictly within limits of Annual Work Plan & Budget.The Chartered Accountant firm so appointed will be required to give:-<ol style="list-style-type: none">Audit Certificates, Utilization certificates, and issue any other certificate as may be required by the Institute from time to time without any additional fee to be paid by the Institute. This includes all expenditures by MP-IDSA, including sponsored projects of Ministry/Dept./Agencies.Statements of Accounts in annual report that describes the work of MP IDSA, New Delhi. The responsibilities of the audit also include reporting on the adequacy of statements.Audit shall be required to ensure that Goods, and services have been procured in accordance with relevant provisions of manual on financial Management and Procurement, and related document, namely, purchase orders, tender documents, invoices, vouchers, receipt etc. are maintained.Audit will be required to give its opinion as to whether Balance Sheet, Receipts & Payment account of period of under Audit, read with Accounting policies and give True and Fair view of State of affair of Institute.The Chartered Accountant firm so appointed would be required to look into the compliance of previous audit objections raised (if any) and have to verify or comment on the supporting documents/vouchers submitted on latter stage, to settle the audit qualifications in the Statutory Audit report of this assignment.The Chartered Accountant firm so appointed would be required to give opinion on accounting as well as direct and indirect tax matter as and when required.Submission of Audit report Consolidated Yearly Audit/Review Report between 1st July and 31st August as per closing of accounts by the Accounts Branch		

Checklist for submission of documents

Sr. No.	Minimum Eligibility Criteria	Proof to be enclosed
1	The Firm should be empaneled with C & AG for 2022-23	<ul style="list-style-type: none"> • Certificate issued by C & AG for 2022-23 to be enclosed.
2.	Status of the firm	<ul style="list-style-type: none"> • Registration certificate issued by ICAI as Proprietor or Partnership firm.
3.	Registered under Goods & Service Tax Act.	<ul style="list-style-type: none"> • Must be registered under Income Tax / Goods & Service Tax Act. (Self- Attested PAN/GST Registration Certificates to be furnished.)
4	Location of the Head Office/Branch in Delhi/NCR	<ul style="list-style-type: none"> • Certificate of registration
5	The firm should have handled at least 3 (Three) Statutory Audit Assignments of GOI/Undertakings/Autonomous bodies in last five years as on 31/03/2022.	<ul style="list-style-type: none"> • Appointment Letters along with name of Agency, Nature of work, Location, period of Appointment to be submitted.
6	The Firm should not have been black listed by any authority at any time and any disciplinary action not initiated by ICAI at any time.	<ul style="list-style-type: none"> • A Notarized Self declaration should be attached on Stamp Paper of Rs.100/-