

Application for Empanelment of Internal Auditors

Sl. No	PARTICULARS	
1	Name of the Firm	
2	Addresses and phone number of the Firm:	
3	Firm Income Tax PAN No. <i>(attach photo copy of Pan Card)</i>	
4	Firm GSTIN. <i>(attach photo copy of Registration document)</i>	
5	Registration No. with ICAI <i>(attach registration certificate)</i>	
6	Empanelment No. with C & A G <i>(attach copy of empanelment letter)</i>	
7	No. of Years of Firm Existence & Date of establishment of Firm <i>(attach partnership deed)</i>	
8	Details of Partners <i>(attach information in the format appended)</i>	Appendix -1
a.	Total Number of Partners associated with the firm	
b.	Number of full time partners	
c.	Number of part time partners	
9	Details of staff	
a.	Total No. of staff	
b.	No. of qualified staff	
c.	No. of semi qualified staff	

d.	No. of articles clerk	
e.	Others	
9	Branch Details <i>(attach information in the format appended)</i>	Appendix -2
10	Experience in Government audit. <i>(attach information in the format appended)</i>	Appendix -3
11	Annual Turn over <i>(attach Balance Sheet and IT return)</i>	
	2014-15	
	2015-16	
	2016-17	
	Average Turnover	

Place

Date:

Signature

Appendix- 1							
Details of partners							
Sl. No.	Name of partner	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Membership No.	Relevant Experience	Full time or part time
1							
2							
3							

Signature

Appendix - 2				
Branch Details				
Sl No	Location	Address	Phone No with contact person	No. of Staff working In the Branch
1				
2				
3				

Signature

Appendix - 3						
Experience of audit in Government Companies / Undertaking						
Sl No.	Name of the Auditee Organization	Relevant audit year	Type/Nature of audit	Date of completion of audit	Duration of Completion of audit	Proof of the letter of Work or Assignment awarded by the Auditee Organization (PI attach a copy of the letter)
1						
2						
3						

Signature

Terms of Reference for the empanelment of Internal Auditors of TAHDCO

1.

Terms of Reference (TOR)

Background:

The Tamil Nadu Adi Dravidar Housing and Development Corporation Limited was incorporated in the year 1974 under the Companies Act, 1956. The Authorised Share Capital of the Corporation is ₹150 Crores and paid up capital is ₹141 Crores. The Government of Tamil Nadu and the Government of India contribute to the Share Capital of the Corporation in the ratio of 51:49. The Corporation was initially started as a construction company and the activities of the Corporation was subsequently extended to enable it to undertake a wide spectrum of economic development schemes for income generation, skill development training for Schedule castes and Scheduled Tribes in the state. The main activities of the Corporation are

- To implement economic development schemes for the welfare of the Scheduled Castes in the State.
- To provide skill development training to youth belonging to Scheduled Castes for job / self-employment.
- To undertake construction activities entrusted by the government such as hostel buildings for Boys / Girls, School buildings, Science Laboratories, Teachers quarters and Village infrastructure facilities with NABARD assistance.

The Corporation has 43 units which covers 32 District Manager's Office in all the districts for implementation of economic development schemes, 10 Executive Engineers Office to undertake construction activities and Head Office. For the purpose of internal audit, covering all the 43 units as detailed below.

Units			
Head Office	Executive Engineer's Office	District Manager's Office	TOTAL units
Head Office	Chennai, Special Chennai	Chennai, Tiruvallur, Kancheepuram	6
--	Villupuram, Thanjavur	Villupuram, Cuddalore, Thanjavur Tiruvarur, Nagapattinam	7
--	Trichy,	Trichy, Karur Perambalur, Pudukottai, Ariyalur	6
--	Madurai	Madurai, Dindigul, Ramnad, Sivagangai , Theni,	6
--	Tirunelveli	Tirunelveli, Thoothukudi, Nagercoil, Virudhunagar	5
--	Coimbatore	Erode, Coimbatore, Tiruppur Ooty,	5
--	Vellore, Salem	Vellore, Tiruvannamalai, Dharmapuri, Krishnagiri, Salem, Namakkal	8
1	10	32	43

1. SCOPE & COVERAGE OF AUDIT:

- i. The audit of accounts should be conducted in such a manner to ensure 100% verification of all transactions, regular accounting records and special registers prescribed for schemes, administration and accounting systems in accordance with the statutory requirements/ Government Orders/ Circulars /office orders etc.
- ii. The internal auditor should check the adequacy and effectiveness of Internal control system and procedures in the Corporation and point out the weakness/ shortcomings/ discrepancies/ etc. along with suggestions for improvement.
- iii. The internal auditor should suggest on the measures to enhance the transparency in financial management for improving the performance of the organisation and its accounting procedures.
- iv. The internal auditor should ensure that the all the assets of the Corporation are physically verified on 30th September and 31st March

- v. Utilization certificate to Government or other agencies if any required may be certified based on verification of the books and records.
- vi. The internal auditor should certify the Annual Accounts of the Unit Offices.
- vii. The internal auditor should undertake any other specific assignment as a part of Internal Audit as may be required by the Management.

2. AUDIT PROGRAMME & REPORTING TIME:

The internal auditor should submit their audit programme for every unit well in advance for rendering necessary assistance for the audit.

Audit report should be submitted on quarterly basis for every unit. The quarterly report (3 hard copies + Soft copy) should be submitted before the due dates given below to the Managing Director.

Audit period	Due Date
April to June (1 st quarter)	31 st July
July to September(2 nd quarter)	31 st October
October to December(3 rd quarter)	31 st January
January to March(4 th quarter)	30 th April

3. GENERAL

The auditor will be given access to all documents, correspondence, and any other information, which may be deemed necessary by the auditor during the course of audit. The auditor will be provided with the Internal Audit Manual, Circulars, Guidelines, Government Orders, model internal audit report etc., to conduct the internal audit more effectively.

4. ELIGIBILITY CRITERIA:

The Audit firm which satisfies the following minimum eligibility criteria:-

1. A Chartered Accountant firm with Minimum 2 fulltime partners
2. Should have minimum 5 years of experience in auditing
3. Should have registered / empanelled with ICAI and C&AG
4. Should have an annual turnover of Rs.10 Lakh during the last 3 years ending 31.03.2017.
5. Should have taken up the audit (either Internal or statutory audit) of minimum of three Government Companies / Undertakings other than Public sector banks.

Those firms who have taken up the internal audit / statutory audit of this Corporation in earlier years will not be considered and they need not apply.

5. EMPANELMENT AND SELECTION

The firms which satisfy the eligibility criteria will be considered for empanelment of internal auditors. The empanelled list is valid for a period of three years from 2012-13 onwards. From the empanelled list, the internal auditors for 7 regions will be selected by giving due weightage on the following.

- i. Years of experience
- ii. Number of Partners
- iii. Experience with Government Company / Undertakings
- iv. Number of branches
- v. Employee strength

6. Audit Fee and its PAYMENT:

The internal audit fee and TA & DA will be decided by the Corporation.

The audit fee will be paid as follows

- i. 75% of fee along with TA & DA will be paid on submission of audit report.
- ii. Balance 25% of audit fee will be paid after the finalisation of accounts and adoption of accounts in the Annual General Meeting.

7. DOCUMENTS TO BE ATTACHED:

- i. Photo copy of PAN Card
- ii. Photo copy of GSTIN certificate
- iii. Photo copy of ICAI registration certificate
- iv. Photo copy of C&AG letter
- v. Photo copy of partnership deed
- vi. Proof for having undertaken audit of Government Company / Undertaking (Copy of letter)
- vii. Photo copy of last 3 years Balance Sheet and IT return

8. HOW TO APPLY:

Eligible firms may submit their application and TOR duly signed along with the relevant documents in a sealed cover superscribed as "Empanelment of Internal Auditor" to the Managing Director, TAHDCO, No.31, Cenotaph Road, 2nd Lane, Teynampet, Chennai 600 018 latest by 15.02.2018, before 5.00 p.m.

Authorised Signature