



Handicrafts and Carpet
Sector Skill Council



Skill India
कौशल भारत - कुशल भारत

Expression of Interest (EOI)

Appointment of Internal Auditor For Handicrafts and Carpet Sector Skill Council (HCSSC)

Reference #HCSSC/EOI/2016

Issued on: 15th November, 2016

EOI Submission Deadlines Tuesday 20th December, 2016 till 5:00 P.M.

(Email: hcssc@hcssc.in)

Issued by:

Handicrafts and Carpet Sector Skill Council (HCSSC)

C/o EPCH, Plot No. 3, Pocket 6 & 7, Sector C, Vasant Kunj,
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Handicrafts and Carpet Sector Skill Council (**HCSSC**) invites **Expression of Interest (EOI)** for the appointment of Internal Auditor.

Applications are invited from reputed audit firms of Chartered Accountants with experience of conducting internal audit of accounts of Government Institutions, Agencies, Central Universities, State Universities etc and well conversant with direct and indirect tax law of India.

Interested agencies may submit their detailed proposal including financial and technical details. Technical proposal shall necessarily have the details mentioned in the check list- Annexure 1.

ABOUT HCSSC:

The Handicrafts and Carpet Sector Skill Council (HCSSC) is registered as a society under Societies Act 1860.

HCSSC is a Sector Skill Council funded by NSDC and Promoted by Export Promotion Council for Handicrafts and Carpet Export Promotion Council.

HCSSC is inclusively represented by the Government Industry, Industry Associations, Civil Society Organisations, Training Institutes and NGOs.

The Council is managed by a Governing Board of 25 members.

ELIGIBILITY CRITERIA:

- The firm must be registered with, The Institute of Chartered Accountants of India.
- The firm must have audited National level Institutional/agencies.
- The firm should have at least 5 years of auditing experience.
- Experience of working with a training Organisation/Sector Skill Councils/National Skill Development Corporation.
- Experience of working with Sector Skill Council shall be preferred.

SCOPE OF WORK:

- Creating Quarterly Utilisation Certificate, for all funding agencies during the financial year.
- Obtaining an understanding of Financial and Accounting practices in the organisation.
- Understanding the risk elements in terms of accounting process, if any and providing suggestion from time to time and verification of the same.
- Suggesting management in laying down policies, procedures and practice and its documentation thereof.
- Verification of cash and bank transactions on a quarterly/monthly basis.
- Verification of bank reconciliation on quarterly/monthly basis.
- Verification of Schedules, Receipt and Payment a/c, Income and Expenditure Statement and Balance Sheet as per prescribed format.
- Advising on TDS related matters.

GENERAL GUIDELINES:

- Proposal document will be rejected if it is
 - a) incomplete
 - b) not properly filled
 - c) received after the due date
- The period of contract would be for one year from the date of award of contract and it may be further extended on the satisfactory performance.



Check list for submission of Technical Details

Annexure 1

Sr. No.	Particulars	Supporting Documents	Details
1	Name and Address of the Firm	Attach copy of Incorporation	
2	Head office		
3	Date of establishment of the firm		
4	Income Tax Service No.	Attach copy of PAN	
5	Service Tax Registration No.	Attach copy of Registration	
6	Registration no with ICAI	Attach copy of Registration Certificate	
7	No. of years of existence		
8	No. of full time partners associated with the firm		
a	Name of each Partner	CV of Partners along with all the information on organization's letter head.	
b	Date of becoming ACA		
c	Date of becoming FCA		
d	Date of joining of the firm		
e	Membership No.		
f	Qualification		
g	Experience		
h	Contact No, email id and full address		
9.	No. of Articles working with the agency	Details of CA's written on Organization's letter head	