

**Beauty & Wellness SECTOR SKILL COUNCIL
REQUEST FOR PROPOSAL
FOR
THE APPOINTMENT OF INTERNAL AUDITOR
OF B&WSSC FOR
THE FINANCIAL YEAR 2019-21**

**SUBJECT: APPOINTMENT OF INTERNAL AUDITOR IN
BEAUTY & WELLNESS
SECTOR SKILL COUNCIL
FOR THE FINANCIAL YEAR 2019-21**

1. ABOUT B&WSSC

B&WSSC is a not for profit organization promoted by CII, with financial support from the National Skill Development Corporation, under the aegis of Ministry of Skill Development and Entrepreneurship. The aim of the sector skill council is to focus on establishing an effective and efficient ecosystem for developing and imparting skills in the Beauty and Wellness industry, through relevant content & curriculum, courses, information database, delivery systems and standardization of the accreditation and certification process, to enhance the employability of the Indian workforce globally.

The Council is chaired by Mrs. Vandana Luthra, and has icons from the industry as the council members. Since its inception, the Council has taken several steps towards organizing this sector by creating 60 job roles in demand, in-need, and emerging ones aligned to the needs of the Industry.

Over the last five years, the SSC has grown exponentially making its presence felt across the 28 states and 9 Union territories, training and certifying more than 3 lakh youth by helping and making them employable and self-employable, empowered with a certificate from the highest certifying body (Sector Skill Council) in Beauty and Wellness, recognised by the Government of India.

The Sector Skill Council is actively involved with all the states, partnering in their state government - run schemes, collaborating to take forward their skilling initiatives, in its aim to work with the underprivileged and focus on women empowerment.

2. RFP INVITING EOI

The B&WSSC invites quotes/proposal from Chartered Accountant firms having experience in conducting Internal Audit

Terms and Conditions:

Important Date & time for submission of Quotes/Proposals:

S. No.	Information	Details
1	Notice release date	13/09/2019
2	Last date (deadline) for submission of Proposal/Quotes	20/09/2019
3	Bid validity period	30 days from the last date(deadline) for submission of proposals.
4	Contact person for queries	Ms. Surbhi Goel, Head HR & Administration
5	Addressee and address at which proposal in response to RFP notice is to be submitted	Beauty & Wellness Sector Skill Council 247-248, 1st Floor, DLF South Court, Saket, New Delhi-110017 Phone: 011 – 40342935, 91-9560516611 E-mail : hr@bwssc.in

SCOPE OF WORK

3. PERIODICITY AND TIMELINES OF AUDIT

B&WSSC Internal Auditor will be required to conduct the internal audit in four quarters per year.

Commencement of Internal Audit of every Quarter:- The audit should start from the 10th day of the month following the end of the quarter of which audit is to be done at Head Office.

Submission of Final Internal Audit Report:- The final Internal Audit Report of B&WSSC after discussion with the management should be submitted with 30 days from the date of start of Internal Audit.

4. DUTIES OF AUDITOR

The Auditor will be required to carry out internal audit at Head Office on quarterly basis and submit the final internal audit report to CEO B&WSSC and Manager – Finance.

The auditor will be required to discuss the internal audit reports at Head Office before the finalization of each quarter. It may take 4-5 working days. For this s/he will be required to meet Manager – Finance and discuss his response and incorporate his comments before issuing final internal audit report. For internal audit report the inputs of Manager – Finance will be obtained before issuing final internal audit report.

It will be the duty of the internal auditor to obtain/follow up the corrections/rectifications/action taken for each objection and incorporate the same in consolidated management summary to be presented in the Finance and Budget subcommittee of B & WSSC.

Audit assignment is to provide assurance to the management on the utilization of the resources – cash & in kind and provide guidance for internal control checks to the management and strengthening the process of value of money for the trainings and assessments organized by B&WSSC in the country.

The audit objective is to ensure that the financial position of the funds received and expenditures, by the partners in the Utilization certificate and in accordance with the applicable accounting framework. The UC agree with the program accounts (books of account) as maintained by the program implementing entities.

The auditor will verify the following from the financial and related documents and certify:

- a. Adequacy of supporting documents for the expenditure incurred.
- b. Transparent recording of all financial transactions (either cash or in kind).
- c. Financial transactions (either cash or in kind) of the project activity adhere to the norms of arms' length transaction in paper as well as in spirit.
- d. Expenditure has been incurred for the purpose of mutually agreed with the Partner Organizations (Assessments and Training).
- e. The books of accounts of the partners tally with the statement of expenditure submitted by partner to NSDC up to the given audit period.
- f. Follow up on the status of findings of previous audit reports

5. TERMS AND CONDITIONS

The selected agency should not sublet the work in part or full to another agency without specific permission of B&WSSC.

There will be no escalation in the price during entire contract period. The contract shall be terminated in respect of the followings: -

- a. If the service of the firm is not found satisfactory,
- b. In case the firm fails to execute the job as per the terms and conditions of awarded work, the balance / total work will be got executed through other agencies at the agency's risk and cost.

- Read SkillReporter for Tenders RFP EOJ
- c. The decision of the CEO B&WSSC will be final and binding on the Firm and no request will be entertained in any manner.
 - d. In case of any dispute or difference arising in relation to meaning or interpretation of the award, CEO B&WSSC would be the final arbitrator. The decision of the arbitrator shall be final and binding on both the parties.

6. ELIGIBILITY CRITERIA

- a. The Lead CA Firm should have at least an experience of five (5) years from the date of registration of the firm.
- b. The Lead CA Firm should have at least two (2) Chartered Accountants as employee (other than partners/prop) as on the date of tender submission.
- c. The Lead CA Firm should have office in NCR of Delhi
- d. The Lead CA Firm should have conducted either statutory audits and or internal audits of at least three years of any Autonomous Bodies/Statutory Bodies/EPCs/PSUs with multi locations/offices/branches/units on or after financial year 2011-12.

7. DOCUMENTS REQUIRED

- a. The Lead CA Firm shall compulsorily submit the following documents as proof to their eligibility being fulfilled which should be duly certified by partners/prop of the firm.
- b. Certified copy of registration certificate of the firm is required be submitted.
- c. Certified copy of relevant documents from ICAI is required to be submitted
- d. Certified copy of appointment letters from the client
- e. Certified copy of Income Tax Return Acknowledgement of the Firm.
- f. A Copy of GST/ Service Tax Registration No is to be submitted.
- g. A copy of PAN No allotted by Income Tax Department is to be submitted.

8. HOW TO APPLY

The date for receipt of quotes is going to be till September 17, 2019.

The last date of receipt of quotes in a sealed envelope would be on or before September 20, 2019 up to 6.00 pm addressed to the Head HR & Administration, Beauty & Wellness Sector Skill Council, 247-248,1st Floor, DLF South Court, Saket, New Delhi-110017. Alternatively, the

sealed envelope may be sent through Registered post/ Courier/by hand and should reach to us on or before the last date & time. The agency will ensure that it is received at B&WSSC before the due date & time. The quotes/offers/bids received after the due date and time will not be entertained. The quotes/offers received through e- mail would not be considered.

The quotes should be in a sealed envelope subscribed as “Proposal/Quotes for Appointment of Internal Auditor for the Financial Year 2019-21”.

The agency qualifying the eligibility criteria shall submit the quote, as follows:-

- a. Copy of the Balance sheet and profit and loss account showing annual financial turnover during the previous financial years, ending 31st March, 2019.
- b. Copies of the work orders/PO/Agreements evidencing that the agency has experience of financial audit.
- c. List with qualifications of in-house team.
- d. Photocopies License /Registration Certificate of the firm/Prop.
- e. Signature of the authorized signatory on each page.
- f. Copy of PAN Card of the firm/proprietor
- g. Copy of GST/Service Tax registration
- h. Financial Quotes/bids

INFORMATION SHEET

Particulars of Lead CA Firm for appointment as Internal Auditor of B&WSSC

- (a) Name of the Firm**
- (b) Incorporated asin yearat.....**
- (c) Whether any legal/arbitration proceedings are instituted against the Firm or the firm has lodged any claim in connection with works carried out by them. If yes, please give details.**
- (d) Registered Office Address**
 - Name of the Nodal Partner**
 - Designation**
 - Telephone Numbers**
 - Fax Numbers**
 - E-mail**
 - Mobile No**
- (e) Registration details with Statutory Bodies: (enclosed attested photocopy of documents)**
 - GST/Service Tax No**
 - Income Tax No (PAN)**
 - C&AG Registration No.**
 - Etc.**
- (f) Detail of Partners of the Firm**
- (g) Detail of Full Time Chartered Accountants in the Firm**
- (h) Total Staff Strength of the Firm**
- (i) List of Clients where the firm has carried out Statutory and Internal audit**
- (j) Name of Clients (PSU's)/Autonomous Bodies/EPCs) of which statutory audit was assigned through C&AG's office and conducted in any of the last 5years.**
- (k) Any other information Firm would like to furnish.**
- (l) Signature with Stamp**

Date

Place

FINANCIAL BID

The interested Lead CA firm may quote their professional fees (all inclusive) super scribed as Financial Quotes consisting of the quotes amount separately indicating out of pocket expenses and statutory taxes, charges and levies etc. in following format.

SN.	Particulars	Amount (Rs.)
1	Audit Fee for Internal Audit	
	Total Monthly Audit fees	
2	Out of Pocket Expenses if any	
3	Any other Charges	
	Total Monthly Charges	
4	GST/Service Tax	
	Total Monthly Charges including Tax	
	(Rs Word: _____)	in

**Signature of Nodal Partner
With name and firm seal**