

**GOVERNMENT OF ASSAM**  
**SKILL, EMPLOYMENT & ENTREPRENEURSHIP DEPARTMENT**  
**DIRECTORATE OF EMPLOYMENT AND CRAFTSMEN TRAINING: ASSAM**  
**REHABARI, GUWAHATI-8**

No DET(T)PPP-13/2008/476

Dated Guwahati the 1<sup>st</sup> August,2023

**INVITATION FOR EXPRESSION OF INTEREST (EOI)**

**Sub:** Invitation from a reputed CA firm Consultant for performing internal Audit of Industrial Training Institute (ITIs) of Assam under the Directorate of Employment & Craftsmen Training, Assam, Rehabari, Guwahati-8.

Directorate of Employment and Craftsmen Training, Assam invites Expression of Interest (EOI) from well experienced reputed CA firm having Trade License and Office in Assam, experience of at least 5 similar assignments (Internal Audit Assignments) with Central/state Government/ externally aided projects in India in last 10 years for performing Internal Audit for Industrial Training Institute (ITIs) of Assam (on concurrent basis) under the Directorate of Employment & Craftsmen Training, Assam, Rehabari, Guwahati-8. The firms are requested to submit their formal application along with their financial bids in the form of summary for one time audit each ITI with details of chargeable amount through sealed cover envelope affixing court fee Rs. 8.25/- within 17<sup>th</sup> August'23 during office hours and same will be opened on next day 3.00 PM at the Directorate of Employment & Craftsmen Training, Assam, Rehabari, Guwahati-8. Directorate of Employment and Craftsmen Training, Assam, Rehabari, Guwahati-8 reserves the right to reject / cancel any or all of the EOIS without assigning any reasons thereof. EOI will be valid for the current F.Y.2023-2024. The CA firm engaged will have to audit the previous project periods of last three financial year till (2022-23).

**A. Scope of Work**

In conducting the internal audit, special attention should be paid to assessing whether adequate controls have been established and complied regarding expenditure made in respect of GOI funds, GOA funds and IMC funds.

1. Goods and services financed have been procured in accordance with the relevant financing agreement and procurement norms.
2. All necessary supporting documents, records, and accounts have been kept in respect of all project/funds ventures including expenditures reported via Statement of Expenditures.
3. The Internal Auditor would require to verify the procurement processes being followed at the ITIs as per Procurement Guidelines under IMC and any other

funds received from different sources. The internal audit report must report on any variation in the procurement process as laid by the Procurement Guidelines issued time to time by the State Govt. /Central Govt.

4. Name of ITIs to be audited. (Annexure- I)

### **B.Coverage of Internal Audit extends to**

An assessment of the adequacy of the financial management systems, including internal controls. This would include aspects such as adequacy and effectiveness of accounting, financial and operational controls and any needs for revision, level of compliance with established policies, plan and procedures, reliability of accounting systems, data and financial reports; creating controls mechanism in areas where they are lacking; verification of assets and liabilities, security and effectiveness of the operation of the computerized system and,

- Efficiency and timeliness of the funds flow mechanism at the Central Govt./State Govt. and other sources.
- Whether the accounts are compiled in a timely manner and the expenditures consolidated on a monthly/Half Yearly basis at ITI level.
- Verify payments to the third parties as per norms.
- All necessary supporting documents, records, and accounts have been kept in respect of all activities and that clear synchronizations exist between accounting records, accounts books and the periodic financial reports.
- The auditor is expected to obtain and satisfactorily document sufficient audit evidence to support audit conclusions.
- Internal auditors to summarize key issues and risks from a review of Annual/Statutory Audit report.
- Auditor will also provide variance report as per approved annual action plan and budget where applicable.
- Auditor to certify that the utilization certificates of funds at each Beneficiary are provided to the respective authority where applicable.

### **Final Output & Reporting**


- a) One time annual reporting at ITI, the Auditor will provide separate consolidated reports on project/fund received from other sources. The reports will be provided one time annually and a summary of the key findings, implications and recommendations to enable the Directorate of Craftsmen Training to take timely action. Audit observations/reports should be discussed with the Directorate of Employment and Craftsmen Training, Assam and should be structured in a manner giving the observations, the implications of the observations, the suggested recommendation and the management comments agreed actions. The audit observations should be supported by instances and quantified, as far as practicable. Discussion notes duly signed by the both parties will be part of audit Report. The audit

should be completed within three months from the date of engagement and the reports should be submitted within 15 days after completion of audit. Any delay beyond 15 days for any report attracts the termination of the contract without any financial liability of the client.

C) Instruction to Bidders and Terms of this Tender (Annexure-II)



Director

Employment and Craftsmen Training, Assam,  
 Rehabari, Guwahati-8.

Memo No. DET(T)PPP-13/2008/476-A


Dated Guwahati the 1<sup>st</sup> August, 2023

Copy to:

1. The Principal Secretary, Skill, Employment & Entrepreneurship Department, Assam, Dispur, Guwahati-06 for favour of information.
2. Notice board.



Director

Employment and Craftsmen Training, Assam,  
 Rehabari, Guwahati-8.

**Instruction To Bidders and Terms of this Tender-**

1. Bidders are requested to collect the detailed document from the website upto 14<sup>th</sup> August, 2023.
2. Bidders shall ensure full compliance to this NIQ, the ToR and addendum/corrigendum [if any] in order to prove their responsiveness failing which, bids may be rejected.
3. The contract being a lump sum contract, bidders shall analysis and anticipate the expenses likely to be incurred during the tenure of this contract. Price adjustments are not applicable for lump sum assignments.
4. This Expression of Interest does not by any means and form creates liability to the intender and the intender may cancel the entire process without assigning any reason thereof.
5. Bidders are requested not to interpret the meaning of any section/clause of this tender. In case of any queries, clarification may be sought through mail prior to the query submission deadline for clarifications.
6. Non-submission of requisite documents and fees along with the sealed quotation as laid down in this Expression of Interest will result in rejection of bids declaring non-responsive.
7. Unfilled financial quote and conditional statements shall lead to bid rejection.
8. Submission of multiple bids shall not be allowed. Also, participation of agencies/subsidiaries/sister concerns of agencies/vendors associated with the intender in other assignments apart from auditing assignments shall be reviewed and may be rejected.
9. In case of a crucial date is declared a holiday, the activity shall commence of the next working day.

**Tenure of the Assignment and Commencement-**

Tenure of the assignment is three months from the date of signing of contract subject to satisfactory and timely conducting of the assignment. The commencement date shall be the date of joining of the agreement unless specified further.

**Payment Schedule-**

Deliverable	Condition	Payment to be Entitled
One time each ITI (Report-1 of each ITI)	As per Terms of Reference and on approval of authority only.	Accepted Price Quoted in Form FIN and completion of the audit. The payment will be made by the Institute Management Committee (IMC) of respective ITI.

(AFFIX COURT FEE STAMP HERE)

To,

The Directorate,  
DECT, ASSAM

Sir/Madam

We/I ....., hereby submit our unconditional quote in response to NIQ No..... Dated- ..... We hereby confirm that all the associated expense were anticipated prior of this quote and we/shall not claim any additional charges. The quoted price is exclusive of taxes and shall be paid to us as per the payment schedule laid down in the ToR. Taxes shall be applicable as per rules.

Item	Amount INR	Amount in Words
One time each ITI (exclusive of Taxes)- As per requirement of the ToR.	.....	.....
Taxes (@..... %)	.....	.....

Signature-

Seal-

Date-

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## LIST OF GOVT ITIs

S. No.	Inst_Name	Address	City	District	Phone	EEmail
1	Govt. Industrial Training Institute, Guwahati	P.O. Gopinath Nagar, Guwahati-781016	Guwahati	Kamrup(M)	9435077571	itiguwahati@yahoo.com
2	Govt. Industrial Training Institute, Jorhat	Rajabari, P.O. Jorhat 7850014	Jorhat	Jorhat	9435478524	itijrt16@gmail.com
3	Govt. Industrial Training Institute, Nagaon	Panigaon, P.O. Nagaon 782002	Nagaon	Nagaon	9678965097	itinagoan@rediffmail.com
4	Govt. Industrial Training Institute, Srikona	P.O. Srikona (Silchar) 788026	Silchar	Chachar	9435176265	iti_srikona@rediffmail.com
5	Govt. Industrial Training Institute, Tezpur	Jahazghat, P.O. Tezpur 784001	Tezpur	Sonitpur	9435711980	ititezpur2020@gmail.com
6	Govt. Industrial Training Institute, Bongaigaon	P.O. Bongaigaon 783380	Bongaigaon	Bongaigaon	9435965843	itibngn@gmail.com
7	Govt. Industrial Training Institute, Tinsukia	P.O. Borguri, Tinsukia 786126	Tinsukia	Tinsukia	9435331778	iti_tinsukia@rediffmail.com
8	Govt. Industrial Training Institute, Barpeta	Sundardia Road P.O. Barpeta 781301	Barpeta	Barpeta	9101088949	itibarpeta@gmail.com
9	Govt. Industrial Training Institute, Diphu	P.O. Diphu 782460	Diphu	Karbi Anglong	9401700466	iti_diphu@rediffmail.com
10	Govt. Industrial Training Institute, Haflong	P.O. Lower Haflong 788819	Haflong	Dima Hasao	9401022021	haflongiti@yahoo.com
11	Govt. Industrial Training Institute, Kokrajhar	P.O. Kunguri 783370	Kokrajhar	Kokrajhar	9864077570	itikokrajhar@gmail.com
12	Govt. Industrial Training Institute, Gargaon	P.O. Simuluguri (Bharolua) 783121	Gargaon	Sivsagar	9854174909	gargaoniti85@gmail.com
13	Govt. Industrial Training Institute, South Salmara	P.O. Alomganj, 783339	Alomganj	Dhubri	9435616355	itisouthsalmara6@gmail.com
14	Govt. Industrial Training Institute, Nalbari	P.O. Sarihotoli, 781337	Nalbari	Nalbari	9435222070	nalbariiti@gmail.com
15	Govt. Industrial Training Institute, Dhansiri	P.O. Borpathar, 785602	Borpathar	Golaghat	7002504338	itidhansiri@gmail.com
16	Govt. Industrial Training Institute, Karimganj	Settlement Road, Karimganj 788712	Karimganj	Karimganj	9435523411	iti.kxj@gmail.com
17	Govt. Industrial Training Institute for Women, Guwahati	A.K. Azad Road P.O. Rehabari, Guwahati 781008	Guwahati	Kamrup(M)	9706014757	itiwg2012@gmail.com

18	Govt. Industrial Training Institute for Women, Silchar	P.O. Srikona (Silchar) 788026	Silchar	Cachar	9435176265	itiforwomensilchar@gmail.com
19	Govt. Industrial Training Institute, Morigaon	Banpara, P.O. Dondowa 782105	Morigaon	Morigaon	9854120528	iti.morigaon@gmail.com
20	Govt. Industrial Training Institute, Dibrugarh	P.O. Barbarua 786007	Dibrugarh	Dibrugarh	7578995737	apurba_deka2007@yahoo.co.in
21	Govt. Industrial Training Institute, Majuli	P.O. Bongaon 785110	Bongaon, Majuli	Majuli	9435770654	majuliiti@rediffmail.com
22	Govt. Industrial Training Institute, Golaghat	P.O. Padumoni 785621	Padumoni	Golaghat	9535478525	golaghatiti21@gmail.com
23	Govt. Industrial Training Institute for Lahowal	Lahowal, Bakul Majgaon	Lahowal	Dibrugarh	7578995737	apurba_deka2007@yahoo.co.in

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