



# **TAMILNADU TRADE PROMOTION ORGANISATION (TNTPO)**

**CHENNAI TRADE CENTRE COMPLEX  
NANDAMBAKKAM, CHENNAI- 600 089**

## **EXPRESSION OF INTEREST INVITED FOR THE APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2022-23**

Lr.No.TNTPO/F&A/4C/2022

Date:06.10.2022

Ours is a Government Company registered u/s 8 of the Companies Act, 2013 set up for the promotion of trade and commerce. It is a joint venture of India Trade Promotion Organisation (ITPO) and Tamilnadu Industrial Development Corporation (TIDCO).

We would like to appoint Internal Auditors for the year 2022-23 for our organisation. The following are pre-qualifications for the Internal Auditors:

1. It should be a Partnership Firm with the minimum of 5 partners and Chennai based firm.
2. It should have established firm for at least 5 years period before the date of Aug-2022.
3. It should have done atleast two years as an Internal Auditor for any Govt Companies, Undertakings and Departments, the copy of documents should be enclosed for considering the prequalification conditions.
4. Partners should be FCA qualified.

The scope of Audit will be as follows as:

1. Monitoring the existing system and better suggestion for the improvement of the existing system.
2. 100% verification of all the payment and journal vouchers and also the verification of the fact sheets and 100% verification of the invoices raised based tariff approved by the Board of TNTPO.
3. Monitoring and suggesting improvement in internal control system, adequacy of Internal Financial Control (IFCR) with reference to the financial settlement and the preparation of Annual Financial Statement in accordance with Indian Accounting Standards (Ind AS).
4. Auditor has to submit quarterly audited report to the Managing Director and also be present during the Audit Committee Meeting while reviewing the internal audit report on quarterly basis.

5. Auditing compliance with all the legal requirements and provisions such as Labour Act, EPF, ESI, Companies Act, Income Tax Act, GST Act and any other relevant Acts if needed.
6. Any other works assigned then and there related to the internal audit.

Audit has to be done from 01.04.2022 on quarterly basis and approximate volume works per year are detailed below:

- 1200 payment vouchers: 750 Receipts (both cash and bank) and 1000 Journal vouchers.

We request you to kindly quote your audit fees, out of pocket expenses, including conveyance and GST for conducting Internal Audit for the year 2022-23 of our organisation. Your quote with the sealed cover should reach this office within 10 days from the date of receipt of this letter. Any clarification, in this regard can be had from the undersigned.

Sd/-  
Managing Director