

EXPRESSION OF INTEREST FOR EMPANELMENT OF COST ACCOUNTANT FIRMS FOR CONDUCTING INTERNAL AUDIT OF REGIONAL COUNCIL/CHAPTER OF THE INSTITUTE OF COST ACCOUNTANTS OF INDIA FOR THE FINANCIAL YEAR 2026-28

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(A) Objective & Scope of Audit

The primary objective is to evaluate the adequacy and effectiveness of internal controls, compliance with ICMAI HQ guidelines, and overall financial governance of the Hyderabad Chapter. The scope includes:

A. REGULAR SCOPE

1. Financial Audits:

- Review of fee receipts (coaching, membership, seminars),
- Interest Accruals.
- Faculty Attendance and Payments.
- Vendor payments,
- Capital expenditure, and
- Bank reconciliations.

2. Surprise Cash & Study Material Physical Verification.

3. General Ledger Scrutiny.

4. Staff Advances issued and Settlement of the same.

5. Staff Appointments and termination Procedure

6. Staff Attendance and Leave Rules compliances.

7. Operational & IT Controls:

- Evaluation of student registration processes,
- Issuing of Study Material, and data security at the Chapter premises (e.g., Himayat Nagar & Sanat Nagar).

8. Completeness of Documentation relating to Students admissions and issue of Study Material.

9. Compliance: Adherence to ICMAI guidelines, statutory payments (TDS, GST), and empanelment / Expenditure and procurement norms.

10. Budgetary Control System.

B. ADDITIONAL SCOPE FOR SECOND HALF.

11. Fixed Asset Register and Verification.

12. Certification of Members List.

(B) Audit Methodology:

- **Risk Assessment:** Identify key operational and financial risks for the current financial year.
- **Sampling & Testing:** Apply standard audit sampling (e.g., 100% verification for high-value transactions, standard sampling for routine expenses).
- **Reporting:** Issue quarterly/half-yearly reports to the Managing Committee, highlighting exceptions and actionable recommendation

(C) Engagement Team

- **Partner in charge:** [Name of Partner / CMA]
- **Audit Team:** Qualified Assistants and Articled Clerks.

(D) Deliverables

- **Inception Report:** Detailing the audit plan and scope to be Presented before start of Audit along with Information Check list to the Chapter Executive Committee Team.
- **Draft Internal Audit Report:** Shared with the Chapter management for review and management responses.
- **Final Report:** Incorporating management responses with an Executive Summary, Action Taken report of Observations of previous Audit, Audit Observations with Risk Analysis of High, Medium and Low along with Actionable recommendations and Accountable Committee Member and Staff to be Presented in a Management Committee Meeting within 30 days from the end of Audit Period.

(E) Time period for completion of Audit

The Internal Audit shall be conducted half yearly:

1. First half yearly Audit Period (April 1, 2026, to 30th September 2026).
2. Second half yearly Audit Period (October 1st, 2026, till 31st March 2027).

(F) Fees Structure

The detailed fee structure per Annum is given here under:

Sl.No.	PARTICULARS	Half Yearly
1	1st Half	37,500
2	2nd Half	37,500

1. The Above Fees is Excluding GST.
2. Out of Pocket Expenses towards Visiting of Chapter Premises will be Payable in Actuals Upon Submission of Bills.

(G) Minimum Eligibility Criteria

1. The firm should be a partnership firm registered with the Institute of Cost Accountants of India on the date of application.
2. The firms should be in existence for at least three years and possessing previous experience in conducting Internal Audit of Organization will be added advantage.
3. The Firm must have PAN and GST Registration numbers.
4. A firm will not be eligible for empanelment if any of its partners or staff (as a related party defined in Company's Act 2013) is/was associated as an office bearer in any Managing Committee of Chapter/Regional Council/Central Council of the Institute for the last 8 years. A declaration confirming that such non-association should be given by the managing partner along with the application for empanelment.
5. Each selected firm will need to undergo cooling period of two years after completion of Maximum term of Two years of appointment.

(H) Application Procedure

Eligible and interested firms are requested to submit their applications in sealed envelope super scribing "APPLICATION FOR EMPANELMENT AS INTERNAL AUDIT OF THE ICMAI- HYDERABAD CHAPTER " to the Hyderabad Chapter in the Form of Application enclosed as Annexure 1 along with PAN Card, GST Certificate, Certificate 1, Certificate 2 and all supporting documents in the following address through Speed Post/Courier only to the Chapter by 30th June, 2026 accompanied by all necessary documents duly signed by the authorized partner of the firm.

(I) Selection Criterion

1. The norms for selection of firms for Internal Audit will be as follows:

Sl. No.	Particulars	Points Fixed	Max. Point
1	Number of Partners		25
	(a) Equal to 2 partners	5	
	(b) More than 2 partners	10	
	Additional 2 points for every Fellow member Partner	10	
2	Number of Qualified Assistants (Cost Accountants only) employed with the Firm	2 points per qualified assistant	20
3	Age of the Firm	2 points for every year	20
4	Experience in conducting Internal Audit:		25
	(i) Experience in Educational Institution / PSU / Autonomous & Statutory Bodies	15	
	(ii) Experience in other organizations	10	

Sl. No.	Particulars	Points Fixed	Max. Point
5	No. of years of experience in Internal Audit		10
	3 – 5 years	3	
	> 5 years	10	
	Total Points		100

(J) Other Terms & Conditions

The appointment of the firm is subject to the following:

- i) The firm should not subcontract the work.
- ii) The team will work with strict confidence and will ensure that the information in respect of the operation of the area/unit is dealt with in strict confidence and secrecy. A certificate towards maintaining confidentiality to be provided by the Auditor before commencement of audit.
- iii) No relative / auditee / partner or any related party of the Management Committee of any chapter can be auditor / staff of the audit firm a Declaration to that effect is needed in the format attached as certificate 2.
- iv) The firm will be debarred from getting Internal Audit in future in The Institute of Cost Accountants of India in the following cases:
 - a. If the firm obtains the appointment on the basis of false information/false statement.
 - b. If the firm does not take up the job in terms of appointment letter.
 - c. If the firm does not submit the report, complete in all respects in terms of appointment letter.
 - d. If the firm violates any of the stipulation from (i) to (iii).
 - e. If the performance of job is found to be unsatisfactory.
- v) All applications received after the due date and closing time of submission of applications shall be ignored.

(K). Note for consideration:

1. Documentary evidence of all the information as stated above is to be furnished with the offer.
2. Where a Cost Accountant is a partner / owner of more than one firm, in such case, only one firm carrying the highest marks shall be allowed to take part in the EOI process.
3. If there is a tie, a firm with a higher number of Fellow Member of the Institute of Cost Accountants will be considered.

Disclaimer: The Institute of Cost Accountants of India reserves the right to accept or reject any or all responses and to request additional submission or clarifications from one or more Appointment(s) at any stage or to cancel the process entirely without assigning any reason.