

NATIONAL DAIRY DEVELOPMENT BOARD

Post Box No. 40, Anand 388 001, Gujarat

REQUEST FOR EXPRESSIONS OF INTEREST(REOI)

Ref. No.: NDDDB:HO:PUR:REOI:IA_2526

22nd November, 2024

❖ Assignment Title:

Internal Audit (Quarterly Process Audit) of National Dairy Development Board (NDDDB).

❖ Introduction:

The National Dairy Development Board (NDDDB) has been constituted as a body corporate and declared an institution of national importance by an Act of Parliament (National Dairy Development Board Act, 1987).

NDDDB is having its Head Office at Anand, Gujarat and four regional offices at Bengaluru, Mumbai, Noida and Kolkata. NDDDB is having four training centres located at Mehsana – Gujarat, Erode – Tamandu, Jalandhar – Punjab and Siliguri - West Bengal and two Research and Development (R&D) labs at Anand & Hyderabad. In addition to this, NDDDB is having project sites offices across India to execute projects on consultancy basis.

NDDDB adopted quarterly process audit system for internal audit and it is proposed to hire a Chartered Accountants Firm for the assignment starting from the financial year 2025-26.

The initial duration of the consultancy assignments is 12 months (for FY 2025-26) and the same may be extended upon satisfactory performance of the Auditor/s.

❖ Eligibility Criteria:

1. The Firm or its associates should not be statutory auditors of subsidiaries of NDDDB (refer in Annex I) during the financial year 2024-25 and should not accept the statutory audit assignment of subsidiaries of NDDDB during the financial year 2025-26. Please submit a copy of self-declaration in this regard.
2. The firm should have at least 7 years of experience in handling the Internal Audit assignment. Please submit details of companies audited and year of audit, in support of 'at least 7 years of experience' in Internal Audit.
3. The firm should have at least 3 years of experience in handling Process Audit assignment. Please submit details of companies

audited and year of audit, in support of 'at least 3 years of experience' in Process Audit.

4. The firm should have minimum 4 full time partners (details to be submitted), out of which minimum 1 partner should possess Information System Audit qualification (please submit copy of certificate issued by ICAI in this regard) and minimum 1 partner should have experience in conducting Process Audit (please submit Number and name of partners having experience in process audit (with details of companies / organisations)). Further, preferably, 1 partner to have experience in Forensic Audit (please submit Number and name of partners having experience in Forensic Audit (with details of companies / organisations)).

The firms fulfilling all the above criteria would only be shortlisted on the basis of following parameters:

- I. No. of years of audit experience of the firm (please submit supporting documents regarding date of incorporation and registration No.)
- II. Number of partners (please provide name, qualification and registration No. of partners)
- III. Number of internal audits handled by the firm in last 10 years (please provide year-wise details of companies / organisations audited)
- IV. Number of partners having Information System Audit qualification (please provide names of such partners with certificate from ICAI)
- V. Number of partners and their experience in process audit during last 5 years (please provide names of such partners with year-wise details of companies / organisations where process audit is done).
- VI. Number of partners and their experience in forensic audit during last 5 years (please provide names of such partners with year-wise details of companies / organisations where forensic audit is done)
- VII. Number of Chartered Accountants involved in process audit assignments (other than partners) (please provide name and registration No. of such Chartered Accountants)

Expression of Interest (EOI) should be submitted along with supporting documents in respect of above-mentioned criteria.

Firm will be selected in accordance with the **Least Cost Selection (LCS) method**. Further information can be obtained at the address below during office hours, i.e. 0930 to 1800 hours on working days.

Expressions of interest (not more than 40 pages) must be delivered in a written form to the address below (in person, or by mail, or by e-mail (krishna@nddb.coop; hkr@nddb.coop) by **03:00 PM on 09th December, 2024.**

Dy. General Manager (Purchase)
National Dairy Development Board
Khetiwadi Road, Anand 388 001, Gujarat
Tel: 02692-260148/260149

Subsidiary Companies:

1. IDMC Ltd.
2. Indian Immunologicals Ltd.
3. Mother Dairy Fruits & Vegetables Ltd.
4. NDDB Dairy Services
5. NDDB Mrida Ltd.
6. NDDB Calf Ltd.