

NATIONAL INSURANCE ACADEMY

Date :- 4th Feb 2019

APPLICATIONS INVITED FOR GST AUDIT FOR F.Y 2017-18 AS PER SECTION 35(5) READ WITH SECTION 44(2) OF THE CGST ACT, 2017.

National Insurance Academy (NIA) is a Society registered under The Societies Registration Act 1860 and a Public Trust registered under The Bombay Public Trust Act, and also registered under Section 12A (a) of the Income Tax Act.

The National Insurance Academy was established in the year 1980 by LIC, GIC and the four public sector Insurance Companies with support of Ministry of Finance & Government of India. The Academy conducts Management Development Programmes for the executives of Insurance Industry both in India and abroad and also conducts a 2 year full time AICTE approved PGDM course for students. It also conducts, Research and Consultancy work and is approved for Ph.D. Research Centre of Savitribai Phule Pune University.

NIA invites applications from reputed Chartered Accountants/ Cost Accountant Firm for appointment as its GST Auditor to undertake GST audit as per section 35(5) read with section 44(2) of the CGST Act 2017, for F Y 2017-18. The scope of work includes compilation and upload of all the necessary audit and related forms, which forms integral part of this audit.

The application in the prescribed format given on page 2 should be submitted in a sealed envelope superscribed “Application for GST Auditor of NIA” duly addressed to The Chief Administrator, National Insurance Academy, 25 Balewadi, Baner Road , NIA P.O Pune 411045 on or before 11th Feb 2019.

The applicant fulfilling the following conditions may apply in the prescribed format :-

1. The applicant should be a partnership firm, in continuous existence for a period of at least 10 years.
2. There should be at least 2 partners in the firm and 2 partners should have a standing of not less than 10 years in practice.
3. The firm should allocate 1 duly qualified senior partner dedicated to the Academy.
4. The applicant firm should give a declaration that ‘no disciplinary action is pending with the Institute of Chartered Accounts of India or any legal authority against the firm or against any of its partners’. No penal action shall have been imposed on the audit Firm in the last 3 years preceding the financial year 2017-18.
5. The audit firm should not have been debarred by RBI or any other regulatory body.
6. The firm should be Pune based or should be having a branch Office in Pune, with at least one of the Partners based in Pune.
7. Preference will be given to Auditors who have audited the accounts of reputed Educational Institutions /Trusts.
8. Senior Partner should be available for discussion of Audit Report and in the meetings of Audit Committee/Governing Board.

GENERAL

1. Intimation of selection will be given only to the selected firm and no further correspondence will be entertained from other applicants.
2. NIA (Acting through Director) reserves the right to reject any or all applications.

NATIONAL INSURANCE ACADEMY

PRESCRIBED FORMAT FOR APPLICATION FOR GST AUDITOR

Sr. No	Particulars		Details	Annexure Number
01.	Name of the Firm			
02.	Address of Registered Office			
03.	Address of Pune Branch			
04.	Date of Establishment (Certificate to attach)			
05.	PAN No. (Copy to attach)			
06.	GST No. (Copy to attach)			
07.	Year of enrolment (Certificate to attach)		Yes / No	
08.	Details of Partners having more than 10 years experience (Name, Address, e-mail id, Phone No., educational qualification, PAN No., Aadhar No. etc)			
09.	Details of Partners having less than 10 years' experience (same as per Sr. No. 8)			
10.	Number of Employees of the Firm			
11.	Details of Audit in Public Sector Companies , Banks & Insurance Companies			
12.	Details of Audit in Educational Institutes and Public Trusts done in last 5 years.			
13.	Professional Fee for the GST Audit			
14.	Any other			

Declaration :-

I/We confirm that no disciplinary action is pending with the Institute of Chartered Accounts of India or any other legal authority against the firm or against any of its partners as on the date of this application. We further confirm no disqualification or penalty is imposed on Firm in the last three preceding Financial Year i.e 2014-15, 2015-16 & 2016-17 and upto the date of this application.

We also confirm that our firm is not debarred by RBI or any other Regulatory Body from doing Audit.

Sign:-
Name :-
Designation :-
Date & Place
Seal/Stamp