

Madan Bhandari University of Science and Technology  
Chitlang, Thaha Municipality Ward 9, Bagmati Province, Nepal  
**Notice on Requirement for the Services of Internal Auditor**  
Date of publication: Shrawan 25, 2082 (August 10, 2025)

The University intends to hire services of an internal auditor. Interested eligible firms are invited to submit their proposals within 4:30 PM of Bhadra 9, 2082 to the email address– [info@mbust.edu.np](mailto:info@mbust.edu.np) of the University. The TOR for the internal auditor is provided in Annex 1. The proposals should be completed with the documentation specified below.

**Documents to be submitted**

**For firms**

1. Copy of Registration Certificate issued by institute of Chartered Accountants of Nepal
2. Copy of VAT registration certificate of the firm
3. Copy of Tax Clearance Certificate of the firm for the F/Y 2080/81
4. Suchi darta (vendor registration) application of the firm (Annex 2)
5. CV of the candidate
6. Commitment letter from the candidate
7. Technical Proposal
8. Financial Proposal

## **Annex 1**

**Madan Bhandari University of Science and Technology  
Chitlang, Thaha Municipality Ward 9, Bagmati Province, Nepal**

### **Terms of Reference for the Consulting Service of Internal Auditor Contract ID. No: MBUST/CS/01/2082/83**

#### **Background**

Madan Bhandari University of Science and Technology (MBUST) was established through the promulgation of the Madan Bhandari University of Science and Technology Act, 2079 (2022 AD) on August 3, 2022. This Act grants extensive autonomy to the University creating an enabling environment for developing MBUST into a world-class research-oriented university. MBUST holds the promise of making a direct contribution to the economic development of the country through the creation of new knowledge and technology, which should enhance the competitiveness of the country's economy. The MBUST vision is to be a world-class university and the mission is to build prosperous and just Nepal. MBUST is committed to provide world-class education by attracting talented and committed students and academic staff and providing a conducive environment for research and development activities focused at solving real-life problems of the industry using the state-of-the-art knowledge and technology.

As per the University Act, the accounts of the University must be audited by the Auditor General's Office (AGO). Prior to this external audit, an internal audit of the University's accounts is required. Therefore, the University seeks the services of registered auditors to carry out the internal audit for the Fiscal Year 2081/82. In addition, the University plans to conduct the first half-yearly internal audit for the Fiscal Year 2082/83, followed by quarterly internal audits for the remaining period of the same fiscal year.

#### **Objectives:**

The objective of this consulting service is an independent appraisal of the management of the Madan Bhandari University of Science and Technology for Fiscal year 2081/082 and Fiscal Year 2082/83. The Internal Auditor is responsible for evaluating and reporting to the President, and thereby providing suggestions with assurance on the proper asset management as well as arrangements for risk management, control and good governance.

#### **Scope of Work**

- To express an independent professional opinion with regard to efficiency, effectiveness and economy of the University's operation.
- To ascertain and evaluate the adequacy and effectiveness of the financial management and internal control framework.

- To identify the areas of improvement, if any.
- To provide the management recommendations with timely on financial management aspects of the university to enable timely corrective actions, as per needed.
- To ensure compliance with policies, laws, financial norms, procedures, guidelines, etc. as applicable.
- To ascertain the integrity and reliability of financial and other information provided to management, including that is used in decision making.
- To provide an internal audit report as required for auditing by the AGO.

## **Reporting**

The consultant shall report to the President of the University.

## **Duration of Service**

The Consultant shall be hired for about 10 working days on an intermittent basis during the period of November 02, 2025 to November 21, 2025 for auditing the account of Fiscal Year 2081/82. Additionally, the Consultant will be required for about 5 working days during the period of February 13, 2026, to February 24, 2026 for first half yearly auditing, another 3 working days for quarterly auditing from May 04, 2026, to May 11, 2026 and 6 working days for final auditing from August 25, 2026 to September 14, 2026 to conduct half-yearly audits for Fiscal Year 2082/83. This period may be changed through mutual consent.

## **Deliverables**

Internal Audit report for the Fiscal Year 2081/82 and 2082/83 has to be submitted to the President after accomplishment of internal audit as per TOR.

## **Budget and Financial Provisions**

The maximum budget allocated for this assignment is NRs. 339,000.00 (Nepalese Rupees Three hundred thirty-nine thousand), inclusive of Value Added Tax. Proposals exceeding this budget limit will not be considered.

The proposed budget should cover:

- Consultant's Fee
- Travel and Accommodation
- Any other related costs necessary for completion of the assignment
- All applicable taxes and

## **Payments**

The payment shall be made in instalments based on the submission and acceptance of internal audit reports

- 50% (Fifty percent) of the Contract amount shall be paid on the submission of final report of internal audit of Fiscal Year 2081/82 acceptable to the University
- 20% (Twenty percent) of the Contract amount shall be paid on the submission of first half yearly report of internal audit of Fiscal Year 2082/83 acceptable to the University.
- 15% (Fifteen percent) of the Contract amount shall be paid on the submission of quarterly report of internal audit of Fiscal Year 2082/83 acceptable to the University.
- 15% (Fifteen percent) of the Contract amount shall be paid on the submission of final report of internal audit of Fiscal Year 2082/83 acceptable to the University.

## **Eligibility of the consultant**

The consultant must submit registration certificate issued by the Institute of Chartered Accountants of Nepal, VAT registration certificate and Tax clearance certificate for the F/Y 2080/081

## **Qualifications of consultants**

- At least Chartered Accountant's or equivalent degree.
- Certificate issued by the Institute of Chartered Accountants of Nepal including COP
- At least five years of experience in auditing.
- Experience in auditing of government academic institution, preferred
- Good interpersonal skills to complete the given task.

## **Selection Criteria**

The Auditor shall be selected following Fixed Budget Selection Method as described in Clause 31 (4) (ga) in Public Procurement Act, 2007

## Annex 2

मिति:

श्री मदन भण्डारी विज्ञान तथा प्रविधि विश्वविद्यालय  
चित्लाङ्ग, थाहा नगरपालिका वडा ९, बागमती प्रदेश,  
नेपाल

विषय: मौजुदा सूचीमा दर्ता गरी पाँउ ।

महोदय,

सार्वजनिक खरिद नियमावली, २०६४ को नियम १८ को उपनियम (१) बमोजिम तपसिलमा उल्लिखित विवरण अनुसारको पुष्ट्याई गर्ने कागजात संलग्न गरी मौजुदा सूचीमा दर्ता हुन यो निवेदन पेश गरेको छु ।

तपसिल:

१. मौजुदा सूचीको लागि निवेदन दिने व्यक्ति, संस्था, आपूर्तिकर्ता, निर्माण व्यवसायी, परामर्शदाता वा सेवा प्रदायकको विवरण:			
(क) नाम:		(ख) ठेगाना:	
(ग) पत्राचार गर्ने ठेगाना:		(घ) मुख्य व्यक्तिको नाम:	
(ङ) टेलिफोन नं.		(च) मोबाईल नं.	
२. मौजुदा सूचीमा दर्ता हुनको लागि निम्न बमोजिमको प्रमाणपत्र संलग्न गर्नु होला ।			
(क) संस्था वा फर्म दर्ताको प्रमाणपत्र छ <input type="checkbox"/> छैन <input type="checkbox"/>			
(ख) नविकरण गरिएको छ <input type="checkbox"/> छैन <input type="checkbox"/>			
(ग) मूल्य अभिवृद्धि कर वा स्थायी लेखा नम्बरदर्ताको प्रमाणपत्र छ <input type="checkbox"/> छैन <input type="checkbox"/>			
(घ) कर चुक्ताको प्रमाणपत्र छ <input type="checkbox"/> छैन <input type="checkbox"/>			
(ङ) कुन खरिदको लागि मौजुदा सूचीमा दर्ता हुन निवेदन दिने हो, सो कामको लागि ईजाजतपत्र आवश्यक पर्ने भएमा सोको प्रतिलिपि छ <input type="checkbox"/> छैन <input type="checkbox"/>			
३. सार्वजनिक निकायबाट हुने खरिदको लागि दर्ता हुन चाहेको खरिदको प्रकृतिको विवरण:			
(क) मालसामान आपूर्ति: मालसामानको प्रकृति समेत उल्लेख गर्ने		(ख) निर्माण कार्य	

(ग) परामर्श सेवा: परामर्श सेवाको प्रकृति समेत उल्लेख गर्ने		(घ) अन्य सेवा: (अन्य सेवाको प्रकृति समेत उल्लेख गर्ने	
निवेदन दिएको मिति:	फर्मको छाप:	निवेदकको नाम: हस्ताक्षर:	