

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: Poush 18, 2080 (January 3, 2024)

The University intends to hire services of an internal auditor. Interested individuals or eligible firms are invited to submit proposals within 4:00 pm of Poush 24, 2080 to the email address– 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 Company registration certificate of the firm
2. Copy of VAT registration certificate of the firm
3. Copy of Tax clearance certificate of the firm for the F/Y 2079/80 or time extension for the submission of tax return
4. Suchi darta (vendor registration) application of the firm (Annex 2)
5. CV of the candidate
6. Commitment letter from the candidate

For individuals

1. Copy of VAT registration certificate
2. Copy of Tax clearance certificate for the F/Y 2079/80 or time extension for the submission of tax return
3. Suchi darta (vendor registration) application (Annex 2)
4. CV of the candidate
5. Commitment letter from the candidate
6. Technical proposal from candidates for consultant

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

Terms of Reference for the Consulting Services of Internal Auditor

Background

The Government has promulgated Madan Bhandari University of Science and Technology Act 2022. This university is being envisioned as a world-class university designed to support Nepal in attaining peoples' aspirations for prosperous Nepal. To support such an important mission a new type of institution would need to be developed. The University aims evaluating its staff solely based on their competence and keeping it free from corruption, nepotism favoritism and discrimination based on gender, religion, ethnicity and political preferences. The University will strive to build absolute accountability and would not tolerate corruption.

The University Act mandates auditing of the University accounts by the Auditor's General's Office. The University is seeking services from Chartered Accountants to conduct an internal audit of the accounts of the University for FY2079/080.

Objectives

The objectives of this consulting service is an internal appraisal of the financial management of the Madan Bhandari University of Science and Technology for Fiscal year 2079/080. The internal audit service 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 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 Internal Auditor shall be hired for about 7 working days on an intermittent basis during the period of January 11, 2024 to January 19, 2024. This period may be changed through mutual consent.

Deliverables

Internal Audit report has to be submitted to the President after accomplishment of internal audit as per TOR.

Payments

100% of the Contract amount shall be paid on the submission of final report of internal audit acceptable to the University.

Eligibility of the consultant

If the consultant is consulting firm, it must have firm registration certificate, VAT registration certificate and tax clearance certificate for the F/Y 2079/080 or evidence of tax return submission or extension of time for the submission of tax return.

If the consultant is individual, she/he must have VAT registration certificate and tax clearance certificate for the FY 2079/080 or evidence of tax return submission or extension of time for the submission of tax return.

Qualifications of consultants

- Chartered Accountant's license.
- At least three years of experience in auditing.
- Good interpersonal skills.

Selection Criteria

The Auditor shall be selected following Selection based on Public Procurement Act, 2007 and Public Procurement Regulations, 2007 on the basis of Auditors qualification, experiences and capability to carry out the given assignment and service fee

मिति:

श्री मदन भण्डारी विज्ञान तथा प्रविधि विश्वविद्यालय
चित्लाङ्ग, थाहा नगरपालिका वडा ९, बाग्मती 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:	