

F. No. 1/1/2025-NFCH
National Foundation for Communal Harmony (NFCH)
(An autonomous organisation with the Ministry of Home Affairs, Government of India)
7 9th Floor, C Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003

Advertisement No. NFCH/1/CA/2025

Dated 25th February 2025

Subject: Inviting applications for Appointment of Auditor to audit accounts of NFCH and file ITR for the years 2024-25 and 2025-26 - reg.

The National Foundation for Communal Harmony (NFCH) is an autonomous organization under the Ministry of Home Affairs, registered in 1992 under the Societies Registration Act of 1860. The Foundation was set up with the main objective of providing assistance for rehabilitation of child victims of communal, caste, ethnic or terrorist violence, with special reference to their care and education, besides promoting communal harmony and national integration. Details may be seen on website of the Foundation. (www.nfch.nic.in).

The Foundation is required to prepare the Annual Statement of income and expenditure for each financial year duly prepared and audited by a firm of Chartered Accountants which is required to be approved by the Governing Council, NFCH. Such Audited Statements of Accounts for each financial year is included in the Annual Report of the Foundation to be laid in both the Houses of Parliament immediately after completion of the financial year. Donations received by the Foundation are exempted from Income Tax under section 80G(2)(a)(iii(e)) of the Income Tax Act 1961.

NFCH invites applications for appointment of firm of Chartered Accountants empanelled with Comptroller and Auditor General of India (C&AG) to conduct the Annual Audit and file the Income Tax return for the FY 2024-25 and 2025-26 of NFCH with following eligibility criteria:

- i. The applicant firm must have a dedicated wing to handle the work of Government organizations/Autonomous bodies and the applicant firm /partners must have experience of audit of at least 2 Government organizations/ Autonomous bodies;
- ii. NFCH reserves the right to accept /reject any or all applications any time without assigning any reason;

Interested firms of Chartered Accountants are requested to submit their applications along with their profile of firm and relevant details, quoting fees inclusive of tax as applicable to be charged by them for rendering the aforesaid services to the Foundation within the 30 days from the date of advertisement in website. The application complete in all respects shall be submitted only through registered post /speed post in the manner specified in the document "Application for Appointment of Auditor to audit accounts of NFCH for the years 2024-25 & 2025-26". The applications should be addressed to: The Secretary, National Foundation for Communal Harmony (NFCH), 9th Floor, C-Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003 and also email at nfch@mha.gov.in.

The detailed instructions including application form, terms and conditions are available on the NFCH website www.nfch.nic.in,


2025

Inviting applications for Appointment of Auditor to audit accounts of the National Foundation for Communal Harmony (NFCH) for the years 2024-25 and 2025-26

ADVERTISEMENT

The National Foundation for Communal Harmony (NFCH) invites applications from reputed Chartered Accountant/ firm of Chartered Accountant for appointment as an Auditor of the Foundation. The applicants, who are empanelled with the C&AG and intend to participate in the appointment process, may submit their application in the prescribed format. The application form can be downloaded from www.nfch.nic.in,

Last date for receiving the application is 26/03/2025 upto 05.00 p.m. Application received after the due date & time will not be considered. NFCH reserves the right to accept or reject any application in full or part without assigning any reason whatsoever.


25.02.2025
(DDO)
NFCH, MHA

(A) Terms & Conditions:

1. The C.A./C.A. firm must have experience of internal audit of Government/ Statutory body/Autonomous bodies, etc.
2. The C.A./C.A. firm will be paid fee inclusive of all taxes. No claims towards reimbursement/payment of TA/DA or out of pocket expenses, etc. claims will be entertained.
3. The audit process set by the Foundation will be communicated at least 15 days before starting of the audit, to C.A./C.A. firm.
4. The NFCH or its authorized person shall supervise the audit and audit party shall explain the audit procedures and findings if asked for during the course of audit or even before and after.
5. The audit report shall be framed in simple language, to the point and substantiated with documentary evidences attached therewith.
6. The compliances with the earlier report should also be verified by the C.A./C.A. firm.
7. Though this appointment is a period of two years, the appointment can be extended for another year. Further continuation for the third year shall depend purely on the performance of the C.A./C.A. firm. NFCH reserves the right to cancel the assignment without assigning any reason in case it may deem fit.
8. Periodic review meetings will be held at the Office of NFCH in which the internal auditor is required to attend without any extra remuneration.

(B) GENERAL CONDITIONS:

1. The whole process of the tendering can be cancelled/ modified/ altered/ redefined without giving any prior notice or information by the Foundation.
2. Proposal shall be in one cover & marked as "Technical Proposal for **Appointment of Auditor to audit accounts of the National Foundation for Communal Harmony (NFCH) for the years 2024-25 and 2025-26**". The same shall contain details as

mentioned in Annexure-A and details of Fees in another cover & marked as "Financial Proposal for **Appointment of Auditor to audit accounts of the National Foundation for Communal Harmony (NFCH) for the years 2024-25 and 2025-26**".

The same shall contain details as mentioned in Annexure-B.

3. The Proposal must reach the office of the Secretary, National Foundation for Communal Harmony (NFCH), 9th Floor, C Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003 latest by 26/03/2025. No Proposal received after the prescribed time limit, will be entertained.

(C) Commencement, Completion, Modification and Termination of the Contract:

1. The assignment will be for a period of two years initially. However, the assignment may be renewed after completion of the two year period at the discretion of NFCH on the basis of satisfactory performance of the C.A./C.A. firm.
2. The appointment can be terminated from either side, at any time after giving a one calendar month's notice to the concerned C.A./C.A. firm without assigning any reason.

(D) Payment of Fees:

1. The payment of the fees will be made after getting the audit report and filing of ITR. No other payment/reimbursement of charges except the fees shall be made.
2. The internal audit report will have to be submitted within fifteen (15) days from the completion of the audit.

(E) Obligation of the Internal Auditors:

1. The C.A./C.A. firm cannot assign/outsource/sublet the work entrusted or sub contract in any manner what so ever, or any portion of it to any other C.A./C.A. firm.
2. The internal auditor shall remain present for co-ordination/review meetings and make presentations as and when called and no additional fees/expenditure shall be paid for that.

(F) Confidentiality:

The internal auditor shall undertake that all information not within the public domain which may be acquired during the execution of the assignment shall be for all time and for all purpose, regarded as strictly confidential and held in confidence and shall not be directly disclosed to any person whatsoever, except with the prior written permission of NFCH.

The internal auditor should give an undertaking that "I have read all the terms and conditions mentioned above and same are acceptable to me and agreed."



PROFORMA OF APPLICATION FOR TECHNICAL PROPOSAL

FOR AUDIT OF NATIONAL FOUNDATION FOR COMMUNAL HARMONY (NFCH)

(To be printed on Internal Auditor's / Internal Auditor Firm's Letterhead)

No. : _____

Date: _____

The Secretary,

National Foundation for Communal Harmony (NFCH)

Ministry of Home Affairs

9th Floor, C Wing,

Lok Nayak Bhawan, Khan Market

New Delhi-110003

Dear Sir,

I/we hereby apply for empanelment as Internal Auditor of the Council of Architecture and furnish hereunder the requisite bio data/ information / documentation for your consideration:

1. Name of the Applicant : _____

2. Constitution : Individual / Proprietorship / Partnership

3. Firm's Details:

Address : _____

Phone No. : _____

Email: _____

Date of establishment: _____

Membership/ affiliation details with Institutes of Chartered Accountants/ CAG

Name of the Body	Member since	Membership type	Membership No.

4. Firm's PAN / TAN : _____

5. Practicing as auditor since : _____

6. Experience of Internal Audit since : _____

- Internal Audit (of Autonomous Statutory Council/Body) handled in last 3 years with name of Council/ Body (Attach separate sheet if required)

7. Details of existing empanelment : _____

8. Names of proprietor / all partners (also : mention managing/key/senior partner)

1.....

2.....

3.....

4.....

9. Undertakings / Declarations _____

I/We do hereby solemnly declare and affirm that:

I/We have not been removed/dismissed from service/employment earlier

I/We have not been convicted of any offence and sentenced to a term of imprisonment

I/We have not been found guilty of misconduct in professional capacity

I/We have not been convicted of an offence connected with any proceeding under the I.T. Act 1961

I/We am/are not undischarged insolvent(s)

There are no complaints against me/us, registered with CBI/SFIO/Police/Courts of law

I/We have not been blacklisted/depanelled by any bank/FI/IBA/others in the past

10. I/We solemnly declare that the information furnished above is complete and entirely true and nothing has been concealed. I/We also affirm that terms & conditions of NFCH relating to empanelment of auditors are acceptable to us and I/We also undertake to keep the Foundation informed of any events /happenings which would make me/us ineligible for empanelment / remaining empanelled as auditor.

11. Additional information, if any

For & on behalf of (Firm)

Date : _____

Place: _____

(Signature)

Name

Designation

List of enclosures: (Self-attested documents to be provided along with the application)

1. Identity and address proofs of the applicant statutory auditor/proprietor/all partners
2. Copy of registered partnership deed (in case of partnership firms)
3. Copies of PAN Card of the applicant statutory auditor/proprietor/all partners
4. Copies of empanelment with Comptroller and Auditor General of India (CAG) as auditor/proprietor/all partners
5. Evidences of experience as a internal auditor of Autonomous bodies/Government organizations

PROFORMA FOR FINANCIAL PROPOSAL**FOR AUDIT OF NATIONAL FOUNDATION FOR COMMUNAL HARMONY (NFCH)**

(To be printed on Internal Auditor's / Internal Auditor Firm's Letterhead)

No.:

Date:

The Secretary,
 National Foundation for Communal Harmony (NFCH)
 Ministry of Home Affairs
 9th Floor, C Wing,
 Lok Nayak Bhawan, Khan Market
 New Delhi-110003

Dear Sir,

I/we hereby submit my financial proposals for appointment as Auditor of the National Foundation for Communal Harmony (NFCH) and furnish hereunder the requisite bio data/information / documentation for your consideration:

1. Name of the Applicant : _____

2. Constitution : Individual / Proprietorship / Partnership

3. Firm's Contact Details

Address : _____

Phone/ Mobile No. : _____

Email : _____

4. Firm's PAN / TAN : _____

5. We agree to carry out the work to be assigned as per the terms & condition prescribed in empanelment notice @ Fee of Rs. _____ (Rs. _____ only) per annum and act as Auditor of NFCH.

6. The fee quoted is inclusive of all taxes. No TA/DA and pocket expenses etc. claim shall be entertained.

Date:

Signature

Seal of Office/Firm Partner

Name & Designation