



नेपाल धितोपत्र बोर्ड  
खुमलटार, ललितपुर

**आन्तरिक लेखापरीक्षण गर्ने कार्यको लागि प्रस्ताव आवाहन गरिएको सूचना**

यस बोर्डको आर्थिक वर्ष २०७८।०७९ को लागि आन्तरिक लेखापरीक्षण कार्य गराउनु परेको हुँदा नेपाल चार्टर्ड एकाउन्टेन्ट संस्थाको सदस्यता लिई पेशागत प्रमाणपत्र प्राप्त गरी योग्यता पुगेका लेखापरीक्षण फर्महरुबाट प्राविधिक तथा वित्तीय प्रस्ताव यो सूचना प्रकाशित भएको मितिले १५ दिन भित्र पेश गर्नुपर्ने गरी आवाहन गरिएको छ ।

**१) योग्यता तथा अनुभवका आधारहरु**

- १.१) चार्टर्ड एकाउन्टेन्ट्स परीक्षा उत्तीर्ण भै नेपाल चार्टर्ड एकाउन्टेन्ट्स संस्थाको सदस्य भएको हुनु पर्ने ।
- १.२) पूर्णकालीन अभ्यास (Full Time Practice) मा रहेको ।
- १.३) अनुशासन समितिबाट कारवाहीमा नरहेको ।
- १.४) मु. अ. करमा दर्ता भएको ।

**२) प्रस्ताव पेश गर्ने**

माथि उल्लेखित प्रस्ताव पेश गर्दा खाम बाहिर नेपाल धितोपत्र बोर्डको आ.ब. ०७८।७९ आन्तरिक लेखापरीक्षण गर्ने कार्यको लागि प्रस्ताव लेखिएको हुनुपर्दछ । योग्यता तथा अनुभवहरुको प्रमाण, कागजात तथा प्राविधिक (Technical) प्रस्ताव छुट्टै खाममा राखी पेश गर्नु पर्नेछ, तथा वित्तीय (Financial) प्रस्तावमा प्रस्तुत कार्य सम्पादन गर्न आफूले चाहेको पारिश्रमिक उल्लेख गरी पेश गर्नु पर्नेछ । प्राविधिक (Technical) र वित्तीय (Financial) प्रस्ताव छुट्टै छुट्टै खाममा सिलबन्दी गरी उक्त दुबै खाम एउटै खाममा राखी सिलबन्दी गरी पेश गर्नुपर्नेछ । प्राविधिक प्रस्ताव छनौट भएका प्रस्तावहरु मध्येबाट मात्र वित्तीय प्रस्ताव खोलिनेछ । यस्तो आर्थिक प्रस्ताव निश्चित बजेट प्रणाली अनुरूप मूल्यांकन गरी छनौट गरिनेछ । उक्त प्रस्तावहरु यही मिति २०७८।०९।०६ गते कार्यालय समय भित्र यस बोर्डमा दर्ता गरी सक्नुपर्नेछ । प्रस्ताव पेश गर्ने म्याद समाप्त भएपछि आएको प्रस्ताव मान्य हुने छैन । यस सम्बन्धी Terms of Reference देहाय वमोजिम रहेको छ ।

व्यवस्थापन महाशाखा

नेपाल धितोपत्र बोर्ड ।

## Terms of Reference

### **1. Background:**

The Securities Board of Nepal (SEBON) is an autonomous body established under the Securities Act 2006 with the sole aim to regulate the Capital & Commodity Exchange market of Nepal. The Board is seeking the service of Chartered Accountants' Audit Firms to conduct the internal audit of the Board for the fiscal year 2078/79 B.S.

### **2. Objective:**

The objectives of the assignment are as follows:

- Conduct Internal Audit of the Board (SEBON) for the fiscal year 2078/79 B.S.
- Suggest the management about the remedial measures or actions to be taken to correct the discrepancies as per the due process of law.
- Examine and evaluate the financial records and functioning of the Board with due regard to the regularity, economy, efficiency, effectiveness, propriety and due process.

### **3. Scope of work:**

The internal audit should be planned and performed based on the assessment of the associated risks i.e. on risk based approach. An annual plan stating audit areas and coverage in each of the trimester based on the risk assessment should be prepared at the beginning of the audit. Such audit plan should be agreed with the audit committee.

Internal auditor shall generally cover areas of financial management, systems and processes of the Board which includes inter alia:

- Incomes, expenditures, assets and liabilities of the Board
- Expenditure authorization and procurement system and procedure
- Compliance of prevailing Acts, Rules and Regulations
- Compliance of applicable Financial Reporting Standards
- Bank reconciliation
- Review of Internal Control System
- Review of the related laws and procedures
- Review of budget and plans vs actual results
- Any other relevant matter as determined from time to time

### **4. Deliverables:**

The deliverables of the assignment are as follows:

- Internal audit report shall be submitted on four-monthly basis within one month after the end of the respective four-month period.

### **5. Commencement of audit work:**

The audit work shall commence immediately after execution of the contract for internal audit.

## **6. Points to be specifically included in the Proposals**

The following points should be specifically mentioned in the financial or technical proposal as the case may be:

- Number of staffs to be engaged in the assignment along with qualification and man days for each trimester
- Fees for Internal Audit and other fees, if any should be clearly mentioned in the financial proposal

Note: Details of level efforts and man-days mentioned in the technical proposal should be related while making the financial proposal otherwise the proposal may be considered disqualified.

## **7. Composition of Audit Team**

Internal audit team shall be composed of at least 4 members with at least two chartered accountants in addition to the engagement leader. The audit team leader to be engaged in the internal Audit must be a Chartered Accountant member of ICAN with at least and should have minimum 2 years of Post Qualification Audit Experience. Team Leader should be at SEBON Premises during the audit period.

Audit Team Leader shouldn't be changed without prior notification to the board during the fiscal year. Qualified and experienced member of audit team will be preferred.

## **8. Access to the Books of accounts of the Board:**

The Internal auditor shall have full access on the books of accounts, minutes and other relevant documents of the Board required for effectively carrying out the internal audit work.

## **9. The Facilities to be provided by the Board:**

The Board shall provide the following facilities to carry out the internal audit:

- Room space with required furniture
- Required computer facilities and printing facilities of the report
- The communication facilities of the Board can be utilized as required

## **10. Focal Point:**

Focal point for Internal Auditor shall be the head of Finance Department of the Board.

## **11. Terms of Payment:** As agreed upon in the agreement.

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## Evaluation Criteria of Proposals

A two-stage procedure is utilized in evaluating the proposals. Firstly, a preliminary evaluation of the proposals will be done where the Valid Registration/Renewal with the Institute of Chartered Accountants of Nepal (ICAN), VAT Registration Certificate and latest fiscal year's Tax Clearance Certificate will be reviewed. If these 3 mandatory documents are not submitted, they will not be considered for further evaluation process.

After the mandatory documents are reviewed, the content of the Technical Proposals will be evaluated of those firms who have submitted mandatory documents. The Technical Proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) as per the criteria mentioned below.

After review of Technical Proposal, price proposal will be opened and evaluated. The Price Proposals will be opened and evaluated only for submissions that scored the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the Technical Proposals.

### Criteria for Contract Award

Highest Combined Score (based on the 80% technical offer and 20% price weight distribution)

The maximum number of points for the Price Proposal is 100. This maximum number of points will be allocated to the lowest price. All other Price proposal will receive points in inverse proportion according to the following formula:

Financial Score =  $\frac{\text{Lowest Bid} \times 100}{\text{Maximum Score}}$

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 Bid being scored

Combined Score = The total score for each Bidder will be the weighted sum of the technical score and financial score. The maximum total score is 100 points

Combined Score = 80% Technical Score + 20% Financial Score

The contract will be awarded to the qualified Audit Firms with highest Combined Score.

### Technical Evaluation Criteria

The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise of Audit Firm submitting Proposal

Form 2: Proposed Work Plan and Approach

Form 3: Personnel

<b>A. Expertise of Audit Firm submitting Proposal:</b>	
A.1	Number of years of Experience
A.2	Involved in Internal/External Audit of Listed Companies or Licensed Institutions namely Merchant Banker, Mutual Fund, Nepal Stock Exchange, CDSC or Credit Rating Agencies.  (List of such companies along with documented evidence such as reference letter, comfort letters, previous contract copies or other documents to demonstrate the audit works done should be presented. Out of such, minimum 2 should be Internal Audit)
A.3	Average Annual Turnover of the firm for last 3 years .
A.4	Number of Chartered Accountant staffs in the office.

<b>B. Proposed Work Plan and Approach:</b>	
B.1	Understanding of and Response to TOR provided
B.2	Proposed Audit Approach, Methodology and Time Plan: <ul style="list-style-type: none"> <li>• Risk Based Audit Approach and Methodology in line with Standards applicable to Internal Audit:</li> <li>• Time Plan and Program:</li> </ul>
B.3	Plan for value addition to the Management

<b>C. Personnel:</b>	
	<b>Engagement Partner (Provide CV):</b>
C.1	Experience of Engagement Partner
C.2	Number of years of experience in Audit of Public Company:
C.3	Experience in internal audit:
	<b>Other (Provide CV):</b>
C.4	Chartered Accountants in Audit Team:
C.5	Experience of team members:
C.6	Experience of team members in Internal Audit:

## **Award of Contract**

### **A. Award criteria, award of contract**

The Board reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders.

### **B. Board's right to vary requirements at time of award**

The Board reserves the right at the time of award of contract to vary the quantity of services specified in the TOR without any change in price or other terms and conditions.

### **C. Signing of the contract**

Within 7 days of receipt of the contract the successful Bidder shall sign and date the contract and return it to the Board.

Failure of the successful bidder to sign the contract within specified time frame shall constitute sufficient grounds for the annulment of the award, in which event the Board may make the award to the next evaluated bidder or call for new Proposals.