CONSTRUCTION SKILL DEVELOPMENT COUNCIL OF INDIA

REQUEST FOR PROPOSAL
INTERNAL AUDIT SERVICES

Date of Issue:	24th September 2026		
Assignment Name:	Engagement of Internal Auditor for CSDCI		
Tenure of Engagement:	Two (2) Years (Renewable on mutual agreement)	**Submission Deadline:**	09th October 2026, 05:00 PM IST
Target Entity:	Chartered Accountant (CA) / Cost Management (CMA) Firms		

1. INTRODUCTION & BACKGROUND

The **Construction Skill Development Council of India (CSDCI)** is an Autonomous Industry-led Sector Skill Council registered as a Non-Profit Organization under Section 8 of the Companies Act, 2013. CSDCI is promoted by apex industry bodies—including the **Construction Federation of India (CFI)**, **Builders' Association of India (BAI)**, **Confederation of Real Estate Developers' Associations of India (CREDAI)**, and **National Highways Builders Federation (NHBF)**—and operates under the mandate of the **National Skill Development Corporation (NSDC)** and the **National Council for Vocational Education and Training (NCVET)** under the aegis of the **Ministry of Skill Development and Entrepreneurship (MSDE)**, Government of India.

CSDCI aims to fulfill the workforce requirements of the Construction sector by setting occupational standards, establishing qualification packs, accrediting training centers, conducting assessments, and certifying skilled manpower. To ensure robust financial integrity, regulatory compliance, risk management, and operational efficiency, CSDCI invites eligible and experienced Chartered Accountant (CA) or Cost and Management Accountant (CMA) firms to submit technical and financial proposals for engagement as **Internal Auditor**.

2. OBJECTIVE & TENURE OF ENGAGEMENT

The objective of this engagement is to undertake a comprehensive review of CSDCI's financial controls, operational efficiency, treasury operations, statutory compliance, and governance frameworks.

- **Tenure:** The engagement shall be for an initial period of Two (2) Years from the date of commencement, renewable annually upon satisfactory performance evaluation.
- **Termination Clause:** Either party may terminate the contract with a one-month prior written notice in case of dispute or unsatisfactory performance.

3. DETAILED SCOPE OF WORK

The Internal Auditor will execute a structured, risk-based internal audit covering the following eight (8) core modules:

S.No	Audit Area	Scope of Work & Review Points	Audit Frequency
(a)	**Policy & Procedures / Operational Audit**	**1.** Review of adequacy of internal control systems and suggesting necessary improvements. **2.** Review of implementation of management-approved changes. **3.** Review of system compliance with internal policies, procedures, and statutory regulations. **4.** Evaluating risk management and governance effectiveness.	**Monthly**

		5. Operational audit of Batch Allocations, TOT Files, TP Affiliations, and TC Accreditations. **6.** Review, Preparation and submission of duly certified P&L, Debtor/Creditor and cashflow statements.	
(b)	**Treasury Operations**	**1.** Physical verification of cash on a quarterly basis. **2.** Quarterly review of bank reconciliation statements and obtaining balance confirmations. **3.** Audit of cancelled cheques and cheque books. **4.** Vouching of cash and bank payments against Purchase Orders and authorization matrices.	**Quarterly**
(c)	**GST Compliance**	**1.** GST Monthly Compliance: Verification/filing of GSTR-1, GSTR-2B matching, GSTR-3B liability computation, RCM review, and ITC validation.	**Monthly**
(d)	**Statutory Compliance**	**1.** TDS Compliance: Advisory on tax withholding, quarterly TDS returns, Form 16/16A generation, and Sec 197A certificate filings. **2.** Secretarial Compliance: Quarterly verification of Companies Act 2013 compliance and board resolution advisories.	**Quarterly**
(e)	**HR & Payroll**	**1.** Review of employee attendance, leave monitoring, and payroll computations. **2.** Verification of employee tax declarations and investment proofs (Feb/Mar). **3.** Verification of monthly salary sheets, overtime, and statutory deductions. **4.** Review of Full & Final (F&F) settlements and long-standing employee advances.	**Monthly** **Bi-Annually** **Monthly** **Quarterly**
(f)	**Fixed Assets**	**1.** Documentary review of fixed asset requisitions and approvals. **2.** Vendor selection and evaluation procedure audit. **3.** Fixed Assets Register (FAR) review.	**Quarterly**
(g)	**Detailed Ledger Scrutiny**	**1.** Invoice vouching for Assessing Agencies (AA) and income verification from ZOHO and NSDC portals. **2.** Debtors/creditors ageing schedule scrutiny and Trial Balance review.	**Monthly**
(h)	**Financial Reporting**	Finalization of Quarterly and Yearly Financial Statements Duly Audited by the Internal Auditors.	**Quarterly and Annually**
(i)	**Business & Advisory**	Day to Day Advisory, Assistance in Annual Budget preparation, Preparation and Submission of Certified Utilization Certificates (UC), Board/Governing Council presentations, statutory audit query support, and drafting and filing replies to tax/regulatory notices.	**As and when needed**

4. DELIVERABLES & REPORTING TIMELINE

- **On-Site Visits:** At least One Senior Partner / Fellow CA (FCA) along with the audit team must conduct quarterly on-site audit reviews.
- **Pre-Audit Notice:** CSDCI will furnish required data and audit details within two (2) weeks of each quarter end and three (3) days of each month end.
- **Management Discussion:** Draft findings must be reviewed in person with CSDCI Management before report finalization.
- **Submission Deadline:** Auditor Certified Copies of Quarterly and Annual Internal Audit reports, financial statements and corresponding invoices must be submitted to CSDCI by the last working day of the month following each month, quarter and year end.

5. COMPREHENSIVE ELIGIBILITY CRITERIA & MANDATORY TERMS

Bidders must fulfill all technical evaluation and eligibility criteria stated below to qualify for commercial evaluation:

S.No	Eligibility Criteria	Mandatory Supporting Documents Required
1.	**Legal Entity & Incorporation**	Copy of Certificate of Incorporation / Partnership Deed / LLP Registration Certificate, self-attested PAN, and GST Registration Certificate.
2.	**Professional Registration**	Copy of Firm Registration Certificate issued by ICAI or ICMAI.
3.	**Years of Experience**	Minimum five (5) years of experience in providing auditing services to Private Companies / PSUs / Government Entities (Self-undertaking on letterhead).
4.	**Financial Capacity & Turnover**	Minimum Average Annual Turnover of INR 15.00 Lakhs over the last 3 completed Financial Years (FY 2022-23, FY 2023-24, FY 2024-25), certified by a Statutory Auditor.
5.	**Qualified Human Resources (FCA)**	Undertaking confirming availability of Fellow Chartered Accountants (FCA) on payroll/firm setup for key deployment.
6.	**Overall Audit Experience Credentials**	Experience delivering internal audit services to a minimum of 5 entities with turnover >= INR 20.00 Crores over last 5 years (at least 2 entities must be Public Sector Undertakings or Section 8 / Skill Development bodies). Submit Work Orders / Agreements / Completion Certificates.
7.	**Non-Blacklisting & Litigation**	Undertaking confirming firm is not blacklisted/barred by Central/State Governments or PSUs and not involved in major compromising litigation.
8.	**Conflict of Interest Restriction**	Former CSDCI employees must NOT be employed or associated with the firm during the engagement period.

6. PROPOSAL SUBMISSION FRAMEWORK (TWO-ENVELOPE SYSTEM)

Bidders must submit their proposals under a **Two-Envelope Competitive Bidding System** (Envelope A: Technical Proposal, Envelope B: Financial Proposal):

- **Envelope A - Technical Proposal:** Must include Firm Profile, ICAI/ICMAI Certificate, CVs of FCA Partners, Statutory Auditor Turnover Certificate, Work Orders/Completion Certificates for 5 entities (>= INR 20 Cr turnover), and Non-Blacklisting Undertakings.
- **Envelope B - Financial Proposal:** Must specify the Consolidated Quarterly Professional Retainership Fee (exclusive of applicable taxes) along with any proposed annual escalation for Year 2.

7. EVALUATION METHODOLOGY & SUBMISSION ADDRESS

Proposals will be evaluated using a **Quality and Cost-Based Selection (QCBS)** methodology (70% Technical Weightage / 30% Financial Weightage). Submissions must reach the following address by **18th September 2026, 05:00 PM IST**:

Chief Executive Officer
Construction Skill Development Council of India (CSDCI)
CPB - 201 & 202, Block-4B, DLF Corporate Park,
Phase - III, DLF City MG Road,
Gurugram - 122002
Tel: +91-0124-4513915 - 18 Extn. 11
Email: ceo@csdcindia.org

APPENDIX: FINANCIAL PROPOSAL SUBMISSION TEMPLATE

(To be submitted separately under Envelope B / Password-Protected Commercial Submission)

Item	Description	Quoted Fee (INR / Excl. GST)
1	Consolidated Quarterly Retainership Fee (Year 1)	*[To be quoted by bidder]*
2	Consolidated Quarterly Retainership Fee (Year 2)	*[To be quoted by bidder]*
3	Proposed Annual Escalation Percentage (%)	*[To be quoted by bidder]*