



THROUGH HUMANITY TO PEACE

Indian Red Cross Society

(CONSTITUTED UNDER ACT XV OF 1920)

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File No.:Fin/3/2025/CA

Dated: 2nd June, 2025

Subject: Engagement of Chartered Accountant for Audit of Donations Received in Kind and Relief Items Procured by IRCS, National Headquarters.

The Indian Red Cross Society (IRCS), National Headquarters (NHQ), maintains relief supplies in six strategically located warehouses. These warehouses ensure swift dispatch during emergencies and disasters. After major emergency responses, surplus materials such as rub halls, personal tents, generators, and medical equipment are returned from the field and stored in these warehouses. Additionally, older materials and equipment that may no longer be functional have accumulated in the warehouses over the period.

As part of its financial reporting for the financial year 2023-24, IRCS incorporated all donations received in kind and relief materials procured by the NHQ into its books of accounts.

Given that this is the beginning of incorporating such donations and relief items into the books, it is prudent to conduct a comprehensive audit for the last five financial years, i.e., from 2019-20 to 2023-24. This audit will cover all donations received in kind, relief items procured by IRCS, stored in the NHQ warehouses, and dispatched to State Branches.

The details of experience and scope of work, responsibilities and remuneration are in Annexure. The applications in sealed envelope should be submitted to HR Manager, Indian Red Cross Society, 1 Red Cross Road, New Delhi by 20th June 2025.

(Satya Devan K)
HR Manager

Annexure

Objective:

The primary objective is to engage a qualified Chartered Accountant (CA) firm with a minimum of five years of experience in auditing similar transactions. The CA firm will audit the donations and relief items as described and certify the accuracy of the records maintained by IRCS.

Terms of Reference for the Auditor:

1. Audit of Donations Received in Kind:
 - Review store accounting at various IRCS warehouses.
 - Perform financial accounting and reconcile donation records with valuations.
2. Audit of Relief Items Procured by IRCS:
 - Verify store accounting at various warehouses.
 - Conduct financial accounting and reconcile with valuations.
3. Stock Certification:
 - Certify the closing balance of stock, including valuation, as of March 31, 2025.
4. Audit Report:
 - Submit a comprehensive audit report detailing findings and recommendations for improvements in processes.
5. Warehouse Visits:
 - On-site audits at the following IRCS warehouse locations:
 - a) Bahadurgarh (Haryana)
 - b) Arakkonam (Tamil Nadu)
 - c) Kolkata (West Bengal)
 - d) Noonmati (Guwahati, Assam)
 - e) Viramgam (Gujarat)

Bid Submission Requirements:

- Proposed Timeline and Team Composition:
 - The CA firm must provide a detailed timeline for completing the audit assignment and include information about the team composition, number of team members, and their qualifications.
- Financial Bid:
 - The minimum bid amount is ₹ 20,000.
 - The financial bid must separately itemize the auditing fees and field visit expenses. However, the gross quoted amount will be considered for awarding the contract, regardless of actual field visit expenses.

The firm that submits the best proposal will be selected, and the successful bidder will be expected to adhere to the specified process and deliver the final audit report within the agreed-upon timeline.

Expected Deliverables:

1. A comprehensive audit report.
2. A certified stock list, with valuation and donation receipt year-wise.
3. Reconciliation of records based on audited accounts versus actual accounts.

Timeline:

The auditor to submit the final audit report by 30th September, 2025.