

Invitation for Bids

For Appointment of CA Firm for Internal Audit and Tax Audit (Form 10B) of National Testing Agency for FY 2024-25

1. Introduction

National Testing Agency invites bids from qualified Chartered Accountant (CA) firms for conducting **Internal Audit** and **Tax Audit** for the financial year 2024-25. The selected firm will be expected to provide professional services in compliance with applicable laws and standards.

2. Eligibility Criteria

- The CA firm should have a minimum of **3 years of experience** specifically in **Tax Audit** or **Internal Audit** (applicable to the service you are applying for).
- The firm must have been in existence for at least **5 years** as of the date of submission.
- The firm should demonstrate a strong **market reputation** and proven expertise in audit assignments.

3. Scope of Work

- Conducting statutory **Tax Audit/Internal Audit** (as applicable).
- Submission of audit reports and filing requisite forms within stipulated timelines.
- Providing recommendations for improvement in internal controls and compliance.

4. Submission of Bids

- Bids must be sent to finance@nta.ac.in clearly mentioning the subject: *“Bid for CA Firm – Internal Audit / Tax Audit”*
- The last date and time for submission of bids is:
11th September 2025, 5:00 p.m.
- Bids received after the deadline will not be considered.

5. Evaluation and Selection

- The firm offering the **most competitive rates** will be selected.
- National Testing Agency reserves the right to accept or reject any or all bids without assigning any reason.

National Testing Agency looks forward to receiving your bids and establishing a mutually beneficial professional relationship.