



ঢাকা চেম্বার অব কমার্স অ্যান্ড ইন্ডাস্ট্রি Dhaka Chamber of Commerce & Industry

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INVITATION OF QUOTATION (IOQ)

DCCI Internal Auditor for the Year 2026-27

Dhaka Chamber of Commerce & Industry (DCCI) is inviting qualified independent internal auditors to submit quotations by addressing the President, Board of Directors for conducting audit services for the year 2026-27 (July to June). Applications should contain the below mentioned terms & conditions.

TERMS & CONDITIONS:

- 1. Required Documents:** Membership in nationally/internationally recognized accounting or auditing bodies, Copies of Valid Trade License, BIN & PSR should be submitted with the quotation.
- 2. Experiences:** The firm should outline where appropriate any previous working experience with the chamber body/Trust Fund as well as the qualification of professional skill of each member of Team and the size of the workforce to deploy for this contract to be mentioned. The firm must have at least 20 years' experience in providing similar services to renowned organizations.
- 3. Scope of Audit:** Audit should be accompanied by a description of the audit approach and work plans to ensure adequate audit coverage of the DCCI Monthly Accounts and financial statements like Income Statement; Receipt & Payment accounts; Investment fund; Bank accounts; system of book keeping, accounting and internal control; budgets & budgetary control; chamber's interests are protected in minimizing expenses and maximizing revenue; organization's adherence to all internal rules and regulations as laid out in the constitution and other decisions of the management; compliances of financial & accounting rules; competitive price; DCCI Service Rules; HR Policies; other policy & procedures; agreements etc; salaries & benefits to employees are paid in accordance with records; appointment letters; attendance; HR Policies and Service Rules etc; and relating office rules & any recommendation of improvement of DCCI operation; All receipts and expenditure were made as per rules & policies of the Chamber; All receipts have been accounted for; All expenditure recorded have actually been incurred; All expenditure have been made with the approval of proper authority; Expenditures have been made for the purpose of the Chamber; Procurements related issue; Investment (Capital Expenditure); DCCI Compliance related issues; Corporate Income Tax & VDS related issue; Investment in FDR/Treasury Bill & Bond related issue; Membership related issue; DCCI Rental Income related issue; DCCI Project related issue; DBI Institute (Training Center) Income & Expenditure.
- 4. Audit fee:** The total annual audit fee (in BDT) is requested, including VAT. Please note that Tax & VAT will be deducted as per Govt. rules.
- 5. Reporting:** The report presented to management through Comprehensive management letters and should be accurate, complete, balanced, fair, and constructive. You are required to submit 3 copies of final report.
- 6. Other information:** Please include any other relevant information likely to assist in selecting an internal auditor from amongst the applications received.



Atan Islam


CORPORATE ADDRESS:

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7. **Quotation Submission date and address:** We are inviting quotation to submit on or before 15 July 2026 at Dhaka Chamber building (4th Fl.), 65-66, Motijheel C/A, Dhaka 1000. Quotation box will be opened on 18 July 2026. After short listing, it will be finalized on the same day and result will be published on Notice Board and subsequently selected firm will be informed accordingly.

N.B: Please note that incomplete submissions will not be accepted. Office of the DCCI reserves the right to accept or reject any Quotation without giving any reason.


Dr. AKM Asaduzzaman Patwary
Secretary General (Acting)

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