



IFCI Infrastructure Development Limited (IIDL)
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IIDL/F&A/2017-18/COST AUDITOR

Dated: 08/09/2017

**Tender Document for Appointment of Cost Auditor
For
Financial Year 2017-18**

APPOINTMENT OF COST AUDITORS FOR FINANCIAL YEAR 2017-18

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Last Date for Submission of Offers
15.09.2017 by 4.00P.M.
At IFCI Tower, 6th Floor, 61 Nehru Place
New Delhi - 110019.

INVITATION OF PROPOSAL FOR APPOINTMENT OF COST AUDITOR(S) FOR FINANCIAL YEAR 2017-18

1. Introduction:

IFCI Infrastructure Development Ltd. (IIDL) is a 100% owned subsidiary of IFCI Ltd. (Formerly known as Industrial Finance Corporation of India), a Government of India Undertaking, the first Development Financial Institution of the country established under the Parliament Act in 1948. IIDL is one amongst the few institutional players in the Infrastructure & Real Estate sector. IIDL since its inception has developed projects all over India focusing on construction that is driven by the overall infrastructure development of the area. The development projects are located at key business districts of various states comprising Delhi, UP, Haryana, Kerala, Karnataka, West Bengal etc.

IIDL also has a serviced apartment project '**Fraser Suites**' located in Mayur Vihar, Phase-I, Delhi.

IIDL invites proposal in bid system for Appointment of Cost Auditors.

IIDL reserves the right to accept or reject any proposal without assigning any reasons or explanation.

Please note that the tender process can be cancelled by IIDL on its discretion.

Any Tender received after due date will be rejected. IIDL shall not be responsible for the late delivery of the tender resulting in rejection.

2. Maintenance of Cost Records & Cost Audit

Cost Records are being maintained by the Company as per the extant rules and the company intends to appoint a firm of Cost Accountants for conducting Cost Audit for the Financial Year 2017-18.

3. Scope of Work:

The broad scope of work would be:

- 3.1 To conduct Cost audit of the Company in accordance with the provisions of the Companies (Cost Audit Report) Amendment Rules, 2016. Cost audit shall be in adherence to the relevant orders/clarification issued by Cost Audit Branch, Ministry of Corporate Affairs, Govt. of India and the Cost Accounting Standards issued by the Institute of Cost Accountants of India, from time to time.
- 3.2 Cost audit team should consist of adequate number of qualified/semi-qualified assistants (Cost Accountants) led by a senior partner of the Firm so as to be Commensurate with cost audit work requirements.
- 3.3 Verification and certification of cost proformas maintained by the Company as per Companies (Cost Records and Audit) Rules, 2014.
- 3.4 Verification and certification of annexure to the cost audit report.
- 3.5 Cost audit firm so appointed shall commence cost audit and submit report as per Companies (Cost Records and Audit) Rules, 2014.
- 3.6 The cost audit firm shall ensure submit of cost audit report and annexure to the cost audit report along with his or its reservation or qualification or observations or suggestion, if any, in form CRA – 3.

4. Selection Criteria:

- 4.1 Firms of Practicing Cost Accountants registered with the Institute of Cost Accountants of India (ICAI) having its office(s) in Delhi & NCR region shall be considered for Short listing /Appointment as Cost Auditors for conducting Cost Audit of the Company.
- 4.2 The following will be the basis of Points for the selection and selection will be made on the basis of attainment of highest Points.

S. No.	Selection Criteria	Basis for awarding of Points	Maximum Points
1.	Experience in practice (No: of years)	1 Point for every years of Firm's Registration	5
2.	Experience of PSU Audit (Cost)	2 Point for each completed Cost Audit of a PSU Unit/ Company.	10
3.	Experience related to Infrastructure/Construction Industry	1 Point for a completed Cost Audit of Infrastructure/ Construction Industry.	5
4.	No. of Partners / Members	1 Point for each Partner.	5

5.	Majors clients (i.e., Companies with Annual Turnover > Rs. 100 Crores)	1 Point for each such Client.	5
		TOTAL	30

Note:

1. Clear and complete details in separate sheets, for determination of Points in support of information against Item Sl. No. 1 to 5 above are to be furnished.
2. The Firm securing at least 50% marks based on above system shall be considered as qualified.

5. Pre-requisites for considering rankings:

- 5.1 Documentary evidence(s) in support of Criteria at (1) to (5) mentioned in table to para-4.2 above is required to be submitted. Proposals without the required documentary evidence(s) shall be ignored for evaluation.
- 5.2 In case of a tie, the following sequence shall be adopted for selection:
 - a) Firm with longer experience will be preferred based on the year of establishment.
 - b) Firm with a higher number of Fellow and or Associate Members of the Institute of Cost Accountants as partners will be considered.

6. Terms and Conditions:

- 6.1 The tenure of appointment shall be at the sole discretion of the Company. The tenure may be renewed every year for a maximum of three years at the sole discretion of the Company. However, it is expressly stated here that the said tenure is not to be construed as assured and the Company reserves the right not to reappoint at its sole discretion without assigning any reason therefore.
- 6.2 The Company reserves the right to accept / reject any or all the offers without assigning any reason whatsoever therefore.
- 6.3 Overwriting/correction/erasing and/or use of white ink should be avoided in the Offer. However, if any overwriting/correction/erasing is inevitable, the same should be authenticated with the signature & seal of authorized person of applicant firm.
- 6.4 Documentary evidence(s) in respect of all the information above by the applicant firm(s) must be furnished along with the proposal.
- 6.5 All the pages of the proposal document shall have to be signed by the applicant firm(s) with the firm's seal and documents submitted along-with the offer shall also have to be authenticated by the authorised signatory of the applicant firm(s) with the firm's seal.
- 6.6 The proposal should be submitted strictly as per the terms & conditions laid down in the document.

The Technical Bid in the Prescribed Format at Annexure – I, shall be submitted by dropping in the "Tender Box" kept at the reception on the 6th floor of IFCI Tower on or before 15th September, 2017 by 4:00 p.m in physical form to following address:

**Managing Director,
IFCI Infrastructure Development Limited,
IFCI Tower, 61 Nehru Place,
New Delhi – 110019.**

The tenderer must submit the Technical bid having Notice Inviting Tender (NIT), Annexure-I and other documents as enumerated in the NIT in separate sealed envelopes superscripted as "Technical Bid". Technical Bid should be submitted in a envelope subscribing "Tender for Appointment of Cost Auditor".

Offers submitted in any other form shall not be considered.

- 6.7 The Company reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more applicant(s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.
- 6.8 The Firms are required to submit their Goods & Service Tax registration number.
- 6.9 The last date for receipt of the proposal is **15th September, 2017** at IFCI Tower, 6th Floor, 61 Nehru Place, New Delhi - 110019. Proposals received after this date shall not be considered.

7. Compliances / Declarations /Certificates by firm(s) on appointment:

The cost audit firm(s) shall have to comply with and furnish declarations and certificates as required under Statutory/Company rules, upon appointment as cost auditor(s), as under:

- 7.1 The Cost Audit Firm shall not sub-contract the cost audit work.
- 7.2 The cost audit team will work in strict confidence and will ensure that the cost data, cost statement and cost information and any other information in respect of the operation of the location/ work centre/ Company is dealt with in strict confidence and secrecy.
- 7.3 No partner of the cost audit firm should be related to either Managing Director or any Whole Time Directors or Part Time Directors of the Company within the meaning of the Companies Act, 2013.
- 7.4 Neither the cost audit firm nor its partner(s) or associates should have any interest in the business of the Company.

- 7.5 The cost auditor(s) will be required to issue & submit certificate of Independence and arms length relationship.
- 7.6 Cost audit firm(s) shall have prime responsibility to ensure that the maximum number of audit limits specified under Companies Act, 2013 are not violated.
- 7.7 The cost audit firm(s) shall be free from any disqualification under the Companies Act, 2013. In addition to this, the cost audit firm(s) must not be holding any assignment as Statutory Auditor(s) or Internal Auditor(s) of the Company.

8. Debarring Provisions:

The Audit Firm will be debarred from getting, in future, the Cost audit of IIDL:

- 8.1 If the Firm obtains the appointment on the basis of false information / misrepresentation of information.
- 8.2 If the Firm does not take up audit as per terms of appointment letter.
- 8.3 If the Firm fails to maintain/ honour confidentiality and secrecy of the Company's cost data, cost statement and cost information.
- 8.4 If the Firm fails to comply with any of condition laid down in clause 7 above.

9. Cost Audit Fees:

Audit Fees shall be commensurate with the cost audit work and shall be decided by the Company from time to time. However, the Cost Audit Fee for the Financial Year 2017-18 will not be less than **Rs. 25,000/-** per annum plus applicable taxes.

Annexure - I

(On the Audit Firm's Letter Head)

Technical Bid

1. Name of the Cost Audit Firm:
2. Registration Number of the Cost Audit Firm with Institute of Cost Accountants of India:
3. Particulars of Cost Audit Firm:
 - i) (a) Address of the Firm as registered with Institute of Cost Accountants of India:

(b) Address of the Firm at Delhi :
(if different from 'a')
 - ii) (a) Telephone Number with STD Code:
(b) Mobile No. of the Senior Partner (for Contact Purpose)
 - iii) Fax Number with STD Code:
 - iv) Email address of the Firm:
 - v) Website of the Firm, if any:
 - vi) PAN No. of the Firm:
 - vii) GST No of the Firm

4. Technical Details

i)	Experience in practice (No. of years) (Details to be submitted in Annexure)	
ii)	Experience related to Infrastructure/Construction Industry (Details to be submitted in Annexure)	
iii)	No. of Partners / Members	
iv)	Names & Addresses of the Partners along with their Membership Nos. to be given (Details to be submitted in Annexure)	
v)	Majors clients, if any (i.e., Companies with annual turnover > Rs. 100 Crores) (Details to be submitted in Annexure)	

5. We hereby confirm the acceptance of all provisions and the terms & conditions of the Tender without any deviation.

Date:

Authorised Signatory with Stamp