



**IFCI Infrastructure Development Limited (IIDL)  
(100% SUBSIDIARY OF IFCI LIMITED, A GOVT. OF INDIA UNDERTAKING)**

6<sup>th</sup> Floor IFCI Tower, 61 Nehru Place New Delhi-110019

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WEBSITE: [www.iidlindia.com](http://www.iidlindia.com)

CIN: U45400DL2007GOI169232

Ref. No. IIDL/FA/2016

Dated: 11/06/2016

**Expression of Interest (EOI)**

**Sub: Expression of Interest for the Appointment of Internal auditor for 2 years**

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 which was the first Development Financial Institution of the country established under the Act of Parliament 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.

IIDL intends to appoint Internal Auditor for 2 years. Interested firms should provide necessary details in attached format with their Technical & Financial bids based on which IFCI Infrastructure Development Ltd. (IIDL) will shortlist internal auditors.

IFCI Infrastructure Development Ltd. (IIDL) reserves the right to accept or reject any proposal without assigning any reasons or explanation whatsoever.

Please note that the EOI process can be cancelled by IFCI Infrastructure Development Ltd. (IIDL) on its discretion.

Last date of submission of EOI is by 30/06/2016 till 2.00 PM at the address mentioned below:

**Managing Director  
IFCI Infrastructure Development Ltd. (IIDL)  
6<sup>th</sup> Floor IFCI Tower, 61 Nehru Place  
New Delhi-110019**

Any EOI received after due date will be rejected. IFCI Infrastructure Development Ltd. (IIDL) shall not be responsible for the late delivery of the EOI resulting in rejection.

## **Eligibility/Evaluation Criteria**

### **Minimum Eligibility Criteria:**

The Firm of Chartered Accountants / Consultant/ Company should inter alia satisfy that:

- The Firm of Chartered Accountants / Consultant/ Company should be based in Delhi/NCR.
- The Firm of Chartered Accountants / Consultant/ Company should be empanelled with CAG/RBI.
- No. of years of existence as per ICAI certificate should not be less than 10 years with reasonable public image.
- Experience of internal auditing in real estate & hospitality industry
- The Firm of Chartered Accountants / Consultant/ Company should have experience of conducting internal and statutory audit of Public Sector Enterprises.
- Minimum 2 partners should be FCA.
- Having minimum 3 full time Chartered Accountants including 2 partners exclusively associated with the Firm of Chartered Accountants / Consultant/ Company for at least 3 years.
- Having minimum 8 professional experienced staff consisting audit and article assistants with knowledge of book-keeping and accountancy and engaged in on-site audits.
- Firm / Company having CISA/DISA qualified partner(s)/qualified staff is preferred.
- Internal Audit has to be completed within 12 to 15 days from the end of each quarter.
- Firm/ Company should not be (current) Statutory Auditors of the IIDL and should not have been Statutory Auditors of the Company for the past 2 years.
- Firm/Company or any partner should not be banned/blacklisted by any Government, Organization, PSU, CAG and RBI in respect of any job/assignment/behaviour.
- Should not have adverse comments on their performance from the Management / Audit Committee.

### **GENERAL CONDITIONS:**

1. The Applicant should be a firm/ company duly incorporated/registered in India under the relevant law. (A copy of the Memorandum of Association (MOA) /Article of Association (AOA)/ Partnership Deed and any other relevant document along with a copy of Certificate of incorporation shall be submitted).
2. The Applicant should have a valid service tax & other registration certificates. (Relevant tax certificates shall be attached)
3. The Applicant or any of the promoters/directors should not have defaulted / been blacklisted regarding bad performance/delayed delivery or for any other reason by any State Government or Central Government/Department, from participating in

Projects/either individually or as a member of a consortium as on the date of submission of EOI.

4. The Applicant should submit an Application Fee of 1000/- (non-refundable) in the form of Demand Draft in favor of "IFCI Infrastructure Development Limited" payable at New Delhi along with their offer.

**Other Conditions for Application:**

1. The Applicant shall bear all costs associated with the preparation and submission of its response to this EOI. IIDL will in no case be responsible for these costs, regardless of the conduct or outcome of the EOI process.
2. The EOI document duly completed, numbered and signed by the authorized signatory should be submitted in a sealed cover subscribing "**Expression of Interest for the Appointment of Internal auditor for 2 years**" to "**The Managing Director, IFCI Infrastructure Development Limited (IIDL), 6<sup>th</sup> Floor, IFCI Tower, 61, Nehru Place, New Delhi-110019**".
3. The application shall be submitted only as per the enclosed format (s) along with Annexure(s), Self-attested documentary proof(s) in respect of the details furnished in the application form shall be submitted along with the application. The firms /Company /consultants candidates shall also submit the list of such projects where due to any disputes litigation/arbitration was invoked and or the consultancy services were abandoned/suspended by the Agencies. Suppression of any information in this regard may lead to cancellation of empanelment of the Agency concerned, if such information comes to the notice of IFCI Infrastructure Development Limited (IIDL) after empanelment. Incomplete applications will be summarily rejected.
4. The application shall be signed by the authorized person (s) of the Consultant/Firm/Company. All pages of the documents shall be signed / stamped.
5. Proper due diligence should be exercised before providing information against the EOI. Only relevant and precise information should be provided.
6. At any time prior to the last date for receipt of offers, IIDL may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the EOI document and all formats including annexure by issuing clarification(s) and/or amendment(s). In order to provide prospective Applicants reasonable time to take the amendment into account in preparing their offers, IIDL may, at its sole discretion, extend the last date for receipt of offers and/or make other changes in the requirements set out in the invitation for EOI. While this EOI has been prepared in good faith, neither IIDL nor its employees make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this EOI, even if any loss or damage is caused by any act or omission on their part. Applicants who are willing to work with IIDL may kindly send their EOI in line with the aforesaid requirements.
7. The Last date for submission of EOI is 30th June-2016 till 2.00 PM. The date and time of opening of EOI is 30<sup>th</sup> June 16 at 4.00pm.

8. Submission of Application shall not automatically constitute qualification for evaluation. IIDL reserves the right to reject any or all Application, or to annul the selection process and reject all the Application, without thereby incurring any liability to the affected applicants, nor does it have any obligation to inform the Applicants the grounds for such action.

**Sd/-  
Authorized Signatory**

**Form A:-Form to be filled up for Appointment of Internal Auditor**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Supporting Documents required to be submitted along with this form</b>
1	<b>Name of the Firm/ Company</b>	
2	<b>Address with Tel no. Mobile No., Fax. No., email address.</b>	
	Head Office	
	Date of establishment of the firm	
	Branch Office	Phone No.
	1	Fax No.
	2	Mobile of each Branch Office In-charge:
	(particulars of each branch to be given)	email ID
3	Income Tax PAN No. of Firm/Company	Attach copy of PAN card
4	Service Tax Registration No. of Firm/Company	Attach copy of Registration
5	Registration No. with ICAI (in case of CA Firm)	Attach copy of Registration Certificate
6	No. of Years of Existence (Date of establishment)	
7	Turnover in last three years of of Firm/Company: FY 2013-14 FY 2014-15 FY 2015-16	
	Details of Partners:	
	Number of Full Time Partners associated with the firm/ company,	
8	No. of FCA associated with the firm/company,	
	No. of ACA associated with the firm/company,	
9	Whether Firm or partner of firm/ company is not disqualified for being appointed as internal Auditor as per ICAI guidelines.	YES/NO
10	Whether Firm or partner of firm company is not banned / blacklisted by any Government organization, PSU, C&AG and RBI in respect of any Job/assignment/behaviour.	YES/NO
11	Any adverse comment on the performance from the Management /Audit Committee	YES/NO
12	Empanellement with C&AG /RBI (Please specify)	Please attach proof

13	Experience in Real Estate & Hospitality sector	Please attach list of companies separately
14	No. of CISA/DISA qualified Partner(s)/staff	

**Form B- Relevant information about partners**

FORM B							
Sl.No.	Name of Partner	Length of association with firm in years	ACA year and M.no.	FCA year and M.no.	Relevant experience	Full Time/Part Time	Contact No.

**Details of Qualified Staff (Chartered Accountants)**

S.No.	Name of staff	Length of Association with the Firm (in years)	Educational qualification	Area of Key Expertise	Membership No.	Relevant Experience

**Details of Semi-qualified Staff (including Article Clerks etc)**

S.No.	Name of staff	Length of Association with the Firm (in years)	Educational qualification	Area of Key Expertise	Relevant Experience	Remarks
Semi Qualified Staff:						
1						
2						
3						
Article Clerks:						
1						
2						
3						
Others:						
1						
2						
3						

**Experience of Internal Audit**

Sl. No.	Name of the Auditee	Type/Nature of Assignment	Duration of Assignment

Copy of proof of various empanelments and proof of allocation/allotment of audit assignments mentioned above must be annexed with the application.

**Declaration:**

- 1. We confirm that the information furnished herein is correct and fair in all respects and we have all the necessary documentary proof to substantiate the same. It is further confirmed that in case any of the contents contained herein are found to be incorrect, IFCI Infrastructure Development Limited is free to initiate any appropriate action against us.**
- 2. We further declare that there has been no adverse comments / qualification on our performance from the Management / Audit Committee.**

**Partner  
(Name)**

**Date:**



**FINANCIAL BID**

<b>SERIAL NO.</b>	<b>NAME OF THE FIRM</b>	<b>AMOUNT (RS.)</b> (Consolidated fee for 2 years)

**Note: - Service Tax- As applicable**

**Partner  
(Name)**

**Date:**

**Format of AFFIDAVIT**

(TO BE SUBMITTED ON NON/JUDICIAL STAMP PAPER OF MINIMUM Rs 100 DULY CERTIFIED BY NOTARY PUBLIC)

Affidavit of Mr. ....S/o .....  
R/o.....

I, the deponent above named do hereby solemnly affirm and declare as under:

- 1. That I am the Owner/Proprietor /Director/ Authorized signatory of M/s. ....having its Head Office /Regd. Office at .....
- 2. That the information / documents /certificate(s) etc. submitted by M/s.....along with this "Expression of Interest for the Appointment of Internal auditor for 2 years." to IFCI Infrastructure Development Limited (IIDL) are genuine and true and nothing has been concealed.
- 3. I shall have no objection in case IIDL verifies them from issuing authority(s). I shall also have no objection in producing the original copy of the document(s), in case IIDL demand so for verification.
- 4. I hereby confirm that in case, any document, information & /or certificate submitted by me is found to be incorrect/false/fabricated, IIDL at its discretion may disqualify / reject my application out rightly and also debar me /M/s. ....from participating in any future tenders.

**Deponent**

I, ....., the Proprietor / Authorized signatory of M/s. ...., do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified at .....this .....day of .....

**Deponent**