

**IFCI INFRASTRUCTURE DEVELOPMENT LIMITED
(A GOVT OF INDIA UNDERTAKING)
IFCI TOWER, 61, NEHRU PLACE, NEW DELHI-110019**

Notice Inviting Tender (NIT) for Appointment of Concurrent Auditor

General Instruction:

1. IFCI Infrastructure Development Limited (IIDL) invites tender from Firms of Chartered Accountants/Cost Accountants for appointments as Concurrent Auditor. The tender & annual remuneration expected should be sent to **Managing Director, IFCI INFRASTRUCTURE DEVELOPMENT LIMITED, IFCI TOWER, 61 NEHRU PLACE, NEW DELHI-110019** in separate sealed envelopes super scribed as "Tender for Appointment of Concurrent Auditor for the Financial Year 2016-17". The last date and time for receipt of Bid document is **August 01, 2016** till **2.00** P.M. Any Bid received after the due date of submission of bids shall be rejected.
2. The Firm of Chartered Accountants/Cost Accountants must download the application form, and fill up all the relevant information in the prescribed Application format only - namely Form A, Partner Details, Qualified Staff, Semi Qualified Staff, Experience Details and must submit the Declaration as well.

Minimum Eligibility Criteria:

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

- No. of years of firm existence as per ICAI/ICWAI certificate should not be less than 15 years with reasonable public image.
- The Firm of Chartered Accountants/Cost Accountants should be based in Delhi/NCR.
- Experience of auditing in hospitality industry will be preferred.
- The Firm of Chartered Accountants/Cost Accountants should have at least experience of 20 Concurrent Audits of conducting audit of Public Sector Enterprises, banks, Companies or any Government/semi Govt. and out of that minimum 10 concurrent audits should be done in hospitality industry.
- The firm should have necessary office set up and adequate personnel to ensure proper deployment and timely completion of the assignment.
- Minimum 3 partners should be FCA.
- Having minimum 5 full time Chartered Accountants including 3 partners exclusively associated with the firm for at least 10 years.
- Firm having CISA/DISA or any additional Professional training under ICAI/ICWAI qualified partner(s)/qualified staff is preferred.
- The assignment of concurrent audit cannot be given to others on sub-contract basis;
- The firm shall be appointed for the financial year 2016-17 and eligible for re-appointment in the succeeding years depending on the performance of the Concurrent auditors.
- The Concurrent Audit should be conducted on daily basis (on all working days).

- The Concurrent Auditors shall submit findings every week & submit monthly reports within 7 days of the close of the month in prescribed formats. IIDL reserves the right to change the reporting formats, at any time, whenever is required.
- The Partner/Proprietor shall have to attend meetings as & when called by the executives of IIDL, at their own cost.
- Firm should not be (current) Statutory Auditors, Internal Auditor, Cost Auditor of IIDL/Subsidiary and should not have been Statutory Auditors, Internal Auditor, Cost Auditor of the Company/Subsidiary for the past 3 years.
- Firm or any partner of the firm should not be banned/blacklisted by any Government, Organization, PSU, CAG and RBI in respect of any Job/assignment/behavior/.
- Firm should have minimum average turnover more than Rs. 50 lacs per year in last three year.
- Firm or any partner of the firm should not be held guilty of professional misconduct in the past as per ICAI/ICWAI.

FINANCIAL BID

S NO.	NAME OF THE FIRM	AMOUNT (RS.) ANNUALLY

Note:- The Service Tax will be as applicable

Date:

Partner (Name)

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

S. No.	Particulars	Supporting Documents required to be submitted along
1	Name of the Firm	
2	Address of the Firm with Tel no. Mobile No., Fax. No., email address.	
	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	Firm Income Tax PAN No.	Attach copy of PAN card
4	Firm's Service Tax Registration No.	Attach copy of Registration
5	Firm's Registration No. with ICAI/ICWAI	Attach copy of Registration Certificate
6	No. of Years of Firm Existence (Date of establishment of Firm)	
7	Audited Turnover of the Firm in last three Years: FY 2012-13 FY 2013-14 FY 2014-15	
8	Details of Partners:	
	Number of Full Time Partners associated with the firm,	
	No. of FCA associated with the firm,(Attach Details)	
	No. of ACA associated with the firm, (Attach Details)	
9	Whether Firm or its partner is disqualified for being appointed as internal Auditor as per ICAI/ICWAI guidelines.	YES/NO

10	Whether Firm or its partner is banned/blacklisted by any Government organization, PSU, C&AG and RBI in respect of any Job/assignment/behavior.	YES/NO
11	Any adverse comment on the performance from the Management /Audit Committee	YES/NO
12	Empanelment with C&AG /RBI (Please specify)	Please attach proof
13	Experience in Hospitality sector	Please attach list of companies Separately
14	No. of CISA/DISA qualified Partner(s)/staff	

Form-B : Relevant information about the partners:

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

Details of Qualified Staff (Chartered Accountants/ Cost Accountants)						
S.No.	Name of staff	Length of Association with the Firm (in years)	Educational Qualification	Area of Key Expertise	Membershi p 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 audit

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

Copy of proof of various empanelment's 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 have been no adverse comments/Qualification on our performance from the Management / Audit Committee.

Partner (Name)

Date: