



IFCI Infrastructure Development Limited (IIDL)
(100% SUBSIDIARY OF IFCI LIMITED, A GOVT. OF INDIA UNDERTAKING)
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IIDL/F&A/2020-21/COST AUDITOR

Dated: 04/09/2020

**Tender Document for Appointment of Cost Auditor
For
Financial Year 2020-21**

APPOINTMENT OF COST AUDITOR FOR FINANCIAL YEAR 2020-21

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Last Date for Submission of Offers
11.09.2020 by 4.00 P.M.
At IFCI Tower, 6th Floor, 61 Nehru Place
New Delhi - 110019.

INVITATION OF PROPOSAL FOR APPOINTMENT OF COST AUDITOR(S) FOR FINANCIAL YEAR 2020-21

1. Introduction:

IFCI Infrastructure Development Ltd. ("IIDL") is a wholly owned subsidiary of IFCI Ltd. a Government of India Undertaking. 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 projects are located at key business districts of various states comprising Delhi, UP, Kerala, Karnataka, West Bengal etc.

IIDL also owns a serviced apartment known as '**Fraser Suites**' located in Mayur Vihar, Phase-I, Delhi.

IIDL invites proposal for the Appointment of Cost Auditor for the financial year 2020-2021.

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 proposal 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 2020-21.

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 of 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	1 Point for a completed Cost	5

	Infrastructure/Construction/ Real estate Industry	Audit of Infrastructure/ Construction Industry.	
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 reappointment 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 10th September, 2020 by 4:00 p.m in physical form to following address:

**Chief Financial Officer,
IFCI Infrastructure Development Limited,
IFCI Tower, 61, Nehru Place,
New Delhi – 110019.**

The tenderer must submit the proposal having Notice Inviting proposal (NIP), Annexure-I and other documents as enumerated in the NIP in separate sealed envelopes superscripted as “Proposal”. Proposal should be submitted in a envelope subscribing “Proposal 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 Financial year 2014-2015 onward will be considered for all experience purposes.
- 6.10 The last date for receipt of the proposal is **11th September, 2020** 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 2020-21 will be **Rs. 25,000/-** per annum plus applicable taxes.

Annexure - I

(On the Audit Firm's Letter Head)

Format of the proposal

1. Detail of the establishment:

Name of the Firm of the cost accountants	
Registration No. of the firm	
Date of registration no. of the firm	
PAN No. of the firm	
GST registration no. of the firm	

2. Details of the Head office and Branch office

	Address	Date of Establishment	Contact person mobile No./Other Contact Nos.	E mail	Supporting documents
Head Office					
Branch Office – 1					
Branch Office – 2					

3. Details of Partners/members

Sl. No.	Name of the Partner(s)	Membership No.	Date of joining the firm as partner	No. of years completed in full time practice	Supporting documents

4. Details of cost audit experience in public sector enterprises (PSEs)

Sl.No.	Name of the public sector enterprises	Fin. Year of audit	Turnover of the PSEs	Supporting documents

5. Details of cost audit experience in Infrastructure /Construction/Real estate Industry

Sl.No.	Name of the company	Financial year of audit	Supporting documents

6. Details of the major clients with annual turnover exceeding Rs. 100 Crores

Sl.No.	Name of the Company	Financial year of audit	Turnover(Amt in Crs)

Note:-

1) All supporting proofs/ documents in respect of evaluation criteria must be submitted with the application. Firms of Cost accountants will be shortlisted strictly on the basis of documents submitted.

2) List of documents to be submitted along with the applications/ EOIs:

a. Latest registration certificate of the firm issued by The Institute of Cost Accountants of India w.r.t the information related to the year of establishment of Head Office, Branch Office(s), address(es), details of partners along-with their membership nos. etc. Particulars as indicated in the Certificate(s) will be treated as conclusive and used for the purpose of evaluation of EOIs.

b. Copy of PAN card.

c. Copy of GST Registration.

d. Certificate of practice issued by Institute of Cost Accountants of India to partners.

e. Copies of appointment letters for Cost Audit in PSUs / Infrastructure/Construction/real estate sector companies in evidence of experience.

f. Firms with experience in PSUs have to submit a certificate to the effect that the annual turnover of the auditee for the relevant financial years is Rs 100 Crores or more along with self-attested copies of published accounts showing turnover for the relevant years/ CIN and other relevant web links to verify the turnover or certificate details issued by the company.

3) A copy of complete EOI document duly signed as a token of acceptance of all terms and conditions and sealed.

4) All the pages of offers and documents are to be signed by the partner/owner of the firm along with seal of the firm.

Declaration

I, _____ Partner / owner of the Firm _____, hereby declare that the above information furnished is true & correct to the best of my knowledge and I will abide by the Terms & Conditions set by the company for the appointment of Cost Auditors

Date:

Signature and seal of the firm