



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

IFCI Tower, 6<sup>th</sup> Floor, 61, Nehru Place, New Delhi-110019  
Phone: +91-11-41732000 Fax: +91-11-26487059, WEBSITE: [www.iidlindia.com](http://www.iidlindia.com)  
CIN: U45400DL2007GOI169232

IIDL/F&A/2020-21/Internal Audit

Dated: 25/06/2020

**Expression of Interest (EOI)**

**Sub: Expression of Interest for the Appointment of outside agency as Internal Auditor for Fraser Suites, New Delhi (A Unit of IIDL)**

IFCI Infrastructure Development Ltd. ("IIDL"), a subsidiary of IFCI Ltd. - a Government of India Undertaking, is one amongst the few institutional players in the Infrastructure & Real Estate sector.

IIDL intends to appoint internal auditor for the financial year 2020-21 extendable for one more financial year on satisfactory services for its hospitality division Fraser Suites, New Delhi as per the scope of work given in Annexure-I. Interested firms should provide necessary details in the attached format (Form A, B & C ) with their financial quote based on which IIDL will shortlist the internal auditor.

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

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

Last date of submission of EOI is by 03/07/2020 till 2.00 PM at the address mentioned below:

**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 summarily rejected. IIDL shall not be responsible for the late delivery of the EOI.

## **Eligibility/Evaluation Criteria**

### **Minimum Eligibility Criteria:**

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

- The Firm should be based or shall have an office in Delhi/NCR.
- The firm should be empanelled with CAG.
- The firm should be in existence for more than 10 years.
- Experience of conducting statutory/internal/concurrent audit of a hotel having 3-star rating & above.
- Having minimum 4 full time Chartered Accountants including 3 partners exclusively associated with the firm 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 must have CISA/DISA qualified partner(s)/staff.
- Firm should not be (current) Statutory Auditors of the IIDL or its subsidiary and should not have been Statutory Auditors of the Company for the last 2 years. Firm should not be the internal auditor of IIDL in preceding financial year.
- Firm should have been experience of conducting internal and statutory audit of Public Sector Enterprises / Banks/ FIs.
- Firm or any partner of the firm should not be banned/blacklisted by any Government Organization, PSU, CAG, RBI and IBBI in respect of any job/assignment/conduct.

### **GENERAL CONDITIONS:**

- 1 The Applicant should be a firm duly incorporated/registered in India under the relevant law. (A Partnership Deed or any other relevant document shall be submitted).
- 2 The Applicant should have a valid GST registration certificate.
3. The Contract will be initial for a period of one year and could be extended by another year after satisfactory performance of the auditor.

### **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 FSND (A unit of IIDL)"** on the top of the envelope and addressed to **"The Managing Director, IFCI Infrastructure Development Limited (IIDL), 6<sup>th</sup> Floor, IFCI Tower, 61, Nehru Place, New Delhi-110019"**. The sealed cover shall be dropped in the drop box marked as **"FSND (A unit of IIDL)" located at Ground Floor, IFCI Tower, 61, Nehru Place, New Delhi- 110019** on or before the last date mentioned in this document.
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. Incomplete applications will be summarily rejected.
4. The application shall be signed by the authorized person (s) of the Consultant/Firm. 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. Internal Audit has to be completed within 30 days from the end of each quarter of the financial year.
7. 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). Any corrigendum would be uploaded on the website of IIDL or CPP portal and prospective bidders may please keep themselves updated. 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.

8. The Last date for submission of EOI is 3<sup>rd</sup> July, 2020 till 2.00 P.M. The date and time of opening of EOI is 3<sup>rd</sup> July, 2020 at 4.30 P.M. on IIDL office, IFCI Tower, 61, Nehru Place, New Delhi.
9. Submission of Application shall not automatically constitute qualification for evaluation.
10. IIDL reserves the right to reject any or all Application, or to annul the selection process and reject all the Application, without incurring any liability to the affected applicants, nor does it have any obligation to inform the Applicants the grounds for such action.

For any query/clarification, please contact Shri Ajeet K Burnwal, CFO ([ak.burnwal@iidlindia.com](mailto:ak.burnwal@iidlindia.com), +91-98737 72625).

**Sd/-**  
**Authorized Signatory**

## Appointment of Internal Auditor of FSND (A unit of IIDL) for FY 2020-21

### Form A

| Sl. No. | Particulars   | Supporting Documents required to be submitted along with this form |
|---------|---|--|
| 1       | Name of Firm  |  |
| 2       | Date of establishment of Firm   |  |
| 3       | Firm's Registration No.<br>(Attach Copy of Registration No.)  |  |
| 4       | Address of Firm with Tel no., Mobile No., Fax. No., email address.  |  |
|         | Head Office   |  |
|         | Branch Offices  |  |
|         | 1   |  |
|         | 2   |  |
|         | (particulars of each branch to be given)  |  |
| 5       | Firm Income Tax PAN<br>(Attach Copy of PAN Card)  |  |
| 6       | Firm's GST Registration No.<br>(Attach Copy of Registration)  |  |
| 7       | Turnover of the Firm in last three years:<br>FY 2017-18<br>FY 2018-19<br>FY 2019-20   |  |
| 8       | Experience of statutory/internal/concurrent audit of a hotel having 3 star rating & above<br>(Please attach list of companies alongwith supporting documents) |  |
| 9       | Number of Full Time Partners associated with the firm   |  |
|         | No. of FCA associated with the firm,  |  |
|         | No. of ACA associated with the firm,  |  |
| 10      | Number of the professional experienced staff consisting of audit and article assistants with the knowledge of book keeping and accountancy                    |  |
| 11      | Whether Firm or its partner is qualified for being appointed as internal Auditor as per ICAI guidelines.  | YES/NO   |

| <b>Sl. No.</b> | <b>Particulars</b>  | <b>Supporting Documents required to be submitted along with this form</b> |
|----------------|---|---|
| 12             | Whether Firm or its partner is banned / blacklisted by any Government organization, PSU, C&AG, RBI and IBBI in respect of any Job/assignment/behaviour. | YES/NO  |
| 13             | Empanelment with C&AG   | Please attach proof   |
| 14             | Experience of conducting internal and statutory auditor of Public Sector Enterprises /Banks /FIs  |   |
| 15             | No. of CISA/DISA qualified Partner(s)/staff   |   |
| 16             | Professional Fees (for entire financial year)   | Rs.   |

**Form B- Relevant information about partners exclusively associated with the firm for the last three years**

| <b>Sl.No.</b> | <b>Name of Partner</b> | <b>Length of association With firm in years</b> | <b>FCA year and M.no.</b> | <b>ACA year and M.no.</b> | <b>Relevant experience</b> | <b>Full Time/Part Time</b> | <b>Contact No.</b> |
|---------------|------------------------|---|---------------------------|---------------------------|----------------------------|----------------------------|--------------------|
|               |                        |   |                           |                           |                            |                            |                    |
|               |                        |   |                           |                           |                            |                            |                    |
|               |                        |   |                           |                           |                            |                            |                    |
|               |                        |   |                           |                           |                            |                            |                    |

**Details of Qualified Staff (Chartered Accountants) other than stated above**

| <b>S.No.</b> | <b>Name of staff</b> | <b>Length of Association with the Firm (in years)</b> | <b>Educational qualification</b> | <b>Area of Key Expertise</b> | <b>Membership No.</b> | <b>Relevant Experience</b> |
|--------------|----------------------|---|----------------------------------|------------------------------|-----------------------|----------------------------|
|              |                      |   |                                  |                              |                       |                            |
|              |                      |   |                                  |                              |                       |                            |

**Form C - Experience of audit**

| <b>Sl. No.</b> | <b>Name of the Auditee</b> | <b>Type/Nature of Assignment</b> | <b>Duration of Assignment</b> |
|----------------|----------------------------|----------------------------------|-------------------------------|
|                |                            |                                  |                               |
|                |                            |                                  |                               |
|                |                            |                                  |                               |
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|                |                            |                                  |                               |
|                |                            |                                  |                               |

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

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| <b>Declaration:</b>  |
| <b>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.</b> |
| <b>2. We further declare that neither the firm nor any partner of the firm has been banned/blacklisted by any Government Organization, PSU, CAG, RBI and IBBI in respect of any job/assignment/conduct.</b>  |

**Partner  
(Name)**

**Date:**