Notice Inviting Limited Tenders

Appointment of Internal Auditors (Chartered Accountant/ Cost Accountant) in Delhi Transport Infrastructure Development Corporation Ltd. for the Financial Year 2019-20 & 2020-21.

Applications are invited from CAG empanelled Chartered Accountant as well as Cost Accountant Firms for Appointment as Internal Auditors in Delhi Transport Infrastructure Development Corporation Ltd. for the year 2019-20 & 2020-21.

Interested Audit Firms may submit their applications in prescribed Performa for Technical Bid (Audit Experience/ Capability Criteria) given in Annexure IV and Financial Bid (Professional Fee) given in Annexure V. after carefully going through the eligibility criteria given in Annexure I.

Potential bidders are requested to submit the above quoted two sealed envelopes separately, superscripting “Technical Bid” and “Financial Bid” along with a Demand Draft of Rs. 3549/- (Rs. 3000/- plus 18% GST) (Non-Refundable) towards cost of tender and Earnest Money Deposit (EMD) of Rs. 25,000/- (no interest shall be paid at the time of refund) in favour of Executive Director, Delhi Transport Infrastructure development corporation Limited, Payable at Delhi, & should reach by 14-07-2020 at 2.30 p.m. along with technical bid documents.

The technical bid will be opened in Accounts Branch, Delhi Transport Infrastructure Development Corporation Ltd. 2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi-110006 on 14-07-2020 at 3.00 p.m. in the presence of the participating bidders or their authorized representatives. Financial Bid of the bidders found eligible on the basis of evaluation of technical bids and short listed will be opened on the date to be notified separately to qualified bidders.

Audit Firms may carefully read the scope of work, Term of Reference and Important Instructions given in Annexure I, II, III, IV & V.

For further detail login to dtidc.delhi.gov.in and transport.delhi.gov.in and any further clarifications can be sought from Accounts Officer, Delhi Transport Infrastructure Development Corporation Limited, 2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi-110006 in writing or telephonically on telephone number (011-23866404).

Accounts officer

No./DTIDC/2013-14/442

Copy for information for opening of Bids to:-

1. PA to MD, DTIDC for information of MD, DTIDC.
2. PA to ED, DTIDC for information of ED, DTIDC.
3. DGM-II, DTIDC
4. The company Secretary, DTIDC Ltd.
5. CA Firms, DTIDC
6. Sr. Accounts Officer, Transport Department.
7. AAO/Sr. Mgr (A), DTIDC

To,
Eligibility Criteria

1. The Chartered Accountants/ Cost Accountants Firms should have 10 Years of experience of Internal Audit since the date of registration of the firm.

2. The Chartered Accountant Firms should be empanelled with C & A office for the year 2019-20 onwards.

3. The Firms should have minimum No. of 2 Qualified chartered Accountants/ Cost Accountant either as partners.

4. The firm should have minimum No. of 5 Staff (Article/Audit Clerks).

5. The firm must have Head Office under full time qualified partner in the area of Delhi NCR.

6. The Firm should have conducted Internal Audit of at least two public sector Companies (Central/State Companies)/Limited Companies having at least turnover of Rs. 50.00 Crore (Copy of Audited Income & Expenditure to be enclosed).

Explanation- For this purpose, Internal Audit of any scheduled bank of cooperation (Head/Office Branch Office) under the direction or allocation by CAG Bank itself shall not be treated as internal audit of Public Sector Companies.

7. Name of the partner of the firm/firm should not have been indulged in any unprofessional practices and no enquiry or show cause notice is issued by ICAI to any partner/firm for any Misconduct or unethical professional activities under its rules and regulations.

Note:-

(i) Self Attested copies of proof of documents from Sl. No. 1 to 6 should be attached with the technical bid.

(ii) An Undertaking/ declaration in respect of sl. No. 7 should also be submitted along with the technical bid.
Scope of Internal Audit work

1. To review the reliability and integrity of financial and operating information.
2. To review the adequacy of internal control which includes financial control, system control and admin control.
3. To review the systems to ensure compliances with policies, plans, procedures, laws and regulations which could have a significant impact on operations and report.
4. To review the means of safeguarding assets.
5. To review and appraising the economy and efficiency with which resources are employed.
6. To review the operations or programs are being carried out as planned.
7. To review other specific scope of work at the request of the Audit Committee or management as appropriate.
8. To evaluating the effectiveness of the company's risk management and governance process.
9. To review the adequacy of IT system, security and control.
10. Internal Auditor shall carry out audit on quarterly basis in each financial year i.e. 2019-20 and 2020-21. The internal auditor will submit report of each quarterly audit separately to the management.
IMPORTANT INSTRUCTIONS

1. Internal Auditors should invariably discuss the draft audit report with the Chartered Accountant Firms /company Secretary/ Accounts Officer, so that the minor discrepancies are rectified locally in their presence.

2. They should not merely point out shortcomings /weaknesses but should give concrete suggestions for the system improvements and ensure compliance of the observations at the project site itself.

3. The DTIDC reserve its right not to accept any or all the proposals, or to accept or reject a particular proposal at its sole discretion without assigning any reasons whatsoever, at any point of time.

4. The DTIDC reserves the right to reject the proposal in case the firm fails to provide sufficient proof in support of any such information.

The DTIDC reserves the right to amend, modify, vary, add, delete, accept or cancel, in part or full, any condition or specification of all proposals / orders/ responses, without assigning any reasons therefore at any time during the process. Each Firm shall be entirely responsible for its own costs and expenses that are incurred while participating in the RFP, presentations and contract negotiation processes. The DTIDC reserves the right to cancel the entire process at its sole discretions without assigning any reason therefore.
1. Name of Firm:
2. Address of Head Office:
3. Membership No. Issued by ICAI/ICMS:
4. Contacting Telephone Numbers/ E-mail ID:
5. Name of responsible Telephone Numbers/ E-mail ID:
6. Whether firm is empanelled with CAG for the year 2019-20 & 2020-21: (Please attach empanelment letter issued by Office of C & AG)
7. Empanelment No.
8. STABILITY OF FIRM:
   i) Age in Years
   ii) No. of Branches
9. MAN POWER
   i) No. of Partners (with Membership No.)
   ii) No. of Qualified Chartered Accountants.
   iii) No. Of Article/Audit Clerks.
10. PROFESSIONAL EXPERIENCE
    i) Statutory / Internal Audit conducted of the PSU/State Govt. Undertaking / Public Limited Companies /

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<tr>
<th>S. No</th>
<th>Name of the organization</th>
<th>Period of assignment</th>
<th>Turnover (in Crores)</th>
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11. Detailed Profile of Audit Firm must be attached.
12. Declaration regarding eligibility criteria at No. 7 of Annexure-I
13. Details of EMD/tender cost:

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<th>S. No</th>
<th>Particular</th>
<th>DD No. and Date</th>
<th>Drawn On</th>
<th>Amount</th>
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Signature of the Quotationer
FINANCIAL BID FOR INTERNAL AUDITOR

(Professional Fees)

The Firm may quote their professional fees in the following format:

1. Name of the Firm:

2. Headquarter Location:

3. Professional Fees:

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<th>S. No</th>
<th>Particulars</th>
<th>Fees Amount</th>
<th>GST</th>
<th>Total</th>
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<td>1</td>
<td>Professional fee for Internal Audit - for the year 2019-20</td>
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*Payment will be released only after completion of the work/Submission of Signed report.

4. GST applicable- Yes/ No

5. GST No.

6. TAN/ PAN No

Signature of the Quotation