



Tender for Appointment of Internal Auditor for FY 2021-22

Tender No.: DSIIDC/CAO(HQ)/IA/2021-22/01

Last date for submission: 16/06/2021

The details of the tender document are available on DSIIDC's website www.dsiidc.org. The corrigendum / addendum to this tender, if any, shall also be uploaded on the above website.

Contact Details:-

CAO(HQ),
DSI IDC Limited,
N-36, Bombay Life Building,
Connaught Circus, New Delhi – 01
Email Id: dsiidc.commercial@gmail.com

TENDER DOCUMENT FOR
APPOINTMENT OF INTERNAL AUDITOR FOR FY 2021-22
AT DSIIDC LIMITED, NEW DELHI

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1. Notice Inviting Bid

Subject: Appointment of Internal Auditor for FY 2021-22 at DSIIDC Ltd, New Delhi

DSIIDC Limited invites bids in sealed cover through two bid system i.e. Part-I (Technical Bid) and Part-II (Financial Bid) on behalf of the Managing Director, from Chartered Accountants firm and Cost Accountants firm meeting all the conditions in the eligibility criteria (mentioned in Para 4 & 5) on Quality and Cost Based Selection basis (QCBS) for conducting Internal Audit for the financial year 2021-22.

Brief Profile of the Company

Delhi, being the capital, epitomizes the entire nation. Delhi State Industrial and Infrastructure Development Corporation Ltd. (DSIIDC) has played a key role in propelling the development of Delhi by shaping up the Indian capital. Since it was established in February 1971, DSIIDC has projected, aided, counseled, assisted, financed and promoted projects to transform the face of Delhi.

DSIIDC's main activities are infrastructure development & maintenance of Delhi's Industrial Areas & of Unauthorized Colonies. It also undertakes deposits works of various departments of Govt. of NCT of Delhi. Further, the company has diversified itself into retailing of liquor business through its network of around 100 shops in Delhi. It also owns an Emporium at the Heart of Delhi i.e. Connaught Place where it sells handicrafts items to promote artisans. Time to time, it also organizes/participates in exhibitions in India and abroad.

DSIIDC has many offices located in Delhi. However, main offices and locations under audit are as follows:

1. DSIIDC Limited, HQ at N-36, Bombay Life Building, Connaught Circus, New Delhi
2. DSIIDC Limited, Lajpat Nagar
3. DSIIDC Limited, Patparganj Industrial Area
4. DSIIDC Limited, Wazirpur Industrial Area
5. Delhi Emporium, Baba Kharak Singh Marg, Connaught Place, New Delhi

Further details of the company can be seen on its website www.dsiidc.org

2. Salient features of tender document

| | |
|---|---|
| Start date and time of submission of Bids | 1500 Hrs. on 27/05/2021 |
| Pre-Bid Conference | 1500 Hrs. on 09/06/2021 |
| Last date for queries submission by mail for Pre-Bid Conference | 1400 Hrs. on 07/06/2021 |
| Last date and time of submission of Bids | 1500 Hrs. on 16/06/2021 |
| Mode of submission- Technical Bid & Price Bid | Physical Mode - Bidders to deliver technical bid & price bid in separately sealed envelope at following address: Office of CAO(HQ), Room No. 17, DSIIDC Limited, N-36, Bombay Life Building, Connaught Circus, New Delhi – 110001. Further details are given in tender document. (Refer Para 7) |
| Opening of Technical bids | 1530 Hrs. on 16/06/2021 |
| Date and Time of Interaction with High Level Management Committee | Eligible Bidders will be informed separately by mail. |
| Opening of Price Bid | Bidders qualified for opening of their price bids shall be informed about the date of price bid opening at later stage. |
| Venue for opening of Tender | DSIIDC Limited, Conference Room, N-36, Bombay Life Building, Connaught Circus, New Delhi – 01 |
| EMD | Rs.20,000/- (Twenty Thousands Only) |

3. Scope of Work

Scope of work as per attachment (**Annexure-A**).

- a. Further, following minimum man days are recommended per quarter (Total five locations) for getting the better results/reports of the Audit:

| S. No. | Particulars | No. of person | No. of days | Locations | Total Man Days |
|--------|----------------------|---------------|-------------|-----------|----------------|
| | | (A) | (B) | (C) | A*B*C=(D) |
| 1. | Senior Partner | 1 | 1 | HQ | 1 |
| 2. | Qualified CA/CWA/CMA | 1 | 2 | 5 | 10 |
| 3. | Semi Qualified staff | 2 | 5 | 5 | 50 |

4. Eligibility Criteria

Firm of Chartered Accountants / Cost Accountants with at least one office in Delhi, fulfilling minimum eligibility criteria as prescribed in Para-5 given below.

5. Selection Process

The final bidder will be selected through QCBS (Quality and Cost Based Selection) method. For QCBS, technical and financial score will be in proportion of 40:60. Technical evaluation will be made on following criteria:

| S. No. | Criteria | Score | Docs to be submitted |
|--------|--|---------------|--|
| 1 | Age of Firm: Minimum 10 Years, after that 1 point for each extra two completed years | 5-18 | Incorporation certificate (Completed years will be counted as on 31/03/2021) |
| 2 | No. of Partners: Minimum 5 Partners, after that 1 point for each extra partner | 5-18 | Latest Constitution Certificate |
| 3 | Professional Receipts of firm: Minimum 50 Lakhs, after that 1 point for each extra 10 Lakhs | 5-18 | Audited Financial Statements of firm for the year ended March 2020 |
| 4 | a. Currently serving for FY 2020-21 or served in FY 2019-20 as Internal Auditor for a corporate whose turnover for year ended March 20. Minimum 500 Crs, after that 1 point for each extra 100 Crs b. Extra Points if firm has done internal audit for any State Industrial Development Corporation during FY 19-20 or FY 2020-21 | 5-18 3 | Appointment Letter from concerned corporate along with corporate's audited annual accounts for year ended 31/3/2020. |

| | | | |
|---|---|----------|---|
| 5 | Interaction with High Level Management Committee (Bidders with technical score of more than 40 in above four mentioned criteria or as may be shortlisted by DSIIDC on its discretion) | 25 (max) | Bidder (represented by Concerned Partner) will be required to present before the committee. |
|---|---|----------|---|

Financial Bids of only those bidders whose Technical Score (including points scored in Interaction stage) is more than 60 shall be opened. A final combined score will be arrived at by applying above mentioned relative weightage to the score of technical criteria & score of financial bid. The proposal with highest weighted combined score shall be selected for initially one-year term. Subsequently, based on satisfactory performance, extension may be provided with the approval of Competent Authority.

Example for QCBS is given hereunder:

| Bidder | Technical Score (Assumed) = X | Financial Bid (Assumed) = Y | Financial Score (L*100/Y) = Z | Total Score (X*0.40 + Z*0.60) |
|--------|-------------------------------|-----------------------------|-------------------------------|-------------------------------|
| A | 90 | 7 | 85.71 | 87.43 |
| B | 80 | 7 | 85.71 | 83.43 |
| C | 60 | 6 (L) | 100 | 84 |

In the above case, Bidder 'A' will be selected on the basis of highest score as per QCBS method. He will be paid Rs.7/- as per his quote even if his financial bid is higher or equal than other bidders.

6. Terms and Conditions

- The contract shall be initially for the Internal Audit of the accounts for the Financial year 2021-22.
- Internal Audit of the Corporation shall be undertaken on quarterly basis . Detailed report on the finding along with suggestions\remedial measures will be submitted within one month after end of the quarter. The Firm shall also conduct pre-audit of such transactions as are referred to it by the management.
- The Firm shall maintain strict confidentiality regarding any sensitive information obtained in course of his audit and shall not use such information for any purpose other than audit. It shall also not accept cases or render advice against the Corporation so long as its contract is continued with the DSIIDC.
- The Firm shall be entitled for payment towards fee for Internal Audit work on completion of audit for the year subject to satisfaction of the work performed by the Firm. Statutory Taxes as applicable shall be deducted from the payment released.
- The Corporation shall not provide any conveyance facility to the staff of Firms during the course of Internal Audit.

Other General T&C:

- Bidder shall, as part of their bid, submit a written Authorization Letter as per specified Form in tender from Partner of Bidding firm if the signatory is other than Partner.
- Bidder shall ensure that there should not be any conflict of interest for their carrying out this assignment.
- Bidder shall not be under liquidation, court receivership or similar proceedings.
- Bidding documents shall at all times remain the exclusive property of the DSIIDC.

- e. Bidder may note that Bid shall be submitted on the basis of “ZERO DEVIATION” and shall be in full compliance to the requirements of Tender Document, failing which bid shall be considered as nonresponsive and may be liable for rejection.
- f. DSIIDC shall not be responsible for any expense incurred by bidders in connection with the preparation and delivery of their bids, site visit, participating in the discussion and other expenses incurred during the bidding process.
- g. DSIIDC reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of contract without assigning any reason whatsoever, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders of the grounds or the reasons for the said action.
- h. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
- i. In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.
- j. The Bidder shall not sublet, transfer or assign the contract or any part thereof to any other person / firm / consulting company/organization.
- k. The Bidder shall quote in Indian Rupees.
- l. The Bidder is expected to examine the Tender Document, including all instructions, forms, terms and specifications in the Tender Document. Failure to furnish all information required as per the Tender Document may result in the rejection of the Bid.

7. Making and submission of bids

All documents of the bid shall be signed by the Partner/ Authorized Person having valid authorization letter at the time of bid submission. Any consequences resulting due to such signing shall be binding on the Bidder. The Bidder shall submit Technical & Price Bid in two separately sealed envelope and then in common envelope super scribed with “**Tender for Appointment of Internal Auditor for FY 2021-22**”. The same shall be delivered or arranged to be delivered in the Office of CAO(HQ), Room No.17, DSIIDC Limited, N-36, Bombay Life Building, Connaught Circus, New Delhi – 110001 on or before last date & time of submission of bids. Further instructions with regard to bids are as per details below:

PART – I : Technical Bid PART - II : Price Bid

PART- I: Technical Bid

- a. Technical Bid shall be submitted in **physical mode only**. The envelope containing the Technical Bid shall be super scribed with “**Tender for Appointment of Internal Auditor for FY 2021-22 –Technical Bid**”. If the envelope is not delivered properly sealed and marked, DSIIDC will assume no responsibility for the misplacement or premature opening of the bid.
- b. Bid documents containing the following must be bound, indexed, completely page

numbered and arranged in the order:

- i. Covering letter of Bid on Bidder's letter head as per **Form-A**.
- ii. Bidder General Information as per **Form-B**.
- iii. Documents / information relating to firm's partners to be submitted as per **Form-C**.
- iv. Documents / information relating to experience of Bidder to be submitted as per **Form-D**.
- v. Bidder's Bank Account details as per **Form-E**.
- vi. Declaration & compliance to Bid requirement as per **Form-F**.
- vii. Authorization Letter, wherever applicable, in favor of signatory (ies) of the bid as per **Form-G**.
- viii. Index of the Tender Document and subsequent Amendments / Addendums to the Tender Document duly signed and stamped by the Bidder in token of having received and read all parts of the Tender Document having accepted and considered the same in preparing and submitting the Bid.
- ix. Any other information required in the Tender Documents or considered relevant by the bidder.
- x. All documents furnished by the Bidder as per the requirement of Technical Bid Evaluation Criteria shall be signed and stamped by the bidder or authorized signatory of bidder.

PART - II - PRICE BID

- a. The Price Bid shall also be submitted in **physical mode only** as per **Form-H** provided in the Tender Document. The envelope containing the Price Bid shall be super scribed with "**Tender for Appointment of Internal Auditor for FY 2021-22 –Price Bid**". If the envelope is not delivered properly sealed and marked, DSIIDC will assume no responsibility for the misplacement or premature opening of the bid.
- b. No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in the price bid. Any conditions, if stipulated, shall be treated as null and void and shall render the bid liable for rejection.
- c. Unless stated otherwise in the Tender Documents, the Contract shall be for the total works as described in Tender Document.
- d. Bidder shall quote the lump sum price after careful analysis of cost involved for the performance of the complete work considering all parts of the Tender Document.
- e. The quoted Price shall be deemed to be all inclusive **except applicable GST** till the completion of the work. It is clearly understood that DSIIDC will not have any additional liability towards payment of any Taxes & Duties except applicable GST leviable on total quoted price.
- f. Alternative / conditional bids shall not be considered.
- g. Prices quoted by the Bidder, shall remain firm and fixed and valid until completion of

the Contract and will not be subject to variation on any account.

- h. Price shall be quoted in figures as well as in words. If some discrepancies are found between the price given in words and figures, the price quoted in words shall be taken as correct.

8. Earnest Money Deposit (EMD) and Performance Guarantee

- a. EMD of Rs. 20,000/- (Rupees Twenty Thousands Only) in the form of Pay Order (PO) or Demand Draft (DD) in favour of DSIIDC Limited, payable at New Delhi, to be submitted **along with Technical Bid**. Without EMD, tender will not be accepted.
- b. Registered MSMEs are exempted from furnishing EMD. Proof of same is to be attached.
- c. EMD of the bidder will be forfeited if the bidder revokes tender within the validity period or modifies bid after opening of the tender.
- d. EMD will be refunded to unsuccessful bidders.
- e. EMD of successful bidder will be converted into Performance Guarantee.
- f. Neither EMD nor Performance Guarantee shall carry any interest.

9. Pre-Bid Conference

A pre-bid conference will be organized on 09/06/2021 (3PM) in Conference Room at DSIIDC Limited, N-36, Bombay Life Building, Connaught Circus, New Delhi – 110001 or through video conferencing to address any queries of bidders. Bidders are requested to forward their queries by mail on or before 07/06/2021 (2PM) at dsiidc.commercial@gmail.com.

10. Bid Validity

- a. Bid submitted by Bidder shall remain valid for a minimum period of two months from the date of opening of Technical Bid (Part-I). Bidders shall not be entitled during the said period of two months, without the consent in writing of the DSIIDC, to revoke or cancel their Bid or to vary the Bid given or any term thereof.
- b. DSIIDC may solicit the Bidders consent to an extension of the period of validity of bid. The request and the responses there to shall be made in writing. However, Bidders agreeing to the request for extension of validity of bid will not be permitted to modify the bid.

11. Bid opening

- a. DSIIDC will open the technical bids in the presence of Bidders' designated representatives at date & time as stipulated in "Salient features of Tender Document". The Bidder's representatives who are present shall sign bid-opening statement evidencing their attendance.
- b. Bidder's names and any other such details as DSIIDC may consider appropriate will be announced by DSIIDC.
- c. Price bid of only those bidders whose bids are determined to be technically qualified shall be opened. Bidders selected for opening of their price bids shall be informed about the date of price bid opening. Bidders may depute their authorized representative to attend the opening. During price bid opening total price as quoted by the bidders shall be read out.

12. Evaluation of Technical bids

- a. DSIIDC will determine whether each of the bids conforms to the terms, conditions and specification of the Tender Documents without material deviation and is complete with regard to submission of required documents. A material deviation is one which affects in any substantial way the scope, quality or performance of the works, or which limits in any substantial way, inconsistent with the Tender Document, the DSIIDC's rights or the Bidder's obligations as envisaged in the Tender Document, and the rectification of which deviation or reservation would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.
- b. No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in the bid. Any conditions, if stipulated, shall be treated as null and void and may render the bid liable for rejection.
- c. DSIIDC, if necessary, will obtain clarifications on the Bid by requesting for such information / clarifications from any or all Bidders, either in writing or through personal contact. All responses shall be in writing, and no change in the price or substance of the bid shall be permitted unless specifically sought by DSIIDC.
- d. DSIIDC reserve the right to assess Bidder's capability and capacity to execute the work using in-house information including taking into account other aspects such as concurrent commitments, past performance etc.

13. Interaction with High Level Management Committee

- a. Eligible bidders will be called for interview on a date which will be intimated by mail.
- b. Only eligible professional, as per tender criteria, is required to attend the same.

14. Final Evaluation & Selection

- a. After completion of interaction process, price bids of successful technical bidders (scoring more than 60 marks in technical criteria) will be opened on a date which will be intimated by mail.
- b. A final combined score will be arrived at and selection will be made as mentioned in Clause 5 'Selection Process'.

15. Notification of award

DSIIDC will issue the Letter of Award (LOA) to the successful Bidder and communicate the same through Courier/Fax/email as per details given by Bidder.

16. Terms of Payment

The payment towards fees will be made on annual basis on receipt of invoice, after successful submission of all four quarterly audit reports. While making the payments any applicable deductions will be made by DSIIDC.

17. Indemnity

The successful bidder shall indemnify, defend and hold and keep indemnified, the DSIIDC from and against all actions, suits, claims costs, liabilities and demands brought or made against the DSIIDC in respect of any matter or thing done or omitted to be done by the bidder or their employees/representatives in the execution of or in connection with the work or the bidder's performance under this assignment and against any loss or damage to the DSIIDC in consequence of any action or suit being brought against the bidder or their employees/representatives for anything done or omitted to be done in execution of the Work and the Project coordination services under this assignment, including but not limited to meeting the Project milestones and non-compliance with the applicable laws and regulations. The obligations of the successful bidder under this clause shall survive the termination or expiry of this Contract.

18. Dispute Resolution

A. Amicable settlement

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.

- i. The Parties agree to use their best efforts for resolving all Disputes arising under or in respect of this Agreement promptly, equitably and in good faith, and further agree to provide each other with reasonable access during normal business hours to all non- privileged records, information and data pertaining to any Dispute.
- ii. Any dispute, difference or controversy of whatever nature howsoever arising under or out of or in relation to this Agreement (including its interpretation) between the Parties, and so notified in writing by either party to the other Party (the "Dispute") shall, in the first instance, be attempted to be resolved amicably within thirty (30) days of notice. After the expiry of said period of notice of 'dispute' without any written amicable settlement, it shall be deemed that such a dispute is not resolvable by amicable settlement. However, at any time, both the parties can extend the said period of 30 days by mutual agreement in writing.

B. Arbitration

- i. Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this agreement or the validity or the breach thereof shall be settled by arbitration by a sole arbitrator to be appointed by Managing Director (MD) of DSIIDC Limited. The provisions of Arbitration and Conciliation Act 1996 shall apply to such arbitration proceedings.
- ii. The seat of arbitration shall be New Delhi and language shall be English.
- iii. This Agreement and the rights and obligations of the Parties shall remain in full force and effect, pending the Award in any arbitration proceedings hereunder.

C. Jurisdiction: Exclusive Jurisdiction shall be New Delhi

19. Proposal Forms

Form-A

(TO BE SUBMITTED ON BIDDER'S OWN LETTER HEAD)

Covering letter for submission of offer

From:

Our Ref: _____ Dated _____

SUBJECT: Appointment of Internal Auditor for FY 2021-22 in DSIIDC Limited

Dear Sir,

Please find herewith our offer in line with requirement of DSIIDC Tender document. We confirm that:

- 1 Offer is in complete compliance with technical as well as commercial requirements of Tender Document and there is no technical or commercial deviation in the offer.
- 2 We understand that any technical or commercial deviation in the offer shall render our offer liable for rejection.
- 3 Our offer shall remain valid for a period of 2 (Two) Months from the date of opening of tender.

We declare that the statement made and the information provided in our offer is true and correct in all respect. In case, it is found that the information/ documents provided by us are incorrect/ false, our application shall be rejected by DSIIDC without any reference to us.

Thanking you,

Yours sincerely,

(Signature of Authorized person)

Full Name:

Designation:

Bidder's official Seal

Form-B

Bidder's general information

- 1 Bidder Name: _____
- 2 a. Date of registration / incorporation: _____
- b. Age of Firm (Completed years upto 31/03/21) _____
- 3 Address of registered office:

- 4 Address of Local Office In Delhi:

- 5 Telephone No. _____
- 6 E-mail address _____
- 7 Website _____
- 8 Fax number _____
- 9 Firm registration number _____
- 10 GST registration no. _____
- 11 Permanent Account Number (PAN) _____

Stamp and signature of bidder: _____

Name of authorized person: _____

Note: The self-attested copies of documents at Sl. No. 2, 9, 10 and 11 to be attached.

Form-C

Details of Partners of Firm

| S. No. | Name | Designation | Age (as on 01/04/21) | Qualification | Membership No. | Work Area |
|---------------|-------------|--------------------|-----------------------------|----------------------|-----------------------|------------------|
| | | | | | | |
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Note:

- 1 One partner is to be named as head of this assignment, who will represent himself/herself before High Level Management Committee for interaction round and after appointment, before Management & Audit Committee.**
- 2 The above details must match with latest constitution certificate of the firm. Latest Firm Constitution Certificate to be attached.**
- 3 Bidders are required to furnish the complete and correct information required for evaluation of their bids. If any information furnished is found to be false/misleading/incomplete, the same shall be considered as adequate ground for rejection of the bids.
- 4 Bidders are required to furnish only those credentials in the above prescribed format for which documentary evidence is available with them. DSIIDC reserves the right to seek additional information or ask for supporting documents from Bidders for verifying/evaluating their credentials whenever required.

Form-D

Relevant experience of the Firm in Internal Audit for the purposes of technical evaluation

Criteria 1:

Professional Receipts of the firm during FY 2019-20 -

Criteria 2:

| Name & Address of Corporate Client | Internal Audit for FY 19-20 / 20-21 | Turnover during FY 2019-20 | Contact Person and No. |
|---|--|-----------------------------------|-------------------------------|
| | | | |
| | | | |

Note:

Bidder to submit copies of its financials for Criteria-1 and letter from client(s) & their financials for Criteria-2.

Form-E

**E-Payment Form
Bank account particulars**

- 1 Bidder's name
- 2 Address of bidder
- 3 Particular of bank account
 - Name of the bank
 - Branch code
 - Address of the bank branch
 - Type of account (SB, Current, Credit)
 - Account number
 - Bank's IFSC code for RTGS/NEFT

I hereby declare that the particulars given above are correct and complete and accord our consent for receiving payment through electronic mechanism. I also undertake to intimate the changes, if any, in bank account details in future and DSIIDC will not be held responsible for non-payment / delay due to above change in bank details and also due to technical reasons beyond its control.

(_____)

Signature of the authorized signatory (ies) & Designation

Place:
Date:
Official seal of the bidder

BANK CERTIFICATION

Certified that the particulars furnished above are correct as per our records

Bank's Stamp

Place:
Date:

Stamp & Signature of the authorized official of the bank

Form-F

Undertaking

We hereby confirmed that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s) / information is false, forged or fabricated.

We hereby confirm that our Bid complies with the total technical-commercial requirements/ terms and conditions of the Tender Document and subsequent addendum/corrigendum (if any), issued by DSIIDC, without any deviation/ exception/ comments/ assumptions.

We also confirm that we have quoted the prices without any condition and deviation.

We further confirm that terms and conditions if any, mentioned in our bid (Technical as well as Price) shall not be recognized and shall be treated as null and void.

We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'.

We hereby confirm that any partner / Director of the entity have not been convicted in any disciplinary proceedings / criminal case by regulatory authority(ies)/ court in connection with professional work.

We further confirm that, we have not been in negative list / blacklisted by any Public Sector Undertaking / Government Organization / DSIIDC Limited.

We also confirm that the contents of this Tender have not been modified or altered by us. We agree that if any noticed in future, our Bid may be rejected / terminated.

We hereby confirm that we have gone through and understood the Tender Document and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

We are submitting Master Index of Tender Document as part of our Bid duly signed and stamped on each page in token of our acceptance. We undertake that Tender Document shall be deemed to form part of our bid and in the event of award of work to us, the same shall be considered for constitution of Agreement. Further, we shall sign and stamp each page of the Tender Document as a token of Acceptance and as a part of the Contract in the event of award of Contract to us.

We confirm that rate quoted by us includes price for all services as mentioned in the Tender Document.

Stamp and signature of bidder: _____

Name of bidder:_____

NOTE: To be stamped and signed by the authorized signatory on letterhead of bidder.

Form-G
Letter of Authorization

(TO BE SUBMITTED ON BIDDER'S OWN LETTER HEAD)

To

DSI IDC Limited

SUBJECT: Appointment of Internal Auditor for FY 2021-22 in DSI IDC Limited

Dear Sir,

We _____ hereby authorize following representative(s) to sign all bid documents / attend Technical / Price bid opening against your Tender Document No. **NIT No. : DSI IDC/CAO(HQ)/IA/2021-22/01**

Name & Designation _____

Signature _____

We confirm that we shall be bound by all commitments made by aforementioned authorized representatives.

Yours faithfully,

Signature

Name & Designation

For and on behalf of

(Bidder)

NOTES:

- a) This letter of authority should be on the letterhead of the bidder and should be signed by a person competent and having the power of attorney to bind the bidder.
- b) Not more than one person is permitted to attend technical and price bid opening.
- c) Bidder's authorized executive is required to carry this authority letter while attending the technical bid opening and price bid opening and submit the same to DSI IDC. Representative should carry their id proof.

Form H

PART-II: PRICE BID

Name of Job/ services: Appointment of Internal Auditor for FY 2021-22

Name of Organization: DSIIDC Limited, New Delhi

TENDER NO.: DSIIDC/CAO(HQ)/IA/2021-22/01

Name of Bidder:

| Sl. No. | Description of Work | Unit | Amount (in Rs.) |
|---------|--|----------|-----------------|
| 1. | Consolidated fees for services as per Clause 3 'Scope of Work' | Annually | |
| | Total Rs. | | |
| | Total Rs. in words: | | |

Note: The above rates shall be exclusive of GST.

| | |
|---------------------------------|--|
| Signature | |
| Name of signatory | |
| Designation of signatory | |
| Official seal | |

Note: **Please note that the Price Bid must not be put / mixed with Technical Bid.** The Bidder shall submit Technical & Price Bid in two separately sealed envelope and then in common envelope super scribed with **“Tender for Appointment of Internal Auditor for FY 2021-22.**

Scope of Work

1. The firm shall be required to be well conversant with the procedure, policies, rules and regulations of the Corporation.
2. The firm shall examine the expenditure incurred by the Corporation that the same is authorized and is in accordance with the approved procedure, delegation of powers and within the sanctioned budget. It shall also identify and highlight cases of irregularities and possible frauds and shall comment on the existing mechanism of check and control on such irregularities and possible frauds.
3. The firm shall ensure compliances of GST, VAT, Income Tax, P.F, Gratuity and Pension etc. It shall advise and assist the Corporation in the matter of deduction of Income Tax at source from salary of staff and other contractual payments. It shall also audit returns of tax deducted at source both from salary and other payments.
4. It shall examine the system of keeping service records, leave records and other records relating to business operation.
5. The firm shall examine the personal matters and about the observance of rules\regulations\guidelines by the Corporation. The personal matters include records relating to recruitment, promotion, fixation of pay, increments, attendance, leaves LTC, medical and other reimbursement\allowance, advances and their adjustment, GPF\CPF deductions and their management, pension and pension fund, gratuity etc., and observance of rules and regulations in their maintenance.
6. The firm shall examine present ordering system in respect of purchases being carried out by the Corporation for its activities and check records for observance of purchase procedure (Contracts, tenders, petty expenses, and expenditure from contingency fund) and check if purchases during a particular quarter are in accordance with the rules and order and with the sanction of Competent Authority.
7. The firm shall undertake the verification of the tender and physical verification of the work done.
8. It shall examine all records pertaining to payment on telephone\electricity\water bills and highlight cases where economy\beneficial utilization of these facilities could be possible. Similarly, usage of staff, economy on the fuel and repair etc. shall be commented upon.
9. The Firm shall examine\check the accounts books of the Corporation to see if they are maintained properly, checked and balance periodically. It also also check transactions of receipt and payments are in accordance with the rules and orders in force and brought to account under appropriate account. Verification and timely updation of books of accounts and subsidiary ledgers and reconciliation including bank reconciliation, shall also be undertaken by it.

10. The Firm shall examine and check all bank accounts of the Corporation to see if they are reconciled up to date and if there are any outstanding entries.
11. The Firm shall specially check\audit the cash management system and if it is maintained properly on daily and monthly basis. Comments about cash management shall be specially highlighted in the half yearly audit report along with appropriate suggestion.
12. Quantitative and financial reconciliation on Income & Expenditure shall also be done.
13. The Firm shall tender advice and assistance whenever required by the Corporation.
14. The Outstanding liabilities shall also be scrutinized division wise in detail and the internal audit report would include the necessary remedial steps to be taken in this regard.
15. To assist various units in preparation of Trial Balances and related schedules whenever necessary including reconciliation of various accounts if required.
16. To assist and check the divisional quarterly Profit and Loss Account.