

### Important Information

Name of the Work	Appointment of Audit firms for conducting Internal Audit of ICSIL for the Financial Year 2021-22
Tender Reference No	ICSIL/2021-22/Internal Audit
Bidding System :	e-Tender, Delhi Govt. e-portal <a href="https://govtprocurement.delhi.gov.in">https://govtprocurement.delhi.gov.in</a> (Details also available on ICSIL Website <a href="http://www.icsil.in">www.icsil.in</a> )
Nature of bid process	Two bid systems shall be followed; Part I shall be “Techno-Commercial Offer” and Part II shall be the “Financial Offer”.
Type of Tender	Open Tender, e-Tender(Two Bid System)
Availability of Tender document	Delhi Govt. e-Tender Portal <a href="https://govtprocurement.delhi.gov.in">https://govtprocurement.delhi.gov.in</a> and website of ICSIL i.e. “ <a href="http://www.icsil.in">www.icsil.in</a> ”
Issue of documents	06.08.2021
Contact person for seeking clarifications	Mrs. Neena Mahajan, Joint General Manager (F&A), ICSIL ,New Delhi-110020
Contact details of the contact person	Email:- neena.mahajan@icsil.in C.No-8448388070
Last date and time for submission of Bid	27.08.2021 at 15:00 hrs.
Date and Time of opening of Technical Bid	27.08.2021 at 15:30 PM
Date and Time of opening of Commercial Bid	To be communicated Later on
Earnest Money Deposit (EMD)	Rs 5,000/- (Rupees Five thousand only) in the form of DD or RTGS/NEFT in favour of Intelligent Communication Systems India Ltd., New Delhi-110020 Bank Name- Axis Bank Account No.- 911020003747228 IFSC Code- UTIB0000430 Branch- C.R Park

## **TENDER ENQUIRY**

Intelligent Communication Systems India Ltd. is a joint venture of Telecommunications Consultants India Ltd. (TCIL), a govt. of India enterprise, under Ministry of Communications and Delhi State Industrial and Infrastructure Development Corporation (DSIIDC), an undertaking of Delhi government. From 1987, the year of its inception, it has provided exemplary service in providing contractual manpower to Govt. deptt., IT sector, specializing in providing complete solutions in computerization, networking and telecommunication. With a well-focused vision and a global mission, ICSIL look at greener pastures across the globe.

### **Purpose**

The Intelligent Communication Systems India Ltd (ICSIL) intends to appoint a firm of Chartered Accountants/Cost Accountants(CMA's) as its Internal Auditor(IA) for the financial year 2021-22 which may further be extended Accordingly, proposal is invited from the firms of Chartered Accountants/Cost Accountants based at New Delhi / NCR and who are empanelled with ICAI's or C&AG. The firms should furnish the complete details of experience, competence relevant to the assignment/assignments handled along with detailed profile of the firm and references.

### **Basic Objective of Internal Audit:**

The prime objective of the IA is to examine and evaluate whether ICSIL's framework of risk management, internal control and governance processes are adequate and functioning properly.

In addition, the objectives of IA would include advising and recommending the management for improvements in internal control and Internal financial Controls on Financial Reporting.

Understanding and assessing the risks and evaluate the adequacies of the prevalent internal controls.

Identifying areas for systems improvement and strengthening controls.

Ensuring optimum utilization of the resources of the entity, for example human resources, physical resources etc.

Ensuring compliance with internal and external guidelines and policies of the entity as well as the applicable statutory and regulatory requirements.

Safeguarding the assets of the entity.

Reviewing and ensuring adequacy of information systems security and control.

Reviewing and ensuring adequacy, relevance, reliability and timeliness of management information system.

### **Scope of Internal Audit**

In order to fulfill its vision and objectives, the scope of work of Internal Audit shall include:

Examination and evaluation of adequacy and effectiveness of the internal control and risk management system at various operations and activities of the ICSIL.

Review of the accuracy and reliability of ICSIL's accounting records and financial reports with a view to ensure robustness of Internal Financial Controls on financial Reporting.

Checking both transactions and functions of specific internal control procedures at various departments/ offices.

Evaluation of adherence to legal and regulatory requirement covering Acts related to Finance, Banking and Taxation laws such as GST, Income Tax Act, etc. and approved policies and procedures.

Examine that resources are acquired economically, used efficiently and safeguarded adequately.

Value addition; improve operational efficiency and internal control systems.

To ensure the compliance of company Risk Management policies by units/Corporate Office

Evaluation of Management Information System (MIS) Reports.

Identification of frauds, if any, happening in the department. To alert the management of the ICSIL, if necessary, through confidential reports, against suspicious transactions that could indicate Frauds.

Required to develop a suitable checklist to ensure examination of all the above aspects and to keep sufficient working papers as evidence of the Audit done.

Reports as per standards and quarterly presentation to the Board of Directors

The audit firm would be required to conduct the internal audit of ICSIL as per rules in accordance with the standards on internal audit.

**The detailed scope of Internal Audit is attached as Annexure-A**