

INDIA TRADE PROMOTION ORGANISATION
(ITPO)

Tender No. 208/17/ITPO/F&A/IA/2016-17

Dated: 19.04.2017

APPOINTMENT OF A FIRM OF CHARTERED ACCOUNTANTS/ COST ACCOUNTANTS AS INTERNAL AUDITORS OF INDIA TRADE PROMOTION ORGANISATION FOR A PERIOD OF TWO YEARS FROM 1ST JULY,2017 TO 30TH JUNE,2019)

**India Trade Promotion Organisation
(A Govt. of India Enterprise)
Gate No. 3, Pragati Bhawan, Pragati Maidan
New Delhi – 110001**

Tender No. 208/17/ITPO/F&A/IA/2016-17

Date: 19.04.2017

Online bids are invited through two bid system for "Appointment of A FIRM OF CA /CMA as internal auditors for a period of two years (1st July, 2017 to 30th June, 2019)". Manual bids shall not be accepted.

The tender documents are available on our website www.indiatradefair.com (for reference only) & www.eprocure.gov.in and same can be downloaded.

1. Tender documents may be downloaded from ITPO's website www.indiatradefair.com (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

INDICATIVE CRITICAL DATE SHEET

Publish Date	19.04.2017
Bid Document Download Start Date	19.04.2017
Bid Submission Start Date	20.04.2017
Bid Submission End Date	04.05.2017
Technical Bid Opening Date	05.05.2017

3. Cost of bid documents: INR 1050 (incl. VAT 5%) through online payments. Bid submitted without cost of bid shall be rejected.

Bank Details are as under:

Beneficiary Name: India Trade Promotion Organisation
Bank name: Central Bank Of India Branch: TFAI, New Delhi Address: TFAI,
PRAGATI MAIDAN, MATHURA ROAD, NEW DELHI
A/c No.: 1167404133
IFSC: CBIN0284078

4. EMD : INR 24,000/- to be submitted in the form of crossed demand draft favouring "India Trade Promotion Organisation" payable at New Delhi.
5. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Bidders are advised to follow the instructions provided in the 'Instructions to the Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

6. Intending Bidders are advised to visit again ITPO website www.indiatradefair.com and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of bid for any corrigendum / addendum/ amendment.
7. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**.

Submission of Documents

The documents shall be submitted online in only one part.

All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online Bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to Room No 208, ITPO, Pragati Bhawan, Pragati Maidan, New Delhi-110001, latest by opening of bid date/time as mentioned in critical date sheet or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232, 91-7878007972 and 91-7878007973.

INDIA TRADE PROMOTION ORGANISATION
(A Govt. of India Enterprise)
(FINANCE AND ACCOUNTS DIVISION)

SUB: **APPOINTMENT OF A CA/CMA FIRMS AS INTERNAL AUDITORS FOR A PERIOD OF TWO YEARS FROM 1ST July,2017 to 30th June,2019**

File No.208/17/ITPO/F&A/IA/2016-17

Dated: - 19.04.2017

1. ITPO is incorporated under Section 25 of the Companies Act 1956 (now section 8 of the Companies Act 2013) and functions under the Administrative control of Ministry of Commerce and Industry (Department of Commerce). The annual turnover of the company is Rs. 377 **crores** approximately. It is a nodal agency of Govt. of India for holding of international trade fairs in India and abroad and provides a wide spectrum of services to trade and industry and acts as a catalyst for growth of India's trade.
2. ITPO intend to engage the services of chartered accountants/Cost accountants firm for conducting the **Internal Audit Work of the organization**. The firm should also be one who can provide multiple services to ensure that the compliance with applicable laws is done and internal working is strengthen.
3. The scope of Internal Audit work is as per annexure-I
4. The eligibility criteria is proposed as under:-
 - a) The Firm must be a Partnership firm.
 - b) The firm should have at least 10 years experience. It should have conducted internal/statutory audit of Central Public Sector Undertakings (Excluding Banks) having minimum annual turnover of Rs. 400 crores in the last 5 years.
 - c) The CA Firm must be empanelled with CAG for PSU Audit for 2016-17/ 2017-2018
 - d) The firm should have head office in Delhi/New Delhi.
 - e) The firm should have at least five full time Fellow/Associate Members as partners apart from experienced audit staff.
 - f) The firm should have reported professional income of Rs.100 lakh during the last financial year i.e. 2015-16.
 - g) The firm should have at least 7 (seven) full time audit staff and 12 (twelve) articles.
 - h) The firm should have multiple experiences in areas like direct and indirect taxes, company law and corporate governance matters besides familiarities of procedures and practices followed in PSUs etc.

Interested CA/CMA firm (s) fulfilling the above criteria is requested to submit their online bids to the detailed profile of their firm along with the following documents/ information on or before 04.05.2017.

- a) A copy of Certificate of Constitution of the firm issued by the Institute.
- b) Scanned copy of 10 years experience in conducting Internal /statutory auditors of CPSU.
- c) Proof of CA Firm empanelment with CAG for PSU Audit for 2016-17/ 2017-2018
- d) Scan copy of proof of head office in Delhi/ New Delhi.
- e) Details of partners apart from experience and audit staff as on 1.4.2017.
- f) A copy of the acknowledgement of the IT return of the firm and a copy of the computation of income submitted to IT authorities.

- g) A copy of financial statement of the PSUs as a proof of annual turnover.
- h) Details of multiple experience in areas like direct and indirect taxes, company law and Corporate governance matters besides familiarities of procedures and practices followed in CPSUs etc

For further details, interested firms may contact to Sh. Raj Kumar Thakur, Deputy General Manager(Finance), Room No. 208,Pragati Bhawan, Pragati Maidan, New Delhi-110001, Tel No. 23378834.

ITPO reserves the right to accept or reject any or all applications and for altering/cancelling/modifying the terms of the contract without assigning any reasons thereof.

INDIA TRADE PROMOTION ORGANISATION

(FINANCE & ACCOUNTS DIVISION)

SCOPE OF INTERNAL AUDIT WORK

The scope of internal audit in ITPO is as follows:

A. Concurrent Checking of all Vouchers i.e Cash, Bank , Journal and Bills in following Divisions/ sections:

1. **FINANCE AND ACCOUNTS DIVISION**

- Cash and Banking Section
- Management Accounts Section
- Bill checking Section –(Works and non Works Accounting)
- Revenue Section including verification of Debtors
- Salary Section – salary and other payments
- Foreign fairs Accounts Section
- Medical Section

2. **ENGINEERING DIVISION**

- Verification of Work awarding system
- Verification of tendering system
- Audit of works awarded – Civil, Electrical, Conservancy, repair & maintenance and horticulture.

3. **FAIRS IN INDIA –DIVISION, FOREIGN FAIR DIVISION and BUSINESS DEVELOPMENT DIVISION**

Checking of fair accounts including rentals, budgets and revenue within one month of completion of event.

4. **PERSONNEL AND ADMINISTRATION DIVISION**

- Verification of Recruitment and Promotions
- Utilization of Manpower
- Utilization of ITPO Vehicles
- Hiring of vehicles and other services etc.

5. **STORE DIVISION – Fixed assets and Consumables**

- Review of system of stores control.
- Verification of records for checking Purchase , issue and disposal of consumables and Fixed assets.
- Physical verification of fixed assets (once in two years) including and review of system of recording of fixed assets and their protection against loss.
- Physical verification of other store items once a year.

6. **PUBLICITY DIVISION**

- Review of publicity activities/ events as per approved plan/ budget.
- Verification of various publicity expense files with reference to the bills passed by Bill checking section.
- Verification of files with reference to the income as per Revenue section.

7. **PRINTING DIVISION**

- Verification of files for printing contracts awarded - system of tendering and empanelment of vendors and payment etc.

8. **SECURITY DIVISION**

- Verification of contracts for hiring of security guards / agency
- Verification of payments made under the division
- Statutory Compliance of minimum wages / deduction of tax.

9. **FOOD AND BEVERAGES (F&B) DIVISION**

- Verification of system of allotment of Kiosks and restaurants
- Checking of rentals
- Verification of other related payments and income

10. **COMPUTER DEPARTMENT**

- Verification of system for procurement of Hardware & software (including internet).
- Verification of system of maintenance of records for various assets under the computer division.
- Verification of system of issuing assets to other divisions.
- Physical verification of assets under the division.

11. **AUDIT OF VARIOUS ACTIVITIES UNDER THE FOLLOWING DIVISIONS:**

- Cultural Division
- PR & Protocol Division & Trade Information Division
- Estate Management

B. INTERNAL CONTROL OVER FINANCIAL REPORTING (ICFR)

IFCR study, report and all related issues requiring compliance under section 134(5) ,Rule 8(5) (viii) of Companies Act 2013 with half yearly reporting .To check that laid down internal financial controls to be followed by the company and that such internal financial controls are adequate & were operating effectively. Presentation and clarifications to Audit Committee/BODs, if required.

C. OTHERS

i. **Pre-Audit:**

With regard to major India focus event and any other cases which CMD may refer, pre-audit may be done by the Internal Audit team before the final payment is released.

ii. **Statutory Compliances**

- Advisory role relating to timely compliance as per terms / rules as applicable and review of Statutory Compliances i.e. Service Tax including CENVAT, Income-Tax, Property Tax, Entertainment Tax, VAT/ Works Contract Act and any other acts which may be applicable/ relates to the activities of ITPO.
 - a. Compliance of Service Tax Returns including claim of CENVAT Credit and assistance in preparation of service tax and Income tax returns.
 - b. Advising on Service Tax matters regarding applicability of various provisions including amendments thereof on ITPO.
 - c. Any other matter relating to Service Tax as applicable to ITPO.
- iii. Advisory role w.r.t implementation and migration to GST.
- iv. The other important areas like funds managements, revenue generation invoicing/ billing system, control over dues etc. will be checked for suggesting improvements as deemed necessary.
- v. Verification of Investment of Surplus Funds viz a viz decision/sanction of Committee and interest thereon.
- vi. Verification of other Investments like in Mutual funds/ Subsidiaries/Joint Ventures etc.
- vii. Arranging workshops for awareness/ educating ITPO staff on issues like E-TDS, DVAT, Service Tax, changes in the taxes which are applicable to ITPO so that the accounting procedures are in line with requirements.
- viii. Variance analysis of Budget Estimates.
- ix. Suggesting ways & means to improve revenue generation.
- x. To check maintenance of proper records including latest position of legal cases. Scrutiny of legal cases and suggestions for improvements.
- xi. Checking/ review of charges/ pricing policies in respect of services etc. being provided based on the principles of costing.
- xii. Checking compliance of manuals and implementation of its provisions.
- xiii. Certification of Income & Expenditure for events for claiming grants from DOC & other Government bodies. Issue of Utilization certificates etc.
- xiv. Review of adequacy of the insurance cover for the various kinds of risks, lodging of insurance claims and its timely realization.
- xv. Claims lodged against ITPO and suggestion to reduce the same.
- xvi. Assistance in early completion of accounts, including compliance of accounting standards as per the ICAI guidelines and reply to audit para's before submission to Statutory Auditors.
- xvii. Comments on Compliance of last audit report/ corrective action in respect of any adverse remark / observation made during the course of statutory audit/ Internal/

Government Audit (including matters referred in Section – 143 (5) report of last year) of last year / during current year.

- xviii. Comments on compliance and adherence of all the provisions of applicable statutes, Companies Act'2013, Acts relating to various taxes, Accounting Standards/ Guidance notes issued by the ICAI & MCA, Accounting Policies of the Corporation, Accounting assumptions.
- xix. Secretarial practices and compliance including Corporate Governance, returns filled, meeting records, etc.
- xx. Opinion on impairment loss, if any in relation to Ind AS-36.
- xxi. To ensure compliance with the provisions of all applicable laws & that such systems were adequate and operating effectively.
- xxii. Reconciliation of Receivables & Payables.
- xxiii. Status of contingent liabilities, capital commitments and legal cases etc.
- xxiv. To ensure & check that Balance Confirmation from all the trade receivable, creditors, contractors' advances, deposits etc.
- xxv. To verify that the commercial expenditure (Capital and Revenue) incurred by the ITPO is: (a) within the budget, (b) within Delegation of Power of the authority sanctioning the expenditure as defined in Manual on Sub-Delegation of Powers and (c) in compliance to the established Purchase Procedure.
- xxvi. Examining the HR-Systems, procedures, policies, guidelines, methods and verification of payroll and HR related data.
- xxvii. Suggestions, if any, in respect of any area observed during the course of audit may be clearly spell out.
- xxviii. **ERP implementation–**

Review of computerization in ITPO and suggesting modifications/ amendments considering the controls over vital aspects, improvements in the accounting system compliance of statutory requirement etc. This would be done in phases along with the routine checking.
- xxix. **Any other Area:** Any other area which in the opinion of internal auditor requires attention of the Management.
- xxx. **Special Assignment:**
 - a. Review of Financial Accounting package with a view to improve the same.
 - b. Review and updation of Manuals i.e. Accounting, Internal Audits and Fair Manuals.
- xxxi. **Completion of Assignment**

The Internal Audit of each quarter is to be completed within 45 days from the end of relevant quarter and submission of report thereof.

xxxii. **Out of Pocket Expenses**

No TA/DA and other out of Pocket expenses will be paid

xxxiii. **Payment Terms**

Payment shall be released to the Internal Auditors quarterly on submission of Internal Audit Report and acceptance of the same by the Management.

xxxiv. **Undertaking**

The successful bidder shall furnish an Undertaking that they will not leave the work in the mid-way and will complete the assignment as per tender terms.

xxxv. **Secrecy**

The successful bidder shall not disclose any data/information of the organization including Internal Audit report prepared by them to third party.

xxxvi. Presentations, if so desired, before the Management, Audit Committee, Board of Directors and Statutory Auditors in relation to any issue covered in Internal Audit.

The above scope of work is not exhaustive, which may change according to the requirement of the Management. Internal Auditors may also cover other areas which they found deemed fit during the course of audit.

(D) Requirement of staff for Internal Audit

The CA/CMA firm will have to depute at least five officials on regular basis (10am to 6 pm) during the period of audit consisting of following:-

- One Chartered Accountant/CMA
- One semi qualified Chartered Accountant/CMA
- Three Articles

Annexure: II
TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: - Appointment of CA/CMA firm as internal auditors for a period of two years (1st July, 2017 to 30th June, 2019).

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)