

**EOI for Appointment of Audit firms for Conducting Internal Audit of NMDFC for  
Financial Year 2024-25**

No. ACT-NM-AUDT/1/2023-ACCOUNTS-NMDFC

Dated: 04-01-2024

By



National Minorities Development and Finance Corporation  
(A Govt. of India Undertaking under Ministry of Minority Affairs, GOI)

**Office at:**

NMDFC, Core – I, 1st Floor, Scope Minar, Laxmi Nagar, Delhi - 92

*Description of task, qualification required, EoI submission format and procedure is available on NMDFC website ([www.nmdfc.org](http://www.nmdfc.org)) and Central Public Procurement Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in))*

NATIONAL MINORITIES DEVELOPMENT & FINANCE CORPORATION

INDEX

SL. NO.	SECTION	Particulars	Page no.
1	SECTION-I	EOI INFORMATION	1
2	SECTION-II	PREFACE	2
3	SECTION-III	SCOPE AND TIMELINES	3
4	SECTION-IV	INSTRUCTIONS	4-6
5	ANNEXURE - A	DETAILED SCOPE OF WORK	7-10
6	ANNEXURE - B	FINANCIAL PROPOSAL	11
7	ANNEXURE - C	TECHNICAL PROPOSAL	12-13
8	ANNEXURE - D	BID SECURITY DECLARATION	14

## **SECTION-I EOI INFORMATION**

**Name of the assignment:** Open Tender for Appointment of Audit firms for conducting Internal Audit of NMDFC for the Financial Year 2024-25

### **Important information**

<b>Sr. No.</b>	<b>Event</b>	<b>Information to the agencies</b>
1	Department Name	National Minorities Development & Finance Corporation (NMDFC)
2	Address	NMDFC, 1st Floor, Core-I, Scope Minar, Laxmi Nagar, Delhi – 110092 Phone 011-22441438
3	Bid document downloading start date	05.01.2024
4	Bid document downloading end date	15.01.2024 at 10.00 Hrs.
5	Last date and time of submission of Bid	15.01.2024 at 16.00 Hrs.
6	Date and Time of Tender Opening	For opening of Financial Bid all eligible firms shall be intimated through Email.
7	EOI document	The details can be downloaded free of cost from the websites <a href="http://www.nmdfc.org">www.nmdfc.org</a> (NMDFC) and <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> (CPP Portal)
8	Bid Processing Fees (Non- refundable)	A Demand Draft of Rs. 1770/- (inclusive of GST) should be made out in favor of the National Minorities Development and Finance Corporation (NMDFC) and must be payable in New Delhi. <b>It is a prerequisite for every bidder.</b>
9	Earnest Money Deposit (EMD):	A Demand Draft for Rs. 10,000/- should be made in the name of the National Minorities Development and Finance Corporation (NMDFC), payable in New Delhi. All bidders are required to comply with this, with the exception of those who hold a valid MSME certificate; such certificates must be provided for verification
9	Bid validity period	90 days from opening of price bid.
10	Contact Person	Manoj Punia, HOD (Accounts), Email- <a href="mailto:nmdfcacctts@gmail.com">nmdfcacctts@gmail.com</a>
11	Remarks	Only bidders deemed eligible based on the technical evaluation criteria will have their financial bids considered. The specific date and time for this will be communicated separately by NMDFC. Bidders' representatives will be invited to participate in the financial bid opening session.

## **SECTION – II PREFACE**

National Minorities Development & Finance Corporation (NMDFC) has completed 28 years of its existence on 30th September 2022. It is a Company not for profit registered under the section 25 of the Companies Act, 1956, set up by the Government of India, currently operating under the administrative control of the Ministry of Minority Affairs, to provide a special focus to the economic development of Minorities. The persons belonging to six communities i.e. Muslims, Christians, Sikhs, Buddhists, Jains and Parsis have been notified as the National Minorities under the National Commission of Minorities ACT, 1992. The prime mandate of NMDFC is to provide concessional finance to the Minorities for self-employment activities. The Authorised Share Capital of NMDFC is Rs. 3000 Crore. It is a joint venture of the Central Government and the State Governments.

For the year 2024-25, NMDFC is in the process of selecting an Audit Firm to undertake its internal audit. Interested firms are invited to submit their proposals in accordance with the terms outlined in the accompanying tender document.

### SECTION-III

#### 1. Scope of Work

The audit firm would be required to conduct the internal audit of NMDFC in accordance with the standards / procedure on internal audit. The **detailed scope of work for Internal Audit for the financial year 2024-25 is at Annexure - A.:**

#### 2. Timelines and requirements for Internal Audit:

Schedule	For the period	Remarks
1st Quarter	<i>1st April 2024 to 30th June 2024</i>	Should be completed by 31st October 2024
2nd Quarter	<i>1st July 2024 to 30th Sep 2024</i>	
3rd Quarter	<i>1st Oct 2024 to 31st Dec 2024</i>	Should be completed by 31st January 2025
4th Quarter	<i>1st Jan. 2025 to 31st March 2025</i>	Should be completed by 30th April 2025

The internal audit of NMDFC's accounts must be conducted on a quarterly basis, ensuring no overlap between audit periods. Following the conclusion of each quarter, the Audit Firm is required to submit a comprehensive report to NMDFC within a minimum audit duration of 10 days per phase, encompassing the entire scope of the audit.

The selected Audit Firm must be prepared to visit NMDFC's office as necessary, in alignment with the defined scope of work.

For the audit process, a proficient team is essential. This team should comprise at least two qualified professionals, either Chartered Accountants or Cost Accountants, each possessing a minimum of three years of relevant experience. Additionally, the team should include two semi-qualified staff members, such as those with Inter CA/CMA qualifications or a Master's in Commerce, who have demonstrated expertise in the field. Importantly, the audit must be closely overseen by a partner-level individual, responsible for supervising the audit process and participating in all necessary meetings with the top management or Audit Committee as and when required.

## SECTION-IV INSTRUCTIONS

### 1. Pricing Structure:

Proposals must present an all-inclusive lump sum price in Indian Rupees, encompassing TA/DA, miscellaneous expenses, etc., for the entirety of the work detailed in the Terms of Reference. This price should remain firm with no provisions for escalation and should be valid until the assignment's full completion, as outlined in Annexure - B and securely sealed in a separate envelope.

The quoted price should account for any unspecified services essential for task completion. Please note, GST, if applicable, should be quoted separately from the main price and not included therein. Proposals that mistakenly place the price bid within the Technical Bid envelope will be promptly disqualified.

### 2. Payment Terms:

Upon the satisfactory conclusion of the audit and the subsequent submission of the audit report, the auditing firm may invoice NMDFC in accordance with the work order. NMDFC will process payment upon receiving the duplicate invoice. The contract stipulates that no price adjustments will be entertained post the agreement, and the financial figure initially quoted will remain fixed.

### 3. Tax Implications:

NMDFC retains the right to withhold any applicable taxes at the source as mandated by Indian legislation.

### 4. Acceptance and Rejection Rights:

NMDFC maintains the prerogative to either accept or decline any proposal before the contract award, without incurring any liability or obligation to elucidate the rationale behind such a decision to the concerned auditing firm.

### 5. Confidentiality:

The auditing firm is strictly prohibited from sharing NMDFC's management systems documentation with any external entities, including their internal divisions.

### 6. Non-Subcontracting Clause:

The awarded auditing firm is explicitly forbidden from subcontracting any portion or the entirety of the allocated work to external entities.

### 7. Tender Submission Guidelines:

Bidders must segregate their Technical and Financial bids into distinct envelopes, clearly labelled as "Technical Proposal" and "Financial Proposal" respectively. These two envelopes should then be placed within a larger envelope marked as "Quotation for Engagement of Audit Firm for the FY 2024-25 of NMDFC". Should any financial details be mistakenly included within the Technical Bid, the proposal will be invalidated. The selection process for the internal auditor will employ a bifurcated bidding approach, encompassing both Technical and Financial evaluations.

*Envelop-1 consists:* (Technical Proposal as per Annexure – C)

*Envelop-2 consists:* (Financial Proposal as per Annexure – B)

## 8. **Bid Duration and Validity**

- a) **Bid Duration:** Upon submission, bids remain valid for a minimum of three months from the date of the Technical Bid (Part-I) opening. During this period, bidders are prohibited from withdrawing, altering, or amending their bids or any associated terms and conditions. Any such modifications will result in the bid's rejection.
- b) **Bid Extension:** NMDFC reserves the right to request an extension of the bid validity period from bidders. Both the request and the bidder's response to such a request must be documented in writing. However, bidders who agree to an extension are not permitted to make any changes to their initial bids.

## 9. **ELIGIBILITY CRITERIA**

To qualify for consideration, firms must meet the subsequent prerequisites:

- a) **Location:** The firm's registered office must be situated in East Delhi.
- b) **Professional Registration:** Bidders should be either a Chartered Accountant Firm or a Cost Accountant Firm with a valid Registration Certificate from ICAI or ICMAI, respectively.
- c) **Financial Standing:** The firm's average turnover over the preceding three fiscal years (2022-23, 2021-22, & 2020-21) must exceed Rs. 75,00,000/- (Rupees Seventy-Five Lakhs only). Supporting documents, including audited balance sheets and profit and loss accounts, must be provided.
- d) **Experience:** Bidders must demonstrate a minimum of 10 years of operational experience post-registration. Relevant certificates from ICAI or ICMAI must be furnished.
- e) **Project Experience:** The bidder should have a track record of successfully executing a minimum of 20 internal, statutory, or consultancy assignments within the past three fiscal years (2022-23, 2021-22, & 2020-21) for Central Government, State Government, PSU, or Autonomous Bodies.
- f) **Partnership Composition:** The firm must comprise a minimum of six partners, of which at least three should hold FCA/FCMA designations. Additionally, these partners must possess a minimum of two DISA Certificates or equivalent qualifications. Relevant certificates must be provided.
- g) **Public Finance Expertise:** At least one partner should possess a 'Public Finance & Government Accounting Certificate', with the corresponding certificate attached.
- h) **GST Certificate course:** A minimum of one partner must be certified in GST, with the certificate attached.
- i) **Quality Assurance:** The firm should possess an ISO 9001:2015 Certificate issued on or before December 31, 2023.

## 10. **TERMS & CONDITIONS**

- a) **Financial Stability:** Bidders must not be undergoing liquidation, court receivership, or any analogous proceedings.
- b) **Document Ownership:** All bidding documents are and will remain the sole property of NMDFC.
- c) **Costs Incurred:** NMDFC will not bear any expenses that bidders may accrue during bid preparation, site visits, discussions, or any other aspect of the bidding procedure.
- d) **Bid Acceptance and Rejection:** NMDFC retains the discretion to accept or decline any bid, nullify the bidding process, or reject all bids at any stage prior to contract award. This decision will be made without providing reasons or incurring any liabilities or obligations to inform the affected parties.

- e) **Prohibition on Lobbying:** Any form of canvassing by the bidder or their representatives may result in bid disqualification.
- f) **Contract Duration:** The initial contract duration is one year. Subject to mutual agreement and satisfactory performance, it may be extended further for the subsequent years.
- g) **Anti-Cartel Clause:** Bidders discovered to be part of a cartel will be excluded from the bid evaluation process and future bidding opportunities.
- h) **Currency:** All bids must be quoted in Indian Rupees.
- i) **Document Review:** Bidders are responsible for thoroughly reviewing all bidding documents. Failure to provide complete and accurate information may lead to bid rejection.
- j) **Clarifications and Queries:** For any clarifications related to this tender, bidders can reach out via email at [nmdfcaccts@gmail.com](mailto:nmdfcaccts@gmail.com) until 11.01.2024. Responses to queries will be provided promptly. Should any modifications to the bidding document arise from these queries, they will be published on the NMDFC official website (<https://www.nmdfc.org/>) as an Addendum/Amendment, which will be considered part of the tender terms.
- k) The Bidder should provide proof of registration for:
  - a) GST
  - b) PAN
  - c) Certificate of Practice from ICAI/ ICMAI
  - d) Certificate of Registration of Firm

#### 11. **EARNEST MONEY DEPOSIT (EMD):**

- a) **Deposit Requirement:** Tenderers must submit an EMD of Rs. 10,000/- via a Pay Order or Demand Draft in favor of the National Minorities Development and Finance Corporation (NMDFC), payable in New Delhi, alongside their Technical Bid. Bids lacking the EMD will be deemed ineligible.
- b) **Forfeiture Conditions:** If a bidder withdraws or amends their tender within its validity period post the tender opening, their EMD will be seized.
- c) **Refund Policy:** EMDs will be returned to unsuccessful bidders.
- d) **No Interest Accrual:** EMD amounts do not accrue any interest.
- e) **Mandatory EMD:** Submission of the EMD is obligatory for all bidders, excluding MSME entities.

#### 12. **PERFORMANCE GUARANTEE (PG):**

A Performance Guarantee equivalent to 10% of the assignment's value, in the form of a Demand Draft or Fixed Deposit Receipt, must be furnished by the successful bidder within five working days post contract award.

#### 13. **FIRM SELECTION CRITERIA:**

Only firms that meet the technical qualifications will have their financial bids evaluated by the committee. The contract will be granted to the lowest (L-1) bidding firm.



**INTERNAL AUDIT  
DETAILED SCOPE OF WORK**

**A. Loan Accounting Audit**

- 1) Verification and checking of annual allocation plan submitted by SCA/ banks and final allocation made by NMDFC.
- 2) Verification and checking of letter of Intent issued/ received from SCAs/ Banks.
- 3) Verification and checking of loan disbursement as per the letter of Intent.
- 4) Checking of loan agreements, loan documentation, State Block Govt. Guarantees (SBGG)/ Bank Guarantee/ GO and other loan documents with regard to their validity for the purpose of future loan.
- 5) Checking of transactions with particular emphasis on disbursements of loan and utilization in accordance to lending policy of NMDFC.
- 6) Checking of Demand raised by NMDFC to SCA/ Banks. Checking of Calculation of Interest on Utilized fund and Unutilized fund, Compound Interest and LD/ Higher rate of Interest as per the applicable rates.
- 7) 100% verification of vouchers in relation to loans to SCAs and banks.
- 8) Checking of scheme wise overdue statement of SCAs/Banks

**B. Investment of Surplus fund Audit**

- 1) Verification of various financial accounting and investment planning and transaction with specific reference to various rules and regulation and guidelines as prevalent from time to time issued by DPE (Ministry of Finance).
- 2) Checking of Interest calculations and procedure for short term investment/FDs of surplus funds.

**C. Verification of Assets**

- 1) Checking of register maintained for consumable items / Stock register.
- 2) Checking of register maintained for Receipt / Issues of Consumables and Fixed Assets
- 3) Internal Auditors should review the means of safeguarding assets and as appropriate and carry out physical verification of assets to verify the existence of such assets.
- 4) Verification of compliances of all purchase records i.e. receipts and issue etc.

**D. Sectional Audit**

**• HRM & Administration Section**

- 1) Verification and checking of all records relate to Leaves such as CL, EL, HPL, ML, Maternity Leave, Paternity Leave, CCL etc.
- 2) Verification and checking of all records related to Tour Advance, Medical Advance, Imprest Advance, and other advances.
- 3) Verification and checking of all records related to Earned Leave Encashment.
- 4) Verification and checking of all records related to General Purpose advances, HBA advances, Computer advances, Festival Advances and Vehicle advances.
- 5) Verification and checking of all records related Annual Increment of Employee, Implementation of IDA, HRA and other allowance notified by DPE on time-to-time basis.
- 6) Verification and checking of service books and service records of Employees.
- 7) Verification and checking of records related to Performance related pay to employees in line with DPE guidelines.
- 8) Verification of compliance with HR policies and labor laws
- 9) Verification and checking of records related to procurement of goods and services in compliance with GFR-2017.
- 10) Checking of register maintained for consumable items / Stock register.

- 11) Checking of register maintained for Receipt / Issues of Consumables and Fixed Assets.
- 12) Verification and checking that all financial transactions are approved as per the Delegation of Financial powers.
- 13) Internal Auditors should review the means of safeguarding assets and as appropriate and carry out physical verification of assets to verify the existence of such assets.
- 14) Verification and checking of unproductive administrative expenses, if any.
- 15) Verification and checking of Attendance and Leave record of Contractual employees viz- a- viz invoice raised by agency.
- 16) Verification and checking of vendor selection as per GFR-2017 rules.
- 17) Verification and checking of work order issued to vendors viz-a viz payment approved.
- 18) Verification of compliance with contractual agreements.

- **Project and Legal & Recovery Section**

- 19) Verification and checking of records and registers maintained by Legal Section.
- 20) Verification and checking of expenses related to Legal and professional expenses.
- 21) Verification and checking of legal status of Civil, Criminal, and other cases.
- 22) Verification and checking of expenses related to Exhibition expenses in accordance with scheme/ Policy.

- **Finance Section**

- 23) Verification and checking of payroll processing in accordance with employee's attendance.
- 24) Verification and checking of every component of payroll i.e. Earning, Deduction and recovery etc.
- 25) Verification and checking that all financial transactions are concurred as per the Delegation of Financial powers.

- **Planning Section**

- 26) Verification and checking of expenses related to GIA expenses in accordance with scheme/ Policy.
- 27) Verification and checking of records related to project sectioned under CSR.
- 28) Verification and checking of project-wise approval viz-a viz actual expenditure under CSR.

- **System Department**

- 1) Evaluation of IT systems and controls to ensure data integrity, confidentiality, and availability.
- 2) Assessment of cybersecurity measures and data protection policies.
- 3) Review of IT governance and compliance with relevant standards and Security audit.
- 4) Verification and checking of records related to procurement of goods and services in compliance with GFR-2017.
- 5) Checking of register maintained for consumable items / Stock register.
- 6) Checking of register maintained for Receipt / Issues of Consumables and Fixed Assets.
- 7) Verification and checking that all financial transactions are approved as per the Delegation of Financial powers.
- 8) Internal Auditors should review the means of safeguarding assets and as appropriate and carry out physical verification of assets to verify the existence of such assets.
- 9) Verification and checking of vendor selection as per GFR-2017 rules.
- 10) Verification and checking of work order issued to vendors viz-a viz payment approved.

## **E. Financial accounting Audit**

- 1) 100 % Vouching and Verification of journal/ payment/ receipt and contra entries to ensure proper documentation and authorization.
- 2) Verification and checking of entries to ensure that it is accurately recorded, and necessary supporting documents are available.
- 3) Verify that the chart of accounts is well-organized and aligns with standards.
- 4) Confirm that accounts are appropriately categorized and classified in Tally.
- 5) Scrutiny of all ledger maintained in Tally, checking correctness, authenticity, accuracy, completeness, and reconciliations etc.

- 6) Checking of overdue statement, NPA Statement etc.,
- 7) Confirm compliance with accounting standards and regulatory requirements.
- 8) Check bank reconciliations to verify accuracy and timely resolution of discrepancies.
- 9) Review aging reports for accounts receivable and accounts payable.
- 10) Review aging reports for loans and advances.
- 11) Confirm the accuracy of provisions for bad debts and outstanding payables.
- 12) Verification and checking that fixed assets are properly recorded, and depreciation is accurately calculated.
- 13) Verification and checking of classification of expenses and income under proper head.
- 14) Verification and checking of cash transaction, if any.
- 15) Verification and checking of classification of Prepaid Expense/ Outstanding expense.
- 16) Verification and checking that all financial transactions are approved as per the Delegation of Financial powers.
- 17) Verify the existence and condition of significant fixed assets.
- 18) Confirm that Tally data is secure, and access controls are appropriately configured.
- 19) Review user permissions to ensure segregation of duties and data confidentiality.
- 20) Review the Tally audit trail to track changes, additions, and deletions and confirm that the audit trail is enabled and periodically reviewed.
- 21) Verify the accuracy of year-end closing entries and procedures in Tally.
- 22) Confirm compliance with accounting standards for financial statement presentation.
- 23) The Internal Auditor will also check the quarterly/yearly balance sheet along with Income & Expenditure Accounts etc. and shall give suggestions regarding compliance of Ind AS.

#### **F. Statutory Compliance audit**

- 1) Verification and checking of Revenue from operation and Other Income and with corresponding monthly/ annually GST returns and income tax return.
- 2) Verification and checking of GST TDS deducted under section 51 and with corresponding monthly returns.
- 3) Verification and checking of EPF deduction and payment of liabilities with due date.
- 4) Verification and checking of TDS deducted in compliance with provisions of Income tax act, 1961.
- 5) Verification and checking of compliance as per the directive issued by Ministry of Corporate affairs (MCA) including corporate governance.
- 6) Verification and checking of compliance of CSR issued by Ministry of Corporate affairs (MCA).

#### **G. Internal Control over Financial Reporting**

- 1) Internal Auditors should review the reliability and integrity of financial and operating information and the means used to identify measures, classify, and report such information.
- 2) Internal Auditors should review the systems established to ensure compliance with those policies, plans, procedures, laws, and regulation which could have a significant impact on operations and reports and should determine whether the organization is in compliance thereof or not.
- 3) Internal Auditors may make suggestions for control of unproductive expenditure to ensure maximization of return on investment and should check that there is no leakage of revenue.
- 4) Internal Auditors should appraise the economy and efficiency with which resources are employed.
- 5) Review of existing internal control systems w.r.t Financial Reporting prevailing in the company to evaluate whether they meet the requirements of Companies Act 2013 as well as the Guidance Note on Audit of Internal Financial Controls Over Financial Reporting issued by the Institute of Chartered Accountants of India from the Management's perspective.
- 6) Evaluate financial reporting risks (w.r.t materiality, quantitative & qualitative judgment). The Sample size for identifying significant accounts/ areas and testing of controls shall be finalized in consultation with the company.
- 7) Provide recommendations to mitigate deficiencies in internal control systems already in place.

- 8) Any other activities/studies/reports necessary in connection with development of Internal Controls w.r.t Financial Reporting Framework not covered in above.
- 9) Report on review including deficiencies and recommendations thereon. The report may include Flow Charts, Risk-Control Matrices, Gap-Analysis between Process and Control, Mitigation Plan for gaps identified and formats for Management reporting.
- 10) A report on the adequacy and operating effectiveness of internal financial controls over financial reporting as per the Guidance Note issued by the Institute of Chartered Accountants of India.
- 11) Advice & assist the management in replying to the Statutory Auditors observations on ICFRs and suggest corrective actions.
- 12) Internal Auditors should review the operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programmes are being carried out as planned.

### **OTHER CONDITIONS**

- 1) The Internal Auditors shall complete the internal audit on a continuous basis.
- 2) The observations brought out in the draft report shall be initially discussed with the concerned officers/Management and based on satisfactory explanation/feedback provided, observations, if any, of the report shall be dropped.
- 3) The final audit report on a quarterly basis shall be submitted to NMDFC positively within the stipulated time.
- 4) The Internal Audit should take into consideration the comments of Statutory Auditors and may discuss the same with Statutory Auditors as and when required to minimize the comments.
- 5) The Internal Auditor shall verify the action taken/compliance of the observations of the Internal, Statutory & Govt. Auditors.
- 6) As and when required, an opinion may be sought from the Internal Auditor for Taxation / Accounting related matters.
- 7) A statement indicating the audit personnel deployed (designation) including their visits and the period of audit is also solicited.
- 8) The Chartered Accountant/ Cost accountant firm is expected to carry out the audit by himself so that the entire scope is covered in a systematic manner.
- 9) **The audit firm has to be proactive to assist the Corporation to make its accounting system more robust rather than just pointing out the lapses and omissions.**
- 10) Audit firm is required to visit NMDFC office as and when required as per scope of work.

**On Auditing Firm's Letter Head**  
**Financial Proposal**

To  
DGM (Accounts)  
1<sup>st</sup> Floor, Core – I,  
Scope Minar,  
Laxmi Nagar,  
Delhi – 92

**Sub: Appointment of Audit Firm for conducting internal audit of NMDFC for the Financial Year 2024-25.**

**Table for Quoting Fee for the Assignment in terms of the Tender**  
**(To be kept in a separate Envelope sealed properly while sending the proposal)**

S. No.	Particulars	Fee in INR (excluding GST) Price bid shall be quoted	
		In Figure	In words
1.	All-inclusive Lump sum fee (including TA/DA and other out of pocket expenses, etc.) for the entire scope of work covered under the Terms of Reference on a Firm price basis( with no escalation provision for whatever reason) valid till the complete execution of the assignment.		

Please Note: GST, if any, will be paid extra at the applicable rates and is not to be quoted above. In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.

Date: Signature  
Place: Full name  
Designation/ Firm Name  
Address  
Phone  
Mobile No  
E-Mail  
Seal

**On Auditing Firm's Letter Head**  
**Technical Proposal**

To  
DGM (Accounts)  
1<sup>st</sup> Floor, Core – I,  
Scope Minar,  
Laxmi Nagar,  
Delhi – 92

**Sub: Appointment of Audit Firm for conducting internal audit of NMDFC for the Financial Year 2024-25.**

**Checklist for the Pre-Qualifying Requirements as per Tender Document**  
**(To be kept in a separate Envelope sealed properly while sending the proposal)**

S.No.	Particulars	(Yes / No)	Page No of Supporting Documents attached
1.	The firm should have registered office in East Delhi.		
2.	The average turnover of previous three Financial Years (2022-23, 2021-22 & 2020-21) should not be less than Rs. 75,00,000/- (Rupees Seventy-Five Lakhs only). (Copy of Audited balance sheet and profit and loss account to be attached).		
3.	The Bidder should have experience of minimum 10 years from the date of registration of the firm. (Copy of ICAI/ ICMAI Certificate to be attached).		
4.	The Bidder must have experience of successfully execution of minimum 20 Internal/Statutory/ Consultancy assignment in previous three Financial Years (2022-23, 2021-22 & 2020-21) under Central Govt./State Govt./PSU/Autonomous Bodies. (Copy of Work Orders must be attached)		
5.	The firm must have at least 6 partners out of which 3 must be FCA/FCMA and having minimum 2 DISA Certificates or equivalent. (Copy of certificates is to be attached).		
6.	Minimum 1 partner must have the Certificate course on 'Public Finance & Government Accounting Certificate' or equivalent. (Copy of certificates is to be attached).		
7.	Minimum 1 partner must have the Certificate course on GST.		
8.	The firm must have ISO 9001:2015 Certificate on or before 31 <sup>st</sup> December,2023. (Copy to be attached)		
9.	The Bidder should provide proof of registration for: a) GST b) PAN		

	c) Certificate of Practice from ICAI/ ICMAI d) Certificate of Registration of Firm  (Copy to be attached)		
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Date:   Signature  
Place:   Full   name  
Designation/ Firm Name  
Address  
Phone  
Mobile No  
E-Mail  
Seal

**Bid Security Declaration  
(On Letter Head of the Bidding Firm)**

This is to inform you that M/s \_\_\_\_\_ (Firm Name) shall not withdraw or modify its Bid till the validity period of 90 days mentioned in the Tender Notice bearing no. \_\_\_\_\_

We may be barred from being considered / to participate in future, for a period of 2 years from the last date of submission of this Bid, in any Tender Notice / Assignment to be issued by NMDFC during the said period, in following circumstances:

- (a) Withdraw the Bid during the period of Bid validity of 90 days.
- (b) Do not respond to requests for clarification of the Bid submitted by us.
- (c) Fail to co-Operate in the Bid evaluation process, and
- (d) In case of being a successful Bidder, fails to sign the Agreement in time or fail to furnish Performance Guarantee.

(Signature)

Name of Authorised Signatory:- \_\_\_\_\_

Designation: \_\_\_\_\_

Office Seal: \_\_\_\_\_

Date:

Place: