

DELHI TRANSPORT INFRASTRUCTUE DEVELOPMENT CORPORATION LTD.
2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi-6

No.SRAO/DTIDC/A/cs./2013-14/___/

Dated:

NOTICE INVITING QUOTATION/EOI

APPOINTMENT OF INTERNAL AUDITORS (Chartered Accountants/Cost Accountant) IN DELHI TRANSPORT INFRASTRUCTUE DEVELOPMENT CORPORATION LTD. FOR THE FINANCIAL YEAR 2013-14.

Applications are invited from reputed Audit Firms for appointment as Internal Auditors in DELHI TRANSPORT INFRASTRUCTUE DEVELOPMENT CORPORATION LTD. for the year 2013-14.

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

Potential bidders are requested to submit the above quoted two sealed envelopes separately, superscripting "Technical bid" and "Financial bid" along with a Demand Draft of Rs. 500/- (non-refundable) towards cost of tender and Earnest Money Deposit (EMD) of Rs. 7,000/- (no interest shall be paid at the time of refund) in favour of Executive Director, DELHI TRANSPORT INFRASTRUCTUE DEVELOPMENT CORPORATION LTD., Payable at Delhi, & should reach by 10.06.2014 **by 15:00** Hrs along with technical bid documents.

The Technical Bid will be opened in Accounts Branch, DELHI TRANSPORT INFRASTRUCTUE DEVELOPMENT CORPORATION LTD., 2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi-110006 **on 10.06.2014 at 15.30 Hrs.** in the presence of the participating bidders or their authorized representatives. Financial bid will be opened on 11.06.2014 **at 15.30 Hrs.** only of bidders who may be technically qualified .

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

Any further clarifications can be sought from Sr. Accounts Officer, DELHI TRANSPORT INFRASTRUCTUE DEVELOPMENT CORPORATION LTD., 2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi-110006 in writing or telephonically on telephone number (011-23866404).

Sr. Accounts Officer

No. SRAO/DTIDC/A/cs./2013-14/___/

Dated:

Copy for information for opening of Bids to:-

1. The Executive Director, DTIDC Ltd.
2. The Company Secretary, DTIDC Ltd.
3. The Dy. General Manager, DTIDC Ltd.
4. The Divisional Accountant, DTIDC Ltd.
5. The Superintendent, DTIDC Ltd.

ELIGIBILITY CRITERIA

1. The Chartered Accountants/Cost Accountants Firms should have 10 years of experience of Audit since the date of Registration of the firm.
2. The Firm should be empanelled with C&AG office for the year 2010-11 onwards.
3. The Firm should have minimum No. of 2 Qualified Chartered Accountants/Cost Accountant either as partners or employees.
4. The Firm should have minimum No. of 5 Staff (Article/Audit Clerks).
5. The Firm must have at least one office under full time qualified partner in the area of Delhi NCR.
6. The Firm should have conducted Statutory/Internal Audit of at least two Public Sector Companies (Central/State Companies)/ Limited Companies having at least turnover of Rs.50.00 Crore (copy of Audited Income & Expenditure to be enclosed)
7. Name of the Partner of the Firm/Firm should not have been indulged in any unprofessional practices and no enquiry or show cause notice is issued by ICAI to any partner/Firm for any misconduct or unethical professional activities under its rules and regulations.

Scope of Internal Audit work

- 1.** To review the reliability and integrity of financial and operating information.
- 2.** To review the adequacy of internal controls.
- 3.** To review the systems to ensure compliances with policies, plans, procedures, laws and regulations which could have a significant impact on operations and reports.
- 4.** To review the means of safeguarding assets.
- 5.** To review and appraising the economy and efficiency with which resources are employed.
- 6.** To review the operations or programs are being carried out as planned.
- 7.** To review other specific scope of work at the request of the Audit Committee or management as appropriate.
- 8.** To evaluating the effectiveness of the company's risk management and governance process.
- 9.** To review the adequacy of IT controls.
- 10.** To submit internal audit report on every half yearly basis i,e, April to September and Oct to March in the financial year.

IMPORTANT INSTRUCTIONS

1. Internal Auditors should invariably discuss the draft audit report with the Company Secretary/Sr. Accounts Officer, so that the minor discrepancies are rectified locally in their presence.
2. They should not merely point out shortcomings/ weaknesses but should give concrete suggestions for the system improvements and ensure compliance of the observations at the project site itself.
3. The DTIDC reserves its right not to accept any or all the proposals, or to accept or reject a particular proposal at its sole discretion without assigning any reasons whatsoever, at any point of time.
4. The DTIDC reserves the right to reject the proposal in case the firm fails to provide sufficient proof in support of any such information.
5. The DTIDC reserves the right to amend, modify, vary, add, delete, accept or cancel, in part or full, any condition or specification of all proposals / orders / responses, without assigning any reason therefore at any time during the process. Each Firm shall be entirely responsible for its own costs and expenses that are incurred while participating in the RFP, presentations and contract negotiation processes. The DTIDC reserves the right to cancel the entire process at its sole discretion without assigning any reason therefore.

**TECHNICAL BID FOR INTERNAL AUDITOR
(Audit Experience /Capability Criteria)**

1. Name of Firm:
2. Address:
3. Membership No. issued by ICAI/ICMA:
4. Contacting Telephone Numbers/E-mail ID:
5. Name of responsible person, contact no. and details who will coordinate for audit:
6. Whether firm is empanelled with CAG for the year 2013-14: (Please attach empanelment letter issued by Office of C&AG)
7. Empanelment no.
8. STABILITY OF FIRM:
 - i) Age in Years
 - ii) No. of Branches
9. MAN POWER
 - i) No. of Partners. (with Membership No.)
 - ii) No. of Qualified Chartered Accountants.
 - iii) No. of Article /Audit Clerks.
10. PROFESSIONAL EXPERIENCE
 - i) Statutory/Internal Audit conducted of the PSU/State Govt. Undertakings/Public Limited Companies.

S.No.	Name of the organization	Period of assignment	Turnover(in Crores)

11. Detailed Profile of Audit Firm must be attached.
12. Declaration regarding eligibility criteria at No.7 of Annexure-I.
13. Detail of EMD/tender cost:-

S.N.	Particular	DD No. and Date	Drawn On	Amount

**Signature of the
Quotationer**

**FINANCIAL BID FOR INTERNAL AUDITOR
(Professional Fees)**

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

1. Name of the Firm:

2. Headquarter Location:

3. Professional Fees:

S. No.	Particulars	Amount
1	Professional fee for Internal Audit – for the year 2013-14	
2	Service Tax	
	Total	

** Payment will be released on Yearly basis on submission of bills.*

4. Service Tax applicable – Yes/No.

5. Service Tax No.

6. TAN/ PAN No.

**Signature of the
Quotationer**