



**EXPORT INSPECTION AGENCY-DELHI**  
**Thakkar Bapa Smarak Sadan, 2<sup>nd</sup> Floor**  
**Dr. Ambedkar Marg, Link Road**  
**Jhandewalan, New Delhi -110055**  
**Phone : 011 23626320 / 22 / 24 / 26**  
[www.eicindia.gov.in](http://www.eicindia.gov.in)

**EIA/DEL./ ACCTTS./INTERNAL AUDIT/2016-17**

**Date: 15.12.2016**

**EOI for submission of bids for Internal Auditor work Assignment for the F.Y. 2016-17**

Export Inspection Agency- Delhi a statutory body, set up by the Government of India under section 7(1) of the Export (Quality Control and Inspection) Act, 1963 for quality control or inspection or both operating under the technical and administrative control of the Export Inspection Council of India. Export Inspection Agency-Delhi is presently having seven sub offices situated at Agra, Indore, Jaipur, Jalandhar, Kanpur, Ludhiana and Moradabad.

**Scope of the work with terms & conditions:**

Export Inspection Agency- Delhi invites the bids / tender for engagement of Internal Auditor for the Financial Year 2016-17 on the terms and conditions mentioned below:

1. Quotations / bids may be submitted in the sealed envelopes by all the interested Chartered Accountant firms on their letter heads duly signed by the managing partner / proprietor of the firm. Quotations / bids should be submitted to this office on or before 06.01.2017 (12.00 hrs.) through post or by hand by all the interested firms. The Internal Audit work will assigned to the firm which will quote lowest rate.

Quotations may be submitted to this office on following address:

**Deputy Director (Admin. & Accounts)**  
Export Inspection Agency-Delhi  
(Ministry of Commerce and Industry, Govt. of India)  
Thakkar Bapa Smarak Sadan, 2<sup>nd</sup> Floor  
Dr. Ameddkar Marg, Link Road,  
Jhandewalan, New Delhi- 110055  
Phone: 011 23626320 / 22 / 24 / 26  
e-mail- eia-delhi@eicindia.gov.in  
Website: www.eic.india.gov.in

2. Internal Audit will be conducted in two parts half yearly at Head office and annually at three Sub offices situated at Jaipur, Jalandhar and Ludhiana.
3. Internal Audit will be conducted at least by one chartered accountant, one semi qualified chartered accountant followed by other competent Audit personnel.
4. The firm will submit the complete Audit report as per following timeline:
  - a. For EIA-Delhi Head office - 20 days for each half yearly Internal Audit.
  - b. For Sub Offices - 4 -5 days for annually Internal Audit.
5. EIA-Delhi will make payment to the firm after successful completion of work and submission of Audit report to this office in respect of all offices.
6. This work assignment will be valid for one year i.e. Financial Year 2016-17 and can be extended further subject to satisfactory work performance of the firm.
7. Format of application for submitting quotations / bids is enclosed herewith at Annexure-I.

**EIA/DEL./ACCTS./ INTERNAL AUDITOR/2016-17**

**Annexure-I**

**(Should be submitted on the firm's letter head duly signed by Managing partner / Proprietor)**

To  
The Deputy Director (Admin. & Accounts)  
Export Inspection Agency-Delhi  
(Ministry of Commerce and Industry, Govt. of India)  
Thakkar Bapa Smarak Sadan, 2<sup>nd</sup> Floor  
Dr. Amedkar Marg, Link Road,  
Jhandewalan, New Delhi- 110055  
Phone: 011 23626320 / 22 / 24 / 26

Sub: Submission of quotation / bid for Internal Auditor work assignment for the Year 2016-17.

Sir,

The under signed has read and examined all the terms and conditions in detail pertaining to above stated work assignment and do hereby interest to do the work as specified in the scope of work.

<b>S.No.</b>	<b>Description</b>	<b>Particulars / Response</b>
1.	Name of the firm	
2.	Address of the firm	
3.	Name of managing partner / proprietor	
4.	Telephone No.	
5.	Mobile No.	
6.	E-mail of the managing partner / proprietor of the firm	
7.	Fax No.	

**Further, I/ we are enclosing following documents for the same: (on the letter head of the firm).**

1. About the firm, partners and experience in the area of Internal Audit, Statutory and Tax Audit in detail.
2. Financial bid for the Internal Audit work assignment as stated above. (Segregated amount may please be mentioned for tax applicable).

I / We hereby declare that my / our quotation / bid is made in good faith and information provided in the same are true and correct to the best of my / our knowledge.

Thanking You,

