



EXPORT INSPECTION AGENCY-DELHI
Thakkar Bapa Smarak Sadan, 2nd Floor
Dr. Ambedkar Marg, Link Road
Jhandewalan, New Delhi -110055
Phone : 011 23626320 / 22 / 24 / 26
www.eicindia.gov.in

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

Date: 20.02.2017

Notice Inviting Tender from Chartered Accountants / Cost Accountant Firms for Conducting Internal Audit of Export Inspection Agency-Delhi for the Financial Year 2016-17:

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Section-II: Tender Information:

Name of Assignment: Limited Tender for engagement of Chartered Accountants / Cost Accountant Firms for Conducting Internal Audit of EIA-Delhi for the Financial Year 2016-17:

Important Information

S.No.	Particulars	Information to the Firms
1.	Date of Issue / Release	20.02.2017
2.	Last Date of Submission of Tender	13.03.2017 (Up to 1.30 P.M.)
3.	Date of Opening of Tender	13.03.2017 (On 3.00 P.M.)
4.	Tender Documents	The tender details can be downloaded free of cost from the website: www.eicindia.gov.in
5.	Address for communication	Thakkar Bapa Smarak Sadan, 2 nd Floor, Dr.Ambedkar Marg, (Link Road) (Behind Jhandewalan Metro Station), New Delhi – 110055
6.	Contact Person	Deputy Director (Admin. & Accounts) Phone: 011- 23626320 / 26 / 22 / 24 e-mail- eia-delhi2@eicindia.gov.in / eia-delhiadmn@eicindia.gov.in
7.	Minimum Audit fee for assignment	Rs. 75,000.00 (Rs. Seventy Five Thousand only.) Lump sum amount including Travelling Charges / D.A., boarding and lodging etc. plus applicable taxes.

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Section-II: Preface:

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 (Ministry of Commerce and Industry, Government of India). Export Inspection Agency-Delhi is presently having its Head office at New Delhi including seven sub offices situated at Agra, Indore, Jaipur, Jalandhar, Kanpur, Ludhiana and Moradabad for providing its services to export trade.

Services of EIA-Delhi:

Issue of Certificates of origin to the exporters under various preferential tariff schemes for export the products.

Certification of quality of the various export commodities through installation of quality assurance system inspection and quality control system installation (In-process quality control and self-certification) as well as consignment wise inspection.

Certification of quality of food items for export through installation of food safety management system in food processing units and issuance of health certificates for various commodities for export.

Providing of testing and analysis services to the export trade for the various commodities to meet the international standards.

Export Inspection Agency-Delhi intends to engage a Chartered / Cost Accountant Firm for assign its internal audit work for the Financial Year 2016-17. The interested firms are requested to send their tender for the same as per terms and conditions given below in Section III, IV & V.

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Section-III- Scope of Work / Major Areas to be covered

1. Objectives of Internal Audit-

The main objective of internal audit for the Financial Year 2016-17 is to seek a professional opinion on overall internal control, shortcomings noticed in the existing system and suggestion for improvement in the same. Other objectives of the internal audit are to ensure proper documentation, control and compliance required to be done are fulfilled at every level in the organization.

2. Scope of the work / Major Areas to be Covered-

The internal audit of EIA-Delhi will be carried out in the following sections of EIA-Delhi as mentioned below:

A. Accounts and Administration Sections

B. Technical Sections (i.e. Certificate of Origin (GSP) and Inspection and Quality Control Sections)

All the areas specified below for audit is for each section is indicative but not exhaustive and all areas are to be covered. The observation(s) made by Internal Auditors should be quantified in terms of number, as far as possible.

A. Administration and Accounts Section:

- Internal Audit will be conducted in accordance with Generally Accepted Accounting Principles (GAAP) and Indian Accounting Standards (IAS) and audit will ensure that the accounts are maintained as per prescribed formats, correctly and that rules, regulations and orders / directions issued by the Competent Authorities from time to time.
- Internal Auditor will ensure correct accounting heads and supporting documents required, if any, after verification of accounting vouchers and entries in the books of accounts books of accounts like Cash Book, Bank Book, Journals, Expenditure and Revenue Ledgers etc.
- Checking of Cash Book, safety of cash viz cash chest arrangement and Insurance coverage.
- Physical verification of cash and certificate of actual cash in hand and cash as per cash book on the day of Internal Audit.

- Physical verification of FDRs held giving full details viz FDR No., Bank / Branch, Amount, Rate of Interest, Period, Maturity Value and Maturity Date etc.
- Verification of Imprest A/cs with sub-offices.
- Internal Auditors will check that all the Cheques / Demand Drafts received are deposited timely in the bank account of the EIA-Delhi.
- Reconciliation of Bank Accounts, entries outstanding/ un-reconciled for the last three months will be reported.
- Verification of Monthly Pay Bills, Pay Bill (Salary) Register of officials as well as pension bills and pension registers of retired employees.
- Compliance related to Provident Fund dues of employees like GPF, CPF, NPS and other dues as applicable and status report of any grievance pending on the same.
- Internal Auditors will also check the calculations of terminal benefits paid / payable to the employees on leaving the services due to superannuation / VRS / expired.
- Compliance in respect of statutory dues Service Tax, TDS etc. Monthly Status report of deposit of the same and Status of filing of returns.
- Scrutiny of Staff Advance, Tour Advance, LTC Advance and other miscellaneous advance register. Reporting on the final claim settlement and comments on the advance outstanding, if any, on closing of books of accounts.
- Audit will report regarding liabilities and advances outstanding on closing of books of accounts.
- Review of deposits with made with other organizations and status of security deposits or earnest money held by the organization.
- Verification of Fixed Assets register and depreciation charged on the same as per rules applicable before finalization of annual accounts.
- Internal Audit will scrutinize and verify the annual books of accounts before finalization (i.e. Balance Sheet, Income and Expenditure Account and Trial Balance etc.) of the organization will submit a report on the same to the competent authority of EIA-Delhi.

B. Technical Section (i.e. Certificate of Origin (GSP) Section & Inspection and Quality Control Section :

- Verification of fee received for certification of forms, sale of blank forms and deposit amount received from exporters etc. Audit will ensure that fee has been received / deducted from the deposit account of exporters for all certificates and sale of blank forms as per latest prescribed slabs in the notification / executive instructions and service tax has been collected properly on all the transactions.
- Verification of monthly MIS statement for certificates issued and sale of blank forms. Reconciliation of the same with MIS report prepared by concerned section, and financial data available with accounts section. Audit will find out the difference if any and report the reason of difference arises. Audit will also ensure the rectification of differences and errors.

C. Others:

- Audit will ensure and report for any other compliance to be completed by the sections.
- Audit Firms may also be asked to cover the other areas for Internal Audit as required by the management.

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Section-IV- Instructions and Terms & Conditions

Sealed quotation are invited from the interested registered Chartered / Cost Accountant Firms which should have at least three years experienced full time practicing Chartered / Cost Accountant partner/s. The interested firms should take a note of instructions, terms and condition mentioned below:

1. Submission of tender:

The Firms may submit the tender documents complete in all respect in two parts i.e. Part-I (Technical Bid) and Part-II (Financial Bid) sealed in two separate envelopes clearly **super scribing** “**Technical Bid**” & “**Financial Bid**” on the respective envelopes. Both the said two bid envelopes (i.e Technical Bid and Financial Bid envelopes) should be kept inside a third separate envelope which should also be sealed in proper manner.

Envelope-I will consist:

- A. Annexure-I (Technical Bid) on the letter head of the firm each page of which should be signed by the managing partner or proprietor of the firm, format of the same is given in Section V below.
- B. A copy of registration certificate and formation certificate of the firm issued by the ICAI / ICAI formerly ICWAI duly certified by the managing partner / proprietor of the firm.
- C. Details of all partners / Sole proprietor / Employees of the firms with registration no. and membership No. with concerned institute.
- D. Details of FCA /FCMA, ACA /ACMA, Semi qualified employees and other employees also to be provided.
- E. Copy of firm’s PAN, Service Tax Registration No. including copies of previous three years Income tax returns to be provided duly certified by the managing partner / proprietor of the firm.
- F. Details of major audit experience / assignments of last three year especially in areas of Internal audit, Statutory Audit and Tax audit to be mentioned.
- G. Details of legal, court and arbitration case against the firm, pending, if any to be given.

Envelope-II will consist:

- A. Annexure-II (Financial Bid) on the letter head of the firm each page of which should be signed by the managing partner or proprietor of the firm, format of the same is given in Section V below.
- B. The financial bid of Internal Audit fee should be submitted on lump sum basis including of T.A., D.A., boarding and lodging charges etc. Service Tax as applicable will be paid extra as applicable and not to be mentioned in the financial bid.

The above said **third envelope** should be **superscribed** as **“Quotation for Internal Audit for Financial Year 2016-17”**, Name & address of the firm / bidder should also be given on the said envelope.

All bids completed in the every manner to be sent on following address latest by 13.03.2017 (Up to 1.30 P.M):

Deputy Director (Admin. & Accounts)

Export Inspection Agency-Delhi

(Ministry of Commerce and Industry, Govt. of India)

Thakkar Bapa Smarak Sadan, 2nd Floor

Dr. Ambedkar Marg, Link Road,

Jhandewalan, New Delhi- 110055

Phone: 011- 23626320 / 22 / 24 / 26

e-mail- eia-delhi2@eicindia.gov.in / eia-delhiadmn@eicindia.gov.in

Website: www.eic.india.gov.in

Please Note:

The interested firms may contact on above mentioned contact nos. and may write on the e-mail address given for further information and clarification regarding the tender.

2. Selection Process:

S.No.	Particulars	Points on Criteria	Maximum Points	Supporting Documents
1.	No. of years of Experience of the firm	3-10 Years 10 Points and above Years 20 Points	20	Copy of Certificate of incorporation of Firms from ICAI / ICWAI
2.	No. of Partners in the firm	10 Points for per FCA / FCMA, 8 Points for per ACA / ACMA , 5 Points for CA/ CMA Employee and 2 points for Semi qualified CA / CMA Employee	25	Copy of constitution Certificate's issued By ICAI / ICWAI & Copy of Employment letter
3.	Experience of Statutory Audit / Internal Audit / Tax Audit in the Autonomous Bodies / PSUs in previous three years.	5 Point for per Assignment up to Rs. 49,999/-, 10 Points for per Assignments of Rs. 50,000/- to Rs.74,999/- & 20 Points for per Assignment Rs. 75,000/- & Above.	40	Copies of Work order Issued by respective Autonomous bodies / PSUs.
4.	Average Annual Turn Over in Last 3 Years	Rs. 10-15 Lakh: 10 Points and Above 15 Points	15	Copies of Income Tax Returns.
		Total	100	

Please Note:

- A. The bid of Firms having experience below 3 years will not be entertained. The Firms should also obtain at least 50% points to qualify for opening of financial bid.
- B. In case of more than one firm submitted lowest financial bid for the same amount, selection criteria would be points secured in the technical bid.
- C. Financial bids lower than minimum fee given (i.e. Rs. 75,000.00+ Service Tax Applicable) will not be considered.

- D. The Management has its right to relax any of above stated conditions in appropriated cases in view of the experience and expertise of the firm.
- E. All Supporting documents should be certified by the managing partner / proprietor of the firm.

Opening of Bids:

Technical Bids will be opened on 13.03.2017 (on 3.00 P.M.) and financial bids for the technically qualified bidders (as per eligibility criteria given above) will be opened after wards on the same day at EIA-Delhi. Information regarding successful / selected bidder will also be floated on the notice board of EIA-Delhi as well as website of EIC of India (www.eicindia.gov.in) with in two working days.

Bidders willing to attend opening of bids can send their authorized representative with authority letter. Only one representative will be allowed to attend the opening of bids.

3. Engagement of firm:

Initial engagement period of the Internal Audit Firm will be for the Financial Year 2016-17. The assignment of Internal Audit may be further extended for subsequent years based on the satisfactory performance of the firm.

4. Place of Audit, Time line and submission of Audit report:

Internal Audit of EIA-Delhi will be conducted annual basis at Head Office of EIA-Delhi (New Delhi).

Internal Audit will be conducted by a team of professionals comprising at least one Chartered / Cost Accountant, one semi qualified Chartered / Cost Accountant followed by other competent Audit personnel /clerk.

Audit has to be commenced immediately after award of work. Internal Audit firms will have to complete the Audit work within 30 working days.

Internal Audit firm will have to submit the complete Audit report to Competent Authority, EIA-Delhi within 5 working days after completion of Audit.

5. Access to the records for Audit:

The Audit firm will be given access to all records maintained by the various sections which are necessary for the purpose of Audit.

6. Liaison with Management:

Selected senior Auditor/s will have periodical meetings with the management to review the progress of the work and to ensure that requirements are fully met.

7. Compliance on the previous Audit report:

Internal Audit firm engaged will assure that compliance on the observations made in the previous Audit report is fulfilled by the concerned section.

8. System Improvement:

The selected Auditor/s will report any shortcomings in the existing procedure of the system and suggest improvement for the same. Internal Auditors are encouraged to suggest the solutions for system improvement and to get rectify the errors / deficiencies and not merely confine to making observations but to ensure the compliance on the observations made at office itself in their presence.

9. Terms of Payment:

EIA-Delhi will make payment to Audit firm after successful completion of work and submission of Audit report and bill for the same to this office. Payment will be made after deduction of tax at source as applicable as per Income Tax Act to the firm.

10. Sub Contract:

The engaged Audit firm will not be allowed to sub contract the work to any other firms at any stage of work either in part or full.

11. Confidential:

The Audit firm will not disclose the any documented management system or other information to any other third party including their internal department.

12. EIA-Delhi's Right:

Corrigendum/addendum regarding the tender, if any, shall be displayed on the website only and same shall be binding on all the agencies.

The Audit firm will not be allowed to leave the assignment at any stage after award the work to them. EIA-Delhi may impose the penalty the firm, subject to maximum of full Internal Audit fee.

In case of any dispute, decision of Competent Authority, EIA-Delhi will be final in the matter. Further, Jurisdiction for the same will be Delhi for the same.

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Section-V- Tender Formats

Annexure-I- Technical Bid

(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, 2nd Floor
Dr. Amedekar Marg, Link Road,
Jhandewalan, New Delhi- 110055
Phone: 011- 23626320 / 22 / 24 / 26

Subject: Submission of quotation (Technical bid) for Internal Auditor work assignment for the Financial Year 2016-17.

Sir,

With reference to your Tender No. EIA/DEL./ACCTTS./INTERNAL AUDIT/2016-17 Dated 20.02.2017 for engagement of Internal Audit work assignment for the Financial Year 2016-17, 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.

S.No.	Description	Particulars / Response
1.	Name of the firm	
2.	Address of the firm	
3.	ICAI / ICWAI Reg. No.	
4.	Date of constitution of the firm	
5.	PAN of the firm	
6.	Service Tax Reg. No.	
7.	Name of managing partner / proprietor	
8.	Membership No.	
9.	Phone No.	
10.	Mobile No.	

11.	E-mail of the managing partner / proprietor of the firm	
12.	Date since firm has full time FCA	
13.	Number of full time FCA in the firm as 31.12.2016	
14.	Number of full time ACA in the firm as on 31.12.2016	
15.	Number of full time partners in the firm as on 31.12.2016	
16.	Number of full time employees in the firm as on 31.12.2016	
17.	Number of Semi qualified / Chartered / Cost Accountants in the firm as on 31.12.2016	
18.	No. of Branches of the firm <u>(separate enclosure may be given)</u>	
19.	Work assignment related to Internal Audit / Statutory Audit / Concurrence Audit in Statutory/ Autonomous Bodies and PSUs since last three years. <u>(separate enclosure may be given)</u>	
20.	Copies of Income Tax Returns of Previous 3Years (Up to 31.03.16) <u>(May be enclosed separately).</u>	
20.	Any legal, arbitration or court case pending against the firm, if any.	

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

Thanking You,

Yours Faithfully,

Signature of Managing Partner / Proprietor of the firm

(Name:)

(Membership No.)

Seal & Date:

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

Section-V- Tender Formats

Enclosure-A to (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, 2nd Floor
Dr. Amdedkar Marg, Link Road,
Jhandewalan, New Delhi- 110055
Phone: 011- 23626320 / 22 / 24 / 26

Subject: Details of full time partners and employee of the firm as on 31.12.2016.

S.No.	Name of the Partner / Employee	Membership No. / Reg. No.	FCA, FCMA, ACA, ACMA / Semi Qualified CA / CMA	Nature – Partner / Employee (Emp. Code, if Any)*
1.				
2.				
3.				
4.				
5.				

***With Date of Qualification & Date of Joining to the Firm.**

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

Thanking You,

Yours Faithfully,

Signature of Managing Partner / Proprietor of the firm

(Name:)

(Membership No.)

Seal & Date:

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

Section-V- Tender Formats

Enclosure-B to (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, 2nd Floor
Dr. Amedekar Marg, Link Road,
Jhandewalan, New Delhi- 110055
Phone: 011- 23626320 / 22 / 24 / 26

Subject: Details of Branches of the firm as on 31.12.2016.

S.No.	Place / City of the Branch	Complete Address with PIN & Telephone No.	Partner In-Charge of the Branch with membership no.	Date of commencement of the branch
1.				
2.				
3.				

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

Thanking You,

Yours Faithfully,

Signature of Managing Partner / Proprietor of the firm

(Name:)

(Membership No.)

Seal:

Date:

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

Section-V- Tender Formats

Enclosure-B to (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, 2nd Floor
Dr. Amedekar Marg, Link Road,
Jhandewalan, New Delhi- 110055
Phone: 011- 23626320 / 22 / 24 / 26

Subject: Details of Assignment during previous three Years in Statutory / Autonomous Bodies and PSUs.).

S.No.	Name of the Organization	Type of Organization (Statutory / Autonomous body, PSUs or others)	Type & F.Y. of Audit with Fee*		
			Internal / Concurrent Audit	Statutory Audit	Tax Audit
1.					
2.					
3.					

***Copies of letter of Work Assignments / Awards to be enclosed.**

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

Thanking You,
Yours Faithfully,

Signature of Managing Partner / Proprietor of the firm

(Name:)

(Membership No.)

Seal:

Date:

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

Section-V- Tender Formats

Annexure-II- Financial Bid

(Should be submitted on the firm's letter head duly signed by Managing partner / Proprietor and to be kept in a separate envelope which should be sealed properly).

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

Subject: Submission of quotation (Financial bid) for Internal Auditor work assignment for the Financial Year 2016-17.

Sir,

With reference to your Tender No. EIA/DEL./ACCTTS./INTERNAL AUDIT/2016-17 Dated 20.02.2017 for engagement of Internal Audit work assignment for the Financial Year 2016-17, 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.

I / we hereby submit the financial bid for the Internal Audit work Assignment for the F.Y. 2016-17 in terms of the tender:

S.No.	Particulars	Internal Audit Fee (In Rs.)	
1.	Internal Audit Fee (Yearly all inclusive) Lump sum including T.A., D.A., Boarding, Lodging and other out of pocket expenses etc.) for the entire Audit assignment and scope of work covered under the same in terms of the tender.	(In Figure)	(In Words)

Note: Service Tax as applicable will be paid extra and not to be quoted with Internal Audit Fee mentioned above. Fee in Figures and words has to be mentioned clearly without any overwriting. In case of any discrepancy, Fee mentioned in the words shall be taken in to cognizance.

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

Thanking You,
Yours Faithfully,

Signature of Managing Partner / Proprietor of the firm

(Name: _____)

(Membership No.)

Seal:

Date:

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

Section-V- Tender Formats

Undertaking

(Should be submitted on the firm's letter head duly signed by Managing partner / Proprietor and to be kept in a separate envelope which should be sealed properly).

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

Sir,

With reference to your Tender No. EIA/DEL./ACCTTS./INTERNAL AUDIT/2016-17 Dated 20.02.2017 for engagement of Internal Audit work assignment for the Financial Year 2016-17, I / We the following partners of M/s. _____, Chartered / Cost Accountants do hereby jointly and severally verify and declare:

1. that the partners whose name is given in the list of firm's partner are full time partner in the firm.
2. that all information and attachments submitted with this application are true and correct to the best of my / our knowledge
3. that I / we hereby declare that any false information provided herein will result in the rejection of the tender application and termination of contract at any stage of work, in terms of tender.
4. that I / we hereby accept all terms and conditions of the tender.

Thanking You,
Yours Faithfully,

Signature of Managing Partner / Proprietor of the firm

(Name: _____)

(Membership No.)

Seal:

Date: