

**August 6<sup>th</sup> 2021**

**Intelligent Communication Systems India Limited.**

(A Joint venture of TCIL & DSIIDC)

Administrative Building

Above Post Office, Okhla Phase-III,

New Delhi – 110020 (India)

**Tender for Appointment of Audit firms for conducting Internal Audit of ICSIL for  
the Financial Year 2021-22**

**Tender Reference No: ICSIL/2020-21/105/Internal Audit**

**Issued on: August 6<sup>th</sup> 2021**

Issued By:

**Finance/MM Division**

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**Important Information**

Name of the Work	Appointment of Audit firms for conducting Internal Audit of ICSIL for the Financial Year 2021-22
Tender Reference No	ICSIL/2021-22/Internal Audit
Bidding System :	e-Tender, Delhi Govt. e-portal <a href="https://govtprocurement.delhi.gov.in">https://govtprocurement.delhi.gov.in</a> (Details also available on ICSIL Website <a href="http://www.icsil.in">www.icsil.in</a> )
Nature of bid process	Two bid systems shall be followed; Part I shall be “Techno-Commercial Offer” and Part II shall be the “Financial Offer”.
Type of Tender	Open Tender, e-Tender(Two Bid System)
Availability of Tender document	Delhi Govt. e-Tender Portal <a href="https://govtprocurement.delhi.gov.in">https://govtprocurement.delhi.gov.in</a> and website of ICSIL i.e. “ <a href="http://www.icsil.in">www.icsil.in</a> ”
Issue of documents	06.08.2021
Contact person for seeking clarifications	Mrs. Neena Mahajan, Joint General Manager (F&A), ICSIL ,New Delhi-110020
Contact details of the contact person	Email:- neena.mahajan@icsil.in C.No-8448388070
Last date and time for submission of Bid	27.08.2021 at 15:00 hrs.
Date and Time of opening of Technical Bid	27.08.2021 at 15:30 PM
Date and Time of opening of Commercial Bid	To be communicated Later on
Earnest Money Deposit (EMD)	Rs 5,000/- (Rupees Five thousand only) in the form of DD or RTGS/NEFT in favour of Intelligent Communication Systems India Ltd., New Delhi-110020 Bank Name- Axis Bank Account No.- 911020003747228 IFSC Code- UTIB0000430 Branch- C.R Park

## TENDER ENQUIRY

Intelligent Communication Systems India Ltd. is a joint venture of Telecommunications Consultants India Ltd. (TCIL), a govt. of India enterprise, under Ministry of Communications and Delhi State Industrial and Infrastructure Development Corporation (DSIIDC), an undertaking of Delhi government. From 1987, the year of its inception, it has provided exemplary service in providing contractual manpower to Govt. deptt., IT sector, specializing in providing complete solutions in computerization, networking and telecommunication. With a well-focused vision and a global mission, ICSIL look at greener pastures across the globe.

### **Purpose**

The Intelligent Communication Systems India Ltd (ICSIL) intends to appoint a firm of Chartered Accountants/Cost Accountants(CMA's) as its Internal Auditor(IA) for the financial year 2021-22 which may further be extended Accordingly, proposal is invited from the firms of Chartered Accountants/Cost Accountants based at New Delhi / NCR and who are empanelled with ICAI's or C&AG. The firms should furnish the complete details of experience, competence relevant to the assignment/assignments handled along with detailed profile of the firm and references.

### **Basic Objective of Internal Audit:**

The prime objective of the IA is to examine and evaluate whether ICSIL's framework of risk management, internal control and governance processes are adequate and functioning properly.

In addition, the objectives of IA would include advising and recommending the management for improvements in internal control and Internal financial Controls on Financial Reporting.

Understanding and assessing the risks and evaluate the adequacies of the prevalent internal controls.

Identifying areas for systems improvement and strengthening controls.

Ensuring optimum utilization of the resources of the entity, for example human resources, physical resources etc.

Ensuring compliance with internal and external guidelines and policies of the entity as well as the applicable statutory and regulatory requirements.

Safeguarding the assets of the entity.

Reviewing and ensuring adequacy of information systems security and control.

Reviewing and ensuring adequacy, relevance, reliability and timeliness of management information system.

### **Scope of Internal Audit**

In order to fulfill its vision and objectives, the scope of work of Internal Audit shall include:

Examination and evaluation of adequacy and effectiveness of the internal control and risk management system at various operations and activities of the ICSIL.

Review of the accuracy and reliability of ICSIL's accounting records and financial reports with a view to ensure robustness of Internal Financial Controls on financial Reporting.

Checking both transactions and functions of specific internal control procedures at various departments/ offices.

Evaluation of adherence to legal and regulatory requirement covering Acts related to Finance, Banking and Taxation laws such as GST, Income Tax Act, etc. and approved policies and procedures.

Examine that resources are acquired economically, used efficiently and safeguarded adequately.

Value addition; improve operational efficiency and internal control systems.

To ensure the compliance of company Risk Management policies by units/Corporate Office

Evaluation of Management Information System (MIS) Reports.

Identification of frauds, if any, happening in the department. To alert the management of the ICSIL, if necessary, through confidential reports, against suspicious transactions that could indicate Frauds.

Required to develop a suitable checklist to ensure examination of all the above aspects and to keep sufficient working papers as evidence of the Audit done.

Reports as per standards and quarterly presentation to the Board of Directors

The audit firm would be required to conduct the internal audit of ICSIL as per rules in accordance with the standards on internal audit.

**The detailed scope of Internal Audit is attached as Annexure-A**

### **Eligibility Criteria**

1. The audit firm should be a competent team of professionals, comprising of at least 2 qualified Chartered Accountant/Cost Accountant's (CMA's) with atleast 10 years of experience of firm..
2. The firm should be registered/empanelled with the Institute Chartered Accountant of India, Institute of Cost Accountants of India or C&AG.

In support of meeting the Minimum Eligibility Criteria, the applicant firm must submit documentation as specified below:

- a. A self attested copy of the latest registration / empanelment intimation letter issued by the Institute Chartered Accountant of India, Institute of Cost Accountants of India or C&AG containing the Unique Identification Number.
- b. A certificate from the firm to the effect that no partner of the firm has been found guilty of professional/other misconduct by the Institute of Cost Accountants of India or Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949 or is one against whom disciplinary sanction orders have been passed by the Public Companies Accounting Oversight Board. In case the firm has such partners, the firm provides details of such partners and certifies that they will not be associated with the audit in any manner;
- c. A Declaration signed by an authorized partner of the audit firm verifying that the applicant is independent of the entity to be audited that they have no relationship with the entity to be audited (in particular, the auditor should not be employed by, serve as director for, or have any financial or close business relationship with the entity during the period(s) covered by the audit or immediately thereafter for a period of two years);
- d. A self attested copy of the latest firm constitution certificate issued by the Institute of Chartered Accountants of India /Institute of Cost Accountants of India (this certificate shall also act as evidence for verifying the Date of Constitution of the firm).
- e. A Self certified statement giving the date of establishment of the branch and name of Partner/CA/CMA qualified employee in-charge of the firm;
- g. Self attested copy of Audited Balance Sheet/P&L Account of the firm for the last three years.

## Terms and conditions

These terms and conditions are applicable to Tender Enquiry, technical bid, and commercial bid and the scope of work. In the interests of Equity of treatment, Tender, technical bid, and commercial bid will be processed strictly as per Standard prescribed formats enclosed. Non-adherence to the formats shall lead to rejection of such bids. Further correspondence in respect of non standard bids will not be entertained.

1. The appointment, for Internal Audit, is for a period of one year, on the quoted audit fees subject to satisfactory performance in the first year, the appointment may be extended on mutual agreement.
2. The scope of the Internal Audit mentioned herein this document is illustrative and not exhaustive.
3. The Internal Audit is expected to be based on sufficient verification of the aspects covered in the scope of audit and not be on mere confirmations obtained from the Finance and other related departments.
4. It is expected that the Audit will be undertaken in accordance with the Internal Audit Standards issued by the ICAI to the extent they are applicable to the given scope.
5. The Internal Audit report is to be submitted quarterly within one month following the close of each quarter. The Internal Auditor is expected to draw up the Audit Programme in consultation with the Finance / Accounts Head for this purpose in order to stick to the prescribed date for the submission of the report.
6. In addition to hard copy, soft copy of the report would be submitted by the firm. Soft copy may be either in Word or PDF files and may have tables in Excel on a CD.
7. The efficacy of the Internal Audit will be judged on the basis of the following parameters:
  - A. Number of points raised by the Statutory Branch/Main Auditors of the Company.
  - B. The number of points raised by Govt. Audit.
  - C. Quality of the Accounts during reviews by the Corporate Office
8. The Audit Reports would be addressed to the Managing Director ICSIL and would have an executive summary highlighting the important points requiring the action / attention of the Management. The Executive Summary should be cross referenced to the paragraphs in the Internal Audit report containing the elaborate details.
9. Financial information on the ICSIL is given at **Annexure 2**. However this is wholly and solely for the purpose of helping you to assess the workload for the Audit and is confidential and cannot be used for any other purpose whatsoever.
10. Internal Audit Fees should be quoted per annum and payment would be on quarterly basis as calculated from the annual fees.
11. Taxes on the Audit Fees will be treated as follows:
  - a) TDS on Income Tax at applicable rates will be deducted from the Quoted Fees invoiced.

b) GST will be paid additionally upfront, as invoiced, at the applicable rates.

12. Payment of Audit Fees will be against submission of the Quarterly Audit report and invoice pertaining to the same, whichever is later.
13. Audit Fees per annum should be quoted. The audit will be assigned on L1 basis.
14. The quoted fee should include all expenses like TA / DA, out of pocket expenses etc. No reimbursement of expenses apart from Audit fees will be applicable.
15. Tender should be submitted in annexed format only. No other format will be accepted.
16. Every page of the Bid will be authenticated by the signature of the authorized signatory of the firm and the Firm's seal. Unauthenticated pages will be rejected.
17. Firms should make only one commercial bid. In case more than one bid is received, it will be out rightly rejected.
18. Respondent if desire, may participate in tender opening after producing authorization/identity.
19. TENDER submitted should be free from correction, over-writing, erasures etc. Each page should be suitably numbered.
20. Authorized Signatory should sign the TENDER submitted indicating the name and designation with official seal.
21. Canvassing by respondents in any form, including unsolicited letters on TENDER submitted or post corrections shall render their TENDER submitted liable for summary rejection.

## **SPECIAL CONDITIONS**

### **1. PAYMENT TERMS**

- 25% payment on submission of Ist Quarter report
- 25% payment on submission of 2nd Quarter report.
- 25% payment on submission of 3rd Quarter report.
- 25% payment on submission of 4rth Quarter Report & finalization of Statutory Audit.

### **2. PAYING AUTHORITY:**

JGM (F & A),  
ICSIL, Okhla Phase-3  
New Delhi-110020

### **3. PERFORMANCE SECURITY**

- a) The shortlisted bidder/firm shall, within 10 (ten) days, submit Performance Security in the form of Account Payee demand draft in favor of ICSIL, issued by a scheduled Bank from its branch in Delhi, equivalent to 3% of the value of the order value.
- b) The Performance Security will be refunded by ICSIL after completion of agency/firm obligation under and in accordance with the terms of the Agreement.
- c) The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the contract.

#### **4. PERIOD OF AGREEMENT**

This agreement shall be valid initially for a period of 12(twelve) months extendable for a further period of 12 (twelve) months at the same rates, terms and conditions of the original Agreement subject to satisfactory performance at the end of the first 12 months. Decision to extend the agreement only lies with ICSIL.

#### **5. VALIDITY PERIOD OF BID**

Bid shall remain valid for 120 days after the date of bid opening. The bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the purchaser may request the consent of the bidder for an extension to the period of bid validity. A bidder accepting the request and granting extension will not be permitted to modify his bid.

#### **6. CLARIFICATION OF BIDS**

**1** To assist evaluation and comparison of the bids, the Purchaser may at its discretion may ask the bidder for clarification of the bid. The clarification and response from bidder shall be in writing.

**2** The Purchaser does not bind himself to accept the lowest or any tender and reserves to himself the right to accept the whole or any part of the tender and altering the quantities offered and tenderer shall accept the same at the rate quoted.

#### **7. Confidential**

The Audit firm shall not disclose the documented management systems to any third party including their internal department.

#### **8. Sub-Contracting**

Audit firm to whom work is awarded is not allowed to sub contract the work to any other parties either in part or full. In case it is subsequently revealed at any stage of the appointment process / post appointment that outsourcing has been resorted to, the appointment is liable to be summarily cancelled with immediate effect



**9. Validity of Proposal:-**

The proposal shall be valid for a period of six months (i.e.180 days) from the last date of submission of the bid. The validity time may be extended by ICSIL in confirmation with the bidder

**10. INSTRUCTIONS REGARDING SUBMISSION OF BID**

**1. Bidding Methodology**

The bid shall be submitted on line under two cover bid submission on e- procurement portal of Govt. of NCT of Delhi web-site <https://govtprocurement.delhi.gov.in>

**2. Broad outline of activities from Bidders perspective:**

The bidder shall follow the guideline given on the above web-site for submission of e-tender.

**3. Digital Certificates**

The bidder shall obtain Digital Signature Certificate as specified in the above web-site.

**4. Registration**

The bidder shall get himself registered for participating in e-tendering as per procedure laid down in the above web-site.

**A. ONLINE SUBMISSION**

**PART-1 (Techno Commercial Offer)** shall contain the following:

- a) Documentary evidence in respect of the eligibility criteria mentioned in the N.I.T.
- b) Copy of Demand Draft for INR Rs. 5,000/-towards EMD in favour of “Intelligent Communication Systems India Ltd.” payable at New Delhi.
- c) Bid Submission Form as per Annexure 2 and Annexure 3.

**PART-II (Financial Offer)** shall contain the Financial Bid Format as per details in **Annexure 1.**

**B. OFFLINE SUBMISSION**

The EMD shall be sent by the tenderers by Courier / Speed-post, with the envelope marked with tender no. and due date of submission. Alternatively, EMD may also be deposited by the bidders in the tender box kept at Reception, ICSIL Ground Floor, New Delhi

**Selection criterion**

- a. The online tender shall be opened at the stipulated time of opening in the presence of intending bidders.
- b. All offers received in response to this tender enquiry will be evaluated initially based on the eligibility criteria mentioned in NIT and evaluate the capability of the Company/Agency.
- c. The Committee will examine all the documents enclosed with the proposal regarding Eligibility criteria, etc.
- d. The firm has to fulfill the eligibility criteria given in the Document. If it fails to submit documents against the eligibility criteria in the technical evaluation then proposal shall be rejected and shall not be processed for further evaluation.

- e. Professional firms which fulfill the eligibility criteria given in the tender documents technical parameters would be considered for opening financial/commercial bids for selection of bidder based on the lowest commensurate fees quoted by the professional firm.

**Declaration:**

- 1. We confirm that the information furnished herein is correct and fair in all respects and we have the necessary documentary proof to substantiate the same. It is further confirmed that in case any of the contents contained herein are found to be incorrect, ICSIL is free to initiate any appropriate action against us.
- 2. We further declare that there have been no adverse comments/ qualification on our performance from the Management/ Audit Committee.

Signature.....

Full name.....

Designation/Firm Name.....

Address with Phone.....

FAX & Mobile No: .....

E-Mail :.....

**FINANCIAL BID****Fee for the Assignment in terms of the Tender.**

S.No	Particulars	Amount	
		(in figure)	( in words)
1	All-inclusive Lump sum fee (including travel 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)		

**Please Note:** Goods & Service Tax (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.

Signature.....

Full name.....

Designation/Firm Name.....

Address with Phone.....

FAX & Mobile No

## Format for submission of Tender

Sr.No	Particulars	Details of Firm
1.	Name with complete address of firm	
2	Number of Partners with details (As per constitution certificate issued by the Institute of Chartered Accountants of India or Institute of Cost Accountants of India. Enclose copy of constitution certificate)	
3	Number of Qualified employees (With either a CA or CMA qualification)	
4	Date of formation	
5	Name of contact person along with landline and mobile numbers	
6	Whether Registered with C&AG? : ( copy to be enclosed)	
7	GST Number	
8	Permanent Account Number (PAN)	
9	Full Postal Address of other Offices / Branch Offices. (This may be given on a separate sheet of paper attached)	

**10 Manpower Details**

a. Details of Partners : Total.....no. of Partner

Sr. No	Name of Partner	Qualification	Membership No.	Member since	Date of Joining the firm

b. Details of Other Audit Staff : Total....no. of Audit Staff out of which.... no. are CA/CMA

Sr. No	Name of staff	Qualification	Membership No., if any	Member since	Date of Joining the firm

**11. Details of Professional Experience**

a. Statutory Audit

Sr. No	Name of the Company	Operating turnover in Rs. Cr. (in the year of assignment)	Type of Industry	Period of the assignment	Remarks, if any

b. Internal Audit

Sr. No	Name of the Company	Operating turnover in Rs. Cr. (in the year of assignment)	Type of Industry	Period of the assignment	Remarks, if any

c. Worked as Central/Joint Statutory Auditor

Sr. No	Name of the Company	Operating turnover in Rs. Cr. (in the year of assignment)	Type of Industry	Period of the assignment	Remarks, if any

d. Whether Firm Already worked as Internal Auditors/Statutory Auditor/ Professional Consultant of ICSIL /TCIL – Yes/No (with brief description)

**a. Major Activities / area of operation**

1. Supply of Computer Hardware & its accessories mostly to Govt Departments
2. Deployment of Manpower on contract basis to Govt. Department
3. Implementation of Software projects, etc
4. Running of Computer Education and Training Centers through franch

**End of Section-7**