

**INDIA TRADE PROMOTION ORGANISATION  
FINANCE & ACCOUNTS DIVISION**

**Notice Inviting Tender (NIT)**

**Tender for appointment of Internal Auditors**

Online electronic bids (single stage 2 bids) on open tender basis for appointment of Internal Auditors for a period of 2 years (1<sup>st</sup> Apr., 2023 to 31<sup>st</sup> Mar., 2025) are invited by India Trade Promotion Organisation (ITPO) from eligible firms as detailed hereunder:

- 1 **Tender reference No.:** ITPO/FINANCE/M.A/c/Internal Audit/2023.
- 2 **Mode of tendering:** e-Procurement System
- 3 **E-Tender No.:** Internal Audit/2023
- 4 **Scope of Service:** Internal audit & ICFR (concurrent)
- 5 **Duration for completion of work:** 2 years (1<sup>st</sup> April, 2023 to 31<sup>st</sup> March, 2025)
- 6 **Tender View Date & Time:** 20.01.2023
- 7 **Period of Bid Validity:** 90 days
- 8 **Cost of bid documents:** INR 2360 (incl. GST 18%) through online payments. Bid submitted without cost of bid shall be rejected. Bank Details are as under:  
*Beneficiary Name:* India Trade Promotion Organisation  
*Bank name:* Central Bank of India  
*Branch:* TFAI, New Delhi  
*Address:* PRAGATI MAIDAN, MATHURA ROAD, NEW DELHI  
*A/c No.:* 1167404133  
*IFSC:* CBIN0284078
- 9 **Amount of bid Security:** 50,000/- through online payment to bank account as above.
- 10 **Starting date of submission of Technical Bid and Price Bid:** 20.01.2023
- 11 **Last Date for submission of Technical Bid & Price Bid:** 11.02.2023 (06:55pm)
- 12 **Date and Time of bid opening:**  
*Technical bid:* 13.02.2023  
*Price bid:* (Date & time to be intimated later to the bidders whose technical bids qualify)

**Tender Documents** can be viewed and downloaded from [www.indiatradefair.com/tenders/listing](http://www.indiatradefair.com/tenders/listing) and or CPPP site <https://eprocure.gov.in/eprocure/app>, **tender ID:** 2023\_ITPO\_736197  
Bidders are requested to read the terms and conditions of this tender before submitting their bids.

## **1. INDICATIVE SCOPE OF WORK**

### **1.1. INTERNAL AUDIT**

- 1.1.1. The Audit shall be conducted on a concurrent basis and report shall be submitted on a quarterly basis by the last day of the month following the respective quarter. For e.g. Report for Jul.-Sep.'23 is required to be submitted by 31<sup>st</sup>Oct. 2023.
- 1.1.2. The Audit shall encompass complete concurrent verification of all accounting entries in respect of cash/ bank/ journal vouchers, bills, incomes, expenditures, books of accounts and other records.
- 1.1.3. Verifying the accounting records, reports and operating results.
- 1.1.4. Verifying Ind AS compliances by the organization for their accuracy, reliability.
- 1.1.5. Verifying timely compliances of statutory requirements like Income Tax, GST, TDS/ TCS, Labour laws, PF, NPS, ESI, Property Tax, Entertainment Tax, WCT and other statues as may be applicable/ relating to the activities of ITPO.
- 1.1.6. Advisory role relating to applicability and/or changes in various Acts, statues applicable to the company viz. Income Tax Act, GST, Property Tax, PF, NPS, Gratuity etc.
- 1.1.7. Examine the compliances of guidelines, procedures, administrative instructions, controls, policies, delegation of powers, etc. approved/ prescribed by the Management and other Competent Authorities from time to time.
- 1.1.8. Report the cases of losses incurred by the organisation and violation of laid down procedures, if any.
- 1.1.9. Report all non-compliances/ deviations of statutory requirements, guidelines, procedures, policies, etc.
- 1.1.10. Suggest for improvement of systems of checks and controls.
- 1.1.11. Assistance in designing and development of ERP system.
- 1.1.12. Various CA Certifications (form 15CB, 26A etc.) under Section 195/ 201/ 204 of the Income Tax Act.
- 1.1.13. Checking compliances of delegations of financial powers and implementation of its provisions.

- 1.1.14. Review of provisions for expenses, outstanding liabilities, contingent liabilities & contingent assets.
- 1.1.15. Review of financial accounting package with a view to improve the same.
- 1.1.16. Assistance in early finalization of annual accounts, including compliances of accounting standards as per the ICAI/ MCA guidelines.
- 1.1.17. Assistance in issuing advisory notes as deemed fit for awareness/ educating ITPO staff on issues like E-TDS, GST Tax, changes in the taxes which are applicable to ITPO so that the accounting procedures are in line with requirements.
- 1.1.18. The Auditor shall also examine/ verify the transaction by the following Divisions:

a) Finance and Accounts Division

- Cash and Banking Section, inter-alia, including:
  1. Verification & certification of fixed deposits with various banks
  2. Checking and review of fund management and placement of fixed deposits.
  3. Calculation of Interest on all deposits/ investments
  4. Verification of Bank Reconciliation Statements
  5. Verification & certification of Cash Balances (at least semi-annually)
  6. Verification of Performance Guarantees, bank guarantees, post-dated cheques, etc.
  7. Accounting of tender fee, RTI fee, subscription fee and other petty incomes.
  8. Checking of interest and other charges levied by bank(s) on term loans raised by ITPO
  9. Issue of Certificate against capital expenditure from loan sanctioned by SBI.
  10. Verification of other investment like in Mutual funds/ securities etc.
- Bill Checking Section- Works and non-Works (BCS) including:
  1. Verification of expenses/ payments and authorizations thereto,
  2. Advances to vendors/ party/ staff & recovery/ adjustment thereof,
  3. Expenses for repair & maintenance, advertisement, vehicle hiring, capital expenditure (incl. IECC),
  4. Booking of correct cost center,
  5. Assistance in preparation of property tax return,
  6. Verification of WCT, ESI, TDS, GST, Property Tax, TDS on GST, TDS return etc.,
  7. Verification of domestic TA/DA claims, Staff payments,
  8. Advisory role in respect of the cases referred by BCS where ever required,

- Foreign Fairs Accounts Section:
  1. Audit of foreign fair accounts and Foreign Traveling bills (TA/ DA).
  2. Issue of 'Utilization Certificates' for foreign fairs/events, for submission to Department of Commerce/ other authorities for claiming grant such as under MAI scheme etc.
  3. Issue of certificate related to unhedged Foreign Currency Exposure (UFCE) once in a financial year as per RBI guidelines for submission to SBI in connection with sanction of term loan.
- Revenue Section including:
  1. Booking of income, commissions, GST, TDS/ TCS, sale of scrap
  2. Verification of Debtors,
  3. Verification of GST returns,
  4. Timeliness and correctness of invoices, etc.
  5. Reconciliation of TDS receipt with Form 26AS
- Salary Section including verification of:
  1. Payroll accounting,
  2. New appointees,
  3. Leave encashments,
  4. PF deductions,
  5. Payment & recoveries of loans/ advances to employees,
  6. Full & final settlements,
  7. NPS/ Gratuity payments,
  8. TDS compliances (rate, deduction, payments & return)
- Medical Section including verification of expenses/ payments to hospitals and medical reimbursements to employees, TDS compliances (rate, deduction, payments & return) etc.
- Management Accounts Section, inter-alia, including calculations of depreciation, profit/ loss of sale of assets, books of Regional Offices, verification of investment in Subsidiaries/ Joint venture etc., Impairment analysis, verification of annual schedule of control ledger/ group for finalization of accounts, preparation of Standalone & Consolidated Financial Statements in compliance of Companies Act, 2013 and Ind AS.
- b) Fairs in India Division (FS-II)
  - Checking of fair accounts including fixation of rentals, budgets and revenue, award of contracts for fairs in India organized by ITPO.
  - Recovery of dues & TDS from participants.
  - Payments to contractors and service providers, etc.

- c) Business Development Division (BDD)
- Checking of fair accounts including fixation of rentals and accounting of all services availed by 3rd party organizers for events organized by them in Pragati Maidan.
  - Checking of all income accruing to the company from the services availed by the organizer for utilization of existing/ new Exhibition halls, Convention Centre/Amphitheatre and any other facility in the New Convention Centre being built by ITPO under IECC project.
  - Verification of concessions/ waivers granted to the organizers.
  - Recovery of dues & TDS from participants.
  - Payments to contractors and service providers, etc.
- d) Foreign Fairs Division (FS-I)
- Checking of foreign fair accounts including approval for holding the event, fixation of rentals, budgets, revenue and expenditure.
- e) Food and Beverages (F&B) Division
- Verification of system of allotment of Kiosks and restaurants.
  - Checking of rentals and income from F&B activities.
  - Verification of other related expenses and payments.
  - Verification of various food & beverages files with reference to the bills passed by Bill checking section.
- f) Personnel and Administration Division
- Review of HR policies.
  - Examining the HR- systems, procedures, policies, guidelines, methods and verification of pay rolls and HR related data.
  - Checking compliance of delegations of financial powers and implementation of its provisions.
  - Verification of Recruitments and Promotions.
  - Appointment of contractual staff.
  - Utilization of ITPO Vehicles, Hiring of other vehicles and other services etc.
  - Award of various works/ contracts by the Division.
  - Checking of attendance records and leaves record.
  - Verification of gratuity & final settlement on retirement, VRS, etc.
  - Sanctions of various advances viz., House Building, Vehicle Advance, etc. to employees.
- g) Store Division – Fixed Assets and Consumables
- Review of system of stores control.
  - Verification of records relating to purchase, issue and disposal of consumables, gift articles and Fixed assets.
  - Payments to contractors and service providers, etc.

- Review of system of recording of fixed assets in physical/ electronic registers, their accounting in books of accounts and depreciation accounting.
  - Physical Verification of stores & gift articles and annual reporting thereof as on 31<sup>st</sup> March each year.
  - Physical Verification of fixed assets and reporting thereof as on 31.03.2024.
- h) Engineering Division
- Verification of tenders and work awarding system.
  - Audit of works awarded– civil, electrical, conservancy, repair & maintenance and horticulture.
  - Verification of various works and non-works subject files with reference to the bills passed for payment.
  - Review of payments/ adjustments out of imprest balance.
  - Review of material purchased and services hired on urgent basis.
  - Payments to contractors and service providers, etc.
  - Certificate on quarterly basis for capital expenditure for IECC by ITPO for onwards submission to SBI as per loan sanctioned to ITPO.
- i) Computer Division
- Verification of system for procurement of hardware & software/ applications/ websites (including internet).
  - Verification of system of maintenance of records for various assets under the computer division.
  - Payments to contractors and service providers, etc.
  - Verification of system of issuing IT assets to users/ other divisions.
- j) Estate Management Division (EMD)
- Review of the working of Estate Management Division entrusted with the Estate matters and immoveable property of ITPO.
- k) Security Division
- Verification of contracts for hiring of security guards and other agency services such as fire tender etc.
  - Verification of payments to CISF and other contractors/ agencies.
- l) Publicity Division
- Review of publicity activities/ events as per approved plan/ budget.
  - Verification of various publicity expense files with reference to the bills passed by Bill checking section.
- m) Printing Division
- Verification of files for printing contracts awarded - system of tendering and empanelment of vendors and payment etc.

- Verification of various printing expense files with reference to the bills passed by Bill checking section.
- n) Audit of various activities under the following divisions:
  - Cultural Division
  - PR & Protocol Division
  - Design & Display Division
  - Architecture Division
  - Trade Information Division
  - Hindi Vibhag
  - RTI Cell

## 1.2. **INTERNAL CONTROL OVER REPORTING FINANCIAL (ICFR)**

- 1.2.1. Conducting & documenting study of Internal Controls over Financial Reporting including RACM, quantitative analysis, risk analysis (low/ medium/ high), etc. and all related issues requiring compliance under section 134(5) and Rule 8(5)(viii) of Companies Act 2013.
- 1.2.2. Verification of operations of the organisation.
- 1.2.3. Evaluating the adequacy and effectiveness of system of internal control.
- 1.2.4. Verifying the compliances of the laid down Internal Financial Controls by the company.
- 1.2.5. Reporting on half-yearly & annual basis and all related issues requiring compliance under section 134(5) and Rule 8(5)(viii) of Companies Act 2013.
- 1.2.6. Reporting deficiencies/ deviations in the prescribed Internal Financial Controls, if any.
- 1.2.7. Suggest for improvement of systems of checks and controls.

## 1.3. **OTHER MANDATES**

- 1.3.1. The Internal Audit shall be conducted on a concurrent basis and report shall be submitted on quarterly basis by the last day of the month following the respective quarter. For e.g. Report for Jul.-Sep.'23 is required to be submitted by 31<sup>st</sup> Oct. 2023.
- 1.3.2. The ICFR study shall be conducted on a concurrent basis and report shall be submitted on half-yearly basis by the last day of the month following the respective quarter. For e.g. Report for Jul.-Sep.'23 is required to be submitted by 31<sup>st</sup> Oct. 2023.

- 1.3.3. Annual ICFR Report shall be submitted by 15<sup>th</sup> May after the end of the each financial year.
- 1.3.4. The Reports shall be addressed to the CMD, ITPO.
- 1.3.5. Presentation, if so desired, before Management, Audit Committee, Board of Directors and Statutory Auditors in relation to any issue covered in Internal Audit, ICFR and Physical Verification of assets, etc.
- 1.3.6. Out of pocket Expenses- No TA/ DA and other out of pocket expenses will be paid.
- 1.3.7. Payment shall be released on quarterly basis on submission of desired Reports.
- 1.3.8. The Auditor so appointed shall not disclose any data/ information of the organization including the reports prepared by them to any outside third party.
- 1.3.9. At least any one of the four (4) partners would be required to visit ITPO office at least once in a month.
- 1.3.10. Minimum four (4) employees shall be deputed onsite in ITPO by the appointed auditor/ firm on regular basis (10am to 6 pm) during the period of audit consisting of following:
- One (1) semi-qualified Chartered Accountant
  - Three (3) Articles
- 1.3.11. The attendance record of the audit staff will be maintained through bio-metric/ manual attendance system of ITPO.
- 1.3.12. The above scope of work is not exhaustive and may change according to the requirement of the management.
- 1.3.13. Internal Auditors may also cover other areas which they find fit for review during the course and period of audit.

## **2. ELIGIBILITY**

**2.1. Bidder should be a firm of Chartered Accountants (CAs) providing services in accounting & auditing field with a minimum experience of 15 years.**

In support of above, firm of CAs shall submit copy of firm's registration certificate issued by Institute of Chartered Accountants of India and the GST registration certificate.

**2.2. Bidders should have a minimum of:**

**2.2.1. Four (4) FCA partners with at least:**



2.2.1.1. **2 partners having at least 10 years' experience in the field of Financial Audit (internal or statutory) as on the start date of submission of tender and**

2.2.1.2. **1 partner having at least 2 years' experience in the field of ICFR as on the start date of submission of tender**

2.2.2. **Four (4) paid qualified Chartered Accountants (other than partners) out of which at least 2 should have at least 5 years' experience in the field of Financial Audit and 1-year experience in the field of ICFR.**

Experience in Bank Audits shall not be considered. Experience in respect of PSUs is desired. In support of above, bidders shall upload the resumes of the partners and paid CAs giving the brief details of experience in relevant field with membership no. and other documentary evidence establishing the fulfillment of criteria.

2.3. **Bidders should have prior experience of completing at least two (2) assignments of Internal Audit in previous 3 financial years in a Central/ State Public Sector Company having an annual turnover of at least Rs. 200 crores in the year of assignment. Experience of 2 years in same PSU may also be considered as two assignments. The reference date for considering the period of previous three (3) financial years shall be reckoned till FY ended 31.03.2022.**

In support of above, bidders shall upload the following:

- Self-attested copy of relevant extract of Profit & Loss Statement of the client organization for the relevant/ latest financial year.
- Self-attested copy of letter of award.

2.4. **Bidders should have prior experience of completing at least one (1) assignment of ICFR in previous 3 financial years in a Central/ State Public Sector Company having an annual turnover of at least Rs. 200 crores in the year of assignment. The reference date for considering the period of previous three (3) financial years shall be reckoned till FY ended 31.03.2022.**

In support of above, bidders shall upload the following:

- Self-attested copy of relevant extract of Profit & Loss Statement of the client organization for the relevant/ latest financial year.
- Self-attested copy of letter of award.

2.5. **The bidder should have minimum average turnover of Rs. 2 crores in the last 3 completed financial years (till FY ended 31.03.2022).**

In support of above, bidders shall upload the self-attested copy of extract of their audited Profit & Loss Account/ Income & Expenditure Statement of the last 3 financial years.

2.6. **The bidder should have their permanent office in Delhi/ NCR.** Undertaking required as per Annexure II.

2.7. **Bidders should have in-house expertise/ qualified professionals for handling the assignment and job should not be outsourced to another organization.**

In support of above, bidders shall submit an undertaking as per Annexure II that they are having in-house expertise for the work of Internal Audit and ICFR study and the work shall not be outsourced to another organization.

**2.8. The bidder should not have been banned/ de-listed/ de-barred from business by any PSU/ Govt. department.**

Self-declaration in this regard is to be submitted as per format attached in Annexure II.

### **3. INSTRUCTIONS TO BIDDERS**

- 3.1. The invitation of bid is open to all bidders who are registered legal entity i.e. consultancy firm/ proprietorship firm/ LLP etc.
- 3.2. Non-refundable fee of Rs. 2360 (inclusive of GST 18%) is required to be paid online towards the cost of tender. The bidder shall submit the tender fee details along with the technical bid for the tender as per Annexure III. Bank details for the purpose are mentioned in NIT. MSMEs are exempted from payment of tender fees.
- 3.3. Deposit of Rs. 50,000 is required to be paid online towards bid security/ performance guarantee. The bidder shall submit the security deposit details along with the technical bid for the tender as per Annexure III. Bank details for the purpose are mentioned in NIT. MSMEs are exempted from payment of tender fees.
- 3.4. The Bid Security of unsuccessful bidders will be returned within 30 days of the award of work. The Bid Security of the successful bidders will be refunded after successful completion of the work. No interest is payable in case of any delay in refund of Bid Security.
- 3.5. The Bid Security may be forfeited:
  - 3.5.1. If the bidder withdraws his bid after bid opening or varies any terms & conditions in regard thereto during the period of Bid validity; or
  - 3.5.2. If the bidder adopts corrupt or fraudulent or collusive or coercive practices; or
  - 3.5.3. In the case of a successful bidder, if the bidder deviates from the undertaking(s) submitted or fails to complete the work within the stipulated time.
- 3.6. Bidder shall quote the lump sum price after careful analysis of cost involved for the performance of the complete work considering all parts of the Bidding Document.
- 3.7. The quoted Price shall be deemed to be all inclusive except applicable taxes till the completion of the work.
- 3.8. Bid shall remain valid for a period of 90 days after deadline for bid submission.

- 3.9. The bid shall be signed by a person duly authorized to sign on behalf of the bidder.
- 3.10. Mere issuance of Bid document to prospective bidders or their participation in the tender shall not be construed that such a bidder automatically fulfills the prescribed eligibility criteria.
- 3.11. At any time prior to the deadline for submission of bid, ITPO may amend the tender documents by issuing corrigendum/ agenda which shall be notified on portal. Therefore, the bidders are advised to visit the site regularly before deadline of submission of bids.
- 3.12. In case the office happens to be closed on the date of opening of bid as specified; the same will be opened on the next working day at the same time.
- 3.13. The bids as well as correspondence and documents relating to the qualification submitted by the bidders shall be in English language.
- 3.14. ITPO reserves the right to cancel the tendering process at any time before award of work without assigning any reasons thereof.
- 3.15. The bidder should submit only relevant documents precisely and not more than 100 pages for technical qualification. The **bids with more than 100 pages will be liable for rejection** at the discretion of ITPO.
- 3.16. The bidder should submit the bid along with unconditional acceptance of the terms and conditions of the bid. Any conditional bid is liable for rejection of the bid.
- 3.17. The entire work shall be awarded to the successful bidder and the work shall not be split amongst the bidders.
- 3.18. ITPO reserves the right to postpone and/ or extend the date of receipt or to withdraw the bid notice, without assigning any reason thereof, entirely at its discretion. In such an event, bidders shall not be entitled to any compensation, in any form whatsoever.
- 3.19. Prices quoted shall remain firm, fixed and valid until completion of the Contract and will not be subject to variation on any account.
- 3.20. ITPO reserves the right to accept or reject any offer or curtail the appointment at any time without assigning any reason. The decision of ITPO in this regard will be final and binding on the parties.
- 3.21. The period of appointment may be extended at the discretion of ITPO.
- 3.22. For online bidding assistance, refer:

<https://eprocure.gov.in/eprocure/app;jsessionid=5A98E91652D128C4C229314F9B5942DC.eprocgep2?page=HelpForContractors&service=page>

and/ or

<https://eprocure.gov.in/eprocure/app?page=BiddersManualKit&service=page>

3.23. All disputes subject to jurisdiction of the Delhi High Court.

3.24. In case of any queries on bidding, please contact/ write to:

- 1 Raj Kumar Thakur, [rajthakur@itpo.gov.in](mailto:rajthakur@itpo.gov.in),
- 2 Anchal Aggarwal, [anchalaggarwal@itpo.gov.in](mailto:anchalaggarwal@itpo.gov.in),
- 3 Anirudh Kumar Bhatia, [anirudhbhatia@itpo.gov.in](mailto:anirudhbhatia@itpo.gov.in)

#### **4. BID SUBMISSION & EVALUATION**

Two-Part Bid procedure shall be adopted for submission and evaluation of the bids. The bidder shall accordingly prepare and submit the bids containing the required documents up to the closing date and time. The bidder shall prepare the bid and submit the bid in following manner:

**4.1. First Part: Technical bid:** Online submission:

- Duly filled-in evaluation sheet as per Annexure I
- The scanned copy of the Undertaking/ Acceptance/ other relevant documents as per Annexure II- III.
- The scanned copy of other supporting documents as per the tender requirement.

**4.2. Second part: Price bid**

The Price bid submitted should be lump-sum amount excluding taxes. The price bid shall be inclusive of audit fees for ITPO's 3 Regional offices (Mumbai, Kolkata & Chennai). It should be duly filled-in in conformity with the tender specification to be submitted online in the prescribed format.

4.3. For qualifying Technical Evaluation, a bidder has to meet minimum specified eligible criteria in all the categories.

4.4. Price bid of bidders, whose technical bids are not considered acceptable to the Organisation or are below the minimum qualifying score, will not be opened and the DD for their bid security shall be returned to them. The decision of ITPO will be final and binding in this regard.

4.5. Bidders are requested to submit their offer strictly in line with terms and conditions of tender document; otherwise the bid may be rejected.

4.6. During bid evaluation, ITPO may, at its discretion, ask any bidder for clarification of its bid which shall be submitted within given time.

4.7. If a bidder does not provide clarifications of the information requested by the date and time set in ITPO's request for clarification, its bid may be rejected.

4.8. After the evaluation of Technical bid, ITPO shall notify the consultants on the website whose bids did not meet the technical qualification or were considered non-responsive and their financial bids will be not be opened. ITPO shall notify the consultants that have qualified, indicating the date and time set for opening the financial bids.

4.9. The Financial bids shall be opened in the presence of the bidder's representatives who choose to attend.

## **5. SCORING & SELECTION PROCESS**

### **5.1. Technical Scoring**

5.1.1. Technical capability of the bidders would be evaluated based on the following criteria and weightage:

<b>S. No.</b>	<b>Criteria (Refer Para 2- Eligibility above)</b>	<b>Max Score</b>
1	Bidder should be a firm of Chartered Accountants (CAs) providing services in accounting & auditing field with a minimum experience of 15 years. Minimum marks for 15 years' experience will be 3. For each additional complete 5 years of experience, 1 mark will be additionally awarded subject to maximum of 5 marks.	5
2	Bidders should have a minimum of 4 FCA partners with at least 2 partners having at least 10 years' experience in the field of Financial Audit (internal or statutory) as on the start date of submission of tender. Minimum marks for 10 years' experience will be 8. For each additional full year of experience for both partners, 1 mark will be additionally awarded subject to maximum of 12 marks.	12
3	Bidders should have a minimum of 4 FCA partners with at least 1 partner having at least 2 years' experience in the field of ICFR as on the start date of submission of tender. Minimum marks for 2 years' experience will be 6. For each additional full year of experience, 1 mark will be additionally awarded subject to maximum of 8 marks.	8
4	Bidders should have a minimum of 4 paid qualified Chartered Accountants (other than partners) out of which at least 2 should have at least 5 years' experience in the field of Financial Audit and 1-year experience in the field of ICFR.	10

	Minimum marks for the criteria will be 6. For each additional paid CA with required experience in required field, 1 mark will be awarded subject to maximum 10 marks.	
5	Bidders should have prior experience of completing at least two (2) assignments of Internal Audit in previous 3 financial years in a Central Public Sector Company/ BSE/ NSE Listed Company having an annual turnover of at least Rs. 200 crores in the year of assignment. Minimum marks for the criteria will be 9. For each additional assignment of Internal Audit handled for a continuous period of at least 1 year during last 3 years, additional 4 marks will be awarded subject to maximum 17 marks	17
6	Bidders should have prior experience of completing at least one (1) assignment of ICFR in previous 3 financial years in a Central Public Sector Company having an annual turnover of at least Rs. 200 crores in the year of assignment. Minimum marks for the criteria will be 4. For each additional assignment of ICFR handled for a continuous period of at least 1 year during last 3 years, additional 2 marks will be awarded subject to maximum 8 marks	8
7	The bidder should have minimum average turnover of Rs. 2 crores the last 3 completed financial years (till FY ended 31.03.2022). Minimum marks for the criteria will be 6. For each additional full Rs 1 (one) crore of turnover, additional 2 mark will be awarded subject to maximum 10 marks	10
8	The bidder should have their permanent office in Delhi/ NCR.	S. No. 8 to 10 are qualifying criteria only. Non-fulfilling bidders shall be outrightly rejected
9	Bidders should have in-house expertise/ qualified professionals for handling the assignment and job should not be outsourced to another organization.	
10	The bidder should not have been banned/ de-listed/ de-barred from business by any PSU/ Govt. department.	
	Total score	70

5.1.2. All bidders scoring at least 42 marks out of 70 (in Technical Criteria) will be considered as Technically Qualified.

## 5.2. Financial Bid scoring

5.2.1. The financial bids of technically qualified bidders alone will be opened and evaluated.

5.2.2. Financial Bid carries a total weightage of 30 marks.

5.2.3. The bidder with the lowest quote will be awarded 30 marks and other bidders will be awarded proportionately less marks (e.g.) if the lowest quote is Rs.60/-, the bidder quoting this price will get 30 marks. A bidder quoting Rs.90/- will get  $(60/90) \times 30 = 20$  marks.

5.3. **Final Selection**

5.3.1. The final selection of the successful bidders will be done by considering the total of technical score and financial bid score

5.3.2. All marks will be rounded off up to 2 decimal places. The bidder getting the maximum combined score out of 100 will be selected as the successful bidder.

5.3.3. The bidder scoring the highest total marks shall be selected as the successful bidder and considered for the award of work with the necessary approvals of competent authority.

5.3.4. In case of a tie in total score, preference will be given to the bidder having higher technical score.

Further, in case of tie between the technical scores, scores of Para 5 in clause 4.1 shall be compared. Higher of the two shall be considered for award of work.

In case of further tie in Para 5 of clause 4.1, higher of the average turnover of the assignments handled shall be considered.



## **6. BREIF DESCRIPTION OF ITPO**

- 6.1. ITPO is the apex body of the Government of India for promoting trade in India & abroad primarily through the medium of trade fairs & exhibitions.
- 6.2. ITPO is registered under Sec. 25 of Companies Act, 1956 (now Section 8 of Companies Act, 2013).
- 6.3. ITPO is also registered under Section 12A as a charitable trust and exempted u/s 10(23C)(iv) of Income Tax Act, 1961. The matter of exemption is sub-judice in the Hon'ble Supreme Court of India.
- 6.4. It has its head office at Delhi, 3 operational Regional Offices at Chennai, Mumbai and Kolkata and 1 non-operational Regional Office at Bangalore.
- 6.5. ITPO's Tangible assets comprises of moveable & immovable assets such as Pragati Maidan complex (leasehold), exhibition halls, perpetual lease land at Ghazipur, buildings, residential/ office flats (Delhi, Bangalore, Chennai, Mumbai & Kolkata), furniture & fittings, computers & servers, vehicles, AC plants, etc. Capital Work-in-progress also exists. Intangible assets comprise of software, websites etc.
- 6.6. Pragati Maidan Complex (leasehold land) is spread in an area of about 123.51 acres having around seven (7) exhibition halls and office building. It may be noted that International Exhibition cum Convention Centre (IECC) project is also underway.
- 6.7. Financial Investments inter-alia currently comprise has 3 Subsidiary Companies and 2 other related companies:
  - 6.7.1. Tamil Nadu Trade Promotion Organisation (TNTPO)- subsidiary (51% sharing)
  - 6.7.2. Karnataka Trade Promotion Organisation (KTPO)- subsidiary (51% sharing)
  - 6.7.3. ITPO Services Ltd. (ISL)- 100% subsidiary
  - 6.7.4. National Centre for Trade Information (NCTI) - Joint Venture (50% sharing) - Under liquidation.
  - 6.7.5. Jammu & Kashmir Trade Promotion Organisation (JKTPO) (40% sharing)
- 6.8. ITPO maintains its books of accounts through Tally-ERP package.
- 6.9. ITPO implemented Ind-AS accounting in FY 2016-17.
- 6.10. Annual Accounts 2021-22 of ITPO may be referred at [https://indiadefair.com/uploads/doc/pdf/ITPO\\_AR\\_2021\\_22\\_English\\_2837283.pdf](https://indiadefair.com/uploads/doc/pdf/ITPO_AR_2021_22_English_2837283.pdf)
- 6.11. For further details, officers of ITPO referred above at clause 3.21. may be contacted.



**CHECKLIST OF DOCUMENTS**

This duly filled-in check-list shall form part of technical bid

<b><i>S. No</i></b>	<b><i>Eligibility Criteria</i></b>	<b><i>Eligible (Yes/ No)</i></b>	<b><i>In case, more than the eligibility criteria, actual numbers be mentioned</i></b>	<b><i>Documentary proof attached</i></b>	<b><i>Page numbers</i></b>
1	Bidder should be a firm of Chartered Accountants (CAs) providing services in accounting & auditing field with a minimum experience of 15 years.				
2	Bidders should have a minimum of 4 FCA partners with at least 2 partners having at least 10 years' experience in the field of Financial Audit (internal or statutory) as on the start date of submission of tender.				
3	Bidders should have a minimum of 4 FCA partners with at least 1 partner having at least 2 years' experience in the field of ICFR as on the start date of submission of tender.				
4	Bidders should have a minimum of 4 paid qualified Chartered Accountants (other than partners) out of which at least 2 should have at least 5 years' experience in the field of Financial Audit and 1-year experience in the field of ICFR.				
5	Bidders should have prior experience of completing at least two (2) assignments of Internal Audit in previous 3 financial years in a Central Public Sector Company/ BSE/ NSE Listed Company having an annual				

	turnover of at least Rs. 200 crores in the year of assignment.				
6	Bidders should have prior experience of completing at least one (1) assignment of ICFR in previous 3 financial years in a Central Public Sector Company having an annual turnover of at least Rs. 200 crores in the year of assignment.				
7	The bidder should have minimum average turnover of Rs. 2 crore the last 3 completed financial years (till FY ended 31.03.2022).				
8	The bidder should have their permanent office in Delhi/ NCR.		-	Annexure II	
9	Bidders should have in-house expertise/ qualified professionals for handling the assignment and job should not be outsourced to another organization.		-	Annexure II	1
10	The bidder should not have been banned/ de-listed/ de-barred from business by any PSU/ Govt. department.		-	Annexure II	1
11	Details Tender Document Fee Through online payment Rs 2,360/- as per Annexure III		-	Annexure III	1
12	Earnest Money of Rs. 50,000/- through DD in favour of India Trade Promotion Organisation payable at New Delhi or Through online payment.		-	Scanned copy of DD or/ and details in Annexure III	1
13	Price Bid (Lump-sum excl. taxes)		-	BOQ_XXX.xlsm	1

Signature  
Authorized Person: Name  
Designation  
Seal.....

**UNDERTAKING**  
**(To be given on Company Letter Head)**

Date:.....

To,  
 R K Thakur  
 Dy. General Manager- Finance  
 India Trade Promotion Organisation  
 Pragati Maidan, New Delhi-110001

Sub: **Undertaking for & Acceptance of Terms & Conditions of Tender No. Internal Audit/2023**

Dear Sir,

1. I/ We have downloaded/ obtained the tender document(s) for the 'Tender for appointment of Internal Auditors' from the website(s) namely:\_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).
2. I/ We hereby certify that I/ we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_to\_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/ we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization have also been taken into consideration, while submitting this acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I/ We have an office for work in Delhi/ NCR having address as under\_\_\_\_\_.
6. I/ We have in-house expertise/ qualified professionals for handling the assignment of Impairment Analysis of assets of ITPO.
7. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Government Department/Public Sector Undertaking.
8. I/ We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.
9. I/ We offer to work at the rates as indicated in the price bid (lump-sum excluding taxes).

Yours Faithfully,

Signature  
 Authorized Person: Name  
 Designation

Seal.....

## Details of payment of Tender fee and Bid Security

E-Tender: **Internal audit & ICFR/2023**

Bidder Name: \_\_\_\_\_

Bidder's GST no.: \_\_\_\_\_

Bidder's bank account details:

A/c no. \_\_\_\_\_ IFSC \_\_\_\_\_

Bank name: \_\_\_\_\_ Branch: \_\_\_\_\_

Amount of payment: Rs. 2360/- (incl.18% GST)

Date of payment: \_\_\_\_\_

Transaction Ref. No.: \_\_\_\_\_

Remitting Bank Name: \_\_\_\_\_

Bank Branch: \_\_\_\_\_

Amount of payment: Rs. 50000/- (bid security)

Date of payment: \_\_\_\_\_

Transaction Ref. No.: \_\_\_\_\_

Remitting Bank Name: \_\_\_\_\_

Bank Branch: \_\_\_\_\_

Signature  
Authorized Person: Name  
Designation  
Seal.....

.....  
(For ITPO Office use only)

It is confirmed that the above payment has been received in ITPO's Bank A/c no. *1167404133* with Central Bank of India.

(Signature)  
Manager  
Cash & Banking Section