बिड संख्या/Bid Number: GEM/2026/B/7264189
दिनांक /Dated: 19-02-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	05-03-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	05-03-2026 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Commerce And Industry
विभाग का नाम/Department Name	Department For Promotion Of Industry & Internal Trade
संगठन का नाम/Organisation Name	India International Convention Exhibition Centre
कार्यालय का नाम/Office Name	New Delhi110011
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	40 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	5
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes

सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the OM_No.1_4_2021_PPD_dated_18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
4. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Financial Bid Format - 1771501760.xlsx

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company'sexistence as per ICAI certificate: As per the ATC Document

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.: As per the ATC Document

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects: As per the ATC Document

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification: As per the ATC Document

Number of XX fulltime CA's required and YY professional audit staff: As per the ATC Document

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:1771502224.pdf

Financial Audit Services - Audit Report; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Reliability of financial reporting , Internal control of financial , Compliance with law & regulations , Governance of company , Investigating fraud , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions , Internal Control over Financial Reporting
Type of Industries/Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance , Owners Capital
Frequency of Progress Report	As per the ATC Document
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As per the ATC Document
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /**Additional Specification Documents**

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Riddhi Madan Gaur	110011,Room No. 452A, Ministry of Commerce & Industry, DPIIT, Udyog Bhawan, New Delhi-110011	Project / Lumpsum Based	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **Generic**

   OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.

11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

INDIA INTERNATIONAL CONVENTION AND EXHIBITION CENTRE LIMITED (IICCL), DELHI

TERMS & CONDITIONS FOR APPOINTMENT OF INTERNAL AUDITOR FOR FINANCIAL YEAR 2025-26, 2026-27

Contact Details
India International Convention and Exhibition Centre Limited (IICCL)
5th Floor, Management office, Convention Centre, Yashobhoomi
Dwarka, Sec 25 New Delhi – 110077

S.No	Section Number	Section Title
1	SECTION – I	NOTICE INVITING BID
2	SECTION – II	ELIGIBILITY CRITERIA (TECHNICAL BID)
3	SECTION – III	SELECTION PROCESS & TERMS & CONDITIONS OF CONTRACT
4	SECTION – IV	SCOPE OF WORK

SECTION – I

NOTICE INVITING BID
India International Convention and Exhibition Centre Limited (IICCL) invite tenders through GeM under two-bid system i.e. Part-I (Technical Bid) and Part-II (Financial Bid) for **Appointment of Internal Auditor** for the Financial Year **2025-26, 2026-27** as per scope of work defined in section IV.

Interested Firms fulfilling the eligibility criteria as per section II shall submit their applications online along with profiles of their firms for Technical Bid (Experience & Eligibility Criteria as per section II) and Financial Bid (Professional Fee in the BOQ format).

The financial bids of only those bidders shall be opened who fulfil the eligibility criteria.
The Competent Authority, IICCL reserves the right to reject any bid without assigning any reason.

BRIEF PROFILE OF THE COMPANY

Pursuant to Cabinet approval dated 10th November, 2017, India International Convention and Exhibition Centre Limited (“IICC”) (CIN:

U74999DL2017GOI327372) was incorporated on 19th December, 2017 having its registered office at Room No. 452A, Ministry of Commerce and Industry, DIPP, Udyog Bhawan, New Delhi – 110011 as an SPV for implementing India International Convention and Expo Centre at Sector-25, Dwarka, New Delhi with 100 % Government of India Equity.

IICCL is a flagship Government of India project aimed at developing a world-class exhibition and convention facility comparable to leading global venues. The project seeks to strengthen India's presence in the global Meetings, Incentives, Conferences and Exhibitions (MICE) industry, where the country currently has a limited share, and position New Delhi as a major international MICE destination with the objective of promoting convention, exhibition and allied infrastructure in the National Capital Region.

IMPORTANT POINTS TO NOTE

1. Tender invited for appointment of Auditor for conducting Internal Audit for Financial Year 2025-26, 2026-27.
2. Publishing of tender documents on GeM: As per GeM
3. Start date on GeM Portal: As per GeM
4. End date & time on GeM Portal: As per GeM
5. Tentative date of opening of price bid: After technical evaluation
6. Jurisdiction: **Delhi only**

NOTICE INVITING ONLINE TENDER

Online tenders through GeM Portal https://gem.gov.in are invited by IICCL for appointment of Chartered Accountant for Internal Audit Services for the financial year 2025-26 and 2026-27.

- Tender document shall be submitted online only.
- Offline bids will not be entertained.
- Bidding is open to all eligible bidders meeting eligibility criteria as defined Section-II.

SECTION – II

ELIGIBILITY CRITERIA (TECHNICAL BID)

For appointment of Internal Auditor, the firms fulfilling the following eligibility criteria shall be eligible for opening of financial bid:

1. Must have either its registered office or branch office in Delhi (Self-Attested copy of Registration Certificate issued by Institute of Chartered Accountants of India to be furnished.)
2. Must be registered with the Institute of Chartered Accountants of India for not less than 10 years as on as on 1st April 2025. (Self-Attested copy of Registration Certificate issued by Institute to be furnished.)
3. The firm must be empanelled with Comptroller & Auditor General of India. (Self- Attested copy of Comptroller & Auditor General of India Empanelment Letter)
4. Must be having minimum (03) three Fellow partners as on 1st April, 2025 (Self Attested copy of latest Constitution Certificate from Institute to be furnished.)
5. Must have conducted Internal Audit of at least two Central or State

Public Sector Undertakings/ NBFC during last three financial years (Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such PSUs along with proof of claim to be furnished)

6. Must be having minimum Average turnover over of Rs. 40.00 Lakh (Rs. forty lakh) during the last 3 Financial Years. (Turnover Certificate certified by the CA)
7. Must be registered under Goods & Service Tax Act. (Self- Attested GST Registration Certificate & PAN card to be furnished.)
8. Must be having sufficient staff to conduct the audit in all the three offices of the corporation in Delhi.

SECTION – III
SELECTION PROCESS & TERMS & CONDITIONS OF CONTRACT

Award of Contract

a. Contract shall be awarded to the firm whose evaluated bid price will be the lowest in financial bid.
b. In case two or more technically qualified firms quote the same lowest price, the firm with the higher mark in the technical bid shall be awarded the contract.
c. Any effort by a firm to influence IICCL in its decision on bid evaluation or placement of Work Order may result in rejection of the firm's offer.

e) Any legal dispute arising out of this is subject to Delhi jurisdictiononly.

Period of Appointment

a. The appointment shall be for the Internal Audit of the Company for the financial year 2025-26 & 2026-27 initially, subsequently, based on the yearly performance, the contract can be extended for further up one year on the same terms & conditions after obtaining the approval of the Competent Authority.
b. The contract can be terminated at any time prior to its completion by either Party with 30 days of notice period.

Process of Audit:

i. Auditor's field personnel will segregate the audit observations and discuss the same with the concerned department/section head for having an in depth understanding of the issue and prepare the draft audit report accordingly.
ii. The draft audit report will be discussed by senior level personnel of the audit Firm with the department heads of the Institute. If the auditor is satisfied the para will be dropped or otherwise the para could be considered and incorporated in the Audit Report.
iii. All the document receipt during the course of audit should be return after completion of the audit and it shall be your responsibility to ensure that all documents and information received from the Corporation will be used exclusively for the internal audit purposes and should be kept confidential and not to be disclosed to third party at any point of time.

iv. In case any serious financial irregularity and Points relating to grave deficiencies, if found the same may be communicated to the Management immediately without waiting for the time of submission of the report.

Payment & Price Validity:

i. The Firm shall be paid on yearly basis after submission of Annual report for FY 2025-26 and Half yearly report for FY 2026-27.
ii. The price as quoted shall remain unchanged during the contract period. The fees should be quoted is inclusive of TA/DA/Boarding/Lodging etc

Penalty Clauses.

i. In case the Firm fails to commence/ execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the tender, IICCL may impose the penalty as detailed below:
   a. 2% of cost of order/ agreement per week, up to 2 weeksdelays.
   b. After 2 weeks delay, IICCL may cancel the contract and withhold the agreement and get this job be carried out from other firm (s) from open market at the competitive rates. The defaulting firm may be blacklisted for a period of 3 years.
ii. For any breach of contract, IICCL may impose a penalty to the extent of Rs. 10,000/- only on the first occasion upon the firm in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of IICCL.
iii. If the lapse is repeated, the extent of penalty will be doubled on each such occasion.

SECTION – IV
SCOPE OF WORK

The scope of internal audit at the minimum shall include followings as stated hereunder;

2.1 Routine checking and auditing of accounts and other related records for satisfying themselves regarding proper accounting treatment, recording of transactions in relevant Ledgers/Sub-ledgers, vouchers maintained by the Company.

2.2 Audit of all functional areas like;

i) Project financing.

ii) Finance & Accounts.

iii) Company Secretarial,

iv) Personnel & Administration functions. which may or may not have any reflection on financial transactions, with a view to assess the performance of these functions.

2.3 Audit of various transactions from the angle of financial propriety, accounting and management

2.4 **Voucher Examination-**

All types of vouchers maintained/passed by Accounts Department in respect of accounting transactions, the manner in which it is maintained, its correctness, authenticity, etc. are to be examined.

2.5 **Bank reconciliation-**

Check the Bank statements for the relevant financial year pertaining to Bank accounts of the Company and reconciliation thereof with Books of Accounts maintained by the Company.

2.6 **Statutory Compliances**-

It shall be obligatory on the part of the internal auditors to check and report noncompliance provisions of impart
ant statutes applicable to the Corporation.

2.7 **Income Tax Act, 1961 and Rules made thereunder as applicable to the Company**

Any deviation on part of the Corporation from the act and/or the Rules made thereunder and the consequent liability (if any) arising out of the same is to be categorically stated.

2.8 **Tax Deduction at Source**

Deduction of tax at source, deposit of the T.D.S. amount, compliance/noncompliance, if any, in filing of returns with Income tax Authorities etc. have to be specifically checked.

2.9 Statutory obligation w.r.t. Provident Fund

Deduction/deposit of Provident fund and filing of statutory returns with concerned authority is to be checked and deviations/violations (if any) is/are to be specifically reported.

2.10 **Compliance of Provisions of Companies Act, 2013**

Compliance under the Companies Act, 1956 and filing of returns with concerned Authority be checked and deviations are to be reported.

Note : The scope given above are indicative in nature and not exhaustive.

3. **Effectiveness of Internal control mechanism to guard against improper use of Assets of the Corporation**

Check the effectiveness of internal control/checking measures (if any) to guard against improper use of Assets (Capital & Current) of the Company and the manner in which deviations are dealt with.

4. **Record of Liabilities & Assets and mechanism against possible loss to the Assets**; Checking maintenance of records concerning assets/properties of the company, its reliability and mechanisms in place to insure against loss of assets due to fire, earth quake other natural/ manmade disaster.

5. **Dues/benefits/compensation to employees of the Company**

Check if the employees of the corporation have been paid the compensation as per amount due to them.

6. Suggest internal control measures and Management Information System for various activities.

7. Assist the Company in getting the Statutory Audit conducted and clarification of queries.

8. Advisory

i. Advise the Company on matters pertaining to finance/ accounts/taxation and such other issues as may be referred from time to time.

ii. Providing the latest circulars, clarifications, notifications, amendments related to T.D.S./ any other Income tax/other tax/ other tax matters so far as these are relevant to the Company and inform the Company about various changes/amendments in Income tax / other tax matters having relevancy for the Company.

iii. To furnish any other certificate, which may be required by company for tax purpose.

9. Resources Deployment:

a. The bidder must ensure that adequately skilled & experienced team is deployed to conduct internal audit of the Company for completion of the assignment in the stated timelines. The requisite composition of the audit team is given below:

   1. Atleast one Chartered Accountant (CA) with minimum 5 years of experience (Team Leader) and relevant experience of conducting internal audit of Road/Infrastructure sector on Tally ERP System at least for one year, and

   2. Atleast two IPCC/final IPCC/Intermediate qualified Article Assistant having experience of more than 1 year on Tally ERP System.

(b) The audit team should be available during the internal audit assignment at the Company's Corporate office Yashobhoomi, 5the Floor Management office, Dwarka, Sector-25, Delhi -110092 with full time deployment of atleast one IPCC/final IPCC/Intermediate qualified Article Assistant and atleast 7 days per month deployment of Team Leader.

LETTER OF SUBMISSION

(To be submitted on bidder's letterhead)

Dated:

To

Sir

Sub: GeM-TENDER FOR APPOINTMENT OF CHARTERED ACCOUNTANT FOR INTERNAL AUDIT

Being duly authorized to represent and act on behalf of the Bidder (hereinafter referred to as "the Bidder"), and having carefully reviewed and fully understood all the requirements, terms, and conditions of the Bid Document along with the information provided therein, the undersigned hereby submits the application for the project referred to above.

We are submitting our bid along with the enclosures, containing details strictly in accordance with the requirements of the Bid Document, for your kind evaluation and consideration.

S. No.	Particulars	Page no. of scanned documents

A	**Technical Bid documents-volume I (As per eligibility criteria - section II)**	
(i)	Scanned copy of Age of Firm and documents as per Eligibility Criteria No.1 & 2 of Section II (Technical Bid)	
ii)	Empanelment with CAG (Scanned copy of CAG letter as per Eligibility Criteria No.3 of Section II (Technical Bid)	
(iii)	Scanned copy of No. of Partners and documents regarding latest constitution certificate as per Eligibility Criteria No.4 of Section II (Technical Bid)	
iv)	Must have conducted Internal Audit of at least two Central or State Public Sector Undertakings/ NBFC during last three financial years (Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such PSUs as per Eligibility Criteria No 5 of Section II)	
(v)	Must be having minimum Average turnover over of Rs. 40.00 Lakh (Rs. forty lakh) during the last 3 Financial Years. (Turnover Certificate certified by the CA as per eligibility criteria No 6 of Section II)	
(vi)	Detail includes name and address of the Firm with PAN, GST and ICAI registration no. with scanned copy of proof & number of full-time employees, also name of all partners with DOJ	

Financial Bid Documents (As per Annexure 1)
May also upload on letter head in separatefolder

We hereby agree to fully comply with, abide by, and accept without any variation, deviation, or reservation all the technical, commercial, and other terms and conditions whatsoever of the Bidding Documents, including any amendment(s) / addendum(s) thereto, for the subject tender.
We understand that any deviation or exception in any form may result in rejection of the bid. Accordingly, we hereby certify that we have not taken any deviation or exception whatsoever in our bid, and we agree that if any deviation or exception is mentioned or noticed at any stage, our bid shall be liable to be rejected.
We further confirm that any deviation or exception with reference to the instructions, terms, and conditions, if mentioned anywhere in our bid, shall not be recognized and shall be treated as null and void.
We hereby declare that we have not been blacklisted or debarred by any Government department, agency, or authority, and that we are not included in the denied entity list of the Directorate General of Foreign Trade (DGFT), Reserve Bank of India, any Nationalized Bank, any Public Sector Undertaking, or any other body recognized by the Government of India.

(Signature of Authorized Signatory)
Name:

Seal:

India International Convention and Exhibition Centre Limited				
Financial Bid Format				
Appointment of Internal Auditor for FY 2025-26 & 2026-27				
Sn	**Description**	**Amount (Rs.) (Excluding GST)**	**Applicable GST (%)**	**Total Amount (Including GST)**
1	Consolidated Fees for Internal Audit activities as specified in Scope of Work and for providing required reports as mentioned in SECTION – IV (SCOPE OF WORK) for the FY 2025-26 (Annual Report to be submiited)			
2	Consolidated Fees for Internal Audit activities as specified in Scope of Work and for providing required reports as mentioned in SECTION – IV (SCOPE OF WORK)for the FY 2026-27 (Half Yearly report to be submitted)			
	Total			

Signature:…………………
Authorized Signatory's Name:…………………
Bidder:…………………
Date:…………………