

DELHI STATE CIVIL SUPPLIES CORPORATION LIMITED
7-9, ARAM BAGH , PAHARGANJ, NEW DELHI-110055

EXPRESSION OF INTEREST FOR APPOINTMENT OF INTERNAL
AUDITORS FOR THE FINANCIAL YEAR 2023-24, 2024-25

<u>1.</u>	<u>Introduction</u>
	DSCSC Ltd. is a government undertaking of Govt. of NCT, Delhi and Registered under the Companies Act ,1956, targeted as part of Public Distribution System. It is engaged in the activities of supplying the Specified Food Articles (Wheat, rice and sugar) collected from FCI Godowns to the weaker section of the society through Fair Price Shops. The Corporation is also involved in trading of Liquor. The corporation operates over 100 Liquor vends across Delhi. The annual turnover of DSCSC Ltd is 712 Crore for the FY 2021-22.
<u>2.</u>	<u>Submission of Bid</u>
	<p>Sealed offer super scribed as "OFFER FOR APPOINTMENT AS INTERNAL AUDITOR" along with Earnest Money Deposit (EMD) to be submitted in the office of the Sr. Manager (A/Cs), DSCSC LTD., AAPURTI BHAWAN,7-9, ARAM BAGH, PAHARGANJ, NEW DELHI on or before 3p.m on 21.07.2023. Technical and Financial bid must be sealed separately and to be sealed in a separate envelope. The technical bid will be opened on the same day at 3.30 p.m. The unsealed tenders which are not properly addressed or identified will rejected. Unsigned offers will also be rejected. The technical bid must contain the following:</p> <ul style="list-style-type: none"> i) EMD of Rs 10,000/-. ii) Name, correspondence address with Tel. No. and contact person of the firm and its branch office. iii) Brief background of the firm containing number of full time practicing partners, FRN No./ Networking No. and other staff strength along with their qualifications experience etc. iv) Documentary proof of meeting the eligibility criteria as per clause-3 v) Copy of Income Tax Return for the AY 2022-23 as per clause -3. vi) Details of past experience during last 5 years in brief. vii) Pan No. with copy of PAN Card. viii) Documentary proof of conducting Internal Audit of at least two PSUs. ix) Copy of Partnership deed/ Registration/ Incorporation Certificate of the firm. <p>The Financial bid must contain quoting half yearly Internal Audit fees for discharging the scope of work and assigned responsibilities mentioned no. 5&6.</p> <p>The financial bid of only eligible firm will be opened and the date of opening shall be intimated subsequently.</p>
<u>3.</u>	<u>Pre- Requisites Criteria</u>
<u>i)</u>	The Chartered Accountant Firm should possess 5 year of experience in the field of Internal Audit / Statutory Audit with its head office or branch office in Delhi/New Delhi and should be Empanelled with Comptroller & Auditor General (CAG).
<u>ii)</u>	The firm should possess past experience in executing Internal Audit in at least 2 PSUs during the last 5 years . Bank branch audit like concurrent/ statutory/ stock audit etc. will not be considered.
<u>iii)</u>	The Firm need to give a declaration that no proceeding & show cause notice is pending against firm by the Character Accountant Institute / ICAI or CA&G Office.

iv)	Average annual turnover of the firm must be at least 10 lakhs during the last 3 years.
v)	Documentary proof of meeting eligibility criteria must be submitted failing which the bid would be rejected.
4.	Earnest Money Deposit
	<p>Bid must be accompanied by an EMD of Rs. 10,000/- (ten thousand only) in the form of demad draft/ pay order/ bankers cheque of a Nationalized Bank or scheduled bank drawn in favor of " Delhi State Civil Supplies Corporation Ltd." Bid submitted without EMD will not be considered.</p> <p>The EMD of unsuccessful tenderer will be released after awarding the tender.</p> <p>The EMD will be forfeited if the Bider withdraws his Bid.</p>
5.	Scope of work and Assigned Responsibilities
i)	The firm shall be required to be well conversant with the procedure, policies and rules and regulations of the Corporation.
ii)	The firm shall examine that expenditure incurred by the corporation is authorized and in accordance with the approved procedure. It shall also identify and highlight cases of irregularities and frauds and shall comment on the existing mechanism of check and control on such frauds.
iii)	The firm shall ensure compliance of the statutory liabilities such as deduction, deposit and filling of returns in respect of VAT, GST, Income Tax, P.F. Gratuity, and GST etc. It shall advise and assist the corporation in the matter of deduction of income tax source from salary of the staff and shall pre- audit annual returns of tax deducted at source both for salary and other payments. The firm will also verify and compliance with regards to irregularities, if any, pointed out by statutory auditors and CA&G Auditors.
iv)	The firm shall examine the personal matters and about the observance of rules/regulations/guidelines by the corporation. The personal matters include records relating to recruitment, promotion, fixation of pay, increments, attendance , leaves, LTC, medical and other reimbursement/allowance , advances and their adjustment, GPF/CPF deductions and their management, gratuity etc., and observance of rules and regulations in their maintenance .
v)	The firm shall examine present ordering system in respect of purchases being carried out by the corporation for its activities and check records for observance of purchase procedure (contracts, tenders, petty expenses and expenditure from contingency fund) and check if purchases during a particular quarter are in accordance with the rules and orders and with the sanction of competent authority.
vi)	The firm shall done the verification of the bid awarded and physical verification of the work done.
vii)	The firm shall examine / check the accounts books of the corporations to see if they are maintained properly, checked and balanced periodically and if the transactions of receipt and payments are in accordance with the rules and orders in force and brought to account and subsidiary ledgers and reconciliation including the bank reconciliation, shall also be undertaken by it.
viii)	The firm shall examine and check all bank accounts of the corporation to see if they are reconciled up to date and if there are any outstanding entries.
ix)	The firm shall specially check / audit the cash management system and if it is maintained properly on daily and monthly basis. Comments about cash management shall be specially highlighted in the half yearly audit report along with appropriate suggestions.
x)	The firm shall tender advice and assistance when ever required by the corporation.
xi)	The outstanding liabilities should be scrutinized division wise in detail and the internal audit report would include the necessary remedial steps to be taken in this regard.
6.	Assigned Responsibilities

	i) Internal audit party must consist at least two qualified professional.
	ii) The firm should undertake the internal audit initially for two years from the period from 01.04.2023 to 31.03.2025 and the same may be extended further up 2 year as per same term and conditions subject to approval of Competent Authority on mutual consent.
	iii) Report to be submitted within one month after completion of audit of Half Year.
7.	Other Terms & Conditions
	a) DSCSC Ltd. will make the payment of Internal Audit fees + applicable GST on Half Yearly basis after deduction of applicable tax.
	b) The firm shall not utilize or publish or disclose or part with any statistics data/proceeding or information collected with the assignment. The firm shall be duty bound to hand over the entire records of assignment along with the software to the Corporation on completion of various phases of assignments.
	c) Conveyance and transportation charges will not be reimbursed by DSCSC.
	d) The appointment of firm as Internal Auditor will be decided on the basis of the lowest financial offer of eligible firms i.e half yearly internal audit fees submitted by the eligible tenderer.
	e) The documentary evidence in respect of eligibility criteria must be self attested and submitted with the offer.
	f) The financial offers of those firm who are not eligible will not be considered for appointment.
	g) The tender firm shall comply all the statutory act/rules including EPF act, service tax and minimum wages act etc. in respect of their firm and its staff to be deployed in the DSCSC.
8.	Financial Offer
	The Half yearly audit fees excluding GST for discharging the scope of work and assigned responsibilities mentioned at S.NO. 5 & 6 must be submitted with the tender.
9.	Validity of the Offer
	The offer should be valid for the period of 60 days from the date opening of technical bid.
10.	Assigning of Tender
	The successful tenderer can not assigned or sub contract the work awarded to them.
11.	Arbitration
	All dispute relating to this offer shall be referred to a sole Arbitrator to be appointed by the Managing Director of the Company.
12.	Jurisdiction of Court
	All dispute arising out of this offer shall be subject of jurisdiction of Court at Govt. of NCT of Delhi.

FINANCIAL BID

S. No.	Particulars	Amount (In Rs.)
	Half Yearly Internal Audit Fees Excluding GST	
	Add: Applicable GST	
	Total	

Amount of Rupees (in word) _____ Only.

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