



(A Govt. of India Enterprise)

‘Notice for Invitation of Financial Bids dated 19th February 2015’ for appointment as Internal Auditor of IIFCL for the Financial Year 2015-16.

India Infrastructure Finance Company Limited (IIFCL), a Company wholly owned by the Govt. of India, invites Financial Bids from eligible Chartered Accountant firms fulfilling the criteria for appointment as Internal Auditor of IIFCL for the Financial Year 2015-16.

The scope of work for the proposed assignment is enclosed (Annexure A).

Eligible Chartered Accountant firms are required to submit one hard copy of Financial Bid for appointment as Internal Auditor of IIFCL for the Financial Year 2015-16, as per Format of Financial Quote (Annexure B), with this notice in sealed envelope at the address given below:

Assistant General Manager-Company Secretary
Registered Office:
India Infrastructure Finance Company Limited (IIFCL)
8th Floor, Hindustan Times Building
18 & 20, Kasturba Gandhi Marg
New Delhi-110001

Alongwith Financial Bid, eligible Chartered Accountant firms shall also submit latest Firm Constitution Certificate issued by Institute of Chartered Accountants of India (ICAI) certifying that they fulfill eligibility criteria mentioned in Format of Financial Quote (Annexure B).

The Financial Bids complete in all respects should reach on or before 18th March, 2015 by 5.00 p.m. at abovementioned address. IIFCL will not consider Financial Bids received after due date.

IIFCL shall open all Financial Bids on 20th March 2015 at 11.00 a.m. at its registered office.

CIN: U67190DL2006GOI144520

Website: www.iifcl.org

Phone: 91-11-23730270, 23708263-64

Fax: 91-11-23766256, 23730251

The scope of Internal Audit would include examination/review of the following:-

**1. Verification of Cash Flows
Inflows**

- a) Scrutiny of various bank accounts of the company to verify realization of actual payments by the company.
- b) Verification of recovery of the amount receivable, if any.
- c) Review of compliance of relevant policy of fresh inflows.

Outflows

- a) Verification of payments made to banks & FI's as payment/repayment of interest/principal of borrowings etc.
- b) Verification of payment made against statutory liabilities.
- c) Scrutinizing the various payments made against expenses.
- d) Verification of capital expenditure incurred.
- e) Review of existing system/procedure being followed regarding sanctioning of payments made to suppliers of material /services.

2. Advances

- a) Are Initialization forms/Proposals/Appraisal Notes for loans & advances properly filled/processed and supported by necessary documents.
- b) Checking of the compliances of SIFTI policies and guidelines in connection with sanction of loans & advances
- c) Are security documents complete in all respects and enforceable and duly vetted by the legal cell.
- d) Are security documents properly stamped and executed as per the terms of sanction and a copy is kept on record.
- e) Are copies of the sanction letter duly acknowledged by the borrowers, guarantors and held in safe custody with the company.
- f) Has charge, if any, been registered with RoC within the prescribed time & search reports obtained from RoC.
- g) Have the primary and collateral security adequately insured against all kinds of risks.
- h) Are dates of expiry of documents suitably diarized and suitable action taken for revival of documents.
- i) Are all the disbursements made as per the disbursement procedure of IIFCL.

- j) Checking of Due Date diary for recovery of interest/installments maintained by Credit Department.
- k) Has upfront fee been received and credited to the account of IIFCL as per the terms of sanction before disbursal.
- l) Verification of disbursements etc
- m) Are adequate steps initiated for recovery of interest, installment of loan principal, other dues etc
- n) Is the rate of interest and other terms & conditions of sanction not prejudicial to the interest of the company.
- o) Are various internal control measures such as maintenance of registers, periodical physical inspection etc. implemented.
- p) Checking & Verification of Letter of Credit record maintained & updated by Credit Department.
- q) Credit Audit of Accounts including on the CRISIL report requirements, if any.
- r) Any other related work in respect of Credit Department.

3. Resource & Treasury Department

- a) Verification & checking of all the transactions in the Resource & Treasury Department.
- b) Checking & Verification of Funds raised & invested.
- c) Verification of payments made against the funds raised in the form of Interest/Repayments etc.
- d) Verification of various provisions made for Interest payable/Receivable, Guarantee fee payable, dividend receivable/payable etc.
- e) Verification of swap transactions, amortization of Income on Interest rate derivative, premium/discount on securities, hedging, Forex fluctuations, provisioning of Mark to Market valuation of derivative transaction etc
- f) Compliance of SEBI regulations including listing requirements
- g) Verification of bank deposits, interest on bank deposits, overdraft and interest on overdraft
- h) Review of any other related work in respect of Resource & Treasury Department

4. Accounts Department

- a) Verification & checking of all the vouchers of the department on a day-to-day basis.
- b) Verification & checking of Tax Provisions & payments.
- c) Verification & checking of various reserves & provision made.
- d) Verification & checking of monthly interest booked and recovered from the borrowers.

- e) Has proper ledgers been maintained and accounts been opened in the credit department before the first disbursement
- f) Verification of Bank reconciliation statements and irregularities therein.
- g) Vouching of transactions pertaining to payments of salaries to staff.
- h) Any other related work in respect of Accounts Department

5. Compliances & Verification

- a) Compliance of the stipulations of Ministry of Finance, Govt. of India in connection with grants & share capital.
- b) Compliances of the stipulation of RBI, if any applicable.
- c) Verification of compliance with regard to irregularities pointed out by statutory auditors and CAG Auditors
- d) Verification of Statements provided to FI's/Banks and other agencies providing credit to the Company.
- e) Physical verification of cash at regular intervals.
- f) Compliances of Board Directives from time to time.
- g) Verification & Checking of Risk Management functioning of the Company.
- h) Verification & checking of provisions relating to Gratuity/PF/Pension etc.
- i) Verification & checking of incentives paid/approved.
- j) Compliances pertaining to labour laws like payment of PF and other statutory obligations as Principal Employer
- k) Compliances of Tax Laws and other laws/regulations applicable to Company.

6. Fixed Assets

- a) Verify the expenditure incurred on acquisition & sale of Fixed Assets.
- b) Verify the maintenance of Fixed Assets Register.
- c) Verification of the procedure followed in disposition of Fixed Assets.
- d) Verification of insurance policies taken by the company and adequacy thereof
- e) Physical verification of Fixed assets at regular intervals.

Format of Financial Quote

One hard copy in sealed envelope needs to be submitted in the following format at the address mentioned herein:

Assistant General Manager-Company Secretary
Registered Office:
India Infrastructure Finance Company Limited (IIFCL)
8th Floor, Hindustan Times Building
18 & 20, Kasturba Gandhi Marg
New Delhi-110001

Dear Madam,

Re: IIFCL's Notice for Invitation of Financial Bids dated 19th February 2015 for appointment as Internal Auditor of IIFCL for the Financial Year 2015-16: Submission of Financial Quote

In reference to the notice inviting financial bids for appointment as Internal Auditor of India Infrastructure Finance Company Limited (IIFCL) for the Financial Year 2015-16, we submit the financial quote given below:

Assignment	Fees (₹)#
Fixed Quarterly fee to be claimed on completion of quarterly Internal Audit of Infrastructure Finance Company Limited (IIFCL) for the Financial Year 2015-16 including all charges, excluding applicable service tax.	

The fee should be quoted in absolute amount in Rupees (₹).

In this regard, we also confirm/agree as under:

1. We have read and understood the scope of work indicated in the 'Notice for Invitation of Financial Bids dated 19th February 2015' for appointment as Internal Auditor of IIFCL for the Financial Year 2015-16.
2. Our firm is eligible for consideration as Internal Auditor of IIFCL for the Financial Year 2015-16 as it fulfills the following criteria as on date :
 - a) Handled the Statutory Audit of atleast one of the Bank/FI/NBFC for a minimum period of 3 years out of last 8 years i.e. since Financial Year 2006-07
 - b) Head Office in Delhi
 - c) 6 or more partners
 - d) 1 or more Paid Chartered Accountants
 - e) 24 or more Assistants
 - f) More than 20 years of experience in area of audit of Companies
3. Latest Firm Constitution Certificate issued by Institute of Chartered Accountants of India (ICAI) certifying that they fulfill eligibility criteria mentioned in Clause 2 above.
4. Our firm is not debarred/ disqualified/ black listed by any regulatory/ statutory body or Government entity or any International/National agency for corrupt or fraudulent practices.
5. IIFCL reserve the right to foreclose the term of appointment of Internal Auditor for 2015-16 without assigning any reason notwithstanding the tenure of appointment.
6. Our firm has not held the position of Statutory Auditors, Internal Auditors and Tax Advisors of IIFCL during past 5 years.
7. IIFCL will consider financial bids submitted in the requisite format enclosed with 'Notice for Invitation of Financial Bids dated 19th February 2015' for appointment as Internal Auditor of IIFCL for the Financial Year 2015-16 and received by IIFCL on or before 18th March 2015 by 5.00 p.m at its registered office.

For _____
(Name of Firm)
(Registration. No. _____)
Chartered Accountants

Place:
Date:

(Name and signature of Partner)
Membership No.: