Tender No. DLI/CO/FIN/ICFR/2016-17/001

Date : 31.03.2017

Subject : Tender for Appointment of Firms of Chartered Accountants for Internal Controls over Financial Reporting (ICFR) in EPI

TENDER CRITICAL DATES

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publish Date</td>
<td>31.03.2017</td>
</tr>
<tr>
<td>Bid Document Download Start Date</td>
<td>31.03.2017</td>
</tr>
<tr>
<td>Bid Download End Date</td>
<td>14.04.2017</td>
</tr>
<tr>
<td>Last date for submission of bids</td>
<td>17.04.2017 till 3:00 pm</td>
</tr>
<tr>
<td>Opening of Technical bids</td>
<td>17.04.2017 at 3:30 pm</td>
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</tbody>
</table>

For downloading details of tender, please visit our website: www.engineeringprojects.com (for reference only) or CPPP site https://eprocure.gov.in, TCIL portal https://tcil-india.electronictender.com
Engineering Projects (India) Limited (EPI), a Government of India Enterprise under the aegis of Ministry of Heavy Industries & Public Enterprises was incorporated in the year 1970 with the main objective to undertake turnkey projects and consultancy services in India and abroad.

EPI, being an unlisted Company invites online bids through two bid system from practicing Chartered Accountant(s) firms for carrying out the **Internal Controls over Financial Reporting (ICFR) Study in EPI** for complying with the requirements of the Companies Act 2013. Manual bids shall not be accepted.

1. **Introduction**

1.1 The tender documents are available on our website [www.engineeringprojects.com](http://www.engineeringprojects.com) (for reference only), [https://eprocure.gov.in](https://eprocure.gov.in), TCIL portal [https://tcil-india.electronictender.com](https://tcil-india.electronictender.com) and same can be downloaded.

1.2 Tender documents may be downloaded from EPI’s website [www.engineeringprojects.com](http://www.engineeringprojects.com) (for reference only), CPPP site [https://eprocure.gov.in](https://eprocure.gov.in), [https://tcil-india.electronictender.com](https://tcil-india.electronictender.com)

1.3 Bids shall be submitted online only at TCIL portal [https://tcil-india.electronictender.com](https://tcil-india.electronictender.com)

1.4 Bidders who have downloaded the tender from the TCIL portal or Central Public Procurement Portal (CPPP) website [https://eprocure.gov.in](https://eprocure.gov.in), shall not modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with EPI.

1.5 Intending Bidders are advised to re-visit again EPI website, TCIL portal and CPPP website [https://eprocure.gov.in](https://eprocure.gov.in) at least 1 day prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

1.6 Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening and evaluation of technical bids, the results of their technical qualification as well Price-Bid opening date will be intimated later.

2 **Indicative Scope of Work**

2.1 Review of existing internal control systems w.r.t Financial Reporting prevailing in the company to evaluate whether they meet the requirements of Companies Act 2013 as well as the Guidance Note on Audit of Internal Financial Controls over Financial Reporting issued by the Institute of Chartered Accountants of India from the Management’s perspective.

2.2 Evaluate financial reporting risks (w.r.t materiality, quantitative & qualitative judgment). The Sample size for identifying significant accounts/ areas and testing of
controls shall be finalized in consultation with company.

2.3 Identify deficiencies in ICFRs, if any.

2.4 Develop and document the Internal Control w.r.t Financial Reporting framework required for the Company vis-a-vis the internal control systems already in place to cover the various related business functions/processes.

2.5 Provide recommendations to mitigate deficiencies identified during the review.

2.6 Any other activities/studies/reports necessary in connection with development of Internal Controls w.r.t Financial Reporting Framework not covered in above.

2.7 Report on review including deficiencies and recommendations thereon. The report may include Flow Charts, Risk-Control Matrices, Gap-Analysis between Process and Control, Mitigation Plan for gaps identified and formats for Management reporting.

2.8 A report on the adequacy and operating effectiveness of internal financial controls over financial reporting as per the Guidance Note issued by the Institute of Chartered Accountants of India.

2.9 Advice & assist the management in replying to the Statutory Auditors observations on ICFRs and suggest corrective actions.

2.10 Presentation of ICFRs study to the Audit Committee if required by EPI.

3 Other Terms and Conditions

3.1 The Financial bids of only those firms will be opened which fulfill all the technical eligibility criteria.

3.2 Disputes subject to Delhi High Court Jurisdiction.

3.3 Work should be started within 3 days of issue of letter of award of work.

3.4 The firm will be required to complete the work within 30 days from the date of award of work. Time period may be relaxed at the discretion of EPI.

3.5 EPI reserves the right to accept/ reject any offer without assigning any reason.

4 Submission of Tender

4.1 The tender shall be submitted online in Two parts”, viz., Technical bid and Financial bid.

4.2 All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

4.3 The offers submitted by Telegram/ Fax/ email shall not be considered. No correspondence will be entertained in this matter.
5  **Technical Bid**

The following documents are to be furnished by the firm along with **Technical Bid** as per the tender document (as applicable):

5.1 Signed and scanned copy of Technical bid (Annexure I).

5.2 Signed and scanned copy of Price bid undertaking (Annexure II).

5.3 Signed and scanned copy of Tender Acceptance Letter (Annexure III).

5.4 The Chartered Accountant(s) firm should have conducted the Statutory Audit/Internal Audit of a PSU during any of the last 3 financial years having turnover of more than Rs 100 crore in any year. (Copy of CAG appointment letter of the Firm and Annual Report of the PSU to be enclosed).

5.5 The Firm should have been in practice for at least 10 years as on date of bid submission. Proof to be submitted.

5.6 The Firm should have experience of conducting audit in SAP environment. Proof to be submitted.

6  **Financial Bid**

Prices to be quoted in the Price bid format.

7  **Payment terms**

75% of the fees on submission of the ICFR Report

25% of the fees on approval of the ICFR Report by the Board of Directors
Annexure-I

Technical Bid

Eligibility, Scope of Work and Terms & Conditions for Internal Controls over Financial Reporting in EPI

Eligibility:

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Yes/ No</th>
</tr>
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<tbody>
<tr>
<td><strong>a</strong> The Chartered Accountant(s) firm should have conducted the Statutory Audit/Internal Audit of a PSU during any of the last 3 financial years having turnover of more than Rs 100 crore in any year. (Copy of CAG appointment letter of the Firm and Annual Report of the PSU to be enclosed)</td>
<td></td>
</tr>
<tr>
<td><strong>b</strong> The Firm should have been in practice for at least 10 years as on date of bid submission. Proof to be submitted.</td>
<td></td>
</tr>
<tr>
<td><strong>c</strong> The Firm should have experience of conducting audit in SAP environment. Proof to be submitted</td>
<td></td>
</tr>
</tbody>
</table>

(Signature of the Authorized Person)

Seal………………………………………. 
FINANCIAL BID UNDERTAKING
(To be given on Firm Letter Head)

1. I submit the Price Bid for “Tender for Internal Controls over Financial Reporting (ICFR) in EPI” and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the price bid, inclusive of out of pocket expenses and all applicable taxes, duties, service tax etc.

(Signature of the Authorized Person)

Seal…………………………………………
TENDER ACCEPTANCE LETTER
(To be given on Firm Letter Head)

Date:………..

Sub: Acceptance of Terms & Conditions of Tender for Internal Controls over Financial Reporting (ICFR)

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ 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 organisation 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 do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. 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/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract.

(Signature of the Authorized Person)
Seal………………………………..
**PRICE BID FORMAT**

Name of Work : Internal Controls over Financial Reporting (ICFR) in EPI

Tender No: DLI/CO/FIN/ICFR/2016-17/001

Bidder Name:

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Total Amount (Rs.)</th>
<th>Total Amount in Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lumpsum Fees for ICFR study in EPI as per scope of work</td>
<td></td>
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</tbody>
</table>

Price to be quoted all inclusive i.e. including out of pocket expenses and all applicable Taxes, Duties, Service Tax etc. However, break up of Taxes & Duties shall be shown in the invoice

**Payment Terms**

75% of the fees on submission of the ICFR Report  
25% of the fees on approval of the ICFR Report by Board of Directors

Signature of the Authorised Person  
Seal