

Letter No. DTIDC/CFO/137/2026/ 434

Date: 20-03-2026

Subject: NOTICE INVITING QUOTATION FOR APPOINTMENT OF INTERNAL AND CONCURRENT AUDITOR FOR AUDIT THE BOOKS OF ACCOUNTS FOR THE F.Y. 2026-27

Sealed Quotation separately for technical bid and financial bid is hereby invited by the undersigned for the work of "appointment of Internal Auditor and Concurrent Auditor for audit the Books of Accounts for the F.Y. 2026-27", the same will be extended for further one year on mutual consent and subject to satisfactory performance at the same rate and term & conditions as per the schedule given below:

The quotation should reach this office on or before 02.04.2026 upto 03:00 PM

| S. No. | Description | Amount (Including GST) | Amount (In Words) |
|--------|--|------------------------|-------------------|
| 1 | Internal & Concurrent Audit for one year | | |

Terms and conditions

1. PRE - ELIGIBILITY CRITERIA FOR APPOINTMENT OF INTERNAL AND CONCURRENT AUDIT OF BOOK OF ACCOUNTS

The Bidder's competence and capability is proposed to be established by the following parameters. The Bidder should meet all the criteria given in this section:

- A. Empanelment:** The Bidder firm must be empanelled with Institute of Chartered Accountants of India (ICAI) and Comptroller and Auditor General of India (CAG) and should have a minimum experience of 10 (Ten) years. The Cut-off date for ascertaining experience shall be 31st March, 2025.
- B. Average Turnover:** The Bidder should have an average annual turnover of ₹ 50 Lakhs in the last 3 (three) Financial Years (2022-23, 2023-24 & 2024-25)
(Scanned Copy of Average annual Turnover certificate, duly certified by another Practicing Chartered Accountancy Firm for the last 3 years, ending 31st March 2025 to be furnished)
- C. Partners:** The Bidder firm should have at least 5 (Five) partners, out of which at least 2 should be FCA Partners with the firm and all the partners associate with firm for a minimum period of One year as on date of opening of the tender. Submit the latest constitution of firm certificate issued by ICAI.
- D.** The Applicant must have operational office in Delhi/ NCR.
- E. Experience:**
The firm should have an experience to conduct an internal audit of at least two Central/ State PSU or Govt. authority or Government Companies or Statutory or Autonomous authorities or Limited Companies having at least turnover of ₹ 50.00 Crores during last 5 financial years ending 31st March,2025. **(Copy of Audited Income & Expenditure of the concern organization to be enclosed)**

Registered Office : Second Floor, Tower Block, Maharana Pratap ISBT, Kashmere Gate, Delhi- 110006
Tel. : +91 11 23861507, 23868300, 23865822, Fax : +91 11 23865321 E-mail : dtidc@gmail.com

Signature

Note: For this purpose, Internal/Statutory/Concurrent/Any other audit of any Scheduled bank Bank Audit experience will not be considered.

- F. The Bidder should not have been blacklisted/ debarred /declared ineligible for corrupt and fraudulent practices by the Govt. of India, State Govt./ Reserve Bank of India (RBI)/ Institute of Chartered Accountants of India and should not have any disciplinary proceedings pending against the applicant firm or any of the partner with Institute of Chartered Accountants of India/ RBI in last five (5) financial years.

2. SCOPE OF WORK

4.1 Internal Audit (Semi Annually Basis)

- a. To undertake cash, bank and ledgers reconciliation.
- b. To verify all vouchers.
- c. To verify the adequacy and accuracy of accounting, financial controls including application of accounting standard.
- d. To identify areas of significant inefficiencies in existing systems and suggest necessary remedial measures
- e. To check on revenue management.
- f. To review the relevant Agreements, transactions, documents and other records maintained.
- g. To verify services outsourced and related documentations.
- h. To ensure compliance with Indian Contract Act, 1872, Companies Act, 2013, Foreign Exchange Management Act, 1999, GST and Other applicable taxes.
- i. To ensure Compliance with Indian Accounting Standards.
- j. To ensure correct reporting as required under Income Tax Act, 1961.
- k. To suggest cost savings measures.
- l. To suggest compliance with Labour Laws, Labour Cess – Remittance / Filings, ESI compliance / Remittance & Filing, PF remittance / filing.
- m. To highlight deviations and suggesting areas of improvement.
- n. To carry out the compliance audit on pending issues
- o. To verify the adequacy and accuracy of accounting, financial controls including application of accounting standard.
- p. To verify Revenue Leakage if any.
- q. To spot rectification of the irregularities and implementation of system and procedure.
- r. To verify HR & Administration related processes and decisions.
- s. To certify the Statement of Expenditure
- t. To verify maintenance of fixed assets register showing particulars, including quantitative details and situations of fixed assets.
- u. To review the operations or programs are being carried out as planned
- v. To review other specific scope of work at the request of the Audit Committee or management as appropriate.
- w. To review the adequacy of IT system, security and control.
- x. To review all the bank reconciliation and if any discrepancy notice rectified the same.
- y. To review the adequacy of internal control this includes financial control, system control and admin control.

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2.2 Concurrent Audit (Quarterly Basis)

- a. Concurrent audit shall be carried out by firm for each transaction value exceeds ₹ 5 Lakh.
- b. To examine and ensure that the books of accounts of DTIDC are maintained accurately and in are updated in a timely manner.
- c. To ensure that payments are made in accordance with DOP of DTIDC.
- d. Any other evaluation work, as desired by the management of DTIDC.

The scope of work is inclusive but not limited to above activities. The auditor is supposed to work as per DTIDC's requirements

3. IMPORTANT INSTRUCTIONS:

- a. Internal/Concurrent Auditors should invariable discuss the draft audit report with the CFO/CA/Accounts Officer/ Executive Director of DTIDC Ltd, so that the minor discrepancies are rectified locally in their presence before submit final Audit Report.
- b. They should not merely point out shortcomings/weaknesses but should give concrete suggestions for the system improvements and ensure compliance of the observations at the project site itself.
- c. The DTIDC reserve its right to accept the audit report in part/whole and accept or reject a particular proposal at its sole discretion without assigning any reasons whatsoever, at any point of time.
- d. The DTIDC reserves the right to reject the proposal in case the firm fails to provide sufficient proof in support of any such information/observations.
- e. The DTIDC reserves the right to amend, modify, vary, add, delete, accept or cancel, in part of full, any condition or specification of all proposals / orders/responses, without assigning any reasons therefore at any time during the process. Each Firm shall be entirely responsible for its own costs and expenses that are incurred while participating in the RFP, presentations and contract negotiation processes. The DTIDC reserves the right to cancel the entire process at its sole discretions without assigning any reason therefore.

4. PAYMENT TERMS:

The standard payment terms subject to recoveries, if any, will be as under:

- a. The payment shall be made after submission of audit reports as per the accepted price.
- b. The invoice shall be verified and payment shall be released by DTIDC to the applicant subject to the fulfillment of the services to the satisfaction.
- c. No advance payment will be made to the Agency.
- d. No amount of interest will be payable by DTIDC, in case of delay or on any other count.

5. THE DOCUMENTS TO BE SUBMITTED BY THE BIDDER AS PER TENDER DOCUMENT

- a) For the calculation of Average Turnover of the firm (for the last 3 financial year ending March 2025). Financial statement of Last Three Financial Year 2022-23, 2023-24 and 2024-25.
- b) Scanned Copy of Average annual Turnover certificate, duly certified by another Practicing Chartered Accountancy Firm for the last 3 years, ending 31st March.
- c) Detail of Incorporation of firm.



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- d) For the detail of partners (Submit the latest constitution of firm certificate issued by ICAI).
- e) C&AG Empanelment certificate.
- f) Details of experience in Internal Audit.
- g) Copy of GST Registration certificate along with latest GSTR-1 & 3B acknowledgement.
- h) Copy of PAN certificate.
- i) Undertaking regarding acceptance of all terms & conditions of the tender.
- j) Self-declaration to be submit by the firm has never been blacklisted/ debarred /declared ineligible for corrupt and fraudulent practices by the Govt. of India, State Govt./ Reserve Bank of India (RBI)/ Institute of Chartered Accountants of India and should not have any disciplinary proceedings pending against the applicant firm or any of the partner with Institute of Chartered Accountants of India/ RBI in last five (5) financial years.
- k) Registration certificate of office in Delhi/ NCR / Lease Agreement / Electricity Bill etc. in the name of the Bidder or firm.

6. PERFORMANCE BANK GUARANTEE

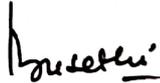
To fulfill the requirement of performance bank guarantee during the implementation period, the Successful Bidder shall deposit 5% of the value of the NOA value in form of FDR or unconditional and irrevocable Bank Guarantee bond issued by a scheduled bank in favor of DTIDC valid for 1 year and 6 months within 7 days from Letter of Award.

7. EARNEST MONEY DEPOSIT

EMD Shall be ₹ 50,000/-

8. QUOTING OF BID

The Financial Bid submitted is unconditional (inclusive of all taxes including, duties, levies, etc. as applicable except GST) and fulfills all the requirements of the Terms of Reference Document. GST shall be applicable as per prevailing rates.


(Brijesh Kumar Sethi)
Chief Finance Officer
DTIDC

Copy to:

- I. PA to MD, DTIDC - For kind information of MD
- II. PA to ED, DTIDC - For kind information of ED
- III. IT In-Charge, DTIDC – to upload the same on website of DTIDC
- IV. Notice Board
- V. Concerned File