

DMIC INTEGRATED INDUSTRIAL TOWNSHIP GREATER NOIDA LIMITED

Regd. Office: 11th Floor, Tower-1, Plot no. 1, Knowledge Park-IV,

Greater Noida, Gautam Buddha Nagar, U.P. 201308

<http://www.iitgnl.com>

Ref No: DMICITGNL/2019-20/004

Date: 06/11/2019

Notice Inviting Expression of Interest (EOI) for Appointment of GST Auditor of DMIC Integrated Industrial Township Greater Noida Limited (DMIC IITGNL)

1. Introduction :

DMIC IITGNL invites EOI from Practicing Firms of Chartered Accountants for appointment of *GST Auditor* for the F.Y. 2018-19

The selection of the Internal Auditor shall be based on qualifying criteria given in EOI document. Interested firms having requisite experience may send their application in prescribed format in sealed envelope within 15 days from issuance of notice inviting EOI.

2. SCOPE OF WORK:

- a. The Practicing Firm of Chartered Accountants, appointed as Internal Auditor shall be required to conduct the Audit of DMIC IITGNL as prescribed under the relevant provisions of Companies Act, 2013, Income Tax Act, 1961, CGST Act, 2017 and rules made thereunder amended from time to time. The Audit shall be in adherence to the relevant Notifications/Clarifications/Guidelines & Auditing Standards issued by the ICAI and any other competent Government Authorities from time to time.
- b. DMIC IITGNL reserves the right to modify/ include/ exclude any items in the Scope of work anytime during the tenure of service at its sole discretion and as per applicable laws of the land as amended from time to time.

3. AUDIT FEE :

- a. Audit Fees for the Tax Audit assignment is fixed at Rs.40,000/- per annum.
- b. The above fee shall be increased @ 8% every year in case of appointment for further years.
- c. Statutory Taxes/levies & duties shall be paid extra, as applicable.

4. QUALIFYING REQUIREMENTS/ ELIGIBILITY CRITERIA :

- a. The Practicing CA Firm should be registered with the Institutes of Chartered Accountants of India and should have minimum 5 years of continuous experience in full time practice. The Firm should have minimum three partners. At least one partner of the firm should have held certificate of practice for continuous five years. The cut-off date for ascertaining experience will be date of issuance of the EOI document by the Company.
- b. The CA Firm should have conducted at least 10 Audit assignments of various reputed companies/entities.
- c. The CA Firm should be based at Delhi NCR.
- d. The Applicant should have not been banned/ black listed/ de-barred from business by any PSU/ Govt. Department during last three (03) years. (Self-declaration in this regard is to be submitted).
- e. The Applicant CA Firm should not have been disqualified / penalized by the ICAI/MCA/ROC or any other Government Authority in any Disciplinary Proceedings during last 5 years. (Self-declaration in this regard is to be submitted.)

- f. The CA Firm or partner(s) of the Firm should not be relative of any Director or officer of the Company and should not have any interest in the business of the Company.

5. SELECTION CRITERIA :

The CA Firm fulfilling all the eligibility criteria and having maximum years of experience shall be selected for appointment as Internal Auditor.

6. TERMS & CONDITIONS :

- a. The tenure of appointment shall be at the sole discretion of the Company. The appointment for all assignments shall be initially for one year which may be extended up to a maximum period of two (02) subsequent years. However, the Company reserves the right to terminate the services of the CA Firm at its sole discretion without assigning any reason therefore before completion of three years.
- b. The Company reserves the right to accept / reject any or all the offers without assigning any reason whatsoever therefore.
- c. Documentary evidences of all the information as stated facts related to eligibility criteria are to be furnished along with the EOI.
- d. All the pages of the proposal document shall have to be signed by the applicant firm(s) with the firm's seal and documents submitted along-with the offer shall also have to be authenticated by the authorized signatory of the applicant firm(s) with the firm's seal.

- e. Overwriting/correction/erase and/or use of white ink should be avoided in the offer. However, if any overwriting/correction/erase is inevitable, the same should be authenticated with the signature & seal of authorized person of applicant firm.
- f. Information related to CA Firms and selection criteria shall be submitted in the Annexure-I.
- g. Declaration that CA Firm has not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last 03 (three) years and has not been disqualified /penalized by the ICAI/MCA/ROC or any other Government Authority in any Disciplinary Proceedings during last 5 years shall be submitted in Annexure-II.
- h. Acceptance Letter for Professional Fee should be given in the format prescribed in Annexure – III.
- i. Payments shall only be made through Electronic Mode, hence Bank Details as per Annexure – IV need to be submitted at the time of acceptance of the appointment.
- j. Company shall deduct TDS/any other tax/levy as per prevailing rules/rates.
- k. The Company may seek any clarification on the information provided in the EOI.
- l. The Audit Firm will be debarred from getting, in future any audit assignment of The Company:
 - I. If the Firm obtains the appointment on the basis of false information/misstatement.
 - II. If the Firm does not take up audit in terms of appointment letter.
 - III. If the Firm fails to maintain/honor confidentiality and secrecy of the Company's information.

The Expression of Interest should be submitted strictly as per terms and conditions laid down in the document to the following address:

Chief Financial Officer
DMIC Integrated Industrial Township Greater Noida Limited
11th Floor, Tower-1, Plot No.1, Knowledge Park-IV,
Gautam Budh Nagar, Uttar Pradesh- 201310

The Envelope must be sealed and super scribed mentioning “Expression of Interest for Appointment of GST Auditor”. The name and address of the firm must be indicated on the body of the envelope.

For DMIC Integrated Industrial Township Greater Noida Limited

Sd/-
(Chief Financial Officer)

Annexure – I

| Information | Description |
|---|-------------|
| Name of Practicing CA Firm | |
| Type of Firm/Constitution | |
| Office Address | |
| Correspondence Address | |
| Phone Number | |
| Email Id | |
| website (if any) | |
| Year of Establishment | |
| Firm Registration No. (In case of Partnership Firm/Sole proprietary Firm) | |
| Proprietor's Membership No.(in case of Proprietorship) | |
| GST Registration No. | |
| Permanent Account No. (PAN) of Firm/Proprietor | |
| Firm's experience in practice (From date of registration with the ICAI) | |
| Names, membership number and Certificate of Practice Number of Partners of the Firm (In case of Partnership Firm) | |
| No. of audit assignment completed in Companies / Other entities. | |

Information regarding eligibility criteria

Declaration

I, _____ Partner / Proprietor of the Firm _____, hereby declare that the above information furnished is true & correct to the best of my knowledge and I will abide by the Terms & Conditions set by the company for the appointment of Secretarial Audit.

Signature and seal of the firm

Annexure – II

Declaration (By the CA Firm)

(On the letterhead of the Firm)

I/ We, M/s (name of Firm) hereby affirm and declare that I/we have not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last 03 (three) years.

I/ We, M/s (name of Firm) further declare that I/we have been disqualified / penalized by the ICAI/MCA/ROC or any other Government Authority in any Disciplinary Proceedings during last 5 years.

(Signature and seal of the firm)

Annexure -III

Format of Acceptance of Professional Fee (on letterhead of the CA Firm)

I/ We, M/s (Name of CA Firm) hereby submit my/our Acceptance for professional fee for providing services as Internal Auditor of the company as detailed below :

| Particulars | Amount (In INR) |
|--|-----------------|
| Professional Fee for First Year (Excluding Goods & Services tax, if applicable) | |
| Goods & Services Tax (GST) @% | |
| Total Amount Payable | |

Annexure – IV

Bank Details (To be submitted at the time of acceptance of appointment)
(On the letterhead of the firm)

I/ We, M/s (Name of CA Firm) hereby submit our following bank details for disbursement of audit fee and other out-of-pocket expenses by the Company:

- a. Bank Name:
- b. Branch Name & Address:
- c. IFSC Code:
- d. Account Type (Saving/Current):
- e. Account Number:

(Signature and Seal of the Firm)