

REQUEST FOR PROPOSAL FOR APPOINTMENT OF INTERNAL AUDITORS FOR PERIOD JULY 2023 –MARCH 2024

1. INTRODUCTION

IFCI Financial Services Limited, a Subsidiary of IFCI Limited. IFIN is primarily involved in Stock Broking, Mutual Fund Distribution & Advisory Services, Depository Participant Services, Insurance Products Distribution and the like. The regulator is SEBI/ NSE/BSE. (For detailed information visit website- www.ifinltd.in)

2. OBJECTIVE OF RFP

IFIN seeks to appoint internal auditor of the company for the period July 2023 – March 2024 for operations, accounts and control related activities.

3. Eligibility Criteria:

The below eligibility criteria will be preferred:

1. Audit Firms registered with ICAI (Partnership/LLP/Company)
2. A minimum of 2 partners/ Designated Partners/Directors
2. Minimum 05 years standing in practice.
3. At least 5 corporate clients, atleast one from the Broking segment (equity or commodity) or Capital Market
4. Carried out Audit of at least one Broking firm/ Exchange/ Clearing Corporation/ Depository/ Depository Participant/ Public sector bank
5. With atleast one partner situated in Chennai
6. The Firm should have experienced staff to handle our audit.
6. The CA firm should not have been black listed/ debarred by any institution of the Central Government or State Government of any state or by ICAI.

Applicant firms to submit details of their meeting the eligibility criteria.

4. Scope of work: The scope of work of the internal audit is attached herewith as Annexure -I

The description of scope of work is indicative and not exhaustive. Changes /additions can be made by IFIN as and when necessary with due intimation.

5. Duties of the Internal Audit Firms:

- a. The engagement pertains to period July 2023 to March 2024.
- b. The internal audit report to be issued on quarterly basis to management of IFIN for all the areas/ departments for adherences to regulatory/ exchange/ statute requirements and the laid down systems, procedures , risk mitigation measures and internal controls including review and strengthening of control, systems, processes, risk measures, SOP, Policies and Manuals w.r.t the business needs and applicable regulatory/exchange/ statute requirements to provide for transparent and good corporate governance practices.
- c. The audit will cover the current state of the company's risk management process, the controls environment, detect significant errors, irregularities, and material weaknesses in internal control while recommending to the management regarding improvements in controls to help strengthen control deficiencies. It will also provide assurance over compliance with laws and regulations while reporting on incidents of non-compliance identified and its regularization. It will also cover auditor's assessment on how the company responds to new risks and how the business is likely to undergo significant change in its operations, or changes in external risks and business environment.
- d. The Internal Audit will comprise a 100% audit on all aspects including all transactions, processes, systems, entries and related while also focusing on the applicable requirements of regulations and all aspects of client on-boarding, servicing, compliances and reporting.

6. AUDIT FEES FORMAT:

The Bidder should submit their fee quotation in the given format only:

Quarterly Internal Audit Fees Rs _____

*Out of Pocket Expenses Rs _____

The fee is exclusive of any applicable taxes and levies, if any.

*Note: the Bidder should specify the quantum of the out of pocket fees, otherwise out of pocket fees will be considered as NIL.

7. Mode of Submission of Application:

- a) Only one application will be accepted from the audit firms against the said RFP.
- b) The Bidder have to submit their application on the letter head duly signed by the authorized partner/directors/designated partners of the audit firm along with the following documents in two separate sealed covers/pdf files super scribing technical bid and financial bid in one sealed envelope:

Technical Bid(to be submitted in separate sealed cover/ password protected pdf file super scribing as Technical Bid in Cover 1)

- Application in the given format as Annexure A;

- Brief Profile of audit firms along with the details and experience of the partners;

iii) List of existing Clientele;

v) Details of work or assignment handled in Stock /Commodity broking firm (As per Annexure B)

Financial Bid (to be submitted in separate sealed cover / password protected pdf file super scribing as Financial Bid in Cover 2)

- Fees quotation as per Annexure C

c) Application in response to this RFP can be submitted through following two modes only:

i). through E-mail along with the supporting documents at cs@ifinltd.in with subject line- “For Appointment of Internal Auditor for period July 2023 – March 2024” The application submitted along with supporting documents shall be in two password protected pdf files (technical- File 1 and Financial- File 2) in a single email. The password shall be disclosed by bidder at the time of opening of bid.

ii). Application in response to this RFP can also be submitted through post/ hand delivery in sealed envelope super scribed with “For Appointment of Internal Auditor for period July 2023 –march 2024” along with supporting documents to the following:

To, IFCI Financial Services Limited, Continental Chambers, 3rd Floor, 142 Mahatma Gandhi Road, Nungambakkam, Chennai-600034, Tamil Nadu.

Schedule of Events, contact & communication details

a). Brief Description of the RFP : Internal Audit for period July 2023 –March 2024

b). Company’s Address for : IFCI Financial Services Limited.

Communication and Continental Chambers, 3rd Floor,
Submission of Tender 142, Mahatma Gandhi Road,
Nungambakkam, Chennai 600034.

c). Date of issue /publication : 02.05.2023

d). Last date & time for

Submission of Bids : 11.05.2023 by 03.00 PM

e). Date and time of

Opening of Technical Bid :12.05.2023 at 11.00 AM through video conferencing (the link will be shared on 12.05.2023).

f). Contact Person for any

Clarification : Mr. A V Pushparaj, CFO

g). Contact E-mail ids : pushparajav@ifinltd.in

Note: Only technically qualified bidders will be called for financial bid opening.

8. Terms and Conditions:

a) The I Audit shall be completed within the time as may be stipulated by the management from time to time.

b). IFIN reserves the right to cancel the RFP partly or fully at its sole discretion at any stage without assigning any reason to any of the participating bidders/applicants.

c). The Management of IFIN/competent authority reserves the right to reject all or any of the quotations without assigning any reason(s), whatsoever. It also reserves the right to relax any eligibility criteria thereof.

d). IFIN reserves the right to cancel/ restrict/ enlarge/ modify/ postpone and/or extend the date of receipt/ opening of quotations or withdraw the quotations without assigning any reason(s), whatsoever. In such case the applicants shall not be entitled to any form of compensation from IFIN.

e). The Bidder will be assigned with one type of audit of the company and the Bidder should not place bid for more than one type of Internal Audit.

f). Bids/proposal that are incomplete i.e. not accompanied in the format as required, not received by the due date and time and having Conflict of Interest will be rejected.

g). The Lead Partner/ Proprietor/ Individual should not have any direct/ indirect benefit/ conflict of interest with IFIN and should not be disqualified to act as the Secretarial Auditor under any law for the time being in force and should give an undertaking in this behalf.

Annexure – A: Proposal Format

(To be submitted on Audit Firm's letter head in separate cover / email stating Technical bids)

Application for engagement of Internal Audit (Technical Bid):
1. Name of the Audit Firm:
2. Year of Establishment of the Firm: (With documentary evidence)
(i) In case of Company/LLP, a certified copy of the certificate of incorporation.
(ii) In case of Partnership Firm, along with a certified copy of the Partnership Deed.
3. Firm registration number
4. PAN Number issued by Income Tax Department. (Attach photocopy of PAN card)
5. a) Period of Practice
b) Place of Practice,
6. Address Details:
(a) Office:
(b) Residence:
6. Contact No. of Firm with Email Id.:
7. Name(s) and Contact details of the Authorised person (s):
8. Details of Following:
(i) GST No.-
10 Names of the Partner & other team members:
(i) Partner (ii) Sr. Associate(s) (iii) Associate(s)
11. Areas of Specializations:
12. Details of office/chambers Pan-India:
Declaration:

I/We hereby declare that I/We have verified the details indicated above and also confirm that all the information submitted is true to the best of my /our knowledge.

(Signature with seal _____)

Name: _____

(Authorized Signatory)

Date:

Place:

Please use the format below to provide information of the relevant engagements of the firms with Broking firm/ Exchange/ Clearing Corporation/ Depository/ Depository Participant/ Public sector bank.

Name of the Client(Broking firm/ Exchange/ Clearing Corporation/ Depository/ Depository Participant/ Public sector bank)	
Description of the Major assignments (Attach copy of the letter of assignment)	

(Signature of Authorized Signatory)

Full Name & Designation of Authorized Signatory

Date:

Seal of Respondent

(On letter head)

Annexure- C - Format of submitting quotations (Financial Bid)**(For conducting Internal Audit of IFCI Financial Services Limited)**

To
 IFCI Financial Services Limited
 3rd Floor, Continental chamber 142,
 M.G Road, Nungambakkam,
 Chennai – 600034.

Sl. No	Description	Price Bid (Exclusive of taxes)
		Amount (in figures)
1.	Quarterly Internal Audit Fees for Period July 2023 –March 2024	
2.	Out of pocket expenses	
	Total	

The fee is exclusive of any applicable taxes and levies, if any.

Note: The Bidder should specify the quantum of Out of pocket fees, otherwise it will be considered as NIL.

Total amount in words: Rupees _____ only

Signature:

Name & Designation of the Authorized Signatory: -----

Stamp of the Firm: -----

IFCI Financial Services Ltd (IFIN) was promoted in 1995, by IFCI Ltd., to provide a wide range of financial products and services to investors, institutional and retail. IFIN is primarily involved in Stock Broking, Mutual Fund Distribution & Advisory Services, Depository Participant Services, Insurance Products Distribution and the like.

The scope for Internal Auditor for FY 2023-24 is as follows :

A. Operations and Accounts:

1. Physical Verification of Cash
2. Audit of the Financial Books including:
 - Verification of Cash Payment Vouchers
 - Verification of Bank Payment Vouchers
 - Verification of Bank Reconciliation Statement
 - Verification of Accounting and operations masters
 - Verification of Journal Vouchers
 - Verification of Tax and all statutory requirement compliances Scrutiny of General Ledger, Party / Client Ledgers.
 - Verification of Incomes recognized during the period of Audit
3. Verification of Pro- Trade transactions and Reconciliation of the Holdings in the account.
4. Verification of Fixed Assets Register, additions / deletions to Fixed Assets.
5. Review of all Statutory Compliance
6. Verification of Rental / Lease Agreements
7. Verification of Insurance Policies adequacy or otherwise of the cover taken.
8. Verification of all Payroll related transactions
9. Verification of the operational Books including:

IFCI FINANCIAL SERVICES LIMITED

CIN: U74899DL1995GOI064034

Head Office: Continental Chambers, 3rd Floor 142, Mahatma Gandhi Road, Nungambakkam
Chennai 600034.

- Exchange wise accounts like Pool Account, Settlement Account and Beneficiary Account
- Contract Notes
- Transaction Statement of Beneficiary Accounts
- Ledgers like Client ledger, Demat Ledger & Dividend Ledger
- Master Details like Client Master, Ledger Master and Company Master.
- Register of Securities client wise and scrip wise.

B. CONTROL

10. To ascertain whether the provisions of the securities law and the directions and/or circulars issued thereunder by SEBI/Exchanges are being complied with.
11. Review of Internal control procedures.
12. To review the Inspection Report given by BSE/NSE/MSEI, SEBI or any other regulators, if there is any inspection(s) conducted during the quarter under report.
13. Verification of information on Related Party Transactions to be submitted to board as to its correctness and adequacy and the status of arm length of the said transactions.
14. Auditor may verify any transactions/items which effects either directly or indirectly operations of the company.
15. To provide, in the quarterly Internal Audit Report, information regarding important observations made by these Regulators during their inspection conducted during the quarter under report and the responses of the Company on such observations / queries.

IFCI FINANCIAL SERVICES LIMITED

CIN: U74899DL1995GOI064034

Head Office: Continental Chambers, 3rd Floor 142, Mahatma Gandhi Road, Nungambakkam
Chennai 600034.

Audit of the statutory compliances required by the exchanges should be conducted in line with relevant circulars being issued by them from time to time.

