

**INDIA INTERNATIONAL ARBITRATION CENTRE (“IIAC”)**  
PLOT NO. 6, INSTITUTIONAL AREA, VASANT KUNJ, NEW DELHI-110070

**Request for Proposal (RFP) for Engagement of CA Firm as Internal Auditor for the  
Accounts of IIAC**

India International Arbitration Centre (“IIAC”) invites proposals for engagement of Chartered Accountant Firm as Internal Auditor for its Accounts.

**1. About IIAC:**

IIAC is established by an Act of Parliament for the purpose of creating an independent and autonomous Institute for institutionalized arbitration so as to make it a hub for Domestic and International arbitration. IIAC has been declared to be an Institution of National Importance.

**2. Terms & Conditions:**

1. The proposal along with the duly filled proformas should reach to **the Registrar, India International Arbitration Centre, Plot No. 06, institutional Area, Vasant Kunj, New Delhi – 110070** on or before **28.09.2023 at 11:00 AM**. The proposals will be opened on **28.09.2023 at 11:30 AM**.
2. The CA firm should preferably be of New Delhi. The firm should have FCA on the date of application. The firm should have five years’ experience for such audit work of Government Organization/Reputed firm/Limited Company.
3. The firm should have an annual turnover of at least Rs. 25 Lakhs for the last three years. The copy of the Balance Sheet for the last three years should be attached with the application.
4. The firm should submit list of credentials (clients).
5. The firm should be registered with the Income Tax Department and have a PAN and GST number or GST applied for.
6. The firm should be on the panel of CAG during the last financial year. The proof of empanelment shall also be enclosed.
7. The firm should be implementing quality control policies and procedures.

- 8 There should be no court/arbitration/legal cases pending against the firm or its partners.
- 9 The proprietor of the firm or partners should not have been debarred or cautioned by ICAI.
- 10 Complete Address (Name, phone Number, Fax number, e-mail address) and name of the authorized representative of the firm should be attached.
- 11 Any quotation with inadequate information, those which do not meet the above criteria, or those received after the closing date will be rejected straightway.
- 12 The present assignment will be valid initially for the financial year 2023-24 and 2024-25.
- 13 Proposal should be in two covers, one super-scribed as "Pre-qualification/Technical bid" (Annexure- 'A') the Second super-scribed as "Financial bid" (Annexure- 'B'). These sealed covers shall be put in an envelope which shall also be sealed and super-scribed with the words "Pre-qualification/Technical Bid and Financial Bid for engagement of Chartered Accountant Firm as Internal Auditor".
- 14 The financial bid will only be opened after ascertaining that the firm is eligible on the basis of technical bid in Annexure "A".
- 15 The firm should furnish declaration to the effect that all the terms & conditions are acceptable to them and shall comply with them strictly.
- 16 An agreement will have to be executed between both the parties and will be notarized afterwards.
- 17 Any proposal with incomplete information which does not meet the above criteria, or received after the closing date will be rejected straightway.
- 18 For any query/doubt, the Chartered Accountant Firm can contact at Mobile No. +91-8949516663; E-Mail: [tenders@indiaiac.org](mailto:tenders@indiaiac.org)

### **3. Scope of Work:**

1. Monthly review of bookkeeping as per General Financial Rules, 2017 for financial year 2023-2024 and 2024-25 including advise/suggestion, if any, for compliance of General Financial Rules, 2017.
2. Regular monthly visit for the purposes of review of IIAc Accounts at the request of either party.

3. Review of Statutory Compliances, viz., (a) reconciliation of GST returns with books of accounts maintained by IIAC; (b) reconciliation of TDS returns with books of accounts maintained by IIAC, including advise/suggestion, if any, for compliance of GST and TDS laws.
4. Review of Bank Reconciliation Statements from time to time.
5. Assisting in furnishing the reply to all queries of CAG Audit, Statutory Audit, Income Tax etc.
6. Review of Annual Statement of Accounts, Balance Sheet, Receipt and Payment, Income & Expenditure statement in Forms A', 'B' and 'C' and the Schedules I to XXIII annexed to IIAC Form of Annual Statement of Accounts Rules, available at [http://www.indiaiac.org/assets/pdf/IIAC-\(Form-of-Annual-Statement-of-Accounts\)-Rules,-2022.pdf](http://www.indiaiac.org/assets/pdf/IIAC-(Form-of-Annual-Statement-of-Accounts)-Rules,-2022.pdf)
7. ITR Filing of IIAC for the financial year 2023-2024 and 2024-25 after submission of the Form of Annual Audited Statement of Accounts to CAG.
8. Finalization of IIAC Annual Statement of Accounts in terms of the India International Arbitration Centre (Form of Annual Statement of Accounts) Rules, 2022, available on the website of IIAC – [www.indiaiac.org](http://www.indiaiac.org).
9. Submission of independent internal audit report in respect of IIAC Annual Statement of Accounts.
10. To advice IIAC in respect of Accounts or any matter relating to finances of IIAC.

**PROFORMA FOR TECHNICAL BID**

1. Status of the Firm- Partnership/Sole Proprietorship

a) Name of the firm  
(in Capital Letters)

b) (i) Address of the Head Office

(ii) Address of the Branch Office

(Head/Branch Office of the firm should be located preferably in New Delhi)

c) Office Telephone No.

d) Office Fax No.

e) PAN No. of the firm

f) GST Numbers or GST applied for

2. (a) Firm Registration Numbers (FRN) with ICAI

(b) Region Name

(c) Region Code No.

3. Date of Constitution of the firm

4. Empanelment Number with CAG

5. Empanelment with CAG during the last financial year (proof to be enclosed)

6. Date since when the firm has a full time FCA  
(FCA is must of eligibility of a firm)

7. Whether the firm has five years' experience as an internal auditor of Government Organization/Reputed Firm/ Limited Company. If "YES" details may be given on a separate sheet.  
Yes/No

8. Whether the firm is implementing quality control Policies and procedures: Yes/No

9. Are there any court/arbitration/legal cases against the firm (If yes, give a brief note of the cases indicating its present status) Yes/No

10. Balance Sheet for the last three years (Turnover should not be less than Rs. 25 Lakh for the last three years) Yes/No

**PROFORMA FOR FINANCIAL BID**

1. Name of the Firm
2. Address of the Firm
3. Telephone No.
4. Email Id alternate e-mail Id
5. Fax Number
6. Mobile No. and alternate Mobile No.
7. Financial Bid of Professional Fee/Charges for this work

Authorised Signatory \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

Seal

**UNDERTAKING**

I / We the sole proprietor / partners of M/s-----

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Chartered Accountants do hereby jointly and solemnly verify and declare: -

(i) that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is not found correct at a later stage or false or there had been suppression of material information, the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed thereunder;

(ii) that the firm proprietor or partners have not been debarred or cautioned by ICAI (if cautioned give details);

(iii) that the firm accepts all the terms and conditions and scope of work attached with the application and shall comply with them strictly.

Place:

Date:

Encls.: Pages

Signature of Proprietor/Sole Partner  
(Seal of the firm)

DOCUMENTS TO BE ATTACHED WITH THE BID:

*S. No. Documents to be attached by the bidder*

1. Empanelment number with CAG (Yes/No)
2. Firm Registration Number (FRN) with ICAI (Yes/No)
3. PAN No. of the firm (Yes/No)
4. GST Numbers or GST applied for (Yes/No)
5. Proof of Empanelment (Yes/No)
6. Balance Sheet for the last three years (Turnover should not be less than Rs. 25 Lakh for the last three years) (Yes/No)
7. Five years' experience for maintaining the books of accounts of Government Organization / reputed firm/ Limited company (Yes/No)

Authorised Signatory \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

Seal: