



SOLAPUR-CITY DEVELOPMENT CORPORATION LTD.



Proposals are invited for appointment of – Internal Auditor

Sr. No.	Requirement	Qualification	Experience
01	Internal Auditor as per section 138 of the Companies Act	Chartered Accountant/ Cost Accountant Graduate- Individual or Partnership firm/LLP etc.	5 years of experience as Chartered Accountant/ Co Accountant etc. and demonstrated experience in Intern Audit/Management Audit of Public Limited Companies/PS (Other than Banks)

Note: Local candidates/Firms will be preferred.

How to Apply:

Interested & eligible candidates and firms are requested to download the application form given on the website: solapurcorporation.gov.in and fill up and submit it at the given address of the company along with separate sealed quotation for the assignment.

Important Date:

Last date for submission of application is: **21st October 2020**

Date : 07/10/2020

Place :- Solapur

(Trimbak Dhengale-Patil)
Chief Executive Officer
Solapur-City Development Corporation Ltd

EXPRESSION OF INTEREST (EOI)

For Appointment of Internal Auditors for Solapur-City Development Corporation Limited (SCDCL)

SCDCL is a Special Purpose Vehicle (SPV) created under Smart City Mission and incorporated under the Companies Act, 2013.

SCDCL hereby invites 'EXPRESSION OF INTEREST' (EOI) for appointment of Internal Auditor pursuant to section 138 of the Companies Act, 2013 from Chartered Accountants / Cost Accountants with SCDCL for conducting Internal Audit work for FY 2020-21.

SCDCL would like to invite application from interested candidates / firms of Chartered Accountants / Cost Accountants and out of all applications SCDCL may at its discretion call proposal from certain number of selected firm or all the firms for Internal Audit work

Format of application, address of the Registered Office of the Company, Appointment Criteria, General terms and conditions and evaluation method are available as Annexures on the website www.solapurcorporation.gov.in

The applicant who fulfils all the appointment criterion as mentioned in Annexure - 3 shown at website and interested for Internal Audit work for SCDCL for FY 2020-21 may submit their application in the prescribed format (by downloading from website) along with relevant documents as per given criterion by Hand delivery or by Post Along with separate sealed envelope of quotation for the assignment addressed to the Chief Executive Officer, Solapur-City Development Corporation Limited, New Collector Office Premises, Niyojan Bhavan Building , Near Government Milk Dairy, Saat Rasta Solapur 413003 on or before 21.10.2020 (office hours).

DELAY AND LATE PROPOSAL:

No proposal shall be accepted / opened in any case which are received after due date and time of the Receipt of Proposal irrespective of delay due to Postal Service or any other reasons and SCDCL shall not assume any responsibility for Late Receipt of Proposal for appointment of Internal Auditors of SCDCL.

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Annexure – 1 : Name & Address of Registered Office of Solapur-City Development Corporation Limited

Annexure – 2 : Detailed information

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Name & Address of Registered Office of SCDC

<u>Solapur-City Development Corporation Limited</u>
New Collector Office Premises, Niyojan Bhavan Building, Near Government Milk Dairy, Saat Rasta Solapur 413003 www.solapurcorporation.gov.in

Internal Auditor

The Internal Auditor is responsible for independent, objective assurance, and consulting activity designed to add value and improve an organization's operations and compliance with the provision of Companies Act, 2013.

Roles and Responsibilities:

- Objectively assess a company's IT and/or business processes
- Assess the company's risks and the efficacy of its risk management efforts
- Verify the existence of assets and recommend proper safeguards for their protection;
- Recommend improvements in controls;
- Evaluate internal control and make recommendations on how to improve
- Identifying shortfalls or gaps in processes
- Promote ethics and help identify improper conduct
- Assure safeguards
- Investigate fraud
- Communicate the findings and recommendations
- Provide an opinion (Unqualified, qualified, adverse, or disclaim)
- Assistance in the finalisation of Accounts of the company.

Required Qualifications:

- Chartered Accountant/ Cost Accountant
- Demonstrated experience in Internal Audit/Statutory Audit/ Tax Audit of Public Limited Companies/Govt. Depts./Trusts/Co-operative societies etc.

General Terms & Conditions for submission of proposal

1. The Applicant shall comply with the provisions of the Companies Act, 2013 for the Internal Audit work
2. Timely delivery of the application is the responsibility of CA / ICWA / firm.
3. Evaluation that whether CA / ICWA / Firm possesses qualification criteria would be done on the basis of the information / data /documentary evidences provided by the CA / ICWA/ Firms.
4. SCDCL may at its discretion, seek from any or all CA / ICWA/ Firm clarification(s) on application submitted including information, document and materials for appointment.
5. SCDCL reserves the right to accept or reject any application in part or full at any stage or may cancel the process entirely at its sole discretion without assigning any reason whatsoever.
6. Any application received by SCDCL after the scheduled closing date and time will not be accepted.
7. The proposal must be submitted in English language. All documents, correspondences or any other written material in connection with this work shall be in English language.
8. The tenure of appointment shall be at the sole discretion of the CEO. The tenure may be renewed every year at the sole discretion of the CEO. However, it is expressly stated here that the said tenure is not to be construed as assured and the Company reserves the right not to reappointment at its sole discretion without assigning any reason therefore.
9. Overwriting/correction/erase and/or use of white ink should be avoided in the proposal. However, if any overwriting/correction/erase is inevitable, the same should be authenticated with the signature & seal of authorized person of applicant firm.

10. All the pages of the proposal document shall have to be signed by the applicants /authorized signatory of the applicant firm(s) with the firm's seal.
11. Disqualifications: The Firm would be disqualified if it suffers from any of the following situations:
 - a. The Applicant or any partner thereof has been cautioned or any action has been taken against the Firm or any partner by ICAI / ICWAI.
 - b. Any court case or arbitration relating to disciplinary case pending against the Applicant or any of its partner.
12. Compliances / Declarations /Certificates by Applicant on appointment: The applicant shall have to comply with and furnish declarations and certificates as required under Statutory/Company rules, upon appointment as internal auditor(s), as under:
 - a) The applicant shall not sub-contract the internal audit work
 - b) The internal audit team will work in strict confidence and will ensure that all the data and any other information in respect of the operation of the location/ work centre /Company is dealt with in strict confidence and secrecy. A certificate towards maintaining confidentiality shall have to be provided by the Internal Auditor(s) on receipt of appointment letter from the Company or before commencement of internal audit.
 - c) No partner of the applicant firm should be related to either Managing Director or any Whole Time Directors or Part Time Directors of the Company within the meaning of section 2(76) of the Companies Act, 2013
 - d) Neither the audit firm nor its partner(s) or associates should have any interest in the business of the Company,
13. This EOI is only for the purpose of appointment of Firms and does not guarantee/assure allotment of any other assignments.
14. SCDCL reserves its right to accept or reject any application(s) without assigning any reason thereof. The decision of CEO, SCDCL for the appointment of Firms shall be final and binding upon the firms participating in the process of appointment.
15. Assignment of work in subsequent years may be made subject to satisfactory performance.
16. If progress/performance of the audit team is not found satisfactory, CEO reserves the right to terminate the appointment of the Firm at any point of time.
17. Proposals without the required documentary evidence(s) shall be ignored for evaluation.
18. The proposal should be submitted strictly as per the terms & conditions laid down in the document.
19. All the pages of the proposal document shall have to be signed by the applicant /firm's seal and documents submitted along-with the proposal shall also have to be authenticated by the authorized signatory of the applicant firm(s) with the firm's seal. Proposal submitted in any other form shall not be considered.
20. Quotation for the assignment should be submitted in a separate sealed envelope.

APPOINTMENT CRITERIA

Sr. No	Eligibility Criteria for appointment of Internal Auditors	Minimum Criteria
1	The applicant should be either Individual/ Partnership / Limited Liability Partnership (incorporated under the Limited Liability Partnership Act,2008)	Individual/Partnership /LLP
2	The applicant should preferably be empanelled with C & AG	Certificate of empanelment
4	The applicant should preferably have a full-fledged working office in Solapur	Full-fledged office in Solapur
5	The applicant should have been in existence for at least Five years in Solapur	Existence : 5 Years
6	The firm must have carried out at least three Statutory Audits / Internal Audits of Public Ltd. Companies/Govt. depts./Trusts/Co-op. Societies	3 Statutory Audits / Internal Audits of Public Sector during the preceding financial year
7	Disqualifications:	
a	The Firm would be disqualified if it suffers from any of the following situations: The applicant thereof has been cautioned or any action has been taken against the applicant by ICAI / ICWAI etc.	
c	Any court case or arbitration relating to disciplinary case pending against the applicant	

Expression of Interest for Appointment of Internal Auditor in SCDC

APPLICATION FORM

To,

The Chief Executive Officer, Solapur-City Development Corporation Limited,
 New Collector Office Premises, District Planning Bhavan,
 Near Government Milk Dairy, Saat Rasta
 Solapur 413003

Sr. No.	Particulars		Self certified supporting documents required to be submitted along with this Form
1.	Name of the Applicant /Firm & Membership/Registration No.		Membership Certificate /Firm Registration Certificate under ICAI /ICWAI
2.	Addresses of the Applicant:	Address:	Valid Address proof
3.	Office Address:	Phone No: Email: Mobile of Office In- charge Along with his name:	
4.	Income Tax PAN No.		Attach copy of PAN card
5.	GST No.(if any)		Attach copy of Registration
6.	Details of Applicant with Educational Qualification & Experience	As per enclosed format - (A)	Copies of Certificates/Marksheets
7.	Audit Experience of the Firm during last five Financial Years: No. of audit assignments of Internal /Statutory Audit	As per enclosed format - (B)	Copy of appointment Letters

A. Details of Applicant/Full Time Partners of the Firm

Sr. No	Name of Applicant/ Partners of the Firm	Member ship No./Firm Registration No.	Educational Qualifications	Area of key expertise	Relevant Experience

[Documentary proof, as previously indicated, to be submitted]

B. No. of Internal/ Statutory Audits of Companies

Sr. No	Financial Year	No. of Statutory/ Internal Audit	Name of the Company	Type of Audit (Statutory / Internal)	Remarks
1	2018-19				
2	2017-18				
3	2016-17				

I/We _____ on behalf of
M/s _____ (Name of Firm) having
Registered Office at _____ (Address) bearing
Membership/Firm Registration No. _____ do hereby solemnly state on oath that all
the details mentioned herein above are true and correct. I / We have read & understood the terms
and conditions of Expression of Interest for appointment of Internal Auditor in SCDCL as put up on
the website of SCDCL alongwith Annexures 1 to 4 and furnish the aforementioned details in the
prescribed Application Form. We hereby confirm the acceptance of all provisions and terms &
conditions of EOI without any deviation.

Signature alongwith Seal of the Firm

(Duly authorized to sign the application on behalf of the CA / ICWA Firms)

Name :- _____

Designation :- _____

Membership No. _____

Date:

Place:

Encl : As Above

Annexure -5**ON ORGANISATION'S LETTER HEAD****To,****Chief Executive Officer****Solapur City Development Corporation Ltd.****Niyojan Bhavan, New Collector Office Premises,****Near Government Milk Dairy, Saat Rasta****Solapur 413003**

SR NO	DESCRIPTION	FINANCIAL YEAR	AMOUNT RUPEES
1	Quotation for the internal audit pursuant to section 138 of the Companies Act 2013, of Solapur City Development Corporation Ltd	2020-21	
		SUBTOTAL	
		GST	
		TOTAL	

Name, designation & Signature of the authorized person
Contact details of authorized person