

IFCI FINANCIAL SERVICES LIMITED

CIN: U74899DL1995GOI064034

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

REQUEST FOR PROPOSAL FOR APPOINTMENT OF INTERNAL AUDITORS FOR THE PERIOD STARTING FROM 01/07/2022 TO 30/06/2023.

1. INTRODUCTION

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, Investment Banking, Mutual Fund Distribution & Advisory Services, Depository Participant Services, Insurance Products Distribution and the like.

2. OBJECTIVE OF RFP

a) IFIN seeks to appoint internal auditor of the company from 01/07/2022 TO 30/06/2023.

3. Eligibility Criteria:

Audit Firms meeting the below eligibility criteria will be preferred:

1. A minimum of 2 partners
2. More than 05 years standing in practice
3. At least 5 corporate clients, preferably from the Broking segment (equity and commodity) or Capital Market
4. Its office in Chennai with Partners and experienced staff to handle our audit.
5. The CA firm shouldn't 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.

6. 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.

7. Duties of the Internal Audit Firms:

a. The engagement pertains to 01/07/2022 TO 30/06/2023.

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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 regularisation. 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 interested firms need to quote audit fees in the given format:

Quarterly Internal Audit Fees Rs _____

Out of Pocket Expenses _____

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

7. Mode of Submission of Application:

a) Only one application will be accepted from the audit firms against the RFP.

b) The audit firms are requested to submit their application on the letter head duly signed by the partner of the audit firm along with the following documents:

i) Application along with fees quotation in the given format as point no. 6. (As Annexure A);

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

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iii) List of existing Clientele;

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

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

1. through E-mail along with the supporting documents at cs@ifinltd.in with subject line- “For Appointment of Internal Auditor for 01/07/2022 TO 30/06/2023. The application submitted along with supporting documents shall be in password protected pdf file. The password shall be disclosed by the audit firms on the day of opening of bid.

2. Application in response to this RFP can also be submitted through post/ hand delivery in sealed envelopes super scribed with “For Appointment of Internal Auditor for 01/07/2022 TO 30/06/2023.” along with supporting documents to the following:

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

Schedule of Events, contact & communication details

1. Brief Description of the RFP : Internal Audit for 01/07/2022 TO 30/06/2023.

2. Company’s Address for : IFCI Financial Services Limited.

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

3. Date of issue /publication :

4. Opening date for Submission of Bid: 25.04.2022

5. Closing date for Submission of Bid: 01.05.2022

6. Contact Person for any

Clarification : Mr. A V Pushparaj, CFO

7. Contact E-mail ids : pushparajav@ifinltd.in

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Annexure – A: Proposal Format

(To be submitted on Respondents Audit Firm's letter head)

Application for engagement of Internal Audit:

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1. Name of the Audit Firm:
2. Year of Establishment of the Firm: (With documentary evidence)
(i) In case of Company, 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/ Managing Partner(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:
13. Quotation of fees as per prescribed format in point 6):

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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/ Partner / Managing Partner)

Date:

Place:

Annexure – B: Format for Relevant Engagements

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

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

(Signature of Authorized Signatory/ Partner / Managing Partner of respondent)

Full Name & Designation of Authorized Signatory/ Partner / Managing Partner

Date:

Seal of Respondent

SCOPE FOR INTERNAL AUDITORS

INTRODUCTION:

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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:

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- 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.
 - Review of Client wise outstanding and collaterals available as security
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
 14. To Conduct Concurrent Audit and internal audit of DP Operations on daily basis as per the guidelines/ circulars of NSDL and CDSL, being issued by them from time to time in this regard
 15. Auditor may verify any transactions/items which effects either directly or indirectly operations of the company.
 16. 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.

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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.