

Expression of Interest for Internal Audit

Cochin International Airport Limited invites "Expression of Interest" from reputed and experienced Kerala-based Chartered Accountants firms for conducting the internal audit for Financial Years 2023-24 and further years.

The eligibility criteria and Evaluation criteria and formats to be filled are attached.

Last date for submission of EOI is 10th February 2023 upto 03:00 PM through Speed/Registered Post / Hand Delivery. Duly filled documents should reach CIAL before mentioned date and time.

Duly filled-in Documents are to be sent to the following address: -

Mr. Saji Daniel,
Chief Financial Officer (CFO)
Cochin International Airport Limited,
Kochi Airport PO,
Ernakulam, Kerala – 683111.
E-mail: sajid@cial.aero.

For any clarifications or further details, Contact Mr. Sounik, Junior Manager (Finance) at 7207607140 or 0484 2610115 (Extn: 2691), E mail: Sounik@cial.aero

Eligibility & Evaluation criteria for the selection of Internal Auditor

1) Eligibility Criteria

Sl. No.	Minimum Eligibility Requirement	Supporting Document to be submitted
(i)	<p>Legal Status of the Bidder and experience of Firm: The Bidder should be a Partnership Firm / LLP of Chartered Accountants registered in India having experience of 15 (fifteen) years or more.</p> <p>Counted from the date of constitution of the firm / LLP with one full time FCA or date of joining of the firm / LLP by the existing partner having the longest association with the firm / LLP whichever is later (Such date will be considered as Formation date of the firm)</p>	Self-attested copy of Registration certificate issued by Institute of Chartered Accountants of India.
(ii)	<p>Financial Capacity The Bidder should have average annual gross receipts / turnover excluding GST (total of consultancy fee, filing fee etc. charged in the process of usual business but excluding other Income) of Rs.2 (two) crores for last 5 (five) completed financial years.</p>	ITR/Assessment order and audited financial statements of the firm (Balance Sheet & Statement of Profit and Loss) duly certified.
(iii)	<p>Experience of Partners The Bidder should have minimum 6 (six) full time qualified CA partners associated with the firm. Of which at least 2 (two) full time CA should have association of 10 Years or more with the firm / LLP and at least 2 (two) Full time CA should have association of 5 Years or more with the firm/LLP and remaining 2 (two) Full time CA should have association of 2 Years or more with the firm/LLP.</p>	List of the partners along with the resume giving the brief details of relevant experience of Internal audit and the membership no. The list should be attested by Managing Partner / Senior Partner establishing the fulfilment of criteria. The resume should separately mention the work done and period of experience in Internal Audit .
(iv)	<p>Certifications of Partners At least one full time CA partner must possess CISA qualification from ISACA, USA or DISA qualification from ICAI.</p>	Self-attested copies of the certifications.

(v)	<p>Experience of Employees The Bidder should have minimum 3 (three) paid qualified CA (other than partners) with minimum 3 years postqualification experience and association with the firm.</p>	<p>List of qualified CA's as per payroll listing, membership no. and post qualification experience. The list shall be certified by the Managing Partner / Senior Partner establishing the fulfilment of criteria.</p>
(vi)	<p>Assignment Undertaken Should have undertaken Internal audit assignments of at least 1 (one) Central/State PSU or Listed / Public Limited Company/Private Company having Mandatory Ind-AS applicability and annual turnover of Rs.300 crores or more of at least one year in the last five (5) financial years.</p> <p>Note: Bank audits will not be considered for the above purpose.</p>	<p>List of assignment showing the organization name, financial year for which assignment undertaken, date of completion of assignment and turnover of the organization audited and Ind-AS Application reason for the relevant F.Y. duly certified by the Managing Partner / SeniorPartner.</p> <p>Offer letter in the letter head should be provided as Proof of execution of services.</p>
(vii)	<p>The head office of the CA Firm must be in Kerala state as shown in their ICAI firm card.</p>	<p>Self-attested copy of Registration Certificate issued by Institute of Chartered Accountants of India along with proof of address.</p>
(viii)	<p>The bidder should not have been debarred / black listed / disqualified by any regulators / statutory body in India.</p>	<p>Self-declaration</p>

2) Evaluation criteria: -

Evaluation will be done only for the firms satisfying all the parameters of eligibility criteria. A maximum of 100 marks will be allocated. The evaluation of Technical capabilities of the firms will be completed first as per the following criteria:

S. No.	Evaluation Criteria	Marks
i)	<p>Legal Status of the Bidder Minimum marks for 15 years' experience will be 10.</p> <p>For each additional full year of experience, 1 additional mark will be awarded subject to maximum of 20 marks.</p> <p>Counted from the date of constitution of the firm / LLP with one full time FCA or date of joining of the firm / LLP by the existing partner having the longest association with the firm / LLP whichever is later. (Such date will be considered as Formation date of the firm).</p>	20
ii)	<p>Financial capacity Minimum marks for having average annual turnover / receipts of Rs. 2 crores in the last five (5) completed financial years will be 10.</p> <p>For each additional Rs. 1 (one) crore average turnover / receipts, additional 1 mark will be awarded subject to maximum of 20 marks.</p>	20
iii)	<p>Experience of Partners Minimum marks for the criteria will be 10.</p> <p>The firm having additional partner with post qualification experience and association with firm of 10 years or more will be awarded one additional mark for each additional partner subject to maximum of 15 marks.</p>	15
iv)	<p>Experience of Employees Minimum marks for the criteria will be 10.</p> <p>The bidder having additional employee (CA) meeting the criteria will be awarded one additional mark for each additional employee subject to maximum of 15 marks.</p>	15
v)	<p>Assignment Undertaken Minimum marks for undertaking Internal Audit assignment of at least 1 (one) Central / State PSU / Listed / Public Limited Company / Private company having mandatory Ind-AS applicability and annual turnover of Rs.300 crores or more of at least one year in the last five (5) financial years will be 10.</p> <p>For each additional Internal audit assignment meeting the criteria handled for a continuous period of at least 1 year during last five (5) financial years, additional</p>	20

	1 mark will be awarded subject to maximum of 20 marks. Each Company / audit assignment will be considered only once although audit assignment was carried out for more than one year.	
vi)	Certifications of Partners Minimum marks for the criteria will be 5. The firm having additional partner with CISA qualification from ISACA, USA will be awarded one additional mark for each additional partner subject to maximum of 10 marks.	10

- Note:**
1. Submission of any wrong document or information will be liable to rejection of the application.
 2. CIAL reserves the right to accept / reject any application from the agency without assigning any reason whatsoever.

FORM 1

Details of the Firm:

1	Full Name of the CA Firm	-	
2	Contact details of the firm (Mobile No. of Contact Person)	-	
3	Address of the Head Office	-	
4	Date of Establishment of firm	-	
5	Date of joining of the longest associated Partner	-	
6	Firm's Income Tax PAN	-	
7	Firm's GSTIN Registration No.	-	
8	Firms Registration No. with ICAI	-	

Signature of Managing Partner with seal

Supporting to be attached (Self Attested):

- 1) Pan Card
- 2) ICAI Firm Card along with the Head office address.

FORM 2

FINANCIAL INFORMATION

(a) Financial Information Details to be furnished duly supported by figures in audited balance sheet, profit and loss account statement and acknowledged IT returns for the last five years duly certified

Particulars	Financial Year				
	2021-22	2020-21	2019-20	2018-19	2017-18
Annual Turnover (In Lakhs)					

Average Annual Turnover in above Five financial years:

Signature of Managing Partner with seal

Supporting to be attached (Self Attested):

ITR/Assessment order and audited financial statements of the firm (Balance Sheet & Statement of Profit and Loss) duly certified

FORM 3

Experience of Partners:

SI. No	Name of Partner	Membership Number	No of Years of Association with the Firm

Signature of Managing Partner with seal

FORM 4

Certifications of Partners: Details of the partners Having the Certification of CISA or DISA:

SI No	Name of Partner	Membership Number	Certification

Signature of Managing Partner with seal

Supporting to be attached (Self Attested):

Self-attested copies of the certifications.

FORM 5

Experience of Employees: Details of the Qualified Chartered Accountant Employees of the firm (Other Than Partners)

SI NO	Name of Employee	Membership Number	No of Years of Association with the Firm

Signature of Managing Partner with seal

FORM 6

Details of the relevant Assignments Undertaken:

SI No	Name of Organization	Details of Financial Years	Turnover of the Organization	Ind As Application Reason

Signature of Managing Partner with seal

Supporting to be attached (Self Attested):

Offer letter in the letter head of the organization.

