

DELHI AVIATION FUEL FACILITY (P) LIMITED

Request for Proposal (RFP)

FOR

**Internal Audit
2015-16**

TABLE OF CONTENTS

Section	Document description	Page No.
1.	Request for Proposal	3
2.	Company Profile	4
3.	Eligibility Criteria	5
4.	Internal Audit Scope	6
5.	Instructions for Auditors and general terms & conditions	8

Section-1 REQUEST FOR PROPOSAL

DAFFPL invites proposals from interested Chartered Accountant firms and LLPs to submit the proposal for the internal audit of the company on the quarterly basis on the terms and conditions contained in this RFP.

The interested parties are advised to adhere to the following schedule for the purpose of this Request for Proposal and submit their queries, replies & quotations at details mentioned below:

Date of issuance of Request for Proposal	:	30 th July 2015
Last Date for submission of queries, if any	:	7 th August 2015
Reply to the queries/ clarification by the Employer and issuance of Addendum, if any	:	8 th August 2015
Last date for Proposal submission	:	10 th August 2015

“NO PROPOSAL WILL BE CONSIDERED AFTER THE LAST DATE & TIME FOR PROPOSAL SUBMISSION”

Contact Details:

For any further clarification & company profile, please visit www.daffpl.in

You can also contact at the following details:

Mr. Tarun Sharma (Finance & Accounts)

(O) 011-25654862

Email: tarun.sharma@daffpl.in

Address: Aviation Fuelling Station, Shahbad Mohammad Pur, IGI Airport, New Delhi-110061

Section-2 COMPANY PROFILE

Delhi Aviation Fuel Facility Private Limited (DAFFPL) is a Joint Venture of two “Fortune 500” companies namely Indian Oil Corporation Limited (IOCL), Bharat Petroleum Corporation Limited (BPCL) and Delhi International Airport Private Limited (DIAL), a GMR group company. Turnover of DAFFPL for the year ended March 2015 is 96.50 Cr., all other details may be obtained from our website www.daffpl.in

The Company’s business objectives are:

- To design, develop, construct, manage, maintain, upgrade and operate the aviation fuel facility on BOOT (Build, Own, Operate and Transfer) basis at the Indira Gandhi International Airport, New Delhi and

- To provide adequate guarantee of uninterrupted, competitive, safe and secure flow of ATF to the Airport with international benchmark.

Section-3 ELIGIBILITY CRITERIA

1. The firm must be empanelled with ICAI, without which the application of the firm would not be considered.
2. Firms must qualify following minimum criteria:

S No	Particulars	Minimum Criteria
1	Number of Full Time Fellow Partners associated with the firm for not less than 3 years (As per Certificate of ICAI as on 01.01.2014)	03
2	Turnover of the firm per year (Last two Financial years)	Min Rs. 25 lakhs/-
3	No. of years of firm existence	10 Years
4	No. of assignments of Internal Audit of Corporate/PSUs in the last 3 years	5
5	The bidder should have a local office at Delhi	

Any firm not qualifying these minimum criteria need not apply as their proposal shall be summarily rejected.

3. Supporting Documents for Eligibility Criteria:

Following supporting documents must be submitted by the firm along with the technical proposal:

For Sl. No. 2 (1) above, the firm must submit an attested copy of Certificate of ICAI as on 01.0.2014.

For Sl. No. 2 (2) the firm must submit a copy of the financials for the last two years.

For Sl. No. 2 (4), the firm must submit a copy of the appointment letters/audit completion certificate etc., from the auditee organizations.

Section-4 INTERNAL AUDIT SCOPE

Areas	Sub-Areas	Detailed scope
Compliances	a. SHA & Concession agreement b. Financial c. Regulatory d. Corporate Governance e. Legal compliance	<ul style="list-style-type: none"> ▪ Review compliances to SHA & Concession agreement ▪ Review compliances to loan agreements including financial and other covenants and Review of compliance of escrow agreements ▪ Review compliance to Direct tax laws, Indirect tax laws, Company law and AERA act other applicable law. ▪ Review of status of legal cases, JV partners' position w.r.t. these cases.
Financial Performance	a. AOP b. DOP c. Working capital d. Capex accounting	<ul style="list-style-type: none"> ▪ Review of DOP compliance; ▪ Review of Fund management, Checking of financial cost viz. interest and bank charges and Review of bank reconciliation statements; ▪ Monitoring of debtors and creditors accounting, review process of obtaining balance confirmation along with reconciliation; ▪ Review of related party payments; ▪ Accounting of capital expenditure in CWIP, Review Capex in case of project implementation; ▪ Review of steps taken by the Management for recovery of outstanding dues from Debtors and charging of interest to debtors, if any.
Operational Performance	a. Business plans b. Fixed assets c. Human resources d. Facility Management Services e. Major achievements / incidents f. Budget targets g. Operations	<ul style="list-style-type: none"> ▪ Review of sales data, adequacy of invoicing system and Revenue of accounting & identify areas of potential loss of revenue; ▪ Review of Fixed Assets Register & process of physical verification, Asset tagging and asset identification; ▪ Review adequacy of various Insurance coverage including pending insurance claims; ▪ Review of payroll accounting & employee attendance system; ▪ Review of MIS formats, frequency and adherence to timelines; ▪ Review major contracts entered into by JV.
Internal controls/ Process review	a. SOPs b. Various Business process reviews c. Trade and commercial	<ul style="list-style-type: none"> ▪ Ensure that the accounting and financial management systems are reliable and effective and to assess the extent to which they are being followed. Also provide the suggestions for improvement. ▪ Review the efficiency, adequacy and applicability of accounting, financial and operating controls &

Areas	Sub-Areas	Detailed scope
		<p>processes and thereby ensure the accuracy of the books.</p> <ul style="list-style-type: none">▪ Verify that the internal check is effective in design and operation in order to ensure the prevention and early detection of wrong application.▪ Identify areas of significant deficiency (if any) in existing systems and to suggest necessary remedial measures.▪ Review of book closure process - provisioning, write off, clearing of control account and prepaid account, Depreciation accounting, Chart of Accounts and review of accounting policies;▪ Review of quarterly financial performance /results in light of the AOP;▪ Compliance of Accounting Standards.

Section - 5

INSTRUCTIONS FOR INTERNAL AUDITORS

1. Audit is to be conducted immediately after the end of each quarter, i.e. first week of next quarter.
2. Internal Auditor is to depute competent audit personals headed by Chartered Accountant for the audit work.
3. Audit has to stress more on systems and processes. All gaps, lapses and departures from approved standard Accounting Practices, “COA” are to be reported to the Audit Committee.
4. Reports, complete in all respects should definitely be submitted within 30th of next month from the end of the quarter.
5. Internal Auditor to be present in Audit committee meetings, if called for.

General Terms & Conditions:

1. The tender documents shall be treated as “confidential”.
2. Bidder may enclose the following:
 - (a) Copy certificate on Registration of the Company/firm
 - (b) Copy of PAN Card
 - (c) Copy of Service Tax/VAT Registration
 - (d) Copy of the IT Return, P&L account and balance sheet.
3. The rate of Service Tax/VAT etc., prevalent on the date of tender, should be clearly indicated in the tender itself, if it's not mentioned; it will be treated as inclusive.
4. Incomplete tender will be summarily rejected.
5. More than one bid shall not be accepted from one party.
6. Conditional bids will not be accepted.