

## **General Instructions**

1. The Firm of Chartered Accountants must download the application form, and fill up all the relevant information in the prescribed Application format Only - namely Form A, Form B and must submit the Declaration as well.
2. No additional fields must be added in the prescribed application form.
3. Also all the necessary documents and proofs required along with the application form must reach latest by **November 10, 2015 till 5:00 p.m.** to the undermentioned. The application form must be super scribed "Application for appointment of internal auditor in IFCI Venture".

MANAGING DIRECTOR  
IFCI VENTURE CAPITAL FUNDS LIMITED  
16<sup>th</sup> Floor, IFCI TOWER, 61 NEHRU PLACE  
NEW DELHI-110019

4. Please attach copies of each of the following:
  - i. PAN card.
  - ii. Service Tax Registration Number
  - iii. Registration Certificate
  - iv. Profile of the firm
5. **The scope of internal audit is attached as Annexure I.**  
IFCI Venture reserves the right to reject any/all application without assigning any reason.  
**Financial bid may please be sent in separate envelope.**
6. **Periodicity and time limit of audit:-**  
The Internal Audit of the Company shall be carried out on quarterly basis, by 15<sup>th</sup> day of the next month from the end of the quarter.
7. **Minimum Eligibility Criteria:**

The Firm of Chartered Accountants should inter alia satisfy that:

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- ✓ The firm shall have **Head office** in Delhi;
- ✓ The firm should be in existence for more than **15 years**;

- ✓ The firm should be empaneled with Comptroller & Auditor General of India and Reserve Bank of India;
- ✓ The firm shall have experience of conducting **internal audit of a NBFC-ND-SI which has minimum turnover of Rs. 75 crore** and asset size of **Rs. 500 crore and above**;
- ✓ The firm shall have acted as **Branch Auditor of major Public Sector Bank(s) for 10 years** and must have conducted at least two PSU assignments.
- ✓ The firm shall have minimum **6 full time partners** out of which **2** should be **Fellow Chartered Accountants**;
- ✓ The firm shall have **preferably** at least **1 CISA/ DISA** qualified partner/ staff.
- ✓ The firm shall have professional **staff strength** of **minimum 20** including Audit and Articled Assistants;
- ✓ The firm shall have **turnover of Rs. 50 lakhs** or more in immediate preceding year;
- ✓ The firm should not be Statutory Auditors of the Company for last 3 years.

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