



North Eastern Development Finance Corporation Ltd.  
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## EXPRESSION OF INTEREST (EOI)

Empanelment for carrying out

Concurrent Audit

1. Date of Issue : September 27<sup>th</sup>, 2024, Friday
2. Last Date and Time for Submission of Bid : October 18<sup>th</sup>, 2024, Friday at 1500 hours
3. Email ID for Submission of Pre-Bid Query : [ckhunlai@nedfi.com](mailto:ckhunlai@nedfi.com),  
[rakesh@nedfi.com](mailto:rakesh@nedfi.com)

Issued by:  
General Manager (Finance & Accounts)  
North Eastern Development Finance Corporation Ltd., Guwahati

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This EOI is proprietary to NEDFi, and NEDFi reserves the right to recall the EOI in its entirety or in part. All responses to the EOI will become the property of NEDFi and will not be returned. The EOI document is intended solely for the information of the party to whom it is issued and no other person or organization.

## 1. Purpose of EOI

The purpose of this Expression of Interest (EOI) is to empanel reputed and experienced Chartered Accountant/ Cost Accountant firms to conduct Concurrent Audit of the Corporation. The period of empanelment will be from 01/04/2025 to 31/03/2031 ( i.e six(6) years). The objective of the document is to provide indicative information on the scope of the work, schedules, deliverables and required qualifying criteria for selection of the firms.

Request to submit Financial Bids to conduct Concurrent Audit for the year FY 25-26 will be provided to only the shortlisted firms as per the qualifying criteria provided in the EOI.

## 2. Scope of the Work

The company intends to engage a firm of Chartered Accountant / Cost Accountant to carry out the Concurrent Audit including systems and procedures of the company based on the following Scope of Work. The non-exhaustive scope of work includes but not limited to following :

	Tentative Areas	Audit Plan
1.	<b>FINANCE &amp; ACCOUNTS</b> Entire operation of Finance & Accounts including operations at branches. Income Tax and GST matters.	Monthly Monthly
	Audit & certification of expenditure against specific grants, TEDF, NEDFi Haat, R & D Centre etc.	As and when required
2.	<b>CREDIT MANAGEMENT</b> Pre sanction/appraisal, Pre disbursement conditions, Follow up & recovery procedures such as : Timely issue of demand notices,	All sanctions made during a year will be sought to be covered during the year. As many cases as possible will be taken up during each month.

	Preparation of inspection reports, Existence of Insurance coverage, Timely receipt of balance confirmation, Effectiveness of MIS etc.	
	Analysis of Audited Statements of Accounts for big size loans.	Once a year after receipt of the audited statements.
3.	<b>LEGAL SECTION</b>  Whether documents have been obtained as per sanction, Proper maintenance of documents and security records, Maintenance of security records, Periodic verification of security records ( test check basis), Status of legal cases pending, Execution of decrees etc., Record of balance confirmation letters.	All sanctions made during a year will be sought to be covered during the year. As many cases as possible will be taken up during each month.
4	<b>RBI Compliances</b>  KYC/AML, Fair Practice code, Exposure norms and other compliances as required under RBI Guidelines from time to time.	As and when required.
5	<b>PERSONNEL SECTION</b>  Leave records maintenance, Rotation of Jobs, Training programmes carried out, Records for special incentives granted to employees like insurance reimbursement, festival advances etc.	Monthly
6	<b>ADMINISTRATION</b>  Implementation of Board of Directors resolutions, Timely filing of returns etc. with relevant authorities,	Monthly

	<p>Dispatch : Inward &amp; Outward,</p> <p>Fixed assets: Proper maintenance of records and existence of system for physical verification and periodic test check coverage of insurance and renewal,</p> <p>Purchase procedure for stationery/printing and other major items,</p> <p>Vehicle hire &amp; in-house vehicle records and processing of bills,</p> <p>Procedure for air ticket bookings and processing of bills,</p> <p>Annual Maintenance Contracts : Procedure for allotment and renewals thereof.</p>	
7.	<p><b>Branch Audit</b></p>	<p>The audit of branches must be done as and when decided by the management/audit committee. The accounting and record maintenance is done at Head Office, Guwahati. The following matters pertain to branches:</p> <ul style="list-style-type: none"> <li>- Details of sanction and disbursement,</li> <li>- Loan documents,</li> <li>- Receipts of recovery of loan and its control,</li> <li>- Fixed assets register,</li> <li>- Existence of insurance coverage,</li> <li>- Record of Balance Confirmation letters,</li> <li>- Records of petty cash expenditures.</li> </ul>
8.	<p><b>Asset Quality Review</b></p>	<p>Sector-wise analysis of Non-Performing assets and SACA.</p> <p>Review of efficacy of warning</p>

		<p>signals</p> <p>Review of default chasing activities and timely action for legal action against defaulting borrowers.</p> <p>Report on NPA cases and potential NPA cases</p> <p>Classification ,analysis and percentage of gross and Net NPA's with list of top 10 NPA cases. Also to include Quarter on Quarter (QoQ) and Year on Year(YOY) figures of NPA's</p> <p>Synopsis of SACA cases.</p>
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	<p><b>General(Not specifically mentioned above):</b></p> <ul style="list-style-type: none"> <li>• Concurrent Auditor will assist and work in tandem with the Internal Audit department of the Corporation. A copy of their monthly report must be submitted to the department as well.</li> <li>• Concurrent Auditor will bring to the notice of Head of the Department, in writing, any deviation/ irregularity/ lacunae noticed and points inconsistent with NEDFI's rules &amp; policies for immediate rectifications/ and arrange for the corrections of the irregularity on the spot/ without any undue delay.</li> <li>• Verification of securities of all kind against loans and investments.</li> <li>• Evaluation of projects reports forming basis of investments with reference to periodical actual performance to safeguard the interest of the Corporation by asking compliance of terms of sanctions.</li> <li>• Quarterly result (Unaudited).</li> <li>• The report to include the statistical data with respect to updation of insurance register apart from other recommendations and suggestions of the committee from time to time.</li> <li>• Cash Book/Cash Vouching, Bank Book/Bank Vouching, Journal Book/ Vouching and Purchase Book/ Purchase Vouching along with supporting papers.</li> <li>• Bank Reconciliation and reconciliation of cash.</li> <li>• Opening Balances Checking</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Scrutiny of ledgers</li> <li>• FDR and Interest thereon</li> <li>• Review of Bank Guarantee</li> <li>• Payment to contractors/vendors as per Purchase / Work Order</li> <li>• Other Expenditure.</li> <li>• Capitalization of Assets, Physical Verification of Assets etc.</li> <li>• Budgetary Control</li> <li>• Payroll Accounting</li> <li>• Invoicing / Billing to customers and its realization</li> <li>• Review of Accounting Policies of the company in compliance with Accounting Standards( Ind AS) and its accounting,</li> <li>• Review of audit trail and review of inter control/check systems,</li> <li>• Any Other Work assigned by Audit committee / Board</li> </ul> <p>If Audit committee / Board of the Company desire to carry out any specific/special assignment which is to be completed by the Concurrent Auditor then the report is to be submitted to them for their consideration. In that case the Concurrent Auditor shall be required to complete that specific/special assignment within the time frame and submit their report without any extra cost and / or financial implications.</p>
	<p><b>AUDIT TEAM</b></p> <p>Routine verification of vouchers with associated records will be carried out by a team of two graduate assistants, with one of them having at least two years' experience. This activity will be supervised by one of the partners of the firm. Other areas as specified above will be carried out directly by one of the partners of the firm. Reporting will be done monthly.</p>

### 3. Reporting

- Monthly Audit Report should be submitted to General Manager(Finance & Accounts) within 15 working days from the end of the month to which the report pertains.
- A copy of the Audit Report should also be submitted to Internal Audit Department of the Corporation.
- Monthly Audit Report should indicate status of compliance in respect of action points pertaining to audit report which was rectified during the month and the reason for delay, of the outstanding compliances, if any.
- The firm may be asked for a presentation/meeting after submission of each report as



and when management requires.

- The firm has to submit monthly report taking into consideration all the check points as mentioned in Point No. 2-Scope of work.

#### **4. Appointment Period**

- Post the evaluation process, NEDFi will create a list/pool of empaneled firms for the period indicated in Point No. 1.
- The empaneled firms will be intimated by e-mail only (no hard copy of letter will be issued) and they will be asked to submit their Financial Bid for conducting Concurrent Audit for the FY 25-26.
- Out of the empaneled firms one of the firms would be initially appointed by the Corporation for one year and may be extended annually for further two years (maximum upto 3 (three) years) subject to satisfactory performance and at the sole discretion of the Corporation. The appointment period will be governed by the extant RBI guidelines in this regard. Bank reserves the right to increase/decrease the number of auditable entities at any time.

1. Bidders may download the EOI document from [www.nedfi.com](http://www.nedfi.com). No physical copy of the EOI document would be made available.
2. Scope of work as mentioned in SI No. 2 is only indicative. The management reserves the right to add/modify the scope of work as and when required after approval by its board. Kindly refer RBI circulars regarding this. Upon successful allotment of work, information on scope of work will not be provided in the appointment letter. Concurrent Auditors are expected to work closely with the Internal Audit Department and under the guidance of Audit Committee to the Board of the Corporation in general.
3. Bidders are advised to carefully examine the EOI document. Submission of the bid shall be deemed to have been done after careful study and examination of the EOI document.
4. The response to this EOI should be full and complete in all respect, including for that information to which specific format is not prescribed in this EOI. Bid should be submitted as per the format provided, wherever prescribed. Failure to furnish all information required by the EOI documents or submission of a proposal not substantially responsive to the EOI document in every respect will be at the Bidder's risk and may result in rejection of its EOI proposal.
5. The Bidder shall bear all costs associated with the preparation and submission of their EOI. NEDFi will not bear any costs in this regard.
6. The last date for submission of EOI bid is indicated in the cover note. However, NEDFi reserves the right to change/ postpone the date if sufficient bids are not obtained.
7. Any EOI received by NEDFi after the mentioned deadline shall be rejected.
8. NEDFi will not be responsible for any delays in the submission of the EOI by any of the Bidder or loss of the same in transit. Bidders are advised to ensure the receipt of their EOI at the address indicated.

9. NEDFi is not bound to accept any EOI, and reserve the right to annul the selection process at any time prior to Contract award, without thereby incurring any liabilities.
10. This EOI does not commit NEDFi to award a contract or to engage in negotiations with any Bidder.
11. Queries, if any, should be submitted through email to [ckhunlai@nedfi.com](mailto:ckhunlai@nedfi.com) or [rakesh@nedfi.com](mailto:rakesh@nedfi.com).
12. NEDFi will endeavour to provide timely response to all queries. However, NEDFi makes no representation or warranty as to the completeness or accuracy of any response made in good faith.
13. The corrigendum (if any) and clarifications to the queries from all the bidders will be posted on [www.nedfi.com](http://www.nedfi.com). Any such corrigendum shall be deemed to be incorporated into this EOI.
14. In the event of any corrigendum being made to the EOI, NEDFi may, at its discretion, extend the last date for receipt of EOI bids so as to provide reasonable time to the prospective Bidders to take into account the corrigendum while preparing their bids. Extension of time, if done, will be notified in the website ([www.nedfi.com](http://www.nedfi.com)).
15. This EOI does not constitute an offer by NEDFi. The bidder's participation in this process may result in NEDFi shortlisting the bidder to submit a complete technical and financial response at a later date.
16. NEDFi may, in its sole and absolute discretion, apply whatever criteria it deems appropriate for the creation of Pool of Chartered/cost Accountant Firms to carry out any other work/assignment, not limited to those set out in this EOI document.

## *EOI Submission Format*

The entire EOI proposal shall be strictly as per the format specified in this Invitation for Expression of Interest and any deviation may result in the rejection of the EOI proposal. All the necessary points required by this EOI Document have to be specified in clear detail. The following documents should be furnished for evaluation of EOI (to be submitted as per EOI Forms 1 to 4 including other information):

- **EOI Form-1:** Covering letter with Correspondence Details
- **EOI Form-2:** Brief profile of the firm with details of full time partners, staffs (qualified and non-qualified) and articled clerks/trainees.
- **EOI Form-3:** An abstract showing year wise Total Financial Turnover for the preceding 3 (three) years.
- **EOI Form-4:** Details of similar assignment(s) undertaken by the firm in Banks/NBFCs clearly stating loan asset size of the branch/ organization. Additional information has also been sought regarding internal/statutory work undertaken in other organization.

## *Evaluation Process*

NEDFi will constitute an in house EOI Proposal Evaluation Committee to evaluate the responses of the bidders.

1. The Committee shall evaluate the responses to the EOI based on supporting documents and documentary evidence submitted. Inability to submit requisite supporting documents may lead to rejection of the EOI. Each of the responses shall be evaluated to validate compliance of the bidders according to the Forms and the supporting documents specified in this document.
2. The decision of NEDFi in the evaluation of responses to the EOI shall be final. No correspondence will be entertained related to the evaluation process of the Committee.
3. NEDFi reserves the right to reject any or all proposals.
4. NEDFi will shortlist bidders who meet the Qualifying Criteria mentioned in this Invitation to Expression of Interest. Only shortlisted bidders will be intimated about their empanelment and will be requested to submit Financial Bids.
5. Any attempt by a Bidder to influence the bid evaluation process may result in the rejection of its EOI proposal.
6. Minimum one year cooling period will be applicable after completion of three year period. The firms which are under cooling period are not eligible to apply to bid for FY 25-26. However they may apply for empanelment.
7. Subcontracting is not allowed.
8. Bidding Fee/EMD is not applicable.

## Qualifying Criteria

An EOI must meet the specific requirement for all the criteria listed below to be shortlisted.

The short-listing criteria are as follows:

Criteria	Specific Requirement	Documents Required
Experience	Should have been operating for the last 20 (twenty) years.	Certificate of Registration.
	The applicant firm should be Category –I, II or III as per RBI grade as available.	Latest copy of category suggested by RBI in the name of the applicant firm.
	The applicant firm should not have been black listed/ debarred by any Government Financial Institutions/ Banks/ RBI/ ICAI/ IBA/ Government/ Semi Government Departments/ PSUs in India/ NFRA	A self-declaration by applicant CA firm. No specific format is prescribed for the same.
	Must have experience in carrying out 3 (three) audit work* of similar nature (Bank/NBFC) in the past three years with loan asset size above Rs. 100 Crore.	Copy of Work Order / Completion Certificate.
	Must have experience in carrying out atleast 5 ( Five) Audit work of similar nature ( NBFC/Bank Audit) in North Eastern India in past three years.	Copy of the Work Order / Completion Certificate.
	Must have atleast one full fledged office in NER for atleast ten years.	Certificate of Registration.
	The applicant firm should have minimum of -1- CISA/ DISA qualified CA partners/ CA Qualified permanent staff as per ICAI certificate of Registration.	Copy of CISA/ DISA certificate along with membership number to be enclosed

<b>Criteria</b>	<b>Specific Requirement</b>	<b>Documents Required</b>
Staff strength	Proposed Team Composition: Atleast 1 (one) Qualified Chartered Accountant/ Cost Accountant based in NER.	Curriculum Vitae (CV) of the proposed Team Leader with document in support of experience as Team Leader.

Note : Audit Work means Audit of Statutory/Internal/Concurrent/Information System. For this criteria, past experience in NEDFi will also be considered.

## EOI Form-1 (Covering Letter with Correspondence Details)

[Location, Date]

To:  
The General Manager (Finance & Accounts),  
North Eastern Development Finance Corporation Ltd.,  
NEDFi House, G.S. Road, Dispur,  
Guwahati-781 006, Assam, India.

### Sub: Expression of Interest (EOI)

Dear Sir/Madam,

This is in response to your notice published in (.....) on (.....), inviting expression of interest for empanelment towards Concurrent Audit of the corporation, we are hereby submitting our expression of interest. We have attached necessary information according to the standard form. Our correspondence details with regard to this EOI are:

Sl. No.	Information	Details
1.	Name of the Contact Person	
2.	Address of the Contact Person	
3.	Name, designation and contact address of the person to whom all references shall be made regarding this EOI	
4.	Telephone No. of the Contact Person	
5.	Mobile No. of the Contact Person	
6.	Fax No. of the Contact Person	
7.	Email ID of the Contact Person	

We hereby declare that all the information and statements furnished by us in this expression of interest is correct to the best of our knowledge and accept that any misinterpretation contained in it may lead to our disqualification. The copies of the proposal submitted by us in response to our application conform to and are identical with the original hard-copies of documents, in all respects.

We understand that NEDFi reserves the right to decide whether or not to pre-qualify our firm without disclosing the reason whatsoever.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:



## EOI Form-2 (Profile)

### A. Details of the Firm

Sl no.	Particulars	
1.	Date of opening of firm/registration	
2.	No. of the Full Time FCA Partners (as per details below)	
3.	No. of Qualified CA/ICWA/CS employed (as per details below)	
4.	No. of Semi-Qualified/skilled employed (as per details below)	
5.	No. of years of experience of FCA partner based in NER	
6.	No. of experience- audit work in (NBFC/Bank) with loan asset size minimum of Rs. 100 Cr in NER : a) Statutory Audit b) Concurrent Audit c) Internal Audit d) IS Audit	
7.	No. of experience- audit work in (NBFC/Bank) in NER other than in 6 above : a) Statutory Audit b) Concurrent Audit c) Internal Audit d) IS Audit	

### B. Details of Full Time FCA Partners of the Firm (As on 01.04.2024)

Sl No.	Name of partner	Membersh ip no.	Date of joining the firm(full time)	Place of permanent residence	Educational qualifications	Area of key expertise	Relevant experience in years

(Documentary proof including of CISA/DISA qualifications as previously indicated to be submitted)

## EOI Form-3 (Financial)

B. Details of Qualified & Semi-qualified Staff (including Articled Clerks etc) (as on 01.04.2024)

Sl No.	Name of staff	Length of association with the firm	Place of posting	Educational qualifications	Area of key expertise	Relevant experience in years

(Documentary proof including of CISA/DISA qualifications as previously indicated to be submitted)

Give details for the proposed Audit Team here.

### I. Annual Turnover

Year	FY 2020-21	FY 2021-22	FY 2022-23
Amount (in Rs.)			

(Documentary proof as previously indicated to be submitted)

## EOI Form-4 (Experience)

1. Summary of the audit work undertaken in NBFC/Bank :

SI no.	F.Y.	Name of organization	Duration/location of work	Nature of work (Internal/Statutory /Concurrent/IS)	Nature of work (Others)	Loan asset size of the branch/ organization

2. Additional Information: Summary of Internal / statutory work undertaken in other organization:

SI no.	F.Y.	Name of organization	Duration/location of work	Nature of work	Turnover of the organization

(Add rows if necessary)

(Documentary proof as previously indicated to be submitted)