

NOTICE INVITING BIDS FOR ENGAGEMENT OF CHARTERED ACCOUNTANCY (CA) FIRM FOR PROVIDING PROFESSIONAL SERVICES IN RESPECT OF ASSIGNMENT PERTAINING TO MODIFIED SPECIAL INCENTIVE PACKAGE SCHEME (M-SIPS) BEING UNDERTAKEN BY IFCI

1. Introduction

- i. IFCI Ltd., (IFCI) was set up in 1948 as the first Development Financial Institution of India (DFI), now an NBFC, having its Registered Office at IFCI Tower, 61 Nehru Place, New Delhi-110019 with pan-India presence.
- ii. As a part of a mandate, IFCI through its M-SIPS cell is engaged as a "Verification Agency" by Ministry of Information and Technology (MeitY), GoI. The verification job includes collection of information which may include financial, legal, technical and other various details, dealing with exhaustive Excel files and regular MIS data submission to MeitY. There is regular interaction with MeitY and support is to be given to MeitY for processing of verification report.

2. Requirement of services of CA Firm

IFCI is looking for services of a CA Firm to cater to requirements pertaining to the assignment especially for MeitY coordination, excel analysis and MIS. Specifically, the scope of work shall be as under:

- i. The Bidder shall provide clarifications/ back office support on important areas pertaining to the assignment whenever required.
- ii. The Bidder (CA Firm) to provide a resource who is having good command in basic as well as Advanced Excel commends with good analytical and intellectual skills;
- iii. The Bidder (CA Firm) to do periodical check over the performance of the resource and fill the necessary gap by providing necessary support and training to such resource. The Bidder (CA Firm) to ensure the resource available for IFCI all the time. The Bidder (CA Firm) to do immediate replacement, maximum 2-3 days, in case of absence of such resource due to any reasons e.g. health issue, etc.
- iv. The Bidder (CA Firm) to do provide back office support wherever required.
- v. In case of sudden absence of existing resource, the Bidder (CA Firm) to ensure immediate replacement within 2-3 days.

3. Submission of Bid

- i. Interested parties may submit their bids containing details about the organisation, experience and quotation for undertaking the said assignment.
- ii. The bids may be kept in the sealed cover and submitted in the tender box at the following address:

Chief General Manager
M-SIPS Cell
IFCI Ltd
61 Nehru Place
New Delhi-110019

Last date of submission of the bid: 18/1/2019 at 12:00 PM

Date of opening of the bid: 18/1/2019 at 3:00 PM