

**FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE**

**Tender No. FDDI/IA/2022-23/02**

**Dated : 01.09.2022**

**Tender Notice**

**Appointment of Internal auditor for the Financial Year 2022-23**

**Footwear Design & Development Institute (FDDI)**, invites Bids from the reputed Audit Firms (Chartered Accountants) for appointment of Internal Auditors for FDDI Noida and its eleven PAN India Branches (Rohtak, Jodhpur, Raebareli, Patna, Chhindwara, Chennai, Kolkata, Guna, Ankleshwar, Hyderabad and Banur). The firm should have an experience of Internal and/or Statutory Audit of Higher Educational Institutions/Universities(conducting UG/PG Courses) under Central/State Govt. and must be in existence for more than 10 years. Detailed Terms of Reference (ToR) along with eligibility criteria forms and formats are available in the website [www.fddiindia.com](http://www.fddiindia.com). **Only the eligible firms are requested to submit their proposal in the prescribed format on or before 21.09.2022 UPTO 3 P.M.. The Pre-Bid meeting will be held on 12<sup>th</sup> September 2022 at 3.00 P.M. at below mentioned address.** FDDI reserves the right for any modification/cancellation of the advertisement, if so required, without assigning any reason thereof. The proposal has to be submitted with all documents addressed to:

**Sr.Manager (A&F)**

**Footwear Design & Development Institute (FDDI),**

**Ministry of Commerce, Govt. of India**

**A-10/A, Sector-24, NOIDA-201301, Distt.Gautam Budh Nagar (UP)**

**M-9899095827, Telephone-0120-4500114/119/156**

**E-mail: [contact@fddiindia.com](mailto:contact@fddiindia.com) Website: [www.fddiindia.com](http://www.fddiindia.com)**

**About the Institute :**

**FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE (FDDI)** is an Institution of National Importance (INI). It is an Autonomous Body under Ministry of Commerce & Industry, Govt of India. FDDI is a premier institute set up with an objective to train the professional manpower for the Footwear industry. It provides all the essential services required by the industry such as testing, development of shoe, training, resource etc. In a span of two decades, FDDI has evolved from being India's premier institute to notable international training institute.

FDDI Offers Bachelors and Master Degree Programmes in the area of Footwear Designs and Production, Production & Management and Retail & Fashion Merchandize, Leather Goods and Accessories Design and Fashion Design besides offering short term industry specific programmes

FDDI has distinct presence not only in higher education but also in the sphere of Industry consultancy, Research and Development and Training of active industry professionals and training of shop floor workers. FDDI as an institution has contributed significantly in technological development and growth of the Footwear sector. The institute intends to build the capacity to extend similar kind of interventions and support to the entire Leather Product sector and the value chain.

**1. LETTER OF INVITATION (LOI)**

**Subject: Request for quotation for appointment of Internal Auditors for the financial year 2022-23**

Quotations (Bids) under two bid systems (Technical & Financial) in the prescribed forms are hereby invited by the FDDI, Noida for Appointment of Internal Auditors for the financial year 2022-23

**Schedule of events:**

Downloading of Tender documents from website 01.09.22 to 21.09.2022 upto 11.00 AM  
Tender submission last date and time : 21.09.2022 upto 15.00 PM  
Tender Opening date and time : 21.09.2022 at 15.30 PM

**2. Coverage of the Audit:** The audit will cover the period from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023.

**3. Pre-bid meeting will be held on 12<sup>th</sup> September 2022 at 3 p.m. at A-10/A, Sector-24, NOIDA-201301, Distt. Gautam Budh Nagar (UP) to address the queries of the bidder if any.**

**Scope and Nature of Audit work:**

The audit team should consist of one or two senior Staff/Article as the case may be, will visit each and every Campus other than NOIDA (eleven campuses) at least twice in a year for half yearly internal audit. The work will be supervised by the partner of the firm.

In the case of NOIDA Campus the audit team will conduct first the half yearly audit for the period April to September and then two quarterly audits for the period October to December and

January to March. The work will be carried out by the 3 to 4 qualified and experienced Staff/Article headed by one CA. The partner in charge of audit should be available on call on all the working days of the Institution. List of Campuses is enclosed as Appendix.

The audit team should also finalize the Annual Accounts and prepare the necessary financial statement ie Balance Sheet, Income & Expenditure A/c and Receipt & Payment A/c Fixed Asset Register to reply scrutiny case of Income Tax etc in accordance to the Uniform Format of Accounts for Central Autonomous Body as prescribed by the GOI so that the final accounts can be placed before CAG for certification audit with in the stipulated time.

The working & advisory jobs for the Financial year 2022-23 would be as under:

### **Audit/Accounts Work**

Vouching of all cash Receipts & Payments.

Vouching of Bank Receipt & Payments along with the Bank reconciliation.

Checking / verification of all purchases.

Checking / verification of store ledger / records / inventories / store receipts / issue slips etc. & physical verification of stocks.

Checking / verification of maintenance records reconciling with store record for issuing items and usage.

Checking / verification of Grants / projects receipts & disbursement.

Checking/verification of students' records reconciliation with the training/Hostel Fee receipts

Checking / verification of departmental bills.

Checking / physical verification of fixed assets with the registers / records.

Audit the compliance with applicable statutory requirements like Income Tax, GST, EPF/ESI, etc.

Preparation of the Balance sheet, Income & expenditure A/c & Receipts & Payment A/c of all the campuses and consolidation of all the Financial Statements, updation of fixed asset register and help in assessment of Income Tax scrutiny case. For Consolidation of Accounts, the auditor shall be responsible for standardization of accounting heads, arranging heads, arranging of standardized codes and standardization of formats for final account across campuses.

To file Income tax Return of FDDI .

Any other work as deemed fit for internal control.

### **Advisory Jobs**

To advise and give opinion on issues pertaining to Income Tax, GST, custom laws etc as applicable to FDDI Campuses from time to time.

To assist in preparation and filling of challans /returns etc. periodically with statutory authorities.

To provide recent updates on all statutory laws applicable to FDDI.

To assist and advise regarding fulfillment of statutory obligations and requirements.

Any other assistance / advice if so required by FDDI from time to time.

### **Timeline**

The Internal Audit Reports have to be submitted on half yearly basis. All internal audit reports will be subject to supervision and discussion with FDDI's Management. The final Internal Audit Report will be addressed and submitted to the Managing Director. A copy of the Audit Report may also be sent to the concerned accounts department of each and every campus.

### **Procedure for Submission of Bids**

The sealed copy of the tender shall be submitted in one big envelope superscripting "Appointment of Internal Auditor of FDDI for the Financial Year 2022-23" containing two separately sealed small envelopes, one for "Technical Bid " and another for "Financial Bid " superscripting as such and addressed to Sr.Manager,(Accounts and Finance) Footwear Design & Development Institute (FDDI), Ministry of Commerce, Govt. of India, A-10/A, Sector 24 NOIDA 201301,, Distt. Gautam Budh Nagar (UP). The sealed tender must be dropped in the tender box kept at Reception of FDDI at the above mentioned address only, on or before 21.09.2022 upto 3.00 P.M.

The technical bid envelope must contain the technical bid in prescribed Performa as per Annexure - II along with a demand draft of Rs. 50,000/- (Rupees Fifty Thousand Only) favoring Footwear Design & Development Institute and payable at New Delhi/NOIDA towards Earnest Money Deposit (refundable but not interest bearing) **with all relevant documents in support of eligibility and experience criteria.** The firm is also required to duly fill the **Information Sheet at Annexure I** and submit it with the Technical Bid. Undertaking regarding compliance with terms and conditions of contract (Annexure IV) and Declaration regarding non-blacklisting (Annexure V) are also to be submitted with Technical Bid.

The financial bid envelope must contain only the financial bid as per Annexure – III. The financial bid shall include professional fee for all services including expenses for boarding / lodging of staff, out of pocket expenses, etc. to be incurred in carrying out the services. FDDI will not accept any claim other than professional fee mentioned in financial bid.

The technical bid will be opened at FDDI Campus NOIDA, 2nd Floor, Accounts Department on 27.09.2022 at 03.30 P.M. in the presence of the bidders/ their authorized representatives who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids as per selection criteria provided in the tender documents.

The interested CA firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received in prescribed format and/or are found incomplete in any respect will be summarily rejected. The bid shall remain valid for period of 60 days.

Any further clarifications can be sought from the office of Sr.Manager (A&F), on Telephone No. 0120-4500114/119/156, Footwear Design & Development Institute (FDDI), Ministry of Commerce, Govt. of India, A-10/A, Sector 24 NOIDA 201301,, Distt. Gautam Budh Nagar (UP).

**PREQUALIFICATION/ELIGIBILITY CRITERIA:-** The interested CA firms are advised to read and understand the eligibility criteria mentioned herewith before submitting their tender. They are also required to submit the relevant documents as mentioned below in support of their eligibility:

a) **EMPANELLEMENT WITH C&AG:** The CA Firm should be empaneled with the Comptroller & Auditor General of India (C&AG).

b) **EXISTENCE :** The CA Firm should have been in existence for a minimum of 10 years.

c) **NO. OF PARTNERS:** The CA Firm should have at least three (3) CA partners on the date of tender submission and Staff/ Articles strength more than 20 numbers out of which 3 will be qualified CA.

d) **EXPERIENCE:** The CA Firm should have conducted either statutory audits and /or internal audits of **at least three** Higher Education Institution/Universities (Conducting UG/PG Courses)under Central/State Govt .

e) **TURNOVER OF THE FIRM:** The annual average turnover of the interested CA Firm shall not be less than **Rs.20 lakhs** for last three financial years i.e. 2019-20,2020-21,2021-22

**DOCUMENTS REQUIRED:**

The CA Firm shall compulsorily submit the following documents as proof to their eligibility being fulfilled which should be duly certified by the authorized partner of the firm.

(a) certified copy of empanelment letter issued by C&AG

(b) certified copy of registration certificate of the firm is required be submitted alongwith Partners details issued by the Institute of Chartered Accountants of India (ICAI).

(c) Certified copy of Address Proof alongwith certified copy of relevant documents from ICAI

(d) certified copy of appointment letters and satisfactory completion of work from the client organizations.

(f) certified copy of Audited Balance Sheet and Income & Expenditure Account of the firm for the above mentioned three years may be submitted towards proof of turnover.

(g) certified copy of Income Tax Return Acknowledgement of the Firm for the financial years 2019-20, 2020-21 and 2021-22 may be submitted.

(h) Certified copy of Goods & Service Tax Registration No is to be submitted.

(i) Certified copy of PAN No. allotted by Income Tax Department is to be submitted.

(j) List of supporting staff/articles with Name, designation qualifications & Experience.

(k) Requisite Undertaking on the Letter Head of the Firm as per Annexure IV regarding authenticity of information submitted in the tender and compliance of terms and conditions of contract.

(l) Requisite Declaration on the Letter Head of the Firm as per Annexure V that the Firm has never been blacklisted/debarred.

**Note: Please note that all the above documents are to be submitted with the Technical Bid**

## **EVALUATION CRITERIA**

The Technical bid documents will be reviewed first and the eligible applicants shall be shortlisted for looking at the financial bid documents. The successful firms clearing the technical bid shall be duly intimated to participate and be present at the time and date of opening of financial bids. For technical qualification, the Bidder should submit all the documents mentioned to the satisfaction of FDDI and meet each of the eligibility criteria. The bids of the bidders not submitting the documents and fulfilling other prescribed criteria to the satisfaction of FDDI shall be rejected. No conditional bids are accepted. After evaluation of Technical proposals based on the evaluation criteria, the results of Technical Evaluation will be intimated to the bidders. The technically qualified bids will then be considered for opening of the financial bid and the CA Firm having lowest financial bid (L1) will be the successful bidder. Further, in case of tie in financial bid the CA Firm being in existence for more number of years, i.e. the firm with oldest date of establishment as per Certificate issued by ICAI, will be the successful bidder.

### **TERMS AND CONDITIONS:-**

1. Initially the appointment of FDDI internal auditor will be for the financial year i.e. 2022-23. However, the FDDI may extend the appointment for next two financial years i.e. 2023-24 and 2024-25 on the same terms and conditions. The extension will be made for each financial year separately at the sole discretion of FDDI. The appointment of FDDI internal auditor cannot be for more than three years in total.
2. Each page of tender documents is required to be signed by the authorized Partner of CA Firm. The documents / certificates in support along with the tender shall also be signed by the Partner.
3. All documents should be numbered and an index of pages should also be submitted.
4. Tender shall be submitted in prescribed / official tender document only. If submitted in any other form, the same shall be summarily rejected.
5. The tender documents shall be written legibly and free from erasing, corrections and over-writing, otherwise the bid will be rejected.
6. Upon verification, evaluation / assessment, if in case any information furnished by the firm is found to be false / incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained.
7. Tender without EMD will be summarily rejected. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. The earnest money deposit of unsuccessful bidders shall be refunded on finalization of tender. The earnest money deposit (EMD) of successful bidder will be refunded on submission of Bank Guarantee to the extent of 10% of the Value of the Tender amount towards Security Deposit. The successful bidder shall be required to submit Bank Guarantee with a validity of one year within 10 days from the date of award letter. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited. Security Deposit will be forfeited and credited to FDDI account in the event of a breach of contract by the successful bidder. The Security Deposit will be refunded on request of the bidder after successful completion of period as well as the obligation of internal audit of FDDI. No interest will be paid on EMD and Security Deposit.
8. Whenever deemed necessary, FDDI may seek clarifications on any aspect from the participant firm. However, that would not entitle the participant to change or cause any change in the substance of the offer submitted or price offered
9. The technical bid will be evaluated as per the eligibility criteria and other terms and conditions mentioned in this tender document.

10. FDDI reserves the right to issue a corrigendum to this tender document as and when required which would be a supplement to the main tender document. Any Corrigendum to this tender will be notified through FDDI website.
11. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
12. FDDI reserves the right to cancel this tender process at any time without assigning any reason before the selection of CA Firm and the tenderer shall not be entitled to claim any damage or compensation due to such cancellation.
13. This tender is subject to the jurisdiction of the local courts at Delhi only. All disputes arising out of the tender process shall have the jurisdiction of the local courts at Delhi only.
14. Tenders received in the single-bid system i.e. having the technical bid as well as financial bid in the same small envelope shall be rejected.
15. FDDI will not accept any claim other than professional fee / charges etc. specified in financial bid.
16. The CA Firm should not have any disputes with any of the client. If any disputes come to knowledge of FDDI at any point of time, then the services of CA Firm would be terminated.
17. Any tender received not in conformity the aforesaid terms and conditions may not be considered and same will be rejected.
18. TDS if applicable will be deducted at prescribed rates as per Income Tax Act, 1961.
19. In case a bidder withdraws unilaterally after submission of Bid EMD will be forfeited.
20. The payment of professional fees to the Internal Auditor shall be made on half yearly basis on satisfactory completion of work as per the recommendations of the concerned officer of FDDI.
21. The contract will be only between FDDI and CA Firm which will be built around the terms and conditions of this tender document. The contract should be accepted and signed by the CA Firm within 10 days from the date of award letter failing which their EMD will be forfeited.
22. The terms and conditions of the contract shall constitute the entire agreement between the CA Firm and FDDI. Any change will be binding only if the amendment are made in writing and signed by a competent authority of FDDI and the CA Firm.
23. Any dispute arising shall be referred to the sole arbitration. The selection of arbitration will be made by MD, FDDI. The arbitrator's decision shall be final and binding on both the parties.
24. The CA Firm will ensure that no information or data about the policies of FDDI is taken out in any form including electronic form or otherwise. The firm shall also undertake that any information data signed by the staff of the Firm is not provided to any third party or misused. In case there is such an instance, FDDI reserves the right to take action against the Firm as deemed fit.
25. The Firm shall be responsible for any damage to equipment, property and third party liabilities caused by acts on part of its auditors / representatives
26. The CA Firm shall ensure that the audit work is started and completed as per the instructions of FDDI from time to time.
27. The FDDI reserves the right to cancel the contract in the following cases: (i) The CA Firm fails to comply with the terms and conditions of the contract. (ii) The CA Firm fails to deliver the services on time. (iii) The CA Firm becomes bankrupt or goes into liquidation.  
Upon receipt of the said cancellation notice, the CA Firm shall discontinue contract and matters connected with it.
28. The Tender document shall be arranged in the following order:
29.
  - i) Demand draft for EMD
  - ii) Index containing Page Numbers.
  - iii) Technical Bid and the related documents.
  - iv) Signed tender documents.
  - v) Financial Bid in a separate envelope.

**ANNEXURE I**

**INFORMATION SHEET**

**Particulars of CA Firm for appointment of Internal Auditor of FDDI**

- (a) Name of the Firm
- (b) Incorporated as \_\_\_\_\_ in Year \_\_\_\_\_ at \_\_\_\_\_
- (c) Whether any legal/arbitration proceedings are instituted against the Firm or the Firm has lodged any claim in connection with works carried out by them. If yes, please give details.
- (d) Registered Office Address
  - Name of the Partner authorized to sign the Bid Documents
  - Designation
  - Telephone numbers
  - Fax Numbers
  - E-mail
  - Mobile No.



- (e) Registration details with Statutory Bodies (enclose attested photocopy of documents)  
 Goods & Services Tax Registration No.  
 Income Tax No.(PAN)  
 C&AG Registration No.

- (f) Details of Partners of the Firm

S.No	Name	Qualification	Associated with Firm since

- (g) Total Staff/Articles Strength of the Firm:

- (h) EMD Details : Draft Should be in F/O FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE, payable at Noida/Delhi.

Draft No.	Amount(Rs.)	Date	Bank	Branch	Payable at

- (i) List of Higher Educational Institutes/Universities(conducting UG/PG Courses) under Central/State Govt. where the firm has carried out Statutory and/or Internal Audit and also mention the year of audit.
- (j) Any other information Firm would like to furnish

**Signature of the authorized Partner with Name and Firm Seal**

Date :  
 Place :

Annexure II

**TECHNICAL BIL**

S.No.	Particulars	Bid Details
<b>General Information</b>		
1	Name of the CA Firm	
2	Date of Registration of CA Firm	
3	Registered/Main Office Address	
4	Name of the Partner authorized to sign the Bid Documents	
5	Contact No. of Authorized Partner	
6	Details of Demand Draft submitted towards Earnest Money Deposit	
<b>Eligibility Criteria</b>		
1	Whether the CA Firm is empaneled with C&AG (Yes/No)	
2	Whether the firm meets all the eligibility Criteria applicable to them(Yes/No)	
3	Date of Establishment of the Firm	
4	No. of Partners (Provide a List of	

	names with ICAI Membership No. )	
5	No. of Staff/Article (Provide a List with Name, Designation, Qualifications & Experience))	
6(a)	Whether the Firm has an experience of conducting requisite no. of statutory and or internal audit of eligible Higher Education Institutions/Universities (Yes/NO)	
6(b)	Total No. and Names of Eligible Higher Education Institutes/ Universities for which the Firm has carried out statutory and/or internal audit	
7(a)	Whether the Firm fulfils the eligibility criteria with respect to minimum average annual turnover required (Yes/No)	
7(b)	Details of Annual turnover for FY 2019-20 FY 2020-21 FY 2021-22	
7(c)	Average Turnover for three years	

Note: The documents/certificates required in the technical bid would be attached in the order they are mentioned. Further, the details provided here must be true and correct.

**Signature of Authorized Partner with Name and Firm Seal**

**ANNEXURE III**

**FINANCIAL BID FOR AUDIT 2022-23**

- 1. No. of Campuses ( 12 )**  
**(Noida/Rohtak/Jodhpur/Fursatganj/Kolkata/  
Chhindwara/Patna/Chennai/Guna/Ankleshwar/  
Hyderabad/Banur in Punjab)**
- 2. Professional Fees Rs.**  
**(Including Travel, Boarding & Lodging**

**And out of pocket allowance etc.)**

**Add: GST** **Rs.**

**Total** **Rs.**

**Rupees in Words**

**Signature of the Authorized Partner with Name and seal of the Firm**

**Date:**

**Place:**

## LIST OF FDDI CAMPUSES

S.NO.	Name & Address of the FDDI Campus
1	<b>Noida Campus ( Avik Patranabish – Mo 9899095827 &amp; Sunil Bisht 9868259493))</b> A-10/A, Sector-24, NOIDA, Pin-201301, Uttar Pradesh
2	<b>Rohtak Campus ( Kuldeep- Mo. 7355737299)</b> Plot No.-1, Sector-31 B, IMT, Rohtak, Pin-124001, Haryana
3	<b>Kolkata Campus (Adish Mondal –Mo. 9802299327)</b> Inside (Gate No. 3), Kolkata Leather Complex , Distt: South 24-Parganas, Pin-743502, West Bengal, Kolkata
4	<b>Fursatganj Campus ( Ms. Sandeep Gandhi –Mo. 9140860531)</b> Rae Bareli-Sultanpur Road, Fursatganj, District-Amethi, Pin– 229302.Uttar Pradesh
5	<b>Jodhpur Campus ( Yogesh – Mo.8107310603)</b> Village-Mandore, Tehsil-Jodhpur, Rajasthan, Pin-342304
6	<b>Chhindwara Campus ( Ms Hashita – Mo. 9407828232)</b> Corner Plot, Khasra No-31, Nagpur-Batil Road, Immlikhera Chowknk, Chhindwara, Pin - 480001, Madhya Pradesh
7	<b>Chennai Campus ( Anil – Mo. 8190013324)</b> Plot No. E-1, SIPCOT Industrial Park, Irungattukottai, Kancheepuram, Tamil Nadu
8	<b>Patna Campus ( Ms. Sandeep Gandhi - Mo. 9140860531)</b> Plot no. B-6 (P) , Mega Industrial Park, Bihta, Patna
9	<b>Guna Campus</b> Gram Maharajpura Panchayat,Haripur, Pahwa No. 42,Survey No. 57/1 58, 1/1/11 on Gram Puraposar Road,Distt-Guna, Madhya Pradesh
10	<b>Hyderabad Campus (Ms Anamika – Mo. 9953855057)</b> Gachibowli, Bidar-Hyderabad Road,NH-9, Hyderabad-500104, Telengana
11	<b>Ankleshwar Campus ( Varun – Mo. 8732949120)</b> Plot no. H-3301, Near ESIC Hospital , GIDC, Ankleshwar Industrial Estate, Pin – 393002,Gujarat
12	<b>Punjab Campus (Alka Mo. 8756538555)</b> Zirakpur, Patiala Highway, Banur Dist., SAS Nagar, Banur,Punjab

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**Annexure IV**

**(To be written in the letterhead of the firm)**

**Undertaking**

I / we do hereby declare that the information submitted in the bid is true and correct and I / we also undertake to abide by the terms and condition of the contract and would make compliance of terms laid-down in the contract if executed by us with **FDDI**.

**Signature of the Authorized Partner with Name and Seal of the Firm**

**Date :**

**Place :**

## **ANNEXURE V**

**(To be written in the letterhead of the firm)**

### **Declaration**

1. We **(Name of firm)** are a firm of Chartered Accountants registered with the Institute of Chartered Accountants of India (firm registration No.). In connection with submission of our bid for "Appointment of Internal Auditor for the Financial Year 2022-23" we hereby declare and solemnly affirm that we have not been declared as ineligible for corrupt and fraudulent practices and/ or black listed by any government department /organization / agency and no member handling the assignment are penalized in any disciplinary proceedings before our respective professional institutes.
2. The details / documents produced in the Technical Proposal are true and complete and are as per the Original Records.
3. We shall produce Original documents for verification / Records before appointment in case short-listed.

**Signature of the Authorized Partner with Name and Seal of the Firm**

**Date :**

**Place :**

**ATTENDANCE SHEET FOR OPENING OF FINANCIAL BIDS FOR APPOINTMENT OF  
INTERNAL AUDITOR**

**TIME & DATE FOR SUBMISSION OF FINANCIAL BIDS: 24.8.2022 AT 15.00 HOURS**

**TIME & DATE FOR OPENING OF FINANCIAL BIDS : 24.08.2022 AT 15.30 HOURS**

<b>S.NO.</b>	<b>Name of the Party</b>	<b>Contact No.</b>	<b>Name &amp; Signature</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			

**Signature of Tender Committee**

**1**

**2**

**3**

**ATTENDANCE SHEET FOR PRE-BID MEETING FOR APPOINTMENT OF INTERNAL  
AUDITOR**

**TIME & DATE FOR MEETING: 24.08.2022 AT 15.00 HOURS**

<b>S.NO.</b>	<b>Name &amp; Address of the Firm</b>	<b>Name &amp; Signature</b>	<b>Query</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			

**Signature of Tender Committee**

**1**

**2**

**3**



## **CORRIGENDUM**

**Tender Notice No. FDDI/IA/2022-23/02**

**Dated : 20.9.2019**

**Sub: Appointment of Internal Auditor for the FY. 2019-20**

With reference to above mentioned Tender Notice and pre-bid meeting held on 27<sup>th</sup> September 2019, we hereby issue a corrigendum modifying the following causes as under:

**1. DOCUMENTS REQUIRED:**

1. (d) Certified copy of appointment letters and satisfactory completion of work from the client organizations

**amended as**

(d) Certified copy of appointment letters from the client/ organizations.

**2. Scope and Nature of Audit work:**

The clause of issuing Form 10 B has been omitted from the scope of work.

**3. Schedule of events stands amended as under :**

Downloading of Tender documents from website :	10.10.2019 upto 11.00 AM
Tender submission last date and time	: 10.10.209 upto 15.00 PM
Tender Opening date and time	: 10.10.2019 at 15.30 PM

**All other terms & conditions of the Tender will remain the same.**

**DGM (A&F)**

**Footwear Design & Development Institute (FDDI),**

**Ministry of Commerce, Govt. of India**

**A-10/A, Sector-24, NOIDA-201301, Distt.Gautam Budh Nagar (UP)**

**M-9818524596, Telephone-0120-4500114/119/156**

**E-mail: [contact@fddiindia.com](mailto:contact@fddiindia.com) Website: [www.fddiindia.com](http://www.fddiindia.com)**