

**India Trade Promotion Organisation
(Finance & Accounts Division)
(Internal Audit Co-Ordination Section)**

Ref: 208/FA/I.A./2011-12

Date: 29.08.2011

Sub: Empanelment of CA firm as Internal Auditor for financial year 2011-12.

ITPO is incorporated u/s 25 of the Companies Act 1956 and functions under the administrative control of Ministry of Commerce & Industry. The annual turnover of the company is Rs. 300 Crores approximately. It is a nodal agency of Government of India for holding of international trade fairs in India and abroad and provides a wide spectrum of services to trade and industry and acts as a catalyst for growth of India's trade.

ITPO intend to engage the service of Chartered Accountants firm for conducting the Internal Audit work of the organisation. The firm should also be one who can provide multiple services to ensure that the compliance with applicable laws are done and internal working is strengthen.

Preference will be given to those firms who fulfill the following criteria :-

The firm should be reputed one and must have experience of conducting PSU Audits.

Firm should have Head Office in Delhi/New Delhi.

The firm should have minimum 10 years experience of Internal Audit of large organisation/PSU preferably service oriented organisation having minimum turnover of Rs.300 crores.

The firm should have qualified partners and staff who have requisite experience of conducting internal audit of PSU/Large organisation.

The firm should have familiarity of procedure and practices followed in PSU.

The firm should have multiple experience in areas like Taxation (including service tax matters), Company Law, Corporate Governance etc.

In case you are interested to take up the assignment it is requested to submit the detailed profile of your firm in a sealed envelope subscribing "Application for Empanelment as Internal Auditors of ITPO" latest by 3.00 PM on or before 8th September, 2011.

For further details, interested firms may contact Shri P.K. Jindal, Deputy General Manager (Fin.), Room No. 235, Pragati Bhawan, Pragati Maidan, New Delhi -110 001, Telephone No. 23371671.

ITPO reserves the right to accept or reject the applications and for altering/canceling/modifying the terms of the contract without assigning any reasons thereof.