

**Central Electronics Limited**  
**Site 4, Industrial Area**  
**Sahibabad 201010 (U.P.)**

**Sub: Application for Internal Audit assignment for FY 2011-12.**

Central Electronics Limited having a turnover of Rs. 160 crore invites application from Chartered Accountants (CA) firms for appointment as Internal Auditors for the FY 2011-12. The Internal auditor will be required to give half yearly internal audit report within a period of 30 days from end of each half year or from the date of appointment as Internal Auditor whichever is later. The auditor will cover the audit of all divisions and also review the compliance of internal audit. The application be submitted in two parts viz. Technical (Eligibility) and Financial part sealed separately and then placed in a single cover. The eligibility criteria for the CA firms is given as under:-

Eligibility Criteria:

<b>S. No.</b>	<b>Particulars</b>
1	CA Firm should be based in Delhi/NCR -Preferably within 25 K.M. radius of Sahibabad.
2	CA Firm should be empanelled with C.A. G
3	No. of years of Firm Existence as per ICAI Certificate should not be less than 25 years
4	The firm must have minimum experience of 20 years in audit as on 31-03-2011
5	CA Firm should have minimum 10 partners out of which minimum 8 partners should be FCA
6	Number of Full time Fellow Partners associated with the Firm for not less than 3 years (As per certificate of ICAI as on 01-01-2011) should not be less than 5 i.e. <i>such partners should continue to be a fellow member</i>

	<i>during their partnership for all the three years continuously</i>
7	CA Firm should have minimum staff of 25 persons
8	Turnover of the Firm (Average Annual in last three Financial years) should be minimum Rs 75.00 lacs
9	CA firm should have been Statutory Auditor appointed by CAG in any of Navratana/ Maha Navratna Company as per list of Department of Public Enterprises
10	CA firm should have been Internal Auditor in any of Mini Ratna/ Mini Navratna Company as per list of Department of Public Enterprises
11	CA firm should have atleast one C.A. having DISA(ICAI)/CISA qualification & certification
12	Firm or any partner of the firm should not be banned/ blacklisted by any Government, Organization, PSU, CAG and RBI in respect of any job/ assignment/ behavior

The application form is annexed herewith which is to be filled and submitted by the interested firms. Incomplete application or application not received in the prescribed format will not be considered.

Interested firms must send their application in the specified form along with the documents through post. The envelope to be super scribed

**“Application for Internal Audit Assignment for FY 2011-12”** and addressed to

**The General Manager (Finance), Central Electronics Limited, Site 4, Industrial Area, Sahibabad-201010 Dist. - Ghaziabad (U.P.)**

so as to reach latest by 3.00 p.m. on 14th October 2011 super scribing the envelop “ Internal Audit Quotation” and placing two envelops (Eligibility and Financial ) in one sealed cover.

**General Manager (Finance)**

**APPLICATION FORM FOR INTERNAL AUDIT ASSIGNMENT FOR FY 2011-12. (Technical/Eligibility) part- (In a separate cover)**

1. Name of the CA Firm
2. Reg. No. (With Institute of Chartered Accountants of India) with date of registration.
3. Constitution of CA Firm
4. Postal Address of CA firm with, Tel No., Mobile No., Fax No., Email address
5. No. of Partners & CA employees
6. Brief profile of Partners, CA employees stating their qualification, experience, Membership No. and years of association with the Firm etc.
9. No. of years of experience of the Firm in conducting Internal Audits of reputed PSUs, Concurrent Audit of Banks, capability of handling big Audits, past performance
10. Details of previous work experience with CEL, if any
11. Whether on the panel of CAG, Banks, & other reputed PSUs, give details
12. Whether the Firm has ever been blacklisted /removed by ICAI, any Bank, Corporate or CAG, RBI etc. in the past. If yes, the reason thereof
13. Whether the Firm was required to indemnify any client on account of loss/fraud
15. Any other relevant information the firm intends to give. Please also cover the technical criteria if not covered in above details.
16. Briefly substantiate suitability of your Firm for subject assignment

(Copies of self attested documents, certificates as proof of above may please be attached).

We hereby confirm that above information is true and correct to the best of our information.

Signature of Authorized signatory

**INTERNAL AUDIT ASSIGNMENT FOR FY 2011-12. (Financial Part) (In a separate cover)- on the letter head of CA firm- The amount should be mentioned in rupees.**

- 1. Total Internal Audit fee**
- 2. Service Tax (if any)**
- 3. Conveyance, TA etc (lump sum)**

Signature of Authorized signatory