



**StockHolding Document Management Services Limited**

Registered office: SHCIL House, P-51, TTC Industrial Area,  
MIDC, Mahape, Navi Mumbai - 400710.  
CIN no.U74140MH2006GOI163728  
website : www.stockholdingdms.com

**September 24, 2021**

**Sub : Appointment of Practicing Chartered Accountant/Cost Accountant/Firm of Chartered Accountants/Cost Accountants for carrying out Internal Financial Controls (IFC) audit for the Financial Year 2021-22 renewable for 3 more terms of one year each as per terms and conditions given in the RFP document.**

StockHolding Document Management Services Ltd. (StockHolding DMS), a Government of India organisation is a 100% subsidiary of Stock Holding Corporation of India, India's premier Custodian, Depository Participant, Capital Market Service Provider and a step down subsidiary of IFCI Ltd.

StockHolding DMS, incorporated in the year 2006, is the only Government Institution in India in the field of End-to-End Document Management Solutions, providing both Physical and Digital Record Management. A CMMI Level 5 certified company, ISO 9001:2008 certified organization and a Microsoft Gold Certified Partner, StockHolding DMS has a proven expertise in providing Secure Storage Solutions for physical documents across India & has an edge over other competitors in related areas such as Digitization Services, Record Management Solutions, Document and Workflow Management Solution, Hosted Services and also secure Document Destruction Services.

StockHolding DMS intends to appoint reputed Practicing Chartered Accountant/Cost Accountant/Firm of Chartered Accountants/ Cost Accountants to conduct IFC Audit of StockHolding DMS for the period of one year for the Financial Year 2021-22.

**1. Scope of IFC Audit:**

The Scope of IFC Audit is enclosed as **Annexure-I**.

**2. EligibilityCriteria :-**

1. The eligible firm should have an office in Mumbai.
2. The firm should be empanelled with RBI/CAG.
3. The firm should have more than 10 years standing in practice.
4. The firm should have minimum 10 partners.
5. The Lead Partner and the firm should not have any direct/ indirect benefit/ conflict of interest with the StockHolding Group.

6. No adverse remark/disciplinary proceedings should be pending against the firm/any of its partners on record of The Institute of Chartered Accountants of India (ICAI)/ The Institute of Cost Accountants of India.
7. The Firm should have an average annual financial turnover of at least Rs.2 crore or more from practice, in the last three financial years.
8. The Lead Partner under whose supervision the IFC audit of StockHolding DMS will be carried out, should have a minimum post qualification experience of at least 10 years, out of which minimum 7 years should be in full time practice.
9. Atleast 50% of the partners of the firm should be Fellow CA/CMA.

### **3. Terms and Conditions :-**

- i Validity of appointment will initially be for one year i.e. financial year 2021-22 for conducting IFC audit. The Company at its sole discretion may extend the contract for further 3 terms, based on the performance, with the approval of Competent Authority and subject to a maximum 10% increase in remuneration as per mutual agreement.
- ii Place of Audit: The audit work has to be conducted at the registered office of StockHolding DMS: SHCIL House, Plot No. P-51, T.T.C. Industrial Area, MIDC, Mahape, Navi Mumbai- 400710
- iii Format for submission of quotation: The firm fulfilling the above minimum eligibility criteria should submit the technical and financial quotation only in pdf format as per Annexure II and III. Technical quotation need not be password protected, however financial quotation should be compulsorily password protected. If the firm qualifies technically, then they will be asked to submit the password of the financial quotation pdf file.
- iv Technical evaluation criteria: As per Annexure IV. Only the firms which score 60 or above points will be eligible for the commercial evaluation process.
- v Date of Submission and Opening of quotation: The signed quotation shall be submitted by email to [itprocurement@stockholdingdms.com](mailto:itprocurement@stockholdingdms.com) on or before the time lines mentioned below.

Date of Submission of quotations(Technical& Financial)	<b>October 04, 2021 upto 3.00 P.M.</b>
Date of Opening of quotations	<b>October 05, 2021</b>
Date of Presentation	<b>Will be intimated on October 05, 2021</b>

- vi StockHolding DMS's Internal Committee will evaluate all the quotes and StockHolding DMS reserves the right to cancel/ restrict/ enlarge/ modify/ postpone and/or extend the date of receipt/ opening of quotations.
- vii StockHolding DMS shall be at liberty to cancel this Appointment Document at any time, before issuing the Audit assignment, without assigning any reason.
- viii The decision of StockHolding DMS shall be final and binding.

### Annexure I

#### Scope of IFC Audit

- 1. The lead partner should be involved with the finalization of the audit report and discussion of the same with the management.
- 2. All certifications should be with UDIN.
- 3. The firm should have BCP & WFH capability to provide services during pandemic or similar situations.

The Detailed scope of the audit is as follows:-

Sr. No.	Phases	Activities
1	Diagnostic Review	1.1 Perform a diagnostic review of existing internal financial framework to evaluate broadly the gaps in meeting the requirements of Companies Act, 2013 and ICFR. 1.2 Perform Risk Diagnostics. 1.3 Perform a Risk Benefit analysis and implement new/modified controls. 1.4 Discussion with the Statutory & Internal Auditors to ensure alignment with the guidelines issued by ICAI on IFC. 1.5 Detailed Process Documentation to understand the processes (Detailed flowchart, narratives, SOP's etc.).
2	Monitoring Control Metrics	2.1 Monitoring and review of the existing Risk Control Matrix (RCM) for Operations, Finance, IT and other support teams. 2.2 Monitoring the Entity level Controls (ELC). 2.3 Monitoring the control metrics that needs to

		<p>be included. Thereafter, updating all the controls being carried out by the respective teams: for e.g.: Some processes to be included in RCM like ledger scrutiny, front end backend reconciliation, etc.</p> <p>2.4 Control metrics includes (but not limited to) - Delegation of Authority and SOP, IT controls, anti-fraud controls, risk controls, transaction controls, operational controls, etc. depending upon the size and complexity of each department</p> <p>2.5 GAP analysis and remediation before respective balance sheet date.</p>
3	Standard Operating Procedure	Evaluate existing SOPs of all activities and Suggest changes to bridge the gaps, if any.
4	Reporting Mechanism	<p>4.1 Based on the framework, reporting mechanisms shall be monitored.</p> <p>4.2 Reporting templates shall be monitored for reporting at various levels (including Audit Committee, Statutory Auditors, Management, etc.)</p> <p>4.3 Final Report with GAPS if any.</p> <p>4.4 The reporting frequency will be on an annual basis.</p>
5	Support and Handholding	By support and handholding, it is meant that the firm will test the controls and suggest remedial measures, if and as may be required.

(On the Letterhead of the Company)  
Format for Financial quotes

To  
Ms. Jyoti Katira  
Chief Financial Officer  
StockHolding Document Management Services Ltd  
SHCIL House,  
P 51, Ground Floor,  
MIDC, Mahape,  
Navi Mumbai – 400710

Dear Ma'am,

**Re : Quotation for carrying out IFC audit of StockHolding DMS for F.Y. 2021-22 renewable for 3 more terms of one year each as per terms and conditions given in the RFP document.**

I/We \_\_\_\_\_ are pleased to submit our commercials for the assignment/scope of work as mentioned in the document.

I am / We are enclosing a brief profile of the firm at **Annexure-1** along with the declarations / proof w.r.t. the eligibility criteria in the prescribed format.

Our fee exclusive of applicable taxes and inclusive of all other charges for F.Y. 2021-22 is as under :

Particulars	StockHolding Document Management Services Limited
	Amount in Rs.
Professional fee for the FY (inclusive of all charges and expenses)	
The fee is exclusive of applicable tax	
<b>Total</b>	

Declarations

- We confirm that all the information provided by me/us here above is correct to the best of my/our knowledge & belief.
- We confirm that we meet all the eligibility criteria mentioned on the contract.



Signature of Authorised Signatory

Date:  
Place:

Name:  
Designation:  
Stamp



**Annexure III**

**(On the Letterhead of the Company)**

To  
Ms Jyoti Katira  
Chief Financial Officer  
StockHolding Document Management Services Ltd  
P 51, Ground Floor, SHCIL House,  
MIDC, Mahape,  
Navi Mumbai – 400710

Dear Ma'am,

**Re : Declaration w.r.t. Eligibility Criteria**

I/We \_\_\_\_\_ do hereby confirm that

1. Our firm is having an office in Mumbai.
2. Our firm is empanelled with RBI/CAG.
3. Our firm has ..... years standing in practice.
4. Our firm has ..... Partners.
5. The Lead Partner and the firm does not have any direct/ indirect benefit/ conflict of interest with StockHolding group.
6. No adverse remark/disciplinary proceedings are pending against the firm/any of its partners on record of The Institute of Chartered Accountants of India (ICAI)/ The Institute of Cost Accountants of India.
7. We have an average annual turnover of at least Rs.2 crores or more from practice, in the last three financial years. (Copies of ITR return to be attached.)
8. IFC Audit of StockHolding DMS will be carried out by the lead partner who is a qualified Chartered Accountant/Cost Accountants with an experience of at least 10 years, out of which minimum 7 years is in full time practice.
9. Atleast 50% of the partners of the firm ie.....nos.are Fellow CA/CMA.
10. We will provide documentary evidence relating to any of the above point, if required by the company at the time of appointment. Copies of ITR return as required in point 7 are attached herewith.

Signature of Authorised Signatory

Date:  
Place:

Name:  
Designation:  
Stamp

**Technical evaluation criteria**

The Company shall constitute an Evaluation Committee (EC), which shall carry out the entire evaluation process. The Technical proposal evaluation process would focus on the ability of the firm to satisfy technical requirements of the assignment. Technical proposals will be evaluated based on the following criteria. The bidder will have to provide necessary documentary evidence for below criteria along with Bid document failing which bidder will be awarded Nil mark for criteria where no documentary evidence provided with bid document.

<b>Sr No.</b>	<b>Evaluation criteria</b>	<b>Points</b>	<b>Marking System</b>										
<b>1</b>	Presentation by lead partner	<b>35</b>	Based on the background of the firm, areas of expertise, past and present clientele etc.										
<b>2</b>	Post qualification experience of lead partner As on 31.03.2021	<b>15</b>	10-12 years - 8 points 13-15 Years - 12 points More than 15 years - 15 points										
<b>3</b>	Experience of lead partner as full time partner As on 31.03.2021	<b>15</b>	7-10 years –6 points 11-15 years – 8 points More than 15 years – 15 points										
<b>4</b>	Fellow CA/CMA	<b>15</b>	50% of total partners of firm – 8 points Above 50% of total partners of firm – 15 points										
<b>5</b>	Financial Capabilities	<b>20</b>	Average annual financial turnover in the last three financial years i.e.2018-19 to 2020-21 <table border="1" data-bbox="690 1386 1266 1711"> <thead> <tr> <th>3 Yrs average turn over )Rs.in crores (</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>10 Cr and above</td> <td>20</td> </tr> <tr> <td>5 Cr to less than 10 Cr</td> <td>15</td> </tr> <tr> <td>2 Cr to less than 5 Cr</td> <td>8</td> </tr> <tr> <td>Less than 2 Cr</td> <td>0</td> </tr> </tbody> </table>	3 Yrs average turn over )Rs.in crores (	Points	10 Cr and above	20	5 Cr to less than 10 Cr	15	2 Cr to less than 5 Cr	8	Less than 2 Cr	0
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