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भारतीय नौकानयन महामंडळ मर्यादित

(भारत सरकार का उद्यम)

पंजीकृत कार्यालय: शिपिंग हाउस, 245 मादाम कामा रोड, मुंबई - 400 021.

फोन: 91-22-2202 6666, 2277 2000 फैक्स: 91-22-2202 6905 वेबसाइट: www.shipindia.com

The Shipping Corporation Of India Ltd.

(A GOVERNMENT OF INDIA ENTERPRISE)

Regd. Office: Shipping House, 245, Madame Cama Road, Mumbai-400 021. Ph: 91-22 2202 6666, 2277 2000

Fax: 91-22 22026905 • Website: www.shipindia.com

सीआईएन/CIN-L63030MH1950GOI008033

Invitation of offer is open from 02-07-2015 to 27-07-2015 (1500 hrs.)

The Part I and Part II of the offer document will be opened on 27-07-2015 at 1630 hrs. in the conference room on 9th floor of Shipping House at the above address. Those participating parties who desire to remain present at the time of opening of the Part I and Part II of the offer document may do so at their time and cost.

Ref No. IAD/SCI/GEN/E-40

Date : 02-07-2015

Dear Sirs,

Sub: Invitation of Offer for appointment of Chartered Accountants Firm/Co. as Internal Auditor of The Shipping Corporation of India Ltd. on contract basis from Financial Year 2015-2016 (from 01-07-2015)

1. Brief information about the Corporation

- 1.1 The Shipping Corporation of India Ltd. (hereinafter referred to as "the Corporation") is a Government of India Enterprise with a turnover of Rs.4586 crores for 2014-15. The Corporation is engaged in different segments of shipping services with 69 ships of 5.89 million DWT as on 01-05-2015 and has a global presence. The Corporation has under its management 38 ships on behalf of other government agencies/PSUs.
- 1.2 The Corporation has offices at New Delhi, Chennai, Kolkata, Port Blair and Haldia and operates through network of Agents throughout the world. The Corporation has a co-ordinating office at London.
- 1.3 The Corporation has introduced SAP system with interlinked softwares of Danaos and Afsys in all its business and accounting segments. The SAP system is presently operational with modules; FICO / MM / HCM / PS / PM / BI / DMS / MDM / PI / GRC / SRM etc.
- 1.4 The complete history/profile of the Corporation is available for viewing on the website at <http://www.shipindia.com>.

2. Invitation of offer

The Shipping Corporation of India Ltd. invites offers from reputed firms/Cos. of Chartered Accountants with office in Municipal limits of Mumbai on contract basis. The details are given below.

3. Period of Contract :

The appointment will be for a period of two years and nine months from 01.07.2015

4. Extension of contract period

The Corporation will have sole discretion to extend the period of contract for one more financial year after the expiry of the initial period of two years and nine months. The extension will be on the same terms and conditions.

5. Offer documents

5.1 The offer documents can be downloaded from Corporation's website at <http://www.shipindia.com> and also on Government of India's tender portal <http://www.eprocure.gov.in> (CPPP).

5.2 The offer documents are also available at the Registered Office of the Corporation with Senior Vice President (Internal Audit & Taxation), 9th floor, Shipping House, 245 Madame Cama Road, Mumbai 400 021.

6. Due Date for submission of Offer

6.1 Offer, in the given format, duly completed and signed on each page, should be sent by registered post/courier service/hand delivery in **SEALED ENVELOPE**; super scribed as "Offer for appointment of Chartered Accountants Firm/Co. as Internal Auditor of SCI on contract basis" and should be addressed to

Senior Vice President (Internal Audit & Taxation)
The Shipping Corporation of India Ltd.,
9th Floor, Shipping House,
245 Madame Cama Road,
Mumbai 400 021.

6.2 Offer should reach the Senior Vice President (Internal Audit & Taxation) at the above address of the Corporation **latest by 1500 Hrs. on 27-07-2015.**

Offers received after the due date and time will not be accepted and the decision of the Corporation in this regard shall be final and binding.

7. Broad instructions for filling the Offer Document

The parties are required to submit the offer in accordance with the instructions given below :

- 7.1 The Offer documents are issued in three parts
 - (i) Part I Eligibility Criteria & Terms and Conditions governing the contract
 - (ii) Part II Technical Information
 - (iii) Part III..... Professional Fees Offer
- 7.2 The parties are requested to submit Part I and Part II of the offer documents in one sealed cover and Part III in another sealed cover.
- 7.3 On both the sealed covers, party's name, address and contact details must be indicated at the bottom left side.
- 7.4 The above two sealed covers should then be put in a third sealed cover super scribed as "Offer for appointment of Chartered Accountants Firm/Co. as Internal Auditor of SCI on contract basis" and addressed to Senior Vice President (Internal Audit & Taxation), The Shipping Corporation of India Ltd., 9th floor, Shipping House, 245 Madame Cama Road, Mumbai 400 021.
- 7.5 The third sealed cover should also carry party's name, address and contact details at the bottom left side.
- 7.6 Parties must use the offer document (Part-I, Part-II and Part-III) enclosed herewith and **shall not make any alterations in the same while submitting.**
- 7.7 Offer documents, if downloaded from the SCI/CPPP website, shall be downloaded **IN TOTO REPEAT IN TOTO and no change**, whatsoever shall be made.

8. Assessment of Offers

- 8.1 The offers will be assessed first on the basis of the information furnished in Part I and Part II of the offer document. On the basis of such technical information, the Corporation will assess the capability of the parties to undertake the work of internal audit. If found unsuitable, the offer will be rejected/disqualified by the Corporation and in such case Part III (Professional Fees Offer) will not be opened. The decision of the Corporation in this regard shall be final and binding. **Please note that all the information required in Part I and Part II should be properly filled in and all the documents in support must be enclosed with the offer.**

- 8.2 Once the parties are assessed and technically qualified, the Part III (Professional Fees Offer) of only those parties who are technically qualified will be opened.
- 8.3 Normally, the selection is based on the basis of lowest Professional Fees offer given by the parties in Part III. However, the Corporation reserves its right to reject any offer whether lowest or not and allot the contract to another party as deemed fit at its sole discretion and in the interest of the Corporation. The decision of the Corporation in this regard shall be final and binding.
- 8.4 The date of opening of Part I and Part II of the offer documents will be conveyed separately to the participating parties. Those parties, who desire to remain present at the time of opening of the Part I & II may do so at their time and cost.
- 8.5 Part III of the offer document of those parties assessed and technically qualified by the Corporation will be opened in presence of their representative. Those parties, who desire to remain present at the time of opening of the Part III may do so. The date and time will be informed separately.

9. Validity of the offer

The offer submitted by the parties shall be valid for acceptance by the Corporation up to **SIX MONTHS** from due date.

Thanking you,

Yours faithfully,
For The Shipping Corporation of India Ltd.,

Senior Vice President (Internal Audit & Taxation)

Encl :

- | | | |
|-------|---------------|---|
| (i) | Part I | Eligibility Criteria & Terms and
Conditions governing the contract |
| (ii) | Part II | Technical Information |
| (iii) | Part III..... | Professional Fees Offer |
| (iv) | Annexure I .. | Detailed Scope of Work |

THE SHIPPING CORPORATION OF INDIA LTD.
(A Government of India Enterprise)
FINANCE & ACCOUNTS DIVISION
(Internal Audit Department)

Sub: Invitation of Offer for appointment of Chartered Accountants Firm/Co. as Internal Auditor of The Shipping Corporation of India Ltd. on contract basis from Financial Year 2015-2016 (From 01-07-2015)

Eligibility Criteria & Terms and Conditions governing the contract

1. Eligibility Criteria

The parties (herein after referred to as "Internal Auditor") must fulfil following eligibility criteria from Sr. No. 1.1 to 1.11 to become eligible for participating in the subject tender.

- 1.1 Firm with office in Municipal limits of Mumbai.
- 1.2 The firm must be sufficient large in size and must have following minimum strength of employees/staff at their Mumbai office:
 - a. qualified CAs in employment to be Ten (10).
 - b. semi-qualified assistants (including articles) in employment to be Thirty (30).
 - c. SAP certified auditors (who shall have successfully passed out from either SAP AG or Partner Academy of SAP or Authorised Training Centres of SAP in one or more modules i.e. FICO, MM & HCM) to be three (3). They must possess a certificate from SAP AG or Certificate of participation from Partner Academy of SAP / Authorised Training Centres of SAP.
 - d. CISA / DISA qualified Auditors to be Two (2).
- 1.3 Minimum Experience in Internal / Statutory Audit work in India for 10 financial years.
- 1.4 Experience of at least three years in Internal or Statutory audit work with Public Ltd. Co. with annual turnover of Rs. 2000 crores and above in the past 5 financial years.
- 1.5 Experience of internal auditing in SAP environment for at least two years with Public Ltd. Co. with annual turnover of Rs. 2000 crores and above in the past 5 financial years.
- 1.6 Experience of at least one process (system) audit with Public Ltd. Co. with annual turnover of Rs. 2000 crores and above in the past 5 financial years.
- 1.7 Experience of at least one corporate governance audit with Public Ltd. Co. in the past 5 financial years.
- 1.8 Experience of rendering at least one risk management services / audits with Public Ltd. Co. in the past 5 financial years.
- 1.9 Experience of at least two years of Internal or Statutory audit work with ship owning company having commercial operations with annual turnover of Rs.100 crores and above in the past 10 financial years.
- 1.10 On the date of submission of offer and/or on the date of appointment as Internal Auditor, the parties shall not hold any kind of assignment in SCI pertaining to the period under subject contract i.e. 01-07-2015 to 31-03-2018 and extension period, if any. It will be then viewed as conflict of interest and

liable for disqualification. Such parties are not eligible to participate in the subject tender.

- 1.11 The present internal audit firm of M/s P.C. Ghadiali & Co. LLP is not eligible to participate in the tender.

Note : For the purpose of calculating 5/10 Financial years, the current financial year of 2015-16 to be excluded.

2. Terms & Conditions governing the contract

2.1 Scope of Work

2.1.1 The internal auditor must conduct the internal audit on concurrent basis as per the Audit Scope and approved Audit Plan. The audits of Offices located at Mumbai is to be conducted on quarterly basis and for other offices of the Corporation, the audits are to be conducted on biannual basis. Since the accounts are centralized at H.O., all the audits are to be conducted from Registered Office of the Corporation at Mumbai.

2.1.2 The scope of work to be covered by internal auditor would be as under:

Examine, evaluate, and report on the adequacy and effectiveness of the internal control systems. These systems are established to ensure adherence to policies, procedures and instructions so as to

- ✚ achieve efficiently and economically SCI's financial, operational and strategic objectives;
- ✚ safeguard all assets;
- ✚ secure the relevance, reliability and integrity of information so ensuring, as far as possible, the completeness and accuracy of records including financial reports;
- ✚ ensure compliance with all statutory requirements;
- ✚ obtain Risks Analysis Reports;
- ✚ where such systems for governance and controls require improvements, recommend improvements thereof.

2.1.3 The detailed work scope of internal audit is enclosed at Annexure I.

2.1.4 The Internal Audit Manual in SCI is presently under revision.

2.2 Audit Plan

2.2.1 The Internal Auditor must develop an audit plan based on an assessment of adequacy and effectiveness of risk management process in place and the quality of the systems designed to mitigate the identified risks.

- 2.2.2 The Audit Plan should cover all operations of the Corporation at its offices at Mumbai.
- 2.2.3 The Audit Plan should cover other offices of SCI at Chennai, New Delhi, Kolkata, Port Blair and Haldia. The period to be covered for bi-annual audit at these offices is from April to September and from October to March.
- 2.2.4 The Audit Plan should cover the entire period beginning from the closure of the last audit till the date of the current audit.
- 2.2.5 High risk areas should be covered in all the quarters.
- 2.2.6 The audit plan should identify how Internal Auditor will:
- ✚ obtain assurance on the effectiveness of the governance and risk management processes; and
 - ✚ evaluate and test the effectiveness of controls in place to manage the identified risks.
- 2.2.7 The Audit Plan must include all the subjects referred to in the Internal Audit Manual (Audit Scope enclosed at Annexure I) and subjects referred by Audit Committee, Finance Committee, Statutory Auditors and the Management of SCI from time to time.
- 2.2.8 The audit plan will be approved by Audit Committee / SCI Management.

2.3 Standards to be complied with

The Internal Auditor must comply with the

- 2.3.1 internal auditing standards issued by ICAI from time-to-time and standards / guidelines issued by Institute of Internal Auditors, India Chapter.
- 2.3.2 standards/guidelines issued by other statutory authorities, if any.

2.4 Audit Function and Reporting Procedure

- 2.4.1 The Internal Auditors will carry out the audit as per Audit Manual / Scope of Work (as amended from time to time) and approved Audit Plan on concurrent basis throughout year from H.O. for all offices of SCI and submit their reports as follows:
- ✚ For H.O. – Quarterly audit reports for each quarter. Final Internal Audit Report alongwith auditors' rejoinders to be furnished within 75 days from the end of each quarter unless exigencies demand otherwise.
 - ✚ For other offices of SCI at Chennai, New Delhi, Kolkata, Port Blair and Haldia, -- Bi-annual audit reports along with auditors' rejoinders, unless exigencies demand otherwise. The period to be covered for bi-annual audit at these offices is from April to September and from October to March.

- ✚ Limited Review Reports for every quarter as per schedule given in the "Scope of Work".

- 2.4.2 The Draft audit findings, conclusions and the recommendations need to be discussed with the in-charge of Units or Divisions under Audit. Based on such discussions / clarifications, final reports should be prepared and submitted to the Head of the Internal Audit Department. Wherever discussions are required at corporate level, Internal Audit Department would arrange for it. Even after due discussions, disagreements, if any persist, same are to be recorded in the Audit Report. The Audit Reports in hard and soft copy form will be submitted to the Internal Audit Head. The Internal Audit Head will submit the final Audit Report to Audit Committee after evaluation of the Report with Director (Finance).
- 2.4.3 The Internal Audit Report must express an overall opinion regarding quality of systems designed to mitigate the identified risks. The opinion needs to be focused one.
- 2.4.4 The Internal Auditors shall furnish, every quarter, Status Reports / Progress Reports on the earlier Audit Reports.
- 2.4.5 The Internal Auditors shall furnish their comments / rejoinders on ATR / SAR periodically.

2.5 Audit Team

- 2.5.1 The effectiveness of internal audit depends substantially on the quality, training and experience of the auditing staff. Therefore, the Internal Auditor should employ staff with varying types and levels of skills, qualifications and experience in order to satisfy the requirements of each internal audit task.
- 2.5.2 The internal auditor **must deploy 15 audit team members** for internal audit work in the Corporation throughout the contract period and must furnish their names with qualifications at the time of appointment.
- 2.5.3 One of the audit team members must be a "Team Leader" (Chartered Accountant with shipping audit experience). He will be associated with the team and be a focal point for co-ordinating the assignment on day-to-day basis in SCI. He must be stationed at H.O. throughout the contract period.
- 2.5.4 All the audit team members deployed by the Internal Auditor must have SAP exposure / experience and must consist of following:
 - a) SAP certified auditors - 3 (who shall have successfully passed out from either SAP AG or Partner Academy of SAP or Authorised Training Centres of SAP in one or more modules i.e. FICO, MM or HCM). They must possess a certificate from SAP AG or Certificate of participation from Partner Academy of SAP / Authorised Training Centres of SAP.

- b) System auditors – 2 (CISA / DISA qualified)
- c) Balance Audit team members to be semi-qualified / articles with SAP experience.

2.5.5 Shipping being specialized business, the composition of the audit team given at the time of appointment should not be changed. However, in exceptional circumstances, if the key personnel i.e. team leader, SAP certified auditors, CISA/DISA auditors need to be changed at any time, it may be done with the approval of Head of Internal Audit Department of the Corporation.

2.6 Confidentiality

2.6.1 The information/documents made available to the Internal Auditor during the period of this assignment shall be treated in strict confidentiality and shall not be made available outside the firm/co. without specific consent of SCI.

2.6.2 The Internal Audit Reports so submitted by the Internal Auditor shall be the exclusive property of SCI. The SCI can, at its own discretion and rights, furnish the copies of reports to any connected person, firm, Co., Corporation or Authority, etc.

2.7 Professional Fees for internal audit work

2.7.1 The professional fees (excluding applicable taxes) quoted by the Internal Audit Firm/Co. and agreed by SCI shall remain fixed and unaltered during tenure of the contract & extended period of contract and NO ESCALATION whatsoever shall either be claimed or considered.

2.7.2 The applicable taxes will be paid by Corporation along with the professional fees.

2.7.3 The professional fees and applicable taxes for this assignment will be paid on quarterly basis on submission of the final Internal Audit Report/s for the relevant quarter/s and biannual reports for other offices with Auditors' Rejoinders. The professional fees shall become payable after the evaluation of Report by Head of Internal Audit Department with Director (Finance) and submission of the same to the Audit Committee as per clause 2.4.2 above. No advance of any nature towards quarterly professional fees shall be claimed by internal auditor nor paid by the Corporation.

2.7.4 No other expenses, of whatsoever nature including travelling and out of pocket expenses, shall either be claimed by Internal Auditors or paid by SCI for the work scope given under this contract for all offices of SCI.

2.7.5 The Corporation will provide adequate infrastructure such as office space, computers with network connectivity, stationery, tea/coffee etc. to the selected party for carrying out the internal audit work at its Registered Office at Mumbai and at other offices of the Corporation.

2.8 General T&C

- 2.8.1 The Internal auditor must not sub-contract the work.
- 2.8.2 The Internal Audit work must be performed on concurrent basis throughout year.
- 2.8.3 The audit team will work in strict confidentiality and will ensure that the information in respect of the operation of the area/unit is dealt in strict confidentiality and secrecy.
- 2.8.4 The appointment will be for a period of two years and nine months from 01.07.2015 unless decided otherwise by the Audit Committee / SCI Management.
- 2.8.5 The Corporation will have sole discretion to extend the period of contract appointment by one more year after the expiry of the initial period. The extension will be on the same terms and conditions.
- 2.8.6 The offer given by the parties shall be valid for acceptance by the Corporation up to **SIX MONTHS** from due date.
- 2.8.7 *Incomplete tender document / information will be rejected summarily.*

2.9 Disqualification

As the internal audit is to be carried out throughout the year on concurrent basis and since there be no conflict of interest, the internal auditor shall not hold any kind of assignment in SCI pertaining to the period under subject contract i.e. 01-07-2015 to 31-03-2018 and extension period, if any, on the date of submission of offer and/or on the date of appointment as Internal Auditor. This will be viewed as disqualification.

2.10 PROHIBITION OF INSIDER TRADING

Internal Auditor and the audit team members deployed by Internal Auditor for this assignment are bound to comply with the provisions of the SEBI (Prohibition of Insider Trading) Regulations, 1992.

2.11 TERMINATION CLAUSE

SCI reserves its rights to terminate the appointment of Internal Auditor for any reason at its absolute discretion including but not limited to the following:

- (a) If the Internal Auditor is adjudicated insolvent by a Competent Court or files for insolvency or the firm is ordered to be wound up by a Court of Competent Jurisdiction.
- (b) The Internal Auditor commits any breach of the terms of this contract / offer document.

- (c) If any charge sheet is filed by the competent authority of the Government against the Internal Auditor, or the Internal Auditor is convicted by a criminal court on grounds of moral turpitude. It is clearly understood by the internal auditor that if a charge-sheet is filed by any competent authority of the government against internal auditor, the internal auditor is obliged to notify the Corporation within 15 days of filing of the Charge-sheet. Failure to do so shall result in forfeiture of all payments due after the date of filing of the Charge-sheet.
- (d) In the event of unsatisfactory service or failure on the part of the Internal Auditor, at any time, to carry out the terms and conditions of the appointment / contract to the satisfaction of SCI, of which the SCI shall be the sole judge; the SCI has the right to forthwith terminate the appointment / contract.
- (e) In the event of Internal Auditor taking any other assignment in SCI during the contract period including extension period.

The decision of SCI in terminating the appointment / contract will be final and binding on the Internal Auditor.

2.12 EXIT CLAUSE

The SCI at its sole discretion can terminate the appointment / contract without assigning any reason whatsoever by giving 30 days notice to the firm.

The decision of SCI in terminating the appointment / contract will be final and binding on the firm.

2.13 JURISDICTION

All matters connected with this appointment / contract shall be governed by the Indian Law, both substantive and procedural, for time being in force, and shall be subject to the exclusive jurisdiction of Courts at Mumbai.

3. Information to be furnished

- 3.1 The parties shall furnish information in format given at Part II along with certificates / declarations as indicated therein.
 - 3.2 The parties shall give undertaking that they are agreeable to the above terms and conditions.
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WE FULFIL THE ELIGIBILITY CRITERIA & AGREE TO ABIDE BY THE ABOVE TERMS AND CONDITIONS GOVERNING THE CONTRACT INCLUDING CLAUSE NO.2.9 ON DISQUALIFICATION.

(Signature of the authorised person on behalf of Firm/Co.)

Full Name of the firm/co:_____

Designation of the authorised person :_____

Firm / Company Seal _____

Date : _____

Place : _____

TECHNICAL INFORMATION OF THE FIRM / CO.

Name of Firm/Co	Address of Main Office	Address of Mumbai Office (within Municipal limits of Mumbai)	Year of Establishment of Main Office	Registration No. and year of registration with ICAI	No. of Partners with names & experience	No. of Qualified CAs in employment with names and registration Nos. (Minimum to be 10)	No. of Semi Qualified Assistants (including Articles) in employment (Minimum to be 30)	No. of SAP certified Auditors as per eligibility criteria at Mumbai Office with names (Minimum to be 3)	No. of CISA / DISA qualified auditors at Mumbai Office with names (Minimum to be 2)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Cont...

Experience in Internal / Statutory Audit work in India (Minimum 10 Financial years excluding current financial year i.e. 2015-16)		Experience in Internal / Statutory audit work with Public Ltd. Co. with annual turnover of Rs.2000 crores & above (Minimum to be 3 years in past 5 financial years since 2010-11)		Experience of Internal auditing in SAP environment with Public Ltd. Co. with annual turnover of Rs.2000 crores & above (Minimum to be 2 years in past 5 financial years since 2010-11) ----- (Names of Public Ltd. Cos., years-wise)	Experience in process (system) audit with Public Ltd. Co. with annual turnover of Rs.2000 crores and above (Minimum to be one audit in past 5 financial years since 2010-11) ----- (Names of Public Ltd. Cos., years-wise)
Names of clients in Internal Audit Assignment (years-wise)	Names of clients in Statutory Audit Assignment (years-wise)	Names of Public Ltd. Co. in Internal Audit Assignment (years-wise)	Names of Public Ltd. Co. in Statutory Audit Assignment (years-wise)		
(11)	(12)	(13)	(14)	(15)	(16)

Cont...

Experience in corporate governance audit with Public Ltd. Co. (Minimum to be one audit in past 5 financial years since 2010-11) ----- (Names of Public Ltd. Cos., years-wise)	Experience in risk management services / audit with Public Ltd. Co. (Minimum to be one audit in past 5 financial years since 2010-11) ----- (Names of Public Ltd. Cos., years-wise)	Experience of at least two years of Internal or Statutory audit work with ship owning company with commercial operations with annual turnover of Rs.100 crores and above in the past 10 financial years (excluding current financial year i.e. 2015-16) ----- (Names of Shipping Cos., years-wise)	Year of Peer Review by ICAI	Details of other assignments held in SCI on the date of submission of offer pertaining to the period of contract (01-07-2015 to 31-03-2018)
(17)	(18)	(19)	(20)	(21)
		<u>Internal Audit</u>	<u>Statutory Audit</u>	

WE CERTIFY THAT THE INFORMATION FURNISHED ABOVE ABOUT OUR FIRM / COMPANY ARE TRUE AND CORRECT.

 Signature & Name of Partner / Authorised Person
 with seal of the Firm / with seal of the Company

Date : _____

Place: _____

Note: Enclose following certificates / declarations in support of above information and must categorically say "Yes" or "No" as follows.

1. Photocopies of latest constitution / registration certificates of the Firm/Co. issued by the ICAI. (column No.5)
2. Declaration about Internal Auditor having office within municipal limits of Mumbai with address of the office (column No.3)
3. Details of all the Partners with their names, qualifications, experience and copies of reg. certificates (column No.6)
4. Details of no. of qualified CAs in employment with names, and copies of reg. No. (column 7)
4. Details of number of semi-qualified assistants (including articles) in employment with their names and, qualification. (column No.8)
6. Details of number of SAP certified auditors as indicated in the eligibility criteria at Mumbai office with their names and copies of certificates.(column No.9)
7. Details of number of CISA / DISA qualified auditors at Mumbai office with names and copies of certificates. (column No.10)
8. Details of number of semi-qualified assistance (including articles) in employment with SAP exposure who will be deployed in SCI with their names.
9. Copy of Certificate of Peer Review by ICAI.(column No. 20)
10. Photocopies of appointment/contract letters for other assignments held in SCI on the date of submission of offer (column No.21)

Enclosed = Yes / No
 Enclosed = Yes / No
 Enclosed = Yes / No
 Enclosed = Yes / No
 Enclosed = Yes / No
 Enclosed = Yes / N
 Enclosed = Yes / No
 Enclosed = Yes / No
 Enclosed = Yes / No
 Enclosed = Yes / No
 Enclosed = Yes / No

THE SHIPPING CORPORATION OF INDIA LTD.

**Shipping House,
245 Madame Cama Road,
Mumbai 400 021**

**Appointment of Chartered Accountants Firm/Co.
as Internal Auditors
of the Shipping Corporation of India Ltd.
on contract basis from Financial Year 2015-2016 (from 01-07-2015)
– PROFESSIONAL FEES OFFER –**

Name of the Firm / Company	
Address of the Firm / Co. in Mumbai	
ALL INCLUSIVE Professional Fees PER QUARTER for Internal Audit Work as per the Tender/Offer Document and detailed Work Scope provided by SCI at Annexure I (the quoted fees per quarter is excluding applicable taxes which will be reimbursed by SCI at actual) <u>Note</u> : The quarterly fees quoted herein will be extrapolated for entire contract period including extension period, if any, and same shall be applicable.	Rs. _____

Signature & Name of Partner / Authorised Person
with seal of the Firm / Company

Date: _____

Place: _____