



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

**EASTERN
INDIA
REGIONAL
COUNCIL**

EXPRESSION OF INTEREST (EOI)

FOR

APPOINTMENT OF INTERNAL AUDITOR

FOR

**THE INSTITUTE OF COMPANY
SECRETARIES OF INDIA – EASTERN INDIA
REGIONAL OFFICE, KOLKATA (ICSI-EIRO,
KOLKATA)**



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

EASTERN
INDIA
REGIONAL
COUNCIL

The Institute of Company Secretaries of India – Eastern India Regional Office, Kolkata

ICSI CCGRT Kolkata Campus, Action Area II, Newtown, Kadampukur, Kolkata. Pin - 700135.

ICSI/EOI/IA/2026-27

Date: 23rd February, 2026

INDEX

Sl. No.	Contents	Page No.
1.	Details of Expression of Interest (EOI)	3
2.	Minimum Eligibility Criteria for engagement as Internal Auditor	4
3.	Scope of Work & Period of audit	4
4.	Audit Fees	5
5.	Time Period for engagement	5
6.	Penalties	5
7.	Indemnity Clause	5
8.	Arbitration	6
9.	Other Terms & Conditions	6
10.	Application Procedure	7
11.	Annexure – I (Format of Technical Bid)	8
12.	Annexure – II (Format of Financial Bid)	10

1. Details of the Expression of Interest (EOI):

Introduction:

The Institute of Company Secretaries of India (ICSI) is a premier professional body under Ministry of Corporate Affairs and is having its Eastern India Regional Office at Kolkata. ICSI-EIRO, Kolkata invites Expression of Interest from eligible practicing Company Secretaries / Chartered Accountants / Cost Accountants firms for engagement as Internal Auditor for its office situated at ICSI CCGRT Kolkata Campus, Action Area II, Newtown, Kadampukur, Kolkata, Pin – 700135, for the Financial Year 2026-27.

Important information regarding Expression of Interest (EOI):

1.	Publish date on ICSI Website	23 rd February 2026
2.	Last date & time of submission of bids	07 th March 2026 03:00 P.M.
3.	Date & time of opening of technical bids	07 th March 2026 04:00 P.M.
4.	Date & time of opening of financial bids	To be intimated to the technically qualified bidders through e-mail.
5.	Address for submission of bids	Regional Director, ICSI-EIRO, Kolkata ICSI CCGRT Kolkata Campus, Action Area II, Newtown, Kadampukur, Kolkata. Pin - 700135
6.	Fees for EOI	NIL
7.	Contact detail for any clarification	ICSI-EIRO, Kolkata Tel: 033-35033805/814 Email: eiro@icsi.edu
8.	Website	https://www.icsi.edu/eiro/home/

2. Minimum Eligibility Criteria for engagement as Internal Auditor are as follows:

- i The firm of the Internal Auditor should be at least in existence for ten years;
- ii The annual receipts of the firm as per the previous year's audited annual accounts should not be less than Rs.25 lakhs;
- iii The auditors' firm should be internal auditors for at least five entities in the previous three years;
- iv Internal Auditors are to be appointed among practicing Company Secretaries / Chartered Accountants / Cost Accountants, with a condition that the individual or partner of the firm should not be an Office-bearer of the Council / Regional Councils / Chapters of ICSI. Preference will be given to Company Secretaries in Practice preferably who have qualified the PMQ Course on Internal Audit from ICSI or Course on Internal Audit from any other Institute;
- v Firm should preferably be a Peer Reviewed firm;
- vi There should not be any disciplinary action against the firm.

3. Scope of Work & Period of Audit:

- i Proper accounting of all receipts and payments.
- ii Maintenance of financial books of accounts.
- iii Proper maintenance of vouchers with supporting bills and approvals of competent authority.
- iv Compliance of internal procedures and reconciliation of bank accounts and inter-unit transactions.
- v Ensuring booking of transactions under specific heads, sub-heads and grouping thereof under major heads, leading to the finalization of annual accounts, are to be in uniformity with the accounting policies & guidelines as communicated by the Headquarters from time to time.
- vi Proper recording of sale of Headquarters publications, regular remittance/ deposit of sale proceeds to the credit of Headquarters bank account and sending intimation thereof as well as the monthly sales-cum-stock statements to Headquarters.
- vii Reconciliation of stocks at least once in three months with the Institute's records.
- viii Physical verification of HQ publications & other stocks as per Regional Council/Chapter's books at least once, preferably at the close of the financial year
- ix Proper maintenance of Fixed Assets and Accession Registers including physical verification as stated above, once in a year.
- x Ensuring deposit of statutory dues by stipulated dates & submission of various periodical returns like GST to Govt. Departments and MIS reports, etc. to Headquarters.
- xi Ensuring all administrative and financial guidelines issued by Headquarters/ Regional Councils (in the case of Chapters) from time to time.
- xii Ensuring Compliances of all statutory dues such as GST, TDS, PF, Professional Tax, etc. Proper checking of payment of PF related documents of contractual staff engaged by third party.
- xiii Action Taken Report on the observations related to the previous quarter.
- xiv The Internal Auditor is accountable with respect to its scope of work.

Internal audit is to be conducted in such a manner that the audit activity for the respective quarters i.e. conducting, drafting replies on the observations of audit, placing the same in the Regional Council Meeting for consideration & necessary action, and sending the same to Headquarters, is completed in the scheduled time as stated below:

ICSI- Regional Councils	Scheduled Time
First Quarter (April-June)	31st July
Second Quarter (July-Sept)	31st October
Third Quarter (Oct-Dec)	31st January
Fourth Quarter (Jan-March)	20th April

The Audit Report of the Internal Auditors is to be arranged in a structured format as provided by ICSI, HQ.

4. Audit Fees:

The payment of audit fees shall be made in Rupees. The fees shall be inclusive of out-of-pocket expenses. No TA/ DA or out of pocket expenses shall be paid separately. However, the fees shall be exclusive of GST and shall be paid on submission of final audit report.

5. Time Period for engagement:

Audit firm will be appointed for the Financial Year 2026-27. The selected firm may be re-appointed as per ICSI Guidelines upto a maximum of five financial years on annual basis, depending upon the satisfactory performance of the firm in the previous year and on approval of the competent authority.

6. Penalties:

The firm shall bear full responsibility and accountability for delays, which can be directly attributable to the sole actions and scope of work of the firm, in the contract timelines. The timelines as provided by the ICSI are to be strictly followed. In case, the firm fails to adhere to the timeline, as approved by ICSI as per the scope of the work, penalty of 25% of the total value of the assignment will be imposed on the firm beside the internal legal provisions as applicable.

7. Indemnity Clause:

The firm will indemnify ICSI against all internal liabilities present and future arising out of this contract. In the event of violation of any contractual or internal obligations, the firm will be fully and solely responsible for the same. Further, in the event of any action, claim, damages, suit initiated against ICSI by any individual, law enforcement agency or government authority due to acts and omissions, the firm will be liable to make good/compensate such claims or damages to the ICSI. As a result of the empanelled firm(s)'s action, inaction or any omissions, if ICSI is required to pay any damages to any individual, law enforcement agency, government authority or any other entity, the Firm would be required to reimburse ICSI such amount along with other expenses incurred by ICSI. ICSI reserves the right to recover, including but not limited to, such amounts from any payments due to the Firm at the time of bill settlement.

However, ICSI reserves its right to take legal recourse as permitted under law of the land. In case of any damage caused to the institution due to negligence, carelessness or inefficiency of staff of the firm, the firm shall be responsible to make good the loss. The ICSI shall have right to adjust

the damage / loss suffered by it from the bill amount or / and to charge penalty as decided by the Institute. Decision of the ICSI in this respect shall be final & binding on the firm.

8. Arbitration:

All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the Arbitrator to be appointed mutually as agreed by the Institute of Company Secretaries of India, New Delhi and the firm. The award of the sole Arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Reconciliation Act, 1996 or any Internal modifications on re-enactment thereof as in force.

- i The place of the arbitration shall be at Kolkata only.
- ii The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act, 1996 as amended from time to time.
- iii The proceedings of arbitration shall be in English language.
- iv The parties are not entitled to approach any court of law without resorting to arbitration approach.
- v The decision / award of the arbitrator shall be final and binding on parties to the arbitration proceedings.

9. Other Terms & Conditions:

- i Firm should have an office at Kolkata, West Bengal.
- ii The firm or any of its partners should not have any pecuniary or other interest in the ICSI such as faculty, examiner, observer etc.
- iii There should not be any proceedings pending and disciplinary action taken against either of the partners or the firm before any Committee / Courts under any Indian Law or Foreign Law.
- iv The assignment, for which the firm is appointed, shall be completed by the firm only and shall not be allowed to sublet/ outsource the audit assignment.
- v The firm will have to handle the assigned work by maintaining strict confidentiality of the information and/ or any other process, institutes association with any third party etc. which may come into the knowledge of the auditor or its employees/associates during the course of audit.
- vi Applications received after the due date and closing time of submission of applications shall not accepted.
- vii Any amendment / corrigendum / clarification to the EOI will be posted on the website of the ICSI-EIRO, Kolkata, i.e. <https://www.icsi.edu/eiro/home/>.
- viii Incomplete, ambiguous, conditional and unsealed bids are liable to be rejected.
- ix The ICSI-EIRO, Kolkata shall not be liable for non-receipt/late receipt of any of the applications.
- x The ICSI-EIRO, Kolkata reserves the right to reject any of the applications or cancel the EOI without assigning any reason whatsoever at any time and may seek any other details or additional information from any of the firms/members at its own discretion. Non-submission of details sought for will render the firm ineligible for the assignment. In this regard, the decision of ICSI-EIRO, Kolkata shall be final and binding on all the applicants.
- xi ICSI-EIRO, Kolkata reserves the right to consider/not consider the firm with the least quote due to any reason. The decision of the Competent Authority at ICSI-EIRO, Kolkata will be final and binding in this regard.

- xii Evaluation will be done on the basis of information / data / documentary information provided by the firm and assessed by the Competent Authority.
- xiii Mere applying does not confer upon any individual / firm a vested right to be appointed as Internal Auditor of ICSI-EIRO, Kolkata.

10. Application Procedure:

Eligible and interested firms are requested to submit their Technical and Financial Bid in separate sealed envelope super scribing “**APPLICATION FOR APPOINTMENT AS INTERNAL AUDITOR FOR THE ICSI-EIRO, KOLKATA**” so as to reach the address given below on or before **03 PM on 07-March-2026** as per given format (Annexure-I and II) accompanied by all necessary documents duly signed by the authorized partner of the firm either by registered post/speed post/courier to the given address, or deposited in the box placed at the reception area of the ICSI-EIRO office.

Address:

*Regional Director,
The Institute of Company Secretaries of India,
Eastern India Regional Office (ICSI-EIRO), Kolkata,
ICSI CCGRT Kolkata Campus, Action Area II,
Newtown, Kadampukur, Kolkata. Pin – 700135*

A **valid communication address along with contact number and e-mail address** should be mentioned on the top of the envelope to enable the Institute to contact the participant at the time of opening the bids, if required.

Annexure-I

Format of Technical Bid

1. Name of the Firm: ___
2. Registered Address of the Firm: ___
3. Correspondence Address of the Firm: _____
4. Email ID:_____
5. Telephone Number:___
6. PAN:_____
7. GST Number (if any):_____

S. No.	Particulars	Documents Required	Annexures No.
1	The firm should be in existence for ten years.	Registration Certificate of the firm (self-attested)	
2	The annual receipts of the firm as per the previous year's audited annual accounts should not be less than Rs.25 lakhs.	Audited Annual Accounts or Income Tax form of the previous financial year (2024-25).	
3	Minimum five number of entities in which the firm is the Internal Auditor / Internal Auditor in the previous three financial years.	Undertaking on letter head of the firm affixing seal & signature giving details of the entities e.g. Name, Address, Year of Audit & Type of Audit	
4	Details of entities where the firm has been Internal Auditor/ has Internal audit experience including Autonomous bodies / Public Sector Undertaking / Government organizations/any other entity.	Undertaking on letter head of the firm affixing seal & signature giving details of the entities e.g. Name, Address, Year of Audit & Type of Audit	
5	<p>a) Individual or partner of the firm should not be an Office-bearer of the Council / Regional Councils / Chapters of ICSI.</p> <p>b) The firm should submit the confirmation that they are independent and none of its partner are associated with ICSI elected members.</p> <p>c) There should not be any disciplinary action against the firm by ICAI/ICSI/ICMAI and</p>	Declaration/Undertaking on letter head of the firm affixing seal & signature giving effect of the same.	

	<p>there should be no proceedings pending and disciplinary action taken against either of the partners or the firm before any Committee / Courts under any Indian Law or Foreign Law.</p> <p>d) Further, the firm or any of its partners not having any pecuniary or other interest in the ICSI such as faculty, examiner, observer etc.</p>		
6	Details of all the partners of the firm.	Declaration on letter head of the firm affixing seal & signature giving details of the same.	
7	Details of PAN and GST Registration certificate.	Firm must provide self-attested photo copy of PAN and GST Registration certificate.	

Date:

(Signature of Partner / Authorized Signatory of Firm with Seal)

Annexure-II

Format of Financial Bid

(to be provided on letter head of the firm by affixing seal and signature in separate sealed envelope)

Name of the Firm	All-inclusive fees per annum excluding GST (in Rupees)	GST	Total fees including GST (in Rupees)

Date:

(Signature of Partner / Authorized Signatory of Firm with Seal)