



**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)

**BHUBANESWAR
CHAPTER**

EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT OF INTERNAL AUDITOR FOR

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
BHUBANESWAR CHAPTER OF
EASTERN INDIA REGIONAL COUNCIL.**



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The Institute of Company Secretaries of India
Bhubaneswar Chapter of Eastern India Regional Council
ICSI House, Plot No. 70, VIP Colony, IRC Village, Bhubaneswar – 751 015

BC/ICSI/EOI-1/IA/2026-27

Date: 12/04/2026

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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, Government of India and is having its Bhubaneswar Chapter of Eastern India Regional Council, ICSI House, Plot No. 70, VIP Colony, IRC Village, Bhubaneswar - 751015 invites Expression of Interest from eligible practicing Company Secretaries/ Chartered Accountants/ Cost Accountants, for engagement as Internal Auditor for its office situated at ICSI House, Plot No. 70, VIP Colony, IRC Village, Bhubaneswar – 751015 for the period from 1st January, 2026 to 31st March, 2026 and for the Financial Year 2026-27.

Important information regarding Expression of Interest (EOI):

1.	Publish date on Bhubaneswar Chapter Child Portal	12 th April, 2026
2.	Last date & time of submission of expression	15 th April, 2026 05:00 P.M.
3.	Address for submission of expression	Executive Officer Bhubaneswar Chapter of EIRC of the ICSI ICSI House, Plot No. 70, VIP Colony, IRC Village Bhubaneswar – 751 015
4.	Fees for EOI	Nil
5.	Contact detail for any clarification	Bhubaneswar Chapter of EIRC of the ICSI ICSI House, Plot No. 70, VIP Colony, IRC Village, Bhubaneswar – 751 015 Tel No. 0674-2552282 / 2551139 Email. bhubaneswar@icsi.edu
6.	Bhubaneswar Chapter Child Portal/Website	https://icsi.edu/bhubaneswar/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 5 (five) years;
- (ii) The annual receipts of the firm from professional assignment as per the previous year's audited annual accounts should not be less than Rs.10 lakhs;
- (iii) The auditors' firm should be Internal Auditors / Statutory Auditors/ Secretarial Auditor for at least five entities in the previous three years;
- (iv) There should not be any disciplinary action against the firm.
- (v) The Firm or any of its partners or relative of the partner should not have any pecuniary or other interest in the ICSI such as faculty, examiner, observer, vendor etc.

3. Exclusion / who are not eligible

Any proprietorship firm / partnership firm in which the individual or partner of the firm is an Office-bearer of the Council / Regional Councils / Chapters of ICSI, such firm will not be eligible to apply.

4. Preference to be given

- i 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;
- ii Firm should preferably be a Peer Reviewed firm;

5. Scope of Work & Period of Audit:

To verify the followings: -

- 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/ Bhubaneswar Chapter 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 Bhubaneswar Chapter of EIRC of the ICSI 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)	20 th April

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

6. Audit Fees:

The Audit fees shall be Rs. 4,000/- for each quarter and GST shall be extra. 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 paid on submission of final audit report.

7. Time Period for engagement:

Audit firm will be appointed for the 4th Qtr of F/Y 2025-26 i.e for the period from 1st January, 2026 – 31st March 2026 and for 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.

8. 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 empaneled 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.

9. 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 Bhubaneswar 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.

10. Other Terms & Conditions:

- i Firm should have an office at Bhubaneswar, Odisha.
- 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 Bhubaneswar Chapter of EIRC of the ICSI at <https://icsi.edu/bhubaneswar/home/>
- viii Incomplete, ambiguous, conditional and unsealed bids are liable to be rejected.
- ix Bhubaneswar Chapter of EIRC of the ICSI shall not be liable for non-receipt/late receipt of any of the applications.
- x Bhubaneswar Chapter of EIRC of the ICSI 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 Bhubaneswar Chapter of EIRC of the ICSI shall be final and binding on all the applicants.
- xi Bhubaneswar Chapter of EIRC of the ICSI reserves the right to consider/not consider the firm with the least quote due to any reason. The decision of the Competent Authority at Bhubaneswar Chapter of EIRC of the ICSI 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 Bhubaneswar Chapter of EIRC of the ICSI..

11. Application Procedure:

Eligible and interested firms are requested to submit their profile in a sealed envelope super scribing “**APPLICATION FOR APPOINTMENT AS INTERNAL AUDITOR FOR THE BHUBANESWAR CHAPTER OF EIRC OF THE ICSI**” so as to reach the address given below on or before **05 PM** on **15th APRIL-2026** as per given format (Annexure-I and II) accompanied by all necessary documents duly signed by the authorized partner of the firm to the given address, or deposited in the box placed at the Office of Bhubaneswar Chapter of EIRC of the ICSI.

Address:

*Executive Officer
The Institute of Company Secretaries of India,
Bhubaneswar Chapter of Eastern India Regional Council
ICSI House, Plot No. 70, VIP Colony, IRC Village
Bhubaneswar – 751 015.*

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 profile of the firm

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):_____

Sl No	Particulars	Remarks
1	The firm should be in existence for 5 (five) years.	
2	The annual receipts of the firm from professional assignments as per the previous year's audited annual accounts should not be less than Rs.10 lakhs.	
3	The auditors' firm should be internal auditors/ Statutory Auditors/ Secretarial Auditor for at least five entities in the previous three years.;	
4	Whether the individual or partner of the firm is an office-bearer or relative of the office bearer of the Central Council/ Regional Council/ CCGRT Management Committee/ Chapter Managing Committee of ICSI.	
5	Is the firm Peer Reviewed Audit firm.	
6	Is there any disciplinary action against the Audit Firm.	
7	Whether the Firm or any of its partners or relative of the partner should not have any pecuniary or other interest in the ICSI such as faculty, examiner, observer, vendor etc.	

Date:

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