

LOCAL ORGANISING COMMITTEE, FIFA UNDER 17 WORLD CUP INDIA 2017

**ALL INDIA FOOTBALL FEDERATION
FOOTBALL HOUSE, SECTOR 19, DWARKA
NEW DELHI – 110075**

Bid reference No.: LOC/FIFA U-17WC/RFP/1092

**INVITATION OF BIDS FOR INTERNAL AUDIT SERVICES FOR
FIFA U-17 WORLD CUP INDIA 2017**

1. The Local Organising Committee FIFA U-17 World Cup India 2017 invites bid for Internal Audit Service Provider for FIFA U -17 World Cup India 2017

2. Critical Date Sheet

Published Date	7 th September 2017
Bid Document Download	7 th September 2017
Clarification Start Date	8 th September 2017
Clarification End Date	14 th September 2017
Bid Submission Start Date	8 th September 2017
Bid Submission End Date	14 th September 2017
Bid Opening Date	15 th September 2017

3. Proponent may download the Bidding Documents from the web site- www.the-aiff.com/notices Proponents shall ensure that their Bids, complete in all respect should be sent via Hard Copy and electronically in PDF format via E-mail before the Bid Submission End Date as mentioned above

- a. Address – Finance Department,

All India Football Federation

Football House, Sector 19, Phase I, Dwarka

New Delhi 110075

- b. E-mail – finance@the-aiff.com

4. Any Bids received after the mentioned Bid Submission End Date will not be entertained or viewed.



Javier Ceppi
Tournament Director
Local Organising Committee
FIFA U-17 World Cup India 2017

INTERNAL AUDIT AGENCY SERVICES BRIEF

1.- GENERAL OUTLINE.

India will host the FIFA U-17 World Cup Tournament in 6 Host Cities (Goa, Guwahati, Kochi, Kolkata, Navi Mumbai and New Delhi) from 6th to 28th October 2017. The Local Organising Committee (LOC) is the entity in charge of organizing said Tournament.

The LOC is an organization within the All India Football Federation (AIFF) and acts through a mandate by FIFA to host the event, and will be the entity hiring the company that provides the services described in this Brief.

1.1.- Description

The objective is to invite offers from Audit companies, both in financial and technical terms, for providing the services specified in the current brief.

1.2.- Documents that regulate the Services.

The Services will be executed in conformity with the following documents:

- Laws, ordinances and regulations and in general any applicable norm that applies to the service being tendered.
- The current Brief.
- Norms related with personnel and working condition, safety measures and work standards.
- Internal bylaws of the AIFF.

1.3.- Definitions.

The following terms used in the current Brief and in the documents related, will mean as following:

- a) **"Administrator"**: The LOC worker that has been designed as valid point of contact person with the Contractor to coordinate the implementation of the Services.
- b) **"Brief"**: Is the current instrument and its annexes.
- c) **"Contract"**: The legal document agreed and signed between the Manager and the Provider of the Services.
- d) **"Contractor"**: The Company whose offer will be accepted to a contract with the LOC.
- e) **"Competition"**: The FIFA U-17 World Cup in 6 World Cup Hosting Cities (Goa, Guwahati, Kochi, Kolkata, Navi Mumbai and New Delhi) from 06th October to 28th October 2017
- f) **"Manager"**: The LOC for all the effects of the current Services and the Contract that will be subscribed afterwards
- g) **"Offer"**: The technical and financial offer that the Proponent gives the Manager in conformity to what has been established in this Brief.
- h) **"Proponent"**: The Company that presents an offer to the Manager for the implementation of the Services.
- i) **"Services"**: Those indicated in Clause 2 of the current Brief.
- j) **"Supervisor"**: Person designated by the Contractor to direct and execute the Services.
- k) **"Winner"**: The participant on the tender whose offer is selected for the Services.

1.4.- Questions.

There is a stage, after receiving the Brief and before the Offer, for any Proponent to ask the questions that they may deem necessary for a better interpretation of the current Brief, regarding the requirements and specifications that must be fulfilled during the implementation of the Services.

1.5.- Schedule.

The following schedule will be followed for the allotment of the Services:

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Clarification Start Date	8 th September 2017
Clarification End Date	14 th September 2017
Bid Submission Start Date	8 th September 2017
Bid Submission End Date	14 th September 2017
Bid Opening Date	15 th September 2017
Start of Services	16 th September 2017

2.- DESCRIPTION OF SERVICES

2.1- General Aspect

The LOC, in its mission to host the FIFA U-17 World Cup India 2017, requires the services of a Internal Audit Agency, particularly in this case to undertake a complete monthly internal audit of the LOC Accounts for the Financial Year 2017/2018.

2.2- Specific Aspects.

The Services for the Competition will specifically include, without the following list being definitive, the following:

2.2.1 Check all compliances and utilisation of funds as per Government Norms on a quarterly basis for the FIFA U-17 World Cup Accounts during the complete Financial Year 2017/2018. Preparing quarterly account statements and audits within these norms.

2.2.2 Advise on the process for receiving and sending international remittances as per RBI and FEMA Norms. Preparing quarterly account statements and audits within these norms.

2.2.3 Yearly audit to be presented to FIFA and the AIFF Statutory Auditors

2.2.4 Quarterly audit to be presented to FIFA and AIFF Statutory Auditors

2.3.- Location.

The Services will be provided in the locations defined by the Administrator in all the venues determined by the LOC in accordance to previous point 2.2.

3.- TECHNICAL REQUIREMENTS FOR THE OFFERING COMPANY.

The Offering Company must comply with the following requirements and documentary proof must accompany the bid:

3.1 Mandatory Requirements

- a) The Proponent should be registered with the concerned authority [a Firm / Company / Partnership Firm registered under the Indian Companies Act, 1956 / The Partnership Act, 1932]. The Proponent must have valid Service Tax / VAT documents.
- b) Have clean legal and commercial background.

3.2 Technical Requirements

- a) The Proponent must ensure compliance with all the requirements mentioned in point 2.2 of this Brief.
- b) The Proponent must have relevant experience in providing similar services for national sports federations, Ministries or other Public or Private Entities for a minimum of 2 years
- c) The Proponent must have relevant experience dealing with all compliances and utilisation of funds as per Government Norms
- d) The Proponent must have experience on dealing with RBI and FEMA Norms for international remittances transactions
- e) The Proponent must provide three references with contact number, name and company where services were provided in the past three years.
- f) Any arbitration pertaining to the contract shall be held in the courts of Delhi.

4.- OBLIGATIONS OF THE WINNING PROPONENT DURING THE CONTRACT FOR THE SERVICES.

The Winning Proponent must comply with the following obligations while the contract is valid:

- a) Maintain up to date all the contracts with the personnel destined to work with the LOC, and also the labour and social security obligations that arise from those contracts.
- b) Give their personnel the appropriate equipment for development of the Services contracted and oversee their adequate usage.
- c) Take responsibility for the safety of their workers, while they are executing the Services with the LOC, including, for that effect, the travel from their private homes to the place where the services are taking place and vice versa.
- d) Cover any additional personal expenses arising from the engagement of the personnel in the specified Service with the LOC.

- e) Direct, supervise, oversee, control, manage, coordinate, programme and technically execute the Services, having to oversee in a continuous, exclusive and permanent manner the execution of the Services through a Supervisor, whom, among other things, must supervise the correct, full and timely execution of the Services.
- f) Keep an updated personnel list of every person that will intervene in the Services provided to the LOC outside of the offices of the Winner, noting complete name, identity number, home address and function on the delivery of the Services. Only the previously authorized personnel will be able to enter the respective hotels. Said list must be given to the Administrator before implementing the Services and must be constantly updated. The Contractor must communicate the Administrator about any change or modification in said list, for which it must present a new list indicating in one or more explanatory notes the changes that the list has experimented.
- g) Upon successful delivery of the services, the Proponent shall submit the invoice to LOC in duplicate with all supporting documents such as log-books, etc. within 14 working days after the completion of the services.
- h) LOC thereafter verifying the Invoices with its due diligence will clear the invoices within 30 days of the receipt of the invoices.

5.- WORK RESPONSIBILITY

- a) The Contractor will be the sole responsible towards the LOC for the execution of the Services.
- b) The personnel that the Contractor assigns for the execution of the Services will not be related in any shape or form with the LOC. For all legal effects, the workers will depend solely and exclusively of the Contractor. Therefore, the Contractor will be the sole and exclusive responsible of the payment obligations of salaries, per diems, insurances and other working obligations, of all the workers that it assigns for the execution of the Services, as well as fines, sanctions and band that may be applied by the authorities due to not fulfilling the aforementioned obligations, which should be paid in due time.
- c) In the event the Contractor cannot accredit the complete fulfilment of said work obligations, the LOC may freeze its payments for the Contractor.
- d) The Contractor must have all the civil and criminal responsibility for all and any damage produced by accidents and others that may occur during the execution of the Services and that affect third parties or the LOC.
- e) Likewise, the LOC may end immediately the Contract in the event the Contractor has any outstanding issues with its workers duly certified by the competent authorities.

6.- CONTRACT DURATION

The Contract subscribed for the execution of the Services will start from 16th September 2017 and will last until **31st March 2018**.

7. - ISSUING OFFERS

The Offers must be issued until 14th September 2017

The Offer must be presented in 3 parts, namely: (1) Proponent Background (2) Technical Offer; and (3) Financial Offer; which must contain the information below:

a. PROPONENT BACKGROUND.

- a) Identification of the Proponent and its legal representatives. Name, Tax ID Number, address, contact telephone, website and email.
- b) Financial Background
- c) Legal background
- d) Technical Background, highlighting its experience in the matter.

B. TECHNICAL OFFER

- a) Description of the personnel that will be available for the LOC for this project and its organizational chart.
- b) Work methodology throughout the Tournament..
- c) Examples of the escalation process on queries.
- d) Resources, element and support implementation for the implementation of the Services.
- e) Experience proof in providing similar services for national sports federations, Ministries or other Public or Private Entities for a minimum of 2 years
- f) Three references with contact number, name and company where services were provided in the past three years.

c. FINANCIAL OFFER

- 1) The Proponents must detail their monthly Audit Service charge inclusive of all services mentioned in point 2.2 for the Financial Year 2017/18

8. - OFFERS EVALUATION.

The Manager will make an evaluation of the Offers regarding the technical and financial matters, in accordance with the needs and reality of the LOC.

The Manager can disqualify an Offer that may have exclusions or conditions that set them apart from what has been established by the RFP. Likewise, it may ask for clarifications on a certain Offer, as well as complementary background or documents that may be deemed necessary.

The Manager will communicate in writing to all the Proponents the result of the Process, keeping the right to accept the one that thinks is the most convenient to the LOC, even though it may not be the lowest offer. Likewise, it can reject all the Offers in case none comply with the expectations of the LOC.

The Manager keeps the rights to disqualify from those Proponents that are currently undergoing bankruptcy, debts or any lack of financial or technical capacity.

9. - CONFIDENTIALITY.

The Proponents and the Winner should maintain absolute confidentiality about the terms and conditions of the current RFP and all the information that was given by the LOC.