G-RIDE BEDI PORT RAIL LIMITED (GBPRL)

Tender No. GBPRL/Transaction Advisor/Internal Audit/2023-24/T-12

For

Request for Proposal (RFP)
for Internal Audit of GBPRL.
Period: 2024-25, 2025-26 and 2026-27

(PARTICIPATION THROUGH E-TENDER ONLY)
Visit: - https://tender.nprocure.com
Tender ID: 58732

TENDER DOCUMENT
March-2024

G-RIDE BEDI PORT RAIL LIMITED (GBPRL)

(CIN: U45309GJ2021PLC125162)

Regd. Office:

Block No. 6,7th Floor, Udyog Bhavan,

Sector 11, Gandhinagar, Gujarat,

India, 382017.

INDEX

Sign of Tenderer **Sign of CEO-GBPRL**

IMPORTANT POINTS TO NOTE

TENDER NOTICE NO.	**GBPRL/Transaction Advisor/Internal Audit/2023-24/T-12**	
Name of the work	**RFP for Internal Audit of GBPRL.**	
Tender ID	**58732**	
Tender Value	**Rs. 3,00,000/- (excluding GST)**	
Time period of services	**April 2024 to March 2027**	
Bid security	**Rs. 6,000/- in the form of Demand Draft in favour of G-RIDE BEDI PORT RAIL LIMITED (GBPRL) payable at Gandhinagar**	
Cost of Tender Document	**Rs. 1,180/- (1000 rupees + 18 % GST)in the form of Demand Draft in favour of G-RIDE BEDI PORT RAIL LIMITED (GBPRL) payable at Gandhinagar**	
Online Bidding Start Date	**14.03.2024**	
TIME PERIOD FOR RAISING QUERY BY THE TENDERER	**five working days from the date of publishing the Tender**	
Online Bidding closing Date and Time	**04.04.2024 up to 18:00 Hrs**	
Physical Submission Date and Time	**05.04.2023 up to 18:00 Hrs**	
Bidding Opening Date andTime	**After evaluation by the Committee**	
E-Tendering Web siteAddress:	https://tender.nprocure.com	
Validity of offer	120 days	
Security Deposit	5 % of Contract Value	
Performance BankGuarantee	Performance Guarantee (PG) have to be submitted within 21(Twenty One) days from the date of issue of Letter Of Acceptance (LOA), amounting to 5% of the contract value.	
Correspondence details of the Client	transactionadvisor@gride.org.in Contact office no : 079-2322728	
Website Address of GBCL	www.gride.org.in	
Bank Details	Name	G-RIDE BEDI PORT LIMITED
	Bank account number	40487210947
	IFSC code	SBIN0060228
	Bank Name	State Bank of India
	Bank Branch	Udhyog Bhavan, Gandhinagar
	GST No.	24AAJCG2293H1ZK
Office Address	Office of the **Chief Executive Officer, G-Ride Bedi Port Rail Limited (GBPRL) Block no 6, 7th Floor, Udhyog Bhavan, Sector 11, Gnadhinagar-382017, Gujarat**	

Sign of Tenderer **Sign of CEO-GBPRL**

Bidders have to submit Technical bid as well as Price bid in Electronic format only on above mentioned website till the Date & time shown above. Offers in physical form will not be accepted in any case.
Bidders who wish to participate in online tenders will have to procure / should have legally valid Digital Certificates (Class-III) as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contact (n) code solutions a division of GNFC Ltd, who are licensed Certifying Authority by Govt. of India.

All bids should be digitally signed, for details regarding digital signature certificate and related training involved the below mentioned address should be contacted

(n) Code Solutions A Division of GNFC Ltd.

301, GNFC Info tower, Bodakdev,
Ahmedabad – 380 054 (India)
Tel: +91 26857816/17/18
Fax: +91 79 26857321
E-mail:nprocure@anvfo.net
Mobile: 93270 84190, 98985 89652

Other Terms & Conditions as per detailed tender documents

Eligibility: Further Details of these tender areas per under:

1. **Name of work:** Internal Audit and Pre-Audit services of GBPRL for the year 2024-25, 2025-26 and 2026-27.

2. **Downloading Tender Document:**

   2.1 Bid documents will be available on web site up to Date shown above.

   2.2 Agency wishes to participate in this tender will have to register on web site https://tender.nprocure.com

3. **Digital Certificate :**

3.1. Agency who wish to participate in online tenders will have to procure / should have legally valid Digital Certificate (Class II) as per Information Technology Act-2000 using which they can sign their electronic bids. Agency can procure the same from any of the license certifying authority of India or can contact (n) code solutions – a division of GNFC Ltd, who are licensed Certifying Authority by Govt. of India.

3.2. All bids should be digitally signed, for details regarding digital signature certificate and related training involved the below mentioned address should be contacted:

(n) Code Solutions A Division of GNFC Ltd.

301, GNFC Info tower, Bodakdev,Ahmedabad – 380 054 (India)
Tel: +91 26857816/17/18
Fax: +91 79 26857321
Mobile: 93270 84190, 98985 89652E-mail:nprocure@anvfo.net

4. Agency who already has a valid Digital certificate need not procure a new Digital certificate.

5. Online Submission of Tender

5.1. Agency can prepared and edit their offers number of times before tender submission date and time. After tender submission date and time, Agency cannot edit their submitted offer in any case. No written or on line request in this regard shall be granted.

5.2. Tenderer shall submit their of Tenders in electronic format on above mentioned web site and date shown above after digitally Signing the same.

6. Offers submitted without digitally signature will not be accepted.

7. Offers in physical form will not be accepted.

8. Tender Fee: Rs**. 1180.00(1000 rupees + 18 % GST) Including GST** by Demand Draft in favors of "**G-Ride Bedi Port Rail Limited (GBPRL)** ", payable at Ahmedabad/Gandhinagar from any Nationalized/ Scheduled Bank except Co-operative Bank. Demand Draft issued after the last date of submission of Bids will not be considered or accepted.

9. EMD: Rs.**6,000.00** in the form of Demand Draft in Favour of "**G-Ride Bedi Port Rail Limited (GBPRL)** " from any Nationalized / Scheduled Bank except Co-operative Bank. FDR issued after the last date of submission of tender will not be considered as valid or accepted in any case.

10. Other Documents required to be submit: As per Special conditions

11. Tender has to submit the documents no other condition in any form shall be considered at all, at the time of evaluation of the tender i.e. the Tender shall have to submit unconditional offer without differing from any of the tender condition.

12. Opening of Tender:

12.1. Tenders will be open on Date & time shown in office of the G-Ride Bedi Port Rail Limited (GBPRL)

12.2. Intending Agency or their representative who wish to remain present at G-Ride Bedi Port Rail Limited (GBPRL) premises at the time of tender opening can do so.

13. Contacting Officer:

13.1. Further details / clarification of any required will be available from transaction advisor - G-Ride Bedi Port Rail Limited (GBPRL)

13.2. In case Tenderer needs any clarification / assistance or if training required for participating in online tender, they can contact at following office.

(n) Code solutions A Division of GNFC Ltd.

301, GNFC Info tower, Bodakdev,Ahmedabad – 380 054 (India)
Tel: +91 26857816/17/18
Fax: +91 79 26857321
E-mail:nprocure@anvfo.net
Mobile: 93270 84190, 98985 89652

Sign of Tenderer **Sign of CEO-GBPRL**

ABOUT US

G-Ride Bedi Port Rail Limited (GBPRL) is a Joint Venture of Gujarat Maritime Board (GMB) and Gujarat Rail Infrastructure Development Corporation Limited (G-RIDE), incorporated under provision of the Companies Act, 2013 on 27th August 2021.

GBPRL has been incorporated for development of last mile Rail Connectivity to Old Bedi Port Project. The Equity stake of Gujarat Maritime Board (GMB) and Gujarat Rail Infrastructure Development Corporation Limited (G-RIDE) in GBPRL is in the ratio of 74:26 respectively.

Sale of RFP Document:

Request for Proposal (RFP) can be downloaded from **https://tender.nprocure.com**

General Instruction to the Bidders

1. Sub-contracting is not allowed.

2. The award of the contract shall be on lump sum bid offer on yearly basis.

3. GBPRL reserves the right to reject any or all the bids without assigning any reason.

4. Bidders shall submit Hard copies of PQ related document through RPAD.

5. Bidders minimum mandatory eligibility criteria and bid evaluation for Pre-qualification of bidder is attached. Only those Bidders whose Bids are found responsive in terms here of and meets the minimum mandatory eligibility criteria specified in tender shall qualify. Bidders, whose Bid do not meet the aforesaid minimum mandatory eligibility criteria shall be considered as disqualified. The Financial Bids of only those bidders who qualify in the Technical Bid evaluation criteria shall be opened for selecting the Preferred Bidder. The Financial Bid would be evaluated based on the criteria set forth in the Award Criteria. If required, the lowest ranked L-1 bidder shall be called for discussion and negotiation. If contracting authority is satisfied with the proposed consultancy fees, the Letter of Acceptance shall be issued to the L-1 bidder.

6. Bidders shall submit Technical Bids Annexure- I with Tender Fee, EMD, Certificate of registration of their firms, details of similar works done, CV of CA/CMA or Inter CA/ CMA Personnel. The person who is to be deployed shall have to give assurance of his exclusive availability for this work for required time limit. All the documents should be scanned on- line and hard copies to be submitted through RPAD before only last date of submission of tender.

7. The Technical Bid without Tender Fee or EMD shall not be considered as valid and the financial bid shall not be opened.

8. Lump sum fees should be quoted in Financial Bid as per Annexure- II.

9. The consultancy fees shall be quoted in figures as well as in words. The fees quoted in words shall be considered as final in case of discrepancy in words and figure.

10. Deleted.

11. The bidder whose tender is accepted, shall have to submit Security Deposit in prescribed time and shall have to sign the agreement in prescribed time limit, otherwise his EMD shall be forfeited, and he will be blacklisted for GBPRL service.

12. Work order shall be issued to the successful bidder and the actual services as per Scope of Work shall start within a week.

13. Tender fee for this work is **Rs.1180/-** (Rupees One Thousand One Hundred Eighty only) which is to be paid in form of Demand Draft (D. D.) of Nationalized / Scheduled bank only in Favour of "**G-Ride Bedi Port Rail Limited** " payable at Gandhinagar. The Bid shall be summarily rejected, if it is not accompanied by the tender fee.

14. A Bidder is required to deposit, along with its Bid, a bid security equivalent to an amount of **Rs.6,000/- (**Rupees Six thousand only) as EMD for this work in Favour of "**G-Ride Bedi Port Rail Limited**" payable at Gandhinagar in form of Demand Draft (D. D.) of Nationalized/ Scheduled bank only valid for one year, which is refundable not later than 180 (one hundred eighty) days from the date of completion of contract. The Bid shall be summarily rejected, if it is not accompanied by the Bid Security.

15. Submission of Tender Fee and EMD shall be made in original during office hours within 7 (seven) days from the last date of opening of the tender in the office of the GBPRL, Gandhinagar through R.P.A.D./speed post only. The exemption certificates of EMD will not be considered. The EMD are to be paid as per provisions of tender document. Submission of Tender Fee, EMD & Other Required Documents / Pre Qualifications Documents shall be submitted online (documents shall have to be scanned & put up online). If physical submission of Tender Fee & EMD are not received in time as shown in bid documents, the bidder will be banned for submitting tenders of GBPRL in future and recommend the appropriated authority to cancel their registration and cancelling tendering code. The documents related to Pre-Qualification and other Required Documents shall be submitted online on www.tender.nprocure.com for evaluation. Hard copies of documents in this regards shall not be accepted by GBPRL. In case of any document, required as per the PQ Criteria, is not uploaded online, it shall be considered as "Document Not Submitted" and evaluation shall be carried out accordingly. In such case, the bidder will not be asked to provide such document subsequently.

Sign of Tenderer **Sign of CEO-GBPRL**

Remarks:-Tenderer shall submit their offer in electronic format on website, after digitally signing the same. Offers which are not digitally signed will not be accepted. No offer in physical form will Accepted and any such offer if received by GBPRL, Gandhinagar will be outright rejected.

16. Award criteria

16.1. The selection process, based on Single Packet System

16.2. The fees will be on the lump sum basis, keeping the fact that this is a lump sum bid offer Contract and is neither fee-based nor on level of effort nor time-based upon employment of tenderer's personnel.

17. Penalty:

17.1. The Audit Firm shall complete the Audit work in stipulated time limit. Failing to complete the task in time limit and or failure to work satisfactory as per the tender conditions, the Corporation will be at liberty to impose penalties @10% of the fees payable to it. The Corporation will be entitled to recover the amount of penalties from the Security Deposit/Bill and or any of the amount payable to the Audit Firm.

18. Force Majeure:

18.1. Force Majeure is herein defined as any supervening event which render the functioning of the parties to the contract impossible. This includes epidemic, Act of God like earthquake, Tsunami, outbreak of war etc or any other event which is beyond the control of the parties. The party claiming Force Majeure will have to notify it within 15 days from the occurrence of such event. Neither party will be entitled to get any compensation due to Force Majeure event, duly accepted as such by the other party will be entitled to get time extension in completing the work under the contract. Besides, no penalty shall be imposed for the period treated as Force Majeure.

19. The firm should have sufficient experience of Works Accounts and exposure to Tally System of Accounts apart from general professional experience.

20. The firm should have experience of Audit of Board/ Corporation.

Sign of Tenderer **Sign of CEO-GBPRL**

Minimum mandatory eligibility criteria

Minimum mandatory eligibility criteria for pre –qualification are as under;

Sr. No.	Eligibility Criteria	Documents submitted
1.	Firm of Chartered Accountants should be registered with the Institute of Chartered Accountants of India, New Delhi for a minimum period of 10 years as on 31st -1 -2024.	Firm Registration Certificate issued by ICAI requires to attached
2.	The Chartered Accountant firm must have its registered office in Gujarat.	Address Proof of Registered Office/Branch Office is requires to attach.
3.	The Chartered Accountant firm must have Minimum 3 Chartered Accountants as Partners.	Certificate Issued by The Institute of Chartered Accountants of India (ICAI) for Constitution of Firm
4.	The firm / Company shall have Net Annual income for audit of Rs.50 lakhs in last three years.	Audited Financial Statements of Last 3 Financial Years / Self Declaration
5.	The firm shall have carried out at least THREE assignments of Internal Audit / Statutory Audit of HEAD Office of Government Companies / Corporations / Boards / Public Limited Companies during last three years.	Appointment/Engagement letter issued by the Organization
6.	Participating firm should be firm with a valid Permanent Account Number (PAN) and GST Registration	Copy of PAN and GST Registration Certificate
7.	The Firm Should be empaneled with C&AG for financial year 2023-24 or 2024-25	Self-Declaration
8.	The bidder should not have been debarred / blacklisted or Disciplinary action taken by any State Government / Central Government / PSU / Reputed Organizations or ICAI for any reason in the last three financial years as on bid calling date.	Self-Declaration
8.	The Firm/Company shall have to depute 1 qualified and experienced staff at the office of the GBPRL, Gandhinagar for 2 consecutive working days in a month. Work shall have to be carried out at GBPRL office at Gandhinagar	Self-Declaration

Sign of Tenderer **Sign of CEO-GBPRL**

Details of Period of engagement and Scope of Work

A. Period of engagement:
The period of engagement would be till the completion of Internal Audit and Secretarial Audit for the period from 01.04.2024 to 31.03.2027.

B. Details of scope of work:
Internal audit is an independent management function, which involves a continuous and critical appraisal of the functioning of an entity with a view to suggest improvements thereto and add value to and strengthen the overall governance mechanism of the entity, including the entity's strategic risk management and internal control system. Internal audit, therefore, provides assurance that there is transparency in reporting, as a part of good governance.

Major areas to be covered during the course of Internal Audit
It aims to give broad contours within which the audit would be carried out in accordance with international standards of Auditing and will include such test and controls, as the auditor considers necessary under the circumstances; however, it may evolve in the other areas based on the necessity, mandate and compulsion. The Scope is divided into following broad segments:

1. Internal Audit:

A. To cover the areas ensuring that

- Transactions are recorded as per principles of commercial accounting and are booked to proper accounting heads.
- Transactions are undertaken on the basis of proper authority.
- Utilization of external funds is for purposes in accordance with the financing agreements.
- Counterpart funds are utilized for purposes for which they are provided.
- Goods and services Finance been procured in compliance with the financing agreement.
- Transactions are duly supported by proper supporting documents and clear linkage between books of accounts and reports presented to Bank/FA.
- Where special accounts have been used, they have been maintained in accordance with the provisions of the relevant financing agreements.
- Propriety of the transactions.

B. Checking the maintenance of books of accounts and records.
C. Checking the bank reconciliation statements.
D. Checking of components wise, category-wise and account head-wise expenditures.
E. Checking of running bills raised for payment under each projects pertaining of GBPRL.
F. Checking of investments, short term deposit etc made by the authority from time to time.
G. Checking of compliance of various taxes.
H. Assigning of funds management of the authority.
I. Suggesting revision in forms and formats from time to time.
J. Physical verification of cash on quarterly basis and fixed assets on yearly basis.
K. Pre-Audit

Pre-audit of all referred transactions in order to ensure that payment are made according to the procedures and guidelines laid down by GBPRL. Observations are to be communicated to Director / CFO and resolved before the final payment.

L. Compliance and related activities:

a) Ensure Compliance of Internal Audit Queries from the auditee.

b) Co-ordinate, follow up for the Compliances at all the locations

c) Checking and verifying the relevant records to ascertain that Compliance to Internal Audit Report is Complete in all respect.

d) Investigate into reasons for Non-Compliances submitted by the auditee.

e) To verify and comment on Bank Reconciliation Statement complied for different bank accounts.

f) Audit of fund utilization and fund flow.

g) Checking of claims as per the guidelines prescribed and verifying the claims status report.

h)Compliance of C&AG para I Compliances of Statutory audit Paras.

M. Other Services:

As and when required by GBPRL the Auditory can be called upon to provide any additional services then those stated above for the smooth functioning of the company.

2. Monitoring Mechanisms:

The selected Auditor will develop monitoring and supervision mechanism to ensure that the assignments are progressing according to schedule. Any slippage, queries, observations or any problems faced in the work areas will be highlighted and reported immediately for necessary corrective action by the Company.

3. System Improvement:

The selected Auditor will report to GBPRL any lacuna noticed in the existing procedures and suggest improvement. Any duplication of work noticed, or work or unnecessary data noticed will be highlighted and reported to GBPRL.

4. Co-ordination:

The selected Auditor will co-ordinate with the top management of the GBPRL in periodical meetings to review the progress of the work and to ensure requirement of GBPRL be fully met.

5. Statutory Dues Payments checking & ensuring Fillings of Relevant Returns in time.

6. Internal Control System

Documenting, examining suggesting Improvement in Internal Control System for all transactions.

7. Data Securities & Timely Back-up

Regular Backup of Accounting Records.

8. Indian Accounting standards

Compliance of Indian Accounting Standards as per Companies Act, Income Tax Act, ICAI or any standard prescribed by any funding agency from time to time. Preparation of Financial Statements for the year end as per Ind AS, assisting & compliance of Statutory Auditor, C & AG Auditor while auditing of financial statements.

9. Review of Accounts on quarterly basis and prevernal Balance sheet for each quarter compliances of accounting standards.

10. Pre audit on real time basis.

11. To comment on compliance with the provisions of companies (Audit & Auditor), Rules 2014 issued by Govt. of India In terms of section 133 of the Companies Act 2013, state Govt. guidelines norms and India accounting standards.

12. To help the company in preparation of the statement of Contingent Liabilities based on various decision pending Court/Tribunal matters at the end of the year.

13. To review and help the management in implement proper accounting procedures and internal check control and computerized systems.

14. Verification of fixed deposit register, checking of interest.

15. To advise on the matter of taxation.

16. To review the implementation of system and procedure lay down in manuals.

17. To give quarter report and suggestions for improvement in the system and report to management on Focus area.

18. To suggest the measures for cost control and increase the revenue of the company.

19. To give executive summary incorporating all points matters, which are of very important nature and request the important consideration by Audit Committee Finance Committee of Board.

20. FINANCIAL BOOKS:

- Verification of Head Office Cash Book, Bank Book Journal, Vouching of Imprest Cash Books of all Regional Offices if any.
- Scrutiny of General Ledger, staff Advance Registers commenting on loan outstanding entries.
- Verification of cheque Inward Register with receipt issued as well as Pay-In-slip as also advices of Bank regarding the Realization of cheques.
- Verification of Bank Reconciliation Statement comment on long outstanding entries.
- Verification of cash, cheques on hand etc. on quarter basis and as on 31st March.
- Verification of all computer vouchers and sheets ensure correct coding and accounting head.
- Scrutiny of general ledger and Verification of Profit loss; account and Balance sheet and other Schedules.
- Verification of Salary, P.F., I.T., Prof. Tax, TDS, GST etc. and verification of submission of various return to the competent authority in time
- To see that all the statutory liabilities are paid time and statutory compliance for filing of various returns in time.

21. RESOURCES:

- Calculation of Interest on Liquid & Fixed Deposits with GSFS & Banks.
- To verify filing of various returns and other Compliance required under Companies Act, Income Tax Act, GST Act and other applicable act.

22. INTERNAL AUDIT OF BOOKS OF ACCOUNTS:

- Checking of daily cash, bank and expense journal transactions to ensure:
- Transactions are recorded in principles of commercial accounting and are booked to proper accounting heads.
- Transactions are undertaken on the basis of proper authority.
- Transactions are duly supported by proper supporting documents.
- Checking the maintenance of books of accounts and records.
- Checking the bank reconciliation statements.
- Checking Of investments, short-term deposits etc, made by the authority from time to time.
- Checking of components wise, category-wise and account head-wise expenditures.
- Checking of various MIS reports generated along with statements and information submitted to various authorities.
- Checking of various contracts awarded under each project.
- Checking of running bills rose for payment under each project.
- Checking of compliance of various taxes.
- Checking of budgetary control report on half yearly basis.
- Assigning of funds management of the authority.
- Suggesting revision in forms and formats from time to time.

23. Any other areas suggested by the authorities from time to time

Note: - The details above are not to restrict the Scope of Internal Auditors but are only to meet with the minimum specific requirements for the internal control of company.

ACTIVITES	TIME FRAME
A. Deployment of staff at the field level for carrying out Internal Audit.	**A.** Ongoing activity
B. Preparing and submitting the issues report comments/compliance	**B.** Quarterly before 10th of the next month.
C. Previewing the comments received and finalizing the Quarterly Report.	**C.** Quarterly before 20th of the next month from the end of quarter.
D. Physical Verification on Cash and Fixed Assets on Yearly Basis.	**D.** Quarterly/ Yearly.
E. Pre-Audit of various payment transaction and communication of deficiencies in documents at the appropriate level.	**E.** Concurrently.
F. Secure compliance of internal Audit Reports from the auditee and verify compliance implemented.	**F.** Consequently.
G. Investigated and report the reasons for non- compliance given by the concerned authorities.	**G.** As and when required.
H. Any additional services required by GBPRL	**H.** As and when required.

DELIVERABLES	TIME FRAME
1. Quarterly reports	Within 21 days from the end of the Quarter.
2. Monthly Query list	Within 07 days from the end of the Month.
3. Audit Status Report	On Quarterly basis.
4. Report regarding Status of Statutory Compliance	Within 15days from the end of the Quarter.
5. Pre- Audit observation	Within 7days from the end of the Previous Month.
6. Flash Report	As and when required.
7. Annual Report	By 30th of April of next Financial Year.
8. Final Report	By 15th of May of next Financial Year.
9. Any other special reports	On request.
10. Compliances of Audit Paras	Quarterly

Instruction to Bidders:

- The Tender Fee will not be refunded under any circumstances.
- The offer shall be valid for 120 days from the last date of receipt of Tenders.
- The award of contract shall be made to qualified Bidders, who meets appropriate standards of Technical and financial resources and satisfy the qualifying criteria as laid in the Tender Documents.
- The work shall be allotted to the L1 bidder who has quoted the lowest amount (professional fees)
- Conditional Tender shall not be accepted.
- This Notice and subsequent Corrigendum (if any) shall also form a part of Contract Document. The Bidders are advised to read carefully the "Instructions" and "Eligibility Criteria" contained in the RFP Documents.
- All disputes and discrepancies relating to this RFP shall be governed by the law of India and shall be subject to jurisdiction of court at Gandhinagar/Ahmedabad, Gujarat State.
- If the bidders will not provide CA Firms as per specifications or not implement the provisions of contract and if the quality of service is found poor, they will be debarred for further works under GBPRL.
- The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever. Mere submission of a responsive Bid does not ensure selection of the Bidder as Service Provider.

(A) TERMS & CONDITIONS

1) The contract shall be initially for the Internal Audit of the accounts for the Financial year 2024-25, 2025-26 and 2026-27. Subsequently, based on the yearly performance, the contract can be extended for further upto two years after obtaining approval from the Competent Authority.
2) Internal Audit of the Corporation shall be undertaken on a quarterly basis . A detailed report on the finding along with suggestions\remedial measures will be submitted within one month after end of the quarter. The Firm shall also conduct pre-audit of such transactions as are referred to by the management.
3) The Firm shall maintain strict confidentiality regarding any sensitive information obtained in course of his audit and shall not use such information for any purpose other than audit. It shall also not accept cases or render advice against the Corporation so long as its contract is continued with the GBPRL.
4) The Firm shall be entitled for payment towards fee for Internal Audit work on completion of audit for the year subject to satisfaction of the work performed by the Firm. Statutory Taxes as applicable shall be deducted from the payment released.
5) The Corporation shall not provide any conveyance facility to the staff of Firms during the course of Internal Audit.

(B) **Other General T&C:**

1. Bidder shall, as part of their bid, submit\upload a written Authorization Letter as per specified Form in tender from Partner of Bidding firm if the signatory is other than Partner.
2. Bidder shall ensure that there should not be any conflict of interest for their carrying out this assignment.
3. Bidder shall not be under liquidation, court receivership or similar proceedings.

   Bidding documents shall at all times remain the exclusive property of the GBPRL.
4. Bidder may note that Bid shall be submitted on the basis of "ZERO DEVIATION" and shall be in full compliance to the requirements of Tender Document, failing which bid shall be considered as nonresponsive and may be liable for rejection.
5. GBPRL shall not be responsible for any expense incurred by bidders in connection with the preparation and delivery of their bids, site visit, participating in the discussion and other expenses incurred during the bidding process.
6. GBPRL reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of contract without assigning any reason whatsoever, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders of the grounds or the reasons for the said action.
7. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
8. In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.

9. The Bidder shall not sublet, transfer or assign the contract or any part thereof to any other person / firm / consulting company/organization.
10. The Bidder shall quote in Indian Rupees.
11. The Bidder is expected to examine the Tender Document, including all instructions, forms, terms and specifications in the Tender Document. Failure to furnish all information required as per the Tender Document may result in the rejection of the Bid.

SPECIAL TERMS & CONDITIONS

1. PERIOD OF AUDIT

The engagement of Auditor is for Internal audit of Financial Year 2024-25,2025-26 and 2026-27.

2. PAYMENT TERMS

No Advance shall be paid by GBPRL. The payment shall be released after the submission of the respective quarterly report and subject to approval of Competent Authority. All payment shall be subject to recoveries towards statutory deductions.

3. EARNEST MONEY DEPOSIT (EMD)

The Firm / Organization shall submit the Earnest Money Deposit (EMD) for Rs. 6000/- in the form of Demand Draft only in favour of “G-RIDE BEDI PORT RAIL LIMITED” payable at Gandhinagar”. Firms exempted to pay EMD as per GOG Rule, are equired to submit the certificate issued by the concerned department (like –MSME, etc.) The EMD of the unsuccessful bidders shall be returned as soon as the Auditor is appointed. The EMD of the successful bidder shall be adjusted against security deposit (SD). No interest shall be paid on EMD deposited by the party.

Details of GBPRL Bank Accounts is given as below: -

Particulars Details

Bank Account No.:- 40487210947

Name of Bank :- State Bank of India

Name of Beneficiary :- G-RIDE BEDI PORT LIMITED

Bank Address:- Gandhinagar – Udhyog Bhavan

IFSC Code :- SBIN0060228

4. REPORT SUBMISSION:

The final Audit Report shall be submitted by within 10 days after completion the audit of every quarter. No payment will be made till the acceptance of the report by the Competent Authority.

Annexure-I

(To be printed on the letterhead of the Firm/LLP)

Technical Offer

1. Name of the Firm/Company:-

2. Year of Establishment:-

3. Firm Registration No. with ICAI, New Delhi:

4. Constitution (Partnership/Company):-

5. Office Address:-

6. Phone Nos.:-

Email:-

7. Details of Partners/Directors:-

Sr. No	Name	ACA / FCA	Membership No./ Year of Reg. with ICAI	Post Qualification Experience
1				
2				
3				

8. Details of Staff:-

(A)Details of Total Staff:-

Sr. No	Particular	No.
1	Chartered Accountants	
2	Audit Staff	
3	Article Staff	
4	Others	
	TOTAL	

(B) Details of Chartered Accountants in Employment (Other than Partners):

Sr. No	Name	ACA / FCA	Membership No./ Year of Reg. as CA	Working with the firm since	Post Qualification Experience

1					
2					

9. Experience:-

(A) Statutory Audit of HEAD OFFICE of Government Corporation/Company/ Board/Public Limited Companies/Semi. Government Organization: -

Sr. No	Name of Org.	Address of Org.	Year of allotment of Audit	Audit Report submitted or not?
1				
2				

(B) Internal Audit of HEAD OFFICE of Government Corporation/Company/Board/Public Limited Companies/Semi. Government Organization

Sr. No	Name of Org.	Address of Org.	Year of allotment of Audit	Audit Report submitted or not?
1				
2				

Note 1: - Attach copies of Appointment orders for all appointments for Sr. No. 9(A)to 9(B)
Note 2: - Attach copies of Work Completion Certificate for Sr. No. 9(A) to 9(B)

10. Details of key Personnel to be deputed for audit work of GBPRL INCLUDING NAME OF THE SENIOR PARTNER IN CHARGE OF THE AUDIT :-

Sr. No	Name	Designation	Qualification	Total Experience	Date of Appointment	Contact no. & Address
1						
2						
3						

Sign of Tenderer **Sign of CEO-GBPRL**

Financial Bid-Annexure-II

To be printed on the letterhead of the Firm/LLP)

Financial Offer

To, Date:

G-RIDE Bedi Port Rail Limited,
Block No.6, 7th Floor, Udyog Bhavan,
Sector-11, Gandinagar-382011.

Subject: RFP for Internal Audit of GBPRL for the year 2024-25, 2025-26 and 2026-27.

Details of Period of engagement and Scope of Work:

As mentioned in Scope of Work which broadly includes followings:

- Internal Audit of Books of Accounts
- Compliances and related activities
- Monitoring Mechanism
- System Improvement
- Liasoning
- Statutory Dues Payments checking and ensuring filing of relevant returns in time.
- Internal Control System
- Data Security & Backup
- Compliance of Indian Accounting Standards and preparation of Financial Statements as per IND AS, assisting & compliance of statutory auditor & C &AG Auditor.
- Review of Accounts on regular basis.
- Pre audit on a real time basis

Please refer detail scope of work.

Fees for Internal Audit for the year 2024-25, 2025-26 and 2026-27: Rs. ____________ per annum including all taxes and out of pocket expenses. (Rupees in words____)

Payment Terms: Quarterly Basis

For,

Name of Firm
FRN:
Signature of Partner:

Note: The bidder should not submitted Annexure-II offline at office. The financial offer must only submitted at online. If bidder submitted offline financial bid at office It is considered as disqualified.

Sign of Tenderer **Sign of CEO-GBPRL**

Annexure-III

Format of Self attested confirmation
TO BE SWORN ON WHITE PAPER

*I……………………..……………………………………am the *Director / Proprietor /Partner of……………………………………… (mention name of firm/company and its complete address) do here by solemnly affirm and declare as under:-

1. That our Firm / company i.e ....(mention name of *firm/ company) is registered vide Registration No………………under the provisions of .... (mention the name of the Act).
2. That our Firm / company i.e ....(mention name of *firm/ company) has applied in response to the tender for Preparation of Accounts and Statutory Compliances related services of GBPRL for 1 (one) year.
3. That ....(mention name of firm/company) is eligible to submit the aforesaid proposal as it is not under liquidation, court receivership or similar proceedings, not taken any penal action by ICAI or ICAI (Cost).
4. That ………………………… (mention name of firm/company) has not been barred and/or blacklisted by the Central Government/ State Government/or any Government under taking at the time of submission of bid.
5. That ………………………… (mention name of firm/company) has, during the last three years, neither failed to perform on any agreement nor was expelled from any project or agreement nor any agreement terminated for any breach by the applicant.
6. That ………………………… (mention name of firm/company) has, during the last three years, no penal action has been taken against the firm by ICAI or ICAI (Cost) for any reason.

7. That ………………………… (mention name of firm/company) has no contracts with the state/central government that are in arbitration. *(In case some contract (s) are in arbitration give the details of such contract in a schedule to be attached with this affidavit)*

DEPONENT VERIFICATION

*I/we………………………….. the above named deponent do hereby verify that the contents of theaforesaid paragraphs 1 to 6 are true and correct to the best of *my/our knowledge and belief and nothing is concealed there from. Verified at…………… (place) this…………. Day of...........2024. DEPONENT
Note: Deponent will be the authorized signatory of the applicant

Sign of Tenderer **Sign of CEO-GBPRL**