

## NOTICE INVITING TENDER

	<b>AGRA SMART CITY LIMITED (ASCL)</b> R/o: Agra Smart City Building, Agra Nagar Nigam Campus, Near Sur Sadan, M.G. Road, Agra, U.P. 282002. Phone no: 0562 – 4003492
NIT No. <u>215</u> /ASCL/2024-25	Date: <u>27-6-24</u>
Notice Inviting Tender for <b>" Selection of Internal Auditor of Agra Smart City Limited for two financial year i.e. "2024-25 and 2025-26"</b>	
This NIT is being published by Agra Smart City Limited (ASCL) for Selection of Internal Auditor of Agra Smart City Limited for <b>two financial year i.e. "2024-25 and 2025-26"</b>	
Bidders are advised to study this NIT Documents carefully before submitting their proposals in response to the NIT. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. This NIT Document is not transferable.	
<b>NIT Fee</b> (Non-refundable)	INR 1,000 + GST/-(One Thousand Rupees Only plus GST) by online payment through RTGS / NEFT/ IMPS in favor of <b>Agra Smart City Limited, in the account no.: 50100585322667, IFSC:HDFC00000121, MICR code: 282240002</b>
<b>Date of uploading Request for Quotation (RFQ)</b>	28/06/2024
Last date for uploading Techno-Commercial & Price Bid on website <a href="https://etenders.up.nic.in">https://etenders.up.nic.in</a> .	12/07/2024 up to 17:30 Hrs.
Date and Time of opening of Techno Commercial Bids.	15/07/2024 at 12:00 Hrs.
<b>Website to download NIT</b>	<a href="https://etenders.up.nic.in">https://etenders.up.nic.in</a> , <a href="http://www.agrasmartcity.in">www.agrasmartcity.in</a> .
1. Amendment to NIT, if any would be published on website only. 2. The right to accept/reject any or all bid(s) received is reserved without assigning any reason thereof.	
 <b>Authorised Signatory</b> <b>Agra Smart City Limited</b>	

## DETAILED CONDITIONS & INSTRUCTIONS TO THE BIDDERS:

### 1.0 BACKGROUND

- a. Smart City Mission is a flagship scheme of Govt. of India conceptualised with the objective to promote cities that provide core infrastructure and give a decent quality of life to its citizens, a clean and sustainable environment and application of 'Smart' Solutions.
- b. Agra was selected as smart city in September 2016 in the third round of the Smart Cities Challenge. Following this, a special purpose vehicle (SPV), Agra Smart City Ltd (ASCL) ([www.agrasmartcity.in](http://www.agrasmartcity.in)), was set up under the Companies Act, 2013 to implement the development work at the city level. The SPV is headed by the Divisional Commissioner and will plan, approve, implement, manage, monitor and evaluate smart city-related projects. The smart city proposal for Agra includes INR 2,133 crore makeover plans. 2,250 acres of area around Taj Mahal, Agra Fort, and other parts of the city will be covered under the project.
- c. Pursuant to the provisions of Sec. 138 of the Companies Act, 2013 read with Rule 13 of Companies (Accounts) Rules, 2014 every unlisted public company having paid up share capital of fifty crore rupees or more during the preceding financial year, shall be required to appoint an internal auditor or a firm of internal auditors.
- d. Being covered under the aforesaid criteria, the Company has initiated the process of selection of an Audit Firm for the Internal Audit of the Company.

### 2.0 SCOPE OF WORK:

- a. The Audit Firm will be required to undertake following work:
  - a. To devise the internal control systems as enumerated under Sec 134(5) of Companies Act, 2013("Act") and submit to the management.
  - b. Whether it has sought and obtained all the information and explanations which to the best of its knowledge and belief were necessary for the purpose of his audit and if not, the details thereof and the effect of such information on the financial statements;
  - c. Whether in its opinion, proper books of account as required by law have been kept by the company such as:
    - Cash book/Cash Vouching
    - Bank book/Bank Vouching
    - Purchase book/ Purchase vouching
    - Journal book/ vouching
    - Bank Reconciliation
    - FDR and Interest thereon
    - Opening Balances Checking
    - Scrutiny of ledgers
    - Review of Bank Guarantee (contractors) management and systems
    - Payment to contractors
    - Reorganization Income
    - Other Expenditure
  - d. Any qualification, reservation or adverse remark relating to the maintenance of accounts and other matters connected therewith;

- e. Whether the company has adequate internal financial controls system in place and the operating effectiveness of such controls in:
  - Tendering system
  - Project implementation ( Efficiency and economy in project implementation)
  - Budgetary control
  - Payroll Accounting
  - Statutory/Legal Compliance
  - Assets Safeguarding
  - Data System Security
  - Review of system
- f. Audit (whether the observation of Government Audit/Statutory Audit as contained in previous reports, got settled or necessary steps taken for expeditious settlement of audit paras;
- g. The audit reports along with corrective/suggestive measures, if any are to be submitted immediately on completion of the audit. If the auditor observes any case of non production of records or non-cooperation to the auditors, the auditor will take up the matter with the higher authority and get their audit procedure completed instead of merely reporting such cases in their report.
- h. Follow guidelines on Internal Audit Procedures issued by ICAI;
- i. The Audit Report shall also incorporate the management response of each observation;
- j. Review of Quarterly & Yearly financial statement.
- k. Along with the Internal Audit the firm shall also help, guide and file periodic returns of IT, TDS, GST and other taxation matters & also to appear before taxation authority on the said matter.
- l. Such other matters as may be prescribed.

### **3.0 ROLE AND RESPONSIBILITIES OF INTERNAL AUDITOR**

- a. Objectively assess the Company's business processes.
- b. Assess the company's risks and the efficacy of its risk management efforts.
- c. Ensure that the Company is complying with relevant laws and statutes.
- d. Evaluate Internal Control and make recommendations on how to improve.
- e. Identifying shortfalls or gaps in processes.
- f. Promote ethics and help identify improper conduct.
- g. Assure safeguards.
- h. Investigate fraud.
- i. Communicate the findings and recommendations.
- j. Provide an opinion (Unqualified, qualified, adverse, or disclaim).
- k. To monitor, check & verify each & every payments /procedure.
- l. To Stamp & Sign each & every Payment Vouchers.
- m. Provide Monthly & Quarterly Report to ASCL

### **4.0 QUALIFICATION CRITERIA (certified copy of testimonial to be enclosed)**

- a. The Audit Firms should be in existence for a minimum period of Ten years and the Average Annual Turnover for the last three financial years of audit firm should be at least

Rupees Twenty Lakhs (Rs.20,00,000/-). For the purpose of ascertaining parameter of Turnover of the bidder, average turnover of the bidder for the financial years (2020-21, 2021-22, 2022-23) shall be considered. Copy of ITR along with final/provisional financial statements should be attached.

- b. The firm must be empanelled with CAG of India for conducting audit for PSU/autonomous bodies.
- c. The firm should have an experience of Statutory/Internal audit in Public Sector Undertaking/Government/Semi Govt. Organisation/Companies, preferably having experience in construction companies. - Provide certificate or copy of offer letter.
- d. The Firm should have its Head Office located in Agra, Uttar Pradesh.
- e. In case of proprietor firm, no. of qualified Assistants (Chartered/Cost Accountants) employed in the firm should not be less than 2 persons. In case of Partnership firm, 3 nos. of Partners can also be considered in this purpose.
- f. The Company reserves its right to accept or reject any bid(s) without assigning any reasons thereof. The decision of the Company will be final and binding upon the parties participating in the tender.
- g. Neither the Firm nor its Partner or Associates should have any interest in the business of ASCL.

#### 5.0 **TERMS AND CONDITIONS:**

- a. **Validity of job order:** The validity of the contract will be from 01.04.2024 up to 31.03.2026 for conducting Internal Audit.
- b. **Completion of Job:** Time being the essence of the contract, all the Internal Audit of each quarter shall be completed within the next month after completion of each quarter. It is also expected that the Internal Audit has to commence from 01.04.2024.
- c. **Payment Terms:** Payment shall be released within 30 working days from the date of submission of bill by the Firm(s) after issuance of Internal Audit Report to the satisfaction of ASCL. No advance payment shall be made.
- d. **Termination of contract** in case of non-compliance of terms & conditions of engagement or non-submission of report in time or unsatisfactory performance.
- e. **Dispute:** In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of Management of ASCL will be final and binding on both the parties to the Contract.
- f. Firms who fulfill the above minimum criteria may download the Tender Document from [www.agrasmartcity.in](http://www.agrasmartcity.in) and <https://etenders.up.nic.in>.
- g. Audit firms to whom the work will be awarded shall not be allowed to subcontract the work to any other parties either in part or full.
- h. Reports are to be submitted to Chief Finance Officer, ASCL as per scope of work.
- i. **Term of Appointment:** The validity of appointment will be from 01.04.2024 up to 31.03.2026.
- j. The Audit Firm shall not sublet the work/ contract.
- k. **Place of Audit:** The audit work has to be conducted at the registered office of ASCL at Agra Smart City Building, Agra Nagar Nigam Campus, Near Sur Sadan, M.G. Road, Agra, U.P. 282002.
- l. **Confidentiality:** The Firm shall treat all the information provided by ASCL as confidential and shall also ensure the security and confidentiality of information, documents, records, software, data, deliverables etc., handled during the Internal Audit work and should not part with anybody.

**6.0 FEES:**

Fees should be quoted separately on lump sum basis per quarter as per the format given in ANNEXURE-IV. No TA/DA/Out of pocket expenses will be paid separately.

**7.0 PAYMENT TERMS:**

Payment will be made on quarterly basis on submission of bill. Income tax, or any other tax, as applicable shall be deducted at source.

**8.0 SUBMISSION OF BIDS**

Online Bids are invited from Firm as specified in clause no.9.0 of this document (no physical documents are required). The Tender document can be downloaded at [www.agrasmartcity.in](http://www.agrasmartcity.in) and <http://etender.up.nic.in/>. Applicants may please note that:-

- i. Deadline for Submission of Bids online is on or before 12<sup>th</sup> July, 2024 up to 17:30 Hrs.

The Company (ASCL) may, at its discretion, extend this deadline for submission of bids by amending the Tender Document.

Any bid received by ASCL after the bid submission deadline prescribed by ASCL, will be rejected.

- ii. The date and time for opening of Techno-Commercial Bids is 15th July, 2024 at 12.00 Hrs.

- iii. The Address for opening of bid :

Agra Smart City Limited  
Agra Smart City Building,  
Agra Nagar Nigam Campus, Near Sur Sadan,  
M.G. Road, Agra, U.P. 282002.  
Phone no: 0562 – 4003492

**9.0 SUBMISSION OF TECHNO-COMMERCIAL AND PRICE BID:**

Bidder should submit their tenders in two-parts through e-procurement mode only. The instructions on the portal shall be followed, while submitting the tender.

**PART-A TECHNO-COMMERCIAL BID**

**PART-B: PRICE BID**

The interested Audit Firms are required to fill the schedules (in the same format as provided hereunder) and attachments as required, with official seal and signature on all pages.

**10.0 CLARIFICATION:**

- a. Any clarification if required, between 28<sup>th</sup> June, 2024 to 12<sup>th</sup> July, 2024 can be sought on under-mentioned details:

Arun Kumar  
General Manager  
Agra Smart City Limited  
Contact No. +91 97377 08222

12.2 No Bidder shall contact ASCL on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded.

12.3 Bid(s) submitted by Fax/ Telex/ Telegram/ E-mail shall not be accepted.

**11.0 EVALUATION PROCEDURE:**

The Company intends to select the Internal Auditor through an open competitive bidding in accordance with the procedure set out herein.

**12.0 VALIDITY OF BIDS:**

The bid should be kept valid for a minimum period of three months from the date of its opening. The bids valid for less than three months will not be considered. No representation against rejection of bids on this ground will be considered.

**13.0 MODIFICATION AND WITHDRAWAL OF BIDS:**

The Applicants are not allowed to modify their prices once the offers are submitted. This may please be noted carefully.

**14.0 NON-RESPONSIVENESS OF BIDS:**

The Bids received will be rejected summarily on the following grounds:

- i. The Applicant is not fulfilling the qualification criteria.
- ii. The Applicant has not submitted the required certificate (s)/ document(s) in support of evaluation and qualification criteria.
- iii. If various documents/ annexures as per Bid are not submitted in the required format.
- iv. If the submitted documents are not properly signed or self attested.
- v. It is received by telex, fax, telegram or email.
- vi. If the validity of Bids are not as per the tender. It should be valid for a minimum period of three months from the date of its opening.

**15.0 CORRUPT PRACTICES:**

In case during Bid evaluation or after award of contract, it is found that the information furnished by Applicant are not correct and/or the Applicant is engaged in corrupt/ fraudulent practices in competing for the contract, the matter will be taken seriously. Under such circumstances either Bid will be considered as non-responsive or if contract is awarded, same will be cancelled immediately at the risk and responsibility of the Applicant.

**(ANNEXURE-I)**

**(On letter head of Audit Firm)  
Format of Covering letter**

Date:

To  
Mr. Arun Kumar  
(General Manager)  
Agra Smart City Limited  
Agra

Sub: Quotation for Internal Audit of Agra Smart City Limited (ASCL)

Dear Sir,

We enclose herewith the Particulars and Details of the Firm, Techno-Commercial bid and price bids in connection with the above assignment.

We also state as follows:

- a. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
- b. The prices quoted by us in the price bid are valid for 90 days from the date of opening of bid. We confirm that this proposal will remain binding upon us.
- c. Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.
- d. We agree to bear all costs incurred by us in connection with the preparation and submission of the offer and to bear any further pre-contract costs.
- e. We understand that ASCL is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.
- f. I confirm that I have authority of.....(name of the firm) to submit the proposal and to negotiate on its behalf.

**Thank you,**  
**(Name of Authorised Signatory)**  
**Membership no.:**  
**Name of Firm**

ANNEXURE-II

(On letter head of Audit Firm)

PROFORMA FOR TECHNO COMMERCIAL BID (For conducting Internal Audit of ASCL for two financial year i.e. "2024-25 and 2025-26", containing the following details:

Sl. No.	Particulars	Details (Supporting Documents where applicable are required to be submitted along with this form)
1.	<b>Compulsory Conditions:</b> i) Existence for a minimum period of ten years. ii) Average Annual Turnover at least Rs. 20 lakhs. For the purpose of ascertaining parameter of Turnover of the bidder average turnover for the previous three financial years shall be considered.	
2.	Year of establishment of the Firm	
3.	Partners (details) as per The Institute of Chartered Accountants of India / The Institute of Cost Accountants of India, certificates as on 31.03.2024.	
4.	Names of the Chartered Accountants/Cost Accountants employed with the firm.	
5.	Exposure of The firm should be in Statutory/Internal audit of Public Sector Undertaking/Government/Semi Govt Organisation/Companies, preferably having experience in construction companies	
6.	Exposure of the Firm in industries other than Public Sector Undertaking related to construction work.(Year of audit & Nature of Audit Undertaken)	
7.	The applicant Firm of Chartered Accountants/ Cost Accountants must have carried out in addition to Routine Audit, Internal/special Audits in the following areas: i) Direct Taxes ii) State related Taxes /VAT Audit. iii) Central Excise/Service Tax, GST iv) Physical verification of Fixed Assets & inventory of Stores & Spares. The above are only illustrative and not Comprehensive.	
8.	Resume of the Firm	
9.	PAN No. (self-attested) GST No. (self-attested) Latest copy of ITR filed: (self-attested)	

	Registration Certificate issued by The Institute of Chartered Accountants of India/The Institute of Cost Accountants of India	
10.	UTR No. for NIT Fees paid	
11.	Any other relevant information. (Please attach separate sheet, if required)	

**Declaration:**

1. All the information provided by me/us here above is correct to the best of my/our knowledge and belief.
2. I/We undertake to maintain absolute confidentiality about the cases of the ASCL.
3. I/We have read all the terms & conditions of bid and the instructions and these are unconditionally acceptable to me/us.
4. I/We will not sublet the work/ contract.

Signature:.....

Name & Designation of the Authorized Signatory: .....

Membership no.:.....

Stamp of the Firm: .....

Date: .....

Place: .....

**Note: Signature with stamp of the Audit Firm at bottom of each page.**

**ANNEXURE-III**

**DECLARATION TO BE GIVEN BY THE AUDIT FIRM (on stamp paper/ plain paper)**

**To,  
The General Manager  
Agra Smart City Limited  
Agra Smart City Building,  
Agra Nagar Nigam Campus, Near Sur Sadan,  
M.G. Road, Agra, U.P. 282002**

**Sub:-Declaration to be given by the Audit Firm**

Certified that:-

- (i)** The Audit Firm is not disqualified for being appointed as the Internal Auditor under any rules made by ICAI.
- (ii)** Neither the Audit Firm nor its Partner or Associates have any interest in the business of ASCL.
- (iii)** The Audit Firm shall not sublet the work/ contract.
- (iv)** There are no legal suit/criminal cases pending against Audit Firm and its partners or having not been earlier convicted on grounds or moral turpitude or for violation of laws in force.
- (v)** There is No Deviation from terms & conditions of the Tender Specification.
- (vi)** All the documents, declaration and attachments are true and fair, as per my knowledge.

**Signature:.....**

**Name & Designation of the Authorized Signatory: .....**

**Membership no.:.....**

**Stamp of the Firm: .....**

**Date: .....**

**Place: .....**

ANNEXURE-IV

PRICE BID (FINANCIAL PROPOSAL)

Sl. No.	Particulars	Reply
1.	Name of the Audit Firm	
2.	Name of Contact Person	
		Amount (in Rs.)
3.	Quarterly Audit Fees	
4.	GST as applicable(@-----)	
5.	Total (per quarter) (3+4)	

Signature:.....

Name & Designation of the Authorized Signatory: .....

Membership no.:.....

Stamp of the Firm: .....

Date: .....

Place: .....