



## **REQUEST FOR PROPOSAL**

### **Invitation of Bids for Internal Audit Services of The Delhi Golf Club (DGC) for FY 2024-25**

#### **Request for Proposal (RFP) No. 001/2024, Dated: 12.12.2024**

**WEBSITE: [www.delhigolfclub.org](http://www.delhigolfclub.org)**

1. Bids in sealed cover are invited for services listed in Part III of this RFP. Please super scribe the above-mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.
2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below -
  - a. Bids/queries to be addressed to:  
**The Secretary  
The Delhi Golf Club,  
Dr. Zakir Hussain Marg New Delhi- 110003**
  - b. Postal address for sending the Bids: **As mentioned Above**
  - c. Name/designation of the contact personnel: **Mr. Sinay Kr. Sharma, Financial Controller.**
  - d. Telephone numbers of the contact personnel: **+91 9810773117**
  - e. e-mail ids of contact personnel: **fc@delhigolfclub.org**
  - f. Fax number: **NA**
3. This RFP is divided into three Parts as follows:
  - a. Part I – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
  - b. Part II – Contains essential details of the Services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.
  - c. Part III – Contains Standard Commercial Conditions of RFP, which will form part of the Contract with the successful Bidder.
4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

## **Part I – General information**

**1. Last date and time for depositing the Bids: By 02:00 PM on 18-12-2024**

The sealed bid should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

**2. Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box kept in the Main Office of DGC or to be sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).

**3. Time and date for opening of Bids: At 04:00 PM on 18-12-2024.**

(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

**4. Location of the Tender Box:**

Tender Box will be placed in Main Office Area outside Finance Controller's (FC) cabin. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

**5. Place of opening of the Bids:**

Tender will be opened in the **Board Room of DGC**. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of your representative.

**6. Bid system:** The Tender is a Single Bid System.

**7. Forwarding of Bids – Bids should be forwarded by Bidders under their original memo / letter heads inter alia furnishing details like GST number, Bank address with NEFT Account if applicable, etc. complete postal & e-mail address of their office.**

**8. Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 3(Three) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

**9. Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the DGC may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

**10. Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

**11. Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.

**12. Validity of Bids:** The Bids should remain valid till Finalization of the bidder by the buyer.

**13. Earnest Money Deposit:** Not Applicable.

## Part II – Essential Details of Services required

1. **Description** – This RFP is being floated for inviting bids from reputed Chartered Accountant firms/Internal Audit Firms for carrying out the Internal Audit of The Delhi Golf Club for the Financial Year 2024-25.
2. **Internal Audit Scope**

<u>S. No.</u>	<u>Area Coverage</u>	<u>Detailed Scope</u>
1.	Revenue	<p>Membership Fee:</p> <ul style="list-style-type: none"> <li>• Process of Membership</li> <li>• All revenues such as subscription, entrance fee etc booked properly</li> <li>• Reversal done as per authority</li> <li>• Treatment of outstandings</li> </ul> <p>Food &amp; Beverages:</p> <ul style="list-style-type: none"> <li>• Controls over invoicing</li> <li>• Party Management as per party rules</li> <li>• Approvals are in place for discounts/exceptions/reversals</li> <li>• Invoicing from Outsourced partners as per terms of the agreement.</li> </ul> <p>Tournaments</p> <ul style="list-style-type: none"> <li>• To be conducted as per the approvals in place</li> <li>• Invoicing as per guidelines and policies</li> </ul> <p>Marketing/Sponsorship Income:</p> <ul style="list-style-type: none"> <li>• Pricing as per approved rates</li> <li>• Adherence to revenue related contracts with third parties</li> </ul>
2.	Facility Management	<ul style="list-style-type: none"> <li>• Contracting/ Sourcing of manpower</li> <li>• Equipment upkeep &amp; maintenance</li> <li>• Security controls</li> </ul>
3.	CAPEX	<ul style="list-style-type: none"> <li>• Vendor selection process</li> <li>• Project closure/ handover /Asset Procurement</li> </ul>
4.	Inventory	<ul style="list-style-type: none"> <li>• Controls over issuance and recording</li> <li>• Inventory physical controls.</li> </ul>
5.	Finance & Accounts	<ul style="list-style-type: none"> <li>• Controls over vendor payments</li> <li>• Statutory Payments</li> <li>• Expenses Authorisation</li> </ul>

		<ul style="list-style-type: none"> <li>• Controls over cash receipts &amp; payments.</li> <li>• Collection &amp; follow up of receivables</li> </ul>
6.	Procurement	<ul style="list-style-type: none"> <li>• Purchase approval.</li> <li>• Vendor selection and evaluation</li> <li>• Contract management for select orders</li> <li>• Process of Work/ bill certifications</li> </ul>
7.	Compliances	<ul style="list-style-type: none"> <li>• Process of monitoring facility related compliances</li> <li>• Sample review of compliances with applicable laws/ regulations</li> </ul>

3. **Qualification & Selection Criteria** – The bidder shall be selected based on the following criteria:

<b><u>S. No.</u></b>	<b><u>Description</u></b>	<b><u>Criteria</u></b>	<b><u>Compliance Remarks</u></b>
1.	Average Turnover of the Firm for last 3 years	Rs. 6 crs. or more supported by Audited financials or ITRs	
2.	Experience in Audit	20 years or more	
3.	Size of the firm	7 partners or more as on 30 <sup>th</sup> November 2024	
4.	Experience in Hospitality Sector	10 years or more	
5.	Pricing	As per the bid	
6.	Quality of Presentation & Audit Approach	As scheduled	

4. Bidders are required to furnish clause by clause compliance of criteria given above along with the proofs.
5. Shortlisted bidders shall have a presentation and discussion in front of the committee consisting of board of directors for which they must make themselves available at the date and time to be scheduled later.
6. **Contract** – The Contract/Engagement shall be limited for conducting the Internal Audit for the FY 2024-25. The Contract/Engagement can be cancelled unilaterally by DGC in case of any breach by the selected bidder.
7. **Completion Time** – The Audit must be concluded within 4 months of signing the engagement letter/contract.

### **Part III – Evaluation Criteria & Price Bid issues**

1. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:
- (a) The Bids shall be evaluated and assessed by DGC based on the eligibility and qualifying requirements of the RFP, both technically and commercially.
- (b) The bidder shall quote the price and other terms as per the Price Format given at Part III Para 2

below.

(c) The Delhi Golf Club reserves the right to cancel the tendering at any stage.

**PRICE FORMAT**

<b>S.NO</b>	<b>WORK/DESCRIPTION</b>	<b>AMOUNT/REMARKS</b>
1	INTERNAL AUDIT SERVICES	
2	TAXES	
3	TOTAL AMOUNT	
4	PAYMENT TERMS	
5	COMPLETION TIME	

Secretary  
The Delhi Golf Club