



# Rajkot Rajpath Ltd.

*Connecting people with buses...*

**TENDER No.: RRL/2024-25/10**

**“Tender for appointment of Internal Auditor for Fy 2025-26 to Fy 2029-30”**

**February - 2025**

<b>Milestone Dates</b>	
Start date of downloading of tender:	Dt. 21-02-2025 from 12:00 hrs
Pre-bid meeting:	Interested Auditing firm can email their queries on <a href="mailto:rmc.rrl@gmail.com">rmc.rrl@gmail.com</a> on Dt.28/02/2025 up to 18:00 hrs.
Last date of downloading of tender:	Dt. 13-03-2025 up to 17:00 hrs
Last date of submission of E-tender.	Dt. 13-03-2025 up to 18:00 hrs
Submission of bid security / tender fee etc. (By Register Ad or speed post)	Dt. 17-03-2025 up to 18:00 hrs
Opening of technical bids (if possible)	Dt. 18-03-2025: 12:00 hrs onwards
Opening of price bid (For technically qualified bidder) (if possible)	Dt. 20-03-2025: 12:00 hrs onwards

**GENERAL MANAGER  
RAJKOT RAJPATH LTD.**  
(CIN: U93000GJ2012PLC072203)  
**Multi Activity Center, 03<sup>rd</sup> Floor, Nana Mava Chowk, 150' RING ROAD,  
RAJKOT – 360005**  
**E-mail: [rmc.rrl@gmail.com](mailto:rmc.rrl@gmail.com)**  
**Phone No: +91-281-2332855**

## **Disclaimer**

Rajkot Rajpath Ltd. (A wholly owned subsidiary of Rajkot Municipal Corporation incorporated under Companies Act, 1956 - hereinafter called RRL or “Authority “) has prepared this document solely to assist prospective Bidders in making their decision of whether or not to submit a bid. While RRL has taken due care in the preparation of information contained herein and believes it to be accurate, neither RRL or any of its authorities or agencies nor any of their respective officers employees, agents or advisors gives any warranty or make any representations, express or implied, as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are expected to make their own inquiries and research for gathering the insights, knowledge and information that may be required for submitting a Bid. The information is provided on the basis that it is non-binding on RRL, any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

RRL reserves the right not to proceed with the tender, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the tender further with any party submitting a bid.

No reimbursement of cost of any type will be paid to persons, or entities, submitting a Bid.

Sign and Seal of Chartered Accountant

## **Rajkot Rajpath Ltd.**

**Tender Notice: No. RRL/2024-25/**

**Name of work:** Tender for appointment of Internal Auditor for Fy 2025-26 to Fy 2029-30

Rajkot Rajpath Ltd. invites e-tender from the interested Chartered Accountants/Auditing firms for Internal Audit of Rajkot Rajpath Limited, managing Rajkot BRTS and City Bus Services of Rajkot city. The tender documents can be downloaded from the Website [www.rmc.nprocure.com](http://www.rmc.nprocure.com) up to Dt.13/03/2025 – 17:00 hrs. The bidder has to submit the non-refundable Tender Fee of Rs.1,125/- (Rs. One Thousand One Hundred Twenty Five only) along with Earnest Money deposit of Rs. 8,500/-(Rs. Eight Thousand Five Hundred only) in the form of Demand Draft in favour of Rajkot Rajpath Ltd., payable at Rajkot. The last date of submission of the e-tender will be Dt.13/03/2025 up to 18:00 hrs. The Physical submission of technical Bid along with Tender fee and EMD will be required to submit the latest by dt.17/03/2025 up to 18:00 hrs. The technical Bid, if possible, will be opened on the Dt.18/03/2025 at 12:00 hrs.

General Manager  
Rajkot Rajpath Limited

Sign and Seal of Chartered Accountant

<b>2. Salient features of tender document</b>	
Start date of downloading of tender:	Dt. 21-02-2025 from 12:00 hrs
Pre-bid meeting:	Interested Auditing firm can email their queries on <a href="mailto:rnc.rrl@gmail.com">rnc.rrl@gmail.com</a> on Dt. 28-02-2025 up to 18: 00 hrs.
Last date of downloading of tender:	Dt. 13-03-2025 up to 17:00 hrs
Last date of submission of E-tender	Dt. 13-03-2025 up to 18:00 hrs
Submission of bid security / tender fee etc. (By Register Ad or speed post)	Dt. 17-03-2025 up to 18:00 hrs
Opening of technical bids (if possible)	Dt. 18-03-2025: 12:00 hrs onwards
Opening of price bid (For technically qualified bidder) (if possible)	Dt. 20-03-2025: 12:00 hrs onwards or Eligible Bidders will be informed separately by mail.
Mode of submission- Technical Bid & Price Bid	- <b>Physical submission of Technical bid at following address:-</b>  Rajkot Rajpath Limited 03 <sup>rd</sup> Floor Multi Activity Center, Nana Mava Chowk, 150' Ring Road, Rajkot.

Sign and Seal of Chartered Accountant



# Rajkot Rajpath Limited

(A Wholly owned subsidiary of Rajkot Municipal Corporation)  
03<sup>rd</sup> Floor, Multi Activity Center, Nana Mava chowk, 150' Ring Road, Rajkot-360005

## PART-01 – APPLICATION FORM

<b>Name of Firm/ Professional:</b>		Photo and Across sign on the Photo	
_____			
Name of Firm/ Professional:			
Correspondence Address	Present Address	Permanent Address	
Village/City:		Pin Code:	
Contact No.:		Office:	
E-mail:		Mobile No.:	
Registration Details :			

### Education Qualification:

Sr. No.	Particulars	Name of Institution	Year of Passing	Percentage

### Experience:

Sr. No.	Name of Organization/Company	Yearly Turnover of organization/Company (Amount in Rs.)	Experience (From Year to Year)

: AFFIDEVIT:

I/We hereby declare that All the details we have mentioned are true and complete. If it is found to be false then my/our candidature is liable to be cancelled and any action will be taken against us by Rajkot Rajpath Ltd. shall be fully binding on us. We hereby give undertaking in writing to abide by all the rules and regulations of Rajkot Rajpath Ltd. in force and from time to time.

Date: \_\_\_\_\_ Sign of Partner of Firm/Professional: \_\_\_\_\_

Place: \_\_\_\_\_ Name of Firm/Professional: \_\_\_\_\_

Note :- Self attested copy of educational qualification, experience and other certificates while submitting this application form.

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## **PART-02**

### **General Rules & Regulation: -**

1. The contract shall be initially for the Internal Audit of the accounts from the financial year 2025-26 to 2029-30.
2. Internal Audit of the RRL shall be undertaken on quarterly basis. 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 it 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 RRL so long as its contract is continued with the RRL.
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. RRL shall not provide any conveyance facility to the staff of Firms during the course of Internal Audit.
6. Bidder shall, as part of their bid, submit a written Authorization Letter as per specified Form in tender from Partner of Bidding firm if the signatory is other than Partner.
7. Bidder shall ensure that there should not be any conflict of interest for their carrying out this assignment.
8. 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.
9. RRL 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.
10. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.

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11. The Bidder shall not sublet, transfer or assign the contract or any part thereof to any other person.
12. The Bidder shall quote in Indian Rupees.
13. 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.

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## **PART-03**

### **Important points for Firm / Professional: -**

1. Eligible Firm/Professional shall submit their Physical submission/Technical bid/offer with necessary supporting Documents (Self-attested copies of Certificates) to be delivered on or before Dt. 17/03/2025 at 06:00 PM by Indian Postal Service (Registered AD or Speed Post) to The General Manager, Rajkot Rajpath Limited, at Third Floor, Multi Activity Centre, Nana Mava Chowk, 150' Ring Road, Rajkot – 360005. In addition, Eligible Firm/Professional mandatorily rate quote on online price bid.
2. The Firm/Professional shall have to submit his/her Registration details at Institute of Chartered Accountant of India (ICAI) and also submit supporting documents in this regard.
3. The Firm/Professional has at least 5 years of Experience and also submit relevant supporting documents (self-attested) in this regard. Experience will be considered on the last date of submission of offer.
4. The Firm/Professional has at least complete assignment of internal audit of Firm or company whose minimum turnover of 10 crore. The Firm/Professional has to submit relevant supporting documents (self-attested) of same. Experience will be considered on the last date of submission of offer.
5. Average of Five year of quoted professional fees in online Price bid consider Lowest First (L-1) Bidder.
6. Experience will be considered only after the Internal Auditor/Professional has obtained the registration number from the Institute of Chartered Accountants of India (ICAI). Firm/Professional will have to submit the assignment/work completion certificate of the recognized organization including inward/outward number and date at the time of document verification. Only offer letter or appointment letter will not be considered as proof of experience. If any discrepancy will find during evaluation of experience certificate, The Chairman, Rajkot Rajpath limited reserves all the rights for final decision in this regard and It will abide to all the tender participants.

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7. The Firm/Professional has to download the application form from the Website [www.rmc.nprocure.com](http://www.rmc.nprocure.com) and fill the details mentioned in the application form manually and will not be allowed to change later under any circumstances.
8. It is mandatory for the Firm / Professional to write his/her proper communication address including mobile number and e-mail address in the application form for communication in this regard. Rajkot Rajpath Limited will not be responsible for non-communication, if the Firm / Professional has not clearly mentioned communication address including mobile number and e-mail address in application form.
9. Online Price bid of Eligible Candidate will be opened on Dt.20/03/2025 at 12.00 PM. Firm/Professional may present at their own cost in event of opening of Online price bid.
10. If Firm / Professional will have mentioned any false information in tender documents during tendering process, Firm / Professional will out rightly disqualified.
11. if any false information will be found after appointment of firm/professional as Internal Auditor of company, RRL will cancel appointment with immediate effect. In future also, if the educational qualification, experience and other necessary proofs submitted by the Firm/Professional at the time of appointment are found to be false or suspect, appropriate legal action will be taken against him/her. Also, even if the appointment is made by selection of such candidate, the appointment will be canceled with immediate effect.
12. The Chairman, RRL 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.
13. The Chairman, Rajkot Rajpath Limited is reserve all the rights to cancel or modify the tender without give any reason thereof.
14. The Firm/Professional shall properly read and check Scope of Work and then after submit offer in online price for total of 05 (Five) years.
15. The Successful Bidder will have initiate Agreement as per tender condition with RRL within 7 days on non judicial stamp paper.

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16. The Successful Bidder will have to submit Demand Draft of 10% amount of total professional fees as Security Deposit.
17. Firm/professional will fail to provide satisfactory performance, then RRL will impose penalty of 3 to 10% of monthly bill amount.
18. If Firm/professional will fail to provide satisfactory performance, then RRL will forfeit Security Deposit and Debarred for Three (3) years from all the assignments-works of Rajkot Municipal Corporation and Rajkot Rajpath Limited.
19. Rajkot Rajpath Limited will not accept/consider Conditional Tender.
20. The Chairman of Rajkot Rajpath Ltd. reserves all the rights to take final decision pertaining to award contract under tendering process of appointment of Internal Auditor.
21. The successful Bidder have an office in Rajkot with necessary accounting staff.
22. Bid Validity is for 180 days.
23. In case of any legal dispute, the Jurisdiction will be Rajkot.

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## PART-04

### Scope of work–Internal Auditor

1. Internal audit is an important tool of management to keep watch and exercise control over activities of the Company. With the specialized knowledge of professional firms of Chartered Accountants.
2. Significantly improve not only finance & accounting related performance but also exercise management control over non-financial activities with the help of efficient Internal Audit mechanism.
3. As per Companies Act, while giving statutory recognition to the Internal Audit and making it mandatory for certain class of companies.
4. Recognizes the importance and usefulness of Internal Audit by providing that the report of the Board of Directors shall contain the details in respect of adequacy of internal financial control with reference to the Financial Statement.

#### **5. MAJOR FOCUS AREAS**

The Internal Auditor should check and report that the company under audit is satisfactorily discharging their duties as per respective companies act and applicable laws with respect to: –

- a) The firm shall be required to be well conversant with the procedure, policies, rules and regulations of the Rajkot Rajpath Limited.
- b) The firm shall examine the expenditure incurred by the Rajkot Rajpath Limited that the same is authorized and is in accordance with the approved procedure, delegation of powers and within the sanctioned budget.
- c) The firm shall ensure compliances of GST, VAT, Income Tax etc. It shall advise and assist the RRL in the matter of deduction of Income Tax at source from salary of staff and other contractual payments. It shall also audit returns of tax deducted at source both from salary and other payments.
- d) Proper and timely maintenance of books of accounts including vouchers and supporting documents.
- e) Proper Internal control mechanism for cash and cash transactions, if required.
- f) Salary, advances and related transactions.

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- g) Timely preparation of monthly Trial Balances/ Final Accounts and notes thereon.
- h) Timely and correct deposition of taxes and levies (direct and indirect), filing of returns and settlement of disputes as and when arise, if any.
- i) Budget allotment and utilization of funds against respective budget heads only.
- j) Proper and timely booking of revenue, expenditures, liabilities and assets.
- k) Maintenance of Fixed Assets Register and physical verification of assets.
- l) Reconciliation of main/general ledgers with subsidiaries for debtors, creditors, receivables and payables etc. and eliminating differences between main and subsidiary ledgers.
- m) Proper recording and maintenance of Receivables and payables.
- n) Payment of late fees/ penalty/ demurrage, fines etc. should be audited in detail and proper approval, steps for avoidance in future etc. should be ensured.
- o) Each segment income and expenses should be booked properly and inter segment incomes should be properly identified and booked.
- p) Suggestions for improvement in accounting, following of rules, dealing with taxation matters, awareness about accounting standards, laws prevailing and amendments being introduced by government and ICAI. Same to be Timely implement in internal audit and accounting system.
- q) Suggestion for improvement in internal control system for financial and non financial activities.
- r) Internal auditor shall be liable for filing of returns of direct tax (including TDS and etc.) and indirect taxes (including GST and etc.) and also follow applicable tax compliances as per applicable law.
- s) Internal auditor shall be liable to produce audit report in time and produce to quarter meeting of the company.
- t) Internal auditor shall be liable to communicate with statutory auditor to audit and tax compliances as per the rules and regulation of companies act, income tax and/or other applicable rules and regulation.
- u) Internal auditor shall be liable for **pre-audit** of vouchers, supporting documents and proceed for payment, then after proceedings for further process of approval and payments as well as necessary process. As per Organization requirement, Pre-audit must be on daily basis.

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- v) Applicable fees, levies or any charges of Govt. of India/any other Govt. institution will be borne by Rajkot Rajpath Limited (RRL).
- w) Internal Auditor shall be liable follow applicable laws of GST, Income Tax and/or amendment of Companies Act-2013 and thereon.
- x) Any applicable work/functions regarding Internal Auditor in RRL, which is not mentioned in above Scope of Work. All that work/functions are to be done by the Internal Auditor.
- y) In event of raise the notice for scrutinee for any respective year from GST Department and/or Income tax department then Internal Auditor has to complete the reply of Scrutinee to respective department.
- z) In event of file appeal to Applet of GST Department and/or Income tax department after completion of process of Scrutinee, Then Internal Auditor has to submit the reply from RRL to Applet of GST Department and/or Income tax department.

I have read all the terms and conditions of scope of work and agree-abide to work as per scope of work.

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## Rajkot Rajpath Limited

(A Wholly owned subsidiary of Rajkot Municipal Corporation)  
03<sup>rd</sup> Floor, Multi Activity Center, Nana Mava chowk, 150' Ring Road, Rajkot-360005

### PART – 05 – Online PRICE BID

To,  
General Manager,  
Rajkot Rajpath Limited,  
3<sup>rd</sup> Floor, Multi Activity Centre,  
Nana Mava Circle, 150' Ring Road,  
Rajkot – 360 005

**Subject: - Appointment of the Internal Auditor for Fy 2025-26 to Fy 2029-30.**

Respected Sir,

With reference to the subject the professional fees under the performance tender for a period of five (05) years as stated in the letter to Rajkot Rajpath Ltd. as Internal Auditor are shown in the table below.

Sr. No.	Details	Professional Fees in Rs. (Including of All taxes)
1	Professional fees as an internal auditor for First year (F.Y. 2025-2026)	<b>Online Price bid</b>
2	Professional fees as an internal auditor for Second year (F.Y. 2026-2027)	
3	Professional fees as an internal auditor for Third year (F.Y. 2027-2028)	
4	Professional fees as an internal auditor for Fourth year (F.Y. 2028-2029)	
5	Professional fees as an internal auditor for Fifth year (F.Y. 2029-2030)	
<b>Professional Fees for 05 (Five) Years (A)=Total of Sr. No. (1) to (5)</b>		
<b>Average of Professional Fees for 05 (Five) Years (B)=(A)/5</b>		

- Note :- 1) Successful Firm/Professional have to deposit 10% amount of the annual offer of professional fee for all the five (05) years as security deposit/by cheque/DD/bank guarantee have to deposit at the time of work award.  
2) Lowest First (L-1) Consider on basis of Average of Professional Fees for 05 (Five) Years.

The Chairman of Rajkot Rajpath Ltd. reserves all the rights to approve or disapprove the offer submitted by Firm/Professional, which is abide to Firm/Professional. The Bidder shall have read the scope of work and all the details of tender documents and then after quote the professional fees.

Thanking You,

Date: \_\_\_\_\_ Sign of Partner of Firm/Professional: \_\_\_\_\_

Place: \_\_\_\_\_ Name of Partner of Firm /Professional: \_\_\_\_\_