

**NEW DELHI MUNICIPAL COUNCIL
SMART CITY LIMITED**

No.2/NDMCSCCL

Dated:20/06/2025

CALL FOR QUOTATIONS

Sub: - Quotations for Hiring of the Chartered Accountant (CA) Firm for providing Internal Audit Services to NDMCSCL

New Delhi Municipal Council Smart City Limited proposes to appoint a Chartered Accountant (CA) Firm for providing Internal Audit Services to NDMCSCL

Quotationer is requested to read the specification ad other terms and conditions carefully and make offer very clear and specific in all respect.

Tenure of Engagement: The work is for the Internal Audit Services will be for the financial years of 2025-2026 and 2026-27 and will be extended based on the performance of the firm and mutual consent.

The quotation may be submitted in 2 envelopes i.e. Technical and Financial. If not followed quotation will be out rightly rejected.

1. TECHNICAL ELIGIBILITY CRITERIA FOR FIRMS

Firms fulfilling the technical eligibility criteria as listed below should apply. Any form of Joint Venture/Consortium of Firms will not be allowed for participation in the selection process. The eligibility criteria are as follows:

SR. NO.	ELIGIBILITY CRITERIA	SCANNED COPY OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL QUOTATION
1	The CA (Chartered Accountants) Firm should be a Practicing CA Firm.	Certificate of incorporation of the firm as on 31.03.2025 as per ICAI
2	The CA Firm should be in Practice for a period of 15 Years or more and empanelled with CAG.	Certificate of CAG and Certificate of incorporation of the firm as on 31.03.2025 as per ICAI
3	Have at least five full-time partners, out of which three should be FCA.	Certificate of incorporation of the firm as on 31.3.2025 as per ICAI
4	The CA Firm should have experience of providing similar services to at least 2 (Two) Govt. authority/Govt. body/Central PSU/State PSU/Govt. institution in the last 5 years.	Work Order or Completion certificate
5	Have average professional receipts/Turnover of Rs. 250.00 (Two Hundred Fifty Lakh) or above in the last 3 financial years 2021-2022, 2022-2023, 2023-2024	Financial statements signed by the Chartered Accountant and ITRs to be submitted during last three

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		financial years ending on 31.03.2024
6	Have Head/Branch Office at Delhi/New Delhi.	Certificate of incorporation of the firm as on 31.3.2025 as per ICAI
7	Should have never been issued notice for failure to submit deliverables and cancellation of work order/forfeiture of EMD etc. by any Government/semi Government/Autonomous entities. (A self-declaration to be submitted on the letter head of the firm)	In this regard, a self-declaration is to be submitted on the letter head of the firm
8	Should not have been barred/blacklisted from appointment by any government and/or semi government entities. (A self-declaration to be submitted on the letter head of the firm).	In this regard, a self-declaration is to be submitted on the letter head of the firm
9	Other documents.	<ul style="list-style-type: none"> • Copy of GST Registration • Copy of PAN Number

**Non Submission of any of one or more of above eligibility document may lead to outright rejection of the quotation.*

- A. Please quote your lowest rate for contract basis for the period of two year in two sealed covers (i.e Technical and Financial)
- B. Your sealed quotation must reach D.G.M(F&A), NDMC Smart City Limited Zonal Service Centre, Barakhamba Lane, New Delhi. – 110001. by 3:00 P.M. on due date i.e. **30/06/2025**.
- C. Quotation received shall be opened (the technical cover only) at 3:30 P.M on same date in the Office of D.G.M(F&A), NDMC Smart City i.e. Room No. 6008, Palika, New Delhi. – 110001.
- D. It shall be responsibility of quotationer to ensure that their quotation reaches in time. As quotation received after the due date and time will not be entertained. Upon technical evaluation the financial cover of only qualified quotations shall be opened on the date further decided.

2. Terms and conditions:

- a) Rates : Rates shall be written in figure as well as in words (English).
- b) Validity: the rates should hold good for three months from the date of opening of quotations
- c) Applicable Taxes: the Price quoted by quotationer should be inclusive of all taxes.
 - A. d) Quotationer may contact for any query or technical clarification to
D.G.M(F&A), NDMC Smart City i.e. Room No. 6008, Palika, New Delhi. –
110001.
- e) The quotation with any condition would be rejected out rightly. Any ambiguity noticed in the quotation it will rendered not eligible and will therefore be ignored without making any further reference even if the firm main emerged the lowest quotationer.
- f) Performance Security : The Successful firm shall be liable to deposit 3% of contract amount as performance security in form of B.G. or F.D.R. duly issued by a Schedule Bank.
- g) The EMD deposition is mandatory for NON-MSME Firms as Demand Draft of Rs. 50000/- in Favor of CEO, NDMCSCL, New Delhi-110001.**
- h) If the firm/ agency appointed does not take up the work the E.M.D shall be fortified.**
- i) EMD of unsuccessful quotations may be returned on completion of appointment process without any interest.
- ii) The Estimated cost of this work has been taken as **Rs.10,00,000/-** (Rupees Ten Lakhs only) for the purpose of Earnest Money Deposit.

3. Scope of Services:

An indicative list of services which would be expected to be offered by the selected Chartered Accountant (CA) Firm for providing Internal Audit Services to NDMCSCL are as follows:

i. Review and verification of:

- a. all accounting entries/records/vouchers/ledgers, receipts and payments, subsidiary ledgers and other necessary documents/reports.
- b. Reconciled Cash Book and Banks' Books regularly on fortnightly basis or earlier as and when requisitioned by the Management.
- c. Review of Profit & Loss A/c, Balance Sheet, Cash Flow and notes of accounts.
- d. Review accuracy of amount of Income Tax, GST, TDS, TCS deduction, payments and returns filed in prescribed forms with tax authorities,
- e. Review Statutory compliance on all direct & indirect tax matters viz. Income Tax,

GST, EPF, TDS, TCS, or any other returns/statements as stipulated in Company Act.

f. Accuracy of Transfer of funds against schemes/projects of NDMCSCL

ii. Review Carry out physical verification of company's assets and certification thereof. Details of obsolete and/or non-working items are identified for further action by the company.

iii. Ensure adherence to management policies, safeguard the company's assets and secure the accuracy and reliability of its records.

iv. Timely recovery of advances and interest provisions and contingent liabilities.

v. Foreign Currency transactions

vi. Impart suggestions and continuous/updated knowledge development and services with regard to rules/procedure/planning of taxes and adapting to changes according to the relevant new Statute.

vii. Review of deferred tax calculation keeping in mind the provisions of Accounting Standards as notified by the Companies Act from time to time. Providing Periodical details of Prepaid Expenses to the Management.

viii. Internal Auditor to see that adequate & effective safeguards are in place at all the time as stipulated in the Internal Financial Control Policy and Risk Control Matrix of the Company besides maintaining independence, integrity and objectivity.

ix. Formulation and maintaining appropriate internal control system for financial matters in NDMCSCL.

x. Internal Audit to be done at least on Quarterly intervals during office hours and to provide assistance to the Company on regular basis.

xi. Preparation of Quarterly Internal Audit report for Board meeting.

xii. Ensure the balance confirmation with all debtors and creditors as per record.

xiii. Any other work that may be assigned by the Management and Board of Directors of the company for providing Internal Audit Services to NDMCSCL.

xiv. The internal audit CA firm shall provide all the above services in accordance with the highest standards of professional competence and integrity.

xv. The work of the company shall be carried out in close co-ordination with the Chief Financial Officer, DGM(F&A).

xvi. The firm will ensure the internal Audit under the supervision of Senior Chartered Accountant along with an assistant at NDMCSCL office.

xvii. For maintaining the independency of audit:

a. The firm who is currently working or Past two years as Financial Management Consultant /Statutory Auditor/ Internal Auditors is not eligible to participate in this quotation.

b. The firms whose partners are engaged with or having any relation with the said firm mentioned in subsection "a" above are also not eligible for participating in the quotation.

xviii. NDMCSCL reserves the right to require the replacement of Internal Auditor already assigned to work on the site with another suitable qualified Internal Auditor in the event staff concerned is determined to be incompetent or loses the confidence of NDMCSCL.

4. PAYMENT TERMS

The payment structure is on quarterly basis & fees shall be paid upon the invoice raised by the selected firm upon submission of Quarter Audit Report. The Firms are required to quote the quarterly fee for professional service. The rates quoted will be inclusive of all taxes, travelling expenses, communication expenses and all other out of pocket expenditure relating to the said assignments.

5. APPLICABLE LAW

This Contract shall be governed by and construed in accordance with the laws of India and the Delhi Courts shall have exclusive jurisdiction of dispute, if any, arising of the present contract.

6. TERMINATION FOR DEFAULT

The NDMCSCL reserves the right to cancel the contract of the selected quotationer and recover expenditure incurred by the NDMCSCL on the following circumstances:

- i. The selected quotationer commits a breach of any of the terms and conditions of the quotation/contract.
- ii. The quotationer goes into liquidation voluntarily or otherwise.
- iii. The progress regarding execution of the contract, made by the selected quotationer is found to be unsatisfactory.
- iv. If deductions on account of Liquidated Damages exceeds more than 10% of the total contract price.
- v. If the service provider/firm, in either of the above circumstances, does not remedy his failure within a period of 15 days—Cure Period (or such longer period as the NDMCSCL may authorize in writing) from the date of issue of default notice from the NDMCSCL.

On letter head

Financial/Price Format

(To be submitted in separate envelop.)

Item (1)	Qty. (2)	(Unit) (3)	Unit Rate (X) (in Rs.) (4) For each quarter	Total Amount (in Rs.) (5) Column(2) Multiplied by Multiplied by Column (4)
Per quarter rate for Selection of Chartered Accountant(CA) Firm for providing Internal Audit Services to NDMCSCL	8	quarter		
GST @18%				
Total				

Note: If the financial quotation is submitted in the same technical envelop, the quotation will be out rightly rejected.

Name and Designation of Signatory:

Name of Firm:

Address:
