



Tender

Madhya Pradesh State Tourism Development Corporation Limited
Corporate Identification Number (CIN) – U63040MP1978SGC001445
Registered Office: Paryatan Bhavan, Bhad Bhada Road, Bhopal 462003
Tel.: 0755-5027185, Fax: 0755-2775434/2774289

Website: www.mpstdc.com

Email: sandesh@mpstdc.com

NIT No.: 8169/InternalAuditor/2025

Tender ID 2025_STDC_462072_1

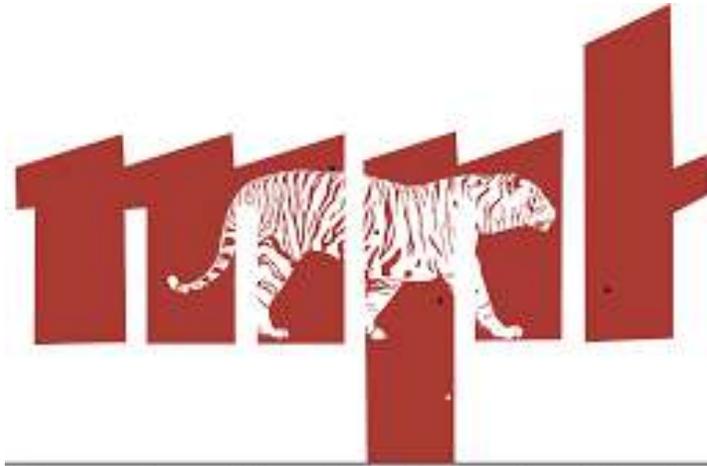
11th November, 2025

“Tender for appointment of Internal Auditor”

MPSTDC invites offers from Chartered Accountants Firm for **Appointment of Internal Auditor**. The detailed terms & conditions can be downloaded from website www.mpstdc.com/www.mptenders.gov.in. For any technical issues contact: Toll free number - 18002588684. For further information contact at 9424796880 or email– sandesh@mpstdc.com. Last date and Time for on line submission is 01st December 2025 **15:00 hrs**.

Managing Director

“Tender for Appointment of Internal Auditor”



Your host in the heart of India

Madhya Pradesh State Tourism Development

Corporation Bhopal, India

1	Name of the Authority: Managing Director, MP State Tourism Development Corporation Limited, Bhopal
2	Proposal should remain valid for 180 days from the proposal due date
3.	The Agency/Firm is required to include with its Proposal written confirmation of authorization to sign on behalf of the Firm:
4.	The Agency/Firm must submit: <ul style="list-style-type: none"> i. Technical Proposal (To be submitted Online only) ii. Financial Proposal (To be submitted Online Only)
5.	The Agency/Firms are required to submit Technical Proposal Online. The Bidders shall have to submit their Bids online and upload the relevant documents from as per time schedule (key Dates). All documents / certificates required to be submitted online .
6.	Cost of TENDER document Rs.5000.00 (Rs. Five Thousands only) + GST @ 18% = 5000+900= 5900/- to be paid Online Only through www.mptenders.gov.in .
7 .	The Amount for EMD : Rs. 50000/- only (Rupees Fifty Thousand only)
8	An Earnest Money Deposit (EMD) must be submitted Online Only through www.mptenders .gov.in
9.	EMD will be returned not later than 120 days from bid Due Date. The EMD shall be returned upon completion of the proposed assignment. Bids not accompanied by the EMD shall be rejected.
10.	All correspondence shall be addressed to : Managing Director, M.P.State Tourism Development Corporation Limited, Paryatan Bhawan, Bhadbhada Road, BHOPAL - 462003 Tele : 0755-4027185 Fax :0755-2775434/2774289 Website : www.mpstdc.com E-mail : sandesh@mpstdc.com .
11.	Date for opening of Technical Proposal on
12	Date of opening of financial Proposal: to be informed

Disclaimer

The information contained in this Request for Proposals document (“**TENDER**”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the MPSTDC or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this TENDER and such other terms and conditions subject to which such information is provided.

This TENDER includes statements, which reflect various assumptions and assessments arrived at by the MPSTDC in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This TENDER may not be appropriate for all persons, and it is not possible for the MPSTDC its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this TENDER. The assumptions, assessments, statements and information contained in this TENDER, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this TENDER and obtain independent advice from appropriate sources.

Information provided in this TENDER to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The MPSTDC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The MPSTDC its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this TENDER or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the TENDER and any assessment, assumption, statement or information contained therein or deemed to form part of this TENDER or arising in any way in this Selection Process.

The MPSTDC also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Applicant upon the statements contained in this TENDER.

The MPSTDC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this TENDER.

The issue of this TENDER does not imply that the MPSTDC is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the MPSTDC reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the MPSTDC or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the MPSTDC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

1.0 INTRODUCTION & BACKGROUND

1.1 INTRODUCTION

Madhya Pradesh can easily be described as the best state of the nation, in terms of richness and diversity of tourism destinations. The state has three world heritage sites namely Sanchi, Bhimbetka and Khajuraho. Madhya Pradesh is not called the 'heart of India' only because of its location in the centre of country.

Madhya Pradesh State Tourism Development Corporation Limited also referred to as the “MPSTDC” is a nodal agency under Department of Tourism, Government of Madhya Pradesh (“DoT”) with a mandate to develop tourism infrastructure in the State of Madhya Pradesh. MPSTDC is also operating various hotels and tourist complexes in the State for providing boarding & lodging facilities to the tourists.

1.2 OBJECTIVE

The Madhya Pradesh State Tourism Development Corporation Limited (MPSTDC) is a State Government Company registered under the Companies Act, 1956. The Company is engaged in the Business of Hotel & hospitality sector and also mandated to develop the tourism in the State. The company is having 6 regional offices in MP, 9 marketing offices outside MP in different states, and Total 81 commercial units in MP. Also MPSTDC have 5 Educational Institute situated at Bhopal, Indore, Rewa, Khajuraho, Jabalpur. The Head office of the company is in Bhopal and having more than 10 different Departments. The operational activities of the corporation include Hotels, Restaurant, Boat Club, Sound & Light Show, Transport, Construction etc. The management of the company has decided to appoint Internal Auditors by engaging the firm of Chartered Accountants with a view to bring in a professional approach in the Internal Audit Function. As a Part of the implementation of Internal Control, it is Planned to conduct the Internal audit for Bhopal Head Office including CE section and Transport unit and its different units situated in Bhopal, Gwalior, Jabalpur, Indore, Khajuraho and Pachmari region and 5 Educational Institute located in different region:-

The details of the Units, Regional office, etc. are annexed herewith as **Annexure -VII**

1.2.1 The objective of this assignment shall be to:

- a) Establish an effective internal audit and control system;
- b) Ensure prevention by early detection of misappropriation, fraud, irregularities, negligence, etc;
- c) Focus on regular internal audit of the office(s)/units to assess, review, recommend and comment in respect of effectiveness & efficiency of accounting, financing, operation & maintenance functions and procedural compliance at all the corporate divisions.
- d) To make management aware, as soon as practical and at an appropriate level of responsibility, of material weaknesses in the design or operation of accounting and internal control systems, that may have come to the notice of auditor in course of audit.

- e) Compliance to the applicable Provisions, Orders and Rules Framed under the New Companies Act, 2013 that require effective Internal Control Procedures in a Company.

To ensure that requirements under Company's Auditor Report (CARO) regarding Internal Control and Internal audit are complied with, in a manner that also assists management's objective of ensuring, as far as practicable, orderly and efficient conduct of its business. This shall also include adherence to management policies, safeguarding of assets, Prevention and detection of fraud and error, accuracy and completeness of the accounting records and timely preparation of reliable financial information.

1.3 Scope of Internal Audit

The Internal Audit firm appointed shall be responsible to carry out internal audit function, and submit Audit reports as per the reporting requirements on Audit observations.

The scope of internal audit includes the internal audit of different departments of the Head office, Regional office, marketing offices and Units and 5 Education Institute located at different locations in Madhya Pradesh.

Scope of Work shall include all the activities of the corporation during the audit period and the verification of internal controls and process at all the sections/departments of the Corporation. It includes internal controls in all the departments / sections of the corporation.

Apart from the audit observations, auditor will be required to indicate discrepancies / inadequacies in the system or procedures so as to initiate steps for improving the system and making it more efficient. The audit team will also be required to educate & support the dealing staff so as to avoid repetition of routine procedural / technical errors.

Further, all other incidental/ necessary activities for the completion of audit & resolution of matters arising during the audit, shall be deemed to be included in the scope of services. In case of judicial proceeding(s) initiated by MPSTDC, pursuant to the audit for the period, the auditor shall reasonably assist MPSTDC, by acting as a witness and providing evidences required as related thereto.

1.3.1 The scope of work at Units and Regional office level:-

- a) Expenditure audit which includes all capital and revenue expenses incurred by the units of MPT, checking the purchase invoices (Inward Supply) with respect to booking and availing of correct Input Tax Credit (ITC) in the books of accounts as per GST law.
- b) Revenue audit which includes all source of revenue/Sales and its Reconciliation with Sales Register/Daily sales summary (DSSR) including the GST charged and booked in books of accounts correctly as per the Invoices raised.
- c) Checking of Bank accounts reconciliation for all Bank Accounts.
- d) Verification of accounting entries relating to GST its Reconciliation as per GST law.

- e) Checking of Inter unit's transactions & its reconciliation.
- f) Checking of Legal compliances related to GST, Income Tax, TDS, and all other applicable laws.
- g) Compliance of different office orders and circular issued time to time from head office on different matters.
- h) Verification and Control on different outstanding Advances to staff and its timely adjustments and comments on non adjustments.
- i) Stores and inventory management and its Physical verification on half yearly basis.
- j) Verification of Fixed assets capitalization during the audit period with Fixed Asset Register and its physical verification.
- k) Sales/Revenue Reconciliation with Sales Register (DSSR) and its corresponding GST reconciliation. Verification of Bills Receivable outstanding and control on its timely Recovery and comments on the non-recovery of bills receivables.
- l) Verification of Internal control system related to procurements, expenses, business operations, revenue leakages etc.
- m) A detailed check list will be shared with the successful bidder before commencement of audit.

1.3.2 The scope of work at Head office level:-

- n) All works as mentioned in unit level audit scope as provided **point no 1.3.1**
- o) Verification of various Taxes payment and Return filing is done from head office required under different applicable taxes.
- p) All Taxes compliance is centralized and done from Head Office therefore all GST Return under GST law i.e GSTR-1, GSTR-3B, GSTR-7 is to be reconciled with the books of accounts, internal auditor need to make reconciliation of the claimed ITC with GSTR-2B return.
- q) TDS Compliance checking, verification of liability correctly booked and deducted as per books of accounts and monthly TDS payment made as per liability. Verification of timely TDS Return filing and matching of return data with monthly tax Paid.
- r) Verification & scrutiny of Trial Balance of HO, CE, Transport Unit as well as Consolidated Trail Balance.
- s) Support in preparation of Financial Statements and Notes to Accounts.
- t) Audit of different financial activities and internal control system of all department/sections of head office.
- u) Audit of all type of online transactions relating to receipts and payments.
- v) Audit of CE section related to receipt of various grants from Governments and its expenses/utilization as per the requirements and conditions of Grants & its Accounting.

a) The Head office includes the following departments-

1. Accounts and finance
2. Company secretary
3. Transport section
4. Engineering/CE section
5. Stores
6. Estate and legal
7. Marketing.

8. Water sports
9. Information technology
10. Training
11. Administration
12. Innovations & New Business support.
13. Operations

1.3.3 The scope of work at Education Institute level:-

- a) Expenditure audit which includes all capital and revenue expenses incurred by the Educational Institute.
- b) Revenue/Receipt audit which includes all source of Receipt to the Institute.
- c) Checking of Bank accounts reconciliation for all Bank Accounts.
- d) Verification of accounting entries relating to GST Payments & its Reconciliation as per GST law.
- e) Checking of Legal compliances related to GST, Income Tax, TDS, and all other applicable laws.
- f) Compliance of different office orders and circular issued time to time from head office.
- g) Verification & completeness of different ledgers and registers and books of Accounts maintained by the Educational Institute.
- h) Stores and inventory management and its Physical verification on yearly basis.
- i) Verification of Fixed assets capitalization during the audit period with Fixed Asset Register and its physical verification.
- j) Verification of Internal control system related to procurements, expenses, Payments, operations, revenue leakages etc.
- k) Support in preparation & presentation of Financial Statements and Notes to Accounts.

1.4 Travelling Expenses & Accommodations.

- The expenses incurred on accommodation and travelling of the staff team of the Internal Auditor firm deployed to any of the Field/units offices for the purpose of the internal Audit shall be bear by the firms.
- For local auditors no accommodation shall be provided.

1.5 PAYMENT TERMS

Fees for the Internal Audit Function

1. The Bidder shall quote the lump-sum price/fees Respective Region wise for which firm is applying for the assignment on per year basis of the Contract period, exclusive of all taxes, duties etc., for carrying out internal audit of units of MPSTDC as per scope of work and the terms and conditions given in the tender document. Firm shall quote audit fees separately for Educational Institute audit in format (Annex-VIII)
2. The payment shall be made in proportion to submission and acceptance of audit Report along with the management letter.
3. In case of delay in submission of the Audit Report (in Hard & Soft copy) within 3 months of the end of the half year, a penalty of 2% of the audit fees due for the

period will be imposed for every week delay beyond 3 months subject to a maximum of 5% of the fees due for the period.

4. Payment of accepted fees will be made within 45 days from the receipt of Bill/Invoice.
5. No interest, claim or penalty etc. would be payable by MPSTDC in case of any delay in payment beyond stipulated time.
6. No. advance payment shall be made against audit fee.
7. The Bill/Invoice should be submitted to the Chief General Manager (Finance), Head office Bhopal.

1.6 STRUCTURE OF AUDIT TEAM & ROLES AND RESPONSIBILITIES

1. Selected bidder firm shall be required to appoint Audit team that includes Team leader who must be FCA & includes minimum two support person of having sound knowledge of audit having at least CA inter Passed from ICAI.
2. The selected bidder firm may depute one or more audit team as per point no.1 for the internal audit of the corporation/its offices units as per need.
3. Selected Bidder firm shall be required to inform in written via official email about detailed audit plan and team members with their name & qualification conducting the audit to concerned Regional office/Manager and Head office (Finance department) at least 10 days before stating the audit.
4. The Team leader of the audit team shall be responsible for the supervision and overall monitoring of the team. He shall arrange all necessary information for the audit team from time to time, effectively supervise and control the audit work.
5. The deployed Audit team, referred to as Auditor hereafter, shall be responsible for carrying out the Internal Audit as per scope of work as defined in tender document.
6. The Internal Audit staff will be authorized to review all areas of the organization and shall have full and free access to all activities, records, property and personnel of the organization.
7. The Team leader (FCA) deployed shall be responsible for the overall coordination of the Internal Audit function with his team. He should ensure the audit work carried out shall be as per the Scope of Internal Audit and completion of the Audit as per the schedule.
8. Selected bidder firm shall be required to send their audit report at concerned Regional office and Head office (finance Department) in hard copy and soft copy via mail at mptaudit@mpstdc.com
9. During the course of the audit there shall be regular meetings as informed time to time between the management of the Company and the team leader of the audit team to discuss and review upon the issues and audit findings. He should also report to the management of the company on need basis
10. The selected bidder firm shall be required to report the important outcome of their activities through management letter to the Managing Director MPSTDC head office Bhopal.

11. The Internal Auditor should be responsible for periodically evaluating the adequacy and effectiveness of the system of internal control and the quality of performance in carrying out assigned responsibilities throughout the Company.
12. The Internal Auditor shall be obliged to maintain complete secrecy and not to disclose any matter which comes to its knowledge while conducting Internal Audit, to any third party, which may affect the interest of the Company adversely.
13. Selected Bidder firm shall submit the proof of CA/person along with the team members who is deputed to the audit assignment of MPSTDC that Such CA or any other person(article) is the partner or employee or article of the selected bidder firm respectively. A declaration in this regard must be submitted to Head office at the time of deputing the audit team to the audit assignment,

1.7 SECURITY DEPOSIT

The successful bidder needs to submit a Security Deposit as a performance security equivalent to five percent (5%) of the Total Quoted Fees in the form of a DD drawn on a scheduled bank in favor of “MP State Tourism Development Corporation Limited” payable at Bhopal, within seven (7) days from the date of acceptance of the LoA by the Successful Bidder.

1.8 INTERNAL AUDIT, AUDIT OPINION AND REPORTING REQUIREMENT

1. **Internal Audit & audit Reporting shall be in the following manner:**

S.NO	OFFICE/UNITS	AUDIT PERIOD	AUDIT REPORTING
1	Regional Offices/Units	Quarterly Basis unit wise.	Quarterly Basis unit wise.
2	Head Office (All Deptt)	Quarterly Basis	Quarterly Basis
3	5 Training Institute	Quarterly Basis Each Institute separately	Quarterly Basis Each Institute separately

- i. Adequacy of internal control (s) half yearly / Quarterly report shall cover the following:
Report shall cover all the functions and activities mentioned in detailed scope of audit in bid document no 1.3.1 & 1.3.2. The Internal Auditor should ensure the applications of the Standards of Internal Audit (SIA) while performing the function of Internal Audit.
- ii. The report shall be submitted on half yearly basis as per scope of work within 2 months from the end of half financial year. Separate audit report for each unit to be submitted. Also Separate audit report shall be submitted for each Educational Institute.
- iii. A detailed check list of audit will be shared with the successful bidder before commencement of audit.

2. In addition to the Audit reports, the Internal Auditor shall also prepare the Management Letter, in which the following shall be included :-
 - a) Comments and observations on the accounting records, financial systems and internal controls that were examined during the course of the audit.
 - b) Comments on the deficiencies in the internal controls, procedural compliance in the unit/ office/ department subject to audit.
 - c) Identify specific deficiencies and areas of weakness in systems and internal controls at all levels in the Organization and make recommendations for their improvement.
 - d) Report on the degree of compliance with standards of ethics, plans, policies and procedures of reporting, laws and regulations and give comments, if any, on internal and external matters affecting such compliance.
 - e) Communicate matters that have come to the attention during the audit which might have a significant impact on the functioning in the company.
 - f) Bring to the company`s attention any other matters that it considers pertinent for risk mitigation and strengthening the internal controls.
 - g) Point wise irregularities noticed in all the departments may be furnished under following broad category, financial irregularities, procedural irregularities, legal/regulatory irregularities.
 - h) Give recommendations for the audit findings.
 - i) Each deliverable shall be provided in printed format along with the soft copy to Managing Director, at Bhopal.
 - j) The Head of Internal Audit shall also include the Management's response in the audit report and shall clearly specify the corrective action taken or to be taken in regard on the specific findings and recommendations.
 - k) Management's response should include a timetable for anticipated completion of action to be taken and an explanation for any recommendations not addressed. All significant findings will remain open until cleared by the Head of Internal Audit.
3. The Internal Auditor shall work for the achievement of the objectives of Internal Audit and as per the Standards of Internal Audit prescribed.
4. However, if the performance of the Internal Auditor is found to be unsatisfactory or not to the standards as expected by MPSTDC, the contract can be terminated even before the expiry of the period of agreement.

1.9 PERIOD OF VALIDITY OF THE BID:-

The Bid shall remain valid for a period three (3) months from the date of opening of Technical Bid. MPSTDC reserves the right to request extension of the bid validity for an additional period of three (3) months, if necessary.

1.10 TERM OF AGREEMENT (CONTRACT PERIOD)

The Audit Firm would be appointed for Internal audit initially for the financial year 2025-26 and appointment will be renewed for two years i.e 2026-27 and 2027-28 on the basis of performance of first year of Audit. MPSTDC, reserves the right to further extend the contract beyond contracted period for 1 year or terminate the Agreement at any time before the expiry of the Contract Period.

1.11 **Schedule of Bidding Process**

MPSTDC shall endeavor to adhere to the following bidding schedule:

SI No	Event Description	Estimated Date/Time
1	Issue of Bid Documents	11/11/2025, 15:00 hours
2	Date of pre bid meeting	17/11/2025, 15:00 hours
3	Online Tender Purchase Last Date	01/12/2025, 15:00 hours
4	Online Bid submission Last Date (EMD, Technical Bid, Financial Bid)	01/12/2025, 15:00 hours
5	Opening date of Proposals	02/12/2025, 15:00 hours
6	Opening date of financial Proposals	To be informed to successful bidder

2.0 **Eligibility Criteria**

The bidder must possess the requisite experience, strength and capability in providing the services necessary to meet the requirements as described in the tender documents. The bidder must also possess the technical know-how and the financial strength that would be required for successfully providing services sought by the MPSTDC, for the entire period of the contract. The bids must be complete in all respect and should cover the entire scope of work as stipulated in the Tender document. Joint Ventures/ Consortiums/Sub-contracting are not allowed.

The invitation to proposal is open to all bidders who qualify the following eligibility criteria as given below:-

2.2.1 CA firm shall participate in bidding process based on the following location based criteria:

Office/ Region/ Location	CA Firm Registered Office location
For Bhopal Region	Only Firm From Bhopal
For Indore Region	Only Firm From Indore
For Jabalpur Region	Only Firm From Jabalpur
For Gwalior Region	Only Firm From Gwalior
For Pachmari Region	Only Firm From Bhopal & Jabalpur
For Khajuraho Region	Only Firm From Gwalior

For Head Office Bhopal	Only Firm From Bhopal.
For Educational Institute	Only Firm Located in Respective Region in which Institute is located

- 2.2.2 The Bidder should be a Chartered Accountants partnership firm, registered under Partnership Act, 1932 and with ICAI.
- 2.2.3 No Consortium or Joint venture shall be allowed in this Assignment; also the successful bidder shall not assign or sub-let, sub-contract the audit work to another CA or CA firm. (Sub-letting, consortium, JV is strictly prohibited in this assignment)
- 2.2.4 The CA Firm must be in operation for at least Ten (10) years. Head office of the CA firm applying for the bid must be located/registered in Madhya Pradesh. The period of 10 years will be considered from the date of registration of the firm with ICAI. CA firm must have registered office located in concerned region (duly registered with ICAI) for which firm is applying for the audit assignment of Region of MPT.
- 2.2.5 The CA Firm must be empanelled with C&AG for the FY 2025-26, 2026-27 having a minimum of five (5) Fellow Chartered Accountants (FCA) and at least one (1) DISA/CISA qualified Chartered Accountant as a partner of the firm.
- 2.2.6 CA Firm should have relative experience to served as internal auditors for three (3) years during past five years with Government or Public Sector undertaking having Turnover of at least 100 crores or more (Only audit Assignment having minimum fees of Rs.50000/- or more per year is considered for evaluation). As a proof the bidder firm is required to submit Appointment letter issued by their client/auditee in regard to appointment as Internal Auditor.
- 2.2.7 The Firm should have an average annual professional receipt of Rs. 50.00 Lacs in last three financial years i.e, 2022-23, 2023-24, 2024-25.
- 2.2.8 CA firm can apply for more than 1 region but 1 CA firm can only be appointed for 1 region only.
- 2.2.9 CA firm must have exposure and experience in working in the SAP-ERP environment.
- 2.2.10 There should be no legal suit / Criminal case pending or contemplated against the CA Firm or its partner on the grounds of moral turpitude or for violation of any of the law in force, an affidavit for declaring the same shall be submitted with this bid.
- 2.2.11 **Date of applicability of qualifying criteria and other parameters, unless otherwise stated expressly, shall be 31st March 2025.**
1. **Attach relevant document proof as per point no 2.2.1 to 2.2.8.**
 2. **Registration or incorporation certificate of bidder with ICAI.**
 3. **Copy of Partnership Deed declaring the partners of the firm.**
 4. **Copy of PAN card.**
 5. **Copy of GST registration certificate.**

- 6. The EMD in the form online Receipt.**
- 7. The Tender Fee in the form online Receipt.**
- 8. All documents shall be submitted in the following serial order duly numbered signed-**
 - Profile of the firm as per annexure – I to IV**
 - Technical qualification as per clause 2**
 - Marking of technical qualification as per clause 17.**

Note: - Only those bidders who meet the pre-qualification criteria specified above will be eligible to respond to this TENDER. The bidder's pre-qualification proposal shall contain the relevant information & supporting documents to substantiate the eligibility of the bidder vis-à-vis the pre-qualification criteria.

Right to Terminate the Process.

MPSTDC may terminate the TENDER process at any time and without assigning any reason. MPSTDC make no commitments, express or implied, that this process will result in a business transaction with anyone.

This TENDER does not constitute an offer by MPSTDC, the bidder's participation in this process may result MPSTDC selecting the bidder to engage towards execution of the contract.

3.0 Tender Fees and Earnest Money Deposit

Tender documents can be downloaded from website www.mptenders.gov.in . However, the tender document of those bidder shall be acceptable who have made online payment for the tender documents fee of Rs. 3000/- + processing fee as applicable (non-refundable) to be paid online through the e-tender portal (website www.mptenders.gov.in), without which bids will not be accepted. Service and gateway charges shall be borne by the bidders.

4.0 Earnest Money Deposit

- 4.1 The Bidder shall furnish, as part of its Bid, an Earnest Money Deposit (EMD) amount of Rs. 50000/- (Rupees Fifty Thousand only) to be submitted Online Only. The EMD shall be refundable to unsuccessful bidder not later than 120 (one hundred and twenty) days from the Bid Due Date, except in case of the 2 Lowest-ranked bidders. The selected bidder's EMD shall be returned upon submission of performance security.
- 4.2 Any Bid not accompanied by the EMD shall be summarily rejected by the Authority as non-responsive.
- 4.3 The EMD of unsuccessful Bidders will be returned promptly without any interest.
- 4.4 The EMD shall be forfeited as Damages without prejudice to any other right or remedy that may be available to the Authority under the Bidding Documents and/ or under the Agreement, or otherwise, under the following conditions:
 - a) If the Bidder withdraws its Bid during the Bid Validity Period as specified in this TENDER and as extended by mutual consent of the respective Bidder(s) and the Authority;

- b) If the Bidder submits a conditional Bid which would affect unfairly the competitive position of other Bidders who submitted substantially responsive Bids.
- c) If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice undesirable practice or restrictive practice;
- d) In the case of the Preferred Bidder, if the Bidder fails within the specified time limit to:
 - i. To sign and return the duplicate copy of LOI;
 - ii. To furnish the required Performance Security within the period prescribed there;
 - iii. Sign the Agreement.
- e) Any other conditions, with respect to the Preferred Bidder, for which forfeiture of Bid Security has been provided under this TENDER.

5.0 Preparation and Submission of Proposal

The Bidder shall submit their Proposals electronically online on the portal www.mptenders.gov.in. For participation in e-tendering, it is mandatory for prospective bidders to get registered on website www.mptenders.gov.in. Therefore it is advised to all prospective bidders to get registration by making on line registration fees payment at the earliest.

5.1 Bidding process shall be followed for the selection of the CA Firms:

- For Internal Audit at the Regional Level; and
- Internal Audit at Head office level.

5.2 As the area of operation of Company is spread widely in all over M.P.State, the various offices in each region are listed in Annexure VII.

Revenue Audit, Expenditure Audit and the System (Internal Audit) for all the offices/Units shall be done for a block period of 3 years i.e. from FY 2025-26 to FY 2027-28, as per Scope of Work.

As the Books of accounts are maintained at all the units/offices of the Company, the Internal audit for the Books of Accounts need to be done on half yearly basis for the units and quarterly basis for Head office for financial year i.e. FY 2025-26 to FY 2027-28 as per Scope of Work .

5.3 The Physical Verification of Stores, Inventory, and Fixed asset is to be done half yearly at the time of audit.

5.4 The appointment of CA Firms shall be done for a particular region only, i.e. for all the offices/units in that particular region including Educational Institute in the region. Also one CA firm can only be appointed for only region only. i.e Same CA firm cannot be appointed for more than 1 region.

5.5 The Bids shall be opened as per the schedule mentioned. If a bidder bids for more than one region and selected for one region then their bid for the other region shall not be opened as NO bidder shall be appointed as Internal Auditor for more than one (1) region.

- 5.6 No partner of the firm should be employed or associated or having any relationship with MPSTDC in any capacity.
- 5.7 All the interested and eligible CA firms should submit their technical proposals online in the prescribed format given in Annexure I to VII.
- 5.8 Bid for appointment as Internal Auditor for the region - Technical Proposal". The bid which do not contain the requisite information or is not supported by the supporting documents will be treated as non-responsiveness, and its financial proposal shall remain un-opened.
- 5.9 The bidder has to quote their rates online only as per Annexure VIII and upload online as per key dates. Please note that, the Schedules of price bid Annexure VIII, i.e. financial bid will not be accepted physically. The bid of the eligible bidder shall be opened online as per key dates.
- 5.10 Online bidders are required to sign their bids online using CLASS-II or CLASS-III DIGITAL CERTIFICATE as applicable.
- 5.11 Once the technical evaluation has been done the Company shall intimate the schedule of opening of Financial Proposal of the firms who have qualified the technical evaluation.

6.0 CONSIDERATION OF BID

The bidder, found eligible after evaluation of the technical bid, will be shortlisted and financial bids of only such eligible bidders shall be opened.

The selected bidder shall be issued a Letter of Award (LoA) by MPSTDC. The selected bidder shall accept the Letter of Award unconditionally, within seven (7) days from the date of issue of the LoA.

Upon acceptance of the LoA, the selected bidder shall be required to sign up an agreement with MPSTDC, containing overall terms and conditions which shall be binding on the firms.

Cost of the stamp and revenue stamp affixed on the agreement shall be borne by the applicant bidder.

1. The selected bidder shall submit the report within a period of 2 months from the end of half year of financial year of period under audit.
2. If the selected bidder:
 - Fails to accept the LoA within the prescribed time;
 - Fails to complete the contractual formalities within the stipulated time period; or
 - Fails to commence the work within the stipulated time period.

Then in such cases, MPSTDC reserves the right to cancel the offer made to such firm, forfeit its EMD and may also blacklist the bidder. In such case the MPSTDC may at its discretion, offer the contract award to L-2 firm at the rates quoted by L-1 Firm.

- MPSTDC reserves the right to cancel the tender without assigning any reason thereof.

- The selected bidder shall not sub-let or sub-contract or assign the work of Internal Audit to any other CA firm or CA, it is strictly prohibited. Any violation of this provision would make the contract liable for termination
- The Company is not bound to accept lowest Total Quoted Fees, nor is it bound to assign any reason whatsoever for rejecting any or all of the Bids.

7.0 Proposal Preparation Costs

The Bidder shall be responsible for all costs incurred in connection with participation in the TENDER process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by MPSTDC to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. MPSTDC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

8.0 Language

The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.

9.0 Bid Validity

The offer submitted by the Bidders should be valid for minimum period of 180 days from the date of opening of Tender.

10.0 Responsive Proposal

Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive, If Proposals;

- Are not submitted in as specified in the TENDER document.
- Received without the Letter of Authorization (Power of Attorney).
- Are found with suppression of details.
- With incomplete information, subjective, conditional offers and partial offers submitted.
- Submitted without the documents requested in the checklist.
- Have non-compliance of any of the clauses stipulated in the TENDER.
- With lesser validity period.

All responsive Bids will be considered for further processing as below-

Proposal evaluation Committee will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by the Committee according to the Evaluation process define in this TENDER document. The decision of the Committee will be final in this regard.

11.0 Modification and withdrawal of Bids

The Bidder is allowed to modify or withdraw its submitted proposal online any time prior to the last date and time prescribed for receipt of bids, by giving a written notice to the MPSTDC.

Subsequent to the last date for receipt of bids, no modification of bids shall be allowed.

12.0 Amicable settlement

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.

13.0 Dispute resolution

1 Any dispute, difference or controversy of whatever nature howsoever arising under or out of or in relation to this Agreement (including its interpretation) between the Parties, and so notified in writing by either Party to the other Party (the "Dispute") shall, in the first instance, be attempted to be resolved amicably in accordance with the conciliation procedure set forth in Clause 46.

2 The Parties agree to use their best efforts for resolving all Disputes arising under or in respect of this Agreement promptly, equitably and in good faith, and further agree to provide each other with reasonable access during normal business hours to all non-privileged records, information and data pertaining to any Dispute.

14.0 Conciliation

In the event of any Dispute between the Parties, either Party may call upon Secretary, Tourism Department and the Chairman of the Board of Directors of the Bidder or a substitute thereof for amicable settlement, and upon such reference, the said persons shall meet no later than 10 (ten) days from the date of reference to discuss and attempt to amicably resolve the Dispute. If such meeting does not take place within the 10 (ten) day period or the Dispute is not amicably settled within 15 (fifteen) days of the meeting or the Dispute is not resolved as evidenced by the signing of written terms of settlement within 30 (thirty) days of the notice in writing referred to in Clause 44 or such longer period as may be mutually agreed by the Parties, either Party may refer the Dispute to arbitration in accordance with the provisions of Clause 47.

15.0 Arbitration

1 Any Dispute which is not resolved amicably by conciliation, as provided in Clause 46, shall be finally decided by reference to arbitration subject to the provisions of the Arbitration and Conciliation Act, 1996. The place of such arbitration shall be Bhopal, Madhya Pradesh where the MPSTDC has its headquarters and the language of arbitration proceedings shall be English.

2 There shall be [a sole arbitrator whose appointment] / [an Arbitral Tribunal of three arbitrators, of whom each Party shall select one, and the third arbitrator shall be appointed by the two arbitrators so selected, and in the event of disagreement between the two arbitrators, the appointment shall be made in accordance with the Rules.

3 The arbitrators shall make a reasoned award (the "Award"). Any Award made in any arbitration held pursuant to this Clause shall be final and binding on the Parties as from the date it is made, and the Bidder and the MPSTDC agree and undertake to carry out such Award without delay.

4 The Bidder and the MPSTDC agree that an Award may be enforced against the Bidder and/or the MPSTDC as the case may be, and their respective assets wherever situated.

- 5 This Agreement and the rights and obligations of the Parties shall remain in full force and effect, pending the Award in any arbitration proceedings hereunder.

16.0 Technical Evaluation Criteria

Bidders who meet the pre-qualifications/eligibility requirements would be considered as qualified to move to the next stage of Technical and Financial evaluations. Project Evaluation Committee (PEC) will evaluate the Technical Proposals of the Pre-Qualified bidders as per the following criteria. **Bidders who score 75 or above** shall only be considered for further evaluation for financial bid opening and evaluation.

S.no	Criteria	Max. Marks	Marks Obtained
1	The Bidder should have total experience at least 10 year from the date of registration with ICAI. Minimum 10 Years: 15 marks, Above 10 Years up to 15 years: 20 marks above 15 years : 25 marks	25	
2	Firm should have served as Internal auditors for three (3) years during past five years with Government or Public Sector undertaking (Only assignment having minimum fees of Rs. 50000 or more per year is considered for evaluation.) Minimum 1 Government or Public Sector undertaking: 15 marks. More than 1 up to 5 Government or Public Sector undertaking: 20 marks. More than 5 Government or Public Sector undertaking: 25 Marks.	25	
3	The CA Firm must be empanelled with C&AG for the FY 2023-24, 2024-25 having a minimum of five (5) Fellow Chartered Accountants (FCA) and at least one (1) DISA/CISA qualified Chartered Accountant Minimum 5 fellow CA & 1 DISA/CISA qualified : 15 marks, Above 5 up to 10 fellow CA & 2 DISA/CISA qualified :20 marks Above 10 fellow CA & 2 DISA/CISA qualified :25 marks	25	
4	Financial Capability: have an average annual professional receipts of Rs. 50.00 Lacs in last three financial year i.e 2022-23, 2023-24,2024-25 Rs.50.00 lakh: 15 marks Above Rs.50.00 lakh upto Rs.75 lakhs : 20 marks above Rs. 75 lakhs : 25 marks	25	
	Total	100	

17.0 Evaluation of Commercial Bid

After the technical evaluation (quality) is completed, the Client shall notify those agencies whose proposals did not meet the minimum qualifying mark or were considered as non-responsive to the RFP and Scope of work and the financial proposals of such bidders will be not be opened.

The Client shall simultaneously notify the agencies that have secured the minimum qualifying mark, the date, time and place set for opening the financial proposals or as mentioned in the RFP, to enable the agencies to attend the opening of the financial proposals.

The financial proposals shall be opened publicly in the presence of representatives of the agencies who choose to attend. The name of the agencies, the technical points, and the prices quoted shall be read out by the MPSTDC.

The proposal with the lowest quote (Fm) shall be given financial score (Fs) of 100 points.

The financial scores of other proposals should be computed as follows:

$$F_s = 100 \times F_m / F$$

Where F= Amount of financial proposal by firm

Combined Quality and Cost Evaluation:-

The Total score shall be obtained by weighted average of combined score of quality/technical score as 70% weight and financial score as 30% weight and adding them, as follows:

$$S = T_s \times T_w + F_s \times F_w$$

Where S = Total score

Ts = Technical score

Fs = Financial score

Tw= weight assigned to technical score i.e. 0.7

Fw= weight assigned to financial score i.e. 0.3

The successful bidder shall be the bidder having the highest score. In the event two or more bidder has same score in the final ranking, the bidder with higher/highest technical score shall be considered as successful bidder. In the case two or more bidder have same score in the final ranking and technical score , the bidder with higher/ highest turnover in preceding year shall be considered as successful bidder

The firm obtaining the highest total score shall be the successful agency/Firm for this assignment.

ANNEXURE - I

Letter Comprising the Bid

Ref.

Date:

To,

The Managing Director

Madhya Pradesh Tourism Development Corporation Limited,
Bhadbhada Road,

Bhopal – 462003

Madhya Pradesh, India

Sub: - “Tender for appointment of internal Auditor”

Dear Sir,

Being duly bidder to represent and act on behalf of _____ (hereinafter referred as the "**Bidder**"), and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby expresses its interest and apply for qualification for undertaking the ***Tender for appointment of internal Auditor.***

We are enclosing our Bid, in conformity with the terms of the TENDER, and furnishing the details as per the requirements of the Bid Document, for your evaluation.

The undersigned hereby also declares that the statements made and the information provided in the Proposal is complete, true and correct in every detail.

We confirm that the application is valid for a period of 180 days from the due date of submission of application and is unconditional.

We hereby also confirm the following:

- 1.** The Proposal is being submitted by M/s _____ *...+ (name of the Bidder, in accordance with the conditions stipulated in the TENDER.
- 2.** We have examined in detail and have understood the terms and conditions stipulated in the TENDER Document issued by MPSTDC (hereinafter referred as the "**Authority**") and in any subsequent communication sent by Authority.
- 3.** We agree and undertake to abide by all these terms and conditions. Our Proposal is consistent with all the requirements of submission as stated in the TENDER or in any of the subsequent communications from Authority)
- 4.** The information submitted in our Proposal is complete, is strictly as per the requirements stipulated in the TENDER, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Proposal.

5. We confirm that we have studied the provisions of the relevant Indian laws and regulations required to enable us to prepare and submit this Proposal for undertaking the Project, in the event that we are selected as the Preferred Bidder.

6. We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitration tribunal or a judicial authority or judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

7. I/ We declare that:

a. I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority; and

b. I/ We do not have any conflict of interest in accordance with the TENDER document; and

c. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the TENDER document, in respect of any TENDER or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and

8. I hereby certify that we have taken steps to ensure that in conformity with the provisions of the TENDER, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;

9. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders

10. I further certify that in regard to matters relating to security and integrity of the country, we, have not been convicted by any Court of Law or indicted or adverse orders passed by the regulatory authority which could cast a doubt on our ability to undertake the contract or which relates to a grave offence that outrages the moral sense of community.

11. I further certify that in regards to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by the Court of Law.

12. I further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.

13. I hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidders, or in connection with the Bidding Process itself, in respect of the above mentioned tender and the terms and implementation thereof.

14. In the event of me being declared as the Preferred Bidder, I agree to enter into a Authorization Agreement in accordance with the draft that provided to me We agree not to seek any changes in the aforesaid draft and agree to abide by the same.

15. I have studied all the Bidding Documents carefully and also surveyed the project details. We understand that except to the extent as expressly set forth in the bid document we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Authorization.

16. The amount has been quoted by me/ after taking into consideration all the terms and conditions stated in the TENDER, our own estimates of costs and after a careful assessment of the identified locations of the hotels and all the conditions that may affect the Bid.

17. I agree and understand that the Bid is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right of whatsoever nature if the Project / Authorization is not awarded to me or our Bid is not opened or rejected

18. I agree and undertake to abide by all the terms and conditions of the TENDER document which inter alia includes furnishing of the Performance Security to the Authority in the manner provided in respect thereof in the TENDER.

19. We confirm that all the terms and conditions of the Proposal are firm and valid for acceptance for a period of 180 days from the Proposal Due Date.

20 I/we offer an Earnest Money Deposit (EMD) of **Rs. 50,000/- (Fifty Thousand only.)**

21. I agree and undertake to abide by all the terms and conditions of the TENDER document. In witness thereof, I submit this Bid under and in accordance with the terms of the TENDER document.

Thanking You,

Yours Sincerely,

Date: _____

Place: _____

For and on behalf of: (name of the Bidder and the Company Seal)

Signature: (Bidder Representative & Signatory)

Name of the Person:

Designation

Annexure II
Statement of Legal Capacity

(To be forwarded on the letterhead of the Bidder)

Ref. Date: To,

The Managing Director

Madhya Pradesh State Tourism Development Corporation Limited

Bhadbhada Road, Bhopal –
462003

Madhya Pradesh, India

Sub: **“Tender for appointment of internal Auditor”**

Dear Sir,

We hereby confirm that we satisfy the terms and conditions laid out in the TENDER document.

We have agreed that _____ (insert individual’s name) will act as our representative and has been duly authorized to submit the TENDER.

Further, the bidder signatory is vested with requisite powers to furnish such letter and authenticate the same.

Thanking you,

Yours faithfully,

For and on behalf of

Bidder signatory

Annexure III

Power of Attorney for signing of Application

Know all men by these presents, We _____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and bidder Mr./ Ms (name),

_____ son/daughter/wife of _____ and presently residing at _____, who is [presently employed with us and holding the position of _____], as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for the ***** Project*st+ proposed or being developed by the ***** (the "Authority") including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Applications and other conferences and providing information/responses to MPSTDC, representing us in all matters before MPSTDC, signing and execution of all contracts including the Authorization Agreement and undertakings consequent to acceptance of our bid, and generally dealing with MPSTDC in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us and/or till the entering into of the Authorization Agreement with MPSTDC.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ____ DAY OF

_____, 20**

For -----

(Signature)

(Name, Title and Address)

Witnesses:

1 1. [Notarized]

2 Accepted

(Signature)

(Name, Title and Address of the Attorney)

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

Annexure IV
FORMAT FOR PROJECT UNDERTAKING

To

Managing Director
Madhya Pradesh State Tourism Development Corporation (MPSTDC)
Paryatan Bhawan, Bhadbhada Road,
Bhopal-462003

Ref :- **“Tender for appointment of internal Auditor”**

We have read and understood the Bid document in respect of the captioned subject provided to us by MPSTDC.

We hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise contained in our Bid hereby represent and confirm that our Bid is qualified and unconditional in all respects.

Dated this Day of..... 2025

Name of the Bidder

.....
Signature of the Authorised Person

.....
Name of the Authorised Person

Annexure V: Technical Bid Format

Detail of Bidder

Sr. No.	Particulars	Remarks/Details (Page No.)
1.	Name of Agency/ Applicant	
2.	Applied For (Region / office Name)	
3.	Details about office of agency/applicant :	
	Address :	
	Phone No :	
	E-Mail ID :	
	Website :	
	Contact person:	
	Mobile No. and contact person:	
4..	Details about registered office of Applicant and Contact No.	
5.	Status of Applicant [proprietorship /partnership firm/ Pvt. Ltd. Co. / Public Ltd Co.]	
6.	Details about Director/Partners List to be attached as per Partnership deed.	
7.	Copy of registration certificate/ Memorandum with ICAI to be attached.	
8.	Total experience of applicant firm [No. of years] from establishment of the firm.	
9	Details of Relative Experience of Audit.	To be given in Annex-VI.
9.	Certified copy of audited Income & Expenditure statement for the Turnover of Agency/ firm Applicant during last financial three years as required.	
10.	P.A.N. No. (Copy to be attached)	
11.	GSTIN Registration Certificate(Copy to be attached)	
12.	Details of TENDER Fees attached	
13.	Details of EMD attached	

Date:

Signature & Seal of the Bidder

DECLARATION

1. I / We have read the instructions appended to the Pro forma and I/We understand that if any false information is detected at a later date, any contract made between ourselves and MPSTDC on the basis of the information given by me/us can be treated as invalid by the MPSTDC and I / We will be solely responsible for the consequences.
2. I/We agree that the decision of MPSTDC in selection of Successful Bidders will be final and binding to me/us.
3. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.
4. I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and/or in the accompanying sheets.

Place.

Date.

SIGNATURE:

Name & Designation

& seal of the Company:

Annexure VII

Detail of Region wise Units

S. No.	Unit name
	Regional office Bhopal
1	Palash Residency, Bhopal NHM Canteen, MPSEDC Canteen,Bhopal
2	Wind & Waves Restaurant / Cottage, Bhopal Canteen at State Meuseum Bhopal.
3	Boat Club, Bhopal
4	Gateway Retreat, Sanchi
5	Sound & Light Show, Sanchi.
6	Jungle Resort, Udaigiri Boat Club Udaigiri
7	Highway Treat Dodi Tourist Motel, Dodi
8	MPT fuels, Dodi
9	Tourist Motel, Biaora
10	Highway Treat, Bhimbetka
11	Halali Retreat, Halali Boat club Halali
12	Piknik@bhopal, (Kerwa)
13	Sair Sapata, Bhopal Boat club at Sairsapata Bhopal
14	Sagaun Retreat, (Delawadi) salankpur
15	Minto Hall Convention Cente. The Crown Restaurant ,Minto hall Bhopal.
	Regional office Jabalpur
16	Holiday Homes, Amarkantak
17	W.T.F.L, Bandhavgarh
18	Motel Marble Rocks, Bhedaghat
19	Marble Cafe Bhedaghat
20	Kalchuri Residency, Jabalpur
21	Kalchuri Huts, Dumna
22	Baghira Jungle Resort, Mochha
23	Boat Club Singrouli
24	Kipling's Court, Pench
25	Maikal Resort, Bargi Boat Club Maikal Resort Bargi
26	Baghira Jungle Resort, Mukki
27	Baghira Jungle Resort, Sarhi
28	MPPGCL canteen Birsinghpur , (District Umaria)

	Regional office Indore
29	Malwa Resort, Mandu
30	Malwa Retreat, Mandu
31	Sound & Light Show Mandu
32	Shipra Residency Ujjain
33	Hotel Avantika Ujjain
34	Hotel Ujjaini, Ujjain
35	Narmada Retreat, Maheshwar
36	Sailani Island Resort, Sailani Boat Club Sailani Island
37	Narmada Resort, Omkareshwar
38	Tourist Motel, Jhabua
39	Tapti Retreat, Burhanpur
40	Choral Resort, Choral Boat Club Choral
41	Highway Treat, Mandsaur
42	Sound and Light, Indore
43	Sound and Light, Ujjain
44	Tourist Complex Hanuwantiya Boat Club Hanuwantiya
45	Hinglaj Resort, Gandhi Sagar Boat Club Hinglaj resort, Gandhi sagar
46	Madhya Lok Bhawan Mumbai.
	Regional office Pachmarhi
47	Hotel Highlands, Pachmarhi
48	Satpura Retreat, Pachmarhi
49	Champak, Pachmarhi
50	Amaltas, Pachmarhi
51	SEL Show, Pachmarhi
52	Rock End Manor, Pachmarhi
53	Nilambar, Pachmarhi
54	Glen View, Pachmarhi
55	Club View, Pachmarhi
56	Devdaru, Pachmarhi
57	Karnikar, Pachmarhi
58	Tawa Resort, Tawa Boat Club Tawa resort Tawa.
59	Bison Resort, Madhai
	Regional office Gwalior
60	Tansen Residency, Gwalior
61	Tourist Village, Shivpuri Boat Club TV. Shivpuri

62	Sheesh Mahal, Orchha
63	Betwa Retreat, Orchha Boat Club Betwa Retreat Orchha
64	Tana Bana, Chanderi
65	Kila Kothi, Chanderi
66	Boat Club, Tigra
67	Fort View restaurent Gwalior
68	Sound & Light Show Gwalior fort.
69	Sound and Light, Orchha
	Regional office Khajuraho
70	Hotel, Payal, Khajuraho
71	Hotel Jhankar, Khajuraho
72	Sound and Light, Khajuraho
73	Hotel Bharhut, Satna
74	Tourist Bungalow, Chitrakoot
75	Mandakini Resort Chitrakoot
76	Hotel Surbahar, Maihar
77	Jungle Camp, Madla (Panna)
78	Parsuli Resort, Parsuli
79	Hotel Vindhya Retreat, Rewa
80	Kutni Retreat, Kutni. Boat Club Kutni island resort, kutni
81	Raja Chattrsaal Convention center, Khajuraho
	Head Office Bhopal
i	Accounts and finance
ii	Company secretary
iii	Marketing and information technology
iv	Operations
v	Water sports
vi	Transport section
vii	Engineering section
viii	Stores
ix	Training
x	Administration
xi	Estate and legal
xii	Innovations and new Business.
	Educational Institutes
1	MPIHTTS BHOPAL
2	SIHM JABALPUR
3	SIHM INDORE

4	FCI Khajuraho
5	FCI REWA

Annexure- VIII

FORMAT FOR THE FINANCIAL BID

To,

The Managing Director,

Madhya Pradesh State Tourism Development Corporation,

Bhopal

Sub: Financial Bid for “Internal Audit for Head office /Region _____”

Dear Sir,

As a part of the Bid for Selection of firm for “Internal audit ” We hereby make the following financial offer (price Bid) to Madhya Pradesh State Tourism Development Corporation Limited for the work:

S.No.	Region Name/Office	Total fee per year (For Region (including All units in the Region)	Name of Educational Institute	Total fee per year (For each Educational Institute)
1	Head Office Bhopal		MPIHTTS BHOPAL	
2	Jabalpur Region		SIHM JABALPUR	
3	Bhopal region			
4	Indore Region		SIHM INDORE	
5	Pachmarhi region			
6	Gwalior Region			
7	Khajuraho Region		FCI Khajuraho	
			FCI REWA	

1. Evaluation will be done on the Total Quoted Fees for one year for particular region.
2. These rates are exclusive of GST.
3. The expenses incurred on travelling of the staff of the Internal Auditor deployed on the project to any of the Field offices for the purpose of the Audit shall be bear by the firms.
4. For outside auditors accommodation shall be provided by the corporation.
5. For local auditors no accommodation shall be provided
6. Above fees is for to be quoted for the internal audit of financial year 2025-2026 and 2026-27.
7. As Internal Audit and its reporting for financial year 2025-26 is to be done on yearly basis, the fees for year 2025-26 audit is to be paid by reducing 30% of the above quoted fees.
8. In case of Increase or Decrease in the Number Of units as mentioned in the Annex-VII then the fees shall be adjusted (Increase/ decrease) on proportionate basis of the turnover of unit.

We agree to be bind by this offer if we are selected as the preferred bidder.

Place.

SIGNATURE:

Date:

Name Designation & seal of the Company