

## PRESS NOTE



### NAVA RAIPUR ATAL NAGAR SMART CITY CORPORATION LIMITED

N/1-08, Paryavas Bhawan, North Block, Sector- 19, Nava Raipur Atal Nagar- 492 002, Chhattisgarh.

Tel No: + 91 771 2512500; Fax No.: +91 771 2512400.

Email : gmtech.nranvp@cg.gov.in

Website: <https://navaraipuratalnagar.com>

#### Tender Notice

The Managing Director, NRANSCCL invites Request for Proposal for following works :

RFP No: **03** /MD/NRANSCCL/2025-26, Nava Raipur Atal Nagar, Dated: **19** /12 /2025

Name of Work: "Selection of Chartered Accountant Firms for providing services of Internal Audit, Taxation, Corporate Compliance and other related works to Nava Raipur Atal Nagar Smart City Corporation Limited, Nava Raipur Atal Nagar, Dist.-Raipur (C.G.)"

Estimated cost: INR 6.50 Lakhs, EMD: INR 25,000/-, Tender Document Fee: INR 5,000/-

Last Time & Date of Submission : 15:00 hrs on 06/01/2025

The RFP documents can be downloaded from the portal (Website) <https://navaraipuratalnagar.com>, directly and shall be submitted at the O/o. The MD, NRANSCCL, N/1-08, First Floor, Paryavas Bhawan, Nava Raipur Atal Nagar.

Amendment in tender, if any, will only be uploaded on the website and shall not be published in any newspaper.

Managing Director  
Nava Raipur Atal Nagar Smart City Corp. Ltd.  
Nava Raipur Atal Nagar

**Request for proposal**

**for**

**Selection of Chartered Accountants Firm**

for Internal Audit, Taxation, Corporate Compliance and other related  
works of

**Nava Raipur Atal Nagar Smart City Corporation Limited**



NAVA RAIPUR ATAL NAGAR SMART CITY CORPORATION LIMITED  
N/1-08, First Floor, Paryavas Bhawan, North Block, Sector-19  
Nava Raipur Atal Nagar – 492002  
E-mail: [gmtech.nranvp@cg.gov.in](mailto:gmtech.nranvp@cg.gov.in)  
Website: <https://navaraipuratalnagar.com/>  
CIN: U74999CT2017SGC008227

No:

Date:

### **REQUEST FOR PROPOSAL**

Nava Raipur Atal Nagar Smart City Corporation Limited (NRANSCCL), intends to select an experienced firm of Chartered Accountants for providing services of Internal Audit, Taxation, Corporate Compliance and other related works on contract basis.

S No.	Name of Service	Minimum Cost	Earnest Money Deposit	Cost of Tender form (Rs.)	Period of Services
1	Selection of Chartered Accountant Firms for providing services of Internal Audit, Taxation, Corporate Compliance and other related works for Nava Raipur Atal Nagar Smart City Corporation Limited.	Rs. 6,50,000/-	Rs. 25,000/-	Rs. 5,000/-	F.Y. 2025-26

#### **Key Dates:**

1. Last date to receive pre bid queries	29/12/2025, query can be sent on email id: <a href="mailto:gmtech.nranvp@cg.gov.in">gmtech.nranvp@cg.gov.in</a>
2. Pre-bid Meeting	Date and Time: 02/01 /2026, till 15:00 Hrs. Location: N/1-08, First Floor, Paryavas Bhawan, North Block, Sector-19, Nava Raipur Atal Nagar – 492002. Pre-bid meeting can be attended through Webex. The link can be shared with those bidders who will raise query and sent to the above email id.
3. Last date for Submission of Tender	06 /01/2026, till 15:00 Hrs.
4. Technical Bid Opening	06 /01/2026, at 16:00 Hrs.

#### **Note:**

1. Tender Document and other details shall be available on: -  
Website- <https://navaraipuratalnagar.com/>
2. Amendment to NIT, if any would be published on website only.

Managing Director  
Nava Raipur Atal Nagar Smart City Corporation Limited  
Nava Raipur Atal Nagar

## PROPOSAL INSTRUCTION SHEET (PIS)

Detailed Instruction governing below listed summary of the "instructions to Applicants" are available in the Annex I ("Instruction to Applicants") accessible from the website <https://navaraipuratalnagar.com/>

S. No.	Instructions to Applicants	Specific Requirements
1.	<b>Deadline for Submission of Proposals</b>	Date and Time: 06/01/2026, till 15:00 Hrs.
2.	<b>Proposals</b>	Hard Copy of the Technical Proposal as Envelop B, along with EMD and Non-refundable Tender Fee as Envelop A and Financial Proposal as Envelop C must be submitted to Nava Raipur Atal Nagar Smart City Corporation Limited, N/1-08, Paryavas Bhawan, Nava Raipur Atal Nagar – 492002 Ph. No.: 0771-2512400 Email: <a href="mailto:gmtech.nranvp@cg.gov.in">gmtech.nranvp@cg.gov.in</a>
3	<b>Cost of Bid Document</b>	Rs.5000/- <u>To be submitted in form of DD alongwith Technical Proposal</u>
4	<b>Language of the Proposal:</b>	English
5	<b>Proposal Currencies</b>	Indian Rupees
6	<b>Proposal Validity Period</b>	120 Days
7	<b>Contact address for requesting clarifications on RFP document</b>	Requests for clarifications should be sent to e-mail address: <a href="mailto:gmtech.nranvp@cg.gov.in">gmtech.nranvp@cg.gov.in</a>
8	<b>Date and time up to which query can be mailed</b>	Date and Time: 29/12/2025, till 15:00 Hrs. Query can be sent on email id: <a href="mailto:gmtech.nranvp@cg.gov.in">gmtech.nranvp@cg.gov.in</a>
9	<b>Pre-Proposal Meeting/ Pre-Bid Meeting</b>	Date and Time: 02/01/2026, at 15:00 Hrs. Location: N/1-08, First Floor, Paryavas Bhawan, North Block, Sector-19, Nava Raipur Atal Nagar – 492002. Pre-bid meeting can be attended through Webex. The link can be shared with those bidders who will raise query and sent to the above email id.
10	<b>Proposal Security/ Earnest Money Deposit</b>	This is a mandatory requirement and must reach in Hard Copy for an Amount: Rs. 25,000/- ( <i>Rs. Twenty-five Thousand only</i> ) in the form of BG/ DD / FDR in favor of Managing Director, Nava Raipur Atal Nagar Smart City Corporation Limited.
11	<b>Performance Security</b>	Performance Security will be equivalent to <i>[10 percent (10%)]</i> of the total bid price quoted in the form of Bank Guarantee as per the format at Exhibit A / FDR, and shall be valid till the completion of the assignment duration.

1. The Applicant will be selected based on the Evaluation Methodology and Criteria indicated in Annex III.
2. NRANSCCL reserves all the rights to reject or accept any/all applications, without assigning any reason whatsoever. NRANSCCL takes no responsibility for the delay, loss or non-receipt of any submission or letter sent by post, within the prescribed time period.



**Managing Director,**

Nava Raipur Atal Nagar Smart City Corporation Limited,  
N/1-08, Paryavas Bhawan, North Block, Sector-19,  
Nava Raipur Atal Nagar (C.G.)



## Annex I

### Instructions to Applicants

#### 1. Preparation and Submission of Proposal

The period of validity of the Bid shall be 120 days from the Date of Bid Submission.

The bid document shall be written in English only.

The applicant must submit their proposals in hard copy in sealed envelopes comprising Technical Proposal, superscribed as Envelop B, Bid document fee in the form of Demand Draft and EMD in the form of BG/ DD/FDR, superscribed as Envelop A and Financial Proposal as Envelope C clearly marking Selection of Chartered Accountants Firm for Internal Audit, Taxation and other related works of Nava Raipur Atal Nagar Smart City Corporation Limited and delivered at the address as mentioned in PIS no later than 06/01/2026 up to 15:00 Hrs.

It shall be deemed that by submitting the Proposal, the Applicant has:

- i. made a complete and careful examination of the RFP document;
- ii. received all relevant information requested from the Authority;
- iii. Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP document or furnished by or on behalf of the Authority.
- iv. Acknowledged that it does not have a Conflict of Interest.

NRANSCCL reserves all the rights to reject or accept any/all applications, without assigning any reason whatsoever. NRANSCCL takes no responsibility for the delay, loss or non-receipt of any submission or letter sent by post, within the prescribed time period.

To be eligible for engagement, the applicants fulfilling the eligibility criteria (more precisely defined in Annex III – Evaluation Methodology and Criteria) shall provide satisfactory evidence to NRANSCCL of their eligibility. In addition, all applications submitted along with covering letter (Format given at **Annex-IV**) shall include the following information:

Letter of Submission of Proposal including details of the firm (supported by Partnership Agreement /Registration Certificate issued by the Institute of Chartered Accountants of India and other incorporation document) – **as per Annex IV.**

- Name of Firm;
- Year of establishment;
- Address and contact details;
- Address and contact details of Head Office & Branch Office(s), if any;
- Proof of C&AG Empanelment;
- Details of Contact person(s).

Details of Full Time Proprietor/ Partners of the Firm containing following information (separate for each Partner):

- Name of Proprietor/Partners
- Address and Contact details of Proprietor/Partners
- Educational Qualifications
- Specialization in professional experience
- ICAI Membership no. and its category like FCA/ACA (supported by its details reflected in the firm status as on 01-01-2025)

Average Annual Turnover of the Firm for last 3 financial years 2021-22, 2022-23 and 2023-2024 (supported by Audited Accounts/ Annual ITRs/ Turnover Certificate from Statutory Auditor / CA) as per **Annex-IV - Annexure D**

Names of major clients in Chhattisgarh, other states and nature of services provided/ assignments undertaken by the Firm as per **Annex-IV - Annexure B**

All documents should be self-attested along with seal of the firm. The bid documents should be duly numbered along with a table of contents. The applicant should also submit a self-attested copy of the RFP document and any amendment thereof as a token of acceptance of all terms and conditions of the RFP document.

## **2. Pre- Bid Queries**

Applicants requiring any clarification with regard to the RFP may send their queries to the e-mail: [gmtech.nranvp@cg.gov.in](mailto:gmtech.nranvp@cg.gov.in) to 29/12/2025 through mail.

A pre-bid meeting shall be held on 02/01/2026, at 15:00 Hrs. to clarify the queries that the applicants may have. The venue of pre-bid meeting will be: NRANSCCL Office, N/1-08, First Floor, Paryawas Bhawan, North Block, Sector-19, Nava Raipur Atal Nagar – 492002. Pre-bid meeting can be attended through Webex. The link can be shared with those bidders who will raise query and sent to the above email id.

NRANSCCL shall make best efforts to clarify the queries that the applicants may have. The Corporation may or may not make amendments to the RFP document on the basis of the queries/ suggestions received from prospective applicants. The decision of the Managing Director, NRANSCCL shall be final in this regard.

The minutes of pre-bid meeting incorporating the clarifications will be uploaded on website <https://navaraipuratalnagar.com/> circulated among all participants of the pre-bid meeting and shall form part of RFP.

Any amendment/ corrigendum incorporating the clarifications will be uploaded on website <https://navaraipuratalnagar.com/> only and shall form part of RFP.

## **3. RFP Submission Date**

1. Last date for Submission of Hard Copy of Technical Bid, EMD, Tender Fee and Financial Bid	06 /01 / 2026, till 15:00 Hrs.
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Hard copy of bid documents complete in all respects must reach NRANSCCL at the specified address on or before 06/01/2026, till 15:00 Hrs. through Speed/ Regd. Post/ Courier/ by hand only. If the specified date for the submission of RFP is declared as a holiday for NRANSCCL, Nava Raipur Atal Nagar, the last date of submission will be the next working day.

## **4. Late Submission:**

RFP received after the deadline for submission prescribed by NRANSCCL will be rejected.

## **5. Modifications and Withdrawal of RFP:**

No modifications to the RFP shall be allowed once it is received by NRANSCCL, Nava Raipur Atal Nagar.

## **6. Clarifications:**

Every applicant shall be responsible for providing all information as required in this RFP document. For evaluating the RFP of the applicant, NRANSCCL may ask any further information, clarifications or documents from the applicant. Details of clarifications, information or additional documents, if any, required from applicant, shall be in written form and will be communicated to the applicant by NRANSCCL. The applicant will be responsible to submit the information, as requested, within a stipulated time mentioned in the clarification letter. In case of non-submission of such information/ clarification/ document, NRANSCCL will evaluate the RFP based on the available records/ documents and



as per the terms of this RFP documents. NRANSCCL reserves the right to accept or reject any application and to annul whole process without assigning any reason whatsoever.

**7. Award of Work**

Procedure for the award of work shall be as follows: -

On the basis of applications received, NRANSCCL shall evaluate the applications and prepare a list of technically qualified for presentation.

After presentation financial proposal of top five eligible applicants will be opened on the date and time notified through email. 'Financial Opening' letter will also be sent to all five eligible applicants.

**8. Rejection of Application:**

NRANSCCL reserves the right to accept or reject any application; and/or to annul the process and reject all applications at any time without assigning any reason whatsoever and without thereby incurring any liability to the affected applicant and/or without informing the applicants of the grounds for the NRANSCCL's action.

**9. Period of Engagement:**

The engagement would be for a period of FY 2025-26 and can be extended by NRANSCCL for another two years at its own discretion. This is more elaborately defined in Annexure II (E) Conditions of Contract. Notwithstanding anything contained in the RFP document, NRANSCCL would have sole irrevocable right to terminate the engagement and /or increase the number of such engagement and /or issue fresh invitation for similar engagement for any reason.

**10. Rate and Payment Term:**

Payment will be made on the basis of Calendar Month, equal amount per month during the complete duration of contract. The fees shall include all costs, taxes, duties etc. except GST. GST shall be reimbursed extra at the applicable rate as per actual.

**11. Termination of Engagement:**

If in view of NRANSCCL, the performance of the Selected Firm is not satisfactory, or if it has failed to safeguard the interest of NRANSCCL, the Managing Director, NRANSCCL may at his sole discretion, will give notice of shortfall in service, If the shortfall pointed out is not rectified by the successful bidder with in a period of 30 days and if the shortfall in service is not attributable to force measure reasons then Managing Director of the Corporation would issue notice of termination in writing. The notice period would be of 30 days. The selected bidder would hand over all documents pertaining to the Corporation, available with him during the notice period. All dues of the selected bidder would be settled during this period.

**12. Jurisdiction**

All disputes arising out of this appointment shall be subject to the jurisdiction of the appropriate court at Raipur/ Bilaspur, Chhattisgarh and will be governed by the laws of Chhattisgarh and India as the case may be.



## Annex II

### TERMS OF REFERENCE

#### Selection of Chartered Accountants Firm for Internal Audit, Taxation and other related works of Nava Raipur Atal Nagar Smart City Corporation Limited.

#### **1. Nava Raipur Atal Nagar Smart City Corporation Limited (NRANSCCL)**

Under Smart City Mission, Nava Raipur Atal Nagar has been selected under top 100 cities to be developed as Smart City.

Nava Raipur Atal Nagar Smart City Corporation Ltd., a Special purpose vehicle is established as a company under the Indian Companies Act 2013 to implement the project. NRANSCCL would receive funding from Govt. of India and Govt. of Chhattisgarh for the Development of Smart City. The project comprises Area Based Development and Pan City initiatives of Smart City Mission.

#### **2. Assignment Objective**

In order to get support requisite support and assistance, the Corporation wishes to select a firm of experienced Chartered Accountants for financial year 2025-26 for its Internal Audit, Taxation and other related work. The appointment of selected Chartered Accountant Firm (CA Firm) may be renewed for a further period of two years based on performance and on mutually agreed terms and conditions.

The internal audit program to be deployed by the selected bidder should conform to all applicable regulatory accounting and auditing standards.

#### **3. Scope of Services**

A list of services to be performed by the selected CA Firm is as follows:

1. To assist in finalization of Books of Accounts of the Company as required under the Companies Act, 2013 and the Rules made there under, including areas of Internal Finance Control and Income Tax Act.
2. Verification of the Cash Book and Bank book on periodical basis.
3. To ensure proper tax compliances of direct and indirect tax, i.e filing of various returns/ reports from time to time under the statutes as applicable to the corporation.
4. Internal Audit to be done on periodical basis, and to provide professional assistance.
5. All bill files including Running bill & Final bill, any opinion including tax matters or others on any files to be processed shall be checked & verified.
6. Assessing areas of risk and controls and document the internal auditor's understanding of the Projects' significant business activities.
7. In the audit plan focus on the risk assessment, indicating the entities (i.e., business units, functions, etc.) to be audited, summarizing the key internal controls within each significant business activity, and indicating the timing and frequency of each planned audit and the resources to be applied.
8. To prepare Internal Audit Report for Audit Committee/BOD meeting, on periodical basis.

9. Assistance in vetting RFP conditions with reference to commercial and legal angles.
10. Assistance in vetting of Agreements with respect to various Laws and contractual obligations.
11. Trouble shooting and assistance in making presentation for PPAC / Board of Directors, Central Govt. and other related authorities.
12. Assistance in preparation of Agenda Notes for Board Meeting, General Meetings.
13. Assistance in Holding up of the Board Meeting, General Meetings.
14. Assistance in preparation of Minutes of Board Meeting, General Meetings.
15. Assistance in making audit reply.
16. Assistance in follow up of decision taken by the Board.
17. Assistance in Annual Filing of all forms to MCA.
18. Assistance in Corporate Compliances including KYC of Company Directors etc.
19. Assistance in Secretarial Audit.
20. Advice in all matters of taxation/company law/contract agreement as and when required.

## **Annex III: Evaluation Methodology and Criteria**

### **ELIGIBILITY CRITERIA:**

Chartered Accountants Firms (CA Firms) fulfilling the following eligible criteria as listed below shall only apply for selection under this RFP to NRANSCCL. Any form of Joint Venture / Consortium of Firms will not be allowed for participation.

The eligibility criteria are as follows:

1. The CA (Chartered Accountants) Firm should be a Proprietary/Partnership Firm registered with the Institute of Chartered Accountants of India (ICAI).
2. The CA Firm should be in Practice for a period of 10 Years or more and empaneled with C&AG of India for the Financial Year 2024-25/2025-26. The applicant must submit constitution certificate of ICAI as on 01/10/2025, Firm Status Card & C&AG empanelment letter.
3. The CA firm should have experience of 5 years or more of internal audit of any government/PSU undertaking.
4. The CA Firm should have at least 3 (three) fulltime FCA persons who are associated with the firm for more than 3 (three) years.
5. The CA Firm should have an average turnover of Rs. 1.00 Crore (Rs. One Crore Only) or above in the last 3 financial years 2022-23, 2023-24 and 2024-25, (Audited financial statements / Turnover Certificate should be submitted).
6. The CA firm must have minimum 10 team members including partners, CAs, articles as per ICAI record.
7. The firm should have minimum 5 exclusive partners as on 01.10.2025 and at least one must have diploma in system audit (DISA).
8. The Firm must have 5 no. of assignment of government auditing experience.
9. The CA Firm should have its Head/Branch office in Raipur. Proof as approved by the ICAI must be produced.
10. Should have never issued cancellation of work order, forfeiture of EMD etc. by any Government and /or semi Government/Autonomous entities, in last five years.
11. Should not have been barred from appointment by any government and/or semi-government entities in last five years.
12. The CA Firm should have a valid peer review certificate from the ICAI.

### **EVALUATION METHODOLOGY:**

The evaluation will be a two-stage process: -

**Stage 1** – General cum Technical Bid Evaluation,

**Stage 2** – Financial Bid Evaluation

### **General cum Technical Bid Evaluation**

The evaluation will involve validating the credentials submitted in the format as prescribed. Credentials without necessary documentary proof will not be considered for eligibility. NRANSCCL reserves the right to accept or reject proof of credentials at its sole discretion without having to give reasons to the Bidders thereof. The following weightage criteria will be adopted during technical evaluation:



## Evaluation of Technical Proposals

Sl. No.	Particulars	Minimum Criteria	Min/Max Marks	Evaluation Criterion
1.	Number of Full Time Partners exclusively associated with the firm for not less than 3 years (As per certificate of ICAI as on 01/10/2025)	5 (3 should be FCA)	10/15	5 partners = 10 marks more than 5 Partners = additional 1 mark for each partner above 5
2.	Turnover of the firm (Average annual in last 3 financial years 2022-23, 2023-24 and 2024-25)	Minimum Rs. 1.00 Crore	10/15	Rs. 1.00 Crore – 10 marks  More than Rs. 1.00 Crore = One additional mark for each Rs. 50 Lakh turnover above Rs. 1.00 Crore.
3.	No. of assignments: Experience of Govt./ PSU Audit (Internal).	5 Assignments in Govt./ PSU Audit (internal)	10/15	5 assignments in Govt./ PSU Audit (Internal) =10 marks (i.e. 2 marks for each assignment)  Two additional mark for every-completed/ ongoing assignment (other than these included in the above 5 assignment) in smart city subject to Max. additional mark of 5
4.	No. of Professional/semi qualified Staff as per ICAI record. (CA & Articles)	10	10/15	10 Persons = 10 marks  One additional mark for each person above 10 persons.
5	Firm Existence	10 years	10/15	Existence for 10 years = 10 Marks One additional mark for each year over 10 years.
6	Peer review	1	5/5	One peer review certificate in last 3 years = 5 marks
	Minimum Qualifying Marks for Presentation		55/80	
7.	Presentation of firm for work methodology and plan .		0/20	On the basis of merit of Presentation.
	<b>Min Qualifying Marks for opening of Financial Bid</b>		<b>55/100</b>	

In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's experience, its understanding of requirements, proposed methodology, and the experience of firm. Only those Applicants whose Technical Proposals score 55 points or more out of 80 shall be called for presentation.

### **Short-listing of Applicants**

Final ranking shall be done after presentation as per score achieved by them, from highest to the lowest technical score ( $S_T$ ). Out of the applicants ranked as aforementioned criteria, not more than 5 (five) shall be pre-qualified, i.e. top 5 (five) ranked will be short-listed for financial evaluation in the second stage.

### **Evaluation of Financial Proposal**

Minimum quoted fee for shall not be less than Rs. 6,50,000/- (excluding GST). If quoted fee is less than Rs. 6,50,000/- (excluding GST) , then financial bid of the bidder shall be rejected.

In the second stage, the financial evaluation will be carried out. Each Financial Proposal will be assigned a financial score ( $S_F$ ).

For financial evaluation, the total cost indicated in the Financial Proposal will be considered.

The Authority will determine whether the Financial Proposals are complete, qualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. The lowest Financial Proposal ( $F_M$ ) will be given a financial score ( $S_F$ ) of 100 points. The financial scores of other proposals will be computed as follows:

$$S_F = 100 \times F_M / F$$

(F = amount of Financial Proposal)

### **Combined and Final Evaluation**

Proposals will finally be ranked according to their combined technical ( $S_T$ ) and financial ( $S_F$ ) scores as follow:

$$S = S_T \times T_W + S_F \times F_W$$

Where,  $T_W$  and  $F_W$  are weights assigned to Technical Proposal and Financial Proposal, which shall be 0.8 and 0.2 respectively.

The Selected Applicant shall be the Applicant having the highest combined score.

In the event that two or more Applicants score equal combined marks as per clause above (the "Tie Applicants"), the company shall identify the Selected Applicant with higher technical score as per table above. If the tie still persists, the selection shall be determined by random draw of lots between the Tie Applicants

### **Award of Contract**

The Employer shall notify the successful bidder by issuing a 'Letter of Acceptance' (LOA) that his bid has been accepted.

### **Performance Security**

Prior to signing of the Contract, the bidder to whom LoA has been issued shall have to furnish performance Security of the amount, form and duration, etc. as specified in the Proposal Instructions Sheet.

Additional performance security, if applicable, is mentioned in the Proposal Instructions Sheet and shall be in the form and for the duration etc. similar to performance security.

### **Signing of Contract Agreement**

The successful bidder shall have to furnish Performance security and sign the contract agreement within 15 days of issue of LOA.

The signing of contract agreement shall be reckoned as intimation to commencement of work. No separate work order shall be issued by the Corporation.

In the event of failure of the successful bidder to submit Performance Security or execution of the Contract Agreement, within stipulated time then the EMD submitted by the bidder shall be forfeited without prejudice to the right of the Corporation for taking action against the bidder.

### **Corrupt Practices**

The Corporation requires that bidders observe the highest standard of ethics during the procurement and execution of contracts. In pursuance of this policy, the Corporation:

- i. may reject the bid for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract; and
- ii. may debar the bidder declaring ineligible, either indefinitely or for a stated period of time, to participate in bids, if it at any time determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, a contract.

For the purposes of this provision, the terms set forth above are defined as follows:

- a. "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
- b. "fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- c. "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- d. "Collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.



## Annex IV

### Proposal Submission Form

*[The Applicant shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

To:

Date: *[insert date of Proposal Submission]*

The Managing Director,  
Nava Raipur Atal Nagar Smart City Corporation Limited,  
N/1-08, Paryavas Bhawan, North Block,  
Sector-19, Nava Raipur Atal Nagar – 492002  
E-mail: [gmtech.nranvp@cg.gov.in](mailto:gmtech.nranvp@cg.gov.in)

In respect of the appointment of internal Auditor for Nava Raipur Atal Nagar Smart City Corporation Limited, please find enclosed our response to your RFP dated \_\_\_\_\_.

Having examined the RFP document and the Scope, Eligibility Criteria and other terms and conditions as stipulated therein, we, the undersigned, hereby state that we are in conformity with the specified requirements and would like to offer to provide the Services as defined and described in the RFP, on the terms and conditions mentioned in the RFP Document.

1. We certify that all the information and representations furnished herewith are true, correct, valid and subsisting in every respect and can be supported with relevant documents of proof on demand by the Authority.
2. We are submitting the application for preliminary evaluation and appointment of our firm for the internal audit assignment with regards to Nava Raipur Atal Nagar Smart City Corporation Limited and other incidental assignments along with the audit scope.
3. We agree and undertake that if our firm is short listed for technical and commercial bidding, we shall comply with the same.
4. If the assignment is awarded to our firm, we agree and undertake to provide the Services comprised in the scope within the timeframe specified, starting from the date of receipt of notification of award from the Authority.
5. We agree and undertake to abide by the terms and conditions, provisions, stipulations and covenants from time to time and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. We understand that you are not bound to accept our request for participation in the process or not bound to accept our proposals that you may receive or give any reason for rejection of any application. We also agree and confirm that we will not claim any expenses incurred by us in preparing and submitting this proposal.

7. We are also aware that the Authority has also right to re-issue / re-commence the selection process, to which we do not have right to object and have no reservation in this regard; the decision of the Authority in this regard shall be final, conclusive and binding upon us.
8. The entire set of documents, information about our firm, and clients etc. are enclosed hereto and shall form part of this application.
9. We enclose herewith our firm's profile (as per the prescribed format attached) for your perusal as per Annex IV – Annexure A.
10. We hereby declare that neither I nor any of our partners/ members of my/ their families (family will include besides spouse, children, parents, brothers, sisters or any of them who are wholly or mainly dependent on the Chartered Accountants) or the firm/Company in which I am/they are partners/directors have been declared as willful defaulter by any bank / financial institution.
11. We hereby confirm that I/We am/are not disqualified/ineligible for appointment as Internal auditor of the Nava Raipur Atal Nagar Smart City Corporation Limited under any regulations.
12. I am/ We are not otherwise disqualified to accept the audit in terms of Sections 141 and 145 of the Companies Act 2013 read with rule 10 of the Companies (audit & auditors Rules) 2014.
13. Our proposal shall be valid for a period of 120 days from the date fixed for opening of Proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

I / We confirm that the information furnished here are true to the best of my knowledge.

Thanking you,

**Yours faithfully,**

**For Chartered Accountants**

**Partner**

Name :

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

## **Annex IV - Annexure A**

### **Information of Applicants**

Name of the Firm (In full):	
Address:	
Telephone No(s):	
E-mail address:	
Year of establishment:	
(Enclose Certificate of Practice issued by (ICAI)	
C&AG Empanelment Details:	
(Enclose copy of C&AG Empanelment)	
Place of practice:	
Contact Person:	
No of Partners:	
Names, Address and Contact Details of individual Partners to be given:	
<b>1.Name, Address and Contact Details:</b>	
Educational Qualifications:	
ICAI Membership No. and its Category:	
<b>2.Name, Address and Contact Details:</b>	
Educational Qualifications:	
ICAI Membership No. and its Category:	
<b>3.Name, Address and Contact Details:</b>	
Educational Qualifications:	
ICAI Membership No. and its Category:	
<b>4.Name, Address and Contact Details:</b>	
Educational Qualifications:	
ICAI Membership No. and its Category:	

#### **(Signature of Authorised Person)**

Details of members proposed having experience in the required area of experience.

*(Enclose recent CVs of team members highlighting the relevant experience and confirming their availability as per Annex IV – Annexure C)*

#### **(Signature of Authorised Person)**



## **Annex IV - Annexure B**

### **Applicant's Experience of Relevant Assignments**

Project	Client Name	Consulting Fees	Period of Performance (from/to)	Description of Actual Services Provided	Present Status of the Assignment
1-					
2-					
3-					

**Note:** Copies of Assignment orders shall be attached along with the application.

**(Signature of Authorized Person)**

## Annex IV - Annexure C

### Sample CV template:

Name:		
Position for this Assignment:		
Nationality:		
Language Skills:		
Educational and other Qualifications		
Employment Record: [Insert details of as many other appropriate records as necessary]		
From [Year]: _____ To [Year]: _____		
Employer: _____		
Positions held: _____		
Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary]		
Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken
References (minimum 3)	(Name/Title/Organization/Contact Information – Phone; Email)	

## Annex IV - Annexure D

### ANNUAL TURN OVER

Annual Turnover for the last three financial years, 2022-23, 2023-24 and 2024-25 along with audited balance sheet for last three years.

**Average annual financial turnover of the Firm to be provided in the following format for the last 3 financial years;**

Financial Information			
Financial Year	2022-23	2023-24	2024-25
Annual Turnover (in INR Crore)			
<b>AVERAGE ANNUAL TURNOVER</b>			
Note: Audited balance sheet / Turnover Certificate from statutory auditor / CA for the above financial years to be enclosed.			

**(Signature of Authorized Person)**

**Note:** It should be attested by Chartered Accountant not belonging to the applicant firm.



## Annex V

### Financial Proposal

Date:

To:

Managing Director

Nava Raipur Atal Nagar Smart City Corporation Limited

N/1-08, Paryavas Bhawan, North Block, Sector-19

Nava Raipur Atal Nagar – 492002

**Sub.: Selection of Chartered Accountant Firms for providing services of Internal Audit, Taxation, Corporate Compliance and other related works for Nava Raipur Atal Nagar Smart City Corporation Limited.**

Sir,

1. I the undersigned, offer to provide the services for the above in accordance with your Request for Proposal.
2. My Financial Proposal is given below:

Phase	Services	Fees in Rs.
1	Selection of Chartered Accountants Firm for Internal Audit, Taxation and other related works of Nava Raipur Atal Nagar Smart City Corporation Limited	Rs. _____

Total in words: Rs. \_\_\_\_\_

***\*Minimum quoted fee for F.Y. 2025-26 shall not be less than Rs. 6.50 Lakh (Rs. Six Lakh Fifty Thousand Only) (Excluding GST). If quoted fee is less than Rs. 6.50 Lakh (Excluding GST) for FY 2025-26, then financial bid of the bidder shall be rejected.***

***\* The Amount/ Fee quoted is inclusive of all costs, taxes, duties, surcharge etc. but exclusive of GST. GST shall be paid extra.***

3. Our financial Proposal shall be binding upon me subject to the modifications resulting from contract negotiations, if any. We, further, acknowledge that the amount as quoted above in words shall be treated final in case of any discrepancy between the figure and words.
4. I understand that you are not bound to accept any Proposal you receive.
5. Our Financial Proposal is without any condition and shall be binding up on us, i.e. 120 calendar days from the last date of submission of this Proposal.

Yours faithfully,

**(Signature of Authorized Person)**

Address:

Mobile No:

E-mail ID:

## General Conditions of Contract

1.	The Successfully selected bidder shall comply with all pending compliances statutory/ as per companies act/Income-tax Act/GST/CAG observation or as the case may be, if any, shall be made and regularized.
2.	No communication will be sent by the Authority and no correspondence will be entertained in respect of firms, which are not being selected.
3.	The selected Firm, on receiving the offer letter from the Authority, shall submit the hard copies of Letter of acceptance of terms and conditions, undertaking letter, and Undertaking of Fidelity and Secrecy (Formats will be shared with the selected firm).
4.	The assignment should be carried out in a professional manner and in case of any misconduct & negligence; the Authority is free to report the matter to the ICAI under the prevailing guidelines from time to time. This will be in addition to the disengagement from the assignment.
5.	All the necessary certificates, if any, including quarterly, half-yearly, annual closing of Books of Accounts that need to be given by audit firm as a part of the respective assignment shall be given on its letterhead without any additional certification fee.
6.	By virtue of the engagement, the successful applicant's team may have access to business information of the Authority. The Authority shall at all times have the sole ownership of and the right to use, all such data in perpetuity in the course of performing the Service(s) under the Engagement.
7.	Appointment of Audit Firms shall be purely at discretion of the Authority and no rights whatsoever accrue to the firm for such appointment.
8.	The selected audit firm will have to stick to the following deadlines : <ul style="list-style-type: none"> <li>- Submit monthly reports by the 15ths of the succeeding month.</li> <li>- Submit Quarterly reports by the 28<sup>th</sup> of the first month of the succeeding quarter.</li> </ul>
9.	The Authority shall monitor the performance of audit firm closely. The Authority reserves the right to terminate the assignment, without assigning any reason. In case of termination of assignment, the remuneration for the incomplete month and the residual period of the engagement shall not be payable by the Authority.
10.	The audit firm shall adhere to the audit coverage strictly as per the scope as may be decided by the Authority from time to time.
11.	The Authority reserves the right to seek views from the entities with whom the firm is/has been/was associated as Auditors.
12.	The firm shall not sub-contract without the express permission from the Authority, part of the audit work assigned to any outside firm or other persons even though such persons are qualified chartered accountants.
13.	Any other terms and conditions of the assignment would be decided by the Authority on a case-to-case basis.



14.	<p><b><u>Important information about audit fees</u></b></p> <ol style="list-style-type: none"> <li>No travelling allowance/ halting allowance shall be paid to the audit firms for carrying out the assignment. However, GST shall be paid as applicable from time to time in addition to basic fees.</li> <li>Payment to the auditors shall be subject to deduction of tax at source at appropriate rates then applicable.</li> <li>All necessary certificates that need to be given as part of audit assignment shall be given by the audit firm without any additional certification fee.</li> <li>The Audit fees once fixed shall remain unchanged throughout the tenure of the Auditor, except in case of revision in the scope of audit. The Authority's decision will be final in this regard.</li> </ol>
15.	<p><b><u>Conduct and Performance Monitoring</u></b></p> <ol style="list-style-type: none"> <li>The Authority shall designate one of its senior officers as a single point contact for coordinating the audit assignment.</li> <li>The Authority shall provide the auditor with requisite initial information of its activities and further support to conduct audit.</li> <li>The Authority reserves its right to review the appointment at any point of time and if necessary, to cancel the appointment by giving 02 month written notice. In case of termination of assignment, the remuneration for the incomplete month and the residual period of engagement shall not be payable by the Authority.</li> <li>In case the firm fails to report serious omissions/ commissions/ noncompliance etc., the Authority reserves right to report the matter to ICAI, which may result in appropriate action. Such firms will not be eligible for assignment of audit work with the Authority for next five years.</li> <li>The Auditors are expected to provide an executive summary of observations along with every audit report and submit the same to the Managing Director.</li> <li>The Auditors are expected to strictly abide by the Directions of the Board/ Audit Committee (as the case may be) as advised from time to time. Further, the scope of audit as defined in this document is indicative and is subject to revision/ modification/ alteration/ addition with the approval of the competent authority of the company.</li> </ol>
16.	<p><b><u>Representations and Warranties</u></b></p> <ol style="list-style-type: none"> <li>That the Applicant is a Partnership firm/LLP which has the requisite qualifications, skills, experience and expertise in providing Service(s) contemplated hereunder, the financial wherewithal, the power and the authority to enter into the Engagement and provide the Service(s) sought by the Authority.</li> <li>That the Applicant is not involved in any major litigation, potential, threatened and existing, that may have an impact of affecting or compromising the performance and delivery of Service(s) under this Engagement.</li> </ol>



	<p>3. That the representations made by the Applicant in its application are and shall continue to remain true and fulfill all the requirements as are necessary for executing the duties, obligations and responsibilities as laid down in the Engagement and the RFP Documents and unless the Authority specifies to the contrary, the Applicant shall be bound by all the terms of the RFP.</p> <p>4. That the Applicant has the professional skills, personnel and resources/authorizations that are necessary for providing all such services as are necessary to perform its obligations under the application and this Engagement.</p> <p>5. That the Applicant shall use such assets of the Authority as the Authority may permit for the sole purpose of execution of its obligations under the terms of the RFP or the Engagement. The Applicant shall however, have no claim to any right, title, lien or other interest in any such property, and any possession of property for any duration whatsoever shall not create any right in equity or otherwise, merely by fact of such use or possession during or after the term hereof.</p>
17.	<p><b><u>Confidentiality</u></b></p> <p>The Parties agree that they shall hold in trust any Confidential Information received by either Party, under the Engagement, and the strictest of confidence shall be maintained in respect of such Confidential Information. The Parties agree to execute Confidentiality Agreement prior to finalization of Engagement and shall abide by the terms and conditions of confidentiality as contained therein.</p>
18.	<p><b>Governing Law</b></p> <p>The Engagement shall be governed in accordance with the laws of Republic of India. These provisions shall survive the Engagement.</p>
19.	<p><b>Jurisdiction of Courts</b></p> <p>The courts of India at Raipur/Bilaspur have exclusive jurisdiction to determine any proceeding in relation to the Engagement. These provisions shall survive the Engagement.</p>

**Exhibit A**  
**PERFORMANCE SECURITY**

To

\_\_\_\_\_ [Name of Employer]

\_\_\_\_\_  
\_\_\_\_\_ [Address of Employer]

WHEREAS \_\_\_\_\_ [name and Address of Contractor] (Hereinafter called "the Contractor") has undertaken, in pursuance of Letter of Acceptance No. \_\_\_\_\_ Dated \_\_\_\_\_ to execute the contract of \_\_\_\_\_.

AND WHEREAS it has been stipulated by you in the said Contract that the contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligation in accordance with the contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, up to a total of \_\_\_\_\_ [amount of Guarantee]\* \_\_\_\_\_ (in words), such sum being payable in the types and proportions of currencies in which the contract price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of \_\_\_\_\_ [ amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract of the Services to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid till issue of physical completion certificate.

Signature, Name and Seal of the Guarantor \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

Phone No., Fax No., E-mail Address, of Signing

Authority \_\_\_\_\_

Date \_\_\_\_\_

*\* An amount shall be inserted by the Guarantor, representing the percentage the Contract Price specified in the Contract including additional security for unbalanced Bids, if any and denominated in Indian Rupees.*