

**CHHATTISGARH ROAD AND INFRASTRUCTURE DEVELOPMENT
CORPORATION LIMITED**

3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.)
Website : www.cgrdc.in, email ID: info.cgrdc@gmail.com, info@cgrdc.in Ph.No 0771 -4043395
& Fax No. 0771- 4033242

Request for Proposal (RFP) Notice

RFP No. 114 /CGRIDCL/2026

Raipur, Dated: 05/05/2026

CGRIDCL Raipur invites proposal from the interested firm for "**Selection of Chartered Accountant Firms for providing services of Internal Audit, Taxation, Corporate Compliance and other related works to Chhattisgarh Road and Infrastructure Development Corporation Limited on contract basis.**" The cost of RFP Document is INR 2,360/- (Rs. Two Thousand Three Hundred Sixty only). The completed Bid Document can be viewed/downloaded from CGRIDCL portal i.e. <https://www.cgrdc.in> Bid must be submitted by Speed/Regd. Post/ Courier/ by hand only, to office address by 05/06/2026 (up to 15:00 Hrs. IST). Modification/Amendments/ Corrigendum, if any, shall not be advertised in the news paper but shall be published in the website as mentioned above only.

Sd/-
Managing Director
Chhattisgarh Road & Infrastructure
Development Corporation Ltd.



RFP No.114/CGRIDCL, Raipur Dated 05/05/2026

Request For Proposal (RFP)

**Selection of Chartered Accountants Firm
for
Internal Audit, Taxation, Corporate Compliance and other related
works of**

**By
Chhattisgarh Road and Infrastructure Development
Corporation Limited (CGRIDCL)**

May, 2026

Chhattisgarh Road and Infrastructure Development Corporation Limited

(Formerly known as Chhattisgarh Road and Infrastructure Development Corporation Limited)

3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.) 492001

Website : www.cgrdc.in, email ID : info.cgrdc@gmail.com, 0771 - 4043395



CIN : U45203CT2014SGC001560

Chhattisgarh Road and Infrastructure Development Corporation Limited

(Previously known as Chhattisgarh Road Development Corporation Limited)

Reg. Office: 3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.)

Website : www.cgrdc.in, email ID : info.cgrdc@gmail.com, Ph no. 0771-4043395

No.114/CGRIDCL/2026

Raipur, Dated: 05/05/2026

REQUEST FOR PROPOSAL

Chhattisgarh Road and Infrastructure Development Corporation Limited (CGRIDCL), intends Selection of Chartered Accountants Firms for providing services of Internal Audit, Taxation, Corporate Compliance and other related works on contract basis.

S No.	Name of Work	Period of Services	Earnest Money Deposit	Cost of Tender form (Rs.)
1	Selection of Chartered Accountant Firms for providing services of Internal Audit, Taxation, Corporate Compliance and other related works to Chhattisgarh Road and Infrastructure Development Corporation Limited on contract basis.	12 Months	Rs. 22,000/-	Rs. 2,360/- (including GST)

Key Dates:

Pre-Bid Meeting	Date 25/05/2026, Time 15:30 hours at CGRIDCL Office, 3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.) 492001.
1. Last date for Submission of Tender	05/06/2026
2. Technical Bid Opening	05/06/2026

Note:

1. Tender Document and other details shall be available on:
[Website-www.cgrdc.in](http://www.cgrdc.in)
2. Amendment to NIT, if any would be notified or published on website only.

Managing Director
Chhattisgarh Road and Infrastructure Development
Corporation Limited

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Date:_____Dear Sir/Madam,

Subject: Selection of Chartered Accountants Firm for Internal Audit, Taxation, Corporate Compliance and other related works of Chhattisgarh Road and Infrastructure Development Corporation Limited.

1. Chhattisgarh Road and Infrastructure Development Corporation Limited (CGRIDCL), intends Selection of Chartered Accountants Firms for providing Internal Audit, Taxation, Corporate Compliance and other related works to Chhattisgarh Road and Infrastructure Development Corporation Limited on contract basis. The services' description and key responsibilities and selection criteria will be as described in this document.
2. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:
 - i. This letter and Proposal Instruction Sheet
 - ii. Proposal Instruction Sheet
 - iii. Instructions to Applicants (Annex I)
 - iv. Terms of Reference (TOR) (Annex II)
 - v. Evaluation Methodology and Criteria (Annex III)
 - vi. Format of Technical Proposal (Annex IV)
 - vii. Format of Financial Proposal (Annex V)
 - viii. Form of Agreement (Exhibit A)
3. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the Instructions to Applicants (Annex-I).

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 <http://www.cgrdc.in>

S. No.	Instructions to Applicants	Specific Requirements
1.	Deadline for Submission of Proposals	Date: 05/06/2026, 15:00 Hrs.
2.	Proposals	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: Chhattisgarh Road and Infrastructure Development Corporation Limited. 3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.) 492001 Ph. No.: 0771-4043395; Email: info.cgrdc@gmail.com
3.	Cost of Bid Document	Rs. 2,360,- Non-refundable Tender Fee to be submitted in Form of DD along with Technical Proposal.
4.	Language of the Proposal:	English
5.	Proposal Currencies	Indian Rupees
6.	Proposal Validity Period	120 Days
7.	Contact address for requesting clarifications on documents	Requests for clarifications should be sent to e-mail address: info.cgrdc@gmail.com
8.	Pre-Proposal Meeting/ Pre Bid Meeting	Date: 25/05/2026, 15:00 Hrs. Location: Chhattisgarh Road and Infrastructure Development Corporation Limited. 3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.) 492001
9.	Proposal Security/ Earnest Money Deposit	This is a mandatory requirement and must reach in Hard copy for an amount: Rs.22,000/- (<i>Rs. Twenty Two Thousand Only</i>) in the Form of BG/ DD / FDR in the Name of Managing Director, Chhattisgarh Road and Infrastructure Development Corporation Limited.
10.	Performance Security	Performance Security will be equivalent to [<i>Five percent (5%)</i>] of the total bid price quoted in the form of Bank Guarantee as per the format at Exhibit A, and shall be valid till completion of Audit for FY: 2025-26

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

Yours sincerely,

Managing Director,
Chhattisgarh Road and Infrastructure Development Corporation Limited,
3rd Floor, Sirpur Bhawan Campus,
Behind Akashwani, Civil Lines,
Raipur (C.G.) 492001
E-mail: info.cgrdc@gmail.com

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, 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, Corporate Compliance and other related works of Chhattisgarh Road and Infrastructure Development Corporation Limited and delivered at the address below no later than 05/06/2026 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.

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

For any queries, email may be sent to info.cgrdc@gmail.com, info@cgrdc.in.

2. Submission Requirement

The bid submitted by the Applicants shall be in the following parts:

Part 1 – This shall be known as **Envelope A** and shall contain Tender Fee in the form of DD and EMD in the form of BG/DD/FDR.

Part 2 – This shall be known as **Envelope B** and would apply for all bids. **Envelope B** shall contain the following as per details given below:

- i. This letter and Proposal Instruction Sheet (PIS)
- ii. Instructions to Applicants (AnnexI)
- iii. Terms of Reference (TOR) (AnnexII)
- iv. Evaluation Methodology and Criteria (AnnexIII)
- v. Format of Technical Proposal (AnnexIV)
- vi. Form of Agreement (ExhibitA)

Part 3 – This shall be known as **Envelope C** and would apply to all bids. **Envelope C** shall contain financial offer in the format prescribed enclosed with the Proposal Instructions Sheet.

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 CGRIDCL 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 and Registration Certificate issued by 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 /Partner
- Address and Contact details of Proprietor /Partner
- 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 01-01-2026)

Average Annual Turnover of the Firm for last 3 financial years 2022-23, 2023-24 and 2024-25 (supported by Audited Accounts/ Annual ITRs) as per **Annex-IV**

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

3. Pre- Bid Meeting

Applicants requiring any clarification with regard to the RFP may send their queries to the address of MD, CGRIDCL / e-mail: info.cgrdc@gmail.com in writing before 1 day prior to pre-bid meeting through mail.

A pre-bid meeting shall be held on 25/05/2026 at 15:30 Hrs to clarify the queries that the applicants may have. The venue of pre-bid meeting will be: CGRIDCL Office, 3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.) 492001.

The decision/minutes of pre-bid meeting incorporating the clarifications will be uploaded on website www.cgrdc.in circulated among all participants of the pre- bid meeting and shall form part of RFP.

4. RFP Submission Date

Last date for Submission of Hard Copy of Technical Bid, EMD, Tender Fee and Financial Bid.	05/06/2026 till 15:00 Hrs
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Hard copy of RFP complete in all respects must reach CGRIDCL at the specified address on or before **Dt. 05/06/2026 by 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 CGRIDCL, the RFP will be received up to the appointed time on the next working day.

5. Late Submission:

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

6. Modifications and Withdrawal of RFP:

No modifications to the RFP shall be allowed once it is received by CGRIDCL.

7. Clarification:

Every applicant shall be responsible for providing all information as required in this RFP document. For evaluating the RFP of the applicant, CGRIDCL may ask any further information, clarification or document 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 CGRIDCL. 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, CGRIDCL will evaluate the RFP based on the available records/ documents and as per the terms of this RFP documents. CGRIDCL reserves the right to accept or reject any application and to annul whole process without assigning any reason whatsoever.

8. Award of Work

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

On the basis of applications received, CGRIDCL shall evaluate the applications and prepare a list of applicants 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.

9. Rejection of Application:

CGRIDCL 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 CGRIDCL's action.

10. Period of Engagement:

The engagement would be for a period of **12 (Twelve) Months** and can be extended by CGRIDCL at its own discretion. Notwithstanding anything contained in the RFP document, CGRIDCL 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. Any extension of the contract beyond the initial term will be for a further period of one year on **mutually agreed terms**, including revised performance security if applicable.

11. 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.

12. Termination of Engagement:

If in the view of CGRIDCL, the performance of the Selected Firm is not satisfactory, or if it has failed to safeguard the interest of CGRIDCL, the Managing Director, CGRIDCL may at his sole discretion, terminate in writing the engagement of the Firm with the CGRIDCL by giving two- month notice. The decision of Managing Director, CGRIDCL in this matter shall be final and binding on the Firm. In case of penalty imposed by Government Authorities for any non- compliance or delay in compliance during the period of assignment, firm shall be held responsible and the amount of penalty shall be recoverable from the payment due to the firm or from the performance guarantee.

13. Jurisdiction

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

Annex II

TERM OF REFERENCE

Selection of Chartered Accountants Firm for Internal Audit, Taxation, Corporate Compliances and other related works of Chhattisgarh Road and Infrastructure Development Corporation Limited.

1. Chhattisgarh Road and Infrastructure Development Corporation Limited (CGRIDCL) Company Profile

Chhattisgarh Road and Infrastructure Development Corporation Limited, (formerly known as Chhattisgarh Road Development Corporation Limited) is a wholly owned company of the Government of Chhattisgarh, functioning under Public Works Department with its registered office at 3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.) 492001.

CGRIDCL is the nodal agency appointed by the State Government for development, up-gradation and maintenance of mandated roads, bridges, highways, etc. The objective of CGRIDCL includes construction, maintenance, operations of Roads and development of related infrastructure.

2. Assignment Objective

In order to enhance the operational efficiency and assisting CGRIDCL, the Company wishes to select local Chartered Accountants Firms (CA Firm) under section 138 of The Companies Act, 2013, for a period of 12 months for its Internal Audit, Taxation, Corporate Compliance and other related work. The selected Chartered Accountant Firm (CA Firm) will be appointed initially for a period of 12 (Twelve) months and may be renewed for a further period based on performance and on mutually agreed terms and conditions.

The internal audit program should comply with requirements of the Interagency Policy Statement on the Internal Audit Function and its Outsourcing (December 22, 1997) and Section 39 of the Financial Deposit Insurance Act.

3. Scope of Services

A list of services which would be expected to be offered by the selected CA Firm are as follows:

1. To assist in preparation and 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 monthly basis.
3. To ensure proper tax compliances like direct tax, Tax Planning, filing of various returns/reports under direct tax from time to time as applicable to the company.
4. Internal Audit to be done on periodical basis during office hours.
5. Assess of business risk and controls to document the internal auditor's understanding of the Projects' significant business activities.
6. Prepare an audit plan based 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.

7. Consultation, preparation, drafting and vetting of replies and correspondences to the concerned Income Tax Departments/ Authority or Vendors, in any matter, queries or issues related to Income Tax.
8. To prepare Quarterly Internal Audit Report for Audit Committee/BOD meeting.
9. Assistance in preparation of Agenda Notes for Board Meeting.
10. Assistance in Holding up of the Board Meeting, General Meetings.
11. Assistance in preparation of Minutes of Board Meeting.
12. Assistance in follow up of decision taken by the Board.
13. Assistance in Filing of all forms to MCA including Annual Filing.
14. Assistance in Corporate Compliances.
15. Secretarial Audit.

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 CGRIDCL. 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 Practicing Firm registered with ICAI.
2. The CA Firms should be in Practice for a period of 10 Years or more and empanelled with C&AG of India for the Financial Year 2025-26. (as per the latest Certificate of ICAI as on 01/01/2025 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. Have at least 3 (three) fulltime FCA persons who are associated with the firm for more than 3 (three) years.
5. Have average professional fees of **Rs.40.00 Lacs** (Rs. Forty lakhs only) or above in the last 3 financial years 2022-23, 2023-24 and 2024-25, (Audited financial statements & ITRs to be submitted).
6. The 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 01.04.2025 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. Have Office at Raipur. The firm must have a valid GST registration in Chhattisgarh. Proof as approved by the ICAI must be produced along with GST certificate.
10. Should have never been 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. Should have valid Peer Review.

EVALUATION METHODOLOGY:

The evaluation will be a two-stage process: -

Stage 1 – General cum Technical Bid Evaluation,

Stage 2 – Financial Bid Evaluation

A purchase committee of the CGRIDCL will evaluate the bids (technical and financial proposals).

General cum Technical Bid Evaluation

The evaluation will involve validating the credentials submitted in the format as prescribed. Credentials without necessary valid proof will not be considered for eligibility. CGRIDCL 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 01.01.2025)	5 (3 should be FCA)	5/7.5	5 partners = 05 marks More than 5 Partners = additional 01 Mark for each partner above 5
2.	Turnover of the firm (Average annual in last three financial yrs.)	Minimum Rs.40 Lakhs	20/30	Rs 40 Lakhs = 20 marks More than Rs. 40 = additional 05 mark for each Rs. 20 Lakh turnover above 40 Lakh.
3.	No. of assignments: Experience of Govt/PSU Audit (Internal).	5 Assignments	5/7.5	5 assignments = 05 marks 01 additional mark for every assignment above 5 assignments
4	No. of Professional/semi qualified Staff as per ICAI record. (CA & Articles)	10	5/7.5	10 Persons = 05 marks 01 additional mark for each person above 10 persons.
5	Firm Existence	10 years	5/7.5	Existence for 10 years = 05 Marks 01 additional mark for each year over 10 years.
	Min Qualifying Marks for Opening of Financial Bid		40/60	
6	Presentation of firm for work methodology and plan		0/40	On the basis of merit of Presentation.
		Total	40/100	

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 40 points or more out of 60 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

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 follows:

$$S = S_T \times T_w + S_F \times F_w$$

Where, T_w and F_w are weights assigned to Technical Proposal and Financial Proposal, which shall be 0.6 and 0.4 respectively.

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

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 additional performance security, if any, 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 Employer to the auditor for commencement of work.

In the event of failure of the successful bidder to submit Performance Security and additional performance security if any or sign the Contract Agreement, his shall stand forfeited without prejudice to the right of the employer for taking action against the bidder.

Corrupt Practices

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

- 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,
Chhattisgarh Road and Infrastructure Development Corporation Limited,
3rd Floor, Sirpur Bhawan Campus,
Behind Akashwani, Civil Lines,
Raipur (C.G.) 492001
E-mail: info.cgrdc@gmail.com

In respect of the appointment of internal Auditor for Chhattisgarh Road and Infrastructure Development 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 assignments with regards to Chhattisgarh Road and Infrastructure Development 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 Chhattisgarh Road and Infrastructure Development 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

Signed: [insert signature of person whose name and capacity are shown]
In the capacity of [insert legal capacity of person signing the Proposal Submission Form]

Name _____[insert complete name of person signing the Proposal Submission Form]

Duly authorized to sign the proposal for and on behalf of: [*insert complete name of Applicant*]

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	
1.Name, Address and Contact Details:	
Educational Qualifications:	
ICAI Membership No. and its Category:	
2.Name, Address and Contact Details:	
Educational Qualifications:	
ICAI Membership No. and its Category:	
3.Name, Address and Contact Details:	
Educational Qualifications:	
ICAI Membership No. and its Category:	
4.Name, Address and Contact Details:	
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 the 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-					

N.B: Separate forms for each Company/ Client may be used. Copies of Assignment orders shall be attached along with the application.

(Signature of Authorised 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- 2025 along with audited balance sheet for last three years.

Average annual financial turnover for the works 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 Lakhs)			
AVERAGE ANNUAL TURNOVER			
Note: Audited balance sheet along with copy of ITR for the above financial years to be enclosed.			

(Signature of Authorised Person)

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

Annex V

Financial Proposal

Date:

To:

Managing Director
Chhattisgarh Road and Infrastructure Development Corporation Limited
3rd Floor, Sirpur Bhawan Campus,
Behind Akashwani, Civil Lines,
Raipur (C.G.) 492001

Project:

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, Corporate Compliance and other related works of Chhattisgarh Road and Infrastructure Development Corporation Limited	Rs. _____

Total in words: Rs. _____

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. We understand that you are not bound to accept any Proposal you receive.
5. Our Financial Proposal is without any condition and shall be binding upon 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 Applicant shall have to start internal audit for the financial year 2025-26 immediately after getting the letter of appointment.
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 ICAI/ RBI under the 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"> - Submit monthly reports by the 15th of the succeeding month. - Submit Quarterly reports by the 28th of the first month of the succeeding quarter.
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><u>Important information about audit fees</u></p> <ul style="list-style-type: none"> a. No travelling allowance/ halting allowance shall be paid to the audit firms for carrying out the assignment. However, GST shall be reimbursed as applicable from time to time in addition to basic fees. b. Payment to the auditors shall be subject to deduction of tax at source at appropriate rates then applicable. c. 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. d. 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.
15.	<p>Conduct and Performance Monitoring</p> <ul style="list-style-type: none"> a. The Authority shall designate one of its senior officers as a single point contact for coordinating the audit assignment. b. The Authority shall provide the auditor with requisite initial information of its activities and further support to conduct audit. c. The Authority reserves its right to review the appointment at any point of time and if necessary, to cancel the appointment by giving 2 months 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. d. In case the firm fails to report serious omissions/ commissions/ noncompliance etc., the Authority reserves right to report the matter to ICAI/ RBI, which may result in appropriate action. Such firms will not be eligible for assignment of audit work with the Authority for next five years. e. The Auditors are expected to provide an executive summary of observations along with every audit report and submit the same to the Managing Director. f. 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.

16.	<p><u>Representations and Warranties</u></p> <ol style="list-style-type: none"> 1. 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. 2. 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. 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. 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>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><u>Confidentiality</u></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><u>Governing Law</u></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><u>Jurisdiction of Courts</u></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 CA] (Hereinafter called "the Auditor") 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 auditor 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 auditor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you on behalf of the auditor, 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 auditor 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 auditor 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.*

AGREEMENT

This Agreement is made at Raipur (Chhattisgarh) on this ____ day of _____ 2026 BY AND BETWEEN:

CHHATTISGARH ROAD AND INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED, a Company incorporated under Companies Act, 2013 having its Registered Office at 3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.) through The Managing Director, Chhattisgarh Road and Infrastructure Development Corporation Limited (hereinafter referred to as **"The Corporation"**)

AND

_____ (**Name of CA Firm**), Chartered Accountants, a Firm of practicing Chartered Accountants having its Office at _____, through its Partner _____, S/o _____, Resident of _____ (hereinafter referred to as **Internal Auditor**);

THE EXPRESSIONS, "Corporation" and "Internal Auditor" shall unless contrary or repugnant to the context, include heirs, executors, legal representatives, successor, permitted assigns and administrators of their respective parts and;

BACK GROUND:

WHEREAS the Corporation, has been incorporated under the Companies Act, 2013 on 11th November, 2014 with an objective which includes construction, maintenance, operations of Roads and development of related infrastructure. and

WHEREAS the Corporation had called a Request for Proposal (RFP) dated _____ bearing No. _____, for Selection of Chartered Accountant Firm for providing services of Internal Audit, Taxation, Corporate Compliance and other related works to the Corporation; and

WHEREAS after technical and financial evaluation of all bids received by the Corporation in response to the RFP, _____(Name of Entity) was found to be suitable and accordingly Letter of Acceptance cum Work Order dated _____2026 bearing no. _____has been issued; and

WHEREAS it is deemed necessary to reduce in to writing the terms of appointment of Internal Auditor to avoid any misunderstanding in future;

NOW THIS INDENTURE WITNESSES AS UNDER:

A. THE ASSIGNMENT:

The Internal Auditor would render professional services in connection with Internal Audit, Taxation, Corporate Compliances and other related works as given in the scope of work for one financial years i.e. 2025-26. The contract may be renewed for a further period of one year based on performance and on mutually agreed terms & conditions.

B. Scope of work:

The Internal Auditor is supposed to carry out all work mentioned under the Scope of Work in the Request for Proposal (RFP), which forms part of this agreement.

C. Professional Fees:

It is agreed that professional fees for the assignment as detailed above shall be Rs. _____Lacs (Rupees _____only) for financial year 2025-26. This is exclusive of Goods and Service Tax (GST) which would be payable at preventing rate. The Fees is also exclusive of any statutory fees required for ROC compliances or otherwise, which shall be reimbursed separately on actual basis.

D. Tax deduction at source on Professional Fees:

The payment shall be made against the services provided by the Internal Auditor, subject to deduction of tax at source at appropriate rates applicable;

E. Confidentiality:

Internal Auditor acknowledges that during the period of subsistence hereof it will have access to and become acquainted with various information, inventions, innovations, processes, records, specifications and other intellectual property owned by or licensed to the Corporation and/ or used by the Corporation in connection with its operation including processes, methods, accounts, and procedures. The Internal Auditor agrees not to disclose or discuss any of the aforesaid, whether directly or indirectly, or to use any of these in any manner, during the period of subsistence of this agreement except in any proceedings and

Also, as required for due and proper performance of the functions and obligations hereunder and subject to the overall control and direction of the Corporation.

All files, records, documents, blueprints, specifications, information, letters, notes, media lists, original or creative artwork, and similar items relating to the Corporation that may come into the possession of Internal Auditor whether prepared by the Internal Auditor or not, shall be so possessed only on behalf of the Corporation, the Internal Auditor will have no claim to the same. Upon expiry of the term of or upon earlier termination of this agreement, or whenever required by the Corporation, the Internal Auditor shall forthwith deliver to the first party all such files, records, documents, specifications, information, and other items belonging to the Corporation in his possession or under his control.

F. Non-admissibility of claim or right to employment or compensation:

This agreement will not in any way entitle Internal Auditor to claim for employment, or to any right to employment from the Corporation under any circumstances.

G. Corrupt Practices:

The Internal Auditor shall observe the highest standard of ethics during the procurement and execution of work.

H. Modification(s) or amendment(s):

No amendment, change, or modification to this agreement shall be valid unless in writing and signed by the parties hereto.

I. Entire understanding:

This document constitutes the entire understanding and agreement of the parties, and any prior agreement(s), understanding(s), and representation(s) are hereby terminated and cancelled in their entirety and are of no further force and effect.

J. Termination:

In case of being satisfied that Internal Auditor has materially and intentionally defaulted in observing provisions of the agreement, or has left the assignment incomplete during the term of agreement without any reasonable cause, the Corporation will issue written notice to the Internal Auditor indicating the manner of the default and may ask the Internal Auditor to rectify the defect in services. In case no response is received, the Corporation may engage other agency to carry out the assignment. In the event Corporation so terminates the agreement it would be at liberty to engage another Internal Auditor or agency upon such terms and in such manner as it may seem fit.

However Internal Auditor would not be liable for circumstances beyond its control. These include:

- Force majeure conditions including non-cooperation from personnel of the Corporation, Acts of God, e.g. earthquake, cyclone, storm, flood, or war, plane crash, Pandemic, Epidemic, Lockdowns or embargo etc;
- Any defect or peculiar characteristic to do with the nature of the assignment, even if it known to Internal Auditor when he accepted the assignment and because of the failure on the part of any of the officer, employee of the Corporation in discharge of his duties ;
- Any act of omission or commission by any person(s), representative(s) of the Corporation / Internal auditor, outside the reasonable control of the Internal auditor.

K. Assignment:

This agreement shall be binding upon each of the parties hereto and their respective successor(s) and assign(s), but it shall not be assigned in the whole or in part by either without the prior, written consent of the other.

L. Performance Guarantee:

Pursuant to the terms & conditions of the RFP document, and the Letter of Acceptance cum work order dated _____ the Internal Auditor was asked to furnish a performance guarantee of Rs. _____/- valid for a period of 1 years in the form of Bank Guarantee.

The Internal Auditor has furnished a Performance Guarantee of Rs. _____/- in the form of Bank Guarantee Issued from ___Bank Limited in favour of Managing Director, Chhattisgarh Road and Infrastructure Development Corporation Limited, bearing number _____ issued on _____, expiring on _____, the receipt of which is hereby acknowledged. The same shall be refunded after completion of the assignment / agreement.

M. Dispute:

In case of dispute the matter would be referred for Arbitration under applicable Act. The jurisdiction shall be at Raipur (Chhattisgarh).

IN WITNESSES WHEREOF the parties here to have set their respective hands the day and year first hereinabove written.

For, Chhattisgarh Road and Infrastructure
Development Corporation Limited

For, _____
(Name of Firm)

(Managing Director)

(_____) (Name of Partner)

Partner

Membership No.: _____

FRN: _____

IN THE PRESENCE OF	
1. SIGNATURE _____ 2. NAME _____ 3. ADDRESS _____ _____	1. SIGNATURE _____ 2. NAME _____ 3. ADDRESS _____ _____