बिड संख्या/Bid Number: GEM/2026/B/8202441

दिनांक /Dated: 26-10-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	05-11-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	06-11-2026 18:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Railways
विभाग का नाम/Department Name	Indian Railways
संगठन का नाम/Organisation Name	Surat Integrated Transportation Development
कार्यालय का नाम/Office Name	Gujarat
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :tushar.mishra@gov.in Buyer Email id: dharmendrasingh-cwc@nic.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements; CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1

बिड विवरण/Bid Details	
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
क्रेता के लिए उपलब्ध आईटीसी/ITC available to buyer	Yes
बिड का प्रकार/Type of Bid	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	7 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	118000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

1. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:5 years

Financial Audit Services - Review Of Financial Statements; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements
Type of Industries/Functions	Infrastructure
Frequency of Progress Report	Quarterly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Quarterly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Dharmendra Singh	395006,SITCO, Divisional Controller GSRTC, Lambe Hanuman Road,Surat, Gujarat-395006	Project / Lumpsum Based	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **Generic**

   OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. **Buyer Added Bid Specific Scope Of Work(SOW)**

   File Attachment Click here to view the file.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.

11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

SURAT INTEGRATED TRANSPORTATION DEVELOPMENT CORPORATION LIMITED (SITCO)

REQUEST FOR PROPOSAL (RFP)
FOR HIRING OF CHARTERED ACCOUNTANT FIRM AS INTERNAL AUDITORS OF SITCO
(only through GeM Portal)

RFP No. SITCO/ 2026-27/Internal Auditor
ESTIMATED COST: Rs.1,00,000/-

Surat Integrated Transportation Development Corporation
(A Joint Venture of Ministry of Railways and Government of Gujarat)

Headquarter/Head Office: UNIT NO. 702-B, 7th FLOOR, KONNECTUS TOWER-II, DMRC BUILDING, AJMERI GATE, NEW DELHI-110002
Registered Office: SITCO O/o Divisional Controller GSTRC, Lambe Hanuman Road, Surat Gujarat-395005.

September 2026

Disclaimer

The information contained in this Request for Proposal (hereinafter referred to as "Bid/Tender") document or subsequently provided to the Bidders, is subject to the terms and conditions set out in this Bid document. The purpose of this Bid document is to provide the Bidders with information to assist the formulation of their Eligibility and Financial Proposal.

Subject to any law to the contrary, and to the maximum extent permitted by law, SITCO and its directors, officers, employees, contractors, representatives, agents, and advisors disclaim all liability from any loss, claim, expense (including, without limitation, any legal fees, costs, charges, demands, actions, liabilities, expenses or disbursements incurred therein or incidental thereto) or damage, (whether foreseeable or not) ("Losses") suffered by any person acting on or refraining from acting because of any presumptions or information (whether oral or written and whether express or implied), including forecasts, statements, estimates, or projections contained in this RFP document or conduct ancillary to it whether or not the losses arises in connection with any ignorance, negligence, inattention, casualness, disregard, omission, default, lack of care, immature information, falsification or misrepresentation on the part of the SITCO or any of its directors, officers, employees, contractors, representatives, agents, or advisors.

This RFP document is not an agreement and is not an offer or invitation by SITCO to any parties other than the applicants/Bidders who are qualified to submit the Bids. SITCO makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP document. SITCO may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

SITCO also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

SITCO may in its own discretion, but without being under any obligation to do so, update, amend or supplement the information in this Bid document.

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INTRODUCTION

Ministry of Railways (MOR) in partnership with **Government of Gujarat (GoG)** has envisaged development of a multi modal transport interchange infrastructure around **Surat Railway Station** and **Gujarat State Road Transport Corporation (GSRTC)** bus terminal and Surat Metro. This multifaceted infrastructure has been termed as **Surat Multi Modal Transport Hub (Surat MMTH)**. A Multi Modal Transportation Hub (MMTH) is identified as a transport node located in the central part of the city, which integrates various modes of public transport systems as well as it is integrated with passenger transit-based activities. The hub serves as a single system that enables seamless passenger transfers.

Surat Integrated Transportation Development Corporation Limited (SITCO) was constituted on 17th October, 2017 as a project specific Joint Venture Special Purpose Vehicle (SPV) to re-develop the Surat Railway Station and GSRTC bus terminal along with Transit Oriented commercial development and integrating this facility with Bus Rapid Transit System (BRTS), City Bus, Surat Metro and other transportation modes to create State of the Art multi-modal interchange facility. The entire area in the vicinity of railway station and regional bus terminal will be developed as a Multi Modal Transportation Hub.

Surat Integrated Transportation Development Corporation Limited (SITCO) is a Joint Venture Special Purpose Vehicle (SPV) registered under the Companies Act, 1956, having its Registered Office at SITCO O/o Divisional Controller GSRTC, Lambe Hanuman Road Surat, Gujarat – 395005 and Head Office at SITCO Unit No. 702 B, 7th Floor Konnectus Tower – II, DMRC Building, Ajmeri Gate, New Delhi – 110002.

The main activities of **Surat Integrated Transportation Development Corporation Limited (SITCO)** are as under:

1. Redevelopment of Surat Railway Station and development of the Interstate Bus Terminal (ISBT).
2. Integration of various modes of public transport, including Indian Railways, Surat Metro, BRTS, city buses and Intermediate Public Transport (IPT).
3. Development of elevated roads, circulation infrastructure, skywalks, subways and other passenger amenities.
4. Development, management and monetisation of commercial, retail and transit-oriented development (TOD) assets.

This Joint Venture Special Purpose Vehicle (SPV) namely SITCO has shareholding by MOR through Rail land Development Authority (RLDA), Gujarat State Road Transport Corporation (GSRTC) and Surat Municipal Corporation (SMC).

1. Request for Proposal

SITCO invites bid on GeM Portal from eligible Chartered Accountant Firms/Limited Liability Partnerships (LLPs) for appointment as Internal Auditor for the Financial Year 2026-27 in accordance with the provisions of the Companies Act, 2013 and other applicable laws, rules and guidelines. The role of Internal Auditor is to conduct audit in terms of the scope of work and submit the quarterly audit report to the Audit Committee / Management in accordance with Scope of Work (Terms of Reference) placed at **Annexure-1**

Estimated cost of the contract is Rs 1,00,000 (One Lakh) only for one year.

The contract will be initially for a period of 1 year which may be extended for a further period of one year or such period as may be decided by the SITCO with mutual consent, subject to satisfactory performance, requirement of SITCO, approval of the Competent Authority and mutually agreed terms.

1.1 Brief description:

No.	Description	Detailed information
1	Work Item title/description	Hiring of Chartered Accountant Firm as Internal Auditors of SITCO for the FY 2026-27.
2	Tender Reference Number	REF NO: SITCO/ 2026-27/Internal Auditor
3	Estimated Cost of Work	Rs. 1,00,000 (one lakh only)
4	Period of Contract	One Year from the date of signing of contract (extendable for further one year on same terms and conditions on satisfactory performance at the sole discretion of the SITCO)
5	BID SECURITY fee (2% of Estimated value)	Rs. 2,000/- (Two thousand)
6	Mode of Tender	Open tender through GeM (Single Packet)
7	Date of release of Bidding Document (Document can be downloaded from GEM portal)	26.10.2026
8	Method of selection	Technically qualified Lowest Bidder
9	Bid Release Date	26.10.2026
10	Last date and time for bid submission (online only)	05.11.2026 5 PM
11	Bid opening date	06.11.2026 5 PM
14	Bid Validity Period	120 days from the date of opening of Bid
15	Tender Category	Services
16	Name & contact details for communication/clarification	JGM/SITCO Email- jgmsitco@gmail.com Mobile: 9540984433

Notes: i. Official tender documents shall be downloaded from GeM website for participation in the tendering process.

ii. The Bidder shall bear all costs associated with the preparation, submission of bid, participation in bidding process.

iii. SITCO reserves the right to accept or reject in part or full any or all the offers without assigning any reason whatsoever.
iv. SITCO reserves the right to verify/confirm all original documentary evidence including references and clients as submitted by bidders in support of eligibility/evaluation criteria.

1.2 The issuance of this RFP does not establish an obligation for SITCO to necessarily choose a Bidder or grant the contract to the Selected Bidder, as appropriate for the Project. SITCO retains the prerogative to decline any or all of the Bids or Bidders without the need to provide any justification to the bidder whatsoever.

1.3 The Bidder is expected to examine all instructions, forms, terms, and specifications in this RFP. Failure to furnish all information required under this RFP or to submit a Bid not substantially responsive to this RFP in all respect will be at the Bidders risk and may result in rejection of the bid.

1.4 Bid Security: The Bidders shall pay INR 2,000/-towards BID SECURITY through online mode only (NEFT/RTGS – SITCO Bank Account) in favour of Surat Integrated Transportation Development Corporation Limited (SITCO), payable at New Delhi and Copy of Transaction details (UTR Number & Date) (Annexure – 4) need to be uploaded in GEM portal, for verification of Buyer. Bids without BID SECURITY will be summarily rejected except for the provision for MSMEs as mentioned in clause 1.8.

Detail of SITCO Bank Account for depositing BID SECURITY	
Name of Account	Surat Integrated Transportation Development Corporation Limited.
Name of Bank & Branch	State Bank of India, Branch- Rail Bhawan, Rafi Marg, New Delhi
Account Number	42200127438
IFS Code	SBIN0003771
Account Type	Current

1.5 The BID SECURITY shall be forfeited, if a bidder withdraws its bid during the bid validity period (or) if the successful bidder fails to sign the agreement. The Earnest Money Deposit can be forfeited if the bidder withdraws its Bid / modifies / changes / alters / impairs/ derogates the Bid on its own after the Bid submission date and within the validity period of offer or fails to accept the Letter of Award issued by SITCO or fails to submit Performance Security or fails to turn-up and execute contract agreement or fails to commence the work as per LOA (or) GeM Contract Award. Unilateral revision or withdrawal of offer by the bidder as above shall also result in rejection of bid without notice.

1.6 No interest shall be payable on BID SECURITY amount, in any case, by SITCO.

1.7 BID SECURITY of unsuccessful bidders will be returned without any interest after finalization of the successful Bidder. BID SECURITY will constitute & may be converted to the Performance Security of the successful bidder and shall be returned without any interest, after the expiry of the period of appointment / extended period of appointment subject to satisfactory performance. In case of conversion of Bid Security to Performance Security, the balance amount of Performance Security as per clause 10 shall be deposited by the successful bidder within the stipulated time period as mentioned in the bid document.

1.8 Bidders who are registered with MSME may also participate in the bidding as notified by the Ministry of Micro, Small and Medium Enterprises, Govt. of India. Product/Service range mentioned in such certificate should be similar to requirements of this tender. Relaxations (only BID SECURITY) as announced by Government of India from time to time shall be applicable to these bidders subject to full compliance of other terms and conditions of the tender and contract. Valid documentary certificate and evidence is to be submitted.

1.9 Special Provisions for Micro and Small Enterprises (MSEs): MSEs registered with District Industries Centres/ Khadi and Village Industries Commission/ Khadi and Village Industries Board/Coir Board/ National Small Industries Corporation/ Directorate of Handicraft and Handloom/ 'UDYAM Registration certificate' – The Online Portal of MSME/ Any other body specified by Ministry of MSME are exempted from the payment of Bid Security for this tender. In case of MSEs Bidders they should enclose the scanned copies of their registration in place of UTR details for BID SECURITY.

1.10 Bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. However, in case of two packet or two stage bidding, Bid securities of unsuccessful bidders during first stage, i.e. technical evaluation etc. should be returned within 30 days of declaration of result of first stage, i.e. technical evaluation etc.

1.11 Conflict of Interest: Bidders are not allowed to participate in the bidding process who have been hired by SITCO for any assignment that, by its nature, may be in conflict with this assignment. Failing which, Bid Security will be forfeited.

1.12 The Bid shall be deemed to have been submitted after careful study and examination of this RFP document. The Bid should be precise, complete and in the prescribed format as per the requirement of this RFP document. Technically qualified bidders shall be intimated separately about the details of financial bid opening. Failure to furnish all information or submission of a bid not responsive to this RFP will be at the Consultants' risk and may result in rejection of the bid. The Bidder/ Consultant is requested to carefully examine the RFP document, and if there appears to be any ambiguity, contradictions, inconsistency, gap and/or discrepancy, Bidders should seek necessary clarifications through GEM portal.

1.13 All participative bidders may take care for timely on-line bid(s) submission to avoid last hour rush or any technical error / issue, resulting in failure of bid submission due to some reason. The control of the system is on GEM Portal and hence, for any technical issue they may contact Customer Care of GEM Portal. All participative bidders are requested to sort out any technical issues, issues on account of valid digital signature or any other issues which lead to delay/on submission of the bid documents well in time.

1.14 In case, due to any reason, the opening date & time being a holiday or due to organization unexpected requirement, the last date of opening will be notified for which the participating bidders have to refer GEM Portal.

2. Instructions to Bidders

2.1 Submission of Tender

2.1.1 The RFP document shall be made available at Government e Marketplace portal: https://gem.gov.in/

2.1.2 Bidders are requested to study the bid documents carefully. Submission of the bid will be deemed to have been done after careful study and examination of all the instructions, eligibility norms, scope of the work, terms in the bid document with full understanding of its implications. Bids not complying with all the given clauses in this bid document are liable to be rejected. Failure to furnish all the information required in the Bid document or submission of a bid not substantially responsive to the Bid document in all respects will be at the bidder's risk and may result in the rejection of the bid.

2.1.3 The bid document should be submitted complete in all respects and all the pages of the bid documents submitted are to be signed with the seal of the firm and bidder should also submit the required documents along with all the Annexures in the bid. All the bids must be valid for a period of 120 days from the date of opening of Bid. If necessary, SITCO will seek extension in the bid validity period beyond 120 days.

2.1.4 Documents in respect of the test of responsiveness & criteria for technical qualification shall be submitted on the GeM Portal. Confirmation to the eligibility criteria as detailed out in the RFP document should be enclosed as per Annexure 3 and all the Proposal Forms.

2.1.5 All the pages of bid documents being submitted must be digitally signed by the authorized signatory and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

2.1.6 All rates and amounts shall be quoted strictly as per the online price bid format (GEM portal) in INR only.

2.1.7 Bids/offer shall remain valid for a period of 120 days from the date of opening of Bid.

The Bidder shall submit the proposal compiling all details and information as under and submit scanned copies of the same on the portal except for those documents which are to be filled up in the GEM tendering portal.

Sr. No.	Particulars	Remarks
1	**Detail of online deposit of Bid Security**	Annexure-4
2.	**Technical Proposals**	
a)	Technical Proposal Submission Form	Form–1A
b)	Declaration Regarding Financial Proposal	Form-1B
c)	Format For Power of Attorney for Authorized Signatory	Form–2
d)	Bidder's Information Sheet	Form–3
e)	Details of Experience for Support Services and compliance related to Accounting Matters in SITCO Headquarter office.	Form–4
f)	Profit After Tax	Form–5
g)	Personnel's Qualification and Experience (to be submitted after award of contract)	Form–8 (1/2 & 2/2)
h)	Firm's Audited Financial Data for the years 2022-23, 2023-24 and 2024-25	Form–9

Sr. No.	Particulars	Remarks
i)	Format for Affidavit to be submitted by Bidder along with the proposal	Form–10
j)	Declaration for Labour Law Compliance	Appendix 'A'

3. Eligibility Criteria

3.1 QUALIFICATION CRITERIA (Technical Eligibility Criteria)

The invitation to bid is open to all Bidders who fully meet the following minimum qualifying requirements and provide / submit the satisfactory documentary evidence in support, failing which their bid will be rejected.

S. N	Criteria	Compliance Requirements	Documents Submission Requirements
1.	The bidder should comply with Form-1A	must meet requirement	**Form-1A**
2.	**Eligibility of the Bidder**		
	The Chartered Accountancy Firm should be registered with ICAI in India with their Office in Delhi/ NCR or Surat for at least last five years (as on 31.03.2026)	must meet requirement	**Self-attested copy of firm's legal address as proof of Office in Delhi/NCR or Surat (refer Form-3) along with current address proof of the firm in Delhi/NCR or Surat**
3.	**Contracts of Similar size and nature**		
	The Bidder should have minimum experience of 5 (five) years in Internal audit of accounts or preparation & testing of Internal Financial Controls Systems of PSU or Private firm/company/LLP having annual turn-over of Rs 50 Crore and above in each of the last three financial years.	must meet requirement	**Certification by the Bidder in Form-4 for having carried out internal audit of accounts or preparation & testing of Internal Financial Controls Systems. Employer's certificate for conducting the assignment satisfactorily should be attached.**
4.	**Profit After Tax**		
	Submission of audited balance sheets for the last three financial years i.e. 2023-24, 2024-25 and 2025-26 to demonstrate the current soundness of the Bidders financial position and its prospective long-term profitability. Bidders average PAT for the last 3 financial years i.e. 2023-24, 2024-25 and 2025-26, should be positive.	must meet requirement	**Form-5** (Form must be certified by an external Chartered Accountant)
5.	**Turnover**		
	The firms should have a total Gross Receipts of Rs.25 or more lakh (Rupees Fifty lakhs) in any of the last	must meet requirement	**Form-9** (Form must be certified by an external Chartered Accountant)

	three financial years i.e 2023-24, 2024-25 and 2025-26		
6.	**Experience in Tally/ERP environment**		
	The Bidder should have experience of working in Tally/ERP environment	must meet requirement	**Form-4** Employer's Certificate must be attached for having experience in Tally/ERP environment in last five years ending on 31.03.2026.

Note: Bidder not meeting any of the above-mentioned eligibility criteria shall be summarily rejected and shall not be considered for further evaluation.

All above mentioned supporting documents along with submitted forms and Bid Security will constitute "Technical Bid". The Bidder will provide related documentary evidence against each parameter given above. The documentary evidence of the Bidder will be verified by the SITCO based on the documentary evidence provided. The technical eligibility evaluated by the Committee after verification with the documentary evidences as provided by the Bidder shall be considered final.

- The selected bidder would be required to sign the non-disclosure agreement as well as integrity pact (if applicable) with SITCO. Failure to sign the same would make their appointment null and void.
- **Signing of Contract:** Within twenty-eight (28) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the SITCO. By mutual agreement, the contract signature date may be postponed by up to thirty (30) days.

3.2 Determination of Responsiveness:

Responsiveness of the bids shall be examined as specified in Annexure-3.

4. Evaluation of Bids:

4.1 (i). Prior to detailed evaluation, SITCO will determine the responsiveness of each Bid with reference to the Bidding documents and it should meet the required response as per check list at Annexure-3. A bid determined as not responsive will be rejected by SITCO.

(ii). The responsive bids will be further evaluated and the bids fulfilling all the Qualification criteria (Technical Eligibility criteria) shall be considered as technically qualified bidders.

4.2 Thereafter, the lowest financial bid of the technically qualified bidders will be declared as the **selected bidder (L-1).**

In case of tie bid, bidder having highest average annual turnover in last three financial years i.e. 2023-24, 2024-25 and 2025-26 shall be declared as the selected bidder.

4.3 The Bidder shall be disqualified if:

(a) The bidder has been blacklisted/ banned for business dealings for all Government Departments, or by Ministry of Railways or RLDA or by SITCO at any time till finalization of proposals, except in cases where such blacklisting/banning has been withdrawn by Competent Authority or has ceased on the deadline for submission of the proposals, for which satisfactory evidence is to be produced.

(b) Any previous contract of the bidder had been terminated for Consultant's failure by SITCO

at any time starting from 2 years before the deadline for submission of proposals and up to one day before the date of opening of financial proposals.

Provided, however, there is no stay order or declaration by any Court against such termination of the Contract by the SITCO or such termination of the Contract has not been revoked by SITCO on the deadline of submission of bids or thereafter till finalization of bids.

(c) The Bidder has suffered bankruptcy/insolvency or it is in the process of winding-up or there is a case of insolvency pending/ contemplating before any Court/Adjudicating Authority on the deadline of submission of proposals or thereafter till finalization of proposals.

(d) The bidder is found ineligible by the Employer.

The bidder has been declared by SITCO to be a poor performer, and the period of poor performance is still in force on the deadline for submission of proposals.

Or

The bidder has been declared by SITCO to be a poor performer at any time after the deadline for submission of proposals and up to one day before the date of opening of financial proposals.

Bidder shall immediately inform the SITCO in case they cease to fulfil eligibility. In case the Bidder fails to inform the SITCO or submits a false affidavit his proposal shall be summarily rejected and proposal security shall be forfeited. The bidder shall also be liable for Banning of Business dealings for a period of up to five years.

The Bidder shall submit an affidavit stating that they are not liable to be disqualified using the Form-10. Non-submission of an affidavit by the Bidder shall result in summary rejection of his proposal.

5. Payment Terms:

5.1 "Lumpsum Audit Fees" quoted by the Firm will be paid in two equal ½ yearly instalments after completion of audit for each half year and submission of the half yearly Audit Report.
5.2 Payment will be made within 30 days of the submission of the bill.
5.3 GST will be paid extra by SITCO.
5.4 No TA / DA will be paid for Internal Audit work.
5.5 All payments will be subject to TDS as per applicable tax rules.

6. Confidentiality & Handling of Unpublished Price Sensitive Information (UPSI)

Accordingly, the selected firm shall strictly comply with the following:

a. Confidentiality of Information: The firm shall treat all information, documents, data and records accessed during the course of engagement as strictly confidential and shall use such information solely for the purpose of executing the assignment. No information shall be disclosed to any third party without prior written consent of the Company.

b. Handling of UPSI: The firm shall ensure that any Unpublished Price Sensitive Information (UPSI), including but not limited to financial results, borrowing plans, liquidity positions, strategic decisions, regulatory communications or any material non-public information, is handled strictly on a "need-to-know" basis within the firm. Access to such information shall be restricted only to personnel directly engaged in this assignment.

7. Settlement of Disputes

7.1 The parties shall endeavor to resolve amicably, in the first instance, all disputes, controversies or differences which may arise between the Parties, out of or in relation to or in connection with this Agreement, or for breach thereof.

7.2 In the event, the parties are unable to resolve such dispute/difference amicably within ninety (90) days after the same has arisen then the dispute shall be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996 as amended from time to time. The place of arbitration shall be New Delhi or any other place mutually agreeable by the parties and the language of arbitration shall be English.

7.3 In case of dispute, Arbitrator(s) would be appointed by MD/ SITCO.

7.4 The Parties agree that the arbitrator's decision shall be final and conclusive. The costs of arbitration (including without limitation, those incurred in the appointment of the arbitrators) shall be borne equally by the Parties hereto; however, each Party shall pay its respective legal charges. The Award shall be final and binding and non- appealable. Judgment on the award may be entered and enforced in any court of competent jurisdiction. By execution and delivery of this Agreement, each Party agrees and consents to the jurisdiction of the aforesaid arbitration panel and solely for the purpose of enforcement of an arbitral award, as referred to hereinabove, in any court of competent jurisdiction for itself and in respect of its property and waives in respect of both itself and its property, any defense it may have as to or based on sovereign immunity, jurisdiction, improper venue or inconvenient forum.

7.5 Courts of Delhi alone shall have exclusive jurisdiction to try any dispute emanating out of this Agreement.

8. PENAL ACTIONS will be taken, as deemed fit by SITCO:

a. Suspension: If the performance of any service provider is found to be unsatisfactory or if the conduct is under suspicion or in the event of any breach of the conditions committed by the service provider or his collaborator/ associate/ agent, will lead to suspension of the firm. Suspension shall be done with the approval of CEO/SITCO. Suspension shall be for a period of six months.

9. Additional Instructions

9.1 SITCO reserves the right to cancel this invitation to offer at any time or stage before the award of the contract without assignment of any reason or without any financial consideration/ implication. SITCO may at its discretion seek additional information or clarification at any stage in support of the bid.

9.2 SITCO reserves the right to update, amend and supplement the information in this document

including the qualification process before the last date and time up to the receipt of bids.

9.3 SITCO reserves the right to terminate the contract at any time or stage during the period of contract by giving 15 days' notice without assignment of any reason or without any financial consideration/implication. If at any time the firm makes any default in proceeding with the work with due diligence and continues to do so after the notice in writing of fifteen days from SITCO or commits default in complying with any terms and conditions of the contract and does not remedy it or takes effective steps to remedy it within seven days after the notice in writing is given to the firm on that behalf by SITCO or fails to complete the work or items of work with individual dates of completion within the period specified in a notice given in writing on that behalf by SITCO, SITCO may without prejudice to any other right to remedy accrued or shall accrue thereafter to it, by written notice, terminate the contract as a whole or part of the Contract.

9.4 All instructions, notices and communications etc. under the contract given in writing and if sent to the last known place of the business, shall deemed to have been served on the firm on the date when dispatch by registered post/speed post is made at the address of the firm.

9.5 **Miscellaneous:** It will be imperative on each bidder to fully acquaint itself of all the local conditions and factors which would have effect on the performance of the work / rendering of services and its cost. The bidder will abide by all the law of land, whatsoever, for execution of the defined scope of work. The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and SITCO, shall be written in the English language. The selected Bidder shall perform the services and carry out its obligations under the Contract with due diligence and efficiency, in accordance with generally accepted techniques and practices used in the industry and with professional ethics. The Bidder shall always act, in respect of any matter relating to this Contract, as faithful advisors to SITCO and shall, at all times, support and safeguard SITCO‟s legitimate interests in any dealings with Third parties. Printed terms and conditions and/or assumptions and/or presumptions etc of the Bidders will not be considered as forming part of their Bid. The bidder shall comply with all laws in force in India. The bidder shall indemnify the SITCO to the extent the liability, damage, claims; fines, penalties, and expenses that were caused or contributed by the actions of the successful bidder.

9.6 The Contract shall be governed by and interpreted in accordance with laws in force in India. The Courts of Delhi shall have exclusive jurisdiction in all matters arising under the Contract.

9.7 Compliance of Various Labor & Industrial Laws: The Bidder shall be responsible for required contributions towards P.F, Pension, ESI or any other statutory payments to be made in respect of the contract and the personnel employed for rendering service to SITCO and shall deposit these amounts on or before the prescribed dates. The Bidder shall be solely responsible for discharging all the obligations as provided in the various statutory enactments. The Bidder shall also be responsible to pay and administrative/inspection charges thereof, wherever applicable, in respect of the personnel employed by him for the works of SITCO. The Bidder shall be directly responsible and indemnify SITCO against all charges, dues, claims etc. arising out of the disputes relating to the dues and employment of personnel deployed by him.

9.8 Corrupt or Fraudulent Practices: the bidder shall observe the highest standard of ethics during the rendering of services and execution of the contract. SITCO will reject a proposal for award if it determines that the bidder recommended for award is engaged in corrupt or fraudulent practices in competing for the contract in question. SITCO will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm was engaged in corrupt or fraudulent practices in competing for this bid, or in

executing the contract.

9.9 Force Majeure Clause: A Force Majeure (FM) means extraordinary events or circumstance beyond human control such as an event described as an Act of God (like a natural calamity) or events such as war, strike, riots, crimes (but not including negligence or wrong-doing, predictable/seasonal rain). On the occurrence of any unforeseen event, beyond the control of either party, directly interfering with the delivery of services arising during the currency of the contract, the affected party shall, within a week from the commencement thereof, notify the same in writing to the other party with reasonable evidence thereof. Unless otherwise directed by SITCO in writing, the firm shall continue to perform its obligation under the contract as far as reasonably practicable and shall seek all reasonable alternatives means for performance not prevented by the Force Majeure event. If the force majeure event(s) be in force for 90 days or more at any time, either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days' notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those which had occurred under any other clause of this contract before such termination.

9.10 Subletting: Subletting of Work is not allowed.

9.11 In case of any clarification, ambiguity, overriding provisions, waiver instructions, or related matters, during currency of contract period, SITCO (TAA) reserves the sole right to take the final decision. Such decisions shall be binding on all concerned parties and applicable under all circumstances.

10.Performance Security

a. Within twenty-eight (28) days of the receipt of notification of award from the Employer, the successful Bidder shall furnish the performance security in the form of an FD/DD pledged in favour of CFO/SITCO or through on-line payment by way of NEFT/RTGS into SITCO's bank account as detailed in para 1.4 for an amount equivalent to 5% (five per cent) of the contract value.

b. Failure of the successful Bidder to comply with the requirements shall constitute sufficient grounds for the annulment of the award and forfeiture of the propose security.

11.General and Special Conditions of the contract

11.1 Payment: Payments to the Internal Auditor shall be made by the SITCO on ½ yearly basis after the Audit Committee Meeting on overall satisfactory performance and satisfactory completion of work defined in Scope of Work.

11.2 Extension clause – extendable for further another one year on same terms and conditions on satisfactory performance at the sole discretion of the SITCO.

11.3 Termination

11.3.1 Termination by the Employer: The Employer may terminate the Contract, by not less than thirty (30) days written notice of termination to the Internal Auditor to be given after the occurrence of any of the events specified below:

i. If the Internal Auditor do not remedy a failure in the performance of their obligations under clause above under the contract within (30) days of receipt after being notified or within such further period as the Employer may have subsequently approved in writing;

ii. If the Internal Auditor become insolvent or bankrupt;
iii. If as a result of Force Majeure, the Internal Auditor are unable to perform a material portion of the services for a period of not less than forty-five (45) days, or;
iv. If the Internal Auditor, found engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
v. Any other reason which is beyond the control of the Employer.

11.3.2 Termination by the Internal Auditor: The Internal Auditor may terminate this Contract, by not less than thirty (30) days written notice to the Employer, such notice to be given after the occurrence of any of the events specified in paragraphs (i) and (ii) below:

i. If the Employer fails to pay any sum due (other than deductions towards penalty etc. as per the conditions of contract stipulated above mentioned sections of GCC) to the Internal Auditor pursuant to this Contract and not subject to dispute pursuant to Article XVI hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue, or

ii. If, as the result of Force Majeure, the Internal Auditor is unable to perform a material portion of the services for a period of not less than forty-five (45) days.

The other terms and conditions not mentioned above, shall be governed by General terms and conditions on GEM 4.0.

Annexure- 1

Part-A

SCOPE OF WORK FOR INTERNAL AUDIT

Scope of Work includes the following but not limited to:

I. Bank Transactions:

a. Verify all banking vouchers.
b. Verify monthly bank reconciliation, highlight old outstanding entries, and report unresolved BRS items with management.
c. Verify bank charges, interest and commission on sanctioned credit facilities and Bank Guarantees (group company facilities, If applicable).
d. Verify journal vouching, Verification of bank payments, and detailed audit of financial transaction of Rs. 10 lakh and above.
e. Verify all the entries & calculation related to Accrued Interest.
f. Conduct commensurate sampling-based test checks for other vouchers to verify:
   - Adequacy of supporting documentation
   - Proper authorization as per Delegation of Power (DOP)
   - Accounting of deductions/statutory dues
   - Compliance with applicable laws and regulations.
g. Verify physical verification of:
   - Cash in hand
   - Cheque in hand
   - Fixed Assets
   - Stock (Bharat Net Project)
   - Bank guarantees received and given.

II. Fixed Deposit Receipts (FDRs):

- Conduct physical verification of FDRs at HO and Units.
- Confirm the accuracy of interest calculations.
- Ensure compliance with DPE guidelines / Company Investment Policies.
- Verify year-end balances through bank certificates and balance confirmations.
- Check lien-marked FDRs including purpose, authorization and disclosure.

III. Taxation/Statutory Compliance:

(i) Income Tax Deducted at Source by SITCO
   a. Verify and report quarterly TDS returns filed by HO & Units.
   b. Comment on Demands/Notices received for current/previous Assessment Years.
   c. Report pending Demands/Penalties/Interest due to late filing/payment of TDS; include payment details if applicable.
   d. Verify pending cases of 24Q & 26Q through traces login & report

(ii) Income Tax Deducted at Source by Clients
   a. Verify and report TDS accounting by Clients during the audit period.
   b. Check Quarterly TDS Certificates obtained by HO & Units from Clients.
   c. Verify transfer entries for prior-year TDS receivables in HO & Unit books.
   d. Reconcile TDS with Form 26AS and report discrepancies.

(iii) Goods & Services Tax (GST)

a. Verify month-wise GST payment compliance.
b. Verify periodic GST returns (monthly/annual).
c. Verify periodic GST TDS receivable
d. Audit Input Tax Credit status and 180-day reversal compliance under Rule 37 of CGST Act.

(iv) GST and Other Indirect Taxes Assessment

- Report year-wise assessment status of GST, Sales Tax, VAT, WCT, Service Tax, Excise Duty.

(v) Labour Cess

a. Verify deductions made from Agency bills under the Building & Other Construction Workers' Welfare Cess Act.
b. Report payment of labour cess within due dates.

(vi) Professional Tax

a. Verify deductions of professional tax from employee salaries (regular & contractual).
b. Report payment of professional tax with authorities.
c. Verify submission of periodic professional tax returns.
d. Report statutory demands/notices received and compliance status during the audit period.

(vii) Deferred Tax Assets/Liabilities

- Verify workings and calculations of deferred tax assets/liabilities under Ind AS 12.

(viii) Advance Tax/Provision for Income Taxes

a. Verify calculations and payments of Advance Tax.
b. Verify computation of income for tax ascertainment.
c. Check provisions of Income Tax Act.
d. Report details of pending and completed Income Tax Assessments.

IV. Trade Receivables

a) Billing to Clients:
   a. Verify booking of VWD (Value of Work Done) against projects and client billings.
   b. Ensure compliance with Ind AS 115 (Revenue from Contracts with Customers) regarding revenue recognition & Review of the Onerous contracts.
   c. Report fee outstanding/retention money due for over 2 years, along with reasons.
   d. Efficiency in collection of invoices raised on clients with a comment on the recoverability/realization of trade receivables.

b) Other Areas:
   a. Verify sale proceeds received for:
      i. Tender documents
      ii. E-tender processing fees
   b. Verify BID SECURITY/SD receivables for compliance with MOU/Agreement terms and ensure proper accounting.
   c. Verify the availability of supporting documents with vouchers, including approvals by the appropriate authority.
   d. Verify and report client deposits (retention money, security deposits, realization post-BID SECURITY, etc.) and their project completion.
   e. Verify the documents of newly empaneled agencies during the period.

V. Contractors Billing and Payment:

a) Verification of Contractors' Billing & Payment:
   - Ensure RA (Running Account) and Final bills are supported with required documentation (tax invoices, measurement certificates, work completion certificate

etc.).

- Check quantities billed in RA/Final bills against the BOQ and approved measurements.
- Verify approvals for EOT (Extension of Time), deviations, and extra work (IT-TDS, GST-TDS, SD, LD, Labour Cess, etc).
- Confirm recovery of mobilization advances, interest, and statutory deductions (IT-TDS, GST-TDS, SD, LD, Labour Cess, etc).
- Ensure contractor payments are made only after receiving corresponding client payments as per the agreement.

b) Bill Payment Register:
   - Verify maintenance of a Bill Payment Register for cross-checking project receipts, fund requisitions, statutory deductions, and liability accounting.

c) Advance to Contractors:
   - Verify adjustments/recoveries of advances, including principal amounts, interest, and related liabilities, in accordance with contract terms

d) Service Bill Requisition (SBR):
   - Ensure Service Bill Requisitions are duly authorized in ERP and supported with necessary approvals.
   - Verify accuracy of net amounts payable after considering statutory deductions, unadjusted advances, BG commission, etc.
   - Report deviations, if any, from laid-down procedures.

e) Recovery of Liquidated Damages (LD):
   - Verify LD imposed by clients due to project delays and recovery from contractors. Report non-recovery reasons.

f) Recovery of BG Commission:
   - Verify recovery of BG commission from contractors as per contract terms.

g) Reporting on MSME Vendors:
   - Report MSME vendors with registration details, payable amounts, due dates, and remarks on payments due.

h) Deposits with Contractors:
   - Verify and report BID SECURITY/SD taken or deducted from contractors as per contract terms.

VI. <u>Fixed Assets:</u>

a. Verify the maintenance of the Fixed Assets Register.
b. Conduct physical verification of all Fixed Assets.
c. Verify depreciation and amortization.
d. Verify the sale, disposal, or auction of fixed assets.
e. Check insurance policies for all fixed assets.
f. Verify additions and deletions in PPE & Intangible Assets.
g. Check for impairment of fixed assets as per Ind AS 36.
h. Verify Capital Work-in-Progress (CWIP) and its transfer to Fixed Assets.
i. Verify classification of fixed assets as PPE under Ind AS 16.
j. Verify any capital advances provided by the Company.

VII. Ledger Review:

a. Verify proper accounting of creditors, debtors, expenses, advances, CWIP, and prepaid expenses.
b. Perform ageing analysis and ensure appropriate follow-up action is taken for long-pending items.
c. Review outstanding items (e.g., earnest money deposits >3 months, security deposits, retention money, recoverable amounts, paid deposits).
d. Verify adequacy and correctness of expenditure provisioning.
e. Ensure payments to creditors align with agreed PO terms.
f. Confirm correct approvals for provisions/write-offs of debts, advances, inventory, and assets based on the DoP clause.

VIII. Legal Compliance and Risk Management:

a. Review compliance with local, national, and international laws and regulations.
b. Evaluate corporate governance standards and ethical practices.
c. Review ongoing litigation, arbitration and potential legal liabilities.
d. Identify legal risks and evaluate mitigation strategies.

IX. Project Accounting:

a. Ensure proper adjustment of mobilization advance and retention money.
b. Verify the Deduction of interest on mobilization advance.
c. Verify deduction of TDS, and Labour cess at applicable rates.
d. Verify original bills against manual vouchers for amounts above Rs. 1 Crore.

X. Foreign Exchange Transaction:

a. Verify exchange rates applied to foreign transactions and ensure accurate conversion in financial records.
b. Assess the impact of exchange rate fluctuations on financial statements.
c. Ensure compliance with the Foreign Exchange Management Act (FEMA) and other relevant laws, including timely reporting and remittance of foreign exchange earnings and payments.
d. Evaluate internal controls for managing foreign exchange risks and mitigating exposure to currency fluctuations.
e. Review foreign exchange transaction documents (contracts, invoices, receipts) for compliance with internal policies and regulatory requirements

XI. Insurance Policies:

a. Review coverage details of insurance policies to ensure adequacy and alignment with organizational requirements.
b. Assess insurance claims lodged, their documentation, and settlement status.
c. Identify insurable assets.
d. Monitor policy renewals.
e. Ensure claim submission.
f. Track and review the pending claims to ensure proper follow-up and settlement.

XII. SPV/Deposit Works/Bidding Accounting:

a. Verify invoices raised on SPV/Deposit Works, ensuring proper calculation of D&G charges as per the agreement and timely payment receipt.
b. Ensure invoices for Bidding work & Interest are raised and accounted for in accordance with the terms of agreements.

XIII. Personnel & Administration:

a) Employee Payroll and Advances:
   - Verify attendance systems, monthly salary statements, and adjustments for advances during the audit period.
   - Report long-standing unrecovered advances.

b) Hired Vehicle Billing and Logbooks:
   - Verify billing and payments for hired vehicles and ensure correlation between vehicle logbooks and bills before payment release.

c) Pay Fixation and Allowances
   a. Verify whether pay fixation for officers and staff (on deputation, absorption, promotion, re-employment, bidders, and technical supervisors) has been done in accordance with the fixation policy.
   b. Verify that payment of allowances, maintenance of leave accounts, and payment of TA/DA / hotel accommodation are made as per SITCO policies and entitlement rules.
   c. Verify all employee claims w.r.t. eligibility, sanction, supporting documents and policy/process.

XIV. Others:

a. Tendering Process: Audit contracts awarded above 1 crore to ensure compliance with organizational standards.
b. Housekeeping: Ensure compliance with cleanliness, fire safety rules, and organizational standards.
c. Monitoring Mechanisms: Develop tracking mechanisms for assignment progress and address any slippages or issues.
d. System Improvement: Identify procedural gaps, eliminate duplication, and recommend improvements for efficiency.
e. Internal Control System: Suggest and document improvements in internal control systems to ensure compliance with established rules.
f. Statutory Records and Decisions: Verify statutory records, such as Minute Books, and ensure decisions are reflected in financial records.
g. Cost Control Measures: Recommend cost reduction measures and strategies to increase revenue.
h. Internal Control: Assess the effectiveness of internal controls, the reliability of financial data, and fraud detection measures.
i. Credit Cards: Assess the management, controls, and policy compliance of company-issued credit cards, reviewing issuance, usage, approval processes, transaction legitimacy, reconciliation, fraud prevention, and providing a report on findings, non-compliance, control gaps, and misuse with recommendations.
j. Information Technology General Controls: The IT General Controls audit should cover data safety (TALLY), access controls, infrastructure security, physical IT asset verification, compliance with IT guidelines, and audit trail management.

k. Company Secretary Function: Evaluate the Company Secretary's compliance with legal requirements, corporate governance, filing with authorities, meeting processes, governance policy implementation, and communication with stakeholders.
l. Budgeting and MIS: Review budgeting processes, evaluate MIS reports, and conduct variance analysis.
m. Reconciliation: Perform periodic reconciliation of contra accounts and intercompany transactions for accuracy.
n. Contingent Liability: Verify and report unit-wise contingent liabilities as per Ind AS 37, including case details (type, amount, parties, status), and track newly added and settled cases periodically.
o. CSR Expense: Review of the CSR activities in accordance with the Company's policy procedures and the Companies Act.

Part-B
SCOPE OF WORK FOR IFC

Testing, updation & Preparation(new) of Internal Financial Control (IFC) Systems in SITCO:

- Study the existing system, process, and controls framework of SITCO.
- Evaluate financial reporting risks (w.r.t materiality, quantitative & qualitative judgment). The Sample size for identifying significant accounts/ areas and testing of controls shall be finalized in consultation with company.
- Test process controls their design adequacy and operational effectiveness to ensure they are functioning as intended.
- Identify gaps in control design or operational effectiveness and assess their impact on financial reporting and compliance.
- Review, update and utilize a Risk Control Matrix (RCM) approach to map key risks to controls, evaluate control coverage, and document gaps.
- Identify deficiencies in IFC, if any and assess their impact on financial reporting.
- Provide recommendations to mitigate deficiencies identified during the review.
- Key areas shall include, inter alia, the following:
    - Policies and Procedures: Review Adoption and compliance with policies ensuring the orderly and efficient conduct of business.
    - Accuracy and Completeness of Accounting Records: Assess the reliability of accounting data and transactions.
    - Timely Preparation of Reliable Financial Information: Evaluate processes for timely generation of accurate financial statements for internal and external reporting purposes.
    - Critical Business/Process Areas:
        - Taxation
        - Financial Statement Close Process (FSCP)
        - Fixed Assets
        - Treasury
        - Loans & Borrowings
        - Human Resources (HR)
        - Tender to Pay (T2P)
        - Information Technology (IT) / IT General Controls
        - Legal
        - HR
        - BD Cell

      * This is not an exhaustive list

The designed scope of service enlisted here is indicative only. The auditor is expected to discharge his duties with due diligence and the best of his intelligence and ingenuity, always keeping in mind the overall interests of the CCI and its stakeholders.

Annexure-2

REPORTING REQUIREMENTS

There will be requirement of Submission of Two Reports: -

I. Quarterly Internal Audit Report
II. Report on Internal Financial Control

1. ***The Quarterly Internal Audit Report shall be structured as outlined below, divided into two distinct sections: A: Audit Observations & Suggestions and B: Certifications.***

A. Audit Observations & Suggestions

Part I: Executive Summary

An executive summary should be included to provide a quick overview of the key observations and findings from the audit. This section should allow for a brief and clear understanding of the audit outcomes.

Part II: Important Observations

The Auditor shall list all significant discrepancies identified during the audit, highlighting areas requiring immediate attention from Management. The observations should specify any financial implications, if applicable. Additionally, the Auditor shall identify any major deviations from SITCO's policies, systems, Controls and procedures. Furthermore, the Auditor is required to assess the adequacy and effectiveness of the Internal Control/Internal Financial Control systems, including the documentation and adherence to the Delegation of Power of the company, relevant to the assigned audit units.

Part III: Other Observations

This section will include additional audit observations and their associated financial implications, if any, related to areas specified in the scope of work that were not covered in Part II.

Part IV: Compliance Report

The Auditor is responsible for reviewing actions taken on issues raised in prior audits. This includes verifying the action taken or compliance with previously given assurances. This part should highlight any audit observations for which no action has been taken or where compliance is still pending.

Part V: Status of Pending Litigation/Arbitration Cases

The Auditor shall provide a detailed report on any ongoing litigation or arbitration cases at respective projects. This includes a brief description of the pending cases, their financial implications, the forums where they are being heard, the last date of hearing, the progress to date, and the details of any consultants or advocates retained.

Part VI: Suggestions for System Improvements

The Auditor shall offer recommendations for improvements aimed at enhancing the governance framework of the organization. This should include suggestions for strengthening the company's risk management strategies and internal control systems.

B. Certifications

Part I: Compliance Certificate

The Auditor shall provide a certificate confirming their independence and declaring that there are no personal interests that could potentially conflict with the interests of the company. Additionally, the Auditor shall confirm compliance with all relevant laws, guidelines, rules, and regulations issued by Central, State, and other governmental and local authorities.

Part II: Certificate of Assurance and Prepare Report on Effectiveness of Internal Controls and Internal Financial Controls

The Auditor is required to confirm the effectiveness of the company's internal controls based on the prescribed format. This certification should encompass the entire scope of the audit and assess the adequacy of the internal controls in place. Additionally, the Auditor must provide a certification and Report of the internal financial controls (IFC) which cover all the points related to aforementioned in the scope of work at SITCO, including their operational effectiveness, shall be in accordance with Section 143(3)(i) of the Companies Act, 2013, as well as any subsequent amendments. The Auditor's certificate/report must comply with the Guidance Note issued by the Institute of Chartered Accountants of India (ICAI) regarding internal financial controls.

Part III: Checklist for Compliance with Applicable Laws

The Auditor shall provide confirmation to SITCO regarding the laws that are applicable to the company and confirm that SITCO is in compliance with those laws.

The Internal Audit Report must report about the any findings relating to the implementation or effectiveness of the Risk Management Policy & also categories the finding in Internal Audit Report as Low, Medium & High.

Report on Internal Financial Control

1. Objective
2. Executive Summary
3. Status of IFC testing and Summary of Controls
4. Control Summary
5. Coverage
6. Control Design and Effectiveness Gaps
7. Status & Summary- Operating effectiveness

The Internal Auditors must adhere to the following schedule for conducting, completing, and submitting both **Part A** and **Part B Internal Audit Timeline and Report Finalization & for Report on Internal Financial Control**:

SN	Audit Period	Scheduled date to complete Internal Audit by	Scheduled date for Submission of Report by Internal Auditors
1	1st Phase: April 2026-30th Sep 2026	20th Oct 2026	25th Oct 2026
2	2nd Phase: 1st Oct 2026-31st March 2026	20th April 2027	25th April 2027

Report on Internal financial control is required on yearly basis for the FY 2026-27 by 15th March 2027.

Report Discussions and Review

The Audit Report shall be initially discussed with the relevant stakeholders before finalization to ensure accuracy and resolve any minor discrepancies. The process for review is as follows:

1. Preliminary Discussion: The partner in charge of the audit or the lead auditor shall first discuss the draft report with the division in charge (SBU Head), along with the Division Finance Officer of the respective Project or Inspection Office. This discussion is aimed at addressing and rectifying any minor discrepancies locally, ensuring that the findings are accurate before final submission.
2. Consideration of Additional Information: The report should be revised based on any additional information that may be obtained during these discussions, as well as any management responses or clarifications provided. The finalized report, which reflects these inputs, shall then be submitted to the Finance In-Charge of the concerned unit for further review.

Note:

(i) SITCO is maintaining records in TALLY/ERP environment, team assigned for above work should have working knowledge of TALLY/ERP environment.

(ii) Deployed personnel should have their own Laptop Computers for carrying out the tasks in SITCO. Seating arrangement and LAN facility for Internet connectivity will be provided by SITCO.

Annexure-3

Determination of Responsiveness of Bids submitted by the Bidders: To be examined as under:

S.No.	Item	Required Response
1	In case the Bidder being interested in availing themselves benefits extended to MSEs, has the Bidder enclosed the proof of their being MSE registered with agencies and supporting document(s) indicating terminal validity date of registration which is a date after the deadline for submission of proposals?	Yes
2	Is Proposal Security furnished? (Not applicable for MSEs being interested in availing themselves benefits extended to MSEs)	Yes
3	Is the proposal received prior to Deadline?	Yes
4	Is the Financial proposal submitted separately and Technical Proposal doesn't include Offered Price?	Yes
5	Has the Bidder submitted affidavit (Form-10) that he is not disqualified?	Yes
6	Submitted P.O.A (Form-2)?	Yes
7	Submitted audited Balance Sheets for last 3 years financial year 2023-24, 2024-25 and 2025-26?	Yes
8	Is the Bidder registered in India with their Office in Delhi/ NCR or Surat?	Yes
9	Has the firm submitted audited financial data for last 3 years i.e. 2023-24, 2024-25 and 2025-26 in Form-5 & Form-9?	Yes
10	Has the firm submitted data regarding experience in Form-4?	Yes
11	Has the Bidder any conflict of interest?	
12	Has the Bidder experience of internal audit and preparation & testing of Internal Financial Controls Systems of a PSU Company or Private firm/company/LLP having annual turn-over of Rs 50 Crore and above in each of the last three financial years.?	Yes
13	Has the Bidder attached a certificate from the Company for which he has conducted internal audit and preparation & testing of Internal Financial Controls Systems?	Yes
14	Does the Bidder have experience with internal audit in TALLY/ERP environment? Has the Bidder attached a certificate from the company for which they have conducted internal audit services in TALLY/ERP environment?	Yes
15	Has the Bidder submitted information regarding Turnover from providing Internal Audit services during the years i.e. 2023-24, 2024-25 and 2025-26 & Net worth during the years as on 31/03/2026.	Yes
16	Has the Bidder submitted information regarding Profit After Tax for the last 3 financial years i.e. 2023-24, 2024-25 and 2025-26.	Yes
17	Has the Average Profit After Tax of the Bidder been positive for the last 3 financial years i.e. 2023-24, 2024-25 and 2025-26?	Yes

Annexure-4

UTR detail to be provided by bidder in respect of having deposited Bid Security.

Particulars	Amount	Bank Name	UTR No./Reference No.	Date
Bid Security	Rs.2000/-			

Yours faithfully,

……
Signature of authorized signatory of Bidder
(Seal)

Address: ……
……
……

PROPOSAL FORMS

FORM-1A

TECHNICAL PROPOSAL SUBMISSION FORM

(On letter head of the Bidder)

From:

……..
……..

To:

The CEO/SITCO,
Surat Integrated Transportation Development Corporation
_____

Sub: Submission of Proposal for Internal Audit Service and preparation & Testing of Internal **Financial Controls Systems for a period of one year.**

Ref: SITCO/F&A/2026-27/Internal Auditor

1. Having examined the completeness of the RFP documents and studied the terms and conditions of the contract stipulated in the RFP, we, the undersigned, offer to provide Internal Audit Services and preparation & Testing of Internal Financial Controls Systems as specified in the Terms of Reference.
2. We undertake, if our proposal is accepted, to:
   (i) Furnish performance security within 28 (Twenty-eight) days of issue date of letter of award.
   (ii) Enter into the contract agreement within 28 (Twenty-eight) days of issue of Draft Contract Agreement papers.
3. Unless and until a formal agreement is prepared and executed, this proposal together with your written acceptance thereof shall constitute a binding contract between us.
4. I/We undertake that:
   i. In competing for (and, if the award is made to us, in executing) the above Contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

   ii. We will submit a list of names of the personnel immediately required as indicated in the notification of award, in Forms 8A.
   iii. We will formulate work plan in consultation with the Employer as per stipulations in the Terms of Reference.

iv. We certify that we do not have any conflict of interest in submission of this proposal nor we will take up any assignment in future which will be in conflict with the present assignment.

5. We certify that in preparation and submission of Technical and Financial information we have not taken any action which is or which constitutes a corrupt or fraudulent practice as defined in the RFP documents.
6. I/ We agree to allow SITCO, at its option, to inspect and audit all accounts, documents, and records relating to the Bidder's Proposal and to the performance of the ensuing Bidder's Contract.
7. Our proposal is valid for 120 days beyond the date of opening of technical proposal and will be binding on us.
8. We have not made any tampering or changes in the RFP documents on which the bid is being submitted and if any tampering or changes are detected at any stage, we understand the bid will invite summary rejection and forfeiture of proposal security/ the contract will be liable to be terminated along with forfeiture of Performance Security, even if LOA has been issued.
9. We declare that we are not liable to be disqualified and for this we have furnished the affidavit.
10. I/ We understand that the Surat Integrated Transportation Development Corporation is not bound to accept any proposal that the Surat Integrated Transportation Development Corporation may receive.

Yours faithfully,

……
Signature of authorized signatory of Bidder
(Seal)

Address: ……
……
……

Enclosures: As per Instructions to Bidders, except for Form-1B

FORM -1B

DECLARATION REGARDING FINANCIAL PROPOSAL

(On letter head of the Bidder)

From:
……
……
To:
The CEO/SITCO,
Surat Integrated Transportation Development Corporation
_____

Dear Sir,

Sub: Financial Bid for Internal Audit Services and preparation & testing of Internal Financial Controls Systems and Compliance with RFP Terms.
Ref: SITCO/F&A/2026-27/Internal Auditor

1. Having examined the completeness of the RFP documents and studied the terms and conditions of the contract stipulated in the RFP, we, the undersigned, offer to provide Internal Audit Services and preparation & testing of Internal Financial Controls Systems as specified in the Terms of Reference, we hereby quote the following rate.

Description of Services	Offered Rates (all-inclusive but excluding GST)
Hiring of Chartered Accountant Firm as Internal Auditors of SITCO for 1 year.	Rs…… (in figure) Rs…… (in words)

2. We undertake, if our proposal is accepted, to:
   i. Furnish performance security within 28 (twenty-eight) days of issue date of letter of award.
   ii. Enter into the contract agreement within 28 (twenty-eight) days of issue of draft Contract Agreement papers.
3. Unless and until a formal agreement is prepared and executed, this proposal together with your written acceptance thereof, shall constitute a binding contract between us.
4. Our financial proposal for the sum of Rs……..(To be quoted on GEM portal) is inclusive of all local taxes, but exclusive of GST.
5. Our Financial Proposal shall be binding upon us subject to the modifications resulting from contract negotiations up to expiration of the validity period of the proposal, i.e. 120 days beyond the date of opening of Technical Proposal and will be binding on us.
6. If negotiations are held during the validity of the Proposal i.e. before……., we undertake to Negotiate on the basis of quoted rate. Our proposal is binding upon us and subject to……Modifications from contract negotiations.
7. I/We undertake that, in competing for and in executing (if the award is made to us) the above contract, we will strictly observe the laws of the land in force against fraud and corruption.
8. We certify that in preparation and submission of Technical and Financial information, we have not

taken any action which is or which constitutes a corrupt or fraudulent practice as defined in the RFP documents.

9. I/We agree to allow SITCO, at its option, to inspect and audit all accounts, documents, and records relating to the Bidder's Proposal and to the performance of the ensuing Bidder's Contract.
10. We have not made any tampering or changes in the RFP documents on which the bid is being submitted and if any tampering or changes are detected at any stage, we understand the bid will invite summary rejection and forfeiture of bid security/the contract will be liable to be terminated along with forfeiture of Performance Security, even if LOA has been issued.
11. I/We understand that, the Surat Integrated Transportation Development Corporation is not bound to accept any proposal that the Surat Integrated Transportation Development Corporation may receive.

Yours faithfully,

……..
Signature of authorized signatory of Bidder
(Seal)

Address: ……..

FORM-2

FORMAT FOR POWER OF ATTORNEY FOR AUTHORISED SIGNATORY OF SINGLE ENTITY

POWER OF ATTORNEY

(To be executed on non-judicial stamp paper of the appropriate value in accordance with relevant stamp Act. The stamp paper to be in the name of the company who is issuing the power of Attorney)

Know all men by these presents, we …… (Name of the firm with address of the registered office) ……..……. do hereby constitute, appoint and authorize Mr./Ms. ……..……. (name and residential address ……. who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to "Hiring of Chartered Accountant Firm as Internal Auditors & for preparation & Testing of Internal Financial Controls Systems for a period of one year in SITCO" including signing and submission of all documents and providing information/responses to CEO/SITCO, SITCO, New Delhi, representing us in all matters, dealing with Surat Integrated Transportation Development Corporation in all matters in connection with our bid for the said consultancy contract.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the …… day of 20…….

.....
(Signature of authorized Signatory)

……
(Signature and Name in Block letters of Signatory) Seal of Company

Witness

Witness 1: Name:
Address:
Occupation:

Witness 2: Name:
Address:
Occupation:

*Notes:

- *To be executed by Single entity where the competence of the authorized signatory is not supported by a Board Resolution or General Power of Attorney for such acts (copy of Board Resolution/GPA to be attached).*
- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any,*

laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.

FORM-3

Bidder's Information Sheet

Bidder's Information	
Legal name and firm	
Year of constitution of the Firm	
Registration No. and year of registration of the Firm, in India (FRN No. of ICAI)	
Legal address of the Firm	
Details of Firm's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	

The CA firm shall attach copies of the following original documents with the forms:

- Certificate of Constitution / Registration in India
- Firm's legal address as proof of Office in Delhi/ NCR or Surat (like copy of GSTIN registration certificate)
- Latest address proof of the firm like Rent Agreement, Utility Bill, property tax receipt, etc.

Form-4

Details of Experience of Bidder for Internal Audit of Accounts and preparation & Testing of Internal Financial Control in SITCO Headquarter office

Fill up one form per contract of Service where Bidder has rendered services.

Contract No.		Contract Name	
Award Date		Actual Completion Date	
Total Contract Value of providing Internal Audit Services and Preparation & Testing of Internal Financial Controls	Rs. …..		
Providing Internal Audit Services and/or Preparation & Testing of Internal Financial Controls Systems	Yes/ No		
Net Worth as on 31/03/2026 and Turnover of the Company (Employer) for whom the Bidder has conducted Internal Audit Services and Preparation & Testing of Internal Financial Controls Systems for the FY 2023-24, 2024-25 and 2025-26			
Employer's Name, Current Address and Current Telephone/ E-mail			
Detailed Narrative Description of services rendered. (Give Details of Work that defines the scope relevant to the requirement)			

Note: -

1. **The Bidder shall attach copies of Certificate(s) in support of fulfilling the following two aspects of experience, issued by the Company(s) (Employer(s)) (In case of listed entities, the companies should be part of BSE infra / BSE reality index or similar index. For non listed entities, the employer certificate should mention that the company belongs to these sectors) for which the firm has conducted Internal Audit and preparation & testing of Internal Financial Controls Systems (two or more separate certificates of different employer can be attached for internal audit or Internal Financial Control respectively. Both employer in this case, should individually have the required Net Worth and Turnover):**

   (i) The Bidder should have a minimum of 7 years' experience in Internal audit of Accounts or Preparation & Testing of Internal Financial Controls Systems of PSU or

Private firm/company/LLP having annual turn-over of Rs 50 Crore and above in each of the last three financial years**. In support of the same, all experience certificates are required (Pre- qualification Criteria).**

(ii) The Bidder should have experience in internal audit of accounts and internal financial controls system of PSU company or Private firm/company/LLP having annual turn-over of Rs 50 Crore and above in each of the last three financial years **-for evaluation criteria.**

(iii) It must have experience of Accounting in an TALLY/ERP environment (in any contract)

2. **The Bidder should provide a summary (as per the contract wise detail provided) showing that the firm has total Gross Receipts from Services of Internal Audit Function & IFC of Rs. 10 Lakh (Rupees Ten lakhs) in any of the last three financial years i.e. 2023-24, 2024-25 and 2025-26.**

Firm's Name & Signature of authorized signatory (Seal)

Form-5

Profit After Tax
(Bidder must fill in this form)

NAME OF BIDDER:

Block Year	**Financial Data for Last 3 Years (in INR for Indian Applicants)**		
	Year 1 (2023-24)	**Year 2 (2024-25)**	**Year 3 (2025-26)**
Profit After Tax (PAT)			

The Bidder shall attach copies of the following original documents with the form:

Copies of the audited Financial Statements, including all related notes, Balance Sheets and Income Statements for the last three financial years, as indicated above, complying with the following conditions.

- All such documents that reflect the financial situation of the Bidder.
- Form must be certified by an external Chartered Accountant.
- Information must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

Form-8

Personnel Qualification and Experience of Chartered Accountant

S. No.	Name	Date of Birth	Year of Qualification	Experience			Requirements as per RFP	Remarks
1.				Period	Area of Work	Working in ERP/TALLY environment	Essential	Please refer Staffing Schedule.

Key Personnel Qualification and Experience

Team Members: (2)

S. No.	Name	Date of Birth	Qualification Parameters	Requirements as per RFP	Remarks
1.			CA-Intermediate Pass	Essential	Please refer Staffing Schedule
2.			CA-Intermediate Pass	Essential	

Note: Qualification parameter should be supported with necessary documents

FORM-9

Firm's Audited Financial Data for last 3 financial years:

S. No.	Years	Gross Turnover of the C.A. Firm	Turnover of the C.A. Firm from Services in Internal Audit & Preparation & Testing of IFC
1	2023-24		
2	2024-25		
3	2025-26		
	Total		
	Average		

Note:

1.Please provide Audited Balance Sheets/Profit & Loss Accounts in support of Information give

2.Form must be certified by an external Chartered Accountant.

FORM-10

FORMAT FOR AFFIDAVIT TO BE SUBMITTED BY THE BIDDER ALONGWITH THE PROPOSAL

(To be executed in presence of Public Notary on non-judicial stamp paper of the appropriate value in accordance with relevant stamp Act. The stamp paper has to be in the name of the Bidder)

I…….(Name and designation) …… appointed as the attorney/authorized signatory of the Bidder, M/s. (hereinafter called the Bidder) for the purpose of the Proposal for the of as per the RFP No. of SITCO, do hereby solemnly affirm and state on behalf of the Bidder as under:

1. That the bidder has not been Blacklisted/ banned for business dealing for all Government Departments, or by Ministry of Railways or by SITCO at any time and/or no such blacklisting is in force as on the deadline for submission of proposals.
2. That none of the previous contracts of the Bidder had been terminated/rescinded for Consultant's failure by SITCO. during the period of last 2 years before the deadline for submission of proposals.
3. That the Internal Auditor is neither Bankrupt/Insolvent nor is in the process of winding-up nor such a case is pending before any Court on the deadline of submission of the proposals.
4. That the name of the Internal Auditor is not on the list of "Poor Performer" of SITCO as on the deadline for submission of proposals,
5. We declare that the Consultant have not either changed their name or created a new business entity as covered by the definition of "Allied Firm" under para 1102 (iii) of chapter XI of Vigilance Manual of Indian Railways with latest amendments and corrections (available on website of Indian Railways), consequent to having been banned business dealings or suspended business dealings or having been declared as poor performer.
6. We declare and certify that we have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
7. We declare that the information and documents submitted along with the proposal by us are correct and we are fully responsible for the correctness of the information and documents, submitted by us.
8. We understand that in case we cease to fulfil the requirements of the eligibility and qualifying criteria at any time after opening of proposals and till finalization of proposals, it will be our bounden duty to inform the Employer of our changed status immediately and in case of our failure to do so, our proposal shall be rejected and proposal security shall be forfeited. In case such failure comes to the notice of Employer at any time after award of the contract, it will lead to termination of the contract and forfeiture of Proposal or Performance Security. We shall also be liable for Banning of Business dealings upto a period of five years.
9. We understand that if the contents of the affidavit are found to be false at any time during bid evaluation, it will lead to forfeiture of the proposal security. Further, we [insert name of the bidder] understand that we shall be liable for banning of business dealings upto a period of five years.
10. We also understand that if the contents of the affidavit are found to be false at any time

after the award of the contract it will lead to termination of the contract, forfeiture of Proposal or Performance Security and banning of business dealings for a period of up to five years. We understand that if the contents of the affidavit are found to be false at any time during bid evaluation, it will lead to forfeiture of the proposal security. Further, we [insert name of the Bidder] _ understand that we shall be liable for banning of business dealings up to a period of five years.

SEAL AND SIGNATURE OF THE BIDDER

Verification:

Verified on _____day of _____at_____that the contents of the above-mentioned affidavit are true and nothing material has been concealed there from.

SEAL AND SIGNATURE OF THE BIDDER

Attestation before Magistrate/Public Notary

APPENDIX "A"

Declaration for Labour Law Compliance

We are in compliance with all applicable law (like Provided Fund Act, Minimum Wages Act etc.) relating to Personnel deployed in Surat Integrated Transportation Development Corporation. Our EPF no is ……We are responsible for Statutory compliance of Labour Law for the Personnel deployed by us for SITCO. We further confirm that all statutory requirements are being complied by us.

(Signature with date)

Authorized Signatory