



**RAJASTHAN STATE GAS LIMITED**  
राजस्थान राज्य गैस लिमिटेड

**CORRIGENDUM #01**

**DATE : 03.11.2023**

**INVITATION OF APPLICATION FROM CAG EMPANELED FIRM /COMPANY /INSTITUTION OF  
CHARTERED/COST ACCOUNTANTS FOR INTERNAL AUDIT FOR THE YEAR 2023-24 UNDER  
SECTION 138 (1) OF THE COMPANIES ACT, 2013.**

**TENDER NO.: RSGL/JPR/FIN-IA/ /2023-24/NIT-14**

| <b>S. N.</b> | <b>Clause No.</b>  | <b>Page No.</b> | <b>Description</b>                   | <b>Amendment/ Addition<br/>Modification/ Deletion</b> | <b>Details</b>                                 |
|--------------|--|-----------------|--------------------------------------|---|--|
| 1            | Cover Page   | Page 1 of 13    | Due Date & Time of Bid<br>Submission | Modification  | Extended upto 21.11.2023<br>till 14:00 Hrs IST |
| 2            | Invitation of Application  | Page 3 of 13    | Due Date & Time of Bid<br>Submission | Modification  | Extended upto 21.11.2023<br>till 14:00 Hrs IST |
| Note         | 1. Bidder to submit signed & stamped copy of this Corrigendum#01 along with Un-Price Bid.<br>2. All other terms and conditions of the tender shall remain unchanged. |                 |                                      |   |  |



RAJASTHAN STATE GAS LIMITED

राजस्थान राज्य गैस लिमिटेड

# RAJASTHAN STATE GAS LIMITED

(A JV of RSPCL and GAIL Gas Limited)

3rd Floor, Khaniz Bhawan

Tilak Marg C-Scheme

Jaipur-300205

**RSGL/JPR/FIN-IA/ /2023-24/NIT-14**

*INVITATION OF APPLICATION FROM CAG EMPANELED FIRM /COMPANY /INSTITUTION OF CHARTERED/COST ACCOUNTANTS FOR INTERNAL AUDIT FOR THE YEAR 2023-24 UNDER SECTION 138 (1) OF THE COMPANIES ACT, 2013.*

**DUE DATE & TIME FOR SUBMISSION  
OF DOCUMENTS: 03-11-2023- 1400 HRS (IST)**

**INVITATION OF APPLICATION**

Rajasthan state Gas Limited ,A state incorporated JV of RSPCL and GAIL Gas Limited having office at Khaniz Bhawan, Tilak Marg, C-Scheme, Jaipur-302005, India, invites applications from CAG empaneled firm of chartered/ Cost accountants for Internal Audit for the year 2023-24 under Section 138 (1) with the following details and enclosed Tender/RFQ Documents

1. **Deliverables** : One report for 6-month Apr-2023 to Sep-2023 and second report for the 6 month Oct 2023 to Mar-2023 should be provided by the Internal Auditor in Three Hard Copies, One Soft Copy and One Editable Soft Copy.
2. **Completion period**: by 30-04-2024
3. **Terms of Payment**: The terms of payment, are as below:
  - 3.1 40 % on submission & acceptance of 1<sup>st</sup> half yearly Internal audit Report
  - 3.2 50% on submission & acceptance of 2<sup>nd</sup> half yearly Internal Audit report.
  - 3.3 10% after successful completion of CAG audit in 2024.

With reference to the above-mentioned subject matter, following documents are attached

1. Annexure-1 : General information about the Service Provider in line with above.
2. Annexure-2: Experience Criteria of the Service Provider in line with the above
3. Annexure-3: Technical Evaluation Criteria
4. Annexure-4: selection and Award Criteria
5. Annexure-5: Scope of Work
6. Annexure-6 :Confirmation for not on 'Holiday'
7. Annexure-7: Price Bid/Schedule of Rates

All interested Agencies may kindly submit their proposal under two bid system. Part-1-in line with the requirement from annexure-1-5) and Part-II - Price bid as per SOR vide Annexure-7 ( in another envelop



separately) and both bid should be kept in one sealed envelope duly superscribing the top left corner as "Proposal for CAG empaneled firm of chartered accountants for Internal Audit for the year 2023-24" to Rajasthan state Gas Limited, Room no. 303, Khaniz Bhawan, tilak Marg C-scheme Jaipur-302005" with mention of requisite information in the attached Annexures & furnishing of required documents to DGM (C&P), RSGL at the following address:

DGM (C&P)  
Rajasthan State Gas Limited  
Khaniz Bhawan, Tilak Marg C- Scheme  
Jaipur-302005  
E-mail ID: [viveks.rsgl@rajasthan.gov.in](mailto:viveks.rsgl@rajasthan.gov.in)

Last date of receipt of application at Rajasthan State Gas Limited, Jaipur Office is 03-11-2023 /14:00 hrs.

Any addendum/Corrigendum to this Notice shall only be published on website of RSGL.

Rajasthan state Gas Limited reserves the right to reject any or all the proposals received at its discretion without assigning any reason whatsoever.

FOR & ON BEHALF OF  
RAJASTHAN STATE GAS LIMITED

VIVEK SHRIVASTAVA  
DGM(C&P)

**ANNEXURE-1**

**INFORMATIVE MATERIAL AND DOCUMENTS TO BE ATTACHED IN SUPPORT OF CSR ISD PROPOSALS**

| S<br>N<br>o. | Head of items  | Informative<br>Data | Available /<br>Not<br>Available<br>(Status)<br>as Yes / No) | Attached<br>as<br>Annexur<br>e (A, B,<br>C....)<br>(Yes /<br>No) |
|--------------|--|---------------------|---|--|
| 1            | Name & Address of the Firm's/Company's / Institutions/ States Details of CEO / Head of / Company/Institution/Firm            |                     |   |  |
| 2            | Communication Facilities Landline Nos, Mobile No.: Fax: E-mail ID:   |                     |   |  |
| 3            | Brief particulars of the organisations for whom Internal Audit activities executed in last 3 FY 2020-21, 2021-22 & 2022-23). |                     |   |  |
| 4            | Registration under Companies Act / others (Please mention)   |                     |   |  |
| 5            | Exemption Certificate, if attached under Income Tax Act, 1961  |                     |   |  |



|    |  |  |  |  |
|----|--|--|--|--|
| 6  | Pan No.:   |  |  |  |
| 7  | GST No.:   |  |  |  |
| 8  | Organization Structure of the Firm /<br>Company/Institution..  |  |  |  |
| 9  | No. of employees on the roll of Firm /<br>Company /Institution   |  |  |  |
| 10 | Copy of MOU / MOA / Work Order<br>executed with any organisations in last 3<br>yrs. (2020-21 , 2021-2022 & 2022-23). |  |  |  |
| 11 | Projects being executed during 2023-24 by<br>the Firm / Company/ Institution/with<br>mention of annual value         |  |  |  |

**ANNEXURE-2**

**EXPERIENCE**

| Sl. No | Description of the Services | LOA /WO No./ Agreement and date | Full Postal Address & phone nos. of Client. <i>Name, designation and address of Engineer/ Officer-in- Charge (for cases other than purchase)</i> | Value of Contract/ Order ( <i>Specify Currency Amount</i> ) | Date of Commencement of Services | Scheduled Completion Time (Months) | Date of Actual Completion | Reasons for delay in execution , if any |
|--------|-----------------------------|---------------------------------|--|---|----------------------------------|------------------------------------|---------------------------|---|
| (1)    | (2)                         | (3)                             | (5)  | (6)   | (7)                              | (8)                                | (9)                       | (10)                                    |
|        |                             |                                 |  |   |                                  |                                    |                           |   |
|        |                             |                                 |  |   |                                  |                                    |                           |   |
|        |                             |                                 |  |   |                                  |                                    |                           |   |

**NOTE:** For Experience Criteria Copy of successful Completion/execution certificate by end user/owner/client having cross reference to the PO/WO/LOA to be submitted mentioning executed amount against the PO. All the submitted documents should be duly certified / attested by notary public with legible stamp

**ANNEXURE-3**  
**TECHNICAL EVALUATION CRITERIA**

Technical evaluation will be made on following criteria:

| Sl. No | Description   | Criteria  | Points Allotted | Points claimed | Points obtained | Remarks/Required Documents   |
|--------|---|---|-----------------|----------------|-----------------|--|
| 1      | Age of Firm:<br><br>Minimum 5 Years, after that 1 point for each extra completed years.   | <5 years  | 0 Pts.          |                |                 | Incorporation certificate<br>(Completed years will be counted as on 30/09/2023)                                |
|        |   | =5 years  | 10 points       |                |                 |  |
|        |   | After that 1 point for each extra one completed years | Max. 25 Points  |                |                 |  |
| 2      | Number of Internal/Statutory Audit work Executed during this last 3 FY (2020-21, 2021-22 & 2022-23) of the companies having turnover more than 50 crores<br><br>(For qualifying, firm must have carried out Internal audit and maintain the Financials as per Ind-AS for at least two Entities) | <5 Firms  | 0 Pts.          |                |                 | Financial Statement/ clearly stating receipts from the paying authority /Execution certificate by the Company, |
|        |   | =5 firms  | 10 Pts.         |                |                 |  |
|        |   | After that 1 point for each extra firm                | Max. 25 Pts.    |                |                 |  |



|   |  |  |              |                            |  |   |
|---|--|--|--------------|----------------------------|--|---|
| 3 | Number of Internal/Statutory Audit work in hand during current financial year 2023-24 of the companies having turnover more than 50 crores   | > = 4 nos.   | 15Pts.       |                            |  | Self-attested copy of each contract/ work order   |
|   |  | > or=2 nos.  | 10Pts.       |                            |  |   |
|   |  | > or =1 nos.   | 5Pts.        |                            |  |   |
| 4 | No. of Partners/Employees:<br>Minimum 3<br>Partners/Employees(Chartered/Cost Accountant) with min. experience of 1 year in the Firm, after that 1 point for each extra partner   | <3<br>Employees/Partner  | 0 Pts.       |                            |  | Copy of relevant Certificate/<br>Latest constitution Certificate/<br>Appointment latter with latest salary slips          |
|   |  | =3<br>Employees/Partner  | 5 Pts.       |                            |  |   |
|   |  | =After that 1 point for each extra Partners/Employees                                      | Max. 15 Pts. |                            |  |   |
| 5 | Interaction with High Level Management Committee (Bidders with technical score of more than 40 in above four mentioned criteria or as may be shortlisted by RSGL on its discretion)<br><i>(The Interaction/presentation shall take place on 03-11-2023/12:00 hrs.)</i> | The qualified bidders will be asked for presentation on how to perform the expected tasks. | 20 points.   | Not to be filled as of now |  | Will be asked from those bidders who obtain 40 marks out of 80 from the above-mentioned criteria (Column Sl. No. 1 to 4). |

## ANNEXURE-4

### SELECTION AND AWARD CRITERIA OF THE PROPOSAL

- A) The final bidder will be selected through QCBS (Quality and Cost Based Selection) method. For QCBS, technical and financial score will be in proportion of 60:40.
- B) Financial Bids of only those bidders whose Technical Score (including points scored in Interaction stage) is more than 60 shall be opened. A final combined score will be arrived at by applying above mentioned relative weightage to the score of technical criteria & score of financial bid.
- C) RSGL will award the Job whose quotation has been determined to be substantially responsive and with the highest marks/Score/rank (H1) i.e., highest total of evaluation marks on the basis of QCBS shall be deemed as the successful bidder .
- D) In case of tie i.e., same score for two or more firms the successful bidder will be decided on the basis of the highest marks scored by vendor in Sr. no.2, failing which Sr. No. 3, failing which Sr. no. 4, failing which, marks obtained during presentation by the bidder. rows of criteria of technical bid evaluation. If all these criteria also result in tie, the turnover criteria shall be used
- E) Example of QCBS is given below

| Bidder | Technical Score<br>(Assumed) = X | Financial Bid<br>(Assumed)<br>= Y | Financial Score<br>(L*100/Y) =<br>Z | Total Score<br>(X*0.60 +<br>Z*0.40) |
|--------|----------------------------------|-----------------------------------|-------------------------------------|-------------------------------------|
| A      | 90                               | 7                                 | 85.71                               | 88.28                               |
| B      | 80                               | 7                                 | 85.71                               | 82.28                               |
| C      | 60                               | 6 (L)                             | 100                                 | 76                                  |

**ANNEXURE-5**  
**SCOPE OF WORK**

- 1. Scope of Work**
  - 1.1 Compiling the Financial Statements as per Schedule III.
  - 1.2 Compiling the Financial Statements as per applicable IND-AS provision on RSGL and also advising RSGL in preparation of Notes to Accounts.
  - 1.3 Evaluation of Internal checks and controls and identify the weaknesses if any.
  - 1.4 Checking and verifying vouchers of Cash, Bank, Purchases and Sales and Journal Vouchers as per Internal Audit Standards.
  - 1.5 Verifying the Stock entries and valuation of Closing Stock.
  - 1.6 Analysis of Debtors as per age and suggest provision of Bad debts if required.
  - 1.7 Analysis of all creditors and suggest the provision of interest if required to be made as per MSME Act.
  - 1.8 Assisting in drafting Quarterly Balance sheet for Limited Review
  - 1.9 Participating in Physical Verification of Stock and Fixed Assets
  - 1.10 Checking that TDS on all applicable transactions has been made correctly and returns are filed correctly
  - 1.11 Checking that all liability as to VAT, Central Excise or other Taxes has been correctly computed and paid with filing of returns
  - 1.12 Assisting in preparing of Tax Audit details for filing Form 3CD.
  - 1.13 Assisting and providing details to Statutory Auditor, CAG auditors and attending meetings with them
  - 1.14 Assisting in Computing depreciation as per Companies Act 2013
  - 1.15 Assisting in Computing Interest accrued on FDRs made by Company
  - 1.16 Any other work assigned by the management for effective and efficient internal control and satisfactory reporting by Statutory Auditors in CARO 2020 and IFCR .
2. Frequency of Audit: Internal Audit for the financial year 2023-24 will be done by the Internal Auditor and Firm needs to provide a Audit report for each 6 month. That means, one report for 6 month Apr-2023 to Sep-2023 and one report for the 6 month Oct2023 to Mar-2023 should be provided by the Internal Auditor
3. Form of Audit Report:

“We have conducted internal Audit of Rajasthan State Gas Limited For the period \_\_\_\_\_ to \_\_\_\_\_ as per Scope of Work assigned in our appointment letter and also in compliance with Internal Auditing Standards prescribed by

Institute of Chartered Accountants of India. The audit is conducted by our partners and own staff. No work has been sublet to other firm.

We are enclosing herewith Annexures for the following:

1. Annexure A specifying the areas of Internal Control weaknesses
2. Annexure B specifying the errors/omissions found in the course of audit and duly corrected
3. Annexure C specifying the errors/omissions found in the course of audit but not corrected

We hereby Certify that :

- a. We have conducted vouching of Cash, Bank, Purchases and Sales and Journal.
- b. We have checked compliances of Ind AS in accounting and disclosures of all financial transactions .
- c. The company has deducted and deposited TDS as per Income Tax provisions and filed returns accordingly
- d. The company has collected and deposited all State VAT, Excise and other taxes and filed the returns accordingly
- e. The company has provided all known liability in the books of account and also entered all accrued income.
- f. The company has made all compliances of Companies Act, Income Tax Act, Rajasthan VAT act, GST acts, Excise act and provisions of labor laws.
- g. We have not found any transaction to be reported as Fraud under section 139(12) read with 447 of Companies Act
- h. The Company has enabled transaction Log in Tally Accounting software through out the period of audit and nothing adverse is to be reported as per requirement of Companies Act
- i. The company strictly adheres the Backup plans of data storage and the Data are sufficiently secured.

Place Jaipur

Date:

UDIN:

For \_\_\_\_\_

Chartered Accountants

FRN:

(\_\_\_\_\_)

Partner

M. No

**ANNEXURE-6**

**(To be Provided on company's Letter head)**

**DECLARATION REGARDING HOLIDAY/BANNING AND LIQUIDATION,  
COURT RECEIVERSHIP**

To,

M/s. Rajasthan state Gas Limited

Tender no:

Dear Sir,

We hereby confirm that we are not on 'Holiday' by Rajasthan state Gas Limited or Public Sector Project Management Consultant (like EIL, Mecon,,etc. only due to "poor performance" or "corrupt and fraudulent practices") or banned by Government department/ Public Sector on due date of submission of bid.

Further, we confirm that neither we nor our allied agency/(ies) (as defined in the Procedure for Action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practices) are on banning list of Rajasthan state Gas Limited or the Ministry of Petroleum and Natural GAS.

We also confirm that we are not under any liquidation, court receivership or similar proceedings or 'bankruptcy'.

In case it comes to the notice of Rajasthan state Gas Limited that the bidder has given wrong declaration in this regard, the same shall be dealt as 'fraudulent practices and action shall be initiated as per the Procedure for action in case of Corrupt/Fraudulent/Collusive/Coercive Practices.

Further, we also confirm that in case there is any change in status of the declaration prior to award of contract, the same will be promptly informed to Rajasthan state Gas Limited by us.

Place: [Signature of Authorized Signatory of Bidder]

Date: Name:

Designation

PART-II (PRICE BID)

**Annexure-7** (RSGL/JPR/FIN-IA/ /2023-24/NIT-14 DATED: 31-10-2023)

**RAJASTHAN STATE GAS LIMITED**

**SCHEDULE OF RATES [SOR]**

|   | Description   | UOM     | Qty,   | Unit Rate inclusive of all taxes and duties except GST(Rs.) |          | Total Amount inclusive of all taxes and duties except GST (Rs.) |
|---|---|---------|--------|---|----------|---|
|   |   |         |        | In figure   | In words |   |
| 1   | Consolidated fees or for internal audit for the year 2023-24 under section 138 (1) of the Companies act, 2013.  | Lumpsum | 1(one) |   |          |   |
| B   | % and Amount of GST on Basic Amount (A)   | %       |        | Amount-   |          |   |
| C   | Total Amount (Inclusive of GST)   |         |        |   |          |   |
| D   | Total Amount (Inclusive of GST) in Words  |         |        |   |          |   |
| Service Accounting Code (SAC) :   |   |         |        |   |          |   |
| Name of authorized person submitting the tender on behalf of the Bidder (s) |   |         |        |   |          |   |
| Date :  |   |         |        |   |          |   |
| Designation of authorized person :  |   |         |        |   |          |   |
| Name and address of Firm/Contractor :                                       |   |         |        |   |          |   |
| NOTE  | <ol style="list-style-type: none"> <li>Bidder quoting rates without considering the statutory payments applicable &amp; payable to the service unit as specified in the SCC/Bid document shall be out rightly rejected.</li> <li>No separate payment shall be payable to contractor for deployment of any transport or travel/Local conveyance.</li> <li>Bidders are required to quote the rates strictly as per the above SOR format and not to use any other format. Any quote received in format other than the tendered SOR, they shall be summarily rejected.</li> <li>If any bidder offers Suo-moto discount after opening of un-priced bids, such reduction / discounts shall not be considered for evaluation. However, if the bidder happens to be the lowest evaluated bidder without considering such discount, then benefit of discount will be availed at the time of award of work. No Conditional discount shall be considered.</li> <li>Any error in quoting taxes &amp; duties to bidders account. Statutory Variation in taxes &amp; duties during contractual completion period shall be to RSGL's account.</li> </ol> |         |        |   |          |   |