

TENDER

FOR

INTERNAL AUDIT (2021-22)

Opening Date of Submission of TENDER : 07/06/2021.
Closing Date of Submission of TENDER : 22/06/2021.



Notice Inviting Tender

NIT No.: RSCCL/Internal Auditor/31/2017/162

Date: 03-06-2021

1.	Name of the work	Selection of CA/CS/CMA Firms for appointment as Internal Auditors for the Financial Year 2021-2022.
2.	Mode of Bid Submission	Off-Line Tendering
3.	Tender Fee	Rs.1500/- (Demand Draft in Favour of Ranchi Smart City Corporation Limited, Payable at Ranchi.)
4.	Date / Time of Start of Submission of Bids	07/06/2021, 10:00 Hrs
5.	Last Date / Time of Bid Submission	22/06/2021, 17:00 Hrs
6.	Last Date / Time for submission of Tender Fee	22/06/2021, 17:00 Hrs
7.	Date of Bid Opening	22/06/2021, 17:30 Hrs
8.	Availability of Bid Document	https://www.rsccl.in
9.	Venue for Getting & Submission of Tender Document:	Ranchi Smart City Corporation Limited. JUPMI Building, 2 nd Floor, Plant Plaza Road, HEC, Dhurwa, Ranchi, Jharkhand. PIN-834004
10.	Email	ranchismartcity@gmail.com
11.	Helpline No.	0651-2446666 7667032793 (Chief Finance Officer)

**Sd/
Chief Executive Officer
Ranchi Smart City Corporation Limited**

APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2021 - 2022

1. Instructions to Bidders

- 1.1 Tenders are invited from CA/CS/CMA Firms for appointment as Internal Auditors for the Financial Year 2021-2022.
- 1.2 The internal auditor will be required to conduct the internal audit on daily basis (real time basis) and submit its report in four quarters: 1st April to 30th June, 1st July to 30th September, 1st October to 31st December and 1st January to 31st March.
- 1.3 The interested CA/CS/CMA firms may submit their tender in the prescribed Proforma provided herein, which included Notice Inviting Tender, Eligibility Criteria, Scope of Work, General Terms and Conditions, Technical Bid (Experience and Eligibility Criteria) as per **Annexure-I** and the Financial Bid (Professional Fee) as per **Annexure-II**. The tender documents may be downloaded from the <https://www.rsccl.in> website.
- 1.4 The technical bid must contain the technical bid format in prescribed Proforma as per **Annexure-I** with all relevant documents in support of eligibility and experience criteria. The financial bid must contain only the financial bid format as per **Annexure-II**. The financial bid shall include professional fee/charges for all services including expenses for boarding/lodging of staff to be incurred in carrying out the internal audit services. RSCCL will not accept any claim other than professional fee/charges etc. specified in financial bid.
- 1.5 The technical bid will be opened at RSCCL, at Room No. 405, 4th Floor, Project Building, Dhurwa, Ranchi. The Financial bid will be opened on the date provided after the uploading of Technical Evaluation Report, which will be communicated to only those bidders who are found technically qualified after evaluation of eligible technical bid as per selection criteria provided through RSCCL website <https://www.rsccl.in>
- 1.6 The interested CA/CS/CMA firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received in prescribed format and/or are found incomplete in any respect will be summarily rejected.

2. Minimum Eligibility Criteria:

2.1 Technical Capabilities:

2.1.1 The CA/CS/CMA firm should have at least 05 years of experience of working in the Internal Audit of Books and Accounts in Private sector/Government sector/ Government Department/PSUs/ULBs in India.

2.1.2 In case of Partnership firm, all the partners should be an ACA/FCA/ ACS/FCS/ACMA/FCMA as per the guidelines of respective institute.

2.1.3 The firm must not have been blacklisted or debarred by any State Govt./Govt. Agency/PSU/GoI during the last 3 years from time of submission of tender. The firm must submit an affidavit to this effect signed by authorized signatory of the firm.

2.1.4 The CA/CS/CMA firm should have its local office in Ranchi.

2.1.5 The CA/CS/CMA firm should have at least 10 Articles / Articled clerks on the date of Tender submission.

2.1.6 The CA/CS/CMA firm should have conducted internal audits of following organizations:

- Central /State PSUs/Corporate with annual turnover of Rs. 15 Crore.

2.1.7 The Chartered Accountant/Cost Accountant Firm /LLPs Shall submit Self declaration that the firm/LLP is free from any disqualification under The Companies Act, 2013 and any other applicable law

2.2 Financial Capacity:

2.2.1 Average annual turnover of the firm from Consultancy services in last 3 (three) financial years (2017-18, 2018-19, 2019-20) must be equal to or greater than 25 lakhs (Fifty Lakhs) per annum.

3. Terms and Conditions & Scope of Work:

3.1 General:

- 3.1.1 The period of appointment shall be for conducting Internal Audit for one year i.e. for the financial year 2021-2022.
- 3.1.2 The Company reserves the right to accept or reject any application at any time without assigning any reason.
- 3.1.3 RSCCL will not accept any claim other than professional fee/ Charges etc specified in financial bid.
- 3.1.4 Each page of the tender documents is required to be signed by the Partner of CA/CS/CMA firm. The documents/ Certificates in support along with the tender shall also be signed by the Partner.
- 3.1.5 If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
- 3.1.6 Tender shall be submitted in official tender document only. If submitted in any other form, the same shall be summarily rejected.

3.2 Scope of Work:

3.2.1 Scope of work for Internal Audit broadly covers following area:

- Checking of post transactions in tally
- Checking of Bank reconciliation
- Checking of Statutory Compliance
- Review of Employee payrolls
- Review of fixed asset register
- Review of trial balance
- Review of Financial Statements
- Review of Utilization Certificate

3.2.2 Audit includes review of records and supporting documents, Internal Check and Internal control system, discussion with personnel of the Company and evaluation of adequacy and effectiveness of internal control and operational procedure and assist in improving the same.

3.3 Time line expected from CA/CS/CMA Firm:

The expected deliverables for CA/CS/CMA Firm would be as follows:

Deliverables	Time line from the date of end of quarter
Audit report of 1 st Quarter	Within 1 (One) Month
Audit report of 2 nd Quarter	Within 1 (One) Month
Audit report of 3 rd Quarter	Within 1 (One) Month
Audit report of 4 th Quarter	Within 1 (One) Month

3.4 Tentative Man-days for ACA/FCA/ ACS/FCS/ACMA/FCMA and Articles / Article Clerks:

The tentative man-days for ACA/FCA/ACS/FCS/ACMA/FCMA and Articles/Article Clerks are as under:

1. Man-days for ACA/FCA/ACS/FCS/ACMA/FCMA in each Quarter: 30 man-days
2. Man-days for Articles/Article Clerks in each Quarter: 60 man-days

Note: Above tentative man-days may change as per the requirement of RSCCL.

TECHNICAL BID

(The details to be provided as on the closing date of this Notice Inviting Tender)

General Information

1	Name of the CA/CS/CMA Firm	
2	Registered/ Main/ Local Office Address	
3	Name of Partners	
4	Contact no. of Partner	
5	No. of branches in India (Attach a list along with address)	

Eligibility Criteria

1	Whether the firm meets all the eligibility criteria, Technical as well as Financial (Yes/No)	
2	No. of years of experience	
3	Date of registration of firm	
4	Whether firm has peer review by members of ICAI/ICAI (Cost)/ICSI for any financial year (Yes/No). The year of peer review shall be mentioned	
5	No. of Partners (as on closing date of tender)	
6	No. of CA/CS/CMA Employees (as on closing date of tender)	

7	No. of Article/Audit Clerks (as on closing date of tender)	
8	Whether the firms have its registered/Local office at Ranchi.	
9	Whether the firm have an experience of conducting requisite no. of internal audit of eligible clients/ organization (Provide list of eligible clients/organization along with their turnover financial year wise and enclose their appointment letters)	
10	Annual turnover of the firm for a. FY 2017- 18 b. FY 2018 -19 c. FY 2019 -20	

Annexure-II

FINANCIAL BID

The interested CA/CS/CMA firm may quote their professional fees (all inclusive) in the following format:-

Sl.no.	Particular	Amount in Rs.
1.	Annual Professional fee for Internal Audit (Quarterly Basis) for the financial year 2021-22 First Quarter : Second Quarter : Third Quarter : Fourth Quarter : Total	
2.	Annual Other charges (including lodgings and boarding)	
3.	Total Annual Professional fee (1+2)	
4.	GST	
5.	Grand Total	

Grand Total [Professional fees in words]

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**Signature of Partner
With name and Firm Seal**