



**Request for Proposal**  
**for**  
**Services of Chartered Accountant Firms for**  
**Internal and Pre Audit of GSRDC for F.Y. 2023-24**

**Gujarat State Road Development Corporation Ltd.**

**Gr. Floor, Nirman Bhavan, Sec.10-A, Gandhinagar – 382010.**

**Gujarat**

**Phone: 079- 23252912,**

**Email : [info@gsrdc.com](mailto:info@gsrdc.com) website : [www.gsrdc.com](http://www.gsrdc.com)**

# **GUJARAT STATE ROAD DEVELOPMENT CORPORATION LIMITED**

## **GANDHINAGAR**

### **Services for Internal and Pre audit of GSRDC for F.Y. 2023 – 24**

1. Gujarat State Road Development Corporation Ltd (GSRDC) has been set up at the behest of Government of Gujarat and is wholly owned by Government of Gujarat with a mandate to catalyze investment in Road Sector.
2. GSRDC is presently implementing/developing projects through private sector participation and various schemes of leveraging Government funds.
3. GSRDC requires the services from a reputed Chartered Accountancy Firms for providing the services of Internal and Pre Audit of GSRDC for Financial Year 2023-24.
4. Interested Firms shall submit their tender in prescribed Performa provided herein, which includes Notice Inviting tender, Eligibility Criteria, Scope of work, General terms & condition Technical bid (experience and eligibility criteria) as per Annexure A & Annexure B and Financial bid as per Annexure C. Bidders are requested to submit their offer on or before 16:00 hours of 20/03/2023 along with Non-refundable Tender Fees of Rs.1770/- in the form of DD payable to GUJARAT STATE ROADDEVELOPMENT CORPORATION. GANDHINAGAR.

#### **5. Instruction for submission of Bids.**

1. Technical bid and financial bid with all the relevant documents as per requirement of the bid must be submitted in online.
2. The Technical bid shall include details given in annexure-A and required documents as per Annexure-B.the Technical bid shall be submitted in online Performa.
3. The Financial bid shall be submitted in the format given in Annexure-C and shall be submitted in online only.
4. Proposals which do not fulfill all or any of the conditions or submitted incomplete in any respect will be rejected.

## 5. Important Dates.

1	Tenders Available from gsrdc.nprocure.com	Date: 09/03/2023
2	Pre Bid Meeting for Tender	Date: 15/03/2023
3	Last date for Submission of Tender	Date: 20/03/2023
4	Opening of Tender	Date: 20/03/2023

- The award of contract shall be made to a L1 bidder. The financial bid of the CA firm will not be opened, if the qualification (technical) criteria are not satisfied. In the event that two or more bidders have quoted the same financial bid GSRDC shall award the marks for technical criteria and will award the work to the CA Firm having higher technical score.
- Conditional tender will not be accepted.
- Jurisdiction of any dispute will be at Gandhinagar/Ahmedabad.
- Wrong/fraudulent data submission may lead to disqualification and blacklist for future participation. Please ensure that you furnish correct data.

## 6. Right to Reject any or all Proposals:

Notwithstanding anything contained in this Terms of Reference (ToR), GSRDC reserves the right to accept or reject any proposal and to annul the selection procedure and reject all proposals, at any time without incurring any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

## 7. General Details of Work

Sr. No	Name of work	Estimated Cost	Tender Fees(Including 18% GST)	Earnest Money Deposit (EMD)	Time Limit
1	Appointment of Chartered Accountants firm for Internal and Pre audit for the F.Y. – 2023 – 24	1,45,000/-	1,770/-	15,000	12Month

## **8. Earnest Money Deposit:**

Earnest Money Deposit of Rs. 15,000/- in the form of Demand Draft issued by a Nationalized Bank EMD should be accompanied with technical proposal. Otherwise, the proposal will be out rightly rejected.

## **9. Security Deposit**

On selection of successful bidder, Bidder has to submit Security deposit 5% of Bid cost in the form of Demand Draft issued by a Nationalized Bank / Fixed Deposit Receipt which is issued by a Nationalized Bank and will be returned on completion of C & AG Commercial Audit.

## **10. Deployment of Audit Team**

1. The audit team must deploy compulsorily 1 Qualified CA with Post Qualification experience of 5 years and 1 CA Assistants which regularly conduct Internal and pre audit bills whenever arise.
2. Normally the composition of Audit Team will not be changed. However under certain circumstance beyond control of Audit Firm, if the same needs to be changed in any manner, it may be done with approval of MD GSRDC.

## **11. SCOPE OF WORK FOR INTERNAL AND PRE AUDITOR FOR F.Y. 2023 - 24:-**

Gujarat State Road Development Corporation Ltd is 100% owned Government of Gujarat Undertaking having its Registered Office at Gandhinagar. The Main activity of corporation is to develop Roads on BOT/VGF/PPP/DBFOMT basis & to conduct feasibility studies for development of projects.

Scope of work for Internal Auditor & Pre auditor for F.Y 2023-24, is as under:

### **1. CASH BOOK/ BANK BOOK:-**

- a) 100% Cash book/ bank book verification
- b) Is cash book maintained properly? Is cash on hand verified? [Further cash balance, cash on hand] should be verified at the end of each month with cash book. i.e. Physically Balance shown must tally with cash book which must be certified by Auditor.

## **2. RECEIPTS AND PAYMENT VOUCHERS**

- a) Are all the receipts and Payment vouchers verified with the cash Book/Bank book of Company?
- b) Are all the receipts by cheques/ D.D.s. deposited in the banks on the next day?
- c) Are all the vouchers approved by the Competent Authority?
- d) Are all the vouchers serially numbered?
- e) Have you notice any corrections/ deletion / addition in figures of the vouchers? (If yes, give full details).
- f) Have to verify authority for payments of vouchers.
- g) Is proper Accounting treatment given to receipt/payment?

## **3. BANK RECONCILIATION STATEMENTS:**

- a) Are monthly bank reconciliation statements prepared?
- b) Have to verify all the reconciliation statement?
- c) Are there any outstanding cheques issued for more than 3 Months?
- d) Any other debts raised by the banks accounted for in the cash book?
- e) Are correct entries passed for returned cheques/ D.D.S. by the bankers?
- f) Are there any cheque deposited with the bank but not credited by the bank with 3 months of deposit? If yes, please give details relating to date of deposit, amount, and cheque No. bank etc.
- g) Verify original Bank Balance certificates with bank reconciliation statements. (If any corrections are made in certificates, verify its correctness).

## **4. LEDGERS / FINANCIAL BOOKS OF ACCOUNTS**

- a) Verification of all ledgers in Books of account maintained by GSRDC.
- b) Verification of statutory compliance of the contracts.
- c) To duly verify whether necessary provisions are created.
- d) Verification of all Journal entries.
- e) Preparation of Annual report (i.e. Balance sheet, Profit & Loss account, Cash flow statement, Schedules.)
- f) Making Closer/Provision entry which is required to be made at the time of finalization of Books of accounts.

**Note:** Internal Auditor has to put initial on the vouchers checked during Audit.

## **5. VERIFICATION OF REGISTER**

- a) Verification of Fixed Asset Register
- b) Verification of Fixed Deposit & Liquid Deposit Register
- c) Verification of cheque book register.
- d) Internal Auditor would check Bank Guarantee and Fixed Deposit Register to ensure that the Bank guarantees and Fixed Deposits are renewed or return back as per provision of Agreement.
- e) Verification & Preparation of Recovery Accounts if any (BOT, B1, B2 Tenders).

## **6. DEDUCTIONS / RECOVERIES**

- a) Are statutory deductions i.e. Income Tax, Professional Tax, Tax Collected at Sources, Tax Deduction at source, Labour cess, GST etc. made according to rules?
- b) Whether the same is deposited in the prescribed time limit with the concerned authorities? If not give details as under.

Due date of deposit of Tax	Amount to be deposited Rs.	Actual Date of Deposit	Delay in deposit	Interest payable as per law	Reason of such delay?
----------------------------------	-------------------------------------	------------------------------	---------------------	--------------------------------------	--------------------------

- c) Are the same accounted properly? If not, get it corrected
- d) Are Statutory returns like Income Tax, (ETDS) ,TCS Return, GST return, etc. filed in time If not, give details.

## **7. COMPLIANCE WITH THE POINTS RAISED IN THE EARLIER AUDIT REPORTS**

- a) Whether the previous Internal Audit Report have been complied by the corporation?
- b) How many comments are outstanding?
- c) What decision has been taken by the Corporation for compliance at outstanding comments?
- d) To Assist GSRDC in Preparation of replies of comments / draft comments of statutory audit, C & AG Commercial & Proprietary Audit.

## **8. ACCOUNTING STANDARDS**

- a) Whether the Accounting Standards issued by the Institute of Chartered Accountants of India are followed by the company appropriately?
- b) Whether the IND AS issued by the Institute of Chartered Accountants of India is applicable to corporation? If applicable than above standard followed by company appropriately?
- c) IFRS compliance if applicable should check.

## **9. DEPRECIATION:-**

Calculation, Verification and passing necessary entry of Depreciation at the end of the financial year.

## **10.FIXED ASSETS REGISTER**

Preparation, Calculation & Verification of Fixed asset register as per Company Act, 2013.

## **11.ESTABLISHMENT & ADMINISTRATION:-**

- a) Verification of Salary, Provident fund, CPF, Prof. Tax, TDS etc. & to verify whether statutory deduction are deposited within due date in time if not then detail of the same.
- b) To verify in case of new employees about their inclusion of names in salary sheet.
- c) To check the records with respect to purchase & other stationary items.
- d) Verify whether all the GR, notification issued by R & B department, Government of Gujarat within time to time are implemented by GSRDC if not than intimate to the concern authority for the same.
- e) Notify to GSRDC regarding any notification/GR issued by R & B Department, GOG/GOI.

## **12. OTHERS:-**

- a) To check all statutory records registers, including minutes books and to verify the accounting effects and all the decisions taken at Board Meeting/ General Meeting are incorporate in the books of accounts.
- b) To review and help the management in implementing proper accounting procedures and internal check control and computerized system.

- c) To advise on the matter of taxation. To review the implementation of system and procedure laid down in manuals.
- d) To give Pre audit report and **quarterly report** for internal audit and suggestions for improvement in the System and report to management.
- e) To give executive summary incorporating all point matters, which are of very Important nature and require the important consideration by any committee appointed by GSRDC. Compliance and coordination with Statutory Auditor, Tax Auditor and C & AG Commercial & Propriety Audit.
- f) Monthly 10 visit in office including one surprise visit for cash verification.
- g) GSRDC has a right to terminate Audit Party Firm by giving one month notice if the work is not found satisfactory to GSRDC. Along with that Security Deposit of the Audit Firm will be forfeited.
- h) To do all such ancillary works as given by GM finance/GMP/Managing Director.

## 12. PRE AUDIT

The firm must undertake pre-audit so as to ensure that payments are made according to procedures and guidelines laid down by GOG/GSRDC. Pre audit will cover all kinds of work bills as per the following guiding points.

Nature of payment	Format of billing
All the work bills (contracted works –Original work/Millstone/Annuity Payment/ Independent Engineer work /Safety Consultant/other work/any kind of payment, Project related all bills /Extra/Excess item.	Running Accounts Bills/ Independent Engineer bill /Safety Consultant bill/other bills.
All kinds of Purchases and contingent bills (each bill exceeding Rs.2,00,000/-) (other than <b>wage, salaries &amp; allowance bills</b> )	Party's bills with necessary supporting document i.e tender, Work order, purchase bills.
Refund /Repayment/adjustment of all kinds of work related deposits including conversion of SD/release of any withheld amount/ release of any EMD/SD.	Hand receipt
All kinds of Consultancy fees including Advocate fees /Arbitrator Fees & all professional fees.	Bill raised by the consultant / advocate/Arbitrator with necessary supporting documents.
Payment made for exempted Car jeep Van & GSRTC bus to concessionaire.	Bill raised by concessionaire with necessary supporting documents.



**Note:** Pre Auditor has to Sign and certify all the bills which are Pre audited and submit Pre audit report.

### **General Remarks**

1. As and when the bills are approved by the concerned authority after due verifications, GSRDC will have to intimate the audit firm providing minimum one-day notice to the auditors for checking (Pre-Audit) of the bills. The officials of audit firm shall visit the concerned offices on intimation.
2. Concerned technical staff and Deputy Manager Account with staff in Account Branch shall remain in contact with the designated auditors and shall remain present at the time of pre-auditing for providing requisite records, details, all explanations if required, to get the bills audited. In case of urgency of pre-Audit, pre audit firm shall have to support accordingly.
3. The pre audit firm shall verify each bill as per scope of work, Agreement and shall communicate their comments/objections if any on the presented bills to concerned authority. While finalizing the Bill, compliance. Justification of Auditor's queries furnished by the concerned authority could be taken in to account in accordance with the terms & conditions, item wise terms of payments in the contract, other rules & regulations, laws in force etc. In case of disagreement/dispute between Internal/ Pre-Audit Firm and Office with reference to compliance/justification/reply of any query/remark of pre-audit Firm, Matter will be referred by technical staff to concerned General Manager Project, will be final authority to decide and order for further course of action concluding decision of payment if any, required to be taken in this regard.
4. In case if General Manager Project is not able to resolve the issue, matter will be referred to MD GSRDC for further necessary actions. As far as final bill of the work is concerned, it requires more vigilance, accuracy and cross verifications (Quantities & amounts both) with relevant records, calculations etc including up to date payments / deductions etc. made previously.
5. While furnishing the bill for Pre-audit, shall ensure that no previous / pending recovery towards present or any other bill is outstanding. If such recovery is outstanding yet, the same should be reflected, reported and shown to the pre audit firm.
6. Pre audit firm shall conduct proper & thorough check each work bill including for payments of advances, deposits related to works and shall certify the amount of bill actually becomes payable. No payment of any work bill (which is subject to pre audit) to be done by office until same is duly verified and certified by the auditors.

7. Pre audit firm shall not be competent to allow or accept the compliance / justification for any payment against the terms and conditions of tender.
8. The Internal/pre-audit shall exercise the checks (apart from regular routine checks) with reference to the provisions in the tender documents / contracts, prevailing provisions for statutory deductions and dues, taxes, etc and arithmetical accuracy, GR of R & B department GOG any other statues, laws, Acts, GR, orders, circulars, instructions of GOVT. or corporation etc. The Auditors shall exercise 100% checking of each & every entry of bill.
9. Audit team will consist of minimum 2 members. Out of the same, at least one member must be Chartered Accountant having required works contract experience shall be a Member of checking team. He/She should be acquainted with the maintenance of records relevant to execution of work, method of recording the measurements from relevant field books / registers etc being adopted in Govt. He must be having overall knowledge and experience to scrutinize and to ensure for the correctness of quantities billed for on the basis of technical specifications, drawings etc., terms of payments as mentioned in the contract, cement / steel / Bitumen consumption, part rates / reduced rates, etc including all the relevant technical aspects affecting to the payments.

### **13.PAYMENT TERMS:**

- a. Payment of fees to Internal and Pre auditor will be quarterly including all out of pocket expenses on submission of Internal Audit Report and Pre audit report and after compliance of queries raised by GSRDC. No other claim shall be entertained.
- b. All taxes and expenses to be included in Bid are not included then Bid shall be treated non-responsive,
- c. If offer of your Firm is found confirming to the requirements of GSRDC, the Firm shall be required to undertake the activity within 3 days of offer letter.
- d. All fees shall be inclusive of all taxes but excluding GST etc. No other claims shall be entertained. TA/DA and other incidentals are not eligible.
- e. GST will be over and above the fees quoted.

### **14. CONFIDENTIALITY**

1. The Internal/Pre audit firm or their partners and the personnel or either of them shall not, disclose or pass on to any others, the proprietary or confidential information relating to the projects, the services, this contract, or the Company's business or operations without prior written consent of the Management.

2. All reports and other documents submitted by C.A. firm shall become and remain the property of the Company and the Internal and pre-auditor shall, not later than upon termination or expiration of this contract deliver all such documents and reports to the Company. The pre-auditor may retain a copy of such report and documents but shall not use these reports and documents for purpose unrelated to this contract without prior written approval of the Company.

3. The Internal/pre audit firm has to undertake that all knowledge and information not within the public domain which may be acquired during the execution of the assignment shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly disclosed to any person whatsoever, except with the prior written permission from the Appointing Authority.

## **15. PENALTIES**

If any firm or the partner thereof is found guilty of gross negligence, lack of duty of care, misrepresentation and misstatement of facts, hiding the facts, falsification, undue delay in performance of duties, using or giving the details gathered during the audit assignment to other parties without permission of the Company, non-observation of instructions given by the Company, unauthorized retention of records of the Company, violating the terms and conditions of this assignment, un authorized changes in the records of the Company, indulging in mala fide practices or any other cognizable offence or breach, firm will be punishable with any or all of the following consequences.:-

- (i) Removal from the assignment of Internal/pre audit with immediate effect/ from the date specified.
- (ii) Deduction of percentage of fees as may be determined by the management or recoverable from any due payments / bank guarantee.
- (iii) Ban from accepting the future assignment of the Company for the period specified.
- (iv) Any other action deemed appropriate by the management.

## **16. GENERAL TERMS AND CONDITION**

- 1. Audit firm shall not subcontract the work.
- 2. Audit Team will work in strict confidence and secrecy.
- 3. The appointment of Audit firm will be for 1 year with a provision to renew the same for another period of 1 years with 5% increment yearly compounding if mutually agreed subject to satisfactory performance and decision of GSRDC but total period of appointment will in no case exceed 3 years.

4. Though this appointment is for one year, further continuous for second year shall depend purely on the yardstick of yearly performance of the Firm GSRDC reserve the Right to cancel the assignment without giving any reason in case it may deem fit.
5. In case of Termination of Contract due to dissatisfaction of Services, The assignment will be given to the firm having quoted L2 price in Financial Bid
6. All the deliverable should be submitted in time without fail. If any delay occurs, payment will be reduced accordingly.
7. The firm shall be liable for the consequences errors and omission on its part. However, the indemnification to be paid by the firm shall depend on seriousness of error/omission and shall be determined in relation to the firms' fee and shall never be in excess of fee.
8. If the services are not found satisfactory then the Firm shall be terminated by giving notice and payment for the same shall be made as per the work done at that level.

## **Annexure-A**

### **Format for Technical Proposal:**

1.	Name of the CA Firm.	
2.	ICAI Firm Registration No (Certified Copy of Latest Constitution Certificate To be attached).	
3.	Registered Head Office Address: (with Contact Number).	
4.	Address of Branch Offices if any,	
5.	Email Address :	
6.	Name and Contact Details of Authorized Person.	
7	Experience of the CA firm From the date of Registration.	
8	Details of Partners of the firm.	
9	Details of CA employees of the firm if any.	
10	Income from audit & attestation Fees (Minimum Rs. 50 Lakhs or more) for the F.Y – 2021-22.	
11	The firm must have undertaken audit assignment of at least 1 Listed Company in last 3 Years or Firm has conducted 3 years audit of category I or II Public Sector undertaking Urban Development	

	Authorities/ other Authorities as well as various Government offices, Entities/Trust/Mission etc i.e Statutory audit, Internal audit, Pre audit, Concurrent audit as mentioned in GR dated 16 <sup>th</sup> September 2019. (Copy of GR attached herewith)	
12	PAN No.  (Copy of PAN Card to be attached).	
13	GST Registration Number (Copy of GST registration to be attached.	

**Certificate**

**I/we undersigned hereby certify that all the information mentioned above is true and correct.**

**Date**

**Signature**

**Seal of Office**

**Name and Designation**

## **Annexure-B**

### **Eligibility criteria**

<b>Sr.</b>	<b>Minimum eligibility criteria</b>	<b>Proof to be enclosed</b>
1.	Income from audit & attestation service of the firm should be more than Rs. 50 Lakhs for the F.Y – 2021-22.	Firm should submit Audit & Attestation Fees certificate duly certified by another Chartered Accountant.
2.	The firm should have been registered for a period of at least 15 Years.	Certificate of constitution as on 01/01/2023 issued by the Institute of Chartered Accountants of India.
3.	There must be at least 5 CAs in the firm. Out of which minimum 3 CAs must be FCA partners of the firm.	Certificate of constitution as on 01/01/2023 issued by the Institute of Chartered Accountants of India.
4.	Details of CA Employees if Any CA employee associates with the Firm for period of Minimum one year.	Certificate of constitution as on 01/01/2023 issued by the Institute of Chartered Accountants of India and Appointment letter.
5.	The firm must have undertaken audit assignment of at least 1 Listed Company in last 3 Years ( i.e FY 2019-20, FY2020-2021,FY 2021-22) or Firm has conducted 3 years audit of category I or II Public Sector undertaking Urban Development Authorities/ other Authorities as well as various Government offices, Entities/Trust/Mission etc i.e (Statutory audit , Internal audit, Pre audit, Concurrent audit) as mentioned in GR dated 16 <sup>th</sup> September 2019. (Copy of GR attached herewith)	Appointment letter.
6.	Firm's registered office should be located in Gujarat and if registered office is not located in Gujarat then at least two full time branches should be functional in state of Gujarat for a minimum period of 3 years.	As a proof last 3 years firm constitution certificate issued by ICAI.

## **Annexure-C**

### **Format for Financial Proposal**

Sr. No	Nature of Work	Fees (in Rs)
1	Internal Audit and Pre Audit for F.Y. 2023-24 of GSRDC as per the scope given in RFP.	

**Note:**

- a. Payment of fees to Internal and Pre Auditor will be quarterly including all pocket expenses on submission of Internal Audit Report and Pre audit report and after compliance of queries raised by GSRDC. No other claim shall be entertained.
- b. All taxes and expenses to be included are not included then Bid will be treated non-responsive,
- c. GST will be over and above the fees quoted.
- d. If offer of the Firm is found confirming to the requirements of GSRDC, the consultant shall be required to undertake the activity within 3 days of offer letter.
- e. All fees shall be inclusive of all taxes except GST, perquisites, allowances, expenses, etc. No other claims shall be entertained. TA/DA and other incidentals are not eligible.