

**GSDMA/Internal Audit/10/2017**

**October6, 2017**

**Notice inviting Proposal from firm of Chartered Accountants for Internal Audit**

Sealed tenders are invited for hiring the services of a firm of Chartered Accountants for a period of one year for Internal Audit of Gujarat State Disaster Management Authority.

The tender document for hiring the said service is available on GSDMA's website ([www.gsdma.org](http://www.gsdma.org)). For other details and queries contact the undersigned at: 079-23259220 | [piyushgta@gmail.com](mailto:piyushgta@gmail.com)

The pre-bid meeting will be held on October16, 2017 at 1300hoursat: Conference Room, GSDMA, Block No.11, 5<sup>th</sup> floor, Udyog Bhavan, Sector-11, Gandhinagar - 382011. The technical and financial bids must reach GSDMA on or before October 27, 2017by1300 hours. Technical bids will be opened on the same day at 1330hours.

Deputy Director Admin  
Gujarat State Disaster Management Authority  
Gandhinagar, Gujarat

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**Tender Document for hiring the services of a  
Chartered Accountant Firm for Internal Audit  
of Gujarat State Disaster Management  
Authority**

## Terms of Reference

### Background

Immediately after the 26th January 2001 earthquake, Gujarat State Disaster Management Authority (GSDMA) was established and registered as a 'Society' under the provisions of the Societies Registration Act and the Bombay Public Trust Act on 8 February 2001. GSDMA was initially mandated to implement the gigantic task of rehabilitation and reconstruction programme in the earthquake affected areas of the State and simultaneously act as a nodal agency to plan and implement pre-disaster preparedness and mitigation activities including training and capacity building of all the stakeholders involved in disaster management. After the passage of Gujarat State Disaster Management Act – 2003, the Society constituted earlier as GSDMA was dissolved under Section 49 of the Act, and the Statutory Authority under Sub-Section 1 of the Section (6) came to an existence with effect from 1st September, 2003.

GSDMA intends to appoint an Internal Auditor for one year which can be extended on the same terms and conditions for second year on mutual consent and on the basis of performance review of the Auditor.

The bidder should qualify as per the terms and conditions of Government Resolution number JNV-101001-1694-A dated July 13, 2001.

### Objective

GSDMA intends to appoint a firm of Chartered Accountants for Internal Audit of Gujarat State Disaster Management Authority. Firms of Chartered Accountants meeting with the eligible criteria (See **Annexure - A**) are requested to submit their proposals in physical form containing technical bid and financial bid (in separate sealed cover) in the one cover super scribing as "**PROPOSAL FOR APPOINTMENT OF FIRM OF CHARTERED ACCOUNTANTS FOR INTERNAL AUDIT** " to **Controller of Accounts, Gujarat State Disaster Management Authority (GSDMA)**, Block No. 11, 5<sup>th</sup> Floor, Udyog Bhavan, Sector - 11, Gandhinagar-382011 on or before **October 27, 2017 by 1300 hours** and delivered at GSDMA. Scope of work, other terms and conditions are mentioned below. The pre-bid meeting will be held on **October 16, 2017 at 1300 hours** at Conference room, GSDMA, Block No. 11, 5<sup>th</sup> Floor, Udyog Bhavan, Sector - 11, Gandhinagar - 382011.

## Scope of Work

### 1. Works & Transactions

- a) Verification of cash book/ bank book and all the vouchers of receipts & payments:
- Is cash book maintained properly? Is cash on hand verified? Further, cash on hand should be verified daily with cash book. i.e. physical balance of cash must tally with cash book which must be certified by Auditor on a daily basis
  - All the receipts and vouchers must be verified with the cash book/ bank book
  - All the receipts by cheques/ demand drafts shall be deposited in the banks on the next day
  - All the vouchers should be approved by the Competent Authority
  - Verify whether the vouchers passed are as per powers delegated to the respective heads and as per rules framed thereto. (If any deviation is found, please give your report on separate paper)
  - Vouchers should be serially numbered
  - Any corrections/ deletion/ addition noticed in the figures of the vouchers
  - Verify authority for payments of vouchers
  - Verify whether proper accounting treatment is given to receipt/ payment
- b) Ledger scrutiny
- c) Checking of performance and provision entries
- d) Checking of important balance sheet statements like trial balances, groupings made of the trial balances, schedule of profit and loss account and balance sheet
- e) Verification of statutory compliance of the contracts
- f) Checking of reconciliation of control ledger with general ledger
- g) Internal Auditor shall have to check the deduction and payment of statutory dues like Tax Deducted at Source (TDS)/ Professional Tax/ Provident Fund etc. is made as per the respective provisions of and returns have been filed timely as per the applicable timelines. In addition to the above, Internal Auditor would check and ensure the applicability and levy of Goods and Services Tax (GST) on the transactions or any other taxes as applicable
- h) Internal Auditor shall have to check the TDS under GST and has to ensure that the returns under GST has been filed timely as per the applicable timelines prescribed under the GST Act

- i) Periodic review meeting will be held at GSDMA for discussion of Internal Audit observation and way forward. The Internal Auditor will have to remain present in the meeting with the relevant documents supporting the observations
- j) Internal Auditor shall have to physically verify the stock lying at HO/Implementing Agencies of concerned departments
- k) Bank Reconciliation Statement (BRS):
  - Frequency of preparation
  - Verify all the reconciliation statements
  - Outstanding cheques issued for more than 3 Months
  - Any other debits raised by the banks accounted for in the cash book
  - Verify the entries passed for returned cheques/ D.D.s. by the bankers
  - Cheque deposited with the bank but not credited by the bank with 3 months of deposit
  - Verify original bank balance statements/certificates with bank reconciliation statements. (If any corrections are made in certificates, verify its correctness)
- l) Internal Auditor should also verify the cases of payment/ advances to the party on account of various expenses/advances with respect to:
  - Provision with regards to any item or items in the contract or amount
  - Quantity, extra item and new works executed
  - Payment in conformity with the rates approved
  - The statutory and/or legitimate recoveries from the bills of the parties
- m) Internal Auditor would check that deposit/ advance register is maintained properly and relevant entries from the cash book is made and final effect has been given in the books of accounts
- n) Internal Auditor would check the Earnest Money Deposit (EMD)/Bank Guarantee (BG)/Insurance Policy register to ensure that the BG and/or Insurance Policy are renewed timely
- o) Internal Auditor would check tendering/procurement activities and report on findings
- p) Satisfactory hand-over to the newly appointed Internal Auditor after completion of the contract
- q) Verification and confirmation of receipt of detailed bills in case where advances are paid. In case advances paid are not cleared due to non-submission of detailed bills, the same are to be commented upon by Internal Auditor with reasons and remedies, there to besides reporting responsibility of the officer for non-clearance of advance
- r) Verification of Depreciation at the end of the year.

## 2. Pre Audit

Pre-audit of all referred transactions at Head Office (H.O.) in order to ensure that payments are made according to the Procedures and Guidelines laid down by GSDMA. Observation is to be communicated to Competent Authority at GSDMA & resolved before the final payment. Internal Auditor will have cover the following as part of Pre Audit:

- a) Pre Audit of all the bills
- b) Internal Auditor should verify all the vouchers/bills. Comments/observations have to be communicated to Controller of Accounts & respective project management personnel in case of HO and to concerned Executive Engineer, Sector Manager, GSDMA and Dy. Director, GSDMA in case of field office. Explanation/ clarification furnished, if any will be taken into account while finalizing the bill, if any serious irregularity is noticed during the course of such Pre Audit, same shall be reported confidentially to the concerned Controller of Accounts, GSDMA
- c) Internal Auditor will conduct Pre-audit of each bill and will have to certify the correctness of bill to be payable. No payment of any bill by any point will be made until same is duly verified and certified by the Auditor
- d) The Pre Audit checks (apart from regular routine checks) will include the reference to the provision in the tenders, contract, provision of statutory deductions and dues, taxes and arithmetical accuracy, provisions of PWD manual, CPW account code, GFR and any other statutory laws, Act, GR, orders, instructions of Government or GSDMA etc. the Auditor will ensure 100% verification of each entry of the bill
- e) The Internal Auditor has to sign the bill and affix the firm's stamp in token of Pre Audit carried out by it
- f) Periodic review meeting will be held at GSDMA for discussion of Internal Audit observation and way forward. The Internal Auditor will have to remain present in this meeting with the relevant documents supporting the observations
- g) Checking of BRS, checking of investments, compliances of payment of various taxes.

## 3. For Line Departments/District/Implementing Agencies

Detailed and in-depth audit of all the line departments, implementing agencies including their division and their sub-division. Following will be covered in the audit of Line Departments/District/Implementing Agencies:

- a) Transactions are recorded based on the principles of accounting and are booked under proper accounts heads

- b) Transactions are recorded after the approval of appropriate authority
- c) Any purchase made by GSDMA/ line department/ implementing agencies are recorded in stock register/ dead stock register as applicable
- d) Verification of Running Account (RA) bills raised by the contractors under respective projects
- e) Verification of BRS, statement of expenditure, compliances of payment of various taxes
- f) Physical verification of cash on daily basis and fixed assets on monthly basis
- g) Any other activities as instructed by GSDMA, Govt. of Gujarat or from funding agency from time to time
- h) Review of books of accounts on a monthly basis
- i) Review of all bills/expenses and grant received by GSDMA under for GERRP, NCRMP or any other projects from time to time
- j) In addition to above, the following registers/ records/ books/ compilations ledger will constitute the core of documents and Internal Auditor should ensure timely scrutiny of the same:
  - Cash book
  - Vouchers
  - Cheque books/ Register of cheques
  - Receipt books
  - Advance register
  - Deposit register
  - Measurement book
  - Audit report
  - Log book/History Sheet
  - Physical verification of stores files
  - Stationery register
  - Registers maintained for vehicles, computer, office equipment, current assets etc.
  - Estimate register
  - Muster roll register
  - Works and works contract register and files
  - Register of land acquired
  - Library register



- Petty cash book
- Interest bearing security register/Bank guarantee register
- Fixed assets
- L.C Fund register
- Contractor ledger
- Sales-Taxregister
- Establishment records
- All the payment vouchers
- Record regarding bank reconciliation with bank
- Monthly accounts.

#### **4. Records to be maintained as per GSDMA's Operational Manual or as instructed by Controller of Accounts**

#### **5. Verification of accounts maintained in Tally**

The following additional information may also be furnished with the audit report:

- a) Specific remarks, para, or queries pertaining to books of accounts maintained
- b) Overall comments upon the books of accounts.

#### **6. Compliance and related activities**

- a) Ensure Compliances for Internal Audit queries from the auditee
- b) Co-ordinate, follow up for the compliance at all the locations
- c) Checking and verifying the relevant records to ascertain that compliance to Internal Audit queries/report is complete in all aspects
- d) Investigate into reasons for non-compliance by the auditee
- e) To verify and comment on BRS compiled for various bank accounts
- f) Audit offunds flow and funds utilization.

#### **7. Other Services**

As and when required by GSDMA and /or Line departments, the Internal Auditor can be called upon to provide any additional services than those stated above for the smooth functioning of the projects

## 8. Monitoring Mechanism

The Internal Auditor will develop monitoring and supervision mechanism to ensure that the project/assignments are progressing according to schedule. Any queries, observation or any problem noted, has to be highlighted and reported immediately to GSDMA for necessary corrective action. The Internal Auditor will ensure the periodical reports required by the GSDMA and funding agencies are furnished timely.

The compliance report submitted by GSDMA will be reviewed to ensure that issues raised in the report are satisfactorily resolved

## 9. System Improvement

The Internal Auditor will report to GSDMA any discrepancies noticed in the existing procedures and suggest improvement. Any duplication of work noticed or unnecessary data noticed will be highlighted and reported to GSDMA

## 10. Liasoning

The Internal Auditor will liason with the top management of the GSDMA in periodical meetings to review the progress of the work and to ensure requirement of GSDMA and Bank/Funding agency are fully met

## 11. Reporting:

The Internal Auditor shall report directly to CEO or Controller of Accounts, GSDMA. Report of the work done during each month shall be submitted on or before 10<sup>th</sup> of the succeeding month.

Any urgent or critical issues if necessary should also be separately reported to CEO or Controller of Accounts of GSDMA as and when noticed.

The compliance of the report will be followed up as per the GSDMA's Operational Manual.

**Internal Auditor is expected to review the documents/ bills, etc. within 2 working days of being assigned. This will be a Key Performance Indicator.**

## Terms & conditions

1. The firm must have experience of Internal Audit of at least 5 Government/Semi Government office, Authority, Corporation, Nigam projects

2. The audit fees payable to the firm will include
  - Professional fees towards provision of Internal Audit services
  - Reimbursement of out of pocket expenses
  - Applicable taxes

Apart from the above, no further claims will be entertained

3. The firm shall carry out audit of implementing agencies at least once in quarter. An audit program should be submitted to GSDMA before the 5<sup>th</sup> of the month in which audit will be commenced
4. The audit program submitted by the firm will be approved 5 days before commencement of audit. No deviation from audit program without prior written permission of the Controller of Accounts shall be made
5. The Controller of Accounts, GSDMA reserves the right to issue directions for conducting audit and such directions shall be binding on the firm
6. The Controller of Accounts, GSDMA or an authorized person shall supervise the audit by conducting surprise visits and Internal Auditor shall explain the audit procedures and findings if asked for during the course of supervision
7. Some cases at the discretion of the Controller of Accounts, GSDMA shall also be audited by GSDMA's Audit Officer/ other firms. Internal Auditor shall be held responsible for any major irregularities unreported
8. Audit report in prescribed format as per Annexure-A should be prepared in 6 copies
  - One copy each to be handed over to (a) Chief Executive Officer, GSDMA, (b) Controller of Accounts & Audit Officer, GSDMA, (c) Dy. Director, GSDMA (d) Accounts and Tax Consultants, GSDMA (e) Concerned Branch and (f) to be retained by auditor
  - Report should be discussed with the head of the branch and their views/explanations shall be incorporated therein as a part of the report
  - Audit report shall be sent to the concerned officers within ten (10) days from the date of completion of audit
  - The audit report shall be drafted in simple language, to the point and substantiated with documentary evidences attached with
9. The compliances of the earlier report needs to be verified by the firm before commencing the audit
10. The firm appointed as an Internal Auditor of the GSDMA shall not sub-assign the works of audit to any other firm/ agency
11. Though this appointment is for one year, further continuance for the second year shall depend purely on the yardstick of yearly performance of the firm. The Controller of Accounts, GSDMA reserves the right to cancel the assignment without assigning any reason in case it may deem fit
12. The above conditions are not exhaustive. GSDMA will have absolute right to revise/abrogate/include any conditions as per its requirement
13. Periodic review meeting will be held at the Head Office of the GSDMA in which the Internal Auditor shall remain present

14. The Internal Auditor will not be eligible for payment of audit fee if the stipulations regarding conditions submission of reports are not fulfilled
15. The Internal Auditor is required to give notice of one month to the GSDMA in case of discontinue of the contract at any point of time
16. While visiting the audit place, the representatives of the audit team shall carry the letter of introduction duly signed by the senior most partner of firm
17. GSDMA may add any other scope not mentioned above but requires Internal Audit, as may deemed fit.

## Evaluation criteria and other details of the tender process

### 1. Bid Procedure

- a) GSDMA reserves all the rights to accept or not to accept the RFP
- b) The evaluations of the tender will be as per pre-qualification criteria mentioned in Annexure-B
- c) The whole process of tendering can be cancelled without giving any prior notice or information by the Director, GSDMA
- d) Any undue influence of any type may disqualify the bidder and the bid will be outright rejected
- e) Quotations shall be in one cover marked as “TECHNICAL BID FOR INTERNAL AUDIT OF GSDMA”. The same shall be in format as mentioned in Annexure-C and rates in another cover & marked as “COMMERCIAL BID FOR INTERNAL AUDIT OF GSDMA”. The same shall be in format as mentioned in annexure-D. Both the cover shall be placed in one cover marked as “PROPOSAL FOR INTERNAL AUDIT OF GSDMA”
- f) The technical bid will be opened and evaluated by a committee of the officers at the head office of the GSDMA
- g) The Financial Bid will be opened for the firms who qualify the eligibility criteria as per Technical Bid
- h) The proposal must reach to office of the Controller of Accounts, Block No. 11, 5<sup>th</sup> Floor, Udyog Bhavan, Sector-11, Gandhinagar -382011 **hand delivered to GSDMA**. No bids will be entertained after this prescribed time limit
- i) The supporting documents for the information mentioned in Annexure-B & C are to be attached with the Technical Bid for scrutiny of the proposal. The proposal received without necessary documents will be rejected
- j) The firms meeting with the eligibility criteria are requested to pay Demand Draft of Rs. 1,500/- as Tender Fees (Non Refundable) in favoring of “Gujarat State Disaster Management Authority – GSDMA” payable at Gandhinagar towards the cost of tender and then can apply for the tender
- k) This tender documents shall be signed on each page and submitted back forming part of the Technical Bid
- l) Firms will have to submit Earnest Money Deposit (EMD) of Rs.30,000/- (Non-Interest Bearing) in form of Demand Draft in favoring of “Gujarat State Disaster Management Authority – GSDMA” payable at Gandhinagar
- m) The selected firms have to pay Rs.50,000/- as security deposit.

## **Commencement, Completion, Modification and Termination of the Contract**

- a) The assignment will be initially of one year. However, the work order may be renewed for the second year at the discretion of the CEO and Controller of Accounts, GSDMA satisfactory performance of the firm
- b) Any influence of any type will lead to disqualification of the firm and the bid will be outright rejected
- c) The whole process of the tendering can be cancelled/ modified/ altered/redefined without giving any prior notice or information by the CEO or Controller of Accounts, GSDMA
- d) The contract can be terminated by GSDMA at any time effective immediately.

## **Payment of the Audit Fees:**

- a) The payment of the audit fees will be made after getting the monthly audit report
- b) The consolidated internal audit report for the month will have to be submitted within Ten (10) days from the end of the month
- c) Firm will be paid audit fees as per the financial proposal submitted and accepted by GSDMA. No other claims will be entertained
- d) The Internal Auditor will not be eligible for payment of audit fee if the stipulations regarding conditions submission of reports are not fulfilled.

## **Obligation**

### **Internal Auditor:**

- a) Firm has to depute adequate resources full time at GSDMA based on quantum of work and deadlines
- b) Firm cannot assign/outsource/sublet the work entrusted or sub contract in any manner whatsoever, or any portion of it to any other firm
- c) The Internal Auditor shall remain present during the review meetings and make presentations as and when called and no additional fees/expenditure shall be paid for that.

### **Management of GSDMA**

- a) During the Internal Audit, necessary records, space and infrastructure i.e. computer system, table etc. will be provided
- b) GSDMA shall issue all necessary instructions to concerned authorities and officers for successful and timely completion of this assignment.

## Confidentiality

- a) The Internal Auditors their partners or either of them shall not disclose any proprietary or confidential information relating project, the services, this contract or the GSDMA's business or operations without prior written consent of the Controller of Accounts, GSDMA
- b) All reports and other documents prepared by the Internal Auditor shall be submitted to GSDMA not later than termination or expiration of this contract;. The Internal 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 consent of the Controller of Accounts, GSDMA
- c) The Internal Auditor 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 of the Controller of Accounts, GSDMA

## Penalties

If any member of the Internal Audit team or 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 GSDMA, non-observation of instructions given by the GSDMA, unauthorized retention of records of the GSDMA, violating the terms and conditions of this assignment, un authorized changes in the records of the GSDMA, including malafied practices or any other cognizable offence or breach, the firm will be punishable with any or all following consequences:

- a) Removal from the assignment of Internal Audit with immediate effect/ from the date specified
- b) Removal from any other assignment with immediate effect/ from the date specified by GSDMA
- c) Deduction of percentage of fees as determined by the Controller of Accounts, GSDMA and the Competent Authority
- d) Ban from responding to any tender released by GSDMA till October, 2027
- e) Any other action deemed appropriate by Competent Authority of GSDMA. The decision/interpretation in all/any terms and conditions enumerated above and agreed upon by the Internal Auditor shall be final and binding on Internal Auditors without demure and any further recourse to any litigation/arbitration.

I have read all the terms and conditions mentioned above and same are acceptable to me and agreed.

**Date:**

**Signature**

**Seal of Office/Firm Partner**

**Name & Designation**



## Annexure – A

### FORMAT FOR AUDIT REPORT

Introduction	
Objective	
Scope, nature and coverage of audit	
Period covered	
Locations reviewed	
Work carried out	
Staff involved	
Level of coverage of all listed aspects	
Audit opinion as to the overall adequacy of the systems of internal control	
Key findings	
Detailed internal audit findings	
Recommendations	
Responses to findings and recommendations	
Progress on earlier set of recommendations and constraints faced	
An executive summary highlighting the critical issues preferably classified as per thematic area	

**Date: -**

**Signature of C. A.**

**Copy to:-**

1. Controller of Accounts, GSDMA
2. Accounts and tax Consultancy, GSDMA
3. Concern Department (As mentioned in Name of Location above)



## Annexure – B

### Pre-Qualification Criteria

Sr. No.	Minimum eligibility criteria	Proof be enclosed	Ref page no
1	Partnership firm having working office in Gandhinagar or Ahmedabad having minimum 3 FCA	Firm's registration certificate and copy of Certificate of Practice (CoP) of all the partners CV of all the partners also to be provided	
2	The firm should have experience of at least 15 years (Experience related to only Internal Audit and Pre Audit will be considered)	Details of the assignments executed in the format specified below along with the copy of the work orders and completion certificates	
3	The firm should have at least 10 full time ACA as on August 31, 2017	Details of the staff along with the CV in the format specified below	
4	The firm should have a staff of at least 30 people (excluding partners)	Details of the staff along with the CV in the format specified below	
5	The firm should have annual minimum turnover of Rs 3 crores from professional services in the last three financial years (FY 2013-14, 2014-15 and 2015-16)	Statutory audit report, copy of audited financial statements, Tax audit report, copy of Income Tax Returns, Service Tax Returns. Copy of the GST returns filed till date shall also be provided	
6	The firm should be empaneled with C&A G	Certificate (Empaneled) to be submitted for the F.Y. 2016-17. Status of application made for F.Y. 2017-18.	
7	The firm should have handled (completed/ in progress) at least 5 assignments of Government of Gujarat or Government of India in last five years (FY 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17)	Details of the assignments executed in the format specified below along with the copy of the work orders	
8	The firm should have handled (completed/ in progress) Internal Audit of at least 10 Infrastructure projects in last five years (FY 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17)	Details of the assignments executed in the format specified below along with the copy of the work orders	
9	The firm should have handled (completed/ in progress) Internal Audit of at least 1 project funded by World Bank		
10	Peer review of the firm should have been conducted at least once	Proof of all the peer reviews conducted in the last 15 years	

11	Firm should be registered under the Provident Fund Act, 1952 and Employees State Insurance Corporation (ESIC) Act, 1948	Copy of PF and ESIC registration certificates	
12	Should have never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD, etc by any government and / or semi government entities. And Should not have been barred from appointment by any government and / or semi government entities.	Submit an Certificate as per Annexure – E	

Details of the assignments handled (Only Internal Audit/ Pre Audit) shall be populated as per the format mentioned below:

Sr. No.	
Client name	
Government/ Private client	
Donor funded (bilateral/ multi lateral)	
Year	
Sector	
Status (Ongoing/ completed)	
Value (in INR)	

**Firm has to attach the proof of work undertaken in support of various eligibility criteria along with technical bid.**

Details of the staff shall be populated as per the format mentioned below:

Sr. No.	
Name	
DOB	
Date of Joining	
Qualification	
Year of passing	
Role & responsibility	
Projects (Only Internal Audit/ Pre Audit)	

**Firm has to attach the certificates of qualification and proof of work undertaken in support of various eligibility criteria along with technical bid.**

**Format of CV**

Position Title and No.	
Name:	
Date of Birth:	
Country of Citizenship/ Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained }

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included. }

Period	
Employing organization and your title/position. Contact information for references	
Country	
Summary of activities performed relevant to the Assignment	

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Adequacy for the Assignment:

**Contact information:** (e-mail..... phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award.

I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client and Government of Gujarat.

<b>Name of Expert</b>	<b>Signature</b>	<b>Date</b>
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### **List of Documents**

1. Demand Draft for Tender Fees of Rs 1,500/- and Earnest Money Deposit of Rs. 30,000/- in favor of “Gujarat State Disaster Management Authority” drawn on any nationalized bank payable at Gandhinagar
2. Security Deposit of Rs 50,000/- in favor of “Gujarat State Disaster Management Authority”
3. A copy of Partnership Deed
4. A copy of letter from ICAI Institute mentioning Registration No. and details of Partners as at August 31, 2017
5. Copy of audited Financial Statements along with Audit Report & Tax Audit Report and copy of I.T. Return/Service Tax Returns should be submitted for FY 2013-14, FY 2014-15 & FY 2015-16
6. GST Returns
7. Copy of the work orders of Internal Audit/Pre Audit carried out during last 15 years
8. A detailed profile of the Firm
9. List of the Staff with Name, Date of Joining, Qualification & Experience
10. Copy of Service Tax Number of Firm
11. Copy of GST Number of Firm
12. Copy of PAN number of Firm

## Annexure – C

### TECHNICAL BID FOR INTERNAL AUDIT

1. Name of Firm : \_\_\_\_\_
2. Registered Address : \_\_\_\_\_  
\_\_\_\_\_
3. Address for Branch Office : \_\_\_\_\_  
(If Any) \_\_\_\_\_
4. ICAI Firm Registration No. : \_\_\_\_\_
5. C & A. G. empanelment No. : \_\_\_\_\_
6. Details of partners and full time employees (CA's only):

Sr. No.	
Name	
DOB	
Date of Joining	
Qualification	
Year of passing	
Role & responsibility	
Projects (Only Internal Audit/ Pre Audit)	

7. Details of Other staff :

Sr. No.	
Name	
DOB	
Date of Joining	
Qualification	
Year of passing	
Role & responsibility	
Projects (Only Internal Audit/ Pre Audit)	

8. Total Turnover of last 3 (Three) years

Year	Turnover (in Rs.)	Profit after Tax (PAT) (in Rs.)
2013-14		
2014-15		
2015-16		

9. Experience general \_\_\_\_\_ Years (***From Date of Registration***)

10. Experience of audit of Govt. undertaking (Govt. of Gujarat Undertaking and Govt. of India Undertaking) No. of assignments handled in last 5 (Five) years till August 31, 2017 and assignment presently on Hand

Sr. No.	
Client name	
Government/ Private	
Donor funded (bilateral/ multi lateral)	
Year	
Sector	
Status (Ongoing/ completed)	
Value (in INR)	

(Please attach work orders and completion certificate ate in each case)

11. Experience of audit of Govt. undertaking (World Bank Undertaking)  
No. of assignments handled till August 31, 2017 and assignment presently on Hand.

Sr. No.	
Client name	
Government/ Private	
Donor funded (bilateral/ multi lateral)	
Year	
Sector	
Status (Ongoing/ completed)	
Value (in INR)	

(Please attach work orders and completion certificate ate in each case)

Note:

1. Government undertaking includes all government departments, Board, Corporations & Nigams

2. Donor funded projects includes assisted World Bank and Similar Funding Agency aided Projects
3. Turnover of assignment of auditee of at least Rs. 50 crore will only be considered
4. The above assignments or expenditure included only Pre Audit and Internal Audit.

**Certificate**

I/We undersigning hereby certify that all the information mentioned above is true and correct.

Date:  
Seal of Office/Firm Partner

Signature  
Name & Designation

## Annexure – D

### COMMERCIAL BID FOR INTERNAL AUDIT

1. Name of Firm : \_\_\_\_\_
2. Registered Address : \_\_\_\_\_  
\_\_\_\_\_
3. Address for Branch Office : \_\_\_\_\_  
(If Any) \_\_\_\_\_
4. ICAI Firm Registration No. : \_\_\_\_\_
5. We agreed to work assigned as per the tender form at fee of Rs. \_\_\_\_\_  
(Excluding tax)

Particular	Amount
Internal Audit Fees (for the year - excluding tax)	
(Rupees in Words): _____	

Notes:

1. The above fee is excluding out of pocket expenses and applicable taxes
2. Out of Pocket Expenses will be reimbursed on actual bill basis limited to Rs.15,000/- per month
3. The fees will be paid on monthly basis.

Date:  
Seal of Office/Firm Partner

Signature  
Name & Designation



## Annexure-E

### CERTIFICATE

**(To be submitted on letter head of the firm duly signed by the partner of the firm)**

I undersigned \_\_\_\_\_ on behalf of M/s.  
\_\_\_\_\_ hereby certify that all the  
information mentioned above is true and correct.

Further declare that the Firm have never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD, etc. by any government and / or semi government entities. And have not been barred from appointment by any government and / or semi government entities. Further, we declare that firm have not been barred from appointment by any government and / or semi government entities.

Date:

Sign:

Seal of Office/firm

Name:

Designation:

Membership No.