



ANDHRA PRADESH TECHNOLOGY SERVICES LIMITED

(Government of AP Undertaking)

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Lr.No. [ITC51-23027\(31\)/2/2020-ADMIN&HRD-APTS](#)
2020

Dated: 19-05-

Sub: Concurrent /Internal Audit - Request for proposal for Concurrent Auditors for the
year 2020-2021-; 2021-22 for APTS and Innovation Society - reg

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- 1) APTS and AP Innovation society proposed to appoint an internal auditor. The auditing firms interested to work for APTS are requested submit their proposal on or before 03.06.2020 on APTS portal. The proposal should be prepared as financial and Technical proposals. The financial proposal in Excel sheet should be Password protected. The password should be sent by SMS to Mr. Pujari Srinivasulu M(Accounts) -9440317851. Any commercial proposal without password will be rejected and not considering for evaluation.
- 2) The shortlisted forms will be asked to give a presentation. The date and time will be communicated by mail. The financial proposal (Excel sheet) will be opened. The Bidder with lowest price will be a successful bidder.
- 3) The scope of the work bid submission formats are enclosed.

Yours sincerely,

Managing Director

- 1) Scope of Work:
 - a) Examination and evaluation of adequacy and effectiveness of the internal control and risk at various operations and activities.
 - b) Day to day maintenance of accounts and reflection of entries in the books of accounts in proper way.
 - c) To assist accurate accounting and documentation so as to ensure that the financial statements are in line with the defined guidelines prescribed by the C & AG and ICAI.
 - d) To assist APTS team preparation of monthly Bank Reconciliation Statements.
 - e) To assist APTS team in preparation the books of accounts timely and get it audited by the Auditors.
 - f) To coordinate with the Auditors and preparation of Audit Replies.
 - g) Submission of monthly Income Tax, Service Tax and quarterly filing and also any issues and cases.
 - h) To verify the payments before release.
 - i) Preparation of GST and statutory statements and assist
 - j) Evaluate internal control and make recommendations on how to improve
 - k) Identifying shortfalls or gaps in processes, and recommend safeguards
 - l) Investigate fraud and Communicate the findings and recommendations
 - m) Any other accounting works as assigned by the Management from time to time.
- 2) Staff to be deployed:
 - a) CA Inter qualified person - Daily stationed at APTS
 - b) CA Qualified person - Daily stationed at APTS
- 3) Deliverable: To carry out day to day activities as per scope and submit Report on monthly basis
- 4) Format for submission of Technical proposal
 - a) Brief about the organization in the **-Bidder Information. Form P1**

Sno	Name of the organization	Details
1	Year of establishment	
2	Registered Office Address	
3	Phone No.	
4	Fax No.	
5	Email	
6	Contact person details with phone no.	
6a	Contact person email Id	
7	Total No. of branch offices in AP	
8	Total Team size at -	
9	At Head office (No.)	
10	At branch offices (No.)	

b) **Turnover Details - Form P-2**

Sl. No.	Year	Total Turnover of bidder (Rs.)	Profit after Tax (Rs.)
	(1)	(2)	(3)
1	FY.2016-17		
2	FY.2017-18		
3	FY.2018-19		
4	FY.2019-20		

Place:

Bidder's signature and seal

Date:

c) **List of Major Customers - Form P-3**

S.No	Customer Full Address	Service Delivered	Remarks
A	B	C	D

d) Format for submitting CV

Form T5: Team Profiles (CV Format)

(Please fill the details for each of the proposed team member)

Name of Bidder:

Tender Ref Number:

SNo	Article	Description																				
1.	Name:																					
2.	Date of Birth:																					
	Nationality:																					
3.	Contact details:																					
4.	Education:																					
	Name of Institution	Degree obtained (Subject) Date of obtainment																				
5.	Professional Training:																					
6.	Professional Certifications:																					
7.	Languages:	<table border="1"> <tr> <th></th><th>Speaking</th><th>Reading</th><th>Writing</th></tr> <tr> <td>English</td><td></td><td></td><td></td></tr> <tr> <td>Hindi</td><td></td><td></td><td></td></tr> <tr> <td>Telugu</td><td></td><td></td><td></td></tr> <tr> <td>...</td><td></td><td></td><td></td></tr> </table>		Speaking	Reading	Writing	English				Hindi				Telugu				...			
	Speaking	Reading	Writing																			
English																						
Hindi																						
Telugu																						
...																						
8.	Employment Record:																					
a.	From:	To: Till Date																				
	Employer:																					
	Positions held:																					
b.	From:	To: Till Date																				

	Employer:	
	Positions held:	
c.		
9.	Detailed Tasks Assigned:	
10.	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned i. Name of the Client/Project: Year: Duration: Client: Main project Features: Position Held: Activities Performed: ii. Name of the Client/Project: Year: Duration: Client: Main project Features: Position Held: Activities Performed:	
11.	Certification: I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged. Date: Authorized signatory:	

Date:

Signature of the Bidder with seal

Place:

5) Format for submission of financial proposal: **Cost Sheets (should be submitted in excel format only with password protection)**

S.No.	resource	Monthly cost (Rs.)	Taxes/ Duties (Rs.)	Total price with taxes and duties (Rs.)
1	2	3	7	10
1	CA Inter qualified person			
2	CA Qualified person			
	Total			

(Signature of Bidder)

Note: - Evaluation of Financial proposal will be including taxes for all Schedules. APTS will open only the forms, financial proposal of firms who are qualified after presentation.