

DELHI TRANSPORT INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.
2nd floor, Maharana Partap ISBT, Kashmere Gate, Delhi-6
(An Enterprises of Govt. of NCT of Delhi)

NIT No. 24/2023-24

NOTICE INVITING TENDER

Online quality cum rate tender are invited for the following work by the Dy. General Manager, Delhi Transport Infrastructure Development Corporation Limited, ISBT, Kashmere Gate, Delhi on behalf of the Managing Director, D.T.I.D.C. Ltd. approved CA firms from ICAI with the eligibility criteria given as under and having valid GST, PAN (Income Tax) registration through.

Name of Work : Tender for the Internal Audit of Boos of Accounts for the FY-2022-23 & 2023-24.

- | | | | |
|------|---|---|-------------------------|
| i) | Estimated cost put to tender | : | ----- |
| ii) | Earnest Money | : | Rs.50,000/- |
| iii) | Time allowed | : | 730 days |
| iv) | Start date of download & submit the tender bid | : | 23/05/2022 |
| v) | Last date & time of download of tender bid | : | 05/06/2023 Upto 3.00 PM |
| vi) | Last date & time of submission of the tender bid | : | 05/06/2023 Upto 3.00 PM |
| vii) | Time & date of opening of bid through e-procurement | : | 05/06/2023 At 3.30 PM |

Further details can be seen at web-site <https://www.govtprocurement.delhi.gov.in>

Tender shall contain the following documents :

1. Scanned copy of Average Turnover of the firm (for the last 3 Financial year ending March 2020) should be minimum of Rs. 1.00 Crore for which the proof of average annual turnover duly self-attested for the last 3 years, ending 31st march 2020 to be submitted.
2. Scanned copy of At least 5 year experience of for Internal Audit of Books of Accounts in Public sector undertaking/ Ltd Companies.
3. Scanned copy of Firms should have at least 10 (Ten) partners, out of which at least 2 should be FCA Partners with the firm and all the partners associate with firm for a minimum period of One year as on date of opening of the tender. Submit the latest constitution of firm certificate issued by ICAI.
4. Scanned copy of Chartered Accountants/Firms of Delhi/New Delhi should be empanelled in CAG – 2021-22 onwards.
5. Scanned copy of Preferably Chartered Accountant/Partner has done advanced Courses i.e. IND AS and Partners associate with firm for a minimum period of One year as on date of opening of the tender.
6. Scanned copy of firm should have conducted Internal Audit of At least two Public Sector Companies (Central/state companies)/ Limited companies having at least turnover of Rs 50.00 Crore. Copy of Audited Income & Expenditure of the concern organisation to be enclosed)..
7. Certificate of Registration of GST.
8. Valid registration of PAN from Income Tax Department.
9. Scanned copy of the UTR No. for submission of EMD in DTIDC.

10 Scanned copy of Undertaking on letter head as per the annexure-A.

Note 1:- The EMD of **Rs. 50,000/-** in the shape of online payment shall be deposited in favour of **DTIDC, RTGS or NEFT in the name of account – DTIDCLtd. Earnest Money Deposit, A/c No.662605600765, IFSC Code ICIC0006626 at ICICI Bank, 1514, Kashmere Gate, Delhi** by due date before closing of bids. It shall be the responsibility of bidders that online transfers should be credited in the said account before the time of closing of due date of bids. DTIDC shall not in any way be responsible incase the EMD is not found credited in said accounts mentioned above. No cash transaction shall be accepted.

Note 2:- The Contract agency participating in the bid shall ensure the uploading of above mandatory documents in eligibility documents / additional documents portal so that the same can be free viewed & examined before opening the part of their financial bid.

Further details can be seen at : <https://govtprocurement.delhi.gov.in>

Executive Director
D.T.I.D.C. Ltd., ISBT
Kashmere Gate Delhi
Date:- /05/2023

F3(1)A/DTIDC/2023-24

Copy to :-

1. Sr. Accounts officer DTIDC Ltd /ISBT Kashmere Gate.
2. Head Clerk, TCD/DTIDC/ISBT/Kashmere Gate
3. Cashier, TCD/DTIDC/ISBT/Kashmere Gate
4. Contractor's Association, I & FC and CPWD, Delhi
5. SA, DTIDC for upload the NIT on website of DTIDC
6. Notice Board
7. Office File

Executive Director
D.T.I.D.C. Ltd., ISBT
Kashmere Gate, Delhi

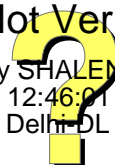
UNDERTAKING

I have deposited the requisite EMD amount of Rs...../- in the current **A/c No. 662605600765, IFSC Code ICIC0006626 at ICICI Bank, 1514, Kashmere Gate, Delhi** through RTGS / by way of Cheque No. _____ dated _____ at the Bank drawn in the favour of DTIDC, at the time of uploading of tender through e tendering mode, DTIDC shall not any way responsible in case the EMD is not found credited in said account, as mentioned above.

Signature

Signature Not Verified

Digitally signed by SHALENDRA KUMAR RAI
Date: 2023.05.23 12:46:01 IST
Location: NCD of Delhi-DL



DELHI TRANSPORT DEVELOPMENT CORPORATION LTD.
2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi-6.
(An Enterprises of Govt. of NCT of Delhi)
Email – dtidccacct@gmail.com

No. F.

Dated:

Delhi Transport Development Corporation Ltd. is an Enterprises of Govt. of N.C.T. of Delhi are invited onlinetender on behalf of the Managing Director(DTIDC) for Internal Audit Delhi Transport Development Corporation Ltd. For the FinancialYear2022-23& Financial Year 2023-24. Itwill be extended furtherone year on mutual consent at the same rate & terms & conditions. Financial of the DTIDCL are prepared as per the provisions of the IND-AS

ELIGIBILITY OF THE FIRMS FOR INTERNAL AUDIT OF BOOKOF ACCOUNTS

A. Average Turnover: Average Turnover of the firm (for the last 3 financial year ending March 2022) should be minimum of Rs. 1.00 Crore for which the proof of average annual turnover duly self-attested for the last 3 years, ending 31st March 2022 to be submitted.

B. Experience with past performance: At least 5 year experience for Internal Audit of Books of Accounts in Public sector undertaking/LTD Companies.

C. Partners: Firms should have at least 10 (Ten) partners, out of which at least 2 should be FCA Partners with the firm and all the partners associate with firm for a minimum period of One year as on date of opening of the tender. Submit the latest constitution of firm certificate issued by ICAI.

D. Empanelled: Chartered Accountants/Firms of Delhi/New Delhi should be empanelled in CAG – 2021-22 onwards.

E.Additional Qualification: Preferably Chartered Accountant/Partner has done advanced Courses i.e. IND AS/IFRS and Partners associate with firm for a minimum period of One year as on date of opening of the tender.

F.Specific condition: The firm should have conducted Internal Audit of At least two Public Sector Companies (Central/state companies)/ Limited companies having at least turnover of Rs 50.00 Crore. Copy of Audited Income & Expenditure of the concern organisation to be enclosed).

Important Note: For this purpose, Internal Audit of any schedule bank of cooperation (Head, Office Branch Office) under the direction of allocation by CAG bank itself shall not be treated as internal audit of Public Sector companies

Scope of work :

1. To review the reliability and integrity of financial and operating information.
2. To review the adequacy of internal control which includes financial control, system control and admin control
3. To review the systems to ensure compliances with policies, plans, procedures, laws and regulations which could have a significant impact on operations and report.
4. To review the means of safeguarding assets
5. To review and appraising the economy and efficiency with which resources are employed.
6. To review the operations or programs are being carried out as planned.
7. To review other specific scope of work at the request of the Audit Committee or management as appropriate.
8. To evaluating the effectiveness of the company's risk management and governance process.
9. To review the adequacy of IT system, security and control.
10. To review all the bank reconciliation and if any discrepancy notice rectified the same
11. To Internal Auditor shall carry out audit on annual basis in each financial year i.e. 2022-23 and 2023-24. The internal auditor will submit report of each separately to the management.
12. At the time of Internal audit , any deficiency cause to knowledge or any amendment in the law auditor will guide to Account Dep't of DTIDC- Ltd to rectify before finalization of Internal audit report
13. The Internal will be completed and submit the report within one month from date of award letter.

Important Instruction:

1. Internal Auditors should invariable discuss the draft audit report with the Chartered Accountant /Accounts Officer/ Executive Director of DTIDC-Ltd, so that the minor discrepancies are rectified locally in their presence before submit final Audit Report.
2. They should not merely point out shortcomings /weaknesses but should give concrete suggestions for the system improvements and ensure compliance of the observations at the project site itself.
3. The DTIDC reserve its right to accept the audit report in part/whole and accept or reject a particular proposal at its sole discretion without assigning any reasons whatsoever, at any point of time
4. The DTIDC reserves the right to reject the proposal in case the firm fails to provide sufficient proof in support of any such information/observations.
5. The DTIDC reserves the right to amend, modify, vary, add, delete, accept or cancel, in part or full, any condition or specification of all proposals / orders/ responses, without assigning any reasons therefore at any time during the process. Each Firm shall be entirely responsible for its own costs and expenses that are incurred while participating in the RFP, presentations and contract

negotiation processes. The DTIDC reserves the right to cancel the entire process at its sole discretions without assigning any reason therefore.

- 6. Payment Terms:** The payment will be made only after completion of the work and further approval of the competent authority after Statutory Audit of concerned Financial Year.

7. The document to be submitted by the bidder as per tender document

- I. For the calculation of Average Turnover of the firm (for the last 3 Financial year ending March 2022). Financial statement of Last Three Financial Year 2019-20,2020-21 and 2021-22.
- II. Detail of Incorporation of firm.
- III. For the detail of partners (**Submit the latest constitution of firm certificate issued by ICAI**)
- IV. C&AG Empanelment certificate
- V. For the Additional Qualification Certificate of partner has done the advanced Courses i.e. IND AS /IFRS)
- VI. Details of the experience in Internal Audit
- VII. **Submit the proof of GST-3B & GST-1 for the QTR ended December 2022**
- VIII. **Submit the copy of PAN Card of bidder.**
- IX. Copy of GST Registration No
- X. Undertaking regarding acceptance of all terms & conditions of the tender
- XI. Self-declaration to be submitted a by the long with Technical bid. Regarding for correct information solely responsible.
- XII. AUTHORITY LETTER issued by the issued by the firm.
- XIII. Self-declaration to be submit by the firm has never been blacklisted in the past by any Govt. Department/Undertakings/ Organizations
- XIV. Check list for Technical Qualification
- XV. EACH PAGE OF THE TECHNICAL BID MUST BE SERIALY SIGNED BY THE BIDDER WITH SEAL.

- 8. Due Date, time and mode of submission:** -Tender shall be submitted on or before **05/06/2023.up to 3.00 p.m.** It will be the responsibility of the bidder by the to ensure that the documents in accordance to the terms & conditions laid down in this Tender are submitted one-procurement web-site <https://www.govtprocurement.delhi.gov.in>

9. Power of acceptance and withdrawal of the tender: -

The final acceptance of the bidder would entirely vest with the Managing Director of DTIDC Ltd., **DELHI TRANSPORT INFRASTRUCTURE AND DEVELOPMENT CORPORATION LTD** who reserves the right to accept/reject/withdrawal any or all tenders without assigning any reason whatsoever. There is no obligation on the Managing Director of DTIDC Ltd., DELHI TRANSPORT DEVELOPMENT CORPORATION LTD to communicate in any way with rejected bidder. After acceptance of the tender by Managing Director, **DELHI TRANSPORT INFRASTRUCTURE AND**

DEVELOPMENT CORPORATION LTD, the bidder shall have no right to withdraw his Tender or claim higher price.

10.Quoting of Fees: -

The Fees of the Internal Audit of Books of Accounts for the Financial Year 2022-23&Financial Year 2023-24 should be exclusive of GST and rate quoted in Financial bid only. However, the payment shall be made by the DTIDC-Ltd to the bidder after deducting TDS as per the scheduled Fees at time of payments. GST will be paid as per Govt. Norms.

11.The bidder should submit the online bid through e Tendering system Government of NCT of Delhi **on website <https://www.govtprocurement.delhi.gov.in>. on or before the last date and time of opening of technical bid.**

12. Opening and evaluation of Tender: - Tender will be opened by a Technical Evaluation committee constituted for this purpose on **05/06/2023 at 3.00 p.m** in the Chamber of Executive Director of DTIDC LTD. in the presence of the bidder or representative/s of the bidders (who wish to be present) **with a letter of authority.**

13. Opening and Evaluation of Technical Bids

Technical Bids shall be first opened and evaluated. The Technical Evaluation Committee of the DTIDC- shall evaluate the Technical Bids on the basis of the responses to the scope of work of the bidder etc.

14.Opening and Evaluation of Financial Bids:

Financial Bid will be opened only for short listed bidders, who will be technically qualified. The work will be awarded to technically qualified and L-1 bidder. Where there is a discrepancy between the Fees in Figures and in words, the rate in word will govern.

15. Dispute Resolution:-

Any dispute and or difference arising out of or relating to internal audit of Books of Accounts, dispute will be resolved through joint discussion of the authorities' representatives of the concerned parties will Executive Director. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to the Managing Director of DTIDC Ltd. The decision of worthy Managing Director of DTIDC-Ltd. will be the final decision.

(Executive Director)

DTIDCL

**Tender for Internal Audit of Books for the
Period FY FY 2022-23 & 2023-24 .**

Check list for Technical Qualification

GENERAL INFORMATION: -

The Bidder should furnish the following details:

Name & Address _____

Contract Nos. & fax -- Land Line _____

Mobile _____ Fax _____

<u>Sr No</u>	<u>Particular</u>	<u>Status of form</u>	<u>Name of Form</u>
<u>1</u>	Average Turnover of the firm (for the last 3 Financial year ending March 2022	Submitted/Not Submitted	FORM-1
<u>2</u>	Detail of Incorporation of Firm	Submitted/Not Submitted	FORM-2
<u>3</u>	Detail of partners Note : Submit the latest constitution of firm certificate issued by ICAI	Submitted/Not Submitted	FORM-3
<u>4</u>	C&AG Empanelment certificate	Submitted/Not Submitted	FORM-4
<u>5</u>	Additional Qualification: Preferably Chartered Accountant/Partner has done advanced Courses i.e. IND AS /IFRS	Submitted/Not Submitted	FORM-5
<u>6</u>	Details of the experience in Internal Audit(issued by organization).	Submitted/Not Submitted	FORM-6
<u>7</u>	Copy of PAN Card	Submitted/Not Submitted	
<u>8</u>	Copy of GST Registration No	Submitted/Not Submitted	

<u>9</u>	GST-3B & GST-1 for the QTR ended December 2022	Submitted/Not Submitted	
<u>10</u>	Undertaking regarding acceptance of all terms & conditions of the tender	Submitted/Not Submitted	FORM-7
<u>11</u>	Self-declaration to be submitted along with Technical bid. Regarding for correct information solely responsible.	Submitted/Not Submitted	<u>FORM-8</u>
<u>12</u>	AUTHORITY LETTER	Submitted/Not Submitted	<u>FORM-9</u>
<u>13</u>	Self-declaration to be submitted firm has never been blacklisted in the past by any Govt. Department/Undertakings/ Organizations	Submitted/Not Submitted	<u>FORM-10</u>
<u>14.</u>	Check list for Technical Qualification	Submitted/Not Submitted	

**Name & signature of the authorized
Signatory of the Firm/Partner of the Firm/
Director/ Proprietor with rubber stamp**

Place:
Dated:

Note: - 1. All the documents submitted with this form should be self attested and stamped by the bidder.
2. Bidder shall not submit any other additional document other than asked above.

FORM-1

TECHNICAL BID

PROFORMA FOR INFORMATION OF ANNUAL TURNOVER

Name of the Firm _____

Address _____

Annual turnover for the last three years (from FY 2021-22 _____
(In Indian Rupees)

Financial year	Turnover (Rs. in lacs) (Rs) (To be filled by bidder)	Proof of Turnover duly self attested	Balance sheet for the financial year 2019-20 2020-21 and 2021-22 (Assessment year 2020-21, 2021-22 and 2022-23)
2019-20		Submitted/Not submitted	Submitted/Not submitted
2020-21		Submitted/Not submitted	Submitted/Not submitted
2021-22		Submitted/Not submitted	Submitted/Not submitted

**Name & signature of the authorized
signatory of the Firm/Partner of
the Firm/ Director/ Proprietor with
rubber stamp**

Place:

Dated:

TECHNICAL BID

Detial of Incorporation of Firm

<u>Sr No</u>	<u>Name of firm</u>	<u>Year of Incorporation</u> <u>Issued by ICAI</u>	<u>Period</u>
			Submitted/Not submitted

**Name & signature of the
authorized signatory of the
Firm/Partner of the Firm/
Director/ Proprietor With
rubber stamp**

Place & Dates

TECHNICAL BID

Detail of Partners in the firm

Name of the Firm -----

S.No.	Name of the Partners	Qualification	Additional Qualification (if any)	Silent/Active partner	Membership no

Note : Submit the latest constitution of firm certificate issued by ICAI

**Name & signature of the
authorized signatory of the
Firm/Partner of the Firm/
Director/ Proprietor With
rubber stamp**

Place & Dates

FORM-4

TECHNICAL BID

C&AG Empanelment

Sr no	Date of Empanelment with C&AG Year 2021-22 and onward	Certificate/Related document as proof
		Submitted/ Non Submitted

**Name & signature of the
authorized signatory of the
Firm/Partner of the Firm/
Director/ Proprietor With
rubber stamp**

Place & Dates

FORM-5

TECHNICAL BID

Details of the Advance course in the IND-AS/IFRS

Sr no	Name of Advance done by partner	Date of the passing course	Certificate
			Submitted/Not submitted
			Submitted/Not submitted
			Submitted/Not submitted

**Name & signature of the
authorized signatory of the
Firm/Partner of the Firm/
Director/ Proprietor With
rubber stamp**

Place & Dates

FORM-6**TECHNICAL BID****Details of the experience in Internal Audit (issued by organization)**

Sr no	Period	Name of organization for experience	Nature of work	Certificate
				Submitted/Not submitted
				Submitted/Not submitted
				Submitted/Not submitted
				Submitted/Not submitted
				Submitted/Not submitted

**Name & signature of the
authorized signatory of the
Firm/Partner of the Firm/
Director/ Proprietor With
rubber stamp**

Place & Date

FORM-7

TECHNICAL BID

UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS & CONDITIONS OF THE TENDER

I/We hereby undertake that all the technical & financial Bid conditions and other terms & conditions mentioned in this document or any changed conditions prior to the dead line for submission of bids shall be acceptable to us and I/We shall abide by the same fully and the Fees quoted shall remain effective including extended period for the Financial Year 2024-25.

**Name & signature of the
authorized signatory of the
Firm/Partner of the Firm/
Director/ Proprietor With
rubber stamp**

Place & Date

FORM-8

TECHNICAL BID

SELF DECLARATION TO BE SUBMITTED ALONG WITH TECHINCAL BID

That I/We _____ M/s _____
Address _____ has/have furnished the correct
information in the tender and I/We shall be solely responsible for furnishing
wrong/false information in the tender.

**Name & signature of the
authorized signatory of the
Firm/Partner of the Firm/
Director/ Proprietor With
rubber stamp**

Place & Date

FORM-9

TECHNICAL BID

AUTHORITY LETTER

Certified that I/We _____ proprietor/director/partner of M/s _____
_____ Address _____ are hereby authorize
to Sh. _____ to sign the tender documents on my / own behalf.

**Name & signature of the authorized
signatory of the Firm/Partner of the Firm/
Director/ Proprietor.**

With rubber stamp

Place & Date

FORM-10

TECHNICAL BID

SELF DECLARATION TO BE SUBMITTED ALONG WITH TECHNICAL BID

That I/We _____ M/s _____
Address _____ has/have undertaken that I/
We our firm/Company has never been blacklisted in the past by any Govt. Department/Undertakings/
Organization.

**Name & signature of the authorized
signatory of the Firm/Partner of the Firm/
Director/ Proprietor.**

With rubber stamp

Place & Date

BOQ Performa (in Excel sheet)

Tender Inviting Authority: Managing Director (DTIDC), Delhi DTIDC			
Name of Work: Tender for Internal audit of Books of Accounts for FY 2022-23& FY 2023-24.			
Bidder Name :			
<u>PRICE SCHEDULE</u>			
Sl. No.	Description	Fee quoted in Indian Rupees without GST (fee will be quoted p.a)	
1	2	3	4
1.	Professional charges for Internal Audit of Books of Accounts	In Figure Rs. To be filled in the financial bid in excelsheet/ BOQ	In Words (Rupees To be filled in the financial bid in excelsheet/ BOQ

Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor With rubber stamp

Place & Date