



**Tourism Corporation of Gujarat Limited
Block No.16-17, 4th Floor, Udh yog Bhavan,
Gandhinagar- 382 011**

Email ID: gm-finance@gujarattourism.com

**TENDER FOR APPOINTMENT OF CHARTERED
ACCOUNTANT FIRM/LLP AS AN INTERNAL AUDITOR
FOR FY 2025-26**

Contents

Sr no.	Particulars	Page No
1.	Introduction	3
2.	Scope of Work	3-5
3.	Eligibility Criteria	5
4.	Evaluation of Eligibility Criteria	6-8
5.	Selection of Bidder / Auditor	8-9
6.	Duration of Assignment	9
7.	Minimum Professional Fees	9
8.	Payment Terms	9
9.	Submission of Technical & Financial Bid	10
10.	Tender Fee	10
11.	Pre-Bid Meeting	11
12.	Last Date of Submission	11
13.	Force Clause	11
14.	Contact Person	11
15.	List of Unit/TIB for all the Branches under the control of Tourism Corporation of Gujarat Ltd	12
16.	Section-I: Technical Bid Annexure-1: Profile of Bidder	13
17.	Annexure-2: Details of Partners	14
18.	Annexure-3: Details of Staff	14
19.	Annexure-4: Turnover of Bidder	14
20.	Annexure-5: Details of Experience of assignment of Internal/Statutory Audit of PSU/Local Authorities of Central/State Government	14
21.	Annexure-6: Checklist of Documents to be submitted	15-16
22.	Section-II: Price Bid	17

1. INTRODUCTION

Tourism Corporation of Gujarat Limited is a Company completely belonging to Government of Gujarat established under Companies Act, 1956. This Corporation was established in the year 1975 and the Corporation started its commercial work from 1977-78. The Corporation undertakes commercial and promotional activities for development of tourism industry as Nodal Agency of State Government. As per Audited Report for the financial year 2023-24 the financial detail of the Corporation is as under:

❖ Authorized share capital	Rs.20.00 Crore
❖ Paid up Share capital	Rs.19.99 Crore
❖ Total revenue receipt for the year 2023-24	Rs.90.56 Crore
❖ Expenditure for the year 2023-24	Rs.53.27 Crore
❖ Income tax paid for the year 2023-24	Rs.9.72 Crore
❖ Grant received from Government are as under;	
a) From State Government for the year 2023-24	Rs.728.18 Crore
b) From Central Government for the year 2023-24	Rs. 6.29 Crore

2. SCOPE OF WORK:

- The firm shall be required to be well conversant with the procedure, policies, rules and regulations of the Corporation.

- b) Internal Audit on quarterly basis for all branches (Unit/ TIB) including Head Office of the Corporation shall be conducted and its quarterly report shall be sent in One copy to the Managing Director, TCGL, Gandhinagar.
- c) Under Pre-audit system, pre-audit of vouchers for payment of more than Rs. 5,000/- of the Corporation shall be conducted at Head Office of the Corporation during all working days.
- All office working day the "Pre audit" will be conducted by experience person who have completed CA/Inter CA both Group as per the institute of chartered accountant of India and with have fully knowledge of GST Act 2017 and other all law of Income Tax. (Internship or running article ship student will be disallow for Pre-Audit)
 - The pre-audit office hours will be the same as the regular office hours.
 - Must be declare Pre-Audit team with Minimum 3 member and submit along with certificate of article ship and work of Experience
 - 1) Senior Chartered Accountant as Pre-Audit Team Leader who will review the Pre-Audit work every week.
 - 2) Chartered Accountant having knowledge of GST, Income Tax, other fiscal laws etc.
 - 3) The Pre-Audit shall be conducted with coordination of our Audit and Finance Branch.

Remark: Member of the above Audit team cannot change without prior approval of TCGL Audit Branch. Penalty of Rs. 500 per day can be imposed on Firmor any person who contravenes to any of the conditionsof the tender and specifically, the EMD will be forfeited after one notice.

- d) Accounts shall be get audited by Statutory Auditor and Internal auditors work shall be coordinated with Statutory Auditor as per requirement.
- e) All ancillary works shall be carried out until annual accounts are passed in Audit Committee/Board of Directors and Annual General Meeting.
- f) When any opinion is sought with respect to any item of Account/Audit of Corporation, it shall be provided after verification of requisite record.
- g) All financial records of relevant unit should be maintained and need to prepared and submit Financial Statements of all Units Shown in Table-2 except Gandhinagar HO.
- h) Besides above work, any work relating to Internal Audit shall be carried out by you.

3. ELIGIBILITY CRITERIA:

- a) The CA Firm must have Head Office in Gujarat or in case of no Head Office in Gujarat, the Firm shall have at least 3 Full Time Branch Offices in Gujarat at least for 3 years as on 31/03/2024.
- b) The existence of CA Firm should have minimum 10 years as on 31.03.2024.
- c) The CA Firm must have minimum 3 Chartered Accountants including 2 Full Time Partners.
- d) The CA Firm must have minimum staff strength of 20 peoples on regular pay roll.
- e) The CA Firm should have minimum Annual Turnover of Rs. 30 Lacs in each of last 3 financial years.
- f) The CA Firm must have experience of at least 10 Internal/Statutory Audit Assignments of PSUs/Local Authorities during last 5 years.
- g) The CA Firm must have empanelled with C & AG for Major Audit of PSUs.

- h) The CA Firm which has conducted Internal Audit during last 3 years of the Corporation shall not be considered for Internal Audit assignment.
- i) The CA Firm should be firm with a valid Permanent Account Number (PAN) and GST Registration. (Copy to be submitted)
- j) The CA Firm should not have been debarred/blacklisted by any State Government/Central Government/PSU for any reason in the last three financial years as on bid calling date. (Self-declaration of the same to be given)

4. EVALUATION OF ELIGIBILITY CRITERIA:

The Bidders who have fulfilled the Eligibility Criteria (as per Section III) will be evaluated further. The Technical evaluation and comparison of the Bids shall be done for the following parameters: (Table:1)

Sr. no.	Evaluation Criteria	Criteria	Maximum Marks
1.	Existence of Firm as Partnership	10<15 Years >15<20 Years > 20 Years	05 10 15
2.	No of Chartered Accountant in Firm including 2 Partners	3<5 Chartered Accountants >5 Chartered Accountants	03 05
3.	The established CA Firm must have minimum staff strength of 20 persons on regular pay roll.	20<100 Employees >100 Employees	05 10

4.	Turnover of Firm	Rs. 30 lacs < Rs. 100 lacs > Rs. 100 lacs < Rs. 250 lacs > Rs. 250 lacs	10 15 20
5.	Experience of handling Internal/Statutory Audit/Pre-Audit Assignments of Govt. Companies/ Corporations, Govt. Entities/Agencies during last 5 years and current Financial Year. (Above Turnover of 20 Crores)	10 Assignments >10 < 15 Assignments >15 Assignments	10 15 20
6.	CA firm has experience of Listed Companies Audit during last 5 years and current Financial Year. (Above Turnover of 20 Crores)	10 Assignments >10 < 15 Assignments >15 Assignments	10 15 20
7.	Methodology Proposed for conducting Internal Audit.	It must contain experience of Key Person to be deputed, knowledge of Internal Audit Criteria, Approach and	10

		methodology of Internal Audit, special points to be considered while carrying out the assignment.	
	Total Marks		100

5. SELECTION OF BIDDER / AUDITOR:

The Price bids of only technically qualified bidders will be opened for further consideration. The Final selection /Appointment of CA Firm will be done as under:

(a) On opening of Financial Bid online, the shortlisted bidders will be given weighted Average total score which will be determined as under:

- (i.) 80% weightage will be given to Technical Score.
- (ii.) 20% weightage will be given to Financial Score.
- (iii.) Weighted Average Total score = (0.80*Technical score) + (0.20*Financial score)

(b) Financial score of the bidder will be determined as per below mentioned Formula:

Financial score = $\frac{\text{Lowest Bid amount}}{\text{Price quoted by respective bidder}} \times 100$.

(c) The shortlisted bidders will be ranked according to total score (Technical Score and financial score).

(d) The bidder having highest total score will be selected.

(e) In case, same quotes by more than 1 Bidder(s), the preference will be given to the Firm/LLP having Highest turnover and experience in Govt. Sector for Internal Audit or Pre-Audit.

(f) If there is a tie between two or more bidders, negotiation will be allowed as the following step in the appointment process.

TCGL reserves the right to reject the Offer of Bidder(s) quoting below reserve price. The Decision of Management of Tourism Corporation of Gujarat Ltd will be final on any issue on interpretation of any of the documents of this tender.

6. DURATION OF ASSIGNMENT:

This tender will be valid for the financial year 2025-26. However, considering satisfactory work, the appointment may be extended for One year with mutual consent. The Corporation reserves the right to extend the tenure or terminate the appointment on account of unsatisfactory performance.

7. MINIMUM PROFESSIONAL FEES:

The minimum Professional fees will be Rs 15 Lacs (Excluding GST).

8. PAYMENT TERMS:

- a) No advance payment will be made.
- b) Payment will be made on quarterly basis.
- c) All the payments shall be released on receipt of Quarterly Internal Audit Report and after due verification by Tourism Corporation of Gujarat Ltd.

9. SUBMISSION OF TECHNICAL & FINANCIAL BID

- a) The each and every page of the Tender should be signed and sealed of Technical Bid and supporting documents. Every firm shall submit technical bid along with supporting documents with respect to selection criteria in spiral bound format. The envelope shall be super-scribed "**Tender for Appointment of Internal Auditor** " and same shall be deposited with Registered Office of the Corporation up to the last date in sealed position.
- b) No document/s etc. of financial bid should be submitted physically. The financial bidding to be done through www.nprocure.com only. Since it is an online tender system, bidders are requested to be conversant with the system and fill up the bid early so as to avoid last minute delays. Digital signature is required for filling online bid. Physical submission of financial bid will be outrightly rejected. The bidder shall need to log on www.nprocure.com with a valid digital signature. (Contact details for (n)code solutions - for registration -94282 19511
- c) The tender document may be downloaded from www.gujarattourism.com or www.nprocure.com

10. TENDER FEE:

Every firm shall deposit Rs. 2,950/- as Tender fee and EMD Rs. 1,00,000/- along with technical bid. For tender fee and EMD, the D.D. shall be drawn in favor of "Tourism Corporation of Gujarat Limited" payable at Gandhinagar.

11. PRE-BID MEETING:

There shall be a Pre-Bid Meeting will be held on 21-2-2025 at 3.00 pm at Tourism Corporation of Gujarat Limited, Block No.16-17, 5th Floor, Udhog Bhavan, Gandhinagar – 382 011.

12. LAST DATE FOR SUBMISSION OF TENDER IS 05-03-2025 UP TO 5.00 PM.

The Financial Proposals shall be submitted online on or before 3 pm & The Technical Proposals shall be submitted on or before 5.00 pm on 05-03-2025

13. FORCE CLAUSE:

- a) The Corporation reserves the right to accept or reject the tender for which, no reason shall be assigned.
- b) No dispute or correspondence in this respect shall be entertained.
- c) Jurisdiction will be Gandhinagar only.

14. CONTACT PERSON

For information and clarification with respect to the tender, you may contact Audit Branch during 3.00 pm to 6.00 pm at Tourism Corporation of Gujarat Limited, Block No.16-17, 5th Floor, Udhog Bhavan, Gandhinagar – 382 011.

A list of Unit/TIB (Tourist Information Bureau) for all branches under the control of Tourism Corporation of Gujarat Limited.

(Table:2)

Sr. No	Name of Unit	About
1.	Saputara	3 Toran Hotels & Restaurant, 1 Dormitory & 1 Cottage
2.	Tourist Bungalows, Dwarka	Toran Hotel & Restaurant
3.	Narayan Sarovar	Toran Hotel & Restaurant
4.	Gandhinagar	Tourist Information Bureau
5.	H K House, Ahmedabad	Tourist Information Bureau
6.	Vadodara	Tourist Information Bureau
7.	Surat	Tourist Information Bureau
8.	Rajkot	Tourist Information Bureau
9.	Bhuj	Tourist Information Bureau
10.	Gandhinagar HO	Gandhinagar HO

Additional Remarks: In Future Hotel/TIB unit may be add. The professional fees will be including as per terms and condition of this tender. No extra payable for additional unit if any.

Tourism Corporation of Gujarat Limited
Block No.16-17, 4th Floor, Udhog Bhavan,
Gandhinagar- 382 011

TENDER FOR APPOINTMENT OF INTERNAL AUDITOR
Section – 1 (Technical Bid)

Annexure-1

Profile of Bidder:

The Bidder should furnish the following details:

Sr no.	Particulars	Details
1.	Name of Firm/Company	
2.	Year of Establishment	
3.	Firm Registration no with ICAI, New Delhi	
4.	Constitution	
5.	Office Address	
6.	Phone nos	
	Email	
7.	Permanent Account Number of the Firm	
8.	Goods & Service Tax Registration no.	
9.	No. of years of existence of the Firm	

Annexure: 2

Details of Partners and Chartered Accountant Employees

Sr no.	Name	Membership no	Year of Membership	Post Experience	Qualification
--------	------	---------------	--------------------	-----------------	---------------

Annexure: 3

Details of Staff

Sr no.	Name	Qualification
--------	------	---------------

Annexure: 4

Turnover of the Bidder:

Financial Year	Turnover amount (in Rs)
2021-22	
2022-23	
2023-24	

Annexure-5

Details of Experience of Internal/Statutory Audit assignments of PSUs/Local Authorities during last 5 years:

Sr no.	Name	Year of Audit
--------	------	---------------

Signature /Seal of Firm

Annexure-6

Checklist of Documents to be submitted:

Sr no.	Eligibility Criteria	Documents to be submitted
1.	Existence of Firm as Partnership	Self-certified copy of Firm Registration Certificate issued by
2.	No of Chartered Accountant in Firm including 2 Partners	The Institute of Chartered Accountants of India as on 31.12.2024.
3.	The established CA Firm must have minimum staff strength of 20 persons on regular pay roll.	Self-Declaration by the CA Firm.
4.	The CA Firm should have minimum annual turnover of Rs 30 Lacs in each of last 3 Financial years.	Self-Certified Copy of Audited Financials Statements of last 3 Financials
5.	The Firm must have experience of at least 10 Internal/Statutory Audit/Pre-Audit Assignments of Govt. Companies/ Corporations, Govt. Entities/Agencies during last 5 years and current Financial Year. (Above Turnover of 20 Crores)	Self-Certified copy of Appointment Letter(s)/Engagement Letter(s) issued by the PSUs/Local Authorities.

6.	The CA firm must have empanelled with C & AG for Major Audit of PSUs.	Self-Certified copy of Latest Empanelment Letter of C & AG along with Firm eligible for Audit of Major PSUs.
7.	The CA Firm should be firm with a valid Permanent Account Number (PAN) and GST Registration.	Self-Certified copy of PAN and GST Registration Certificate.
8.	The Bidder should not be debarred /blacklisted by any State Government/Central Government/PSU for any reason in the last three Financials Years as on Bid calling date.	Self-Declaration on Letter Head to be given.
9.	The CA firm has the experience of at least 10 Assignments of Listed Companies Audit during last 5 years and Current Financial year. (Above Turnover of 20 Crores)	Self-Certified copy of Appointment Letter(s)/Engagement Letter(s) issued by the Listed Company.

Tourism Corporation of Gujarat Limited
Block No. 16-17, 4th Floor, Udhyog Bhavan,
Gandhinagar- 382 011

TENDER FOR APPOINTMENT OF INTERNAL AUDITOR

Section – 2 (Financial Bid)
(To be submitted online)

Sr. No.	Particulars	Professional Fee (p.a.)
1	Professional fees for assignment of Internal Auditor.	
2	GST (Extra)	
TOTAL		

Note: Professional fees will be inclusive of Out-of-Pocket expenses and all other relevant expenditure.

Signature /Seal of Firm