

TENDER

FOR

INTERNAL AUDIT FY(2025-26,2026-27 & 2027-28)

Opening Date of Submission of TENDER :
Closing Date of Submission of TENDER :



Government of Jharkhand
Urban Development & Housing Department
Ranchi Smart City Corporation Limited
2nd Floor, JUPMI Building, Dhurwa, Ranchi- 834004
E-mail: ranchismartcity@gmail.com | Phone: +91 651 244 6666

Notice Inviting Tender

NIT No.: RSCCL/Internal Auditor/31/2017/(part)/06

Date: 28/07/2025

1.	Name of the work	Selection of CA//CMA Firms for appointment as Internal Auditors for the Financial Year 2025-26,2026-27 & 2027-28.
2.	Mode of Bid Submission	Online Tendering
3.	Tender Fee(Non-Refundable)	Rs.1180/- (Demand Draft in Favour of Ranchi Smart City Corporation Limited, Payable at Ranchi.) online on e-procurement portal www.jharkhandtenders.gov.in .
4.	Earnest Money Deposit (EMD)(Refundable)	Rs.10,000/- (Ten Thousand Only) in Favour of Ranchi Smart City Corporation Limited, Payable at Ranchi.) online on e-procurement portal www.jharkhandtenders.gov.in .
5.	Start Date / Time of Bids Submission	29.07.2025 12.30PM
6.	Last date of Pre-bid queries through email	02.08.2025
7.	Last Date / Time of Bids Submission	11.08.2025 upto 12.30PM
8.	Date of Bid Opening	12.08.2025 at 01.00PM
9.	Availability of Bid Document	https://www.rsccl.in , www.jharkhandtenders.gov.in
10.	Submission of Tender Document:	www.jharkhandtenders.gov.in
11.	Helpline No.	ranchismartcity@gmail.com , 0651-2446666

1. The Bidders shall submit their bids online on e-procurement portal www.jharkhandtenders.gov.in

2. The bid shall remain valid for 90 days from the date of opening of technical bid. Any future clarification and/or corrigendum(s) shall be communicated on www.jharkhandtenders.gov.in

Notes: All tender related documents should be uploaded through www.jharkhandtenders.gov.in portal only, RSCCL shall not accept any tender related documents by any other mode.

Note: This notice is a part of Tender Document.

Sd/-
Chief Executive Officer
Ranchi Smart City Corporation Limited

1. Instructions to Bidders

- 1.1 Tenders are invited from CA/CMA Firms for appointment as Internal Auditors for the Financial Year 2025-26,2026-27&2027-28.
- 1.2 The internal auditor will be required to conduct the internal audit on daily basis (real time basis) and submit its report in four quarters: 1st April to 30th June, 1st July to 30th September, 1st October to 31st December and 1st January to 31st March.
- 1.3 The interested CA/CMA firms may submit their tender in the prescribed format provided herein, which included Notice Inviting Tender, Eligibility Criteria, Scope of Work, General Terms and Conditions, Technical Bid (Experience and Eligibility Criteria) as per **Annexure-I** and the Financial Bid (Professional Fee) as per **Annexure-II**. The tender documents may be downloaded from the <https://www.rsccl.in> and www.jharkhandtenders.gov.in website.
- 1.4 The technical bid must contain the technical bid format in prescribed format as per **Annexure-I** with all relevant documents in support of eligibility and experience criteria. The financial bid must contain only the financial bid format as per **Annexure-II**. The financial bid shall include professional fee/charges for all services including expenses for boarding/lodging of staff to be incurred in carrying out the internal audit services. RSCCL will not accept any claim other than professional fee/charges etc. specified in financial bid.
- 1.5 The technical bid will be opened at RSCCL, Office. The Financial bid will be opened on the date provided after the uploading of Technical Evaluation Report, which will be communicated to only those bidders who are found technically qualified after evaluation of eligible technical bid as per selection criteria provided through RSCCL .
- 1.6 The interested CA/CMA firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received in prescribed format and/or are found incomplete in any respect will be summarily rejected.
- 1.7 If the firm is registered under MSME and claim for exemption in Tender Fee and EMD amount, in this case the concerned firm need to submit the requisite documents pertaining to MSME clauses mentioned in the Jharkhand Procurement Policy 2014. If the documents found complete, then the concerned firm will be exempted from Tender Fee and EMD. In case of incomplete documentation as per the Jharkhand Procurement Policy 2014, the RSCCL will cancel the bid submitted by the Firm.

2. Minimum Eligibility Criteria:

2.1 Technical Capabilities:

- 2.1.1 The CA/CMA firm should have at least 05 years of experience of working in the Internal Audit of Books and Accounts in Government sector/ Government Department/ Private sector /PSUs/ULBs in India.
- 2.1.2 In case of Partnership firm, all the partners should be an ACA/FCA/ACMA/FCMA as per the guidelines of respective institute.
- 2.1.3 The firm must not have been blacklisted or debarred by any State Govt./Govt. Agency/PSU/GoI during the last 3 years from time of submission of tender. The firm must submit an affidavit to this effect signed by authorized signatory of the firm.
- 2.1.4 The CA/CMA firm should have its local office in Ranchi with GST registration in Jharkhand or undertaking from authorized signatory to open office in Ranchi with GST registration in Jharkhand within 60 days from issuing of LoA.
- 2.1.5 The CA/CMA firm should have at least 05 Articles / Articled clerks on the date of Tender submission.
- 2.1.6 The Chartered Accountant/Cost Accountant Firm /LLPs Shall submit Self declaration that the firm/LLP is free from any disqualification under The Companies Act, 2013 and any other applicable law

2.2 Financial Capacity:

- 2.2.1 Average annual turnover of the firm from Consultancy services in last 3 (three) financial years (2021-22, 2022-23 & 2023-24) must be equal to or greater than 25 lakhs (Twenty-five Lakhs) per annum.

3. Terms and Conditions & Scope of Work:

3.1 General:

- 3.1.1 Contract Period: The period of appointment shall be for conducting Internal Audit for Three years i.e. for the financial year 2025-26, 2026-27 & 2027-28. subject to the satisfaction of the performance by the RSCCL.
- 3.1.2 The Company reserves the right to accept or reject any application at any time without assigning any reason.
- 3.1.3 RSCCL will not accept any claim other than professional fee/ Charges etc specified in financial bid.
- 3.1.4 Each page of the tender documents is required to be signed by the Partner of CA/CMA firm. The documents/ Certificates in support along with the tender shall also be signed by the Partner.
- 3.1.5 If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
- 3.1.6 Tender shall be submitted in official tender document only. If submitted in any other form, the same shall be summarily rejected.
- 3.1.7 On selection of Individual or the firm work order will be issued by RSCCL to the appointed individual/PCS firm.
- 3.1.8 The individual/PCS firm shall not sub-contract the secretarial audit work.

3.1.9 Scope of Work:

3.1.10 **Scope of work for Internal Audit broadly covers following area:**

- Checking of post transactions in tally
- Checking of Bank reconciliation
- Review of Statutory Compliance and ROC filing compliances.
- Review of Employee payrolls
- Review of fixed asset register of the company & physical verification thereof.
- Review of trial balance
- Review of Financial Statements
- Review of Budgeting and forecasting.
- Review of procurement and inventory management.
- Review of assets utilization and Depreciation tracing.

- 3.1.11 Audit includes review of records and supporting documents, Internal Check and Internal control system, discussion with personnel of the Company and evaluation of adequacy and effectiveness of internal control and operational procedure and assist in improving the same.

3.2 Time line expected from CA/CS/CMA Firm:

The expected deliverables for CA/CS/CMA Firm would be as follows:

Deliverables	Time line from the date of end of quarter
Audit report of 1 st Quarter	Within 1 (One) Month
Audit report of 2 nd Quarter	Within 1 (One) Month
Audit report of 3 rd Quarter	Within 1 (One) Month
Audit report of 4 th Quarter	Within 1 (One) Month

3.3 Tentative Man-days for ACA/FCA/ACMA/FCMA and Articles / Article Clerks:

The tentative man-days for ACA/FCA/ACMA/FCMA and Articles/Article Clerks are as under:

1. Man-days for ACA/FCA/ACMA/FCMA in each Quarter: 30 man-days
2. Man-days for Articles/Article Clerks in each Quarter: 60 man-days

Note: Above tentative man-days may change as per the requirement of RSCCL.

4. METHOD OF SELECTION:

- I. L-1 basis i.e consultant quoting lowest rate will be selected.
- II. JV/Consortium will not be permitted.

The financial bid will be opened only for those bidder who qualified technical as per eligibility norms specified.

5.PERFORMANCE GUARANTEE:

The successful applicant shall provide a Bank Guarantee amounting to 10% of the Contract values amount towards Performance Guarantee in favour of "Chief Executive Officer, Ranchi Smart City Corporation Limited Jharkhand, for the agreement period. Performance Guarantee Validity Period should be 4 years, after receipt of LOA.

On receipt of the letter the successful Applicant Firm will report in the office of the RSCCL. with required non-judicial paper of appropriate amount, Performance Guarantee within 15 (fifteen) days, for signing the formal agreement between the parties.

5. RSCCL may terminate this agreement, by giving a written notice of minimum 30 days to the Auditor , if as a result of Force Majeure; the Auditor is unable to perform a material portion of the services for a period of more than 60 days

1. Annexure-I

TECHNICAL BID

(The details to be provided as on the closing date of this Notice Inviting Tender)

Note: All documents are clearly visible and in readable format only.

General Information

1	Name of the CA/CMA Firm		Page No.
2	Registered/ Main/ Local Office Address		
3	Name of Partners		
4	Contact no. of Partner		
5	No. of branches in India (Attach a list along with address)		

Eligibility Criteria

1	Whether the firm meets all the eligibility criteria, Technical as well as Financial (Yes/No)	Documental submitted (Yes/No)	Page No.
2	No. of years of experience		
3	Date of registration of firm		
4	Whether firm has peer review by members of ICAI/ICWAI for any financial year (Yes/No). The year of peer review shall be mentioned		
5	No. of Partners (as on closing date of tender)		
6	No. of CA/CMA Employees (as on closing date of tender)		

7	No. of Article/Audit Clerks (as on closing date of tender)		
8	Whether the firms have its registered/Local office at Ranchi.		
9	Whether the firm have an experience of conducting requisite no. of internal audit of eligible clients/ organization (Provide list of eligible clients/organization along with their turnover financial year wise and enclose their appointment letters)		
10	Annual turnover of the firm for a. FY 2021-22 b. FY 2022-23 c. FY 2023-24		

FINANCIAL BID

The interested CA/CMA firm may quote their professional fees (all inclusive) in the following format:-

Sl.no.	Particular	Amount in Rs.
1.	Annual Professional fee for Internal Audit for the financial year (2025-26,2026-27&2027-28) 2025-26 : 2026-27 : 2027-28 :	
3.	Total Annual Professional fee	
4.	GST	
5.	Grand Total	

Grand Total [Professional fees in words]

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**Signature of Partner
With name and Firm Seal**

This agreement, made the _____ day of _____ between _____ (name and address of Client) [hereinafter called "the Company] and _____

(Name and address of an audit firm) hereinafter called "the Agency" of the other part. Whereas the company is desirous that the firm execute (name) (hereinafter called "the Works") and the company has accepted the Bid by the firm for the execution and completion of such Works and the remedying of any defects therein, at a cost of Rs. _____.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Employer to the Agency as hereinafter mentioned, the Agency hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all aspects with the provisions of the contract.
3. The company hereby covenants to pay the Agency in consideration of the execution and completion of the consultancy Works and the remedying the defects wherein Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
4. The following documents shall be deemed to form and be ready and construed as part of this Agreement viz.
 - (1) The Agreement Form
 - (2) Letter of Acceptance,
 - (3) All Annexures
 - (4) Tender Document
 - (5) Financial Proposal
 - (6) Any other document listed in the Contract Data as forming part of the Contract

In witnessed whereof the parties there to have caused this Agreement to be executed the day and year first before written.

The Common Seal of _____ was hereunto affixed in the presence of:

Signed, Sealed and Delivered by the said _____

Binding Signature of Employer's Representative _____

Binding Signature of Agency _____

For **(Name of Agency)**

1. Signature _____

Name:

Address:

In the presence of :

1.

2.

For **Ranchi Smart City Corporation Ltd**

2. Signature: _____

Name:

Address:

In the presence of:

1.

2.