

**NOTICE INVITING TENDER**

Gujarat State Aviation Infrastructure Company Limited (herein after referred to as "GUJSAIL" or "The Company"), a Government of Gujarat undertaking invites sealed tender from Chartered Accountants' Firm in two bid system for appointment as internal auditor of the Company. The details of eligibility criteria, earnest money deposit, experience, scope etc. are available in the tender documents which may be downloaded from company's website - [www.gujsail.gujarat.gov.in](http://www.gujsail.gujarat.gov.in).

<b>Name of Work</b>	<b>Appointment of Chartered Accountants' Firm for Internal Audit</b>
<b>Tender ID</b>	<b>29573</b>
Tender Form Fee (Non-Refundable)	₹ 1,500/-
Earnest Money Deposit (EMD)	₹ 7,155/-
Minimum Fees	₹ 2,38,500/-
Last Date of submission of Tender (Online)	Dt: 23/01/2024, Time :18.00pm
Last Date of submission of sealed tender (Only through Registered/Speed Post)	DT: 24/01/2024 Time: 18.00 pm
Date of Opening of Technical bid	DT: 30/01/2024 Time : 13.00 pm
Date of Opening of Financial bids	Dt:06/02/2024 Time: 03.00 pm (To be Submitted On-line only)

The interested partnership firm may submit their offer in the prescribed pro-forma provided herein, which includes Notice Inviting Tender, Eligibility Criteria, Other Terms & Conditions, Scope of Work, Technical Bid (Experience and Eligibility Criteria) and the Financial Bid (professional fee). The tender documents will be available on n-procure website as well as on Company's website from 27.12.2023 to 24.01.2024.

**Note:** Tender Bid should be submitted through online (n-procure portal) process only.

Place: Ahmedabad  
Date: \_\_\_\_\_

**For, Gujarat State Aviation Infrastructure Co. Ltd.**

**Chief Executive Officer**

**A. ELIGIBILITY CRITERIAS:**

1. The CA Firm must have paid non-refundable tender fees of ₹1,500/- (Demand draft of “Rupees one thousand five hundred only” in favor of “Gujarat State Aviation Infrastructure Company Limited” payable at Ahmedabad.)
2. The CA Firm must have paid Earnest Money Deposit (EMD) of 15,000/- (Demand draft of “Rupees fifteen thousand only” in favor of “Gujarat State Aviation Infrastructure Company Limited” payable at Ahmedabad. EMD will be refunded after completion of the procedure for appointment of CA Firm.
3. The CA firm must be empaneled with the Comptroller & Auditor General of India, New Delhi for the last 3 financial years. (i.e. FY 2020-21, FY 2021-22 & FY 2022-23). (Please submit Copy of Empanelment letter issued by C&AG office, mere acknowledgement for submission of empanelment request/application will not be considered and firm will be technically disqualified.)
4. The CA firm should have at least an experience of 3 (Three) years as on 31-03-2023 from the date of registration of the firm. (Copy of self-attested registration certificate with ICAI is required to be submitted.)
5. The CA Firm must have minimum 3 partners and 1 Chartered Accountants (Qualified Assistants) as an employee. (Please submit Copy of Partnership Deed along with self-certified copy of registration letter issued by ICAI showing particulars of Partners and Qualified / Paid Assistants in employment with the firm). Further, a list of each individual partner showing the firm(s) in which he/she is engaged as partner or any other capacity must be submitted showing status as on 01-01-2023.
6. The firm must have valid Goods and Services Tax Registration. (Please submit Copy of Registration Certificate).
7. The CA firm must have minimum annual revenue from professional fees only not less than 20 Lakh in all the three previous financial years. (i.e. FY 2020-21, FY 2021-22 & FY 2022-23). (Please submit copy of audited Balance Sheet and Profit and Loss Statements along with Income Tax Returns for all the three previous financial years).
8. The CA firm must have office in Gujarat. (Copy of self-attested registration certificate with ICAI is required to be submitted.)

9. The CA firm must have an experience of at least three (03) Years of Statutory Audit and Internal Audit of the Government and Non-Government companies during the previous five (05) financial years as under. (Here, previous five financial years are FY 2018-19, 2019-20, 2020-21, FY 2021-22 & FY 2022-23). (Self-attested copies of appointment letters shall be submitted).

- 9.1 At least 2 Statutory and 1 Internal audit assignments of the Government Companies during the previous five (05) financial years.

**Note: Here, companies means the companies registered under the Companies Act, 1956 or 2013, statutory and internal audit assignments of the any other Government bodies like society, agency, authority etc. shall be excluded.**

10. The CA firm must not have been debarred / delisted or black listed in past by any Government Company, Department, Board, Society or Corporation or by other institution. It has also to disclose that any disciplinary action has not been taken by the Institute of Chartered Accountants of India or any adverse action has not been taken by any Government Authority against the firm / any Partner of the Firm. In such cases, the firm is not eligible for appointment. (Please submit Self Declaration duly signed on Letter Head of Firm as per **Annexure- II**).

**(Please submit all above details with evidences and fill up Check list given in Annexure –III of this Technical Bid)**

## **B. SCOPE OF WORK:**

The internal audit of the company will be carried out in accordance with Standards on Auditing issued by the Institute of Chartered Accountants of India (ICAI) and other guidelines, guidance notes relating to Internal Financial Controls and relevant pronouncements of the Institute of Chartered Accountants of India. The major areas of audit which shall be covered are as under;

1. Legal and regulatory compliances under applicable laws.
2. Checking of Sales, Services and Revenue
3. Checking of Purchase and Procurement

4. Checking of Inventory and Stores Management
5. Checking of Human Resources and Pay Roll Processing
6. Checking of Operational and Administrative Expenses
7. Checking of Government Grants and its utilization
8. Checking of Fixed Assets, Depreciation and Amortization
9. Checking of Payables and Receivables
10. Checking of Cash and Bank Balance
11. Checking of Internal Control System
12. Checking of Management Information System
13. Compliance with applicable accounting standards
14. Compliance of disclosure requirement in financial statements under applicable accounting standards and other applicable laws/guidelines etc.

**C. GENERAL TERMS & CONDITIONS:**

1. The internal audit assignment shall be carried out on the continuous / concurrent basis i.e. the audit will be done by the CA Firm before the release of the payment i.e. pre-audit of the expense, to the various agencies. A CA Firm has to deploy qualified Chartered Accountant having 1 years' experience in the relevant field who will approve the bills/vouchers/payments etc. before release of the payment.
2. The Audit Team will have to visit at least twice a week and in addition, in case of urgent payment, the firm will have to visit as and when required. All expenditures / payments exceeding ₹5,000/- shall be pre audited. However statutory/committed payment like Income Tax, Goods and Services Tax, Provident Fund, Telephone, Mobile, Electricity, Airport Authorities Charges, Aviation fuel charges and charges relating to VVIP movement etc. will have to be post audited, If Pre-Audit was not possible.
3. The Firm shall have to issue certificate in the prescribed form stating "approved or not approved" with quantification of payable amount and deduction amount if any and shall communicate any comments / objections to the Chief Executive Officer of the company in writing with rubber stamp in a prescribed format.
4. If any serious misappropriation and / or fraud found during the Pre-Audit, then the CA firm must report the same to Chief Executive Officer immediately in writing to be followed by personal discussion.
5. The firm shall issue an Internal Audit Report on quarterly basis (apart from the routine internal/pre audit certificate) along with the quarterly financial statements to the management of the company. The firm shall assist the company in statutory audit and audit of the Comptroller & Auditor General of India.

6. The Firm shall submit offer in one big envelop super scribing "Appointment as Internal Auditor" containing two separately sealed envelopes, one for "**Technical Bid for Internal Auditor**" super scribing as such and giving documentary evidence of the above referred eligibility criteria along with the check list given in the tender document and another for "**Financial Bid for Internal Auditor**" super scribing as such in the prescribed format (in **Annexure-IV**) on the letter head of the firm signed by the Partner of the firm, at "*GUJARAT STATE AVIATION INFRASTRUCTURE COMPANY LIMITED, GUJSAIL Complex, Nor. Torrent Sub Station, S.V.P.I. Airport, Ahmedabad – 380004* **by Registered or Speed Post only** so as to reach on or before 24.01.2024 up to 18:00 hours.
7. In case all vendors submit same financial bid, the selection of the L1 bidder will be determined based on their respective technical scores. However, should there be a situation where vendors share equivalent technical scores, or if all vendors achieve the same technical score, the selection of the L1 bidder will be made by the committee through a lottery draw system
8. The Financial Bid of the firm not meeting above eligibility criteria shall not be opened. Similarly, if supporting evidence is not given then the technical bid will be liable to be rejected. GUJSAIL reserves right to ask for any other documents / evidence for the purpose of technical evaluation.
9. A CA firm which will be appointed for the assignment shall submit the Security Deposit of 5% (Five) of the total annual fees payable as per the financial bid within 7 (seven) working days from the issue of work order. The Security Deposit will be returned after successful completion of the assignment and submission of the reports.
10. A CA Firm has to deploy qualified Chartered Accountant having 1 years' experience in the relevant field of Internal Audit.
11. Sub-Contracting is strictly prohibited and will be liable for immediate termination of assignment.
12. The Chief Executive Officer reserves all rights to appoint any one or more Chartered Accountant or their firm for the related assignment or any other assignment as per the requirements of the company.
13. Any project, scheme, program, activity or work undertaken by the company will be considered part of the company's activities.
14. Decision of the Chief Executive Officer will be final in respect of any interpretation of terminology or any contents of the tender document. Chief Executive Officer of the company reserves right to cancel the tender without giving any reasons thereof.
15. Tender shall be submitted in prescribed / official tender document only, which are available on the website of the company only. If tender is submitted in any other format, then the same will be rejected summarily.

Tender for Appointment of Internal Auditor

16. The firm of Chartered Accountant presently appointed as statutory auditor or Pre-Auditor or Internal Auditor or its sister concern firm for GUJSAIL cannot apply for this engagement.
17. Please note that, GUJ-SAIL may extend the services for further period of one (1) year with maximum 10% increment (negotiable) in fees based on satisfactory work subject to yearly review.
18. Each page of this Tender must be stamped and signed by Partner of CA Firm, failing which the firm will be technically disqualified and Financials Bid will not be opened.

**D. RATES & PAYMENT TERMS:**

The CA Firm will be required to quote the lump sum professional fees. The rates invited will be inclusive of Traveling Expenses, Stationery Expenses, Communication Expenses and all other out of pocket expenditure relating to the said assignment. However, the Goods and Services Tax only shall be paid separately at the applicable rate. Fees will be paid on quarterly basis after submission of the Internal Audit Report along with quarterly financial statement of the relevant quarter.

**E. TAXES AND DUTIES:**

Goods and Services Tax will be paid by the Company as per the rate applicable. Any other types of taxes and duties applicable will be paid by the CA Firm.

**F. EVALUATION CRITERIA:**

**1. Method of Selection:**

The criteria for technical evaluation along with marks of each parameter are as under.

Sr. No.	Criteria	Maximum Marks	
		No. of Years Experience	Marks
1	No. of years of experience as on 31-03-2023 (Only completed years will be considered)	3	3
		3 To 8	5
		Above 8 years	10
2	Average annual revenue from professional fees only during the FY 2020-21, FY 2021-22 & FY 2022-23.	Average annual revenue from professional fees	Marks
		20	3
		20 lakh to 40 lakh	5
		Above 40 lakh	10

Tender for Appointment of Internal Auditor

3	Total no. of statutory audit assignments of the Government Companies during the FY 2020-21, FY 2021-22 & FY 2022-23.	Total no. of statutory audit assignments of the Government Companies	Marks
		2 years	5
		2 to 5 years	10
		Above 5 years	20
4	Total no. of statutory audit assignments of the Non- Government Public Limited Companies during the FY 2020-21, FY 2021-22 & FY 2022-23.	Total no. of statutory audit assignments of the Non- Government Public Limited Companies	Marks
		3 years	5
		3 to 5 years	10
		Above 5 years	20
5	Total no. of internal audit assignments of the Government Companies during the FY 2020-21, FY 2021-22 & FY 2022-23.	Total no. of internal audit assignments of the Government Companies	Marks
		2 years	5
		2 to 5 years	10
		Above 5 years	20
6	Total no. of internal audit assignments of the Non- Government Public Limited Companies during the FY 2020-21, FY 2021-22 & FY 2022-23.	Total no. of internal audit assignments of the Government Companies	Marks
		3 years	5
		3 to 5 years	10
		Above 5 years	20
Total Marks		100	
Note: Here, companies means the companies registered under the Companies Act, 1956 or 2013, statutory and internal audit assignments of any other Government bodies like society, agency, authority etc. shall be excluded.			

## 2. Technical Bid Marking Formula:

A bidder whose marks is 70 and above will only be considered for financial evaluation. Full marks will be given to the firm having highest experience in each individual parameter; the marking to the other firms will be given in proportionate to the firm having highest experience.

### **3. Financial Bid Marking Formula:**

The L1 Bidder will be eligible for allotment of this tender.

### **G. CONFIDENTIALITY:**

The CA Firm, their partners and personnel shall not disclose any proprietary or confidential information relating to the assignment or the Company and its programs, schemes, projects etc. without prior written consent of the competent authority. All reports and other documents submitted by the CA Firm shall become and remain the property of the Company (GUJSAIL) and the CA Firm shall on termination or expiration of the assignment, deliver all such documents and reports to the competent authority of the Company except those retained as their working papers.

### **H. PENALTIES:**

1. In the event of gross negligence, irregularity, laxity or misconduct on the part of the CA firm's personnel, the assignment may be terminated and the CA firm may get black listed at the discretion of the competent authority of the Company, which shall be communicated to all the Government Companies, Departments, Boards, Corporation and the Institute of Chartered Accountants of India for debarring such firm from any assignment of any Government work.
2. The violation of any of the terms will invoke penalty. It will be the responsibility of the CA firm to complete the assignment with full knowledge and experience of the work with proper care and time. Failure to do so leading to either undue delay or laxity or failure or incorrect report will make the CA Firm liable for being removed from the assignment by the competent authority of the Company after issuance of the notice. In this respect, the decision of the competent authority of the Company shall be final including deciding the amount of penalty.

Place: Ahmedabad

**For Gujarat State Aviation Infrastructure Co. Ltd.**

Date: \_\_\_\_\_

**Chief Executive Officer**

**Annexure-I****Profile****1. Primary Information:**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of Firm	
2	Date of Establishment	
3	Office Address	
4	Firm Registration No. with ICAI	
5	Phone No.	
6	Fax No.	
7	E-mail Address	

**2. Details of Total Staff**

<b>Sr. No.</b>	<b>Particulars</b>	<b>No. of Persons</b>
1	Principal / Partners	
2	Chartered Accountants (Qualified Assistants in employment)	
3	Semi Qualified Assistants in employment	
	<b>Total</b>	

**3. Details of Partners:**

<b>Sr. No.</b>	<b>Name</b>	<b>FCA / ACA</b>	<b>Membership No. / Year of Reg. With ICAI</b>	<b>Post Qualification Experience (In Years)</b>
1				
2				
3				

4				
5				

**4. Details of Chartered Accountants in Employment:**

Sr. No.	Name	ACA / FCA	Membership No. / Year of Reg. as C.A.	Working with the firm since	Post Qualification Experience (In Years)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**5. Details of Semi Qualified Assistants in employment:**

Sr. No.	Name	Qualification	Experience
1			
2			
3			
4			
5			
6			
7			

8			
9			
10			

**6. Experience:**

**(A) Statutory Audit assignments of the Government Companies.**

Sr. No.	Name of Company	Address of Company	Year of Allotment	Report submitted or not?
1				
2				
3				
4				

**(B) Statutory Audit Assignments of the Non-Government Companies.**

Sr. No.	Name of Company	Address of Company	Year of Allotment of Audit	Audit Report submitted or not?
1				
2				
3				
4				

**(C) Internal Audit assignments of the Government Companies.**

Sr. No.	Name of Company	Address of Company	Year of Allotment of Audit	Audit Report submitted or not?
1				

Tender for Appointment of Internal Auditor

2				
3				
4				

**(D) Internal Audit assignments of the Non-Government Public Limited Companies.**

<b>Sr. No.</b>	<b>Name of Company</b>	<b>Address of Company</b>	<b>Year of Audit</b>	<b>Audit Report submitted or not?</b>
1				
2				
3				
4				

**Note: - Please attach self-attested copies of Appointment Letters of all appointments for Sr. No. 6(A) to 6(D)**

**Annexure-II**

**Letter for Declaration of Debarment**

This is to certify that I \_\_\_\_\_ undersigned fully authorized by \_\_\_\_\_ (Name of Firm) \_\_\_\_\_ to submit this tender document “Engagement of Chartered Accountant’s firm for Evaluation and Documentation of Internal Financial Control System of Gujarat State Aviation Infrastructure Company Limited.

This is further certified that our firm is not debarred /delisted by any government Company, Department, Board, Corporation or any other organization / undertaking or there is no adverse action taken or proposed against firms or any of its partner / directors by any authority. In case of any adverse / disciplinary action is initiated during the procedure for appointment of CA Firm for this assignment and also after appointment (If selected), the Company (GJSAIL) can terminate the appointment without assigning reasons thereof. We here by confirm that all the information given in tender document submitted here by is correct.

Date:

Place:

NAME OF THE FIRM WITH  
STAMP & SIGNATURE OF THE PARTNER

**Annexure-III****Checklist of Documents/Evidence Submitted with Technical Offer**

<b>Sr. No.</b>	<b>Eligibility Criteria</b>	<b>Documents Required</b>	<b>Yes/No</b>	<b>Page No.</b>
1.	The CA Firm must have paid tender fees of ₹1,500/-	Demand Draft of ₹1,500/- in favor of "Gujarat State Aviation Infrastructure Co. Ltd." payable at Ahmedabad.		
2.	The CA Firm must have paid EMD of ₹7,155/-	Demand Draft of ₹7,155/- in favor of "Gujarat State Aviation Infrastructure Co. Ltd." payable at Ahmedabad.		
3.	CA firm must be empaneled with the Comptroller & Auditor General of India, New Delhi for the last 3 financial years. (i.e. FY 2020-21, FY 2021-22 & FY 2022-23).	Self-Certified copy of Empanelment Letter issued by C&AG, New Delhi for the last three financial years. (i.e. FY 2020-21, FY 2021-22 & FY 2022-23) duly stamped and signed (Copy of Empanelment letter), mere acknowledgement for submission of empanelment request/application will not be considered.		
4.	CA firm should have at least an experience of 3 (Three) years as on 31-03-2023 from the date of registration of the firm	Copy of self-attested registration certificate with ICAI is required to be submitted		
5.	CA Firm must have minimum 3 partners and 1 Chartered Accountants (Qualified Assistants) as an employee.	Copy of Partnership Deed along with self-certified copy of registration letter issued by ICAI showing particulars of Partners and Qualified / paid Assistants		

		in employment with the firm shall be required. Further, a list of each individual partner showing the firm(s) in which he/she is engaged as partner or any other capacity must be submitted showing status as on 01-03-2023.		
6.	The firm must have valid Goods and Services Tax Registration.	Copy of Registration Certificate.		
7.	The CA firm must have minimum annual revenue from professional fees only not less than Rs. 20 Lakh in all the three previous financial years. (i.e., FY 2020-21, FY 2021-22 & FY 2022-23).	Copy of audited Balance Sheet and Profit and Loss Statements along with Income Tax Returns for all the three previous financial years. (i.e. FY 2020-21, FY 2021-22 & FY 2022-23).		
8.	CA firm must have office in Gujarat.	Copy of self-attested registration certificate with ICAI is required to be submitted.		
9.	<p>The CA firm must have an experience of Statutory Audit and Internal Audit as under during the previous five financial years i.e., FY 2018-19, 2019-20, 2020-21, FY 2021-22 &amp; FY 2022-23.</p> <p>1. At least 2 statutory audit assignments of the Government Companies.</p> <p>2. At least 1 internal audit assignments of the Government Companies.</p>	Copies of self-attested appointment letters shall be submitted.		

10.	CA firm must not have been debarred / delisted or black listed in past by any Government Department, Company, Board, Society or Corporation or by other institution. It has also to disclose that any disciplinary action has been taken by ICAI against the firm / any Partner. In such cases the firm is not eligible for appointment.	Declaration on the Stamp Paper of ₹100 as per <b>Annexure- II.</b>		
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**Annexure-IV**

**FINANCIAL OFFER FORM**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Fees (Excluding Tax) (₹)</b>
01.	For providing services of Internal Audit for the F.Y.2023-24 as per terms of appointment and Scope.	

1. Goods and service tax will be paid extra at applicable rates,
2. TA/DA & conveyance & out of pocket for GUJSAIL's work are included in the above fees.
3. Financial Bid details are to be filled online only.

Date:

Place:

NAME OF THE FIRM WITH  
STAMP & SIGNATURE OF THE PARTNER

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