

## राजस्थान राज्य राजमार्ग प्राधिकरण, जयपुर

क्रमांक :— एक्सपर्ट / सलाहकार नियोजन—14607 / 2025-26 / 659 दिनांक :— 02/02/26

निदेशक,  
जन सम्पर्क निदेशालय  
राजस्थान, जयपुर।

विषय :— निविदा सूचना संख्या 54.../2025-26 प्रकाशित करने वाबत्।

महोदय,

उपरोक्त विषय में लेख है कि राजस्थान राज्य राजमार्ग प्राधिकरण, जयपुर में खुली निविदा के तहत वर्ष 2025-26 के लिए प्राधिकरण की आंतरिक जांच कार्य करने हेतु निविदा आमंत्रित की जानी है। उक्त निविदा सूचना प्रकाशित करने हेतु चार प्रतियों में प्रेषित की जा रही है।

राज.लोक उपापन में पारदर्शिता अधि. 2012 एवं नियम 2013 के अनुसार कृपया इसे एक क्षेत्रीय दैनिक समाचार पत्र में नियमानुसार प्रकाशित कराने का श्रम करे।

मुख्यालय का नाम	राजस्थान राज्य राजमार्ग प्राधिकरण, जयपुर
कुल अनुमानित लागत	रुपये 5.00 लाख (पाँच लाख रुपये मात्र)
निविदा फार्म प्राप्त करने की दिनांक	दिनांक 04.02.2026 से 10.02.2026 प्रातः 09:30 बजे से सांय 6:00 बजे तक
निविदा फार्म जमा करवाने की दिनांक	दिनांक 11.02.2026 प्रातः 11:30 बजे तक
निविदा खोलने की दिनांक	दिनांक 11.02.2026 अपराह्न 3:00 बजे

संलग्न :— निविदा की सॉफ्ट प्रति।

ई—हस्ताक्षर  
(अक्षय कुमार जैन)  
सदस्य (रियायत एवं पीपीपी)  
राजस्थान राज्य राजमार्ग प्राधिकरण,  
जयपुर

Signature valid

Digitally signed by Akshay Kumar Jain

Designation : Additional Chief Engineer

Date: 2026.01.30 09:01:10 IST

Reason: Approved

RajKaj Ref No.: 20207605  


समाचार पत्रों में प्रकाशन वावतु

## राजस्थान राज्य राजमार्ग प्राधिकरण, जयपुर

क्रमांक :— एक्सपर्ट/सलाहकार नियोजन-14607/2025-26/659 दिनांक :— 02/02/26

निविदा सूचना संख्या -54 / 2025-26

UBN No.

राजस्थान राज्य राजमार्ग प्राधिकरण, जयपुर में वर्ष 2025-26 के लिए प्राधिकरण की आंतरिक जांच कार्य करने हेतु निम्न विवरणानुसार निविदा आमंत्रित की जाती है।

क्र.सं.	कार्य का नाम	अनुमानित लागत	विड प्रतिभूति राशि
1.	वर्ष 2025-26 के लिए प्राधिकरण की आंतरिक जांच कार्य	5.00 लाख रुपये	10000/-

पूर्णतः भरी हुई निविदाएं दिनांक 11.02.2026 को प्रातः 11:30 बजे तक जमा की जाकर उसी दिन अपराह्न 3:00 बजे उपस्थित निविदादाताओं के समक्ष इस कार्यालय में खोली जावेगी। निविदा प्रपत्र मय शर्तों के कार्यालय में राशि रुपये 200/- नकद जमा करवाकर दिनांक 04.02.2026 से दिनांक 10.02.2026 तक कार्यालय समय में प्राप्त किये जा सकते हैं अथवा निविदा प्रपत्र <http://sppp.rajasthan.gov.in> से डाउनलोड करने की स्थिति में राशि रुपये 200/- का डी.डी. राजस्थान राज्य राजमार्ग प्राधिकरण, जयपुर के पक्ष में बनाकर संलग्न करें। अन्य शर्तें निविदा प्रपत्र के अनुसार होंगी।

नोट :—

- निविदा के सम्बन्ध में सम्पूर्ण अधिकार अद्योहस्ताक्षरकर्ता को होंगे।
- संविदा की विस्तृत जानकारी <http://sppp.rajasthan.gov.in> पर देखी जा सकती है।

ई-हस्ताक्षर  
(अक्षय कुपार जैन)  
सदस्य (रियायत एवं पीपीपी)  
राजस्थान राज्य राजमार्ग प्राधिकरण,  
जयपुर

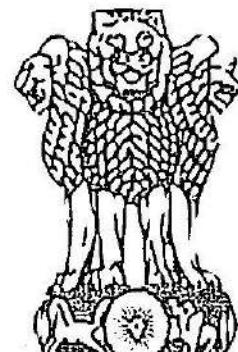
Signature valid

Digitally signed by Akshay Kumar Jain

Designation : Additional Chief Engineer  
Date: 2026.01.30 12:01:10 IST  
Reason: Approved

RajKaJ Ref No.:  
20207605

# RAJASTHAN STATE HIGHWAYS AUTHORITY, JAIPUR



सत्यमेव जयते

## TENDER DOCUMENT

**INTERNAL AUDIT FOR RSHA**  
**Year 2025-2026**

Signature valid

Digitally signed by Akshay Kumar Jain  
Designation: Additional Chief Engineer  
Date: 2026.01.30 19:01:10 IST  
Reason: Approved

Digitally signed by Akshay Kumar Jain  
Date: 2026.01.30 19:01:10 IST

**RAJASTHAN STATE HIGHWAYS AUTHORITY,  
JAIPUR**

**TENDER DOCUMENT**

**FOR**

**Internal Audit for RSHA for the Year 2025-2026**

NIT NO	:	S4/2025-26
ESTIMATED COST	:	RS. 5.00 Lakh
BID SECURITY	:	RS. 10000/- (2%)
START DATE OF SALE/DOWNLOADING	:	04.02.2026. 09:30 AM
DOCUMENTS DOWNLOADING END & DATE	:	10.02.2026. 06:00 PM
DATE OF RECEIVING OF TENDER	:	11.02.2026 at 11:30 AM
COMPLETION PERIOD	:	1 YEAR
COST OF TENDER	:	Rs. 200/- (in favour of Rajasthan State Highways Authority, Jaipur)
BID VALIDITY	:	90 DAYS

**Signature valid**

Digitally signed by Akshay Kumar  
Jain

Designation : Additional Chief Engineer  
Date: 2026.01.30 12:01:10 IST  
Reason: Approved

RajKaj Ref No.:  
20207605

IMPORTANT DATES AND OTHER INFORMATION

**RAJASTHAN STATE HIGHWAYS AUTHORITY,  
JAIPUR**

**Name of Work: Internal Audit for RSHA for the Year 2025-  
2026**

1. Completion Period	1 YEAR
2. Date of Issue of Notice Inviting Tenders	..... dated .....
3. Date of Sale/Download of Tender Documents	04.02.2026, 09:30 AM to 10.02.2026, 6:00 PM
	<b>Place : web site</b> <a href="http://sppp.rajasthan.gov.in">http://sppp.rajasthan.gov.in</a>
4. Deadlines for Receiving Tender	11.02.2026, 11:30 AM
5. Time and Date of Opening Tender	11.02.2026, from 3:00 PM
6. Place of Opening Bids Address is:	Rajasthan State Highways Authority, (PWD Campus) Jaipur
7. Validity of Tender	90 days from opening of tender

**Signature valid**

Digitally signed by Akshaya Kumar Jain  
Designation: Additional Chief Engineer  
Date: 2026.01.30 19:01:10 IST  
Reason: Approved

## INSTRUCTIONS TO BIDDERS

1. The CA Fines, who have experience of internal Audit for 10 years in Government Undertakings, Corporations, Boards and Government Companies can participate in bid.
2. The bidder who are interested in bidding can download Bid documents from Place : web site <http://sppp.rajasthan.gov.in> by the Bidders without any cost.
3. DDs/ Banker Chaques/ Bank Guarantee for Bid document fee and Bid document fee in favor of "Rajasthan State Highway Authority." should be submitted manually in the office of Biding Authority (RSHA,) before scheduled date & time as mentioned in NIB. At the time of Bid opening, bids without bid security and Bid document fee will be rejected.
4. The Law relating to procurement - Rajasthan Transparency in Public Procurement (RTPP) Act 2012, (RTPP) Rules 2013.
5. Price Bid shall be opened of those bidders only, who have been found qualified in technical bid.
6. Technical Bid must contain details of experience, eligibility qualification and relevant forms etc. as per bid documents
8. The RSHA, Jaipur reserves right to cancel any one or all the Bids without assigning any reason to the Bidders or anyone else.
9. Remuneration rate is to be quoted for 1 years only on Price Bid (Envelop No-B). Rates quoted in other format shall not be accepted. Rates must not be quoted in Technical bid
10. Bidder who can apply for the single Bid only if participating for Internal Audit of RSHA Bid Shall not apply to Accounting Prepared of RSHA Bid & vice-versa
11. Other terms & conditions shall applicable as per enclosed bid document.

(A.K. Jain)

Rajasthan State Highways Authority,  
Jaipur

Signature valid

Digitally signed by Akshaya Kumar  
Jain

Designation : Additional Chief Engineer  
Date: 2026.01.30 09:01:10 IST  
Reason: Approved

RajKu. Ref No.:  
20207605

Rajasthan State Highway Authority, Jaipur intend to appoint a firm Of chartered Accountants / Accounts professionals as its Chartered Accountants/ Financial Expert on contract basis for The internal audit will be carried out for each financial year on semi-annual basis for RSHA for one years, which may be extended on the basis of performance. RSHA invites bid from the eligible firms of Chartered Accountants/ Accounts Professionals to enable RSHA for consideration for engagement as accountant for accounting and tax return filing work of RSHA.

**1. Contract Period:-**

The firm may be engaged on contract hiring of services only for one year. The period may be extended, if required as per provisions of RTPP Rules 2013

**2. Proposal should contain the following documents-**

Technical bid documents in separate envelop duly signed and sealed and price bid in separate envelop duly signed and sealed. "TECHNICAL BID" & "PRICE BID" should be written on respective envelop.

**(A) In Technical Bid Cover -**

1. DD/ Bankers cheque of bid document cost/fee and bid security.
2. Bidder information form duly filled, signed and sealed.
3. Bid Submission form duly filled, signed and sealed.
4. Copy of ICAI registration Certificate.
5. Copy of GST Registration Certificate.
6. Firm who has CA firm of minimum 10 years experience and experience of audit in autonomous bodies specially related to construction works. Government companies should provide experience certificate in prescribed Format.
7. Copy of Affidavit on Rs. 100 non-judicial stamp paper that the firm has never been blacklisted.
8. Blank bid document duly signed and sealed on every page as a proof of acceptance by the firm.

Bids received without above documents shall not be accepted and their price bid will not be opened.

**(B) In Price Bid Cover-**

Price Bid/Financial Bid duly filled, signed and sealed in Annexure-5.

**Signature valid**

Digitally signed by Akshay Kumar  
Jain  
Designation : Additional Chief Engineer  
Date: 2026.01.30 12:01:10 IST  
Reason: Approved

### 3. Terms of Reference (TOR) Scope of Work:

#### I. Background

1. The Government of Rajasthan (India) announced this ambitious program for development of 20000 Km of State Roads in the Budget of FY 2014-15. Accordingly, 132 road stretches (SH/ MDRs) of length around 8910 km were identified in Phase- I of Rajasthan State Highways Investment Program (RSHIP). 34 Highways fully in a length of 3195 Km were developed/sanctioned under various schemes. At present development/ up gradation of 98 State Highway length 5715 Km is envisaged under RSHIP Phase-I. The investment of these projects is proposed on different modes of implementation such as PPP (VGF), PPP (Annuity) and EPC based on various parameters. To cater the requirement of funds for EPC projects and 50% state share during construction for Annuity projects, the State Government has sought loan assistance from Multilateral Institutions such as ADB and WB.
2. The Public Works Department (PWD), Government of Rajasthan (GoR) had initiated Rajasthan State Highway Development Program (RSHDP) to improve 2000 kilometers of SHs and MDRs under ADB financial assistance, as Rajasthan State Highways Investment Program (RSHIP).
3. Since November 1, 2023, RSHIP is implemented through Rajasthan State Highways Authority (RSHA), PWD, and Government of Rajasthan. The projects comprise up-gradation involving the construction and up-gradation of 2/4 lane highway and Reconstruction / Repair & Rehabilitation of bridges and culverts, along the existing highway including realignment. This includes contracts with obligations for payment of Annuity or O&M and under tolling.
4. These roads are funded by ADB, World Bank, State Government, managed by RSHA, that will be covered under the scope of this audit.
5. The Executing Agency proposes to appoint a CAG empanelled Chartered Accountant firm as the Internal Auditor for the project with primary objective of auditing the financial transactions, accounting system and utilization of funds to ensure compliance with the covenants of the loan, financial mandates of the Central and State Government.

#### II. Objective of Internal Audit

1. Internal audit will provide independent assurance on the effectiveness of internal controls and risk management processes to enhance governance and achievement of Authority Objectives.
2. The internal audit should consider factors like the adequacy and effectiveness of accounting, financial, and other operational controls, as well as any revisions that may be necessary; the degree of compliance with established policies, plans, and procedures; the dependability of accounting systems, data, and financial reports; ways to strengthen weak controls or institute new ones where none currently exist; the verification of assets and liabilities; and the integrity, controls, effectiveness of security of computer systems.

Signature valid

Digital signature by Akshay Kumar  
Jain  
Designation: Additional Chief Engineer  
Date: 2026.01.30 12:01:10 IST  
Reason: Approved

RajKaj Ref No.:  
20207605

### III. Scope of work

The internal audit will be carried out for each financial year on semi-annual basis in accordance with the relevant standards of auditing<sup>1</sup> (and will include such tests and controls as the auditor considers necessary under the circumstances).

The Internal Auditor should review whether projects control framework ensures that:

- a. Risks are appropriately identified and managed.
- b. Significant financial, managerial, and operating information is accurate, reliable and timely.
- c. Resources are acquired economically, used efficiently, and adequately protected.
- d. Programs, Plans and Objectives are achieved.
- e. Accounting and financial management remain reliable and effective in design and to assess the extent to which they are being followed. The guiding systems are provided in Financial Management Manual and State Government Financial Rules and Regulations.
- f. System of internal check is effective in design and operation to ensure prevention of and early detection of defalcations, frauds, misappropriations, and misapplications.
- g. Expenditure incurred has the necessary supporting documents and has been incurred in accordance with the Government of Rajasthan rules and relevant financing agreement with Funding Agencies.
- h. Quality and continuous improvement are fostered in the project's control process.
- i. Significant legislative and regulatory issues impacting the projects are recognized and addressed appropriately.

### IV. A detailed scope of work is provided which is only illustrative and not exhaustive:

Signature valid

Digitally signed by Akshaya Kumar  
Jain  
Designation : Additional Chief Engineer  
Date: 2026.01.30 19.01.10 IST  
Reason: Approved

Area/Activity	Scope of Internal Audit
Payments	<ul style="list-style-type: none"> <li>Verify and scrutinize payments to suppliers and contractors along with adjustments and deductions.</li> <li>Review compliance with contractual conditions in making payment of contractor's invoices.</li> <li>Review that statutory deductions are done as per the legal provisions.</li> <li>Verify work-in-progress with field level records and certifications issued by consultants and staff.</li> <li>The auditor may comment in detail on pending final bills with was not resented contractor or finalized by RSHM along with list of pending final bills.</li> </ul>
Personnel and payroll	<ul style="list-style-type: none"> <li>Review of attendance and leave records.</li> <li>Check computation of payroll and deductions.</li> </ul>
Contract management	<ul style="list-style-type: none"> <li>Review of contract records maintained.</li> <li>Verify the validity and value of bank guarantees and insurance policies</li> </ul>
Tangible Fixed assets (except Road Assets and Buildings)	<ul style="list-style-type: none"> <li>Reviewing systems established to safeguard assets.</li> <li>Conduct physical verification of fixed assets.</li> <li>Review of fixed asset records.</li> <li>Review of capitalization of capital work in progress.</li> </ul>
Toll Collection	<ul style="list-style-type: none"> <li>Execution of Tolling Agreements and other details related to collection of toll on Project Roads</li> <li>As the FASTag is implemented, reconcile the details of Toll Collection from designated Bank and Amount received and reported by Toll Collection Agency.</li> </ul>
Information systems	<ul style="list-style-type: none"> <li>Review of general system and application controls, Backup of Data and Information at a periodic interval.</li> </ul>
General accounting	<ul style="list-style-type: none"> <li>General Ledger Scrutiny</li> <li>Review budgeted vs actual expenditure.</li> <li>Testing key financial reporting controls in identified financial systems and processes</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>Review the Quarterly Financial progress report submitted to ensure compliance with funding agencies guidelines.</li> <li>Review that actions agreed during Missions are implemented effectively and timely.</li> <li>Monitor compliance of RTPP Act and its Rules as prevalent.</li> <li>Report on effectiveness of internal controls and risk management processes to enhance governance and achievement of objectives.</li> </ul>
Audit of Work Records	<ul style="list-style-type: none"> <li>The auditor will be expected to audit the process/procedure followed for recording of Measurement Books etc. for payment of works at PIU. Internal auditor will be expected to visit at least 1 PIU having works in progress and 1 PIU under roads in operation, every 6 months.</li> </ul>
Monitoring progress on internal audit and external audit observations	<ul style="list-style-type: none"> <li>Review the reports of the external auditors, monitoring compliance against recommendations of auditors and reporting the status to Chairperson, RSPA.</li> <li>Establish and maintain a system to Digitally sign and stamp actions on internal audit observations have been effectively implemented. RajKaj Ref No.: 20260130180110 IST</li> </ul>

Signature valid  
Digitally signed by Akshaya Kumar  
 Date: 2026.01.30 18:01:10 IST  
 Reason: Approved

V. The Internal Auditor shall serve as a focal person for the project's auditing activities and shall develop all the auditing policies/systems and their implementation thereof related to funding agencies project's finances which shall serve as the basis for all managerial decisions besides effective financial management of funds. This shall require close coordination and communication with the PIU, external consultants, and field staff when appropriate.

VI. Team composition and qualifications

The qualification and experience requirements are:

- i. CAG empanelled Chartered Accountant firm registered in India with Institute of Chartered Accountants of India.
- ii. The firm should have been in existence for at least 10 years.
- iii. Experience of undertaking at least 5 similar internal audit assignments with central-state government for multilateral development projects.
- iv. The firm or any of its partners has not been held guilty of any professional and/or other misconduct under the provisions of the Chartered Accountancy Act.
- v. The firm has an office in Jaipur, Rajasthan.

Signature valid

Digitally signed by Akshaya Kumar Jain

Designation : Additional Chief Engineer

Date: 2026.01.30 10:01:10 IST

Reason: Approved

## **VII. Reporting & Deliverables**

1. The Internal Auditor has to submit an Internal Audit Plan based on risk analysis and assessment for the audit of PIU, PMU, and Headquarter Office.
2. The internal audit reports should be structured in a manner to provide the following: (a) audit observations; (b) implications of the observations; (c) suggested recommendations; (d) management's comments/agreed actions and (e) status of action taken on the previous recommendations. In addition, the internal auditor should prepare and submit a consolidated report on a semi-annual basis highlighting the critical issues which require the immediate attention of the management.
3. The reports should be submitted to the management within 30 days after end of each 6 months. The auditor should discuss results of audit with the Chairperson, RSHA and all-important observations will be brought to her/his notice for taking timely corrective and preventive action. The Internal auditor will bring out in his report aspects relating to the compliance with auditor observations made in the reports relating to earlier audits duly elaborating the corrective action taken by the concerned implementing Division.

### **4. Procedure of evaluation -**

Evolution of bids shall be done on following criteria-

1. Firm who has CA firm of minimum 10 years experience and experience of audit in autonomous bodies specially related to construction works. Government companies should provide experience certificate in prescribed Format.
2. Bidder who have found qualified technical bid.
3. Lowest rate quoted by Bidder.

### **5. Performance Security**

1. The Bidder, who has been selected as a successful bidder/L-1 Bidder, shall execute necessary agreement for the services on depositing the required amount of performance security and on execution of the agreement, such Bidder is eligible for award of contract.
2. Performance Security will be 5% of the total amount of remuneration of 1 year.
3. In case of the successful bidder, the amount of bid security may be adjusted in arriving at the amount of the performance security, or refunded if the successful bidder furnishes the full amount of performance security

### **ANNEXURE-1**

**Signature valid**

Digitally signed by Akshaya Kumar  
Jain

Designation : Additional Chief Engineer  
Date: 2026.01.30 10:01:10 IST  
Reason: Approved

RajKa; Ref No.:  
20207605

**Bidder information form for internal audit will be carried out  
for each financial year on semi-annual basis for RSHA for 1**

**Year**

1.	Name of the Firm	
2.	Telephone No	
3.	Mobile No.	
4.	Email ID	
5.	Office Address of the Firm (Head office branch should be in Jaipur)	
6.	Date of registration with ICAI	
7.	Firm registration Number	
8.	RBI Unique code number	
9.	PAN No. of the Bidder	
10.	GST Number of Bidder	
11.	Name and Address of the Directors of the Company	
12.	Name, Designation and Address of Authorized Signatory in this Bid	
13.	BANK DETAILS OF BIDDER	
14.	Name in the Bank A/C Name of Bank Name of Branch Account Number IFSC Code Name of Government Undertakings, Corporations, Boards and Government Company where the firm had experience for 10 years	
15.	Period of experience for 10 years	
16.	Detail of Bid document fee/cost DD/BC No. .....dated..... Amount 1180.00 Bank and Branch.....	
17.	Detail of Bid Security amount DD/BC No..... dated..... Amount 10000.00 Bank and Branch.....	

Signature of the bidder with Seal

(Name : .....  
(Designation : .....)

\*In case of authorized representative signing this document enclose copy of the Authority letter.

ANNEXURE-2

**Signature valid**

Digitally signed by Akshay Kumar  
 Jain  
 Designation : Additional Chief Engineer  
 Date: 2026.01.30 10:01:10 IST  
 Reason: Approved

Name of the Firm .....  
Address of the Firm .....

To,

Rajasthan State Highway Authority, Jaipur

Sub: Submission of bid for internal audit will be carried out for each financial year on semi-annual basis

1. We have examined and have no reservations to the Bidding Document. We declare that we fulfill the eligibility criteria in conformity with the Bidding Document and offer our services.
2. Our Bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
3. If our Bid is accepted, we commit to obtain a Performance Security in the amount of 5% percent of the total Contract Price for 1 year for the due performance of the order/Contract;
4. A Bidder who can apply for the single Bid only if participating for Internal Audit of RSHA Bid Shall not apply to Accounting Prepared of RSHA Bid & vice-versa
5. Our firm, its affiliates or subsidiaries, for any part of the Contract have not been debarred by the State Government or the Procuring Entity or a regulatory authority under any applicable laws;
6. We understand that this Bid, together with your written acceptance thereof included in your notification of award of order, shall constitute a binding contract between us, until a formal Contract is prepared and executed;
7. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
8. We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity including Conflict of Interest as specified for Bidders in the Rajasthan Transparency in Public Procurement Act, 2012, the Rajasthan Transparency in Public Procurement Rules, 2013 and this Bidding Document during the procurement process and execution of the order/Contract till completion of all our obligations under the Contract;
9. We are submitting the documents with our bid as mentioned in point no. 4 (Procedure of evaluation) of General Terms and conditions of bid.

Signature of the Bidder with Seal  
ANNEXURE - 3

Signature valid

Digitally signed by Akshay Kumar  
Jain  
Designation : Additional Chief Engineer  
Date: 2026.01.30 10:01:10 IST  
Reason: Approved

RajKaj Ref No.:  
20207605

### STATEMENT OF PAST EXPERIENCE

I/We ..... (Name of firm) do hereby undertake that I/we have experience of working in Government Undertakings, Corporations, Boards and Government Companies, as per details given below:-

Financial Year	Name of Government Undertakings, Corporations, Boards and Government Companies	Time Period of experience	Remarks

Note: - Experience Certificate from concerned Government Undertakings, Corporations, Boards and Government Companies may be enclosed if available with CA firm.

Place:

Date:

Signature of the Bidder with Seal  
Name and Designation of Bidder  
ANNEXURE-4

Signature valid

Digitally signed by Akshay Kumar  
Jain

Designation : Additional Chief Engineer  
Date: 2026.01.30; 09.01:10 IST  
Reason: Approved

RajKai Ref No :  
2026013005

## AGREEMENT

This article of Agreement is made on this day ..... between ..... (The first Party) RSHA Jaipur and ..... (the second party).

Whereas the First Party has been engaged to provide services of accounting work to Second Party on contract basis from ..... at Rs. ..../-pm.

And Whereas the first Party has agreed to further hire services of second Party for accounting work of RSHA Jaipur on contract basis for two years and the First Party has agreed to provide these services to the Second Party in that capacity further for the period from to ..... on the terms and conditions hereinafter contained and

**NOW THESE PRESENT WITNESSES AND BOTH THE PARTIES HERETO RESPECTIVELY AGREE AS FOLLOWS:**

**1. Period of contract**

The Chartered Accountant firm has been engaged for period ..... to on which can be extended upon successful completion of the said period.

**2. Services to be Rendered and Consideration thereof:**

The second Party will provide the service at the place designated by the first Party and render services to the Second Party described in detail in a job chart given below.

**3. Scope of work**

The internal audit will be carried out for each financial year on semi-annual basis in accordance with the relevant standards of auditing<sup>1</sup> (and will include such tests and controls as the auditor considers necessary under the circumstances).

The Internal Auditor should review whether projects control framework ensures that:

- j. Risks are appropriately identified and managed.
- k. Significant financial, managerial, and operating information is accurate, reliable and timely.
- l. Resources are acquired economically, used efficiently, and adequately protected.
- m. Programs, Plans and Objectives are achieved.
- n. Accounting and financial management remain reliable and effective in design and to assess the extent to which they are being followed. The guiding systems are provided in Financial Management Manual and State Government Financial Rules and Regulations.

**Signature valid**

Digitally signed by Akshaya Kumar Jain

Designation : Additional Chief Engineer  
Date: 2026.01.30 12:01:10 IST  
Reason: Approved

- o. System of internal check is effective in design and operation to ensure prevention of and early detection of defalcations, frauds, misappropriations, and misapplications.
- p. Expenditure incurred has the necessary supporting documents and has been incurred in accordance with the Government of Rajasthan rules and relevant financing agreement with Funding Agencies.
- q. Quality and continuous improvement are fostered in the project's control process.
- r. Significant legislative and regulatory issues impacting the projects are recognized and addressed appropriately.

4. A detailed scope of work is provided which is only illustrative and not exhaustive:

Signature valid

Digitally signed by Akshay Kumar  
Jain

Designation : Additional Chief Engineer  
Date: 2026.01.30 15:01:10 IST  
Reason: Approved

RajKar Ref No  
2026-01-30

Area/Activity	Scope of Internal Audit
Payments	<ul style="list-style-type: none"> <li>Verify and scrutinize payments to suppliers and contractors along with adjustments and deductions.</li> <li>Review compliance with contractual conditions in making payment of contractor's invoices.</li> <li>Review that statutory deductions are done as per the legal provisions.</li> <li>Verify work-in-progress with field level records and certifications issued by consultants and staff.</li> <li>The auditor may comment in detail on pending final bills with was not resented contractor or finalized by RSHM along with list of pending final bills.</li> </ul>
Personnel and payroll	<ul style="list-style-type: none"> <li>Review of attendance and leave records.</li> <li>Check computation of payroll and deductions.</li> </ul>
Contract management	<ul style="list-style-type: none"> <li>Review of contract records maintained.</li> <li>Verify the validity and value of bank guarantees and insurance policies</li> </ul>
Tangible Fixed assets (except Road Assets and Buildings)	<ul style="list-style-type: none"> <li>Reviewing systems established to safeguard assets.</li> <li>Conduct physical verification of fixed assets.</li> <li>Review of fixed asset records.</li> <li>Review of capitalization of capital work in progress.</li> </ul>
Toll Collection	<ul style="list-style-type: none"> <li>Execution of Tolling Agreements and other details related to collection of toll on Project Roads</li> <li>As the FASTag is implemented, reconcile the details of Toll Collection from designated Bank and Amount received and reported by Toll Collection Agency.</li> </ul>
Information systems	<ul style="list-style-type: none"> <li>Review of general system and application controls. Backup of Data and Information at a periodic interval.</li> </ul>
General accounting	<ul style="list-style-type: none"> <li>General Ledger Scrutiny</li> <li>Review budgeted vs actual expenditure.</li> <li>Testing key financial reporting controls in identified financial systems and processes</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>Review the Quarterly Financial progress report submitted to ensure compliance with funding agencies guidelines.</li> <li>Review that actions agreed during Missions are implemented effectively and timely.</li> <li>Monitor compliance of RTPP Act and its Rules as prevalent.</li> <li>Report on effectiveness of internal controls and risk management processes to enhance governance and achievement of objectives.</li> </ul>
Audit of Work Records	<ul style="list-style-type: none"> <li>The auditor will be expected to audit the process/procedure followed for recording of Measurement Books etc. for payment of works at PIU. Internal auditor will be expected to visit at least 1 PIU having works in progress and 1 PIU under roads in operation, every 6 months.</li> </ul>
Monitoring progress on internal audit and external audit observations	<ul style="list-style-type: none"> <li>Review the reports of the external auditors, monitoring compliance against recommendations of auditors and reporting the status to Chairperson, RSHA.</li> <li>Establish and maintain a system to monitor management actions on internal audit observations have been effectively implemented.</li> </ul>

Digitally signed by Akshay Kumar  
Jain  
Designation : Additional Chief Engineer  
Date: 2026.01.30 15:01:10 IST  
Reason: Approved

The Internal Auditor shall serve as a focal person for the project's auditing activities and shall develop all the auditing policies/systems and their implementation thereof related to funding agencies project's finances which shall serve as the basis for all managerial decisions besides effective financial management of funds. This shall require close coordination and communication with the PIU, external consultants, and field staff when appropriate.

#### 5. Team composition and qualifications

The qualification and experience requirements are:

- i. CAG empanelled Chartered Accountant firm registered in India with Institute of Chartered Accountants of India.
- ii. The firm should have been in existence for at least 10 years.
- iii. Experience of undertaking at least 5 similar internal audit assignments with central/state government for multilateral development projects.
- iv. The firm or any of its partners has not been held guilty of any professional and/or other misconduct under the provisions of the Chartered Accountancy Act.
- v. The firm has an office in Jaipur, Rajasthan.

#### 6. Reporting & Deliverables

1. The Internal Auditor has to submit an Internal Audit Plan based on risk analysis and assessment for the audit of PIU, PMU, Headquarter Office.
2. The internal audit reports should be structured in a manner to provide the following: (a)audit observations; (b) implications of the observations; (c) suggested recommendations; (d)management's comments/agreed actions and (e) status of action taken on the previous recommendations. In addition, the internal auditor should prepare and submit a consolidated report on a semi-annual basis highlighting the critical issues which require the immediate attention of the management.
3. The reports should be submitted to the management within 30 days after end of each 6 months. The auditor should discuss results of audit with the Chairperson, RSHA and all-important observations will be brought to her/his notice for taking timely corrective and preventive action. The Internal auditor will bring out in his report aspects relating to the compliance with auditor observations made in the reports relating to earlier audits duly elaborating the corrective action taken by the concerned implementing Division.

Signature valid

Digitally signed by Akshaya Kumar  
Jain

Designation : Additional Chief Engineer  
Date: 2026.01.30 10:01:10 IST  
Reason: Approved

7. **Raising of Bills and Payment for Services Rendered**

Payment will be done Biannually after submission of Half-yearly internal Audit Report

8. **Other Terms and conditions Gazette / Restricted Holidays:**

1. Gazette Holidays declared by Government of Rajasthan shall be admissible to second Party.
2. Deduction on payment as per Govt. Rules.
4. All the terms and conditions of bid document, orders and addendums shall be the part of this contract.

9. **Termination of Contract**

The agreement/contract period shall stand terminated automatically on expiry of stipulated period if not extended prior to stipulate date. First Party will not be entitled for any claim for service rendered after expiry of stipulated date of contract.

10. **Standards of Service**

the First Party shall carry out the assignment in accordance with the highest standard or professional and ethical competence and integrity having due regards to the nature and purpose of the assignment.

11. **General**

This contract is issued on the understanding that all the information given by the First Party in his application form and during the interviews is correct, true and complete if it is found at any time that the information given when seeking appointment is not complete and true and/or any significant information has been knowingly suppressed, the second Party will have the right either to withdraw the letter before the first Party joins or terminate appointment at any time the First Party has taken up services with the Second Party without any notice or compensation.

For.....

Signed by First Party

Signed by authorized Signatory  
of the Second Party

Name.....

Dated:

Dated:

Witness 1.....  
2.....

Witness

Signature

Signature

Name:

Name:

Signature valid

Digitally signed by Akshay Kumar  
Jain

Designation : Additional Chief Engineer  
Date: 2026.01.30 18:01:10 IST  
Reason: Approved

**ANNEXURE-5**

**FINANCIAL BID/PRICE BID**

Remuneration is to be quoted for 1 year in words and figures only. GST and other taxes should be shown separately.

Name of Bidder CA Firm.....

S.No.	Basic Remuneration	GST Amount	Other Tax if any	Total Amount	(Amt. In Rs.)
In Figures					
In Words					

**Note:**

1. In case of Discrepancy between the prices quoted in words and Figures, lowest of the two will be considered

**Signature of the Bidder with Seal  
Name and Designation of Bidder**

**Signature valid**

Digitally signed by Akshay Kumar  
Jain

Designation : Additional Chief Engineer  
Date: 2026.01.30 17:01:10 IST  
Reason: Approved

Annexure -6

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD  
WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION**

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

Authorized Signatory

Date:

Signature valid

Digitally signed by Akshay Kumar  
Jain

Designation : Additional Chief Engineer  
Date: 2026.01.30 10:01:10 IST  
Reason: Approved

RajKaj Ref No.:  
20207605

## Annexure-A

### Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall-

- i. not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- ii. not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- iii. not indulge in any collusion, bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- iv. not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- v. not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- vi. not obstruct any investigation or audit of a procurement process; disclose conflict of interest, if any, and
- vii. Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

#### **Conflict of Interest: -**

The Bidder participating in a bidding process must not have a Conflict of interest. A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

(i) A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:

- i. have controlling partners/shareholders in common; or
- ii. receives or have received any direct or indirect subsidy from any of them, or
- iii. have the same legal representative for purposes of the Bid, or
- iv. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process, or.
- v. The Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
- vi. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid, or
- vii. Bidder or any of its affiliates has been hired for is proposed to be hired) by the Procuring Entity as engineer-in-charge consultant for the contract.

Signature of Authorized Signatory

Name and Signature of Bidder

Designation with seal

**Signature valid**

Digitally signed by Akshay Kumar  
Jain

Designation : Additional Chief Engineer  
Date: 2026.01.30 10:01:10 IST  
Reason: Approved

RajKaj Ref No.:  
20207605

Annexure-B

Declaration by the Bidder regarding Qualifications

Declaration by the Bidder

In relation to my/our Bid submitted to ..... For procurement of ..... in response to their Notice Inviting Bids No. ..... Dated ..... I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

- 1/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- 2.I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- 3.I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/Our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
- 4.I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- 5.I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Place

Date

Signature of Authorized Signatory  
Name and Signature of Bidder  
Designation with seal

Note:- Annexure-B should be duly full-filled & Singed by Bidder necessary.

Signature valid

Digitally signed by Akshay Kumar

Jain

Designation : Additional Chief Engineer

Date: 2026.01.30 19:01:10 IST

Reason: Approved

## Annexure-C

### Grievance Redressed during Procurement Process

The Designation and address of the First Appellate Authority is Chairman, RSHA Jaipur.  
The Designation and address of the Second Appellate Authority is Principal Secretary, Local Self Govt. Secretariat, Jaipur.

#### **(1) Filing an appeal**

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved: Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

#### **(2) The officer to whom an appeal is filed under para**

(1) shall deal with the appeal as expeditiously as possible and shall endeavor to dispose it of within thirty days from the date of the appeal.

#### **(3) If the officer designated under para**

(1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

#### **(4) Appeal not to lie in certain cases**

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely: -

- (a) Determination of need of procurement;
- (b) Provisions limiting participation of Bidders in the Bid process;
- (c) The decision of whether or not to enter into negotiations;
- (d) Cancellation of a procurement process;
- (e) Applicability of the provisions of confidentiality.

#### **(5) Form of Appeal**

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.

**Signature valid**

Digitally signed by Akshay Kumar  
Jain

Designation : Additional Chief Engineer  
Date: 2026.01.30 11:01:10 IST  
Reason: Approved

**(6) Fee for filing appeal**

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

**(7) Procedure for disposal of appeal**

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall, i) Hear all the parties to appeal present before him; and ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

**Signature valid**

Digitally signed by Akshay Kumar  
Jain

Designation : Additional Chief Engineer  
Date: 2026.01.30 10:01:10 IST  
Reason: Approved

RajKaj Ref No.:  
20207605

FORM No. I

[See rule 83]

Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012

Appeal No..... of..... Before the  
..... (First/Second Appellate Authority)

1. Particulars of appellant:

- (i) Name of the appellant:
- (ii) Official address, if any:
- (iii) Residential address:

2. Name and address of the respondent(s)

- (i)
- (ii)
- (iii)

3. Number and date of the order appealed against and name and designation of the officer/authority who passed the order (enclose copy) or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:

4. If the Appellant proposes to be represented by a representative, the name and postal of the representative:

5. Number of Affidavits and documents enclosed with the appeal:

6. Grounds of appeal:

..... (Supported by an affidavit)

5. Prayer:

.....  
.....  
.....  
.....

Place .....

Date .....

Signature valid

Digitally signed by Akshaya Kumar  
Jain

Designation : Additional Chief Engineer  
Date: 2026.01.30 10:01:10 IST  
Reason: Approved

RajKaj Ref No.:  
20207605

Annexure – D

**Annexure D : Additional Conditions of Contract**

**4. Correction of arithmetical errors**

Provided that a Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

**5. Procuring Entity's Right to Vary Quantities**

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

**3. Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods)**

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

**Signature valid**

Digitally signed by Akshay Kumar  
Jain

Designation : Additional Chief Engineer  
Date: 2026.01.30 10:01:10 IST  
Reason: Approved

## Form of Bid-Securing Declaration

Date:

Bid No.:

Alternative No.:

To:

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration. We accept that we are required to pay the bid security amount specified in the Term and Condition of Bid, in the following cases, namely: -

- (a) when we withdraw or modify our bid after opening of bids;
- (b) When we do not execute the agreement, if any, after placement of supply/work order within the specified period.
- (c) when we fail to commence the supply of the goods or service or execute work as per supply/work order within the time specified;
- (d) when we do not deposit the performance security within specified period after the supply/work order is placed, and
- (e) if we breach any provision of code of integrity prescribed for bidding specified in the Act and Chapter VI of these rules.

In addition to above, the State Government shall debar us from participating in any procurement process undertaken for a period not exceeding three years in case where the entire bid security or any part thereof is required to be forfeited by procuring entity.

We understand this Bid Securing Declaration shall expire if: -

- (i) we are not the successful Bidder,
- (ii) the execution of agreement for procurement and performance security is furnished by us in case we are successful bidder,
- (iii) thirty days after the expiration of our Bid.
- (iv) the cancellation of the procurement process; or
- (v) The withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

Signed: - .....

Name: - .....

In the capacity of: .....

Duly authorized to sign the bid for and on behalf of:

Dated on day of

Corporate Seal .....

[Note: In case of a Joint Venture, the Bid Securing Declaration must be signed in name of all partners of the Joint Venture that is submitting the bid.

**Signature valid**

Digitally signed by Akshay Kumar  
Jain

Designation : Additional Chief Engineer  
Date: 2026.01.30 10:01:10 IST  
Reason: Approved

RajKaj Ref No.:  
20207605