



**ANDHRA PRADESH TOURISM DEVELOPMENT CORPORATION LIMITED**

D.No.55-17 2 to 4, 5<sup>th</sup> Floor Near C.G.O Complex, Industrial Estate,  
Autonagar, Vijayawada-520007.

APTDC/F&A/2025-26

Date:10.02.2025

To  
The General Manager (Marketing),  
APTDC,  
Vijayawada.

**Subject:** Request to publish the tender notice in district editions of two telugu dailies with the largest circulation and to Host RFP on APTDC website from 12.02.2026 (11:00 AM) to 25.02.2026 (5:30 PM) for bidders – Reg.

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Dear Sir,

In pursuance of the above subject and as per the orders of the Vice Chairman & Managing Director, it is proposed to appoint a qualified CA firm as internal auditors for verification and audit of accounts in APTDC. A draft tender notice is enclosed for publication in district editions of two telugu dailies with the largest circulation.

You are requested to take necessary action to publish the tender notice on 12.02.2026 publication in district editions of two telugu dailies.

The IT Manager is also requested to make arrangements for the RFP document to be available on the official APTDC website from 12.02.2026 (11:00 AM) to 25.02.2026 (up to 5:30 PM) for download by bidders.

Thanking you.

Yours sincerely,

**GENERAL MANAGER (FINANCE)**

**Copy to:** IT Manager, APTDC

**Encl:**

1. Draft Tender Notice.
2. RFP selection of CA firm for Internal Audit and verification of accounts for the FY:2022-23 to 2024-25.



**ANDHRA PRADESH  
TOURISM DEVELOPMENT CORPORATION LTD.,**

# D.NO.55-17-2 to 4, Fifth Floor, Industrial Estate, Stalin Corporate Building,  
Autonagar, Vijayawada -520 007.

**APTDC/F&A/2025,**

**Date:12/02/2026**

M/s. Andhra Pradesh Tourism Development Corporation Ltd., Invites Sealed RFP/Bids from **eligible CA Firms to appoint as Internal Auditors for verification and audit of accounts** for the Financial Years 2022-23, 2023-24 & 2024-25.

➤ The RFP can be download from APTDC official website [www.aptdc.gov.in](http://www.aptdc.gov.in) from 12.02.2026 (11.00AM) and last date for submission of sealed RFP/Bids is 25.02.2026 upto (5.30PM).

➤ **Venue from submission of bids:**

**The O/o General Manager (Finance),**  
Corporate Office,  
AP Tourism Development Corporation Ltd.,  
D.NO.55-17-2, Fifth Floor, Industrial Estate,  
Stalin Corporate Building, Autonagar,  
Vijayawada -520 007

**Contact:** General Manager (Finance) / Jt. Manager (Finance).  
Dy. Manager (Accounts), Cell. 8498981165

**Sd/-GENERAL MANAGER (FINANCE)**



Andhra Pradesh Tourism Development Corporation Ltd., 55-17-2  
to 4, 5<sup>th</sup> floor, Near C.G.O. Complex,  
Auto Nagar, Vijayawada – 520007.  
Email : gmf@aptdc.in - webpage: www.APTDC.ap.gov.in

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**RFP for Selection of CA firm for Internal Audit and Verification of Accounts for Financial Years 2022-23, 2023-24, 2024-25**

**LAST DATE FOR SUBMISSION IS 25th February, 2025 (upto 5.30PM).**

1. All the instructions given in the Tender Form should be read carefully.
2. Tender shall be submitted physically. All signed and stamped documents including signed & sealed copy of this RFP and all associated corrigendum must be uploaded.
3. Values in Financial bid are inclusive of applicable taxes and taxes will be mentioned as applicable at the time of agreement.
4. No TA and Accommodation will be given for performing audit at Head office.
5. Accommodation for the Internal Auditors will be provided at APTDC Hotels (based on availability), any misuse of the accommodation shall be strictly prohibited and the Audit firm has to submit the list of work done on day to day basis at units.

***Critical Information Summary***

- 1) APTDC reserves the sole right for carrying out any amendments/ modifications / changes including any addendum to this RFP. Such amendments / modifications / changes including any addendum to this RFP shall be notified on APTDC's website <https://aptdc.ap.gov.in/> ("Tenders" section).
- 2) Participants are advised to study the tender document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- 3) Any clarifications from participants or any change in requirement will be posted on APTDC website. Hence, before submitting bids, participants must ensure that such clarifications / changes have been considered by them. APTDC will not have any responsibility in case some omission is done by any participant.
- 4) In case of any clarification required by APTDC to assist in the examination, evaluation and comparison of bids, APTDC may, at its discretion, ask the participants for clarification. The response / Clarification shall be in writing and no change in the price of substance of the bid shall be sought, offered or permitted.

- 5) Please note that all the information required as per the RFP document needs to be provided. Incomplete information in these areas may lead to non- eligibility and thereby, non-selection.
- 6) **Modification And/ Or Withdrawal of Bids:** Bids once submitted will be treated as final and no further correspondence will be entertained. No bid, once submitted, shall be allowed to be modified. No participant shall be allowed to withdraw the bid, if they happen to be the successful bidder.
- 7) APTDC has the right to reject any or all bids received without assigning any reason whatsoever.
- 8) The audit firms who have audited the accounts of APTDC for last three financial years i.e. 2019-20, 2020-21 & 2021-22 are not eligible to bid.

**NOTE:**

**APTDC SHALL NOT BE RESPONSIBLE FOR NON-RECEIPT / NON-DELIVERY OF THE BID DOCUMENTS DUE TO ANY REASON, WHATSOEVER.**

**Important Dates**

Particulars	Date & Time
Date of availability of tender on website	12.02.2026 (11.00AM)
Last date of submission of bids	25.02.026 (5.30PM)
Date and time of opening of technical bids	Will be informed shortly
Date and time of opening of financial bids	Will be informed shortly
Bid Validity	14 days from the date of submission of bids (deemed to be invalid thereafter)
Contact persons	General Manager Finance, Jt. Manager (F&A) and Dy. Manager(Accounts) Email id: <a href="mailto:gmf@aptdc.in">gmf@aptdc.in</a> .
Tender Fee	Rs.5,000/- Plus 18% GST via Demand draft
Bank account details	Name: A P TOURISM DEVELOPEMNT CORP LTD Account no- 62066049109, SBI, Patamata, Vijayawada

## Scope of Work

For understanding purpose, the functional hierarchy in APTDC consists of:

- a) Corporation controlling divisions,
  - b) Division controlling units and
  - c) Units consisting of facilities like: Hotels, Resorts, Transport Units, Boating Units etc.
1. The Audit party shall visit all the APTDC units i.e. Hotels / Resorts / Restaurants /Wayside amenities, Transport Units, Water Fleet Units, CROs & IROs and conduct internal audit and verification of accounts for FY 2022-23, 2023- 24, 2024-25.
  2. Auditors shall conduct the internal audit by engaging their audit teams consisting of team proposed against scope of work.
  3. The Audit party shall also conduct audit at the units, division offices and all wings of Corporate office like Hotels, Transport & Water fleet, Engineering, Materials, Projects, Marketing, AMC, Personal, Legal etc.
  4. **CFA funds and State funds:** The audit team shall verify the Receipts, Expenditure and Balances, Allocation to different heads of accounts, PS Charges, Remittances to the Govt like TDS, Seigniorage charges, Contractors Security Deposits, Releases, other recoveries, Revised estimates, Supplemental items, Deviation statements, Revised estimates, Datas, Schedule of rates etc.
  5. The indicative list of registers to be verified at Units and Divisional Offices is as follows:
    - a. Cash Book
    - b. Imprest Register
    - c. Daily Collection Register
    - d. Occupancy Register
    - e. Money Receipt Book (Manual and Online)
    - f. Monthly Income Statement Reports
    - g. Bank Counterfoils
    - h. Stock Register (Provisions, Perishables & Bar)
    - i. Advance Collection Register
    - j. Credit Sale Register
    - k. Generator Log Book
    - l. Petrol, Diesel Consumption Register
    - m. Attendance (Staff & Security) Register
    - n. Trip Sheets
    - o. Inward and Outward Register at Gate
    - p. T&P Register
    - q. Engine and Gear oil Register
    - r. Bill Books
    - s. Spares, Purchase/Consumption Register
    - t. Repairs & Maintenance Register (Vehicle/Boat Wise)
    - u. Ticket books for Boats/Gate Entry etc.
    - v. POS Machines
  6. Vouching of all transactions recorded in Cash Book and Bank Book.
  7. Review of Bank Reconciliation Statement.
  8. Verification of Stores Ledger and its Receipts & Issues.
  9. Verification of all GST Tax Collections, Income Tax Deducted at source from Security Agencies & Man Power Suppliers, and Value Added Tax, GST Collections/Implications.

10. Reconciliation of GST ITC and payments thereof.
11. Verification of payments to various consultants in all wings.
12. Any other relevant documents.

### **Internal Audit Procedure**

1. The auditor must vouch all the receipts of cash book with Daily cash register and Money receipt book in the Unit.
2. The auditor must verify T&P (Tools & Plants) Register of the unit with physical location.
3. The auditor must verify occupancy register and trace the details of the customer.
4. The auditor must physically verify the stock (Liquor, provisions and perishable goods) contained in the units as on that date.
5. The auditor must physically verify the cash held in the units as on that date.
6. The policy of the corporation is to deposit the collection of the unit of a day into the bank on the next working day of the bank. The auditor must verify whether any deviation from the prescribed procedure.
7. The auditor should ensure that whether the unit is maintaining all the records and verify the same.
8. For pilferages the auditor has to verify and suggest adequacy of the existing system and suggest modifications to the management.
9. The auditor must verify whether divisional office is complied with all the statutory duties on time.
10. The auditor must conduct surprise check in the following cases:
  - Cash in Hand
  - Stock in Hand (Liquor, Provisions and Perishable goods)
  - Room occupancy
11. If any deviations are found by the auditor, he should communicate all such deviations mentioning responsible persons, value and quantity in detail for such deviations.
12. The auditor should satisfy that whether all taxes from occupants on food and accommodation are properly collected.
13. The auditor should verify few restaurant bills by reference to K.O.Ts (Kitchen Order Tickets) which ensures that proper controls regarding revenue cycle are in order.
14. The auditor should ensure that advance from customers (Advance MR and PNR) are properly adjusted/included in the cash book on that date.
15. The auditor should ensure that any credit bills raised by the management are due in long period the same should enquire with the management and obtain the reasons from them.
16. The auditor should verify whether approval of discount for occupants is authorized by proper authority and the same was recorded by the management.
17. The auditor should ensure that all earnings in the unit are properly accounted in the books of accounts.
18. The auditor should verify the imprest register maintained by the unit manager and same should be confirmed with expenditure vouchers provided by the managers.
19. The auditor should verify the complaint register and check whether any complaints are made by the guests.
20. The auditor should verify the insurance policies if any provided by the unit for risks of burglary for cash in chest, transit insurance from (office to bank and vice-versa) and fidelity insurance covering all the employees by name and designation (who handle cash).

### **1.2.1 Audit at Head Office:**

1. Auditors will conduct the Internal Audit at H.O.
2. The CA Inter candidate along with Graduate assistants has to visit the office every day and Qualified Chartered Accountant should visit at least 3 days a week.
3. The Internal Auditors during the course of audit on day to day basis have to discuss the objections or any other matter requires clarifications with the concerned officers. Any unsettled issues / objections remain and any serious lapses are noticed, can be discussed with the Managing Director / E.D / G.M(F) with a brief report on those points.
4. Monthly Lease Statement is to be prepared along with details of receivable and received during the month / year and to submit along with audit report.
5. While preparing the Final Accounts the Fixed Assets Schedule is to be compiled as per the Income Tax Rules and Companies Act.
6. The Audit Report and Bank Reconciliation of all banks and Loans A/c should be submitted.
7. The reports of Internal Audit of Divisions and Units should be checked and suggestion / guidance if any may be given to rectify the mistakes
8. **Submission of Reports:**
  - a) Audit report will be finalized after discussion with Finance Head and audit report will be submitted in duplicate to the Managing Director.
  - b) Reports shall not only mention predicate defects/irregularities notice but also contain positive suggestions to overcome defects.
9. Auditor shall attend to the review/discussion on the Audit reports submitted with Finance department for suggestion and action to be taking on the points brought out in the report.
10. Auditor shall verify CFA / State funds, projects work wise receipts of funds expenditure, balance to be realized.
11. Auditors shall assist in fixation of tariff on various facilities provided by APTDC.
12. Auditors shall reconcile the accounts and prepare and submit all the relevant Schedules require for compilation and Finalization of Annual accounts for the Corporation as a whole.
13. Auditors shall audit the receipts and payments of Head Office on day to day basis.
14. Auditors shall verify the expenditure related to revenue and capital.
15. Physical verification of cash once in month and also 31st March.

### **Summary of Assignment at Head Office:**

1. For the years 2022-23, 2023-24, 2024-25, the audit firms have to complete the internal audit for total year and submit the year wise reports to management.
2. Consolidated Accounts for the years 2022-23, 2023-24, 2024-25 for Head office and Divisions are to be compiled in all respects.
3. All CLI accounts, Inter branch transactions and Agent bookings are to be reconciled with books and tallied with the ledgers, if not rectification entries are to be passed and reconciled.
4. All schedules required for statutory auditors including depreciation and fixed asset schedule are to be prepared.
5. All bank reconciliation statements along with bank certifications to be prepared.

### **1.2.2 Audit at Division Offices/Units:**

1. Auditors will conduct the internal Audit at Divisions and units under respective divisions

- by engaging audit team.
2. The Internal Auditors may take up the audit work with comparison / compilation of accounts into FAS system and have to attend rectification work at unit level and Divisional level,
  3. The Internal Audits have to check correctness of entries made in to NEW FAS SYSTEM with regard to INTER BRANCH BOOKINGS, CRO BOOKINGS AND ADVANCE RESEVATIONS MADE. If data entry errors are noticed at unit level or divisional level the rectifications and modification of entries are made at divisional level itself.
  4. The FCR, BCR, ICR & LCR Ratio should be checked as per the norms given by the Head Office; if any excess is found the same shall be **reported in the audit report**.
  5. The Internal Auditors should check the Bank Reconciliation statements of all units and divisions for the four years of 2022-23, 2023-24, 2024-25 and also Bank and Cash certifications should be submitted along with audit report.
  6. The Internal Auditors should check the Assets Register physically at the unit and division level.
  7. The Internal Auditors should check with bill books to the concern registers, concern register to daily collection register and daily collection register to manual cash book and book entries at FAS.
  8. Verification of Accommodation bill books with occupancy register for timings.
  9. Auditors should verify all columns in the occupancy register filled by the receptionist and the unit manager must sign in the occupancy register.
  10. Auditors must verify the daily cash collections to remit into bank regularly or not and to verify the same with NEW FAS BANK BOOK.
  11. Internal Auditors must verify the payment are made by the divisions as per the delegation of powers or not while auditing the divisions.
  12. Auditors must verify the nature of expenditure and necessity of expenditure while auditing the Journal Vouchers at Division office.
  13. The Internal auditors must go through the Circulars given by the Concerned HOD's from time to time.
  14. Auditors must verify the revenue and non-revenue kilometers in transport unit along with Log sheets and KMPL as per Corporation norms.
  15. **Submission of Reports:**
    - a) The Audit Report should be submitted in the Division office and the CA should discuss with the Divisional Manager and **take the Signature of the DVM** then only the payment will be made at the corporate office.
    - b) Reports shall not only point out the defects/irregularities notice but also give positive suggestions to overcome defects.
  16. Auditor shall attend to the review/discussion on the Audit reports submitted with Finance department for suggestion and action to be taking on the points brought out in the report.
  17. Auditors shall verify the expenditure related to revenue and capital.
  18. Physical verification of cash once in month and also as on 31st March.
  19. The Auditors should certify the Closing Stock.
  20. To verify the all head of Accounts maintained at their level.
  21. To verify the Statutory payments TDS etc. on time.
  22. To verify the filing of Returns like TDS & ESL.
  23. To verify the transfer of lease rents, sale of Scrap/Fixed Assets etc. to Head Office.
  24. The Internal has to verify the Purchase policy as circulated by the Corporate Office

- for procurement of material to all hotels units
25. Any matter regarding the Corporation should be guided.
  26. Verification of periodical entire in-Service registers.
  27. Verification of employees leave cards maintained in the division office.
  28. The Auditors has to verify the daily collections and compare with Accounts package. (NEW FAS ENTRIES)
  29. Certify the correctness books of Accounts i.e., data entered in the NEW FAS System (FAS) and monthly Income and Expenditure, Closing Stock reports generated in the New FAS accounts.

### **1.2.3 Transport Audit:**

1. Vehicle utilization – Scrap, Workshop and Idle running
2. Vehicle Occupancy
3. Staff – Working, Leave, Spare
4. Diesel Consumption register maintained at transport wing.
5. Repairs and Maintenance- Vehicle wise- Replacement of Spares, Insurance Claims pending and status.
6. Closing stock
7. Package Tours
8. Allotment of vehicle
9. Detailed examination shall be conducted on Agents Bookings for tour packages, Agent Commission, and Agent Top up's Details and Agent balances- Paid and Payable as per the agreements.
10. Performance of CRO's and Agents
11. Any others factors affecting the performance if operating Buses.

12. The following are the check lists for reference:

- i. All the business transactions are recording in Cash book and Bank Books chronologically order.
- ii. Imprest cash book
- iii. Stock Register
- iv. Assets Register
- v. Daily Collection Register
- vi. Occupancy Register
- vii. Food Cost Ratio/Beverage Cost Ratio/Liquor Cost Ratio/Gas Cost Ratio/Fuel Cost Ratio of Boat and Buses
- viii. Daily Stock register of provision
- ix. Generator register
- x. Complaint register
- xi. Electricity & Generator consumptions
- xii. No of Daily Wage employees engaged
- xiii. Detailed examination shall be conducted on Tour packages pertaining to Agents wise Bookings towards tour packages, Agent wise Commission, and Agent wise Top up's Details and Agent wise balances.
- xiv. Detailed examination shall be conducted on Daily tours, seasonal tours packages, city tours packages and specific tour packages runs by

APTDC.

- xv. Verify all the business transactions are appropriately taken into books of accounts and shall be reconcile wherever necessary.
- xvi. Verify all taxes collected on tour packages are promptly paid to GST authorities.
- xvii. Verify all statutory dues are paying to concern government authorities within stipulated time.

### **Summary of Assignment: Divisional/Unit Audit**

1. For the year 2022-23, 2023-24, 2024-25 the audit firms have to complete the internal audit for total year and submit the year wise report.
2. Accounts for the years for each division are to be compiled in all respects.
3. All inter branch transactions are to be reconciled with other division bookings and tallied with the ledgers, if not rectification entries are to be passed and reconciled.
4. All CLI accounts are to be cleared, if not rectification entries are to be passed and reconciled.
5. FAS cash/Bank books are to be tallied with manual books, if not rectification entries are to be passed and reconciled.
6. All Cash/Bank/closing stock/Debtors/others if any certifications for the year ending are to be obtained from units which are in agreement with ledgers if not reconciliation statements are to be submitted along with reports.
7. All IT TDS and GST TDS to be reconciled with books of accounts.

#### **1.2.4 Other Terms & Conditions**

1. Audit will be based on the scope given by the Corporation and as per requirement from time to time as per ICAI Guidelines.
2. The schedule for the submission of audit reports along with compilation of Divisional Accounts (Reports) with all relevant Schedules for finalization Amounts for the audit term is to be completed within three months of end of the financial year. (NEW FAS)
3. The Internal auditors have to reconcile and tally all TRF / CLI accounts with other division's records and H.O Bank accounts and have to submit their report.
4. The Internal auditors have to pass necessary Journal entries for Advance Bookings made by Agents/Online/Other unit/Credit card booking.
5. The Internal auditors have to see that the Manual cash book is in agreement with FAS Cash Book and see that necessary entries are to be passed to rectify mistakes if any in compilation.
6. The Internal auditors have to submit all necessary certifications (closing cash/bank/stock/debtors/advances etc.) required for statutory auditors for their report along with their internal audit report.
7. Payment of fees for the internal auditors will be arranged after submission of the reports.
8. After submission of audit report, if any fraud/misappropriation cases pertaining to audited period are detected or noticed, the concerned firm will be blacklisted.
9. The Internal auditors are responsible for submission of unit wise Monthly/Quarterly performance reports as per the time schedule given after taking all expenditure and Over Heads into account.

10. The internal auditors are responsible for internal audit of revenues and expenditure of each unit in respective divisions.
11. The auditors are responsible for verification of accounts in all respects and preparation of schedules required for audit by statutory auditors.
12. The Role of Internal auditor is to assist Divisional Managers/Accountants in preparation of the accounts and audit work.
13. Even though care has been taken to make the scope exhaustive, any omissions and required to be audited shall also be treated as forming part of the scope.

### **1.3 Streamlining of systems**

The auditors shall also suggest on duplications, lacunae in the existing systems and make suggestions in streamlining and making the system foolproof.

### **1.4 Training**

Whenever required the auditors shall plan for training for concerned staff members. All the expenditure with regard to training arrangements, material, boarding & lodging etc. will be borne by APTDC.

### **Finalization of Books of Accounts: -**

1. The CA firm must depute a FCA Partner from the firm who have experience in finalization of Books of accounts on day to day to basis till the completion of Audit. No TA or Lodging will be given while doing Audit & Finalization at Head office.

### ***Tender document Fee:***

Firms are required to pay a non-refundable processing fee of ₹5,000/- (Rupees Five Thousand only) plus 18% GST in the bank account Name: 62066049109, SBI, Patamata, Vijayawada along with bid documents to APTDC.

### ***Eligibility Criteria***

The bidders will be assessed as per the pre-qualification criteria defined below. Only the bidders who qualify pre-qualification shall be eligible for technical evaluation. Nonconforming proposals will be rejected and will not be eligible for any further processing. The pre-qualification criterion for the organization is as below:

<b>Sl. No.</b>	<b>Section</b>	<b>Requirement</b>	<b>Supporting Documents</b>
1	Legal Entity	The bidder (a Business Entity) shall be a partnership firm registered under partnership act or a LLP registered under the Limited Liability Partnership Act of 2008 and operating for at least last 5 (five) years as on March 31, 2025.	Incorporation Registration Certificate. Refer Annexure I

2	Financial And Experience Credentials	The entity should have at least INR <b>1.00 Cr.</b> average annual turnover for providing audit services in the last three Financial Years. Should be in active audit operations for at least past 5 years in India. The firm should have the Experience in conducting Audit of Government / Semi Government Organizations/ Public Undertakings in the past 5 years	Certificate from the statutory auditor/ Client's certificate and agreement/ work order. Experience details to be provided as per Annexure II.
3	Team Composition	<ol style="list-style-type: none"> <li>1. Project Head with 10 plus years of experience Should be present at least 3 working days per month at APTDC head Office, Vijayawada.</li> <li>2. Project Manager should be a FCA Partner with 06 plus years of experience, who is having internal audit certification from ICAI shall attend the office till finalization of accounts completed and completion of assignment.</li> <li>3. All DVM offices should be visited by the FCA Partner.</li> <li>4. At least 8 accounting staff with 03 plus years of relevant experience in such fields for verification of accounts at Divisional Offices.</li> </ol>	CVs to be furnished as per Annexure III.
4	Office Locations	The firm must have head office / Branch office in Andhra Pradesh.	Office registration copy be enclose.
5	Blacklisting	Declaration that the Firm is not banned/ blacklisted by any Public sector Undertaking/ Autonomous bodies	Undertaking by The bidder Falsification and nondisclosure will lead to disqualification from the evaluation process.
6	Criminal Record	Audit Manager and/or Audit In charge must provide declaration of having no past criminal record	Affidavit on Rs. 20 stamp paper from Audit-Manager and/or Audit In charge

1. **SIGNING OF DOCUMENTS:**

- a. This Tender Schedule containing terms and conditions should be signed and stamped on each page by tenderers or their authorized representative and copy should be submitted to The General Manager (Finance) Room No#11, AP Tourism Development Corporation Limited, Autonagar,Vijayawada-08.
  - b. All successful bidders should submit the physical copy of signed & stamped terms and conditions along with bank guarantee. The quotations of those tenderers who do not accept these terms and conditions unconditionally will not be considered.
  - c. Person or persons signing the tender schedule containing terms and conditions shall state in what capacity he or they are signing the tender Partner of a firm.
  - d. In case of Partnership firms, the names of all the partners should be disclosed and the terms and conditions should be signed by all the partners or their constituent attorney having authority to bind all the partners in all the matters pertaining to the contract including the arbitration clause.
  - e. The persons signing the terms and conditions or any documents forming part thereof on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour stating that he has authority to bind such other person or the firms as the case may be in all matters pertaining to the contract including the arbitration clause.
2. Both technical and financial Quotations / bids should be submitted at Head office only through sealed quotations.
  3. Bidders should pay INR 1.00 lakh, as Earnest Money Deposit (EMD) / Security Deposit. EMD / SD shall be paid online and Bidders should provide transaction details as required while bidding online.
  4. Quotations submitted without required Cost of Tender Documents and the prescribed forms / formats shall be summarily rejected.
  5. Conditional tenders shall not be accepted.

#### ***Guidelines for Submission of Proposal***

1. Intending bidders are advised to visit APTDC Site at least 3 days prior to closing date of submission of Tender for any corrigendum/ addendum/ amendment. If not followed, APTDC is not responsible and individual communication will not be provided to the intending bidders.
2. The bidders are requested to submit hard copies of all the documents at head office. The APTDC shall not take any responsibility for any delay or non-receipt. If any of the documents furnished by the bidder is found to be false/ fabricated/ bogus, the bidder is liable for forfeiture of the EMD, cancellation of work and criminal prosecution and blacklisting.

#### **Evaluation process**

<b>Technical Evaluation Criteria for Branch located in the state of AP</b>		<b>Sub-criteria</b>	<b>Max. Marks</b>
<b>Nature of Experience:</b>			
Experience in conducting concurrent/ pre audit for PSU's having turnover more than 200 crores in the last 3 financial years (Exc. Bank branches)		2 projects with 5 marks each	10
Experience in conducting Internal audit for PSU's with turnover greater than INR 200 crores in the last 3 financial years		2 projects with 5 marks each	10
Experience in conducting statutory audit for PSU's or Branches of PSU's (Exc. Banks) with turnover greater than INR 200 crores in the last 3 years		2 projects with 5 marks each	10
Experience in providing retainer consultancy services for PSU's in taxation matters with turnover greater than INR 200 crores in the last 3 Financial years		2 projects with 5 marks each	10
<b>Firm Composition:</b>			
Number of FCA's in branches located in AP as per ICAI Member card	More than 5 FCA partners in AP Branches as per ICAI member card		10
Number of FAFD Qualified partners	More than 2 members		10
Number of Public Finance/ Internal Audit certificate holding partners issued by ICAI	More than 2 members		10
<b>Financial Bid</b>	<b>Sub-criteria</b>		<b>Max. Mark</b>
Quoted price for The assignment (inclusive of all taxes)	[(TS) + (30 x (L1/ FB))]		30

**TECHNICAL BID:**

The Audit parties shall be selected through bidding process on **Combined Quality Cum Cost Based System (QCBS)**

- i. The method employed for the final selection of the bidder and award of the contract will be QCBS i.e. Quality and Cost Based Selection method, which would ensure the quality of the solution as well as the cost effectiveness of the same. Each bidder would be assigned a Technical Score (TS) and a Financial Score (FS) based on the technical and financial evaluation of the bid respectively. These scores would then be added to achieve the combined score and the bidders would be ranked as per this combined score. Bidder with the highest final composite score (Final Composite Score = TS + FS) shall be declared as "Best Evaluated Bidder" and shall be entitled for the award of the contract.
- ii. The marks assigned for each item is for the purpose of evaluation of this bid only and

- does not necessarily reflect the actual transactions/ quantities that would be undertaken for the period of contract.
- iii. In case of a tie in the final composite score, the bidder having highest technical score will be considered eligible for leading to the award of the contract.
  - iv. APTDC may waive any minor informality or non-conformity or irregularity in a Bid, which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.
  - v. APTDC intends to follow two stage selection processes in evaluating the proposals received.
  - vi. In the First stage, technical evaluation will be carried out of those proposals that fulfil the prequalification/ eligibility criteria.
  - vii. Technical proposals will be assessed based on a defined evaluation criterion and ranked as per the marks received in the technical evaluation (Technical Score). **Only those applicants whose technical proposals score 50 marks or more out of 70 marks shall be considered eligible for financial evaluation.**
  - viii. In the Second stage, financial evaluation will be carried out. Only the technically qualified bidders would be invited for opening of the financial bid. Proposals will then finally be ranked according to their combined technical and financial scores.
  - ix. The bidder obtained highest combined score shall be awarded as successful bidder and contract shall be awarded to the successful bidder. **The short-listed Audit Firm will be invited to present their proposals before the BEC.** After opening of financial proposals, the consultant will be declared eligible for award of the contract. This selected consultant will then be invited for negotiations, if considered necessary.

***FINANCIAL BID:***

**This should be uploaded in financial bid, which should be properly sealed before submission.**

1. The prices shall be quoted exclusive of GST.
2. Lowest financial quote will be taken as ceiling price to proceed further.

**Minimum Audit fees:**

Minimum audit fees for the quotation are Rs.7,50,000/- per each financial year of audit plus applicable taxes.

***OPENING AND ACCEPTANCE OF QUOTATIONS:***

1. APTDC reserves the right to accept or reject any or all the quotations in full or in part without assigning any reason. APTDC is not bound to accept the lowest or any other tender and reserves the right to negotiate the rates with any or all the Tenderers.
2. Quotations not conforming to the instructions as per the tender documents are liable to be rejected at the sole discretion of APTDC Limited.
3. If necessary, date for negotiations over the quoted price, will be communicated later.

## 1. SECURITY DEPOSIT

- 1.1. The successful tenderers will have to deposit Rs.1,00,000/- (Rupees one Lakhs only) towards Security deposit within Fifteen (15) days of the receipt of Mail/Message/Letter or Work Order along with physical copy of signed and stamped terms and conditions.
- 1.2. The Security Deposit shall be refunded to the bidder after three months (03) of satisfactory completion and faithful performance of the contract and recovery of outstanding dues, if any. No interest is payable on such deposits and any dues outstanding against the bidder shall also be recoverable out of the Security Deposit.
- 1.3. The bidder shall have no claim for any interest with respect to any delay in payment of his interim or final bills or refund of security deposit/EMD or in respect of amounts which may be in APTDC's hands owing to any dispute between APTDC and the bidder.

## 2. TERMS OF PAYMENT

### Timelines & Payment Schedule

Sr.No	Payment milestone	Percentage total	Timeline
1.	Upon completion of internal audit and account verification as per Scope of Work FY 2022-23	30%	15-07-2026
2.	Upon completion of internal audit and account verification as per Scope of Work for FY 2023-24	30%	15-10-2026
3.	Upon completion of internal audit and account verification as per Scope of Work FY 2024-25	40%	10-01-2027

### 3. Award of Contract

APTDC will notify the successful bidder in writing that its proposal has been accepted. On receipt of the notification, the bidder shall furnish acceptance of award within 7 days of its issuance from APTDC, thereafter, sign Contract Agreement. After signing of the Contract Agreement, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties.

### 4. Sub-Contracting

Subletting of the work to any other party is strictly prohibited. Even though the selected bidder is allowed to constitute field/office team internally, the accountability and liability of non-deliverance will be of the selected bidder.

### 5. Out of pocket expenses

No TA & Lodging will be paid for the staff to be attended at HO. TA & Lodging will be paid

to the staff of Audit firm who visited district offices as per Govt. of AP rules.

**6. Travelling, Boarding & Lodging Travelling:**

Boarding & lodging arrangements will be made by APTDC as per the following: Travel (Reimbursement basis): CA: Third Class AC (Train), AC (Bus) Others: Sleeper Class (Train), AC (Bus)

Boarding & Lodging: At APTDC facilities

**7. Period of Service**

The Audit party will be engaged for for completion of Internal Audit for FY 2022- 23, 2023-24, 2024-25 with effect from date of appointment. However, it may be extended for another 2 FY's on mutual consent of the both the parties with the same terms and conditions and prices.

**8. BREACH OF CONTRACT**

In case of breach of contract by the bidder of any terms and conditions arising from this tender, APTDC shall be entitled to:

- i) Forfeit the security deposit;
- ii) Terminate the contract;
- iii) To have the contract work executed through others; and
- iv) Recover the cost/loss caused thereby from the Bidder.

**9. INDEMNITY**

APTDC shall not be liable for any action direct or indirect, that may be instituted against the contract by any person or body or persons in relation to the providing accounting assistance under this tender or any contract arising there from or any consequent liability and the bidder shall keep APTDC fully indemnified on that behalf.

**10. DOCUMENTATION**

The bidder shall comply with all documentation and procedural formalities as instructed by APTDC from time to time with respect to providing accounting assistance under this tender.

**11. ASSIGNMENT OR TRANSFER:** Bidder shall not sublet, transfer or assign the contract or any part thereof to any other party/bidder.

**12. ARBITRATION:** All disputes arising out of or touching or concerning in any matter, whatsoever, this tender or the contract arising there from shall be referred for the decision to a person nominated by the Managing Director of APTDC who shall act as the sole arbitrator and his decision shall be final and binding on both the parties.

**13. GOVERNING LAW OF JURISDICTION:** All actions at law out of or suits arising out of or in connection with this contract or the subject matter thereof shall be instituted in a court of competent jurisdiction in Andhra Pradesh.

14. APTDC interpretation or decision in this regard to all or any of the terms and conditions thereof or any matter arising hereunder will be final and binding on the bidder.

15. **ESCALATION AND CLAUSE:** The rate quoted by the bidder and as agreed upon between APTDC and the bidder, for services to be rendered in terms of this agreement, will be final and will not be subject to any escalation whatsoever unless otherwise stated in the terms and conditions.

**16. INCREASE IN SCOPE OF WORK/NEW ITEMS:**

16.1.1. In the event of contract performing any job which according to the bidder is not covered under the rates quoted, then the bidder should get this confirmed including the charges from APTDC before performing such jobs as far as possible.

16.1.2. On written instruction from APTDC the bidder shall perform any additional jobs in connection with work. The bidder will have the right to represent in writing within 14 days in case of any extra claim for such services. If no such representation in writing is received within the said period, the bidder's right to claim for extra job performed will be deemed to have been waived. The decision of APTDC whether such additional work is covered under the existing work/obligation of the bidder or not shall be final, conclusive and binding on the parties.

17. **GENERAL CLAUSE:** Items of work not covered in this document will be mutually discussed and decision of APTDC will be final, conclusive and binding on the bidder.

18. The terms and conditions hereof shall be subject to force majeure. Neither APTDC nor the Bidder shall be considered in default in performance of their respective obligations herein above if such performance is prevented or delayed because of any act of Govt., war, hostilities, revolution, civil commotion, official strike, epidemic, accident or fire, or because of law and order proclamation, regulation or ordinance of any Govt of any sub division thereof or local authority. The bidder shall be entitled to the benefit of this clause only if he informs of the circumstances amounting to force majeure to APTDC within 48 hours of the happening thereof by Message/Mail, followed by a confirmatory letter sent by Regd. Post with ACK. Due. The event of the bidder pleading any ground as constituting force majeure, the opinion of the management of APTDC on that behalf alone shall prevail.

**19. BIDDER TO EXECUTE AGREEMENT:**

19.1. All the pages of this Tender Schedule and Annexures shall be signed and stamped by the Tenderer as a token of acceptance of Tender Schedule and terms and conditions by the Tenderer.

19.2. The tenderer signing this document confirms their unconditional acceptance to all the terms and conditions without any reservations shall have to give an undertaking in writing along with the tender that all the conditions are acceptable to him without any reservation.

19.3. The bidder's responsibilities under this contract will commence from the date of issue

of the Mail of Acceptance/Letter of intent or Work Order/letter

accepting the tender. The bidder would commence work immediately after receipt of the LOI/Work Order and payment of additional security deposits where required and commence work within a period of seven days. The successful tenderer shall be required to execute an agreement in the prescribed proforma within seven days from the date of receipt of the LOI/letter of acceptance by him for carrying out the work according to the general conditions of the contract and specifications of work and materials as may be given in the tender document and special condition of the contract. The agreement to be executed will be in agreement form of works to be issued by the APTDC. A copy of such contract document (Agreement) is available with APTDC which may be perused by the tenderers before quoting their rates. The provisions contained in the tender papers and documents exchanged between the tenderers and APTDC shall form part of the contract.

### 1.10 Indicative list of Divisions and Units

S. No.	Division/Unit	No. of Units
<b>I</b>	<b>CORPORATE OFFICE</b>	<b>1</b>
<b>II</b>	<b>VIJAYAWADA DIVISION</b>	<b>10</b>
1	PUNNAMI HOTEL, BERM PARK, VIJAYAWADA	
2	BHAVANI ISLAND RESORTS, VIJAYAWADA	
3	HARITHA BEACH RESORTS, SURYALANKA	
4	HARITHA DHANYAKATAKA, AMARAVATHI	
5	WATER FLEET UNIT, VIJAYAWADA	
6	CRO/TRANSPORT UNIT, VIJAYAWADA	
7	DIVISIONAL OFFICE, VIJAYAWADA	
8	HARITHA ETTHIPOTHALA	
9	WATER FLEET LAUNCH UNIT SAGAR	
10	HARITHA HOTEL VIJYAPUTI SOUTH	
<b>III</b>	<b>TIRUPATHI DIVISION</b>	<b>18</b>
1	DIVISIONAL OFFICE, TIRUPATHI	
2	TIRUMALA COTTAGES	
3	HARITHA HOTEL, HORSELY HILLA	
4	HARITHA HOTEL, KUPPAM	
5	HARITHA HOTEL, KAILASANATHAKONA	
6	HARITHA HOTEL, SRIKALAHASTI	
7	HARITHA RESORTS, PULIGUNDU	
8	HARITHA WAYSIDE AMENITY, PALAMANERU	
9	TRANSPORT UNIT, TIRUPATHI	
10	CRO, TIRUPATHI	
11	CRO, CHENNAI	
12	CRO, BANGALORE	
13	HARITHA SRINIVASAM	
14	BALAJI HOTEL	
15	ANNAMAYA HOTEL	
16	DEVARAGAM	
17	HARITHA PUTTUR (PUNNAMI)	
18	NAGARI	
<b>IV</b>	<b>KURNOOL DIVISION</b>	<b>15</b>
1	DIVISIONAL OFFICE, KURNOOL	
2	PUNNAMI HOTEL, KURNOOL	

3	HARITHA ROCK GARDEN HOTEL, ORVAKAL	
4	HARITHA HOTEL, AHOBILAM	
5	SRI SAI AHRAMAM, PUTTAPARTHY	
6	HARITHA HOTEL, MAHANANDI	
7	HARITHA HOTEL, LEPAKSHI	
8	HARITHA RESTURANT & WFU	
9	BELUM CAVES	
10	HARITHA HOTEL, SRISAILAM	
11	ROPEWAY, SRISAILAM	
12	WATER FLEET UNIT, SRISAILAM	
13	BILLA SURAGAM	
14	VALMIKI CAVES	
15	HARITHA BAR PENUKONDA	
<b>V</b>	<b>VIZAG DIVISION</b>	<b>17</b>
1	DIVISIONAL OFFICE, VIZAG	
2	YATRINIVAS, VIZAG	
3	HARITHA BEACH RESORTS, BARUVA	
4	HARITHA BEACH RESTURENT,	
5	HARITHA HOTEL, KALINGAPATNAM	
6	BORRA CAVE,	
7	HILL RESORTS, ANANGTHAGIRI	
8	JUNGLE BELLS, TYDA	
9	HILL RESORTS, MAYURI, ARAKU	
10	YATRINIVAS, ARAKU	
11	WATER FLEET UNIT, RUSHIKONDA	
12	TRANSPORT UNIT, VIZAG	
13	CRO, VIZAG	
14	CRO, KOLKATHA	
15	YARADA BEACH RESORT	
16	SHORE FRONT	
17	HARITHA HILL RESORT LAMBHASINGI	
<b>VI</b>	<b>KADAPA DIVISION</b>	<b>9</b>
1	DIVISIONAL OFFICE, KADAPA	
2	HARITH BUDGET HOTEL, KADAPA	
3	HARITHA WAY SIDE AMENITY,	
4	HARITHA HOTEL, IDUPULALPAYA	
5	HARITHA HOTEL, GANDIKOTA	
6	HARITHA HOTEL, GANDI	
7	HARITHA HOTEL, VONTIMITA	
8	WATER FLEET UNIT, DEVUNIKADAPA	
9	WATER FLEET UNIT, BRAHMAMGARI MATAM	
<b>VII</b>	<b>KAKINADA DIVISION</b>	<b>7</b>
1	DIVISIONAL OFFICE, KAKINADA	
2	WATER FLEET UNIT, KAKINADA	
3	COCONUT COUNTRY RESORT, DINDI	
4	HOUSE BOAT UNIT, DINDI	
5	WATER FLEET UNIT, RAJAMUNDRY	
6	IRO, RAJAMUNDRY	
7	PUNNAMI HOTEL, DWARAKA TIRUMAL	
<b>VIII</b>	<b>NELLORE DIVISION</b>	<b>8</b>
1	DIVISIONAL OFFICE, NELLORE	
2	HARITHA HOTEL, NELLORE	
3	HARITHA BEACH RESORT, MYPADU	

4	HARITHA FLAMINGO RESORT, TADA	
5	BAR, THUMALAPENTA	
6	BAR, RAMAYAPATNAM	
7	WATER FLEET UNIT, NELLORE	
8	WATER FLEET UNIT, GUNDALKHAMMA	
	<b>Total</b>	<b>87</b>

APTDC-REF

**Annexure I**

**Letter of Proposal Submission**

To,  
The Managing Director,  
APTDC, Vijayawada

Dear Sir,

We, the undersigned, offer to provide the audit services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal and declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us in the Financial Proposal are valid till three months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that APTDC is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the C.A. Firm] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

Authorized signature (in full and details) Name and title of Signatory:

Name of Firm / entity:

Address:

**Annexure II Format Of  
CV**

1. Name of the Staff	
2. Designation	
3. Position in the Proposed project	
4. Qualifications	
5. Employment Record (reverse chronology)	
<i>S.No. – Duration (Month/Year) – Organization – Position/s held in reverse order</i>	
6. Position Held at the Firm	
7. Years of Employment	
8. Experience (Relevant in the context of assignment)	

**Annexure III**  
**Project Experience Format**

Project Name:	
Location:	
Name of the client:	
Contact (mobile/landline) of the client:	
Approx. Turnover of the client (INR):	
No. of Staffs provided by the firm:	
Start Date (Month/Year):	
Completion Date (Month/Year):	
Approx. Value of Services (INR):	
Detailed narrative description of the project:	

*(Proof of engagement, to be attached, include any of the following: work order/  
engagement letter/ completion certificate/ appreciation certificate)*

*Turnover certificate: Self attested turnover certificate to be furnished*

S.No.	Criteria	Number in figures		
1	No.of partners/members FCA		Name of Members/Partners/ Proprietor	Enclose ICAI certificate as on 01-09-2025
2	FCA Partners from AP		Member/Partner wis details	As per ICAI certificate
3	No. of staff			
I	Qualified (certified CA)			
II	Semi Qualified (CA Inter)			
4	Nature of Experience			
i	Concurrent/Pre audit assignments for PSUs in the last 3 years		Name of Organization, turnover & year of audit	Enclose Appointment Letter of Audited Organization
ii	Internal audit assignments for PSU's with turnover greater than INR 200 crores in the last 3 years		Name of Organization, turnover & year of audit	Enclose Appointment Letter of Audited Organization
iii	Statutory / Systems audit assignments for PSU's with turnover greater than INR 200 crores in the last 3 years		Name of Organization, turnover & year of audit	Enclose Appointment Letter of Audited Organization
Iv	Retainer consultancy experience		Name of Organization, turnover & year of audit	Enclose Appointment Letter of Audited Organization
v	Total Average Annual turnover of the firm in last three years			Enclose Audited balance Sheet certificate from CA firm
vi	Address of Head Office in AP		HO Address	As per ICAI certificate
vii	DISA Qualified Partners		Certificates copy	Certificates copy
viii	Public Accounting/ Internal audit certificate from ICAI		Certificates copy	Certificates copy

ix	Minimum partners as per ICAI firm card		Certificates copy	Certificates copy
<p>Note:</p> <p>1- CA firms shall provide their latest Certificate of Firm Constitution issued by ICAI in support of 1,2,6 above, ICAI certificate/ other documentary evidence in support of 5 and appointment letters from audited organizations in support of 6(i,ii)</p> <p>2- CA firms should provide Audited balance Sheets / certificate from CA firm in support of pt.5.</p> <p>3- All documents submitted should be duly self attested.</p> <p>4. Any other relevant documents that required.</p>				

**Annexure IV Technical Bid  
Format**

Status of Firm: **Partnership** | \_\_\_\_\_ | **Sole Proprietorship** | \_\_\_\_\_

1. (a) Name of the firm (in capital letters)

\_\_\_\_\_

(b) Address of the Head Office

\_\_\_\_\_

(Please also give telephone no. & \_\_\_\_\_ e-mail address)

(c) C&AG Empanelment No

\_\_\_\_\_

2. ICAI Registration No. \_\_\_\_\_

Region Name \_\_\_\_\_

Region Code \_\_\_\_\_

3. Date of establishment of the firm:

**Supporting Documents for Eligibility Criteria:**

Following supporting documents must be submitted by the firm along with the technical proposal:

1. Chartered accountants firms registered with ICAI as on date and C&AG empanelment certificate for the F.Y. 2024-25.
2. Firm must submit an attested copy of Certificate of ICAI as on date in support of establishment of CA firm and Head Office.
3. The firm must submit a copy of the balance sheet for the last three years.
4. The firm must submit the previous appointment orders in support of the point no.4.
5. All project experiences must be separately furnished in the project experience format (Annexure III), with attached documentary proof.

**Undertaking**

I/we do hereby declare that the above mentioned information are true & correct and not block listed by any Govt. organization and PSU and having no past criminal record, I/ We also undertake to abide the terms & condition of the contract and would make compliance of terms laid- down in the contract if executed by us with APTDC

-----  
Date:

-----  
Place:

Signature of Authorised Signatory of the Firm along with seal of firm

**Annexure V Financial**

**Bid**

Name of the firm (in capital letters):

S.No.	FY	Quoted fee (Exc GST)	GST	Total
1	2022-23			
2	2023-24			
3	2024-25			
<b>Financial Bid / Total Rates (INR)</b>				

**\*\*THE END\*\***

APTDC-BEP