



**SWIFT SAFE AND SUSTAINABLE**

**GURUGRAM METRO RAIL LIMITED (GMRL)**

HMRTC Depot 2, Near AIT Chowk, Golf Course Road, Sector 52-53,  
Gurugram -122011, Haryana, India.

**Tender Document for the  
Internal Audit of  
Gurugram Metro Rail Limited  
(GMRL).**

**Director (Finance)  
Gurugram Metro Rail Limited**

## GMRL/F&A/Internal Audit/01/2026

### **NOTICE INVITING e-TENDER (NIT)**

#### **1. Name of Work:**

Gurugram Metro Rail Limited (GMRL), a special purpose vehicle of Government of India (GoI) and Government of Haryana (GoH), invites Open E-Tenders (NCB) from eligible Chartered Accountant Firms, who fulfil qualification criteria as stipulated in the Clause 3 for the work of Internal Audit of GMRL.

The brief scope of the work is provided in the tender document.

#### **2 Key details:**

Approximate cost of work	INR 29.70 Lakhs plus GST for 2 year duration
Tender Security Amount	INR 29,700
Duration of the work	2 Years
Tender documents on sale	From 26/02/2026 (from 1800 hrs) to 19/03/2026 (up to 1500 hrs) on e-tendering website <a href="https://etenders.hry.nic.in/nicgep/app">https://etenders.hry.nic.in/nicgep/app</a> Tender document can only be obtained online after registration of tenderer on the website <a href="https://etenders.hry.nic.in/nicgep/app">https://etenders.hry.nic.in/nicgep/app</a>  For further information in this regard bidders are advised to contact on 0120-4200 462, 0120-4001 002/5, 0120-6277 787 or 011-23417910/12.
Cost of Tender documents	Non-Refundable. Tender Document Cost of Rs.5,900/- (Rupees Five Thousand Nine Hundred only)(inclusive of 18% GST).
Pre-bid Meeting	06/03/2026 (Friday)
Last date of Seeking Clarifications	09/03/2026 at 11:00 hrs (Monday)
Date & time of opening of Tender (Technical Package)	19/03/2026 at 15:30 hrs. (Thursday)

#### **3 ELIGIBILITY CRITERIA:**

The tenders for this contract will be considered only from Chartered Accountant Firms meeting following minimum criteria:

Sr. No.	Criteria	Minimum Requirement	Documents to be furnished as supporting
1	Audit and Attestation Income	Average Annual Turnover of the firm from should be more than or equal to 50 Lakh during last 3 years <b>(FY 2024-25, FY-2023-24 &amp; FY 2022-23)</b>	Audited Financial Statements along with <b>Annexure-A</b>

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<b>2</b>	Existence of the Firm	The Firm should be in existence for at least 5 years on the last date of tender submission	Self-Attested copy of Firm Registration Certificate issued by ICAI
<b>3</b>	Number of CA as Partners	Firm should have at least 4 Chartered Accountants (CAs) out of which at least 2 CAs should be Partners for last 2 years	Self-Attested copy of latest Firm card along with <b>Annexure-B</b>
<b>4</b>	Work Experience	Two years (completed) Statutory Audit, Internal Audit, Pre-Audit or Concurrent Audit of Infrastructure PSUs /Govt Entities/Govt Authorities* having yearly Turnover/Capital Expense more than Rs. 100 crores during Audit Assignment in last 3 years <b>(FY 2024-25, FY-2023-24 &amp; FY 2022-23)</b>	Audit Completion certificate must be provided <b>Annexure-C</b>
<b>5</b>	Head Office or Branch Office	Registered office of the firm should be in Gurugram/Delhi and if Registered office is not in Gurugram/Delhi, branch should be in Gurugram/Delhi for at least 3 years.	Self-certified copy of latest Firm card containing the details of the registered office or Branches along with <b>Annexure-D</b>

*\*Infrastructure PSUs /Govt Entities/Govt Authorities includes PSU/Govt Entities/Govt Authorities having/executing infrastructure/construction projects like Road, Bridge, Ports, Railways, power sector projects, building construction etc.*

4. The tenderers may obtain further information/ clarification, if any, in respect of these tender documents from the office of Director (Finance), Gurugram Metro Rail Ltd. HMRTC Depot2, Near AIT Chowk, Sec 53/54 Circle, Gurugram- 122011, Haryana, India.

5. The tender cost and tender security is exempted for bidders (Micro & Small Enterprises) registered with Ministry of Micro, Small & Medium Enterprises and having valid registration certificate as on date of tender submission. Bidder is required to upload the copy of the registration certificate.

6. Late tenders (received after date and time of submission of bid) shall not be accepted under any circumstances.

7. Tenders shall be valid for a period of 90 days (both days inclusive i.e. the date of submission of tenders and the last date of period of validity of the tender) from the date of submission of Tenders.

8. GMRL reserves the right to accept or reject any or all proposals without assigning any reasons. No tenderer shall have any cause of action or claim against the GMRL for rejection of his proposal.

**Director (Finance)  
Gurugram Metro Rail Limited**

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### INSTRUCTIONS TO TENDERERS

#### 1. Brief Scope of Work:

The brief scope of work is as below:

- a. Pre Audit of Payments
- b. Periodic Audit Reports on various aspects mentioned in scope of work
- c. Other Audit activities as required by management

Detailed scope is described in the Scope of work. The bidders are requested to carefully read the detailed scope of work.

#### 2. Eligible Tenderer:

The tenders for this contract will be considered only from Chartered Accountant Firms meeting following minimum criteria:

Sr. No.	Criteria	Minimum Requirement	Documents to be furnished as supporting
1	Audit and Attestation Income	Average Annual Turnover of the firm from should be more than or equal to 50 Lakh during last 3 years <b>(FY 2024-25, FY-2023-24 &amp; FY 2022-23)</b>	Audited Financial Statements along with <b>Annexure-A</b>
2	Existence of the Firm	The Firm should be in existence for at least 5 years on the last date of tender submission	Self-Attested copy of Firm Registration Certificate issued by ICAI
3	Number of CA as Partners	Firm should have at least 4 Chartered Accountants (CAs) out of which at least 2 CAs should be Partners for last 2 years	Self-Attested copy of latest Firm card along with <b>Annexure-B</b>
4	Work Experience	Two years (completed) Statutory Audit, Internal Audit, Pre-Audit or Concurrent Audit of Infrastructure PSUs /Govt Entities/Govt Authorities* having yearly Turnover/Capital Expense more than Rs. 100 crores during Audit Assignment in last 3 years <b>(FY 2024-25, FY-2023-24 &amp; FY 2022-23)</b>	Audit Completion certificate must be provided <b>Annexure-C</b>
5	Head Office or Branch Office	Registered office of the firm should be in Gurugram/Delhi and if Registered office is not in Gurugram/Delhi, branch should be in Gurugram/Delhi for at least 3 years.	Self-certified copy of latest Firm card containing the details of the registered office or Branches along with <b>Annexure-D</b>

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*\*Infrastructure PSUs /Govt Entities/Govt Authorities includes PSU/Govt Entities/Govt Authorities having/executing infrastructure/construction projects like Road, Bridge, Ports, Railways,power sector projects, building construction etc.*

3. The Tenderer shall submit a written power of attorney, duly notarized, authorising the signatory of the Tender to commit the tenderer.
4. Content of tender documents: Tender documents consists of following:
  - a. Notice inviting tender
  - b. Instruction to tendered
  - c. Scope of Work
  - d. Form of Tender including appendices
  - e. Pricing document
5. The Tenderer is expected to examine carefully the contents of all the above documents. Failure to comply with the requirements of the Tender documents will be at the own risk. Tenders that are not substantially responsive to the requirements of the Tender documents will be rejected.
6. All correspondence from GMRL pertaining to this tender till the award of the work with tenderer shall be done by Director (Finance) GMRL.
7. During the tender period, the Employer may issue further instructions to tenderers or any modifications to existing tender documents in the form of an addendum. Such an amendment in the form of an addendum will be made available at e- tendering website <https://etenders.hry.nic.in/nicgep/app> to all prospective tenderers who have purchased the tender document in the tender period. The bidders are advised to regularly check e-tendering portal for any update/addendum/corrigendum/pre-bid & post-bid query/any other correspondence by the Employer.
8. The Tenderer shall, on or before the date and time given in the Notice of Invitation to Tender, submit his Tender online on e-tendering website <https://etenders.hry.nic.in/nicgep/app> comprising of following:
  - Technical Package
  - Financial Package

Technical Package of this submission shall contain the following documents:

- (a) Form of Tender without appendices
- (b) Power of Attorney
- (c) Appendix-A
- (d) Appendix-B
- (e) Appendix-C
- (f) Appendix-D

All tender documents issued by GMRL are part of Technical Package except the Pricing Document which shall be filled and submitted in Financial Package. Tenderers should carefully read and note all the conditions and provisions mentioned in tender documents issued by GMRL and it shall be deemed that all the conditions and provisions of these documents have been included in their tender

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submission and accepted to them.

Financial Package shall contain Pricing Document of the tender documents duly filled in and complete in all respect.

9. The Form of Tender shall be completed and signed by a duly authorised and empowered representative of the Tenderer. Form of Tender shall be signed by a person who is duly authorised by each member. Signatures on the Form of Tender shall be witnessed and dated. Copies of relevant powers of attorney shall be attached.
10. Tenders shall be valid for a period of 90 days (both days inclusive i.e. the date of submission of tenders and the last date of period of validity of the tender) from the date of submission of Tenders.
11. The tender fees and tender security shall be paid through the online portal only and no other mode of payment will be accepted.
12. The tender cost and tender security is exempted for bidders (Micro & Small Enterprises) registered with Ministry of Micro, Small & Medium Enterprises and having valid registration certificate as on date of tender submission. Bidder is required to upload the copy of the registration certificate.
13. If an acceptable Tender Security is not submitted by a tenderer as mentioned above, then tender(s) of such tenderer(s) shall be rejected considering it as non- responsive and their Technical package shall not be opened and if opened then it will NOT be evaluated. No post bid clarification shall be sought on tender security.
14. Return of Tender Security shall be governed by the conditions of the e tendering portal.
15. The Tender Security shall be forfeited:
  - a. if the Tenderer withdraws his Tender during the period of Tender validity;
  - or
  - b. if the successful Tenderer refuses or neglects to execute the Contract.
16. No interest will be payable by the Employer on the tender security amount cited above.
17. Financial packages of only those tenderers whose submissions are found substantially responsive and technically compliant will be opened. The time of opening of financial package shall be informed through website only.
18. For the purpose of comparative evaluation of tenders received, the sum total shall be compared amongst various tenderers to determine the lowest evaluated tender.
19. The Employer will notify the successful Tenderer online that his tender has been accepted. The letter (hereinafter called the Letter of Acceptance) shall name the sum which the Employer will pay to the Contractor.
20. Letter of acceptance will be sent in duplicate to the successful Tenderer, who will

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return one copy to the Employer duly acknowledged and signed by the authorized signatory, within one week of receipt of the same by him. No correspondence will be entertained by the GMRL from the unsuccessful tenderers. The Letter of Acceptance will constitute a part of the contract.

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**SCOPE OF WORK**

**1. BACKGROUND**

Gurugram Metro Rail Limited (GMRL) is a Joint Venture (JV) Company of Government of India (GoI) and Government of Haryana (GoH), which has been recently incorporated with 50:50 equity contributions by GoI & GoH. The main task of implementation the Metro Corridor in Gurugram from Millennium City Centre to Cyber City with a spur to Dwarka Expressway has been entrusted to GMRL.

The Metro Corridor from Millennium City Centre to Cyber City (MCC-CC) Gurugram has been sanctioned for a proposed length of 28.5 km, 27 Elevated Stations and one Depot. Gurugram Metro proposes to integrate old and new Gurugram which are located across NH 48.

The 28.5 Km length of proposed metro corridor will consist of 26.65 km long elevated corridor from MCC to Cyber City with a 1.85 Km spur from Basai Village to Dwarka Expressway. The hemicyclic shaped metro corridor, in addition to connecting old Gurugram with new Gurugram, envisions connectivity of the residential, institutional and commercial areas to the industrial areas of Udyog Vihar, Cyber City and the fast developing TOD zone along Dwarka expressway. A depot has been planned to take care of the maintenance activities of the Metro.

The proposed corridor intends, wherever possible to furnish interchange with other transport systems in the city to give seamless travel experience to the commuters. Interchange stations are proposed with Yellow line of Delhi Metro, Railway station, Bus Depot, Rapid Metro and proposed RRTS corridor etc.

The line proposes to enable a safe, fast, reliable, efficient, convenient & affordable public transport system to support sustainable development in the city.

The tentative amount of capital expenditure during the financial year 2026-27 and 2027-28 will be in the range of INR 1000-2000 Crores per annum.

**2. Objective**

Internal audit provides independent assurance on the effectiveness of internal controls and risk management processes to enhance governance and achieve organisational objectives.

**3. Responsibilities and Scope of Internal Audit:**

To achieve overall Internal Audit objectives, Responsibilities and Scope of Internal Audit includes following:

**Responsibilities**

The responsibilities of the Internal Audit function includes following:

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- a) To monitor the achievement of organizational objectives
- b) To identify, assess and suggest to manage risks to those objectives
- c) To advise on, formulate and evaluate policy within the responsibilities of the Board of Directors
- d) To ensure compliance with manuals, policies, delegation of powers, laws and regulations including all statutory requirements
- e) To ascertain the integrity and reliability of financial and other information provided to management and stakeholders, including that used in decision making.
- f) To review the efficacy, adequacy and application of accounting, financial and operating controls and thereby ensure the accuracy of the books of accounts
- g) Verify that the system of internal check is effective in design and operation in order to ensure the prevention of and early detection of defalcations, frauds, misappropriations and misapplications
- h) Identify areas of significant inefficiencies in existing systems and suggest necessary remedial measures
- i) To provide all requisite information to ensure adequate controls are developed within the ERP system to be procured to serve the above objectives
- j) To ensure adequacy of various manuals in the company and advice suitable modifications to the Management from time to time.
- k) Review the existing internal financial Control System and Risk Management Policies for its adequacy and improvement.

### 4. Scope of Internal Audit

#### Part A Pre Audit of Payments

100% pre-audit of running bills/final bills/variation claims/other claims of vendor, salary and employee payments and any other transaction/payments with reference to respective agreements, approvals, company policy and procedures, statutory /contractual deductions etc and accounting thereof before release of payment irrespective of amount.

#### Part B Periodic Audit Activities

Audit/Activity is to be carried out by internal auditor covering following aspect and Quarterly Audit Report to be issued.

Area/Activity	Scope of Report
Internal Control	<ol style="list-style-type: none"> <li>1) Review the existing internal financial control system for its adequacy and to check the reporting system in various functional areas</li> <li>2) Review Risk Management Policies and mitigation plan to assess their adequacy.</li> <li>3) Review of adequacy of various manuals of company</li> </ol>
Procurement and Contract Management	<ol style="list-style-type: none"> <li>1) Controls and approvals for issuing PO/Work Order and amendments thereof</li> <li>2) Vendor evaluation procedure</li> <li>3) Validity and amount of Bank Guarantees as per contracts</li> <li>4) Validity and adequacy of Insurance policies as per contracts</li> </ol>
HR/Personnel	<ol style="list-style-type: none"> <li>1) Pay Fixation on appointment, promotion etc</li> <li>2) Review of attendance and leave records</li> <li>3) Computation of remuneration and allowances</li> <li>4) Review of staff advances and recovery thereof</li> </ol>

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Computer Controls	<ol style="list-style-type: none"> <li>1) Review of general computer control and application control</li> <li>2) Review of new systems being updated from time to time.</li> <li>3) Review of Disaster Recovery Plan</li> </ol>
Fixed Asset	<ol style="list-style-type: none"> <li>1) Adequacy of laid down policies and procedures in respect of Fixed Assets</li> <li>2) Review of maintenance and updating of Fixed Asset Register during the year</li> <li>3) Adequacy of insurance coverage of fixed assets</li> <li>4) Review of the balances outstanding in the Capital Work in Progress</li> <li>5) Checking of Fixed Assets capitalization</li> <li>6) Physical Verification of Fixed Assets (min. once in a year)</li> </ol>
General Accounting	<ol style="list-style-type: none"> <li>1) Ledger Scrutiny</li> <li>2) Review of transactions with related parties</li> <li>3) Comparison of budgeted and actual expenses</li> <li>4) Checking head of each entry in the accounting system</li> </ol>
Accounts Payable	<ol style="list-style-type: none"> <li>1) Advance payments to supplier and adjustment against actual liability and review of old outstanding advances</li> <li>2) Review of creditors' sub-ledger including reconciliation with General Ledger Control account, ageing of creditors balance and scrutiny of old credit balances.</li> <li>3) Balance confirmation from suppliers (mini. once in a year)</li> <li>4) Full &amp; Final settlement of contractors</li> </ol>
Cash and Bank Balances & Treasury	<ol style="list-style-type: none"> <li>1) Debits made by the bank are checked for correctness</li> <li>2) Review and comment on monthly Bank Reconciliation Statement</li> <li>3) Bank Balance confirmation</li> <li>4) Cash verification and review of imprest account</li> <li>5) Adherence to investment policy and review of interest receipt</li> </ol>
Legal & Statutory Compliance:	<ol style="list-style-type: none"> <li>1) Timeliness of submission of returns and making payments under various statutes viz., Income Tax, TDS, GST, Profession Tax, Provident Fund and ESIC etc.</li> <li>2) Review of follow-up on actions on refunds or any litigation matters.</li> </ol>

### Part C Other Audit Activities

- Conducting special assignments and investigations on behalf of the Board of Directors/Managing Director/Director (Finance) into any matter or activity affecting the probity, interests and efficiency of the GMRL.
- Assist in the investigation of significant suspected fraudulent activities within the organization and submit the report to Management
- Any other Audit/Activity as directed by Board of Directors/Managing Director/Director (Finance)

The audit will be carried out in accordance with the relevant standards of auditing and will include such tests and controls as the auditor considers necessary under the circumstances.

All work done by the Internal Auditor should be properly documented, evidenced and filed for any reference. The documentation shall comply with the guidelines prescribed by ICAI.

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### **5. PERIOD OF INTERNAL AUDIT**

The period of Internal Audit shall be two years i.e. from 01/04/2026 to 31/03/2028 which is further extendable for one year on mutually agreed terms & conditions.

### **6. INTERNAL AUDIT REPORTS**

Pre Audit of payments has to be completed and observations, if any, needs to be issued within two working days from submission of vouchers/ bill/claim etc.

An audit reports for periodic activities shall be submitted for each quarter ending 30<sup>th</sup> June, 30<sup>th</sup> September, 31<sup>st</sup> December and 31<sup>st</sup> March. The reports shall be submitted within 15 days of the close of each quarter.

Report for other Audit Activities to be submitted within reasonable time as agreed upon.

The auditor shall report results of audit to Board of Directors/Audit Committee through Director Finance of GMRL.

Audit Reports including format should be in conformity with Standards issued by ICAI.

### **7. RIGHTS OF THE INTERNAL AUDITOR**

The Internal Auditors has rights of access to all GMRL records, information and assets which considers necessary to fulfil the responsibilities. The Head of Internal Audit shall have a right to direct access to the Director (Finance).

### **8. OTHER TERMS AND CONDITIONS:**

1. Firms selected by GMRL shall maintain ethics of faith and the information provided by GMRL shall be kept 'Strictly Confidential'. The firm shall execute "Confidentiality Non-Disclosure Agreement" before commencement of the Internal Audit Assignment.
2. The selected audit firm shall deploy minimum 5 resources (1+4). One must be a qualified Chartered Accountant having at least 2 years relevant experience and four articles/audit assistants. The audit firm shall deploy such more qualified and experienced Personnel as and when required for internal audit to complete the assignment on time. The firm shall furnish the list of resources to be deployed for audit with details before commencement of audit. The list shall be reviewed and approved by GMRL with or without modification. Except as GMRL may otherwise agree, no change shall be made in the approved list of personnel. If for any reason beyond the reasonable control of the Audit Firm, it becomes necessary to replace any of the Personnel, the Audit Firm shall forthwith provide a replacement, a person of equivalent or superior qualification with the prior approval of GMRL.
3. In case of any dispute, the decision of Director Finance, GMRL shall be final and binding.
4. All assignments shall be carried out with due diligence maintaining quality of work done

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and in least possible time.

5. All reporting including MIS shall be done on concurrent basis as required by GMRL from time to time.
6. GMRL reserves the right to cancel selected firms and terminate the contract, if it considers necessary.
7. The Audit work being conducted by the firm will be subject to supervision by finance and accounts department of GMRL as and when required to ensure that the work is progressing as per agreed plan.
8. In case of non-fulfilment of any instructions issued by GMRL, GMRL will be entitled to cancel the audit work without any obligations.
9. The successful firm shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
10. The GMRL reserves the right to reject any or all offers received without assigning any reasons.
12. The Audit team have to conduct the Audit at GMRL premise. All resources such as laptops, Stationary, Stamps etc. required for Audit are to be arranged by the Firm. GMRL will only provide sitting arrangement in GMRL premises.

### **13. Payment OF AUDIT FEES**

The payment of Audit Fees as fixed will be made only after completion of Audit Work and submission of Audit Report for every quarter on pro rata basis. Completion of Audit includes conduct of audit, submission and discussion of report with GMRL. GMRL will not pay any advance to the selected audit firm under any circumstances.

Bill for Audit Fees will be submitted to the Accounts Division of GMRL along with a certificate indicating that audit work has been completed as per the agreed terms and conditions. GST will be paid on submission of invoice and production of proof of GST payment.

GMRL shall cause payment to the Audit Firm to be made in quarterly basis upon receipt of the bill along with supporting documents after deducting applicable tax, duties and cess:

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The payment schedule will be as per below:

Milestone	% of Annual Total Fee
Submission of Q1 report and acceptance of the same by GMRL	20 %
Submission of Q2 report and acceptance of the same by GMRL	20%
Submission of Q3 report and acceptance of the same by GMRL	20%
Submission of Q4 report	
1. Acceptance of report	20%
2. Submission of Statutory audit report and adoption of the same by BOD	10%
3. Acceptance of C&AG supplementary accounts audit report by AGM	10%

### 15. PENALTY

Penalty equivalent to 1% of the yearly professional fees may be recovered at each event of non-deployment or non-suitable replacement of the qualified Chartered Accountant(s). However, in case of persistent default by the firm, GMRL reserve the right to terminate the contract.

### 16. TERMINATION

Any party of the Contract may terminate the Contract at any time by giving three's written notice to the other party. Upon termination of the contract, or at any time if so requested in writing by GMRL, the audit firm will return or destroy within thirty (30) days all confidential information of GMRL or copies thereof.

### 17. ARBITRATION:

In case of any dispute, it shall be referred to Arbitration. The sole arbitrator will be appointed by the GMRL. The place of Arbitration shall be Gurugram, and the language will be English.

## Forms of Tender

## Technical Proposal for appointment of Internal Audit for the period from 01-04-2026 to 31-03-2028

Sr. No	Particulars		Response
1.	(a)	Name of the firm (in CAPITAL letters)	
	(b)	Address of Head Office & Branch Offices	
	(c)	PAN No. & GST No. of the firm	
2.	ICAI Firm Registration No.		
3.	Date of Constitution of the Firm		
4.	Profile of the firm (To be attached herewith separately)		

We/I declare

1. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there had been suppression of material information, the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
2. That the firm or partners have not been debarred or cautioned by ICAI during the last five years; (A self-certificate to the effect from the firm will be attached).
3. That the constitution of the firm shown in the RFP is the same as that in the Constitution Certificate issued by the ICAI.
4. That the no partner of the audit firm or any qualified employee of the firm is related to any member of the Governing Body / Executive Committee / Board of Directors or the Project Director/ Managing Director / any Director or any of the senior management (as applicable) of the GMRL. Relative would mean husband, wife, brother, or sister or any lineal ascendant or descendant.
5. That neither the firm nor its Partners or Associates have any interest in the business of the GMRL.
6. The audit firm is not one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board and these orders are in force. Also, any partner/senior manager of the audit firm is not associated with the audit in any manner if he/she has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949; or is one against whom disciplinary sanction orders have been passed by the Public Companies Accounting Oversight Board.

**(Sign with Stamp & Membership No on each page)**

**Annexure-“A”****DETAILS OF FEES EARNED BY THE FIRM**

Sr. No.	Type of Audit	Year 2024-2025	Year 2023-24	Year 2022-23
1	Turnover of Firm			

**Annexure-“B”****LATEST DETAILS OF CHARTERED ACCOUNTANTS IN THE FIRM**

Sr. No.	Name of Member	Membership No.	Qualification	Partners/ Others	Date of joining the firm
1	2	3	4	5	6

Please attach duly certified copy of Firm Card issued by ICAI in support of the aforesaid information.

**Annexure - “C”****DETAILS OF “Work Experience” CARRIED OUT BY THE FIRM**

Sr. No.	Name of the Entity	Year of Audit	Type of Entity (PSUS/Authorities/Organizations/Trust/Mission) as per the Appendix Attached	Nature of Work	Date of Completion Certificate of the Auditee Organization
1	2	3	4	5	6

Please attach a certificate of competent authority of Auditee organization to the effect that the assignment has been successfully completed on the letterhead of auditee organization in support of the aforesaid information.

**Annexure - “D”**

Sr. No.	Registered Office / Branch Office Details	Address	State	Year of Establishment	No. of Resources in Branch
1	2	3	4	5	6

**PRICING DOCUMENT****Format for Financial Bid**

<b>Particular</b>	<b>Fees For One Year (A) including taxes except GST</b>	<b>No of Years (B)</b>	<b>Fees for Two Years (C=A*B) including taxes except GST</b>
Professional Fee for internal Audit according to scope of work detailed in the Tender including all charges	Bidder to Quote	2	
<b>(Total Rupees for Two Years.....)</b>			

Fees quoted is including of all taxes except GST. GST will be paid extra as applicable.

Fee includes all kinds of charges to render services. No other charges will be paid to perform the scope.

Fees includes conveyance charges to attend GMRL offices.

We have read all the terms and conditions with respect to financial bid as outlined in the RFP and abide ourselves with the terms and conditions.

**(Sign with stamp & membership no on each page)**