

Maharashtra Rural Roads Development Authority

RDD, 5thFloor, Bandhkam Bhavan, Fort, Mumbai

Invitation for Request for Proposal (E-tender) from firms of Chartered Accountants for Mukhya Mantri Gram Sadak Yojana at Mumbai, State Level Internal & Procurement Auditor for Project Maharashtra Roads Connectivity for Inclusive Growth Program (MRCIGP) - ADB Funded in Maharashtra State

Maharashtra Rural Roads Development Authority (MRRDA) an autonomous body under Rural Development Department, Government of Maharashtra and responsible for planning, execution & maintenance of Rural Roads & Bridges in the State. MRRDA invites Request for Proposal (RFP) for State Level Internal & Procurement Auditor at Mumbai in Maharashtra State from reputed Chartered Accountants firms empaneled with C&AG of India those which are eligible for major PSU Audits.

The offices of Program Director, Maharashtra Rural Road Development Association is implementing a Maharashtra Roads Connectivity for Inclusive Growth Program (MRCIGP) with financial assistance from Asian Development Bank (ADB). The program is mandated with ensuring proper internal control of financial and procurement systems through Internal Audit (the Audit). This terms of reference (TOR) seeks to appoint a private audit firm to conduct an Internal & Procurement audit under the Maharashtra Roads Connectivity for Inclusive Growth in Maharashtra Program, financed through result-based lending (RBL) of ADB.

Based on the (RFP), firms would be short listed and invited to submit technical and financial offer. The basis of criteria for short listing may be seen from our web site: www.mahatenders.gov.in. The process would be Quality and Cost Based Selection (QCBS) 90:10 method. The firms must include in their RFP detailed profile of the firm containing following information with documentary evidence: -

- Date of constitution of firm and turnover of firm from audit and assurance services during last three years;
- Details of partners, full time staff indicating the nature of specialization, qualifications and experience considering requirements for the current assignment;
- The general and overall experience during last three financial years of the firms including experience of audit of projects financed by bilateral and multilateral agencies, projects in the same sector, agencies implementing government projects, Public Works Accounts etc.
- Present location of head office, branch offices with names of Partner/CA in charge of branch.
- State level Internal & Procurement Auditor must be necessarily based in Mumbai/ Mumbai Suburbs

The firms must satisfy following criteria failing which they will be summarily disqualified: -

- The applicant is **empaneled with the C&AG** in the panel of audit firms eligible for **major audits**.
- No partner of the audit firm or any qualified employee of the firm is related to any member of the Governing Body/ Executive Committee/ Chief Executive Officer or the Project Director or any of the senior management (as applicable). Relative would mean husband, wife, brother, or sister or any lineal ascendant or descendant.
- Neither the firm nor its Partners or Associate have any interest in the business of the Project.

- From the time of appointment and for one year after (to be counted from the date of issue of final audit report) the Firm ceases to be Auditor, no other assignment of any kind to the Project (including consultancy) will be accepted, either by the firm or by its partners or relatives of the partners of the firm or by its associates.
- The audit will not be done by a person who was either an employee in the project or a partner/employee of the retiring auditor, unless such person is employed with the firm for at least one year.
- The firm is not one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board and these orders are in force.

The RFP should be delivered at the address given below during office hours by hand or through registered/speed post or courier, on or **before**.* The firm should submit the RFP in an envelope of Internal Audit “Request for Proposal for State Internal & Procurement Auditor of MMGSY ADB Project MRCIGP – IND 4695 in Maharashtra”

Deputy Secretary (MRRDA)
Maharashtra Rural Road Development Association
5th Floor, RDD, Bandhkam Bhavan,
Fort, Mumbai, 400001
Email ID : vikrant.bodke@gov.in

Important Dates:

- i. **Date of Publication of e-Tender: 08/05/2026 at 18.00 Hrs.**
- ii. **Date for pre-bid conference: 14/05/2026 at 11.30 Hrs.**
- iii. **Document Download / Sale Start Date: 08/05/2026 at 18.00 Hrs.**
- iv. **Document Download / Sale End Date: 25/05/2026 at 13.00 Hrs.**
- v. **Bid Submission Start Date: 15/05/2026 at 11.00 Hrs.**
- vi. **Bid Submission End Date: 25/05/2026 at 13.00 Hrs.**
- vii. **Technical Bid Opening Date: 26/05/2026 at 13.00 Hrs.**

* **Venue for Pre-bid conference -** Rural Development Department
 Bandhkam Bhavan,
 5th floor.
 Marzban Street, Fort,
 Mumbai- 400 001

GOVERNMENT OF MAHARASHTRA

Tender is invited by Deputy Secretary (PMGSY) Maharashtra Rural Roads Development Association, Bandhkam Bhavan, Mumbai for Invitation for Request for Proposal (E-tender) from firms of Chartered Accountants for Mukhya Mantri Gram Sadak Yojana at Mumbai, State Level Internal & Procurement Auditor for Project Maharashtra Roads Connectivity for Inclusive Growth Program (MRCIGP) - ADB Funded in Maharashtra State. The full details of bidding document can be seen and download from web site: www.mahatenders.gov.in from 18.00 Hours on 08/05/2026 to 13.00 Hours On 25/05/2026.

EE/PMGSY/- 320
 M.R.R.D.A., Thane
 Date :- 08.05.2026

Sd/-
 Deputy Secretary (MRRDA)
 Maharashtra Rural Road Development
 Association

**Maharashtra Rural Road Development Association
Maharashtra, Rural Development Department,
Government of Maharashtra**

Request for Proposal For State Level Internal & Procurement Auditor for Project Maharashtra Roads Connectivity for Inclusive Growth Program (MRCIGP) - ADB Funded in Maharashtra State

1. **Maharashtra Rural Roads Development Association (MRRDA)** an autonomous body under Rural Development Department, Government of Maharashtra and responsible for planning, execution & maintenance of Rural Roads & Bridges in the State. MRRDA invites Request for Proposal (RFP) for:
 - i) State Level Internal Auditor at Mumbai for the F.Y. 2023-24, 2024-25, 2025-26 and Extendable for F.Y. 2026-27 & 2027-28 in Maharashtra State from reputed Chartered Accountants firms empanelled with C&AG of India those which are eligible for PSU Audits.

The Last date of submission of e-tender is **25/05/2026 at 13.00 Hrs.**

The H.O. of State level Internal & Procurement Auditor should be within Mumbai City and Suburban limits. This is a mandatory qualification.

2. To ensure that the ADB / GOM receives adequate, independent, professional, audit assurance that the proceeds of the ADB's loan / MRRDA Government of Maharashtra Financing were used for the purposes intended, that the audit reports are free from material misstatement and that terms of the loan agreement are complied with in all material respects.

The objectives of the internal audit are to enable the auditor to express a professional opinion on the effectiveness of the overall financial management and procurement arrangements. The auditor shall comment whether the overall financial management and arrangements including the system of internal controls as documented as per the Program Implementation Document (PID) have been followed by the EAs. It is expected that the process of audit shall be in position to provide to project management with timely information on financial management and procurement aspects of the mission, including internal controls and compliance with financing agreements, to enable follow-up action.

In addition, it is expected that internal audit shall play a role in assisting management in prevention of misutilisation of fund, including the prevention, detection, and investigation of fraud as part of bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

3. The following documents are enclosed to enable you to submit your e-tender:
 - (a) Terms of Reference (TOR) (**ANNEXURE I**)
 - (b) List of PIUs, Clusters (**ANNEXURE-II**)
 - (c) Form for Price bid (**ANNEXURE III & ANNEXURE III A** Form F-I & Form- F I A)
 - (d) Technical proposal and its evaluation criteria (**ANNEXURE IV**)

4 BACKGROUND

4.1 Mukhya Mantri Gram Sadak Yojna (MMGSY) is State Government Flagship Scheme launched in the month of November 2015 for constructing rural roads in Maharashtra. The scheme is largely on the lines of Pradhan Mantri Gram Sadak Yojna (PMGSY), a Central Flagship Scheme implemented in the State since year 2001.

5. Clarifications and Amendments to RFP Documents

- 5.1 You may request for a clarification on any of the RFP documents in pre-bid meeting. Any request for clarification must be sent in writing to be addressed to officer as indicated in para 1 above. These would be clarified at the pre-bid meeting without identifying its source.

5.2 Pre-bid meeting

5.2.1 The bidder or his official representative is invited to attend a pre-bid meeting, which will take place on 14/05/2026 at 11.30 Hrs.

Rural Development Department
Bandhkam Bhavan,
5th floor.
Marzban Street, Fort,
Mumbai 400 001

5.2.2 The purpose of the meeting will be to clarify issues and to answer questions on any matter related to the RFP that may be raised at that stage including the clarifications requested.

5.2.3 Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.

5.3 Amendment to RFP

5.3.1 At any time before the submission of e-tender, the MRRDA may, whether at its own initiative, or in response to a clarification requested by a short listed auditor firms, or in response to queries raised at the pre-bid meeting amend the RFP by issuing an addendum. The addendum shall be sent to all short listed Auditor firms and will be binding on them. To give short listed Auditor firms a reasonable time in which to take an amendment into account in their proposals, the MRRDA may at its discretion, if the amendment is substantial, extend the deadline for the RFP submission.

6. Submission of Proposals

6.1 The proposals shall be submitted in two parts, viz., Financial Proposal (**Annexure III / III A**) and Technical proposal (**Annexure IV**). The proposals must be submitted online only not later than the time and date indicated in Para 1 or any extension to this date in accordance with Para 5.3.

6.2 The "Technical" and "Financial" Proposals must be uploaded separately as per the provisions made on e-tender portal www.mahatenders.gov.in

6.3 At any time before the submission of Proposal, the MRRDA may amend the RFP by issuing an addendum in writing on e-Tender portal mahatenders.gov.in.

6.4 The addendum shall be the part of bidding document and binding to all the bidders.

6.5 Instructions to Bidders

6.5.1 The bidder shall bear all costs whatsoever associated with the preparation and submission of their Proposals. The costs might include site visit, collection of information, and if selected, attendance at bid opening and contract negotiations.

6.5.2 The MRRDA is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the bidder.

6.5.3 In preparing their proposals, the bidder is expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

6.5.4 A list of the PIUs and MRRDA (which will be audited) indicating their locations is also enclosed (**Annexure II**)

6.6 Opening of Technical Proposal

6.6.1 An Evaluation Committee (EC) will be constituted by the MRRDA. The Proposals (first proposal containing Technical Proposals only) will be opened by EC in the MRRDA office at

Rural Development Department,

Bandhkam Bhavan,
5th floor, Marzban Street, Fort,
Mumbai 400 001 on 26/05/2026 at 13.00 Hrs.

Second proposal i.e. Financial Proposals containing the Price Bid will not be opened until technical evaluation has been completed and the result approved and notified to all the bidders. The bidder's representatives shall be encouraged to be present at the time of opening of the Technical Proposal. The bids will be opened in presence of bidders' representatives, who choose to attend the bid opening proceedings.

- 6.6.2 The MRRDA shall notify those bidders whose proposals did not meet the minimum qualifying marks or were considered non-responsive to the Letter of Invitation and Terms of Reference, indicating that their Financial Proposals will be not be opened. The MRRDA shall simultaneously notify the bidders that have secured the minimum qualifying marks, indicating the date and time set for opening of Financial Proposals. The notification may be communicated to all concerned through e-Tender portal. The bidder's representatives shall be encouraged to be present at the time of opening of the Financial Proposal. The bids will be opened in presence of bidders' representatives, who choose to attend the bid opening proceedings

7. Evaluation of Technical Proposal

- 7.1 The Technical Proposal will be evaluated on the basis of Evaluation criteria given in **Annexure IV**. For this purpose, requisite information is to be furnished by the firms along with supporting Documents. The Auditor will make his own assessment while submitting the technical proposal, about adequate number of audit teams required for conducting the audit as per the TOR. Each audit team should comprise of Principal/Audit Partner, qualified Audit Manager, semi-qualified assistants. Details of personnel in each team should be submitted along with proposal.

7.2 Cut off points for qualifying Technical Proposal

Based on the points and criteria as set out for Technical Proposals, all the bidders who have secured **75 or more points*** shall be treated as successful bidder and their Financial Proposals shall be opened.

***Note:** - In Case the number of successful bidders after technical evaluation is less than three (3), the competent authority of MRRDA may relax the aforesaid cut off criteria of technical bid to qualify top 3 bidders in the Technical Proposals.*

- 7.3 The EC will record in detail the reasons for acceptance or rejection of the Technical Proposal analyzed and evaluated by it and would list out the names of Auditor Firms qualified in the Technical Bids.

8. Opening of Financial Proposals

At the second stage, financial bids, of only those bidders who have been declared as qualified by EC in the Technical bid evaluation will be opened.

- 8.1 The MRRDA's representatives or member (in EC) will open each Financial Proposal. One of the representatives/member (in EC) will read out aloud the name of the Auditor Firm and the total prices quoted in the Schedule – "Price Bid" of each bidder. The MRRDA's representatives (in EC) may record this information in writing.
- 8.2 The bidders representative shall be encouraged to be present at the time of opening of Financial Proposal. The bidder's representatives, who choose to attend the bid proceeding will sign an Attendance Sheet.

9. Evaluation of Financial Proposals

- 9.1 The EC will subsequently review the detailed contents of each Financial Proposal. During the

- examination of Financial Proposals the EC or MRRDA's staff and any other person involved in the evaluation process will not be permitted to seek clarification or additional information from any Auditor Firm who has submitted a Financial Proposal.
- 9.2 The Total Price (TP) for each Financial Proposal will be determined.
- 9.3 The Agency reserves the right to reject, at its sole discretions, any or all evaluated Financial Proposals and if necessary call for submission of new Financial Proposals.
- 9.4 In order to allow comparison on a common basis, each Financial Proposal will be carefully scrutinized in accordance with the procedure outlined above and total price will be determined. The score for each Financial Proposal was inversely proportional to its Total Price (TP) and was computed as follows:-

$S_f = 100 \times F_m / F$ Where:

S_f is the financial score of the Financial Proposal being evaluated

F_m is the TP of the lowest priced Financial Proposal

F is the TP of the Financial Proposal under consideration.

The lowest evaluated proposal received the maximum score of 100 marks.

9.5 Ranking of Proposals

- 9.5.1 Following completion evaluation of Technical and Financial Proposals, final ranking will be done by applying a weightage of 90 percent and 10 percent respectively to the technical financial score of each evaluated qualifying Technical and Financial Proposal and then computing the relevant combined total score for each bidder.
- 9.5.2 A comparative statement shall be prepared by the EC to analyze and select the successful bidder. The bidder obtaining highest score will be selected for award of assignment. This will be approved by the Competent Authority of the MRRDA.

10. Confidentiality

- 10.1 Information relating to evaluation of Proposals and recommendations concerning contract award shall not be disclosed to bidders who have submitted Proposals or to other persons not officially concerned with the selection process until the successful firm has been notified and contract awarded.

11. Award of Contract

- 11.1 After completion of formalities, the MRRDA shall award the contract to the selected Auditor Firm and promptly notify the other Auditor Firms who had submitted Proposals that they were unsuccessful. The MRRDA may return the unopened Financial Proposals to the unsuccessful bidders who could not qualify for the opening of Financial Bid.
- 11.2 The validity of the proposal shall be for 120 days from the date of opening of the Technical Bid without change in the personnel proposed for the assignment and proposed price. The MRRDA will make its best efforts to select an Auditor within this period.
- 11.3 Auditor will be expected to take-up/commence with the assignment within a month of award of assignment order by the MRRDA and complete it by the stipulated time.
- 11.4 Under the overall guidance of the MRRDA, the Auditor Firm will work directly with the respective 6 regions and 34 PIUs. The State Level Internal & Procurement Auditor at Mumbai is expected to conduct audit of from 2023-24 to 2025-26. Performance of the Audit firm would be reviewed and contract may be extended on same terms and conditions if the auditor firm is willing to do so for the year 2026-27 and for the year 2027-28.
- 11.7 The remuneration which the Auditor receives from the contract will be subject to normal tax liability as per the Tax Laws. Kindly contact the concerned tax authorities for further information in this regard, if required.

12 PAYMENT SCHEDULE

The MRRDA will pay the firm within 30 days of receipt of pre-receipted bills as per details given below

S.No.	Event	% of contract value
1	Completion of Audit	70%
2	Submission of final audit report	20%
3	Acceptance of Audit report by MRRDA	10%

Note: The financial quote does not include Goods & Service Tax.

NAME:
DESIGNATION:
ADDRESS:

ANNEXURE I

Terms of Reference

Terms of Reference For State Level Internal & Procurement Auditor for Project Maharashtra Roads Connectivity for Inclusive Growth Program (MRCIGP) - ADB Funded in Maharashtra State

TERMS OF REFERENCE (TOR)

FOR INTERNAL AUDIT AND PROCUREMENT AUDIT

for Project Maharashtra Roads Connectivity for Inclusive Growth Program (MRCIGP)

Maharashtra Rural Road Development Associations, Government of Maharashtra

I. Background

The offices of Secretary MMGSY & Program Director, Maharashtra Rural Road Development Association (MRRDA) is implementing a rural connectivity program with financial assistance from Asian Development Bank (ADB). The program is mandated with ensuring proper internal control of financial and procurement systems through Internal Audit (the Audit). This terms of reference (TOR) seeks to appoint a private audit firm to conduct an internal audit under the Maharashtra Roads Connectivity for Inclusive Growth in Maharashtra Program, financed through result-based lending (RBL) of ADB.

The appointment of the private audit firm shall be initially for 3 years, extendable by maximum 2 years in two distinct orders for 1 year each.

II. Internal audit

Objectives of the Internal Audit

- To ensure that the ADB / GOM receives adequate, independent, professional, audit assurance that the proceeds of the ADB's loan / MRRDA Financing were used for the purposes intended, that the audit reports are free from material misstatement and that terms of the loan agreement are complied with in all material respects.
- The objectives of the internal audit are to enable the auditor to express a professional opinion on the effectiveness of the overall financial management and procurement arrangements. The auditor shall comment whether the overall financial management and arrangements including the system of internal controls as documented as per the Program Implementation Document (PID) have been followed by the EAs. It is expected that the process of audit shall be in position to provide to project management with timely information on financial management and procurement aspects of the mission, including internal controls and compliance with financing agreements, to enable follow-up action.

- In addition, it is expected that internal audit shall play a role in assisting management in prevention of misutilisation of fund, including the prevention, detection, and investigation of fraud as part of bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Coverage and Standards for the Internal Audit

- The Audit will cover field locations of the MRCIGP Program of MRRDA in all 34 District of Maharashtra are audited in three years and extendable for 2 Year. Internal audit plan to be prepared annually and agreed with EA and Internal auditor. The audit will also cover all consultancies and other contracts that may be entered in to by the Executing and Implementing Agencies (EAs/IAs). Internal audit should be carried out in accordance with the accounting standards as recommended by ICAI.
- The considerations for applicability of the standards or otherwise and locations chosen, shall have to be documented with justification and submitted to ADB and EAs. The ADB may review and provide further guidance to the internal auditor.

The Internal Audit Team will comprise:

1. One Internal Audit Specialist (Principal)
2. One Internal Audit Manager (Qualified)
3. One Internal Audit Assistant (Semi – Qualified)
4. One Support Staff (Other Assistant)

Scope of work

1. The internal audit needs be carried out for each financial year beginning from the F.Y. 2023 - 24, F.Y. 2024-25, F.Y. 2025-26 and extendable to F.Y. 2026-27 and 2027-28 on semi-annual basis. The scope of internal audit shall include such tests and controls, as the auditor considers necessary under the circumstances to determine whether the Program's risk management, controls, and compliance processes as designed and represented by management, are adequate and are functioning.
2. The Internal Auditor will review whether Program's internal control framework ensures that:
 - i. Risks are appropriately identified and managed.
 - ii. Significant financial, managerial, and operating information is accurate, reliable and timely.
 - iii. Employees' actions and transactions comply with the internal policies, standard procedures, and external applicable laws and regulations.
 - iv. Resources are acquired economically, used efficiently, and adequately protected.
 - v. Programs, Plans and objectives are achieved.
 - vi. Accounting, financial management and procurement systems remain reliable and effective in design and to assess the extent to which they are being followed.
 - vii. System of internal check is effective in design and operation in order to ensure prevention of and early detection of defalcations, frauds, misappropriations and misapplications.
 - viii. Expenditure incurred has the necessary supporting documents and have been incurred in accordance with the Government of Maharashtra rules and relevant financing agreement with Asian Development Bank (ADB).
 - ix. Quality and continuous improvement are fostered in the project's control process.
 - x. Significant legislative and regulatory issues impacting the project are recognized and addressed appropriately.

3. The Internal Audit to be conducted on semi-annual basis and reports should be submitted to the Project Director (EAP) of the EAs, within 45 days of end of each reporting period. The Internal auditor shall verify that the project effectively and efficiently in compliance with agreed reporting protocols with ADB. 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 ADB 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 PMU and PIUs, external consultants and field staff when appropriate.

Detailed tasks for financial audit

1. The detailed tasks to be performed by Internal Auditors include:

- i. reviewing the reliability and integrity of financial and operating information and how it is identified, measured, classified and reported.
- ii. reviewing the systems established to ensure compliance with laws and regulations.
- iii. reviewing systems established to safeguard assets, when appropriate, verifying existence of assets.
- iv. review operations or program to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.
- v. review and appraise the economy and efficiency with which resources are employed;
- vi. evaluating the adequacy and effectiveness of project's process for controlling activities and managing risks.
- vii. testing key financial reporting controls in identified financial systems and processes.
- viii. identifying significant risks to the ability of the project to meet its objective, communicating them to management and ensuring that management has taken appropriate actions to guard against that risk.
- ix. performing early entry engagement to assist management in incorporating an adequate control structure in new system and processes.
- x. reviewing the reports of external auditors, monitoring compliance against recommendations of auditors and reporting status to the Project Director (EAP), PMU of the two EAs.
- xi. conduct audit of MIS applications to ascertain reasonable assurance.
- xii. ascertain that the internal control system including financial and operational controls, accounting system and reporting structure are adequate and effective.
- xiii. suggest ways and means for mitigation of risks associated with the existing procedures and/or systems.
- xiv. ascertain the integrity and reliability of financial and other information provided to management and stakeholders, including that used in decision making.
- xv. identify financial control and processes weaknesses, make recommendations for improvements.
- xvi. Component wise reconciliation of amounts spent with the budget distributed by GOM - MRRDA for each PIU with remarks.
- xvii. comment on the effectiveness of the mechanism available in the PMU and PIUs for ensuring compliance with observations of the earlier audit reports.
- xviii. Make a report on the corrective action taken on the observations of the earlier audit reports and list out the serious observations made by statutory auditor which have not yet been complied with.

III. Procurement Audit

Objective:

The objective of the Procurement Audit is to conduct thorough reviews of procurement processes, evaluate contract management practices, and verify compliance with the applicable frameworks and anticorruption guidelines. The audit will assess representative samples of contracts, ensure effective checks and balances, identify procurement deficiencies, and recommend mitigation measures to support transparency, integrity, and efficiency in the award and execution of program contracts.

The Procurement Audit Team will comprise:

1. One Public Procurement Specialist
2. One Team Member Procurement Assistant/Analyst
3. One Support Staff

Scope of work for Procurement Audit

The scope of the Procurement audit shall be to

- i. Review, and provide comment based on the representative sample of contracts awarded in the previous FY
- ii. Review and comment on adequate checks and balances¹ are built into the procurement system and procedures are adhered
- iii. Verify the compliance with the GOM's procurement Framework (system, tools, procurement and contracting procedures and processes
- iv. Review and evaluate the contract management practices
- v. Review contracts to ensure they are not awarded to the Sanction list entities and individuals.
- vi. ADB's Anticorruption Guideline;
 - a. Review contracts to ensure they are not awarded to the ADB's debarred/suspended entities and individuals.
 - b. Review contracts to ensure that no domestic preference is applied.
 - c. Based on the list of contracts awarded, verify all contracts to ensure that no high-value contracts over the High-value thresholds limits are funded under the program without approval.
 - d. Grievance related to procurement were satisfactorily addressed per the established procurement complaint handling system.
- vii. Review and evaluate the record-keeping and file management arrangements.
- viii. Recommend mitigation measures to correct the identified procurement deficiencies or deter future deficiencies.

¹ GOM's Procurement Framework; Procurement Planning; Staffing; e-procurement system, capacity of bidders and staff at the line agencies; Standard procurement processes and procedures; standard bidding document; value of procurement handled; availability of competition; Existence of complaint handling and resolution system; Procurement performance; Existence of management information system (MIS); internal controls mechanism; Procurement documentation, review

Detailed task for Procurement Audit

Besides the systemic review for checks and balances, the following documents shall be reviewed for conducting the procurement audit for the sampled contracts:

- I. Invitation for bids, advertising procedures and bidding period
- II. Bidding documents and addenda, if any
- III. Sale of bidding documents, pre-bid meeting (wherever applicable)
- IV. Receipt and opening of bids.
- V. Bid evaluation and recommendation for award of the contract
- VI. Draft contract in the bidding documents versus the awarded contract
- VII. Timeliness of payment to contractors/suppliers/consultants
- VIII. Projected versus actual completion schedule
- IX. Variation orders and time extensions
- X. Acceptance or substantial completion certificate

The auditor will develop a tailor-made checklist to capture these details for the contracts.

It is to be ensured that, all types of contracts are included in the audit. The Audit should cover 20% of civil contract and 100% of consulting contract awarded under this project i.e. MRCIGP

IV Implementation arrangement

The internal auditing services will be provided by a firm of chartered accountants initially for an initial duration of 3 years and extendable by 2 year. The consultant selection will be in accordance with **QCBS method 90:10**.

V Staffing Requirements

Table 1: Staffing Requirements

No	Position	No. of position	Total Person-months per 12 months	No of Days in a 12 months period
I	Key national experts			
1	Internal Audit Specialist	1	2	60
2	Public Procurement Specialist	1	2	60
	Total person-months (I)		4	120
II	Non-key national experts			
3	Internal Audit Manager	1	4	120
4	Internal Audit Assistant	1	4	120
5	Procurement Assistant	1	4	120
	Total person-months (II)		12	360
III	Administrative & support staff			
6	Support staff	2	12	720
	Total person-months (III)		12	720
	Total person-months (I + II+III)		28	1200

VI Qualifications Requirements

Key National Expert

- **Internal Audit Specialist (Principal)**

The key expert proposed by the firm must possess the following qualifications:

- (i) He / she must be a Fellow member of the Institute of Chartered Accountants of India.
- (ii) should have minimum 15 years of experience related to auditing in public development sector. 5 years of experience in Internal Audit in Multi development Bank Funded Project preferably in Rural Road sector. (like World bank /ADB)
- (iii) Demonstrable experience in government financial management systems.

- **Public Procurement Specialist**

At least graduate qualification in Engineering or equivalent discipline with five (5) years of experience in public procurement using GOM's procurement. The specific experience is three (3) years in activities akin to those envisaged in the Program

Non-key Experts

- **Internal Audit Manager (Qualified)**

The audit managers proposed by the firm must possess the following qualifications:

- (i) They must be at least an Associate Member of the Institute of Chartered Accountants of India.
- (ii) Should have minimum 7 years of experience related to auditing in public / development sector experience of preparing accounting and audit statements/reports for large projects, preferably foreign and/or donor funded projects.
- (iii) Demonstrable experience in government financial management systems.

- **Internal Audit Assistant**

The audit assistants proposed by the firm must possess the following qualifications:

- (i) They must be Semi qualified of the Institute of Chartered Accountants of India or semi-qualified or equivalent.
- (ii) Should have minimum 4 years of experience related to auditing in public / development sector experience of preparing accounting and audit statements/reports for large projects, preferably foreign and/or donor funded projects.

- **Procurement Assistant**

At least graduate qualification in Engineering or equivalent discipline with three (3) years of experience in public procurement using GOM's procurement. The specific experience is two (2) years in activities akin to those envisaged in the RBL program

VII Reports

- The internal financial 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. The reports should be submitted to the management within 45 days of the end of each quarter. The auditor should discuss results of audit with the Project Director, PMU and all- important observations will be brought to his/her notice for taking timely corrective and preventive action. The Internal auditor will bring out in his report aspects relating to the compliance with audit observations made in the reports relating to earlier audits duly elaborating the corrective action taken by the concerned implementing Division. Standards of IIA or its equivalent shall be followed for the reporting formats.
- The internal auditor will prepare and submit to the employer the reports as listed in Table 2 based on the format prepared by the consultant and as approved by the employer.

Table 2: Reports to be Submitted

Report	Frequency	Due Date	No. of Copies	Contents
Internal Audit Reports	Semi-Annually	45 days following the end of reporting period of 6 months	5	Audited unit wise report
Internal Audit Reports	Annually	60 days following the end of financial year	5	Consolidated report

- The auditor shall submit a separate Procurement audit section in the financial Audit, comprising the following;
 - a) Inception Report (consisting of team details, actual work plan, schedule of audit, actual methodology and process of audit, and sampling methodology acceptable to the GOM within one month of the contract signing and every FY before commencing the procurement review.
 - b) Annual Procurement Report: The auditor will provide an annual report containing findings and recommendations to enable the IAs to take timely action. The report shall include the records verified, major/minor deviations, if any, the adequacy of checks and balances and adherence to GOM procurement system, ADB's Anticorruption Guideline for RBL, and procurement-related GRs occasionally made under the program. The report should be discussed and agreed upon with the GOM. In addition, the auditor should provide an executive summary highlighting the major findings and recommendations that

require the GOM's attention and the status of actions in relation to the previous recommendations. An indicative report Structure shall be as follows;

- Objectives of the Procurement Audit, including sampling methodology
- A brief paragraph about EA/IA procurement system (including GOM's procurement system)
- Summary of previous report's recommendations, if any.
- Current status
- Package wise procurement
 - Scope, estimates, approvals
 - Bidding Document alignment - ADB recommended provision, bidding process, Debriefing, complaints etc.
 - Procurement efficiency, Integrity
- Recommendations and Action Plan.

a) Inputs provided to auditor

The auditor shall be given access to all documents, correspondence, and any other information relating to the program. The auditor shall be provided with the relevant policies and guidelines, the Asian Development Bank's Program Implementation Document (PID) and other relevant documents such as the program's subject files. Adequate information, files, and procurement records regarding the sampled contracts will be available.

VIII. General Condition

- All personnel must abide by applicable laws, rules, and the organization's code of conduct; unethical behavior or breaches should be reported immediately.
- Any indications of fraud or misappropriation must be immediately reported to the management and appropriate authorities.
- The employer/client reserves the right to terminate the contract after giving 2 months' notice period for unsatisfactory performance, ethical violation, or any material breach of contract.
- Consultant Firm reserves the right to terminate the contract after giving 2 months' notice period to the Employer/client.
- All data and information obtained must be kept confidential and not disclosed without prior authorization, except as legally required.
- All reports, data, support data and all relevant file & record will be property of the client and shall be handed over to client from time to time.
- The consultant shall comply with data protection regulations relevant to the assignment

IX. Employer's input and counterpart personnel

The EAs (employer) will make available the information and such records as may be necessary for each audit unit which is to be audited.

ANNEXURE II

Detailed List of PIUs and Turnover

- 1 Raigad
- 2 Ratnagiri
- 3 Sindhudurg
- 4 Thane
- 5 Palghar
- 6 Nashik
- 7 Ahilyanagar
- 8 Dhule
- 9 Jalgaon
- 10 Nandurbar
- 11 Pune
- 12 Kolhapur
- 13 Sangli
- 14 Satara
- 15 Solapur
- 16 Ch. Sambhaji Nagar
- 17 Beed
- 18 Hingoli
- 19 Jalna
- 20 Dharashiv
- 21 Parbhani
- 22 Latur
- 23 Nanded
- 24 Amaravati
- 25 Akola
- 26 Buldhana
- 27 Washim
- 28 Yavatmal
- 29 Nagpur
- 30 Bhandara
- 31 Chandrapur
- 32 Gadchiroli
- 33 Gondiya
- 34 Wardha

ANNEXURE III

**Form No. F-1 (Refer to Para 8 of RFP)
Price Bid (to be uploaded in Excel format supplied by Department Only)**

Sl. No.	Particulars	Amount (Rs.)
1.	Professional Fees	
2.	Reimbursable Expenses	
3.	GST	
	Total Audit Fees	

**Form No. F-1 A (Refer to Para 8 of RFP)
Price Bid (to be uploaded on a letter head of firm in financial pocket only)**

a) Remuneration

Designation	No. of Positions	No of Man- days in a year	Fee Rate per Man day [Excluding GST]	Total
Key National Expert				
Internal Financial Audit Specialist (Principal)	1	60		
Public Procurement Specialist	1	60		
Non-Key National Expert				
Internal Financial Audit Manager (Qualified)	1	120		
Internal Audit assistant (Semi Qualified)	1	120		
Procurement Audit Manager/Assistance	1	120		
Support Staff	2	720		
TOTAL	7	1200		

b) Reimbursement Expenses

Sr. No.	Reimbursable Expenses	Unit	Cost	Qty	Total in INR
1.	Transport Allowance	Per PIU Visit		68	
2.	Per Day Allowance	Per Day		480	
3.	Report	Per Report		102	
4	Training	Per Training		2	
Total					

Signature

(Authorized representative of Auditor) Seal of the Auditor Firm

Note:-

1. The rates quoted are for one year which will be applicable for subsequent years also.
2. TDS or other statutory deductions as applicable will be deducted by the MRRDA at the rates notified by Government of India from time to time from each bill.
3. 34 PIU Semi Annual Audit visit for 1 year duration, No of visit will be 68 (34*2)
4. 34 Semi Annually Report twice a year i.e. 68 report and 34 Annual Report
5. Cost of Training Excluding Venue Cost.

ANNEXURE IV

Technical proposal evaluation – Criteria and Scoring Scheme

Criteria	Sub Criteria	Scoring	Max Score	Documentation
1. Specific Experience of the audit firm relevant to the assignment	Experience in audit of MDB (Like World Bank, ADB, AIIB, etc.) Funded project preferably Rural Road Project.	4 points for each audit of project supported by the MDB's completed during the last 5 years.	20	Details of such audits completed with copies of appointment letters.
2. Adequacy of the proposed methodology and work plan in responding to the Terms of Reference and Bank requirements	Quality of the audit methodology proposed for the assignment	Refer grid given at the end ***	25	Detailed Audit Work Plan covers following areas: Compliance with MMGSY Guidelines, Accounts manual, Ops Manual For expend on ADB contracts, fund utilization in accordance with the project legal agreement/s.
	Detailed Work Plan meeting the requirement of the assignment	Adequacy and practicality of the Audit Work Plan suggested for the assignment in achieving the timelines provided in the RFP	5	Assessment of Internal Control environment; Deposits and Advances Contract management legal requirements Procedure.
	Organization and Staffing proposed for the assignment	1 point for each qualified staff (other than Team Leader and Audit Manager) proposed for the assignment	10	Composition of the team proposed for the assignment briefing their qualifications.
3. Team Leader/Audit Partner assessment	General experience	1 point for every year completed as Partner signing audit reports.	3	Certificate from the Audit Firm listing the entities whose audit reports have been signed by the Partner.

	Adequacy for the assignment	3 points for each PSU audit conducted either as Audit Partner or as Team Leader	15	Details of such audits completed in last 5 years with copies of relevant appointment letters and position of the staff in the audit As above.
		1 point for each audit of entities working in the relevant sector conducted either as Audit Partner or as Team Leader	5	Details of such audits completed with copies of relevant appointment letters and position of the staff in the audit As above.
	Experience in regional Language i.e. Marathi.	1 point each for knowledge of local language (for Team Leader) (Reading, Assistant Speaking and Writing)	2	
4. Turnover of the firm for the last 3 F.Y. 2024-25, 2023-24 & 2022 - 23		<ul style="list-style-type: none"> • 15 points for Total Turnover of Rs. 1 cr. or above in each of the last three FYs; • 8 points for Total Turnover above Rs 75 lakhs and upto Rs. 1 cr. in at least two of the last three FYs; • 4 points for Total Turnover upto Rs. 75 lakhs in each of the last three FYs. 	15	Self-certified by the partner. The applicant firm will provide the total turnover. "Turnover" would mean the professional fee earned excluding GST and traveling, if billed separately.
		Total	100	

*****Audit Methodology Evaluation**

S.No	Methodology	Max Score
1	Overall approach/experience to the audit assignment for providing opinion on the project financial statements, the adequacy of internal controls and funds have been utilized for the intended purposes in accordance with the project legal agreement/s and have been correctly reported in the IFR	15
2	Approach in preparing the Management Letter	5
3	Quality audit mechanism	5
	Total	25

Technical & Financial Proposal will consist of:

- i. Details of the Firm along with Details of partners (*Form T – 2*)
- ii. Financial Bid (*Form F – 1 & Form F – 1A*)

Particulars / Details of the Audit firm

SI No.	PARTICULARS	Supporting Documents required to be submitted along with this form
1	Name of the Firm	
2	Addresses of the Firm:	
	Head Office (HO)	Phone No: Fax No: Mobile No. of Head Office In-Charge:
	Date of establishment of the firm	
	Date since when is H.O. at the existing Station	
	Branch Office 1, 2, 3..... (Particulars of each branch to be given)	Phone No. : Fax No : Mobile No. of Head Office In-Charge:
	Mention the date of each branch offices since when existed at the existing place	
3	Firm Income Tax PAN No.	Attach copy of PAN card
4	Firm GST Registration No.	Attach copy of Registration
5	Firm's Registration No. with ICAI	Attach copy of certificate downloaded from ICAI website showing the name & address of H.O., B.O. and partners etc.
6	Empanelment No. with C& A G	Attach proof of empanelment with C&AG for the year under Audit (2024 -25) confirming that the firm is eligible for major PSU audits.
7	No. of Years of Firm Existence & Date of establishment of Firm	Attach latest copy of ICAI Certificate.
8	Turnover of the Firm in last three years , 2022-23, 2023-24 and 2024-25.	Attach a copy of Balance Sheet and P & L Account of the last three years 2022-23, 2023 – 24 and 2024-25 or a C.A. Certificate give Break-up of Audit Fee and Other Fees Received.

9	<p>Audit Experience of the Firm:</p> <ol style="list-style-type: none"> 1. Number of Assignments in Commercial / Statutory Audit 2. Number of Assignments of Externally Aided Projects / Social Sector Project (excluding audit of Charitable Institutions & NGOs) 	<p>1)List</p> <p>2)Copy of the Offer Letter & the Fee Charged for each assignment.</p> <p>Note: (i) Please refer Annexure – 2 enclosed to the RFP / ToR for furnishing the required information as well as the evidences.</p> <p>(ii) Please assign Annexure No. to each evidence enclosed to the bid documents.</p>
10	<p>Details of Partners :</p> <p>Provide Following details:</p> <ul style="list-style-type: none"> • Number of Full Time Fellow Partners associated with the firm • Name of each partner, • Date of becoming ACA & FCA • Date of joining the firm, • Membership No.,, • Qualification • Experience • Whether the partners is engaged full time or part time with the firm. • Their Contact Mobile No., email and full Address 	<p>Attested latest Certificate of ICAI not before 31.3.2025</p>
11	<p>Details of key professional staff /Audit manager/ Team leader</p> <ul style="list-style-type: none"> • Name of the staff • Qualification • No of years employed by firm • Total experience 	

Note : The firm shall give an undertaking that the team members are proficient in the State’s official language (both oral and written).