

# **GUJARAT STATE AVIATION INFRASTRUCTURE CO. LTD.**

**A Government of Gujarat Undertaking**

**(CIN-U62200GJ2010SGC061479)**

**TENDER FOR APPOINTMENT OF  
CHARTERED ACCOUNTANTS' FIRM  
FOR INTERNAL AUDIT  
FINANCIAL YEAR 2019-20**



**:: Registered Office ::**

**GUJSAIL COMPLEX, GOVERNMENT OF GUJARAT,  
NR. TORRENT SUB STATION, SVPI AIRPORT,  
AHMEDABAD - 380004.**

**NOTICE INVITING TENDER**

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

Name of Work	Appointment of Chartered Accountants' Firm for Internal Audit
Estimated Cost	The CA Firm will be required to quote the lump sum professional fees excluding taxes.
Tender Form Fee (Non-Refundable)	₹ 1,500/- + 18% GST
Earnest Money Deposit (EMD)	₹ 15,000/-
Last Date of submission of sealed tender (Only through Registered/Speed Post)	12/07/2019 up to 06:10 PM
Date of Opening of Technical bid	13/07/2019 at 12:00 PM
Date of Opening of Financial bids	Date will be communicated separately to Technically Qualified bidders only.

The interested partnership firm may submit their offer in the prescribed pro-forma provided herein, which includes Notice Inviting Tender, Eligibility Criteria, Other Terms & Conditions, Scope of Work, Technical Bid (Experience and Eligibility Criteria) and the Financial Bid (professional fee). The tender documents are available from the company's website from 28/06/2019 to 12/07/2019.

Place: Ahmedabad  
Date: 28/06/2019

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



**Chief Executive Officer**

**A. ELIGIBILITY CRITERIAS:**

1. The CA Firm must have paid non-refundable tender fees of ₹1,500/- + 18% GST (Demand draft of "Rupees one thousand five hundred only" in favour of "Gujarat State Aviation Infrastructure Company Limited" payable at Ahmedabad.)
2. The CA Firm must have paid Earnest Money Deposit (EMD) of ₹15,000/- (Demand draft of "Rupees fifteen thousand only" in favour of "Gujarat State Aviation Infrastructure Company Limited" payable at Ahmedabad. EMD will be refunded after completion of the procedure for appointment of CA Firm.
3. The CA firm must be empaneled with the Comptroller & Auditor General of India, New Delhi for the last three financial years. (i.e. FY 2016-17, FY 2017-18 & FY 2018-19). (Please submit Copy of Empanelment letter issued by C&AG office, mere acknowledgement for submission of empanelment request/application will not be considered and firm will be technically disqualified.)
4. The CA firm should have at least an experience of 05 (five) years as on 01-04-2019 from the date of registration of the firm. (Copy of self-attested registration certificate with ICAI is required to be submitted.)
5. The CA Firm must have minimum Three partners out of which one should be FCA. (Please submit Copy of Partnership Deed along with self-certified copy of registration letter issued by ICAI showing particulars of Partners and Qualified / Paid Assistants in employment with the firm). Further, a list of each individual partner showing the firm(s) in which he/she is engaged as partner or any other capacity must be submitted showing status as on 01-04-2019.
6. The firm must have valid Service Tax / Goods and Services Tax Registration. (Please submit Copy of Registration Certificate).
7. The CA firm must have minimum annual revenue from professional fees not less than 40 lakh in all the three previous financial years. (i.e. FY 2016-17, FY 2017-18 & FY 2018-19) (Please submit copy of audited Balance Sheet and Profit and Loss Statements along with Income Tax Returns for the FY 2016-17, 2017-18 & for the FY 2018-19 Audited & if not available than certified Unaudited).
8. The CA firm must have Head office in Gujarat State and have a Head/Branch office in Ahmedabad or Gandhinagar. (Copy of self-attested registration certificate with ICAI is required to be submitted as on 01.04.2019.
9. The CA firm must have an experience at least 2(Two) of Audit Assignment of the GOG or GOI undertaking Government Companies, Board/Corporations/Society/Trust & Non-Government companies in last 6 financial years (completed as on 31.03.2019) or at least 2 (Two) such assignment

on hand as on date. (for current financial year i.e. 2019-20) only those GOI or GOG, Board/Corporations/Society/Trust & Non-Government companies undertaking having turnover of 50 crores or more will be considered. (Self-attested copies of appointment letters shall be submitted). Refer Annexure-III –Point No.09,10 & 11.

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

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

**B. SCOPE OF WORK:**

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

1. Legal and regulatory compliances under applicable laws.
2. Checking of Sales, Services and Revenue
3. Checking of Purchase and Procurement
4. Checking of Inventory and Stores Management
5. Checking of Human Resources and Pay Roll Processing
6. Checking of Operational and Administrative Expenses
7. Checking of Government Grants and its utilization
8. Checking of Fixed Assets, Depreciation and Amortisation
9. Checking of Payables and Receivables
10. Checking of Cash and Bank Balance
11. Checking of Internal Control System
12. Checking of Management Information System
13. Compliance with applicable accounting standards
14. Compliance of disclosure requirement in financial statements under applicable accounting standards and other applicable laws/guidelines etc.
15. Checking of Tax Deduction at Source (TDS) under various sections of Income Tax Act as per Amendments and Goods and Service Tax (GST) etc.
16. Accounting Procedure, Classification, Guidelines etc.
17. Finance/Annual Accounts.

**C. GENERAL TERMS & CONDITIONS:**

1. The internal audit assignment shall be carried out on the continuous / concurrent basis i.e. the audit will be done by the CA Firm before the release of the payment i.e. pre-audit of the expense, to the various agencies for the period 01-04-2019 to 31-03-2020. A CA Firm has to deploy qualified Chartered Accountant having five years' experience in the relevant field who will approve the bills/vouchers/payments etc. before release of the payment.
2. The Audit Team will have to visit at least twice a week and in addition, in case of urgent payment, the firm will have to visit as and when required. All expenditures /payments exceeding ₹5,000/- shall be pre audited. However statutory/committed payment like Income Tax, Goods and Services Tax, Provident Fund, Telephone, Mobile, Electricity, Airport Authorities Charges, Aviation fuel charges and charges relating to VVIP movement etc. will have to be post audited, if Pre Audit was not possible.
3. The Firm shall have to issue certificate in the prescribed form stating "approved or not approved" with Separate Total approved amount separately consist of **Net Payment, TDS amount under which sections & GST amount** as per Income Tax Act and shall communicate any comments / objections to the Chief Executive Officer of the company in writing with rubber stamp in a prescribed format or the observation if any to shall be communicated.
4. If any serious misappropriation and / or fraud found during the Pre Audit, then the CA firm must report the same to Chief Executive Officer immediately in writing to be followed by personal discussion.
5. The firm shall issue an Internal Audit Report on quarterly basis (apart from the routine internal/pre audit certificate) along with the quarterly financial statements to the management of the company within 15 days of completion of each Quarter with suggestive measures to be taken. The firm shall assist the company in statutory audit and audit of the Comptroller & Auditor General of India.
6. Bid Validation period is for 90 days.
7. The Firm shall submit offer online as well as Physical only Technical Bid papers. **"Technical Bid for Internal Auditor"** super scribing as such and giving documentary evidence of the above referred eligibility criteria along with the check list given in the tender document signed by the Partner of the firm, at **"GUJARAT STATE AVIATION INFRASTRUCTURE COMPANY LIMITED, GUJSAIL Complex, Nr. Torrent Sub Station, S.V.P.I. Airport, Ahmedabad - 380004** by **Registered or Speed Post only** so as to reach on or before **15/07/2019 up to 18:10 hours.** **Note:** Financial Bid to be submitted online only. Financial Bid should not be submitted with Technical Bid Papers.



8. The Financial Bid of the firm not meeting above eligibility criteria shall not be opened. Similarly, if supporting evidences are not given then the technical bid will be liable to be rejected. GUJSAIL reserves right to ask for any other documents / evidence for the purpose of technical evaluation.
9. A CA firm which will be appointed for the assignment shall submit the Security Deposit of 5% (Five) of the total annual fees payable as per the financial bid within 7 (seven) working days from the issue of Letter of Intent (LOI). The Security Deposit will be returned after successful completion of the assignment and submission of the reports.
10. A CA Firm has to deploy qualified Chartered Accountant having five years' experience in the relevant field of Internal Audit.
11. Sub-Contracting is strictly prohibited and will be liable for immediate termination of assignment.
12. The Chief Executive Officer reserves all rights to appoint any one or more Chartered Accountant or their firm for the related assignment or any other assignment as per the requirements of the company.
13. Any project, scheme, program, activity or work undertaken by the company will be considered part of the company's activities.
14. Decision of the Chief Executive Officer will be final in respect of any interpretation of terminology or any contents of the tender document. Chief Executive Officer of the company reserves right to cancel the tender without giving any reasons thereof.
15. Tender shall be submitted in prescribed / official tender document only, which are available on the website of the company only. If tender is submitted in any other format, then the same will be rejected summarily.
16. The firm of Chartered Accountant presently appointed as statutory auditor or Pre Auditor or Internal Auditor or its sister concern firm for GUJSAIL cannot apply for this engagement.
17. Please note that, GUJ-SAIL may extend the services for further period of two (2) years with 10% increment in fees based on satisfactory work subject to yearly review.
18. Each page of this Tender must be stamped and signed by Partner of CA Firm, failing which the firm will be technically disqualified and Financials Bid will not be opened.

**D. RATES & PAYMENT TERMS:**

As per the Guideline No. 1-CA (7)/03/2016, dated 7th April 2016 issued by the Institute of Chartered Accountant of India, The CA Firm will be required to quote the lump sum professional fees excluding taxes. The rates invited will be inclusive of Traveling Expenses, Stationery Expenses, Communication Expenses and all other out of pocket expenditure relating to the said assignment. However, the Goods and Services Tax only shall be paid separately at the applicable rate. Fees will be paid on quarterly basis after submission of the Internal Audit Report within 15 days after completion of subsequent Quarters (Four Quarter in a year) along with quarterly financial statement of the relevant quarter.

**E. TAXES AND DUTIES:**

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

**F. EVALUATION CRITERIA:**

**1. Method of Selection:**

The method of selection is Quality and Cost Based Selection (QCBS). Bid process evaluation will be carried out in a two bid system in which weightage of technical bid evaluation marks will be 50 (fifty) and weightage of financial bid evaluation marks will be 50 (fifty). The criteria for technical evaluation along with marks of each parameter are as under.

Sr. No.	Minimum Eligibility Criteria	Details	Marks	Total Marks
1	The CA firm should have at least an experience of 05 (five) years as on 01-04-2019 from the date of registration of the firm	<b>Nos. of years' experience</b>		20
		05-10 years	10	
		10-15 years	15	
		Above 15 years	20	
2	The CA Firm must have minimum Three partners out of which one should be FCA.	<b>Nos. of CA</b>		20
		3 CA with 1 FCA	10	
		4 CA with 2 FCA	15	
		5 CA and above with 3 or more FCA	20	
3	The CA firm must have minimum annual revenue from professional fees not less than 40 lakh in all the three previous financial years. (i.e. FY 2016-17, FY 2017-18 & FY 2018-19)	<b>Minimum annual revenue from profession for last 3 years</b>		15
		Rs. 40 laks to Rs. 60 lakhs	10	
		Rs. 60 laks to Rs. 100 lakhs	12	

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		Rs. 100 lakhs & Above	15	
4	The CA firm must have an experience at least 2(Two) of Audit Assignment of the GOG or GOI undertaking Government Companies in last 6 financial years (completed as on 31.03.2019) or at least 2 (Two) such assignment on hand as on 01.07.2019. (for current financial year i.e. 2019-20) only those GOI or GOG Government undertaking having turnover of 50 crores or more will be considered.	<b>Nos. of Assignments in GOG or GOI undertaking</b>		15
		Up to 2 Assignments	10	
		3 to 5 Assignments	12	
		6 & above assignments	15	
5	The CA firm must have an experience at least 2(Two) of Audit Assignment of the Board/Corporations/Society/Trust in last 6 financial years (completed as on 31.03.2019) or at least 2 (Two) such assignment on hand as on 01.07.2019. (for current financial year i.e. 2019-20) only those Board/Corporations/Society/Trust undertaking having turnover of 50 crores or more will be considered.	<b>Nos. of Assignments in Board/Corporations/Society/Trust</b>		15
		Up to 2 Assignments	10	
		3 to 5 Assignments	12	
		6 & above assignments	15	
6	The CA firm must have an experience at least 2(Two) of Audit Assignment of the Non-Government companies in last 6 financial years (completed as on 31.03.2019) or at least 2 (Two) such assignment on hand as on 01.07.2019. (for current financial year i.e. 2019-20) only those Non-Government companies undertaking having turnover of 50 crores or more will be considered.	<b>Nos. of Assignments in Non-Government companies</b>		15
		Up to 2 Assignments	10	
		3 to 5 Assignments	12	
		6 & above assignments	15	
<b>Total Marks</b>				<b>100</b>
<b>Note: Here, companies means the companies registered under the Companies Act, 1956 or 2013, statutory and internal audit assignments of any other Government bodies like society, agency, authority etc. shall be excluded.</b>				



**2. Technical Bid Marking Formula:**

A bidder whose marks is 60 and above will only be considered for financial evaluation. Full marks will be given to the firm having highest experience in each individual parameter; the marking to the other firms will be given as per point no.1 Method of Selection.

**3. Financial Bid Marking Formula:**

The marks will be given to the firm as per the following formula.

$$FM = LFB / F * 100$$

Where, FM = Financial Marks

LFB = Lowest Financial Bid

F = Quoted Amount

**4. Ranking of the Bidder:**

The weightage of the total marks of both, i.e. the technical bid evaluation and financial bid evaluation shall be used to rank the CA Firm i.e.  $(H1 = 50*T + 50*F)$ . The first ranked firm may than be selected by the company for appointment after negotiations.

**G. CONFIDENTIALITY:**

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

**H. PENALTIES:**

1. In the event of gross negligence, irregularity, laxity or misconduct on the part of the CA firm's personnel, the assignment may be terminated and the CA firm may get black listed at the discretion of the competent authority of the Company, which shall be communicated to all the Government Companies, Departments, Boards, Corporation and the Institute of Chartered Accountants of India for debarring such firm from any assignment of any Government work.

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2. The violation of any of the terms will invoke penalty. It will be the responsibility of the CA firm to complete the assignment with full knowledge and experience of the work with proper care and time. Failure to do so leading to either undue delay or laxity or failure or incorrect report will make the CA Firm liable for being removed from the assignment by the competent authority of the Company after issuance of the notice. In this respect, the decision of the competent authority of the Company shall be final including deciding the amount of penalty.

Place: Ahmedabad  
Date: 28/06/2019

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



**Chief Executive Officer**

**Annexure-I**

**Profile**

**1. Primary Information:**

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

**2. Details of Total Staff**

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

**3. Details of Partners:**

Sr. No.	Name	FCA / ACA	Membership No. / Year of Reg. With ICAI	Post Qualification Experience (In Years)
1				
2				
3				
4				
5				

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

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

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

<b>Sr. No.</b>	<b>Name</b>	<b>Qualification</b>	<b>Experience</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

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**6. Experience:**

**(A) Audit assignments of the GOG or GOI Undertakings:**

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

**(B) Audit assignments of the Board/Corporations/Society/Trust:**

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

**(C) Audit assignments of the Non Government Companies:**

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

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



**Annexure-II**

**Letter for Declaration of Debarment (on Rs. 100 Stamp Paper)**

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

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

Date:

Place:

**NAME OF THE FIRM WITH  
STAMP & SIGNATURE OF THE PARTNER**

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

Sr. No.	Eligibility Criteria	Documents Required	Yes/No	Page No.
1.	The CA Firm must have paid tender fees of ₹1,500/- +18% GST	Demand Draft of ₹1,500/- +18% GST in favour of "Gujarat State Aviation Infrastructure Co. Ltd." payable at Ahmedabad.		
2.	The CA Firm must have paid EMD of ₹15,000/-	Demand Draft of ₹15,000/- of Quote Amount in favour of "Gujarat State Aviation Infrastructure Co. Ltd." payable at Ahmedabad.		
3.	CA firm must be empaneled with the Comptroller & Auditor General of India, New Delhi for the last three financial years. (i.e. F.Y. 2016-17, FY 2017-18 & FY 2018-19).	Self-Certified copy of Empanelment Letter issued by C&AG, New Delhi for the last three financial years. (i.e. F.Y. 2016-17, FY 2017-18 & FY 2018-19). duly stamped and signed (Copy of Empanelment letter), mere acknowledgement for submission of empanelment request/application will not be considered.		
4.	CA firm should have at least an experience of 05 (five) years as on 01-04-2019 from the date of registration of the firm	Copy of self-attested registration certificate with ICAI is required to be submitted		
5.	The CA Firm must have minimum Three partners out of which one should be FCA.	Copy of Partnership Deed along with self-certified copy of registration letter issued by ICAI showing particulars of Partners and Qualified / paid Assistants in employment with the firm shall be required. Further, a list of each individual partner showing the firm(s) in which he/she is engaged as partner or any other capacity must be submitted		

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		showing status as on 31-03-2019.		
6.	The firm must have valid Goods and Services Tax Registration.	Copy of Registration Certificate.		
7.	The CA firm must have minimum annual revenue from professional fees only not less than 40 lakhs in all the three previous financial years. (i.e. F.Y. 2016-17, FY 2017-18 & FY 2018-19).	Copy of audited Balance Sheet and Profit and Loss Statements along with Income Tax Returns for the F.Y. 2016-17, F.Y. 2017-18 & F.Y, 2018-19 audited/unaudited Balance Sheet and Profit and Loss Statements along with Income Tax Returns		
8.	The CA firm must have Head office in Gujarat State and have a Head/Branch office in Ahmedabad or Gandhinagar.	Copy of self-attested registration certificate with ICAI is required to be submitted.		
9.	The CA firm must have an experience at least 2(Two) of Audit Assignment of the GOG or GOI undertaking in last 6 financial years (completed as on 31.03.2019) or at least 2 (Two) such assignment on hand as on 01.07.2019. (for current financial year i.e. 2019-20) only those GOI or GOG undertaking having turnover of 50 crores or more will be considered.	Copies of self-attested appointment letters shall be submitted.		
10.	The CA firm must have an experience at least 2(Two) of Audit Assignment of the Board/Corporations/Society/Trust in last 6 financial years (completed as on 31.03.2019) or at least 2 (Two) such assignment on	Copies of self-attested appointment letters shall be submitted.		

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	hand as on 01.07.2019. (for current financial year i.e. 2019-20) only those, Board/Corporations/Society/Trust having turnover of 50 crores or more will be considered.			
11.	The CA firm must have an experience at least 2(Two) of Audit Assignment of the Non-Government companies in last 6 financial years (completed as on 31.03.2019) or at least 2 (Two) such assignment on hand as on 01.07.2019. (for current financial year i.e. 2019-20) only those Non-Government companies undertaking having turnover of 50 crores or more will be considered.	Copies of self-attested appointment letters shall be submitted.		
12.	CA firm must not have been debarred / delisted or black listed in past by any Government Department, Company, Board, Society or Corporation or by other institution including C&AG. It has also to disclose that any disciplinary action has been taken by ICAI against the firm / any Partner. In such cases the firm is not eligible for appointment.	Declaration on the Stamp Paper of ₹100 as per Annexure- II.		

**Annexure-IV**

**(On line only on [www.nprocure.com](http://www.nprocure.com)) No Physical Financial offer to be submitted  
FINANCIAL OFFER FORM**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Fees (Excluding Tax) (₹)</b>
01.	For providing services of Internal Audit for the F.Y.2019-20 as per terms of appointment and Scope.	

1. Goods and service tax will be paid extra at applicable rates,
2. TA/DA & conveyance & out of pocket for GUJ SAIL's work are included in the above fees.

**Note: This Financial offer should be submitted separately on line. No Physical Submission.**



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