CHHATTISGARH RAILWAY CORPORATION LIMITED

(A Joint Venture of Ministry of Railways and Government of Chhattisgarh)

Register office: 1st Floor, CSIDC Commercial Complex, Mahadev Ghat Road, Raipura Chowk, Raipur-Chhattisgarh-432013

No. CRCL/Quotation/Internal Auditor/2022-23/ **Date: -** 05/09/2022

Inviting Quotations for Appointment of Internal Auditor to CRCL, Raipur

Chhattisgarh Railway Corporation Limited (CRCL), a Joint Venture of Ministry of Railways and Govt of CG with equity participation of 49:51, has a mandate of developing bankable Railway projects in the state of Chhattisgarh. CRCL invites sealed quotations from qualified and experienced Chartered Accountant firms for appointment of Internal Auditor for the Financial Year 2022-23 & 2023-24 under section 138(1) of the Companies Act, 2013 as per the terms & conditions mentioned below.

The sealed quotations along with all the required document must reach in the office of the Managing Director / CRCL on or before **15/09/2022**.

Terms & Conditions: -

a) Envelope should be super-scribed "Quotation for Appointment of Internal Auditor to CRCL, Raipur. Quotations need to be submitted by speed post/registered post/hand delivery in office of **Chhattisgarh Railway Corporation Limited, 1st Floor, CSIDC Commercial Complex, Mahadev Ghat Road, Raipura Chowk, Raipur-Chhattisgarh-492013.** The quotations received after this deadline shall not be entertained under any circumstances whatsoever. In case of postal delay CRCL will not be responsible.

b) Unsealed quotation will be rejected.

c) Quotations must be submitted in the enclosed prescribed Proforma and with forwarding letter on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.

d) Rates must be quoted as per the format specified, taxes extra if any must be written separately. The rates must be quoted in figures as well as in words.

e) In general, no overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected. However, except rate all cuttings and over writings must be signed by the authorized person of the firm.

f) Becoming L1 will not be the criteria for awarding of the work unless the rates are reasonable & justified. L1 will be decided for the overall value of quotation and not item wise.

g) RTGS/NEFT details need to be furnished by the firms with the quotation on the letter head of firm.

h) The firm may satisfy the following conditions and attach self-attested copy of the same with the quotation:

❖ Pre-qualification Criteria –

SN	Particulars	Criteria
1	The Chartered Accountant Firm	Must be a partnership firm (attach photocopy copy of registration certificate).
2	Year of experience of the firm	Minimum 10 year's audit experience of company/trust/institutes etc.
Note: Preference will be given to the Chartered Accountant firm having their office in Raipur (C.G)		

❖ **Other Details of the Firm: -**

1	No. of full time Partners/ part time partners (if any) in the firms as on 31.07.2022	Details to be provided in **Annexure-A**
2	No. of full time Chartered Accountant employed as on 31.07.2022	Details to be provided
3	No. of Internal audit conducted in the last three years of companies having net worth of not less than 100 Cr.	Details to be provided
4	Whether the firm is engaged in any Statutory/Internal/concurrent Audit and other accounting work of any Government Departments (including schemes / programmes) PSU, Autonomous Body, if yes	Details may be given in **Annexure-B.**
5	No. of branches in Chhattisgarh/Other States if any	Details to be provided in **Annexure-C**
7	Turnover of the firm.	Last Three Years

i) Scope of the work is annexed herewith separately

Quotations qualified by indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and shall be rejected accordingly. Any conditional quotation shall also be rejected summarily.

Director BD&F
CRCL

ANNEXURE-I

QUOTATION FORM

TO

The Managing Director

Chhattisgarh Railway Corporation Limited

1st Floor, CSIDC Commercial Complex,

Mahadev Ghat Road, Raipura Chowk,

Chhattisgarh-492013

Sub:- Notice Inviting " Quotation for Appointment of Internal Auditor to Chhattisgarh Railway Corporation Limited, Raipur (C.G.)".

Ref:- No. CRCL/Quotation/Internal Auditor/2022-23 & 2023-24/Date:22.08.2022.

Respected Sir,

1. I/We ..... submit the quotation for "Appointment of Internal Auditor to CRCL, Raipur" at **Chhattisgarh Railway Corporation Limited, 1st Floor, CSIDC Commercial Complex, Mahadev Ghat Road, Raipura Chowk, Raipur-Chhattisgarh-492013.**

2. I/We thoroughly examined and understood terms & conditions given in the enquiry document.

3. I/We hereby offer to supply at the following rates. I/ We undertake that I/ We are not entitled to claim any enhancement of rates on any account during the tenure.

Sr. No.	Particulars	Rate	GST	Total
1.	Expected annual fees for Internal Audit of CRCL, Raipur.			
Total				

(Signature of Authorized Person)

(Name)

Place:- ----------

Date: ----------

(Designation)

Name of Firm

Contact Detail

ANNEXURE - "2"

DECLARATION

Date.....

TO

The Managing Director

Chhattisgarh Railway Corporation Limited

1st Floor, CSIDC Commercial Complex,

Mahadev Ghat Road, Raipura Chowk,

Chhattisgarh-492013

Sub:- Notice Inviting "Quotation for Appointment of Internal Auditor to Chhattisgarh Railway Corporation Limited, Raipur (C.G.)".

Ref:- No. CRCL/Quotation/Internal Auditor/2022-23 & 2023-24/Date: 22.08.2022.

Respected Sir,

I / We ..... hereby confirm that our firm has not been banned or blacklisted by any government organization/Financial institution/ Court /Public sector Unit /Central Government and no police/Vigilance enquiry/ criminal case is pending against us.

Place: Signature of Authorized Person.....

Date: Name.....

Designation.....

Seal

A-Scope of work (Internal Audit)

1. Carry out Internal Audit of Accounts.
2. Check all transactions Pertaining to cash, Bank Journal, Payments, Receipts, with reference to supporting documents/entries & authorization.
3. Conduct physical verification of cash as well as fixed assets and scrap of unused assets and items , check the assets register.
4. Review system of keeping cheque books & issue of cheques.
5. Comment on system of withdrawal of cash from the bank with reference to security arrangement in transit and in the offices and on unutilized funds in bank accounts.
6. Check and comment whether tax at source as required is correctly deducted from the payment made to Contractors, Salaries, Professional Services/CA Firms, rent, Service providers, Consultants etc. and whether TDS so deducted is being deposited in time
7. Comments on timely submission of Returns as required by law & issue of TDS certificates, Check the receipts of TDS certificate towards TDS deducted by others.
8. Conduct scrutiny of General Ledger and Staff Advances / Staff imprest, reconcile all advances such as Tour advance etc., if any.
9. Verification of BG's submitted by contractor's and comments on timely renewal.
10. Scrutiny of EMD , Tender, various policies adopted by the company and comment.
11. To Prepare
    - **A-** Monthly Bank Reconciliation Statement and scrutiny thereof, suggesting necessary entries to be incorporated
    - **B-** Quarterly/Annual Final Trail Balance for the year after passing necessary adjustment entries, Balance sheet, Profit & Loss Account along with all necessary Schedules and Annexure
    - **C-** Fixed Assets Schedule and Depreciation Schedule and checking of corresponding entries in the Fixed Assets Register
    - **D-** Schedule of FDRs in hand at the end of year, providing for interest accrued but not due on the FDR.
    - **E-** Schedule for Bonds, State Government Loans and other loans (if any), providing provision for interest accrued but not due. Interest accrued and due thereon, Scrutiny of interest and other financial expenses for the year.
    - **F-** Schedule and Sub-schedule for each and every head of Assets and Liability and scrutiny thereof suggesting correction entries etc.
    - **G-** Any other schedule/reports deemed necessary
12. Suggest provisions for income tax for the year, pass all relevant entries as regards to previous year income tax provision and advance tax paid so as to bring out clear picture on Assessment of Income Tax.
13. Comment on insurance policy for whether CRCL has taken proper all probable risk.

14. Review all statutory compliances on periodical basis and report the same to designated authorities.
15. Assist in resolving queries of AG Audit, CAG Audit etc.
16. Presentation of final accounts before BOD.

Deliverables-

1. Quarterly Internal Audit Report along with the Financial Statements of Quarter to the Management on or before 10th after end of each Quarter.
2. Final Yearly Internal Audit Report along with the Financial Statement to the Management on or before 10th after the end of the Financial Year.

This letter of acceptance is being sent in duplicate. One copy may please be signed, stamped and returned to this office in token of unconditional acceptance.

Director BD&F
CRCL

Annexure-A

SN	Name of the Partner	Membership No.	Whether FCA/ACA	Date of joining the firm	Station and region where residing at
1					
2					

Annexure-B

SN	Name of the PSU/Govt. Body etc.	Nature of assignment	Year for which appointed
1			
2			

Annexure-C

SN	Location of the Branch	Complete address of the Branch	Name of the Partner incharge of the Branch	Date of opening of the Branch	region
1					
2					

Director BD&F
CRCL