RFP No. 121/CGRIDCL, Raipur Dated 13/11/2026

Request For Proposal (RFP)

For Empanelment of Chartered Accountants Firms for providing services of Internal Audit, Taxation, Corporate Compliance, Consultancy, Procurement Consultancy, Financial Management and other related works on contract basis

November, 2026
(2nd Call)

Chhattisgarh Road and Infrastructure Development Corporation Limited
(Formerly known as Chhattisgarh Road Development Corporation Limited)
3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.) 492001
Website: www.cgrdc.in, email ID: info.cgrdc@gmail.com, 0771 – 4043395

Chhattisgarh Road and Infrastructure Development Corporation Limited
CIN : U45203CT2014SGC001560(Previously known as Chhattisgarh Road Development Corporation Limited)
Reg. Office: 3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.) Website : www.cgrdc.in
email ID : info.cgrdc@gmail.com, Ph no. 0771-4043395

No. 121/CGRIDCL/2026 Raipur, Dated: 13/11/2026

1. Request For Proposal

Chhattisgarh Road and Infrastructure Development Corporation Limited (CGRIDCL), intends Empanelment of Chartered Accountants Firms for providing services of Internal Audit, Taxation, Corporate Compliance, Consultancy, Procurement Consultancy, Financial Management and other related works on contract basis.

Sr.	Name of Work	Period of Empanelment	Period of Services	Earnest Money Deposit	Cost of Tender form (Rs.)
1	Empanelment of Chartered Accountant Firms for providing services of Internal Audit, Taxation, Corporate Compliance, Consultancy, Procurement Consultancy, Financial Management and other related works on contract basis to Chhattisgarh Road and Infrastructure Development Corporation Limited on contract basis.	36 Months	12 Months	NIL (Bid securing Declaration to be furnished in the prescribed format)	Rs. 2, 360/- (Including GST) online through the e-Procurement payment gateway

Key Dates:

Pre-Bid Meeting	Date 19/11/2026, Time 12:00 hours at CGRIDCL Office, 3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.) 492001.
1. Last date for Submission of Tender	30/11/2026, 1700 hrs.
2. Technical Bid Opening	01/12/2026, 1600 hrs.

Note:

1. Tender Document and other details shall be available on: Website-www.cgrdc.in
2. Amendment to NIT, if any would be notified or published on website only.

Managing Director
Chhattisgarh Road and Infrastructure
Development Corporation Limited

Table of Contents

1. Request For Proposal 1

2. Letter Of Invitation 4

3. Proposal Instruction Sheet (PIS) 5

4. Annex I – Instructions to Applicants 7

4.1 Preparation and Submission of Proposal 7
4.2 Submission Requirement 7
4.3 Bid Security 8
4.4 Pre- Bid Meeting 9
4.5 RFP Submission Date 9
4.6 Late Submission: 9
4.7 Modifications and Withdrawal of RFP: 9
4.8 Clarification: 9
4.9 Period of Empanelment 9
4.10 Letter of Intent 10
4.11 Allocation of Work amongst Empanelled Firms 10
4.12 Rejection of Application: 10
4.13 Rate and Payment Term 10
4.14 Termination of Engagement: 10
4.15 Jurisdiction 10

5. Annex II – Terms of Reference 11

5.1 Company Profile 11
5.2 Assignment Objective 11
5.3 Scope of Services – For Category A 11
5.3.1 Internal Audit 11
5.3.2 Corporate Compliance 12
5.4 For Category B 12
5.4.1 Financial Management Handholding Support 12
5.4.2 Indirect Tax – Goods and Service Tax 14
5.4.3 Direct Tax Compliance 14
5.4.4 Procurement Consultancy Support 14
5.4.5 Other Related Activities 15
5.5 Units to be audited 15
5.6 Location of Services to be Performed 15
5.7 Deliverables and Timelines 15
5.8 Experts needed 16
5.8.1 Internal Audit 16
5.8.2 Corporate Compliance 16

5.8.3 Financial Management Handholding Support 16
5.8.4 Direct Tax Compliance 17
5.8.5 Indirect Tax Compliance 17
5.8.6 Procurement Consultancy Support 17
5.8.7 Other Related Activities 17
5.9 Payments 17
6. Annex III: Evaluation Methodology and Criteria 18
6.1 Eligibility Criteria 18
6.2 Evaluation Methodology 18
6.3 General cum Technical Bid Evaluation 18
6.3.1 Evaluation of Technical Proposals 19
6.3.2 Evaluation of Financial Proposal 20
6.3.3 Refusal to Work at L1Rates 20
6.3.4 Award of Contract 20
6.3.5 Performance Security 20
6.3.6 Signing of Contract Agreement 20
6.3.7 Corrupt Practices 21
7. Annex IV - Technical and Financial Proposals 22
7.1 Proposal Submission Form 22
7.2 Information of Applicants 24
7.3 Applicant's Relevant Experience 25
7.3.1 Prior Experience of audit of Govt/PSU of Audit during the last 5 years 25
7.3.2 Prior Experience of Financial Management and Technical Support Agency in PFMS 25
7.3.3 Prior Experience of Financial Management and Technical Support 25
7.4 Sample CV template: 26
7.5 Annual Turnover 27
7.6 Financial Proposal 28
7.7 General Conditions of Contract 30
8. Exhibit A Format for Bid Securing Declaration 32
9. Exhibit B Performance Security 33
10. Exhibit C - Agreement 34
11. Checklist of Documents to be attached 37

2. Letter Of Invitation

Dear Sir/Madam,

Subject: Empanelment of Chartered Accountant Firms for providing services of Internal Audit, Taxation, Corporate Compliance, Consultancy, Procurement Consultancy, Financial Management and other related works to Chhattisgarh Road and Infrastructure Development Corporation Limited on contract basis.

1. Chhattisgarh Road and Infrastructure Development Corporation Limited (CGRIDCL), intends Empanelment of Chartered Accountants Firms for providing Internal Audit, Taxation, Corporate Compliance and other related works to Chhattisgarh Road and Infrastructure Development Corporation Limited on contract basis. The services' description and key responsibilities and selection criteria will be as described in this document.

2. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:

    i. This letter and Proposal Instruction Sheet
    ii. Proposal Instruction Sheet
    iii. Instructions to Applicants (Annex I)
    iv. Terms of Reference (TOR) (Annex II)
    v. Evaluation Methodology and Criteria (Annex III)
    vi. Technical and Financial Proposals (Annex IV)
    vii. Form of Bid Securing Declaration (Exhibit A)
    viii. Form of Performance Security (Exhibit B)
    ix. Form of Agreement (Exhibit C)

3. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the Instructions to Applicants (Annex-I).

Managing Director
Chhattisgarh Road and Infrastructure
Development Corporation Limited

3. Proposal Instruction Sheet (PIS)

Detailed Instruction governing below listed summary of the "instructions to Applicants" are available in the Annex I ("Instruction to Applicants") accessible from the website http://www.cgrdc.in

Sr.	Instructions to Applicants	Specific Requirements
1.	**Deadline for Submission of Proposals**	Date: 30/11/2026, 17:00 Hrs.
2.	**Proposals**	Online Proposal must be submitted on https://cgeproc.cgstate.gov.in/nicgep/app
3.	**Cost of Bid Document**	Rs. 2,360,/- (including GST) payable online through the e-Procurement payment gateway; where the gateway is unavailable, by DD in favour of Managing Director, CGRIDCL, payable at Raipur.
4.	**Language of the Proposal:**	English
5.	**Proposal Currencies**	Indian Rupees
6.	**Proposal Validity Period**	120 Days
7.	**Duration of Empanelment**	36 Months
8.	**Contact address for requesting clarifications on documents**	Requests for clarifications should be sent to e-mail address: info.cgrdc@gmail.com
9.	**Pre-Proposal Meeting/ Pre Bid Meeting**	Date: 19/11/2026, 12:00 Hrs. Location: Chhattisgarh Road and Infrastructure Development Corporation Limited Address: 3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.) 492001
10.	**Proposal Security/ Earnest Money Deposit**	A Bid Securing Declaration in the format at Exhibit A shall be furnished.
11.	**Empanelment Security (from Empanelled firms)**	For an amount: Rs. 1,00,000/- (*Rs. One Lakh Only*) in the Form of BG/ DD / FDR in the Name of Managing Director, Chhattisgarh Road and Infrastructure Development Corporation Limited.
12.	**Performance Security**	Performance Security will be equivalent to *[Five percent (5%)]* of the agreement value, quoted in the form of Bank Guarantee as per the format at Exhibit B, and shall be valid till 6 months from the date of completion of assignment.
13.	**Contact**	General Manager, CGRiDCL, 3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.) – 492001; Phone 0771-4043392; info.cgrdc@gmail.com; www.cgrdc.in

1. The Applicant will be selected based on the Evaluation Methodology and Criteria indicated in Annex III.
2. CGRIDCL reserves all the rights to reject or accept any/all applications, without assigning any reason whatsoever. CGRIDCL takes no responsibility for the delay, loss or non-receipt of any submission, within the prescribed date and time period.

Yours sincerely,

Managing Director,
Chhattisgarh Road and Infrastructure
Development Corporation Limited
3rd Floor, Sirpur Bhawan Campus, Behind
Akashwani, Civil Lines, Raipur (C.G.) 492001
E-mail: info.cgrdc@gmail.com

4. Annex I – Instructions to Applicants

4.1 Preparation and Submission of Proposal

The applicant must submit their proposals on the https://cgeproc.cgstate.gov.in/nicgep/app on or before the time and date prescribed in PIS clearly marking 'Empanelment of Chartered Accountant Firms for providing services of Internal Audit, Taxation, Corporate Compliance, Consultancy, Procurement Consultancy, Financial Management and other related works to Chhattisgarh Road and Infrastructure Development Corporation Limited on contract Basis'. The period of validity of the Bid shall be 120 days from the Date of Bid submission. The bid document shall be written in English only.

It shall be deemed that by submitting the Proposal, the Applicant has:

i. made a complete and careful examination of the RFP document;
ii. received all relevant information requested from the Authority;
iii. Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP document or furnished by or on behalf of the Authority.
iv. Acknowledged that it does not have a Conflict of Interest.

CGRIDCL reserves all the rights to reject or accept any/all applications, without assigning any reason whatsoever. CGRIDCL takes no responsibility for the delay, loss or non-receipt of any submission or letter sent by post, within the prescribed time period. For any queries, email may be sent to info.cgrdc@gmail.com, info@cgrdc.in.

4.2 Submission Requirement

The bid submitted by the Applicants shall be in the following parts:

Part 1 – This shall be known as **Tender Fee** of Rs.2,360/- payable online through the e-Procurement payment gateway (or by DD in favour of Managing Director, Chhattisgarh Road and Infrastructure Development Corporation Limited, payable at Raipur, where the gateway is unavailable).

Part 2 – This shall be known as **Technical Proposal** and would apply for all bids. It shall contain (only technical document and not financial offer) the following as per details given below:

i. This letter and Proposal Instruction Sheet (PIS)
ii. Instructions to Applicants (Annex I)
iii. Terms of Reference (TOR) (Annex II)
iv. Evaluation Methodology and Criteria (Annex III)
v. Format of Technical Proposals (Annex IV)
vi. Form of Bid Securing Declaration (Exhibit A)
vii. Form of Performance Security (Exhibit B)
viii. Form of Agreement (Exhibit C)

Part 3 – This shall be known as **Financial Proposal** and would apply to all bids. It shall contain only financial offer in the format prescribed in **Annex-IV** of the RFP.

Too be eligible for engagement, the applicants fulfilling the eligibility criteria (more precisely defined in Annex III – Evaluation Methodology and Criteria) shall provide satisfactory evidence to CGRIDCL of their eligibility. In addition, all applications submitted along with covering letter (Format given at **Annex-IV**) shall include the following information:

Letter of Submission of Proposal including details of the firm (supported by Partnership Agreement and Registration Certificate issued by Institute of Chartered Accountants of India and other incorporation document) – **as per Annex IV**.

- Name of Firm;
- Year of establishment;
- Address and contact details;
- Address and contact details of Head Office & Branch Office(s), if any;
- Proof of C&AG Empanelment;
- Details of Contact person(s).

Details of Full Time Proprietor/ Partners of the Firm containing following information (separate for each Partner):

- Name of Proprietor /Partner
- Address and Contact details of Proprietor /Partner
- Educational Qualifications
- Specialization in professional experience
- ICAI Membership no. and its category like FCA/ACA (supported by its details reflected in the firm status as on 01-01-2026)

Average Annual Turnover of the Firm for last 3 financial years 2022-23, 2023-24 and 2024-25 (supported by Audited Accounts/ Annual ITRs) as per **Annex-IV.**

Names of major clients in Chhattisgarh, other states and nature of services provided/ assignments undertaken by the Firm as per **Annex-IV.**

All pages of the proposal should be must have firm seal and duly signed by Partner of the firm. Notarized Power of attorney by all the partners of the firm authorizing relevant partner for submitting proposal must be attached.

4.3 Bid Security

a) No Earnest Money Deposit is payable. In lieu thereof, each Bidder shall furnish a **Bid Securing Declaration** in the format at Exhibit-A, in accordance with Rule 170 of GFR 2017.

b) If a Bidder: (i) withdraws or modifies its Bid during the Bid validity period (except acceptance of empanelment rates other than those quoted, pursuant to Clause 7.6); (ii) fails to accept the LOI/LOA within the stipulated time; (iii) fails to furnish the Performance Security within the stipulated time; (iv) fails to sign the Agreement; (v) makes a material misrepresentation or furnishes materially incorrect or false information; or (vi) refuses to accept correction of errors in its Bid — the Bidder shall be **debarred from participation in any tender or empanelment of CGRIDCL for a period of two (2) years** from the date of such default, in terms of the Bid Securing Declaration, after affording an opportunity of hearing.

4.4 Pre- Bid Meeting

Applicants requiring any clarification with regard to the RFP may send their queries to the address of MD, CGRIDCL / e-mail: info.cgrdc@gmail.com in writing before 1 day prior to pre-bid meeting through mail.

A pre-bid meeting shall be held on the date and time prescribed in PIS to clarify the queries that the applicants may have. The venue of pre-bid meeting will be: CGRIDCL Office, 3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.) 492001.The decision/minutes of pre-bid meeting incorporating the clarifications will be uploaded on website www.cgrdc.in circulated among all participants of the pre- bid meeting and shall form part of RFP.

4.5 RFP Submission Date

Last date for Submission of Technical Bid, EMD, Tender Fee and Financial Bid.	As the date and time prescribed in PIS

4.6 Late Submission:

RFP received after the deadline for submission prescribed by CGRIDCL will be rejected.

4.7 Modifications and Withdrawal of RFP:

No modifications to the RFP shall be allowed once it is received by CGRIDCL.

4.8 Clarification:

Every applicant shall be responsible for providing all information as required in this RFP document. For evaluating the RFP of the applicant, CGRIDCL may ask any further information, clarification or document from the applicant. Details of clarifications, information or additional documents, if any, required from applicant, shall be in written from and will be communicated to the applicant by CGRIDCL. The applicant will be responsible to submit the information, as requested, within a stipulated time mentioned in the clarification letter. In case of non-submission of such information/ clarification/ document, CGRIDCL will evaluate the RFP based on the available records/ documents and as per the terms of this RFP documents. CGRIDCL reserves the right to accept or reject any application and to annul whole process without assigning any reason whatsoever.

4.9 Period of Empanelment

The initial empanelment period shall be 36 months. Based on the performance of the firm and with the approval of the competent authority, the empanelment may be extended for a further period of up to 24 months on mutually agreed terms.

4.10 Letter of Intent

After completing evaluation, CGRIDCL shall issue an LOI to each such bidder. Within 15 days of the LOI, the bidder shall submit the Proposal Security/EMD/Empanelment Security and other documents/compliances mentioned in the LOI. If the bidder fails to do so, CGRIDCL shall invoke the Bid Securing Declaration (debarment under Clause 4.3) after due procedure.

4.11 Allocation of Work amongst Empanelled Firms

The engagement would be for a period of **12 (Twelve) Months** and can be extended by CGRIDCL at its own discretion. Notwithstanding anything contained in the RFP document, CGRIDCL would have sole irrevocable right to terminate the engagement and /or increase the number of such engagement and /or issue fresh invitation for similar engagement for any reason. Any extension of the contract beyond the initial term will be for a further period of 12months on **mutually agreed terms**, including revised performance security if applicable.

Assignments shall be allocated initially on the basis of highest rank to lowest rate. Thereafter, on a **rotation-cum-performance basis** among the firms empanelled under this RFP, having regard to: (i) current workload of the firm under this empanelment; (ii) the agency's performance score. The allocation for each Work Order shall be recorded in writing and approved by the Managing Director.

No agency shall ordinarily hold more than **three (3) concurrent assignments** under this empanelment. This cap may be relaxed by the Managing Director for recorded reasons where other agencies lack capacity or are non-performing.

4.12 Rejection of Application:

CGRIDCL reserves the right to accept or reject any application; and/or to annul the process and reject all applications at any time without assigning any reason whatsoever and without thereby incurring any liability to the affected applicant and/or without informing the applicants of the grounds for the CGRIDCL's action.

4.13 Rate and Payment Term

Payment will be made on the basis of Calendar Month, equal amount per month during the complete duration of contract. The fees shall include all costs, taxes, duties, etc. except GST. GST shall be reimbursed extra at the applicable rate as per actual.

4.14 Termination of Engagement:

If in the view of CGRIDCL, the performance of the Selected Firm is not satisfactory, or if it has failed to safeguard the interest of CGRIDCL, the Managing Director, CGRIDCL may at his sole discretion, terminate in writing the engagement of the Firm with the CGRIDCL by giving two- month notice. The decision of Managing Director, CGRIDCL in this matter shall be final and binding on the Firm. In case of penalty imposed by Government Authorities for any non- compliance or delay in compliance during the period of assignment, firm shall be held responsible and the amount of penalty shall be recoverable from the payment due to the firm or from the performance guarantee.

4.15 Jurisdiction

All disputes arising out of this appointment shall be subject to the jurisdiction of the appropriate court at Raipur, Chhattisgarh and will be governed by the laws of Chhattisgarh and India as the case may be.

5. Annex II – Terms of Reference

Empanelment of Chartered Accountants Firm for providing Internal Audit, Taxation, Corporate Compliance and other related works to Chhattisgarh Road and Infrastructure Development Corporation Limited on contract basis

5.1 Company Profile

Chhattisgarh Road and Infrastructure Development Corporation Limited, (formerly known as Chhattisgarh Road Development Corporation Limited) is a wholly owned company of the Government of Chhattisgarh, functioning under Public Works Department with its registered office at 3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.) 492001.

CGRIDCL is the nodal agency appointed by the State Government for development, up-gradation and maintenance of mandated roads, bridges, highways, etc. The objective of CGRIDCL includes construction, maintenance, operations of Roads and development of related infrastructure.

5.2 Assignment Objective

In order to enhance the operational efficiency and assisting CGRIDCL, the Company wishes to select Chartered Accountants Firms (CA Firm) for Empanelment of Chartered Accountant Firms for providing services of Internal Audit, Taxation, Corporate Compliance, Consultancy, Procurement Consultancy, Financial Management and other related works to Chhattisgarh Road and Infrastructure Development Corporation Limited on contract basis. The services are categorized in two Parts:

1. Category A: For conduct of internal audit under section 138 of The Companies Act, 2013, for a period of 12 months for its Internal Audit, Corporate Compliance and other related work. The selected Chartered Accountant Firm (CA Firm) will be appointed initially for a period of 12 (Twelve) months and may be renewed for a further period based on performance and on mutually agreed terms and conditions.
2. Category B: For Taxation, Consultancy, Procurement Consultancy, Financial Management Handholding Support and other related works.

5.3 Scope of Services – For Category A

A list of services which would be expected to be offered by the selected CA Firm are as follows:

5.3.1 Internal Audit

1. To assist in preparation and finalization of Books of Accounts of the Company as required under the Companies Act, 2013 and the Rules made there under including areas of Internal Finance Control and Income Tax Act.
2. Verification of the Cash Book and Bank book on monthly basis.
3. To ensure proper tax compliances like direct tax, Tax Planning, filing of various returns/reports under direct tax from time to time as applicable to the company.
4. Internal Audit to be done on periodical basis during office hours.
5. Assess of business risk and controls to document the firm's understanding of the Projects' significant business activities.
6. Prepare an audit plan based on the risk assessment, indicating the entities (i.e., business units, functions, etc.) to be audited, summarizing the key internal controls within each

significant business activity, and indicating the timing and frequency of each planned audit and the resources to be applied.

7. The internal audit program should comply with requirements of the Interagency Policy Statement on the Internal Audit Function and its Outsourcing (December 22, 1997) and Section 39 of the Financial Deposit Insurance Act.
8. Providing assistance in completion of Statutory Audit and any other audit including AG Audit.

5.3.2 Corporate Compliance

1. To prepare Quarterly Internal Audit Report for Audit Committee/BOD meeting.
2. Assistance in preparation of Agenda Notes for Board Meeting.
3. Assistance in Holding up of the Board Meeting, General Meetings.
4. Assistance in preparation of Minutes of Board Meeting.
5. Assistance in follow up of decision taken by the Board.
6. Assistance in Filing of all forms to MCA including Annual Filing.
7. Assistance in Corporate Compliances.
8. Secretarial Audit.
9. Providing assistance in completion of Statutory Audit and any other audit including AG Audit.

5.4 For Category B

5.4.1 Financial Management Handholding Support

1. Implementation of Double Entry Accounting System
   a. Data feeding of transactions of state, division and sub-district level for the relevant financial year in double entry accounting system.
   b. Generation of financial statements of the relevant financial year along with all the schedules and sub-schedule.
   c. Assistance in Budget preparation for the relevant financial year in prescribed budget formats. Assistance in identifying and mapping current account heads to the new Chart of Accounts structure, developing a rational basis for making budgetary estimates and detailing all aspects of the budget with detailed worksheet and calculations.
   d. Monthly Bank reconciliations of Divisional Level Offices and at State Level.
   e. Provide necessary report, information or any document required within given timeline.
   f. Submit monthly MIS report as per format prescribed with approved attendance sheet and other study report.
   g. Submit a monthly report on status of implementation of double entry accounting system in every District Unit. CA Firm will provide an executive summary on key observation; problems detected in each Division and recommend suitable solution in upcoming meeting to the management and implement agreed solution thereafter.
   h. Compile all needed information required for State and Central Government and other stakeholder under its jurisdiction.
   i. Providing assistance in completion of Statutory Audit and any other audit including AG Audit.
   j. Computation of labour cess (1% of cost of construction) work-wise, generation of

cess challan on the concerned Labour Department portal, and assisting in timely payment for each ongoing/completed work.

k. Computation of royalty payable on minerals/material consumed in road and construction works, generation of royalty challan, and assisting in timely payment to the concerned Mining/Revenue authority.

l. Reconciliation of contractor-wise Security Deposit register with ledgers and bank records across circles/divisions, and preparation of a consolidated reconciliation statement.

m. All work relating to the Public Financial Management System (PFMS), including fund tracking, preparation of utilization certificates, expenditure reporting and periodic reconciliation of PFMS records with departmental accounts. Bidders must submit self-certified documents.

n. Coordination with RCPLW, PWD and Law Department offices at Circle, Division and Head Office level for collection of work-wise and contractor-wise data required for TDS, GST and Labour Cess compliance.

o. Liaison with PWD/RCPLW Divisional and Circle offices for verification of payment vouchers, works contracts, measurement books and third-party payments relevant to tax deduction and deposit.

p. Coordination with the Law Department and Government Advocates/Panel Counsel on tax-related litigation, writ petitions, appeals and court matters, including compilation of records and briefing for hearings.

q. Assistance in obtaining legal opinion from the Law Department on disputed or contentious tax matters before finalization of departmental replies and submissions.

r. Regular follow-up with RCPLW and PWD field offices for timely furnishing of information and documents required for scrutiny, assessment and appellate proceedings.

s. Coordination for reconciliation of Royalty and Labour Cess payments with PWD/RCPLW work registers and project records.

t. DPF Reconciliation

u. Any other coordination and liaison work with RCPLW, PWD and Law Department as may be required from time to time for statutory and tax compliance.

v. Field Visits as and when required.

2. Training of Personnel of District Level Offices

a. Class-room training and on the job training of finance and accounts personnel of Divisional Level Offices. The training shall cover the concepts of double entry accounting, journal, ledger, trial balance, financial statements, cash flow statements, accounting standards, Bank Reconciliations, budgeting, use and understanding of financial statements etc.

b. Training of finance and accounts personnel of all Divisional Level Offices in the Group on ‘how to scrutinize the accounts in Double Entry System’.

c. Training of finance and accounts personnel of all Divisional Level Offices for preparation of financial statements.

5.4.2 Indirect Tax – Goods and Service Tax

1. Conduct periodic workshops and sessions to give information of law and various amendments made from time to time.
2. To ensure allotment/amendment of GST for DDOs, wherever applicable.
3. Assistance in computation of GST liability, credits, adjustments and preparing challans.
4. Assistance in maintenance of the GST Credit register for input used.
5. Reconciling of the GST liability account on regular basis.
6. Preparation and submission of the monthly/quarterly/half-yearly/Annual returns in appropriate Form of GST.
7. Scrutinizing documents from time to time to ensure proper compliance.
8. Providing updates on statutory changes in GST related matters.
9. Providing monthly information of GST liability and GST credit as applicable
10. Computation of monthly GST liability for purchases of goods and services made from unregistered suppliers/vendors.
11. Computation of monthly GST liability for reverse tax mechanism.
12. Consultation, preparation, drafting and vetting of replies and correspondences to the concerned Goods and Service Tax Departments/ Authority or Vendors, in any matter, queries or issues related to GST and appearing for hearings.
13. Any other GST related issue.
14. 24X7 helpline for any query/consultation from anywhere in the state.

5.4.3 Direct Tax Compliance

1. Under the Indian tax laws, CGRIDC is required to deduct the tax at source on various payments made on account of both all transactions. Further, the law imposes an obligation on the entity to deduct tax and deposit the same with the Government on timely basis. CGRIDC is also required to issue certificates for the tax deducted at source (TDS) to the payee and file quarterly TDS return with the tax authorities.
2. Conduct periodic workshops and sessions to give information of law and various amendments made from time to time.
3. To ensure allotment of TAN number for all DDOs wherever applicable.
4. Prepare and review of monthly and quarterly statements in respect of tax deducted/deposited from Salary, Honorarium and Contractors etc. before filing return.
5. Filling of the TDS return in due time as per the provision of the Income Tax Act
6. Generation of TDS certificate from TRACES as per the time limit of issue of the same to Contractors/ employees.
7. Preparation and filing of income tax returns.
8. Consultation, preparation, drafting and vetting of replies and correspondences to the concerned Income Tax Departments/ Authority or Vendors, in any matter, queries or issues related to Income Tax. And appearing for hearings etc.
9. Any other Income Tax related issue.
10. 24X7 helpline for any query/consultation from anywhere in the state.

5.4.4 Procurement Consultancy Support

1. Support in achieving value for money in public procurement to enhance service delivery and development outcomes with integrity.
2. Understand relevant procurement markets using analytical tools and approaches to define more effective procurement.

3. Provide technical fiduciary advice on procurement activities and engage in policy dialogue on procurement.
4. Assist in preparation of and review procurement documents including procurement strategies, procurement plans, bidding documents, evaluation reports, etc.
5. Other external constituencies and related matters.

5.4.5 Other Related Activities

Any other activity assigned by the management.

5.5 Units to be audited

- Head Office and 64 Divisions.
- Any other unit as desired.

5.6 Location of Services to be Performed

1. Category A Services – At the Head Office Level.
2. Category B Services – At the respective units.

5.7 Deliverables and Timelines

Sr.	Deliverable	Periodicity	Timelines
1	**Internal Audit**		
	Quarterly Internal Audit Report	Quarterly	Within 45 days from the end of Quarter
2	**Corporate Compliance**		
	Compliance rereports and filings with the Registrar of Companies, Ministry of Corporate Affairs	On need basis	As per timelines prescribed under The Companies Act, 2013
3	**Financial Management Handholding Support**		
	Quarterly, Half Yearly and Annual Financial Statements comprising Income and Expenditure Account, Receipts & Payments Account Balance Sheet as at the end of the year and Cash Flow Statement comprising all Schedules for each District Level Office.	Quarterly Half Yearly Annual	Within 30 days from end of Quarter Within 30 days from end of Half Year Within 45 days from end of Year
	Bank Reconciliations	Monthly	Within 15 days from the end of month
	MIS report, Status Report and other as required.	As Desired	As per Timelines fixed by Management
4	**Direct Tax Compliance**		
	Confirmation of Submission of Quarterly TDS Returns	Quarterly	As per the timelines prescribed under Income Tax Act

	Confirmation of Submission of Income Tax Returns	Annual	As per the timelines prescribed under Income Tax Act
5	**Indirect Tax Compliance**		
	Submission of GST Returns.	Monthly / Annual	As per timelines prescribed under GST Act
6	**Procurement Consultancy Support**	As Desired	As per Timelines fixed by Management
7	**Other Related Activities**	As Desired	As per Timelines fixed by Management

5.8 Experts needed

5.8.1 Internal Audit

The Chartered Accountant Firm will depute dedicated personnel(s) at their own cost, as may be required depending upon the volume of work involved. This team shall be headed by at least one qualified Chartered Accountant, who shall supervise their work on day-to-day basis. The minimum team composition required is given in the table below.

Key Person Per Team	Qualification	Specialization	Experience
1 Audit Manager	Chartered Accountant	Experience of conducting audit of government institutions	Minimum 5 years in audit
6 Audit Assistant	Articled Clerk (PE II passed)	Experience of conducting audit	Minimum 1 year

5.8.2 Corporate Compliance

The work can be conducted remotely. However, visits shall be required as and when desired.

5.8.3 Financial Management Handholding Support

Sr.	Head Office Experts	No of Persons	Experience
1	Chartered Accountant	01	One CA having 10 years of experience in the field of accounting and taxation (Knowledge of work of Government/PSU).
2	Accountant	05	Minimum Qualification B.Com./M.Com. or passed CA IPCC both groups and experience of at least 2 years in the field of accounting. Knowledge of MS Office and expert knowledge of Tally
	Total	06	

Note: 1) All above experts will be housed in respective offices throughout the month.
2) The selected firm will need to provide additional resources, if required, without any additional cost.

5.8.4 Direct Tax Compliance

The Chartered Accountant Firm will depute dedicated personnel(s) at their own cost, as may be required depending upon the volume of work involved.

5.8.5 Indirect Tax Compliance

The Chartered Accountant Firm will depute dedicated personnel(s) at their own cost, as may be required depending upon the volume of work involved.

5.8.6 Procurement Consultancy Support

Expert to be made available as and when desired.

5.8.7 Other Related Activities

Expert to be made available as and when desired.

5.9 Payments

Payment shall be made by Head Office.

Sr.	Scope of Work	Payment Periodicity	Remarks
1	For Category A Services	Quarterly	Upon Submission of Report
2	For Category B Services		
	Financial Management Handholding Support	Monthly	Upon submission of deliverables
	Direct Tax Compliance	Quarterly	Upon submission of deliverables
	Indirect Tax Compliance	Monthly	Upon submission of deliverables

Out of pocket expenses shall be reimbursed separately.

6. Annex III: Evaluation Methodology and Criteria

6.1 Eligibility Criteria

Chartered Accountants Firms (CA Firms) fulfilling the following eligible criteria as listed below shall only apply for selection under this RFP to CGRIDCL. Any form of Joint Venture/ Consortium of Firms will not be allowed for participation. The eligibility criteria are as follows:

1. The CA (Chartered Accountants) Firm should be a Proprietary/ Partnership Practicing Firm registered with ICAI.
2. The CA Firms should be in Practice for a period of 07 Years or more and empaneled with C&AG of India for the Financial Year 2025-26. (as per the latest Certificate of ICAI as on 01/01/2026 Firm Status Card & C&AG empanelment letter).
3. The CA firm should have experience of 03 years or more of internal audit of any Government / PSU undertaking.
4. Have at least 1 (one) fulltime FCA partner with a continuous association with the firm based in Chhattisgarh for 07 years.
5. Have average professional fees of **Rs.50.00 Lakhs** (Rs. Fifty Lakhs only) or above in the last 3 financial years 2022-23, 2023-24 and 2024-25, (Audited financial statements & ITRs to be submitted).
6. The firm must have minimum 10 team members including partners, CAs, articles as per ICAI record.
7. The firm should have minimum 5 exclusive partners as on 01.01.2026 and at least one must have diploma in system audit (DISA).
8. The firm must have 5 no. of assignment of government auditing experience.
9. Have Office at Raipur. The firm must have a valid GST registration in Chhattisgarh. Proof as approved by the ICAI must be produced along with GST certificate.
10. Should have never been issued cancellation of work order, forfeiture of EMD etc. by any Government and/or semi-Government/Autonomous entities, in last five years.
11. Should not have been barred from appointment by any government and/or semi-government entities in last five years.
12. Should have valid Peer Review.

6.2 Evaluation Methodology

The evaluation will be a two-stage process: -

Stage 1 – General cum Technical Bid Evaluation,
Stage 2 – Financial Bid Evaluation

A purchase committee of the CGRIDCL will evaluate the bids (technical and financial proposals).

6.3 General cum Technical Bid Evaluation

The evaluation will involve validating the credentials submitted in the format as prescribed. Credentials without necessary valid proof will not be considered for eligibility. CGRIDCL reserves the right to accept or reject proof of credentials at its sole discretion without having to give reasons to the Bidders thereof. The following weightage criteria will be adopted during technical evaluation:

6.3.1 Evaluation of Technical Proposals

Sr.	Particulars	Minimum Criteria	Min/Max Marks	Evaluation Criterion
1.	Number of Full Time Partners / Employees exclusively associated with the firm for not less than 3 years (As per certificate of ICAI as on 01.01.2026)	5 (1shouldbe FCA)	5/7.5	5 partners / Employees =05 marks More than 5 Partners / Employees = additional01 Mark for each partner above 5
2.	Turnover of the firm (Average annual in last three financial yrs.)	Minimum Rs. 50 Lakhs	5/15	Rs 50 Lakhs= 5 marks More than Rs. 50 Lakhs = additional 2 mark for each Rs. 25 Lakh turnover above 50 Lakh.
4	Firm Existence	7 years	5/7.5	Existence for 5 years = 05 Marks 0.5 additional mark for each year over 5 years.
5	Prior Experience			
	5a. Prior Experience of audit of Govt/PSU during the last 5 years	5 Assignments	1/25	5 assignments=01 marks 1 additional mark for every assignment above 5 assignments
	5b. Prior Experience of work of Financial Management and Technical Support Agency in PFMS during the last five financial years with minimum fee of at least Rs. 10 Lakhs	--	0/10	5 marks for each Year
	5c. Prior Experience of work of Financial Management and Technical Support Agency	2	2/10	0.25 mark for every assignment
6	Office in Chhattisgarh	--	0/15	Head Office in Chhattisgarh = 10 Marks For each Branch in Chhattisgarh = 2.5 marks
7	Workplan and Methodology	--	0/10	Based on the submitted documents
		Total	**100/100**	

a. The Technical Proposal will be evaluated on the basis of applicant's experience, its understanding of requirements, proposed methodology, and the experience of firm. For experience, assignments awarded marks in one criterion, shall not be considered for any other criteria. Only those Applicants whose Technical Proposals score 70 points or more will be considered for financial evaluation.

b. All documents should be serially numbered, indexed and linked via page number to the qualification and technical evaluation criteria, failing which these shall not be considered.

6.3.2 Evaluation of Financial Proposal

In the second stage, the financial evaluation will be carried out.

Applicants are required to submit their financial proposal for Category A and Category B (refer to the format of financial proposal). An applicant is also free to submit financial bid for only one category of services. In case the firm has quoted zero for either of Category A or Category B, it will be presumed that the firm has not opted to bid for that category/

The financial evaluation will be done separately for Scope of Work for Category A Services and Category B services. One Category will be allotted to one firm.

CGRIDCL will determine whether the Financial Proposals are complete, qualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final. On Completion of financial evaluation, the Corporation shall determine the lowest quoted rate (L1) for each line item across all qualified bidders in both Category A and Category B Services, and shall issue a Final L1 Item-wise Rate Grid. All empanelled bidders shall be required to execute work strictly at the Final L1 Item- wise Rates, irrespective of their individual quoted rates.

Each bidder shall convey written consent, line item by line item, to execute work at the L1 rate, within the time stipulated by the Corporation. A bidder who does not consent to a line item shall not be eligible for work under that line item.

After receipt of consents, the Corporation shall issue the empanelment lists, as category A & B services, based on the bidders' written consent to the L1 rates.

Work shall be executed strictly at the Final L1 Item-wise Rates. No bidder shall claim any higher rate on the basis of its quoted rate.

6.3.3 Refusal to Work at L1Rates

In case any empanelled bidder refuses or fails to accept work at the Final L1 Item-wise Rates, the Corporation shall have the right to offer the work to the next ranked bidder.

6.3.4 Award of Contract

The Employer shall notify the successful bidder by issuing a ‘Letter of Acceptance’ (LOA) that his bid has been accepted.

6.3.5 Performance Security

Prior to signing of the Contract, the bidder to whom LoA has been issued shall have to furnish performance Security of the amount, form and duration, etc. as specified in the Proposal Instructions Sheet. Additional performance security, if applicable, is mentioned in the Proposal Instructions Sheet and shall be in the form and for the duration etc. similar to performance security.

6.3.6 Signing of Contract Agreement

The successful bidder shall have to furnish Performance security and additional performance security, if any, and sign the contract agreement within 15 days of issue of LOA.
The signing of contract agreement shall be reckoned as intimation to commencement of work. No separate work order shall be issued by the Employer to the auditor for commencement of

work.

In the event of failure of the successful bidder to submit Performance Security and additional performance security if any or sign the Contract Agreement, his shall stand forfeited without prejudice to the right of the employer for taking action against the bidder.

6.3.7 Corrupt Practices

The Employer requires that bidders observe the highest standard of ethics during the procurement and execution of contracts. In pursuance of this policy, the Employer:

ii. may reject the bid for award if it determines that the bidder recommended for award has, directly or through an agent, engaged incorrupt, fraudulent, collusive, or coercive practices in competing for the Contract; and

iii. may debar the bidder declaring ineligible, either indefinitely or for a stated period of time, to participate in bids, if it at any time determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, a contract.

For the purposes of this provision, the terms set forth above are defined as follows:

a. "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;

b. "fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

c. "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

d. "Collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.

7. Annex IV - Technical and Financial Proposals

7.1 Proposal Submission Form

[The Applicant shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

To: Date: [insert date of Proposal Submission]
The Managing Director,
Chhattisgarh Road and Infrastructure Development Corporation Limited,
3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.) 492001
Email: info.cgrdc@gmail.com

In respect of the appointment of Chartered Accountant Firms for providing services of Internal Audit, Taxation, Corporate Compliance, Consultancy, Procurement Consultancy, Financial Management and other related works to Chhattisgarh Road and Infrastructure Development Corporation Limited on contract basis, please find enclosed our response to your RFP dated _____.

Having examined the RFP document and the Scope, Eligibility Criteria and other terms and conditions as stipulated therein, we, the undersigned, hereby state that we are in conformity with the specified requirements and would like to offer to provide the Services as defined and described in the RFP, on the terms and conditions mentioned in the RFP Document.

1. We certify that all the information and representations furnished herewith are true, correct, valid and subsisting in every respect and can be supported with relevant documents of proof on demand by the Authority.
2. We are submitting the application for preliminary evaluation and appointment of our firm for the internal audit assignments with regards to Chhattisgarh Road and Infrastructure Development Corporation Limited and other incidental assignments along with the audit scope.
3. We agree and undertake that if our firm is short listed for technical and commercial bidding, we shall comply with the same.
4. If the assignment is awarded to our firm, we agree and undertake to provide the Services comprised in the scope within the timeframe specified, starting from the date of receipt of notification of award from the Authority
5. We agree and undertake to abide by the terms and conditions provisions, stipulations and covenants from time to time and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. We understand that you are not bound to accept our request for participation in the process or not bound to accept our proposals that you may receive or give any reason for rejection of any application. We also agree and confirm that we will not claim any expenses incurred by us in preparing and submitting this proposal.
7. We are also aware that the Authority has also right to re-issue / re- commence the selection process, to which we do not have right to object and have no reservation in this regard; the decision of the Authority in this regard shall be final, conclusive and binding upon us.
8. The entire set of documents, information about our firm, and clients etc. are enclosed hereto and shall form part of this application.
9. We enclose herewith our firm's profile (as per the prescribed format attached) for your perusal as

per Annex IV.

10. We hereby declare that neither I nor any of our partners/ members of my/ their families (family will include besides spouse, children, parents, brothers, sisters or any of them who are wholly or mainly dependent on the Chartered Accountants) or the firm/Company in which I am/they are partners/directors have been declared as willful defaulter by any bank/ financial institution.
11. We hereby confirm that I/We am/are not disqualified/ineligible for appointment as firm of the Chhattisgarh Road and Infrastructure Development Corporation Limited under any regulations.
12. I am/ We are not otherwise disqualified to accept the audit in terms of Sections 141 and 145 of the Companies Act 2013 read with rule 10 of the Companies (audit & auditors Rules)2014.
13. Our proposal shall be valid for a period of 120 days from the date fixed for opening of Proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I / We confirm that the information furnished here are true to the best of my knowledge. Thanking you,

Yours faithfully,

For Chartered Accountants Partner

Signed: [insert signature of person whose name and capacity are shown]
In the capacity of [insert legal capacity of person signing the Proposal Submission Form]

Name _[insert complete name of person signing the Proposal Submission Form]

Duly authorized to sign the proposal for and on behalf of: [*insert complete name of Applicant*]
Dated on _____day of_[insert date of signing]

7.2 Information of Applicants

Name of the Firm (In full):	
Address:	
Telephone No(s):	
E-mail address:	
Year of establishment:	
(Enclose Certificate of Practice issued by ICAI)	
C&AG Empanelment Details:	
(Enclose copy of C&AG Empanelment)	
Place of practice:	
Contact Person:	
No of Partners:	
Names, Address and Contact Details of individual Partners to be given	
1.Name, Address and Contact Details:	
Educational Qualifications:	
ICAI Membership No. and its Category:	
2.Name, Address and Contact Details:	
Educational Qualifications:	
ICAI Membership No. and its Category:	
3.Name, Address and Contact Details:	
Educational Qualifications:	
ICAI Membership No. and its Category:	
4.Name, Address and Contact Details:	
Educational Qualifications:	
ICAI Membership No. and its Category:	

(attach separate sheet if required)

(Signature of Authorised Person)
Details of members proposed having experience in the required area of experience.
(Enclose recent CVs of the team members highlighting the relevant experience and confirming their availability as per template)
(Signature of Authorised Person)

7.3 Applicant's Relevant Experience

7.3.1 Prior Experience of audit of Govt/PSU of Audit during the last 5 years

Project	Client Name	Consulting Fees	Period of performance (from/to)	Description of Actual Services Provided	Present Status of the Assignment
1-					
2-					
3-					

7.3.2 Prior Experience of Financial Management and Technical Support Agency in PFMS during the last five financial years with minimum of at least 10 Lakhs

Project	Client Name	Consulting Fees	Period of performance (from/to)	Description of Actual Services Provided	Present Status of the Assignment
1-					
2-					
3-					

7.3.3 Prior Experience of Financial Management and Technical Support during the last five FY

Project	Client Name	Consulting Fees	Period of performance (from/to)	Description of Actual Services Provided	Present Status of the Assignment
1-					
2-					
3-					

N.B: Copies of Assignment orders shall be attached along with the application.

(Signature of Authorised Person)

7.4 Sample CV template:

1.	Proposed Position			
2.	Name of Firm:			
3.	Name of Staff			
4.	Date of Birth			
5.	Nationality			
6.	Education			
Name of Institution		**Degree(s) or Diploma(s) obtained:**	**Date**	
7.	**Membership in Professional Associations/ Trainings attended:**			
	Institution		**Course Name**	
8.	Countries of Work Experience:			
9.	**Languages**			
Language		**Reading**	**Speaking**	**Writing**
10.	**Employment Record:**			
	From:		To:	Till Date
	Employer			
	Position Held			
11.	**Work Undertaken that Best Illustrates Capacity to Handle the Tasks Assigned**			
11	**Name of assignment or project:**			
	Year:			
	Location:			
	Client:			
	Main Project Feature:			
	Position/s held:			
	Activities Performed:			
12.	**Certification**			
	I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged. Date: Full name of authorized representative:			

7.5 Annual Turnover

Annual Turnover for the last three financial years, 2022-23, 2023-24 and 2024- 2025 along with audited balance sheet for last three years to be provided in the following format for the last 3 financial years:

This is to certify that the turnover of the entity _____for the last 3 financial years from 2022-2023, 2023-24 and 2024-2025 are as under: -

Financial Year	**Taxable Value (in INR) excluding GST**
2022-2023	
2023-2024	
2024-2025	
TOTAL	
Average Turnover	

(Signature of Auditor of Applicant)

7.6 Financial Proposal

"To be submitted online only. The financial bid enclosed in Technical Proposal shall be liable to be summarily rejected."

Date:

To:
Managing Director
Chhattisgarh Road and Infrastructure Development Corporation Limited
3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.) 492001

Subject: Financial Proposal for Empanelment of Chartered Accountant Firms for providing services of Internal Audit, Taxation, Corporate Compliance, Consultancy, Procurement Consultancy, Financial Management and other related works to Chhattisgarh Road and Infrastructure Development Corporation Limited on contract basis.

Dear Sir,

i. I the undersigned, offer to provide the services for the above in accordance with your Request for Proposal.

ii. My Financial Proposal is given below:

Sr.	Service	Amount Quoted	Unit of Quote
	Category A Services		
1	**Internal Audit**		Per Division Per Quarter
2	**Corporate Compliance**		For the Year
3	**Internal audit of any other scheme**		
	For expenditure up to Rs. 10 Crores		For the Year
	For expenditure of more than Rs. 10 Crores and up to Rs. 50 Crores		For the Year
	For expenditure of more than Rs. 50 Crores and up to Rs. 100 Crores		For the Year
	Category B Services		
4	**Financial Management Handholding Support**		For the Year
5	**Direct Tax Compliance**		
	Filing Fee for Form 24		Per Unit per Quarter
	Filing Fee for Form 26		Per Unit per Quarter
	Allotment of TAN		Per instance
6	**Indirect Tax Compliance**		
	Monthly GST Returns per unit		Per month
	Annual Return of GST		Per Year
	GST Registration / amendment		Per instance

iii. The minimum fee for Sr. No. 1 and Sr. No. 2 of Category A Services is Rs. 10.00 Lakhs per year. Applicants quoting fee for less than the minimum fee for Sr. No. 1 and Sr. No. 2 of Category A Services shall be summarily rejected.

iv. The Amount/ Fee quoted is inclusive of all costs, taxes, duties, surcharge etc. but exclusive of GST and statutory filing fee recovered by NSDL/TDS return filing intermediaries. GST and Statutory Charges shall be paid extra.

v. Our financial Proposal shall be binding upon me subject to the modifications resulting from contract negotiations, if any. We, further, acknowledge that the amount as quoted above in words shall be treated final in case of any discrepancy between the figure and words.

vi. We understand that you are not bound to accept any Proposal you receive.

vii. Our Financial Proposal is without any condition and shall be binding upon us, i.e. 120 calendar days from the last date of submission of this Proposal.

Yours faithfully,

(Signature of Authorized Person)
Address: Mobile No: E-mail ID:

7.7 General Conditions of Contract

1. The successfully selected Applicant shall have to start the work and deploy resources within 30 days of getting the letter of appointment.
2. No communication will be sent by the Authority and no correspondence will be entertained in respect of firms, which are not being selected.
3. The selected Firm, on receiving the offer letter from the Authority, shall submit the hard copies of Letter of acceptance of terms and conditions, undertaking letter, and Undertaking of Fidelity and Secrecy (Formats will be shared with the selected firm).
4. The assignment should be carried out in a professional manner and in case of any misconduct &negligence; the Authority is free to report the matter to ICAI/ RBI under the guidelines from time to time. This will be in addition to the disengagement from the assignment.
5. All the necessary certificates, if any, including quarterly, half-yearly, annual closing of Books of Accounts that need to be given by the firm as a part of the respective assignment shall be given on its letterhead without any additional certification fee.
6. By virtue of the engagement, the successful applicant's team may have access to business information of the Authority. The Authority shall at all times have the sole ownership of and the right to use, all such data in perpetuity in the course of performing the Service(s) under the Engagement.
7. Appointment of firms shall be purely at discretion of the Authority and no rights whatsoever accrue to the firm for such appointment.
8. The selected audit firm will have to stick to the timelines as prescribed.
9. The Authority shall monitor the performance of firm closely. The Authority reserves the right to terminate the assignment, without assigning any reason. In case of termination of assignment, the remuneration for the incomplete month and the residual period of the engagement shall not be payable by the Authority.
10. The firm shall adhere to the audit coverage strictly as per the scope as may be decided by the Authority from time to time.
11. The Authority reserves the right to seek views from the entities with whom the firm is/has been/was associated.
12. The firm shall not sub-contract without the express permission from the Authority, part of the audit work assigned to any outside firm or other persons even though such persons are qualified chartered accountants.
13. Any other terms and conditions of the assignment would be decided by the Authority on a case-to-case basis.
14. Important information about audit fees
    a. No travelling allowance/ halting allowance shall be paid to the audit firms for carrying out the assignment. However, GST shall be reimbursed as applicable in addition to basic fees.
    b. Payment to the auditors shall be subject to deduction of tax at source at appropriate rates then applicable.
    c. All necessary certificates that need to be given as part of audit assignment shall be given by the audit firm without any additional certification fee.
    d. The Audit fees once fixed shall remain unchanged throughout the tenure of the Auditor, except in case of revision in the scope of audit. The Authority's decision will be final in this regard.
15. Conduct and Performance Monitoring
    a. The Authority shall designate one of its senior officers as a single point contact for coordinating the assignment.
    b. The Authority shall provide the firm with requisite initial information of its activities and further support to conduct of work.
    c. The Authority reserves its right to review the appointment at any point of time and if necessary, to cancel the appointment by giving 2 months written notice. In case of termination of assignment, the remuneration for the incomplete month and the residual period of engagement shall not be payable by

the Authority.

d. In case the firm fails to report serious omissions/ commissions/ noncompliance etc., the Authority reserves right to report the matter to ICAI/ RBI, which may result in appropriate action. Such firms will not be eligible for assignment of audit work with the Authority for next five years.
e. The firm are expected to provide an executive summary of observations along with every audit report and submit the same to the Managing Director.
f. The firm is expected to strictly abide by the Directions of the Board/ Audit Committee (as the case may be) as advised from time to time. Further, the scope of audit as defined in this document is indicative and is subject to revision/ modification/ alteration/ addition with the approval of the competent authority of the company.

16. Representations and Warranties
    a. That the Applicant is a Partnership firm/LLP which has the requisite qualifications, skills, experience and expertise in providing Service(s) contemplated hereunder, the financial wherewithal, the power and the authority to enter into the Engagement and provide the Service(s) sought by the Authority.
    b. That the Applicant is not involved in any major litigation, potential, threatened and existing, that may have an impact of affecting or compromising the performance and delivery of Service(s) under this Engagement.
    c. That the representations made by the Applicant in its application are and shall continue to remain true and fulfill all the requirements as are necessary for executing the duties, obligations and responsibilities as laid down in the Engagement and the RFP Documents and unless the Authority specifies to the contrary, the Applicant shall be bound by all the terms of the RFP.
    d. That the Applicant has the professional skills, personnel and resources/authorizations that are necessary for providing all such services as are necessary to perform its obligations under the application and this Engagement.
    e. That the Applicant shall use such assets of the Authority as the Authority may permit for the sole purpose of execution of its obligations under the terms of the RFP or the Engagement. The Applicant shall however, have no claim to any right, title, lien or other interest in any such property, and any possession of property for any duration whatsoever shall not cre4ate any right in equity or otherwise, merely by fact of such use or possession during or after the term hereof.
17. Confidentiality: The Parties agree that they shall hold in trust any Confidential Information received by either Party, under the Engagement, and the strictest of confidence shall be maintained in respect of such Confidential Information. The Parties agree to execute Confidentiality Agreement prior to finalization of Engagement and shall abide by the terms and conditions of confidentiality as contained therein.
18. Governing Law: The Engagement shall be governed in accordance with the laws of Republic of India. These provisions shall survive the Engagement.
19. Jurisdiction of Courts: The courts of India at Raipur/Bilaspur have exclusive jurisdiction to determine any proceeding in relation to the Engagement. These provisions shall survive the Engagement.

8. Exhibit A: Format for Bid Securing Declaration

(On Bidder's letterhead; in lieu of EMD, per Rule 170 of GFR 2017)

To, Managing Director, CGRIDCL, Raipur.

Ref: RFP No. ……. dated ……..

I/We, _____, hereby declare and undertake that if, after submission of our Bid: (a) we withdraw or modify our Bid during the period of bid validity; or (b) having been notified of acceptance of our Bid/empanelment, we fail to accept the LOI/LOA within the stipulated time, fail to furnish the required Proposal Security/Earnest Money Deposit within the stipulated time, or fail or refuse to execute the Empanelment Agreement — then we shall stand **debarred from participating in any tender, RFP or empanelment process of CGRIDCL for a period of two (2) years** from the date of such default, without prejudice to any other right or remedy available to CGRIDCL under the RFP or law.

(Signature of authorised signatory; name; designation; firm; seal; date)

9. Exhibit B: Performance Security

To
_____[Name of Employer]

_____
_____[Address of Employer]

_____

WHEREAS_____[name and Address of Selected Firm] (Hereinafter called "the firm") has undertaken, in pursuance of Letter of Acceptance No.___Dated__to execute the contract of_____.

AND WHEREAS it has been stipulated by you in the said Contract that the firm shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligation in accordance with the contract;

AND WHREREAS we have agreed to give the firm such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you on behalf of the firm , up to a total of _____[amount of Guarantee](in words), such sum being payable in the types and proportions of currencies in which the contract price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of_____[amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the auditor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract of the Services to be performed there under or of any of the Contract documents which may be made between you and the auditor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid till 6 months from the date of completion of assignment..

Signature, Name and Seal of the Guarantor _____

Name of Bank_ Address _____ Phone No., Fax No., E-mail Address, of Signing

Authority_____ Date__

* *An amount shall be inserted by the Guarantor, representing the percentage the Contract Price specified in the Contract including additional security for unbalanced Bids, if any and denominated in Indian Rupees.*

10. Exhibit C: - Agreement

This Agreement is made at Raipur (Chhattisgarh) on this _____day of _2026 BY ANDBETWEEN:

CHHATTISGARH ROAD AND INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED, a Company incorporated under Companies Act, 2013 having its Registered Office at 3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.) through The Managing Director, Chhattisgarh Road and Infrastructure Development Corporation Limited (hereinafter referred to as **"The Corporation")**

AND

_____**(Name of CA Firm),** Chartered Accountants, a Firm of practicing Chartered Accountants having its Office at _____, through its Partner ___, S/o __, Resident of___(hereinafter referred to as **the firm**);

THE EXPRESSIONS, "Corporation" and "firm" shall unless contrary or repugnant to the context, include heirs, executors, legal representatives, successor, permitted assigns and administrators of their respective parts and;

BACKGROUND

WHEREAS the Corporation, has been incorporated under the Companies Act, 2013 on 11thNovember, 2014 with an objective which includes construction, maintenance, operations of Roads and development of related infrastructure; and

WHEREAS the Corporation had called a Request for Proposal (RFP) dated _____bearing No._____, for Empanelment of Chartered Accountant Firms for providing services of _____ (describe Category of Services to be Performed) to Chhattisgarh Road and Infrastructure Development Corporation Limited on contract basis; and

WHEREAS after technical and financial evaluation of all bids received by the Corporation in response to the RFP, _____(Name of Entity) was found to be suitable and accordingly Letter of Acceptance cum Work Order dated _____2026 bearing no._____has been issued; and

WHEREAS it is deemed necessary to reduce in to writing the terms of appointment for the assignment to avoid any misunderstanding in future;

NOW THIS INDENTURE WITNESSES AS UNDER:

A. THE ASSIGNMENT
The firm would render professional services in connection with services of _____ (describe Category of Services to be Performed) as given in the scope of work for the financial years of empanelment period. The contract may be renewed based on performance and on mutually agreed terms & conditions.

B. SCOPE OF WORK
The firm is shall carry out all work mentioned under the Scope of Work in the Request for Proposal (RFP), which forms part of this agreement.

C. FEE FOR THE ASSIGNMENT

It is agreed that professional fees for the assignment shall be Rs._____Lakhs (Rupees _____only) for financial year …….. This is exclusive of Goods and Service Tax (GST) which would be payable at preventing rate. The Fees is also exclusive of any statutory fees required for ROC/Income Tax compliances or otherwise, which shall be reimbursed separately on actual basis.

D. TAX DEDUCTION AT SOURCE ON PROFESSIONAL SERVICES

The payment shall be made against the services provided by the firm, subject to deduction of tax at source at appropriate rates applicable;

E. CONFIDENTIALITY

Firm acknowledges that during the period of subsistence hereof it will have access to and become acquainted with various information, inventions, innovations, processes, records, specifications and other intellectual property owned by or licensed to the Corporation and/ or used by the Corporation in connection with its operation including processes, methods, accounts, and procedures. The firm agrees not to disclose or discuss any of the aforesaid, whether directly or indirectly, or to use any of these in any manner, during the period of subsistence of this agreement except in any proceedings and also, as required for due and proper performance of the functions and obligations hereunder and subject to the overall control and direction of the Corporation.

All files, records, documents, blueprints, specifications, information, letters, notes, media lists, original or creative artwork, and similar items relating to the Corporation that may come into the possession of firm whether prepared by the firm or not, shall be so possessed only on behalf of the Corporation, the firm will have no claim to the same. Upon expiry of the term of or upon earlier termination of this agreement, or whenever required by the Corporation, the firm shall forthwith deliver to the first party all such files, records, documents, specifications, information, and other items belonging to the Corporation in his possession or under his control.

F. NON-ADMISSIBILITY OF CLAIM OR RIGHT TO EMPLOYMENT OR COMPENSATION

This agreement will not in any way entitle firm to claim for employment, or to any right to employment from the Corporation under any circumstances.

G. CORRUPT PRACTICES

The firm shall observe the highest standard of ethics during the procurement and execution of work.

H. MODIFICATION(S) OR AMENDMENT(S)

No amendment or modification to this agreement shall be valid unless in writing and signed by the parties hereto.

I. ENTIRE UNDERSTANDING

This document constitutes the entire understanding and agreement of the parties, and any prior agreement(s), understanding(s), and representation(s) are hereby terminated and cancelled in their entirety and are of no further force and effect.

J. TERMINATION

In case of being satisfied that firm has materially and intentionally defaulted in observing provisions of the agreement, or has left the assignment incomplete during the term of agreement without any reasonable cause, the Corporation will issue written notice to the firm indicating the manner of the default and may ask the firm to rectify the defect in services. In case no response is received, the Corporation may engage other agency to carry out the assignment. In the event corporation so terminates the agreement it would be at liberty to engage another firm or

agency upon such terms and in such manner as it may seem fit. However, firm would not be liable for circumstances beyond its control. These include:

- Force majeure conditions including non-cooperation from personnel of the Corporation, Acts of God, e.g. earthquake, cyclone, storm, flood, or war, plane crash, Pandemic, Epidemic, Lockdowns or embargo etc.;
- Any defect or peculiar characteristic to do with the nature of the assignment, even if it known to firm when he accepted the assignment and because of the failure on the part of any of the officer, employee of the Corporation in discharge of his duties;
- Any act of omission or commission by any person(s), representative(s) of the Corporation/ firm, outside the reasonable control of the firm.

K. ASSIGNMENT

This agreement shall be binding upon each of the parties hereto and their respective successor(s) and assign(s), but it shall not be assigned in the whole or in part by either without the prior, written consent of the other.

L. PERFORMANCE GUARANTEE

Pursuant to the terms & conditions of the RFP document, and the Letter of Acceptance cum work order dated ____ _____the firm was asked to furnish a performance guarantee of Rs. ___/- valid for a period of 1 years in the form of Bank Guarantee.

The firm has furnished a Performance Guarantee of Rs._____/- in the form of Bank Guarantee Issued from ____ Bank Limited in favour of Managing Director, Chhattisgarh Road and Infrastructure Development Corporation Limited, bearing number _____issued on_____, expiring on ___, the receipt of which is hereby acknowledged. The same shall be refunded after completion of the assignment / agreement.

M. DISPUTE

In case of dispute the matter would be referred for Arbitration under applicable Act. The jurisdiction shall be at Raipur (Chhattisgarh).

IN WITNESSES WHEREOF the parties here to have set their respective hands the day and year first hereinabove written.

For, Chhattisgarh Road and Infrastructure Development Corporation Limited	For, ___(Name of Firm) FRN: __
(Managing Director)	(_____) (Name of Partner) Partner Membership No.:_____

In Presence of	In Presence of
Signature	Signature
Name and address	Name and address

11. Checklist of Documents to be attached

Sr.	Particulars	Page No.	
		from	to
1	CAG Empanelment Letter for 2025-26		
2	Certificate of Constitution issued by ICAI as on 01.01.2026		
3	Latest Partnership Deed		
4	Undertaking by the Partner in Chhattisgarh clearly specifying his duration of association with the firm.		
5	Firm PAN Card		
6	Firm GST Registration Certificate with all annexures		
7	Audited financial statements & ITRs for FY 2022-23, 2023-24, 2024-25; Annual Turnover Certificate		
8	DISA Certificate of Partner/s		
9	List of Team Members		
10	Undertaking by the Partner in Chhattisgarh clearly specifying his duration of association with the firm.		
11	Undertaking by the applicant stating that ot never been issued cancellation of work order, forfeiture of EMD etc. by any Government and/or semi-Government/Autonomous entities, in last five years and that it has not barred from appointment by any government and/or semi-government entities in last five years.		
12	Latest valid peer review certificate		
13	Prior Experience of audit of Govt/PSU of Audit during the last 5 years		
14	Prior Experience of work of Financial Management and Technical Support Agency in PFMS		
15	Prior Experience of Financial Management and Technical Support during the last five FY		
16	CV of proposed team		
17	Workplan and Methodology		
18	Power of attorney		
19	Bid Securing Declaration as per Exhibit A		
20	Declaration for Performance Security as per Exhibit B		
21	Any other relevant document as required in RFP		

The above checklist is indicative. Applicants must attach all relevant documents.