

**DAHEJ SEZ LIMITED  
(JOINT VENTURE OF GIDC AND ONGC)  
GANDHINAGAR**



**EXPRESSION OF INTEREST  
FOR APPOINTMENT OF FIRM/AGENCY AS  
INTERNAL AUDITOR  
FOR DAHEJ SEZ LIMITED**

**Subject: Expressions of Interest invited for Appointment of Firm/Agency as Internal Auditor for Dahej SEZ Ltd.**

Expressions of Interest of techno commercial bids are invited for appointment of Firm/Agency as Internal Auditor for Dahej SEZ Ltd. The description of work and other terms & conditions are mentioned here under:

**About Dahej SEZ**

Dahej SEZ is a multi-product Special Economic Zone located in Dahej Industrial Estate, Dist.: Bharuch and is notified in 1682 hector of land area. The SEZ is developed by Dahej SEZ Ltd., a company jointly promoted by Gujarat Industrial Development Corporation (GIDC) and Oil & Natural Gas Corporation Ltd. (ONGC). The SEZ is at a strategic location within Gujarat Petroleum, Chemicals and Petrochemicals Region (PCPIR). Dahej SEZ is divided into two part. Part - I in east and part - II in west are connected by dedicated corridor. Part- I cater about 1200 hec. land area while part-II cater about 500 hec. All basis infrastructure facilities like RCC roads network, water facility, effluent disposal facility, storm water drainage facility, street lights etc. are in place.

**1.0 SCOPE OF WORK:** Appointment of Firm/Agency as Internal Auditor for Dahej SEZ Ltd. with following terms and conditions.

- a) The Audit firm/agency shall prepare Internal Audit manual for strengthen the internal audit and internal control system of the company.
- b) The audit firm/agency shall prepare Internal Audit plan covering areas where risk is high in terms of transactions and operations.
- c) The audit firm/agency shall audit all transactions with respect to accounts, finance, taxation(direct & Indirect) and others on regularly.DSL will provide reasonable arrangement for carrying out the internal audit of Dahej SEZ Ltd. The audit firm/agency should have reasonable staff to perform the task of Internal auditor.
- d) The audit firm/agency shall prepare and provide financial statements (Balance Sheet & Profit & Loss Account, Standalone Statement of Changes In Equity (SOCIE), Cash Flow Statement) as per IND AS, Notes to the accounts, accounting Policy and submit along with audit report to the management within stipulated time limit ( i.e. 20 days of completion of accounting entries of each quarter ( i.e.30<sup>th</sup> June,30<sup>th</sup> Sep.,31<sup>st</sup> Dec and 31<sup>st</sup> March) and brief the financial report to the Audit Committee of the company/Board of Directors.
- e) The audit firm shall carry out physical verification of fixed assets, cash, inventory, and statutory records of the company on regular basis.
- f) The audit firm shall provide advice/help to finance and account department for smooth accounting and auditing function purpose.

- g) The audit firm/agency shall maintain the record and register for carrying out internal audit work as evident of performance of their duties.
- h) The audit firm/agency shall advice and implement to compliances of Accounting Standards issued by the Institute of Chartered Accountant of India time to time.
- i) The audit firm/agency shall prepare and submit the working relates to advance Tax/MAT Qtr on Qtr basis before 10 days of its due date.
- j) The audit firm/agency shall prepare and monitor yearly budget with the help of the various departments of the company.
- k) The audit firm/agency will provide their help for all work to be assigned or pointed out or raised the query/Para during audit of statutory audit/ C&AG audit time to time.
- l) Any other points which may be important for the company and as decided by the management from time to time as a part of the Professional Services.
- m) Firm / Agency shall advise DSL on implementation / compliance of various decisions, directive etc. of various competent authority of Government as may be given from time to time.

## **2.0 General terms and conditions:**

- A) Conveyance/Travel charges for the auditors deployed at Registered Office / Site Office will be reimbursed by DSL on mutual consent, for any official work related to DSL.
- B) Firm/Agency shall be responsible for submitting a report on quarterly basis.
- C) The staff engaged by the Firm/Agency shall not be considered as employees of the DSL for any kinds of purposes moreover the staff will not claim for any kind of right regarding the employment on the DSL and other related benefits during and after tenure of agency directly or indirectly.
- D) Firm/Agency will have to depute auditors to complete the audit work within stipulated time limit.
- E) Firm/Agency must visit the office of the Dahej SEZ Ltd. at Gandhinagar, to collect information and satisfy himself about work and obtain required clarifications.

- F) Firm/Agency shall insure all the personnel employed at his own cost for the execution of the work.
- G) Firm/Agency must be agreeable to abide by all applicable statutory obligations of the company labour laws including PF, ESIC, Gratuity, Bonus, Medclaim & Personal Accident Policies etc. for their employees.

### **3.0 QUALIFICATIONS OF BIDDERS**

- a) Firm/Agency should have minimum of 7 years' experience to provide audit service to Central Govt./State Govt./PSUs organizations. List of client name & telephone number along with experience certificate is to be attached along with tender.
- b) Firm/Agency shall have register Firm/Agency with Institute of Chartered Accountant since last 10 Years and having office at Gandhinagar/Ahmedabad.
- c) Preferably Firm/Agency should have provided audit services to SEZ Developer in SEZ area.
- d) Firm/Agency must have various registrations viz. Certification of Incorporations, Income Tax (PAN Card) Registration, GST Registration, Professional Tax Registration and shall be submitted along with tender.
- e) The minimum turnover of Firm/Agency should be Rs 15 Lakhs (average) per annum for the last three years.
- f) Firm/Agency should have minimum 10 employees/paid articles on their pay rolls during last three years in providing internal audit services, out of which there should be minimum 2 professionals such as Chartered Accountants working on the rolls of Firm/Agency during last three years.

### **4.0 DEPLOYMENT OF MANPOWER AND EQUIPMENTS / MACHINERY**

- 4.1 Firm/Agency will have to deploy auditors who will sit in the registered office of Dahej SEZ Limited during audit working days to complete the task within stipulated time limit and also beyond working hours if required. The staff deployed has to visit the project site of DSL as and when required.
- 4.2 Senior professional qualified person will be monitoring the work of auditors deputed and shall conduct audit on regular basis.

- 4.3 Firm/Agency shall be responsible for the conduct/integrity of personnel deployed by them. The firm / agency will also be responsible for any act of omission or commission on their part and vouch for their character and integrity.
- 5.0 SAFETY CODE** - The firm / agency shall take necessary safety measures to ensure safety of persons deployed. DSL shall not be responsible for any injury/death caused to their personnel while working in the premises of DSL under this contract.
- 6.0 TENURE OF CONTRACT:** Firm/ Agency for Appointment of Firm/Agency as Project Management Consultant for Dahej Special Economic Zone as above shall be initially for a period of three years, it will be reviewed by DSL and thereafter DSL will take decision for another term.
6. 1 The competent authority in DSL, however may at their discretion, allow extension of the tenure of contract, upto two spells of two years each subject to satisfactory services. In case of extension, an enhancement in the overall cost of the contract can be considered on the mutual consent.
6. 2 The competent authority in DSL reserves the right to terminate the contract at any time before completion of the tenure period in case the services of the firm/agency are found not satisfactory.
- 7.0 SATISFACTORY SERVICES** - The decisions of competent authority shall be the final and binding on the firm/agency for the purpose of determining satisfactory services.
- 8.0 DAMAGES** - Any damage caused to the property of DSL due to the negligence on the part of the firm / agency's men will be liable to be compensated by the agency.
- 9.0 PROHIBITION OF SUB CONTRACT** - The agency shall not appoint any other firm/agency for this work under any circumstances.
- 10.0 RESOLUTION OF DISPUTE** - In case of dispute the decision of CEO, DSL shall be binding.
- 11.0 PAYMENT** - After receiving the bill authorized person from DSL will certify the bill and then payment will be disburse.
- 12.0 DEDUCTION OF TAX AT SOURCE** - Tax shall be deducted at source from all the accepted payment to be made in accordance to statutory provisions of Tax as amended from time to time.

### 13.0 SUBMISSION OF E.O.I: Date, time, venue & mode of submission of tender documents

Particulars	Submission Date & Time	Mode Of Submission	Place/Web Site
D.D. in original (for Tender fee) & required documents for evaluation	On or before <b><u>01.12.2020</u></b> up to <b><u>17.00hrs</u></b>	BY R.P.A.D./ speed post/ hand delivery	Office of The Chief executive officer, Dahej SEZ Limited, Block no 14, 3 <sup>rd</sup> Floor, Udyog Bhavan, Sector -11 Gandhinagar-382017 Gujarat.

### 14.0. Submission of Tender fee (DD in original) and other required documents by Registered Post/ Speed post.

i. Non refundable tender fee of Rs.1180/-(1000+180 (GST@18%)) shall be paid in the form of Account Payee Demand Draft payable at Gandhinagar, drawn on any Nationalized Bank in favour of "DAHEJ SEZ Ltd". DD issued after the last date of submission of tender will not be considered as valid or accepted in any case.

ii. Firm/agency shall have to submit DD in original for tender fee and Required documents as mentioned above in physical form so as to reach to DSL office on Date & Time shown above at DAHEJ SEZ limited, Block no 14, 3<sup>rd</sup> Floor, Udyog bhavan, Sector -11, Gandhinagar-382017 Gujarat. "Registered Post/ Speed post".

**15.0 TECHNICAL BID-** The Technical Bid, in the pro-forma prescribed at Annexure-I, along with the under-mentioned documents may be kept in a sealed cover and super scribed as "Technical bid for Appointment of Firm/Agency as Project Management Consultant for Dahej Special Economic Zone."

- (a) Attested photocopies of registration certificate of the agency, Partnership Deed / MOA & AOA of Company, PAN /TAN No., details on registration with authorities like GST, Income tax, documents in support of possession of requisite experience by the agency.
- (b) Tender fees as required above.
- (c) An undertaking to the effect that the said agency is willing to abide by the terms and conditions of DSL.

**(Please add documents as mentioned in annex-1 for tech evaluation)**

**16.0 OPENING OF FINANACIAL BID :** Financial Bid will be opened on date **07/12/2020** in the office of The Chief executive officer, DAHEJ SEZ Limited, Block no 14, 3<sup>rd</sup> Floor, Udyog Bhavan, Sector -11 Gandhinagar-382017.

**17.0 EVALUATION OF BID:**

The financial bid shall open only of those bidders who are qualified in technical bid as per criteria. The bid will be evaluated based on the criteria mentioned at Annex-1.

**18.0 INSPECTION OF SITE:** Interested firm / agency through their authorized representative, must personally visit office of the Dahej SEZ Ltd. to get a clear assessment of the scope of work before submission of E.O.I. The date/time of such visit may be decided with prior appointment with the C.F.O. DSL.

**19.0** DSL reserved the right to increase or decrease scope of work.

**20.0** DSL reserves the right to reject any or all of the E.O.I. without assigning any reason.

**21.0** Agency will raise the bill in the name and address as mention below:

Dahej SEZ Ltd. (SEZ Developer)  
Block no 14, 3<sup>rd</sup> Floor,  
Udyog Bhavan, Sector -11  
Gandhinagar- 382017, Gujarat.

**Annexure – I**

**Technical Evaluation Sheet for Appointment of Firm/Agency as Internal Auditor of Dahej SEZ Ltd..**

A	B	C	D	E	F	Total
Experience in years to provide Audit services to Central Govt./ State Govt./ PSU  7 to 10 years = 10 Marks  Above 10 years = 15 marks	Registration of Firm since last 10 years	Experience in years to provide Audit services to SEZ Developer	PAN / TAN	Turnover in Rs. Lakhs Avg. per annum for last three years  50 lakhs to 75 lakhs = 10marks  Above 75 lakhs = 10marks	Other than professionally qualified Personnel in Nos Above 10= 10 Marks  Professionally qualified Personnel's (C.A) Above 2=10 Marks	Total
25	10	15	10	20	20	100

Note: Minimum 70 Marks is required to qualify for the tender.



**Annexure – II**

**Technical Bid for Appointment of Firm/Agency as Internal Auditor of Dahej SEZ Ltd..**

1. Name of the Firm \_\_\_\_\_

2. Address \_\_\_\_\_  
\_\_\_\_\_

3. Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

4. Date of Registration of the Firm \_\_\_\_\_

5. PAN/TAN No. \_\_\_\_\_

6. G.S.T. Registration No. \_\_\_\_\_

7. List of Clients *(Additional sheet may be used if the space provided below is insufficient):*

Sl. No	Name of the Client Organization	Duration of service			No of Personnel Deployed	Remarks (if any)
		From	To	Total		

8. Undertaking:

I/We \_\_\_\_\_ (Name of the firm) hereby undertake that the details given above are true and correct and also accept the terms & conditions laid down by Dahej SEZ Ltd. time to time.

Dated: \_\_\_\_\_ **(Signature of the authorized signatory of the Firm)**

Full Name \_\_\_\_\_

Mob. No. \_\_\_\_\_

Company Seal \_\_\_\_\_

**List of Enclosures:**

1. DD for Tender Fees
2. Certified copy of Registration of firm
3. Certified copy of registration of TAN No/PAN No/GST No.
4. Certified copy of experience certificate from client organizations and copies of work orders.
5. Annual turnover certified by chartered accountant for last 3 financial years.
6. Certified pay roll register of employees for the month of March for last three financial years along with their qualification.

**Annexure – III**

**Financial Bid for Appointment of Firm/Agency as Internal Auditor of Dahej SEZ Ltd.**

1. Name of the Firm \_\_\_\_\_

2. Address \_\_\_\_\_

\_\_\_\_\_

3. Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

<b>Particulars</b>	<b>Professional fees Per annum excluding of Taxes (in Rs.)</b>
Professional Fees	
<b>Total</b>	

Dated: \_\_\_\_\_

**(Signature of the authorized signatory of the Firm)**

Full Name \_\_\_\_\_

Mob. No. \_\_\_\_\_

(Company Seal) \_\_\_\_\_