

**REQUEST FOR PROPOSAL (RFP)**  
**FOR**  
**APPOINTMENT OF CA FIRM/LLP AS INTERNAL AUDITOR**  
**OF OMNIBUS INDUSTRIAL DEVELOPMENT**  
**CORPORATION OF DAMAN & DIU AND DADRA & NAGAR**  
**HAVELI LTD FOR FINANCIAL YEAR 2018-19**



**OMNIBUS INDUSTRIAL DEVELOPMENT CORPORATION OF DAMAN & DIU  
AND DADRA & NAGAR HAVELI LTD**

**(A Government Undertaking)**

**Plot No. 35, OIDC Corporate Office, Somnath, Daman -396210**

**Tel/Fax: 0260-2241108 Website: [www.daman.nic.in](http://www.daman.nic.in)**

**CIN:U65923DD1992SGC001221**

# **REQUEST FOR PROPOSAL (RFP) DOCUMENT FOR APPOINTMENT OF CA FIRM/LLP AS INTERNAL AUDITOR OF THE CORPORATION FOR THE FINANCIAL YEAR 2018-19**

## **1. INTRODUCTION:-**

Omnibus Industrial Development Corporation of Daman & Diu and Dadra & Nagar Haveli Limited. (OIDC Ltd.) is a Government Company registered on 27<sup>th</sup> March 1992 under the Companies Act, 1956. The registered and head office of the Company is situated at Secretariat Moti Daman – 396220 and Corporate Office at Plot No. – 35, Somnath, Nani Daman - 396210.

The main activities of Corporation are as under :

1. Providing Land and Infrastructure for Industrial Estate.
2. Providing limited city Passenger Transport Services through Buses in UT Administration of Daman, Diu and Silvassa.
3. Construction Activities - Undertaking Construction activities on behalf of and as per the requirement of various Government Department.
4. Providing Vehicle Hire Services.
5. Trading in Liquor.

The annual turnover of the Corporation during the last financial year 2017-18 was Rs. 436.87 crore. The authorised share capital of the Corporation is Rs. 50 crore and paid-up share capital is Rs. 26 crore.

OIDC intends to appoint the Internal Auditor for the financial year 2018-19. The role of the Internal Auditor is to conduct the audit in terms of the scope of work and submit the quarterly audit report to the Management of the Corporation.

***The appointment will be initially for a period of one year i.e. for 2018-19 which can be extended for further period of one year on mutually agreed terms.***

## **2. AVAILABILITY OF RFP:-**

The RFP document is available at OIDC's website [www.daman.nic.in](http://www.daman.nic.in)

Prospective CA Firm/LLP desirous of participating in this RFP may view and download the RFP document free of cost from the above website.

### 3. **IMPORTANT DATES:-**

Date of issue of RFP	18.10.2018
Pre Bid meeting date & time	22.10.2018 at 11.30 hrs
Last date for submission of Technical and financial bid	26.10.2018 at 16.00 hrs
Technical Bid opening date	29.10.2018 at 16.00 hrs
Financial Bid opening date	31.10.2018 at 17.00 hrs

### 4. **ELIGIBILITY CRITERIA:-**

Chartered Accountants Firms/LLP must qualify the following minimum criteria:-

<b>Sr. No</b>	<b>Particulars</b>	<b>Minimum criteria</b>
1	Number of full time partners associated with the firm/LLP for not less than 5 years and shall be member of the Institute of Chartered Accountants of India	2
2	Turnover of the firm/LLP (Average of last three years i.e. 2015-16, 2016-17 & 2017-18)	Rs. 20 Lacs
3	No. of years of Firm/LLP existence	Not less than 5 years
4	No. of assignment of Internal/Statutory Audit of Corporation/PSUs/Limited companies having an average turnover of not less than Rs. 50 crore in last years. The experience of the preceding 3 years shall only be considered.	At least 3 nos
5	The Firm/LLP should have head office at anywhere in India but should have a branch office at Daman/Vapi/Valsad/Silvassa	For at least 2 years

Any firm/LLP not qualifying these minimum criteria need not apply and their proposal shall be summarily rejected.

#### **Supporting documents for eligibility criteria:-**

1. For Sr. No. 1, the firm/LLP must submit an attested copy of certificate of Institute of Chartered Accountants of India with respect to its constitution.
2. For Sr. No.2, the firm must submit a copy of the balance sheet and profit and loss account for the last three financial years as mentioned.

3. For Sr. No.3, the firm shall submit a declaration for no of years in existence and certificate from ICAI with respect to its constitution.
4. For Sr. No.4, the firm must submit a copy of the appointment letters from the auditee organisations and annual reports evidencing the turnover of the auditee organisations.
5. For Sr. No.5, a declaration from the firm on it's letterhead stating that the address of head office in India and branch office at Daman/Vapi/Valsad/Silvassa for at least two years.

## **5. EVALUATION CRITERIA FOR SELECTION OF INTERNAL AUDITORS:-**

### **A. TECHNICAL EVALUATION:-**

The evaluation criteria for selecting the auditor are mentioned below:-

<b>Sr. No</b>	<b>Evaluation criteria</b>	<b>Maximum marks</b>
1	Number of partners (Partners should necessarily be a member of Institute of Chartered Accountants of India) (1.5 marks for each partner)	15
2	The firm have adequate staff to undertake audit work. The staff includes Articles, Audit clerks and semi-qualified personnel. The Marking shall be: 1-4 staff ( 2 marks) 5-10 staff ( 4 marks) 11-15 staff ( 6 marks) More than 15 staff ( 10 marks)	10
3	Number of professionally qualified staff (with associate/fellow membership of ICAI/ICWA) 1-2 staff (2 marks) 3-5 staff ( 4 marks) 5-10 staff ( 6 marks) More than 10 staff ( 10 marks)	10
4	Turnover for last three years of the firm/LLP More than Rs. 20 lacs and upto 50 lacs per annum- 4 marks for each year. More than Rs. 50 Lacs per annum :- 5 marks for each year	15
5	Number of internal/statutory audit undertaken during the last 5 years in Corporation/PSUs/Limited companies (whose average turnover is more than Rs. 50 crore in the last 5 years) ( 5 marks for each assignment, maximum 10 assignments)	50
	<b>Total marks = ST ( Score Technical)</b>	<b>100</b>

The minimum qualifying mark is 75% on technical evaluation.

Minimum Technical score of 75% may be relaxed by the Managing Director if more than 3 firms score 75 or less out of 100.

**B. FINANCIAL EVALUATION:-**

The formula for determining the financial scores (FS) is as below;-

$FS=100 \times FM/F$  where FS is financial score, FM is the lowest price quoted by any firm/LLP and F is the price quoted by the firm.

The weights given to the Technical and financial proposal are:

T= 0.8 and F=0.2

**Total of all the score=ST x 0.8 + FS x 0.2**

**6. SUBMISSION OF THE PROPOSAL:-**

- a) The interested firm shall submit the Technical and Financial Proposal separately duly bound and containing the index/table of content with all the pages numbered
- b) The proposal in the prescribed format should be submitted on or before 25.09.2018, 16.00 hrs.
- c) i) The outer envelope cover shall be super Scribed

**“For appointment of Internal Auditor for FY 2018-19”**

and addressed to:

The Chief Financial Officer,  
OIDC Ltd.  
OIDC Corporate Office,  
Plot No. - 35  
Somnath,  
Nani Daman – 396210

This envelope/cover shall contain:

- ii) The Cover 1- Technical Proposal ( Super scribed) containing all the relevant formats duly filled in, **Demand Draft of Rs.5000/- in favour of O IDC Ltd and other relevant enclosures- duly sealed.**
- iii) The Cover 2 -Financial Proposal (Super-scribed) containing the relevant formats duly sealed.
- iv) Both these covers-Cover 1 & Cover 2 shall be put in outer envelope/cover as stated above in (ci) and submitted duly sealed.

#### **7. SCOPE OF THE INTERNAL AUDIT:-**

The scope of the Internal Audit will be as per Annexure-I enclosed. The Board or the Audit Committee reserves the right to alter the scope of the audit if need arises. The firm / LLP shall depute atleast one qualified staff for the assignment.

#### **8. PERIODICITY OF INTERNAL AUDIT:-**

The Internal Auditor shall quarterly conduct audit and submit audit report within 30 days from end of each quarter.

#### **9. REPORTING:-**

The Internal Auditor should report to the Audit Committee any serious weakness, significant fraud or major accounting breakdown discovered during the normal course of audit through the Chief Financial Officer.

The manner and intervals in which the internal audit shall be conducted and Reported to the Board shall also be in compliance with the Companies Act 2013 and other applicable statutory norms and provisions.

#### **10. TERMINATION OF CONTRACT:-**

O IDC reserves it right to terminate the contract without assigning any reasons by giving 30 days' notice.

#### **11. ARBITRATION**

In case of any dispute, it shall be referred to Arbitration. The sole arbitrator will be appointed by the Managing Director. The Arbitration shall be as per Indian Arbitration and Conciliation Act, 1996 as amended up to date. The place of Arbitration shall be Daman and the language will be English.

- 12. The Corporation reserves its right to reject any firm/LLP without assigning any reasons.

**On letterhead of CA Firm/LLP**

**TECHNICAL PROPOSAL**

Format for submission of information of the Chartered Accountant firm for selection  
as Internal Auditor of OICD

<b>Sr. No</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the CA Firm/LLP	
2	Regi. No. & Date of Registration of CA Firm/LLP	
3	Registered Address of H.O. and Branches.	
4	Name of Partners with membership No. & No. of years for which associated with firm	
5	Details of qualified CA/CWA staff	
6	Details of Articles/Audit Clerk/Semi-qualified staff	
7	Details of assignment of Internal/Statutory Audit of Corporation/PSUs/Limited companies having an average turnover of not less than Rs. 50 crore in last five years. The experience of the preceding 5 years shall only be considered.	
8	Details of PAN, GST No. of the Firm/LLP	

**Date :**  
**Place :**

**Signature of Partner**  
**Name of Partner**  
**Seal of Firm**  
**Firm Reg. No**  
**Membership No. :**

**Note:**

1. Copies of certificates/documents in support of above details shall be attached.
2. EMD of ₹ 5000/- shall be attached with the technical proposal

**(On the letter of CA firm/LLP)**

**PROFORMA OF FINANCIAL BID**

**Financial bid for engagement as Internal Auditor for financial year 2018-19**

<b>Particulars</b>	<b>Amount in Rs</b>
Fees for engagement of Internal Auditor for financial year 2018-19	
GST and any other applicable expenses	
Total	

Note:

1. Taxes and other statutory levies will be paid on actual basis. However, present rates of applicable taxes and levies may be indicated by the tenderer.
2. The tenderer is deemed to have thoroughly studied and examined the technical specification, important instructions and general terms and conditions of the tender documents and fully informed as to nature of the work as per annexure - I and conditions related to its performance.
3. No transport / TA /DA /other incidental expenses will be payable by the Corporation.

**Signature of Partner**  
**Name of Partner**  
**Seal of Firm**  
**Firm Reg. No.**  
**Membership No. :**

**Date:**  
**Place:**