

HNGPL Limited
{A JV OF BPCL AND GAIL GAS LTD}

House no. 129, New Haridwar Colony,
Behind Matrichaya Medical Centre,
Ranipur Mode, Haridwar
Uttarakhand-249401
Tel: 9506215849

**RFQ For Hiring of Services for Conducting Internal Audit of the
Company for FY 2022-23 to FY 2023-24**

RFQ No.: HNGPL/HARIDWAR/INTERNAL AUDIT/2022-23/01

REQUEST FOR QUOTATION (RFQ)

RFQ No: HNGPL/HARIDWAR/INTERNAL AUDIT/2022-23/01

Dated 18.06.2022

To

Shri/M/s.....

Address.....

Sub: -: Hiring of Services for Conducting Internal Audit of the Company for FY 2022-23 to FY 2023-24, as per attached Annexure-1

Dear Sir/Madam,

1.0 M/s Haridwar Natural Gas Pvt Ltd (J.V of BPCL and GAIL GAS LTD), the CGD company, invites quotation from bidders for the subject supply/, in complete accordance with the following details and enclosed RFQ.

2.0 The brief details of the RFQ are as under:

A	SCOPE OF CONTRACT	Hiring of Services for Conducting Internal Audit of the Company for FY 2022-23 to FY 2023-24, as per attached Annexure-1
B	RFQ NO: & DATE	RFQ No: HNGPL/HARIDWAR/INTERNAL AUDIT/2022-23/01 Dated: 18.06.2022
C	TYPE OF BIDDING SYSTEM	TWO BID SYSTEM
D	DURATION OF THE CONTRACT	2 YEARS FOR FY 2022-23 AND 2023-24
E	BID SECURITY/EARNEST MONEY DEPOSIT (EMD)	NOT APPLICABLE
F	BID DUE DATE & TIME	DATE 04.07.2022 (Monday) TIME: 14:00 HRS
G	DATE & TIME OF UN-PRICE BID OPENING	DATE: 04.07.2022 (Monday) TIME: 15:00 HRS
I	CONTACT DETAILS	NAME: Shri Rajesh Agarwal (Chief Finance Officer)

		Email -ragarwal@gail.co.in tenders@hngpl.co.in
--	--	--

In case the days specified above happens to be a holiday in HNGPL, next working day shall be implied.

3.0 BID EVALUATION CRITERIA

[A] **BEC-Technical Criteria:**

- A.1 The bidder should have executed / completed an Internal Audit job in a single contract having minimum value of **Rs. 0.30 Lakhs** in any of the previous 7 years reckoned from bid due date for a company having a minimum turnover of **Rs. 100 Crores** during that period engaged in City Gas Distribution/Oil & Gas/Petrochemical/Fertiliser/ Refinery/ Power / Mining / Process Industry.
- A.2 In case the bidder does not have experience as mentioned at sl.no. A.1 (a), bidder can submit their bid on the basis of technical experience of foreign based another company (supporting company) besides complying to the conditions mentioned at sl. no. D, sl. no. C (3).
The foreign based supporting company also to meet other criteria(s) as mentioned above at sl. no. A.1 or the criteria at sl. no. A.3 as applicable.
- A.3 In case the bidder is executing a contract of above which is still running and the contract executed value till one day prior to the due date of bid submission is equal to or more than the minimum prescribed value as mentioned above, such experience will also be taken into consideration provided that the bidder has to submit satisfactory work execution certificate to this effect issued by the end user / owner / authorized consultant.
- A.4 job executed by a bidder for its own plant / projects cannot be considered as experience for the purpose of meeting requirement of BEC of the tender. However, jobs executed for Subsidiary / Fellow subsidiary / Holding company will be considered as experience for the purpose of meeting BEC subject to submission of tax paid invoice(s) duly certified by Statutory Auditor of the bidder towards payments of statutory tax in support of the job executed for Subsidiary /Fellow subsidiary / Holding

company. Such bidders to submit these documents in addition to the documents specified in the bidding documents to meet BEC.

Notes to BEC-Technical:

- i) Definition of Executed as mentioned at sl. no. A.1: means executed & completed.
- ii) Experience acquired by a bidder as a sub-contractor can be accepted against submission of certificate from end user by such bidder along with other specified documents.
- iii) Bids of Joint Venture / Consortium will not be acceptable.
- iv) In case bidder has executed multiple order/contracts under a rate contract/agreement, all executed orders/contracts shall be considered as single order/contract for evaluation of credentials of a bidder for meeting the experience criteria as mentioned above.
- v) Bidder(s) shall be required to submit the documents in respect of above experience criteria as per details at sl. no. C below.

[B] Documents required to be submitted by bidder along with the bid for qualification of BEC:

BEC Clause No.	Description	Documents required for qualification
A. Technical Criteria		
A.1	Experience against execution & completion of work.	<p>Copies of Work Order along with proof of execution / completion i.e. Completion / Execution Certificate issued by owner / end user in support of experience criteria. The completion / execution certificate must indicate work order number, date, scope of work, contract value, contract period and executed value. All documents submitted / uploaded in this regard, must be duly certified / attested by Chartered Engineer and Notary Public with legible stamp.</p> <p>To meet the criteria of minimum Turnover of Rs. 100 Crores as mentioned at clause no. A.1. of BEC-Technical, bidder to submit audited</p>

		financial statement(s) of the client during that period. The documentary evidence in this regard to be duly certified / attested by Notary Public with legible stamp.
A.2	Technical Experience of foreign based another company (supporting company)	Bidder must submit/upload: Documentary evidence as per requirement at sl. no. A.2 besides the documents as applicable against sl. no. D
A.3	Experience against execution of running Contract	Bidder to comply the documents as mentioned under A.1 above. Copy of Execution Certificate or equivalent against Order/LOA/Contract/Agreement for the running contract as mentioned at point "a" above must be submitted/uploaded clearly mentioning the executed value till one day prior to bid submission due date, which must be equal to or more than the minimum prescribed value mentioned at sl. No. A.1 of BEC. The execution certificate or equivalent must contain the detailed information like Order/LOA/Contract/Agreement No. with date, Brief Scope of work / Name of work, Order Quantity, Total executed value etc. The Execution Certificate or equivalent should have been issued by the end-user/owner/authorized consultant.
A.4	Jobs executed for subsidiary /fellow subsidiary / Holding company	Tax paid invoice(s) duly certified by statutory auditor of the bidder towards payments of statutory tax in support of the job executed for Subsidiary / Fellow subsidiary / Holding company.

[C] AUTHENTICATION OF DOCUMENTS SUBMITTED IN SUPPORT OF BID EVALUATION CRITERIA:

Technical Criteria of BEC	All documents in support of Technical Criteria of Bid Evaluation Criteria (BEC) to be furnished by the bidders shall necessarily be duly certified / attested by Chartered Engineer and notary public with legible stamp.
----------------------------------	---

	<p>However, to meet the criteria of minimum Turnover of Rs. 100 Crores as mentioned at clause no. A.1 of BEC-Technical, bidder to submit audited financial statement(s) of the client during that period. The documentary evidence in this regard to be duly certified / attested by Notary Public with legible stamp.</p>
--	---

In absence of requisite documents, HNGPL reserves the right to reject the bid without making any reference to bidders.

D. Methodology of Technical Evaluation (Evaluation of Quality):

- i. HNGPL Limited shall evaluate each technical proposal taking into account the criteria like relevant experience for the assignment, qualification of the key staff, Financial competency, Location preference etc.
- ii. A minimum qualifying mark on technical points to be scored is 75 (i.e. out of maximum 100 marks) for opening of the price bid.
- iii. The technical evaluation of the proposal shall be done on the basis of Evaluation of Quality and the aggregate score less than the minimum qualifying marks i.e. 75 (i.e. out of maximum 100 marks) will be disqualified. (i.e. out of maximum 100 marks) will be disqualified.

Sl. No.	Evaluation Criteria	Minimum Preference Marks	Remarks & Supporting Documents	Maximum Preference Marks
01	<p>Bidder should have a full-fledged office set-up Haridwar/Roorkee/Dehradun with atleast (01) qualified Chartered Accountants (CA) and/or qualified Cost Accountants (CMA) employed/posted and working from that</p>	25	<p>Bidder shall provide valid supporting documentary evidences duly certified / attested by Notary public with legible stamp:</p> <p>A. For office address:</p> <p>a) For rented premises:</p> <p>Copy of Lease/Rent agreement.</p> <p>b) For owned premises:</p>	25

Sl. No.	Evaluation Criteria	Minimum Preference Marks	Remarks & Supporting Documents	Maximum Preference Marks
	office as partners/regular employees. This office shall be responsible for conducting internal audit of HNGPL as per this tender.		<p>Copy of Registered Deed/Power of Attorney/Municipal Tax Receipt/Property Tax Receipt.</p> <p>B. For qualified Chartered Accountants and/or qualified Cost Accountants including partners employed /posted and working from that office:</p> <p>Affidavit mentioning the details of qualified Chartered Accountants and/or qualified Cost Accountants along with their Membership numbers duly certified / attested by Chartered Engineer and Notary Public with legible stamp.</p>	
02	Bidder should have at least three years of standing in the profession of Chartered Accountancy/ Cost Accountancy.	05	<p>Extra 02 mark for each year for having more than 03 years of standing in the profession subject to maximum of 06 such marks.</p> <p><u>Documents required:</u></p> <p>In case of company:</p> <p>Bidder shall provide copy of Incorporation/ Registration Certificate of the company depicting date of incorporation/registration duly certified / attested by</p>	11

Sl. No.	Evaluation Criteria	Minimum Preference Marks	Remarks & Supporting Documents	Maximum Preference Marks
			<p>Notary Public with legible stamp.</p> <p>In case of Proprietorship / Partnership Firm:</p> <p>Bidder shall provide copy of registration certificate under “Shop & Establishment Act” / “Trade Licence” including Affidavit or Partnership Deed (as applicable) duly certified / attested by Notary Public with legible stamp.</p>	
03	<p>Bidder should have at least (02) qualified Chartered Accountants (CA) and/or qualified Cost Accountants (CMA) including partners.</p> <p>(He /She should be a partner/regular employee of the bidder for a minimum post qualification period of one year as on due date of submission of bid)</p>	05	<p>Extra 01 mark for each qualified Chartered Accountant and/or qualified Cost Accountant with minimum one year of post qualification employment as a partner /regular employee in the bidder’s firm in excess to minimum requirement of (02) subject to maximum of 05 such marks.</p> <p><u>Documents required:</u></p> <p>Bidder shall provide duly Notarized affidavit mentioning the details of qualified Chartered Accountants and/or qualified Cost Accountants along with their Membership numbers & date and joining dates.</p>	10
04	Bidder should have experience of conducting	10	a) Extra 02 marks for conducting internal/statutory audit for	20

Sl. No.	Evaluation Criteria	Minimum Preference Marks	Remarks & Supporting Documents	Maximum Preference Marks
	<p>Internal/Statutory Audit of at least one company engaged in any of the industries related to Oil & Gas /Petrochemical/Fertiliser/ Refinery/ Power / Mining / other Process Industry having a minimum turnover of Rs. 100 Crores in any of the year of audit.</p> <p>(During preceding 07 years i.e. FY 2014-15 to FY 2021-22)</p>		<p>each additional company engaged in any of the industries related to Oil & Gas /Petrochemical/Fertiliser/ Refinery/ Power / Mining / other Process Industry having a minimum turnover of Rs. 100 Crores in any of the year of audit. (During preceding 07 years i.e. FY 2014-15 to FY 2021-22) which is in excess to minimum requirement of one subject to maximum 06 marks.</p> <p>b) Extra 02 marks for conducting internal/statutory audit of each Central Public Sector Undertaking (CPSU) engaged in any of the industries related to Oil & Gas /Petrochemical/Fertiliser/ Refinery/ Power / Mining / other Process Industry having a minimum turnover of Rs. 100 Crores in any of the year of audit. (During preceding 07 years i.e. FY 2014-15 to FY 2021-22) subject to maximum 04 marks.</p> <p><u>Documents required:</u></p> <p>Bidder shall provide Copies of work order / LOA along with the corresponding Completion</p>	

Sl. No.	Evaluation Criteria	Minimum Preference Marks	Remarks & Supporting Documents	Maximum Preference Marks
			<p>Certificate (issued on the letterhead of the client / end user / authorized consultant of the client) duly certified / attested by Notary Public with legible stamp.</p> <p>Documentary evidence like Audited Financial Statement of the client(s) (including Balance Sheet and P&L statement) and a certificate issued by Chartered Accountant with UDIN (not being employee/ partner of the bidder) towards minimum turnover of Rs. 100 Crores in the year of audit duly certified / attested by Notary Public with legible stamp.</p>	
05	<p>Bidder should have experience of conducting Internal/Statutory Audit of at least one City Gas Distribution company having a minimum turnover of Rs.100 Crores in any of the year of audit.</p> <p>(During preceding 07 years i.e. FY 2014-15 to FY 2021-22)</p>	10	<p>Extra 02 marks for conducting Internal/Statutory audit of each additional City Gas Distribution company having a minimum turnover of Rs.100 Crores in any of the year of audit (During preceding 07 years i.e. FY 2014-15 to FY 2021-22) which is in excess to minimum requirement of one subject to maximum 04 marks.</p> <p><u>Documents required:</u></p> <p>Bidder shall provide</p>	14

Sl. No.	Evaluation Criteria	Minimum Preference Marks	Remarks & Supporting Documents	Maximum Preference Marks
			<p>Copies of work order / LOA along with the corresponding Completion Certificate (issued on the letterhead of the client / end user / authorized consultant of the client) duly certified / attested by Notary Public with legible stamp.</p> <p>Documentary evidence like Audited Financial Statement of the client(s) (including Balance Sheet and P&L statement) and a certificate issued by Chartered Accountant with UDIN (not being employee/ partner of the bidder) towards minimum turnover of Rs. 100 Crores in CGD business in the year of audit duly certified / attested by Notary Public with legible stamp.</p>	
06	Bidder should be empanelled with Comptroller and Auditor General of India (CAG) which should be valid as on the due date of bid submission.	10	Bidder shall provide supporting document of empanelment with CAG valid as on the due date of bid submission duly certified / attested by Notary public with legible stamp.	10
07	Annual Turnover of the Bidder equal to or more than Rupees fifty lacs as per their latest audited financial	05	Bidder shall provide Audited Financial Statements duly certified / attested by Notary public with legible stamp.	05

Sl. No.	Evaluation Criteria	Minimum Preference Marks	Remarks & Supporting Documents	Maximum Preference Marks
	statements.			
08	Bidder having exposure of conducting Internal/Statutory Audit job in Tally/SAP based Environment. (During preceding 07 years i.e. FY 2014-15 to FY 2021-22)	05	Bidder shall provide affidavit mentioning name of companies, period of audit etc. duly certified / attested by Notary public with legible stamp.	05
	Total	75		100

E.0 EVALUATION AND AWARD METHODOLOGY:

- Only techno-commercially qualified bidders and the bidder securing minimum **75** Marks against the Technical Points (Evaluation of Quality, mentioned at clause no. G.2) shall be considered for price bid opening.
- Price Bids shall be evaluated based on overall cost to HNGPL Limited including applicable GST (CGST & SGST/UTGST or IGST).
- Contract will be awarded to the bidder who has quoted lowest fees for both the years ie. 2022-23 and FY 2023-23, including applicable GST (CGST & SGST/UTGST or IGST).
- In case board approve appointment of Internal Auditors for one year i.e 2022-23, the firm quoted lowest fees including out of pocket/travelling/Boarding - lodging for FY 2022-23 including GST/CGST/IGST shall be awarded the contract.

4.0 QUOTATION DOCUMENT:

The quotation must be submitted through a '**Letter of Submission of Quotation**' in the manner indicated below, failing which the quotation is liable to be rejected. Incomplete or conditional quotation is also liable to be rejected.

For any clarification regarding any terms and conditions of the Quotation, bidders may contact to the Office of "Haridwar Natural Gas Private Limited".

5.0 THE FOLLOWING DOCUMENTS MUST BE SUBMITTED IN THE FINANCIAL BID.

The Schedule of Rates (SOR) given Annexure-I duly filled in and signed by the bidders, shall be submitted.

All rates shall be quoted only in the proper form i.e. in the SOR (Annexure-I) **inclusive of taxes**. Each page shall be signed in full by the bidder or his authorized signatory as described in paras above.

6.0 GENERAL TERMS & CONDITIONS:

- I.** The schedule of rates (SOR) should be filled in carefully after considering all the aspects of contract **and "Terms & Conditions Governing the Contract"**. No request for change or variation in rates or terms and conditions of the contract shall be entertained on the grounds that the bidder had not understood the work envisaged by this quotation document. Any overwriting in the schedule of rates should be avoided. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the bidder or his authorized signatory.
- II.** **H.N.G.P.L. reserves the right to:** Accept or reject any or all or part of the financial Bids without assigning any reasons at any point of time and the decision of the HNGPL authority will be final. Relax the quotation conditions at any stage if considered necessary for the purpose of finalising the contract in the overall interest of HNGP. Disqualify the bidders blacklisted by Central/State Govt./Public Sector Units or whose contracts have been terminated on account of poor performance.
- III.** Each folio of quotation document and every supporting documents attached with it shall be signed by the intending bidder or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.
- IV.** Quotations containing erasures, omissions or alterations are liable to be rejected. If any corrections become necessary these must be made in ink and all such corrections must be attested by full signature of the bidder with seal.
- V.** In-complete and ambiguous quotations will be rejected
- VI.** There could be circumstances/events where the supplier/contractor may not be in a position in- spite of his best efforts, to meet the completion schedule due to events beyond their control and not foreseeable such as wars, riots, fires, floods, epidemics, other natural calamities, quarantine restrictions and freight embargo etc. In such cases suitable delivery extensions based on merit of the case may be granted for arranging the completion of works on the basis of written application by the transporter / contractor at the discretion of the HNGPL authority.

SPECIAL CONDITIONS OF CONTRACT (SCC)

A. Deployment of Auditors :

The minimum number of auditors deployed for Internal Audit shall includes followings:-

Particulars	Number
Qualified Chartered Accountant having minimum 5 Years post qualification experience	1
CA/CMA/CS (Inter) having minimum 1 year experience.	1

B. Period of Contract

The duration of the service contract shall be 2 years w.e.f 01.04.2022 to 31.03.2024 i.e. FY 2022-23 to FY 2023-24, which may be extended for a further period of 1 year, if mutually agreed, on the same terms and conditions. The company reserves the right to short close the contract whenever required with 30 days' notice period.

C. Submission of Bills

The bidder will submit the bills along with supporting documents within 30 days as per SOR in the name of M/s HNGPL Ltd.

D. Terms of Payment

M/s HNGPL Ltd. would release the payment as per SOR. The payment would be released within 30 days from receipt of complete invoice after the approval of Internal Audit report by the Board.

E. Contract Period

The contract shall be valid initially for a period of 24 months from the date of Fax of Acceptance for Haridwar GA.

F. Short closer of Contract

In case of short closure of the contract, the obligation of the company to pay, shall be limited to the extent of the service rendered by Service Provider as per provision of the contract upto the date of short closure subject to the Service Provider complying with the terms of the contract.

Scope of Work (SOW)

Scope of Work & Deliverables

Name of the Company	Haridwar Natural Gas Private Limited (A Joint Venture Company of Bharat Petroleum Corporation Limited (BPCL) and GAIL Gas Limited (GGL), A wholly owned subsidiary of GAIL (India) Ltd.)										
Constitution	Private Limited Co. (owned/controlled indirectly by central government)										
Activity proposed to be undertaken	City Gas Distribution Network in the Geographical Area of Haridwar District consisting of Roorkee and Lakshar										
Date of incorporation	20 th April, 2016										
Share holding pattern	<table><tr><td>Name of the Shareholders</td><td>% Share Holding</td></tr><tr><td>Bharat Petroleum Corporation Limited (BPCL)</td><td>50.00</td></tr><tr><td>Gail Gas Limited (GGL)</td><td>50.00</td></tr><tr><td>Total</td><td>100.00</td></tr></table>			Name of the Shareholders	% Share Holding	Bharat Petroleum Corporation Limited (BPCL)	50.00	Gail Gas Limited (GGL)	50.00	Total	100.00
Name of the Shareholders	% Share Holding										
Bharat Petroleum Corporation Limited (BPCL)	50.00										
Gail Gas Limited (GGL)	50.00										
Total	100.00										
Board of Directors	BPCL and GGL have nominated two directors each on the board.										
About the Company & Business	<p>Company and Activity proposed to be carried out: HNGPL has laid network of over 1310 inch km in Haridwar GA and connected over 24000 domestic customers out of which 13000 customers are presently using natural gas in their households. HNGPL has 5 CNG stations in operations, including one Company Owned & Operated and 4 OMC retail outlets.</p> <p><u>REVENUE:</u> The revenue to the JVC is by way of sale of Natural Gas and Compressed Natural Gas (CNG) to Domestic, Industrial & Commercial Customers and to Automobile sector respectively.</p> <p><u>COST:</u> The major cost items are as follows:</p> <p>1. Capital Expenditures for procurement of Compressors, Dispensers, Cascades, Fittings, Steel/PE Pipes, Meters, Regulators, DRS, etc. and execution of project. Cumulative Capex incurred upto 31.03.2022 is Rs.188.83 crore.</p>										

	<p>2. Operation and Maintenance Expenditures for generation of Revenue.</p> <p>3. Establishment Expenditures for day-to-day activities of the company.</p> <p>4. Interest on debt capital.</p> <p><u>REVENUE:</u></p> <p>Revenue upto 31.03.2022 is Rs. 45.77 Cr, EBITA Rs. 12.39 Cr, PBT Rs. 5.77 Cr and PAT Rs 3.34 Cr</p>
Scope of Internal Audit	<p>A. Internal auditor will review the various processes and internal controls and improvise these processes in the framework of Risk & Corporate Governance.</p> <p>B. Review of adherence to budgets, review of policies & compliance thereof, authorizations process followed across all functions (Project, Purchase, finance etc) in the organization.</p> <p>C. Review of processes for ensuring legal compliance, including verification of statutory compliances</p> <p>D. Activities: The activities identified for the audit are as follows:</p> <p>(a) Examination/review of compliances of internal audit report of previous year 2021-22 and comments thereon.</p> <p>(b) Procurement Process and Project Monitoring (100% verification for Project)</p> <ul style="list-style-type: none"> • Project monitoring and controls of payment to contractors, adherence to the tender terms and conditions of the tender by the parties • Compliance to Tender Guidelines and DOA of HNGPL • Procurement Process (especially project related direct and indirect materials and services) including call offs made against ARC contracts • Verification of Project Inventory <p>(c) Other Purchases including services</p> <p>(d) Debt Management</p> <p>(e) Fixed Assets –</p> <ul style="list-style-type: none"> • Capex budgets, record maintenance and physical verification of fixed assets, disposals etc for existing assets • Process for booking Capital WIP & capitalization of assets • Disclosure required under Companies Act Schedules. • Assets register maintenance • Depreciation accounting • Insurance of Fixed Assets <p>(f) Review of Payables including payment terms</p> <p>(g) Vendor management including Vendor Registration and Review of Vendor Master. The verification of project vendor master, their payment terms as per PO, accounting there of to be done on 100% basis.</p>

- (h) Review Budgeting and MIS (processes for formulating budgets and monitoring)
- (i) Direct & Indirect Tax Compliances (process for ensuring compliances) and Returns filing – verification to be done for 100%. The detailed checking of compliance under GST to be done
- (j) Accounting framework – compliances with applicable accounting standards and disclosure requirements under the Companies Act, 2013 and as per IND AS.
- (k) Segregation of Duties (SOD's) for clearing of Vendor Invoices and for other activities
- (l) Invoicing and receipts including pricing
- (m) Receivables management and maintenance of payment terms and Review of Customer Master
- (n) Bank Reconciliation Statements
- (o) Gas Reconciliation.
- (p) Any other aspect which the Auditor deems necessary to provide assurance on Controls

For Details Scope of Work – Please refer Annexure I – as under

The Audit will be conducted on six months basis and auditor can be asked for audit plan accordingly. However, the company can reserve the right to make change to require more focus on specific areas.

REPORTING

For this financial year (2022-23) internal auditor will submit a draft report stating observations and recommendations to the audit coordinator, who will organize to obtain written responses on the observations and recommendations. The final report, after discussion with the CFO & CEO, Report shall be submitted to the Board of Directors. Quarterly report to be submitted by Internal Auditor to the Board.

Sl.	Annexure I to Scope of Work
1	Review of maintenance of Books of Accounts, various statutory and financial records, compliance of IND AS, IFC, Risk Management Strategy etc.
2.	Review of System of Procurement Procedure starting from indenting to award of all type of Contracts and its Execution, Status of achievement of MWP Targets
3	Review of Arrangement and Utilization of Funds,
4	Review of Budgetary Control Mechanism and MOU compliance.
5	Review of Treasury Management, adherence with Loan Agreement, DPE Guidelines for investment
6	Review of Capital as well as Revenue Expenditure with detailed analysis and reasons of any increase in expenditure
7	Review of Payments to vendors as per terms of PO /WO, accounting, compliances of Statutory Taxes and Duties and its compliances.
8	Review of All type of Statutory Compliances including Tax Compliances. Status of disputes of tax liabilities etc.
9	Review of all legal and PNGRB Compliances, Safety mechanism and its compliances
10	Review of Billing of CNG, PNG system and procedure, realisation of debtors, its aging, provision of bad debts etc.
11	Review of Project activities, timely completion of projects, payment to contractors as per terms of contracts, status of closure of contracts and its aging, action plan for timely closure of contracts etc.
11	Review of Internal Control Systems and Procedures
12	Review of Insurance of Assets, Renewals, Claims, refund etc.
13	Review of Physical verification of Assets, Stores and Spares, write off procedure etc.
14	Review of system and procedure of the company and its adherence, reporting of any failure.
15	Review of Statutory Auditor, internal Auditors, CAG Observations and action taken by the company for its compliances.

15	Compliances of Audit Committee, Board and AGM Minutes, Internal Audit Reports, and other Statutory Authorities directives etc.
16	Review of Any other area/aspect of importance.

7.0 ACCEPTANCE OF QUOTATION:

- I. The authority for acceptance of the quotation documents and quoted rates will rest with the competent authority of HNGPL, who does not bind himself to accept the lowest or any other quotation, nor does he undertake to assign reasons for his decision in this matter.
 - II. Acceptance of quoted rates will be communicated as soon as possible.
 - III. All the quotation documents submitted by a bidder shall become the property of HNGPL and HNGPL shall have no obligation to return the same to the bidders.
 - IV. **Canvassing in connection with quotation is strictly prohibited and the quotation submitted by the bidder who resorts to canvassing will be liable for rejection.**
 - V. If the bidder deliberately gives wrong information or conceals any information/facts in his quotation, which shall be favourable for acceptance of his quotation fraudulently, then HNGPL reserves the right to reject such quotation at any stage of execution without any financial liability.
 - VI. The bidder shall treat the contents of the quotation documents as private and confidential.
 - VII. Bidders are advised to submit their bid strictly as per terms and conditions of tender documents and not to stipulate any deviation/exceptions
 - VIII. HNGPL reserves the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.
- 8.0** Any bidder, who wishes to quote against this **RFQ**.- The Document, may download from HNGPL official websites and submit (offline) their Bid complete in all respect as per terms & conditions of RFQ Document on or before the Due Date & Time of Bid Submission.

**Bid Submission place - 129, New Haridwar Colony,
Behind Matrichaya Hospital, Ranipur Mode,
Haridwar-249407 (U.K.)**

This is not an Order/Contract.

For & on behalf of

Haridwar Natural Gas Pvt. Ltd.

(Authorized Signatory)

(Chief Executive Officer)

ANNEXURE –II

RFQ No: HNGPL/HARIDWAR/INTERNAL AUDIT/2022-23/01 Dated: 18TH June 2022

To,
The CEO,
Haridwar Natural Gas Private Limited
House No- 129, New Haridwar Colony
Behind Matrichhaya Medical Centre
Ranipur Mode, Haridwar, Uttarakhand
PIN- 249401.

Subject: A self-certificate for Quotation of for “Hiring of Services for Conducting Internal Audit of the Company for FY 2022-23 to FY 2023-24”.

Dear Sir,
This is to certify that the undersigned bidder has not been blacklisted by any Central/State Govt. organisation, Public Sector UNITs or its contracts have not been terminated on account of poor performance.

Yours faithfully,

Signature of Bidder

Name: _____

Mobile/Tel No.: _____

Address : _____

ANNEXURE – I				
RFQ No.: HNGPL/HARIDWAR/INTERNAL AUDIT/2022-23/01				
SOR for Hiring of Services for Conducting Internal Audit of the Company for FY 2022-23 to FY 2023-24				
Sl No.	Description	Unit	Annual Cost (Rs.)	Total Amount for 2 years (Rs.)
1	Internal audit fee	Year 2022-23		
2	Internal audit fee	Year 2023-24		
Grand Total				
GST (@. _____ %)				
Total amount including GST				
Note:- * Internal Audit fees should also include the Out of pocket/Travelling/Board & lodging charges				

