

**TENDER NOTICE NO: -CO-12016(11)3/2017-Accts of 2025-26**

**Date: - 16/01/2025**

**Name of work: Appointment Internal Auditor for all units of Konkan Railway Corporation Ltd.**

**NOTICE INVITING TENDER**  
**(TWO BID SYSTEM)**  
**OPEN TENDER**

**EXPRESSION OF INTEREST**

To,  
-----

**Dear Sir(s),**

Expression of interest is invited from eligible Chartered Accountants firm for providing service for 1 year from issue of Letter of Acceptance (extendable on an annual basis for further two years based on satisfactory performance on the same terms and conditions) to Konkan Railway Corporation Limited at Corporate Office, Belapur, Navi Mumbai on Quality Based Score Card system.

Konkan Railway Corporation Ltd is a Central PSU, operating a railway line connecting Roha, in the State of Maharashtra to Mangalore, in the State of Karnataka along the West Coast of India and also into construction of Railway turnkey projects. Presently the corporation have operation in state of Maharashtra, Goa, Karnataka, Kerala, Madhya Pradesh, Odisha and Jammu & Kashmir, having headquarter at CBD Belapur (CO). The Corporation has its accounting unit at CBD Belapur, Ratnagiri (RN), Karwar (KW) and Jammu & Kashmir (JK) and Various Project Offices.

Sealed tenders are invited for CA/CMA firm for the work cited as per the following details. Tender documents consisting of this tender notice, annexure I and proforma I to V may be obtained from the "Office of the ED/ F&A", Konkan Railway Corporation Limited, 2 Floor, East Wing, Belapur Bhavan, Sector 11, CBD-Belapur, Navi Mumbai - 400614 from **17/01/2025 up to 10/02/2025. (up to 12 Hrs.)**

**Name of work :** Appointment of Internal Auditor for all units of Konkan Railway Corporation Ltd. as in Annexure-I in Tender document.

**Tender Notice No :** CO-12016(11)3/2017-Accts of 2025-26 dated: - 16/01/2025.

**Contract Period :** The period of the contract will be for period of one (1) year extendable on an annual basis for further two (2) years based on satisfactory performance on the same terms and conditions.

**Bid Security :** Rs.15,720 /-(2% of Contract Value) In Favour of "Konkan Railway Corporation Ltd".

**Security Deposit (SD):** Rs. 39,300/- (5% of Contract Value).

**Performance Guarantee:** Rs. 39,300/- (5% of Contract Value).

**Estimated Cost :** Rs.7,86,000/- (Excluding of GST).

**Availability of Tender Forms:** Tender documents will be available in the Office of the ED/F&A, 10.00 hrs to 17:00 hrs on all working days from 17/01/2025 to & 10/02/2025 up to 12:00 hrs.

**Tender Notice Period:** 21 Days

**Offer Validity Period:** 90 Days

**Two Bid system:** Tender notice along with tender documents will be hosted in the portal of the Institute of Chartered Accountant of India and Cost Accountant of India. Two Bid system includes Technical Bid and Financial Bid.

**Last date and time for depositing tender:** 15:00 Hrs on 10/02/2025

**Place of depositing/Opening of tender:** 2<sup>nd</sup>Floor, East Wing. Office of "Executive Director (FA)", KRCL, Belapur Bhavan, Sector-11, CBD Belapur, Navi Mumbai - 400 614.

**Date and Time of opening of tender :** 15:30 Hrs. on 10/02/2025

**Cost of tender form (Non-refundable):** Nil

In case, the date of opening of tender happens to be a holiday, the tender will be opened on the next working day at the same time and place. The rates should be quoted in words and figures. The corporation reserves the right to accept/reject one or all tenders without assigning any reason. Anticipating your participation in the tender.

For Konkan Railway Corporation Ltd.



(ARUP BAGUI)

Dy.FA&CAO (Audit&Tax)

Tel:-022 275787314

Mob:-9804470313

dyfacao.bagui@krcl.co.in

**Index of Tender Document**

**TENDER NOTICE NO:-CO-12016(11)3/2017-Accts of 2025-26**

**Name of work: Appointment of Internal Auditor for all units of Konkan Railway Corporation Ltd.**

Sr No.	Subject	Page no.
1.	A. Eligibility Criteria	02
2.	B. Period of contract	03
3.	C. Business/Office/Units of the Corporation:	03-04
4.	D. Objectivity	04
5.	E. Scope of Work	05-07
6.	F. Evaluation Criteria	07-08
7.	G. Payment Terms	09
8.	H. Audit Arrangement, Key Personnel and Reporting	09
9.	I.TDS deduction	10
10.	J. Bid Security	10
11.	K. Security Deposit	10
12.	L. Performance Guarantee	10
13.	M. Travelling Expenses	10
14.	N. Termination Clause	11
15.	O. Details of Firm	11
16.	P. Dispute/ Jurisdiction	11
17.	Q. Clause GCC July 2022	11
18.	R. Tender Document Seal	11
19.	Detail of the Firm comprises Proforma I, II, III & IV.	12-16
20.	Financial Bid – Proforma V	17

**TENDER NOTICE NO.CO-12016(11)3/2017-Accts of 2025-26**

**Name of work: Appointment of Internal Auditor for all units of Konkan Railway Corporation Ltd.**

**Instructions to Tenderer**

**A. Eligibility Criteria**

Sl no.	Criteria	Details	Documents to be submitted	SR/LR
1.	Must have experience of conducting Internal Audit in CPSU/ State PSU for 2 years (in total) from 1 <sup>st</sup> April'2019. However, experience in Bank, Society, trust, Autonomous body, Company u/s 8, educational trust/company will not be accepted.	Total experience of 2 years out of 5 years starting from 1 <sup>st</sup> April'19 to 31 <sup>st</sup> Mar'24.	Copy for Work order / Completion Certificate / Experience certificate to be submitted as proof of relevant experience. (detail to be given in Proforma IV).	SR
2.	Number of Partners in the Firm.	Minimum 6 partners	Detail to be given in Proforma II and Copy of FRN printed from portal of Institute after the date of publication of EOI.	SR
3.	The firm should preferably Head Office at MMR or must have a full fledged office at MMR region.	Must have office at MMR	Copy of FRN printed from portal of Institute after the date of publication of EOI.	SR
4.	Total Number of Qualified Accountants including Partners in Mumbai Metropolitan Region (MMR) office.	Minimum 4	Detail to be given in Proforma III and Copy of FRN printed from portal of Institute.	LR
5.	The Average Gross Professional receipts for last 3 years from FY 2021-24, should not be less than Rs. 3.00 Crore, Per annum	Average Professional Receipts for last 3 years.	Copy of Certified Profit & Loss account of the Firm for the FY 2021-22, 22-23 & 23-24 (Provisional is also acceptable)	LR
6.	Firm must have CISA/ DISA/ DISSA qualified	At least one partner must be qualified.	Copy of Certificate of the Partner.	LR

partner *			
-----------	--	--	--

Note:

Abbreviation	Required Qualification	Professional Institute
DISA	Diploma in Information System Audit	The Institute of Chartered Accountants of India
DISSA	Diploma in Information System Security Audit	The Institute of Cost Accountants of India
CISA	Certified Information Systems Auditor	Information Systems Audit and Control Association – ISACA

The Firm should submit necessary documents as proof of eligibility. Corporation deserved to interpret the condition of eligibility criteria and further have right to sought additional documents/ information / clarification in support of the eligibility criteria up to its satisfaction. No suo-moto clarification/ information / explanation from the tenderer would be entertained by the Corporation after Tender Notice Period. Further Tender Committee reserve the right to inspect the Office in MMR of the firm and raise such other question as required to ensure that the firm will be able to take up internal audit assignment.

**SR = Summarily Rejected**, wherein the proposal will be rejected in absence of specific documents.

**LR = Liable to be Rejected**, wherein if the documents not in proper format, or is not clear, additional clarification / information / documents may be sought by the tender committee or the Committee may rely upon information / data from other sources.

**B) Period of contract:**

Internal Audit for the Financial Year 2025-26, valid till submission of last quarter report and due acceptance of the same.

The period of the contract will be for period of one (1) year extendable on an annual basis for further two (2) years based on satisfactory performance on the same terms and conditions, with an annual Increment of 5%, w.r.t previous year.

**C) Business/Office/Units of the Corporation: -**

Sr No.	Name of Units /Office	Location	Activates of the Accounting units
1	Corporate office	CBD Belapur, Navi Mumbai	Railways Operations, Major Contract, Tender Processing, Accounting & Reporting, Taxation.
2	Regional Offices, RN	Ratnagiri, Maharashtra	Railway operation and projects related to Ratnagiri area.

3	Regional Offices, KW	Karwar, Karnataka & Goa	Railway operation and projects related to Goa and Karnataka.
4	Store Office, Region office	Ratnagir & Madgaon,Goa	Maintenance of stores records and physical stock, mainly comprising maintenance items.
5	Various Project Offices: -Project office, Jammu, (JK)  Project office, ECOR, (Odisha)  Project office, MP  Project office, Kerala  Project office, Design & Inspection projects, Delhi  Other Project, ETC	Jammu & Kashmir  Charichaak, Dist: Budha, Odisha  Gadarwara, Narsinghpur, MP  Trivandrum, Kerala  New Delhi	Projects Accounting, Tender, Contracts,

**D) Objectivity: -**

Internal Audit provide independent assurance on the effectiveness of Internal Control and risk management processes to enhance governance and achieve organizational objectives.

Internal Audit is expected to evaluate the design and operating effectiveness of Internal Controls and risk management processes including reporting process. The Internal Auditor must adhere following principles: -

1. Independence
2. Integrity and Objectivity
3. Due professional care
4. Confidentiality
5. Skills and Competence
6. Risk Based Audit
7. System and Process Focus
8. Quality and Continuous Improvement

Auditor while ensuring the complete coverage of the scope of Internal Audit should priorities/provide relative emphasis between different areas based on the professional assessment of the risk profile of different areas and exercise professional judgement in case of audit requiring test check.

Internal Auditors shall apply their expertise in bringing out the deviations/irregularities and Suggestions.

Prospective Auditor in consultation with competent authority check out audit program for the quarter/year and will submit report to Dy FA& CAO/Audit&Tax OR Executive Director (Finance & Accounts) as may be decided/directed by the company.

**E Scope of Work: -**

**1. Financial Accounting & Financial Reporting Systems-**

The overall Financial accounting & Financial reporting system to be checked thoroughly with the special emphasis on the below items: -

- a) All Accounting is being done as per Indian Accounting Standards (IND-AS) and Accounting Policies of KRCL.
- b) Project estimate, calculation of IND AS 115 and reporting turnover as per IND AS 115.
- c) 50% check on the payment vouchers and journal vouchers based on risk assessment.
- d) 50% check on all the receipt vouchers.
- e) Scrutiny of General Ledger.
- f) Verification of Bank accounts, Bank Reconciliations, Interest Accrued and Fixed Deposits and Sweeping Accounts.
- g) Verification and age-wise analysis of Ledger Balances, specially Sundry Debtors, Sundry Creditors, Advance from Customers etc. including Opening Balances as to its correctness in the way of confirmation and suggestions for writing off, as necessary.
- h) Verification of adjustment of Advance to customer and suggestions on unadjusted Balances.
- i) Reconciliation of Inter Division Unit Balances, and suggestions for rectification, as necessary.
- j) Internal Control Systems and Suggestions to improve the system.
- k) Assist in the investigation of significant suspected fraudulent activities, if any reported within the organization and notify to management.
- l) Report to the management on any serious weakness, significant fraud or major accounting breakdown discovered during the normal course of audit.
- m) Ensure Compliance of observation raised by them pertain to previous quarter audit report.
- n) Validity of Contract, Security Deposit, Performance Guarantee, Extension of Contract. Scrutiny of Contract and Purchase order to ensure that the prescribed procedures are followed.
- o) Monitoring of physical and financial progress of work w.r.t. MOU target, Limited Review report.
- p) Prior period adjustments.
- q) Provisions and contingent liabilities.
- r) Verification of all suspense accounts, intermediary accounts on Quarterly basis should be verified.
- s) Half yearly interest payable on bonds (June & December).

## **2. Establishments matters:**

- a) TA claims of one month per unit should be checked.
- b) Pass / PTO register should be subject to Test Check.
- c) 10 service records per unit to be verified.
- d) Overtime/mileage/any other variable allowance claims of one month per unit should be checked.
- e) Verification of application of NPS/CPF as to its deduction, deposit and standing balances and mismatch between Divisions and Head Office.
- f) Settlement of Leave, NPS, PF, Pension, Gratuity on superannuation/transfer/deputation etc.

## **3. Traffic Accounts**

- a) Traffic Accounts - One-month transactions.
- b) Station Inspection at two major stations.
- c) IRFA – One-month transactions.
- d) Receipt & Accountal of License fees, Way Leave charges, Rental amount of Commercial Contract and party wise accounting.
- e) Verification of accounting of way leave charges, Postal charges, station earning, Warrant commission, etc.

## **4. Statutory deductions and Payment**

- a) Check registrations/renewals with different statutory authorities like labour department, PF, ESIC, GST, Professional Tax, mining department, explosives license, pollution control, electricity and water supply authorities, etc.
- b) Ensure correct deductions and recoveries of taxes and statutory levies like TDS, TCS, GST, PF, ESIC, Professional Tax, labour Cess etc.
- c) Ensure timely payment and deposit of taxes and other statutory levies.
- d) Reconciliation of royalty payments: on purchase/mining of boulders/aggregates and deductions made by the client with actual liability on the basis of work done and ascertainment of year-end liability.
- e) Compliance of MSME provision ensuring timely payment, interest thereon, etc.

## **5. Project Accounting**

- a) Ensure Finance vetting and approval of competent Authority before floating of tender value more than 5 cr.
- b) Ensure compliance of Tender process by means of verification of TC Minutes, proper documentation, Deposite of Bid security, issue of Letter of Acceptance (LOA), Security Deposit, Signing of Contract Agreement.
- c) Study of the LOA of Revenue project verses cost of Sub-contract, Monitoring the Project cost including WIP, Project Revenue booked and report any major deviation.
- d) Analysis of variation of LOA amount of Sub-Contractor based on Contract value verses bill certified/approved: Quantity deviation, Price escalation verse original LOA/BOQ amount.
- e) In cases, the extension of completion date of the contract, the delay should be properly justified and validated by approval from competent authority. Further, Liquidated Damages (LD) should also be imposed, as per the provisions of the contract, wherever required.



- f) Approvals from competent authority for Non-Schedule Item as per SOP.
- g) Ensure timely raise of Invoice as per provisions of Contract. Major deviations are to be reported.
- h) Collections from the client with respect to the contractual collection period. Scrutiny of receipts in bank, i.e RTGS/NEFT/Cheque
- i) Coverage of the entire project under All Contractor Risk Insurance Policy for the full duration of the project with additional claim period, by KRCL or its Sub-contractor.
- j) Personal accident and workmen's compensation policy for all the staff including contract labour engaged at the site by KRCL or by Sub-contractor.
- k) Comment on Risk Assessment and Risk Mitigation Mechanism in the project.

**6. Other Points: -**

- a) Verification of Fixed Assets with special emphasis on De-capitalization of Fixed Assets, Profit or Loss on De-capitalization, Lease Assets and its reporting, Assets out of Govt. Grant. Provision of Accounting Closing entries during Limited Review, Reversal of Provisions entries of quarterly Review.
- b) Major discrepancies due to misclassification of Accounting code, profit centre, state impacting accurate reporting of Profit and Loss, Balncesheet, Unitwise/Statewise Accounting.
- c) Interest Payable and Interest Accrued Accounts (incl. Reconciliation)
- d) Exception reporting tantamount to irregularities in respect to standing order, rule, procedural, intentional mistake, fraudulent activity, trying to misled Management act.

Internal Audit shall adopt a system and process, focus on methodology in conducting Audit procedure and identify deviation from system, suggest opportunity for system improvement, strengthen the process and prevent repetition of error. The auditor should evaluate or measure the existing internal control process in our ERP Software.

The Auditor must prepare on Executive Summary report with significant observation of impacting internal control and risk for detail discussion with Audit committee.

The scope of the work mentioned above is not an exhaustive one and may vary depending on the perception of the management.

**F) Evaluation Criteria**

- i) The financial (price) bids of technically qualified bidder(s), shall only be opened.
- ii) The Technical Bids shall be evaluated on the basis of Quality Based Score Card; the scheme being as detailed below. The bidder scoring above 70 Marks shall be considered as qualified bidders.

Sr. No	Particulars	Evaluation criteria	Marks	Max. Marks	Remarks
1	Must have experience of conducting Internal Audit in CPSU/ State PSU for 2 years (in total) from 1 <sup>st</sup> April'2019.	2 years eligible experience out of 5 years starting from 1 <sup>st</sup> April'19 to 31 <sup>st</sup> Mar'24.	12	30 Marks	Copy for Work order /Letter of Acceptance /Completion Certificate etc. Further clarified that if a firm have experience

		Each completed year of Audit.	2		with client A and B for 2yrs and 4yrs, total experience will be counted as 6 yrs. (detail to be given in Proforma IV)
3	The firm must have 6 (six) Partners as per "Firm Registration Number (FRN)" records available in the portal of the CA/CMA institute.	Minimum 6 partners	10	20 Marks	Detail to be given in Proforma II and Copy of FRN printed from portal of Institute.
		a. Each additional partner who is FCA/FCMA b. Each additional partner who is ACA/ACMA	2 1		
4	Number of members as per FRN in the Office in MMR region.	Minimum 4	5	9 Marks	Copy of FRN printed from portal of Institute.
		Each additional Qualified Accountant/ Assistant/partner	1		
5	The firm should submit Copies of audited Profit and Loss accounts for F.Y.2021-22,2022-23,2023-24 With a minimum average turnover of Rs.3 cr.p.a	Minimum average turnover of Rs.3 cr & above for last 3 years.	10	16 Marks	Copy of Certified Profit & Loss account of the Firm for the FY. 2021-22,2022-23 & 2023-24. (Provisional is also acceptable)
		Every Additional turnover of Rs.1 Cr	2		
6	Turnover per partner = 3year's average turnover/ no. of partners	Minimum Rs.15 lakh per partner per annum	5	15	
		Every additional Rs.5 Lakh per partner per annum.	2		
7	Firm must have CISA/ DISA/ DISSA qualified partner *	At least one partner must be qualified	5	10 Mark	Copy of Certificate of the Partner.
		Each additional partner	1		
				100 Marks	

iii) Further evaluation shall be as follows:

- 1) Total score obtained as per above scheme shall be calculated out of 70 i.e., technical evaluation consists 70% weightage.
- 2) The financial bid of bidders who qualify in technical bid shall be opened. The bidder with lowest quote shall be awarded 30 Marks.

- 3) The score of other bidders shall be calculated on the basis of this lowest bid by the formula: -  $\frac{\text{Lowest Bid}}{\text{Amount Quoted}} \times 30$
- 4) The score obtained as per Step 1 and Step 3 shall be added.
- 5) The bidder obtaining the highest score shall be awarded the contract.  
\*Offers with abnormally high or low quotes are liable to be rejected. Such offers are subject to Special review by a higher-level committee as may be decided by ED/F&A

**G) PAYMENT TERMS:**

The payment of Audit fees will be made quarterly basis (i.e.25% of contract value) after submission of Internal Audit report in time as per scope of work. The payment for the fourth quarter however will be made only on completion of Statutory Audit. Deduction will be made for non-submission of quarterly report in time @ 3% of quarterly fees for each week of delay. Deduction will be made for non-deployment of minimum number of personnel, wherein “Qualified Staff/ Partner” will have weightage of 2(two) and “Partner” will have weightage of 4 (four) in compare of “Semi Qualified Staffs / Article clerk”.

**H) Audit Arrangement, Key Personnel and Reporting:**

Auditor shall submit a plan to KRCL providing details of area of Audit along with Manpower to be deploy and time schedule, so that the same may be forwarded to respective concern officer beforehand. A risk-based planning exercised should form the basis of overall Internal Audit plan. If required, the auditor may consult Executive Director (F&A) and Dy. FA&CAO/Audit&Tax for better understanding of different area of Operation of the Corporation and risk involve thereon.

The Internal Auditor shall obtain sufficient and appropriate audit evidence which can formed the basis of audit findings and allow reliable conclusions to be drawn from those finding. Sufficient and appropriate evidence should be gathered while commenting on the process and scope of an Internal Control system.

Executive Director (F&A) and Dy. FA&CAO/Audit&Tax may jointly with Senior Partner of the Firm, review and supervise the nature, timing and extent of all Internal Audit activity, testing procedure, review audit plan, proficiency of staff, scope and area of Audit.

KRCL would require the Internal Auditor to coordinate the entire audit operations and interact with the Designated Officer of KRCL on a regular basis. KRCL would require the Internal Auditors to associate the following types of personnel for the audit activities at Corporate office Belapur, Regional Office at Ratnagiri and Karwar and Project office at Jammu.

Deployment of minimum number of man-days for completion of assignment.:

Sr No	Office location	Semi Qualified Staffs / Article clerk	Qualified Staff/ Partner	Senior Partner
1	Corporate Office (Continues basis, in a quarter)	25 days	12 days	3 days
2	Ratnagiri Regional office (Quarterly)	5 days	2 days	1 days
3	Karwar Regional Office (Quarterly)	5 days	3 days	1 days

4	Various Project: - J&K Project office, Odisha Project Office, Kerala Project Office, MP Project Office, Delhi Project Office, Other Projects, ETC. (Annually)	24 days	7 days	4 days
	Total	164 days	75 days	24 days

The Firm may need to deploy more resources than minimum number estimated herein above. In case of non-deployment of minimum manpower, suitable amount of penalty may be imposed by management as deemed fit.

Audit Report to be submitted to Executive Director (F&A) on behalf of CMD by following time line: -

Internal Audit Reports for the First Quarter	31 <sup>st</sup> July.
Internal Audit Reports for the Second Quarter	31 <sup>st</sup> October.
Internal Audit Reports for the Third Quarter	31 <sup>th</sup> January.
Internal Quarter Reports for the Fourth Quarter.	30 <sup>th</sup> April.

**I) TDS deduction:**

Tax will be deducted from all the payments as applicable under the Income Tax Act.

**J) Bid Security – 2% of Contract value**

**K) Security Deposit - 5% of Contract Value.**

**L) Performance Guarantee – 5% of Contract Value.**

**M) Traveling Expenses:**

As per extent KRCL pass rule the travel authority will be issued to the Internal Auditors, if the duty is to be performed outside Mumbai Region. In such cases where travel authority has not been issued by KRCL, the necessary arrangements will be made to reimburse the cost of train tickets on actual basis or maximum upto the cost of Train Ticket of entitle class. KRCL will also make necessary arrangement for their stay in the Rest House if available; otherwise the hotel charges as applicable to the KRCL employees will be reimbursed. For this purpose, the Partner & Qualified Accountants will be treated at par with Sr. Administrative Grade Officers, Senior Officers will be treated at par with Senior Scale Officer and the semi-qualified staff / Article Clerk/Internship will be treated at par with subordinate staff.

**N) Termination Clause:**

In case the firm fail to deploy enough manpower or fail to deliver any work within the time limit mentioned against each job assigned in the Scope of Work, in more than two different occasions in a year, the Corporation reserve the right to terminate the contract without giving further notice and forfeit the Performance Guarantee. In any other case, the organization can terminate the contract by giving 30 days' notice in writing without assigning any reason.

**O) Subcontracting of work is not allowed. The partner of firm must inform in writing, the Name, address, Aadhar no, Photo Id, phone number and email Id of staff to be deployed in Audit at KRCL.**

**P) Dispute/ Jurisdiction:**

In case of any dispute, CMD KRCL shall be the final authority to decide the issue and the decision shall be binding on the Firm. In case of any legal dispute, the contract will be within the jurisdiction of Mumbai High court. The competent Authority can cancel the tender without assigning any reason or justification.

**Q)** The general condition of contract (KR GCC July 2022) is applicable to this tender, which is available in <http://konkanrailway.com> under the tab Home\Tenders & Bills\Guidelines for Works, Tenders and Contracts.

**R)** Each page of Tender documents is required to be signed by the partner of CA firm along with Firms Seal. The documents/ certificates in support along with the tender shall also be signed by the CA partner and seal.

**PROFORMA – I**

**FIRM'S PROFILE**

**TENDER NOTICE NO. :-CO-12016(11)3/2017-Accts of 2025-26**

**Name of work: Appointment Internal Auditor for all units of Konkan Railway Corporation Ltd.**

**DECLARATION FORMING PART OF TENDER FOR CONDUCTING INTERNAL  
AUDIT OF KRCL AND QUOTING RATE**

1	Name of the CA / CMA firm	
2	Address Head Office	
3	Name of Partner who will be heading the Audit from Office in MMR Region along with Mobile no, Postal Address for Communication.	
4	Landline Number of Office at MMR	
5	Email Id of Office at MMR	
6	Contact Person of the firm with Telephone No & Email Id	
7	Name(s) of the Partners, their Qualification (ACA/FCA)/ (ACMA/FCMA), membership No. etc.	Attach details as per Proforma – II
8	Names of Chartered / Cost Accountants and Supportive staff including Audit Assistants/Article clerks, Auditors, qualifications and experience	Attach details as per Proforma – III
9	Experience of conducting Internal Audit in CPSU/ State PSU for 2 years (in total) from 1 <sup>st</sup> April'2019. However, experience in Bank, Society, trust, Autonomous body, Company u/s 8, educational trust/company will not be accepted.	Attach details as per Proforma – IV
10	PAN No. (mandatory)	
11	GST No. (mandatory)	

12	Bank Name, Branch Name, Account No., IFSC code (for arranging payment)	
13	Date of registration of the Firms	
14	The Average Gross Professional receipts for last 3 years from FY 2021-24, should not be less than Rs. 3.00 Crores. p.a	

**DECLARATION:**

1. All the information furnished by me / us here above is correct to the best of my/ our.
2. I / we have no objection if enquiry are made about the work listed by me / us in the accompanying sheets/ annexure.
3. I / we have read all the terms & conditions of tender and instruction of tender document and these are acceptable to us.
4. We declared that we have Internal Audit in CPSU/ State PSU for 2 years (in total) from 1<sup>st</sup> April'2019 till date.
5. We declare that our firm is not black listed by any State/ CPSU/ Autonomous body / Central/ state/ Local Governments.
6. We declare that number of our partner is ever been arrested by any compliance or tax authority for wrong certification / declaration / fraudulent activities etc.
7. Our firm consist of ----- Numbers of Partners and ----- Numbers of Qualified Chartered / Cost Accountants and -----Numbers of supporting staff.

Our Office/Branch Office is located in Mumbai/Navi Mumbai whose particulars are furnished as a part of offer document.

Signature of Partner:

Name and Membership no. of Partner:

Place :  
Date :

**PROFORMA – II**

**Details of Partners (Minimum 6)**

Sl. No.	Name of the Partners	Membership No.	Experience in years
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

Signature of Partner:

Name and Membership no. of Partner:

Place :  
Date :



**PROFORMA – III**

**Details of Qualified Accountants (including Partners) Chartered / Cost Accountants in  
MMR Region (Minimum 04)**

Sl.No.	Name	Membership No.	Qualifications	Experience	Particulars of Audit work	Employed in your firm since
1						
2						
3						
4						
5						
6						
7						
8						

Signature of Partner:

Name and Membership no. of Partner:

Place :

Date :

**PROFORMA – IV**  
**Details of Audit Assignments handled**

Sl. No	Name of the CPSU/ State PSU for 2 years (in total) from 1 <sup>st</sup> April'2019 till 31 <sup>st</sup> Mar'24 as per Eligibility Criteria 1	Year of Audit	Remarks
1.			
2.			
3.			
4.			
5.			
6.			

Signature of Partner:

Name and Membership no. of Partner:

Place :  
Date :

**PROFORMA – V**

**FINANCIAL BID**

**TENDER NOTICE NO. :-CO-12016(11)3/2017-Accts of 2025-26 Dated 15.01.2025**

**Name of work: Appointment Internal Auditor for all units of Konkan Railway Corporation Ltd as in tender document.**

**SCHEDULE FOR QUOTING RATE**

Sl.No.	Name of the Work	Rate per annum
1	Internal Audit of Corporate office at Belapur, Regional Office at Ratnagiri, Karwar & Project Office at Belapur and Various project office at J&K, Odisha, MP, Kerala & Delhi as mentioned at Scope of Work (E) with requisite manpower (as per schedule H)	Rs. (Rupees -----)
	Total	
(GST as applicable)		

Signature of Partner:

Name and Membership no. of Partner:

Place :

Date :