



MUMBAI METRO RAIL CORPORATION LTD
(MMRC)

E-TENDER

REQUEST FOR PROPOSAL FOR
APPOINTMENT OF INTERNAL AUDITOR FOR
FY 2020-21
FOR

MUMBAI METRO RAIL CORPORATION LIMITED

(A 50:50 JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF MAHARASHTRA)

Tender Reference Number: MMRC/FIN/INTERNAL AUDIT/1

Date of Issue: 20.02.2020

Tender document Amount: Rs. 500 + GST @18%

February 2020

MUMBAI METRO RAIL CORPORATION LTD (MMRC),
Line 3 Transit office,
Wing 'B', North side of city park, E Block
Bandra-Kurla Complex,
Bandra (East)
Mumbai - 400 051



MUMBAI METRO RAIL CORPORATION LIMITED

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Chapter – I

TENDER NOTICE

Tender Ref No: **MMRC/FIN/INTERNAL AUDIT/1** Date: - 20.02.2020

The Mumbai Metro Rail Corporation Limited invites applications from the Practicing Chartered Accountant Firms / Cost Accountants Firms in Mumbai for Internal Audit for FY2020-21. Last date for bid submission is 13.03.2020 till 15:00 hours for details, please refer e-tendering portal www.tenderwizard.com/MMRC & for any e-Tendering support, bidder may contact ITI representative at (Ph. No. 7666563870/ 9113390087 and Mail-id is twhelpdesk358@gmail.com) for any assistance. Contact Timings-India 09.00 Hrs. – 20.00Hrs (GMT+5.30).

Date: 20.02.2020

Place: Mumbai

SD

Director (Finance), MMRC

Invitation for Proposal

Mumbai Metro Rail Corporation Limited invites Proposals from the Practicing Chartered Accountant Firms / Cost Accountants Firms in Mumbai, who are willing to take up the following assignments for the FY 2020-21:

- a) Internal Audit of the Accounts, Banking Transactions, including Bank Reconciliation, Vouching, Trial Balance Checking.
- b) The Internal Audit is to be conducted to comply with the applicable provisions of the Company Act, 2013 and other statutory compliances. It should also check for timely payments and filing of statutory returns and other compliances.
- c) The brief scope of the Audit and description that should be part of the audit scope to be submitted along with the RFP is enclosed as **Annexure I**. The audit scope mentions the methodology, staff deployment, and the areas where there will be 100% verification.

All documents related to RFP is available from the MMRC e-tendering portal www.tenderwizard.com/MMRC without registration. All bidders must note that this being E-tender, bids received only through online on E-tendering portal www.tenderwizard.com/MMRC shall be considered as an offer. Any bid submitted in paper form will not be accepted. To participate, bidders /applicant is required to follow the below guidelines.

Step 1: Registration of Bidders/ Applicants

- Go to website: www.tenderwizard.com/MMRC
- Click on “Register Me” button.
- Fill in their desired User ID, Company Details by their own.
- Vendor in possession of DSC Class III may insert Digital Signature Certificate token in computer’s USB drive, and click on “Update Digital Signing Certificate Serial No. From USB token”. A new PKI based “Signer Certificate” window will open. Browse your Signer Certificate, enter token password and click on Register.
- For those without DSC, it is mandatory to apply for the DSC.
- Do not enter special character(s) in any field except “Email Address”, “Website (URL)” and “Alternative Email Address”.
- Then click on “Create profile”.
- You will be forwarded to “Document Upload” screen. Upload documents as specified in previous page. After uploading is completed, click on “Finish Upload”.
- You will be forwarded to Payment screen. Make registration payment.

- The User ID and system generated password with payment confirmation will appear on the next screen which can be printed for future reference.
- For enabling the User ID, forward the registration acknowledgement to twhelpdesk358@gmail.com and twhelpdesk9559@gmail.com along with a Request Letter.
- Download the format for Request letter from Home page (available under Click to view Latest Circulars / Format). Letter should be duly signed with rubber stamp.

Step 2: Apply digital signature (known as “digital signature certificate”): following registration a token (data card) will be issued to the registered company.

- Applying Class III Digital Signature Certificate: (token issued upon registration)
- The applicant/bidder is required to apply for a class III Digital Signature Certificate (DSC). Digital Signature Certificate which is obtainable from either the authorized agencies of CCA (Controller of Certifying Authorities in India www.cca.gov.in).

Procedure for submission of E-tender by bidder:

- Interested bidders who wish to participate should visit website <http://www.tenderwizard.com/MMRC> which is the ONLY website for bidding their offer. Further, the procedure is as follows:
- Register your company in website www.tenderwizard.com/MMRC for obtaining a Login ID and Password (after paying necessary registration charges). This is one time annual payment and applicable for bidding other tenders also.
- Using the login ID, password and digital signature, enter the tender portal to purchase the tender document.
- Pay processing fees and tender cost through e-payment gateway.
- With the payment of processing fee and tender cost, the bidder can download the ‘Technical bid’ (PDF) and ‘Financial bid’ (Microsoft Excel file) by clicking on the link “Show Form”.
- Download the ‘Technical bid’ and ‘Financial bid’ and save them without changing the file name. Fill up your quotations, save them. Then upload the ‘Technical bid’ and ‘Financial bid’ in appropriate links.
- Attach supporting documents first in “Document Library”. Then attach them by selecting in particular tender.
- On Submission of the tender, a system generated “Acknowledgement Copy” of tender submission will be received.
- Bidder can change quoted rates any time before closing date & time.
- Bidder must submit the offer before the online closing date & time. The website will automatically stop accepting the offer after online closing date and time.
- Bidder manual & system requirement is available on website www.tenderwizard.com/MMRC for necessary help.

- All Bids must be uploaded on-line on E-Tendering portal. www.tenderwizard.com/MMRC before the time and date specified in the pre-qualification Data sheet / Bid Data sheet.
- Being e-tenders the bidders will not be able to upload bids after the designated time of bid submission.
- The Applicants/Bidders are advised to regularly visit the e-tendering portal www.tenderwizard.com/MMRC for updates.
- N.B: Bidders are requested to refer to the Vendor's manual by downloading the Vendor's Manual by visiting www.tenderwizard.com/MMRC and clicking on "Help Manuals".
- Bidder may contact ITI representative at (7666563870/ 9113390087) for any assistance. Contact Timings-India 09.00 Hrs. – 20.00Hrs (GMT +5.30)

Bidder/ Agencies are advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. Prospective bidders are advised to check the minimum qualification criteria before participating in the bidding process. This RFP document is not transferable and the name of the bidder who purchases and submits the same bid shall be unchanged.

d) Timeline Information to Firm of Practicing Chartered Accountants / Cost Accountants regarding:-

Key Events and Dates

The summary of various activities with regard to this invitation of bids are listed in the table below:

#	Particular	Details
1.	Advertising Date	20.02.2020
2.	Name of the project	Request for proposal for conducting Internal Audit of the Company "Mumbai Metro Rail Corporation Ltd" for Financial Year 2020-21
3.	RFP Document Download Date & Time	From Date: 20.02.2020 Time: 11:00 hours
4.	Website for downloading Tender Document, Corrigendum's, Addendums etc.	www.tenderwizard.com/MMRC
5.	Last date (deadline) for Submission of bids	13.03.2020 till 15.00 hours
6.	Last date for Submission of Pre bid Queries	03.03.2020 till 17.00 hours
7.	Pre-Bid Meeting	28.02.2020 at 11:30 hours Board Room, Line 3 Transit office, Wing 'B', North side of city park, E Block Bandra-Kurla Complex, Bandra (East) Mumbai - 400 051
8.	Date and time for opening of Technical proposal	13.03.2020 at 16:00 hours
9.	Date and time for opening of Commercial proposal	Will be intimated later to the qualified bidders
10.	Detail of the contact person and Address at which sealed bids are to be submitted	Shri. Ravindra Kumar Pathak General Manager (Finance), Mumbai Metro Rail Corporation Limited Line 3 Transit office, Wing 'B', North side of city park, E Block Bandra Kurla Complex, Bandra (East) Mumbai 400 051 Email: ravindra.pathak@mmrc.com

DISCLAIMER:

This document is not an agreement or offer by Mumbai Metro Rail Corporation Ltd (hereinafter referred to as MMRC) to the prospective bidders or any other party. The purpose of this document is to provide interested parties with information to assist the formulation of their bid and proposal. This document and the information contained therein are to be used only by the person to whom it is issued. The terms and conditions and details stated in this document are subject to change by the Management at any time and in any manner, as it may deem fit, without any further or prior intimation to the applicants or parties concerned in any manner. This document does not create any obligation on MMRC in respect of this appointment or any persons who reply to this advertisement in any form or manner. While this document has been prepared in good faith, neither MMRC nor its employees or any person associated makes any representation or warranty express or implied as to the accuracy, reliability or completeness of the information contained therein. Further, any change in the nature of requirements, criteria or timeline shall be applicable to this document, without any further intimation.

Chapter – II

Detailed Tender Notice

Request for proposal for conducting Internal Audit of the Company “Mumbai Metro Rail Corporation Ltd” for Financial Year 2020-21

Applications are invited for conducting Internal Audit of the Company, “Mumbai Metro Rail Corporation Limited” for the Financial Year 2020-21 by eligible Practicing Chartered Accountant Firms / Cost Accountants Firms in Mumbai.

The Scope of the Audit shall be as per **Annexure I**.

The applicants are requested to confirm their eligibility as stated in **Annexure II** to this letter prior to submission of bids. Any bids from ineligible firms shall immediately stand cancelled.

The terms and conditions for the Practicing Chartered Accountant Firms / Cost Accountant Firms and the selection procedure are stated in this letter.

It shall be the responsibility of the Practicing Chartered Accountant Firms / Cost Accountant Firms to ascertain their eligibility, and ensure completeness and accuracy of their bid documents. No modifications, revisions, discussions or any form of communications in this respect will be entertained, in any manner after submission of bid.

You are requested to submit the completed proposal online by following the instructions provided under E-Tendering (<https://tenderwizard.com/MMRC>). It is the Bidders responsibility, to ensure timely submission of the Bid within the due date.

For, Mumbai Metro Rail Corporation Ltd

Sd/-

Mr. Abodh Khandelwal
Director (Finance)

Chapter -III

Guidelines for Submission of Proposal for Internal Audit

1. Applications are invited for conducting Internal Audit under Section 138 of the Companies Act, 2013 read with Rule 13 of Companies (Accounts) Rules, 2014, and as amended and applicable from time to time for the Financial Year 2020-21. The scope of work for the Audit is attached as **Annexure I**.

2. Timeline Information for Practicing Chartered Accountant Firms / Cost Accountant Firms:

Refer Key events and Dates under Chapter I

3. Place of Audit:

The Audit shall be conducted at the Corporate Office and Site Offices, if any, of the Company in Mumbai.

4. Payment:

4.1 The payment shall be released quarterly on submission of report for the quarter.

4.2 No advance shall be paid for the assignment.

4.3 No travelling allowance/ halting allowance shall be paid to the audit firms for carrying out the assignment. However, goods and service tax and applicable statutory levies shall be paid as applicable from time to time in addition to basic fees.

4.4 Payment to the auditors shall be subject to deduction of tax at source at appropriate rates then applicable.

4.5 The Audit fees fixed will be for the initial period of appointment.

5. Periodicity of Audit:

The appointment of the selected Internal Audit firm shall be for a period of one financial year i.e FY 2020-21. The appointment may be extended based on satisfactory performance and depending on the decision of the Managing Director of the Company for FY 2021-22 and FY 2022-23 with escalation of 5% p.a.

6. Audit Report Submission:

The Audit Report should be submitted on Quarterly Basis to the Management within 30 days of completion of quarterly audit.

7. Dispute:

In case of any dispute arising during the execution of the contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of the dispute remaining unresolved, decision of the Managing Director of MMRC shall be final and binding on both parties of the contract.

8. Terms and Conditions – General

- i. RFP Document Fee to be paid via Online Payment Gateway mode only. Rs. 500 + GST @18%+
- ii. MMRC reserves the right to cancel the RFP partly or fully at its sole discretion at any stage without assigning any reason to any of the participating bidders.
- iii. MMRC reserves the right to cancel or reject any or all the bids without assigning any reasons.
- iv. MMRC also reserves the right to modify the terms and conditions, and also to cancel the bid process at any stage without assigning any reasons.
- v. The last date for submission of bids is 13th Mar 2020 at 15.00 Hours.
- vi. Bidders have submit the proposal through E-Tendering on <https://tenderwizard.com/MMRC>
- vii. The firms will be qualified on the basis of assessment of their eligibility, experience as specified.
- viii. The Financial Bids, of only those Bidders who qualify in the Technical Evaluation, will be opened.
- ix. MMRC shall not undertake any correspondence with the bidders in any way, except to issue the RFP and required modification to the RFP and Pre-Bid meeting and required clarification. While Bidders are free to submit their queries, MMRC will respond in the form of required modifications to the RFP.
- x. The bid shall remain valid for a period of 60 days from the date of submission of the bid.
- xi. The bidders shall be responsible for all the costs associated with preparation, submission of bids including any clarifications thereon.
- xii. Bidders are not required to pay any EMD for participating in this tender/bid.
- xiii. All pages of the bid document must be signed by the Partner or an Authorized Signatory of the Practicing Chartered Accountant Firm / Cost Accountant Firm.
- xiv. Conditional Bids will not be accepted.
- xv. Any financial quotation received in response to this RFP which is linked to assets, turnover or revenue of MMRC would disqualify the bid.
- xvi. The bidders should note that they shall abide (in true intent and spirit) by the terms and conditions of this letter. If the bids contain any conditions, put in by the bidders, such bids will be disqualified and will not be considered for the selection process.
- xvii. MMRC reserves the right to amend/modify the attachments to this RFP partly/fully at its sole discretions at any stage without assigning any reason to any participating bidders.

- xviii. Practicing Chartered Accountant Firm / Cost Accountant Firm shall nominate a Nodal Officer of the rank of Partner / Principal / Director, immediately on the award of the work / contract for timely and smooth interaction with MMRC.
- xix. A full-time staff / employee of Practicing Chartered Accountant Firm / Cost Accountant Firm shall be deployed as Internal Auditor in the MMRCL premises during the period of the contract. The person engaged for the Internal Audit in MMRC shall have minimum experience of 3 years and must have cleared the Intermediate level of Chartered Accountant / Cost Accountant examination. Nodal officer must present the internal audit report on a quarterly basis.
- xx. **Last date for submission of Technical Bid and Financial Bid:**
Technical bid and Financial Bid formats are enclosed as Part 1 and Part 2 respectively. The Bidders have to submit their bid/ application online by following the instructions provided under E-Tendering (<https://tenderwizard.com/MMRC>)
- xxi. **Opening of Technical Bid:** Technical Bids will be opened on 13th March, 2020 at 16.00 hrs in the Office Address given above in the presence of applicants, who desire to be present there.
- Opening of Financial Bid:** After evaluation of technical bids on predetermined criteria (mentioned in Chapter V), the Financial Bids of only qualified bidders will be opened in the presence of applicants who desire to be present there. The scheduled date will be intimated later on.
- xxv. Mumbai Metro Rail Corporation Ltd reserve the right to cancel/ or extend the date of receipt / opening of Bid or withdraw the RFP notice without assigning any reasons. In such case the bidders shall not be entitled to any form of compensation from the Company.

Chapter - IV

Annexure I: Scope of Internal Audit:

1. The Internal Audit shall be conducted as per the provisions of Section 138 of the Companies Act, 2013 along with the Companies (Accounts) Rules, 2014 as amended and applicable from time to time.
2. The Internal Auditor shall generally be responsible for compliance of the Internal Audit Standards issued by the Institute of Chartered Accountants of India / Institute of Cost Accountants of India.
3. The Internal Auditor shall follow guidelines regarding internal audit of construction sector / industry sector issued by the Institute of Chartered Accountants of India / Institute of Cost Accountants of India
4. The scope of Internal Audit will generally cover the following basic areas in line with Internal Audit Manual of MMRCL, so that during the course of Statutory Audit majority of the areas/items are covered:-

I) GENERAL

- a) Reliability of the accounting record in conformity with the Accounting Standards.
- b) Adherence to the legal regulatory requirements.
- c) Compliance with all statutory requirement for Good Corporate Governance.
- d) Guidance on effective utilization of the fund in a systematic manner.
- e) Checking and suggesting issues in respect of all Taxes and other statutory matters.
- f) Adequacy of internal control and internal check about system of payment made to different agencies
- g) Specific action to be taken on unresolved items, if any.
- h) Scrutiny of vouchers and payments as per the existing rules and procedures.

II) BROAD AREAS FOR VERIFICATION: -

- To ensure that the accounting and financial management systems are reliable and effective in design and to assess the extent to which they are being followed.
- To review the efficiency, adequacy and application of accounting, financial and operating controls and thereby ensuring the accuracy of the books.
- To verify that the system of internal check is effective in design and operation in order to ensure the prevention of and early detection of embezzlement, frauds, misappropriations and misapplications
- To identify areas of significant inefficiencies in existing systems and to suggest necessary remedial measures;
- To confirm the existence of financial propriety in all decisions and verifies compliance to Government and statutory requirements.

- To review the compliances of guidelines relating to assessment, realization and received fund remittances etc.
- Confirm that the agreed procurement procedures and arrangements have been followed in all procurements.
- Check that all expenditure on works funded by JICA/GoM/GoI Assistance/other financial institutions, including procurement of goods and services have been incurred in accordance with the rules, conditions and terms of relevant financing agreement and procurement guidelines.
- That adequate records are maintained regarding the assets created and assets acquired by the project, including details of cost, identification and location of assets; and that the physical verification of assets is being carried out with due diligence. Assist the MMRCL team in periodical physical verification of Assets.
- To verify and scrutinize payments to contractors with reference to respective agreements and adjustment thereof while accounting for the work done by them and ensure those deductions in respect of mobilization & other advances, statutory deductions, etc. are correctly made from the bills. Also verify that all accounts are reconciled from time to time.
- To verify work-in-progress with reference to field records such as Interim payment certificates and certification of progress issued by the executive, quantum of work-in- progress recorded should be compared with work orders/ contracts and approved variations, to ensure that payments are duly authorized.
- To ensure that various statutory tax returns should be timely filed with all the direct and indirect tax authorities and also verify the facts and figures given in the tax returns.
- To review terms and conditions of tender documents and agreements, verification of bank guarantees, insurance policies and specific emphasis to be given on final payments.
- To plug loopholes, which might have crept into the system due to passage of time and complacency on the part of persons particularly, engaged in financial concurrences, release of payments, updating accounting records, authorizations as per Financial Accounting System etc.
- Physical Verification of Fixed Assets (Sample/test Check)
- Conducting special assignments and investigations on behalf of the Managing Director or Director (Finance) into any matter or activity affecting the probity, interests and efficiency of the MMRCL
- Providing advisory services on specific matters relating to accounts, audit, taxation, contracts and purchase procedures as and when required
- Provide assistance in rectification of all errors or omissions noticed during the course of audit on a real-time basis.
- To ensure compliance of all points mentioned in the scope of audit and extent of audit.

III) Specific areas for verification: -

Civil, System And Others Works: -

The transactions of Civil, System and other related works payments will be categorised as A, B, C and D based on the value of the transactions:

- Category A: More than Rs. 10 Crore to be checked 100%
- Category B: More than Rs. 1 Crore to 10 Crore to be checked 75%
- Category C: More than Rs. 10 Lakh to 1 Crore to be checked 50%
- Category D: Anything below Rs. 10 Lakh to be checked 25%

Review of Land and R&R related Works:

The transactions relating to Land and R &R to be audited as given below:

- One-time Land related payment: To be checked 100%
- Recurring land related payments: To be checked 25%
- R&R related payments: To be checked 25 %

Employee related:

The employee related transactions to be audited as given below:

- Regular Salary Payments: 1 month in quarter
- Full and Final settlement of employee: To be checked 100%
- All employee reimbursement: More than Rs. 50,000/- To be checked 100%
- All employee reimbursement: Less than Rs. 50,000/- Suitable Samples to be checked

Statutory payments:

Statutory Payments related to all above matters to be reviewed.

Accounting Related:

- Rectification JV and reversal entries to be sample checked
- BRS to be checked 100% for all accounts
- Sample check of claims lodged with lending agencies

Ensure that the compliance report on audit observations pointed out in the reports relating to earlier audit is made and corrective actions taken on those points are furnished in the Audit Report of the subsequent phase.

IV) PROCESS REVIEW INCLUDING ACTIONS INVOLVING Finance & Accounts, Human Resource, Administration, Land, Rehabilitation & Resettlement, Legal Department Activities, etc.

- Approvals as per delegation of powers
- Compliance to policies and standard operating procedures of MMRCL
- Adequacy of supporting documents as per nature of the payment
- Adherence to Accounting Practices and standards as per the ICAI
- GST, Professional Tax, Income Tax, PF, ESIC, BOCW, any other statutory levies, etc. - applicability, deductions and remittances - Compliance of legal provisions and maintaining time schedule.
- Adherence to requirements of Companies Act, 2013, Foreign Exchange Management Act, 1999.
- Adherence to Chief Vigilance Commission guidelines and other applicable regulations on procurements and contracts, including evaluation of the bidding processes.
- Adherence to the Indian Contract Act, 1872
- Adherence to contractual obligations and other agreements
- Verification of the key dates and inputs by the contractors.

- Adherence to Procurement Guidelines as made applicable to MMRCL procurements by the Lending Agencies (Presently JICA)
- Foreign Service Contribution payment, actuarial valuation of employee benefits

At Post-Award stage: -

- Approval of the Contract by competent Authority
 - Release and Realisation of advances against security
 - Approval of project schedule
 - Progress review and monitoring
 - Compliance to quality and safety standards
 - Compliance to applicable laws and regulations
 - Compliance to contractual conditions penalties, liquidated damages etc.
 - Project commissioning, testing and hand over - Defect Liability period review
 - Access to work fronts and approval of Project schedule by Project Owner
 - Resource planning: Work-force, Tools & Plants, Equipment, etc.
 - Project monitoring against schedules,
 - Progress and quality certification by Project Owner and progress billing
 - Contractual realizations and disbursements - Variations to Contract: Documentation, Approval and Claims
 - Delay analysis (wherever applicable) and Make-up plan
 - Security release and final contractual realizations
- l)** Any other items, related to Finance and Accounts that may be deemed relevant during the course of the Internal Audit.

It may be noted that value of transactions of MMRC would be Rs. 3500 Crore p.a approximately and volume of transactions 8000 vouchers p.a. approx. (Number of vouchers pertaining to category A of Civil, System And Others Works are in range of 800-1000 i.e more than Rs. 10 Cr).

Chapter – V

Annexure II: Eligibility of the Firms for submission of bids

Minimum Eligibility Requirements:

1. The Practicing Chartered Accountant Firm / Cost Accountant Firm must have an Office in Mumbai
2. The Practicing Chartered Accountant Firm / Cost Accountant Firm should be engaged in providing Audit and Consulting services.
3. The firm should have minimum of 5 Partners and suitable staff with at least one DISA qualified member.
4. The firm should have a minimum of 10 years experience in the audit and consulting fields.
5. The firm should have working experience in ERP integrated package and Ind-AS.
6. The firm should have experience of handling audit and assurance related matters for Central or State Public Sector Undertaking (PSU) having annual turnover of Rs. 500 crore or more, or the firm should have experience in handling audit in private company whose annual turnover is above Rs. 1,000 Crore.
7. The firm should have gross receipt of more than Rs. 75 Lacs for each of the last 3 completed financial year and prior to the date of submission of the bid.
8. Firms should have demonstrated experience of providing similar services to Government of Maharashtra / Government of India/ Public Sector / Joint Venture with Government of India and Government of Maharashtra or Large Private Sector Companies.

Disqualifications:

Bids and bidders which fall under the following categories will not be qualified:

1. Incomplete bids and bids not as per attached formats.
2. Bids received after due date and time.
3. Bidder makes any misrepresentation i.e. there are any material wrong information or makes a wrong statement or misrepresents fact or makes a misleading statement in its bid in order to create circumstances for MMRC to accept the bid.
4. Any bidder or firm which solicits or reaches out to MMRC or any representatives or employees pertaining to the bid.
5. If the financial offer is enclosed in the technical bid or any indication of the financial bid in the technical proposal.
6. Any conditional quotation linked with to assets, turnover or revenue of MMRC would disqualify the bidder.

Chapter - VI

Under the letterhead of the Entity

PART 1 – TECHNICAL BID

FOR INTERNAL AUDIT OF MUMBAI METRO RAIL CORPORATION LTD

Director (Finance),
Mumbai Metro Rail Corporation Limited
Line 3 Transit office,
Wing 'B', North side of city park, E Block
Bandra Kurla Complex, Bandra
(East) Mumbai 400 051

PART - A

1	Name of the Practising Chartered Accountant Firm / Cost Accountant Firm:	
2	Type of Entity (Partnership / LLP/ Company):	
3	Whether the Partnership Firm / LLP / Company is a Practising Chartered Accountant Firm / Cost Accountant Firm, Please Specify.	
4	Name of the Authorized Signatory/ Lead Partner:	
5	Date of Commencement of Firm:	
6	Registration Number of the firm with Institute of Chartered Accountants of India / Institute of Cost Accountants of India (Please attach documentary evidence)	
7	Details of Office(s): Address: Telephone No: E-Mail: Website: (Please give all addresses, if more than one)	
8	PAN Number	
9	GST Number	
10	(Please mention page no./File name for reference. For Serial no 10-14) Details of Internal/ Statutory/ Concurrent / Tax Audit Assignment of State Government/ Central Government/ Semi-Government Company with copy of appointment letter of last 3 Years. (from	

	Financial year 2016-17 to FY 2018-19)	
11	Details of other Companies for which Internal/ Statutory/ Concurrent / Tax Audit Assignment has been undertaken (Other than Government) with Copy of appointment letter of last 3 Years (from Financial year 2016-17 to FY 2018-19)	
12	Annual Gross Receipts for last 3 Financial Years along with documentary evidence (from Financial year 2016-17 to FY 2018-19)	
13	Brief Profile of Partners (Name, Qualification, Institute of Chartered Accountants of India / Institute of Cost Accountants of India Membership no. and Date of Certificate of Practice, Mobile No. with documentary evidence	
14	Manpower (Nos) A) Qualified Professionals: i) Partners ii) DISA iii) Others B) Articles :	

PART B

1	Detailed Audit Plan devised by the Internal Auditor for MMRC (Attach document providing the details of the proposed audit plan) (Please mention page no./File name for reference)	
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PART C

DECLARATION	
1	All information provided by me/us herein above is correct, true and free from any misstatement or misinformation.
2	I/We have no objection if enquiries are made about the work listed by me/us in accompanying sheets/annexure.
3	I/We have read all the terms and conditions of this bid and the instructions and these are accept to me/us.

Signature: _____

Name and Designation of Authorised Signatory: _____

Stamp of Firm: _____

Date: _____

Place: _____

Chapter - VII

(This page is for reference only. Financial bid is to be submitted in excel sheet only.)

Under the letter head of the Firm

PART 2 – FINANCIAL BID

FOR INTERNAL AUDIT OF MUMBAI METRO RAIL CORPORATION LTD

Director (Finance),
Mumbai Metro Rail Corporation Limited
Line 3 Transit office,
Wing 'B', North side of city park, E Block
Bandra Kurla Complex, Bandra
(East) Mumbai 400 051

PRICE BID

SCHEDULE OF RATES

Description Lump Sum Price (Rs.):	Fixed Amount (including all charges, out of pocket expenses, etc.) per annum. Exclusions: All taxes, duties and cess as applicable
Total Amount for Internal Audit	Rs.:
Amount in Words:	Rupees:
Note: The above quoted amount is exclusive of all taxes and duties and remains firm during the period of contract.	

Signature:

Name and Designation of Authorised Signatory:

Stamp of Firm:

Date:

Place
