

CAPITAL REGION URBAN TRANSPORT

(A SPECIAL PURPOSE VEHICLE OF GOVT. OF ODISHA)

Regd. Office: 2nd Floor, Block-1, BMC Bhawani Mall, Saheed Nagar,
Bhubaneswar-751007 Email: crutbbsr@gmail.com; Phone No.: 0674-2548625

Capital Region Urban Transport

Block -1, 2nd Floor BMC Bhawani Mall, Saheed Nagar, Bhubaneswar - 751007
Email: crutbbsr@gmail.com; Phone No.: 0674-2548625

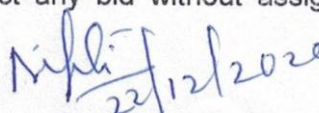
Notice No. 1557 /CRUT

Date: 22.12.2020

REQUEST FOR PROPOSAL (RFP)

SELECTION OF INTERNAL AUDITOR & STATUTORY AUDITOR FOR CONDUCTING INTERNAL AUDIT & STATUTORY AUDIT FOR CAPITAL REGION URBAN TRANSPORT.

1. Capital Region Urban Transport (CRUT) invites interested Chartered Accountant Firms for the above mentioned purpose. Please refer the RFP document for details.
2. The RFP document shall be available from **24/12/2020** onwards in following web portal: www.capitalregiontransport.in.
3. Applicants are required to submit duly filled separate Proposals for Internal Auditor & Statutory Auditor as per the prescribed formats on or before **21/01/2021 by 3:00 PM**. The Proposals received shall be opened at **3:30 PM and 4.30 PM** respectively on **21/01/2021** at CRUT office.
4. Any queries/ clarifications shall be sent to crutbbsr@gmail.com on or before 5:00 P.M. of **04/01/2021**.
5. **Any further intimation (i.e. Corrigendum/ Addendum/ Responses to the queries/ Clarifications) shall be uploaded in the above web portal only.**
6. CRUT reserves the right to accept or reject any bid without assigning any reasons thereof.


General Manager (P&A)
Capital Region Urban Transport

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REQUEST FOR PROPOSAL (RFP)



No. 1557/CRUT/Fin/Internal Auditor/2021-22

Dated: 22-12-2020

Sealed tenders in prescribed format are invited for Engagement of Internal Auditors for Capital Region Urban Transport for a period of 2 years with from the Financial Year 2021-22.

TENDER NOTICE NO. & DATE	JOB DESCRIPTION	LAST DATE FOR SUBMISSION OF TENDER DOCUMENT
No. 1557/ CRUT/Fin/Internal Auditor/2021-22/01 Dated: 22-12-2020	Tender Document for engagement of Internal Auditors for Capital Region Urban Transport for the Financial Year 2021-22	21-01-2021 up to 3.00 P.M.

The tender documents are available for download in our official website www.capitalregiontransport.in and the cost of tender document in shape of demand draft shall be submitted at the time of submission of the technical bid.

All other terms & conditions will remain same as stipulated in the Tender Schedule of the aforementioned Tender Notice. Further corrigendum / addendum etc. if any will be made available in our website only. In case of any query/clarifications, please email at crutbbsr@gmail.com.

Chapter I, Chapter II and Chapter III shall form the integral part of the tender document.

**Sd/-
General Manager (P&A), CRUT**

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CHAPTER – I NOTICE INVITING TENDER

Tender No. 1557/CRUT/Fin/Internal Auditor/2021-22

Dated: 22-12-2020

Sealed Tenders in prescribed format are invited from the experienced agencies for engagement of Internal Auditors for Capital Region Urban Transport for the Financial Year 2021-22.

INFORMATION TO BIDDERS:

Interested bidders may obtain further information from the office of Capital Region Urban Transport at 2nd Floor, Block-1, BMC Bhawani Mall, Saheed Nagar, Bhubaneswar-751007. Any amendment issued prior to submission of Bids would be put on our website. All prospective bidders would be presumed to have examined all amendments on the website & have submitted their bids accordingly. A copy of such amendments shall be enclosed with the Bids."

1. BIDDING DOCUMENTS:

- a) Entire Bidding documents along with detailed Tender Schedule are available on the CRUT website i.e. www.capitalregiontransport.in. The prospective Bidders can download the documents for the purpose of preparation & submission of their Bids.**
- b) The Cost of Bidding Document is Rs. 5,900.00 (INR Rupees Five Thousand Nine Hundred only) including GST.**

In case a Bidder downloads the Bidding Document from CRUT website www.capitalregiontransport.in, bidder shall submit fee towards cost of the Bidding Documents as mentioned above along with its Bid (Part-I), as per details given in bidding Documents. For bidders downloading from CRUT website, the instrument for cost of Bidding Documents shall be DD / Pay Order / Banker's Cheque drawn in favour of "CAPITAL REGION URBAN TRANSPORT" payable at Bhubaneswar.

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2. SALIENT FEATURES OF THEBIDS:

Sl. No.	Particulars	Detailed of Tender
1.	Bid Enquiry No.	TenderNo.1557/CRUT/Fin/Internal Auditor/2021-22 Dated: 22-12-2020
2.	Name of the Work	Engagement of Internal Auditors for Capital Region Urban Transport for a period of 2 years from the Financial Year 2021-22.
3.	Cost of Bid Document	INR Rs. 5,900.00 (Rupees Five Thousand & Nine Hundred only including GST.)
4.	Bid Security (Earnest Money Deposit)	Rs. 10,000 (Rupees Ten Thousand only) The amount of earnest Money shall be deposited by way of Banker's Cheque / Demand Draft / Pay Order payable to "CAPITAL REGION URBAN TRANSPORT" at Bhubaneswar.
5.	Availability of Tender Documents	At CRUT website- www.capitalregiontransport.in
6.	Date of availability of Bid Documents	24-12-2020
7.	Date of Submission of Bid Documents	21-01-2021 up to 3.00 P.M.
8.	Date of Opening of Technical Bid	21-01-2021 at 3.30 P.M.
9.	Date of Opening of Price Bid	To be intimated later
10.	Period of Contract	Initially for two years from issue of Work Order. On satisfactory performance, the contract may be extended for a further period of three years.
11.	Validity Period of Bid	180 Days from the date of opening of Technical bid of the tender

Sd/-

General Manager (P&A), CRUT

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CHAPTER – II

Tender No. 1557/CRUT/Fin/InternalAuditor/2021-22

Dated: 22-12-2020

Back Ground:

In 2010, Bhubaneswar Puri Transport Services was created with a mandate to manage and operate the bus services on intra city as well as inter-city routes in Bhubaneswar and between Bhubaneswar, Puri, Cuttack and Khurda.

Over the years BPTS evolved into Capital Region Urban Transport, more commonly known as CRUT on May 4, 2018, with the vision to reorganize the public transit services in the city. It is the primary agency providing public transit services within the capital city of Bhubaneswar and in its neighbouring cities of Cuttack and Puri & Khurda.

With a vision to provide excellence in public transit service and strive for continuous improvement of the Capital Region's transportation system, CRUT is committed to redefining "The Way We Move", by providing mobility options to the residents that will support a more sustainable future for all. CRUT has expanded the definition of public transit to integrate multimodal alternatives for residents and visitors with its new team of experts representing the domains of transportation planning, technology, operations, and communications.

CRUT has rolled out its new buses under title 'MO BUS' meaning 'my bus' on November 6th, 2018.

1. SCOPE OFWORKS:

- i. **Scope of Work:** This will include carrying out the internal audit of M/s Capital Region Urban Transport & submission of Quarterly Audit report within the schedule time to the Finance Division. Detailed Scope of Audit is attached as Annexure – I.
- ii. **Audit Calendar:** Audit calendar for carrying out the quarterly audit shall be prepared by the successful bidder after receipt of order and submit to the Finance Dept. for consideration. Firm, so appointed, shall commence internal audit and submit quarterly audit report before the scheduled date as intimated in the order.
- iii. **Internal Control Measures:** As a result of study and evaluation of internal control and other auditing procedures, the auditor should inform the management regarding weaknesses in internal control, if any, besides normal internal audit job as per scope.

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- 2. CONTRACT PERIOD: For eight quarters starting from April 2021. Contract Period will be up to the submission of acceptance of Internal Audit Report of all the eight quarters of 2021-22 & 2022-23 (Which may be extendable for another period of 3 (Three) years).**
- 3. DATE OF COMMENCEMENT OF JOB: Immediately after issue of work order.**
- 4. EARNEST MONEY DEPOSIT: Each Tender must be accompanied with the non-interest bearing pre-bid Earnest Money Deposit of Rs. 10,000/- (Rupees Ten thousand only) in the form of Demand Draft/Pay Order/Banker's cheque drawn on any Scheduled/Nationalized Bank in favour of "CAPITAL REGION URBAN TRANSPORT" Payable at Bhubaneswar. Tender without prescribed Earnest Money shall be liable for rejection. The Earnest Money of the successful bidder shall be converted into Security Deposit which bears no interest and shall be refunded within 30 (Thirty) days from the date of completion of the contract period. Earnest money of the unsuccessful bidder will be refunded after finalization of the tender which will be duly intimated. CRUT will have the absolute right to adjust security deposit in case the firm defaults in carrying out the work as per the scope of work.**
- 5. ELIGIBILITY CONDITION (Pre-qualification Criteria):**

In order to qualify in the Technical Bid, the bidder must submit the documentary evidences in support of the followings along with the Technical Bid i.e. Part-I:

 - a. Firm should be a partnership Firm / Limited Liability Partnership Firm (LLP) for which copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India and Copy of Certificate of practice of all the partners / members of firm to be submitted. Memorandum & Articles of Association in case of a LLP, Registered Partnership Deed in case of Partnership firm.**
 - b. The Firm / Auditor should meet the provisions of the Companies Act, 2013, Companies (Audit & Auditors) Rules 2014, GST Act & Rules and any other applicable provisions which may be applicable to become the Auditor of the Company.**
 - c.**
 - d. The bidder should have 5 years of experience in conducting Internal audit during last 5(five) years ending 31.03.2020 in Govt. / Central / State PSUs excluding nationalized Banks preferably having experience in transport sector. Copy of Work Order and Job Completion Certificate in support of experience from the client to be submitted.**
 - e. The bidder should have at least 3 full time partners, out of which Two**

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should be FCA.

- f. The bidder should have average annual Turn Over of at least Rs. 40 Lakhs during last three years ending 31.03.2020. Copy of Balance Sheet & Statement of Profit & Loss Accounts / Income Tax Return to be submitted as a proof of Annual Turn Over duly certified by practicing Chartered Accountant.**
- g. The bidder should have its Head office in Odisha and branch office in Bhubaneswar.**
- h. The bidder should submit the copy of PAN Card, GST Registration Certificate and C & AG empanelment Certificate for the FY 2019-20 & 2020-21.**
- i. A declaration is to be submitted by the bidder in his letter head that the bidder has carefully read all terms and conditions of the tender document and is fully satisfied and accepted all the terms and condition of the tender as per the format enclosed as per Annexure – II.**
- j. The bidder should have submitted an undertaking in bidder's letter head that the bidder has not been blacklisted / debarred by any PSU/Govt. at any point of time as per the format given in Annexure-III.**

Note: Overwriting / correction / erase/ use of white ink should be avoided in the offer. However, if any overwriting / correction / erase are inevitable, the same should be authenticated with the signature & seal of the bidder. All Pages of tender documents and documents submitted to be self-attested by the tenderer.

6. EVALUATION OF THE BIDS:

- The Part-I Technical Bid: A bidder has to secure at least 70 % of marks out of 100 in Technical proposal to qualify for opening of Part-II i.e. Price Bid for Selection of Internal Audit Firms.**
- The bidders are required to quote their price both in figures & words in the PRICE BID format enclosed as Annexure-IV of the Tender Schedule (Part-II). The bidders are required to quote their Total price (Exclusive of GST).**
- Price Bids of the bidders, whose Technical bids are technically qualified, will be opened in the presence of the bidders or their authorized representatives on a scheduled date and time which will be intimated in advance through Letter/Fax/Telephone/email.**
- The L-1 bidder will be evaluated on the basis of lowest quoted Price mentioned in the Price Bid.**
- In case of more than one CA firm quoted the same fee, the firm**

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securing highest mark in technical bid shall be selected.

- In case there is any discrepancy between figures and words, then the amount quoted in words will be considered for evaluation.**

7. SELECTION PROCESS

Sl.No	Criteria	Maximum Marks	Supporting Documents Required To Be Furnished Along With This Form
1	No. of years of experience of the firm. 5 years-10 marks, for every additional 2 year-1 mark subject to maximum of 15marks	15	Firm constitution certificate issued by ICAI as on 31.03.2020.
2	Average Audited Turnover of the CA Firm during last three Financial Years-2017-18, 2018-19 and 2019-20 having Turnover of Rs.40Lakh –10marks. For every additional turnover of Rs.5 lakh-1 mark subject to maximum of 15 marks.	15	Copies of Self certified Audited Balance Sheets and Statement of Profit & Loss for the financial years-2017-18, 2018-19 and 2019-20.
3	No. of Partners (FCA) @ 2.5 Marks for each partner, maximum upto 10 marks	10	Copies of Firm constitution certificate along with Fellow Certificate of Practice of the Partner as on 31.03.2020.
4	No. of Partners (ACA) @ 1.5 Marks for each partner, maximum upto 5 marks	5	Copies of Firm constitution certificate along with Associate Certificate of Practice of the Partner as on 31.03.2020.
5	Older partner having association for <1 Yr- 0 Mark 1 to 5 Yrs- 4 Marks 6 to 10 Yrs- 6 Marks 11 to 15 Yrs-8 Marks >16 Yrs-10 Marks Maximum up to 10 marks	10	Copies of Firm constitution certificate along with Associate/Fellow Certificate of Practice of the Partner from Respective Institutes as on 31.03.2020.
6	Number of Staff :		
(i)	Qualified (CA)- 1 Mark per Staff, maximum up to 5 Marks	5	Copies of Final Pass Certificate issued by CA Institute duly certified by the Applicant Firm.
(ii)	Semi Qualified (Inter CA): 1 to 5 Staff-3 Marks 6 to 10 Staff-4 Marks >10 Staff-5 Marks	5	Copies of the Intermediate Pass Certificate issued by the CA Institute and the copy of the appointment letter of the concerned staff duly certified by the Applicant Firm.
(iii)	Other Staff (Article Staff/Auditor) 1 to 10 Staff – 3 Marks	5	List of the concerned staff along with details of highest qualification hold by

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	11 to 20 Staff – 4 Marks >20 Staff- 5 Marks		theconcerned staff duly certified bythe Applicant Firm.
7	Experience in Govt. Sector in Last5 Years (2015-16, 2016-17, 2017-18, 2018-19 & 2019-20) for InternalAudit. The number of auditedorganization (other than branch audit of banking organization/finance companies) @ 2Marks for each year of audit maximum up to 15 marks	15	Copies of Letter of Engagement/Work Order and Certificate of Completionissued by the organization.
8	Experience in Transport Sector in Last 5 Years (2015-16, 2016-17, 2017-18, 2018-19 & 2019-20) for Internal/statutory Audit. The number of audited organization 1 Marks for each year of audit maximum up to 5marks	5	Copies of Letter of Engagement/Work Order and Certificate of Completion issued by the organization.
9	The partners / qualified assistants havingcertified ISA (CISA) or Diploma in ISA (DISA) qualifications-2.5 marks per person	10	Copies of CISA/ DISA certificate.
	Total	100	

8. AUDIT FEES

- **Minimum amount of audit fees shall be Rs 1,20,000.00 (One Lakh Twenty Thousand Rupees only) per annum. The Fee is exclusive of applicable GST which shall be paid extra. Any tender submitted below the minimum amount shall be rejected temporarily.**
- **In case of more than one CA firm quoted the same fee, the firm securing highest mark in technical bid shall be selected.**

9. AWARD OF CONTRACT:

- **CRUT reserves the right to accept or reject any or all tenders without assigning any reason thereof.**
- **CRUT reserves the right to reject any part or whole of the tender without assigning any reason whatsoever. For such cancellation the tenderer shall not be entitled to claim any cost, charges, expenses incidental to or incurred by him through or in connection with the preparation and submission, without assigning any reason whatsoever.**

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- **CRUT also reserves the right not to accept the lowest offer (L-1).**
- **Award of contract shall be made at the absolute discretion of CRUT.**

10. SUBMISSION OF BILLS: Bill in triplicate along with the Internal Audit Report on quarterly basis will be submitted to GM (P&A), CRUT for settlement of payment.

11. PAYMENTS TERMS:

- **All payments shall be made through e-payment.**
- **Payment in full against the quarterly Invoice will be made within 45 days after submission of Quarterly Audit Report in line with the Scope of Work as defined earlier.**

12. TAX DEDUCTED AT SOURCES: Income Tax, GST & other taxes including Surcharge and Cess as applicable shall be deducted at source from the bill.

13. PENALTY: In case the successful bidder fails to take up the work after issuance of Work Order, CRUT may at its discretion, impose upon any or all of the following penalties:

- **Cancellation of Work Order.**
- **Forfeiture of Earnest Money / Security Deposit.**
- **Recovery of extra cost incurred by CRUT for getting the work done through other sources.**
- **Blacklisting of the Bidder.**

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CHAPTER-III

GENERAL CONDITIONS

1- DEFINITIONS:

- a) Tenderer/Bidder: Tenderer /Bidder means Proprietorship, Partnership Firm, Limited Liability Partnership Firm (LLP) willing to participate by accepting terms and conditions given in the tender documents.**
- b) Tender: Tender means the work to be performed according to the tender documents (both technical) submitted by the bidder for consideration of CRUT.**
- c) Name of the Tender: Name of the Tender means the work to be performed by the bidder/enderer.**
- d) Technical Bid: Technical Bid means documents regarding eligibility condition as stipulated in the tender documents for qualifying the bidder for consideration of the Price Bid.**
- e) Price Bid: Price Bid means the document containing the scheduled rate to be considered for the purpose of evaluation and award of contract.**
- g) Bidder / Agency: Bidder / Agency means the Proprietorship, Partnership Firm, Limited Liability Partnership Firm (LLP) whose tender has been accepted by CRUT.**
- h) CRUT: CRUT means "Capital Region Urban Transport". A special purpose vehicle to Govt. of Odisha and its registered office at 2nd Floor, Block-1, BMC Bhawani Mall, Saheed Nagar, Bhubaneswar-751007.**
- i) Employer: Employer means "Capital Region Urban Transport".**
- j) Competent Authority: Competent Authority means Managing Director (MD) or any officer designated by the MD.**
- k) Taxes: Taxes means Income Tax, Surcharge, GST and any Other Tax, Levy, Fees, Cess as imposed by the Government from Time to Time.**

2. TENDER SUBMISSION:

The bidder shall submit the Tender in 2 (two) parts consisting of Part-I (Technical Bid) and Part-II (Price Bid) each in separate envelopes duly sealed and superscribed with the Tender Notice Number.

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The instruments of Earnest Money Deposit & Cost of Tender document are to be put in a separate envelope duly sealed and superscribed with the word “Earnest Money Deposit & Cost of Tender Document”.

All the 3 (three) envelopes containing (a) Part - I, (b) Part - II and (c) Earnest Money & Cost of Tender shall be put in a 4th (fourth) envelope duly sealed, superscribed with Tender Notice No., Name of the work, date of opening of Technical Bid and addressed to GM (P& A) of Capital Region Urban Transport, Bhubaneswar.

Tender not submitted with Cost of tender Paper/ EMD/ Part - I/Part - II in separate covers properly sealed as prescribed above shall be considered as invalid and will be rejected.

Tenders can be submitted either by post, courier service or deposited in the Tender box in the office CRUT. However, CRUT shall not be responsible for delay occurring in postal/ courier services resulting in non- submission of the bid documents within scheduled date and time.

Tenders not received in prescribed format will be liable to be summarily rejected. Conditional Bids not adhering to the Tendered terms and conditions are liable to be rejected. Tenders will be received up to 3.00 P.M. on 21-01-2021 and will be opened on the same day at 3.30 P.M. in the presence of bidders or their authorized representatives.

The bidders will be intimated about the date & time of the price bid opening in advance through Letter/Fax/Telephone/ e- mail.

Bidders should indicate their Bank A/c details for making payments through RTGS/NEFT. CRUT reserves the right to accept or reject any or all tenders or distributes the work amongst different bidders without assigning any reason thereof.

The tender document shall have to be signed by the bidder in each page and the terms & conditions must not be altered; failing which, the tender will be rejected.

3. OPENING OF TENDER:

Part - I, i.e. Technical Bid shall be opened in the presence of the bidders or their authorized representative on 21-01-2021 at 3.30P.M.

Part - II i.e. Price Bid of the Bidders, whose Technical Bids are found acceptable shall be opened afterwards on a suitable date, which will be intimated to the bidders in due course through Letter/Telephone/e-mail.

CRUT also reserves the right to cancel/postpone the date of receipt and opening of the Tender without bearing any liability whatsoever, consequent upon such decision.

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4. VALIDITY: 180 Days from the date of opening of Technical bid of the tender.

5. TERMINATION OF CONTRACT: In case the successful bidder declines to take up the work, CRUT reserves the right to terminate the contract and forfeit the earnest money/security deposit of the agency. In such eventuality, the agency will have no claim for the cost which might have incurred for taking up the work and the cost of the work which have been incurred by that time and the work may be rescinded.

6. FORCE MAJEURE CLAUSE: If, at any time, during the currency of this contract, the performance in whole or in part, by either party, of any obligation under this contract, shall be prevented or delayed by reasons of war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods explosions, epidemic, quarantine restrictions, Acts of State or other Acts of God, hereinafter referred to as eventualities, then, provided notice of the happenings of any such eventuality is given by either party to the other, within 15 days from the date of occurrence thereof, neither party shall by reason of such eventuality be entitled to terminate this contract, nor shall either party have any claim for damages against the other, in respect of such non-performance or delay in performance and work under this contract shall resume as soon as practicable after such eventuality has come to an end or ceased to exist and the decision of the Employer as to whether the work has to be resumed shall be final and conclusive.

Should one or both parties be prevented from fulfilling their contractual obligations by a state of *force - majeure* lasting continuously for a period of at least three months, the two parties should consult each other regarding further implementation of the contract, provided always, that if no mutually satisfactory arrangement is arrived at, within a period of a month, from the expiry of three months referred to above, the contract shall be deemed to have expired at the end of the said 4th month referred to above, in which event the liability under the contract shall be settled taking into consideration the work carried out by the Contractor up to the expiry date without prejudice to the rights of Employer arising prior to the expiry date.

7. ILLEGAL GRATIFICATION: If the bidder is found to be involved in any illegal gratification during the currency of the contract, the entire bid is liable for rejection.

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8. MODIFICATION OF CONTRACT: No modification and alteration of the contract / agreement will be allowed during the currency of the contract. However, difficulties, if any, experienced while implementing/ execution of the contract, the same can be addressed with the approval of the MD, CRUT.

9. ASSIGNMENT: The work order under this Tender Notice is not assignable or transferable in full or in part by either party.

10. LAWS GOVERNING THE WORK ORDER: The Work Order shall be subject to Indian Laws, Rules and Regulations, notifications etc. issued by the Govt. from time to time. Chapter-I, Chapter-II and Chapter-III will be integral part of the tender document/agreement.

11. ARBITRATION: Any dispute or difference under or arising out of or in respect of the work order shall be referred to the General Manager (P&A) of the CRUT., 2nd Floor, Block-1, BMC Bhawani Mall, Saheed Nagar, Bhubaneswar-751007 or his authorized representative as sole arbitrator and the decision of the sole arbitrator on the matter in dispute shall be final and binding on the contractor and the company. The arbitration shall be carried out as per Arbitration Act, 1996 & rule made there under as amended from time to time. In the event of failure to settle the dispute through arbitration, either party can refer the dispute to the court of Law. In that case the jurisdiction of court shall be Bhubaneswar only.

12. COUNTER OFFER: Any offer of the agency(s) which stipulates deviations from the terms & condition stipulated in the tender schedule will be treated as counter offer and may be liable for rejection.

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Annexure – I

Scope of Work

- **To check the compliance with policies / circulars / procedures / guidelines and report the non-compliance for corrective actions and suggest for procedures wherever required.**
- **To check the Statutory Compliance and report non-compliance / incorrect compliance for corrective actions.**
- **To study the internal financial controls and its adequacy and suggest for improvements/ new controls as required.**
- **To identify the areas for Improvement to optimize the overall cost and expedite the processes.**
- **To report cost saving opportunities to minimize overall cost to the organization.**
- **To study the System failure / controls and suggest for improvement.**
- **Vouching & verification of day to day transactions w.r.t. revenue collections, salary payments, party bills payment, office maintenance, deposits, investment maturity claims etc. and suggest for corrective actions, suggesting improvements.**
- **Scrutiny of the ledger accounts**
- **Checking of Bank Reconciliation and other Reconciliation statements**
- **Compliance with various Statutory Laws like Income tax, GST and other laws with regard to Payment, submission of Returns, payment of Advance Tax within stipulated framework as per relevant law & guidelines.**
- **Review of Significant Account Policies & Accounting Standards with respect to maintenance of Books of Accounts and advises thereon.**
- **Review of Statutory Audit observations pertaining to previous year and suitable advice for compliance including disclosure, accounting treatment etc.,**
- **To study the Quarterly / Annual Schedules under financial Accounts to suggest necessary corrections before submission to Statutory Auditors.**
- **Preparation of quarterly internal audit report and annual financial statements for statutory audit as per the Companies Act 2013, Income Tax Act, GST Act & other applicable Rules & Regulations,.**
- **Any other Audit work that may be felt by the auditor &/or management necessary to be included in the scope of internal audit.**
- **Submission of Internal Audit Report to the management of the Company by the last day (i.e. 30th day) of the following month of the quarter.**
- **Preparation of annual and quarterly checklist as per the applicable provisions.**
- **Submission of Annual Financial Statements of the Company by 30th June of the following year.**
- **Non-submission of timely reports will attract disciplinary action.**

CAPITAL REGION URBAN TRANSPORT

(A SPECIAL PURPOSE VEHICLE OF GOVT. OF ODISHA)

**Regd. Office: 2nd Floor, Block-1, BMC Bhawani Mall, Saheed Nagar,
Bhubaneswar-751007 Email: crutbbsr@gmail.com; Phone No.: 0674-2548625**

- **The partner should visit CRUT office at least one or twice in a quarter.**
- **Advising the management of the company about the implementation / introduction of new provisions of Companies Act, 2013, Income Tax Act, GST Act & Rules & Regulations.**
- **Attend the Board meeting and General meetings of the Company as per the provisions of the Companies Act, 2013.**

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Annexure-II

DECLARATION TO BE GIVEN BY THE BIDDER

I/we certify that the above-mentioned particulars are correct and true to the best of my / our knowledge. In case any statement made above is found incorrect, my / our tender may be rejected by the company.

My/our price bid is based on the basis of our full understanding about the job. I/we also authorize the company to forfeit my earnest money in case I/we fail to take up the job in the event of acceptance of my/our tender by CRUT.

SIGNATURE OF BIDDER WITH DATE & SEAL

CAPITAL REGION URBAN TRANSPORT

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Annexure-III

UNDERTAKING BY THE BIDDER

**To
The General Manager (P&A)
The Capital Region Urban Transport
2nd Floor, Block-1, BMC Bhawani Mall
Saheed Nagar,
Bhubaneswar-751007**

**Sub: Tender for Engagement of Internal Auditors for Capital Region Urban
Transport for the Financial Year 2021-22.**

Ref. No.: Tender No. 1557/CRUT/Fin/Internal Auditor/2021-22 Dated: 22-12-2020

Dear Sir,

In response to the tender invited by you, I/We have examined the general conditions and other terms and conditions of the contract and I/We agree to abide by all instructions in these documents attached hereto and hereby bind myself/ourselves to execute the work as per schedule stipulated in the Tender Notice. I/We also undertake that I/we have not been blacklisted by any PSU or debarred by any PSU/ Govt. Organization & CRUT at any time.

**Yours faithfully,
SIGNATURE OF TBIDDER WITH DATE & SEAL**

CAPITAL REGION URBAN TRANSPORT

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Bhubaneswar-751007 Email: crutbbsr@gmail.com; Phone No.: 0674-2548625

Annexure-IV

Part II

PRICE BID

Sub- Tender for Engagement of Agency for Internal Audit of M/s Capital Region Urban Transport for the FY 2021-22.

Ref. no.: Tender No.1557/ CRUT/Fin/Internal Auditor/2021-22 Dated: 22-12-2020

Particulars	Price per Annum in Rs. (In Figure) excluding GST	Price per Annum in Rs. (In Words) excluding GST
Internal Audit of CRUT		

Note: -

- **The L-1 bidder will be evaluated on the basis of lowest quoted rate in the Price Bid at Part-II, Annexure-IV exclusive of applicable GST.**
- **In case there is any discrepancy between figures and words, then the amount quoted in words will be considered for evaluation.**
- **In case of more than one CA firm quoted the same fee, the firm securing highest mark in technical bid shall be selected.**

Yours faithfully,

SIGNATURE OF THE BIDDER WITH DATE & SEAL