



MUMBAI METRO RAIL CORPORATION LTD
(MMRC)

E-TENDER

REQUEST FOR PROPOSAL FOR
APPOINTMENT OF INTERNAL AUDITOR FOR
FY 2016-17
FOR
MUMBAI METRO RAIL CORPORATION LIMITED
(A 50:50 JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF MAHARASHTRA)

MAY 2016

MUMBAI METRO RAIL CORPORATION LTD (MMRC),
NAMTTRI Building, E-Block, Plot No.R-13,
Bandra-Kurla Complex,
Bandra (East)
Mumbai- 400 051



MUMBAI METRO RAIL CORPORATION LIMITED

CONTENTS

Chapter	Description	Page No.
I	Letter of Invitation	1– 2
II	Detailed e-Tender Notice	3
III	Guidelines for Submission of proposal for conducting Internal Audit of the Company	4–6
IV	Annexure – I: Scope of Internal Audit	7–8
V	Annexure - II: Eligibility of Firms for Submission of bids	9
VI	Annexure - III : Process of Submission of Bids	10
VII	Part- I: Technical Bid	11 – 12
VIII	Part- II : Financial Bid	13
IX	Declaration by Practising Chartered Accountant Firm / Cost Accountants Firm	14
X	E-Tendering Guidelines for MMRDA/MMRC	15

Chapter – I

Appointment of Internal Auditor:

1. Letter of Invitation :

The Mumbai Metro Rail Corporation Limited invites applications from the Practicing Chartered Accountant Firms / Cost Accountants Firms in Mumbai, who are willing to take up the following assignments for the FY 2016-17:

- a) Internal Audit of the Accounts, Banking Transactions, Vouching, Trial Balance Checking, Bank Reconciliation.
- 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 RPF is enclosed as **Annexure I**. The audit scope shall mention the methodology, staff deployment, and the areas where there will be 100% verification.
- d) Timeline Information to Firm of Practicing Chartered Accountants / Cost Accountants regarding :-

Sr. No.	Parameters	From Date	To Date
1.	Tender Release	25-05-2016	
2.	Bid Document Submission	25-05-2016	05-07-2016 @ 17.00 Hrs
3.	Last date of Receipt of Queries	25-05-2016	07-06-2016
4.	Pre-bid Meeting	08-06-2016 @ 15.00 Hrs	
	Venue :	Mumbai Metro Rail Corporation Ltd	
		NaMTTRI Building, Plot # R13, E Block,	
		Bandra-Kurla Complex,	
		Bandra (East)	
		Mumbai - 400 051	
5.	Last date of Online submission of Bid	05-07-2016 at 17.00 Hrs	
6.	Date of Online Control Transfer	05-07-2016 17.01 Hrs to 08.07.2016 17.00 Hrs	
7.	Date of Bid Opening	11-07-2016 at 15.00 Hrs	

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 Notice

Request for proposal for conducting Internal Audit of the Company “Mumbai Metro Rail Corporation Ltd” for Financial Year 2016-17

Applications are invited for conducting Internal Audit of the Company, “Mumbai Metro Rail Corporation Limited” for the Financial Year 2016-17 by eligible Practicing Chartered Accountant Firms / Cost Accountants Firms in Mumbai.

The Scope of the Audit shall be as per **Annexure I** to this Letter and shall be in the Format as specified in Section 138 of the Companies Act, 2013 read with the Rule 13 of the Companies (Accounts) Rules, 2014 thereon and as applicable from time to time.

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. The process for submission of the bids is stated in **Annexure III** to this Letter.

It shall be the responsibility of the Practicing Chartered Accountant Firms / Cost Accountant Firms to ascertain their eligibility, 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.

You are requested to submit the completed proposal, duly signed and sealed envelopes before the last date to:

Mr. Indranil Sarkar
Chief Financial Officer,
Mumbai Metro Rail Corporation Limited
NaMTTRI Building,
BandraKurla Complex, Bandra (East)
Mumbai 400 051
Email: Indranil.sarkar@mmrcl.com
Tel.: 022 – 26597641 / 26597635

Alternatively, the Bidders may submit their bid/ application online by following the instructions provided under E-Tendering (<https://etendermmrda.maharashtra.gov.in>). It is the Bidders responsibility, to ensure timely submission of the Bid within the due date.

For, Mumbai Metro Rail Corporation Ltd

Sd/-

Mr. Indranil Sarkar
Chief Financial Officer

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 2016-17. The scope of work for the Audit is attached as **Annexure I**.
2. **Timeline Information for Practicing Chartered Accountant Firms / Cost Accountant Firms:**

Sr. No.	Parameters	From Date	To Date
1.	Tender Release	25-05-2016	
2.	Bid Document Submission	25-05-2016	05-07-2016 @ 17.00 Hrs
3.	Last date of Receipt of Queries	25-05-2016	07-06-2016
4.	Pre-bid Meeting	08-06-2016 @ 15.00 Hrs	
	Venue :	Mumbai Metro Rail Corporation Ltd	
		NaMTTRI Building, Plot # R13, E Block,	
		Bandra-Kurla Complex,	
		Bandra (East)	
		Mumbai - 400 051	
5.	Last date of Online submission of Bid	05-07-2016 at 17.00 Hrs	
6.	Date of Online Control Transfer	05-07-2016 17.01 Hrs to 08.07.2016 17.00 Hrs	
7.	Date of Bid Opening	11-07-2016 at 15.00 Hrs	

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 bill.
- 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, 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 will be fixed for the initial period of appointment.

5. Periodicity of Audit:

The appointment of the selected Internal Audit firm shall be initially for a period of one financial year i.e FY 2016-17. The appointment may be extended depending on the decision of the Audit Committee of the Board and/or the Management of the Company. The Board of Directors and/or the Management may alter or revise the period of Audit at its discretion.

6. Audit Report Submission:

The Audit Report should be submitted on Quarterly Basis to the Audit Committee/Management.

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. MMRC reserves the right to cancel the request partly or fully at its sole discretion at any stage without assigning any reason to any of the participating bidders.
- ii. MMRC reserves the right to cancel or reject any or all the bids without assigning any reasons thereon.
- iii. 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.
- iv. The last date for submission of bids is 5th July 2016 at 17.00 Hours.
- v. Bidders have the option to send the proposal by **hand delivery** so as to reach MMRC before the bid deadline. Bidders may also submit the proposal through E-Tendering on <https://etendermmrda.maharashtra.gov.in>.
- vi. The firms will be evaluated on the basis of assessment of their eligibility, experience and the Audit Plan submitted along with the Technical Bid. Significant weightage in the assessment of the bid will be given to the suitability of the Audit Plan submitted.
- vii. The Financial Bids, of only those Bidders who qualify in the Technical Evaluation, will be opened.
- viii. MMRC shall not undertake any correspondence with the bidders in any way, except to issue the RFP and modification to the RFP, if any and Pre-Bid meeting and clarification, if any. While Bidders are free to submit their queries, MMRC will respond in the form of modifications to the RFP, if any.
- ix. The bid shall remain valid for a period of 180 days from the date of submission of the bid.
- x. MMRC takes no responsibility for misplacement of bids by the Company, if the same are not enclosed properly or not delivered to the correct address.
- xi. The bidders shall be responsible for all the costs associated with preparation, submission and delivery of bids, including any clarifications thereon.
- xii. Bidders are not required to pay any fees/EMD for participating in this tender/bid.
- xiii. All pages of the bid document must be signed by the Partner or an Authorised Signatory of the Practising Chartered Accountant Firm / Cost Accountant Firm. (Applicable Only in case of Physical Submission of Bid).

- xiv. Conditional Bids will be disqualified.
- 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 responses contain any conditions, put in by the bidders, such responses 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.
- xix. The Practicing Chartered Accountant Firm / Cost Accountant Firm shall deploy a full-time staff / employee as Internal Auditor in the MMRC 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 Stage of Chartered Accountant / Cost Accountant examination.

xx. Last date for submission of Technical Bid and Financial Bid:

Technical bid and Financial Bid formats are enclosed as Annexure – II and Annexure – III respectively. The Technical Bid and Financial Bid duly signed on each page should be submitted in separate envelopes super scribed as ‘**Technical Bid**’ and ‘**Financial Bid**’ for Offer for Conducting Internal Audit and both the envelopes should be enclosed in another envelope which shall be super-scribed with “Appointment of Internal Auditor – MMRC” and must reach us on or before 5th July 2016 by 17.00 hrs at the following Address(**by hand delivery**).

Mr. Indranil Sarkar
Chief Financial Officer,
Mumbai Metro Rail Corporation Limited
NaMTTRI Building,
Bandra-Kurla Complex, Bandra (East)
Mumbai 400 051

Alternatively, the Bidders may submit their bid/ application online by following the instructions provided under E-Tendering (<https://etendermmrda.maharashtra.gov.in>).

- xxi. **Opening of Technical Bid:** Technical Bids will be opened on 11th July, 2016 at 15.00 hrs at the office of the Chief Financial Officer in the Office Address given above in the presence of applicants, who desire to be present there. The Technical Bids received after the specified date/ time, incomplete / unsigned open envelope or by fax, email etc. will not be considered and be rejected.

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. In case of any clarification required in this regard the same can be sent to email id – Indranil.sarkar@mmrc.com.

- 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. Whatsoever 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 scope of Internal Audit will generally cover the following basic areas, 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 all voucher and payments as per the existing rules and procedures.

II) ACCOUNTS

- a) Review the cash and bank balances – physical verification, reasonableness of the balances maintained, reconciliation, etc.
- b) Scrutinise the ledgers and sub-ledgers for proper accounting, classification and reconciliation.
- c) Accounting of Fixed Assets and CWIP, sale / disposal of assets, depreciation calculation, etc.
- d) Review the physical verification of fixed assets and CWIP – procedure followed, accounting treatment for discrepancies, etc.
- e) Confirmation of balances of suppliers, creditors, employees and other parties.
- f) Payroll Accounting.
- g) Loans and advances granted to employees.
- h) Compliance with statutory provisions.

III) INVESTMENTS AND BORROWINGS

Checking with reference to procedure followed, delegation of powers, accounting and maintenance of proper records of Investments, Borrowings and Government Funding.

IV) TAXATION

- a) Whether payment/reimbursement of Service Tax/ TDS/ WCT / Labour Cess, Profession Tax and other taxes are done appropriately.
- b) Review of Direct and Indirect Taxes payment, accounting and reconciliation.

V) CONTRACTS

- a) Review of estimates prepared for tenders.
- b) Scrutiny of all vouchers and payment.
 - Arithmetical accuracy,
 - Compliances with purchase order / Work order terms,
 - Accounting treatment.
- c) Review the outstanding advances and actions taken for adjustments / recoveries.
- d) Compliance with statutory provisions.

VI) 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 amount to Rs. 5000 Crore p.a approximately.

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.
4. The firm should have a minimum of 10 years experience in the audit and consulting fields.
5. The firm should have experience of handling audit and assurance related matters for Public Sector Undertaking (PSU) / Unit of PSU and the said PSU (as a whole) should also have annual turnover of Rs. 500 crore or more, preferably engaged in carrying out audit for a Maharashtra State Government Company or a Central Government company in Mumbai or the firm should have experience in handling audit in private company whose annual turnover is above Rs. 1,000 Crore.
6. 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.
7. 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 in 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 any manner whatsoever 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 for creating circumstances for MMRC to accept 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

Annexure III: Process of submission of bids

- The applicants will be required to submit the bids in the following formats in separate sealed envelopes marked “**Technical Bids – MMRC – Appointment of Internal Auditor**” and “**Financial Bids – MMRC – Appointment of Internal Auditor**” respectively and both the envelopes should be enclosed in another envelope which shall be super-scribed as “Appointment of Internal Auditor– MMRC” and must reach the concerned authority, prior to the last date for submission of bids.
- The last date for submission of bids is 5th July, 2016 @ 17.00 Hrs.
- The bid must be accompanied by all the relevant documents mentioned therein. MMRC shall not be responsible for any missing documents or information.
- Both parts of the Bid may be under the letter head of the Company and duly signed and stamped by authorised signatory.
- The bids must be sent by “**Hand delivery**” marked to:

Mr. Indranil Sarkar
Chief Financial Officer,
Mumbai Metro Rail Corporation Limited
NaMTTRI Building,
BandraKurla Complex, Bandra (East)
Mumbai 400 051

Alternatively, the Bidders may submit their bid/ application online by following the instructions provided under E-Tendering (<https://etendermmrda.maharashtra.gov.in>).

- All these documents shall be required to be under the letter head of the applicant and duly signed by the Authorised Signatory.

Chapter - VII

Under the letterhead of the Firm

PART 1 – TECHNICAL BID

FOR INTERNAL AUDIT OF MUMBAI METRO RAIL CORPORATION LTD

Chief Financial Officer,
Mumbai Metro Rail Corporation Limited
NaMTTRI Building,
BandraKurla Complex, Bandra (East)
Mumbai 400 051

PART - A

1	Name of the Practicing Chartered Accountant Firm / Cost Accountant Firm:	
2	Type of Entity (Partnership / LLP/ Company):	
3	Whether the Partnership Firm / LLP / Company is a Practicing Chartered Accountant Firm / Cost Accountant Firm, Please Specify.	
4	Name of the Authorised 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	Service Tax Number	
10	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.	

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.	
12	Annual Gross Receipts for last 3 Financial Years along with documentary evidence (upto Financial year 2014-15, or FY 2015-16 if available)	
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) 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)	
DECLARATION		
	All information provided by me/us herein above is correct, true and free from any misstatement or misinformation.	
	I/We have read all the terms and conditions of this bid and the instructions and accept them in total on all fronts.	

Signature:

Name and Designation of Authorised Signatory:

Stamp of Firm:

Date:

Place:

Chapter - VIII

Under the letterhead of the Firm

PART 2 – FINANCIAL BID

FOR INTERNAL AUDIT OF MUMBAI METRO RAIL CORPORATION LTD

Chief Financial Officer,
Mumbai Metro Rail Corporation Limited
NaMTTRI Building,
BandraKurla 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 to the Firm
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:

Chapter - IX

Declaration

1. All the information provided by me/us herein above is correct.
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 bid and the instructions and these are acceptable to me/us.

Signature: _____

Name and Designation of the Authorised Signatory: _____

Stamp of the Firm: _____

Date: _____

Place: _____

Chapter - XI

E-Tendering Guidelines for MMRDA/MMRC

1. Bidders should have valid class 2 or 3 Digital Signature Certificate (DSC) having both Signing and Encryption Certificates obtained from any Certifying Authorities empanelled by Controller of Certifying Authorities India. In case of requirement of DSC, Bidders should go to <https://etendermmrda.maharashtra.gov.in/files/mmrda/misc/Digital%20Certificate.rar> and follow the procedure mentioned in the document Procedure for Digital Certificate.
2. Bidders should do Online Control Transfer of Bid as per Schedule given in Tender Document any bidder failing to complete this Step will not be considered for Bid Opening.
3. Bidders who are participating in e-tendering for the first time will have to register and obtain User ID & Password from the above mentioned portal.
4. In case of any queries, Bidders may contact MMRDA's e-tendering service desk at etendersupport@mailmmrda.maharashtra.gov.in on any working day from 10am to 5.30pm. (Phone No. 022-26595971)
5. The tenders shall be received online on above mentioned MMRDA official E-Tendering portal and opened by the Chief Engineer on scheduled date and time.
6. If there is any amendment in the tender, the same shall be published on following MMRDA's official e-Tender portals / website:

MMRDA e-Tender Portal : <https://etendermmrda.maharashtra.gov.in>

MMRDA Website: <https://mmrda.maharashtra.gov.in>

7. The detailed e -Tender notice along with the subsequent corrigendum, addendum etc. shall form part of the tender document.
8. The acceptance of tender will be intimated by email or otherwise by the authority competent to accept the tender or by the higher Authority of MMRDA, to the contractor, which shall be deemed to be an intimation of the tender given by the Authority Competent to accept the tender.
9. Bid shall be submitted online on the e-tendering portal in 'three electronic envelopes system' within prescribed schedule.

a. e-Envelope 'A'(Prequalification Criteria if any):

Bidder should upload scanned copies of Pan Card.

b. e-Envelope 'B' (Technical bid):

Bidder shall upload scanned copies of Technical Document as per RFP/Bid document.

c. e-Envelope 'C' (Financial bid):

- i) Bidder shall quote his offer on Lump Sum basis at the prescribed space in e-Envelope C. The amount quoted by the Bidder shall be calculated by the system.
- ii) Upload Quotation in company's Letter head under Price bid Cover Letter option