



NARMADA CLEAN TECH

(A Subsidiary of GIDC)

EXPRESSION OF INTEREST & PRE-QUALIFICATION

Narmada Clean Tech (NCT) is a section 8 Company as per Companies Act, 2013 & subsidiary of GIDC (Gujarat Industrial Development Corporation) engaged in operation of treatment facility and conveyance of treated waste water to deep sea. NCT invites competent and well experienced Chartered Accountant Firms (CA firms) and Cost & Management Accountant Firms (CMA firms) for appointment as **“Internal Auditor”** for the financial year 2022-23 & 2023-24.

MINIMUM PRE-QUALIFICATION (PQ) CRITERIA FOR APPOINTMENT OF INTERNAL AUDITOR.

1. CA/CMA Firm should have their Head/Registered office in Gujarat and fulltime branch office at Bharuch/Surat/Vadodara districts with adequate qualified manpower.
2. CA/CMA Firm or its partners/director should not have had any disputes with NCT and not filed any legal cases against NCT Management & Directors currently and during last five years.
3. CA/CMA Firm who were appointed as “Internal Auditors” in previous years is not eligible for this pre-qualification process, the cooling period of at least 2 years is applicable.
4. CA/CMA Firm can visit www.nctc.co.in for more details about the NCT, the financials of earlier years are available on the website.
5. NCT reserved rights to cancel any or whole pre-qualification process without prior intimation.
6. You have to depute, minimum one (1) qualified CA and three (3) reasonably experienced assistant at-least for seven (7) day to carry-out audit as per scope of work attached in **Annexure I**.
7. You have to self-evaluate the technical criteria as attached in **Annexure II**. Same will be reviewed by NCT based on information and supporting documents submitted by you.

P. S. Bhargava
18/8/22



8. The CA/CMA Firm should have to submit the following documents:
- Audited /certified copy of last three years financials.
 - Latest Updated Firm Registration Certificate under ICAI /ICMAI or Firm card with details of all qualified partners/employees, Head office & Branch Offices.
 - Certified copy of PF/ ESIC, GST registration, PAN, MSME certificate
 - Technical evaluation criteria - **Annexure II**, with required supporting.
 - Details required as per (on letterhead) – **Annexure III**
 - Declaration (on letterhead) – **Annexure IV**
 - Undertaking (on letterhead) – **Annexure V**
 - Any other additional information related to technical self-evaluation criteria.

9. Abbreviations:

- “NCT” means Narmada Clean Tech.
- “CA” means Chartered Accountant.
- “CMA” means Cost & Management Accountant.
- “ICAI” means Institute of Chartered Accountant of India.
- “ICMAI” means Institute of Cost & Management Accounts of India.
- “QCBS” means Quality cum Cost Based Selection.
- “ST” means Technical Score
- “SF” means Financial Score

The interested Firms are requested to submit their respective credentials to Narmada Clean Tech, Surti Bhagor, Umarwada Road, Nr. Gujarat Gas Office, Ankleshwar 393001, Dist. Bharuch, Gujarat on or before **04:00 p.m. Dt. 17th September 2022**

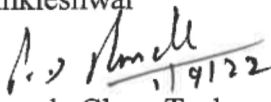
These submissions may be made on all working days between 10:30 a.m. to 04:00 p.m.

Pre-qualification decision shall be made by Narmada Clean Tech based on Eligibility Criteria and other relevant information.

Canvassing in any form shall disqualify the Firm from this procedure.

Issued:

Place: Ankleshwar


For, Narmada Clean Tech
Chief Executive Officer



Annexure I**Scope of Work**

1. Verification of books of accounts and review whether the same are in compliance with applicable “Accounting Standards and Principles”;
2. Verification of vouchers viz. Cash and Bank Payments, Journal Vouchers, Receipts and Invoices and Bank Reconciliations etc. with applicable orders and bills;
3. Verification of Statutory Payments viz. PF, ESIC, TDS and GST (Goods and service Tax) and compliance of applicable tax laws, deduction of applicable taxes in prescribed manner and deposit / remittance of the same within prescribed time limit;
4. Verification of Fixed Asset register as required under the Companies Act, 2013; physical verification of assets addition on quarterly basis.
5. Physical verification of stock of raw material, stores & consumables on quarterly basis; report on slow moving / nonmoving inventory items.
6. Material receipt (both at NCT gate and store), inspection and bill passing system.
7. Verification of stock valuation and synchronization of the same with books of accounts;
8. Verification of Capital and revenue received from member industries with respect to prevailing policy, verification of baseline data for preparation of monthly revenue billing.
9. Verification of records related to member industries.
10. Verification of overall purchase procedure including tendering process, negotiation process, terms & conditions of order etc.;
11. Verification of compliance as per companies act 2013;
12. Verification of time office management which includes payroll management, verification of all types of payment made to employees with respect to appointment orders and HR Policy.
13. Contractor hiring and manpower attendance verification system.
14. Review and reporting on status of ongoing projects (Capital work in progress-CWIP);
15. Verification of overall compliance applicable laws and give recommendation to management for deviation if any.
16. Review of existing policies i.e. revenue & receivable (O&M policy), purchase & payable, fixed assets capitalization, inventory, treasury, monitoring & control policy, HR policy etc. Suggest improvements whenever require.



Annexure II

The CA / CMA firms should carry out self-evaluation and submit the same:

A. Technical evaluation criteria

Sr. No.	Parameter as on the date of notice inviting tender	Maximum Marks	Self-Assessed	Supporting document
1.	Firms Existence in Years - Minimum 5 years - 5 Marks - For every one year exceeding 5 years, 1 mark each for 1 completed year up to 10 years.	10		
2.	The Average turnover of the CA/CMA Firm for 3 FYs (18-19,19-20 and 20-21) - 25 lakhs to 50 lakhs – 5 marks - 50 lakhs to 75 lakhs – 8 marks - More than 75 lakhs – 10 marks	10		
3.	Total No. of CA/CMA Partners - Minimum 3 Partners - 5 Marks - For every one Partner, exceeding 3 Partners, 1 mark each for one partner.	10		
4.	Years of Audit Experience in practice - At least 1 Partner with more than 10 years of experience – 5 Marks - Other 2 Partners (both) with more than 5 years – 5 Marks	5 5		
5.	Experience to have worked as an Internal auditor of CETP/FETP in the past – 5 Marks	5		
6.	Firm with experience in Internal/ Statutory Audit for minimum 5 years. No. of years - Minimum 5 5 Marks - 5 to 10 7 Marks - More than 10 10 Marks	10		
7.	Total no. of Audits of listed companies during previous 3 FY (19-20, 20-21, 21-22) No. of Audit - 1 listed companies 3 Marks - 2 & above listed companies 5 Marks	5		
8.	No. of Qualified Assistants (CA/CMA) employed with the Firm. 1 Mark per qualified Assistant (CA/CMA)	5		
9.	Empanelment with C&AG: Full marks for Empanelment, otherwise zero.	5		
TOTAL SCORE		70		

Minimum qualifying marks will be 45 out of Total score mentioned above.



Self-Evaluation of serial number 1 to 9 will be verified by NCT on the basis of supporting documents submitted along with the technical proposal.

B. Evaluation of Financial Proposal

The bid containing the financial shall be accepted after the technical evaluation is completed. The financial proposal of only such bidders will be invited who obtain minimum qualifying marks / standards prescribed for the technical proposal.

C. Final Evaluation

The selection method is Quality cum Cost Based Selection (QCBS).

The technical score will be combined with bid amount equivalent score. Final score will be calculated through the QCBS scheme.

Technical Bid score will get a weightage of 70% (denoted by ST) and Financial Bid score a weightage of 30% (denoted by SF).

The process of selection of successful bidder for the purpose of award of contract shall be as follows: -

a. Calculation of Technical Score (ST)

"T= Technical Marks obtain by the individual Bidder

TH= Highest Technical Marks obtain by the individual Bidder ST = Technical Score obtain by the individual Bidder

Calculation of ST will be as per the below formulae: -"

$$ST = 100 \times (T/TH)$$

b. Calculation of Financial Score (SF)

"F = Total Financial Bid amount quoted by individual Bidder (Excluding GST) FL = Lowest Total Financial Bid amount quoted by individual Bidder (Subject to Minimum specified fees (₹.30,000 per quarter and above) (Excluding GST))

SF = Financial score obtain by the individual Bidder (Excluding GST)

Calculation of SF will be as per the below formulae: -"

$$SF = 100 \times (FL/F)$$

c. Calculation of Final Composite Score (S)

The Final Composite Score (S) shall be computed for each firm by assigning 70% weightage to Technical Score (ST) and 30% weightage of Financial Score (SF) using the formula given below: -

$$S = (ST \times 0.7) + (SF \times 0.3)$$

- **Final Selection Method**

Bidder with the highest final composite score will be awarded the contract. In case of a tie in the final composite score, the bidder with the higher Technical Score will be invited for negotiations and selection first.



Annexure III

(On letter head duly signed and stamped)

Details of Head/Registered office address, branch office address and staff.

No.	Particular	Details		
1	Name of Firms Chartered Accountant Firm/ Cost & Management Accountant Firms			
2	Head/Registered office Address			
3	Branch Office Address at Bharuch / Surat /Vadodara District			
	Numbers of total branch offices			
4	Contact Detail			
5	Web address			
5	E-mail address			
6	Name of Proprietor/Partners			
7	Contact Person Name & Contact with e-mail			
8	Year of Establishment			
9	Annual Turn Over of last 3 years (₹ in Lakhs)	2018-19	2019-20	2020-21
10	Constitution of Firm (Proprietor/ Partnership/Pvt. Ltd/ Ltd/LLP)	CIN: (if applicable)		
11	Details of Qualified CA/CMA Firms:			
	Sr.	Name	Designation	Year of Appointment in firm
				Total experience
	<i>(Attached separate annexure if require)</i>			
12	No. of other staffs for Audit assignments.	<i>(Attached separate annexure if require)</i>		
13	Name of your valuable clients where you performed Internal/Statutory audit with contact details & year of audit. <i>Attach copy of engagement/ Appointment letter received from your valuable clients (Detail is Mandatory)</i>	Name of Clients	Year of audit	Contact No.
	<i>(Attached separate annexure if require)</i>			
14	Statutory Registrations:			
	PAN		PF	
	GST		ESIC	
	CIN		MSME	
15	Any other information's that you wish to share.			



Annexure IV

(On letter head duly signed and stamped)

Declaration

I/We..... hereby declare:

- That the information given above is true.
- That if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
- That I/We understand that I/We shall be disqualified should the information submitted here for purpose of seeking qualification be materially inaccurate or materially incomplete.
- That I/We give NCT, authority to seek any other references concerning my/Our Company/firm from whatever sources deemed relevant.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....



Annexure V

(On letter head duly signed and stamped)

UNDERTAKING OF THE FIRM

We hereby declare that all the partners of the firm are full time practicing Chartered Accountants.

We hereby declare that individually, no partner is engaged in practice otherwise or in any other activity which would be deemed to be in practice under Section 2(2) of the Chartered Accountants Act 1949.

We hereby declare that neither our Firm nor any of the partners have been disqualified/debarred/cautioned by ICAI/IBA/RBI during the last 3 years.

We hereby declare that the firm is fully conversant with the principles of Accountancy, techniques of audit and various laws relevant to the profession, in the present Computerized Environment.

We hereby declare that the constitution of the firm as on the date shown in this Profile/Resume is the same as that of in the Constitution Certificate issued by the ICAI. (The latest copy of the Registration Certificate issued by the ICAI duly attested is enclosed for reference and records).

We hereby declare and confirm that the above particulars are true, complete and correct and no other material information has been withheld.

The above particulars/information/details are given on behalf of the firm, by the undersigned, who is authorized to do so.

Place:

Date:

.....

Contact Person:

Name of the Partner:

Membership No.:

Name of the firm:

Contact No.:

