



NARMADA CLEAN TECH

(A subsidiary of GIDC)

EXPRESSION OF INTEREST & PRE-QUALIFICATION

Narmada Clean Tech (NCT) is a company registered under section 8 of companies' act & 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) & Cost & Management Accountant Firms (CMA firms) for appointment as **"Internal Auditor"** the financial year 2022-23 & 2023-24.

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

1. CA/CMA Firm should have minimum 5 (Five) years of experience to work as internal auditor of reputed large/medium sized companies, preferably of the companies with waste water management with pipeline network.
2. CA/CMA Firm should have their Head/Registered office in Gujarat and fulltime branch office at Bharuch/Surat/Vadodara districts with qualified manpower as mentioned in below point "3".
3. CA/CMA Firm should have minimum 03 (three) Qualified CA /CMA as full time partners/employees with minimum 05 years of audit experience and minimum 07(seven) full time staffs having adequate knowledge to conduct such audits. Any changes in this criteria during appointment tenure should be intimated in writing to Company.
4. 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.
5. Only pre-qualified CA/CMA Firm will be invited by the NCT for commercial offer.
6. 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.
7. 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.
8. NCT reserved rights to cancel any or whole pre-qualification process without prior intimation.

Expression of Interest (EOI) & pre-qualification criteria for appointment of Internal Auditor- Narmada Clean Tech, Ankleshwar

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Surti Bhagor, Nr. Gujarat Gas Office, Umarwada Road, Ankleshwar - 393 001, Dist. Bharuch (Gujarat)

Tel : 84697 45285, 97267 45635, E-mail : info@nctc.co.in, Website : www.nctc.co.in • CIN : U40101GJ2000NPL037236

9. Scope of work attached in **Annexure I**.
10. The CA/CMA Firm should have to submit the following documents:
- Audited and 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 etc.
 - Certified copy GST registration.
 - Certified copy PAN Card.
 - Certified copy MSME certificate.
 - Details required as per (on letterhead) – **Annexure II**
 - Declaration (on letterhead) – **Annexure III**
11. 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.

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. 04th February 2022**, These submissions may be made on all working days between 10:30 a.m. and 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: 17th January 2022

Place: Ankleshwar

For, Narmada Clean Tech
Chief Executive Officer

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. Verification of stock valuation and synchronization of the same with books of accounts;
7. Verification of Capital and revenue received from member industries with respect to prevailing policy, verification of baseline data for preparation of monthly revenue billing.
8. Verification of records related to member industries.
9. Verification of overall purchase procedure including tendering process, negotiation process, terms & conditions of order etc.;
10. Verification of compliance as per companies act 2013;
11. 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;
12. Review and reporting on status of ongoing projects (Capital work in progress-CWIP);
13. Verification of overall compliance applicable laws and give recommendation to management for deviation if any.
14. 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.



1-3
17/1/22

(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.			
13	Name of your valuable clients where you performed internal audit with contact details & year of internal 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.			



Handwritten signature and date: 12/1/22

(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.....



Handwritten signature and date: 12/11/22