



JAIPUR METRO

JAIPUR METRO RAIL CORPORATION LTD.

REQUEST FOR PROPOSAL FOR HIRING THE SERVICES OF INTERNAL AUDITOR

Admin Building, Metro Depot, Bhrigu Path,
Mansarovar, Jaipur-302020

Tel. :- 0141-2822210, 2822211

E-mail: jmrc.finance@rajasthan.gov.in

Website: www.jaipurmetrorail.in


General Manager (Finance)
Jaipur Metro Rail Corporation Ltd.
JAIPUR

Jaipur Metro Rail Corporation Ltd.

(A Government of Rajasthan Undertaking)

Registered Office: Admin Building, Metro Depot, Bhriгу Path, Mansarovar, Jaipur-302020

CIN: U60221RJ2010SGC030630

Tel.: 0141-2822210; Fax: 0141- 2822211

Website: www.jaipurmetrorail.in; email: df@jaipurmetrorail.in

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JAIPUR METRO



F.2 (403) JMRC/FIN/IA/ 2020-21/Part-I/857

Date:- 06 MAR 2024

M/s J P Soni & Co.,
Chartered Accountants,
"Devashish" 146, Himmat Nagar,
Tonk Road, Jaipur - 302018.

Request for proposal

Sub: - Request for Proposal for Internal Auditor under single source procurement method

Sir,

Request for Proposal is being invited under Rule-17 of RTPPR under Single source procurement method for hiring of the services of Internal Auditor for Jaipur Metro Rail Corporation Ltd for financial year 2024-25 and 2025-26. Terms of Reference of the aforesaid work is enclosed herewith for your reference.

You are requested to submit your bid / proposals by 11:00 AM on 11.03.2024 to Director (Finance), Jaipur Metro Rail Corporation Ltd., Jaipur in a sealed envelope.

Encl: As above

General Manager (Finance)
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**TERMS OF REFERANCE
FOR HIRING THE SERVICES OF
INTERNAL AUDITOR
FOR JAIPUR METRO RAIL CORPORATION LTD.**

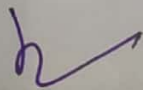
1. BACKGROUND & OBJECTIVES

Jaipur Metro Rail Corporation Limited is a Government Company incorporated under the Companies Act, 1956 and having its registered office at Admin Building, Metro Depot, Bhrigu Path, Mansarovar, Jaipur 302020. Company is especially set up by the Government of Rajasthan for execution of the Jaipur Metro Rail work. The Phase-IA i.e. Mansarovar to Chandpole is completed and Commercial operation has commenced from 03.06.2015. The Phase -1B i.e. Chandpole to Badi Chaupar is completed and commercial operation has commenced from 23.09.2020.

2. SCOPE OF WORK

- Checking of Income and Expenditure.
- Appropriate classification of revenue and capital expenditure.
- Verification of the Ledger Accounts and supporting vouchers for all heads of Balance Sheet and the P & L A/c to ensure sanctions, supports, correct accounting treatment and arithmetical accuracy.
- Compliance with the accounting standards and principles.
- Annual verification of the assets and liabilities of the company, it's reporting in the books
- Adequacy of internal control on expenditure, areas of cost reduction & cost controls.
- Checking and reconciliation of Bank statements regularly.
- Checking of the systems of financial control in light of delegation of powers.
- Verification of various statutory registers and reports.
- Verification of the Tax compliance such as deduction / deposit of TDS, Goods and Service Tax matters, Income tax issuance of Form 16, 16A, filing of returns etc. before the due date, tax and VAT related compliances.
- Audit of all the orders, contracts, investments, debts, vouchers, documents having financial implications.
- All Contracts and purchases are to be examined critically, requirement of purchase, procedure followed, as per prevailing rules and delegation of powers etc.
- To check deposits from the CSC sale/ top up/ add value from reports.
- To check the entries of Fare Box revenue from customer from the exit report of CSC sale.
- To check the non-fare box revenue viz. Rental Income, Advertisement, Parking etc.

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Jaipur Metro Rail Corporation Ltd.
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- To check the CST revenue from the reports.
- To check refund entry from the reports of AFC so as to check the classification of the total amount of adjustment from advance from customer to the refund, income and other heads.
- To report any deficiency found in the system reports and the entries for receipts/ refunds and adjustment being made.
- To comment on the overall reconciliation status and checking / internal control of the Commercial cell of JMRC.
- To specifically comment in every quarterly report about the adequacy & correctness of the revenue reports and accounting thereof along with suggestions for improvement if any.
- Any other work which is related / incidental to above scope.

3. REPORTS DELIVERABLE

The report should be structured in a manner to provide the following:

- Audit observations
- Implications of the observations
- Suggested recommendations
- Management comment/agreed action
- Status of action on previous recommendations

The internal audit is to be carried out and audit report be submitted quarterly. The auditor has to highlight the critical issues immediately to the Management, which require immediate attention. The reports should be submitted within fifteen days of the close of the month.

4. TERMS OF PAYMENT

The Internal Auditor shall submit bills to the Jaipur Metro Rail Corporation on quarterly basis after producing the audit report. All payments will be subject to applicable law for deduction of taxes if any.

The Corporation may, by written notice of suspension, suspend/ forfeit all payment if the auditor fails to perform any of obligations assigned to him.


5. COMPLIANCE OF RTPP ACT, 2012 & RULES 2013

The bidder is advised to read RTPP Act, 2012 & Rules 2013. He is expected to comply with the provision of the Act.

6. OTHER TERMS AND CONDITIONS

- The proposal should be valid for a minimum period of sixty (60) days from the last date for submission.

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- Kindly note that JMRC is entitled to amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFP before the last date for submission of proposal.
- JMRC reserves the right to verify any information contained in a proposal.
- JMRC reserves the right not to accept the proposal without assigning any reason thereof.
- The bidder should not be debarred / blacklisted, at the time of bidding, in any state government entity.


7. TIME PERIOD OF ASSIGNMENT

The assignment shall be for a period of two financial years i.e. 2024-25 and 2025-26.

The Respondent hereby offers to render all of the services described in the attached Documents to JMRC on the terms and conditions stipulated in this RFP documents. This proposal and its acceptance shall be subject to the compliance of terms and conditions contained in this RFP document. Proposal submitted by firms must be signed by a person or persons duly authorized thereto.

Accepted

Authorized signature
(With Stamp)


General Manager (Finance)
Jaipur Metro Rail Corporation Ltd.
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Annexure-A

Form for price bid for providing the services of Internal Auditor of Jaipur Metro Rail Corporation Ltd., Jaipur

Chairman & Managing Director,
Jaipur Metro Rail Corporation Ltd.,
Jaipur

Sub:- Proposal for Internal Auditor.

Sir,

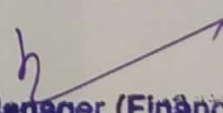
We, the undersigned, offer to provide the service for Internal Auditor in accordance with the request for proposal dated _____ and our Resume. Our financial proposal is attached herewith.

This proposal shall be binding upon us up to one year from the date of submission of proposal. We shall abide by the terms & conditions mentioned in this bid.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized signatory
Name and title of the signatory,
Name of the firm and address
(With Stamp)


General Manager (Finance)
Jaipur Metro Rail Corporation Ltd.
JAFUR


("Financial bid for Internal Audit.")

Format-B
Financial Bid

Sr. No.	Description of Service	Audit Fees	
		Rs. (In figures)	(Rs. in words)
(a)	Total fees for providing services for Internal Audit work at Jaipur Metro Rail Corporation as per scope of work complete to the satisfaction of client inclusive all expenses but exclusive GST (as per prevailing rates).		
(b)	Add:- GST as per prevailing rates		
(c)	Total Internal Audit fee including GST as per prevailing rates (a) + (b)		

Note : GST shall be paid as per prevailing rates.

Authorized signatory
(With Stamp)


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Format-C

**Undertaking
(On behalf of firm)**

I, _____ partner of M/s. _____ Chartered Accountants do hereby verify and declare

- i. That the particulars given by me/ us are complete and correct and that if any of the statement made or the information so furnished in the application from is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulation framed there under:
- ii. That the firm or partners have not been debarred or cautioned by ICAI during the last three years, (if debarred, give details);
- iii. That individually we are not 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;
- iv. That the constitution of the firm as on 1st January of the relevant year shown in the resume is same as that in the constitution certificate issued by the ICAI.

S.No.	Name of partners	Membership Registration no.	PAN No.	Date of payment of the fees for the relevant year _____ A/B*

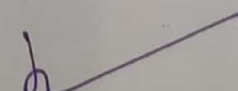
*A For membership

B For issue of certificate of practice

(Signature of partner and Seal of the Firm)

Place:

Date:


General Manager (Finance)
Jaipur Metro Rail Corporation Ltd.
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