

GUJARAT FIBRE GRID NETWORK LIMITED (GFGNL)  
Department of Science & Technology, Government of Gujarat



Request for Proposal (RFP) for Selection of Chartered accountant firm as Pre cum  
Internal Audit for GFGNL,  
Period: 2025-26 and 2026-27

**Tender No. GFGNL/GOG/e-file/Accounts-Finance/Internal Audit/2024-25**

**Registered office:** Block No: 1, 8<sup>th</sup> Floor, Udyog Bhavan, Sector-11, Gandhinagar-  
Pin No.:382010, Gujarat, India

**Head Office:** Block No: 6, 5<sup>th</sup> Floor, Udyog Bhavan, Sector-11, Gandhinagar-  
Pin No.:382010, Gujarat, India

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## 1. Introduction

### 1.1 Invitation to Bidders

The Gujarat Government has setup an SPV namely “Gujarat Fibre Grid Network Limited (GFGNL)” to implement Phase-II of BharatNet Project in Gujarat. This SPV has been created to synergize with the efforts of Government of India under the National Optical Fibre Network and Digital India initiative and make focused efforts to actualize a state-to-village fibre grid and to facilitate building common Government owned infrastructure to provide internet facilities to residents of State of Gujarat.

GFGNL intends to select agency for internal audit and pre-audit for the FY 25-26 and FY26-27.

Interested bidders are advised to study this document carefully before submitting the proposals in response to the RFP. Proposal in response to this document shall be submitted after careful study and examination of this document with full understanding of its terms, conditions, and implications.

Interested bidders may download the document from Tenders | GFGNL (<https://bharatnet.gujarat.gov.in/home>). Any subsequent corrigenda/clarifications shall also be made available on the same portal. Bid proposals must be received not later than time and date mentioned in the key events and dates. Bid proposals received, in part or full, after the deadline will not be considered in this procurement process.

### 1.2 Definition

1. In this document, the following terms shall have following respective meanings:
2. “Tenderer” means Gujarat Fibre Grid Network Limited (GFGNL), Gandhinagar.
3. The “Bid Document” and “Tender Document” are the same.
4. “Agreement” means the Service Level Agreement to be Signed between the successful bidder and GFGNL including all attachments, appendices, all documents incorporated by reference thereto together with any subsequent modifications, the RFP, the bid offer, the acceptance and all related correspondences, clarifications, presentations.
5. “Authorized Representative/” shall mean any person/ authorized by either of the parties.
6. “Bidder” means qualified chartered accountant or group of Chartered accountants who has an experience in internal audit work as required in the RFP. The word Bidder when used in the pre-award period shall be synonymous with Bidder, and when used after award of the Contract shall mean the successful Bidder with whom GFGNL Signs the work order for internal audit.
7. “Contract” is used synonymously with Agreement.
8. “Corrupt Practice” means the offering, giving, receiving, or soliciting of anything of value or influence the action of a public official in the process of Contract execution.
9. “Default Notice” means the written notice of Default of the Agreement issued by one Party to the other in terms hereof.
10. “Fraudulent Practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive GFGNL of the benefits

- of free and open competition.
11. "Good Industry Practice" means the exercise of that degree of skill, diligence and prudence which would reasonably and ordinarily be expected from a reasonably skilled and experienced auditor engaged in the same type of undertaking under the same or Similar circumstances.
  12. "Gol" shall stand for Government of India.
  13. "GoG" shall stand for Government of Gujarat.
  14. "GFGNL" shall stand for Gujarat Fiber Grid Network Limited.
  15. "Law" shall mean any act, notification, by-law, rules and regulations, directive, ordinance, order or instruction having the force of law enacted or issued by the Central Government and/ or the Government of Gujarat or any other Government or regulatory authority or political subdivision of government.
  16. "Request for Proposal", means the detailed notification seeking a set of solution(s), services(s), materials and/or any combination of them.
  17. "Site" means the location(s) for which the Contract will be Signed and where the service shall be provided as per agreement.
  18. "Termination Notice" means the written notice of termination of the Agreement issued by one Party to the other in terms hereof.
  19. "DST" means "Department of Science & Technology, Govt. of Gujarat".
  20. QCBS means Quality cum Cost based selection

### 1.3 Notice Inviting Proposal and Necessary Instruction

The bidder is requested to download the document and read all the terms and conditions mentioned in the Document and seek clarification if any from the inviting authority. The bidder has to keep track of any changes by viewing the Addendum/Corrigenda issued by the inviting authority from time-to-time in the Tenders | GFGNL (bharatnet.gujarat.gov.in)

#### Fact Sheet:

Sr. No.	Information	Details
1	<b>Name of the Authority</b>	In charge, CFO Gujarat Fiber Grid Network Limited
2	<b>Name of the Assignment</b>	RFP for Selection of Chartered accountant firm as Pre cum Internal Audit for GFGNL
3	<b>RFP Number</b>	<b>GEM/2024/B/5667993</b>
4	<b>Tender Type (Open/Limited/Auction/Single)</b>	Open
5	<b>Tender Category (Services/Goods/Works)</b>	Services
6	<b>Mode of Bid Submission (Online/ Offline)</b>	Online
7	<b>RFP Publishing Date</b>	<b>06-Dec-2024</b>
8	<b>Pre-Bid meeting</b>	Pre-bid will be held on 19-Dec-2024, 12:00 PM Gujarat Fibre Grid Network Limited (GFGNL), Block No: 6, 5th Floor, Udyog Bhavan, Sector-

		11, Gandhinagar: 382010 Interested agencies can send their queries on or before 19-Dec-2024 10:00 AM
9	<b>Last date and time for submission of proposal (Proposal Due Date)</b>	31-Dec-2024 at 1:00 PM No communication, in any form and for any reason, will be entertained post this date and time.
10	<b>Date and time of opening of Prequalification cum Technical Bids</b>	31-Dec-2024 at 3:00 PM Gujarat Fibre Grid Network Limited Block 6 /5 <sup>th</sup> Floor Udhyog Bhavan, Sector 11 Gandhinagar
11	<b>Bid Processing Fee (Non-refundable)</b>	Rs. 1500/-+ GST Details of the Bank: Name of the Beneficiary: Gujarat Fibre Grid Network Limited Bank Name: HDFC Bank Ltd. Bank Account Number: 50200023 557804 IFSC code: HDFC0000190 MICR Code: 520011025 Branch Code: 000190 Branch Name: Sector 16, Gandhinagar Branch
12	<b>Evaluation Method</b>	QCBS Method (60%:40%)
13	<b>EMD</b>	36,000 Rs.
14	<b>Estimated Project value</b>	12,00,000 Rs. (For two years)
15	<b>PBG</b>	36,000 Rs.

## 2. Clarifications on the RFP

A prospective bidder requiring any clarification on the RFP Document may submit its queries, via email only, to [dgm-fina-gfgnl@bharatnet.gujarat.gov.in](mailto:dgm-fina-gfgnl@bharatnet.gujarat.gov.in), [mgr-fin@bharatnet.gujarat.gov.in](mailto:mgr-fin@bharatnet.gujarat.gov.in) [pmc3@bharatnet.gujarat.gov.in](mailto:pmc3@bharatnet.gujarat.gov.in) on or before the last date of sending queries as mentioned in the RFP document. GFGNL will host a Pre-Bid meeting as mentioned for queries (if any) by prospective bidders. GFGNL encourages prospective bidders to clarify their doubts/seek clarification or additional information necessary for them to submit their bid. The representatives of the bidders may visit the GFGNL office at their own cost for any clarification(s). The queries should necessarily be submitted before bid submission date in the following softcopy format and should be in Microsoft Excel only (\*.xls or \*.xlsx formats):

Sr.	Page no	Clause/ Sub-clause no	Content of the RFP Requiring Clarification	Clarification Sought	Justification

Queries submitted post the above-mentioned deadline, or which do not adhere to the above-mentioned format may not be responded to. All the responses to the queries (clarifications / corrigendum) shall be made available on the website mentioned in the necessary instructions and shall not be communicated through print media.

## 3. Eligibility Criteria

Minimum mandatory eligibility criteria for pre –qualification is as under.

Sr. No.	Eligibility Criteria	Documents submitted
1.	Firm of Chartered Accountants should be registered with the Institute of Chartered Accountants of India, New Delhi for a minimum period of 7 years as on bid submission date	Firm Registration Certificate issued by ICAI requires to Attach
2.	The Chartered Accountant firm must have its Main office/Head office in Ahmedabad or Gandhinagar or have to submit a undertaking that bidding firm will open office within 3 months of award of contract.	Address Proof of Main office / Head office requires to attach
3.	The Chartered Accountant firm must have Minimum 2 Chartered Accountants as Partners for a continuous period of not less than 5 years as on 31-Mar-2024 and have done at least 3 financial audit assignment in Gujarat	Certificate Issued by The Institute of Chartered Accountants of India (ICAI) for Constitution of Firm
4.	The firm / Company should have the income from audit and attestation assignment of more than Rs.25 lakhs in last three years.	Audited Financial Statements of Last 3 Financial Years
5.	The firm shall have carried out at least five assignments of Internal Audit / Statutory Audit of HEAD Office of Government Companies / Corporations / Boards / Public Limited Companies during last three years. Experience of Internal/Statutory audit of Branch/Division will not be considered.	Appointment/Engagement letter issued by the Organization and self-declaration for work completion
6.	Participating firm should be firm with a valid Permanent Account Number (PAN) and GST	Copy of PAN and GST Registration Certificate

	Registration	
7.	The Firm Should be empaneled with C&AG for financial year 2023-24 or 2024-25	empanelment letter
8.	The bidder should not have been debarred / blacklisted or Disciplinary action taken by any State Government / Central Government / PSU / Reputed Organizations or ICAI for any reason in the last three financial years as on bid submission date.	Self-Declaration
9.	Net worth positive: The bidding firm net worth should be positive in last 3 audited financial year	CA Certificate
10.	CA firm associate with GFGNL during last 5 years are not eligible to participate in this tender.	Self-Declaration

#### 4. Details of Period of engagement.

The period of engagement for Internal Audit will be for two years initially from 01.04.2025 to 31.03.2027 and which may be extended for next two years based on performance and mutually agreed terms and conditions.

#### 5. Details of scope of work

Internal audit is an independent management function, which involves a continuous and critical appraisal of the functioning of an entity with a view to suggest improvements thereto and add value to and strengthen the overall governance mechanism of the entity, including the entity's strategic risk management and internal control system. Internal audit, therefore, provides assurance that there is transparency in reporting, as a part of good governance.

#### **Major areas to be covered during the course of Internal Audit**

It aims to give broad contours within which the audit would be carried out in accordance with standards of Auditing and will include such test and controls, as the auditor considers necessary under the circumstances; however, it may evolve in the other areas based on the necessity, mandate, and compulsion. The Scope is divided into following broad segments:

##### 5.1 Internal Audit:

###### A. To cover the areas ensuring that

- Transactions are recorded as per principles of commercial accounting and are booked to proper accounting heads.
- Transactions are undertaken on the basis of proper authority.
- Utilization of external funds is for purposes in accordance with the financing agreements.
- Budget funds are utilized for purposes for which they are provided.
- Transactions are duly supported by proper supporting documents and clear linkage between books of accounts and reports presented to Bank/FA.
- Propriety of the transactions.

- B. Checking the maintenance of books of accounts and records.
- C. Checking the bank reconciliation statements.
- D. Checking of components wise, category-wise and account head-wise expenditures.
- E. Checking of running bills raised for payment under each project pertaining of GFGNL.
- F. Checking of investments, short term deposit etc made by the authority from time to time.
- G. Checking of compliance of various taxes.
- H. Assigning of funds management of the authority.
- I. Suggesting revision in forms and formats from time to time.
- J. Physical verification of cash on quarterly basis and fixed assets on yearly basis.
- K. Pre-Audit
- L. Compliance and related activities:
  - Ensure Compliance of Internal Audit Queries from the auditee.
  - Co-ordinate, follow up for the Compliances at all the locations.
  - Checking and verifying the relevant records to ascertain that Compliance to Internal Audit Report is Complete in all respect.
  - Investigate into reasons for non-Compliances submitted by the auditee.
  - To verify and comment on Bank Reconciliation Statement complied for different bank accounts.
  - Audit of fund utilization and fund flow.
  - Checking of claims as per the guidelines prescribed and verifying the claims status report.
- M. Other Services: As and when required by GFGNL the Auditor can be called upon to provide any other services which is not stated above for the smooth functioning of the company.

### **5.2 Monitoring Mechanisms:**

The selected Auditor will develop monitoring and supervision mechanism to ensure that the assignments are progressing according to schedule. Any slippage, queries, observations, or any problems faced in the work areas will be highlighted and reported immediately for necessary corrective action by the Company.

Annual Internal Audit report shall have been submitted within 60 days of the end of the financial year.

Internal Audit Report should be structured in a manner to provide the following:

- (a) Audit observations,
- (b) Implications of the observations with root cause,
- (c) Suggested recommendations,
- (d) Management's comments/agreed actions and
- (e) Status of actions on the previous recommendations.

### **5.3 Co-ordination:**

The selected Auditor will co-ordinate with the top management of the GFGNL in periodical meetings to review the progress of the work and to ensure requirement of GFGNL be fully met.

### **5.4 Internal Control System:**



Documenting, examining, suggesting Improvement in Internal Control System for all transactions.

#### **5.5 Pre audit of Bills:**

GFGNL will refer bills of vendors having value more than Rs.25 lacs (In case of Horizontal having value more than Rs.10 lacs) for pre-audit by Internal Auditor in order to ensure that payment is made according to the procedures and guidelines laid down by GFGNL. It is management call to do pre-audit of bills of vendors. Separate fees of Rs.3000 + GST per office note prepared by GFGNL will be paid for the same.

### **6. Penalties**

**6.1 Manpower Penalty:** Maximum Penalty of 10% of annual billing shall be enforced for non-deployment of Professional or replacement of personnel as per the agreed list of personnel during the validity of contract.

For non-deployment of resource, 0.2% of the annual contract value subject to a ceiling of 10% of the annual contract value.

For replacement of resource, Rs. 2,500/- on first replacement and Rs. 5,000 on subsequent replacement of resource.

**6.2 Deliverables Penalty:** If Annual Internal Audit report not submitted within 60 days of the end of the financial year, failing the same, a penalty of 2% of annual contract value per week up to 10% of the annual contract value shall be levied to bidder.

For any deficiency and discrepancy in the report observed by GFGNL, A penalty of 1% of the annual contract value shall be imposed on per deficiency/ discrepancy with an overall capping of 10% of annual contract value.

### **7. Limitation of Liability**

Selected agency's cumulative liability for its obligations under the contract shall not exceed the value of the project payable by the TENDERER within the contract term from the day claim is raised.

### **8. Gross Negligence**

Gross Negligence shall be calculated separately from the SLA penalties and shall not be considered under the SLA capping limit. If the Gross Negligence exceed from the 10% of the overall project value, the GFGNL may terminate the contract and forfeit the PBG.

**9. Instruction to Bidders:**

1. The Tender Fee will not be refunded under any circumstances.
2. The offer shall be valid for 120 days from the last date of receipt of Tenders.
3. The award of contract shall be made to qualified Bidders, who meets appropriate standards of Technical and financial resources and satisfy the qualifying criteria as laid in the Tender Documents.
4. Selection of Audit firm will be based on QCBS Criteria (professional fees) Conditional Tender shall not be accepted.
5. This Notice and subsequent Corrigendum (if any) shall also form a part of Contract Document. The Bidders are advised to read carefully the "Instructions" and "Eligibility Criteria" contained in the RFP Documents.
6. All disputes and discrepancies relating to this RFP shall be governed by the law of India and shall be subject to jurisdiction of court at Gandhinagar/Ahmedabad, Gujarat State.
7. If the bidders will not provide CA Firms as per specifications or not implement the provisions of contract and if the quality of service is found poor, they will be debarred for further works under GFGNL.
8. The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever. Mere submission of a responsive Bid does not ensure selection of the Bidder as Service Provider.
9. Sub-contracting is not allowed.
10. The award of the contract shall be on lump sum bid offer on yearly basis.
11. 70% Payment will be released by GFGNL on submission of internal audit report and balance amount i.e.30% will be paid after completion of statutory audit for the respective year.
12. Rs.3000.00 plus GST to be paid for Pre-audit each office note will be released by GFGNL on monthly basis after submission of tax invoice and supporting.
13. Bidders shall submit Technical Bids with Annexure- I and Financial Bids with Annexure - II, The Technical Bid without Tender Fee shall not be considered as valid, and the financial bid shall not be opened.
14. Work order shall be issued to the successful bidder and the actual services as per Scope of Work shall start within a week.
15. Tender fee for this work is **Rs.1500 + GST/-** (Rupees One Thousand Five Hundred plus GSTonly) which is to be paid in form of Demand Draft (D. D.) of Nationalized / Scheduled bank only in Favour of "**Gujarat Fibre Grid Network Ltd**" payable at Gandhinagar or directly deposited into HDFC Bank Account. The Bid shall be summarily rejected, if it is not accompanied by the tender fee.
16. The Firm/Company shall have to depute Semi qualified staff having minimum 3 years of experience at the office of the GFGNL at Gandhinagar on 10 working days in a month. Work shall have to be carried out at GFGNL office at Gandhinagar.
17. The Senior Partner in charge of the Audit shall have to visit GFGNL at least twice in a month to discuss issues with the Chief Financial Officer.

**Annexure-I - Technical Offer**

(To be printed on the letterhead)  
Technical Offer

**Date:**

To,  
CFO, GFGNL  
Block No.6, 5<sup>th</sup> Floor, Udyog  
Bhavan, Sector-11,  
Gandinagar-382011.

Name of the Firm/Company: -  
Year of Establishment: -

Firm Registration No. with ICAI, New Delhi:  
Constitution (Partnership/Company): -  
Office Address: -  
Phone Nos.: - Email: -  
Details of Partners/Directors: -

Sr. No	Name	ACA / FCA	Membership No./ Year of Reg. with ICAI	Post Qualification Experience
1				
2				
3				

Details of Staff: -

Details of Total Staff: -

Sr. No	Particular	No.
1	Chartered Accountants	
2	Audit Staff	
3	Article Staff	
4	Others	
	TOTAL	

Details of Chartered Accountants in Employment (Other than Partners):

Sr. No	Name	ACA / FCA	Membership No./ Year of Reg. as CA	Working with the firm since	Post Qualification Experience
1					
2					

Experience: -

Statutory Audit of HEAD OFFICE of Government Corporation/Company/ Board/Public Limited Companies/Semi. Government Organization: -

Sr. No	Name of Org.	Address of Org.	Year of allotment of Audit	Audit Report submitted or not?
1				
2				

Internal Audit of HEAD OFFICE of Government Corporation/Company/Board/Public Limited Companies/Semi. Government Organization

Sr. No	Name of Org.	Address of Org.	Year of allotment of Audit	Audit Report submitted or not?
1				
2				

Note 1: - Attach copies of Appointment orders for all appointments for above -

Details of key Personnel to be deputed for audit work of GFGNL INCLUDING NAME OF THE SENIOR PARTNER IN CHARGE OF THE AUDIT: -

Sr. No	Name	Designation	Qualification	Total Experience	Date of Appointment	Contact no. & Address
1						
2						
3						

Name & Signature:

**10. Annexure II – Financial Bid**

To be printed on the letterhead of the Firm/LLP

Date:

To,  
CFO, GFGNL  
Block No.6, 5<sup>th</sup> Floor, Udyog Bhavan, Sector-11, Gandinagar-382011.

**Subject: Financial Bid for** RFP for Internal Audit of GFGNL for FY 2025-26 and FY 2026-27.

<b>S. No</b>	<b>Name</b>	<b>Bid amount per Annum in Rs.</b>	<b>GST amount in Rs.</b>	<b>Total Bid amount per Annum in Rs.</b>
1	XXX			

(In Words).....

Name of Firm FRN:  
Signature of Partner:

## 11. Annexure-III: Non-Disclosure Agreement (NDA)

Bidder:  
Address:

Date:

To,  
CFO, GFGNL  
Block No.6, 5<sup>th</sup> Floor, Udyog Bhavan, Sector-11, Gandinagar-382011.

Dear Sir,

### Confidentiality Agreement

We acknowledge that during providing services to [name of client] (“you” or “Company”) pursuant to [scope of services] (“Engagement”) we shall have access to and be entrusted with Confidential Information. In this letter agreement (“Agreement”), the phrase "Confidential Information" shall mean information (whether of a commercial, technical, scientific, operational, administrative, financial, marketing, business, or intellectual property nature or otherwise), whether oral or written, relating to you and your business that is provided to us pursuant to the <work order no. & date>.

In consideration of you making Confidential Information available to us, we agree to the terms set out below:

1. We shall treat all Confidential Information as strictly private and confidential.
2. We shall use the Confidential Information solely for the Engagement.
3. We shall not disclose Confidential Information to any third party other than those permitted by clause 4 below.
4. This Agreement shall not prohibit disclosure of Confidential Information:
  - i. to our partners, directors, associates, affiliates, agents, subcontractors and employees (“Engagement Team”) who need to know such Confidential Information to perform and assist with the Engagement.
  - ii. to our partners, directors, associates, affiliates and /or such other parties who facilitate the administration of our business or support our infrastructure in both cases (a) in order to perform client and engagement acceptance procedures (including but not limited to the identification of potential conflicts of interest or compliance with independence requirements), (b) for purposes of internal risk assessments and (c) to support the maintenance

of quality and professional standards in the delivery of services (e.g. through the involvement of professional practice and policy departments, the participation in quality assurance measures or the establishment and maintenance of knowledge databases). However, we shall remain responsible for preserving confidentiality if Confidential Information is shared with or accessed by parties mentioned herein.

- iii. with your prior written consent, such consent not to be unreasonably withheld.
  - iv. to the extent that such disclosure is required by any law, rule or regulation.
  - v. to our professional indemnity insurers and advisors in which event we shall do so in confidence only.
5. You shall inform us in writing if, during the Engagement, the Engagement Team will have access to any unpublished price sensitive information, whether of the Company or any other entity. You agree that we shall not be responsible for determining the difference between price sensitive and non-price sensitive information that would form part of the information disclosed to us. All information supplied to us (in whatever form) which is not in the public domain will be treated as Confidential Information for the purposes of the Engagement. Further, you shall be responsible to obtain legal advice to ensure that information disclosed to us is not in contravention of any applicable laws and regulations.
6. Upon your written request we shall arrange delivery to you of the Confidential Information received from you, that is in documentary or other tangible form, except:
- i. retention required for a disclosure permitted by clause 4 (iii) above; and
  - ii. to the extent that we require to retain sufficient documentation that is necessary to support any advice, reports, or opinions provided by us.

The documentation retained will continue to be subject to confidentiality obligations set out in this Agreement.

7. This Agreement shall not apply to Confidential Information that:
- i. is in the public domain at the time it is acquired by us or enters the public domain after that, otherwise than as a result of unauthorized disclosure by us.
  - ii. is already in our possession prior to its disclosure to us.
  - iii. becomes lawfully available to us from a third party whom we believe to be free from any confidentiality restriction.

- iv. is independently developed by us or for us without reference to your Confidential Information.
8. This Agreement shall continue for two years from the date of this Agreement unless and to the extent that you may release it in writing. Where any definitive agreement is executed in connection with the Engagement, this Agreement shall be read together with the definitive agreement and be governed by the same.
9. We warrant that we are acting as principal in this matter and not as agent or broker for any person, company, or firm.
10. We acknowledge that no failure or delay by you in exercising any right, power, or privilege under this Agreement shall operate as a waiver thereof, nor shall any single or partial exercise thereof or the exercise of any other right, power, or privilege. Except for the contracting parties to this Agreement, no third party shall have any right to enforce or rely on any provision of the Agreement. In no event shall either party be liable for any indirect or consequential losses or damages.
11. This Agreement shall be governed by and construed in accordance with Indian laws without reference to the conflicts of laws principles and any dispute arising from it shall be subject to the exclusive jurisdiction of the courts in New Delhi, India.

With kind regards

Yours sincerely

For (Insert the Entity Name)

*Partner / Executive Director / Director*

Agreed and Accepted  
For (Insert Client  
Name)

Signature:

Name:

Title/position:

Date:

Seal: