

**INTERNAL AUDIT**  
**(LOCATION: DELHI, MUMBAI & SRINAGAR)**

**TENDER FOR APPOINTMENT OF INTERNAL AUDITORS**  
**OF HOTEL CORPORATION OF INDIA LIMITED**  
**FOR THE PERIOD APRIL 2022 - MARCH 2023**

:

REGISTERED OFFICE      Centaur Hotel, IGI Airport, New Delhi

UNITS                      Centaur Hotel Delhi  
                                 Chefair Flight Catering Delhi  
                                 T3 International and Domestic Lounges  
                                 Chefair Flight Catering Mumbai  
                                 Centaur Lake View Hotel Srinagar

**Sub : Invitation of bids for appointment of Practicing Chartered Accountant Firms for carrying out Internal Audit of Hotel Corporation of India Limited for Financial Year 2022-23.**

Hotel Corporation of India Limited (HCI), a subsidiary of AI Assets Holding Limited (AIAHL) established under the Companies Act, 1956, is presently having its Registered Office at Centaur Hotel, IGI Airport, New Delhi 110037. It operates various units as follow:

- 1) **Delhi** - Centaur Hotel Delhi Airport, Chefair Delhi, T3 Lounges at IGI Airport New Delhi
- 2) **Mumbai** - Chefair Mumbai
- 3) **Srinagar** - Centaur Lake View Hotel Srinagar

The Company has a paid-up share capital of Rs 137.60 crore and a pre-covid turnover of Rs 67 crore, presently approx. Rs 48 crore. The finance functions of individual units are decentralised. The accounting functions are maintained on tally Cloud for all the units.

**HCI intends to appoint Practicing Chartered Accountant Firms from Delhi and Mumbai to conduct Internal Audit of the Company at its above locations for the Financial Year 2022-23**, extendable for a further period of one financial year, subject to satisfactory performance of the Internal Audit assignment.

**STRUCTURE OF SUBMISSION OF THE BID DOCUMENT**

1	<b>Annexure I</b>	General Terms and Conditions
2	<b>Technical Bid:</b>  <b>Annexures II &amp; Appendix 1</b> <b>Annexure III</b> <b>Annexure IV &amp; Appendix A</b> <b>Annexure V</b> <b>Annexure VI</b>  <b>Annexure VII</b>	Scope of Work & Reports, Technical Evaluation/ Eligibility Criteria, Bidders Profile, Resources details Bidders Undertaking for compliance Bidders authority letter for attending financial bid opening Check List of Items/Documents to be attached
3	<b>Financial Bid:</b> <b>Annexure VIII</b>	Financial Bid Format

Please complete the Annexures with the required information and submit as a part of the bid.

**For Hotel Corporation of India Limited**

( T.C.Dalal )  
CFO, HCI

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**GENERAL TERMS AND CONDITIONS**

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**GENERAL TERMS:**

**SUBMISSION PROCEDURE AND INFORMATION FOR BIDDERS**

- **Conduct of Internal Audit:** Audit shall be conducted/carried out in time bound manner as per the Companies Act, 2013 as time being the essence of the contract, it is expected that quarterly Internal Audit Reports shall be submitted within one month of end of the quarter.
- The first report will be for the half year ending 30<sup>th</sup> September 2022.
- Bids should be submitted on the Firm's letter head, duly signed and stamped on every page by authorized signatory of Bidder.
- Bidders are required to submit their bids in HARD COPIES as follows:
  - i) Two separate sealed envelopes consisting Technical Bid and Financial Bid duly superscribing "Technical Bid FOR INTERNAL AUDIT" and "Financial Bid FOR INTERNAL AUDIT" respectively.
  - ii) The envelope containing Technical Bid must contain all the documents required as per details in TENDER document. There should be no indication whatsoever, of any pricing information in the Technical Bid.
  - iii) The two separate sealed envelopes containing the Technical Bid and Financial Bid, shall further be sealed in another master envelope, duly super-scribed with the "TENDER FOR INTERNAL AUDIT". The last date for receipt of applications is 07.10.2022 at 1500 hrs." and should be submitted at the address given below:

Chief Financial Officer,  
HOTEL CORPORATION OF INDIA LIMITED,  
1st floor, Transport Annexe building,  
Air India Complex, Old Airport,  
Santa Cruz (E), Mumbai-400 029  
Tel: 022-26158215 / 022-26265442

- iv) The Name & Address of the Applicant Firm must also be mentioned on the envelope. Offers submitted in any other form and after above-mentioned date shall not be considered.
- After downloading this document, please communicate your intention to participate in this TENDER with your name, telephone number, postal and email addresses to the email ID:- [cfo.hci@centaurhotels.com](mailto:cfo.hci@centaurhotels.com)

- v) Hotel Corporation of India Limited is not responsible for quotations lost in transit or not received in time including postal delay.
- vi) Any queries with regard to this TENDER may be addressed to:  
[cfo.hci@centaurhotels.com](mailto:cfo.hci@centaurhotels.com)

### **SELECTION PROCESS**

- The qualification for selecting a bidder will primarily depend upon the level of expertise and experience, capacity and capability of the bidder to successfully execute the Internal Audit assignment for Hotel Corporation of India Limited.
- Non-fulfilment of the prescribed Technical Evaluation Criteria and not providing any of the requisite documents or furnishing incomplete/incorrect submissions as per the above list would lead to disqualification of bid / proposal and no correspondence whatsoever would be entertained by Hotel Corporation of India Limited in this regard. Hotel Corporation of India Limited reserves the right to call for clarification / submission of additional documents, if deemed fit from the bidder.
- The bidders must comply with all criteria mentioned in the TENDER and shall furnish all relevant documents in support of the information submitted in the bid / proposal. Hotel Corporation of India Limited reserves the right to verify/evaluate the information submitted by the bidders independently and the decision of Hotel Corporation of India Limited taken in that regard shall be final, conclusive and binding upon the bidder.

### **BIDDING PROCESS (TWO STAGES)**

The bidders will have to submit the Technical and Financial Bids along with supporting documents in physical form as indicated above.

#### **TECHNICAL BID (Part I)**

In the first stage, only Technical Bids will be opened and evaluated. The Technical Bids will be evaluated for their compliance to the technical requirements of the TENDER as indicated in **Annexures I to VII**. HCI reserves the right at its sole discretion to seek whatever information, documents, etc. from the bidder, as it may consider necessary for the purpose of evaluation of the bids.

Bidders not meeting any of the essential Technical Evaluation Criteria (TEC) listed at Annexure-III will be summarily rejected. The remaining bids, meeting all the TEC, and otherwise meeting all the terms and conditions of the TENDER, would qualify the technical evaluation and would qualify would be shortlisted for opening of the financial bids.

#### **FINANCIAL BID (Part II)**

The Financial Bids of only those bidders whose Technical Bids are qualified, will be opened.

The Financial Bid must conform to the following:

- i. Fees/ charges to be quoted as per **Annexure-VIII** in the given Financial Bid format only.
  - ii. Unconditional discount, if any, should be clearly indicated and would be applied to the quoted Charges/Fees during evaluation.
  - iii. Conditional discount, if offered, will not be considered for the evaluation.
- The date and time of opening of the Financial Bids would be intimated in advance to the bidders who have qualified, and their authorized representatives would be permitted to participate in the opening of the Financial Bids, if they so desire.
  - Hotel Corporation of India Limited reserves the right to split the contract locationwise
  - Hotel Corporation of India Limited reserves the right to accept or reject any bid and annul the bidding process or even reject all bids at any time prior to award of contract, without thereby incurring any liability and obligation to inform the reason for it.
  - This TENDER is not an offer by HCI, but an invitation for Bids. No contractual obligation on behalf of the Company whatsoever, shall arise from the TENDER process unless and until a formal contract is signed and executed by duly authorized officers of HCI.
  - At any time prior to one week of the closing date for receipt of the bid, HCI. may, for any reason, whether at its own initiative or in response to a clarification requested by any of the prospective bidder, modify the TENDER document by an amendment. The amendment will be notified by posting the same on website **www.centaurhotels.com**.
  - The bidder is expected to go through all the instructions, terms, forms and specifications of the TENDER document. Failure to furnish all information required by the TENDER document or submission of bid not substantially responsive to the TENDER document in every aspect will be at bidder's risk and may result in the rejection of the bid.
  - The bids prepared by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and HCI, must be written in English.
  - Bidder should quote all-inclusive charges/fees for each location, which will be valid for the entire period of contract from the date of signing of contract. Applicable GST to be quoted separately.
  - Bids shall remain valid for 40 days from date of submission mentioned in this document.
  - The rates and/or Charges/Fees in any form or for any reasons should not be disclosed in the technical or other parts of the bid except in the Financial Bid, otherwise, it will lead to the bid being rejected.

- The complete bid documents to be serially numbered and each page shall be stamped and signed. Non-compliance may lead to such bid being rejected.
- Bids must be received by HCI at the address specified not later than the time and date specified therein. HCI may at its discretion extend the bid submission date. The modified target date & time, if any, will be notified on the web site of HCI
- The bid shall contain no alterations, erasures or over-writing except as necessary to correct errors made by the Bidder, in which case such corrections shall be duly confirmed under signature/initials of the person(s) signing the bid, failing which the Tender Bid is liable to be rejected. Bids once submitted will be treated as final and no further correspondence will be entertained on this. No bidder (including successful bidder) shall be allowed to withdraw the bid.
- Any effort on the part of the bidder to influence bid evaluation process or award of contract decision may result in the rejection of the bid.
- If deemed necessary, Hotel Corporation of India Limited may seek clarifications on any aspect from the bidder.
- Interested bidders can seek clarification on TENDER from Hotel Corporation of India Limited by submitting their queries through e-mails to **cfo.hci@centaurhotels.com**, to be submitted on or before the last date for submission of bids.

**Termination / Exit clause of contract:**

The contract may be terminated under the following circumstances:

- I. In the event of unsatisfactory performance of the contract / deficiency of service by the successful Bidder, Hotel Corporation of India Limited will have the right to terminate the contract by giving one (1) month prior written notice without any liability to Hotel Corporation of India Limited.
- II. If there is a change in Hotel Corporation of India Limited's requirement, Hotel Corporation of India Limited will be entitled to terminate the contract by giving three (3) months' advance notice in writing. In case of such termination, the financial obligation will be proportionate to the work completed by the selected bidder.
- III. In case of breach of contractual terms and conditions of the contract, Hotel Corporation of India Limited shall be entitled to rescind the contract at any time without assigning any reason whatsoever and without any liability to Hotel Corporation of India Limited.

**Invoicing and Payment Clause:**

- a. For each quarter, 20% of the awarded audit fees will be paid after completion of Audit work and submission of quarterly Audit Report along-with with executive summary duly accepted by HCI. The first such payment of 40% of the awarded fees would be made after satisfactory submission of the first report for the half year ending 30.9.2022 for each location.

- b. The quarterly report for the quarter ending 31.03.2023, is to include report on the verification and reconciliation of year-end activities as given in work scope at Appendix 1 to Annexure II, to qualify for the payment of that quarter.
- c. The balance 20% audit Fees of the contracted value per location will be paid on completion of the entire Audit, including audit of final accounts of 2022-23 and subsequent discussion and acceptance of 'Final Internal Audit Report' by the Audit Committee.
- d. Invoices for Audit Fees will be submitted to the Office at Mumbai along with the final signed periodic report, such other supporting documents indicating that audit work has been completed as per the agreed terms and conditions and a certificate stating that awardee had completed the audit assignment as per given work scope and/ or any other assignment from time to time as per terms of the TENDER.
- e. The selected bidder will not be paid for local travelling, transport, office and stationary expenses for report preparation and/or presentations, or visits for meetings for any purposes related to the Internal Audit assignment. With specific approval of Hotel Corporation of India Limited, in case the firm is required to travel to a location other than the awarded location in connection with the Internal Audit assignment, Hotel Corporation of India Limited will provide the required air tickets and hotel accommodation on bed and breakfast basis at the place of visit. Reimbursement of other travel related expenses will be admissible as "Out of pocket expenses" over the contract duration, subject to a maximum of 10% of contract value excluding GST. Such out of pocket expenses will be reimbursed along-with final invoice.
- f. All the Reports, working papers, supportings and collected records / data / information in hard copy and / or soft format will be the property of Hotel Corporation of India Limited and will be required to be handed over to respective locations/ units in hard copy / soft copy in open format (MS-Word and MS-Excel) for use by Hotel Corporation of India Limited at the end of assignments.
- g. The contract may be extended for another period of one year on the same terms and conditions.

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**INTERNAL AUDIT WORK - SCOPE, TERMS OF REFERENCE AND REPORTS**

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**1. Objective**

- a) The Internal Auditor will consider the adequacy of controls necessary to secure propriety, economy, efficiency and effectiveness in all areas. It will seek to confirm that management has taken the necessary steps to achieve these objectives and manage the associated risks.
- b) The Internal Auditor should cover all projects, operational and management controls and should not restrict itself only to the audit of systems and controls.
- c) The audit will be carried out in accordance with the relevant standards of auditing and will include such tests and controls as the Internal Auditor considers necessary under the circumstances.

**2. The scope & responsibilities of the Internal Auditor include the following: -**

- i) To ensure compliance with manuals, policies, delegation of powers, laws and regulations including all statutory requirements.
  - ii) To ascertain the integrity and reliability of financial and other information provided to management and stakeholders, including that used in decision making.
  - iii) To review the efficacy, adequacy and application of accounting, financial and operating controls and thereby ensure the accuracy of the books of accounts.
  - iv) Verify that the system of internal check is effective in design and operation in order to ensure the prevention of and early detection of defalcations, frauds, misappropriations and misapplications.
  - v) Identify areas of significant inefficiencies in existing systems and suggest necessary remedial measures.
  - vi) To ensure that capitalization of assets is done accurately.
  - vii) Conducting special assignments and investigations on behalf of the management into any matter or activity affecting the probity, interests and efficiency of the Hotel Corporation of India Limited.
  - viii) To ensure adequacy of various manuals in the Company and advice suitable modifications to the Management from time to time.
  - ix) Any other matters as deemed essential for conduct of Internal Audit
- 3. This assignment of Internal Audit will be done on **quarterly basis** under control of qualified Chartered Accountant(s).**
- 4. The selected bidder shall deploy required number of qualified personnel to administer the audit activity.**
- 5. All work done by the Internal Audit Team should be properly documented, evidenced, and filed for reference. The documentation shall comply with the guidelines prescribed by the ICAI including the Standards of Internal Audit (SIA-8).**
- 6. Detailed scope of work is enclosed in Appendix-1 of Annexure-II which is only illustrative and not exhaustive.**

## INTERNAL AUDIT REPORTS

- a) Each Quarter the Internal Auditor will be required to submit audit observations to respective Auditee units for their action. The first report will be for the six-month period ending 30.9.2022.
- b) The Internal Auditor should also submit to Head Office, Delhi Quarterly Reports within 30 days of the end of the preceding quarter which should be structured in a manner to provide the following:
  - i. Details of documents / activity/area checked.
  - ii. Methodology adopted in Audit scrutiny.
  - iii. Audit observations if any.
  - iv. Financial implications of the observations.
  - v. Suggested recommendations.
  - vi. Management's comments/agreed actions and
  - vii. Status of actions on the previous recommendations.
  - viii. The extent of work covered during the quarter and the cumulative work performed upto the end of that quarter.
- c) Upon completion of the assignment, the Internal Auditors should submit a Final Internal Audit Report for the Financial Year 2022-23 within 3 months from the end of the financial year i.e. by 30<sup>th</sup> Jun 2023, including executive summary of the quarterly reports highlighting the open observations, pending action, for information of the management of Hotel Corporation of India Limited. *The above quarterly reports should include report on verification and reconciliation of 'year-end activities'.*
- d) All Reports in hard copies must be numbered, signed and stamped on all pages.
- e) The Reports and supportings prepared for Internal Audit assignments will be the property of Hotel Corporation of India Limited and the selected bidder will also provide soft copy in open format (MS-Word and MS-Excel) for any use by Hotel Corporation of India Limited.

**SCOPE OF WORK**

Sr. No.	Activities	Limits of the Vouchers	Extent of Checking
1	<b>EXPENDITURE</b> Verify all payments as per limits given with reference to contracts, certification, authorizations, service rules, HR module etc.	a) Payments ≥ Rs. 1,00,000 b) Payments < Rs. 1,00,000 c) Penalties/ Fines/ interest on delayed payments	100% 20% 100%
2	<b>CASH &amp; BANK MANAGEMENT</b> Cash & Bank Statements - comment specifically in respect of delays in deposit of collections, dishonoured cheques, bank charges, other debits and transfer/ repatriation of surplus funds.	All Accounts	100%
3	<b>STATUTORY COMPLIANCES</b> Comment specifically • On delay in deduction & deposit of Taxes e.g. TDS, GST, Custom & Excise etc. • Submission of returns to authorities • Non-availing of Input Credit	All taxes	100%
4.	<b>Accounting policies / Applicability of Ind AS</b>		100%
5.	<b>INVENTORY/ STORES ACCOUNTS</b>	Quarterly Physical Verification	100%
6.	<b>FIXED ASSETS</b>	Capitalisation of new assets Changes in Ownership of various land & Building and other premises	100% 100%
7.	<b>SALES (Including Refunds) &amp; REVENUE</b>	System / process to be checked	
		Booking of revenue	100%
		Handling / other incidental & misc. Revenue etc.	100%
8.	<b>YEAR END ACTIVITIES</b>	1. Scrutiny of preliminary Trial Balance as at the end of the year and raising queries in	

		<p>respect thereof for necessary accounting action.</p> <p>2. Physical Verification as on 31<sup>st</sup> March &amp; Reconciliation thereof as per financial books vis-à-vis records of departments.</p> <p>3. Balance confirmation certificates in respect of Sundry Debtors/Sundry Creditors/ Deposits/Loans and advances at the end of the year.</p> <p>4. Cash verification as on 31<sup>st</sup> Mar, for all locations including imprest cash and reconciliation with main books.</p> <p>5. Balance confirmation certificates received from the banks</p> <p>6. Checking of depreciation</p> <p>7. Fraud cases for provisioning and for departmental action and/or staff accountability.</p> <p>8. Transactions with Holding/ Group companies being Related Party Transactions</p> <p>9. Consolidation of accounts and any other annual closing related matter</p>	
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**Notes:**

- a) The above work scope is only illustrative and not exhaustive. The management reserves the right to revise the same from time to time.
- b) The Internal Auditor should conduct risk-based assessment, identify the potential risk areas and based on the same include other activities also in their scope of work.
- c) The Internal Auditors should provide optimal audit coverage commensurate with the size and nature of the Company's business.
- d) The Internal Auditors may also be assigned to conduct special reviews in respect of any activity/department.
- e) Internal Audit should be conducted in accordance with the provisions of Companies' Act 2013 duly amended.
- f) Based on the Internal Audit activities performed by them the Internal Auditors should suggest measures to the management for:
  - I. Enhancement of revenues
  - II. Reduction in expenditure
  - III. Strengthening of internal control systems and procedures

- IV. Adoption of industry best practices
- V. Elimination of wasteful practices
- VI. Increase in operational efficiency and
- VII. Improvement in financial performance

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**TECHNICAL EVALUATION CRITERIA (Mandatory Eligibility Criteria)**

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**Eligibility criteria for submission of bid**

- a) Practicing Chartered Accountant Firm should have Office based in Delhi and/or Mumbai as per records of Institute of Chartered Accountant of India (ICAI) depending on the location quoted for.
- b) Practicing Chartered Accountant Firm should have conducted Internal Audit of any CPSE or PSU or Hotel Industry, during the last 3 years 2019-20 to 2021-22.
- c) Practicing Chartered Accountant Firm should not have been debarred/disqualified/black listed by any regulator/statutory body or Government entity or any International/National agency for corrupt or fraudulent practices.

Documentary evidence(s) in support of above is required to be submitted. Proposals without the required documentary evidence(s) shall be ignored for evaluation.

**BIDDER'S PROFILE**

Sr. No	Particulars	Description (Fill the required information in the format)		
1	<b>Registration details:-</b> Name of the Bidder			
2	a. Date of Registration with ICAI. b. Indicate type i.e. Firm or Limited Liability Partnership (LLP) etc.			
3	<b>Locational details-</b> Complete Postal Address and date since when functioning for: i. Head Office ii. Office – Delhi, Mumbai and Srinagar			
4	<b>Contact Details -</b> Contact Person(s), Telephone Numbers, Fax Number, E-mail Address, for each office at Sr. No.3			
5	a) PAN No. of Bidder.  b) GST No. of Bidder.			
6	<b>Financial Details</b> (To ensure that the data given below matches with the audited Annual Reports copies filed with technical bid)	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
	(a) Total Turnover –Rs. In lakhs			
	(b) Turnover from Internal Audit - Rs. in lakhs (Attach a Self-Certified Certificate to support the above disclosures)  *In case audited figures are not available, provide provisional certified figures.			
7	<b>Skilled Qualified Resources:-</b> a. Number of Full Time Partners b. Number of Qualified CAs c. Number of Semi-Qualified Assistants	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>



**APPENDIX –A**  
**(Attached to Annexure-IV)**  
**TENDER FOR INTERNAL AUDIT**

**Details of Manpower Resources (Partners and Assistants of Bidding Entity to supplement information provided at Sr.No.7 of Annexure-IV)**

1	<b>Details of Partner/s</b>	Name	Membership No.	<b>Mem. Type</b> FCA/ACA (Indicate separately for DISA/CISA holders)	Date of Joining	Location	Full Time (Y/N)	<b>Total Audit Experience</b> a. Overall experience (in Years)- b. Hotel Industry (in Years) c. Tally/ERP experience. (in Years)
2	<b>Details of Qualified Assistants</b>	Name	Membership No.	<b>Mem. Type</b> FCA/ACA (Indicate separately for DISA/CISA holders)	Date of Joining	Location	Full Time (Y/N)	<b>Total Audit Experience</b> a. Total experience (in Years) - b. Hotel Industry (in Years) c. Tally /ERP experience (in Years)
3	<b>Details of Semi-Qualified Assistants</b>	Name	Indicate Inter CA		Date of Joining	Location	Full Time (Y/N)	<b>a. Total Experience</b> (In Years) a. Tally / ERP Experience (In Years)
4	<b>Details of Domain Expert, if any associated with Bidder</b>	Name	Indicate Expert / Professional Field in which qualified		Date of Joining	Location	Full Time (Y/N)	<b>Total Experience in</b> Years- Also, state Hotel experience (In Years), if any

Indicate (\*) against those Associates / Assistants who possess experience in handling auditing on Tally environment.

Name of the Bidder  
Bidders' Stamp & Signature

**CERTIFICATE OF UNDERTAKING AND COMPLIANCE CERTIFICATE**  
**(ON BIDDER'S LETTER HEAD)**

To  
Chief Financial Officer,  
HOTEL CORPORATION OF INDIA LIMITED,  
1st floor, Transport Annexe building,  
Air India Complex, Old Airport,  
Santa Cruz (E), Mumbai-400 029

Sir,

It is certified that we have studied and understood the terms and conditions of the TENDER for Nature of the work for Internal Audit for Hotel Corporation of India Limited and agree to abide and comply unconditionally with all the terms and conditions contained in this TENDER.

- 1) Having examined the Conditions of Assignment for the above Contract, we qualify under the minimum eligibility criteria and offer to undertake the work in conformity with the Conditions of Assignment for the Delhi / Mumbai and Srinagar locations.
- 2) We specifically undertake to complete and deliver the work-scope comprised in the TENDER and agree to abide by the General Terms and Conditions also.
- 3) We confirm that the bid is valid for 40 days from the notified last date of submission of TENDER.
- 4) List of documents attached with the TENDER.
  - 1
  - 2
  - 3
  - 4
  - 5

Dated ..... day of .....

Signature .....in the capacity of .....

Name

I am duly authorised to sign TENDER for and on behalf of  
.....

AUTHORISED SIGNATORY

**Name of the Bidder**

**Bidder's Stamp & Signature**

**AUTHORIZATION LETTER FOR ATTENDING BID OPENING**  
**(On Bidder's letterhead)**

Dated XXXXX

To  
Chief Financial Officer,  
HOTEL CORPORATION OF INDIA LIMITED,  
1st floor, Transport Annexe building,  
Air India Complex, Old Airport,  
Santa Cruz (E), Mumbai-400 029

**Sub: Authorization for attending opening of TECHNICAL / FINANCIAL BID**

Opening Date:

Time:

The following person(s) is/are hereby authorized to attend Technical/ Financial Bid opening of subject TENDER.

Sr. No.	Name	Email	Contact No	Signature

Signature: .....

Authorized Signatory's Name: .....

Bidder Name: .....

**NOTES:**

1. Permission for entry to the Hall where bids are opened may be refused in case authorization as prescribed above is not received.
2. The authorized representatives, in their own interest, must reach venue of bid opening well in time.
3. The authorized representatives must carry a valid photo identity.
4. Separate authorization letters would be required for Technical and Financial Bid opening.

**Check List of Items/Documents to be attached**

1. Technical Evaluation Criteria (Mandatory Minimum Eligibility) compliance as per ANNEXURE-III
2. Bidder's Profile at ANNEXURE-IV & Appendix A duly filled in with required supporting documents
3. Certificate of Undertaking and Compliance as per ANNEXURE-V.
4. Authorisation letter as per Annexure- VI
5. Financial Bid Format duly filled in as per ANNEXURE-VIII

**Note: The list above is indicative. Bidders should go through the tender document carefully and provide documents/details in support of their bid.**

**Financial Bid Format**

**Internal Audit fees for the period April 2022 to March 2023**

<b><u>Sr. No.</u></b>	<b><u>Description</u></b>	<b><u>Fees (Rs.)</u></b>	<b><u>GST @ 18%</u></b>	<b><u>Total Fees (Rs)</u></b>
1.	<p>Consolidated Fees FOR THE YEAR for Internal Audit activities and for providing required reports as specified in Scope of Work (Appendix-1 to Annexure II) <b><u>for each location:</u></b></p> <p>1) For Delhi-(Centaur Delhi, Chefair Delhi and T3 Lounges)</p> <p>2) For Mumbai (Chefair Mumbai and Head Office)</p> <p>3) For Srinagar (Centaur Srinagar)</p> <p>(Please quote separately for each location)</p>			

Signature: \_\_\_\_\_  
Authorized Signatory's Name: \_\_\_\_\_  
Selected Bidder : \_\_\_\_\_  
Date: \_\_\_\_\_

**Notes :**

1. GST shall be paid as per applicable rates.
2. Indicate Charges/ Fee for each location both in figures and words. In case there is any discrepancy between figures and words, the Charges/Fees in words shall prevail.
3. There should not be any cutting / overwriting. In case of cutting / overwriting, the bidder has to initial the same, otherwise such bid shall be rejected.