



Software Technology Parks of India

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Request for Proposal for Appointment of Internal Auditor



SOFTWARE TECHNOLOGY PARKS OF INDIA

Brief introduction

Software Technology Parks of India (STPI) was established and registered as an autonomous society under the Societies Registration Act, 1860 on June 5, 1991 under the Department of Electronics & Information Technology, Ministry of Communications & Information Technology, Govt. of India (formerly known as Department of Electronics). The objective of the society is to implement STP/EHTP Scheme, set up and manage infrastructure facilities and provide other services like technology assessment and professional training etc. Presently 62 centres of STPI are operational across the country. The headquarters of the STPI is situated at Plate-B, 1st Floor, Office Block-1, East Kidwai Nagar, New Delhi - 110023. Detailed profile of STPI may please be browsed from URL www.stpi.in

STPI has 11 Directorates and each directorate has its Centre/ sub centre as per following details.

Directorate	States	Centers
Chennai	Tamilnadu, Puducheery	Chennai, Coimbatore, Madurai, Trichy, Triunaveli, Puducherry
Gandhi Nagar	Gujrat	Gandhi Nagar
Pune	Maharashtra, Goa	Nagpur, Aurangabad, Kolhapur, Mumbai, Nasik, Pune, Goa
Noida	U.P., Chhattisgarh, Uttarakhand, M.P.,	Allahabad, Bhilai, Dehradun, Indore, Gwalior, Kanpur, Lucknow, Noida, Meerut, Bhopal
Gurugram	J&K, Rajasthan, Punjab, Himachal Pradesh, Haryana, Chandigarh	Jaipur, Jammu, Jodhpur, Mohali ,Shimla, Srinagar, Gurugram, Chandigarh
Bangalore	Karnataka	Bangalore, Mysore, Hubli, Mangalore, Manipal

Bhubaneswar	Odisha, Bihar, Jharkhand	Bhubaneswar, Berhampur, Patna, Ranchi, Rourkela, Deoghar
Guwahati	Assam, Manipur, Mizoram, Meghalaya, Tripura, Sikkim, Nagaland	Guwahati, Gangtok, Imphal, Aizwal, Shillong, Agartala, Kohima
Kolkata	West Bengal	Kolkata, Durgapur, Haldia, Kharagpur, Siliguri,
Hyderabad	Andhra Pradesh, Telangana	Hyderabad, Kakinada, Tirupati, Vijayawada, Vishakhapatnam, Warangal
Thiruvanthapuram	Kerala	Thiruvanthapuram
HQ	New Delhi	HQ

The books of accounts are being maintained in Tally Prime at all the Directorates/Centre/sub-centres. The books of accounts of STPI are also being audited by Statutory Auditors as recommended by Comptroller and Auditor General of India.

The financial highlights of STPI for the F.Y. 2020-21 is as follows:

1. Income : Rs.227.70 crore
2. Expenses : Rs.225.69 crore



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Scope of Work

- 1)** The bidder has to carry out Internal Audit of STPI-HQ and all the Directorates (including all Centres/Sub centres) for the FY 2022-23.
- 2)** The bidder will complete the audit of each Centre at the location where books of accounts are being maintained.
- 3)** The audit of each directorate has to conduct immediately after end of each quarter i.e. 1st week of next quarter and audit report will have to be submitted to HQ with a copy to concerned Directorate by the end of month in which audit commenced. However, audit for the period from 01.04.2022 to 30.09.2022 has to commence within 1st week of October and report will have to be submitted by the end of October 2022. Report for the last quarter of the financial year will have to be submitted by 15th May of the succeeding Financial Year.
- 4)** The objective of the audit is to reduce lapses, gaps etc. in implementation of system and procedure to the barest minimum and ultimately to zero.
- 5)** The bidder has to ensure the compliance of all statutory and regulatory provisions.
- 6)** The bidder has to establish accuracy and authenticity in books of account and related records/documents and system.
- 7)** The bidder has to detect any fraud, defalcations, misappropriations etc. in the books of accounts. In case of any failure noticed the same may be reported to HQ on immediate basis.
- 8)** Bidder has to provide its audit report strictly as per the formats provided by HQ.
- 9)** Bidder has to verify each voucher/transaction along with its relevant documentary evidence recorded by the respective centre and ensure that all the transactions are properly accounted for in the books of accounts.
- 10)** STPI reimburse the Central Sales Tax (CST) claims of STP/EHTP units as per the STP Scheme and guidelines of FTP Manual of Ministry of Commerce. Bidder has to verify the claims of STP/EHTP units

processed and disbursed by STPI as per the provisions of FTP Manual and other guidelines of Ministries. Bidder also has to provide the certificate/report each centre wise to HQ on verification of CST reimbursement to STP/EHTP units.

- 11)** Bidder has to ensure that there is no leakage of revenue in the books of accounts and also verify the each invoice raised by the centre to parties for the services provided by STPI. However, the revenue statement may be reconciled/ reported upon as per the formats provided by the HQ.
- 12)** Bidder also has to verify the project income/interest income earned by STPI.
- 13)** Bidder has to verify the bank reconciliation statements, statutory compliances (like TDS/GST etc.) on monthly basis and report upon the shortcomings.
- 14)** Bidder has to verify that all purchases, expenses have been made with the approval of Competent Authority as mentioned in financial Delegation of Power. In case of any shortcomings/violation the same may be reported separately.
- 15)** Bidder will also verify the filing of quarterly/half yearly/annual returns related to various Tax authorities/Govt. agencies. In case of any shortcomings the same may be reported to HQ on immediate basis.
- 16)** The Bidder will advise the centre for booking of transactions in the appropriate accounting heads as per accounting manual of STPI.
- 17)** The Bidder has to verify and review the reconciliation statements prepared by respective centres.
- 18)** The bidder shall provide attested statement of expenditure along with Utilization Certificate related to any project being executed by STPI for onward submission to MeitY/State Government.
- 19)** The Bidder will physically verify the fixed deposits/bank guarantees/cash in hand/stamps/food vouchers etc. and reconcile the same with books of accounts.
- 20)** Bidder has to verify and provide its comments on the ageing analysis of sundry debtors/creditors/advances/outstanding liabilities.
- 21)** Bidder has to verify the recovery of employee's contribution towards Provident Fund and other advances/receivables from the pay bill of

employees. Bidder also has to verify the employer contribution towards ECPF and its remittance to STPI-ECPF Trust.

- 22)** Bidder has to review the Fixed Assets records and ensure that the physical verification of Fixed Assets is being carried out annually.
- 23)** Bidder has to ensure that the internal audit observations in earlier internal audit reports are being complied with.
- 24)** Bidder has to strictly comply with all the formats provided by HQ for various reconciliation statements/revenue/expenses statements and reports to HQ.
- 25)** Bidder will provide the necessary suggestion/guidance to the management for strengthen the internal control and also for the improvement in system. Bidder will also provide the necessary guidance on account of matter related to taxation and other statutory compliances as well as accounting policies to the management as and when required.
- 26)** Bidder has to verify that transactions have been recorded as per accounting policies of STPI and accounting standards of ICAI. In case any change/ amendment/ addition/ deletion in any policy is required, the same may be communicated to HQ on immediate basis.
- 27)** Bidder has to settled all its queries/points raised during audit with the concerned staff of respective directorate; however unsettled queries/points may be reported to HQ. All corrective entries need to be entered in the books of account before submission of final report to HQ.
- 28)** Any other area/scope consider necessary by STPI for successful completion of audit

Instruction to Bidders

1. Submission of Bid

The interested bidder meeting the eligibility criteria as defined in the RFP document may submit their bid online in two parts as under:

- a. “TECHNICALBID”** consisting of all technical details in **“FORMA”**
- b. “FINANCIALBID”** as per GEM format

The complete bid must be submitted online by the due date and time. STPI may, at its discretion, extend this deadline. The bid shall contain no interlineations, erasures or overwriting. Corrections, if any, are required to be authenticated by the authorized signatory. Bid once submitted shall not be allowed to be amended/withdrawn.

2. Contract Period

1. The appointment will be for one year, which may be extended till the end of 3rd financial year on year to year basis on same terms & conditions and professional fees, subject to satisfactory completion of assignment during the relevant financial year. Satisfactory performance shall be primarily assessed on the basis of quality and time line of the report. Further, bases on the performance assessment, extension/re-appointment letter shall be issued for the second and the third year.

[The initial appointment shall be effective from 1st April 2022 and may be extendable to cover the financial years ending on 31st March 2024 & 31st March 2025 on a yearly renewal basis subject to satisfactory performance].

3. Assignment

1. The bidder has to depute audit team at each Directorate for the audit and it will be headed by Chartered Accountant/Cost Accountant having the audit experience of at least 05years. Each team member must be semi qualified or qualified member of ICAI/ICWAI
2. In addition to professional fees, STPI will not provide any TA/DA/Conveyance, accommodation charges, out of pocket charges etc.

3. The Audit of each location need to be completed as per the scope of work mentioned in the RFP. STPI will not compromise on the quality and timeline of audit and any lapse observed will be viewed seriously.
4. The audit needs to be completed at the respective premises of STPI. The audit team will be provided adequate space and systems for completion of the audit.
5. The bidder has to report to the Jurisdictional Director for audit and also interact for its queries.

4. Bid Securing Declaration

The bidders need to submit Bid Securing Declaration in lieu of Bid Security (Earnest Money Deposit) as per **Form -C**.

5. Performance Security

The successful bidder has to submit 10% of contract value as Performance Security in the form of ePBG in favour of STPI within 30 days of acceptance of appointment. The bank guarantee should be valid for the period of 18months. E-PBG will be released to successful bidder without interest after completion of assignment and acceptance of audit report.

6. Enclosures of the Bid

The documents as desired in **Eligibility Criteria** and **Form A** must be uploaded at GeM with the **Technical bid (Form A)**, otherwise the bid will be summarily rejected.

7. Currency

All prices should be quoted in Indian Rupees.

8. Clarification regarding RFP

- a. The prospective bidders may raise their queries, if any, during the pre-bid meeting.
- b. In respect of interpretation/clarification on any matter relating to this RFP document, the decision of STPI will be final.

9. Validity of Bid

The validity of the proposal will be 80 days from the last date of submission of proposal as specified in the RFP document.

10. Rejection of the proposal

- a) The bidder is expected to examine all instructions, formats, terms & conditions and schedule of work in the bid document. Failure to furnish all information required as per RFP document or submission of proposal which is not substantially responsive to the RFP document in every aspect may result in rejection of proposal. In respect of interpretation/clarification and any matter relating to this RFP document, the decision of STPI will be final.
- b) Proposals not submitted in the prescribed format, will be summarily rejected.
- c) Proposals submitted without Bid Securing Declaration will be summarily rejected.
- d) Proposals not meeting the criteria mentioned in Eligibility of Bidders as per RFP document will be summarily rejected.
- e) The professionals will have to submit the entire requisite document as specified in the RFP document, failing which, the proposal is liable to be rejected.
- f) The proposals received after specified date & time will not be considered.

11. Opening of Bid

The bids shall be opened at the scheduled date and time at the portal of GeM. The prospective bidders/their authorized representative may attend the bid opening proceedings.

12. Evaluation of Bid

- 1. Proposals once submitted shall not be allowed to withdraw. Any default after acceptance of proposal by the successful bidder shall be deemed to be non-compliance to the terms of contract and would be liable to cancellation of contract and Performance Security shall be forfeited.

2. STPI reserves the right to reject any or all of the proposals or accept them in part or to reject lowest proposal without assigning any reason thereof.

3. The proposals will be evaluated on basis of details submitted in Form “A” of the RFP document along with requisite documents.

4. The financial bids will be evaluated only of those bidders, who will meet the requirements mentioned in Eligibility Criteria and form “A” of the RFP document.

13. Award of Contract

Contract will be awarded to lowest proposal (L1) of Financial Bid. In case of same L1 rates of more than one bidder (i.e. in the case of tie), the contract will be awarded on basis of more experience of the respective bidder. The decision of the STPI in this regard shall be final and binding to the professionals.



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PAYMENT TERMS

Payment will be released by HQ to successful bidder on yearly basis/on the basis of appointment as per following schedule.

- a) 30% on submission & acceptance of audit report till September.
- b) 30% on submission & acceptance of audit report till December.
- c) 40% on submission & acceptance of final audit report for the year.
- d) Payments are subject to deduction of TDS etc. as per rules. STPI will not be liable to pay interest on account of delay payment etc.

No claim of TA/DA, conveyance, boarding & lodging, reimbursements etc. will be considered by STPI before, during or after the contract period.



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PENALTIES

Liquidated Damages: The bidder shall be charged with Liquidated damages @ 1% per week or part thereof for first four weeks of delay, thereafter @ 2% per week up to maximum of 10% of the total contract value. Subsequently, STPI retains right to terminate the contract without assigning any reason and no payment shall be released and Performance Security may also be forfeited.

Condone of delay period: In the event of delay in completion of assignment, which is not attributable to bidder, Competent Authority reserves the right to condone such period of delay, provided bidder has submitted adequate justification in writing. Further, STPI reserves the right to revise/change the schedule of delivery.

Termination by default: STPI may, without prejudice to any other remedy for breach of contract, by written notice of default sent to firm/company, terminate the contract in whole or part. STPI also reserves the right to banning its business with the bidder within STPI and same will also be apprised to the appropriate forums like ICAI/ICMAI etc.

Disputes :

All disputes or differences whatsoever arising between the parties out of or relating to this RFP document shall be settled through arbitration proceedings as per Indian Arbitration Act. In such case, DG, STPI will be the Competent Authority for appointment of the Sole Arbitrator.

Force Majeure

If, at any time, during the continuance of the work contract, the performance in whole or in any part by either party of obligation under the work contract shall be prevented or delayed by reasons of any war, hostile acts of the enemy, civil commotion, subrogate, fire, floods, earthquakes,

explosions, epidemics, strikes and quarantine restrictions by acts of God,(herein after referred to as eventualities) then provided notice of the happening of any such eventualities is given by either party to the other within two days from the date of occurrence thereon, neither party shall, by reason of such eventualities be entitled to terminate this work contract nor shall either party have any claim of damages against the other in respect of such non-performance or delay in performance. Performance of the work contract shall, however be resumed as soon as practicable after such eventuality has come to an end.



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ELIGIBILITY CRITERIA

1. Bidder or its associate members must have presence at each Directorate.
2. Bidder must have their office at Delhi & NCR and in minimum 05 Directorate of STPI. All audit co-ordinations will be done with respective directorate. In the case of engagement of associates by the bidder, complete profile of the associate's need to be provided along with Form "A".
3. The bidder must have experience of 3 years in the field of audit. In case of engagement of any associates for any location, the minimum experience of each associate must be 3 years in the field of audit. The experience will be verified from the date of registration with ICAI/ICMAI.
4. The bidder must have annual average Receipts/Turnover of **Rs.12** lakhs in the last three financial years. The receipts/turnover of any associate will not be considered. **Copy of Balance Sheet & Profit and loss account of each financial year must be enclosed.**
5. Bidder should not be blacklisted from any Government/Ministry/Department/PSU/Autonomous Body of Central or State Govt.
6. **The following documents (self-attested) are required to be submitted along with proposal.**
 - a. GST Registration No.
 - b. PAN of bidder.
 - c. Copy of Registration with ICAI/ICMAI.
7. Bidder must have carried out one Government audit in last three years. Documentary evidence need to be provided.

Note: Necessary supporting documents need to be enclosed.

FORM A

Professional Bid Form

1. (a) Name of the Bidder :

(b) Postal Address :

(i) Telephone No. :

(ii) Fax No. :

(iii) Email :
2. Date of its Establishment :
3. Bidder/Associate Profile :
4. Experience of Bidder :
(a) No. of Years. :
(b) On Tally :
5. Turnover of bidder in last three
Financial years :
(Copy of Balance Sheet and I&E A/c
must be enclosed with proposal)
6. PAN. (Copy enclosed) :
7. GST No. (Copy enclosed) :
8. Registration no. (Copy enclosed) :

9. Any other information :

I.....(designation).....of (Name of the bidder).....hereb
y declare to accept the Terms & Conditions of the RFP Document for
appointment as Consultant for segregation of books of accounts.

Authorized Signatory

OFFICE SEAL

Date: _____

Place: _____

FORM B

DECLARATION

We declare and confirm that (i) we have not been blacklisted or deregistered by any central/ state government department or public sector undertaking and none of our works had ever been terminated by client after award of contract, during last three years; and (ii) no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award and performance of this Contract. We acknowledge the right of the STPI, if STPI finds to the contrary, to declare our Tender to be non-compliant and if the Contract has been awarded, to declare the Contract to be null and void.

We also declare that the data provided by STPI for segregation will be used only for this purpose only and it will not be shared /accessed to any person/institution/firm/company/corporation/body etc. without the written consent of the STPI. We acknowledge the right of the STPI, if STPI finds to the contrary, STPI is entitled to claim appropriate compensation from us and the decision of STPI in this regard shall be final.

Authorized Signatory with Seal

(To be submitted/uploaded on Bidder Letter Head)

FORM C

BID SECURING DECLARATION

We, M/s _____, accepting that if we withdraw or modify our Bid during the period of validity, or if we are awarded the contract and we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bid document, we will be suspended for the period of 12 month from being eligible to submit Bid for contracts with the Software Technology Parks of India (in short STPI).

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Authorized Signatory with Seal