

**DAHEJ SEZ LIMITED
(JOINT VENTURE OF GIDC AND ONGC)
GANDHINAGAR**



**EXPRESSION OF INTEREST
FOR APPOINTMENT OF FIRM/AGENCY AS
INTERNAL AUDITOR
FOR DAHEJ SEZ LIMITED**

Subject: Expressions of Interest invited for Appointment of Firm/Agency as Internal Auditor for Dahej SEZ Ltd.

Expressions of Interest of techno commercial bids are invited for appointment of Firm/Agency as Internal Auditor for Dahej SEZ Ltd. **(DSL)** The description of work and other terms & conditions are mentioned here under:

About Dahej SEZ

Dahej SEZ is a multi-product Special Economic Zone located in Dahej Industrial Estate, Dist.: Bharuch and is notified in area around 1150 hector of land area. The SEZ is developed by Dahej SEZ Ltd., a company jointly promoted by Gujarat Industrial Development Corporation (GIDC) and Oil & Natural Gas Corporation Ltd. (ONGC). The SEZ is at a strategic location within Gujarat Petroleum, Chemicals and Petrochemicals Region (PCPIR). All basic infrastructure facilities like RCC roads network, water facility, effluent disposal facility, storm water drainage facility, street lights etc. are in place.

1.0 SCOPE OF WORK: Appointment of Firm/Agency as Internal Auditor for Dahej SEZ Ltd. with following terms and conditions.

- a) The Audit firm/agency shall prepare Internal Audit manual for strengthen the internal audit and internal control system of the company. The estimated Numbers of vouchers is approximately 4000 nos.
- b) The audit firm/agency shall prepare Internal Audit plan covering areas where risk is high in terms of transactions and operations.
- c) The audit firm/agency shall audit all transactions with respect to accounts, finance, taxation (direct & Indirect) and others on regularly. DSL will provide reasonable arrangement for carrying out the internal audit of Dahej SEZ Ltd. The audit firm/agency should have reasonable staff to perform the task of Internal auditor.
- d) The audit firm/agency shall prepare and provide financial statements (Balance Sheet & Profit & Loss Account, Standalone Statement of Changes In Equity (SOCIE), Cash Flow Statement) as per IND AS, Notes to the accounts, accounting Policy and submit along with audit report to the management within stipulated time limit (i.e. 20 days of completion of accounting entries of each quarter (i.e.30th June,30th Sep.,31st Dec and 31st March) and brief the financial report to the Audit Committee of the company/Board of Directors.
- e) The audit firm shall carry out physical verification of fixed assets, cash, inventory, and statutory records of the company on regular basis.
- f) The audit firm shall provide advice/help to finance and account department for smooth accounting and auditing function purpose.
- g) The audit firm/agency shall maintain the record and register for carrying out internal audit work as evident of performance of their duties.

- h) The audit firm/agency shall advise and implement to compliances of Accounting Standards issued by the Institute of Chartered Accountant of India time to time.
- i) The audit firm/agency shall prepare and submit the working relates to advance Tax/MAT Qtr. on Qtr. basis before 10 days of its due date.
- j) The audit firm/agency shall prepare and monitor yearly budget with the help of the various departments of the company.
- k) The audit firm/agency will provide their help for all work to be assigned or pointed out or raised the queries /Para during audit of statutory audit/ C&AG audit time to time.
- l) Any other points which may be important for the company and as decided by the management from time to time as a part of the Professional Services.
- m) Firm / Agency shall advise DSL on implementation / compliance of various decisions, directive etc. of various competent authority of Government as may be given from time to time.

2.0 General terms and conditions:

- A) Accomodation / Conveyance / Travel charges for the auditors deployed at Registered Office / Site Office will be reimbursed by DSL on mutual consent, for any official work related to DSL.
- B) Firm/Agency shall be responsible for submitting a report on quarterly basis.
- C) The staff engaged by the Firm/Agency shall not be considered as employees of the DSL for any kinds of purposes moreover the staff will not claim for any kind of right regarding the employment on the DSL and other related benefits during and after tenure of agency directly or indirectly.
- D) Firm/Agency will have to depute auditors to complete the audit work within stipulated time limit.
- E) Firm/Agency must visit the office of the Dahej SEZ Ltd. at Gandhinagar, to collect information and satisfy himself about work and obtain required clarifications.
- F) Firm/Agency shall insure all the personnel employed at his own cost for the execution of the work.
- G) Firm/Agency must be agreeable to abide by all applicable statutory obligations of the company labor laws including PF, ESIC, Gratuity, Bonus, Medclaim & Personal Accident Policies etc. for their employees.
- H) No bidder shall submit more than one (1) proposal.
- I) Consortium is not allowed under this Tender.

3.0 QUALIFICATIONS OF BIDDERS

- a) Firm/Agency should have minimum of 7 years' experience to provide audit service to Central Govt./State Govt./PSUs organizations. List of client name & telephone number along with experience certificate is to be attached along with tender.
- b) Firm/Agency shall have register Firm/Agency/LLP with Institute of Chartered Accountant since last 10 Years and having office at Gandhinagar/Ahmedabad. ((1) Self –certified copy of ICAI registration Certificate and (2) Self-certified copy of Constitution of firm issued by ICAI or Firm card. Both documents as on bid date)
- c) Further the Firm/Agency should have minimum 3-year experience to provide audit services to SEZ Developers in SEZ area preferably.
- d) Firm/Agency must have various registrations viz. Certification of Incorporations, Income Tax (PAN Card) Registration, GST Registration, Professional Tax Registration and shall be submitted along with tender.
- e) The minimum turnover of Firm/Agency should be Rs 50 Lakhs (average) per annum for the last three years (Without GST). [For last 3 years i.e. FY 2022-23, 2023-24 and 2024-25 submit document (1) Copy of Balance sheet (2) Copy of Income & Expenditure Statements (3) Separate CA certificate indicating audit and attestation fees income more than Rs.50 Lacs without GST and (4) Self-certified registered copy of latest partnership deed/LLP registration etc.]
- f) Firm/Agency should have minimum 10 employees/paid articles on their pay rolls during last three years in providing internal/statutory audit services, out of which there should be minimum 2 professionals such as Chartered Accountants working on the rolls of Firm/Agency during last three years.
- g) Affidavit and declaration regarding pending disciplinary matters, debarments and disqualification and other matters [Self-declaration duly signed in the letterhead of the firm]

4.0 DEPLOYMENT OF MANPOWER AND EQUIPMENTS / MACHINERY

- 4.1 Firm/Agency will have to deploy auditors who will carryout audit work in the registered office of Dahej SEZ Limited during audit working days to complete the task within stipulated

- time limit and also beyond working hours if required. The staff deployed has to visit the project site of DSL as and when required.
- 4.2 Senior professional qualified person will be monitoring the work of auditors deputed and shall conduct audit on regular basis.
- 4.3 Firm/Agency shall be responsible for the conduct/integrity of personnel deployed by them. The firm / agency will also be responsible for any act of omission or commission on their part and vouch for their character and integrity.
- 5.0 **SAFETY CODE** - The firm / agency shall take necessary safety measures to ensure safety of persons deployed. DSL shall not be responsible for any injury/death caused to their personnel while working in the premises of DSL under this contract.
- 6.0 **TENURE OF CONTRACT:** Firm/ Agency for Appointment of Firm/Agency as Project Management Consultant for Dahej Special Economic Zone as above shall be initially for a period of **Three years (3)**, it will be reviewed by DSL and thereafter DSL will take decision for extension of contract on mutual consent.
6. 1 The competent authority in DSL, however may at their discretion, allow extension of the tenure of contract, up-to two spells of two years each subject to satisfactory services. In case of extension, an enhancement in the overall cost of the contract can be considered on the mutual consent.
6. 2 The competent authority in DSL reserves the right to terminate the contract by giving **One month (1)** notice before completion of the tenure period in case the services of the firm/agency are found not satisfactory.
- 7.0 **SATISFACTORY SERVICES** - The decisions of competent authority shall be the final and binding on the firm/agency for the purpose of determining satisfactory services.
- 8.0 **DAMAGES** - Any damage caused to the property of DSL due to the negligence on the part of the firm / agency's men will be liable to be compensated by the agency.
- 9.0 **PROHIBITION OF SUB CONTRACT** - The agency shall not appoint any other firm/agency for this work under any circumstances.
- 10.0 **RESOLUTION OF DISPUTE** - In case of dispute the decision of CEO, DSL shall be final and must be binding to Firm / Agency.
- 11.0 **PAYMENT** - After receiving the bill authorized person from DSL will certify the bill and then payment will be disbursed. Payment will be release on quarterly basis on completion of audit work.
- 12.0 **DEDUCTION OF TAX AT SOURCE** - Tax shall be deducted at source from all the accepted payment to be made in accordance to statutory provisions of Tax as amended from time to time.

13.0 SUBMISSION OF E.O.I: Date, time, venue & mode of submission of tender documents

Particulars	Submission Date & Time	Mode Of Submission	Place/Web Site
Downloading of EOI Documents.	From 09.03.2026 to 20.03.2026 up to -05.00 PM.	Physical as mentioned in document	www.dahejsez.com
D.D. in original (for Tender fee & EMD) & required documents for evaluation. EOI will be submitted in sealed cover containing Two separate sealed cover for "Technical Bid & Financial Bid". The cover shall be superscribe "Expressions of Interest invited for Appointment of Firm/Agency as Internal Auditor for Dahej SEZ Ltd."	On or before <u>23.03.2026</u> up to <u>05.00 PM</u>	BY R.P.A.D./ speed post/ hand delivery	Office of The Chief executive officer, Dahej SEZ Limited, Block no 14, 3 rd Floor, Udyog Bhavan, Sector -11 Gandhinagar-382017 Gujarat.

14.0. Submission of Tender fee (DD in original) and other required documents by Registered Post/ Speed post.

- i. Non-refundable tender fee of Rs.1,180/-(1000+180 (GST@18%)) shall be paid in the form of Account Payee Demand Draft payable at Gandhinagar, drawn on any Nationalized Bank in favor of "DAHEJ SEZ Ltd". DD issued after the last date of submission of tender will not be considered as valid or accepted in any case.
- ii. Earnest Money Deposit (EMD) of Rs.5,000/- (Five Thousand rupees) is required to be submitted with EOI in the form of demand draft of any scheduled bank payable at Gandhinagar or by pay order in favour of "Dahej SEZ Ltd." Exception Certificate for EMD shall not be acceptable.
- iii. The Earnest Money Deposit will be refunded to the unsuccessful Firm/Agency after the award has been finalized, as per prevailing norms of the DAHEJ SEZ LIMITED without any interest.
- iv. The Earnest Money Deposit of the successful Firm/Agency shall be refunded after completion of the contract period.
- v. EMD will be forfeited if Firm/agency fails to execute work or non-acceptance of work order as per tender terms and conditions.
- vi. Firm/agency shall have to submit DD in original for tender fee & EMD and Required documents as mentioned above in physical form so as to reach to DSL office on Date

& Time shown above at DAHEJ SEZ limited, Block no 14, 3rd Floor, Udyog bhavan, Sector -11, Gandhinagar-382017 Gujarat. "Registered Post/ Speed post/Hand delivery".

15.0 PRE BID MEETING is proposed to be held on **16.03.2026 at 11.30 A.M.** at Dahej SEZ Limited, Block no 14, 3rd Floor, Udyog Bhavan, Sector -11, Gandhinagar-382017 Gujarat. Please note any query raised after pre-bid meeting will not be clarified by DSL. Any change in date /time will be published on website www.dahejsez.com. Minutes of meeting will be published on website and will not be sent to any bidder.

16.0 TECHNICAL BID- The Technical Bid, in the pro-forma prescribed at Annexure-I, along with the under-mentioned documents may be kept in a sealed cover and super scribed as "Technical bid for Appointment of Firm/Agency as Project Management Consultant for Dahej Special Economic Zone."

- (a) Attested photocopies of registration certificate of the agency, Partnership Deed / MOA & AOA of Company, PAN /TAN No., details on registration with authorities like GST, Income tax, documents in support of possession of requisite experience by the agency and details of CA Partners/Employees in firm, LLP and Sole Proprietorship.
- (b) Tender fees as required above.
- (c) An undertaking to the effect that the said agency is willing to abide by the terms and conditions of DSL.

Technical Bid will be opened by committee of Dahej SEZ Limited on date **24.03.2026**.

(Please add documents as mentioned in annex-1 for tech evaluation)

17.0 EVALUATION OF BID AND AWARD OF WORK:

The financial bid shall open only of those bidders who are qualified in technical bid as per criteria. The bid will be evaluated by the committee of DSL based on the criteria mentioned at Annex-1 and evaluation done by the committee must be binding to all bidders. No any information / clarification will be given to any person / Firm / Agency for bidder qualified / disqualified by the committee.

Note : If required DSL reserve the right to seek any additional information from the bidder for technical evaluation.

Work shall be awarded to Firm/Agency who has quoted lowest amount.

18.0 OPENING OF FINANACIAL BID: Financial Bid will be opened on date **01.04.2026** in the office of The Chief Executive officer, DAHEJ SEZ Limited, Block no 14, 3rd Floor, Udyog Bhavan, Sector -11 Gandhinagar-382017.

Technical Bid and Finanacial Bid will be opened by committee of Dahej SEZ Limited on receipt of the approval from the comepetent authority of DSL and hence, if ther will be delayed in opening of Technical Bid / Finanacial Bid then it mustl be binding to all bidders / Firm / Agency.

19.0 DSL reserved the right to increase or decrease scope of work.

20.0 DSL reserves the right to reject any or all of the E.O.I. without assigning any reason thereof must be binding to all bidders.

21.0 Agency will raise the bill in the name and address as mention below:

Dahej SEZ Ltd. (SEZ Developer)
Block no 14, 3rd Floor, Udyog Bhavan, Sector -11,
Gandhinagar- 382017, Gujarat.

Annexure – I

Technical Evaluation Sheet for Appointment of Firm/Agency as Internal Auditor of Dahej SEZ Ltd.

A	B	C	D	E	F	Total
<p>Experience in years to provide services to Central Govt./State Govt./PSU</p> <p>7 years = 15 Marks</p> <p>More than 7 years to 10 years = 20 Marks</p> <p>More than 10 years = 25 Marks</p>	<p>Registration of Firm since last 10 years</p>	<p>Experience in years to provide Internal Audit services to SEZ Developer</p> <p>3 to 5 years = 15 Marks</p> <p>Above 5 years = 25 marks</p>	<p>PAN / TAN / GST</p>	<p>Turnover in Rs. Lakhs Avg. per annum for last three years</p> <p>50 lakhs to 75 lakhs = 15 marks</p> <p>Above 75 lakhs = 20marks</p>	<p>Other than professionally qualified Personnel in 10 Nos and 2 CA = 15 Marks</p> <p>Other than professionally qualified personnel more than 10 Nos and CA more than 2 Nos – 20 Marks.</p>	<p>Total</p>
25	5	25	5	20	20	

Note: Minimum 70 Marks is required to qualify for the tender

Annexure – II

Technical Bid for Appointment of Firm/Agency as Internal Auditor of Dahej SEZ Ltd..

1. Name of the Firm _____

2. Address _____

3. Telephone No. _____ Mobile No. _____

4. Date of Registration of the Firm _____

5. PAN/TAN No. _____

6. G.S.T. Registration No. _____

7. List of Clients *(Additional sheet may be used if the space provided below is insufficient):*

Sl. No	Name of the Client Organization	Duration of service			No of Personnel Deployed	Remarks (if any)
		From	To	Total		

8. Undertaking:

I/We _____ (Name of the firm) hereby undertake that the details given above are true and correct and also accept the terms & conditions laid down by Dahej SEZ Ltd. time to time.

Dated: _____ **(Signature of the authorized signatory of the Firm)**

Full Name _____

Mob. No. _____

Company Seal _____

List of Enclosures:

1. DD for Tender Fees
2. Certified copy of Registration of firm
3. Certified copy of registration of TAN No/PAN No/GST No.
4. Certified copy of experience certificate from client organizations and copies of work orders.
5. Annual turnover certified by chartered accountant for last 3 financial years.
6. Certified pay roll register of employees for the month of March for last three financial years along with their qualification.
7. ICAI registration certificate self-certified.

Annexure – III

Financial Bid for Appointment of Firm/Agency as Internal Auditor of Dahej SEZ Ltd.

1. Name of the Firm _____

2. Address _____

3. Telephone No. _____ Fax No. _____

Particulars	Professional fees Per annum excluding of Taxes (in Rs.)
Professional Fees	
Total	

Dated: _____

(Signature of the authorized signatory of the Firm)

Full Name _____

Mob. No. _____

(Company Seal) _____

NOTE : Financial Bid (Annexure-III) is to be submitted in separate sealed cover.