



VAPI GREEN ENVIRO LIMITED

Formerly known as Vapi Waste & Effluent Mgt. Co. Ltd.

VIA House, Plot No. 135, Char Rasta, GIDC VAPI - 396 195. Gujarat. INDIA
Mob.: 9714000828 | Tel.: (0260) 2428950, Telefax : (0260) 2429950 | Email : admin@vgelvapi.com
Website : www.vgelvapi.com | www.coevapi.com | CIN : U74210GJ1997GAP031525

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Proposal from CA Firm for Internal Auditor for Year 2021-22 for VGEL

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Section 1: Brief Information and Important Dates

Vapi Green Enviro Limited (Formerly known as Vapi Waste & Effluent Management Company Limited (VWEMCL)), a Non-Equity - Non-Profit entity, based on cooperative principles with corporate culture of management, was formed with an objective of providing a Comprehensive Environment Management Program (CEMP) for the estate.

VGEL have installed end of the pipeline treatment facilities like common effluent treatment plant (CETP) and transport, storage, disposal facility for hazardous solid waste (TSDF) to control pollution levels and now focus is shifted to pollution abatement by adopting and promoting Cleaner Production, Cleaner Technology for Cleaner Development Mechanism. VGEL had also organized Research and Analysis Laboratory with Pilot Plant facility at Centre Of Excellence (COE).

Offers are invited from reputed Proposer for the **Quarterly Audit** of our organization CETP, CSWP, COE and Head Office site. Minimum criteria for proposal are mentioned below.

<u>Title:</u>	Proposal for CA Firm FOR Internal Audit, 08-09-2021.
<u>Last Date of Submission:</u>	12:30 PM on 20-09-2021.
<u>Mode of Submission:</u>	Speed Post/Register Post/Courier/Hand Delivery
<u>Audit Period:</u>	For 1 Year (4 quarter audit required).
<u>Important Note:</u>	Envelop should be superscripted as below. “Proposal for Internal Audit 2021-22 from CA Firm, September-2021”
<u>Remarks:</u>	1: 2: 3:



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Section 2: General Instructions

- a. The duly filled Proposal Document is to be sent to:
The Chief Executive Officer,
Vapi Green Enviro Limited
135, VIA House, Char Rasta
GIDC, Vapi 396 195
Gujarat (India)
- b. The proposal shall be submitted through speed post/ register post/ courier or hand delivery. The complete liability to ensure that the proposal shall reach in time will be with the proposer. Under no circumstance will allow any allowance for the delay arising out of postal or courier delivery.
- c. VGEL reserves the right to accept or reject any or all proposal in part or full or to cancel the issue of Proposal without assigning any reason whatsoever. Similarly, in the interest of company, company have absolute right to go for re-inviting proposal without assigning any reason whatsoever to anyone.
- d. Kindly note that all proposal notices are posted on our website only. Usually no advertisements of these proposals are published in newspapers.
- e. Preparation of Technical Proposal:**
 1. All data/copy of relevant documents regarding qualification as mentioned in proposal document shall be in variably enclosed.
 2. Copy of all the section except Price part shall be duly signed and stamped on all the pages of completed proposal document.
 3. Each page should have Page No.
- f. Preparation of Financial Proposal:**
 1. Format and Signing of Proposal
 - i. The Proposer shall provide all the information sought under this RFP. The VGEL will evaluate only those proposals which are received in the required formats and complete in all respects.
 - ii. The Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the proposer who shall also initial each page, in blue ink. All the alterations, omissions, additions or any other amendments made to the proposal shall be initialed by the person(s) signing the proposal.
 2. The financial proposal should list the costs associated with the assignment. These should cover remuneration for staff, accommodation, transportation, printing of documents and other project related expenditures.
 3. The financial quote should be Exclusive of GST. GST should be shown separately on Invoice. No additional Payment will be provided under any other heads which not mentioned in the financial quotation.
 4. If the envelope is not sealed and marked as instructed above, VGEL assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted. Hence, proposer are requested to send proper sealed envelope with heading.
 5. Proposal submitted by fax, telex, or e-mail shall not be entertained.
 6. The proposer are requested to submit their financial proposal in one separately sealed envelope and Technical proposal in other sealed envelope. Both Envelope should be put in one envelope with proper seal.



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Section 3: Qualification Criteria

QUALIFICATION CRITERIA:

Firms that fulfill the following criteria are eligible for submitting their proposal:

(1) DATE OF ESTABLISHMENT:

The firm should be at least 10 years old.

(2) CONSTITUTION:

The firm must be a Partnership Firm.

(3) NO. OF PARTNERS / CA:

The number of partners / CA should be more than 5 with minimum 2 partners including 1 FCA.

(4) NO. OF ARTICLES:

The firm should have 10 or more articles.

(5) NO. OF PAID AUDIT ASSISTANCE:

The firm should have 5 or more paid audit assistance.

(6) MONTHLY AUDIT:

The firm should conduct audits on monthly basis.

(7) QUARTERLY AUDIT REPORT SUBMISSION:

The firm should have quarterly audit report submission.

(8) BRANCH OFFICE:

The firm must have a branch office in Vapi.

(9) ASSIGNMENT HANDLED: Minimum 50 Crore Annual Turn Over should be audited as Statutory Auditor or as Internal Auditor during Five Financial Year.

a. **Statutory Audit:**

The firm should have at least 20 statutory audits in last 3 years.

b. **Internal Audit:**

The firm should have at least 10 internal audits in last 3 years.

c. **Govt. Audit Including Bank:**

The firm should have at least 5 Government Audits including Bank Audits in last 3 years.

❖ The Proposer must submit sufficient details & documentation on qualifying factors otherwise the Proposal may be disqualified. Permission to allow submission of anymore document or not will be entirely at the discretion of VGEL.



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Section 4: Financial Conditions & Price Part

Sr. No.	Description	Quarterly Amount Rs.	Annual Amount Rs.
1	Price to be quoted by Proposer per quarter basis including all Taxes, Duties, Lodging & Boarding Charges, Travelling Expenses etc.		
2	GST @ 18 % Extra on above rate		
3	Total amount Rs.		

- (a) VGEL has full right to derive a formula to bring all the Proposer to a common denominator so as to compare the offers.
- (b) The price is inclusive of all Taxes.
- (c) The offer is being made after reading and accepting all the conditions fully and unconditionally.

Conditions

- PRICE:** Price to be quoted by the Proposer cannot be changed during contract period. The price quoted by the Proposer to be inclusive of all taxes, levies, duties etc. as may be applicable (present prevailing rate) and Excluding GST. Any changes in Government taxes + / - to be borne by VGEL during the contract period.
- SCHEDULE OF PAYMENT:** The payment will become due on VGEL once the service provided by you is fully accepted by the competent authority as well as bills are completely certified by admin / account department. VGEL will make the payment per Quarter base within 30 days from the certification of Invoice.
- CONTRACT PERIOD:** 1 Year of Financial Year 2021-22 (4 Quarter Audit required). It may be extended as per performance of Auditor and VGEL Management decision.

(Signature and Stamp)

SIGN AND STAMP OF THE PROPOSER

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Section 5: SCOPE OF AUDIT

Scope of Internal Audit for 2021-22

Audit of Books of Accounts:

The exercise would include verification of the books of accounts and the underlying documents to examine adequacy, appropriateness and compliance with Generally Accepted Accounting Principles, Audit Standards Company Act, Income tax Act and all the other act applicable (Advanced / Updated time to time) to company and under the requirement of the management concerning the maintenance of accounts for the practice and procedures directed to be followed by the company during its operations.

1. Cash Book:

100% vouching of cash payments and receipts under adequate procedures / best practices are followed by the company. Cash Balance Verification with the books of Company on quarterly basis.

- **Bank Books:** 100% vouching of bank receipt & payment. Verification of bank accounts with reconciliation at monthly interval and the system of payments / receipts is followed by company.
- **Purchase / Expenses Register:** 100% vouching of all Transection. Verification of process for indenting and authorization of purchases and expenses. To check the Annual Rate Contracts / Purchase orders issued and verify whether the supply has been as per the same.
- **Sales Register:** 100% vouching of transaction. Verification of billing process whether same has been correctly followed with DC policy or not. To check the accuracy of the billing with the data used for supplementary bill and penalty bill.
- **Journal Register:** 100% vouching of transaction. Verification of authorization has been obtained for journal entries incorporated in the books and the same are correctly recorded.
- **Credit Note / Debit Note Register:** 100% vouching of transaction. To verify whether the same are in line with the policies set by the board of directors of the company, whether they have been authorized by the person appointed by the board for this purpose and to verify the same are correctly recorded.



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- **Debtors Ledger, Creditors Ledger and General Ledger Scrutiny:** To verify the overall correctness of the accounting system, recovery of dues and payment of debts and compliance of accounting standards by the Company. Suggest Provisioning whenever required.
 - **Debtors' Scrutiny:** Verify the outstanding debtors, identify the sticky accounts and suggest the action needs to be taken by the management. To provide quarterly update on the overall revenue booked and payment received from the members to enable the Company to update the membership status.
2. **Statutory Payments:**
To confirm that payments of statutory liabilities (Viz. PF, ESIC, TDS, GST, Income Tax, and other statutory payments applicable to the company etc.) have been correctly calculated and made on time. To verify the applicability of statute accordingly needs to be informed to the company prior to transaction. Checking of TDS working of the Company.
 3. **Statutory Compliances:**
To observe for compliance of various statutory requirements to be followed.
 4. **Physical Verification of Inventory:**
Verification of the physical stock of inventory in stores with books in phase manner spreads over the year and check whether the same matches with the records maintained in line with CARO. Also check whether the inventory management process is in practice adequately. (Coverage should be 95% in terms of value)
 5. **Physical Verification of Fixed Assets:**
Physical verification of fixed assets of the Company once a year and check their adequate recording in the Fixed Assets Register in line with CARO. To verify the accounting of assets by the Company on a periodic basis.
 6. **Government Grants & Subsidy:**
Verification of compliance of terms of grants received by the Company. To ascertain whether proper treatment in the books of accounts have been made in line with Accounting Standards.
 7. **Returns Under Statutes:**
Check returns needs to be filled by Company.



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8. HR Audit:

Verification of monthly payroll register with applicable statutory compliance, Income Tax Deductions, Time management, Leave record, Mobile deduction, Petrol/Diesel deduction. Observe the HR practices in place for better implementation of the same.

9. Materials Management:

Check the procedure for internal controls for Materials Management like checking of Issue slip, GRN, recording bin card & replacement record etc.

10. Information Systems:

Verify adaptation of suitable Information Systems and business applications deployed at VGEL. To ascertain the adequacy of controls and disaster mitigation plan.

11. IFCR Document:

Internal Audit of IFCR document also to be done.

Attending of Audit Committee Meetings:

Scope Exclusions:

Company Secretary has been appointed for conducting a Company Secretarial compliance audit. The Company secretarial compliance will therefore remain outside the scope of internal audit.