



**GODAVARI GAS PRIVATE LIMITED**  
**(A JOINT VENTURE OF APGDC & HPCL)**

Rs.No.386/2, Beside District Collectorate, Near ITI  
College, Dowlaiswaram, Rajahmundry, Andhra Pradesh – 533125

**REQUEST FOR QUOTATION**

**Ref.: GGPL/C&P/SR 1000001/Internal Audit/2025-26/02**

**Date: 28.05.2025**

**To**

**Internal Auditor Company**

**SUB.: APPOINTMENT OF INTERNAL AUDITOR OF GGPL FOR THE FINANCIAL  
YEAR 2025-26.**

Dear Sir,

Godavari Gas Private Limited, hereinafter called GGPL/Purchaser invites you to submit your Quote by submitting all Annexures duly signed and stamped including filled in price schedule.

1. Scope of Work : As per Annexure - A
2. Period : Internal Audit for the period 01.04.2025 to 31.03.2026 (On Quarterly basis)

**MODE OF SUBMISSION OF QUOTATIONS:**

You are requested to submit your **PASSWORD PROTECTED (Strictly)** Quotations in email to [kavya.gorle@apgdc.in](mailto:kavya.gorle@apgdc.in) with CC to [cfo@godavarigas.com](mailto:cfo@godavarigas.com)

**Last date for submitting the quotation through Email is 05.06.2025 14:00 Hrs and time of bid opening is 05.06.2025 15:00 Hrs. Password shall be obtained during the bid opening via Video conference or through Email at the time of bid opening.**

The management reserves the rights to amend, modify and alter any or all of the terms and conditions of this offer.

Thanking you,

Yours truly,  
*For Godavari Gas Private Limited*

(G. Kavya)  
AM (HR, C&P)



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**Enclosures:**

- Annexure – A : Scope of Work
- Annexure – B : Special Conditions of Contract (SCC)
- Annexure – C : Price Schedule/Schedule of Rates
- Annexure – D : Forms and Formats

**Annexure – A****SCOPE OF WORK****1.0 BACKGROUND:**

Godavari Gas Private Limited (GGPL) is a joint venture of APGDC (Andhra Pradesh Gas Distribution Corporation Limited) and HPCL (Hindustan Petroleum Corporation Limited) incorporated in the year 2016. GGPL has been authorized by PNGRB (Central Govt. Body) to lay, build, operate and expand CGD network in East & West Godavari Districts of Andhra Pradesh in Aug'15 with a mandated Minimum Work Programme (MWP). The estimated cost of the above Project is Rs.535 crs and funded by Canara Bank with 62:38 Debt equity ratio.

The Financial Parameters as on 31-03-2025 is as follows:

<b>PARTICULARS</b>	<b>AS ON MARCH-2025</b>
1. Authorized Capital	Rs.225 Cr
2. Paid-up Capital	Rs.140.99 Cr
3. Total CAPEX	Rs.371.99 Cr
4. Term Loan availed	Rs.186.42 Cr
5. Turnover	Rs.90.04 Cr

As per the provisions of Section 138(1) of the Companies Act 2013 and Rule 13(1)(c)(ii) of the Companies(Accounts) Rules,2014 a Private Limited

Company having outstanding loans or borrowings from banks or public financial institutions exceeding one hundred crore rupees or more at any point of time during the preceding financial year, required to appoint Internal Auditor, who shall either be a chartered accountant, or a cost accountant, or such other professional as may be decided by the Board to conduct internal audit of the functions and activities of the company.

As we have already availed term loan of Rs.186.42 crore, as of March-2025, the above provision of companies Act is applicable to us to appoint internal auditor for the FY 2025-26.

## **2.0 AUDIT REPORT QUALITY AND ETHICAL STANDARDS:**

The Internal Auditor should ensure that the Audit Report is technically accurate and reliable, is conducted in a transparent and impartial manner, and contributes to organizational learning and accountability.

### **3.0 The Scope of Work of Internal Auditor shall include:**

1. Examine and evaluation of adequacy and effectiveness of the internal control and risk management system at various operations and activities of the corporation.
2. Review of the accuracy and reliability of the corporation accounting records and financial reports.
3. Review of application of IND As and Financial Reporting Framework as per the Companies Act 2013.
4. Checking of both transactions and functioning of specific internal control procedures at various departments/offices.
5. Evaluation of adherence to legal and regulatory requirement and approval policies and procedures.
6. Evaluation of effectiveness of existing policies and procedure and give

recommendations and improvement.

7. Identifying opportunities for cost saving and give recommendations for improving cost efficiencies.
8. Examine that resources are acquired economically, used efficiently, and safe guarded adequately.
9. Suggest measures to add value, improve operational efficacy, risk management and internal control systems.

## ANNEXURE-B

### **SPECIAL CONDITIONS OF CONTRACT ( SCC )**

**1.0 Evaluation methodology shall be on L-1 basis.**

**In case multiple firms fall under L1, preference shall be given to**

1. Oldest Audit firm based on Date of registration of firm.
2. No. of Partners in firm as on date.

#### **2.0 TERMS & CONDITIONS:**

1. **Period:** Internal Audit for the period 01-04.2025 to 31-03-2026. (On Quarterly basis)
2. **Time Schedule:** The audit to be commenced for every quarter before 10<sup>th</sup> day of the following month for preceding quarter and should be completed within 30 days from the commencement. The report is to be submitted on completion of audit.
3. **Internal Audit Report:** Two copies of Internal Audit Report shall be submitted.
4. **Scope of work:** As per Annexure – A.
5. **Mode of Payment:** All payments shall be made either through RTGS/NEFT.

**Fee:** The Audit Fee for the quarter will be paid on completion of the assignment in timely manner & on submission of the bill on pro-rata basis for 4 quarters. In case, if you decide to discontinue the above assignment for any reason, you will be allowed subject to one-month prior intimation, accordingly the fee will be paid only for the completed work.

6. **Internal Audit Team:** Audit team should consist one senior qualified Chartered Accountant having post qualification experience of not less than 3 years and required two semi qualified Chartered Accountant. If necessary, you may engage more than one team to complete the assigned job in time.
7. **Place of Audit:** Godavari Gas Private Limited, Rs.No.386/2, Beside District Collectorate, Near ITI College, Dowlaiswaram, Rajahmundry, Andhra Pradesh – 533125.
8. **Quotation:** Quotation should be inclusive of all other expenses and applicable taxes as per SOR.

**Bidder to submit this On Letter Head of the Audit Firm**

1. Name of the practicing Firm :

2. Constitution :

3. Year of establishment :

**4. Addresses :**

**5. Contact Details**

Office :

E-Mail :

Residence :

**6. Statutory Registration**

1) Firm Registration No :

2) MEF No. :

3) UCN Code :

4) CAG Empanelment No :

5) Membership No :

**7. Audit firm Partners & Team**

**8. Details of Work Experience**

**9. Any other information**

**ANNEXURE-C**

**SCHEDULE OF RATE**

Sl. No.	Description	Total Amount Excl. GST in (Rs.)
1.	Internal Audit fees for FY 2025-26	
<b>Total Amount Excl. GST in (Rs.)</b>		
<b>GST @18% in (Rs.)</b>		
<b>Total Amount Incl. GST @18% in (Rs.)</b>		

**Signature of Authorized Signatory:.....**

**Name:.....**

**Designation:.....**



# **ANNEXURE-D**

## **FORMS AND FORMATS**

**BIDDER'S GENERAL INFORMATION**

To,  
M/s Godavari Gas Private Limited  
Rajahmundry

TENDER NO:

1	Bidder Name	
2	Status of Firm	Proprietorship Firm/Partnership firm/ Limited/Others If Others Specify: _____ [Enclose certificate of Registration]
3	Name of Proprietor /Partners/ Directors of the firm/company	
4	Number of Years in Operation	
5	Address of Registered Office:  *In case of Partnership firm, enclose letter mentioning current address of the firm and the full names and current addresses of all the partners of the firm.	<div>City:</div> <div>District:</div> <div>State:</div> <div>PIN/ZIP:</div>
6	Operation Address (if different from above)	<div>City:</div> <div>District:</div> <div>State:</div> <div>PIN/ZIP:</div>
8	Telephone Number	_____ (Country Code) (Area Code) (Telephone No.)
9	E-mail address	
10	Website	
11	Fax Number:	_____ (Country Code) (Area Code) (Telephone No.)
12	ISO Certification, if any	{ If yes, please furnish details }
13	Bid Currency	
14	Banker's Name	
15	Branch	

17	Bank account number	
18	PAN No.	[Enclose copy of PAN Card]
19	GST no.	[Enclose copy of GST Registration Certificate]
20	EPF Registration No.	[Enclose copy of EPF Registration Certificate]
21	ESI code No.	[Enclose copy of relevant document]
22	We (Bidder) are cover under the definition of section 2 (n) of the MSMED Act	Yes / No <i>(If the response to the above is 'Yes', Bidder to provide Purchaser a copy of the Entrepreneurs Memorandum (EM) filled with the authority specified by the respective State Government.)</i>
23	Whether Micro/Small/Medium Enterprise	(Bidder to submit documents as specified it ITB)
24	Type of Entity	Corporate/ Non-Corporate (As per Service tax Act). (In case of Non-Corporate Entity, bidder will submit documentary evidence for same).

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

**AGREED TERMS & CONDITIONS**

To  
M/s Godavari Gas Private Limited  
Rajahmundry

Sl.	DESCRIPTION	BIDDER'S CONFIRMATION
1	Bidder's name and address	
2.	Please confirm the currency of quoted prices is in Indian Rupees.	
3.	Confirm quoted prices will remain firm and fixed till complete execution of the order.	
4	Rate of applicable GST	CGST:.....% SGST:.....% IGST:.....% Total : .....%
4.1	Whether in the instant tender GST is covered in reverse charge rule of Goods and service tax	Yes/ No In case of Yes, please specify GST) payable by: GGPL:.....% Bidder:.....%
5.	Confirm acceptance of relevant Terms of Payment specified in the Bid Document.	
6.	Confirm compliance to Completion Schedule as specified in Bid document. Confirm contract period shall be reckoned from the date of Fax of Acceptance.	
7.	Confirm that, in case of contradiction between the confirmations provided in this format and terms & conditions mentioned elsewhere in the offer, the confirmations given in this format shall prevail.	
8.	All correspondence must be in ENGLISH language only.	
9.	Owner reserves the right to make any change in the terms & conditions of the TENDER/BIDDING DOCUMENT and to reject any or all bids.	

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:

**E-Banking Mandate Form**

(To be issued on vendors letter head)

1. Vendor/customer Name :
2. Vendor/customer Code:
3. Vendor /customer Address:
4. Vendor/customer e-mail id:
5. Particulars of bank account
  - a) Name of Bank
  - b) Name of branch
  - c) Branch code:
  - d) Address:
  - e) Telephone number:
  - f) Type of account (current/saving etc.)
  - g) Account Number:
  - h) RTGS IFSC code of the bank branch
  - i) NEFT IFSC code of the bank branch
  - j) 9-digit MICR code

I/We hereby authorize M/s Godavari Gas Private Limited to release any amount due to me/us in the bank account as mentioned above. I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold the M/s Godavari Gas Private Limited responsible.

(Signature of vendor/customer)

**BANK CERTIFICATE**

We certify that ----- has an Account no. ----- With us and we confirm that the details given above are correct as per our records.

Bank stamp

Date

(Signature of authorized officer of bank)