



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 1001011/Internal Audit/2026-27/02

Date: 05.06.2026

To

Internal Auditor Company

SUB.: APPOINTMENT OF INTERNAL AUDITOR OF GGPL FOR THE FINANCIAL YEAR 2026-27.

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 01.04.2026 to 31.03.2027 (On Quarterly basis)

MODE OF SUBMISSION OF QUOTATIONS:

You are requested to submit your **PASSWORD PROTECTED (Strictly)** Quotations in email to contracts@apgdc.in with CC to financeggpl@gmail.com and cfo@godavarigas.com

Last date for submitting the quotation through Email is 11.06.2025 14:00 Hrs and time of bid opening is 11.06.2025 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

(M. Satya Rakesh)
Asst. Manager (CGD)



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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 of the company as on 31st March 2026 is as follows:

PARTICULARS	AS ON MARCH-2026
1. Authorized Capital	Rs.225 Cr
2. Paid-up Capital	Rs.180.56 Cr
3. Total CAPEX	Rs.389.28 Cr
4. Term Loan availed	Rs.186.42 Cr
5. Turnover	Rs.114.61 Cr

2.0 Statutory Requirement for Appointment of Internal Auditor

As per the provisions of Section 138(1) of the Companies Act 2013 and Rule13(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 (Rs. 100 crore) rupees at any point of time during the preceding financial year, required to appoint Internal Auditor.

The Internal Auditor may be a Chartered Accountant, Cost Accountant, or any other professional as may be decided by the Board to conduct internal audit of the functions and activities of the company.

Since, GGPL has availed term loan of Rs.186.42 crore as on March 2026, the aforesaid provision of the companies Act, 2013 are applicable to the company. Accordingly, appointment of an internal auditor for the FY_2026-27 is mandatory.

3.0 Audit Report Quality and Ethical Standards:

The Internal Auditor shall ensure that the Audit process and reporting are:

- Technically accurate, reliable and evidence-based:
- Conducted in a transparent, independent and impartial manner, and
- Focused on enhancing organizational learning, governance, internal controls and accountability.

4.0 The Scope of Work of Internal Auditor shall include:

The Scope of Work of the Internal Auditor shall include, but not be limited to the following:

1. Examine and evaluation of adequacy and effectiveness of the internal control and risk management system at various operations and activities of the company..
2. Review of the accuracy and reliability of accounting records and financial reports of the company.
3. Review the application of Indian Accounting Standards (IND AS) and the Financial Reporting Framework prescribed under the Companies Act, 2013 and other applicable statutory provisions.
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.

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7. Identifying opportunities for cost saving, operational efficiency and optimisation of resources along with suitable recommendations for improving cost effectiveness.
 8. Examine whether the resources are economically, used efficiently, and safeguarded adequately.
 9. Suggest measures to add value, improve operational efficiency, 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 of Audit

The Internal Audit shall cover the period from **01 April 2026 to 31 March 2027** and shall be conducted on a Quarterly basis. The period of appointment can be extended for further one more year based on performance of the firm and subject to approval of GGPL Management.

2. Time Schedule

The audit for each quarter shall commence before 10th day of the month succeeding the respective quarter and shall be completed within **15 days from the date of commencement**. The audit report shall be submitted immediately upon completion of the audit. Any deviation from the prescribed timeline shall require prior approval of the Management.

3. Submission of Internal Audit Report

The appointed auditor shall the draft report with management and submit Two copies of Internal Audit Report upon completion of each quarter's audit.

4. Scope of work: The Scope of Work shall be as specified in **Annexure – A**.

5. Mode of Payment and fee

All payments shall be made through RTGS/NEFT.

Fee: The Audit Fee for each quarter shall be released upon satisfactory completion of the assignment and submission of the invoice on pro-rata basis for 4 quarters.

In case, the auditor decides to discontinue the assignment for any reason, a minimum of one month prior notice shall be required. Payment shall be made only for the work completed up to the date of discontinuation.

6. Internal Audit Team Composition

The Audit team shall comprise:

- One Senior Qualified Chartered Accountant having post qualification experience of not less than 3 years
- Two Semi-Qualified Chartered Accountant.

The audit firm may deploy additional personnel or more than one audit team, if required for the timely completion of the assignment.

7. Place of Audit: Godavari Gas Private Limited, Rs.No.386/2, Beside District Collectorate, Near ITI College, Dowleswaram, 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 2026-27	
Total Amount Excl. GST in (Rs.)		
GST @18% in (Rs.)		
Total Amount Incl. GST @18% in (Rs.)		

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.	City: District: State: PIN/ZIP:
6	Operation Address (if different from above)	City: District: State: PIN/ZIP:
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)