



DME Development Limited

(A Wholly Owned Entity of NHAI)

NHAI Corporate Office, Plot G -5 & 6, Sector – 10, Dwarka, New Delhi – 110075

CIN : U45202DL2020GOI368878 / PH : 011- 25074100 / 25074200,

Email: prachimittal.dme@nhai.org Website: www.dmedl.in

FINDIV-17023/1/2025-O/o GM (Finance-I)/e-277764

Date: 01.04.2025

Request for Proposal

To,
CA Firms

Sub : Appointment of Internal Auditors for the FY 2025-26 & 2026-27.

The Delhi - Mumbai Expressway (“DME” or “the Expressway”) is one of the flagship expressway project, currently being executed by National Highways Authority of India (“NHAI”). It is an access-controlled 8 -lane expressway with a design speed of 120 km/hr which is expected to unlock new economic opportunities in the hinterland districts. To raise finance for the project, NHAI incorporated a wholly owned subsidiary, constituted on 29th August 2020, viz., DME Development Ltd (SPV).

2. The Concession Agreement and Implementation Agreement were signed in Feb, 2021 between NHAI and DME DL (SPV) for implementation of the project through the SPV. Now the SPV seeking proposals/ bids for appointing Internal Auditor for FY2025-26 & FY2026-27.

3. Details of scope of work of the Internal Auditor shall inter alia include the following:

- Audit at the Head Office of SPV.
- During the course of audit to provide specific, advice/guidelines including updating on accounting and audit matters as also advising on the Accounting Standards issued by ICAI that are applicable to SPV.
- Review the system and procedures adopted in functioning and providing suggestion for their improvement.
- Follow up of previous Internal Audit Report, while conducting current internal audit as regards compliance and actions taken.
- Advise on issues relating to accounting finalization & policies.
- Checking of Financials and Balance Sheet of the SPV, which would generally include, but not limited to the following:
 - Review of trial balances.
 - Assistance in finalization of annual & quarterly accounts in respect of the FY 2025-26 and FY 2026-27.

- To attend the meetings and the comments of Statutory Auditors and audit by CAG.
- Any other assignment incidental to above.
- To examine and report that the books of accounts and other records maintained by the DME Development Ltd (SPV of NHAI) are adequate enough and the financial reports are reliable and reflect actual operations accurately.
- To examine and report that the provisions laid down under various laws as may be applicable are being strictly followed/ complied with.
- To examine and report that the resources have been deployed economically and efficiently and all the financial operations are being carried out as per Accounting Standards.

4. Accordingly, the bids are invited from the CA firms. The selection of the firm will be on **Least Cost basis (Total of fees quoted for FY 2025-26 & FY 2026-27)**. The firm which meet the minimum eligibility criteria mentioned at Point 6 will only be considered for financial bidding. The firm is required to engage personnel who should be qualified CA having at least 5 years of experience, for carrying out of the audit of SPV. The CV and requisite documents need to be shared with DMEDL for approval. The same personnel shall conduct the audit at DMEDL HQ, New Delhi for the said assignment.

5. Duration of the assignment shall be 2 Years (FY 2025-26 & FY 2026-27) i.e. audit for period from 01.04.2025. The same may be further extended by way of mutually agreed terms and conditions of the parties for another 2 years.

6. Minimum Eligibility criteria for qualification for empanelment is prescribed as under-

Sl. No.	Requirement	Chartered Accountant Firms
1	Number of years of experience (For Firm)	5 years
2	Number of full-time partners	04
3	Number of PSUs/PSU Banks audited i.e. Applicant had conducted Statutory Audit / Internal Audit. (in FY 2022-23 & 2023-24)	02
4	Average Gross Receipts(Professional Fees excluding Taxes) during last 2 years (i.e. FY 2022-23 & 2023-24 duly audited)	Minimum Rs. 40 Lakhs.
5	In the last two financial years, i.e. FY 2022-23 & FY 2023-24, the applicants have conducted statutory audit/ Internal audit of at least one PSU/Private Sector Company with a minimum Turnover of Rs. 200 Crore or more. (Banks shall not be considered).	

6	Number of companies (registered under Companies Act) / Government Entities audited in the capacity of Statutory Auditor / Internal Auditor (Various Branches/ Unit of one company are to be considered one Company) in the last two years (FY 2022-23 & 2023-24)	At least 10 companies / Govt. entities
7	Experience as auditor(Statutory/Internal/Revenue/Forensic) for auditing the entities in Road sector or Infrastructure projects namely Power sector, Roads & Bridges, Railways, Ports and Airports.(FY 2022-23 & 2023-24)	At least 2 different entities.
8	Head Office/Branch Office of the firm be must located in New Delhi/ NCR	As on 01.01.2025

Note 1-Documents to be submitted in support of the above criteria are as under-

- (a) In respect of Serial No. 1 & 2 photocopy/scanned copy of certificates issued by The Institute of Chartered Accountants of India as on 1st January 2025.
- (b) In respect of Serial No. 3, list of organizations/entities audited in the following format duly certified by two partners of the applicant firm (Documentary evidence must be enclosed)-

Sl. No.	Name of the organization/Entities	Whether as Internal Auditor/ Statutory Auditor	Year of Audit

(c) In respect of Serial No 4 - Copy of Balance Sheet and P&L Account for the FY 2022-23 & FY 2023-24, specifying the Gross Receipts (Professional Fees excluding taxes) duly audited shall be enclosed. The above must be certified by two partners of the applicant. **This must be certified by any other CA Firm with UDIN.**

(d) In respect of Serial No. 5, list of companies audited and their turnover as on 31st March, 2023 or 31st March, 2024 duly certified by two partners of the applicant firm. (Documentary evidence should be enclosed).

(e) In respect of Serial No. 6, list of companies audited in the following format duly certified by two partners of the applicant firm (Documentary evidence should be enclosed)-

Sl. No.	Name of the organization/Entities	Whether as Internal Auditor/ Statutory Auditor	Year of Audit

(f) In respect of Serial No. 7, list of companies audited in the following format duly

certified by two partners of the applicant firm-

Sl. No.	Name of the organization/Entities	Whether as Auditor/Statutory Revenue Auditor	Internal Auditor/	Year of audit

(g) In respect of Serial No. 8, photocopy/scanned copy of certificates issued by The Institute of Chartered Accountants of India as on 1st January 2025, showing Delhi Branch.

Note-2 Joint Venture/Association of CA firms are not permitted.

Note 3- In support of the claim, copy of the work order and proof of work execution to be enclosed.

7. Bids should be submitted in original and in two closed envelopes, i.e. Technical bid and Financial bid. Documents shall be serially numbered and be submitted in **HARD BOUND (NO SPIRAL BOUND)** with all the necessary supporting documents duly signed by 2 partners. Proposals received in loose bound shall be rejected outrightly.

8. The Proposal shall be signed by **two partners of the firm**. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the applicant itself. Any such correction must be authenticated by the persons who sign the Proposals.

9. Termination

9.1 By the DMEDL

DMEDL may terminate the internal audit assignment, by not less than thirty (30) days' written notice of termination to the Internal Auditors, to be given after the occurrence of any of the events specified as under;

a) If the Internal Auditors do not remedy a failure in the performance of their obligations under the RFP, within thirty (30) days of receipt after being notified or within such further period as the DMEDL may have subsequently approved in writing, if the Internal Auditors become insolvent or bankrupt;

b) If the firm fail to deploy the personnel & staff as per TOR repeatedly;

c) If there is a delay in submission of the report for more than 7 days two times in a year, the contract may be terminated;

d) If the Internal Audit firm fails to depute the manpower as per the requirement for audit, the contract may be terminated;

e) In case any major discrepancy was observed which the auditor fails to report the contract will be terminated forthwith and no fee for that assignment will be made;

f) If, as the result of Force Majeure, the Internal Auditors are unable to perform a material portion of the Services for a period of not less than sixty (60) days;

g) If the Internal Auditors, in the judgment of the DMEDL has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. For the purpose of this clause:

i. "Corrupt practices" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution.

ii. "Fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the DMEDL, and includes collusive

practice among Internal Auditor (prior to or after submission of proposals) designed to establish non- competitive levels and to deprive the DMEDL of the benefits of free and open competition.

- h) If the Internal Auditors violate any obligation of the auditor provided in the RFP.
- i) If the Company, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement.

9.2 By the Internal Auditors

The Internal Auditors may terminate the assignment, by not less than thirty (30) days' written notice to the DMEDL.

10. Financial bids are to be submitted in the following format. The fee should be inclusive of all costs (**excluding out-of-pocket expenses**). However, GST as applicable will be paid extra, on a reimbursement basis.

(Amount in INR)	
Particulars	Lumpsum Audit Fee excluding GST for each year
Internal Audit Fee for FY 2025-26	
Internal Audit Fee for FY 2026-27	

11. The envelope shall be superscripted by "**APPLICATION FOR APPOINTMENT of the Internal Auditor in DMEDL**". Your offer should be submitted in a sealed cover at the following address on or before 16/04/2025 (Wednesday) by 4 pm :

Sh. Ananta Manohar,
Director cum CFO,
C/O National Highways Authority of India,
Plot No- G-3, Sector-10, Dwarka,
New Delhi - 110075.