

RailTel Corporation of India Ltd.
Plate-A, 6th Floor, Office Tower-2,
NBCC Building, East Kidwai Nagar
New Delhi – 110023

NOTICE INVITING TENDER

E- Tender Notice No. RailTel/Tender/OT/CO/Fin/2022-23/Appointment of internal Auditor/1 Dated 27-3-23

RailTel Corporation of India Ltd. (RailTel) invites E-tender through IREPS-Portal (Two Packet System), from reputed firms of Chartered Accountants for appointment of Chartered Accountant Firms to undertake work of Internal Audit (Quarterly Intervals) for its Corporate Office at New Delhi and its Regional offices at Mumbai, Kolkata, Hyderabad and New Delhi.

The details are as under: -

a)	Downloading of Tender Documents from RailTel's website or IREPS' website.	01-04-2023
b)	Closing date for submission of E-bid(s)	24-04-2023 (3:00PM)
c)	Date of opening of E-Bid(s)	24-04-2023 (3:30PM)
d)	Minimum Annual Fee for Internal Audit	As per Section-2 para 2.5.2
e)	Earnest Money (EMD)	Rs.20,000/-
f)	<u>Cost of Tender Document</u> (Rs. 5000/- + 18% GST)	Rs. 5,900/-
	For detailed guidelines regarding EMD, please refer Section-7 of the Tender document. SORs are mentioned in Annexure-D.	
	EMD Required to be submitted ONLINE through IREPS Portal Only.	

Tender Notice and Tender Document are available at RailTel's website and can be downloaded from www.railtelindia.com or E-tendering portal <https://www.ireps.gov.in>. For online bid submission the bidder will have to necessarily download an official online copy of the tender documents from **IREPS' E-Portal**. Any Corrigendum/Modification will be issued only on IREPS' E-Portal.

The bidder shall bear all costs associated with the preparation, submission /participation in the bid. Purchaser in no way will be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

Anuj Kumar
Dy. General Manager Finance
RailTel Corporation of India Limited

Section-1: Preamble

NAME OF WORK: Appointment of Chartered Accountants to undertake work of Internal Audit (Quarterly Intervals) for its Corporate Office at New Delhi and its Regional offices at Mumbai, Kolkata, Hyderabad and New Delhi

1. SCOPE OF WORK:

- 1.1 To undertake work of internal audit as mentioned in section 3 of this TENDER. Internal Audit will be for a definite period and will not amount to any kind of employment obligation on the part of RailTel.
- 1.2 The process for appointment will be for a period of 2 year i.e., for FY 2023-24 and 2024-25, which can be extended through mutual consent for a further period of one year i.e. for FY 2025-26. Audit will be carried out on quarterly intervals. Initial appointment letter shall be issued for one year. Further extension shall be based on evaluation of performance.

2. CLARIFICATION REQUESTS :

The written queries/ clarifications be sent to the RailTel's office by 12-04-2023.

Prospective bidders are required to direct all communications related to this Tender, through the Nominated Point of Contact persons:

Contact : Anuj Kumar
Position : Dy. General Manager Finance
Email : caanuj@railtelindia.com

