प्रदूषण नियंत्रण समिति
Pollution Control Committee
संघ प्रदेश दादरा एवं नगर हवेली तथा दमण एवं दीव प्रशासन
U. T. Administration of Dadra & Nagar Haveli and Daman & Diu
प्रथम तल, उद्योग भवन, भेंसलोर, नानी दमण, दमण-396210
1st Floor, Udyog Bhavan, Bhenslore, Nani Daman, Daman-396210
Ph.: 0260 - 2262524 / 2260975. E-mail: pcc-dnhdd@ddd.gov.in

PCC/DMN/Audit Report/Part-II/2007-2008/210 **Date: 15/09/2026**

EXPRESSION OF INTEREST FOR APPOINTMENT OF INTERNAL AUDITORS FOR INTERNAL AUDITING IN THE OFFICE OF THE POLLUTION CONTROL COMMITTEE, DAMAN & DIU AND DADRA & NAGAR HAVELI.

The expression of Interest is hereby invited by the Pollution Control Committee, DNH & DD, Daman from the interested authorized Registered Chartered Accountant firms/agencies having minimum standing of ten years experience in the profession and is CAG empaneled Chartered Accountant for auditing of the income and expenditure of Accounts for Financial year from 2020-21 to 2025-26 and concurrence audit for year 2026-2027.

Applicants are hereby required to review the Request for proposal and scope of work and verify their eligibility before proceeding. Eligible applicants shall then carefully submit their quotation accordingly. The quotation, along with the required documents, shall reach the office of Pollution Control Committee, DNH & DD, 1st Floor, Udyog Bhawan, Bhenslore, Nani Daman, on or before 15/10/2026, by hand, post, or courier.

The Pollution Control Committee reserves the right to accept/reject any /all proposals without assigning any reason.

(B.Mohandaas)IFS
Member Secretary
Pollution Control Committee
DNH & DD, Daman

Copy to:
1. The Chairman, PCC, DD & DNH, Daman for kind information
2. PCC Notice board
3. The Field Publicity Officer, Daman
4. The National Informatics Officer, NIC, Daman

Request for Proposal (RFP)

For

Appointment of CA FIRM/LLP as Internal Auditor of Pollution Control Committee of DADRA & Nagar HAVELI & DAMAN & DIU FOR Auditing 2020 -2026 and concurrence audit for the year 2026-2027.

प्रदूषण नियंत्रण समिति

Pollution Control Committee

संघ प्रदेश दादरा एवं नगर हवेली तथा दमण एवं दीव प्रशासन

U. T. Administration of Dadra & Nagar Haveli and Daman & Diu

प्रथम तल, उद्योग भवन, भेंसलोर, नानी दमण, दमण-**396210**

1st Floor, Udyog Bhavan, Bhenslore, Nani Daman, Daman-396210

Ph.: 0260 - 2262524 / 2260975. E-mail: pcc-dnhdd@ddd.gov.in

REQUEST FOR PROPOSAL (RFP) FOR AUDITING FINANCIAL STATEMENTS OF POLLUTION CONTROL COMMITTEE DNH & DD from CHARTERED ACCOUNTANT FIRM/LLP AS INTERNAL AUDITOR FROM 2020 to 2026 AND CONCURRENCE AUDIT FOR YEAR 2026-2027.

Request for Proposal (RFP) document for Auditing Financial statements and expenditure from CA FIRM/LLP as internal auditor for the financial year from 2020-2026 and concurrence audit for current financial year 2026-2027.

1. **Introduction**
    1. Pollution Control Committee Dadra Nagar Haveli & Daman and Diu is a autonomous body constituted in the year 1992.
    2. Central Pollution Control Board (CPCB) has delegated its powers and functions vested in the said board under the water (Prevention and Control of Pollution) Act, 1974 and Air (Prevention and Control of Pollution) Act, 1981 to the Pollution Control Committee for the U.T of DNH & DD
    3. The Acts and Rules that the PCC is governed in Water(Prevention and Control of Pollution) Act 1974, the Air (Prevention and Control of Pollution) Act, 1981, the Environment Protection Act, 1986, the national green Tribunal Act, 2010, The hazardous and other waste(Management and Transboundary Movement) Rules, 2016. The solid waste Management Rules, 2016, the E- waste Management Rules, 2016, the plastic waste management rules 2016, the construction and demolition waste management rules 2016 and the Bio-Medical Waste Management Rules ,2016. All Acts as amended to latest date are applied thereof
    4. The core functions of the PCC is issuance of consents according to official gazette published (till date) in the UT administration of DNH & DD for Categorization of industrial sector, Monitoring of Industrial establishments for necessary compliance, Imposing of Environmental Compensation, Environmental Laboratory establishments, certification, management and analysis, Initiate legal action against the industrial establishments violating the above mentioned rules. Conduct Public Hearing in accordance with the procedural laid down under the EIA notification-2006 and conducting air and water quality monitoring.
2. **Important Dated**:-

Date of Issue of This RFP	15.09.2026
Last Date for submission	15.10.2026 at 18: 00 hrs

3. **Eligibility Criteria**

Chartered accountants Firms/ LLP must qualify the following minimum criteria:-

Sr. No	Particulars	Minimum Criteria
1.	Number of Full-time partners associated with the firm/LLP for not less than 5 years and shall be member of the institute of Chartered Accountants of India	2
2.	Turnover of the Firm/LLP(Average of Last three years i.e. 2023-24, 2024-2025 and 2025-26)	Rs. 20 Lakhs
3.	No. of assignment of Internal/Statutory Audit of Corporation/PSUs/Limited companies having an average turnover of not less than Rs. 50 Crores in last years. The experience of the preceding 3 years shall only be considered.	At least 3 Nos.
4.	The Firm/LLP should have head office at anywhere in India but should have a branch office at Daman.	For the last 2 years
5.	Empanelment in Comptroller and Auditor General (CAG) as Chartered Accountant	For last 3 years

Any firm/LLP not qualifying these minimum criteria need not apply and their proposal shall be summarily rejected.

Further, the outgoing Internal Auditor will not be eligible for re-appointment hence need not to apply and their proposal shall be summarily rejected, if any.

Supporting documents for eligibility criteria:-

1. For Sr. No 1 the firm/LLP must submit an attested copy of certificate of Institute of Chartered Accountants of India with respect to its constitution and number of partners in it.
2. For Sr. No 2, the firm must submit a copy of the balance sheet and profit and loss account for the last three financial years as mentioned.
3. For Sr. No 3, the firm must submit a copy of the appointment letters from the auditee organization and annual reports evidencing the turnover of the auditee organizations
4. For Sr. No 4, the firm shall submit a declaration for no of years in existence and certificate from ICAI with respect to its constitution and a declaration from the firm on its letter head stating that the address of head office in india and branch office at Daman in U.T Of DNH & DD for last two years.
5. For Sr. No 5, the firm should have been empaneled for last 3 years.

5. **EVALUATION CRITERIA FOR SELECTION OF INTERNAL AUDITORS:** -

The Auditors will be determined based on the last Least Cost System (LCS)

6. **SUBMISSION OF THE PROPOSAL: -**

A. The interested firm shall submit the Technical and Financial Proposal separately duly bound and containing the index/table of content with all the pages numbered
B. The proposal in the prescribed format should be submitted on or before /07/2026 18.00 hrs.
C. The outer envelope cover shall be super Scribed For appointment of Internal Auditor for FY from 2020 to 2026

And addressed to:
The Member Secretary,
1st Floor Udhog Bhavan,
Bhenslore, Nani Daman-396210

7) **SCOPE OF THE INTERNAL AUDIT: -**
The scope of the Internal Audit will be as per Annexure-I enclosed. The Board or the Audit Committee reserves the right to alter the scope of the audit if need arises. The firm / LLP shall depute at least one qualified staff for the assignment

8) **Submission of Internal Audit:**
The Internal Auditor shall conduct audit and submit audit report within 15 days.

9) **REPORTING:**
The Internal Auditor should report to the Audit Committee any serious weakness, significant fraud or major accounting breakdown discovered during the normal course of audit through the Head Assistant of PCC.

10) **TERMINATION OF CONTRACT**:

Pollution Control Committee reserves it right to accept/reject any /all proposals without assigning any reason.

11) **ARBITRATION**

In case of any dispute, it shall be referred to Arbitration. The Arbitration shall be as per Indian Arbitration and Conciliation Act, 1996 as amended up to date. The place of Arbitration shall be Daman and the language will be English. The Corporation reserves its right to reject any firm/LLP without assigning any reasons.

On letter head of CA Firm/LLP

Submission of Information

Format for submission of information of the Chartered Accountant firm for selection as Audit for accounts of Pollution Control Committee DNH & DD

Sr. No	Particulars	Details
1.	Name of the CA Firm/LLP	
2.	Registered. No. & Date of Registration of CA Firm/LLP	
3.	Registered Address of H.O. and Branches.	
4.	Name of Partners with membership No. & No. of years for which associated with firm	
5.	Details of qualified CA/CWA staff	
6.	Details of Articles/Audit Clerk/Semi-qualified staff	
7.	Details of assignment of Internal/Statutory Audit of Corporation/PSUs/Limited companies having an average turnover of not less than Rs. 50 crore in last five years. The experience of the preceding 5 years shall only be considered.	
8.	Details of PAN, GST No. of the Firm/LLP	
9.	Empaneled In CAG for last how many years	

Signature of Partner
Name of Partner
Seal of Firm Date :
Firm Reg. No Place :
Membership No. :

Date:
Place:

Note:

1) Copies of certificates/documents in support of above details shall be attached.
2) Demand Draft of EMD of ₹ 2000/- shall be attached with the technical proposal.

(On the letter of CA firm/LLP)

PROFORMA OF FINANCIAL

Financial bid for Appointment as Internal Auditor for financial year from 2020 to 2026 and concurrence audit for the year 2026 to 2027.

Particulars	**Amount in Rs**
Fees for appointment of Internal Auditor for financial year from 2020 to 2026 and concurrence audit for the year 2026 to 2027	
GST and any other applicable expenses	
Total	

Note:

1. Taxes and other statutory levies will be paid on actual basis. However, present rates of applicable taxes and levies may be indicated by the tenderer.
2. The tenderer is deemed to have thoroughly studied and examined the technical specification, important instructions and general terms and conditions of the tender documents and fully informed as to nature of the work as per annexure - I and conditions related to its performance.
3. No transport / TA /DA /other incidental expenses will be payable by the Corporation.

Signature of Partner
Name of Partner
Seal of Firm Date :
Firm Reg. No Place :
Membership No. :

Date :
Place:

ANNEXURE – I

SCOPE OF THE INTERNAL AUDIT

Sr. No	Scope of Work
1.	Audit of all bank /cash receipts & payment vouchers of all types relating to supply, works, Statutory payments and Refundable vouchers of EMD, etc.
2.	Verification of Cash Book & Bank Book
3.	Verification of Bank Reconciliation
4.	Scrutiny of ledgers / sub-ledger accounts, accounting registers and Journal vouchers
5.	Depreciation accounting / work in progress
6.	Guide and advice on Compliance of TDS requirement & other statutory requirements including Income Tax, VAT, GST etc. as applicable from time to time.
7.	Checking of Debtors outstanding and realization report with ageing analysis
8.	Determination of bad and doubtful debts and its provision
9.	Reconciliation of sundry debtors accounts
10.	Audit of all purchase orders/work orders and purchase procedure compliance
11.	Comment on Revenue and Capital Expenditure accounted for
12.	Audit of Purchase order / Work order covering quotation, tender, enquiry with comparative statement for supply and works / limited tender advertisement / single tender (proprietary items) with comparative statement relates with works and supply as per established procedures of the Company.
13.	Audit of EMD / Security Deposit
14.	Advice on new provisions and circulars issued by CBDT & CBEC
15.	Assist & advise in tax planning
16.	Review of Board Minutes in support of the agenda papers
17.	Audit of all records relating to salary and wages accounting system

General:

The internal auditor shall examine and report whether:

1. Adherence to rules, procedures and provisions prescribed under the relevant laws, rules, requirements, guidelines and internal delegation of powers.
2. There is a regular reconciliation of accounts of debtors, creditors etc.
3. The Prevailing systems of internal checks and controls are properly followed.
4. Suggestions should be made to strengthen the internal checks and controls if there are inadequacy and identifying any duplication of procedures/work of unnecessary paper work and suggest the steps to eliminate the same without compromising the safe practice.
5. Assist in resolving CAG queries of CAG Audit
6. Any other activity of audit which may require Internal Auditor's comments at the discretion of the Pollution Control Committee DNH & DD