



इंडियन रेलवे कटरिंग एवं टूरिज्म कॉरपोरेशन लिमिटेड
(भारत सरकार का उद्यम-मिनी रत्न)
INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.
(A Govt. of India Enterprise-Mini Ratna)

"CIN-L74899DL1999GOI101707". E-mail : info@irctc.com, Website : www.irctc.com

2022/IRCT/CO/CATG/P&T/Forensic Audit (20951)

13.09.2022

CONFIDENTIAL

M/s Rajvanshi & Associates
H-15, Chitrangan Marg, C-Scheme
Jaipur, Rajasthan – 302001

(Kind Attention-Vikas Rajvanshi -9509777241
(E-Mail:- forensic@rajvanshica.com, abhinav@rajvanshica.com)

Sub:- LOA for Forensic Audit of credentials of bidders in IRCTC.

**Ref:- 1. Limited tender no. 2022/IRCT/CO/CATG/P&T/Forensic Audit opened on
21.07.2022.**

2. Your bid submitted on 21.07.2022 through online tendering mode.

With reference to the above mentioned subject, contract for forensic audit of the credentials of IRCTC bidders for 100 Number of cases is placed to you as per the following terms and Conditions:-

SNo.	Description	Remarks
01	Details of works	Forensic audit of the supporting documents Submitted by the bidders towards pre-qualification Criteria mentioned in the tenders.
02	Quantity	100 Nos. of tender cases Check
03	Quantity option Clause	+ 30%
04	Professional fee per Check	INR 5,650/- (Excluding GST)
05	Total Value of the 100 Checks	INR 5,65,000/- (Excluding GST)
06	Time period of Check	03 Weeks
07	Security Deposit	3% of contract value, i.e. Rs 16,950/- is to be Submitted within 15 days from the issue of LOA and before signing of contract agreement in the form of Demand Draft in favour of IRCTC Payable at New Delhi.
08	Penalty	0.5% per week subject to maximum 10% of Contract Value will be imposed on the agency for delayed submission in report after 03 weeks.
09	Other Terms and Conditions	All other terms and conditions as per tender documents.

- In addition to Professional fees, OPE incurred for travel, boarding, telecommunication, Conveyance and other expenses specifically related to his engagement will be billed to IRCTC on actual basis. The above expenses should be kept at bare minimum. However, prior consent of IRCTC before incurring such expenses is required.
- Tax levies if applicable will be charged separately at respective applicable rates.
- Fees and expenses for any projects, unplanned work or scope extension will be as per mutually agreed terms and will be billed separately. The firm will discuss any changes to the scope of service with IRCTC prior to performing additional work.


13/09/2022

Payment terms:-

1. Invoice including professional fee per check, other expenses incurred like travel, Boarding, Telecommunication, and Conveyance must be billed to IRCTC along with the original Voucher/invoice of the expenses incurred.
2. Payment will be made at the accepted rates plus applicable tax to the Firm. No payment will be made unless the invoice is as per GST rules.


Other Terms and conditions:-

1. Bidder's credentials along with request for forensic audit will be forwarded to your firm either through Email or in hard copy.
2. Scope of work will include document check, all document/certificates submitted by the bidder in support of their eligibility criteria viz FSSAI License, ISO certification, 4 star/ restaurant Certificate, Balance Sheet and Profit & Loss account, certificate from CA, Certificate of Incorporation/registration, ESIC, EPF and all other submitted certificates in addition to above.
3. Report of the forensic audit must be submitted to IRCTC in sealed cover within 03 weeks of Submission of request. Confidentiality of reports must be maintained and breach thereof shall be liable of termination of contract.

All terms and conditions shall be applicable as per Tender documents.

Kindly acknowledge the receipt of this letter and convey your acceptance with submission of SD. Further, you are advice to execute the agreement with IRCTC within 15 days from the date of this LOA.

This issues with legal & finance vetting and approval of competent authority.


(Satinder Kumar)
Manager/Proc.
For GGM/P&T

Copy to :

1. CVO- For kind information please.
2. GGM/P&T, GGM/Fin.- For kind information please.