



**BANK NOTE PRESS DEWAS - 455001 (M.P.)**  
**A Unit of Security Printing and Minting Corporation of India Limited**  
**Miniratna Category - I CPSE**  
**Wholly owned by Government of India**  
**Tel : 07272-268253/268468 Fax : 07272-255111**  
**Web : <http://bnpdewas.spmcil.com>**  
**E-Mail: [bnpdewas@spmCIL.com](mailto:bnpdewas@spmCIL.com)**  
**CIN No. : U22213DL2006GOI144763**

**ANNEXURE - I**

**MANDATORY CHECKLIST**  
**(To be submitted along with Techno-commercial Bid)**

Sr. No.	Description	Yes/No
1.	Tender submitted in one bid i.e. (Techno-Commercial+ Price Bids).	<input type="checkbox"/>
2.	The Tender should be submitted in English Language. The authenticated copies of the documents in support of the applicant's claims may be submitted in Hindi/English Language.	<input type="checkbox"/>
3.	<b>Bid Security Declaration-</b> Bidder firm has to submit a seal & sign "Bid Security Declaration" accepting that if the firm withdraw or modify their bid during the period of bid validity after opening of tender they will be suspended for a period of 3 years from the date of opening of tender. - In addition to above, firms participating as MSE/NSIC/DIC/Start-up India Campaign, needs to enclosed certificates containing validity (including registered category-if any).	<input type="checkbox"/>
4.	<b>CATEGORY OF MSME FIRMS</b>	
	<b>SC</b>	<input type="checkbox"/>
	<b>ST</b>	<input type="checkbox"/>
	<b>GEN</b>	<input type="checkbox"/>
5.	<b>Owner of the company</b>	
	<b>Male</b>	<input type="checkbox"/>
	<b>Female</b>	<input type="checkbox"/>
6.	Provided the Names of Organization(s) / Firm(s) with Addresses & Telephone Numbers, Fax Numbers, E-mail addresses to which they have provided similar type of Items/services annually during the last five years in Techno-commercial Bid.	<input type="checkbox"/>
7.	Power of attorney / Authorization indicating that authorized signatory is competent & legally authorized to submit the tender and /or to enter into legally binding contract enclosed in Techno-commercial Bid.	<input type="checkbox"/>
8.	Sealed & signed copy of each page of tender document submitted along with techno-commercial bid as a token of acceptance of all terms & conditions enclosed.	<input type="checkbox"/>
9.	Copy of GST/PAN /TAN number/ TIN number enclosed in Bid.	<input type="checkbox"/>
10.	Undertaking/declaration certificate for not suspended/ banned by any Ministry/ Deptt. of Government of India or by any State Govt must be submitted in technical bid by the bidder.	<input type="checkbox"/>
11.	Tender validity 120 days given.	<input type="checkbox"/>
12.	Delivery Schedule accepted as per tender.	<input type="checkbox"/>
13.	Payment terms accepted as per tender.	<input type="checkbox"/>

**NOTE:**

- The above check list duly filled must be submitted along with tender.



**Signature and Seal of bidder**

**NOT Transferable**

**Security Classification: Non Security**

**TENDER DOCUMENT FOR PROCUREMENT: HIRING OF INTERNAL AUDITOR OF BNP FOR FINANCIAL YEAR 2022-23.**

**TENDER NUMBER: 6000017402/BNP/P/F & A/INTERNAL AUDITOR/22/OT (Exp.) dt.31.03.2022.**

**This Tender Document Contains 46 Pages.**

**Tender Document is sold to:**

The Bidder, (104573)

INDIA

**Details of Contact person in SPMCIL regarding this tender:**

**Name** : Mangesh Kasvekar

**Designation** : Dy. General Manager (Purchase)

**Address** : BNPD (BANK NOTE PRESS, DEWAS)

INDIA



### SECTION I: NOTICE INVITING TENDER (NIT)

Tender No. 6000017402/BNP/P/F&A/INTERNAL AUDITOR/22/OT (Exp.)

dt. 31.03.2022

1. Sealed tenders are invited from eligible and qualified tenderers for supply of following item:

S. No.	Brief Description of Goods/Services	Quantity Required	Remarks
1	Hiring of Internal Auditor of BNP for financial year 2022-23	4 quarters (quarterly)	Kindly refer to section VI and VII for list of requirement and technical specification.
Type of Tender			ONE-BID Open Tender (Express) (National Competitive Bid)
Dates of sale of tender documents:			NA
Place of sale of tender documents			NA
Closing date and time for receipt of tenders			12.04.2022 up to 14:30:00
Place of receipt of tenders			BANK NOTE PRESS, DEWAS
Date and Time of opening of tenders			12.04.2022 at 15:00:00
Place of opening of tenders			BANK NOTE PRESS, DEWAS
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)			Mangesh Kasvekar. Dy. General Manager (Purchase)

- Interested tenderers may obtain further information about this requirement from the above office. They may also visit our website mentioned above for further details. In case of multiple items bidders should specifically mention for which item/(s) they are bidding.
- "Bid Security Declaration"**  
Bidder firm has to submit a seal & sign "Bid Security Declaration" accepting that if the firm withdraw or modify their bid during the period of bid validity after opening of tender they will be suspended for a period of 3 years from the date of opening of tender. (As per letter no. F.9/4/2020-PPD Ministry of Finance, Department of Expenditure dated 12.11.2020)  
In addition to above, firms participating as MSE/NSIC/DIC/Start-up India Campaign, needs to enclosed certificates containing validity (including registered category-if any).
- Tenderer may also download the tender documents from the web site <http://bnpdewas.spmcil.com> and submit its tender by utilizing the downloaded document.
- Tenderer shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped in the tender box located at the address given below on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as late and rejected.  
Address:  
**The Chief General Manager**  
Administration Block Gate,  
Bank Note Press, Dewas (M.P.) 455 001
- In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase Organization, the tenders will be sold/ received/ opened on the next working day at the appointed time.

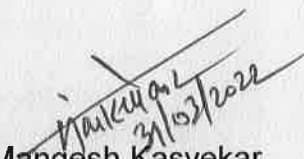


7. The tender documents are not transferable.
8. The offer submitted by the firm should be valid for **120 Days** from the date of opening of tender document.
9. The bidder has to submit the quotation strictly as per our tender enquiry specification and terms and conditions only.
10. In case the list of requirements contains more than one schedule, the responsive tenders will be evaluated and compared separately for each schedule.
11. **RIGHT OF ACCEPTANCE:** - The Chief General Manager, Bank Note Press, Dewas reserves the right to reject any or all tenders without assigning any reasons thereof.
12. The tender / bid / quotation should be submitted in One Bid sealed envelope strictly as per **SIT : 8 Submission of Tender of Section III: Special Instructions to Tenderers (SIT)** and its sub clause **Non-Adherence to this shall make tender liable for rejection.**

### **13. SPECIAL INSTRUCTIONS:**

- i. Relaxation of norms for Startups and Micro and Small Enterprises on Prior Experience, Prior Turnover Criteria may be given subject to meeting of quality and technical specifications as per circular no.1(2)(1)2016-MA dt.10.03.2016 issued by Govt. of India, Ministry of Micro, Small & Medium Enterprises, New Delhi.
  - ii. Order No P-45021/2/2017-B.E.-II for Public Procurement (Preference to Make in India) issued by Ministry of Commerce and Industry, Department of Industry and Internal Trade (Public Procurement Section), and Order No 6/18/2019-PPD for prior registration on procurement from bidders from a country or countries on ground of Defence of India and national Security, issued by Ministry of Finance, department of Expenditure (Public Procurement Division) will be applicable as per guidelines of Government of India.
14. The Chief General Manager, BNP Dewas reserves the right to accept/reject /cancel any or all tender document without assigning any reason thereof. Chief General Manager, BNP Dewas also reserves the right to accept the tender in whole or part. Incomplete documents not submitted in accordance with the directions issued shall be liable for rejection.



  
Mangesh Kasvekar  
Dy. General Manager (Purchase)  
For and on behalf of Chief General Manager  
Bank Note Press, Dewas  
Telephone No. 07272-268468/268253  
E-mail: [bnppurchase@spmCIL.com](mailto:bnppurchase@spmCIL.com)

## SECTION II: GENERAL INSTRUCTIONS TO TENDERERS (GIT)

### ***Part I & II: General Instructions Applicable to all Types of Tenders***

Please refer to our website for:

<http://www.spmcil.com/spmcil/UploadDocument/GIT.pdf>





### SECTION III: SPECIAL INSTRUCTIONS TO TENDERERS (SIT)

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

S.No.	GIT Clause No.	Topic	SIT Provision
1	4	Eligible Goods / Services (Origin of Goods / Services)	<b>SIT - 1 (Mentioned below)</b>
2	8	Pre bid Conference	Not applicable
3	9	Time Limit for receiving request for clarification of Tender Documents	<b>SIT - 2 (Mentioned below)</b>
4	11.2	Tender Currency	<b>SIT - 3 (Mentioned below)</b>
5	12.10	Applicability of Octroi and Local taxes	<b>SIT - 4 (Mentioned below)</b>
6	12.6	GST details	<b>As per GIT condition 12.6</b>
7	14	PVC Clause & Formula	<b>SIT -5 (Mentioned below)</b>
8	19	Tender Validity	<b>SIT - 6 (Mentioned below)</b>
9	20.4	Number of Copies of Tenders to be submitted	<b>SIT - 7 (Mentioned below)</b>
10	21	Submission of Tender	<b>SIT - 8 (Mentioned below)</b>
11	33	Evaluation Criteria	<b>SIT - 9 (Mentioned below)</b>
12	35.2	Additional Factors for Evaluation of Offers	<b>SIT - 10 (Mentioned below)</b>
13	35.3	Price Preference	<b>Not applicable</b>
14	43	Parallel Contracts	Not Applicable
15	50	Tender For rate Contracts	Not Applicable
16	51	Eligibility Criteria	<b>As Mentioned in Section IX</b>
17	52	Tenders involving Pre-Production Samples	<b>Not applicable</b>
18	53	EOI Tenders	Not Applicable
19	54	Tenders for Disposal of Scrap	Not Applicable
20	55	Development/ Indigenization Tenders	Not Applicable
21		Site Inspection	Not Applicable
22		Earnest Money Deposit	<b>SIT -13 (Mentioned below)</b>

**SIT 1: Eligible Goods:** All goods to be supplied under the contract shall have their origin in India or Indian Agent in case of imported item, subject to any restriction imposed in this regard in Section III (SIT). The term "origin" used in this clause means the place where the goods are mined, grown, produced, or manufactured or from where the related services are arranged and supplied.

**SIT 2: Clarification of Tender Documents:** A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with BNP DEWAS in writing or by fax / e-mail/ post. BNP DEWAS will respond in writing to such request provided the same is received by BNP DEWAS not later than **21 Days** prior to the prescribed date of submission of tender. In case the clarifications are not given by BNP Dewas in stipulated time frame then the bidder must strictly follow the tender terms & conditions. Copies of the query and clarification, if any shall be sent to all prospective bidders who have purchased the bidding documents.



**SIT 3: Tender currencies:** The tenderer shall quote only in Indian **rupees**. Supplier is requested to quote price within 2 decimal place. Quotation with price quote beyond 2 decimal place will be ignored.

**SIT 4: Wherever GST is applicable, the following may be noted:**

- i The tenderer should quote the exact percentage of GST that they will be charging extra.
- ii While quoting the rates, tenderer should pass on (by way of reduction in prices) the set off/input tax credit that would become available to them by switching over to the system of GST from the erstwhile system of sales tax, duly stating the quantum of such credit per unit of the item quoted for.
- iii The tenderer while quoting for tenders should give the following declaration:  
"We agree to pass on such additional set off/input tax credit as may become available in future in respect of all the inputs used in the manufacture of the final product on the date of supply under the GST scheme by way of reduction in price and advise the purchaser accordingly."
- iv The supplier while claiming the payment shall furnish the following certificate to the paying authorities: "We hereby declare that additional set offs/input tax credit to the tune of Rs. \_\_\_\_\_ has accrued and accordingly the same is being passed on to the purchaser and to that effect the payable amount may be adjusted .

**SIT 5: Price Variation Clause:** The prices should be firm & fixed during the entire currency of the contract

**SIT 6 : Tender Validity**

- The tenders shall remain valid for acceptance for a period of **120 days** after the date of tender opening prescribed in the tender document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.
- In exceptional cases, the tenderers may be requested by BNP DEWAS to extend the validity of their tenders upto a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/e-mail followed by surface mail. The tenderers, who agree to extend the tender validity, are to extend the same without any change or modification of their original tender and they are also to extend the validity period of the EMD (If applicable) accordingly. A tenderer, however, may not agree to extend its tender validity without forfeiting its EMD.
- In case the day upto which the tenders are to remain valid falls on/ subsequently declared a holiday or closed day for BNP DEWAS, the tender validity shall automatically be extended upto the next working day.
- **Compliance with the Clauses of this Tender Document:** Tenderer must comply with all the clauses of this Tender Document. In case there are any deviations, these should be listed in a chart form without any ambiguity along with justification.

**SIT 7 : Number of Copies of Tenders to be submitted :**

Tenderer shall submit their tender in "**Original**" only.

**SIT 8 : Submission of Tender :**

The tender is to be submitted in a sealed Envelope on or before the due date of the submission of the tender as stated below otherwise tender / bid /quotation shall be liable for rejection.



## **Part-I : Tender along with price:**

- I. Mandatory Check List
- II. The tenderer has to submit sealed & signed tender document by authorized signatory of the tenderer as a token of acceptance of all section/terms & conditions of this tender document.
  1. **Bid Security Declaration:** - Bidder firm has to submit a seal & sign "Bid Security Declaration" accepting that if the firm withdraw or modify their bid during the period of bid validity after opening of tender they will be suspended for a period of 3 years from the date of opening of tender. (As per letter no. F.9/4/2020-PPD Ministry of Finance, Department of Expenditure dated 12.11.2020).  
In addition to above, firms participating as MSE/NSIC/DIC/Start-up India Campaign, needs to enclosed certificates containing validity (including registered category-if any).
  2. Traders/resellers/distributors/authorized agents will not be considered for availing benefits under PP Policy 2012 for MSEs as per MSE guidelines issued by MoMSME.
  3. Relaxation of norms for Startups and Micro and Small Enterprises on Prior Experience, Prior Turnover Criteria may be given subject to meeting of quality and technical specifications as per circular no.1(2)(1)2016-MA dt.10.03.2016 issued by Govt. of India, Ministry of Micro, Small & Medium Enterprises, New Delhi.
  4. Relaxation may be given under Order No. P-45021/2/2017-B.E.-II Dt: 15.06.2017 for Public Procurement (Preference to Make in India) issued by Ministry of Commerce and Industry, Department of Industry and Internal Trade (Public Procurement Section), and Order No 6/18/2019-PPD Dt:23.07.2020 for prior registration on procurement from bidders from a country or countries on ground of Defence of India and national Security, issued by Ministry of Finance, department of Expenditure (Public Procurement Division).
- III. **Manufacturer authorization Form:** - Not applicable.
- IV. Power of attorney / Authorization indicating that authorized signatory is competent & legally authorized to submit the tender and /or to enter into legally binding contract
- V. The bidder should not be suspended/ banned by any Ministry/ Deptt. of Government of India or by any State Govt. Undertaking/declaration certificate for the same must be submitted in Technical bid.
- VI. The bidder have to submit all the documents & relevant proof in support of relevant clauses mentioned in **Section - VI: List of Requirement** and **Section -VII: Technical Specification**, **Section – IX : Eligibility criteria**
- VII. The tenderer shall quote their prices strictly as per the proforma given in **Section-XI** of the tender document. No additional / extra item with price shall be included other than that of **Section-XI**.





**NOTE:-**

The envelopes containing bids shall be super scribed as **Techno-commercial Bid and Price Bid separately** for **"HIRING OF INTERNAL AUDITOR OF BNP FOR FINANCIAL YEAR 2022-23"**. The sealed envelopes shall be again put in another envelope and should be sealed & super scribed as tender for **"INTERNAL AUDITOR OF BNP FOR FINANCIAL YEAR 2022-23"** Due on: **12.04.2022** up to **14.30 hrs.**

- i. If the tender is not submitted as per above format, offer / bid / tender will be liable for rejection.
- ii. Late tender shall not be accepted. Tenderer shall submit their offer only on prescribed form. Tenders by fax/email shall not be accepted. Tender by post / hand/ courier received on or before the due date & time shall be accepted. Postal delay / delay by courier services etc. shall not be condoned, what so ever reason may be.

**SIT 9: Evaluation Criteria:**

The tender document will be considered for the evaluation. These offers/bids will be scrutinized & evaluated by the committee/authority with reference to the parameters prescribed in the **Section – V - SPECIAL CONDITIONS OF CONTRACT (SCC), VI: List of Requirement, Section –VII: Technical Specification, Section – IX : Eligibility criteria Section and section XI- price schedule** of the tender document. If the clarifications required by the purchaser the bidder have to submit their reply within stipulated time period by fax /email/courier/speed post accordingly the offers submitted by the firms would be scrutinized & evaluated.

- The evaluation criteria for awarding the contract shall be given to L1 Bidder as per **Section-XI of the Price Bid.**

**SIT 10: Additional Factors for Evaluation of Offers:**

Participating MSMEs registered with MSME under Single Point Registration Scheme quoting price within price band of L1+15% shall also be allowed to supply a portion up to 25% of requirement by bringing down their price to L1 price where L1 is non MSEs.

**SIT 11: Parallel Contract: NA.**

**SIT 12: Site Inspection: NA.**

BNP reserves the right for site inspection for assessment of capacity, capability by the BNP officials.

**SIT 13: Earnest Money Deposit: Not applicable.**



## SECTION IV: GENERAL CONDITIONS OF CONTRACT (GCC)

### Part I: General Conditions of Contract applicable to all types of Tenders

Please refer to our website for:

<http://www.spmcil.com/spmcil/UploadDocument/GCC.pdf>



## SECTION V: SPECIAL CONDITIONS OF CONTRACT (SCC)

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below. These Special Conditions will modify/ substitute/ supplement the corresponding (GCC) clauses.

Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

S. No	GCC Clause No.	Topic	SCC Provision
1	8.2	Packing and Marking	Not Applicable
2	11.2	Transportation of Domestic Goods	Not Applicable
3	12.	Insurance	Not Applicable
4	14.1	Incidental Services	Not Applicable
5	15	Distribution of Dispatch Documents for clearance/ Receipt of Goods	Not Applicable
6	16.2,16.4	Warrantee Clause	Not Applicable
7	19.3	Option Clause	Not Applicable
8	20.1	Price Adjustment Clause	Not Applicable
9	21.	Taxes and Duties	<b>SCC - 1</b> (Mentioned below)
10	22	Terms and Mode of payments	<b>SCC - 2</b> (Mentioned below)
11	24.1	Quantum of LD	<b>SCC - 3</b> (Mentioned below)
12	25.1	Bank Guarantee and Insurance for Material Loaned to Contractor	Not Applicable
13	33.1	Resolution of Disputes	<b>SCC - 4</b> (Mentioned below)
14		Disposal/ Sale of Scrap by Tender	Not Applicable
15	36.3.2,36.3.9	Arbitration Clause	<b>SCC - 5</b> (Mentioned below)
16		Failure & Termination Clause	<b>SCC - 6</b> (Mentioned below)
17		Force Majeure Clause	<b>SCC - 7</b> (Mentioned below)

**SCC-1: Taxes and Duties:** Supplier shall be entirely responsible for all taxes, fees, levies etc. incurred until delivery of the contracted goods to BNP DEWAS.

**SCC-2: Terms and Mode of Payment:** The terms of payments would be as follows: The payment will be made **25% of total audit fees for each phase** by the Purchaser and on production of all required documents by the supplier on actual basis. The payment will be done **through NEFT/RTGS Only**. Therefore, the suppliers have to produce all the Bank details such as - Name of Bank, Account No., IFSC Code No., MICR No. along with the Tender Document.



**SCC-3: Quantum of Liquidated damages :** If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, BNP DEWAS shall, without prejudice to other rights and remedies available to BNP DEWAS under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the  $\frac{1}{2}\%$  (0.5%) percent + 18% GST (or any other percentage if prescribed in the SCC) of the delivered price of the delayed goods and/ or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% percent+ 18% GST (or any other percentage if prescribed in the SCC) of the delayed goods' or services' contract price(s). During the above mentioned delayed period of supply and / or performance, the conditions incorporated under GCC sub-clause 23.4 shall also apply.

**SCC-4: Resolution of disputes:**

If dispute or difference of any kind shall arise between BNP DEWAS and the supplier in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty one days of its occurrence, then, unless otherwise provided in the SCC, either BNP DEWAS or the supplier may seek recourse to settlement of disputes through arbitration as per The Arbitration and conciliation Act 1996 as per following clause.

**SCC-5: Arbitration Clause:** All disputes & differences arising out of or in any way touching or concerning this agreement (except those for which specific provision has been made therein) shall be referred to Sole Arbitrator to be appointed by CMD, SPMCIL. This contract has to be interpreted in accordance with the laws of the Union of India and arbitration proceedings shall be conducted in India under the Arbitration and conciliation Act 1996. The Arbitrator so appointed shall be an SPMCIL Officer who had not dealt with matters to which this agreement relates and in course of his duties had not expressed views on all or any of the matter in dispute or differences. The Award of the Sole Arbitrator shall be final and binding on the parties.

**SCC-6: Failure & Termination**

A) Cancellation of contract for Default: Without prejudice to any other remedy for breach of contract, like removal from the list of registered supplier, by written notice of default sent to the supplier, the contract may be terminated in whole or in part:

- (i) If the supplier fails to provide any or all the goods within the time period (s) specified in the contract, or any extension thereof granted
- (ii) If the supplier fails to perform any other obligation under the contract within the period (s) specified in the contract or any extension thereof granted.

B) Termination of Contract for convenience: Bank Note Press, Dewas (M.P.) may at any time terminate the Contract by giving you one month's prior notice in writing to that effect and shall have the liberty to appoint any other agency to carry out your obligations under this Contract.



**SCC-7: Force Majeure:**

8.1 In the event of any unforeseen event directly interfering with the supply of stores arising during the currency of the contract, such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the Contractor shall, within a week from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Unless otherwise directed by in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

If the force majeure condition(s) mentioned above be in force for a period of 90 days or more at any time, either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days' notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those which had occurred under any other clause of this contract prior to such termination.

8.2 Notwithstanding the provisions contained in GCC clauses 23, 24 and 26, the supplier shall not be liable for imposition of any such sanction so long the delay and/ or failure of the supplier in fulfilling its obligations under the contract is the result of an event of Force Majeure.

8.3 In case due to a Force Majeure event is unable to fulfill its contractual commitment and responsibility, BNP Dewas will notify the supplier accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.





## SECTION VI: LIST OF REQUIREMENTS

S. No.	Brief Description of Goods	Quantity Required
1.	<b>HIRING OF INTERNAL AUDITOR OF BNP FOR FINANCIAL YEAR 2022-23</b>	<b>4 quarters (quarterly) (One job for one year)</b>

- Required Terms of Delivery & Destination:** FOR BNP Dewas.
- Period of contract:** The contract will be for a period of one year.
- Delivery Schedule:**

The internal audit shall be conducted in accordance with the timelines as specified below:-

S.No.	Particulars	2022-23 Due Date
<b>A</b>	<b>Internal audit for quarter ended June 2022 (Phase – I)</b>	
	Submission of final Audit report	31.07.2022
<b>B</b>	<b>Internal audit for quarter ended September 2022 (Phase – II)</b>	
	Submission of final Audit report	31.10.2022
<b>C</b>	<b>Internal audit for quarter ended December 2022 (Phase – III)</b>	
	Submission of final Audit report	31.01.2023
<b>D</b>	<b>Internal audit for quarter ended March 2023 ( Phase-IV)</b>	
	Submission of final Audit Report	30.04.2023

Note:

- Any delay beyond 15 days in furnishing of internal audit report consequently for two phases due to non-deployment of manpower or any other reason attributable to the audit firm within stipulated dates mentioned as above will render audit firm to disqualify for future assignment and their nomination will not be considered for subsequent years.
- Internal Audit for F.Y 2023-24 shall be carried out on quarterly basis for which timelines shall be decided later at the time of extension of contract.



3. **Security Deposit:** If the value of the purchase order will exceed **Rs.2, 50,000/-** then the firm on whom purchase order will be placed will have to submit **3%** of the total cost of the purchase order against security deposit in form of DD/ FDR/ Banker's cheque drawn on any scheduled commercial bank in India only in the favour of "The General Manager, BNP Dewas" payable at Dewas within **21 Days** from the date of Notification of Award of Contract (NAC). The Security Deposit should remain **valid for a period of 60 days beyond the date of completion** of all contractual obligations of the contractor, including warranty obligations, and will be refunded to the contractor without any interest, whatsoever, after it duly performs and completes the contract in all respects but not later than 60 days of completion of all such obligations under the contract. (As per letter no. F.9/4/2020-PPD Ministry of Finance, Department of Expenditure dated 12.11.2020).

**Note:** The Purchase Order/Contract will be issued to successful bidder after receipt of Security Deposit as per above.

4. **Other requirements for the Bidders:**

- (a) The bidder shall provide names of organization(s)/firm(s) with addresses & telephone numbers, fax numbers, email addresses to which they have provided similar type of items annually during the last five years.
- (b) The application should be submitted in Hindi/English Language. The authenticated copies of the documents in support of the applicant's claims may be submitted in Hindi/English Language.
- (c) The bidder shall indicate that authorized signatory is competent & legally authorized to submit the tender and / or to enter into legally binding contract.

**Note:** Tenderer's attention is drawn to GIT clause 17 and GIT sub-clause 10.1

5. The tenderer is to provide the required details, information, confirmations, etc accordingly, failing which it's tender is liable to be ignored. Following details may also be provided. **(Mandatory)**

i Name of Firm : \_\_\_\_\_

ii Name of the Proprietor / Owner / Director : \_\_\_\_\_

iii Complete address of the firm : \_\_\_\_\_

\_\_\_\_\_

iv Contact of firm :

Phone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

FAX No. \_\_\_\_\_

E-mail No. \_\_\_\_\_

v GST Registration No. (Copy of certificate enclosed. If applicable) :

\_\_\_\_\_

vi Income Tax P.A.N. No.(Copy enclosed) : \_\_\_\_\_

vii For transaction through RTGS/NEFT :



1. Name of Bank : \_\_\_\_\_
2. Account No : \_\_\_\_\_
3. MICR No : \_\_\_\_\_
4. IFSC Code : \_\_\_\_\_

viii Details of ITCC / NSIC / DGS&D Registration. Please enclose Photostat copies.

ix Whether the firm is MSME Registered if yes, please enclose the copy of relevant documentary proof.

x. Category (SC/ST/GEN): **sc** ☐ **ST** ☐ **GEN** ☐

xi. Name of the owner of the company: \_\_\_\_\_

xii: Gender of the owner (Male/Female) : **Male** ☐ **Female** ☐

Date:

Name & Signature

Seal of the Firm & Address



## **FORMAT FOR APPLICATION**

1. Name of the Firm:

2. Registration No. of the Firm:

(Institute of Chartered/Cost Accountants of India)

3. i. Date of Registration of the Firm :

ii. Type of firm : Partnership firm/ LLP firm/Proprietor

4. Details of Head Office & Branch Office(s): Head Office:

Address	Date of Establishment	Contact No(s)	E-mail

Branch Office 1

Address	Date of Establishment	Contact No(s)	E-mail

Branch Office 2

Address	Date of Establishment	Contact No(s)	E-mail

(Insert further branch office(s), if any)



5. Details of Partners in the Firm/Limited Liability Partnership:

S.No.	Name of the Partner	Membership No.	Membership Status ACA/ACMA/ FCA/FCMA	CISA/DISA/ISA or equivalent qualification	Date of Joining the firm As Partner
1					
2					
3					
4					
5					
6					

(Please attach certificate issued by institute of chartered accountants of India (ICAI)/ Institute of cost accountants of India (ICAI) in support of information furnished at Sl. No. 1, 2, 3, 4 and 5 above)

6. Is the partner of Firm/LLP:-

Sr. No.	Particulars.	Yes/ No
a.	Dismissed Government Servant.	
b.	Removed from approved list of vendors.	
c.	Demoted to a lower class of vendors.	
d.	Having business banned/suspended by any government in the past.	
e.	Convicted by a court of law.	
f.	Retired engineer/official from engineering Department of Govt. of India within last two years.	
g.	Direction of partner of any other company/ firm enlisted with CPWD or any other department.	
h.	Member of Parliament or any State Legislative Assembly.	





7. Is any Partner/Person working with the applicant is a near relative of the officer/ official of SPMCIL: Yes/No.

8. Details of Qualified Assistants (i.e Chartered/Cost Accountants employed by the firm)

Sl.no.	Name of the Assistant	Membership No.	Whether ACA/ACMA/FCA/FCMA (Please attached membership certificate issued by respective institutes for each qualified assistant)	Date of joining the firm as qualified assistant
1				
2				
3				
4				

9. Details of Experience in PSU Sector:

Sl.no.	Name of the Company	Year of audit	Type of audit – whether statutory/internal audit (please attach copy of appointment letter for each year & for every company)
1.			
2.			
3.			

10. Details of Experience in conducting audit in organization working on SAP ERP Platform :

S. No.	Name of the Company	Year of Audit	Type of Audit – Whether Statutory/Internal Audit (Please attach copy of appointment letter for each year & for every company)
1			
2			
3			



11. Income Tax PAN No. of the Firm :  
12. GST Tax Registration No. :

13 Firms of Chartered Accountants registered as MSME will submit the certificate for registration as MSME.

14 Bank details for NEFT :

1.	Bank Name	
2.	Branch Name and Address	
3	Bank Account Number & Type of Account	
4.	IFSC Code	

**Note: A Cancelled Cheque is to be enclosed in support of details as filled in Sr. No. 14 above.**

15 We confirm that we have not taken any deviation from the terms & conditions, of the tender documents. A copy of complete tender document duly signed and stamped on all pages as a token of acceptance of all terms & conditions is attached.

I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, my/our tender will not be considered.

Date .....

**Signature of Partner with Name &  
Seal of the Audit Firm**



### OBJECTIVES OF INTERNAL AUDIT

S. No.	Objectives
1.	To review and evaluate internal control systems and procedures to determine reliability and integrity of information and documents.
2.	To ensure that the SPMCIL maintains proper accounting records as required by law and follows prescribed accounting standards and practices and policies consistently.
3.	To assess adequacy of systems and procedures for procurement, obtaining sanction for disbursement and utilization of resources.
4.	To ensure compliance of statutory laws, rules and regulations.
5.	To review corporate Governance practices.
6.	Evaluation of performance management system with reference to yearly plan and budget.
7.	To assess the adequacy of the internal financial control systems and procedures for Safeguarding the interest of the SPMCIL, detecting fraud or irregularities and safeguarding the assets of the SPMCIL.
8.	To review Internal Financial control on financial reporting.
9.	Fixed Asset Verification
10.	Inventory Verification.



- i. **Internal Audit shall be conducted in four phases** i.e. 1<sup>st</sup> Phase covering period from 01.04.2022 to 30.06.2022, 2<sup>nd</sup> phase covering period from 01.07.2022 to 30.09.2022, 3<sup>rd</sup> phase covering period 01.10.2022 to 31.12.2022 and 4<sup>th</sup> phase covering period from 01.01.2023 to 31.03.2023.
- ii. The Internal Auditor will ensure that the information obtained in respect of the operations of the Unit is maintained in strict confidence and secrecy. A certificate towards maintaining confidentiality is to be provided by the Internal Auditor at the time of acceptance of Audit assignment.
- iii. The appointment of the Audit Firm will be for one year i.e. for 2022-23 and may be extended on yearly basis in 2<sup>nd</sup> i.e. for F.Y 2023-24 subject to satisfactory performance of the firms on same rates and terms & conditions.
- iv. If progress/performance of the audit firm is not found satisfactory by SPMCIL or there are inordinate delays in submission of reports, the management reserves the right to terminate the appointment of the Firm.
- v. The Audit firm will be debarred from getting, in future, Internal Audit assignments in SPMCIL in the following cases:
  - a. If the Firm obtains the appointment on the basis of false information/false statement at the time of submission of application/documents for the tender.
  - b. The Audit Firm is found to have sub-contracted the work.
  - c. If the Firm does not take up audit in terms of the appointment letter.
  - d. If the Firm does not submit Audit Report, complete in all respect, in terms of the appointment and within the specified date.
  - e. If the firm is found to be divulging the information of the operations of the company.



## AUDIT FEE & REPORTING REQUIREMENTS

### Audit fee

- i. No other expenses like TA/ DA / Boarding/Lodging will be reimbursed by the SPMCIL.
- ii. GST or any other tax as applicable will be paid extra as per respective Tax Act.
- iii. The Firm shall be eligible for payment up to 25% of total audit fee for each phase. Such fee shall be released only after submission of report for that phase followed by the bill and all supporting evidences/documents required to process such bills including wrap up discussion report with management for each Phases.

### Reporting requirement

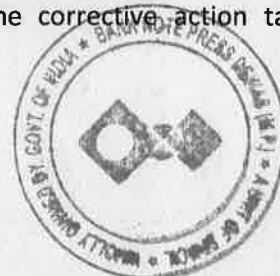
On completion of the Audit of the respective Audit Unit of each phase, the following steps should be followed before finalization of the report and the partner of the firm should meet and discuss the audit observations.

- (i) The salient audit observations of the respective preliminary Audit shall be discussed with the Head of Finance along with the GM of units so that timely corrective action may be taken and based on the outcome, a draft composite Audit Report covering all the Audit areas within the scope shall be compiled/prepared, including additional information if any, that may be provided/obtained during such discussions and rectifications carried out on the instance of audit. The report should also contain specific suggestions for improvements, if any.
- (ii) Based on the outcome of the discussions, the Audit Report thus compiled shall be structured as outlined hereunder:

**Internal Audit Reports should be divided into five separate parts, namely:**

### Part-I Compliance and Report:

This part shall cover the comments of the Auditors on the adequacy of the compliance and action taken for rectification of errors/discrepancies pointed out by previous auditor pertaining to earlier phase and also Phase-I of the current year. It shall also contain the confirmation regarding implementation of policies, systems, controls etc. to avoid the recurrence of such irregularities in future. It may be ensured that the compliance report on audit observations pointed out in reports relating to earlier audits is made and corrective actions taken on those points are furnished in the Audit Report. In other words it may be ensured while conducting the audit, compliance report of the audit observations pointed out in the earlier report of preceding period, is furnished along with the corrective action taken. **Physical Verification of Fixed Assets report shall also be given.**





## **Part-II Important Observations / Findings:**

This part shall contain all such significant discrepancies observed during the current Audit and the observations in which, the auditor feels immediate attention of management specifying the financial implications, if any. In this part Auditor shall also bring the important areas requiring improvement and their recommendation, if any. Also to indicate the improvements made by the SPMCIL based on the audit observations. Further to report any deviations/observations from policies, systems and procedures of SPMCIL.

## **Part-III Report on Testing of Effectiveness of Internal Controls:**

Perform Internal Financial control Audit as given in Scope of Work and submit the report giving recommendations on the ways that the SPMCIL may address control weaknesses. The Auditors would be required to include their findings in Part-III of their report.

## **Part-IV Report on Contracts/POs placed on single tender & nomination basis:**

It has been decided that internal auditors will report separately on Contracts/Purchase Orders (POs) placed on single Tender/Nomination basis. The coverage of such contracts and the format for such contracts and the format for such reporting is included in the statement below which may kindly be adhered to.

## **Part-V Detailed Report:**

In this part, the Auditor shall furnish the detailed results of the Audit and Auditors confirmation whether SPMCIL's system/guideline/propriety has been adhered to in the areas viz. works including O&M contracts, procurement, operation, establishment records in Finance & HR, establishment expenses, other expenses, depreciation, Commercial billing & its realization/reconciliation, maintenance of fixed assets register, current assets, capital work in progress, mandatory spares, stores, inter unit accounts, review of accounts, township, guest house provision of liabilities.

The Internal Auditor's report shall be in the same sequence as given in the scope of audit and in case any item is not applicable to the audit unit, the same should be mentioned as nil.



**The report should be supplemented, in each Phase, by a statement indicating:**

- (I) Particulars of records along with their volume (i.e. total no. of vouchers in each category for each phase) and value/volume checked as compared to the total volume and value of transactions viz. BRV/BPV/CRV/CPV etc. Similar statistics are required with reference to audit of contracts with the total no. of contracts awarded and the percentage of audit done.
- (II) A report indicating the number of Tender/Contracts awarded on single tender & nomination basis in two categories viz. (i) Value more than Rs. 5 Lac and (ii) Value up to Rs. 5 Lac and furnish the same in the following statement indicating the contracts selected for review.

Sl.No.	Package Name	Awarded Party	LOA No. & Date	Award Value (Rs. Lac)	Whether Proprietary items/Source Standardization/Urgency	Policies & Procedures for award of contracts have been adhered to (Yes/No), if No, state the reasons

(III) A summary report indicating the important observations for each phase and for each area.

(IV) The report should be furnished for each audit unit/office separately.



## MAN-DAYS REQUIREMENT

S.No.	Name of the units	Minimum man day requirement		
		Partners	Qualified Assistants	Assistants(including at least one semi qualified assistant)
1	BNP, Dewas	24	48	96

1. The allocation of manpower by audit firm amongst phases will be as follow:-

- i) Quarter ended June : 25%
- ii) Quarter ended September : 25%
- iii) Quarter ended December : 25%
- iv) Quarter ended March : 25%

2. The man-days requirement is exclusive of travel time.



## SECTION VII: Technical Specification

### **LIST OF REQUIREMENT** **(SCOPE AND EXTENT OF COVERAGE OF AUDIT)**

Sl. No.	Scope	Periodicity/Extent of Coverage
1	<b>Sales &amp; Revenue:</b> Verification of all heads of revenue along with all the supporting Documents.	Quarterly – 100%
2	<b>Procurement (pre award and execution) :</b> (a) Contracts of value up to Rs.5 lakhs (b) Contracts of value between Rs.5 lakhs to Rs.10 lakhs (c) Contracts of value above Rs. 10 lakhs Ensure that the guidelines as per procurement manual are duly Complied with. It will also include checking of performance bond/guarantee for validity and safe custody, insurance and risk management Procedure.	Quarterly – 25% Half yearly – 50% Quarterly – 100%
3	<b>Contracts on nomination basis :</b> Verification of contract/PO awarded on nomination basis and single tender basis valuing Rs.1.5 lakh and above.	Quarterly – 100%
4	<b>Contractors' bills :</b> Checking of running account bills with respect to quantity and quality of work, certification of work, adjustment of advances, application of penalty clause etc. as per the terms of contract.	Quarterly – 50%
5	<b>Payroll : Verify whether</b> (a) Salaries, wages and other deductions are authorized and recorded on a timely basis and payroll deductions are determined in accordance with legal requirements and are paid to Government and other specified parties as per specified timelines. (b) All authorized employee benefit plans and related costs are Appropriately controlled and administered. (c) PAO claims are properly administered.	Quarterly – 100%  Quarterly – 50% Half yearly– 100%



6	<b>Human Resource &amp; Establishment:</b> a) Leave records (b) Payment of all types of advances to the employees (c) Review of sub ledgers and recovery of advances (d) LTC records (e) Pay fixation (f) Training & development	Half yearly – 50% Quarterly – 100% Quarterly – 100% Half yearly – 50% Half yearly – 100% Half yearly – 100%
7	<b>Bank reconciliations:</b> Verification of BRS of all the bank accounts including outstanding entries in the previous BRS.	Quarterly – 100%
8.	<b>Receivables:</b> Periodical age wise/unit wise analysis of all receivables with respect to pricing, tenure of credit and collection.	Quarterly -50%
9	<b>Accounts :</b> Vouching of all vouchers (cash, bank, JVs)	Quarterly -50%
10.	<b>Guest House:</b> (a) To check the level of utilization i.e. occupation of rooms by guests. (b) Receipt of revenue (c ) Purchase of consumables (d) Purchase and use of assets (e) Repairs and maintenance of assts.	Half yearly – 50%
11.	<b>Inventories:</b> (a) Periodical Physical verification of inventories. (b) Reporting the variances as per physical verification and as per books of account (c ) Valuation in accordance with the applicable accounting policies prescribed by ICAI (d) Identification of slow moving and excess inventories and its periodical reporting to management with suggesting measures.	(a), (b), (c) – Yearly -50%  (d) – quarterly – 50%





12.	<b>Fixed Assets:</b>  (a) Conduct of the Physical verification of fixed assets in accordance with the applicable Accounting policies.  (b) Reporting the variances as per physical verification and as per Books of Account.  (c) Check whether proper records are maintained including Fixed Assets Register and Depreciation is properly calculated and accounted for in accordance with the applicable Accounting policies.	Yearly – 100%  Yearly – 100%  Yearly – 100%
13	<b>Provisions:</b>  To ensure that all the known liabilities have been provided after duly authorization including retirement benefits and claims in respect of employees. To ensure actuarial valuation as per applicable accounting standards.	Yearly – 100%
14.	<b>Payables:</b>  Periodical age-wise/ party wise analysis of all payables in respect to creditors-Domestics, Imports Capital Projects-EMD, Security Deposit etc.	Quarterly.
15.	<b>Township</b> (a) To check whether the allotment, occupation and vacation of quarters is in accordance with the laid down practices. (b) Receipt of revenue. € Stores management. (d) Repair and maintenance of building and roads.	Half yearly – 50%
16.	<b>Investments:</b> (a) Periodic physical verification of investment and deposits (b) To ensure that the booking of income on investments and  deposits as per the terms of investment made € Ensure that the DPE guidelines on the subject are duly complied with.	Yearly – 100%  (only at corporate office)



17.	<b>Compliance to DPE guidelines :</b> To go through the DPE guidelines and compliance thereof in company and point out any variation /deviation.	Quarterly – 100% (only at corporate office)
18.	<b>CSR activities :</b> (a) Contracts of the value below Rs. 10 Lacs (b) Contracts of the value equal to or more than Rs. 10 Lacs	Half yearly – 50% Half yearly – 100%
19.	<b>IFC:</b> (a) Perform a diagnostic review of existing internal financial control system from the management's perspective and to identify deficiencies, if any. Provide recommendations to mitigate such deficiencies. (b) Identifying significant accounts and mapping with business processes and sub-processes for identification of financial reporting risks (materiality, quantitative & qualitative judgment). Recommend on documentation guidelines and Advice on updating the IFC Framework. (c) Provide recommendations on ways that the SPMCIL may address control weaknesses. (d) Review of risk and control matrices including documentation of controls i.e., entity level controls, pervasive IT controls and process level controls. (e) Any other activities/studies/reports if necessary, in connection with development of Internal Financial Control Framework not covered above.	Yearly – 100% Yearly – 100% Yearly – 100% Yearly – 100% Yearly – 100%
20.	<b>Statutory Compliances :</b> To ensure compliance of all the applicable statutes and laws governing the organization that all the taxes and statutory dues are deposited in time and the required reports and returns have been filed periodically on time.	Quarterly – 100%
21.	Adjustment of advance given in respect to work orders and their adjustment with work done and adjustment of advances (CPWD).	Quarterly-100%
22.	Report on the inter unit reconciliation to be done monthly.	Quarterly-100%
23.	Other areas which SPMCIL Management may consider Necessary in the course of working of the units.	

**Note:** The firm undertaking internal audit has to exercise their discretion and apply their minds & rely on their judgment so as to ensure that all essential and significant areas of checking have been covered by them and no important area of checking has been left out.



## SELECTION CRITERIA (POINT ALLOCATION)

Sl. No	Particulars	Points to be allocated	Maximum Points	Supporting Documents
1.	Year of establishment of the Audit firm/Limited Liability Partnership Firm.	10 Years 1 Point for each year.  Cutoff date shall be 31.03.2021.	10 (ten)	Registration certificate of the firm issued by the Institute of Chartered accountants of India and / or Institute of Cost Accountants of India. Information related to year of establishment of Head Office(s) & Branch office(s), addresses, details of partners and their membership nos. etc. as Indicated in the Certificate.
2.	No. of Partners in the Firms/Limited Liability Partnership Firm who with the Firm for a minimum period of year as on date of application.	a) Four (4) points for each Partner who is ACA/ACMA.  b) Five (5) points for each Partner who is FCA/FCMA.	20 (twenty)	Registration certificate of the firm issued by the Institute of Chartered accountants of India and / or Institute of Cost Accountants of India. Information related to year of establishment of Head Office(s) & Branch office(s), addresses, details of partners and their membership nos. etc. as Indicated in the Certificate.
3.	No. of Qualified Assistants (Chartered/Cost accountants) employed with the firm.	a) FCA/FCMA 03 per person  b) ACA/ ACMA 2 per person	15 (fifteen)	Copy of details filed with the Institute of Chartered/Cost Accountants of India.
4.	Experience of the Firm in Organization working on SAP ERP Platform as Statutory /Internal Auditor (Experience in 2021-22 not to be considered).	3 (Three) per year of Audit (fraction of the year to be ignored).	15 (Fifteen)	Copies of appointment letters /orders for statutory audit/ internal audit of any entity. Certificate shall be submitted from the entity that they are SAP compliant.



5.	Experience of the firm in internal audit of Central/State PSU (Audits of 2021-22 not to be considered)	Mini-ratna and above 5 (Five) per audit and other PSUs 2 per audit.	20 (Twenty)	Copies of appointment letters/orders for internal audit in any Central /State Govt. PSU. (Excluding banks and insurance PSUs.)
6.	Turnover of the internal audit clients during F.Y. 18-19, 19-20 & 20-21	<p>a) More than Rs. 200 Cr.&amp; upto Rs.-500 Cr. per client per year (2 points)</p> <p>b) More than Rs. 500 Cr.&amp; upto Rs. 1000 Cr. per client per year (4 points)</p> <p>C) More than 1000Cr. per client per year (6 points)</p>	20 (twenty)	Copies of relevant pages of audited financials for all the clients for F.Y. 18-19, 19-20 & 20-21 to be enclosed.



**Notes:-**

1. All above mentioned supporting documents along with application (format of application) will constitute "Technical Bid".
2. The Bidder will mention self-evaluated score against each parameter and will provide related documentary evidence against each parameter given above. The self-evaluated scores of the Bidder will be verified by the Evaluating Committee of SPMCIL based on the documentary evidence provided. The scores given by the Committee after verification with the documentary evidences as provided by the Bidder shall be considered final.
3. Only those firms who secure **at least 70%** and above marks as per selection criteria mentioned above at section VII shall be **considered for opening of Financial bid.**
4. **In case of tie, the following sequence shall be adopted for selection:**
  - a) The Audit Firm having longer experience will be given preference based on the year of Establishment.
  - b) The Audit Firm having office in the City of the SPMCIL unit for which evaluation is being done.
  - c) The Audit Firm having office in the State of the SPMCIL unit for which evaluation is being done
  - d) The Audit Firm with a higher number of Fellow Members of the Institute of Chartered Accountants or Cost Accountants of India as partners will be considered.
  - e) The Audit Firm with a higher number of Associate Members of the Institute of chartered Accountants and Cost Accountants of India as partners will be considered.



For the purpose of selection of the Internal Audit Firm in case of tie, only clause (a) mentioned above will be considered. However, in a situation where even after considering clause (a), the tie continues, the remaining clauses i.e. (b) to (e) will be considered individually until the tie is broken.

**On opening the financial bid:**

In case the L1 firm is Non MSME, the price quoted by MSME firm within the range of L1 +15% will be asked to match the price of L1 firm. In case the MSME firm matches the L1 price, order will be placed on MSME firm. In case the MSME firm does not match the price of L1 firm, the next lower offer of the MSME firm within the range of L1 + 15% will be asked to match the price of L1 & so on.

In case no MSME firm (within the range of L1+15%) matches the price of L1 firm, order will be placed on L1 firm.

The present Statutory Auditors (as appointed by the C&AG) of the units will not be eligible for bidding in compliance with the provisions of section 144 of the Companies Act, 2013. Accordingly, the following shall also not be eligible for bidding:-

- Any of the partners of the firm doing Statutory audit of the units (to be referred as statutory audit firm).
- Any of its parents, subsidiary or associate entity, if any,
- Any other entity whatsoever, in which the statutory audit firm or any of its partners have significant influence or control.
- Any other entity whose name or trademark or brand is used by the statutory audit firm or any of its partners.





## **SECTION VIII: QUALITY CONTROL REQUIREMENTS**

(As per technical specification mentioned in section VII)

The bidder should assure that the material offered by them against this tender should have the technical parameters strictly as per the technical specification mentioned in Section VII (Technical specification).



## SECTION IX: ELIGIBILITY CRITERIA

- i. The Bidder firm should meet following eligibility criteria to qualify:-

The qualification criteria are as under:-

1. For other firms: Experience and past performance-
  - (i) Bidder firm should have conducted three Statutory/Internal audit in last 5 years of any organization working on SAP ERP Platform as on 31.03.2021.
  - (ii) Bidder firm should not have suffered any financial loss for more than one year during the last three years as on 31.03.2021.
  - (iii) Audit firms should have office located in the state of Madhya Pradesh.
2. For MSE/Startup firms- capability-
  - (i) The bidder firm must have capability to perform at least one similar work/service.
  - (ii) Audit firms should have office located in the state of Madhya Pradesh.

**Only those bids that meet all the eligibility requirements shall be considered for Stage 2 i.e. Technical evaluation.**



**SECTION X: TENDER FORM**

**ACCEPTANCE OF TERMS & CONDITIONS**

To

Date.....

The Chief General Manager,  
Bank Note Press,  
(A unit of Security Printing and Minting Corporation of India Limited)  
Dewas (M.P.) – INDIA

Ref: Your Tender document No. ....dated .....

We, the undersigned have examined the above mentioned tender enquiry document, including amendment No. -----, dated ----- (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver..... (Description of goods and services) in conformity with your above referred document for the sum of \_\_\_\_\_ (total tender amount in figures and words), as shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 6, read with modification, if any, in Section V – “Special Conditions of Contract”, for due performance of the contract.

We agree to keep our tender valid for acceptance for a period upto -----, as required in the GIT clause 19, read with modification, if any in Section-III – “Special Instructions to Tenderers” or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender upto the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

.....  
(Signature with date)

.....  
(Name and designation)

Duly authorized to sign tender for and on behalf of



## SECTION XI: PRICE SCHEDULE

[To be submitted along with the tender]

From:

To,

The General Manager,

Bank Note Press, Dewas (M.P.) – INDIA

(A unit of Security Printing and Minting Corporation of India Limited)

Sub: Price Bid for Procurement of **HIRING OF INTERNAL AUDITOR OF BNP FOR FINANCIAL YEAR 2022-23.**

Ref: Your tender enquiry No: **6000017402/BNP/P/F & A/INTERNAL AUDITOR/22/OT (EXP.) dt. 31.03.2022**

Dear Sir,

We have received your tender enquiry cited and we are pleased to enclose the following our Commercial bid for your kind consideration.

Sl. No.	Description	6 digit SAC code	Quantity & Unit	Basic Price Per quarter Rs.	Freight, Insurance, other charges if any Rs.	GST@% & (Rs.) Per quarter Rs.	Total rate per quarter (FOR BNP Dewas) Rs.	Total Price (FOR BNP Dewas) Rs.
1	2		3	4	5	6	7= (4+5+6)	8= (7x3)
1	HIRING OF INTERNAL AUDITOR OF BNP FOR FINANCIAL YEAR 2022-23		4 quarters (quarterly)					

Date:

Name & Signature

Seal of the Firm

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Note:

- Price should be quoted exactly as per the format given above.
- Price bids with condition/counter conditions are liable for rejection.
- Firm has to quote the price within 2 decimal place. Price quote beyond 2 decimal place will be ignored.
- The price is indivisible.



## SECTION XII: QUESTIONNAIRE

The tenderer should furnish specific answers to all the questions/ issues mentioned below. In case a question/ issue does not apply to a tenderer, the same should be answered with the remark "not applicable".

Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement.

In case a tenderer furnishes a wrong or evasive answer against any of the under mentioned question/ issues, its tender will be liable to be ignored.

1. Brief description and of goods and services offered:
2. Offer is valid for acceptance upto .....
3. Your permanent Income Tax A/ C No. as allotted by the Income Tax Authority of Government of India :  
Please attach certified copy of your latest/ current Income Tax clearance certificate issued by the above authority.
4. Status :
  - a. Are you currently registered with the Directorate General of Supplies & Disposals (DGS&D), New Delhi, and/ or the National Small Industries Corporation (NSIC), New Delhi, and/ or the present SPMCIL and/ or the Directorate of Industries of the concerned State Government for the goods quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit imposed on your registration.
  - b. Are you currently registered under the Indian Companies Act, 1956 or any other similar Act? Please attach certified copy(s) of your registration status etc. in case your answer(s) to above queries is in affirmative.
5. Please indicate name & full address of your Banker(s) :
6. Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ Deptt. of Government of India or by any State Govt.

.....  
(Signature with date)

.....  
(Full name, designation & address of the person duly authorized sign on behalf of the tenderer)  
For and on behalf of

.....  
(Name, address and stamp of the tendering firm)



### SECTION XIII: BANK GUARANTEE FORM FOR EMD

*(Not applicable)*





#### SECTION XIV: MANUFACTURER'S AUTHORIZATION FORM

(Not applicable)



## SECTION XV: BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

Office] [Insert: Bank's Name, and Address of Issuing Branch or

Beneficiary: [insert: Name and Address of BNP Dewas]

Date:

PERFORMANCE GUARANTEE No.:

WHEREAS ..... (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated ..... to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum

specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

We undertake to pay BNP, Dewas up to the above amount upon receipt of its first written demand, without BNP, Dewas having to substantiate its demand.

This guarantee will remain in force for a period of Sixty days after the currency of this contract and any demand in respect thereof should reach the Bank not later than the above date.

.....

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch



## SECTION XVI: CONTRACT FORM

Contract No.....

dated.....

This is in continuation to this office' Notification of Award

No..... dated .....

1. Name & address of the Supplier: .....

2. SPMCIL's Tender document No..... dated..... and subsequent Amendment No....., dated..... (If any), issued by SPMCIL

3. Supplier's Tender No..... dated..... and subsequent communication(s) No.....dated ..... (If any), exchanged between the supplier and SPMCIL in connection with this tender.

4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:

- (i) General Conditions of Contract;
- (ii) Special Conditions of Contract;
- (iii) List of Requirements;
- (iv) Technical Specifications;
- (v) Quality Control Requirements;
- (vi) Tender Form furnished by the supplier;
- (vii) Price Schedule(s) furnished by the supplier in its tender;
- (viii) Manufacturers' Authorization Form (if applicable for this tender);
- (ix) SPMCIL's Notification of Award

**Note:** The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under clause \_\_\_\_ of Section -V - 'General Conditions of Contract' of SPMCIL's Tender document shall also apply to this contract.

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

(i) Brief particulars of the goods and services which shall be supplied/ provided by the supplier are as under:

Schedule No.	Brief description of goods/ services	Accounting unit	Quantity to be supplied	Unit Price (in Rs.)	Total price

Any other additional services (if applicable) and cost thereof: .....

Total value (in figure) \_\_\_\_\_ (In words) \_\_\_\_\_

(ii) Delivery schedule

(iii) Details of Performance Security

(iv) Quality Control

(a) Mode(s), stage(s) and place(s) of conducting inspections and tests.

(b) Designation and address of SPMCIL's inspecting officer



- (v) Destination and despatch instructions
- (vi) Consignee, including port consignee, if any
- (vii) Warranty clause
- (viii) Payment terms
- (ix) Paying authority

.....  
(Signature, name and address of SPMCIL's authorized official)

For and on behalf of.....

Received and accepted this contract .....

(Signature, name and address of the supplier's executive duly authorized to sign on behalf of the supplier)

For and on behalf of .....

(Name and address of the supplier).....

(Seal of the supplier)

Date:

Place



## SECTION XVII: LETTER OF AUTHORITY FOR ATTENDING A BID OPENING

(Refer to clause 24.2 of GIT)

The Chief General Manager,  
Bank Note Press,  
(A unit of Security Printing and Minting Corporation of India Limited)  
Dewas (M.P.)- INDIA

Subject: Authorization for attending bid opening on \_\_\_\_\_ (date) in the Tender of \_\_\_\_\_.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_ (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signatures
Alternate Representative		
Signatures of bidder or  Officer authorized to sign the bid Documents on behalf of the bidder.		

### Note:

- Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
- Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.



## SECTION XVIII: PROFORMA OF BILLS FOR PAYMENTS

(Refer Clause 22.6 of GCC)

Name and Address of the Firm.....  
 Bill No.....Dated.....  
 Purchase order.....No.....Dated.....  
 Name and address of the consignee.....

S.No	Authority for purchase	Description of Stores	Number or quantity	Rate Rs. P.	Price per Rs. P.	Amount
Total						

1. GST Tax Amount
2. Freight (if applicable)
3. Packing and Forwarding charges (if applicable)
4. Others (Please specify)
5. PVC Amount (with calculation sheet enclosed)
- 6.. (-) deduction/Discount
7. Net amount payable (in words Rs.)

Despatch detail RR No. other proof of despatch.....

Dated.....(enclosed)

Inspection Certificate No.....Dated.....(enclosed)

Income Tax Clearance Certificate No.....Dated.....(enclosed)

Place and Date

Received Rs.....(Rupees).....

I hereby certify that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.

Revenue stamp

Signature and of Stamp Supplier

