

SPMCIL EPF Trust
16th Floor, Jawahar Vyapar Bhawan
Janpath, New Delhi – 110 001.

TENDER NOTICE No.

**Tender for Appointment of CA Firm/Firms for Conducting
Concurrent Audit of SPMCIL EPF Trust**

Subject: Selection of Chartered Accountant Firm for Conducting EPF Audit of SPMCIL, New Delhi. Applications are invited from Chartered Accountants Firms duly fulfilling the qualifications as specified in our Tender Notice. The willing Partnership firms may send their application alongwith the documentary evidences. Tenders shall be addressed to Asst. Manager (F&A), SPMCIL, 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110 001. Last date & time of receipt of tenders 01.08.2011 upto 2:00 PM. Tender shall be opened on the same day. Price of Tender document is Rs.500/- (Rupees Five Hundred only).

Tenders must be submitted in sealed cover super-scribed "Tender for Concurrent Audit of SPMCIL EPF Trust, New Delhi strictly in accordance with the terms and conditions and technical specification in Tender notice..

-sd-
Asst. Manager (F&A)

SPMCIL EPF Trust
16th Floor, Jawahar Vyapar Bhawan
Janpath, New Delhi – 110 001.

TENDER NOTICE No.

Tender for Appointment of CA Firm/Firms for Conducting Concurrent Audit

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|------|--|------------|------|---------|
| (i) | Pre-bid meeting with tenderer to be held with GM (IA) SPMCIL, New Delhi & invited tenderer | 15.07.2011 | at | 3:00 pm |
| (ii) | Last date & time of receipt of tenders | 01.08.2011 | upto | 2:00 pm |
| (ii) | Date & time of Opening of tenders | 01.08.2011 | at | 3:30 pm |

Price of Tender Document: Rs.500/- (Rupees Five Hundred only).

Tenders must be submitted in sealed cover super-scribed "Tender for Appointment of CA Firms for Conducting Concurrent Audit strictly in accordance with the terms and conditions and technical specification enclosed herewith.

NOTE: - In case the due date for receiving/opening of tender happens to be a Gazetted holiday, then tenders would be received / opened on the next working day at the same time & place.

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SPMCIL EPF Trust
16th Floor, Jawahar Vyapar Bhawan
Janpath, New Delhi – 110 001.

TENDER NOTICE

Security Printing and Minting Corporation of India Limited (SPMCIL) was formed on Jan 13, 2006 a accompany with limited liability under India companies Act 1956 pursuant to the decision of the Union cabinet dated 2nd September 2005 for corportisation of the nine units consisting four security presses, four India Government Mint and one security paper mill under the Department of Economic Affairs, Ministry of Finance. All the liabilities of these nine units was transferred to SPMCIL on Feb. 2006.

Consequent to transfer of assets and liabilities to the newly formed corporation, a tripartite meeting was held between representatives of various unions of employees of all nine units Security press, Mints and Security paper mill, Government of India and SPMCIL and tripartite agreement was entered amongst them on 15th September, 2008. Thereafter “SPMCIL Employees Provident Fund Trust” was created by SPMCIL to maintain Provident fund Account of:

1. Employee who has opted for prorata pension from Government.
2. Direct remits to the corporation

SPMCIL has obtained the permission from Employees Provident Fund organization, Delhi to maintain the above mentioned Trust vide order No. E/OL/36036/rel/1079 dated 04.12.2009.

As per Government of India Instructions issued vide letter No. 10.01.2009 SPMCIL dated 29.05.2009 w.e.f. 01.11.2008, the amount of subscription together with interest thereon standing to the credit of employees in the General Provident Fund Account shall be transferred to new Provident Fund Account under SPMCIL as provident sub Rule 24(a) of Rule 37-A of the CCS (Pension) Rules, 1972 as amended from time to time.

The accounts of “SPMCIL Employees Provident Fund Trust” is being maintained central through an outsourced Agency. Final processing of all cases of EPF Advance/Withdrawal or settlement is being done at Head Quarter at Delhi.

Now, SPMCIL intend to appoint a Concurrent Auditor to ensure that book keeping of the Trust is done properly and all necessary compliance of Employees Provident Fund Act are being made. Role of Auditor will be to furnish monthly report to Trust and also suggest and compliance all observations made by EPFO/RPFC and/or Trustees.

SPMCIL EPF Trust
16th Floor, Jawahar Vyapar Bhawan
Janpath, New Delhi – 110 001.

Sealed tenders in duplicate in three parts (Part –I, Part-II & Part-III) are invited from reputed and experienced Chartered Accountant Firms for the work detailed as under:-

Sr. No.	Description of Work	Last date & time for		Initial Contract duration	EMD	Cost of tender Specification
		Receipt of tender up to	Opening of Tender			
1.	Conducting of Concurrent Audit of SPMCIL EPF Trust New Delhi.	2.00 pm on 01.08.2011	On same day at 3.30pm	Upto March 12	Rs. 5,000/- EMD	Rs. 500/-

Tenders shall be addressed to Officer (F&A), SPMCIL, 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110 001. The Company shall not own any responsibility regarding the postal delay in receipt of the tender. Tenders shall be opened at prescribed date and time at SPMCIL Corporate Office. In case the date of receiving/opening of tenders happens to be a holiday the same will be received and opened on next working day at the same time and at the same place.

The Part-II of the tenders shall be opened only for those tenderers who submit the earnest money and cost of tender documents as prescribed in NIT in Part-I.

The Part-III of the tenders shall contain the price bid. The same will be opened in respect of those tenderers who are short listed on the basis of qualifying criteria and appraisal done by SPMCIL authorities as mentioned in part-II (Annexure-F &G).

Part-I, Part-II & Part-III shall contain the following:

- (A) Part-I : DD of Rs. 500/- towards cost of tender documents and Earnest Money of Rs. 5,000 in form of Demand Draft in favour of Security Printing and Minting Corporation of India Limited, New Delhi.
- (B) Part-II : Annexure F and G and Self Attested Documentary evidence in regard to qualifying criteria as prescribed below:

Qualifying Criteria :

The following will be the qualifying criteria for selecting the firms for the opening of price bids: -

- (a) The firm should be on panel of CA&G for Audit.
- (b) The firm should experience of Book keeping/ Concurrent audit/ audit experience at least one Trust dealing with EPF/ Pension.
- (c) The firm should have at least 5 Partners and at least one of them should be FCA.
- (d) The firm should be in existence since last 10 years and should be in profession of CA practice.
- (e) The office of the firm should be in Delhi/NCR region.
- (f) The net worth of firm should not have eroded by more than 30% in the last three years.
- (g) The average annual turnover of the firm during last three year should not be less than Rs.10 lakhs.
- (h) Bidder firm should not have suffered any financial loss for more than one year during last 3 years.
- (i) The firm or any partner of the firm should not be black listed by any Government organization or PSU in respect of any assignment / Job/ Behavior (self attested affidavit on stamp paper of Rs.100 to be given in this regard by the authorized representative / partner of the Firm).

Based on the above offers shall be evaluated.

(C) PART-III: Shall contain only price bid.

CONDITIONS:

1. **RECEIPT OF TENDER**
Tenders received telegraphically, through telex, fax or e-mail shall not be accepted.
2. **COMMENCEMENT OF WORK**
The firm has to commence the work within 30 days from the date of work order.
3. **INCREASE/DECREASE IN SCOPE OF WORK**
Board reserves the right to increase/decrease the NIT quantity/work without assigning any reason (s) thereof. Board shall not be held responsible for this and shall not pay expenses or for losses that may be incurred by the tenderers in the preparation of tender.
4. **CONDITIONAL TENDER**
Conditional tenders in any form may be rejected.
5. **LATE RECEIPT OF TENDER**
Tenders received after due date and time fixed for receipt of tender shall not be entertained.
6. **MAN POWER**
The persons to be deputed for the job should not be less than 18 years of age.
7. **CHECKS**
SPMCIL will carry out independent checks, as and when required.
8. **PRICE VARIATION**
Price quoted by the tenderer will be firm and no price variation shall be allowed.

9. **ALL CUTTINGS/CORRECTIONS TO BE INITIALED**

Each page of the tender document including any schedule shall be signed and dated by tenderer with ink as a token of his having examined the same. Any correction in the price quoted in the schedule shall be signed with date by tenderer before submitting the tender. The tenderer should initial all corrections and additions. Non-compliance with these conditions will make the tender liable to rejection. Tender should wholly be typed or printed.

10. **RIGHT TO REJECT ALL OR ANY TENDER**

SPMCIL reserves the right to reject any or all tenders received without assigning reasons. SPMCIL will not be responsible for and will not pay for expenses or losses that may be incurred by tenderer in preparation of the tender.

11. **LATEST INCOME TAX RETURN**

The bidder shall furnish attested Photostat copy of service tax return alongwith his tender.

12. **POST TENDER MODIFCATIONS.**

The tender shall not make any modification in the bid documents after opening of the bids unless specifically requested by SPMCIL. The Earnest Money of any bidder who modifies after opening, without any specific references from SPMCIL shall be forfeited without any further reference to the bidder and he shall be liable to take further action like suspension of business dealings/blacklisting by SPMCIL.

13. **NEGOTIATION**

Normally no negotiations affecting prices or basic features of NIT SPECIFICATIONS shall be conducted with tenderers after opening of tenders except under the specific order of accepting authority after recording the reasons for the same. Negotiations can only be held with L-1 (Lowest tenderer) strictly as per CVC guidelines.

-sd-
Asst. Manager (F&A)

IMPORTANT INSTRUCTIONS FOR TENDERERS

1. Before submission of the tender, the Tenderers are required to make themselves fully conversant with the scope of work, payment and penalty clause, general terms & conditions etc.
2. All tenders, neatly binded, shall be submitted in three parts i.e. Part-I, Part-II & Part-III. Each part will be enclosed in a separate envelope duly super scribed on the envelope as under. All the three envelopes will be further enclosed in a large envelope, consisting of the following:
 - a) **Part-I Cost of Tender Documents & Earnest Money:** The first part will consist of Cost of Tender Documents & Earnest Money in the form of Demand Drafts in favour of SPMCIL EPF Trust, New Delhi.
 - b) **Part-II Technical /Commercial bids:** The second part will consist of documentary evidences with regard to qualifying conditions.
 - c) **Part-III Price Bids:** The third part will consist of the price bid and analysis.
3. The Earnest money will be returned to the tenderer if his tender is not accepted, within 30 days of the award of order.
4. The SPMCIL does not bind itself to accept the lowest or any tender and reserves the right to accept or reject any or all the tenders, either in whole or in part without assigning any reasons for doing so.
5.
 - a) Each page of the tender is required to be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Terms and Conditions, Specification, Special Conditions, etc. as laid down. Any tender with any of the documents not so signed will be rejected.
 - b) The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into proposed contract, otherwise the tender is liable to be rejected.
6. All erasures and alterations made while filling the tender must be attested by initials of the Tenderer. No advice of any change in rate or conditions after opening of tender will be entertained.
7. Rates shall be quoted at the appropriate space.
8. The tenderer must obtain for himself on his own responsibility and at his own expense all the information that may be necessary for the purpose of making a tender.
9. The price quoted shall be for the entire scope of work including all charges in respect of travelling, Boarding & lodging etc.

10. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the firms who resort to canvassing will be liable to rejection.
11. Tenderer should invariably supply documents for constitution & composition of the firms as per Annexure- 'E' regarding "Constitution, Experience & Financial Standing enclosed with the tender failing which their tender may be ignored.
12. Tender must bear signatures of a person authorized as per constitution and composition of the firm. Authenticating documents to prove authority of signatory (power of attorney in favour of signatory) must be attached with the tender.
13. Tenderer should submit their offers in unambiguous wording failing which SPMCIL's interpretation will be final.
14. Tenderer must carefully study the technical specification and general terms & conditions before preparation of Tender. Rate should be stated in words and figures both, complete information as per various Annexures attached herewith must be supplied with the tender invariably, failing which the tenders are likely to be ignored.
15. All the tenderers should submit their tenders with all the Annexures duly filled-in and complete in all respects.
16. Any deviation in Technical and General Conditions must be indicated, otherwise, it would be assumed that technical specifications & all other conditions including general terms & conditions are acceptable to the tenderer in toto.
17. The tenderers revising their offer or withdrawing the same within the validity period after opening of the tenders are liable to be ignored/ black listed.
18. Acceptance of Important Instructions and terms & conditions of SPMCIL as per Annexure 'A' & 'B' respectively should be sent alongwith the tender.
19. Tenders received after due date/time even if posted before the due date of opening shall not be entertained at all.
20. No relaxation, whatsoever of any sort would be given in the NIT specifications after the tenders have been received, opened/ processed.
21. Negotiations, if necessary, shall be held with the lowest tenderer only.

22. The tenderers are required to submit the tenders in accordance with the Notice Inviting Tenders (NIT) specification clearly stating that all the terms and conditions of the NIT are acceptable to them. The deviation(s), if any in the technical and other terms & conditions, may be considered as a demerit of the tender and may contribute towards ignoring of their offer in preference to those who accepts SPMCIL's terms & conditions. However, due to any reasons, if it is considered necessary to deviate in the case of particular term/clause, the same should be stated in the tender, itself, otherwise, it shall be assumed that all the terms and conditions of the NIT are acceptable to the tenderers in toto.
23. The present applicable rates of taxes must be mentioned clearly.
24. As mentioned in Annexure –'A' of the tender specifications, the tenders shall be submitted in three parts i.e Part-I, Part-II & Part-III. Each part will be enclosed in a separate envelope duly super scribed on the envelope. The Part-I and Part-II of the tenders shall be opened on the due date and time. Part-III of the tender i.e price bids shall be opened only for those tenders who are found to be technical/commercially pre-qualified.
25. The tenders shall be clearly page numbered and an index indicating page numbers, description etc. of the enclosures shall be enclosed.
26. In case of conflict between these technical specifications and general instructions contained in various Annexures of the tender specifications, the former will over rule the latter.
27. **Unless otherwise stated, Part-II of the tender should contain all the information & documents except those specifically to be contained in Part-I & Part-III.**

Sd/-
Asst. Manager (F&A)

General Terms & Conditions

General Instructions to be observed by Tenders:

1. The following instructions must be carefully observed by all Tenderers. Quotations/tenders not strictly in accordance with these instructions shall be liable to be rejected.
 - i) The tender must be complete in all respects. The following points should carefully be studied in order to ensure submission of a complete and comprehensive tender. Failure to comply with any of these instructions or to offer brief explanation for non-compliance is likely to render effective comparison of the tender as a whole impossible and may lead to rejection of an otherwise competitively lowest offer.
 - ii) The tenders shall be submitted in three parts i.e. Part-I, Part-II & Part-III. Each part will be enclosed in a separate envelope duly super- scribed on the envelope as under. All the three envelopes will be further enclosed in a larger envelope. The following procedure will be adopted for the opening of tenders.
 - a) **Part-I Cost of Tender Documents & Earnest Money:** The first part will consist of Cost of Tender Documents & Earnest Money in the form of Demand Drafts in favour of **Security Printing and Minting Corporation of India Limited, New Delhi.**
 - b) **Part-II Technical /Commercial bids:** The second part will consist of documentary evidences with regard to qualifying conditions and necessary undertakings as mentioned in Annexure ' A'.
 - c) **Part-III Price Bids:** The third party will consist of the price bid.

Firstly the main envelope containing the bids will be opened in the presence of the bidders representatives who choose to be present at the time, date and at the prescribed address. After opening the main envelope, the envelope marked Part-I (Cost of tender specification & Earnest Money) will be opened first and if the cost of specification & earnest money will be found to be as per the requirement of the specifications, only then the envelope marked Part-II will be opened. The bids without earnest money and cost of tender specification will be out rightly rejected.

2. SPMCIL reserves the right to modify specifications at any time and to reject any or all the tenders received without assigning any reasons. It will not be responsible for and will not pay for expenses or losses that may be incurred by the tenderer in the preparation of the tenders.

Price bids shall be opened and evaluated by a committee.

3. Tenders shall be received in the tender box of Security Printing & Minting Corporation of India Limited (SPMCIL), New Delhi upto specified hours on the due date given in the tender notice and shall be opened at the fixed hours in the presence of tenderers or their agents who may like to be present. In case the due date of receiving /opening of tenders happen to be a holiday, tenders shall be received and opened at the same time & place on the next working day.
4.
 - (i) All taxes and duties leviable shall be paid extra and the same should be shown separately as prevalent on the date of opening of tenders, and will be paid at the rate as may be actually prevalent at the time of payment within contractual completion period, otherwise these elements shall be deemed to be included in the quoted prices and will not be paid extra.
 - (ii) Tenderers should quote FIRM prices only.
 - (iii) The rate quoted should be given in figure and words and any overwriting, erasion, cutting etc. should be legibly signed.
 - (iv) Tenderes should quote PAN No and Service Tax registration No. on the bill when claiming payment.
 - (v) Concurrent Audit will be as per Scope of Work and salient features of IA Manual available at the website of the company.
5. **ASSIGNMENT OR TRANSFER OF SUB CONTRACT**
. **The Chartered Accountant Firm shall not sublet any portion of the Scope of work**
8. **CHANGE IN CONSTITUTION OF FIRM AND ADDRESS:**
In case of any change in the constitution of the firm the same shall be forthwith notified by the **Chartered Accountant Firm** to the SPMCIL for its information. Any change in the address of the consultant shall also be intimated to the SPMCIL.

9. **SECURITY DEPOSIT:**

- i) The successful tenderer shall be required to submit security deposit for faithful execution of the work order/contract at the rate of five percent (5%) of value of work order. No interest shall be payable to the Firm on the amount of security.
- ii) The security deposit of the consultant shall be released by SPMCIL within six months from the date of faithful execution of work order/contract in all respect.
- iii) **FORFEITURE OF SECURITY DEPOSIT**
In event of default on the part of firm in faithful execution, security deposit shall be forfeited by an order of contracting agency. The forfeiture of security deposit shall be without prejudice to any other rights arising or accruing to the Board under relevant provisions of contract like penalty/damages for delay or risk execution of work including suspension of business dealings with Board for a specific period.

10. **FORCE MAJEURE**

During the pendency of the Contract, if the performance in whole/part by either party or any obligation there under is prevented/delayed by causes arising out of any war, hostility, civil commotion, acts of the public enemy, sabotage, fire, floods, explosions, epidemics or under order/instructions of Central/State Government Regulations, strikes, lackout, embargo, acts of Civil/Military authorities or any other causes beyond their reasonable control, neither of the two parties shall be made liable for loss or damages due to delay or failure to perform the contract during the currency of Force Majeure conditions, provided that the happening is notified in writing (with documentary proof) within 30 days from the date of the occurrence.

11. **DEDUCTIONS OF AMOUNTS DUE TO SPMCIL.**

Any excess payment made to the consultant inadvertently or otherwise under this contract or on any account whatsoever and any other sum found to be due to SPMCIL by the firm in respect of this contract or any other contracts or work order or on any account whatsoever may be deducted from any sum whatsoever payable by the Board to the firm either in respect of this contract or any work order of firm from any other account by any other office of the SPMCIL.

12. **NEGLIGENCE AND DEFAULT CLAUSE**

All services to be provided are to be guaranteed for correctness as per acceptable norms and in the event of any failure on the part of the , SPMCIL will be entitled to terminate the contract at risk and cost of consultant.

13. **CANCELLATION**

SPMCIL reserves the right to cancel the work order as a whole or in part at any time or in the event of default on the part of the Firm prior to the receipt of information regarding taking in hand of the work.

14. **LEGAL**

- i) All taxes and other levies payable to government and or local authorities in respect of these works shall be the responsibility of the consultant.

15. **ARBITRATION**

- i) If at any time any question of dispute or difference what so ever shall arise, between the SPMCIL and the firm upon or in relation to or in connection with work order/contract, either party may forthwith give to the other notice in writing of the existing of such question, dispute or difference and the same shall be referred for sole arbitration of a nominee of the SPMCIL who shall give a reasoned/speaking award. The award of the sole arbitrator shall be final and binding on the parties under the provisions of the Indian Arbitration Act 1996 and of the rules there under. Any statutory amendment, modification or re-enactment thereof for the time being in force, shall be deemed to apply and be incorporated in the contract/work order. The Sole Arbitrator shall be any officer of the SPMCIL whose name is approved by the Competent Authority.
- ii) Upon every or any such reference, the cost of and any cost incidental thereto the reference and award respectively shall be the discretion of the Sole Arbitrator so appointed who may determine the amount thereof or direct the same to be fixed as between solicitor and client or as between parties and shall direct by whom, to whom and in what manner the same is to be borne and paid.
- iii) The work under the contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due or payable by the SPMCIL shall be withheld on account of such proceedings.

16. **CANCELLATION OF CONTRACT FOR INSOLVENCY, ASSIGNMENTS OR TRANSFER OR SUB LETTING OF CONTRACT.**

The Accepting officer, without prejudice to any other right or remedy which shall accrue thereafter to SPMCIL, shall cancel the contract in any of the following cases:-

- (a) If the firm or any partner thereof at any time is adjudged bankrupt or receives order for administration of his Estate made against him or takes any proceedings for liquidation or composition under any Bankruptcy Act for the time being in force or makes any

conveyance or assignment affecting composition or arrangement for the benefit of his creditor or purports to do so, or if any application he makes under any Bankruptcy Act for the time being in force for the sequestration of his Estate or if a trust deed is granted by him on behalf of his creditors.

- (b) Assigns, transfers, sub-lets or attempts to assign, transfer or sub-let any portion of the work without the prior approval of the Accepting Officer.
- (c) Whenever the Accepting Officer exercises his authority to cancel the contract under this condition, he may complete the work by any means at consultant's risk and expense provided that in the event of the cost of completion (as certified by the Board of Trust which is final and conclusive) being less than the contract cost, the advantage shall accrue to the Trust and that if the cost of completion exceeds the moneys due to the Consultant under the Contract, the consultant shall either pay the excess amount ordered by the Trust or the same shall be recovered from the consultant by other means.

17. JURISDICTION

Jurisdiction for filing any suit in case of any dispute shall be the Civil Courts at New Delhi.

Scope of Work/ Terms of Reference of Concurrent Audit Firms

S.No.	Scope of work
	Firm shall be responsible for following primary activities and supervision of EPF trust fund created and opened from SPMCIL HQs for all 9 units and Corporate office of SPMCIL from the date of November 2008 to March 2012 (effective date of employees being covered under EPF Act Rules).
1	To check whether employees contribution i.e.12% of the basic salary plus DA w.e.f 1.11.2008 is being deducted regularly and account for in EPF Trust on monthly basis.
2	To Check whether employers deduction of EPF and EPS are being deducted as per rules and there is no delay in monthly payment to EPFO and Trust.
3	Daily Vouching : audit of 100% vouching of all EPF transactions (Receipts and Payment)
4	To review whether out of 12% employers contribution. 8.33% or Rs.541 is being account for in EPS w.e.f. 01.11.2008 regularly
5	To review the reason quoted for withdrawal and advances are as per the rules and supported with all required documents and certify it.
6	To verify employees wise GPF balance have been transferred to EPF Trust fund with interest as on 31.3.2010.
7	To review that undertaking given by Employer and Board of Trustee to transfer the funds promptly with in time limit prescribed by the RPFCL are being fulfilled.
8	To check that Prorata Pensioner who died in harness after enmasses transfer is being paid family pension on same terms as employees are entitled under 1995 schemes.
9	To review that regular reconciliation of account is being done by the Trust with SPMCIL book shall be reconciled on monthly basis
10	To verify whether guide lines issued by SPMCIL corporate office from time to time shall be deployed on notice board by the units.
11	To review that EPF forms under rule of SPMCIL EPF Trust are being filled properly by the units.
12	To review whether all statutory declaration and returns applicable to Trust are submitted regularly
13	To review final payment of EPF of Retired / Death cases
14	To review interest calculation of all EPF subscribers (Subscription + Employers contribution)
15	Investments : (a) Physical verification of investments and deposit (b) Ensuring income on investment and deposit as per terms of the same.
16	Firm must conduct those activities consistently and submit a monthly report. On submission and acceptance of monthly report and certification of accounts maintained by outsourced agency, payment to the firm shall be processed.
17	Additional responsibilities of matters arising out of complaints and enquiries as assigned.
18	To oversee compliance to EPF rules observations of EPFO.
19	To assist in statutory audit of the Trust

- Note:- (i) Wherever applicable all data, records/ vouchers and returns etc. of the period from 1.11.2008 to 31.03.2012 have to be scrutinized by the concurrent auditor.
- (ii) From initial date of audit to concluding date of concurrent audit, work should be done on daily basis.

Performa of Price Bid

(To be filled by Tenderer)

- (1) Name of the tenderer
- (2) Price quoted (Amount in Rs.)

November 2008 to 31st March 2009.1st April 2009 to 31st March 20101st April 2010 to 31st March 20111st April 2011 to 31st March 2012

SPMCIL EMPLOYEES PROVIDENT FUND TRUST, NEW DELHI

- (3) Taxes and other statutory levies if any

Total

Rs.

Amount in words.....

Signature of tenderer

Name

Designation.....

Seal of firm.....

Company.....

Note

- (1) Taxes and other statutory levies will be paid on actual basis. However present rates of applicable taxes and levies may be indicted by the tenderers. If it is not indicated than it will be treated as included in the quote.
- (2) The tenderer is deemed to have thoroughly studied and examined the technical specification, important instruction and general term and condition of tender document and fully informed as to nature of the work and condition related to its performance.

Payment Clause

- (1) The payment will be made on monthly basis in according with fees quoted by the tenderer for concurrent audit. Due payment will be released on completion of audit and submission of audit report of the relevant period. The Firm should quote its PAN No. and Service Tax registration No. in the bill.

SCHEDULE OF INFORMATION
(TO BE FILLED BY THE TENDERER)

1. Name, address, telephone Nos. & e-mail of the Firm. _____

2. PAN & proof of filing Income Tax return for last 3 years of Firm _____
3. Name, address & telephone nos. of Partners. _____
4. PAN & proof of filing Income Tax Return for Last 3 years of Partners. _____
5. Date of Formation of firm _____
6. **In case of Firm**, copy of Partnership deed and particulars of Partners (to be attached) _____
7. Audited Balance Sheet & P&L A/c of the Firm for the last 3 years _____
8. Annual turnover of the firm For the last 3 years (Rs.in Cr.)
i.e. 2008-09
2009-10
2010-11
Average of 3yrs. _____

Date of Empanelment

Valid Till

9. Date of empanelment with CAG _____

10. Staff of Firm/Company
- (i) No. of Partners/Directors _____
 - (ii) No. of FCAs _____
 - (iii) No. of ACAs _____
 - (iv) No. of FCAs/ACAs with ISA _____
 - (v) _____
 - (vi) No. of other staff strength _____

Dated: _____

SIGNATURE OF TENDERER
NAME : _____
DESIGNATION: _____
SEAL OF FIRM/

**QUALIFICATION EVALUATION FORM
(TO BE FILLED BY THE TENDERER)**

	Minimum Criteria	Actual (w.r.t. page no)
1. Total experience of working in Indian environment	10	
2. Should be on panel of C& AG for Statutory Audit	01	
3. Book keeping/ Concurrent audit/ Audit experience at least one Trust Dealing with EPF/ Pension	01	
4. Minimum no of partners	05	
5. No of FCA in the firm	01	
6. Period of existence of firm		
7. Net worth firm should not have Eroded by more than 30% in last 3years	10	
8. Annual Turnover of firm in last 3 years	10 lacs P.A	
9. Bidder firm should not have suffered Any financial loss for more than one Year during last 3 years		
10. Whether black listed by any Govt organization	Yes/No	

Note. Enclose supporting documents.

Signature of Tenderer

Name: _____

Designation: _____

Seal of Firm: _____