

Note: - This Notice is being published only as an abundant precaution and is not an open invitation to quote against this tender. Participation in this Tender is by invitation only and is limited to the Selected Chartered Accountants' Firms, who have been sent this Tender by Post/ Courier. Unsolicited offers are liable to be ignored.

Ref. No.: SPMCIL/PF /Trust/19-20/ 11537

Dated: 15.03.2021

Limited Express Tender Enquiry

Subject:- Appointment of Chartered Accountants Firms for Transaction Audit of SPMCIL Employees Provident Fund Trust and SPMCIL Provident Fund Trust for the financial year 2020-21.

The Company, Security Printing and Minting Corporation of India Limited (SPMCIL) is a Miniratna Category-I CPSE wholly owned by Government of India. The company was incorporated on 13.01.2006 after corporatization of nine units functioning under Department of Economic Affairs, Ministry of Finance and engaged in printing of currency notes, stamp papers, passports, postal stationery, minting of circulating and other coins and manufacturing of security paper, etc.

2. A trust has been created in the name of SPMCIL Employees Provident Fund Trust and SPMCIL Provident Fund Trust for management of provident fund accumulations and other retirement benefits to those Govt. employees who have been absorbed in SPMCIL and have opted combined option for service rendered by them in Government, Govt. employees who have been absorbed in SPMCIL and have opted prorate option for service rendered by them in Govt and direct recruits of SPMCIL. The investment corpus of the SPMCIL Employees Provident fund is Rs. 1011.09 crore (approx.) with member strength of 5,800 and investment corpus of the SPMCIL Provident Fund Trust is Rs.269 crore (approx.) with member strength of 1,600(approx.) in SPMCIL Provident Fund Trust.

3. C&AG has vide letter No.1153/CA-V/F/64-2019 dated 30.10.2019 and email dated 11.02.2020 has provided a list of Chartered Accountant firms empaneled with them and your firm is one of those firms suggested by C&AG. For appointment of Transaction Auditor for the financial year 2020-21, the list provided by C&AG for appointment as Auditors of Provident Trust for F.Y. 2019-20 and 2020-21 is considered excluding the Firm appointed to deploy two CA in Trust cell.

4. Scope of Work

To achieve the objective, among other things, following activities shall be carried out by Transaction Auditors:

1. 100% checking of all transactions e.g interest, contributions, withdrawals, advances, refundable advances etc in all members ledger with corresponding bank statement/other relevant document for the Financial Year 2020-21 & 2021-22 (Note: There are Approx 5800 members in EPF Trust and Approx 1600 members in GPF Trust.)
2. 100% checking of bank statements with respect to entries in member's ledger so as to ensure that withdrawals/ advances/settlements have been made correctly to the applicants only.

5. Deliverable:

1. A certificate is to be given by a Transaction Auditor that work has been carried out as per scope of work given to the firm.
2. A certificate is to be given stating that Members balances as at the end of financial year are correct. Certified List of all members balances is to be attached with this certificate. Discrepancies, if any, may be given separately along with specific reasons.

6. Delivery schedule:

S No.	Period of Transaction Audit	Last date for submission of report of Transaction audit.
1	01.04.2020 to 31.03.2021	One and Half month from the date of award of contract.
2.	01.04.2021 to 30.06.2021	31.07.2021
3.	01.07.2021 to 31.07.2021	31.08.2021
4.	01.08.2021 to 31.08.2021	30.09.2021
5.	01.09.2021 to 30.09.2021	31.10.2021
6.	01.10.2021 to 31.10.2021	30.11.2021
7.	01.11.2021 to 30.11.2021	31.12.2021
8.	01.12.2021 to 31.12.2021	31.01.2022
9.	01.01.2022 to 31.01.2022	28.02.2022
10	01.02.2022 to 28.02.2022	31.03.2022
11.	01.03.2022 to 31.03.2022	30.04.2022

* In case of holiday, the next working day is to be treated as last date for submission of report.

7. Liquidated Damages: If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame incorporated in the contract. SPMCIL shall, without prejudice to other rights and remedies available to SPMCIL under the contract, deduct from contract price, as liquidated damages, as sum equivalent to the 0.5% 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% of the delayed goods or services contract price(s).

8 Payment Terms:

(i) 50% of quoted fee shall be paid on completion and submission of report of Transaction Audit for F.Y 2020-21.

(ii) Balance 50% of quoted fee shall be paid in 4 equal installments. First instalment shall be paid for Qtr 1 after submission of report for Qtr 1 of F.Y 2021-22. Balance instalments shall be paid after end of each quarter on submission of report for each month falling in that quarter.

9. Terms and conditions for submitting the offer/Quotation are as follows:-

a) Out of the selected Chartered Accountants' firms to whom this tender has been sent by Post/Courier may submit most competitive rates in a sealed envelope only which shall be addressed to **"The Trustee, SPMCIL EPF and PF Trust"**, 16th floor, Jawahar Vyapar Bhawan, Janpath, New Delhi- 110001 **on or before 30.03.2021 latest by 03:00 PM and to be opened at 03:15 PM on the same day.** The envelope may be dropped in our Tender Box kept at reception of the office in case of hand delivery or may be sent by Post but **must reach before the stipulated date & time. Quotations received after stipulated date/time will not be considered.** SPMCIL Provident Fund Trust shall not be responsible for any postal delay. Participants are responsible to ensure the timely delivery of quotations.

b) Interested firm have to quote the fees/rates clearing mentioning the amount for Audit fees exclusive of GST but it shall be inclusive of all the expenses in relation to meeting the cost of travelling and/or boarding or any other expenses in connection to audit of the books of accounts. No additional amount is payable on account of Boarding/Lodging of the Auditors or their Team members. Audit Firm has to meet all the out of pockets expenses on their own accord.

c) Interested firms have to submit their offer in the format given below:-

Particulars	Amount in Rs.
(i) Fees for the Transaction Auditor of Trust for the financial year 2020-21 and 2021-22 (Including out of Pocket expenses)	
(ii) GST (as Applicable at the time of offering the Quotation)	
Grand Total	
(i)+ (ii)	

d) EMD declaration : EMD amount is kept as Nil. However in place of EMD, all the bidder firms have 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 MOF letter no. F.9/4/2020-PPD dated 12.11.2020.)

e) Non acceptance of the offer by the firm if the same is shortlisted, the trustees may lead to blacklisting of the firm and/or firm may be debarred from future participation.

f) **Offer shall remain valid for at least 90 days from the day of opening of bids.**

g) Quotations received through Fax/ E-Mail or in open condition will not be considered.

h) Envelope containing the quotation should be marked as **“Quotation for appointment as transaction auditors of SPMCIL EPF and PF Trust for FY 2020-21 and 2021-22.”**

i) Interested Participants are advised to visit our website www.spmcil.com for more details under latest tenders by SPMCIL.

j) The offers/quotations shall be accepted only from those firms whose names are appearing in the list of Chartered Accountant firm enclosed with this Tender.

k) Mere invitation to quote or receipt of quote shall not bind the Trust to accept the bid/Quotation from the offerer. The Decision of the Trust in this respect shall be final and binding on the bidders.

l) The successful bidder shall have to furnish a security deposit equivalent to 3% of the contract value in the form of Demand Draft/Term Deposit Receipt/Bank Guarantee favouring “Security Printing & Minting Corporation of India Limited. Upon failure of the successful bidder to execute the contract, the security deposit shall be forfeited.

10. **Evaluation of offers shall be done in following manner:-**
- a) The firm quoting lowest price (exclusive of GST amount) for transaction audit of the Trust shall be considered for appointment as transaction auditors.
 - b) **In case the L1 firm is non MSE, the price quoted by MSE firm within the range of L1+15% will be asked to match the price of L1 firm. In case the MSE firm matches the L1 price, order will be placed on MSE firm. However in case MSE firm does not match the price of L1 firm, the next lowest offer of MSE firm within the range of L1+15% will be asked to match the price of L1 and so on. In case no MSE firm (within the range of L1+15%) matches the price of L1 firm, order will be placed on L1 firm.**
 - c) In case of a tie in fees quoted it is proposed the following sequence shall be adopted for selection:
 - (i) No. of partners in the firm.
 - (ii) Firms with longer experience based on year of registration.
 - d) In case of any bidder who has offered their fees/price inclusive of GST, then it will be assumed that applicable services shall be included in the price and basic price shall be taken accordingly.
 - e) If no information about the GST component has been provided in the quotation, it shall be assumed as exclusive of GST and assumed accordingly.
11. Payment of audit fees will be made after the Transaction audit report is submitted and accepted by Trustees of SPMCIL EPF and PF Trust.
12. Notwithstanding anything stated above, SPMCIL EPF and PF Trust reserves the right to reject the tender or not to appoint any of the participants against this tender even if the participants fulfills all the conditions mentioned as above anytime without assigning any reason for the same.

For, SPMCIL EPF and PF Trust

Sd/-

(Ravi Prakash Yadav)
Authorized Signatory

Quotation invited from the following Chartered Accountants firms as per list provided by C & AG vide its letter No.1153/CA-V/F/64-2019 dated 30.10.2019 and email dated 11.12.2020

Ref. No.: SPMCIL/EPF /Trust/2019-20

List of Chartered Accountants' Firms

S.No.	Name of CA Firm	Address of CA Firm
1	Anuj Goyal Associates	R-212, DUA Complex, 24, Veer savarkar Block, Vikas Marg, Shakarpur, New Delhi-110092
2	K N A Associates	10, Sagar Apartments, 6, Tilak Marg, New Delhi – 110001
3	K S Gupta & Co.	A-59a, 1 st Floor, Lajpat Nagar – II New Delhi - 110024
4	M K Arora & Co.	57, 1 st Floor GTB Nagar, Delhi - 110009
5	Mehrotra Seth & Associates	K- Block, Chowdhary Building, Cannought Circus, New Delhi - 110001
6	Prem Gupta & Associates	2, T.C. Jaina Compex, Netaji Subhash Marg, Daryaganj, Delhi - 110002
7	R P R P & Associates	D-38, LGF Frontside, South Extn.-2, New Delhi - 110049
8	Vimal Tandon & Co.	A-107/1, pal Mohan Plaza, 11/56 D. B. Gupta Road, Karol Bagh, Delhi - 110005
9	Pawan Shubham & Associates	603, Laxmi Nagar, District Centre Laxmi Nagar, Delhi-110092
10	G S Goel & Co.	20/18 Shakti Nagar, Delhi - 110007
11	H K Dua & Co.	309, Jyoti Shikhar Building, 8 , District Centre, Janakpuri, New Delhi - 110058
12	Kumar Mahajan & Co.	1-E/2, Jhandewalan Extn., New Delhi - 110055
13	Kumar Pyush & Co.	C-5, Lajpat Nagar-III, New Delhi - 110024

14	Lalit Gupta & Associates	412-Arunachal Building, 19, Barakhamba Road, Connaught Place, Delhi - 110001
15	M Garg & Co.	24-A, SFS MIG DDA Flats, Moti Khan, New Delhi - 110055
16	Mahesh K Agarwal & Co.	11E-1, BIGJOS Tower, Netaji Subhash Place, Pitampura, Delhi - 110034
17	N D Kapur & Co.	1st Floor, The Great Eastern Centre, 70, Nehru Place, New Delhi - 110019
18	R Tayal & Associates	Dharam Plaza, 1st Floor, Railway Road, Palwal - 121102
19	Vijay Mukesh & Co.	D-4, Naveen Shahdara, Delhi - 110032

For, SPMCIL EPF and PF Trust

Authorized Signatory