

**Security Printing & Minting Corporation of India  
Limited**

16<sup>th</sup> Floor, Jawahar Vyapar Bhawan  
Janpath, New Delhi – 110 001.

**TENDER NOTICE No. SPMCIL/Fin./IA/01/13**

**Tender for Appointment of Chartered Accountant Firm/ Cost  
Accountant Firm for Conducting Internal Audit**

Security Printing & Minting Corporation of India Limited is a wholly owned mini ratna PSU of Government of India. Details about company, its units as well as tender documents are available at our website [www.spmcil.com](http://www.spmcil.com). SPMCIL intends to select Chartered Accountant Firms/Cost Accountant firms to conduct Internal Audit of its 9 units and its Head Quarter i.e. IGM (Mumbai), IGM (Hyderabad), IGM (Noida), IGM (Kolkata), CNP (Nashik), ISP (Nashik), SPP (Hyderabad), SPM (Hoshangabad), BNP (Dewas) and Corporate Office (New Delhi) for Financial Year 2013-14 on quarterly basis. Applications are invited from Chartered Accountant Firms/Cost Accountant firms duly fulfilling the qualifications as specified in our Tender Notice. The willing firms may send their application along with the documentary evidences to be addressed to Dy. General Manager (Finance), SPMCIL, 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110 001. Last date & time of receipt of tender is 05.07.2013 upto 2:00 PM. Tender shall be opened on the same day. Price of Tender document is Rs.500/- (Five Hundred only).

Tender must be submitted in sealed cover super-scribed "Tender for Internal Audit" strictly in accordance with the terms and conditions and technical specification in Tender notice.

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Dy. General Manager (Fin)

**Security Printing & Minting Corporation of India Limited**  
16<sup>th</sup> Floor, Jawahar Vyapar Bhawan  
Janpath, New Delhi – 110 001.

**TENDER NOTICE No. SPMCIL/Fin./IA/01/13**

**Tender for Appointment of CA Firms/CWA Firms for Conducting Internal Audit**

Security Printing & Minting Corporation of India Limited is a schedule A mini ratna PSU of Government of India under the administrative control of Ministry of Finance. The company's turnover for FY 2011-12 was at Rs.3662.45 crores and profit after tax was Rs.582.46 crores. There are 12,606 employees as on 31.03.2013, serving in the company.

The excellent financial performance has been achieved by enhanced productivity as a result of optimum utilization of manpower and machinery, re-engineering of production processes, redeployment of surplus manpower and reduction in waste, better inventory management and energy conservation.

To bring out efficiency and transparency, fully computerized ERP system has been installed in the company. In the field of research and development, measures have been taken to introduce new technology and new features. SPMCIL intends to select Chartered Accountant Firm/Cost Accountant firm to conduct Internal Audit of its 9 units and its Head Office i.e. IGM (Mumbai), IGM (Hyderabad), IGM (Noida), IGM (Kolkata), CNP (Nashik), ISP (Nashik), SPP (Hyderabad), SPM (Hoshangabad), BNP (Dewas) and Corporate Office (New Delhi) for the Financial Year 2013-14 for all the four quarters. Thus, applications are invited from the eligible Chartered Accountant firm/Cost Accountant Firm duly fulfilling the qualifications as specified in our Tender Notice. Details about the tender document are available at our website [www.spmcil.com](http://www.spmcil.com).

- |       |   |              |
|-------|---|--------------|
| (i)   | Pre bid meeting on 28.06.2013 at Corporate office | 4:00 pm      |
| (ii)  | Last date & time of receipt of tender 05.07.2013  | upto 2:00 pm |
| (iii) | Date & time of Opening of tender 05.07.2013       | at 3:30 pm   |

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

Tender must be submitted in duplicate in sealed cover super-scribed "Tender for Conducting Internal 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 tender would be received / opened on the next working day at the same time & place.

## TENDER NOTICE

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**Security Printing & Minting Corporation of India Limited**  
**16<sup>th</sup> Floor, Janpath Vyapar Bhawan**  
**Janpath, New Delhi – 110 001.**

**TENDER NOTICE**

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

(Pre bid meeting on 28.06.2013 at 4:00 pm at Corporate office.)

Description of Work	Last date & time for		Initial Contract duration	EMD	Cost of tender Specification
	Receipt of tender up to	Opening of Tender at			
Conducting of Internal Audit for all the four quarters of FY 2013-14 for 9 units and its Head Quarter, divided amongst four groups as follows: <ol style="list-style-type: none"> <li>1. ISP Nashik and CNP Nashik</li> <li>2. IGM Mumbai, IGM Hyderabad and SPP Hyderabad</li> </ol>	05.07.2013 (2.00 pm)	05.07.2013 (3.30 pm)	F.Y. 2013-14	Rs. 20,000/- for each group	Rs.500/- for each group

3. BNP Dewas and SPM Hosha ngababd					
4. IGM Noida, IGM Kolkata and SPMC IL Head Office at Delhi.					

**Tender shall be addressed to Dy. General Manager (Finance), SPMCIL, 16<sup>th</sup> 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. Tender shall be opened at prescribed date and time at SPMCIL Corporate Office. In case the date of receiving/opening of tender 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.**

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

- Part-I : DD of Rs. 500/- towards cost of tender documents and Earnest Money of Rs. 20,000/- for each group in form of Demand Draft in favour of Security Printing and Minting Corporation of India Limited, New Delhi.**
- Part-II : Annexure E and F and Documentary evidence attested by partner or authorized representative of the firm in regard to qualifying criteria as prescribed below.**
- PART-III : Price bid.**

**Qualifying Criteria:**

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

- a. The bidder firm should have at least 10 years of experience of working in the Corporate Business environment.
- b. The bidder firm should be on panel of C& AG for Statutory Audits.
- c. The bidder firm should have done internal audit/ cost audit/ statutory audit of at least 3 PSUs during last 5 years.
- d. The bidder firm should be on panel of RBI for Statutory Audits of

- e. The bidder firm should have at least one Chartered Accountant/ Cost Accountant having ISA / DISA qualification.
- f. The bidder firm should have at least 5 partners & at least three of them should be FCA/FCWA.
- g. Not less than 3 partners of the bidder firm should be associated with the firm for at least 5 years.
- h. The average annual turnover of the firm during last three years (2009-10, 2010-11, 2011-12) should not be less than Rs. 50 lakhs.
- i. Firm or any partner of the firm should not be banned/ black listed by any Government organization or PSU in respect of any assignment/job/behavior during last 5 years (Self attested affidavit on stamp paper of Rs. 100 to be given in this regard by the authorized representative/partner of the firm).
- j. The bidder firm should have an office at any of the places where the units of the group, for which bid is made, are located. For example, if the bidder firm is bidding for group comprising IGM Kolkata, IGM Noida and Corporate Office at New Delhi, it must have office at either of the three place. *The only exception to this criteria is in case of Group comprising BNP Dewas and SPM Hoshangabad. In this case, in addition to the firm having office at Dewas and/or Hoshangabad, a firm having office at Bhopal or Indore can also bid for the group comprising BNP and SPM.*
- k. The bidding firm should have at least three years of experience of working in SAP environment.

## **CONDITIONS:**

1. The Part-II of the tender shall be opened only for those tenderers who submit the earnest money and cost of tender documents as prescribed in NIT in Part-I.
2. Part- II shall be evaluated as per criteria given above and after evaluation, eligible firms shall be considered further for opening of price bids.
3. The Part-III of the tender shall contain the price bid. The same will be opened in respect of those bidders who are short listed on the basis of qualifying criteria and evaluation done by SPMCIL as mentioned in part-II (Annexure-E &F).
4. The firm may bid for **one or two of the following groups of units :**
  - (a) ISP Nashik and CNP Nashik,
  - (b) IGM Mumbai, IGM Hyderabad and SPP Hyderabad
  - (c) BNP Dewas and SPM Hoshangabad
  - (d) IGM Noida, IGM Kolkata and SPMCIL Head Office at New Delhi

The price bids shall be opened only with respect to the eligible firms i.e. those firms which satisfy the conditions as laid down in part II.

5. **Desirable** man days of Qualified CA/CWA ( excluding semi qualified professionals) to complete the internal audit for complete financial year as per scope of work mentioned in Annexure-“C” is as follows :

i)ISP Nashik and CNP Nashik	100 days
ii)IGM Mumbai, IGM Hyderabad & SPP Hyderabad	100 days
iii)BNP Dewas and SPM Hoshangabad	100 days
iv) IGM Noida, IGM Kolkata and SPMCIL HO	100 days
6. The firm will have to ensure that qualified people are deployed for conducting internal audit. For each unit, the Internal audit party will consists of at least one CA and 2 semi-qualified professionals. One copy of the internal audit report will be submitted on quarterly basis to the unit under audit and another copy to Dy. General Manager (Fin), SPMCIL, HO.
7. **RECEIPT OF TENDER**  
Tender received telegraphically, through telex, fax or e-mail shall not be accepted.
8. **COMMUNICATION OF ACCEPTANCE OF WORK**  
A letter to the effect of acceptance of work has to be sent to HO at Delhi to be received by this office within one week of the date of letter awarding the work order.
9. **COMMENCEMENT OF WORK**  
The firm has to commence the work within 30 days from the date of work order.
10. **PERFORMANCE BANK GUARANTEE**  
The firm, to whom work order is awarded, is required to furnish a Performance Bank Guarantee of Rs. 1,00,000/- from a scheduled Commercial Bank within twenty one days from the date of work order and it should remain valid up to 31.07.2014.

11. 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.
12. TIME LIMIT FOR SUBMISSION OF REPORT  
Internal Audit report for each quarter should be submitted within two months of the end of each quarter.
13. CONDITIONAL TENDER  
Conditional tender in any form may be rejected.
14. LATE RECEIPT OF TENDER  
Tender received after due date and time fixed for receipt of tender shall not be entertained.
15. MAN POWER  
The persons to be deputed for the job should not be less than 18 years of age. Firms shall bear all responsibilities of such employees including PF, gratuity, insurance etc.
16. CHECKS  
SPMCIL will carry out independent checks, as and when required.
17. PRICE VARIATION  
Price quoted by the tenderer will be final and no price variation shall be allowed.
18. 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.
19. RIGHT TO REJECT ALL OR ANY TENDER  
SPMCIL reserves the right to reject any or all tender 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.
20. 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 further action like suspension of business dealings/blacklisting by SPMCIL.
21. NEGOTIATION  
Normally no negotiations affecting prices or basic features of NIT SPECIFICATIONS shall be conducted with tenderers after opening of tender except under the specific order of accepting authority after recording the reasons for the same. Negotiations, if unavoidable can only be held with L-1 (Lowest tenderer) strictly as per CVC guidelines.

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Dy. General. Manager (Fin)

## **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 tender documents, neatly bound, 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, New Delhi.
  - b) **Part-II Technical /Commercial bids:** The second part will consist of documentary evidence with regard to qualifying conditions. It must indicate which group of units it is bidding for and if more than one group of units are indicated, then it must be ranked in the order of preference as one and two, else the price bid will not be opened. If the groups indicated are different than the groups quoted, then also the offer shall be treated as non-conforming.
  - c) **Part-III Price Bids:** The third part will consist of the price bid. The price bid of one group of units shall be sealed in an envelop clearly super scribing the name of the group of units. Separate envelops are required to be used for more than one group of units and order of preference is required to be mentioned on the envelop. Such envelops shall be placed in an outer envelop and sealed.
3. The Earnest money will be returned to the tenderer if his tender is not accepted, within 30 days of the award of work 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 tender, either in whole or in part without assigning any reasons for doing so.
5.
  - a) Each page of the tender is required to be initialed 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 initialed 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 only in the proforma provided for the purpose.

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 traveling, Boarding & lodging etc.
10. Canvassing in connection with tender is strictly prohibited and the tender 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 and legible words 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 liable to be rejected.
15. The tenderers revising their offer or withdrawing the same within the validity period after opening of the tender are liable to be rejected / black listed.
16. Tender received after due date/time even if posted before the due date of opening shall not be entertained at all.
17. No relaxation, whatsoever of any sort would be given in the NIT specifications after the tender have been received, opened/ processed.
18. The tenderers are required to submit the tender in accordance with the Notice Inviting Tender (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.
19. The present applicable rates of taxes must be mentioned clearly.
20. As mentioned in Annexure -'A' of the tender specifications, the tender 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 tender shall be opened on the due date and time. Part-III of the tender i.e price bids

21. The tender shall be clearly page numbered and an index indicating page numbers, description etc. of the enclosures shall be enclosed.
22. In case of conflict between these technical specifications and general instructions contained in various Annexures of the tender specifications, the former will prevail.
23. 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.
- 24. At the time of submission of quarterly report, the Internal Auditor will submit an undertaking that he has checked / covered all the areas/subject matters as specified in scope of work (Annexure-C)**
25. Contract duration is for one year of 2013-14. However, in case, the performance of the firm is found satisfactory during FY 2013-14, then it may be extended for one more year i.e. 2014-15 at the same terms and conditions with mutual consent of both parties.

Sd/-  
Dy. General Manager (Fin)

## General Terms & Conditions

General Instructions to be observed by Tenderer:

1. The following instructions must be carefully observed by all Tenderers. Quotations/tender 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 tender 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 tender :
    - 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 part 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 Deposit) 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 specifications will be out rightly rejected.

2. SPMCIL 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 tender. Price bids shall be opened and evaluated by a committee formed for this pupose. Evaluation of bids shall be done as under:

*Bidders whose offers are found to be technically acceptable shall be intimated and price bids shall be opened in the presence of representatives of eligible bidders.*

3. Tender 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

tender happen to be a holiday, tender shall be received and opened at the same time & place on the next working day.

4. (i) All taxes and duties levible shall be paid extra and the same should be shown separately as prevailing on the date of opening of tender, and will be paid at the rate as may be actually prevalent at the time of payment, 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, cutting etc. should be legibly signed.  
(iv) Tenderes should quote PAN No. and Service Tax registration No. on the bill when claiming payment.  
(v) Internal Audit will be as per Scope of Work and IA Manual available at the website of the company.

5. **ASSIGNMENT OR TRANSFER OF SUB CONTRACT**

**The Chartered Accountant Firm/Cost 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 Accountants Firm / Cost Accountant firm** to 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 satisfactory 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 deposit.

ii) The security deposit of the firm shall be released by SPMCIL within six months from the date of satisfactory execution of work order/contract in all respect.

iii) **FORFEITURE OF SECURITY DEPOSIT**

In event of default on the part of firm in satisfactory execution, security deposit shall be forfeited by an order of SPMCIL. 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 currency 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, lockout, 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 firm 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 company 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 firm.

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 awarding of the work.

14. **LEGAL**

With reference to the work order, all taxes and other levies payable to government and or local authorities shall be the responsibility of the firm.

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 existence 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 CMD of the Corporation.

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 SPMCIL 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 SPMCIL 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.

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Dy. General Manager (Fin)

## Annexure- “C”

S. No.	Scope of Work/ Terms of Reference of Internal Audit Firms
1	Formulate comprehensive internal audit plan in the beginning of the audit in accordance with the functions & policies of this Unit and based on the internal audit manual framed by the corporate office.
2	CASH: Audit of all receipts and payments with respect to their effective custodial accountability procedures and Physical safeguards with specific emphasis on Budgetary controls i.e. Budgeted vs. Actual. Surprise checks with respect to physical verification of cash to be carried on at periodic intervals.
3	RECEIVABLES: Audit of all receivables, their billing and collections and their recording to proper customer accounts. Periodical age wise analysis of all receivables.
4	INVENTORIES: Periodical Physical verification of inventories, their valuation in accordance with “ACCOUNTING POLICIES” as prescribed by ICAI and also with respect to quantities, prices, computations, & identification of slow moving and excess inventories and its periodical reporting to Management with suggesting measures. Reporting the variances as per physical verification and as per Books of Account.
5	FIXED ASSETS: Internal Auditor is required to certify whether Physical verification of Fixed Assets conducted by management or any outside agency is in accordance with “ACCOUNTING POLICES” as prescribed by ICAI B. Verify that authorized individuals initiate all productive asset transactions after advance approval has been obtained and all additions during the period under audit are proper capital charges and represent actual physical property installed or constructed. C. Check proper records are maintained including Fixed Assets Register and Depreciation is properly calculated and accounted for.
6	PURCHASES: Verify all purchase requisitions with respect to Raw materials, packing material, stores and spares, other consumable purchases including imports are initiated and approved by authorized individuals and materials and services received agree with original purchase orders and they are properly accounted for complete compliance of Purchase Manual of corporation*.
7	SALES: Verify all Sales with their respective delivery orders and rates and ensure that all supporting documents are provided and authorized and accounted for 100% checking of sales bills.
8	BANK: Verify whether all cheque disbursements are prepared on the basis of adequate and approved documentation and are compared with supporting data and are properly approved, signed, mailed and properly recorded. Periodical preparation of Bank Reconciliation and making corrective entries thereof
9	REVENUES, COST AND EXPENSES: Verify whether matching concept has been followed and also whether all revenues, costs and expenses are appropriately classified and described in the statement of income.
10	PAYROLL: Verify whether all 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, Unions and other specified parties. All authorized employee benefit plans and related costs are appropriately controlled and administered.
11	TRAVEL EXPENDITURE: Verify all expenses recorded must be customary and usual and should be for development of the Entity’s business and are supported by sufficient documentation.
12	ADVANCES: a. Verify whether all advances received from parties are properly accounted for and properly adjusted against the respective bills. b. Verify all advances paid are properly authorized adequately safeguarded by way of security, if required and properly documented and accounted for and properly reconciled.
13	PROVISIONS: Check whether the provisions made with respect to Debtors, Stock, Fixed Assets and others are adequate and necessary and are properly authorized
14	POSTING: Verify whether all transactions are properly posted in the respective ledgers and time-to-time reconciliation is carried on, on periodical basis. With respect to Debtors, Creditors and Inter unit Accounts reconciliation is carried on periodically by getting the balances and confirmations from the parties.
15	Accounting, Taxations & Banking etc: 100% vouching of all the accounting transactions

	including inter unit transactions shall be carried on during the audit, review / scrutiny of debtors and creditors including advances received / paid from customers / to suppliers and ensure the year and balances by getting confirmation from the parties, Tax liability under various tax laws , any other compliance as per Companies Act, Pre -checking the classification of transactions with reference to head of account, Bank reconciliation, Ensuring timely e-payment of all taxes, monthly inter unit reconciliation of accounts and reviewing the reliability and integrity of financial and operating information and the means used to identify measure, classify and report such information.
16	Ensure the unit accounts are in accordance with the generally accepted accounting principles & standards and requirements under various statutes applicable to the corporation.
17	Prepare Draft report on audit observations including report on compliance under various statutes on monthly or Audit term basis and discuss with Head Finance for finalization of Audit report for submission to GM
18	Identify non compliances & weak areas and assist in correction of the same for greater efficiencies and to meet changing requirements of the corporation
19	Alert management when concern arise, offer recommendations or solutions to problems, quantify materiality associate with findings, if appropriate
20	Escalate facts and opinions to Head Finance/GM to validate findings
21	Work in synergy with statutory auditors and C&AG Auditors during their review and continue information sharing throughout
22	Audit and suggest security arrangement so that proper security arrangements exists in the unit to avoid any manipulations/misappropriation of assets
23	Conduct verification of efficiency of fraud control policy, fraud prevention activities
24	Audit of procurement procedure of all purchases including fixed assets both indigenous and imports with specific emphasis on availability of budget and ensure adherence of procedure apropos of procurement manual.
25	Imported & indigenous paper purchases including PAO claims
26	Imported machinery, consumables, tools & spares purchases including PAO claims
27	Guest house and township level of utilization, revenue, repair and maintenance etc. (a) Occupation of rooms by guests (b) receipt of revenue (c) purchase of consumables (d) purchase, use and maintenance of assets
28	Township (a) Allotment, occupation and vacation of quarters (b) receipt of revenue (c) store management (d) repair and maintenance of building and roads
29	Investment (a) physical verification of investment and deposits (b) Ensuring booking of income on investments and deposits as per the terms of the same (c) Tax deduction (d) observance of DPE guidelines
30	Additional responsibilities of matters arising out of audit complaints and enquiries as assigned.
31	Productivity : To identify the method in internal audit for increasing the productivity of the company
32	Efficiency, Wastages: To identify the areas where the efficiency can be improved and also check the wastages so that organization works efficiently in economical manner
33	Quantity: To suggest the qualitative changes in working of the company for bringing the quality product
34	Safety: To bring out the safety methods by conducting internal audit in risk areas and

	improvement therein
35	IT: To envisage method in IT related sector to have better management information systems
36	Compliance to DPE guidelines : To go through the DPE guidelines and compliance thereof in company and point out any variation/ deviation
37	<b>MoU Targets : To go through the MoU and suggest the methods for achieving the targets.</b>

Note: The firm undertaking internal audit has to exercise their discretion 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

**Proforma of Price Bid**

(To be filled by tenderer and sealed separately super scribing name of the group of units at the cover of the envelop)

- 1) Name and address of the Tenderer :  
(firm must have office at one of the group locations)
  
- 2) Professional fee for the year for a group of units:  
(clearly specify the group of units for which bid is made)
  - a) Amount of professional fee all inclusive in Rs.
  - b) Taxes and levies such as service tax, education cess etc.

Total in Rs.

(Amount in words – Rs.

\_\_\_\_\_ )

SIGNATURE OF TENDERER

NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_

SEAL OF FIRM/

COST ACCOUNTANT FIRM \_\_\_\_\_

**NOTE:**

- 1. Taxes & Other Statutory Levies will be paid on actual basis. However, present rates of applicable taxes & levies may be indicated by the tenderers. The present applicable rates of applicable taxes, if any, must be mentioned clearly. If not mentioned, it will be assumed that it is inclusive in the rate quoted and no claim whatsoever shall be entertained subsequently.
- 2. The tenderer is deemed to have thoroughly studied and examined the technical specification, important instructions and general terms and conditions of tender documents and fully informed as to nature of the work and conditions related to its performance.
- 3. Professional fee and other charges shall include travel, boarding, lodging, documentation and out of pocket expenses.
- 4. TDS will be deducted as applicable.

**Payment Clause**

The Payment will be made on Quarterly basis in accordance with fee quoted by the tenderer as follows:-

- 1. Submission of Draft Report 25%
- 2. Submission of Final Report 25%
- 3. On acceptance 50%

-sd-

Dy. General Manager (Fin)



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

Criteria	<u>Minimum</u>	<u>Actual</u>
a. Firm's experience of working in Corporate Business environment.	10 <u>years</u>	
b. Firm should be on panel of C& AG for Statutory Audits.	<u>Yes</u>	
c. The firm's experience of internal audit/ cost audit/statutory audit of PSUs.	<u>Three PSUs in five years</u>	
d. Firm should be on panel of RBI for Statutory Audits of Banks Branches.	<u>Yes</u>	
e. Firm's partner having ISA / DISA qualification	<u>One</u>	
f. Number of partners in the Firm	<u>Five</u>	
g. Firm's partners having Fellow certificate	<u>Three</u>	
h. The firm's offices at group locations: Nashik, Hyderabad, Dewas, Hoshangabad, Noida, Kolkata, Mumbai and New Delhi	<u>One</u>	
i. No. of partners associated with firm for at least 5 years.	<u>Three</u>	
j. The average annual turnover of the firm during last 3 years (2009-10, 2010-11, 2011-12)	<u>Rs.50lacs p.a.</u>	
k. Is the Firm or any partner of the firm banned/ black listed by any Govt organization or PSU during last 5 years. The Self attested affidavit on stamp paper of Rs. 100 is given for this purpose by the authorized representative/partner of the firm.	<u>No</u>	
l. Firm's experience of working in SAP environment.	<u>3 years</u>	

**Note:** Enclose documents in support of above. If requisite documents are not enclosed then offer shall be considered as non-conforming and rejected. If the firm does not meet any one or more of the above criteria, its offer shall be rejected.

Signature of Tenderer

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal of Firm: \_\_\_\_\_