

Security Printing & Minting Corporation of India Limited

16th Floor, Jawahar Vyapar Bhawan

Janpath, New Delhi – 110 001.

TENDER NOTICE No.

Tender for Appointment of CA Firm/ Cost accountants Firms for Conducting Internal Audit

SPMCIL 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 . SPMCIL intends to select Chartered Accountant Firms/ Cost Accountant Firms to conduct Internal Audit of its 9 units and Corporate office. 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 General Manager (Internal audit), SPMCIL, 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110 001. Last date & time of receipt of tenders 09.05.2011 upto 2:00 PM. Tender shall be opened on the same day. Price of Tender document is Rs.500/- (Five Hundred only).

Tenders 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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General Manager (IA)

Security Printing & Minting Corporation of India Limited

**16th Floor, Jawahar Vyapar Bhawan
Janpath, New Delhi – 110 001.**

TENDER NOTICE No.

Tender for Appointment of CA Firm/ Cost Accountants Firms for Conducting Internal Audit

SPMCIL is a wholly owned mini ratna PSU of Government of India. The company's income in 2009-10 grew by 25.37% to Rs.3,206.05 crore from Rs.2,557.18 crore in the FY 2008-09. Profit after tax during the year increased to Rs.542.25 crore from Rs.433.83 crore during the previous year, thereby registering growth of 24.98%. The PAT per employee has increased to Rs. 3.63 lac as against Rs. 2.73 lac in the year 2008-09 resulting in an increase of 32.96%. There are about 14000 employees serving in this company.

The excellent financial performance has been achieved by enhanced productivity achieved by optimum utilisation of manpower and machinery, re-engineering of production processes, redeployment of surplus manpower and reduction in waste, better inventory management and energy conservation. The company has met maximum of the MoU targets for 2009-10 and achieved "Excellent" rating.

To tackle the problem of counterfeiting, Company is making attempts to produce indigenous raw material for the production of bank notes. Security ink called intaglio ink, used in printing of bank notes will now be produced by the company to meet its entire requirement. A security paper mill has also been set up in Mysore in joint venture with this company and subsidiary of RBI. This will lead to production of about 90% of the bank note paper in the country; hence imports would be considerably reduced. 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. Details about company, its units as well as tender documents are available at our website www.spmcil.com. SPMCIL intends to select Chartered Accountant Firms/ Cost Accountant Firms to conduct Internal Audit of its 9 units and Corporate office. Applications are invited from Chartered Accountants Firms duly fulfilling the qualifications as specified in our Tender Notice.

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|------|--|------------|------|---------|
| (i) | Last date & time of receipt of tenders | 09.05.2011 | upto | 2:00 pm |
| (ii) | Date & time of Opening of tenders | 09.05.2011 | at | 3:30 pm |

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

Tenders must be submitted in sealed cover super-scribed "Tender for Appointment of CA Firms/ Cost Accountants Firms 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 tenders 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
16th Floor, Janpath Vyapar Bhawan
Janpath, New Delhi – 110 001.

TENDER NOTICE

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 at			
1.	Conducting Internal Audit of SPMCIL	9.05.2011 (2.00 pm)	09.05.2011 (3.30 pm)	F.Y. 2011-12	Rs. 100000/-	Rs.500/-

Tenders shall be addressed to General Manager (Internal Audit), 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.

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. 1,00,000 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. Firm should have atleast 10 years of experience of working in the Indian environment.
- b. CA, Firm should be on panel of C& AG for Statutory Audits.
- c. The firm should have done internal audit/ cost audit of at least 2 PSUs during last 3 years.
- d. Firm should have done Concurrent Audits of atleast 5 PSU banks during last 3 years.
- e. CA, Firm should be on panel of RBI for Statutory Audits of Banks Branches.
- f. Firm should have atleast one Chartered Accountants/ Cost Accountants having ISA / CISA qualification.
- g. Firm should have atleast 5 partners & atleast three of them should be FCA / FICWA.
- h. Firm should have atleast one partner having certificate of IFRS issued by the ICAI.
- i. Firm should have atleast one partner having certificate of completion of CAAT training issued by ICAI.
- j. The firm must have their office at least at one place of the group for which they are furnishing their quotation, however firms having office at Pune will also be considered for internal audit of Nashik and Mumbai units covered under (4)(a) below. Similarly firms having office in Bhopal/ Indore/Delhi will also be considered for internal audit of Dewas and Hoshangabad units covered under (4)(c) below.
- k. Not less than 3 partners of the firm should be associated with the firm for atleast 5 years.
- l. The average annual turnover of the firm during last three years (2007-08, 2008-09, 2009-10) should not be less than Rs. 30 lakhs.
- m. 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).

CONDITIONS:

1. **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.**
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 tenders 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. Firm may bid for one or more of the following groups of units:
 - (a) ISP, Nashik, CNP Nashik and IGM, Mumbai
Or
 - (b) IGM Hyderabad and SPP Hyderabad
Or
 - (c) BNP Dewas and SPM Hoshangabad
Or
 - (d) IGM, Noida, IGM Kolkata, and SPMCIL, HQs, New Delhi

However, firm meeting qualifying criteria will be considered further and price bids shall be opened with respect to the group of eligibility of the firm. Firm meeting qualifying criteria and found to be L-1 for more than one group shall be awarded work for any two groups as per the order of preference indicted by the firm in their financial offer.

5. The indicative man days of Qualified CA to complete the internal audit for complete financial year as per scope of work mentioned in Annexure-“C” is as follows:
 - i) ISP, Nashik, CNP Nashik and IGM, Mumbai 150 days
 - ii) IGM Hyderabad & SPP Hyderabad 90 days
 - iii) BNP Dewas & SPM Hoshangabad 100 days
 - iv) IGM Noida, IGM, Kolkata & SPMCIL HQs 130 days
6. The CA firm will have to ensure that qualified people are deployed for conducting internal audit. For each unit Internal audit party will consists of atleast 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 General Manager (Internal Audit), SPMCIL, HQs.
7. **RECEIPT OF TENDER**

Tenders received telegraphically, through telex, fax or e-mail shall not be accepted.

5. COMMENCEMENT OF WORK

The firm has to commence the work within 30 days from the date of work order.

6. 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.

7. CONDITIONAL TENDER

Conditional tenders in any form may be rejected.

8. LATE RECEIPT OF TENDER

Tenders received after due date and time fixed for receipt of tender shall not be entertained.

9. 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.

10. CHECKS

SPMCIL will carry out independent checks, as and when required.

11. PRICE VARIATION

Price quoted by the tenderer will be firm and no price variation shall be allowed.

12. 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.

13. 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.

14. POST TENDER MODIFICATIONS.

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.

15. 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, if unavoidable can only be held with L-1 (Lowest tenderer) strictly as per CVC guidelines.

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General. Manager (IA)

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 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 two group of units are indicated then it must be ranked in order of preference else price offer will not be opened. If groups indicated are different from the quoted then also offer shall be treated as non- conforming.
 - c) **Part-III Price Bids:** The third part will consist of the price bid and analysis. Price bid of one group of unit shall be sealed in envelop clearly super scribing the name of the group of units. Separate envelop shall be used for different groups of units. If more than one group is quoted then envelop shall also indicate the preference of the group. 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 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 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 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 Annexure 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 Annexure duly filled-in and complete in all respects.
16. Any deviation in Technical and General Conditions must be highlighted, 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 prevail.
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.**
28. **Internal Auditor will submit an undertaking that he has checked / covered all the subject matter as specified in scope of work (Annexure-C)**
29. **Contract duration is for one year. However, it may be extended for one more year at the same terms and conditions.**

Sd/-
General Manager (IA)

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 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. 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. 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 willing bidders.
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, 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 Accountants Firms 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 Accountants Firms** 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 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, 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**

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 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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General Manager (IA)

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 carries on.
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
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 FA&CAO for finalisation 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 FA&CAO/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	MoU Targets : To go through the MoU and suggest the methods for achieving the targets
38	Internal Audit manual of SPMCIL shall be referred for methodology MIS and other process of Audit

* Soft copy of the Internal Audit Manual may be obtained by sending a request through e-mail at kirkap2@gmail.com, cc to singhasd@yahoo.com

Note: The firm undertaking internal audit has to exercise their discretion apply their minds & relay on their judgment effected audit program so as to ensure that all essential and significant areas of checking area 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 of the Tenderer
(Firm must have office at Nashik/Mumbai/Pune)
- 2) Professional fee for the year for group of units consisting of ISP, Nashik, CNP, Nashik, IGM, Mumbai
 - 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/
COMPANY _____

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-
General Manager (IA)

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 of the Tenderer
(Firm must have office at Hyderabad)
- 2) Professional fee for the year for group of units consisting of IGM, Hyderabad and SPP, Hyderabad
 - 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/
COMPANY _____

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.
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- 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-
General Manager (IA)

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 of the Tenderer
(Firm must have office at Delhi/NOIDA/Kolkata)
- 2) Professional fee for the year for group of units consisting of SPMCIL, HQs, IGM, Noida, and IGM Kolkatta:
 - 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/
COMPANY _____

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.
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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-
General Manager (IA)

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 of the Tenderer
(Firm must have office at Dewas/Indore/Hoshangabad/Bhopal/Delhi)
- 2) Professional fee for the year for group of units consisting of BNP, Dewas and SPM, Hoshangabad
 - 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/
COMPANY

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-
General Manager (IA)

QUALIFICATION EVALUATION FORM
(TO BE FILLED BY THE TENDERER)

Criteria	<u>Minimum</u>	<u>Actual</u>
a. Firm's experience of working in the Indian environment.	<u>10 years</u>	
b. CA, Firm should be on panel of C& AG for Statutory Audits.	<u>Yes</u>	
c. The firm's experience of internal audit/ cost audit of PSUs during last 3 years.	<u>two</u>	
d. Firm's experience of Concurrent Audits of PSU banks during last 3 years.	<u>five</u>	
e. CA, Firm should be on panel of RBI for Statutory Audits of Banks Branches.	<u>Yes</u>	
f. Firm's partner having ISA / CISA qualification	<u>one</u>	
g. Number of partners in the Firm	<u>five</u>	
h. Firm's partner having FCA / FICWA.	<u>three</u>	
i. Firm's partner having certificate of IFRS issued by the ICAI.	<u>one</u>	
j. Firm's partner having certificate of completion of CAAT training issued by ICAI.	<u>one</u>	
k. The firm's offices at group locations: i) Nashik, Pune and Mumbai, ii) Delhi, NOIDA and Kolkata, iii) Dewas, Hoshangabad , Indore, Bhopal and Delhi, iv) Hyderabad	<u>one</u>	
l. No. of partners associated with firm for atleast 5 years.	<u>three</u>	
m. The average annual turnover of the firm during last 3 years (2007-08, 2008-09, 2009-10)	<u>Rs.30 lacs</u>	
n. Is the Firm or any partner of the firm banned/ black listed by any Govt organization or PSU during last 5 years	<u>No</u>	
o. Self attested affidavit on stamp paper of Rs. 100 is given for the above by the authorized representative/partner of the firm.	<u>yes</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: _____