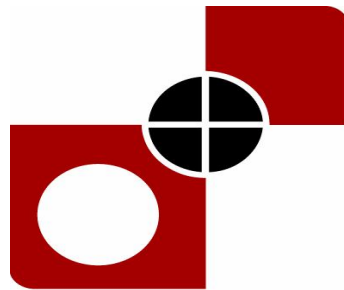


REQUEST FOR PROPOSAL (RFP)

FOR

**APPOINTMENT OF CA FIRM/COMPANY FOR
CONCURRENT AUDITOR AND ADVISOR FOR
SPMCIL EPF TRUST FORMED UNDER EPF
ACT, 1952.**

(RFP No. SPMCIL/EPF/1952/13/12/1)



SPMCIL

Security Printing & Minting Corporation of India Limited
Miniratna Category – I, CPSE

(Wholly owned by Government of India)

16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-01

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RFP DOCUMENT FOR APPOINTMENT OF CA FIRM/COMPANY FOR CONCURRENT AUDITOR AND ADVISOR FOR SPMCIL EPF TRUST FORMED UNDER EPF ACT, 1952.

1. INTRODUCTION

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

SPMCIL has an asset base of Rs.5000 crores and profit after tax of about Rs.577 crores. The Company is under the administrative control of Department of Economic Affairs, Ministry of Finance. It is headed by Chairman and Managing Director. All the 9 units of SPMCIL headed by General Managers are industrial organizations and are regulated in accordance with the labour laws and directions of Government issued from time to time. Details of the products and Units are available at their websites which are linked to the website of the Company, as above.

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

1. Employee who has opted for prorata pension from Government.
2. Direct recruits of the corporation.

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

The accounts of "SPMCIL Employees Provident Fund Trust" are being maintained in – house. Final processing of all cases of EPF Advance/Withdrawal or settlement is being done at Corporate Office at New Delhi based on the proposals received from units of the Corporation.

Now, SPMCIL intends to avail the services of a Concurrent Auditor and Advisor to ensure that book keeping and records maintenance of the Trust are done properly, regular scrutiny of EPF withdrawals, settlements on death & retirements of the members,

necessary compliance under Employees Provident Fund Act and advice on the various matters under EPF Act,1952 as per the Para no. 5 of this RFP. Role of CA Firm /Company will be to furnish Monthly reports to Trust and also to advice and to ensure compliance of all directions/guidelines made by EPFO/RPFC and/or Trustees under EPF Act, 1952. The appointment will be initially for a period of one year i.e. for F.Y. 2013-14 which can be extended for further one more year on mutually agreed terms

2. AVAILABILITY OF RFP

The RFP document is available at SPMCIL's website www.spmcil.com

Prospective CA Firm /Company desirous of participating in this RFP may view and download the RFP document free of cost from above mentioned website. However they need to submit the RFP fee of Rs. 500/- (Rupees Five Hundred only) through demand draft / pay order from a schedule commercial bank drawn in favour of SPMCIL, payable at New Delhi along with the RFP.

3. IMPORTANT DATES:

Date of publication	:	25.07.2013 at SPMCIL's website www.spmcil.com
Start of Sale of RFP Document	:	25.07.2013
Pre – Bid Meeting	:	08.08.2013
RFP submission date	:	20.08.2013 at 11.00 Hrs
Opening of RFP Documents (Eligibility & Technical)	:	20.08.2013 at 11:30 Hrs

3.1 A pre-bid meeting shall be held on the above date and time in the Board room at the Corporate Office of SPMCIL, 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001. The bidders desiring to seek any clarification may depute an authorised representative for the pre-bid meeting. The details of the pre-bid meeting shall be uploaded on the website www.spmcil.com which shall also form part of the RFP document.

4. ELIGIBILITY CRITERIA

- a) The CA Firm/Company should have at least 03 years' experience in EPF scrutiny or audit of the Trust formed under the statute of The

Employees' Provident Funds and Miscellaneous Provisions Act,1952 (EPF Act,1952).

- b) The CA Firm/Company should have maintained / provided consultancy services on EPF retirement benefits EPF Act,1952 to at least one Public Sector undertakings from last one year.
- c) The CA Firm/Company should be managing consulting for a minimum of 6 EPF Exempted Trusts during last two years including atleast one EPF Trust having minimum 2000 subscribers/members.
- d) The participant CA Firm/Company should have atleast two key personnel having atleast 05 years' experience in EPF matters of the Trust formed under EPF Act,1952.
- e) The CA Firm/Company should have atleast one Chartered Accountant having DISA/CISA qualification.
- f) The CA Firm/Company should have minimum turnover of Rs Fifty lakhs in each of the preceding three financial years from the retirement benefits services.
- g) The CA Firm/Company should hold a valid PAN and Service tax number. Attach photo stat copies of PAN & Service tax regn. No.
- h) The CA Firm/Company shouldn't have been black listed/debarred by any institution of the Central or State Government. Attach a self-certificate in this regard.

5. SCOPE OF WORK

5.1 Duties of CA Firm/Company:

Procedural Functions:

1. To verify / review the loan applications processed by the SPMCIL EPF Trust.
2. To verify / review the settlement applications processed by the SPMCIL EPF Trust.
3. Conducting internal audit processes for verifying the processes and advising SPMCIL EPF Trust for improvement in the same.
4. To verify / review that SPMCIL EPF Trust is functioning in accordance with the provisions laid down in the SPMCIL EPF Trust Deed and SPMCIL EPF Trust Rules and other Statutory Provisions.

5. To verify / review that monthly contribution is being correctly deducted, received and accounted for properly in the individual accounts of EPF members.
6. To assist in preparing quarterly financial statements of SPMCIL EPF Trust.
7. To assist in electronic maintenance of records and books of accounts of SPMCIL EPF Trust.

Compliance functions:

1. To verify the statutory compliances in relation to the SPMCIL EPF Trust i.e. Monthly Returns, Challans, Income tax returns etc with Local RPFC Offices, Income Tax authorities and other statutory authorities.
2. To assist and guide in inspection of SPMCIL EPF Trust Books of Accounts and records carried out by the EPF department.
3. Regular follow up with the RPFC offices for processing of pending applications i.e. writing reminder letters, drafting of replies to RPFC letters etc.
4. To guide and advice on EPF / EPS related matters of the SPMCIL EPF Trust and establishment.
5. Co- Ordinate on behalf of SPMCIL EPF Trust with statutory authorities, EPFO Office and LIC for filing of pension claims and EDLI claims, payment of EPS contributions, payment of Insurance premiums etc.
6. To facilitate the implementation of process of in the matter of any amendment in the statute and rules.

Investment Functions:

1. Checking the investments made by SPMCIL EPF Trust and advising on pattern to be followed as per the prescribed guidelines of Ministry of Labour.
2. Verifications of Investment made by SPMCIL EPF trust in the prescribed securities as per stipulated Investment pattern of Ministry of Labour.
3. Validate the investment of the trust to re confirm that the investment has been made for optimum yield to the trust.

5.2 No. of representatives to be present at SPMCIL:

1. One qualified Chartered Accountant shall visit at SPMCIL premises for at least twice in a week and do the work as per the prescribed scope of work.

2. One semi qualified assistant of the CA Firm/Company shall scrutinise and verify the withdrawal and settlement cases by the trust for full time on daily basis at the office of the trust at New Delhi and assist the officers/staff of the trust.

6. EARNEST MONEY DEPOSIT & PERFORMANCE BANK GURANTEE

- 6.1 The RFP must be accompanied with Earnest Money Deposit (EMD) of amount Rs. 20,000/- (Rupees Twenty Thousand only) and RFP fee of Rs.500/- (Rupees Five Hundred only) in the form of a Demand Draft/Banker's cheque drawn on a scheduled commercial bank favouring SPMCIL payable at New Delhi. Without EMD and RFP fee, the bid shall not be considered. No Bank Guarantee towards EMD will be accepted. EMD of the unsuccessful CA Firm/Company will be returned without any interest after finalization of RFP.
- 6.2 Successful bidder is required to submit Performance bank Guarantee of Rs 1,00,000/- (Rupees one lakh only) in favour of SPMCIL in the form of a Demand Draft/Banker's cheque drawn on a scheduled commercial bank favouring SPMCIL payable at New Delhi. Performance bank guarantee is to be furnished within 21 days of award of the contract and will be returned after two months of completion of contract. EMD of successful CA Firm/Company will be returned without interest, after appointment on receiving a Performance bank Guarantee of Rs 1,00,000/- (Rupees one lakh only) as stated above.

7. RFP SUBMISSION

- 7.1 The RFPs can be submitted through a sealed envelope superscripted “**RFP for Appointment of CA Firm/Company for Concurrent Auditor and Advisor for SPMCIL EPF Trust formed under the EPF Act,1952**”. The envelope should contain two envelopes as per two-bid system. Envelop no.1 should contain techno- commercial details about qualification and experience in support of eligibility criteria along with:
 - a) Demand draft of Rs. 20,000/- and Rs 500/- drawn from a scheduled commercial bank in favour of SPMCIL, New Delhi towards EMD and RFP fee respectively.
 - b) Documents to support the eligibility criteria and
 - c) Response to RFP as per Annexure-I.

Envelop no.2 shall contain the rates chargeable for concurrent audit and advisor as per Annexure –II.

7.2 The sealed envelope may be addressed to The Chairman Trustee, SPMCIL EPF Trust and submitted by 20.08.2013 at 11:00 Hrs at the following address:

The Chairman Trustee,
SPMCIL EPF Trust
16th Floor, Jawahar Vyapar Bhawan,
Janpath, New Delhi-110001

7.3 Response to this RFP should be received by the above date and time, beyond which the responses will not be considered. However, in case the said date is declared a holiday, the RFP Responses will be received on the next working day by the time mentioned above.

7.4 All pages of the RFP document should be sequentially numbered.

7.5 The Documents submitted with this RFP shall be self-attested.

7.6 Responses submitted by telex/telegram/fax/e-mail etc shall not be considered.

7.7 Conditional responses shall not be accepted on any ground and shall be rejected straight away. If any clarification is required, the same should be obtained before the submission of RFP document.

8. OPENING OF RFP RESPONSES:

The responses to RFP will be opened on 20.08.2013 at 11:30 Hrs in the presence of CA Firm/ Company representatives (one per Firm). The RFPs not accompanying with valid draft towards EMD and RFP fee would be rejected/returned. Other responses would be passed on to a duly constituted Technical Evaluation Committee for evaluation.

09. EVALUATION OF RESPONSES TO RFP:

The Technical Evaluation Committee (TEC) will first select CA Firm/ Company on the basis of eligibility criteria of this RFP. The responses conforming to the eligibility criteria will be considered for further evaluation. Decision of TEC will be final and no communication/representation regarding the same will be entertained by SPMCIL. The list of technically qualified CA Firm/ Company will be published on SPMCIL's website. The CA Firm/ Company who do not qualify the pre- qualifications will be summarily rejected and their rates/fees bid contained in envelope no. 2 shall not be opened. SPMCIL shall have rights to reject any or all tenders without assigning any reasons.

10. EVALUATION CRITERIA:

The CA Firm/ Company, who will qualify on the basis eligibility criteria of this RFP, will be appointed on the basis of their fees quoted in their financial bid in envelope no. 2. CA Firm/ Company with lowest fees shall be appointed.

11. EMPANELMENT:

a) The CA Firm/ Company out of the technically qualified firms/companies whose rates are L-1 will be appointed for a period of one year i.e. F.Y. 2013-14, this can be extended by another one year through on same terms and conditions. In case of extension of appointment, the appointed Firm/Company shall revalidate the Security Deposit for the extended period.

12. PAYMENT:

- a) The bills in triplicate are to be submitted along with a copy of the draft audit report
- b) The bills for outstation TA/DA shall be settled on production of tickets and hotel bills, if firm/company officials visit at any unit or RPFC office at New Delhi or RPFC offices at local units.
- c) SPMCIL will make payments of all bills within a period of one month from its submission, if the bills are complete in all respects.
- d) The payments would be made subject to TDS as applicable from time to time.

13. GENERAL TERMS & CONDITIONS

- a) The selected CA firm/Company will not, without SPMCIL's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, sample of information furnished by or on behalf of SPMCIL in connection therewith, to any person other than a person employed by the firm/company in the performance of the Contract. Disclosure to any such employed person will be made in confidence and will extend only so far as may be necessary for purposes of such performance.
- b) The selected firm/company will not outsource the work to any other associate/franchisee/third party under any circumstances. If it so happens then SPMCIL will impose sanctions which will include: forfeiture of the security deposit, revocation of bank guarantees (including the ones submitted for other work orders) and termination of the contract for default.

- c) SPMCIL may by written notice sent to the selected firm/company, terminate the work order and/or the contract, in whole or in part at any time of its convenience. The notice of termination will specify that termination is for SPMCIL's convenience, the extent to which performance of work under the work order and /or the contract is terminated, and the date upon which such termination becomes effective. SPMCIL reserves the right to cancel the remaining part and pay to the selected agency an agreed amount for partially completed Services.
- d) In the event of the firm/company or the concerned division of the firm/company is taken over / bought over by another firm/company, all the obligations under the agreement with SPMCIL should be passed on for compliance by the new firm/company / new division in the negotiation for their transfer.
- g) SPMCIL reserves the right to modify, expand, restrict, scrap, and refloat the RFP without assigning any reason.
- i) While considering the extension, the fulfilment of eligibility criteria as stipulated in this RFP at the time of completion of term of appointment of CA firm/company shall be ascertained by SPMCIL.

14. APPLICABLE LAW

The work order will be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.

**APPOINTMENT OF CA FIRM/COMPANY FOR CONCURRENT AUDITOR AND
ADVISOR FOR SPMCIL EPF TRUST FORMED UNDER EPF ACT, 1952**

1. **Name of the CA Firm/ Company:**

2. **Profile (CA Firm/ Company)**

1.1 Name :

1.2 Address:

1.3 Registration No. of the Firm/Company:

1.4 Area(s) of Expertise:

1.5 Phone No. :

Fax:

Mobile No. :

1.6 Email :

3. PAN No. _____ Service Tax No. _____

4. Details of EPF Scrutiny and audit of EPF Trust formed under the statute of 1952.

Sl. No.	Name of EPF Exempted Trusts	Period	Area
1			
2			

5. Name of Central PSU for which firm/company providing consultancy on EPF retirement benefits under 1952 law:

6. Details of 08 EPF Exempted Trusts to whom services provided during last two years i.e. 2010-11 & 2011-12:

Sl. No.	Name of EPF Exempted Trusts	Period	No of Subscribers
1			
2			
3			
4			
5			
6			

7			
8			

7. Name of two Key Personnel having atleast 10 years' experience in EPF matters of the Trust formed under 1952 Act.

Sr. No.	Name of Key Personnel	Experience (in years)	Area
1.			
2.			

8. Name of Chartered Accountant having DISA/CISA Qualification:

9. Turnover of the CA Firm/Company

Year	Total Turnover (in Rs)	Turnover from Retirements Benefits Services (in Rs)
2009-10		
2010-11		
2011-12		

10. Any other information:

Signature of the Authorized Signatory

Date:

Place:

Name_____

(SEAL OF THE FIRM/COMPANY)

ANNEXURE II

Name of the CA Firm / Company:

**RATES PAYABLE FOR CONCURRENT AUDITOR AND ADVISOR FOR
SPMCIL EPF TRUST FORMED UNDER EPF ACT, 1952 BY SPMCIL**

Annual fees for Concurrent Auditor and
advisor for SPMCIL EPF Trust formed Rs. _____
under EPF Act, 1952

NOTE:

1. Taxes and other statutory levies will be paid on actual basis. However, present rates of applicable taxes and levies may be indicated by the tenderer.
2. The tenderer is deemed to have thoroughly studied and examined the technical specification, important instructions and general terms and conditions of the tender documents and fully informed as to nature of the work and conditions related to its performance.

Payment Clause:

The payment will be made on **monthly basis** in accordance with the fees quoted by the tenderer.

Signature of the Authorized Signatory

Date:

Place:

Name _____

(SEAL OF THE FIRM)