



एसपीएमसीआईएल कर्मचारी भविष्य निधि ट्रस्ट SPMCIL EMPLOYEES PROVIDENT FUND TRUST

Ref. No.: SPMCIL/EPF /Trust/52/2016-17/ **8673**

Dated: 30th March, 2017

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

Limited Tender Enquiry

Subject:- Appointment of C & AG empaneled Chartered Accountants' Firms for auditing the accounts of SPMCIL Employees Provident Fund Trust for the Financial Year 2016-17.

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

2. A trust has been created in the name of SPMCIL Employees Provident Fund Trust for management of provident fund accumulations and other retirement benefits to those Govt. employees who have been absorbed in SPMCIL and have opted prorate option for service rendered by them in Govt. The corpus of the trust is Rs.740 crore (approx.) with member strength of 7890.

3. Since the terms of Statutory Auditor appointed for the year 2015-16 has come to an end, the C&AG has been again approached C&AG to provide a list of empaneled Chartered Accountant firms for appointment as Auditors of Pension Trust for F.Y. 2016-17. C&AG vide letter dated 06.03.2017 has provided a list of 10 Chartered Accountant firms empaneled with them and your firm is one of those firms suggested by C&AG for appointment of Auditor of SPMCIL Employees Provident Fund Trust for F.Y. 2016-17.

4. **The scope of work shall consists of verification of-**

- Compliance of receipt of monthly contribution;
- Processing of EPF withdrawal Applications
- Compliance of Statutory Provisions and rules as defined in EPF & MP Act 1952;
- Compliance of Investment guidelines;
- Compliance of all other applicable rules and Provisions;

As prescribed under the SPMCIL Employees Provident Fund Trust Deed rules framed there under. Accordingly, CA firm shall be required to submit their audit report and observation to the Board of Trustees of SPMCIL Employees Provident Fund Trust based on their audit of Books of Accounts of the Trust.

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

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a) Out of the selected Chartered Accountants' firms to whom this tender has been sent by Post/Courier may submit most competitive rates in a sealed envelope only, which shall be addressed to **"The Trustees, SPMCIL Employees Provident Fund Trust", 16th floor, Jawahar Vyapar Bhawan, Janpath, New Delhi- 110001** and **must be submitted on or before 17.04.2017 latest by 02:15 PM and offer/Quotation shall be opened at 02:30 PM on the same day.** The envelope may be dropped in our Tender Box kept at reception of the office in case of hand delivery or may be sent by Post but must reach before the stipulated date & Time.

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

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

Particulars	Amount in Rs.
(i) Fees for the Audit of Trust for FY 2016-17 (Including out of Pocket expenses)	
(ii) Service Tax (as Applicable at the time of offering the Quotation)	
Grand Total (i)+ (ii)	

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

e) **Offer shall remain valid for at least 60 days from the day of opening of bids.**

f) Quotations received after stipulated date/time will not be considered. SPMCIL Employee Provident Fund Trust shall not be responsible for any postal delay. Participants to ensure the timely delivery of quotations.

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

h) Envelope containing the quotation should be marked as **"Quotation for appointment as statutory auditors of SPMCIL Employees Provident Fund Trust for 16-17."**

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

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

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

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6. **Evaluation of offers shall be done in following manner:-** The firm quoting lowest price (exclusively of Service Tax amount) for auditing the Books of accounts of the Trust shall be considered for appointment as statutory auditors.

- a. In case of equality of lowest price, the chartered accountant firm having maximum partners shall be considered for appointment. In case of equality of the that condition too, The firm having the senior most Chartered Accountant as per enrolment date in the Register of Members of ICAI shall be considered for offer.
 - b. In case of any participants has offered their Fees/Price inclusive of Service Tax then it will be assumed that applicable service shall be included in the Price and basic price shall be taken accordingly.
 - c. If no information about the Service tax component has been provided in the quotation, it shall be assumed as exclusive of service Tax and assumed accordingly.
7. Notwithstanding anything stated above, SPMCIL Employees Provident Fund Trust reserves the right to reject the tender or not to appoint any of the participants against this tender even if the participants fulfills all the conditions mentioned as above anytime without assigning any reason for the same.

For, SPMCIL Employees Provident Fund Trust

Sanjai Maheshwari
(Sanjai Maheshwari)
Authorised Signatory