

**HSCC (INDIA) LTD
(A Government of India Enterprises)
E-6(A), Sector-1, Noida (U.P)-201301**

e-TENDER

FOR

**"INTERNAL & CONCURRENT AUDIT OF HSCC (INDIA) LTD
FOR FY 2018-19"**

VOLUME – I

- Notice Inviting Bids
- Pre-Qualification
- General Instructions to Bidders

June -2018



HSCC (INDIA) LTD.
E-6(A), sector-1, NOIDA(U.P) 201301 (India)

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Tender No: - HSCC/e-Tender/Internal Audit/18-19

HSCC (INDIA) LIMITED
(A Govt. of India Enterprise)
E-6 (A), Sector 1, NOIDA -201301 (UP)

Notice Inviting e-Tender (Detailed - NIT)

Tender No. HSCC/e-Tender/Internal Audit/18-19

Dated: 07-06-2018

HSCC India Ltd., a Miniratna PSU intends to invite online bids through e-tendering from eligible CA firm based at Delhi/NCR, empanelled with CAG and done Statutory Audit/Internal Audit of Navratna/Miniratna PSU.

Name & description of the work	Last date to fill/upload the tender through e-Tendering.	Bid Security/ EMD amount (in Rs.)
Engagement of firm of Chartered Accountants as Internal cum Concurrent Audit of HSCC (India) Ltd for Financial Year 2018-19.	26.06.2018 upto 1300 hrs. & Opening at 1530 hrs. on 26.06.2018	Rs. 30,000/-

The bidder would be required to register at HSCC e-tender portal <http://www.tenderwizard.com/HSCC>. The bid document is available online from **07.06.2018**. For submission of the bids, the bidder is required to have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities. The bidders are required to submit **(a)** Original non-refundable Demand Draft of Rs.2000/- (Rs. Two thousand only) as cost of bid, in favour of “*HSCC (India) Ltd.*” payable at Noida/Delhi **(b)** Original bid security/EMD in the form of Demand Draft (DD) from Scheduled Bank in favour of “HSCC (India) Ltd.” payable at Noida/ New Delhi with the office of “CGM (F&A), HSCC (India) Ltd., Plot no. E-6(A), Sector-1, Noida (U.P.) Pin-201301, either by registered post or by hand before the date and time fixed for opening of bid failing which the bid will be declared non-responsive. **(c)** Form of Bid / Letter of Application (Form – A) duly signed & stamped and filled.

The documents to be uploaded online are listed at checklist **(Form-B)** of Vol.-I.

Complete set of Bid documents comprising of Volumes- I (NIT/ PQ & ITB), Form-C and its Annexures & Vol.- II (Price Schedule/ FORM-D) has been made available at HSCC e-tender portal <http://www.tenderwizard.com/HSCC> , HSCC website <https://www.hsccltd.co.in> and Govt. CPP portal website www.eprocure.gov.in. The interested bidders/firms may download the bid documents.

The Bids should be uploaded complete in all respects along with the details of Bid document fee and Bid security on or before the due date and time as mentioned above on <http://www.tenderwizard.com/HSCC>. HSCC reserves the right to accept or reject any bid without assigning any reason or incurring any liability whatsoever.

Pre-Bid Meeting will be conducted at HSCC head office on **14.06.2018** at 1000 hrs.

Prospective bidders are advised to regularly scan through HSCC e-tender portal <http://www.tenderwizard.com/HSCC> & HSCC website <https://www.hsccltd.co.in> as corrigendum/amendments etc., if any, will be notified on this portal only and separate advertisement will not be made for this.

-sd/-
CGM (F&A), HSCC (India) Ltd.

**INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING FORMING
PART OF BID DOCUMENT**

1. The intending bidder must read the terms and conditions of **Notice Inviting Bids and the Bid documents** carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
2. Information and Instructions for bidders posted on website shall form of bid document.
3. The bid document and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website **<http://www.tenderwizard.com/HSCC>** free of cost.
4. But the bid can only be submitted after uploading the mandatory scanned documents such as Demand Draft of any Scheduled Bank towards cost of bid document and EMD/ Bid Security in favour of “**HSCC (India) Limited**”, payable at Delhi/Noida as per details given in the Bid Document and Processing Fee via online mode only and other documents as specified.
5. Those bidders not registered on the website mentioned above, are required to get registered beforehand to initiate online bidding process as per details available on the website.
6. The intending bidder must have valid class-III digital signature to submit the bid.
7. On opening date, the bidder / firm can login and see the bid opening process.
8. Bidder can upload documents in **JPG** format or **PDF** format.
9. The HSCC reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified bidders to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

Sd/-
CGM (F&A) | HSCC (India) Ltd.

PREQUALIFICATION DOCUMENT

NAME OF WORK: **"e-Tender for Internal & Concurrent Audit of HSCC (India) Ltd for F.Y. 2018-19"**

PERIOD OF CONTRACT: **This Contract shall be valid for a Period of One Year.**

EMPLOYER: HSCC (India) Ltd., E-6(A), Sector-I, Noida, U.P.-201301

1.0 Minimum Prequalification Criteria for Internal cum Concurrent Audit for Financial year 2018-19:

1.1 CA Firm should be empanelled with CAG. Copy of Registration Number to enclose.

1.2 CA Firm should be based in Delhi/NCR.

1.3 CA Firm should have been empaneled with CAG and having done Statutory Audit / Internal Audit of Navaratna / Miniratna PSU. Copy of appointment letters to be enclosed.

2.0 Following confirmation required from bidding CA Firm:

2.1 Checking daily basis.

2.2 100% checking of all type of transaction/bill etc.

2.3 One Sr. Qualified CA with a team of two to three senior assistant on Permanent basis.

2.4 Prop. /Partner to visit minimum once in a month for review.

2.5 Submission of Report on quarterly basis within 30 days from the end of each quarter.

3.0 SUBMISSION OF APPLICATION:

3.1 Technical Package Part-I must be submitted complete in all respect in sealed envelopes which must be either delivered by hand or by registered mail, to CGM (F&A), HSCC (India) Ltd, Plot No. 6(A), Block-E, Sector-1, NOIDA, U.P.-201301, so as to reach not later than **26.06.2018** before **1300 Hrs.** and be clearly marked

"e-Tender for Internal & Concurrent Audit of HSCC (India) Ltd for F.Y. 2018-19".

- 3.2 The name and mailing address of the Applicant should be clearly marked on the envelope.
- 3.3 All the information asked for pre-qualification and tender shall be answered in the ENGLISH language by all the agencies/firms.
- 3.4 Failure to provide information in the stipulated format enclosed or to provide timely clarification or substantiation of the information supplied (considered essential to evaluate the Applicant's qualification) may result in disqualification of the Applicant.

4.0 **Price**

Price to be quoted online in prescribed Price Schedule (Form-D) on all inclusive basis (except outstation TA/DA). Applicable GST will be payable extra.

5.0 **Terms of Reference**

- 5.1 Manpower: One Sr. qualified CA with a team of two to three senior assistant on permanent basis. In case full time Chartered Accountant is not provided the audit shall be liable to be suspended. Prop. /Partner of firm to visit once in a month to review the Status/ Report.
- 5.2 Checking: On daily basis correction wherever required to be get it done simultaneously.
- 5.3 Reporting: The report is to be submitted Quarterly within one month of the end of Quarter. Report must Specify the areas covered and to ensure that the areas specified in Scope of work are covered.
- 5.4 Appointment: The appointment of Internal cum Concurrent Auditor shall be for one financial year. No changes in terms of reference for fee shall be allowed and in case the same is sought it will be considered non-compliance of TOR and the performance security shall be forfeited.
- 5.5 HSCC reserves the right to accept or reject all the tender received without assigning any reason.

6.0 **SCOPE OF WORK: INTERNAL & CONCURRENT AUDIT**

A. OBJECTIVES OF AUDIT:

Objectives proposed to be achieved through Internal & Concurrent audit broadly are as under:

- 6.1 To ensure that the accounting and financial management systems are reliable and effective in design and to assess the extent to which they are being followed.
- 6.2 To review the efficiency, adequacy and application of accounting, financial and operating controls and thereby ensuring the accuracy of transactions/books.
- 6.3 To verify that the system of Internal check is effective in operation in order to ensure the prevention of an early detection of deficiency, misappropriations and misapplications, if any.
- 6.4 To identify areas of significant inefficiencies, if any, in existing systems and to suggest necessary remedial measures.
- 6.5 To confirm the existence of financial propriety in all operational activities and to verify the compliance of Government and statutory requirements.

A. SCOPE OF WORK

DISCIPLINE	ILLUSTRATIVE SCOPE (INCLUDING BUT NOT LIMITED TO)
1. Finance & Accounts (Central, Projects and SBUs)	<ol style="list-style-type: none"> 1. 100% Vouching of all the Vouchers including but not limited to Bank Vouchers, Cash Vouchers, Journal Vouchers, Project Accounting Vouchers. 2. To check the authorization for the payments is in compliance with Delegation of Powers. 3. To check the compliance of payment instructions as per recommendation made. 4. Periodical review of General ledger and Subsidiary ledgers and annual financial results. 5. Reconciliation of Trial Balance on Monthly basis and to report, mismatch, if any. 6. Reconciliation of Client Deposit Accounts.
2. Banking Operations	<p>Checking and verification of:</p> <ol style="list-style-type: none"> 1. Bank Reconciliation on Monthly basis 2. Reconciliation of FDRs. 3. FDR, Interest accrued & done on FDR, TDS on Interest. 100% checking of fixed deposit right from opening balances, interest received, interest accrued, TDS, Net receipt, calculation of interest and the closing balance of each individual FDR. Similarly, for liquid deposits also. 4. Interest Calculation on Saving Accounts. 5. Reconciliation of 26AS, TDS Returns and Accounting.

3. Project and Procurement Accounting	Checking and verification of: <ol style="list-style-type: none"> 1. Bills as per BOQ. 2. Raising of Consultancy Fee as per contract at SBU's / Functional Department level. 3. SOE and tally with ledger and sanction and reconciliation thereof. 4. LC Operations. 5. Booking of Turnover.
4. Consultancy Income and Other Income Recognition	Review and Report: <ol style="list-style-type: none"> 1. Checking of consultancy fee Bills including GST thereof on completion of activities/Job by SBU's/Functional Departments as per terms of agreement with clients and TDS by clients. 2. Checking of Income Recognition, billing system and procedure of accounting to ensure timely and correct recording and compliance.1. Consultancy Income Recognition review. 3. Other Income recognition review and checking of the calculations thereof.
5. Debtor and Creditor	<ol style="list-style-type: none"> 1. Review of age wise analysis of debtors / creditors / security deducted by client etc. 2. Review of old/doubtful debts/advances.
6. Imprest and Advances	Checking and verify: <ol style="list-style-type: none"> 1. Imprest is granted as per Delegation of Power. 2. Purchase of items for which regular contract can be entered into. 3. Timely adjustment of special imprest. 4. Adjustment of TA/DA advance etc, in time. 5. Recovery of advances as per sanction.
7. Statutory Compliance	Checking and verification of: <ol style="list-style-type: none"> 1. Deduction and deposit of TDS and return filing and compliances thereof. 2. Deposit of Building Cess and compliances thereof. 3. Deposit of GST and Compliances thereof. 4. System of deduction and timely deposit of statutory dues and recommendation thereon. 5. Income Tax, GST Compliances. To ensure applicability and compliance of any other Direct or Indirect Taxes on the Company. 6. Compliance of Companies Law provisions.
8. Corporate Taxation	<ol style="list-style-type: none"> 1. Checking the calculation and timely deposit of Advance Tax. 2. Review of pending cases.

9. Compliance of DPE Guidelines and Policies of the Company	1. Review and ensure proper compliance of DPE Guidelines and report any non-compliance.
10. Compliance of Companies Act and Board Instructions	1. Check and ensure the compliance of Companies Act and Board's Instructions.
11. Fixed Assets Accounting, Insurance and physical verification	<p>Checking and Verification of:</p> <ol style="list-style-type: none"> 1. Procedures/systems for sanctioning, procurement Accounting of Fixed Assets. 2. Depreciation, Amortization, Depletion and impairment Accounting. 3. Sale of Fixed Assets. 4. Insurance of Fixed Assets and renewal thereof, review of control system and adequacy of insurance. 5. Report on physical Verification of Fixed Assets. 6. Assets registers as per Companies Act, 2013.
12. Administration Expenses	<ol style="list-style-type: none"> 1. To check all Administration Expenses. 2. To check the prepaid and outstanding expenses.
13. Observation of Statutory Audit and CAG Audit	1. Review of Statutory Audit, previous Internal Audit, Govt. Audit Reports and corrective action /compliance of assurance given to audit.
14. Personnel and Administration	<p>Checking and verification of:</p> <ol style="list-style-type: none"> 1. Advances and compliance with reference to the relevant guidelines/rules. 2. Leave records and service books of employees including leave encashment. 3. Compliance of documents/mortgage agreements for advances. 4. Scrutiny of Pay fixation of employees. 5. Recovery of Excess Lease Rent towards leased accommodation as per the rules. 6. Advances i.e. LTC, Tour, Salary, Imprest, House Building Advances and Vehicle Loans etc. to the employees. Verifying the adjustment / recovery of all advances as per the Circulars / Systems. 7. Payroll, attendance records, reconciliation of monthly payroll, review of monthly variance, verification of deductions including of Income Tax, compliance with CARO requirements. 8. Statutory requirements of Provident Funds, Compliance with Company's policies on gratuity, superannuation, mediclaim etc. and assistance on selection of optimum schemes. 9. Procurement/transfer of new vehicles and its

	<p>accounting.</p> <p>10. Maintenance of Company Vehicles Log Books, History sheet, consumption of diesel and petrol for each vehicle.</p>
<p>15. Contacts (Purchase / Civil / Others) of HSCC</p>	<p>Checking and verification of:</p> <ol style="list-style-type: none"> 1. Checking of bills of the contractor in terms of the conditions of contract. 2. Grant of extension of time for the contract to be correlated with the records / approvals of the Company. 3. Principle approval for extra and deviated items, escalation in the contract from the appropriate authority. 4. Time Overrun and Cost Overrun in the execution of works. 5. Utilisation of Budget. 6. Placement of Work Order / Purchase Orders / AMCs etc.
<p>16. Legal Court and Arbitration Cases</p>	<p>Review and Report:</p> <ol style="list-style-type: none"> 1. Pending Legal Court and Arbitration cases and their present status. 2. Quantification, Provision and Disclosure of Contingent Liability arising thereof.
<p>17. Invitation and award of Tender on behalf of Client</p>	<ol style="list-style-type: none"> 1. To review Tender evaluation and award of Civil and other work to Contractor/Suppliers/consultant, checking of comparative statement through which award of work made, checking of terms and conditions etc. with the job order/work order. 2. To review the Bills approval procedures, control on advances to suppliers, system of verification. 3. To review the process of Engagement/empanelment of Architects, Consultants etc. 4. To review the supplier / contractor selection and their rating and systems. 5. To review and checking of payments of R.A. bills/Architects bills/Supplier bills for release of payments such as mobilization and Secured Advance, EMD, Retention money etc. 6. To review and checking of all payments recommended to finance department for extra items/extra quantity not covered by Bill of quantities (B.O.Q.). 7. To review all the approvals of Time Extension and applicability of liquidated damages as per contract. 8. Statutory compliances like EPF, ESI, Building Cess etc. are complied with by the contractor. 9. B.G. submitted by Contractors / Suppliers and B.G.

	<p>submitted to client, lien by Bank.</p> <p>10. Outstanding Letter of Credits.</p> <p>11. Completion Certificate/All approval for deviations in the contract are duly approval before release if final payment.</p>
18. Internal Control System	<p>Review the followings and suggest improvements, if any:</p> <ol style="list-style-type: none"> 1. Segregation of duties. 2. Authorisation of Transactions. 3. Adequate Documentation. 4. Control in IT System. 5. Adequacy of Supervision. 6. Physical safeguards 7. Adequacy of control for prevention and detection of fraud.

- 7.0 Even though the Applicants meet the minimum PQ criteria, they are subject to be disqualified, if they have:
- made misleading or false representation in the form, statement and attachments submitted; /or
 - record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc. /or
 - The performance of any agency already worked/ working with HSCC is not found satisfactory/or
 - found to have been black listed, debarred or non-performer in any of the works as on date of submission of bid.
 - Non-response or non-submission of clarifications within specified time
- 8.0 The applicants are advised to visit the Office location to get first hand information as regards its approach, accessibility, site conditions, etc. and other matters affecting cost and work. All costs incurred in connection with submission of the pre-qualification application shall be borne by the applicant irrespective of the outcome.
- 9.0 If any information furnished by the applicant is found incorrect at a later stage, applicant shall be liable to be debarred from tendering in HSCC. The department reserves the right to verify the particulars furnished by the applicant independently.
- 10.0 HSCC may ask for any additional information and/ or clarification from the applicant. The applicant shall submit such additional information and/ or clarification as requested by HSCC within the time specified in the communication.

- 11.0 The competent authority to pre-qualify shall have the power to relax any condition/criterion for pre-qualification if it considers expedient to do so.
- 12.0 Even though the agency meets all the criteria, the Employer reserves the right to accept or reject any applicant/disqualify any agency without assigning any reason whatsoever.
- 13.0 GENERAL
- 13.1 Financial bid of only firms who have been pre-qualified will be opened.
- 13.2 The Employer reserves the right to:
- (a) Reject or accept any application without assigning any reason or incurring any liability thereof
 - (b) Cancel the pre-qualification process and reject all applications
- 13.3 No correspondence either from successful / pre-qualified applicant or unsuccessful applicant will be entertained in this regard.

General Instructions to Bidders

1.0 BID Documents:

- (a) Contents of BID Documents
BID Document shall consist of the documents listed in this document along with any schedules, addendum or corrigendum etc issued by HSCC for the purpose.
- (b) Bid document consists of:
 - 1.3.1 Volume – I (NIT & PQ and ITB)
 - 1.3.2 Volume –II (Price Schedule/ FORM -D)
 - All amendments(s)/ corrigendum, if any.

1.1. Bid security (Earnest Money Deposit) (EMD):

Tenderers shall have to deposit EMD of Rs.30,000/- in the form of Crossed Demand Draft/Banker's Cheque/Pay Order only in favour of "HSCC (India) Ltd" drawn on any scheduled bank payable at Noida/New Delhi, along with their tenders. Any Tenders not accompanied by an acceptable Bid Security will be straightaway rejected. No deviation shall be permitted from this. Non-submission of tender fee & documents will result in rejection of tender. No interest would be paid on the Earnest Money Deposit.

The Bid Securities of unsuccessful Bidders will be returned as promptly as possible. No interest would be paid on the Earnest Money Deposit.

The Bid Security may be forfeited

- a) If a Bidder withdraws his Bid during the period of Bid validity.
- b) In the case of successful Bidder(s), if he does not:
 - (i) enter into the Contract, or
 - (ii) agree to arithmetic corrections made as per terms of Bid documents.
 - (iii) Submitted any misleading information.

1.2. Preparation of Bid:

a) Bidder's responsibility:

- i. The Bidder is solely responsible for the details of his Bid and the preparation of Bids.
- ii. The Bidder is expected to examine carefully all the contents of BID document as mentioned in Notice Inviting Bids including instructions, conditions, forms, terms, etc and take them fully into account before submitting his offer. Bids, which do not satisfy all the requirements, as

detailed in these documents, are liable to be rejected as being unresponsive.

iii. The Bidder shall be deemed to have inspected the Site and its surroundings and taken into account all relevant factors pertaining to the Site, while preparing and submitting the Bid.

b) Documents Comprising the Bid
Bidder shall submit their Bids **on line** only in two packages namely the Technical Package and the Financial Package. The contents of the technical and financial package are as mentioned hereinafter i.e. Clause 1.3.1 & 1.3.2.

1.3.1 Contents of Technical Package:

The technical package, clearly labeled as "**TECHNICAL PACKAGE**", has to be submitted in two parts.

(A). Technical Package Part –I; shall be submitted in ORIGINAL in Envelope with a copy uploaded online and shall comprise the following:

i. Original Non-refundable Demand Draft as mentioned in detailed NIT, as **Tender Fee**

ii. **Bid Security/ EMD, in original,**

a. The Bidder shall enclose EMD/ Bid Security with their Bid for an amount, as mentioned in Notice Inviting Bids.

b. The EMD/ Bid Security will be in the form of demand draft of a scheduled bank issued in favour of "HSCC (India) Ltd." payable at Noida/ New Delhi

iii. **Form of Bid / Letter of Application (Form – A) duly signed & stamped and filled.**

(B). Technical Package Part –II; Shall be submitted online only duly digitally signed & stamped by authorized signatory and comprise the following:

a) The enclosed documents shall be uploaded and mentioned as FORM - B (Checklist)

1. Prequalification Documents (Form –C)

2. Empanelment with CAG (Annexure – 1 to Form-C)

3. CA Firm should be based in Delhi/NCR (Annexure-2 to FORM -C)

4. Personal Capabilities (Annexure -3 to FORM C)

5. Experience of Execution of work with Supporting documents (Annexure – 4 to FORM -C)
6. Litigation Details: Court Cases/ Arbitration (Annexure -5 to FORM -C)
7. To be uploaded complete Bid documents, as listed in Notice Inviting Bids i.e. Vol.- I (NIT / PQ & ITB) **excluding the Price Schedule / Form - D (Volume -II)** but including all amendment(s)/addendum(s)/ Corrigendum(s) /Clarification(s) issued, if any.

1.3.2 Contents of Financial Package

- a) The financial package (**VOLUME II - PRICE SCHEDULE/ FORM - D**) should be submitted **ONLINE** only. These prices should inclusive all bases, charges (except outstation TA/DA). Applicable GST Will be payable extra.
The Bidder must ensure to fill up price against each item of Price Schedule. If any cell is left blank then value of that cell shall be treated as **"0" (ZERO)**.

2. Sealing, marking and submission of bid:

The bid shall be submitted along with documents and mode of submission mentioned at clause no. 1.3.1 and clause no. 1.3.2 of Volume – I and also mentioned in Check List (Form-B).

Please note that the price should not be indicated in any of the documents except online Price Schedule (Form-D).

All bidders are required to submit unconditional bids. Conditional bids if submitted may be rejected and no correspondence in this regard shall be entertained.

Sealed Envelope (Technical Package Part-I) and addressed to the CGM (F&A), HSCC (India) Ltd, Plot No. 6(A), Block-E, Sector 1, Noida, Distt. Gautam Budh Nagar, Uttar Pradesh, Pin – 201 301, and should be delivered latest by 26.06.2018 up to 1300 hrs positively.

Request for extension of submission date of tenders will not be considered.

All recipients for the purpose of submitting a bid, shall treat the contents of the documents as private and confidential.

3 Deadline for submission of bids:

Bids must be received by the Employer at the address specified above not later than the designated date and time.

The Employer may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.

4 Late bids:

Any bid received by the Employer after the deadline prescribed shall not be considered and will be returned unopened to the bidder.

5 Modification and withdrawal of bids:

The bidder may modify or withdraw his bid by giving notice in writing before the deadline for submission of bids.

No bid may be modified after the deadline for submission of bids.

Withdrawal of bid between the deadline for submission of bids and the expiration of the original period of bid validity specified in the Form of Bid may result in the forfeiture of the bid security pursuant to relevant Clause.

6 Bid validity:

Bids shall remain valid for a period of 180 days after the deadline for bid submission specified in Clause.

Tender Opening and Evaluation

7 Bid opening:

Bids shall be opened in the office of HSCC (I) Ltd., at Plot - 6 (A), Block - E, Sector - 1, Noida, Uttar Pradesh - 201 301 in presence of the Bidders' representatives who may wish to be present.

Technical Package Part-I (Envelope) shall be opened first. If the Bid Security and Tender Fee is not found as prescribed, the Bid shall be summarily rejected.

Technical Package Part-II submitted online shall be opened next. Bids of parties who do not accept the conditions laid above in the Bid documents are also liable to be rejected.

The Employer will examine the Bids to determine whether they are complete, whether the requisite bid securities have been furnished, whether the Bids have been properly signed and stamped and whether the Bids are generally in order.

Telegraphic/ Fax offer will be treated as defective, invalid and rejected. Only detailed complete Bids received prior to the closing time and date of the Bids will be taken as valid.

The Bidder's names, general technical details, the presence of the requisite Bid Security and such other details as the Employer, at his discretion may consider appropriate will be announced at the Bid opening.

Online Price Schedule (Form-D) shall be opened for only those bidders whose bid is found to be generally in order and substantially responsive shall be opened either at the Bid opening or at a subsequent date to be intimated in advance to such eligible Bidders.

Only summary of prices quoted by the Bidders will be read out.

The Bid of any Bidder who has not complied with any of the instructions contained herein may not be considered.

8. The tender shall be submitted in sealed cover envelop marked **"e-Tender for Internal & Concurrent Audit of HSCC (India) Ltd for F.Y. 2018-19"** on top by **1300 hrs on 26.06.2018**.
9. It is the responsibility of the Tenderers to see that the completed bidding documents are submitted by the time and date stipulated for opening of tender failing which the tender would be considered late and rejected.
10. The tender would be valid for a period of 180 days subsequent to the date on which the tender is opened. The tender will be opened at 1530 hrs on 26.06.2018.
11. The bidders are advised to read the terms and conditions of the Tender as indicated in this form and satisfy themselves about their fulfilling these conditions as also meeting with the requirements of documents and other issues as mentioned in the Tender form before submitting the Tender.
12. HSCC (India) Ltd. reserves the right to accept or reject any bid and amend the bidding process and reject all the bids at any time prior to award of contract without thereby incurring any liability to the affected bidder/bidders or any obligation to inform affected bidder/bidders on the ground of the action of the authority. The authority is not bound to accept the lowest or any bid. Letter of Appointment would be issued to successful bidder.

13. Payment Terms

- i. Price to be quoted online in prescribed Price Schedule (Form-D) on all-inclusive basis (except outstation TA/DA). Applicable GST will be payable extra.
 - ii. Payment: Quarterly basis after submission of Report.
 - iii. Applicable GST on Fee is payable extra.
 - iv. In case of Travelling outside Delhi/Noida for audit of sites, TA/DA shall be applicable as per HSCC Rules, as under:
 - a. For Partners equivalent to G.M. level;
 - b. For Qualified C.A. equivalent to Manager level; and
 - c. For others equivalent to Asstt. Mgr. level.
 - v. No escalation in the fee during the financial year shall be entertained.
 - vi. The party shall submit the consolidated quarterly bill to CGM (F&A) OR Officer In-charge after submission of quarterly report in the format approved by HSCC along with all supporting documents
 - vii. Deductions relating to TDS and any other Govt. levies applicable on bills will be made as per Govt. of India instructions issued from time to time.
 - viii. No enhancement of rates whatsoever will be allowed during the currency of the contract. Penalty will be charged in the event of damage or loss in connection with the work given to the agency.
14. **APPLICABLE LAW:** The contract shall be interpreted in accordance with the laws prevalent in India.
15. Pre-Bid Meeting will be conducted at HSCC head office on 14.06.2018 at 1000 hrs.
16. Disputes, if any, subjected to the jurisdiction of the courts in Delhi only.

CGM (F&A)
HSCC (India) Ltd.

FORM OF BID / LETTER OF APPLICATION

[NOTE: On the letterhead paper of the applicant including full postal address, telephone no., fax no., telex no. and cable address]

Date: _____

To,
CGM (F&A)
HSCC (I) LTD.
E-6(A), Sector-1, Noida (U.P.)-201301

Sir,

- Being duly authorised to represent and act on behalf of (Hereinafter referred to as "the Applicant") and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby apply to be pre-qualified by yourselves as a bidder for the **"e-Tender for Internal & Concurrent Audit of HSCC (India) Ltd for F.Y. 2018-19"**

Tender Number	Client Name
HSCC/e-Tender/Internal Audit/18-19	HSCC (I) LTD. E-6(A), Sector-1, Noida (U.P.)-201301

- Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization or any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
- Your agency and its authorized representatives may contact the following persons for further information:

General, Personnel, Technical and Financial Enquiries	
Contact 1:	Telephone 1:
Contact 2:	Telephone 2:

4. This application is made in the full understanding that:
- (a) Bids by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification at the time of bidding
 - (b) Your agency reserves the right to:
 - amend the scope and value of the contract / bid under this project; in such event, bids will only be called from pre-qualified bidders who meet the revised requirements; and
 - reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons or incurring any liability thereof; and
 - (c) Your agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant.
5. The undersigned declare that statements made and the information provided in the duly completed application are, true and correct in every detail.

Sealed & Signed
Name
For and on behalf of

Annexure-1 to Form-A

GENERAL INFORMATION

All individual firms applying for pre- qualification are requested to complete the information in this form. Information to be provided for all owners or APPLICANTS who are partnerships or individually-owned firms.

1.	Name of firm
2	Head office address
3	Telephone Contact
4	Fax E-mail No.
5	Place of incorporation/ Registration Year of incorporation/ registration

Authorized Signatory of bidder

Check-List

DOCUMENTS TO BE SUBMITTED WITH THE BID

TECHNICAL PACKAGE - Part I

S.No.	Name of Document	Mode of submission	Page No.
1.	Form of Bid (Form A) with Annexure	In Original & Copy Online	
2.	Non-refundable Demand Draft of Rs 2,000/- (Rs. Two thousand only) as cost of bid	In Original & Copy Online	
3.	Bid Security/EMD - Demand Draft of Rs 30,000/- (Rs. Thirty thousand only)	In Original & Copy Online	

TECHNICAL PACKAGE - Part II

S.No.	Name of Document	Mode of submission	Page No.
1.	Checklist for the enclosed documents as per the format attached (Form B)	Online	
2.	Prequalification Documents (Form C)	Online	
3.	Empanelled with CAG (Annexure-1 to Form C)	Online	
4.	CA Firm should be based in Delhi / NCR (Annexure-2 to Form C)	Online	
5.	Personnel Capabilities (Annexure-3 to Form C)	Online	
6.	Experience of Execution of Work (Annexure-4 to Form C)	Online	
7.	Litigation Details: Court Cases/arbitration (Annexure-5 to Form C)	Online	
8.	To be uploaded complete Bid documents, as listed in Notice Inviting Bids i.e. Vol.- I (Terms & Condition of Contract) excluding the Price Schedule / FORM -D (Volume –II) but including all amendment(s)/addendum(s)/ Corrigendum(s) /Clarification(s) issued, if any.	Online	

FINANCIAL PACKAGE

S.No.	Name of Document	Mode of submission	Page No.
1.	Price Schedule (Form D)	Online	

The bidders are required to submit all above documents duly authenticated by digital signatures and online only. No hard copy of the documents is required to be submit except (a) Original non-refundable Demand Draft of Rs.2,000/- (Rs. Two thousand only) as cost of bid, in favour of “HSCC India Limited” payable at Delhi/ Noida (b) Original bid security EMD of Rs. 30,000/- (Rs. Thirty thousand only) (c) Original Form of bid (Form-A) and general information (Annexure-1 to Form-A) to the, HSCC (India) Ltd., Plot no. E-6(A), Sector-1, Noida (U.P.) Pin-201301, before date and time fixed for opening of bid either by registered post or by hand failing which the bid will be declared non-responsive.

Authorized Signatory of bidder

PREQUALIFICATION DOCUMENTS

STRUCTURE AND ORGANIZATION:

1. Name & address of the applicant
2. Telephone No. / Telex No. / Fax No.
3. Legal status of the applicant (attach copies of original document defining the legal status):
 - (a) A proprietor firm
 - (b) A firm in partnership
 - (c) A Limited Liability Partnership
4. Particulars of registration with various Government bodies (attach attested photocopy):

Organisation /Place of registration	Registration No.
-------------------------------------	------------------
5. Name and Titles of Partners & Employees with designation to be concerned with this work.
6. Designation of individuals authorised to act for the organisation
7. Has the applicant ever been debarred / black listed for tendering in any organisation at any time? If so, give details.
8. Has the applicant ever been convicted by a court of law? If so, give details.
9. Any other information considered necessary but not included above.
10. Following confirmation required from bidding CA Firm:
 - a. Checking daily basis. **Yes / No**
 - b. 100% checking of all type of transaction/bill etc. **Yes / No**
 - c. One Sr. Qualified CA with a team of two to three senior assistant on Permanent basis. **Yes / No**
 - d. Prop./Partner to visit minimum once in a month for review. **Yes / No**
 - e. Submission of Report on quarterly basis within 30 days from the end of each quarter. **Yes / No**

Authorized Signatory of bidder

Annexure-1 to Form-C

EMPANELLED WITH CAG

Please provide the details of Empanelment with CAG and enclose the relevant supporting.

Empanelment Letter No. & Date:

(Please enclose the supporting)

Authorized Signatory of bidder

Annexure-2 to Form-C

CA FIRM SHOULD BE BASED IN DELHI / NCR

Please provide the address of Office at Delhi / NCR and enclose the relevant supporting.

COP No. & Date:

(Please enclose the supporting)

Authorized Signatory of bidder

Annexure-4 to Form-C

EXPERIENCE OF EXECUTION OF WORK

(During last seven years ending last day of month previous to the one in which applications are invited)

Sl. No.	Name of work / project and location	Owner or sponsoring organization	Value of work in Lakhs	Period	Name and address/ telephone number of officer to whom reference may be made	Remarks

NOTE: Please attach supporting documents (completion certificates along with order copies) for the above information

Authorized Signatory of bidder

Annexure-5 to Form-C

Litigation Details
Court Cases/arbitration

<u>Name of Bidder</u>

Brief details/Information of legal cases.

Authorized Signatory of bidder

**HSCC (INDIA) LTD
(A Government of India Enterprises)
E-6(A), Sector-1, Noida (U.P)-201301**

e-TENDER

FOR

**"INTERNAL & CONCURRENT AUDIT OF HSCC (INDIA) LTD
FOR FY 2018-19"**

VOLUME – II

- PRICE SCHEDULE / FORM - D

June -2018



HSCC (INDIA) LTD.
E-6(A), sector-1, NOIDA(U.P) 201301 (India)

Phone: 0120-2542436-40

Fax: 0120-2542447

Tender No: - HSCC/e-Tender/Internal Audit/18-19

Name of Bidder M/s:-		
Price Schedule		
"e-Tender for Internal & Concurrent Audit of HSCC (India) Ltd for F.Y. 2018-19"		
Item No.	Description	Amount (Rs.)
1	2	3
The tenderer shall quote rates in figures and in words under column 3		
1	Annual Fee [All inclusive basis (except outstation TA/DA). Applicable GST will be payable extra.]	
	Total Amount (in figures)	

Applicable GST will be payable extra.

Outstation TA/DA will be paid extra as per HSCC Rules.