

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

E-Tender

For

**“Appointment of CA firm/LLP for Special Audit
of HSCC (India) Ltd”**

VOLUME – I

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

June -2019



HSCC (India) LTD.
A Wholly Owned Subsidiary of NBCC(India) Ltd
E-6(A), sector-1, NOIDA(U.P) 201301 (India)

Phone: 0120-2542436-40

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Tender No: - HSCC/F&A/CFO/Audit/01

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

Notice Inviting e-Tender (Detailed - NIT)

Tender No. HSCC/F&A/CFO/Audit/01

Dated: 21-06-2019

HSCC India Ltd., a wholly owned subsidiary of NBCC (India) Ltd, a Govt. of india Enterprise, intends to invite online bids through e-tendering from eligible CA firm/LLP based at Delhi/NCR, empanelled with CAG and have carried out Statutory Audit/Internal Audit of Maharatna/Navratna/ Miniratna PSUs.

Name & description of the work	Last date to fill/upload the tender through e-Tendering.	BidSecurity/ EMD amount (in Rs.)
Appointment of CA firm/ LLP for special audit of HSCC (India) Ltd	14:00 Hrs on 16.07.2019	Rs. 50,000/-

The bidder would be required to register at HSCC e-tender portal <http://www.tenderwizard.com/HSCC>. The bid document is available online from 24.06.2019. 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 any Scheduled Bank in favour of “HSCC (India) Ltd.” payable at Noida/ New Delhi with the office of “GM (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 duly 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 02.07.2019 at 14:00 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/-

GM (F&A)/CFO, 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 part 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 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 only.
9. 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/-

GM(F&A) / CFO, HSCC(I) Ltd

PRE-QUALIFICATION DOCUMENTS

NAME OF ASSIGNMENT: “E-Tender for Appointment of CA firm/ LLP for special audit of HSCC (India) Ltd.”

PERIOD OF ASSIGNMENT: The assignment should be completed within period of 6 (Six) months from the date of award of work or may be extended as decided by the HSCC management.

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

1.0 Submission of Application:

1.1 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 GM (F&A)/CFO, HSCC (India) Ltd, Plot No. 6(A), Block-E, Sector-1, NOIDA, U.P.- 201301, so as to reach not later than 15.07.2019 before 1300 Hrs. and be clearly written :-

“e-Tender for Appointment of CA firm/ LLP for special audit of HSCC (India) Ltd”

- 1.2 The name and mailing address of the Applicant should be clearly written on the envelope.
- 1.3 All the information asked for pre-qualification and tender shall be answered in the ENGLISH language by all the bidders/firms.
- 1.4 Failure to provide information in the prescribed 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.

2.0 Price

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

3.0 Performance Security

3.1 Within thirty (30) days from date of the issue of notification of award by HSCC, the firm/LLP shall furnish performance security to HSCC for an amount equal to ten (10%) of the total awarded value, valid upto sixty (60) days after the date of completion of contractual obligations by the firm/LLP.

3.2 The Performance Security shall be denominated in Indian Rupees as detailed below:

- a) It shall be in the form Demand Draft issued by a Scheduled Bank in India.

4.0 Terms of Reference

- 4.1 **Manpower:** Sufficient Qualified person to be employed as required.
- 4.2 **Appointment:** The appointment of Auditor is for special audit for F.Y. 2013-14,2014-15, 2015-16, 2016-17 and 2017-18 to discover unrelated and unlinked transaction made/entered in the books of HSCC. No changes in terms of reference for fee shall be allowed and in case the same is sought it will be considered non-compliance in Terms of Reference (TOR) and the performance security shall be forfeited.
- 4.3 HSCC reserves the right to accept or reject all the tender received without assigning any reason.

5.0 Purpose

Few unreconciled entries were found in F.Y. 2014-15, 2015-16, 2016-17 vide which payments might have made to unknown/unreliable parties. The purpose is to identify the transactions and parties for similar kind of unreconciled and unlinked items appearing in financial books of accounts. (same disclosed financial reports of F.Y. 2016-17, 2017-18 and 2018-19)

6.0 Scope of Work: Special Audit

- 6.1 To Check whether entries appearing in books of accounts w.r.t to all bank accounts of the Company as well as its projects are in agreement with the bank statements of respective bank accounts.
- 6.2 To verify that whether FDR as appearing in financial statements for the year ended 31.03.2014, 31.03.2015, 31.03.2016 ,31.03.2017, 31.03.2018 are matching with Bank Certificates of FDR in this regard. Also verify that actual interest on FDR received as appearing in books is in agreement with the bank certificate of interest received in this regard.
- 6.3 To verify that whether interest & TDS received as per books matching with 26AS as available on TRACES. The company will be providing project wise details of interest from bank as appearing in 26AS.
- 6.4 To reconcile the interest as well as accrued interest on Project Funds & Deposit accounts of HSCC.
- 6.5 Any other essential work to achieve the purpose.
- 6.6 To verify bank accounts and Total Vouchers appearing in financial books of accounts for the following F.Y.:

F.Y.	Total no. Bank Accounts	Total no. of Vouchers
2013-14	108	11286
2014-15	105	10856
2015-16	146	13066
2016-17	167	16152
2017-18	175	16375

7.0 Price

The company estimates the price of special audit work to be approximately Rs. 35.00 lakhs (Rupees Thirty-Five Lakhs only).

8.0 Eligibility Criteria

a.	The Applicant firm should be a Partnership firm registered under the Partnership Act of 1932 or registered (converted to) under the Indian Limited Liability Partnership Act, 2008. The legal status shall be demonstrated through a copy of registration certificate issued by registrar of companies/firms.
b.	The Applicant firm must be a practicing Chartered Accountant firm registered with ICAI having at least ten (10) years of experience in the field of audit including special audit.
c.	CA Firm should be empaneled with CAG. Copy of Registration Number to enclose.
d.	CA Firm should be based in Delhi/NCR.
e.	The Applicant firm should have an Annual Turnover of at least Rs. One (01) Crore or more in last three proceeding years. The audited copy of Income & Expenditure statement should be enclosed.
e.	CA Firm should done at least: <ul style="list-style-type: none">a. 1 nos. (One) of 80% of estimated value i.e. Rs. 35 Lakhs, of Statutory Audit / Internal Audit/Forensic audit work of Maharatna/ Navaratna / Miniratna PSUs.b. 2 nos. (Two) of 60% of estimated value i.e. 35 Lakhs, of Statutory Audit / Internal Audit /Forensic audit work of Maharatna/ Navaratna / Miniratna PSUs.c. 3 nos. (Three) of 40% of estimated value i.e Rs.35 Lakhs, of Statutory Audit / Internal Audit/Forensic audit work of Maharatna/ Navaratna / Miniratna PSUs. Copy of appointment letters to be enclosed.
f.	The Applicant firm should have at least 4 (four) Qualified Chartered Accounts and 7 (Seven) Semi qualified Chartered Accountants/Articles clerks (full time), having relevant qualification, experience and expertise in the field of special audit/forensic audit.
g.	The Applicant firm should have experience of special audit/forensic audit with any regulatory body/ Government agency/ Public Sector Enterprise in the last 3 years.
h.	The Applicant firm or any partner of the firm in discharge of his/ her work has not been debarred by ICAI/CAG or been disqualified by any other regulatory authority/ Court.

- 9.0** Even though the Applicants meet the Special Audit 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
- 10.0** 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.
- 10.0** 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.
- 11.0** In case the of non-performance of special audit work awarded by HSCC by the Firm/LLP as per contract conditions, HSCC reserves the right to terminate the contract including invocation of the Performance Guarantee.
- 12.0** If the Firm/LLP fails to complete the work within the stipulated time of 6 (Six) months or justified extended period by the HSCC , without prejudice to any other right or remedy available under the law to the Company on account of such breach, pay as agreed compensation the amount calculated at the rates stipulated below:
- | | |
|--------------------------------|--|
| Compensation for Delay of Work | @1% of the award value per month of delay to be computed on per day basis. |
|--------------------------------|--|
- Provided always that the total amount of compensation for delay to be paid under this condition shall not exceed 10% of the award value of work.
- 13.0** 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.
- 14.0** 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.

- 15.0** 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.
- 16.0** The Firm/LLP should arrange of its own Equipment's, Computers, Laptops, Stationaries etc during the period of audit.
- 16.1 While quoting the price for the assignment, the firm/LLP should consider the cost of such arrangement in the bid. No revision on this ground may be made later.

17.0 General

- 17.1 Financial bid of only firms who have been pre-qualified will be opened.
- 17.2 The HSCC 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
- 17.3 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.50,000/- 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:

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 labelled 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. Appointment 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. In case 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 GM (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 16.07.2019 up to 14:00 hrs positively.

Request for extension of submission date of tenders shall 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 HSCC at the address specified above not later than the stipulated date and time.

HSCC 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, the same will be subject to the new deadline.

4 Late bids:

Any bid received by the HSCC after the prescribed deadline 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 shall be modified after the deadline for submission of bids.

Withdrawal of bid once submitted, 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 (India) Ltd., at Plot - 6 (A), Block - E, Sector - 1, Noida, Uttar Pradesh - 201301 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.

HSCC 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 online 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 Appointment of CA firm/ company for special audit of HSCC (India) Ltd" on top by 1400 hrs on 16.07.2019.
9. It is the responsibility of the Tenderers to see that the bidding documents are complete in all respect and 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 14:30 hrs on 16.07.2019.
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 as content of financial package.
- ii. **Payment: Payment schedule will be as under:**
 - (a) On submission of Draft Special Audit Report for F.Y. 2013-14 = 15% of Total Fees
 - (b) On submission of Draft Special Audit Report for F.Y. 2014-15 = 15% of Total Fees
 - (c) On submission of Draft Special Audit Report for F.Y. 2015-16 = 15% of Total Fees
 - (d) On submission of Draft Special Audit Report for F.Y. 2016-17 = 15% of Total Fees
 - (e) On submission of Draft Special Audit Report for F.Y. 2017-18 = 15% of Total Fees
 - (f) On Final Acceptance of Report of all Five Years (2013-14 to 2017-18) = 25% of Total Fees
- iii. Applicable GST on Fee is payable extra.
- iv. No escalation in the fee during the financial year shall be entertained.
- v. The firm/LLP shall submit the consolidated bill to GM (F&A) or Officer In-charge after submission of report in the format approved by HSCC along with all supporting documents
- vi. 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.
- vii. 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. Disputes, if any, subjected to the jurisdiction of the courts in Delhi only.

**GM (F&A)
HSCC (India) Ltd.**

FORM OF BID / LETTER OF APPLICATION

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

Date:

To,

GM (F&A),
HSCC (India) Ltd.
E-6(A), Sector-1, Noida (U.P.)-201301

Sir,

1. 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 Appointment of CA firm/LLP for special audit of HSCC (India) Ltd”

Tender Number	Client Name
HSCC/F&A/CFO/Audit/01	HSCC (India) Ltd. E-6(A), Sector-1, Noida (U.P.)-201301

2. Your company 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.

3. Your Company 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 Company 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 Company 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/LLP 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/LLP
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

Form-B

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 50,000/- (Rs. Fifty 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. 50,000/- (Rs. Fifty 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 firms
 - (b) A firm in partnership
 - (c) A Limited Liability Partnership
4. Particulars of registration with various Government bodies (attach attested photocopy):

Firm or LLP /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 Firm/LLP
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.

Authorized Signatory of bidder

Annexure-1 to Form-C

EMPANELLED WITH CAG

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

Appointment 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 Ten 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 Subsidiary of NBCC (India) Ltd.
(A Government of India Enterprises)
E-6(A), Sector-1, Noida (U.P)-201301

e-TENDER

FOR

**“Appointment of CA firm/LLP for Special Audit
of HSCC (India) Ltd”**

VOLUME – II

PRICE SCHEDULE / FORM - D

June -2019



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

Phone: 0120-2542436-40

Fax: 0120-2542447

Tender No: - HSCC/F&A/CFO/Audit/01

<u>Name of Bidder M/s:-</u>		
Price Schedule		
“e-Tender for Appointment of CA Firm/LLP for Special Audit of HSCC (I) Ltd”		
Item No.	Description	Amount (Rs.)
1	2	3
The tenderer shall quote rates in figures and in words under column 3		
1	Total Fee [All inclusive basis (except outstation TA/DA). Applicable GST will be payable extra.]	
	Total Amount (in figures)	

Applicable GST will be payable extra.