



(A Govt. of India Enterprise)
SOUTHERN Regional Office

Enquiry No. **SRO/CON/Fin/IA-2022**

21.01.2022

NOTICE INVITING TENDER (NIT)

Engineering Projects (India) Ltd., (EPI) invites tender for **APPOINTMENT OF INTERNAL AUDIT FOR F.Y. 2021-22** for Southern Regional office (SRO) as per the terms & conditions mentioned below:

- 1 Invitation from the firms of Chartered Accountants be made in sealed quotations (Two envelopes one for Technical (should contain NIT, Annexure A, B & C) and one for Financial Bid (should contain Price Bid) basis by SRO.
- 2 Firm Registered in anywhere in India are eligible to submit quotations.
- 3 Quotations received shall be scrutinized based on the eligibility criteria. The financial bid of the qualified eligible bidder(s) only shall be opened and the final selection will be made based on lowest financial quote.
- 4 In case of non-acceptance of appointment letter of the selected firm, the firm placed next in panel may be offered appointment by the Regional Office. The offer once submitted by the firm has to be a binding offer and firm is not allowed to withdraw the acceptance of appointment.
- 5 Quotations received after due date and time shall not be accepted and rejected outrightly without assigning any reasons.
- 6 For the purpose of conducting Internal Audit for FY 2021-22, EPI intends to invite quotations from the practicing firms of Chartered Accountants who have adequate experience in the field of Statutory/Internal Audits. EPI intends to appoint separate Internal Auditor for each Regional Office.
- 7 EPI may consider the reappointment (subject to recommendations of committee formed for evaluation of performance of Internal Auditor) for financial years FY 2022-23 and FY 2023-24 on the same fees, terms and conditions but EPI reserve the right to issue letter of appointment for FY 2022-23 and FY 2023-24 only on commencement and completion of Internal Audit for FY 2021-22 and FY 2022-23 respectively.
- 8 The list of the on-going works under the control of our regions, projected turnover for the year, scope of work, eligibility criteria, commercial terms and conditions are enclosed for your reference.

- 9 The firms are required to submit sealed quotations in two different envelopes indicating separate envelope marked one as "Eligibility Criteria" and two as "Financial Quote". The financial quotes of only those firms shall be opened who meet the eligibility criteria.
- 10 The firms are required to submit the documentary proofs of each item indicated in the eligibility criteria, failing which the offer shall be rejected. The quotations shall be opened only for the firms who have submitted the quote complete in all respect together with copies of all documents as a support of the eligibility claimed by them.
- 11 The audit report be submitted by the firm not later than 15 days after completion of audit and report is required to be discussed with Southern Regional Office In charge failing which the same shall not be acceptable.
- 12 Payment shall be released on completion and submission of each phase audit report to the EPI – SRO FINANCE.
- 13 Each firm is required to put a team consisting of minimum two employees out of which one must be final qualified chartered Accountant.
- 14 The books of accounts/records for various running or closed projects, PCO's(Hyderabad &Visakhapatnam) and Site office will be made available at one location.i.e. at Southern regional office-Chennai.
- 15 The scope of work involved can be discussed with Southern Regional Offices by the firms willing to quote.
- 16 EPI reserves the right to reject, cancel, and postpone the process without assigning any reasons thereof.
- 17 The firm shall be paid all Inclusive fees only plus Taxes thereon. Apart from Audit Fee, no conveyance or TA/DA shall be paid.
- 18 You are requested to quote the fees strictly in the enclosed format.
- 16.1 The list of on -going works (running and closed), projected turnover for the year 2021-22 (to be enclosed by each Regional Office along with enquiry letter to be issued by RO's)-**Annexure –I (enclosed separately)**
- 16.2 Broad scope of work –**Annexure–II(enclosed separately)**
- 16.3 Eligibility criteria-**Annexure-III**
- 16.4 Commercial terms and conditions- **Annexure-IV**
- 16.5 Format for fees to be quoted-**Annexure-V**

17 **Bidder's Confirmation**

Bidder confirms that they have read and understood and have copies of the 'Tender Documents' and have visited the site and their offer will be based on the 'tender Documents' and caters to all the works, requirements, etc. thereof.

All corrections / cuttings are to be signed by the bidder

The tenders of all such parties, who are not found suitable, shall not be considered. The decision of EPI in this regard shall be final & binding on the party.

Bidders may submit their offer **duly signed and stamped on each page** in sealed envelope clearly mentioning title, NIT number, and date of the tender enquiry & last date for receipt of tender at the address given below.

Additional General Manager (Contracts),
Engineering Projects (India) Ltd.
(A Govt of India Enterprise)
3D, EC Chambers, 92 GN Chetty Road
T.Nagar, Chennai – 600 017
Tel No. – 044 – 28156421, 28156886
E-mail – sro.contracts@epi.gov.in

Last date of submission of tender : 28.01.2022 upto 14:30Hrs.

**Date & Time of opening of Tender
at the above mentioned address
(Techno Commercial cum Price Bid)** : 28.01.2022 at 15.30 Hrs.

In case offer is submitted in sealed envelope, the cover must be clearly marked with name of the work, NIT number, date of the tender enquiry and last date for receipt of tender.

Bidders may send their offer through e-mail to sro.contracts@epi.gov.in by sending scanned copies of their offer.

Deviations, if any, should be clearly indicated on a separate deviation sheet indicating the reference no. Clause(s) of NIT.

Unless or otherwise stated separately by the bidders in their offer, it shall be considered that the bidder has read the NIT in detail and given unconditional acceptance to the terms & conditions of this NIT.

Bidders are also requested to attend the opening of the bid at the address and time given above.

Additional General Manager (Contracts)
Date: 21.01.2022

Eligibility Criteria:

The following shall be the basis of points for the eligibility and selection. Selection will be made on the basis of attainment of points as per the following Quality Cost Based System (QCBS):

S. No	Particulars		Maximum Points	Documents must be submitted by the firm along with the offer
1	Year of establishment of the firm to be given (Minimum 5 years old) (cut-off date for eligibility - 31.3.2021)	2 points for every year of experience of firms after 5 years of establishment	10 (Mandatory)	Copy of firms FRC with the ICAI is to be submitted
2	Firm should have minimum three partners having experience of five years or more	2 point	2 (Mandatory)	
3	Experience of conducting Internal Audit of Central PSU/State PSU/Bank Audit/department or institutions of state Govt. and autonomous Bodies/ltd companies/pvt. Ltd companies	1 points for each per annum for such work assignment in each CPSE/State PSU/Bank Audit/department or institutions of state Govt. and autonomous Bodies	5	
4	Completion of Internal Audit assignment of CPSE/State PSU/department or institutions of state Govt. and autonomous Bodies/ltd companies/pvt. Ltd companies in firms own name, engaged in construction activities in last 5 years ending FY 2020-21	2 point for each such completed assignment(falling with in last five FY ending FY 2020-21	10 (Mandatory)	Copy of the completion certificate indicating the completion of Internal Audit by CPSE/State PSU/department or institutions of state Govt. and autonomous Bodies/ltd companies/pvt. Ltd companies engaged in construction activities in

				last 5 years ending FY 2020-21.
5	No. of Partners in full time practice and/or full time employees, who are qualified chartered Accountants.	1 point for each partner or full time fully qualified employee	5	List of Active Partners in full time practice and/or full time employees as on 31.03.2021.
6	Full time partner to have minimum 5 years experience in practice as per Certificate of Practice issued to him. Partners having less than 5 years experience shall not be considered for evaluation.	2 point for each such partner having minimum 5 years experience in practice as per Certificate of Practice issued to them. For each year of more experience, additional 1 point will be added	10 (Mandatory)	Copy of Certificate of Practice of each such active partner ending with period FY 2020-21.
7	Firms to indicate the reported matters/findings during Internal Audit of the CPSE/State PSU/Bank Audit/department or institutions of state Govt. and autonomous Bodies/ltd companies/pvt. Ltd companies which has lead to systematic improvements in operating process in such audited companies OR The firms are to give presentation for their achievements which has lead to systematic improvements in operating process in such audited companies	2 point each for such reported matters/findings which has led to systematic improvements in operating process in such audited companies OR only 2 points to be given if the firms opt for giving presentation for their achievements which has lead to systematic improvements in operating process in such audited companies. Copy of such presentation to be submitted to EPI for bid evaluation.	8	The firms are required to report such matters along with the bid/copy of the presentation to be submitted by the firm, if presentation is opted by them.
		Total Marks	50 (Fifty)	

Note:

1. Clear and complete details in separate sheets, for determination of points and points claimed by the firm in support of information against eligibility criterion under Sl. No. 1 to 7 to be enclosed. The firms should compulsorily meet the eligibility requirements at Sr. No.1, 2, 4 and 6.

*The offer of the firm shall also be considered rejected if:

(a) The firms fail to meet the eligibility requirements at Sr. No.1, 2, 4 and 6.

- (b) The documents/documentary proof of each of the above eligibility desired strictly as mentioned above is not submitted with the offer.
- (c) The determination of points and points claimed statement is not submitted along with the offer
- (d) The minimum qualifying marks shall be 35 (i.e. 70 % of the Total Marks).The financial offer(s) of only those firms with minimum 35 marks shall be considered for evaluation by the committee.

Date:
Place:

Name -----

Signature of the authorised
Signatory/Partner
Membership No.

Commercial Terms and Conditions for Internal Audit Firms:

- Invitation from the firms of Chartered Accountants be made in sealed quotations (Two envelopes one for Technical and one for Financial Bid) basis by each Regional Office.
- Quotations received shall be scrutinised based on the eligibility criteria. The financial bid of the qualified eligible bidder(s) only shall be opened and the final selection will be made based on lowest financial quote.
- In case of non-acceptance of appointment letter by the selected firm, the firm placed next in panel may be offered appointment by the Regional Office. The offer once submitted by the firm has to be a binding offer and firm is not allowed to withdraw the acceptance of appointment.
- Quotations received after due date and time shall not be accepted and rejected outrightly without assigning any reasons.
- The auditor to be appointed only for a period of one year i.e. FY 2021-22. EPI may consider reappointment (subject to recommendations of committee formed for evaluation of performance of Internal Auditor) for financial years FY 2022-23 and FY 2023-24 on the same fees, terms and conditions but EPI reserve the right to issue letter of appointment for FY 2022-23 and FY 2023-24 only on commencement and completion of Internal Audit for FY 2021-22 and FY 2022-23 respectively.
- EPI reserves the right to cancel the appointment of Phase II /or not to extend the appointment for IInd year/IIIrd year, even if appointed without assigning any reasons, if in case the performance of the firm during the Ist Phase/or for FY 2021-22/FY2022-23 appears/considered to be not satisfactory. The firm shall not have any right of claims due to such withdrawal of assignment.
- The audit report be submitted by the firm not later than 5 days after completion of Internal Audit and the draft report is required to be discussed with Regional In-charge failing which the same shall not be acceptable.
- Payment shall be released on completion and submission of both phase audit report to the Audit committee.
- Each firm is required to put a team consisting of minimum two employees for a period of 15 days (total 30 man-days) out of which one employee must be final qualified chartered Accountant.
- The books of accounts/records for various running or closed projects, PCOs and offices will be made available at one location i.e. at the regional office.

- The scope of work involved can be discussed with Respective Regional Offices by the firms willing to quote.
- EPI reserves the right to reject, cancel, postpone the process without assigning any reasons thereof.
- The firm shall be paid all inclusive fees only plus applicable taxes thereon. Apart from Audit Fee, no conveyance or TA/DA shall be paid.
- The Internal Auditors are required to adhere to the following schedule of conducting and completion of Internal Audit :

S. No.	Audit Period	Internal Audit to be completed by date	Submission of Report by Internal Auditors
1	Ist April 21-31 st December 21 (Phase I)	15 February, 2022 positively	15 February, 2022 positively
2	Ist January 22 - 31 st March 2022 (Phase II)	25 April, 2022 positively	30 April, 2022 positively

FORMAT FOR QUOTING FEES

S.No	Internal Audit duration	Number of Mandays	Minimum Number of staff* to be deputed	Amount of all inclusive fees (In Rupees)
1.	Phase 1 - from April to December	30	Two Numbers for 15 days	
2.	Phase II- from January to March	30	Two Numbers for 15 days	
3.	Taxes on above (specify each tax)			
4. (1+2+3)	Total Fees			

Total Fees in words -----

*Each firm is required to put a team consisting of minimum two employees for a period of 15 days (total 30 man-days) out of which one employee must be final qualified chartered Accountant.

- If taxes are not indicated in the above, then the offer shall be considered as inclusive of taxes and no extra payment shall be made by EPI.
- No DA/TA/Fare shall be payable.
- No Local Conveyance shall be paid or provided.
- TDS at the appropriate rates shall be deducted as per rules in force.
- The total fees quoted shall only be payable irrespective of the maximum number of man-days put in by the firm for completing the assignment.
- The financial offer(s) of only those firms with minimum 35 marks (as per eligibility criteria) shall be considered for evaluation by the committee.

Date:

Place:

Name -----

Signature of the authorised
Signatory/Partner
Membership No.