

**E-TENDER FOR
EMPANELMENT OF STATUTORY AUDITORS
FOR
Pharmaceuticals & Medical Devices Bureau of India (PMBI)**

Date: February 16, 2024



Pharmaceuticals & Medical Devices Bureau of India (PMBI)
8th Floor, Videocon Tower, Jhandewalan, New Delhi – 110055.

Contents

Data Sheet	3
Clause 1. Background.....	4
Clause 2. Terms of Reference for Empanelment of Statutory Auditors.....	5
Clause 3. Scope of Services	5
Clause 4. Reporting/ Deliverables	5
Clause 5. Key personnel required	6
Clause 6. Eligibility Requirements.....	6-7
Clause 7. Security Deposit	8
Clause 8. Bid Document	9
Clause 9. Part A – Technical Bid.....	9
Format 1 – Letter of Technical Proposal	10
Format 2 – Organization Details	11
Format 3 – Turnover certificate	12
Format 4 – Summary of relevant experience	13
Format 5 – Relevant experience.....	14
Format 6 – Details of Key Personnel.....	15
Format 7 – Declaration	16
Format 8 - Declaration 1	17
Format 9- Bid Security Declaration	18
Clause 10. Part B - Financial Bid.....	19
Clause 11. Evaluation of Bids	20
Clause 12. Negotiations.....	21
Clause 13. Disqualification.....	21
Clause 14. Conditions under which tender is issued.....	21

E-TENDER FOR EMPANELMENT OF STATUTORY AUDITORS FOR
Pharmaceuticals & Medical Devices Bureau of India (PMBI)

Data Sheet

S. No.	Description	Details
1.	Tender no.	PMBI/ACCOUNTS/02/2024
2.	Name of the assignment	Empanelment of Statutory Auditors for PMBI
3.	Date of availability of tender on website	16.02.2024
4.	Last date and time for submission of Online Bid i.e., Bid Submission End Date and time	07.03.2024 (Till 04:00 PM)
5.	Time and date of opening of tender	08.03.2024 (04:00 PM)
6.	Place of opening of tender	Pharmaceuticals & Medical Devices Bureau of India (PMBI) 8 th floor, Videocon Tower, Jhandewalan, New Delhi – 110055
7.	Issue of tender document	Tender document can be downloaded from the website www.janaushadhi.gov.in
8.	Address for communication	The Chief Executive Officer, Pharmaceuticals & Medical Devices Bureau of India (PMBI) 8 th floor, Videocon Tower, Jhandewalan, New Delhi – 110055
9.	Contact person for clarification	1) Mr Naveen Manager (Finance & Accounts) Ph. 011-49431800 email: finance@janaushadhi.gov.in 2) Shri Sandeep Kumar Manager (HR & Administration) Ph. 011 - 49431800 email: hradm@janaushadhi.gov.in

Note: The bidders shall be solely responsible for checking these websites at least 3 days prior to closing date of submission of tender for any addendum/amendment issued subsequently to the bid document and take into consideration the same while preparing and submitting the bids. Bids will be opened online.

The tender document shall be download from the websites janaushadhi.gov.in; and CPP portal i.e. eprocure.gov.in. Tender Document is free of cost. No tender cost is to be deposited. Bids shall be submitted online only at CPP website: <https://eprocure.gov.in>. Manual bids shall not be accepted except for the original documents/instruments as mentioned in tender document.

**E-TENDER FOR EMPANELMENT OF STATUTORY AUDITORS FOR
Pharmaceuticals & Medical Devices Bureau of India (PMBI)**

Background

Pharmaceuticals & Medical Devices Bureau of India is a registered society under the Societies Registration Act, 1860. Pharmaceuticals & Medical Devices Bureau of India is implementing agency of the Pradhan Mantri Bhartiya Janaushadhi Pariyojana. Pradhan Mantri Bhartiya Janaushadhi Pariyojana is the scheme of Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Government of India. The objective of the scheme is to make available quality generic medicines at affordable prices to all.

PMBI has opened 10,300 Pradhan Mantri Bhartiya Janaushadhi Kendras at various places of India. Further to cater the needs of products of these Kendras, PMBI's product basket contains 1,800 medicines and 285 surgicals. These products are being supplied through 01 Central warehouse at Gurugram, 04 Regional Warehouses at Guwahati, Surat, Chennai and Bangalore and 36 distributors at various places. Performance of PMBI during last three years was as follows:

S. No.	Year	Turnover (In Cr.)	Total Kendras
1	2020-21	430.09	7,557
2	2021-22	567.57	8,610
3	2022-23	790.11	9,304
4	2023-24 (Projected)	1,000.00	15,000

PMBI requires the services of an audit firm for conducting statutory audit Under IT Act & CGST Act. The audit should be carried out in accordance with Engagement & Quality Control Standards (Audit & Assurance Standards) issued by the Institute of Chartered Accountants of India and GFR, 2017. PMBI intends to empanel auditors for a period of maximum 03 (Three) years extendable from one to 2nd year and finally to 3rd on mutual agreement based of satisfactory services.

Tender Inviting Authority – CEO, Pharmaceuticals & Medical Devices Bureau of India, 8th Floor, Videocon Tower, Block E1, Jhandewalan Extension, New Delhi-110055 (hereinafter referred as Tender Inviting Authority unless the context otherwise requires).

Tender Accepting Authority – CEO, Pharmaceuticals & Medical Devices Bureau of India, (hereinafter referred as PMBI unless the context otherwise requires).

Terms of Reference for Empanelment of Statutory Auditors

Scope of Services

The audit should be carried out in accordance with Engagement & Quality Control Standards (Audit & Assurance Standards) issued by the Institute of Chartered Accountants of India and GFR, 2017 in this regard. Key scope of work includes but not limited to the following:

1. Create a framework & procedure for carrying out audit
2. Verification of Inventories from books & Audit Report
3. Verification of Sales & Purchase Invoices and their entries in books
4. Verification of Fixed Assets and making depreciation chart
5. Reconciliation of Grant in Aid from Government
6. Completion of statutory audit as per Society by laws
7. Ledger Scrutiny & making consolidated trial balance
8. Making Profit & Loss Accounts & Balance Sheet with all details & annexure
9. Tax Audit, 3CD Report & Filing of ITR with compliances U/S 44AB of IT Act 1961
10. GST audit, checking books with GST return like GSTR1, GSTR2, GSTR3B & other effective in time finalization of GSTR9 for annual return
11. Other related works if mutually agreed
12. Specifically considering the risk of material misstatements in the financial statement from fraud

Note – 1) The audit fee for a financial year for whole assignment as per the scope of services is Rs 9,00,000/- (Rupees Nine lac only) excluding GST.

2) No out-of-pocket expenses such as TA/DA etc. will be payable.

3) The Auditors/Consultant shall not outsource the work to any other associates/ Franchisee/third party under any circumstances.

4) Auditor/Consultant shall during the tenure of the contract and at any time thereafter keep all information relating to the work in full confidence.

5) Financial year of audit is 2023-24. However, the contract of the agency shall be extended on satisfactory performance. The extension of contract shall be further given for a period of two more financial years on the same terms & conditions.

Reporting/ Deliverables

Statutory audit report on yearly basis as per the format to be agreed with PMBI and to be submitted to the Chief Executive Officer. Any violations or challenges noticed during the Statutory audit process are to be reported to the General Manager (Finance & Accounts) immediately by email, followed by hard copy report to the Chief Executive Officer.

**E-TENDER FOR EMPANELMENT OF STATUTORY AUDITORS FOR
Pharmaceuticals & Medical Devices Bureau of India (PMBI)**

The Auditor may review the concurrent audit reports/ annually executive summaries and may consider material observations/ findings while forming his opinion on overall Statutory control and truth & fairness of accounts/financial statements.

Key personnel required

S. No.	Position	Educational qualification	Qualification criteria
1.	Team Leader	<ul style="list-style-type: none"> Chartered Accountant 	<ul style="list-style-type: none"> Minimum 15 years of relevant experience in Audit services
2.	Support Auditor 1	<ul style="list-style-type: none"> Chartered Accountant 	<ul style="list-style-type: none"> Minimum 5 years of relevant experience in Audit services
3.	Support Auditor 2	<ul style="list-style-type: none"> Semi Chartered Accountant 	<ul style="list-style-type: none"> Minimum 2 years of relevant experience in Audit services

Eligibility requirements

S. No.	Description	Details	Supporting documents
1.	Company registration	<p>Bidder should be:</p> <ul style="list-style-type: none"> A firm in operation for a minimum period of 15 years as on 1st April 2023 The firms should have an office based in Delhi & NCR Bidder should have a valid registration with The Institute of Chartered Accountants of India (ICAI) in India 	<ul style="list-style-type: none"> Certificate of Incorporation or other relevant documents/ registration and Partnership deed / MoA / AoA Proof of office premises in Delhi & NCR (electricity bill/ landline bill/ any other relevant documents) Copy of ICAI Registration Certificate
2.	Financial strength	<p>The Bidder should have a minimum Average Annual Turnover of Rs. 03 crore (Gross Fee receipt), during</p>	<ul style="list-style-type: none"> Certified account statements Turnover certificate from a statutory auditor

**E-TENDER FOR EMPANELMENT OF STATUTORY AUDITORS FOR
Pharmaceuticals & Medical Devices Bureau of India (PMBI)**

		the last three financial years	
3.	Technical Strength	<ul style="list-style-type: none"> The bidder should have successfully completed minimum two statutory audit assignments in last 2 years, for companies with a turnover of INR 100 crore. The bidder should have satisfactorily completed Statutory audit for at least two PSU / Government organization of turnover Rs 500 Cr during the last 5 years. The bidder must have a minimum of 05 full time qualified chartered accountants to provide audit services and be able to provide an independent audit team with no possible conflict of interest. 	<ul style="list-style-type: none"> Letter of Award/ Work Order/ Completion Certificate Certified account statements of INR 100 crore company. Letter of Award/ Work Order/ Completion Certificate Certified account statements of INR 100 crore company. Proof of qualified chartered accountant associate with the bidder.
4.	No major litigations	The Bidder shall not have been involved in any major litigation that may have an impact affecting or compromising the delivery of services required.	Undertaking on company letter head
5.	No blacklisting	The Bidder shall not have been blacklisted/ debarred by any Central / State Government/ Public or Private Sector Undertakings	Undertaking on company letter head

Security Deposit

The Security Deposit shall be collected by deduction from each running bill of the contactor @ 3 % of the gross amount of the bill. The Security Deposit may be refunded after the expiry of the contract provided the contractor has satisfactory carried out all services with the terms & conditions of contract.

Proposals which satisfy the minimum eligibility requirements will be further evaluated based on the evaluation criteria.



Bid Document

Interested eligible parties shall upload their bids in two parts as follows:

- A. Technical Bid
- B. Financial Bid.

Details of both bids are given as follows:

Part A - Technical Bid

The Bidder should upload the following documents while submitting technical bid hereafter called "Part A". (Scanned copies of each page of all documents should be uploaded while submitting Technical bid):

1. Letter of Technical Proposal as per Format - 1
2. Organizational contact details as per Format – 2
3. Turnover certificate as per Format - 3
4. Summary of relevant experience as per Format - 4
5. Experience of the organization as per Format - 5
6. Key personnel details as per Format – 6
7. Declarations as per Format – 7 & 8
8. Bid Security Declaration Format – 9
9. Audited account statement of the last three financial years attested by the responsible officer/ authority.
10. Power of Attorney/ Board Resolution for Authorized Signatory of the Bidder

E-TENDER FOR EMPANELMENT OF STATUTORY AUDITORS FOR
Pharmaceuticals & Medical Devices Bureau of India (PMBI)

Format 1 - Letter of Technical Proposal

To,

The Chief Executive Officer,
Pharmaceuticals & Medical Devices
Bureau of India
8th Floor, Videocon Tower, Jhandewalan,
New Delhi - 110055

Dear Sir,

Sub: Uploading of Technical Proposal for Empanelment of Statutory Auditors for PMBI.

In response to the tender for the above purpose, we would like to submit our proposal for the above proposed task. We, having examined all relevant documents and understood their contents, hereby submit our bid.

As instructed, we uploaded the copies of the following documents:

1. Organizational contact details as per Format – 2
2. Turnover certificate as per Format - 3
3. Summary of relevant experience as per Format - 4
4. Experience of the organization as per Format - 5
5. Key personnel details as per Format – 6
6. Declaration as per Format 7 and 8
7. Audited account statement of the last three financial years attested by the responsible officer/ authority.
8. Power of Attorney/ Board Resolution for Authorized Signatory of the Bidder (1 original and 1 copy)

We are also enclosing a copy of the tender with all pages signed and sealed to confirm our agreement to the terms. Sincerely yours,

(Signature of bidder/Authorized Signatory with seal)

Name of the Bidder Seal of the Bidder:

Place:

Date:

**E-TENDER FOR EMPANELMENT OF STATUTORY AUDITORS FOR
Pharmaceuticals & Medical Devices Bureau of India (PMBI)**

Format 2 – Organization Details

S. No.	Particulars	Organization details
1.	Name of organization	
2.	Main areas of business	
3.	Type of organization	
4.	ICAI Registration Details	
5.	If it is a company/partnership firm: A. Registration no.	
6.	Address of registered office with telephone no & fax & e mail	
7.	Whether the firm has been blacklisted by any authority in the country If yes, details thereof	
8.	Whether the firm has been involved in any major litigation that may have an impact affecting or compromising the delivery of services required. If yes, details thereof	
9.	Address of offices in India	
10.	Contact person with telephone no. & e-mail id	

Enclose:-

- Copy of Certificate of Incorporation, if applicable.
- Copy of registration proof in respect of 4 above
- Copy of Article of Association in respect of 5 above, if applicable.
- Undertaking in respect of 7 and 8 above
- Proof of office premises in Delhi & NCR (electricity bill/ landline bill/ any other relevant documents)

(Signature of bidder/Authorized Signatory with seal)

Name of the Bidder Seal of the Bidder:

Place:

Date:

E-TENDER FOR EMPANELMENT OF STATUTORY AUDITORS FOR
Pharmaceuticals & Medical Devices Bureau of India (PMBI)

Format 3 – Turnover certificate

Description	F.Y.	F.Y.	F.Y.
Annual turnover			
Net worth			
Profit			

This is to certify that (name of the Bidder) has Annual Turnover as shown above against the respective/s financial year/s

(Signature of bidder/Authorized Signatory with seal)

Name of the Bidder Seal of the Bidder:

Place:

Date:



Note: The turnover certificate should be accompanied by audited account statements. If a group, consolidated figure may be shown.

E-TENDER FOR EMPANELMENT OF STATUTORY AUDITORS FOR
Pharmaceuticals & Medical Devices Bureau of India (PMBI)

Format 4 – Summary of relevant experience

S. No.	Type of credential (in line with minimum eligibility and technical evaluation requirements)	Name of the assignment	Proof submitted

Each of the projects mentioned in this format should be detailed in Format 5

(Signature of bidder/Authorized Signatory with seal)

Name of the Bidder Seal of the Bidder:



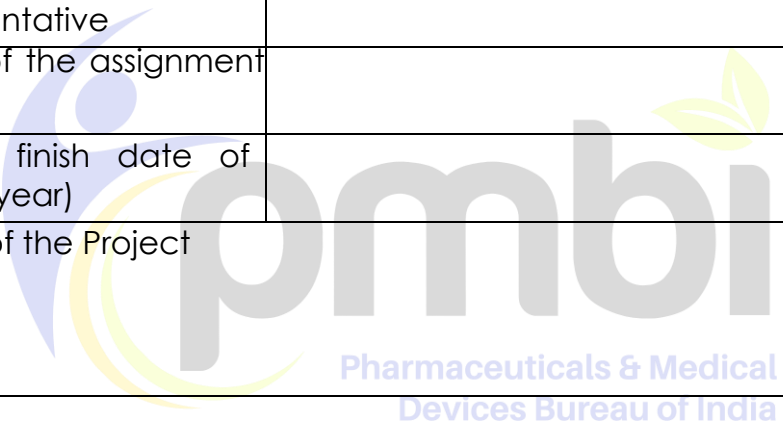
Place:

Date:

E-TENDER FOR EMPANELMENT OF STATUTORY AUDITORS FOR
Pharmaceuticals & Medical Devices Bureau of India (PMBI)

Format 5 – Relevant experience

Name of the Bidder	
Type of Experience	
Name of the Project	
Period of assignment	
Description of services performed by the Bidder firm	
Name of the client and address	
Type of client – Public/ Private/ PSU	
Name, telephone no. and fax no. of client's representative	
Contract value of the assignment (in INR)	
Start date and finish date of services (month/ year)	
Brief description of the Project	



Note:

1. Use separate sheets for each relevant experience
2. Each relevant experience should be supported by a work order/ agreement/ client certificate

(Signature of bidder/Authorized Signatory with seal)

Name of the Bidder Seal of the Bidder:

Place:

Date:

Format 6 – Details of Key Personnel

S. No.	Details of key personnel				
	Position	Educational qualification	ICAI Registration	Number of years of experience	List of relevant experience
1.					
2.					
3.					



(Signature of bidder/Authorized Signatory with seal)

Name of the Bidder Seal of the Bidder:

Place:

Date:

Format 7 – Declaration

To,

The Chief Executive Officer,
Pharmaceuticals & Medical Devices Bureau of India

8th Floor, Videocon Tower, Jhandewalan, New Delhi - 110055

Dear Sir,

We hereby confirm that we are interested in competing for the services to undertake the task related to _____
for Bureau of Pharma Public Sector Undertakings of India. All the information provided herewith is genuine and accurate.

(Signature of bidder/Authorized Signatory with seal)

Name of the Bidder Seal of the Bidder:

Place:

Date:



Format 8 – Declaration1

(FOR NON-BLACKLISTING)

I _____(name of the contractor/agency) hereby confirm and declare that we, M/s. _____, is not blacklisted/ de-registered/ debarred by any Government department/ Semi Government department or any other agency.

(Signature of bidder/Authorized Signatory with seal)

Name of the Bidder Seal of the Bidder:

Place:

Date:



Format 9

BID Security Declaration

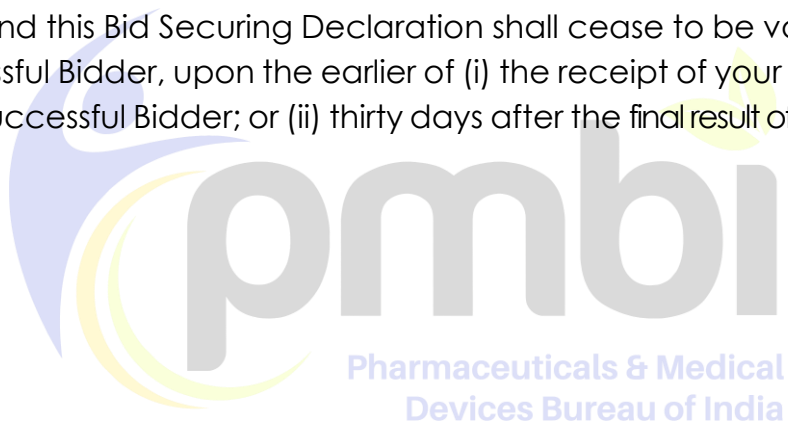
I/We _____-, declare that:

I/We understand that, according to your conditions, bids must be supported by a BidSecuring Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We:

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required,

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the final result of the tender.



(Signature of bidder/Authorized Signatory with seal)

Name of the Bidder Seal of the Bidder:

Place:

Date:

Part B - FINANCIAL BID

S. No.	Particulars	Details
1	Fees/Service Charges for the work	

(a)The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account.

(b)The contract will be in force for a period of ONE year commencing from the date of execution of contract. PMBI may also extend the period of contract for a period up to two more years from the date of its expiry on the same terms and conditions with mutual consent.

(Signature of bidder/Authorized Signatory with seal)

Name of the Bidder Seal of the Bidder:

Place:

Date:



Evaluation of Bid Documents:

Evaluation of Technical Bid (Part A): Evaluation of Technical bid will be carrying two stage evaluation as follows:

- A. Objective point base grading (Maximum 50 points) based on experience of the firm, gross fee receipt, experience in auditing of firms having turnover more than or equal to 100 crore, Government owned company/ Society audit and number of partners. Grading shall be as follows:
 1. One point for each completed year after incorporation of the firm (Maximum 15 Points)
 2. Five points for each completed statutory audit for one crore of turnover (Gross Fee receipt) (Maximum 15 Points)
 3. One point for each completed statutory audit of firm/company having turnover of 100 crore and more (Maximum 05 Points)
 4. One point for each completed statutory audit of Government owned company/ Society (Maximum 05 Points)
 5. One point for each member/partner (Maximum 10 points)
- B. Presentation on technical matters of taxation and Audit plan. (Maximum 50 points)
- C. For qualifying in technical bid, the binder must obtain minimum 50 marks.

Note: Bids not meeting the eligibility criteria and requirements of the tender will be rejected.

Evaluation of Financial Bid (Part B): Financial bid will be open of successful bidders qualified in technical evaluation. Successful bidders after technical bid will be finally ranked on the basis of quoted fee/service charges for the assignment. Lowest bid will be selected.

Negotiations

Negotiations may, however, be undertaken with successful bidder, when the rates are considered to be higher than the prevailing market rates or found to be on higher side upon analysing by bid evaluation committee. The bid evaluation committee shall have full power to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.

Disqualification

PMBI may at their sole discretion and at any time during the evaluation of the proposals, disqualify any bidder, if the bidders have,

- Submitted the proposal without required documents.
- Mislead or false representation in the forms, statements and supporting documents with the bid.
- Declared ineligible by the Government of India or any state Government for corrupt and fraudulent practices or blacklisted.

The bidders are requested to examine all instructions, forms, terms and other details before submitting the application.

Conditions under which tender is issued

The tender is not an offer and is issued with no commitment. PMBI has the right to withdraw tender and or vary any part thereof at any stage. PMBI has further right to disqualify any bidder, should it be so necessary at any stage.