

OIL INDUSTRY DEVELOPMENT BOARD
(Ministry of Petroleum & Natural Gas)
GOVERNMENT OF INDIA
NOIDA

Phone No: 0120-2594628 Email : rajeshmishra.oidb@gov.in	Office of Oil Industry Development Board OIDB Bhawan, Tower C, Plot No.2, Sector-73 Noida-201301, U.P., India
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E-TENDER NO. : G-25/4/2021-ACC (A)

FORWARDING LETTER FOR INVITATION TO BID

Sub: Engagement of INTERNAL AUDITOR by Oil Industry Development Board (OIDB) for carrying out internal audit of OIDB and Trusts of OIDB for F.Y 2021-22.

The Oil Industry Development Board hereby invites tenders in duplicate for "Engagement of Internal Auditor for carrying out internal audit of OIDB and Trusts of OIDB". The salient features of the tender are:

1.	E-Tender No.	:	G-25/4/2021-ACC (A)
2.	Brief Description of the Services / Scope of Supply	:	Engagement of Internal Auditor for carrying out internal audit of OIDB and Trusts of OIDB for F.Y. 2021-22
3.	Type of Bid	:	Two Bid System (Technical Bid & Price Bid)
4.	Bid Closing Time & Date	:	14:00 Hrs. (IST) on 20 July 2021
5.	Date and Time of Pre-Bid Meeting	:	14:00 PM Hrs (IST) on 14 July 2021
6.	Place of Submission	:	http://eprocurement.gov.in
7.	Technical Bid Opening Time, Date & Place	:	11:00 AM Hrs. (IST) on 22 July 2021 at Oil Industry Development Board OIDB Bhawan, Tower C, Plot No.2, Sector-73 Noida-201301, U.P., India
8.	Bid validity	:	60 days from bid closing date
9.	Period of Contract	:	Initially for one year and extendable by one more year on same terms and conditions subject to satisfactory performance
10.	Quantum of Price discount for default in completion of the scope of work as per the contract	:	At the rate of 1½ % of the contract value per week or part thereof subject to a maximum of 7½% of the contract value

Other details and terms/conditions viz. Scope of Work, Bid Eligibility Qualification, Bid Evaluation Criteria, etc. are given in the enclosed Tender Document. The date of opening shall be intimated separately to technically qualified bidders.

E-TENDER DOCUMENT

Sub: Engagement of Internal Auditor by Oil Industry Development Board (OIDB) for carrying out internal audit of OIDB and Trusts of OIDB.

Background

Oil Industry Development Board (OIDB) was established as a Statutory Body under the provisions of Oil Industry (Development) Act 1974 with the objective to provide financial and other assistance to industrial concerns for the development of oil & gas sector. OIDB is functioning under the administrative control of Ministry of Petroleum & Natural Gas, Government of India. OIDB has been providing financial assistance by way of loans and grants to oil industrial concerns for the development of industry.

2. The details of scope of work, bidders' eligibility criteria, method of selection, and timelines for study etc. are given below:

Scope of Work:

3. The scope of the assignment will include but not limited to:

A.	INTERNAL AUDIT OF OIDB
(i)	Accounting
	<ol style="list-style-type: none"> 1. Routine checking of all accounting and financial transactions i.e. verification of vouchers i.e. payment, receipt and journal vouchers; 2. To check bank reconciliation statement of all banks; 3. To check all statutory compliances as applicable to OIDB; including but not limited to direct taxation and indirect taxation. 4. To check the advance tax calculation on quarterly basis; 5. To check tax calculation of employees of OIDB on time to time basis for TDS purpose; 6. Checking of interest calculation on loans, investment and staff loan; 7. To check whether the supplier/third party payment is released correctly and as per purchase manual and accounting has been done as per accounting norms with special emphasis for MSME Vendors/Internal Auditors 8. To check all the provisions/liabilities, including liabilities pertaining retirement benefits payable to employees ; 9. To review and Audit Annual /Half Yearly/Quarterly Accounts of OIDB together with relevant schedules and notes to accounts. 10. To check compliance of the Accounting Standards issued by ICAI and Accounting Policies of OIDB; 11. To review capitalization of Assets, Depreciation charged and CWIP and other Schedules 12. To review the comments of CAG and providing assistance in preparation of replies thereof in respect of both Accounts Audit and transaction audit. 13. Any other Accounting /Taxation work that may be assigned from time to time.

(ii)	<p>Loans & Grants</p> <ol style="list-style-type: none"> 1. Checking of loan disbursement as per loan sanction letter; 2. Checking of interest calculation, demand notices raised and accounted during the year; 3. To check the provisions made for grants and royalty are as per requirement. 4. To verify the utilization certificate submitted by the regular grantee and other institutions are correct. 5. Any other item of related work that may be assigned from time to time.
(iv)	<p>Administration & Estate</p> <ol style="list-style-type: none"> 1. Checking of various office orders with specific reference to applicable rules and regulations, manuals and guidelines as prevalent from time to time and their true & fair implementation including but not limited to transitions pertaining to employee , ex-employees, vendors and Internal Auditors; 2. Audit of different sections including verification and checking of all the records and registers in stores/estate section and administrative sections like leave accounts, leave encashment, medical reimbursement, education allowance payment etc. relating to financial transaction; 3. Verification of all purchase records i.e. receipts and issue etc.; 4. Review award of Tenders/Contracts 5. Any other item of related work that may be assigned from time to time.
(v)	<p>General</p> <ol style="list-style-type: none"> 1. Internal Auditor should review the reliability and integrity of financial and operating information and the means used to identify, measure, classify and report such information including their true and fair depiction; 2. To study the existing internal control system/procedures and suggest improvement wherever required; 3. Internal Auditors should review the systems established to ensure compliance with those policies, plans, procedures, laws and regulations which could have a significant impact on operations and reports and should determine whether the organization is in compliance thereof or not; 4. Internal Auditors should appraise the economy and efficiency with which resources are employed including review of expenditure ; 5. To check the system for obtaining the confirmation of balances from debtors and creditors. 6. Audit of all the contracts entered into by OIBD 7. All returns i.e IT/GST Return, TDS Returns should be prepared and filled at OIBD Office by the official to be deputed by Internal Auditor to OIBD office. 8. Any other item of work that may be assigned from time to time.
B.	<p>INTERNAL AUDIT OF TRUSTS OF OIBD viz. Hydrogen Corpus Trust, OIBD Employees' Superannuation Trust, OIBD Employees' Gratuity Trust and OIBD Staff Provident Trust</p>
	<ol style="list-style-type: none"> 1. Review & vetting of accounts of various trusts namely HCF, Superannuation, Gratuity, SPF as operated by OIBD; 2. Certification of final accounts and issuance of audit reports of all trusts of OIBD; 3. Preparation & filing of Income Tax/GST Return of all trusts of OIBD; 4. To check bank reconciliation statement of all banks of trusts; 5. To check the accounting policies formulated are being followed consistently 6. Any other item of work that may be assigned from time to time.

4. The subcontracting in part or full of the consultancy job is not permitted. The Internal Auditor Tax Consultant shall not part with or disclose any information / data pertaining to OIDB to any third party and shall return to OIDB all the documents upon after completion of agreement/ contract.
5. The total strength of OIDB is around 18 officials for whom salary and related bills are dealt every month. Beside there are about 30 contracts (approx.) relating Estate and Administrative wings. The average number of vouchers processed in financial year is given below. The figures are indicative only and meant to give as idea of the volume of works.

Sl.No.	Name of the Account	Average Numbers of Voucher (Approx.)
1.	Oil Industry Development Board	1700
2.	Hydrogen Corpus Fund	100
3.	OIDB Staff Provident Fund	100
4.	OIDB Employees Superannuation Fund	20
5.	OIDB Employees Group Gratuity Fund	20

6. **SUBMISSION OF BIDS :**

The offer should be submitted in two parts viz. Technical Bid and Price Bid separately in single copy each and to be submitted simultaneously.

Technical Bid: Technical Bid should be submitted ONLINE in the prescribed format (Annexure I) superscribed "Technical bid".

Financial Bid: The Financial Bid should be submitted ONLINE in the prescribed format (Annexure II) superscribed "Price bid".

7. **BID EVALUATION CRITERIA:**

- The firm should have been empanelled with Comptroller and Auditor General of India (C&AG) for at least three consecutive Financial Years ending on 31/03/2020
- The firm should have office in Delhi/NCR area headed by FCA and assisted by two qualified CA's. and have at least six qualified Chartered Accountants, out of which at least three should be FCA on pan India basis.
- The firm should have minimum average annual turnover of Rs. 1.50 Crore in each of the last three F.Y. ending on 31st March 2020.
- The firm should have rendered audit services to at least three clients having annual turnover/income of more than Rs.500 crore, out of which one should be in the capacity of Statutory Auditor. . Preference will be given to firms who have rendered similar services to Govt./Autonomous/Statutory Bodies of Government/PSU's.
- The firm or any of the existing partners should have not faced any disciplinary action/disqualification from the Institute of Chartered Accountant of India/Comptroller and Auditor General of India during last 5 Financial years ending on 31/03/2021.

8. TECHNICAL BIDS:

The technical bids shall necessarily contain the following:

- a) A brief description of the bidder’s organization and an outline of the work experience, specialization and other material information about the organization.
- b) Past work experience in brief along with the current assignments.
- c) Bidders are required to confirm the fulfillment of the evaluation criteria in the following areas:
 - Major clients served by the bidder organization in the 5 past years ending on 31/03/2020 along with the present assignments enlisting the nature of work may be given along with documentary evidence.
- d) Brief details of qualified professionals employed by the bidder organization along with complete detail of team members proposed for OIBD assignment including their name, experience, profile, specialization etc. keeping in view the requirement mentioned in bid evaluation criteria are required to be furnished by the bidder.
- e) For the OIBD assignment, the bidders are required to furnish a work plan for effective execution of the assignment after clear understanding of the requirement keeping in view the activities of OIBD. Bidder shall commit a team of qualified professionals for handling OIBD assignment keeping in view the evaluation criteria. The details of the team members proposed for OIBD assignment is to be provided as under:

Sl.No	Name of the team member*	Level in the organization	Post qualification & other relevant experience.

*Resume of the team members to be attached separately.

- f) The team members must be promptly available for the assignment as and when required.
- g) **One of the qualified Chartered Accountant, should visit OIBD (at least for two days in a week)** for completion of all the assigned work, getting clarifications/ documents and also for rendering of advisory services as and when required by OIBD. **In case of default, OIBD has right to deduct Rs.1000/- per day from the professional fee of the bidder.**
- h) The bidder must demonstrate in their bid to the satisfaction of OIBD that the proposed team members possess the relevant / suitable capability and experience for the assignment.
- i) Bidders are required to confirm the acceptance to the scope of work after clear understanding of OIBD requirements.
- j) Bidder organization’s financial (Annual Accounts) for the last three financial years with breakup of income from statutory /internal audit work, Audit, Certification work and other services.
- k) Copies of Income Tax returns for the last 3 financial years may also be provided.
- l) Confirmation that the team members identified for OIBD assignment are located in Delhi/NCR as specified in the bid evaluation criteria.
- m) Number of “qualified professionals” employed on full time basis in Delhi/NCR.
- n) Bidder’s address in Delhi/NCR including telephone, fax, numbers and contact persons mobile and e-mail ID.

9. PRICE BIDS :

The Bidders are required to quote a firm offer inclusive of fees and out of pocket expenses exclusive of applicable taxes. Prices quoted by the bidders shall be held firm during its performance of the contract and will not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be liable to be rejected. Conditional bid is liable to be rejected.

10. BID EVALUATION:

The lowest price bid of technically qualified bidders will be the successful bid. In case tie the bidder shall be asked to furnish discount in separate sealed cover and the tender shall be awarded to firm offers maximum discount. The case of further tie the tender shall be awarded to the firm having highest turnover on consolidated basis for last three financial years ending on 31/03/2021

11. PERIOD OF CONTRACT: The contract shall be valid initially for one year and extendable by one more year on same terms and conditions subject to satisfactory performance

12. PRE-BID MEETING

A pre-bid meeting shall be held on **14 July 2021 at 14:00 hrs** in the office of Oil Industry Development Board, OI DB Bhawan, 3rd Floor, Tower-C, Plot No.2, Sector 73, Noida-201301, U.P.

13. DELIVERABLES :

- (i) The Internal Auditors shall complete the internal audit on continuous basis with quarterly rest.
- (ii) The observations brought out in the quarterly report shall be initially discussed with Management and based on satisfactory explanation/feedback provided, items, if any, of the report shall be prepared.
- (iii) The final audit report for the quarter shall be submitted to OI DB positively within 30 days of the closure of every quarter.
- (iv) The Internal Auditors should take into consideration the comments of CAG Auditors and may discuss the same with CAG Auditors as and when required to minimize the comments;.
- (v) While carrying out the functions of internal audit, the partner and/or Senior Chartered Accountant should spent minimum 15 days per quarter.

14. PAYMENT MILESTONES:

- 1 The payment shall be made in 5 (five) equal installments. The last installment shall be paid after Certification of Accounts, furnishing of audit report and filling of ITR for the year by the firm.
- 2. No advance payment will be made by OI DB. The payment shall be made within 30 days from the date of receipt of original invoice.

15. Price Discount (PD) for default in timely completion:

Timely completion of this project is essential. In the event of the Internal Auditors default in completion of scope of work from commencement date under the contract, the firm will be liable to pay price discount at the rate of 1½% of Contract value per week or part thereof, but not exceeding 7½% of contract value.

16. Amendment of Bid Document:

At any time prior to the deadline for submission of bids, OADB may at its own discretion and for any reason what so ever whether at its own initiative or in response to a clarification requested by a bidder modifies the Bid Documents by notifying any such amendment as may be drafted/incorporated to the original bid documents. The amendment will be communicated in writing by email to all bidders who had originally received the said Bid Documents. In order to allow the bidders reasonable time to take the amendment into account in preparing their bids, the OADB may at its discretion, extend the deadline for the submission of Bids and any such extension will be conveyed to all the bidders.

17. Period of validity of bids: Bids shall remain valid for 60 days from the bid closing date. A bid valid for a shorter period will be considered as non-responsive and be liable to be rejected by the OADB.

18. OADB'S right to accept or reject bid: The OADB reserves the absolute right to accept or to reject any or all Bids, at any time, prior to the award of Contract, without assigning any reason.

19. Termination for Unsatisfactory Performance: If OADB considers that the performance of the Internal Auditors is unsatisfactory, or not up to the expected standards, OADB shall notify the Internal Auditor in writing and specify in details the cause of the dissatisfaction. OADB shall have the option to terminate the contract by giving one week notice in writing to the Internal Auditors or if the Internal Auditors fails to comply with the requisitions contained in the said written notice issued by OADB. In case of termination of the contract, the party concerned may have no right to claim the cost of the part project carried out by him. In such circumstances, the competent authority may decide about any part payment, if required, for the completed part of the work. In case of exit/termination of contract, OADB has the right to award the contract to another Auditor and the risk and cost of existing Internal Auditor.

20. Disputes and Differences: Any dispute or difference arising out of or in connection with this tender shall be referred to Secretary, OADB or his nominee for Arbitration and the provisions of the Arbitration & Conciliation Act, 1996 or any statutory modification of or re-enactment thereof and the rules made there under and for the time being in force shall apply to the same. The Courts in the city of New Delhi/Delhi shall have jurisdiction to entertain, any application or other proceedings in respect of anything arising under this Agreement and any award or awards made by the sole arbitrator hereunder shall be filed in the concerned courts in the city of New Delhi/Delhi only.

21. Bids will be available on <http://eprocurement.gov.in> & <http://www.oidb.gov.in> The bids are to be submitted online on <http://eprocurement.gov.in> on or before **20 July 2021** by **14.00 hrs.** The technical Bids will be opened on **22 July 2021** the same day at **11:00 AM** in the presence of the bidders or their authorised representative who wish to remain present.

(Rajesh Mishra)
Accounts Officer

OIL INDUSTRY DEVELOPMENT BOARD

TECHNICAL BID

Sl.No.	Particulars	Documents/Information annexed at Page No.
1	Name of the Bidder	
2.	Address of the Bidder: Contact Details	
3.	Whether empanelled with C&AG (Regn. No.) Attach Registration certificate.	
4.	Whether firm has a minimum strength of 6 qualified professionals on full time basis, out of which at least three should be FCA (List to be attached)	
6.	Whether the firm has rendered audit services to three clients having annual turnover of more than Rs.500 crore. (Attach documentary evidence).Please indicate depara	Name of the Client - Year 1. 2. 3.
7.	Whether firm or any of the existing partners have been faced any disciplinary action/disqualification from the Institute of Chartered Accountant of India (ICAI) / Comptroller and Auditor General if India.	
8.	Name of the Team Members identified for Internal Audit (Attach CVs duly certified by the Authorized signatory of the bidder)	Name of Member 1. 2. 3.
9.	Whether Firm has a minimum average annual turnover of Rs.1.50 crore in each of the last three consecutive financial years ending on 31/03/2020. (Attach documents)	Year Amount
10	The firm should have at least three existing clients having Turnover/Income more than Rs 500 Crores or above (for FY 2019-20)out of which at least one should be as Statutory Auditor	
11.	The bidder must confirm acceptance to the scope of work as per Tender Document.	

All above enclosures must be valid.

Date:

Signature & Seal

FINANCIAL BID

The Accounts Officer,
Oil Industry Development Board,
OIDB Bhawan, Plot No2, Sector73,
NOIDA-201203.

Sir,

With reference to OIDB Tender Enquiry No. _____-OIDB dated _____ for Engagement Internal Auditor by Oil Industry Development Board (OIDB).

Sl.No	Nature of service	Annual Fee(Rs)
	Annual lump sum fee for Internal Audit etc	
	1. OIDB	
	2. Hydrogen Corpus Fund	
	3. OIDB Staff Provident Fund	
	4. OIDB Employees' Superannuation Trust.	
	5. OIDB Employees' Gratuity Trust	
	Total	

1. The quoted fee should be inclusive of all out of pocket expenses and any other incidental expenses but excluding applicable Taxes.
2. Bidders are required to quote for all the above entities compulsorily
3. The L-1 bidder will be decided on overall/consolidated basis.

Date:

Signature & Seal