

UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LIMITED
Plot No. 3, Sector-11
CBD Belapur, Navi Mumbai – 400 614

Date: 03rd January, 2023

E-Tender Notice No. UTIITSL_69

Inviting Expression of Interest (EOIs) from Chartered Accountant firms who are interested for providing the Internal Financial Control (IFC) Consultancy Services for FY 2022-23 to UTIITSL

General Information

UTI Infrastructure Technology And Services Limited (UTI ITSL), a Government Company under Sec2(45) of the Companies Act,2013 and registered under Companies Act,1956, advertises regarding tenders/ invitation to bids/ invitation of Expression of Interest and other information on the website regularly. We request you to visit the website www.utiitsl.com daily for updates and download the details and respond to the tenders on a regular basis.

The Tender documents can be downloaded free of cost from the website <https://www.tenderwizard.com/UTIITSL>. However, to be able to participate in the tender, bidders are required to download tender document officially from the above website without which bidders will not be able to participate. Since this tender shall be conducted electronically, bidders are requested to go through the Special Instructions on E-Bidding given at Annexure D

Signature of the Bidder

Any information to the bidders on these tenders/ invitation to bids/ invitation of expression of interest and any other information will be uploaded on this website only.

Similarly, any amendment, addendum, corrigendum's or extension of dates or change in specifications or any other information will be uploaded for the information of the public on this website only. No individual letters / emails are sent regarding this.

The tender document consists of 3 parts:

I) General Conditions

II) Special Conditions

III) Bid Form

PART – I

General Conditions

1. **Name of the Bid: Inviting Expression of Interest (EOIs) from Chartered Accountant firms who are interested for providing the Internal Financial Control (IFC) for FY 2022-23 Consultancy Services in UTIITSL**
2. **Important Dates:**
Last Date/Time of procurement of official copy of tender Documents:
To participate in this tender, interested bidders are requested to officially download the Bid form and other related documents from <https://www.tenderwizard.com/UTIITSL> on **3rd January 2023 to 24th January 2023** upto 6:00PM

Last date and time of raising the queries on the tender documents: The last date and time of raising the queries is from **3rd January 2023 to 9th January 2023 upto 3:00PM.**

Last Date/Time of uploading and receipt of tender bids: The last date of upload and receipt of bids is upto **3:00PM on 25th January, 2023.** After this time, no bids can be uploaded.

Date of Online opening of the tender bids: The bids will be opened on the same day i.e. the last date of uploading and receipt of the tenders, at **3:30PM on 25th January, 2023**
3. The Bids should be submitted online in one part, the **‘Technical Bid’** as EOI only.

The EOI should be complete in all respects and contain all information asked for except prices. The EOI should include all items with complete detail as per the consultancy solution proposed by the prospective bidders. The EOI should not contain any price information.
4. **Authorized Signatory:** The bid can be submitted online by Chartered Accountant firms. **The Bid shall be submitted under Digital Signature of the person duly authorized in this regard who shall be eligible to bind the Bidder to the Contract.**

The Bid can be so signed and forwarded by bidder or bidder's representative.

The intending bidders should submit the request letter to participate in the E-Auction along with self attested copy of 1. Proof of identity 2. Current address proof 3. PAN Card 4. Valid email id 5. Contact no. 6. Affidavit and Undertaking and other related documents as required to be submitted. 7. Bid application form etc.

The Representative of the bidder will have to enclose the Letter of Authority (LOA)/ the Power of Attorney (POA)/ Board Resolution (BR) as the case may be, **duly executed by the bidder as online document**; otherwise the offer shall be liable to be considered null and void at any stage as per the decision of UTIITSL. This LOA/ POA/BR shall empower the representative for all actions related to this bid as required from time to time. All actions by the representative in relation to this bid shall be binding on the Organization/Entity for whom the bid is submitted.

5. **Caution:** This is to be remembered that this is an E-Tender and any tender document like EOI, etc. if physically deposited in the **"Tender Box"** would not be considered. The EOI would be only considered when it is e-tendered. However, **in no case should the bid per se may be deposited in the tender box.**
6. The authorized signatory of the Bidder is required to digitally sign on all the pages and submit the EOI as a token of acceptance of all the terms and conditions of the EOI.
7. **The EOI submitted by the Bidder, all correspondence and documents relating to the EOI exchanged by the Bidder and the UTIITSL shall be written in the English language. Any printed literature/certificate/any other document furnished by the Bidder may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purpose of interpretation of the Bid the English translation shall prevail. In the event of submission of any document/certificate by the Bidder in a language other than English, the English translation of the same duly authenticated by Chamber of Commerce of bidder's country shall be submitted by the bidder whenever demanded by UTIITSL.**
8. The EOI form which is to be filled by the bidder should be downloaded from the web site

<https://www.tenderwizard.com/UTIITSL> and no attempt should be made for any changing or correcting it in any manner. It is clarified that only the conditions as appearing in the original EOI form as uploaded at the above site will be treated as valid. If there are any changes / corrections in the form, then it is liable to be considered invalid.

9. Interpretation and decision of UTIITSL on the terms of the EOI shall be final and binding.
10. UTIITSL reserve its right to call for any clarification / papers required for scrutiny from anyone including the Bidder. UTIITSL is free to take any clarification or document or certificate from the participating bidders.
11. **Pre-bid Meeting:** No Pre-bid Meeting for this tender will take place. The queries should be submitted online on the website <https://www.tenderwizard.com/UTIITSL> and the answer to all the queries raised by any prospective Bidders would be uploaded on the website <https://www.tenderwizard.com/UTIITSL>. The last date of receiving queries shall be upto 3:00PM on 9th January 2023 thereafter no queries would be entertained. No telephonic discussion or personal meeting would be entertained.
 - a) At any time before or after the submission of EOI, UTIITSL may, for any reason, whether at its own initiative or in response to a clarification request from a Bidder, carry out amendment(s) to the Bid document/ Bid process. All amendment(s) if any whatsoever till the last date of tender bid submission shall be made available, on the website <https://www.tenderwizard.com/UTIITSL> and shall be binding on the bidders.
 - b) The bidders are requested to regularly visit the website: <https://www.tenderwizard.com/UTIITSL> for any information. The final revised conditions, if any, as indicated in the corrigendum/ amendments/ clarifications/ extension/ changes regarding this tender as uploaded on the said website will be binding and may form a part of the agreement.
12. **The process (Online bid):**
 - a. The EOI would be opened by tender committee at 3.30PM on 25th January 2023 the last day of submission of EOI.
 - b. A Tender Opening Committee of the officials of UTIITSL would be formed for opening of the EOI.

- c. The EOI would be opened in the presence of Tender committee online presence of intending bidders.
- d. After declaration of opening of the EOI, an evaluation of the technical eligibility of the Bidders would be carried out by the UTIITSL Technical Evaluation Committee, thereafter a Technical Evaluation Report shall be prepared which shall detail the qualified/disqualified bidders. The decision regarding qualification/ disqualification of the Bidders shall rest solely with UTIITSL and shall be final and binding on the bidders.
- e. No separate intimation would be sent. The bidders are advised to regularly visit the aforesaid website.
- f. Bidders (qualifying as per general eligibility criteria) may be invited for a technical presentation of their consultancy solution. The final technical qualification will be subject to the evaluation of bidder technical capability through presentation of respective bidder.

Kindly note that, the qualified bidders would be invited for technical presentation to be held at Registered Office Plot no. 3, Sector 11 CBD Belapur, Navi Mumbai 400614.

Please note: This is just an invitation of EOI from the interested parties and hence doesn't bind UTIITSL to select any party merely on the basis of submission of their EOI. Further, only the eligible bidders who participate through their response to this invitation of EOI and those who stand technically qualified on the required services will only be allowed to participate in the subsequent tendering process inviting Financial.

- 13. **Eligibility:** The intending bidder should adhere to the eligibility criteria (Eligibility criteria are mentioned in Part –II point no.1). In any case, they should have prior experience in the same area, as put to bid, in their service to other organizations of repute. UTIITSL reserves the right to check their credentials with the organizations they have been associated with and if found incorrect, the tender is liable to be rejected.
- 14. **Availability of requisite permissions and licenses and compliance with the statutory provisions:** The intending bidder is required to follow all Rules and Regulation laid down in the statute as may be applicable for such type of services for which they are bidding through this tender.

The nature of work is such that it may or may not involve manpower. In case manpower is required, then the bidder merely by submitting of the EOI form confirms that the bidder has all the requisite permissions and other required licenses to carry out all the works as stipulated by this EOI. Further, merely by submitting the Bid form, the bidder reconfirms that the bidder has complied with all the statutory provisions of the Central, State, Local and Municipal laws in force including those for manpower. The bidder also confirms merely by filling up of the tender form, to comply with any laws that may be enforced upon by the legislature in future.

Intending Bidders which do not have requisite permissions / licenses or who do not comply with the statutory provisions are requested to fill in the EOI only if they are eligible in this respect.

Valid registrations viz., GSTIN Registration / Sales Tax / VAT / Central Excise and with any other authorities as applicable as per requirement should be available with the agency and be produced as and when required or demanded by UTITSL.

Consequences of insufficient permissions / licenses or compliances on the part of the bidder would be to the bidder's account and the bidder merely by submitting of the tender form shall be indemnifying UTITSL of any or all such consequences.

15. **Blacklisting/Debarring:** In case the Bidders has been black listed and/or debarred and/or abandoned by any government department / agency, Reserve Bank of India, nationalized bank, or any Public Sector Unit or body, then bidder is advised not to submit the bid if they have been disqualified by any as such the government department / agencies /Bank /PSU or body.
16. **False Information:** In case if it is found that the Successful bidder has not given the correct information and flouted any condition or the Successful bidder does not have all the required licenses and all the statutory permissions, whatsoever required, to carry out the activity as required in this tender and allied works, then UTITSL reserves its rights to cancel the work order at any stage issued to the Successful bidder and award quantum of work in the manner as deemed fit and the successful bidder shall be solely responsible for the cost and consequences thereof.

17. **Indemnity:** Further, by submitting this EOI, the bidder shall indemnify UTIITSL and/or its affiliates for any of the consequences arising out of unavailability of any of the requisite permissions/ licenses / insurances / any other statutory permission, third party claim, quality of goods supplied and/or work required for the project, delay in completing the project whatsoever required for carrying out this work. Also by submitting this EOI, the bidder shall indemnify UTIITSL and/or its affiliates for any of the consequences arising out of noncompliance of any of the provisions laid down in the statutes for bidders and/or their affiliates in carrying out this work.
18. **Confidentiality:** The Bidders shall maintain strict confidentiality in maintaining all the documents, information, data and keep those as secured which are coming in its possession as a result of awarding the contract and also any oral, written or other information disclosed for evaluation or for any other purposes shall be considered as confidential information passed on to the Bidder.
- Only if applicable to this EOI,** Bidders will delete the data on daily basis, once the same is not legally required further. In short, no data / document of UTIITSL should be with the Bidders/ once the work is over on a daily basis.
19. **Usage of data / documents / information: Only if applicable** to this EOI, Bidders shall ensure that the documents, data, information etc if imparted by UTIITSL or if come to the knowledge of the bidder, are / is not used or permitted to be used in any manner (directly or indirectly) incompatible or inconsistent with that authorized by UTIITSL in writing. The confidential information shall be safeguarded and the Bidders/ shall take all necessary actions to protect UTIITSL's, its customers, and Government of India's interest against misuse, loss, destruction, alterations or deletions thereof. Any violation of the same will be liable for action under the law which shall entitle UTIITSL to claim damages from the agency apart from taking action under the appropriate Law. This is an irrevocable condition and it will be continued in force even if the agreement between the bidder is terminated with UTIITSL.
20. **Breach of clause:** In the event of breach or reasonable anticipation of breach of any clause of the contract by the successful bidder the successful bidder shall be liable to pay damages as may be quantified by UTIITSL. Apart from the above, UTIITSL shall have the right to proceed against the successful bidder and/or its assigned person/s/ as the case may be, under the law.

21. **Amicable Dispute Resolution:** In the event of any dispute/difference arises between the parties in connection with execution and interpretation of the Tender/EOI/Agreement/Work order etc. then the parties shall resolve the same amicably in good faith.
22. **Inspection:** Wherever required, UTIITSL reserves its right to depute its Officers, Auditors, other officials as it may decide from time to time to visit the office / commercial / manufacturing site/s of the Successful bidder for checking their infrastructure, man power and other related documents mentioned, quality controls, work processes without advance intimation and the agency will have to provide the necessary documents etc to UTIITSL to help UTIITSL ensure presence of appropriate and adequate controls on various processes. Inspection will be done, if so decided by UTIITSL on periodic basis also.
23. **Nomenclature:** In the said EOI, the bidder or the agency or the vendors or the service provider have the same meanings with reference to the context. As also, reference to any gender covers both the genders and reference to singular also covers plural also. Since this is an invitation of Expression of Interest (EOI) only, all references of the word “tender” in this document may be read as “EOI”.
24. **Corrections:** All the corrections made anywhere in the EOI form will have to be authenticated. The corrections without authentication are liable to be rejected. Decision of UTIITSL will be binding in this case. The bidder merely by filling in this tender agree to this delegation of power to UTIITSL to decide in this matter.

PART – II

1. Eligibility Criteria:

Following are the minimum eligibility criteria which the Chartered Accountant firm should fulfill to become eligible for bidding. Copies of the following documents should be submitted along with the technical bid;

- The Firm should be minimum 15 years old.
- The firm should be empanelled with Comptroller and Audit General of India

2. Other documents to be submitted

- Signing Authority Letter (Format given as Annexure-1) **This Letter or Power of Attorney document shall have to be submitted online along with the Technical bid.**
- The intending bidder should submit Self-Declaration letter stating that the bidder has not been blacklisted / debarred by any government department/company/agency, Reserve Bank of India, nationalized bank, or any Public Sector Unit or Body (Format given as Annexure-2). **This Self -Declaration Letter shall have to be submitted online along with the Technical bid.**
- Letter of acceptance of all terms and conditions (Format given as Annexure-3). **This Letter shall have to be submitted online along with the technical bid.**
- Duly stamped & Signed or digitally signed copy of Bid Document. This Bid Document **shall have to be submitted online along with the Technical bid.**

3. **Scope of Work**

UTIITSL being a Government of India Company is inviting bid for Internal Financial Control (IFC) Consultancy for FY 2022-23.

- The detailed scope of the work has been explained in the terms of reference for IFC review. (Annexure E)
- The scope of the work can be added or modified as per the requirements of Companies Act,2013.
- Based upon the performance of the IFC Consultancy, assignments can be further extended

The scope of intended bidder would be to have full knowledge of above area. The bidder intended to participate may visit our website to understand the company profile in detail. UTIITSL website URL is: <https://www.utiitsl.com/>

The bidders who qualified in general eligibility criteria will be invited for a technical presentation. The technical presentation should be 25 minutes and 10 minutes for question and answers if any.

The presentation should cover following points-

- About the firm
- Partner details
- Major Clients handled
- The work flow
- Manpower deployment
- Process flow of work
- Broad outline for start and completion of work

The final technical qualification will be subject to evaluation of technical presentation presented by bidder.

4. Selection criteria & Commercial terms :

- Based upon technical qualification & Presentation short listing will be done of Chartered Accountant firms
- The short listed firms will be asked to submit the sealed quotations for the commercial terms
- The Bidder shall submit the sealed bid as “Quotation for IFC Consultancy services of UTI ITSL for the FY April 2022 – March, 2023.
- Bidder shall forward the quotations (as above) in a sealed envelope and the expression “Quotations for IFC Consultancy services for the FY 2022-2023” shall be super scribed on the envelope.
- The time line for submitting the sealed envelope will be within 7 days form communication of short listing of chartered accountant firm
- The prices quoted shall be exclusive of applicable taxes. However, it is clarified that UTIITSL shall be entitled to reject any Bid at any stage without giving an explanation for such rejection and shall also be at liberty to cancel the entire selection process at any stage.
- Further, by submitting the Bid, the Bidder shall undertake to indemnify UTIITSL and/or its affiliates for any of the consequences arising out of the unavailability of any of the requisite statutory permissions, inordinate delay or deficiency in service, loss, damage third party claim etc., and also for any of the consequences arising out of non compliance of any of the provisions laid by the statute/guidelines etc. for the Bidders in carrying out this assignment.

5. Service Level Requirement:

The Bidder should execute:

- The details of Service Level Agreement will be defined in the subsequent tender document.
- Non-disclosure Agreement.

6. Payment Terms : -

- This tender is for calling EOI and evaluates the bidders based on eligibility criteria and technical presentation. Hence no charges will be paid to bidder at this stage.
- However the actual payment terms will be clearly defined in the tender document for the contract that will be released after evaluation of EOI from bidders and hence shall supersede the above defined terms.

The EOI prepared by the bidders as well as all corresponding and documents relating to the bid exchanged by the Bidder and supporting documents and pre-printed details/literature shall be written in English.

Applicants will be advised, in due course, of the results of their pre-qualification applications. Only agencies/vendors qualified under this procedure will be invited to bid.

While this Expression of Interest has been prepared in good faith, UTITSL and its consortium does not make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omission herein, or the accuracy, completeness or reliability of information contained herein, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this request, even if any loss or damage is caused by any act or omission on its part.

PART – III

Bid Form

[On Applicant Letterhead with full postal address, telephone no., fax no., telex no., etc.]

Date:

To
Vice President (Corporate Accounts)
UTI Infrastructure Technology And Services Ltd.
Plot No. 3, Sector 11
CBD Belapur,
Navi Mumbai – 400614

Sir,

Being duly authorized to represent and act on behalf of..... (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the requirements information provided, the undersigned hereby apply to be qualified by UTIITSL as a Chartered Accountant firms who are interested for providing the Internal Financial control (IFC) Consultancy services to UTIITSL

UTIITSL and its authorized representatives/agency etc. 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/ others regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by UTIITSL to verify statements and information provided in this application, such as the resources, experience, eligibility and competence of the Applicant.

UTIITSL through its authorized representatives may contact the following persons in the applicant company for further information:

Contact 1	Telephone & Email
Contact 2	Telephone & Email

Appended to this application, we give documentary evidence of details of the participation including financials, work experience and other eligibility criteria required as per the EOI document.

Signature of the Bidder

(To be printed on Bidder's Company Letter Head)

Date:

UTIITSL invited Expression of Interest (EOIs) from Chartered Accountant firm who are interested for providing the Internal Financial Control (IFC) Consultancy services in UTIITSL

To,

Vice President (Corporate Accounts),
UTI Infrastructure Technology And Services Limited
Plot No. 3, Sector-11,
CBD Belapur, Navi Mumbai – 400614

Sir,

Technical Bid (declaration of online submission)

I/We refer to the e-tender released by UTIITSL in the Antares e-tender portal on **03rd January, 2023** and I/we the undersigned am/are submitting this online bid on the terms and conditions as mentioned in the online tender document available on the website: <https://www.tenderwizard.com/UTIITSL> for the above mentioned requirement.

Signature of the Bidder

I/we are Professional Chartered Accountant firm “M/s_____” whom I/we represent. The authority letter/ Power of Attorney/Board Resolution from the agency I/we represent, is submitted as an online document along with other documents.

The details of the bidder and the checklist for submission of bid are as under:

S/N	Description	Details (as applicable)
1.	Name of Firm	
2.	Address	
3.	Contact Details:	
	(a) Name of the contact person.	:
	(b) Telephone no. with STD code	
	(c) Mobile No.	:
	(d) Fax No.	:
	(e) e-mail	:
4.	PAN No. (enclose copy)	
5.	GSTIN No of Bidder	
Online Documents		

6.	Valid GSTIN Registration Certificate should be attached. <u>This Certificate shall have to be submitted online alongwith the Technical bid.</u>	
7.	Valid copy of PAN Card. <u>This shall have to be submitted online alongwith the bid</u>	
8.	Signing Authority Letter (Format given as Annexure-1) <u>This Letter or Power of Attorney document shall have to be submitted online alongwith the Technical bid</u>	
9.	The intending bidder should submit Self-Declaration letter stating that the bidder has not been blacklisted / debarred by any government department/company/agency, Reserve Bank of India, nationalized bank, or any Public Sector Unit or Body (Format given as Annexure-2). <u>This Self -Declaration Letter shall have to be submitted online alongwith the Technical bid</u>	
10	Copy of Firm empanelment with CAG	
11.	Letter of acceptance of all terms and conditions (Format given as Annexure-3). <u>This Letter shall have to be submitted online alongwith the technical bid.</u>	

12.	Duly stamped & Signed or digitally signed copy of Bid Document. <u>This shall have to be submitted online alongwith the Technical bid</u>	
13.	Firm registration (Minimum 15 years old)	

Signature :

Name :

Designation :

Company Seal/Stamp :

(Bidder's Authorized Signatory)

(To be printed on Bidder's Company Letter Head)

Annexure - 1
TO WHOMSOEVER IT MAY CONCERNED

Date: -

To,
The Vice President (Corporate Accounts)
UTI Infrastructure Technology and Services Limited
Plot No. 3, Sector -11,
CBD Belapur
Navi Mumbai -400 614

Subject: Signing Authority Letter

Dear Sir,

This is with reference to the tender for “Inviting Expression of Interest (EOIs) from Chartered Accountant firms who are interested for providing the Internal Financial control (IFC Audit) Consultancy services in UTIITSL” due on (Please specify tender due date)

We hereby authorize (Name of the bidder's official with designation) to sign the said bid on the behalf of (Name of the Bidder firm).

For (Name of the Bidder firm)

Authorized Signatory
(Seal & Stamp)

Signature of the Bidder

(To be printed on Bidder's Company Letter Head)

Annexure - 2
SELF DECLARATION LETTER

Date: -

To,
The Vice President (Corporate Accounts)
UTI Infrastructure Technology and Services Limited
Plot No. 3, Sector -11,
CBD Belapur
Navi Mumbai -400 614

Subject: Self Declaration letter regarding “Not Blacklisted”

Dear Sir,

This is with reference to the tender for “Inviting Expression of Interest (EOIs) from Chartered Accountant firms who are interested in providing the Internal Financial control (IFC) Consultancy services in UTIITSL”, we hereby declare that we have not been blacklisted / debarred /abandoned by any Government department / Agency, Reserve Bank of India, Nationalized bank, or any Public Sector Unit or body or Company.

For (Name of the Bidder firm)

Authorized Signatory
(Seal & Stamp)

Signature of the Bidder

(To be printed on Bidder's Company Letter Head)

Annexure - 3

TO WHOMSOEVER IT MAY CONCERNED

Date: -

To,
The Vice President (Corporate Accounts)
UTI Infrastructure Technology and Services Limited
Plot No. 3, Sector -11,
CBD Belapur
Navi Mumbai -400 614

Subject: Letter of Terms & Conditions Acceptance.

Dear Sir,

This is with reference to the tender for “Inviting Expression of Interest (EOIs) from Chartered Accountant who are interested in providing the Internal Financial Control (IFC) Consultancy services in UTIITSL” due on (Please specify tender due date).

We are agreeable to all the terms and condition mentioned in the tender.

For (Name of the Bidder firm)

Authorized Signatory

(Seal & Stamp)

Signature of the Bidder

ANNEXURE D

Special instructions to Bidders for e-Tendering

General

The Special Instructions (for e-Tendering) supplement 'General Instruction for the Bidder/s', as given in these Tender Documents. Submission of Online Bids is mandatory for this Tender.

E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Now, the Government of India has made e-tendering mandatory. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, UTIITSL has decided to use the portal:

<https://www.tenderwizard.com/UTIITSL> through Antares systems Ltd, This portal is based on the software from Electronic Tender®. A portal built using Electronic Tender's software is also referred to as **Tender wizard**.

Benefits to Suppliers are outlined on the Home-page of the portal.

d) Broad Outline of Activities from BIDDER's Perspective:

- a) Procure a Digital Signing Certificate (DSC) – Class 3 Mandatory
- b) Register on Electronic Tendering System® (ETS) - Tenderwizard
- c) View Notice Inviting Tender (NIT) on ETS
- d) Download Official Copy of Tender Documents from ETS.
Note: Official copy of Tender Documents is distinct from downloading 'Free Copy of Tender Documents'. To participate in a tender, it is mandatory to procure official copy of Tender Documents for that tender.
- e) Bid-Submission on ETS
- f) Online Pre bid queries and reply through online.
- g) Attend Public Online Tender Opening Event (TOE) on ETS
– Opening of Technical Bid-Part
- h) Attend Public Online Tender Opening Event (TOE) on ETS

- Opening of relevant part (i e Financial-Part)
(Only for Technical Responsive Bidder/s)

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the Tender wizard.

e) Digital Certificates: For integrity of data and authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). also referred to as Digital Signature Certificate (DSC), of Class 3 issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

f) Registration: To use the Tenderwizard portal: <https://www.tenderwizard.com/UTIITSL>

Vendors/Bidder/s need to register on the portal tenderwizard. Registration of each organization is to be done separately for the e-tendering activities. For further details, please visit the website/portal, and click on the 'Register Me' (on the Home Page), and follow further instructions as given in the help manuals on the site. Pay Annual Registration Fee as applicable.

After successful submission of Registration details and payment of Annual Registration Fee, please contact Antares Systems Ltd/ Tenderwizard Helpdesk (as given below), to get your registration accepted/activated

Important Note: If any problems occurs during the use of Tenderwizard (including the Registration process), it is recommended that the user should read or follow the instructions given in the help manual which is uploaded in our Home Page, The instructions relating to 'Essential Computer Security Settings for Use of Tenderwizard' manuals has been uploaded in our portal.




Tenderwizard Helpdesk	
Telephone/ Mobile	Customer Support: 080-40482121/126/080-40482000 (From 9 AM to 6 PM Monday to Saturday)


	except on Govt. Holidays) Mr. Sushant Panchal Emergency Mobile Numbers: 9923972175 / 9686115323
E-mail ID	etenderhelpdesk@etenderwizard.com , sushant.sp@antaessystems.com [Please mark CC: raghuprashanth@etenderwizard.com
UTIITSL Contact Person	Mr. Gururaj Kulkarni/SK. Nazir Hussain (UTIITSL official for technical queries, Telephone No: 022-67931017/1018/, Mob.No.720886701/9883227768) email.id: gururaj.kulkarni@utiitsl.com , sk.nazir@utiitsl.com

g) Some Bidding related Information for this Tender (Sealed Bid): The entire bid-submission would be online only i.e www.tenderwizard.com/UTIITSL

Other Instructions are available on website: <https://www.tenderwizard.com/UTIITSL>

Web Registration	<ol style="list-style-type: none"> 1. Type website address https://www.tenderwizard.com/UTIITSL under browser URL. 2. Click “Register Me”, provide all the details with Class III Digital Signature updating. 3. Get the User id and password.
Tender Free View (Only Open Tenders)	<p><u>To download the tender notifications and documents from website, follow the steps given below:</u></p> <ol style="list-style-type: none"> 4. Click “Tender Free View” under “Go to Tender” link on the home page.

	<p>5. Provide all or any one of the options like “Department”, “Tender Number”, “Region”, “Estimated Cost”, “Tender Request Dates (From and To)”, “Tender Submission date” or “any key words from Tender Description”</p> <p>6. Click “Submit” to view the results. A list of tenders shall appear on the screen.</p> <p>7. Click  to view the cost free documents.</p> <p>8. Click  to print the detailed tender notice.</p> <p>9. Click  to print the tender notice.</p>
Login	<p>10. Open any Browser (Microsoft Internet Explorer or Mozilla Firefox).</p> <p>11. Type website addresses <u>https://www.tenderwizard.com/UTIITSL</u> in the address bar, to access the Login Page.</p>
Participation	<p>12. Vendor should have User id, Password and Class III digital signature to participate in the tender online.</p> <p>13. Enter the website using user id, password and digital signature.</p> <p>14. Click “UnApplied” (if open tenders) to view / apply for new tenders.</p> <p>15. Click “In Progress” (if limited tenders).</p>
To Upload / Attach the Additional Documents	<p>16. To attach the additional documents to any tender click “Document Library” and upload the same.</p> <p>17. Attach the required documents to the concerned tenders from document library</p>

	section to the tender document screen. (More explanations can find in “detailed help Manual”).
Download Documents	<p>18. Click  “Edit Attachment” to view the tender documents which are received by the user.</p> <p>19. Tender document screen appears.</p> <p>20. Click “Download (empty Document)” to download the documents.</p>
Upload Files – Technical Sheet/Price or Commercial Sheet/Bid Security Declaration Form/Mandatory Documents	<p>21. Click “Attach” to attach all the documents which are already saved in the uploaded in Document Library. This is the important and first step to be performed to avoid disqualification.</p> <p>22. Click “Mandatory documents” to upload the scanned Bid Security Declaration form and Affidavit.</p> <p>23. When the user finishes with the uploading of scanned Bid Security Declaration form and Affidavit, the “Red Color” will automatically turn to “Black Color”.</p> <p>24. Click “Download (empty Document)” to download the Technical/Price Sheet and fill the same without changing the “File Name” and save on to the computer.</p> <p>25. Click “Upload (Filled Document)”, select the filled file which was already filled and saved in the same name. Click “click here to digitally sign and upload” to upload the filled Technical/Price Sheet to the tender.</p>

	<p>26. Note that when the user uploads the filled Technical/Price Sheet, the “Red Color” will automatically turn to “Black Color”.</p> <p>27. Provide all the mandatory documents required for the tender.</p>
To Submit the Tender	<p>28. Prior to submission, verify whether all the required documents have been attached and uploaded to the particular tender.</p> <p>29. Note down / take a print of Acknowledgement copy once it displayed on the screen</p>
To Participate for the Opening	<p>30. Tender opening event can be viewed online.</p> <p>31. Competitors bid sheets are available in the website for all the participated Bidder/s. (successful / qualified bidder)</p>

h) Special Conditions & instructions for using online Electronic Tendering System (eTS) through portal (website) <http://www.tenderwizard.com/UTIITSL> adopted by “UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LIMITED”, Mumbai as given in the subsequent pages will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

- **Registration of the Contractors/BIDDER/S:** All the Contractors intending to participate in the tenders floated online using Electronic Tendering System (ETS) are required to get registered on the e-Tender Portal (website) <http://www.tenderwizard.com/UTIITSL>
After successful Registration on above mentioned portal, contractor will get a User ID and Password to access the website.
- **Viewing of Online Tenders:** The contractors/Bidder/s can view tenders floated on online Electronic Tendering System (ETS) hereinafter referred as “e-Tendering System” through portal (website) at

<http://www.tenderwizard.com/UTIITSL>. They can view the details like Tender Notice, Terms and Conditions, drawing (if any) and any other information. To download through they need to login on to the above portal and can download the tender documents of an e-Tender.

- **Obtaining a Digital Certificate and its Usage:** On e-Tendering System the bids should be Encrypted and Signed electronically with a Digital Signature Certificate (DSC) to establish the identity of the BIDDER on online Portal. The Digital Signature Certificates (DSCs) are issued by an approved Certifying Authority, by the Controller of Certifying Authorities (CCA India), Government of India.
- The contractors may obtain Class III digital certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities on the portal <http://cca.gov.in>. or may obtain information and application format and documents required for issue of digital certificate from our Service Provider for Electronic Tendering System (ETS):
- The Bid (Online Offer) for a particular e-Tender may be submitted only using the Digital
- Signature Certificate (DSC), In case, during the process of a particular e-Tender, the user loses his Digital Certificate (i.e. due to virus attack, hardware problem, operating system problem), he may not be able to submit the bid online. Hence, the users are advised to keep their Digital Signature Certificates in safe custody.
- The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.
- Bidder/s participating in e-tendering shall check his/her validity of Digital Signature Certificate before bidding in the specific work floated online at the e-Tendering Portal (website) through <http://www.tenderwizard.com/UTIITSL>
- If the tenders are cancelled or recalled on any grounds, the tender processing fees will not be refunded to the agency.

- The Eligible Bidder/s can download the Tender Document online from above e-Tendering Portal <http://www.tenderwizard.com/UTIITSL> before the Tender closing date & time mentioned in the e-Tender floated.

Terms of reference for IFC review. (Annexure E)

- Part I**

Business Processes	Sub Process -1	Sub Process-2	Sub Process-3	Sub Process-4	Sub Process-5	Sub Process-6	Sub Process-7
Share Capital	Issue of share capital: (1) Record for transactions that did not occur. (2) Not recorded transaction that did occur. (3) Recorded at the incorrect amount.	Dividend Distribution: (1) Dividend are declared but not recorded. (2)Dividends are inaccurately calculated and recorded.					
Cash & Bank	Cash & Bank Receipts : (2)Have been recorded when there are no cash/bank receipt.(2)Have been improperly recorded	Petty Cash :(1)Petty cash is utilized for purpose other than specified by the Management.	Cash & Bank Payments: (1) Not Recorded (2) Recorded in general ledger when no cash disbursement has been made.(3)Recorded at an incorrect amount.	Suspense: (1) Suspense entries are wrongly resolved.	Online Transfer: (1) Online transfer made in the account of wrong party.	Stale Cheque:(1) Long outstanding items not adjusted properly.(2)Cheques not presented by vendors	Safeguarding of Docs/Cheques: (1) Keys to Petty cash box are in the custody of unauthorized person and temporary employees.

						beyond 3 months.	
Operating Expenses (OPEX)	Vendor Selection:(1)Selection of vendors without proper bid/tender process	Purchase Order: (1) PO not prepared as per the terms of the bid, hence not accepted by the vendor.	PO Creation: (1) PO/WO sent to vendor without approval.(2) Incorrect/Duplicate PO Processed.	Vendor Mgt: (1) Incorrect creation of Vendor data.(2)Unauthorized modification in Vendor data may be done.	Expenses Processing :(1)Fictitious invoices processed for goods/services.(2)Processing of invoices in excess of goods/services received.	Expense Recording :(1)Expenses of non-capital nature have been incorrectly capitalized .(2)Improper classification of CAPEX and OPEX.	Budget :(1)Improper allocation of costs as per the budget.
Operating Expenses (OPEX)	Segregation of Duties: (1) Improper segregation of duties.	Accrual Accounting :(1)Expenses are not recorded on accrual basis.	GRN: (1) The Goods received are not checked physically.	Administrative Exps:(1)Administrative expenses are not as per the agreed policy.	Trade Payable :(1)Long dues of the payment were outstanding .	MSME Dues :(1)The company is unable to identify if the vendor is an MSME.	
Payroll-Company Payroll	New Recruits :(1)Unauthorized placement of advertisements in case of a vacancy.	Data Access: (1) Unrestricted or Unauthorized access to data in HRMS.	Attendance Record: Attendance is not marked in system software.	Payroll Accounting: (1) Incorrect tax deducted	Promotion: (1)Unauthorized changes in the salary of the	Separation & Settlement :(1) Updation of separation	

				which will leads to non compliance with the statutory requirement. (2)Salary not processed for all employees in HRMS/Incorrect salary processed for the employee.	employees in HRMS	not entered in HRMS for other than employees retiring before superannuation.	
Payrol 1-Third Party Contractors	Tender & Selection: (1) Tender not allotted to L1 vendors/Tendering process not followed.	Attendance Record :(1)Attendance is not recorded.(2) Attendance is not verified excess salary is being paid.	Billing Manpower Agencies :(1)Improper set of documents submitted by Manpower Agency.				
Client Billing-PAN	Contract with PSA:(1) Contract terms with PSA are not approved by	Coupon allocation to PSA: (1) Incorrect	Segregation of PAN Application: (1) Incorrect allocation of	Verification of Data at PDC: (1) Misplacem	Processing of PAN at PPC: 91) Fresh PAN	Processing of Application by NCC	Printing of PAN Card: (1) Incorrect allocation of

	the authorized persons.	allocation of coupons to PSA.(2) Amount received from PSA does not reconcile with Coupons allocated.	batches of PAN	ent of applications while sending it to PDA	application and Correction/ Updation application are not segregated	of Income Tax: (1)Unauthorized processing of data by NCC	batches to Printers resulting in less allocation to L1 Printer.
Client Billing-PAN	Dispatch of PAN:(1) All Pan cards are not dispatched/delivered.	Accounting for Adv recovered from, PSA: (1) Advance is not accounted in Tally.	Revenue Accounting:(1)Revenue entry is not passed/incorrectly passed in Tally	Segregation of Duties: (1) There is no segregation of duties.	Authorizes Access: Unauthorized access to pass/rectify/delete entry in Tally	Reconciliation Adv amount with coupon issued	Destruction of undelivered Pan Cards
Client Billing-Medical Bill Processing	Contract with CGHS/NIMHANS/ESIS/RAILWAYS :(1)Contract with CGHS/ESIC/ECHS/ESIS/RAILWAYS are not approved by the authorized persons.	Settlement of Claim: insufficient documents submitted for a particular claim	Receipt of Claim: (1) Claim not settled at a particular batch (2) Incorrect bifurcation between service fees and amount payable to hospital.	Segregation of Duties :(1)There is no segregation of duties.	Authorizes Access: Unauthorized access to pass/rectify/delete entry in Tally	Deduction of TDS: TDS is deducted at lower rate even after expiry of lower deduction certificate.	Reconciliation of CGHS & ECHS/ESIS
Fixed Assets	Requisition & Approval from Appropriate Authority: 91) Requisition &	Tendering Process:(1)Technical standards are not adhered to	Work Order: The details in work order are not as per the scope of work agreed	Delivery, Instalation & Payment: (1)	New Asset :(1)Purchase of new asset incorrectly	Accounting Treatment	Access to Spine (FA recording software)

	Approval is not from Authorized persons		upon.	Delivery & installation is not as per agreed work order.	recorded in Spine.		
Fixed Assets	Transfer of Asset: (1) Movement of Asset not recorded.	Depreciation: Depreciation is not computed for all assets.	Disposal/Scrap/ Retirement of Asset	Insurance Policy for Asset	Physical Verification		
Capital Work in Progress	Correct classification of CWIP: Incorrect classification of CWIP may lead to misstatement	Capitalization of CWIP: (1) Intimation of all CWIP to Accounts department after capitalization	Inspection of CWIP: (1) Inspection of CWIP by Architect.	Bank Guarantee reference to Asset			
Investments	Investment Proposal: (1) unauthorized investment may result in financial losses.	Investment in MF : (1) Investment may not be adequately tracked/reported in financials.	Sale of Investment MF: (1) Unauthorized sale and accounting may result in under/overstatement.	Interest Income	Short Term Investment	Policy Matter	
Direct and Deferred Taxation	Advance Tax : (1) Estimation of Adv Tax not recorded. (2) Recorded at incorrect amounts.	Provision for Income Tax : (1) Adjustment for provision for income tax in IT Return is not recorded.	Income Tax	Income Tax Rate	Income Tax Amendment	Income Tax Assessment	Appeal

Direct and Deferred Taxation	Income Tax Filing: 91) Income Tax Return not filled in due date.	ICDS:(1)Incomplete computation of ICDS	Deferred Tax	Income Tax filling			
Indirect Taxation	GST-Payable- Revenue :(1) GST Not charged on revenue.	GST-Inter State Supply: (1) GST not charged for interstate supply.	GST- Payable	GST-RCM	GST-Credit Correctly accounted	GST Reconciliation	GST Return
Indirect Taxation	GST Annual Return: Difference between Books of accounts and auto populated figure of GSTR 9 are unidentifiable.	Debit/Credit Note :(1) Not Properly accounted.	Recent Amendments	Advance Adjustment	Show cause notice	Electronic Cash & Credit Ledger	Place of Supply
TDS-Payable and Receivable	TDS-Payable - Rate:(1) Tax may not be deducted at proper rate	TDS at Lower Rate: TDS made without verifying Lower deduction certificate.	TDS Paid within due date	TDS Return	TDS Certificate	Booking of TDS	Form 26 Reconciliation
Corporate Social Responsibility	CSR Applicability: (1)The CSR Activity is not as per projects recognized under section 135 of comp Act 2013	CSR-Surplus/Expenses	CSR Review	CSR Committee	Deduction	CSR Cost	Transfer of Unspent amount
Aadhar Card Service	Contact with UIDAI: Contract not approved by	Layout & approval of ASK:(1) Detail	Procurement of Aadhar Enrollment Kit	ASK Set up	Recruitment of Aadhar Operator/S	Operator /Supervisor	Physical Inspection of Centers by UIDAI

s	authorized person	not updated to UIDAI			supervisor	Activation	
Aadhar Card Services	Revenue Booking:(1)Short/No Revenue is booked	Consolidated Report	Reconciliation of Accounts UIDAI Accounts: (1) Overstatement/understatement of Financial Statement which gives wrong impression to Investors.				
Entity Level Controls	Entity Level Control Board Review:(1) Authority to be exercised at Board Level and authority delegated to other Directors are not clearly defined	Delegation of Authority: (1) Ambiguity in delegation of financial power reduces the control over financial transactions.	Internal Audit	Ethics & Integrity	Incentive	Entity Level Evaluation	External Communication
Entity Level Controls	Financial Reporting :(1) Erroneous communication to external parties may result in financial risk.	Grievance and dispute resolution mechanism	Entity Level Management Review				
ITCG-Logical Security (Information)	Logical Security-Information Security Policy :(1) The Information Security Policy is established and	Framework of Information Security Standards	Defined Password Policy	Access granted with proper approval	Firewall & IDS Audit		

Technology Logical Control)	documented the same been approved by senior management.						
ITGC_Chain Management (Information Technology Chain Management)	RFP is in line with Objectives :(1) RFP should be in line with Organization's objectives.	Developed Technology in line with organization objectives.	Application Level change requested from End user	Before acceptance of new system User acceptance Testing (UAT)			
ITGC-Physical Security (Information Technology Physical Security)	Critical System resides in UTITSL Data center: (1) All critical systems are residing in UTITSL data center(DC)	Access to data base is on need basis	Security System for Data centre	User access captured in log book			
ITGC-Computer Operati	Established standard for IT Operations:(1) Management has	IDs created after proper approval: (1) Creation of ID's	Adequate Audit Trail for incident tracing	Back up daily basis			

ons (Inform ation Technol ogy Compu ter Operati on)	established documented standard procedure for IT operations	only after proper approval.					
ITGC- SLA (Inform ation Technol ogy Service Level Agreem ent)	Service Level agreement :(1) SLA is established with the Vendors where a new product or services is procured.	Part of contract :(1) The SLA should be part of Contract.	Contract renewed at expiry	NDA Confidenti ality Clause in Agreement			
ITGC- BCP (Inform ation Technol ogy - Busine ss Contin uity Plan)	Business continuity for all core processes, technology :(1) UTIITSL has a formal documented BCP/DPR plan that addresses all core processes, technology applications and critical servers.	Employee engaged have proper training: (1) Only Trained employees are engaged.	SOP form for declaring a disaster submitted to Crisis Management Team (CMT): (1) There should be a documented SOP plan for declaring a disaster is formed and distributed to	Employee involved in CMT has adequate training: (1) only adequate trained employees are engaged.			

			CMT.				
FSCP (Financial Statement Control Point)	Preparation of Financial Statements :(1) All the closing /Provision entries not passed .	All Closing /Provision entry passed: (1) All the provision/closing entries passed in inaccurate manner.	Authorized Entries in Books: (1) Closing entries passed only after proper authorization.	Provision for employees benefits are properly estimated :(1) The provisions for employee benefits are estimated/valued incorrectly .	Avoiding of Duplicate Entry: (1) Admin/Respective RM,s forwards the total provision for their department /branch offices which states the amount of expenses for which provision to be made. Chances of duplication of entry as huge data from different branches.	Accurate Notes to Accounts:(1) Inaccurate Notes to Accounts Consolidated	Financial Statement as per Company Act:(1) Financial Statement are not prepared as per policy

- **Part II**

- **The above mentioned terms of reference are the basic criteria for conducting IFC consultancy service**
- **The scope of the work can be added or modified as per the requirements of companies act.**
- **The only applicable terms of reference to our company (UTITISL) rewired in detail**
- **The scope of work can be added as per latest Ministry of Corporate affairs (MCA) guidelines for the good corporate governance.**