



VISAKHAPATNAM PORT AUTHORITY
FINANCE DEPARTMENT

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TENDER FORM

1. ORGANISATION : VISAKHAPATNAM PORT AUTHORITY
(VPA)
2. DEPARTMENT : FINANCE DEPARTMENT
3. REF NUMBER : **FA/INTERNAL AUDIT/2022-23/002**
4. DESCRIPTION OF SERVICES : **INTERNAL AUDIT SERVICES.**
5. ESTIMATED TENDER COST : Rs. 39,60,000/- (RUPEES IN WORDS:
THIRTY NINE LAKHS SIXTY THOUSAND
ONLY) EXCL. G.S.T
6. CONTRACT PERIOD : PERIOD OF 2 (TWO) YEARS FROM
01.01.2023 TO 31.12.2024 &
EXTENDABLE FOR ANOTHER 1 (ONE)
YEAR ON MUTUAL CONSENT ON SAME
TERMS AND CONDITIONS & RATE OF THE
CONTRACT.
7. LAST DATE AND TIME FOR : **31/01/2023 up to 18.00 Hours**
RECEIPT OF BIDS **(Technical Bid will be opened on**
01/02/2023)
8. OFFICER INVITING BIDS : F.A & C.A.O
9. BID OPENING AUTHORITY : F.A & C.A.O
10. OFFICE ADDRESS : O/o F.A & C.A.O, 2ND FLOOR,
ADMINISTRATIVE OFFICE BUILDING,
VISAKHAPATNAM PORT AUTHORITY,
PORT AREA, VISAKHAPATNAM – 530 035
ANDHRA PRADESH, INDIA.
11. CONTACT DETAILS : Sr. Accounts Officer O/o F.A & C.A.O.
Ph.: 0891-2873227/3229
+91-8340901116
srirokkam.vpt@gov.in

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F.A & C.A.O

VISAKHAPATNAM PORT AUTHORITY

Visakhapatnam Port Authority is an Autonomous body form under Major Port Authority Act, 1963. The Port Services are subject to income Tax and other tax proposed by Government time to time. The information about the Visakhapatnam Port Authority is available in the website of the port at <https://www.vizagport.com/>

Annual Accounts & Administration Reports: The annual accounts of Visakhapatnam Port Authority for the financial years 2014-15 to 2020-21 are available under Reports Tab of <https://www.vizagport.com>

VPA Non-Financial Data:

Sources of Revenue:

VPA revenue is broadly categorised as Traffic, Non-Traffic and Other F&M.

Major Areas of Expenditure:

- Construction of berths, buildings, rail track and other capital expenditures.
- Procurement of plant & machinery, equipment, furniture, vehicles, store, spares, software, computers etc
- Works contracts including annual maintenance contracts.
- Security services provided by Government Agencies like CISF etc.
- Hiring of manpower, vehicles, legal services, professional services
- Salaries and wages
- Expenditure on CSR activities
- Import of Tug spares

THE VPA BOOKS OF ACCOUNTS ARE BEING MAINTAINED IN SAP (ERP) & OTHER MODULES AND THE BILLING IS BEING DONE IN POS SOFTWARE.

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F.A & C.A.O**

GENERAL INSTRUCTIONS TO THE BIDDER

Procedure for Bid Submission:

1. Bids shall be submitted online on VPA e-procurement website (<https://www.etenders.gov.in>) platform.
2. The participating bidders in the tender should register themselves free of cost on e-procurement platform (<https://www.etenders.gov.in>). Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital signature certificates. Digital Signature Certificates can be obtained from one of the Authorised Certifying Authority, such as SIFY (www.safescrypt.com) / Tata Consultancy Services (www.tcs.ca.tcs.co.in) / n code (www.ncodesolutions.com) etc., The bidders who are desirous of participating in e-procurement shall submit their bids as per the standard formats available at the site (<https://etenders.gov.in>).
3. All bidders are requested to enroll in the Portal (<https://etenders.gov.in>), if not already enrolled with their user ID in the new portal (<https://etenders.gov.in>). Those bidders who have already enrolled in the new portal (<https://etenders.gov.in>) can participate in all tenders using the existing user id and password and their Digital Signature Certificate (DSC). New users should use the Online Bidder enrolment button available in the Home page for enrolling in the Portal(<https://etenders.gov.in>).Considering enhanced security, Digital Signature Certificate Class III is enforced for new enrolments. Bidders are requested to use Class III certificates for using the system.
4. The bidders should scan and upload relevant documents in connection with this tender. The bidders shall sign and sealed on all the documents uploaded by him, owning responsibility for their correctness/ authenticity.
5. If any of the certificates, documents, etc., furnished by the tenderer is found to be false/fabricated/bogus, the bidder will be suspended from participating in tenders on e-procurement platform for a period of three years.

Instructions to be Bidder:

1. The tender has to be submitted "On-line" in two bid system failing which the tender will be liable for rejection. The technical bid should contain the scanned copies of all relevant documents as required in this tender notice. The rate should be mentioned on "online" in the Price bid (BOQ) only.
2. The bid received through Fax or E-mail or in any mode other than through online (i.e. through <https://www.etenders.gov.in>) will be rejected.
3. The firm should pay an EMD Amount of Rs. 1,18,800/- to VPA for participating in the tender.
4. The bidder shall sign and seal all the documents in the Technical Bid, owning the responsibility for their correctness / authenticity otherwise, it will be rejected.
5. Bid received after the said date and time will be rejected. Hence, such bid shall be returned unopened to the bidder.
6. In the event that the specified date for the submission of bid offers is declared a holiday, then the bid will be received up to the prescribed time on the next working day.
7. Any change that will be made in the tender document by competent authority after issue of tender will be intimated in the form of corrigendum for incorporating the same in the tender document in the VPA website.
8. No alteration and addition anywhere in the tender document are permitted. If any of these are found, the tender document will be summarily rejected.
9. The tender will be valid for a period of 90 days from the date of opening of tender. The firm quote shall remain valid for 90 days from the last date of submission of the tender. Validity of price bid shall be 90 days from the date of opening of the Tender.
10. The bidder or authorized person of the bidder is allowed to take part in the opening of bid and for the same they should submit the identification card or authorization letter. Absence of bidder or representative shall not impair legality of the opening procedure.

11. After opening of technical bid, the same shall be evaluated subsequently, so as to ensure that, the bidders meet the minimum eligibility criteria as specified in the tender document.
12. The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist the examination, evaluation, comparison and qualification of the bidders, the VPA may, seek clarification from the bidder. If the reply is not received within the stipulated time, the Technical Bid will not be considered.
13. The Port may verify the original documents of the Copies submitted by the Bidder during evaluation or at any time, if required. In case the documents submitted by the bidders found to be forged/ false, the port will take appropriate penal action including cancellation of the work order issued and blacklisting of the firm/ company for a period of 3 years, forfeiture Bank Guarantee either jointly or severally.
14. Only the bidders who qualify the technical bid shall be invited in advance for financial bid opening.
15. Tender notice and the general conditions shall form the part of the contract.
16. Visakhapatnam Port Authority reserves the right to suitably increase/reduce the scope of the work put to this Bid.
17. The bidder shall quote the financial bid in the specified page only (**Format – III (BOQ)**).
18. Visakhapatnam Port Authority reserves the right to cancel the tender at any time.
19. Pre-bid Meeting: Bidder may get clarification on the tender/scope on or before 23/01/2023. Any queries may be sent before 23/01/2023 18:00 Hrs to the email id: srirokkam.vpt@gov.in. No individual replies will be given to the bidders. All the replies will be uploaded in the website (www.etenders.gov.in) as pre bid queries which will form part of tender conditions.

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F.A & C.A.O

GENERAL TERMS & CONDITIONS

1. Period of Contract: The Period of engagement of consultant shall be for 2 (Two) years from 01/01/2023. If VPA feels satisfied with services provided during the period of contract, the contract may be extended for another 1 (One) year with the approval of Competent Authority and mutual consent, with same terms and conditions and rate of the contract.
2. Payment Terms: No Advance shall be paid by VPA. All payment shall be subject to recoveries towards statutory deductions. The payment will be made by electronic transfer. Refer the Payment Terms in the Part 1 of Special Terms and Conditions of this tender.
3. Commencement of Work: The successful bidder shall commence the work on or before 7 days from the day of receipt of the "Work Order".
4. Performance Bank Guarantee: The successful tenderer will be required to submit account payee performance bank guarantee of 3% of the value of the entire contract on or before 15 days from the date of receipt of the "Work Order". The same will be receivable in the form of Bank Guarantee from a Nationalized/Scheduled Bank. Performance Bank Guarantee should remain valid for a period of 6 months beyond the date of completion of all contractual obligations.
5. Indemnity Clause: VPA shall recover damages/losses in the event of deficiency in services, certifications, opinions and non-compliances of any Law which results in pecuniary loss to VPA. Also in the event of non-completion of the contract or inadequate performance loss, the loss will be recovered from the performance guarantee / charges payable to the consultant.
6. Foreclosure of the contract: Either party can foreclose the contract by giving two months' notice in advance. The fees shall be payable up to the period of completed service and no compensation under any circumstances is payable on account of foreclosure.
7. Termination of the contract: The contract is liable for termination for any deficiency in any service by giving one month notice. No compensation is payable under any circumstances on account of such termination. The fees shall be payable only up to the date of serving the notice of termination. The decision of VPA in this regard is final and binding.

8. Undertaking: The successful bidder has to execute an undertaking on Rs. 100/- stamp paper for undertaking the assignment as per the scope of work specified under special terms and conditions of the tender and to comply with the general terms and conditions of the tender.
9. Declarations: A self-declaration should be provided by the bidder on the letterhead of their organisation/firm as per **Format - II** on the following points
 - a. The bidder should not have been blacklisted for supply of any services to VPA or any other Government department/agency in India.
 - b. The bidder should not be owned or controlled by any employee (or any of his/her relative) of VPA.

Note: All the documents shall be certified by the authorised signatory of the firm who is competent to make any declarations.
10. Jurisdiction: The court at VISAKHAPATNAM will alone have jurisdiction to decide any dispute arising out of or in respect of contract.
11. All the conditions appearing in Tenderer's letter head or elsewhere stands cancelled and the conditions as mentioned in this tender, pre bid queries, corrigendum's & addendums will alone be valid and supersede any or all the conditions appearing in any of the papers submitted by the tenderer.

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F.A & C.A.O**

SPECIAL TERMS & CONDITIONS

(Part 1 to Part 2)

Part 1

BROAD SCOPE OF WORK

- The Internal Audit is to be conducted with a view to see whether:
 - (i) All the transactions involving financial implications are properly accounted for;
 - (ii) The initial accounts records are maintained correctly and accurately;
 - (iii) To ensure that there are no delays and /or irregularities in maintaining the Accounts and reports, statutory regulation;

- Reliability and Integrity of Information: The internal auditor should review the reliability and integrity of financial and operating information and examine the effectiveness of the means used to identify, measure, classify, and to report such information.
 - Compliance with Policies and Procedures: The systems and procedure also have considerable impact on the operation of the business enterprise. The internal auditor should gauge the effectiveness and impact of such systems and report thereon.
 - Safeguarding the Assets: The internal auditor should review the existing system for safeguarding the assets and if necessary should verify the existence of such assets.
 - Economical and Efficient Use of Resources: The internal auditor should also appraise the economy and efficiency with which the resources are employed.

- Accomplishment of the Established Objectives and Goals: The internal auditor should make a review of the operations or programmes of the enterprise and should ascertain whether the results are not inconsistent with the established goals and objectives of the enterprise. He should also ascertain whether the programmes are carried out as per plan.

- Ensure the provisions of the accounting standards, accounting procedure, rules and regulations, orders and procedure in force and instructions issued by the Chairman /F.A.&CAO from time to time are followed; and

- The role of internal audit should be such that it will be envisaged as a service input in an organization and should be a valuable focal point for management planning and control.

- Extent of sampling / test checking will be the responsibility of internal audit depending upon the generally accepted audit principles and methodology. The process of Internal Audit should start with the identification of the objectives laid down by the Management, verification of the plan of action, its execution, and critical analysis.
- Internal Audit not be confined only to finance audit, should go beyond vouching, verification, checking the arithmetical accuracy etc. Adequate emphasis would need to be accorded to testing the IT systems & operational risks and controls on which the generation of financial information is dependent.

Broad Anticipated Scope of the Internal Audit is as follows:

A. Traffic Department (Revenue Receipts):

Sr.	Particulars
1	Verification of Accuracy of processing the transactions, Billing, Service Charge in line with Scale of Rates with that of SAP/POS of ERP, other circulars/Notifications issued.
2	Scrutiny of high balance (Dr./Cr.) Sundry Debtors/ Crediting Accounts.
3	Verification of Tri Party Agreements entered with the Customers.
4	Verification of Bank reconciliation with the Collection
5	Scrutiny of all types of refunds issued to the Customers
6	Rent, Electricity & Water Charges: It should be checked whether demand for rent, charges for supply of water and energy are raised promptly in all cases as per approved tariff and with reference to Building and Land allotments in force. Also it should be verified whether all demands have been realized as per demand and credited to Port account immediately.
7	Miscellaneous Receipts: The basis for assessment of charges for miscellaneous services, charges for hire of Machineries, Equipment's, Centage charges for deposit works/works done for outside parties, raising of demands, collection of dues and crediting the dues collected in Port account should be verified.

B. General Administration Department:

Sr.	Particulars
1	Payment of staff salaries and statutory dues (including leave records, PF & TDS deductions / deposits)
2	Review of Pay roll process for selected months-end to end process including generation of salary voucher and payment thereof.
3	Approved policy on monthly basis along with payout cycle.
4	Verification of Service Books of Employees: The service books including the leave accounts of all the employees should be checked to verify whether they are maintained properly as per instructions contained in Rules 196 to Rule 203 of the Supplementary Rules.
5	Verification of Advances/Claims: Recoverable Advances given to Employees & recoveries thereon, Reimbursements under the Schemes etc. to be verified by the Internal Auditors.
6	The records relating to Port Guest House on occupation collection and remittance of rent and other charges shall be verified.

C. Finance Department:

Sr.	Particulars
1	Checking the authority of expenditure as per delegation of authority matrix (including capital expenditure)
2	Verification of Cash Book transactions.
3	Scrutiny of general ledger & reconciliation status for all general ledgers.
4	Scrutiny of Income and expenses
5	Scrutiny of Bank Reconciliation statements
6	Verifications of Income and expenses related to all business segments.
7	Reviewing of computation of Advance tax, verification of timely deduction & remittance of TAX at source (TDS) and return filing

8	Compliance of Accounting standards & Accounting policies of the port, if any.
9	Fixed assets accounting, depreciation verification.
10	Reviewing of CWIP list
11	Verification of salary bill payments made for off-roll employees.
12	Periodical physical verification of FD Bonds received from Banks and Bank guarantees received from contractors / PPP operators
13	SAP Related: The Port has implemented the ERP by adopting SAP for all operations of Port. The Internal Audit is to ensure continuously the control system is in the place for raising demand, collection of revenues, TDS and other deductions in the payments and interfaces points between POS, HR, etc. with FI and also like PPP operations and highlight all receipts and payments are as per authorized transactions and no duplicate or triplicate triggering of receipts and payments take place. Verification the reports generated through SAP meeting the purposes for which they are designed for.

D. Mechanical / Civil/ Marine/ Medical Departments

Sr.	Particulars
1	Review of Annual Maintenance Contracts.
2	Checking of inventory of numbered stationeries- including cheque rolls.
3	Review of expenses processed through Admin department w.r.t Agreements, approvals etc including TA/DA bills.
4	Verification of the Extra officer Fees collected from Customers and reimbursement to the officers and reconciliation thereon
5	Review of all purchases including E-Transactions in line with the procurement policy GFR& DOP
6	<ul style="list-style-type: none"> i. The log books of vehicles, including buses, lorries, light vehicles. two wheelers etc. ii. Cranes, machines should be checked regarding mileage run, working hours, consumption of fuel, lubricants, furl, etc. It should be seen whether the log books have been properly maintained and entries thereon have been duly

	<p>attested by proper authorities where the log books exhibits use of vehicle, machine etc. by private parties, it should be seen whether full and correct hire charges have been recovered. If the log book reveals misuse the reason there for should be investigated and brought to notice.</p> <p>iii. In case of purchases it should be verified whether purchase have been made as per the prescribed procedure.</p> <p>iv. Internal audit is expected to test check entry of items from the goods received statement and indents to the bin cards. The balancing of the bin cards should also be checked in order to ensure the correctness of the quantitative balances.</p> <p>v. Where Material At Site (MAS) Accounts are maintained, it should be seen whether the accounts are maintained as per provisions of CPWD "A" Code and ground balances are verified at least once a year.</p>
7	<p>Vouching Contract Payments & Tenders of High Value: The important activities like finalization of Tenders for supply of Machinery, award of contract and payment to Contractors/Suppliers and high value firms are to be audited by Internal Auditors in full adequate manner.</p>
8.	<p>Stores & Spares including Medical Stores:</p> <ul style="list-style-type: none"> • Categories the Total Store Inventory into the following classification. <ul style="list-style-type: none"> (i) Slow moving inventory items that have moved slowly during the period of audit (A criteria may be set in this regard) (ii) Non-moving inventory item that have not moved during the period of audit (A criteria may be set in this regard) <p>The classification into Slow Moving / Non-Moving inventory should be made for all the stores RM / Engineering / Finished Goods.</p> • The Slow / Non-moving inventory should be further classified into the following categories - The value and quantity of - <ul style="list-style-type: none"> (a) Item that will be consumed in the next few months. (b) Items that can be sold off being not required. (c) Insurance spares - in case of Engineering stores. (d) Items that have to be scrapped - useful life being over. • Check the Goods Received Notes (GRN) to ensure that the GRN are properly filled in. Ensure that all the columns of the GRN have been completely filled in. • Ensure that inspection by the proper person has been made and his remark has been entered on GRN. Locate

the cases where unreasonable delay has taken place in carrying out the inspection of the material. Check that the date of inspection is put on the GRN by the person who has carried out the inspection.

- Check the Material Requisition Notes / Material Issue Note (MRN / MIN) in respect of the issue of material to production. Ensure that the Material Requisition Notes / Material Issue Notes are properly and completely filled in.
- Further check that details of – quantity of stock in hand are filled in all the Material Requisition Notes before the MRN are sent to the Purchase Department for effecting further purchases. All the columns in the NMRN / MIN should be filled in.
- Ensure that the MRN / MIN are authorized by a responsible official.
- Ensure that the stores ledgers are kept up-to-date and entries in respect of receipts / issues are made on a daily basis.
- Carry out a physical verification of say 10% items in the stores inventory (All 'A' items should be verified 100%) and check whether the physical balances agree with the book balances appearing in the stores ledger. Comment upon the discrepancies, if any.
- Enquire whether there is a system of Perpetual Inventory in force where at any point of time the book balances agree with the physical balances. The system of continuous stock taking - perpetual inventory should be such that every single item is covered at the physical stock take at least once in a year.
- Check that Norms (No of days consumption) have been determined in respect of inventory level of Raw Material. The inventory level should be maintained at that level. Comment if the inventory levels are at a higher level as compared to the Norms.
- Ensure that the stores - warehouse inventory is kept properly segregated with clear identification marks. Further, the imported material and the material bought under Advance license should be stored separately and with prominent identification tags.
- Ensure that a proper control is kept by stores over items sent outside for job work/repair etc. (Material sent under a Returnable Gate Pass) Check that the list of pending items (RGP) is prepared on a regular basis and the materials sent are received back within a reasonable period.

9	<u>Physical Verification of Fixed Assets:</u> Port's Fixed assets to be physically verified once in a year. The First verification shall be in the year 2021.
10	Action Taken on files with respect to remarks of Chairman / Dy. Chairman / HOD & Dy. HOD.

Note: While conducting Audit of the Mechanical/Civil/Marine/Medical corresponding Finance Department Section to be Audited simultaneously in the respective Quarters.

MANDATORY SCRUTINY OF BILLS AND RECORDS:

I. REVENUE PART

Sr.	Area	No. of bills accounted during the FY 2020-21 (Approx.)	No. of files/bills to be checked in % on random basis p.m.
1	Vessel Related Charges	7,500	50
2	Cargo Related Charges	20,000	50
3	Miscellaneous Charges		50
4	Lease of Lands - Rental Charges	500	100
5	License of Lands - Rental Charges		100
6	Water Charges	700	50
7	Electric Charges	600	50
8	Temporary Power Supply		50
9	RFID/Gate Pass Collections	1,000	50
10	Royalty from PPP	200	100
11	Fishing Harbor Bills	2500	50
12	Dry docking Bills	100	50

II. PAYMENT PART

Sr.	Area	No. of bills accounted during the FY 2020-21 (Approx.)	No. of files/bills to be checked in % on random basis p.m.
1	Refund of Revenue Bills	300	100

2	Work/Contract/Procurement Bills	1,500	100
3	E.M.D. Refunds	200	10
4	Medical Bills (Firm Bills)	1,000	100
5	Pay bills / Pension drawn	200	50
6	Sanction of Increments, withholding of pay, Tax calculation with respect to Pensioners, Senior Citizens for automatic implementation in System	1,000	50

III PHYSICAL VERIFICATION

Sr.	Area	Periodicity
1	CASH VERIFICATION	
	a. Cash Section	Once in a month
	b. Truck Park/RFID gate passes	Pass issue once in a month
2	STOCK VERIFICATION	
	a. Stores	Once in a month at least 25% of items on rotation basis.
	b. Petrol Bunks	Once in a month
	c. Sub division Stores	Sub divisions once in a month
	d. Hospital/Dispensary	Medical Stores once in a month
	e. Fixed Assets	Once in a year

ACCOUNTING VERIFICATION	
Area	Periodicity
a. All GL's Review	Every month
b. Cash book Rev./Fund/Other Fund Cash Books	Every month
c. TDS Recovery / Payment	Once in a month
d. Remittance including ITC Credit adjustment	Once in a month
e. GST Recovery / Payment	Once in a month
f. Monthly Accounts Review	Once in a month

AGREEMENTS / WORK ORDERS VERIFICATION	
Area	Periodicity
Above Rs. 1.00 Crore	100%
Above Rs. 0.10 Crore - Less than Rs. 1.00 Crore	70%
Above Rs. 0.05 Crore - Less than Rs. 0.10 Crore	50%
Less than Rs. 0.05 Crore	10%

PERIODICITY AND METHODOLOGY

The period of this contract is to cover all transactions relating to two years starting from 01.01.2023. The audit will be conducted as per scope of work above specified in the tender on a continuous basis throughout the year. Internal Audit will cover all the departments.

INTERNAL AUDIT REPORT:

- (i) The report shall be submitted in two parts. The first part will contain a summary of significant irregularities and second part will contain all the other irregularities, deficiencies etc. noticed requiring rectification recoveries or adjustments.
- (ii) The report should be submitted with 2 hard copies and also by mail to FA&CAO mail (fa.vpt@gov.in)
- (iii) The report should not be a repetition of C&AG'S audit remarks or it should not be just generated report available in the System either fully or partially. Report should concentrate/give more attention to improvement in System Controls / Office procedures etc. Qualitative information to management on cost /benefit analysis various operation /investments etc.
- (iv) The report should state the Name, Qualification etc of all the persons who in charge/Conducted the Internal Audit of that quarter.

The Audit opening & closing meeting of Internal Auditor with the HOD shall be enclosed with the quarterly report. Reports submitted are supported by basic records. Draft report should be submitted on or before 12th of the successive Quarter April to June-12th July, similarly 12th

October, 12th January & 12 April). Meeting with the respective HOD's should be completed before 22nd of the respective quarter and final report should be submitted before end of the upcoming Month of the respective Quarter.

TERMS OF PAYMENT:

1. Payment will be made after completion of final audit report and submission to port for each quarter. The tax invoice of bill shall be raised as per GST provisions and the payment shall be made after deducting applicable TDS and other statutory recoveries.
2. The payment for the fourth quarter of the respective financial year will be made after completion of Internal Audit of all Departments. Further, the payment for the fourth quarter of the financial year will be subject to submission of final report consolidating all the quarterly reports and covering the entire scope for every financial year.

Note:

MANPOWER REQUIREMENT:

- The firm shall nominate a partner exclusively to deal with the Internal Audit and co-ordinate with Visakhapatnam Port Authority at all times. The partner shall be in a position to visit the Port at any time on any number of occasions for the purpose of carrying out the Internal Audit work. Apart from that the Partner of the firm shall also be in a position to come for any discussion/meeting convened to deliberate on the Internal Audit Report on any number of occasions at any point of time. Any non-response/default in this regard will be considered as deficiency in service. The firm shall give the details of the partner so nominated along with the address, telephone no., mobile no., fax no., e-mail ID, etc. Any change in the Manpower deployed shall be made only after getting prior written consent from Visakhapatnam Port Authority.
- The successful bidder has to ensure that all the key team members deployed personnel on the project matches the job profile with the scope of work.
- The bidder has to depute suitable man-power to manage the Internal Audit issues in VPA on daily basis. The firm shall deploy minimum audit team for the Internal Audit for the Prospective period with Minimum 1 CA/CMA qualified and 5 No. of CA/CMA-Inter and 4 No. of B. Com for the whole month for the entire contract period to conduct the Internal Audit.

OFFICE ARRANGEMENTS:

- The successful bidder shall make their own arrangements for office stationery and other office equipment facilities such as laptops etc.,
- VPA shall provide suitable sharing office room (Non Air Conditioner) for free of cost.

ELIGIBILITY CRITERIA

Sr.	Eligibility Criteria	Documents to be submitted
1	Legal Status of the Bidder The bidder should be a Chartered Accountant Firm/LLP registered in India with a minimum experience of 15 (Fifteen) years, having a Head Office / Branch office in Visakhapatnam and having an empanelment by the Comptroller & Auditor General of India or Reserve Bank of India. (Hereafter called as firm).	Certified copy of registration issued by Institute of Chartered Accountants of India. Copy of valid PAN & GST No. of the bidder/firm. Copy of CAG/RBI Empanelment for the FY 2021-22 or FY 2022-23 Details to be furnished at Annexure - 1
2	Resources of the Bidder The firm should have minimum 3 (Three) full time qualified CA's as partners having minimum 10 Years of Post Qualification Experience each and 1 (One) partner out of which should have Qualified CISA/DISA Certification.	Certified copy of registration issued by Institute of Chartered Accountants of India. The partner or person who will associate/deal with VPA should be named (hereafter called as Person Designated to VPA) Details to be furnished at Annexure - 1
3	Financial Capacity of the bidder: The bidder should have average annual gross receipts of Rs. 1 (One) Crore during the last 3 (Three) financial years i.e. F.Y. 2018-19, 2019-20 & 2020-21.	Audited financial statements of the bidder. Details to be furnished at Annexure - 2
4	Assignments Undertaken by the bidder: The firm's full-fledged functional office located in Visakhapatnam (headed by a full time partner) should have minimum 2 Years of experience in similar work (*) with an organization having turnover of more than Rs. 360.00 Crores. (25% of Port's Turnover	Proof of engagement letter awarded in similar work to the firm located at Visakhapatnam & Proof of Work Completion Certificate from the client against the work awarded to the Visakhapatnam Office on

	of around Rs. 1,440 Crores) during the last 10 Financial Years (i.e FY 2012-13 to FY 2021-22). (*) Similar Work: The Firm should have done Internal Audit during the past 10 (Ten) FY to Ports / Government Organisation / Public Sector Undertaking / Public Sector Enterprise / Autonomous Bodies (excluding Financial Institutions and Banks) having a Gross receipts / Turnover of more than Rs. 360 Crores.	the similar work. Details to be furnished at Annexure - 3
5	Any bidder who was previously awarded work in VPA but was terminated due to the failure of the consultant/successful bidder or the successful bidder who failed to accept the work, are not eligible to participate in this Tender.	
6	The firms who have been engaged currently with VPA for various services shall not be considered for technical evaluation.	

Note: -

1. The requisite documentary evidence needs to be submitted by the bidder for each of the eligibility criteria. Any more information want to provide by the bidder can be made available.
2. The bidder shall submit necessary documentary proof showing that they meet the eligibility criteria along with their bid. All documents submitted should be self-attested by the Authorized Signatory of the firm/bidder for each of the Evaluation criteria.
3. Self-declaration needs to be signed by authorized signatory(s) of the firm.
4. During evaluation of the bids, VPA may at its discretion ask the bidders for clarification on the bids / ask for any additional information, if required.
5. Price bids shall be opened only for technically qualified bidder. The technically qualified bidder will be informed and invited in advance for witnessing the opening of Price Bid (Cover – II)

Technical Bid (Cover – I)

The Technical bid prepared by the bidder shall comprise of the following

1. Covering letter as specified at Format I
2. Unconditional acceptance letter as specified in Format II
3. Other requisite documentary evidences to support the evaluation criteria.

All the requisite documentary evidence needs to be submitted by the bidder for each of the eligibility criteria and may provide any additional documents for evaluation purpose in addition to Annexures specified in the tender.

Note: Financial/Price Bid included in the Technical Bid will be strictly rejected.

Price Bid (Cover – II)

Price Bids shall be opened only for technically qualified bidders.

The price shall be firm exclusive of GST as applicable (No other taxes / statutory levies will be entertained separately). While quoting the price, the bidder shall consider all expenses ***including*** travelling, boarding, conveyance, stationary, other miscellaneous and out of pocket expenditure. No claim for expenditure other than the price quoted will be entertained by VPA on account of Scope of Work provided in tender.

Rate quoted shall be firm & shall not be quoted with price variation clause.

The bidder shall quote the price in Indian rupees for the entire scope of work as per Price Bid format **(Format – III (BOQ))**. If there is a discrepancy between words and figures, the figures written in words shall prevail.

**--Sd--
F.A & C.A.O**