

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	18-08-2025 14:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	18-08-2025 14:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Ports, Shipping And Waterways
विभाग का नाम/Department Name	Kamarajar Port Limited
संगठन का नाम/Organisation Name	Kamarajar Port Limited
कार्यालय का नाम/Office Name	Chennai
वस्तु श्रेणी /Item Category	Financial Audit Services - Financial Reporting Framework; CA Firm, Audit Firm
अनुबंध अवधि /Contract Period	9 Month(s) 3 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	20 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
क्रेता के लिए उपलब्ध आईटीसी/ITC available to buyer	Yes
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	750000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	AXIS BANK LTD
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	10

(a).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

GENERAL MANAGER (FINANCE)
JAWAHAR BUILDINGS, 17, RAJAJI SALAI, CHENNAI 600 001.
(Kamarajar Port Limited)

विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Evaluation as per Bid	100	70	View File

Total Minimum Qualifying Marks for Technical Score: 70

QCBS Weightage(Technical:Financial):70:30

Financial Audit Services - Financial Reporting Framework; CA Firm, Audit Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Financial Reporting Framework
Type of Financial Audit Partner	CA Firm , Audit Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Internal Control over Financial Reporting
Type of Industries/Functions	Port Services
Frequency of Progress Report	As per Bid Document
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As per Bid Document
State	NA
District	NA
एडऑन /Addons	
Post Financial Audit Support	NA

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
18%	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Chandragiri Sundararajan Vemanna	600001,17 Jawahar building,Rajaji Salai, Chennai 600001	1	N/A

क्रयता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised

quantity or duration

2. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

KAMARAJAR PORT LIMITED

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

3. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

KAMARAJAR PORT LIMITED

Account No.

909020041752519

IFSC Code

UTIB0000424

Bank Name

AXIS BANK

Branch address

GEORGE TOWN BRANCH

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

4. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

5. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.

7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



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Kamarajar Port Limited,
CIN No. : U45203TN1999GOI043322
(A Company of Chennai Port Authority)
Reg. Off: # 17, Rajaji Salai, Chennai - 600001

**Tender for “Appointment of Consultant for Creation of
Internal Financial Control Framework”.**

(QCBS basis through GeM Portal)

Tender No. : KPL / FIN / IFCR /2025

Date : 25.07.2025

Bid Details – Control Sheet Table	
Queries, if any, to be communicated by email	gm-fin@kplmail.in , vemanna@kplmail.in ; vbalaji@kplmail.in
Last date, time & Venue for submission of Bid Documents	As specified in GeM Portal
Date and Time of Technical Bid Opening	As specified in GeM Portal
Date and Time of Financial Bid Opening	Date of Financial Bid opening will be confirmed and intimated to the bidder/s qualifying in Technical Bid.
Place of opening of Bids	Kamarajar Port Limited (A Company of Chennai Port Authority) Registered office Jawahar Building, 2nd floor, (north wing) & 3rd floor, No. 17, Rajaji Salai, Chennai: 600 001.
Address for communication	General Manager (Finance) Kamarajar Port Limited (A Company of Chennai Port Authority) Registered office Jawahar Building, 2nd floor, (north wing) & 3rd floor, No. 17, Rajaji Salai, Chennai: 600 001
Cost of Tender document	There is No Fee for the Tender Document.
Estimated cost	Rs. 7,50,000/- plus GST

KAMARAJAR PORT LIMITED
NOTICE INVITING TENDER THROUGH GeM PORTAL

Tender for “Appointment of Consultant for Creation of Internal Financial Control Framework”

Online tenders through GeM Portal mode are invited by Kamarajar Port Limited (KPL) from the Eligible Bidders for “Appointment of Consultant for Creation of Internal Financial Control Framework”.

The estimated cost of works put to tender is **Rs.7,50,000/- (Rupees Seven lakhs Fifty thousand only) plus GST.**

- One set of tender documents consists of two volumes (Volumes-I & II). Volume-I (Technical Bid) and Volume-II (Financial Bid) comprises of Price bid documents.
- The complete tender document including annexure can be downloaded from Gem Portal link and submit as tender offer on or before the due date and time of submission.
- The offer (both Technical & Price) must be valid for a minimum of **90 days** from the last date of online submission of the offer; otherwise, the offer shall be rejected as non-responsive.
- The due date and time of online submission of offers will be as indicated in the Online Bid Reference, unless otherwise notified. In the event of changes in the schedules, the General Manager (Finance), Kamarajar Port Limited notifies the same only through www.ennoreport.gov.in and e-procurement portal link.
- If the offers are not received according to the instructions detailed above, they shall be liable for rejection.

General Manager (Finance)
Kamarajar Port Limited.

Tender for “Appointment of Consultant for Creation of Internal Financial Control Framework”

Tender reference	KPL/IFCR/2025
Tender Fee	NIL
Name of the Department	Finance
Purpose	Tender for “Appointment of Consultant for Creation of Internal Financial Control Framework”
Date of Issue	25.07.2025
Last Date and Time for submission of bids	As specified in GeM Portal
Date of opening of technical bids	As specified in GeM Portal
Validity period of Bid	90 days from date of submission of proposal
Earnest Money Deposit	NIL
Performance Security	5% of contract value
Estimated Cost	Rs. 7.50 lakhs plus applicable GST
Pre-bid meeting to be held at	Kamarajar Port Limited Jawahar Building, No.17, Rajaji Salai, Chennai – 600001.

Note:

1. This Bid Document is not transferable
2. This Bid Document is the property of KPL

DISCLAIMER

The information contained in this Tender or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of Kamarajar Port Limited (KPL), is provided to the bidder(s) on the terms and conditions set out in this Tender Document and all other terms and conditions subject to which information is provided.

This Tender Document is not an agreement and is not an offer or invitation by Kamarajar Port Limited to any parties other than the applicants who are qualified to submit the bids ("Bidders"). The purpose of this Tender document is to provide the Bidder(s) with information to assist the formulation of their proposals. This Tender document does not claim to contain all the information each bidder may require. Each bidder should conduct its own independent investigation and analysis and is free to check the accuracy, reliability and completeness of the information in this Tender document and where necessary obtain independent information.

Kamarajar Port Limited makes no representations or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender Document. Kamarajar Port Limited may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender Document.

Kamarajar Port Limited reserves the right to reject any or all the bids / proposals received in response to this Tender document at any stage without assigning any reason whatsoever. The decision of Kamarajar Port Limited in this regard shall be final, conclusive and binding on all the parties.

I. Overview of Kamarajar Port Limited:

1. INTRODUCTION

Kamarajar Port Limited (erstwhile Ennore Port Limited) was developed from a green field situation in the East Coast of India at a distance of about 20km to the north of Chennai Port. The Port was declared as a Major Port under the Indian Ports Act, 1908 in March 1999 and incorporated as a Company under the Companies Act, 1956 in October, 1999.

The Authorized and Paid-up capital of the Company are Rs.500 Cr and Rs.300 Cr respectively. Currently, 100% share of Kamarajar port Limited is held by Chennai Port Authority.

2. BACKGROUND

Kamarajar Port Limited, a CPSE under the Ministry of Ports, Shipping & Waterways, Government of India. Kamarajar Port functions on the “Landlord Port Model” basis whereby the Port provides the basic infrastructure facilities like breakwaters, Capital dredging, maintenance of port channels, dredged basin / channel, road and rail infrastructure for connectivity to hinterland, aids to navigation, firefighting facilities, utilities, water and power supply and manage the resources apart from regulatory functions and overall Port planning & development. Operating functions such as planning, safety, pilotage, mooring, navigation and overall coordination are done by the Port. Cargo-related services are left with the BOT /Captive operators.

At present it has 9 operational berths with total capacity of 57.44 MTPA to handle various types of cargo like Coal, POL, LNG, Automobiles, Container, break bulk, etc.

3. Financial Position: The company achieved its highest-ever throughput of 48.41 Million tonnes, reported a Total Income of Rs. 1160.24 Cr and the Profit After Tax of Rs.539.33 Cr for the Financial Year 2024-25. The company maintains books of accounts in SAP-HANA.

Credit Rating - KPL has been rated ‘**AA/Stable**’ by CRISIL and CARE.

II. Scope of the Assignment:

Phases	Activities
Phase I – Diagnostic review of the existing framework	<ol style="list-style-type: none">1. Review of existing internal financial control framework.2. Review and evaluation of finance SOPs and suggest changes to bridge the gaps, if any.3. Review and updating of the Accounts Manual.4. Process walkthrough of all types of finance transactions.5. Creating new SOPs wherever required with flowcharts.6. Compiling all Finance SOPs.7. Risk assessment and control identification,8. Review, creation and testing of Entity level controls9. Control metrics includes (but not limited to) – Delegation of Authority and SOP, IT Controls, anti-fraud controls, risk controls, transactions controls, operational controls, etc. depending upon the size and complexity.10. Sign off / approval of Risk Control Matrix.11. Identity Gaps with respect to control design along with suggestions.
Phase II – Testing	<ol style="list-style-type: none">1. Testing of operating effectiveness of all controls as mentioned in IFC framework.2. Identity Gaps with respect to control effectiveness along with suggestions.3. Suggestion of remedial measures and scope for

	<p>improvements.</p> <ol style="list-style-type: none"> 4. Risk Diagnostics & Risk benefit analysis 5. Testing of IFC for Financial Year 2025-26
Phase III – Reporting	<ol style="list-style-type: none"> 1. Draft report on gap on control design and recommendations to be shared within two months from the start date including Revised SOPS and Accounts Manual. 2. Final Report with gaps on control design and control effectiveness, if any along with suggestions to be shared within 1 month from draft report date. 3. Presentation to the Audit Committee.

IV Clarification of Queries:

A prospective Applicant requiring any clarification of this Tender may notify Kamarajar Port Limited in writing by E-mail @gm-fin@kplmail.in / vemanna@kplmail.in / vbalaji@kplmail.in

V. Eligibility Criteria:

The Bidders/Applicants should fulfil the following basic eligibility criteria -

Sl.No	Eligibility Criteria	Documents to be submitted
1	The Bidder should be a Partnership Firm/ LLP of Chartered Accountants registered in India.	Certified copy of Registration certificate with Registrar & with ICAI.
2	The Bidder should have minimum Two full time qualified CAs as partners /Member of LLP.	Constitution certificate / Self certification with the details of CAs and their positions in the Firm/Co and CA Institution Certificate for partners details disclosed in CA Institute.
3	The Bidder should have full time office in Chennai.	Proper documentary evidence by ICAI

4	Similar Assignments viz. Established / Advised / Created the Framework of Internal Financial Controls over Financial Reporting with Listed companies, with annual turnover not less than Rs.300 Cr in the past Seven years ended 31.03.2025.	Copy of work orders and Turnover certificate details as proof of evidence.
5	Engaged as Internal Auditors with Listed companies, with annual turnover not less than Rs.300 crores in the past 7 years ended 31.03.2025 - 5 mark for each assignment subject to maximum of six assignments.	Copy of work orders and copy of renewal of such work order(s) and turn over certificate details of the respective Company as proof of evidence
6	Engaged as Statutory Auditors of any Listed companies, with annual turnover not less than Rs.300 crores in the past 7 years ended 31.03.2025 - 5 mark for each assignment subject to maximum of four assignments.	Copy of work orders and copy of renewal of such work order(s) and turn over certificate details of the respective Company as proof of evidence
4	The average annual turnover of ICAI firm's during the last 3 years ended 31.03.2024, not less than Rs. 20,00,000/- (Rupees Twenty lakhs only).	Audited Balance Sheets for the last 3 years ended 31.03.2024 along with Self declaration in Firms' letter pad.
5	The bidder should not have been barred/ blacklisted/ disqualified by any regulators/ statutory body in India during the last 5 year.	Self-declaration in Firms' letter pad.
6	Conflict of Interest: Bidding firm should not have acted as Statutory auditor/Internal Auditor to KPL in currency.	Self-declaration in Firms' letter pad.

Note:-

- 1) Documentary evidence needs to be submitted by the bidder for each of the eligibility criteria.
- 2) Self-declaration needs to be signed by authorized signatory(s).
- 3) KPL reserves the right to disqualify the bidders, who have dealt with KPL in past/currently in any capacity and their services/deliverables, are/were found to be not satisfactory.
- 4) Bidder must provide professional, objective and impartial advice at all times and hold the KPL's interest paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
- 5) Those who have not fulfilled the basic qualifications are not eligible to participate in the tender.

Due Diligence:

The bidder is expected to examine and understand all instructions, forms, terms and specifications and the scope of work detailed in this Tender Document. Bids shall be deemed to have been submitted after careful study and examination of the contents of this Tender Document including the scope of the assignment with full understanding of its implications and requirements. The bids should be precise, complete in all respects and to be submitted in the prescribed format as per the requirement of this Tender Document only. Failure to furnish all information required by this Tender Document or submission of a bid not responsive to this Tender Document in every respect will be at the applicant's risk and may result in rejection of the bid for which the KPL shall not be held liable under any circumstances.

VI. Tenure of the Assignment:

The tenure of the Assignment shall be as per Scope of work and shall be concluded on the completion of Statutory Audit for FY 2025-26, tentatively by end of May 2026.

VII. General Terms and Conditions:

The bidder should examine the documents constituting this Tender Document in detail to prepare the Proposal. In case of deficiencies in the information required /requested, the proposal may be rejected.

i) **Non-transferable Bid:**

This bid document is not transferable. Only the bidder is entitled to quote and to execute the job, if allotted. There will not be any type of outsourcing.

The bidder should also submit an undertaking to the effect that he has not made any modification in the original copy of Tender Document and his bid would be liable for rejection for any violation of the above.

ii) **Format and signing of Bid:**

Each page of the bid shall be made in a legal name of the bidder and shall be signed and duly stamped by the bidder or a person duly authorized to sign on behalf of the bidder.

iii) **Payment Term:**

- **30%** of the fees shall be paid on the submission of Draft report on gap on control design and recommendations to be shared within two months from the start date
- **40%** of the fees shall be paid on the submission of Final Report with gaps on control design and control effectiveness, if any along with suggestions to be shared within 1 month from draft report date.
- **30%** of the fee shall be paid on on conclusion of Statutory Audit for the FY 2025-26.

iv) **Paying Authority**

The payments as per the Payment terms mentioned above shall be paid against the Tax invoices which may be sent to “**General Manager (Finance), Kamarajar Port Limited, 2nd & 3rd Floor, Jawahar Building No-17, Rajaji Salai, Chennai – 600001**”.

IX. Evaluation Methodology:

- i. The Bidders are required to score minimum 70% total technical points in evaluation parameters to qualify for opening of financial proposal.
- ii. The evaluation of consultants will be based on Quality and Cost Control Based Selections (QCBS) as per Government of India guidelines with three step process: -.
- iii. The evaluation of technical proposal, quality score is assigned out of the maximum 100 marks, to each of the responsive bids, as per the scheme laid down in the Scoring Methodology. The consultants/ service providers who are qualifying as per the technical evaluation criteria are considered technically responsive, and the rest would be considered technically non-responsive and would be dropped from the list. Financial proposals are then opened only eligible and responsive offers and other financial offers are not considered/opened. The Financial Proposals are also given cost-score based on the relative ranking of prices, with 100 marks for the lowest and pro-rated lower marks for higher priced offers. The total score shall be obtained by weighing the quality and cost scores and adding them. The weight given to the technical score may not be confused with the minimum qualifying technical score though they may in some case be equal. The details are as below:
- iv. For final award of the assignment, a combined evaluation shall be done by applying a weightage of 70 and 30 for the technical and price scores respectively according to the following formula for those found qualified in technical bidding.

v) Example, Combined score of Bidder A = (Technical score of Bidder A / Highest Technical Score of all Qualified Bidders) + (Lowest financial Bid of all Qualified Bids/ price bid of Bidder A) Shortlisted consultants will be ranked on the basis of the above combined score. The Bidders securing the highest combined score shall be recommended for award of the contract.

vi) **Scoring methodology:** The technical scoring of the proposals will broadly be on the following criteria:

S.	Evaluation Parameters	Maximum Marks	Scale for scores & Documentary proof required
1	Standing of firm/LLP		
	Minimum Five years standing since Establishment of the firm	5	Certificate of practice from ICAI
	1 Marks for each additional year of establishment subject to maximum of 5 marks	5	
2	Key Resources		
	The firm/LLP/ should have at least Two Qualified practising CAs as full-time partners with not less than 5 years in the applicant Firm/LLP.	5	Certificate from ICAI comprising details of partners
	2.5 Marks for each additional full-time partner having qualified CAs with not less than 5 years association with the applicant firm/LLP, subject to a maximum of 5 marks	5	
3	Experience		
	Engaged as Consultant with minimum Two Similar assignments viz. Established / Advised / Created the Framework of Internal Financial Controls over Financial Reporting with Listed companies, with annual turnover not less than Rs.300 Cr in the past Seven years ended 31.03.2025.	20	The firm must produce the copy of work orders and Turn over certificate details as proof of evidence.
	10 Marks for each additional similar assignments with Listed companies, with annual turnover not less than Rs.300 Cr in the past 7 years ended 31.03.2025.	10	

	Engaged as Internal Auditors with Listed companies, with annual turnover not less than Rs.300 crores in the past 7 years ended 31.03.2025 - 5 mark for each assignment subject to maximum of six assignments.	30	The firm must produce the copy of work orders and copy of renewal of such work order(s) and turn over certificate details of the respective Company as proof of evidence
	Engaged as Statutory Auditors of any Listed companies, with annual turnover not less than Rs.300 crores in the past 7 years ended 31.03.2025 - 5 mark for each assignment subject to maximum of four assignments.	20	
	Total Marks	100	

Notes:

- (i) An assignment means rendering Statutory Audit / Internal Audit / Consultancy /Financial as per Scope of work.
- (ii) Establishment of Firm/LLP will be considered as per the document obtained from ICAI. Experience Educational Institutes/Universities, Autonomous Bodies, State PSUs except Limited Companies, Societies, will not be considered.

X. Submission of Offer

The Bidder must submit their offers through website of GeM portal.

- (a) **Technical Bid:** The bidder must submit all the details as given under “essential & evaluation criteria” by following the instructions to Online bid submission i.e. similar type of audits undertaken in Government / Public Limited Company should be submitted with proofs & relevant documents such as work orders/Letter of Assignment and completion certificate.

The Technical Bids should contain the following:

- Bidders’ organization profile, experience, No of Audit Partners
- Registration / Certificate of Practice,
- Relevant experience (**as listed above**). Documents like Work Order and Completion Certificate, any reasonable proof of the experience should be forming part of the document to substantiate the approach
- Profile of the Audit team personals.
- Declaration / self-affidavit by the bidding firms as to their non-association with BOT operators and blacklisting of agencies.
- Technical bid should have no financial information. If any technical proposal is found to contain any information on price, the bid will be summarily rejected.

(b) The Commercial Proposal:

- Price Bids containing any conditional offers will be rejected
- Bids are to be quoted in Indian Rupees only.
- The fees would include all local travel, conveyance, printing and stationery, other out-of-pocket expenses and all taxes and duties excluding applicable GST.

XI. Dispute Resolution

If a dispute, controversy or claim arises out of or relates to the audit, or breach, termination or invalidity thereof, and if such dispute, controversy or claim cannot be settled and resolved by the Parties through discussion and negotiation, then the Parties shall refer such dispute to sole Arbitrator appointed by Kamarajar Port Limited.

XII. Cancellation of Tender Process

KPL reserves the right to cancel the tender process partly or fully at its sole discretion at any stage without assigning any reason to any of the participating bidders.

XIII. Confidentiality

The bidder must undertake that they shall hold in trust any Information received by them, under the Audit/Agreement, and the strictest of confidence shall be maintained in respect of such Information. The bidder has also to agree:

- To maintain and use the Information only for the purposes of the Audit/Agreement and only as permitted by KPL.
- To only make copies as specifically authorized by the prior written consent of KPL and with the same confidential or proprietary notices as may be printed or displayed on the original.
- To restrict access and disclosure of Information to such of their employees, agents, strictly on a "need to know" basis, to maintain confidentiality of the Information disclosed to them in accordance with this Clause and
- To treat all Information as Confidential Information.
- Conflict of interest: The Bidder shall disclose to KPL in writing all actual and potential conflicts of interest that exist, arise or may arise (either for the Bidder or the Bidder's team) in the course of performing the Service(s) as soon as practical after it becomes aware of that conflict.

XIV. No Commitment to Accept Lowest or any Offer/Bid

KPL shall be under no obligation to accept the lowest or any other offer received in response to this offer notice and shall be entitled to reject any or all offers without assigning any reason whatsoever. KPL has the right to re-issue tender/bid. KPL reserves the right to make any changes in the terms and conditions that will be informed to all bidders. KPL will not be obliged to meet and have discussions with any bidder, and/or to listen to any representations once their offer/bid is rejected. Any decision of KPL in this regard shall be final, conclusive and binding upon the bidder.

XV. Execution Of Agreement And Confidentiality Agreement

The selected Bidder will be required to execute the Contract Agreement and Confidentiality Agreement as within one 15 days from the date of receipt of Letter of Award of assignment/ Work order

XVI. Publicity:

Any publicity by the bidder in which the name of Kamarajar Port Limited is to be used should be done only with the explicitly written permission of Kamarajar Port Limited.

XVII. Expenses

It may be noted that KPL will not pay any other amount / expenses / charges / fees / traveling expenses / boarding expenses / lodging expenses / conveyance expenses / out of pocket expenses other than the "Agreed Professional Fee".

XVIII. Performance Security

5% of the awarded value shall be paid by furnishing Bank guarantee / Demand Draft / Banker's Cheque to KPL.

XIX. Termination Clause:

The professional services rendered by the selected firm are found to be not satisfactorily and any persistent, laps on the deliverance of scope of work, KPL reserves the right to terminate the contract by giving one month's notice.

XX. Force Majeure:

The bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the bidder and

not involving the bidder's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war.

If a Force Majeure situation arises, the bidder shall promptly notify KPL in writing of such conditions and the cause thereof within seven days. Unless otherwise directed by Kamarajar Port Limited in writing, the bidder shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

XXI. Authorized Signatory

The selected Bidder shall indicate the authorized signatories who can discuss and correspond with KPL, about the obligations under the audit. The selected Bidder shall submit at the time of signing the audit, a Letter of authorizing an official or officials to discuss, sign agreements/audits with KPL.

XXII. Right to Reject Bids

KPL reserves the absolute and unconditional right to reject any response to this Tender if it is not in accordance with its requirements and no correspondence will be entertained by KPL in the matter. The bid is liable to be rejected if

- It is not in conformity with the instructions mentioned in this Tender document.
- It is not properly/duly signed/submitted.
- It is received after the expiry of due date and time.
- It is incomplete including non-furnishing the required documents / information as required in terms of this Tender.
- It is evasive or contains incorrect information.
- If there is any kind of canvassing.

XXIII. Assignment

Neither the assignment nor any rights granted under the agreement can be sold, leased, assigned, or otherwise transferred, in whole or in part, by the selected Bidder. Any such sale, lease, assignment or otherwise transfer shall be void and be of no effect. The selected Bidder shall not assign or permit anyone other than its personnel to perform the work, service or other performance required under the assignment. Formation of consortium or association of Firms and engaging sub-Firms is not allowed and such proposals will be disqualified at the evaluation stage itself.

XXIV. Governing Language:

The contract shall be written in English. All correspondence and other documents pertaining to Contract that are exchanged between the parties shall be written in English.

XXV. Governing Law/Jurisdiction:

The Agreement / Contract shall be governed by and construed in accordance with the laws in India and shall be subject to the exclusive jurisdiction of the Courts of Chennai.

Tentative Financial Cover (Price Bid Format) *

Sl.No	Description		Amount in INR	Amount in INR
			In Figures	In Word
1.	Lump-sum Fees for Review of Internal Financial Controls over Financial Reporting as per Scope of work.			
	Total			

Notes:

- 1) The above price format is only for indicative purpose only. Participating Bidders shall submit their price in Gem portal only, Otherwise their bids will not be considered for evaluation. This format is only for reference, however Finance Bid appeared in GeM format is final.
- 2) The above fees would include all local traveling, conveyance, printing and stationery, other out of pocket expenses and all taxes and duties excluding applicable GST which will be paid on submission of proper tax invoice.
- 3) The financial evaluation of the price will be based on the Base price excluding GST.

Authorised Signatory

MODEL CONTRACT AGREEMENT

(To be submitted by the Successful Bidder after issue of LOA)

This CONTRACT (hereinafter together withappendices attached hereto called the Contract) is made onday of2025 between **KAMARAJAR PORT LIMITED** on the one part (hereinafter called **KPL**) and M/s..... (hereinafter called the Firm) on the other part (Notwithstanding such association, the Firm will be represented hereunder at all times by which will retain full and undivided responsibility for the performance of the obligations hereunder and for satisfactory completion of the Audit services to be performed hereunder.)

WHEREAS the Kamarajar Port Limited has awarded the work to the Firm to conduct Tax & Other Professional Services for 2 years WHEREAS the Firm has agreed to provide the services in accordance with the Terms of Reference and all Conditions set forth in this contract.

NOW THIS AGREEMENT WITNESSETH is as follows:

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the conditions of Proposal Document hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz.
 - a) The Tender Document for Appointment of Consultants for Creation of Internal Financial Control Framework.
 - b) All amendments to this Tender document prior to submission of bids, queries of bidders, if any.
 - c) Award letter issued by the KPL vide No..... dated and all correspondence exchanged between the KPL and the Firm up to the date of award letter as specifically referred to in the said award letter.
3. In consideration of the payment to be made by KPL to the Firm as herein after mentioned the Firm hereby covenants with the KPL to execute and complete the works in conformity with in all respects with the provisions of the contract.
4. The KPL hereby covenants to pay the Firm in consideration of the completion of the works the counterpart charges in the manner prescribed in the tender document and accepted by the Firm.

IN WITNESS WHEREOF the parties hereto have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

Binding Signature of
Kamarajar Port Limited

Binding Signature of
Firm

Witness:

Witness

1.

1

2.

2.

CONFIDENTIALITY AGREEMENT

This CONFIDENTIALITY AGREEMENT (hereinafter referred to as “**Agreement**”) is entered into on this ____ day of _____ of 2024 (“Effective Date”) by and between the following parties:

Kamarajar Port Ltd., a company incorporated under the Companies Act, 1956, having its Registered office at 2nd & 3rd Floor, Jawahar Building, No-17, Rajaji Salai, Chennai – 600 001 (hereinafter referred to as “Client”) and

_____ having its office at _____ (hereinafter referred to as “Firm”);

Firm and Client are collectively referred to as the “Parties” or individually as a “Party” as the context may require.

Both Parties hereby agree as follows in relation to Confidential Information to be disclosed by the Client to Firm for purpose of Appointment of Consultant for Creation of Internal Financial Control Framework.

1. All communication, information or data, in any form, which is disclosed by the Client to Firm and which is to be protected hereunder against unrestricted disclosure or competitive use by Firm shall be deemed to be "Confidential Information".
2. All Confidential Information, if in writing or other tangible form, shall be labeled or marked as "Confidential" at the time of its delivery from the Client to Firm. Confidential Information disclosed orally, visually or in any intangible form, will be specified to be “Confidential” at the time of disclosure and summarized in writing, marked as “Confidential” and transmitted by the Client, within 5 working days of the disclosure.
3. This Agreement shall be valid during the entire assignment period, if obligations under this Agreement shall survive the termination of this Agreement for a period of Five (5) years, unless earlier waived in writing by the Client.
4. Firm undertakes and agrees that any Confidential Information disclosed hereunder shall be used by Firm solely for the purpose of the audit and Firm will not disclose or disseminate such Confidential Information to anyone, except to its partners, directors, consultants, employees and advisers (“Authorized Personnel”) who have a need to know such Confidential Information for the purpose for the audit.
5. Confidential Information shall not include information which:

- a. Is publicly available or has become generally available to the public other than as a result of a breach of this Agreement.
 - b. Was already lawfully known (without restriction on disclosure) to Firm (including its Authorized Personnel) prior to its being so furnished by the Client.
 - c. has become available to Firm (including its Authorized Personnel) on a non-confidential basis from a source other than the Client unless to the knowledge of Firm such sources owes a duty of confidentiality to the Client;
 - d. has been independently developed, by or for Firm without reference to the Confidential Information; or
 - e. Is required to be disclosed to any government department, regulatory body, or any other party that is entitled to know such information in accordance with legal or regulatory requirements, any applicable law, rules or regulations, professional duty or where disclosure is made in connection with any claim by Firm or in connection with any claim or potential claim against Firm.
6. Special Auditor shall use all reasonable safeguards against the unauthorized disclosure of Confidential Information and shall use reasonable endeavors to ensure that all of its Authorized Personnel having access to Confidential Information adhere to the terms of this Agreement.
7. Upon expiration of this Agreement or sooner upon written request of the Client, all Confidential Information in the possession of Firm shall be returned to the Client or destroyed under conditions which preserve the confidentiality of the Confidential Information, at the option and instruction of the Client. Notwithstanding the foregoing, Firm may retain such a portion of the Confidential Information that is required for compliance with its statutory, regulatory or professional conduct obligations.
8. It is understood that this Agreement is not intended to, and does not, obligate either party to enter into any further agreements or to proceed with any relationship or other transaction.
9. Any failure or delay by either party in exercising any right, power or privilege hereunder shall not constitute a waiver hereunder nor shall any single or partial exercise thereof preclude any further exercise of any right, power or privilege.

10. This Agreement supersedes any prior such agreement. The Agreement cannot be amended in any manner, modified except by a written instrument signed by authorized representatives of both Parties.

11. If any provision of this Agreement is found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision shall be deemed modified to the limited extent required to permit its enforcement in a manner most closely representing the intention of the Parties as expressed herein.

12. The Agreement and all matters relating to this Agreement shall be governed by, and interpreted and construed in accordance with the Indian Law and the courts in Chennai shall have exclusive jurisdiction over all matters, disputes (including claims for set-off and counterclaims) which may arise in connection with this Agreement.

IN WITNESS WHEREOF the duly authorized representatives of the Parties have executed this Agreement on the date first above written.

Signed for and on behalf of

Name :
Designation :
Date :
Company Stamp :
Signed for and on behalf of
[KAMARAJAR PORT LTD.]

Name :
Designation :
Date :
Company Stamp :
Signed for and on behalf of Firm.
