

PARADIP PORT AUTHORITY
FINANCE AND ACCOUNTS DEPARTMENT

INVITATION OF BIDS FOR "ASSIGNMENT OF INTERNAL AUDIT WORKS &
PHYSICAL VERIFICATION OF STORES"

e-Tender Call Notice

e-Bid are invited in Single Stage Two Bid System for the following work on behalf of Paradip Port Authority from the experienced Bidders meeting the pre-qualifying criteria through on-line bidding on the website eprocure.gov.in/eprocure/app having Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India and which can be traced up to the chain of trust to the Root Certificate of CCA.

INTRODUCTION

Paradip Port Authority was established on 03.01.1962 by the 1st Prime Minister of India Late Pandit Jawaharlal Nehru. It is the only major port in Odisha. The cargo handled during 2024-25 registered at 150.41MMT.

The total income during the year 2024-25 was Rs.2756.87 Crore and the Net Surplus before Income Tax was Rs.1860.00 Crore.

Paradip Port Authority intends to engage a firm of Chartered Accountants/Cost and Management Accountants empanelled with RBI/C & AG/ Indian Port Association to take up the "Internal Audit works including physical verification of stores."

(1) **Objectives of Audit:**

Objectives proposed to be achieved through Internal Audit broadly are as under:-

- 1.1) To ensure that the Accounting and Financial Management Systems are reliable and effective in design and to assess the extent to which they are being followed.
- 1.2) To review the efficiency, adequacy and application of Accounting, Finance and Operating Controls and thereby ensure the accuracy of transaction/books.
- 1.3) To verify that the system of internal check is effective in operation in order to ensure early detection and prevention of deficiency.
- 1.4) To identify areas of significant inefficiencies, if any, in existing systems and to suggest necessary remedial measures.
- 1.5) To confirm the existence of financial proprietary in all operational activities and verify compliance to Government and statutory requirements.

(2) **Scope of work:**

2.1) General Account:

Verification of Cash, Bank and Journal Vouchers to ensure that they are approved in accordance with laid down procedures and delegation.
Periodical review of General Ledger and Subsidiary ledgers and Annual Financial Results.

2.2) Income Recognition:

Control over billing system and procedure of accounting to ensure timely and correct recording of compliance with Accounting Standards/Policies.

2.3) Purchase/civil/Other works

Review and verification of Tendering procedures and placement of Work Order/Purchase Orders/ AMC, etc.

- 2.4) Invitation and Awarding of Tender
- (a) Tender process i.e. tender evaluation and award of civil and other works to contractors/ suppliers/consultants, checking of comparative statement checking of terms and conditions, etc.
 - (b) Bills approval procedures, control on advances to suppliers, system of verification.
 - (c) Review and Recommendation(if required) to Finance Department for payment of running on account Bills/Final Bill/Other suppliers bills for release for payments such as mobilization and secured advances, EMD, retention money etc.
 - (d) Review and report on issue of purchase orders/work orders/job orders and to comment on the purchase process followed by the PPA.
 - (e) Recommendation duly approved by various departments of PPA to Finance department for payment of extra items/extra quantity not covered by bill of quantity (BOQ)
 - (f) Time extension and applicability of liquidity damages as per contract.
- 2.5) Fixed Asset:
- Review of procedures/systems for sanctioning and procurement. Assets register to be verified. Verification of supporting vouchers etc.on test check basis, but the quantum of test check carried out to be indicated.
- 2.6) Loan and Advances:
- Review of advances i.e. LTC, Tour, Salary, Interest subsidy on HBA and Vehicle Advance, if any, etc, to the employees.
- 2.7) Cash/Bank
- Verification and reconciliation at periodical intervals on test check basis of cash in hand and bank reconciliation statements.
- 2.8) Debtors and Creditors:
- Review of age-wise analysis. Review of old/doubtful debts/advances.
- 2.9) Insurance:
- Renewal of insurance policies to be periodically reviewed.
- 2.10) Overheads:
- Review of procedure/systems for expenditure as per sanction. Analysis of expenses pro rata with relation to work done/job completed/turn over. Verification of supporting effect etc. on test check basis.
- 2.11) Pay Roll/ Pension:
- Verification of pay roll, attendance records reconciliation of monthly pay roll, review of monthly variance, verification of deduction including income tax etc. Similarly, pension will also to be verified. Compliance with PPA's policies on payment of Gratuity/ Superannuation/ Pension etc.
- 2.12) Fixed Deposit:
- Verification of FDR/Register, Interest accrued and due on FDR, TDS on interest, etc.
- 2.13) To ensure Internal Control:
- a) Check of Income/Expenditure/Assets and Liabilities Account.
 - b) 100% checking of all type of Transaction/bills etc. with respect to financial and proprietary concept.
- 2.14) Other major functions which will be covered under the scope of work for Internal Audit are summarized below:
- a. Vouching.
 - b. Audit of transactions which involves examination of supporting documents, concurrence and approval from the competent authority.
 - c. Verification of Trial Balance, scrutiny of General Ledger and Reconciliation of each head of accounts thereof, wherever necessary.
 - d. Checking of expenditure incurred with reference to the laid down procedures,

delegation of powers and budgetary provisions.

e. Checking of calculation and payments of statutory dues and all tax related matters as application to PPA from time to time.

f. Checking of subsidiary ledgers.

g. To check the listing of contingent liabilities, if any in the notes to Balance sheet.

h. To check the calculations of salary and reimbursement bills of staff to ascertain the legitimacy of payments and deductions thereof.

i. Checking whether all liabilities against the accepted claims have been provided for in the books of accounts for the full accounting year and verifying compliance with statutory obligations of employer towards employees viz., Gratuity, Leave Encashment, Provident Fund, Bonus, etc. Similar checks to be done in respect of TA/DA and claims for reimbursements in respect of Medical Bill, Children Education Allowance etc.

j. To verify whether different statutory dues properly charged, paid and return filed with appropriate authority.

k. Checking of Pension payment, contribution to Fund and contribution/withdrawal to/from NPS.

l. Any other functions/ areas of Audit which Management may consider necessary subsequently.

2.15 Physical verification of stores including Medical.

a. Ensure that the stores ledgers are kept upto date and entries in respect of receipts / issues are made on a daily basis.

b. Carry out a physical verification of items in the stores inventory and check whether the physical balances agree with the book balances appearing in the stores ledger. Comment upon the discrepancies, if any.

3. **TIME SCHEDULE OF TENDER :**

Sl. No.	Particulars	Date	Time
(i)	Tender e-Publication date	27.08.2025	18:00
(ii)	(a) Document download start date	27.08.2025	18:00
	(b) Document download end date	17.09.2025	17:00
(iii)	(a) Bid Submission start date	27.08.2025	18:00
	(b) Bid Submission end date	17.09.2025	17:00
(iv)	Tender Opening Date.	19.09.2025	11:00

4. **EARNEST MONEY DEPOSIT:** i. In order to be considered for the bid, the Bidder shall make payment of EMD of Rs.57,600/- (Rupees Fifty - Seven three thousand Six hundred only), the EMD through online payment gateway mode in CPP E-tendering Portal. Otherwise, the tender will be rejected. ii. EMD in the form of such as cash/ Demand Draft or any other form shall not be accepted. iii. The Earnest Money Deposit (EMD) furnished by all unsuccessful bidders will be returned through the e-payment system of CPP Portal, after the expiry of the final tender validity period or 60 days from the date of issue of the work order. The Earnest Money Deposit (EMD) of the successful bidder shall be adjusted against Security Deposit. iv. If the successful bidder fails to remit the Performance Security after the issue of work order within the specified time, the EMD shall be forfeited and the bidder shall be debarred/ black listed for a period of three years. v. No interest shall accrue or is payable on the EMD from the date of its remittance till it is returned to the bidders.

5. SUBMISSION OF PERFORMANCE SECURITY DEPOSIT

The selected firm shall have to submit the Performance Security Deposit within 15 days from the date of issue of Letter of Award (LoA): (a) A sum of 5% of contract value of the tender shall be deposited by the successful tenderer (Contractor) as Performance Security Deposit (PSD) in shape of Demand draft / Banker's cheque / e-Bank Guarantee issued by any scheduled Bank as per prescribed format. The e-BG towards PSD shall be valid for 02 months beyond the contract period i.e. 02 years and 02 months or firm may deposit the e-Bank Guarantee (e-BG) having validity of one year two months and thereafter must renew in every year prior to expiry of existing e-BG. The e-Bank Guarantee to be executed on stamp paper of Rs.100/- in the prescribed Proforma of Paradip Port Authority.

OR

Performance Security may be furnished in the form of Insurance Surety Bonds / Fixed Deposit Receipt from Insurance company / Commercial Bank / online payment in an acceptable form safeguarding the Purchaser's interest in all respects. The insurance surety bond / fixed deposit to be executed on stamp paper of Rs.100/- in the prescribed Proforma of Paradip Port Authority.

6. EVALUATION OF ELIGIBILITY

	Criteria as on 31-03-2025	Marks I	Marks II
a)	Partnership firm in existence 1. upto 15 years More than 15 years	10	5
b)	No.of Partners 1. Minimum 3 2. Additional partner @ 3 mark for each partner	15	15
c)	No.of Internal audit PSU/State/Central Govt. during last 5 year. 1. For one audit. 2. For each additional audit 5 marks each	15	20
d)	Assignment of Internal Audit works in any Major ports of India during last 7 years. Two year For each additional year 2 mark each	5	10
e)	Office at Paradip	5	
	Total	50	50

- a) The Chartered Accountant / Cost Management Accountant firm has to secure minimum 60 marks.
- b) Firm of Chartered Accountants/ Cost and Management Accountants empanelled with RBI/C & AG/ Indian Port Association.

Only on fulfilling the above a & b criteria the Price bid will be opened.

Documentary evidences for the purpose of pre-qualification evaluation have to be submitted along with the bid.

7. MINIMUM FEES & EVALUATION

The minimum fees for this assignment is fixed at Rs.1,20,000/-(Rupees One Lakh Twenty Thousand) only per month inclusive of local TA/DA, Desktop/Laptop, Printing & Stationery, other out of pocket expenses etc. excluding GST and any other taxes levied by the Government in future. The firm has to quote over and above the Minimum fees as fixed and it should be in Rupee only without any paisa failing which the bid will be treated as non-responsive. Unfurnished Accommodation will be provided as per PPA rules with applicable charges subject to availability.

The payment will be made monthly on submission of Internal Audit Report. The physical verification of all stores to be conducted once in a year.

8 METHOD OF EVALUATION:

The evaluation will be done as per QCBS method as below

Each Financial Proposal will be assigned a Financial Score (SF) as specified in clause hereunder.

The Authority will determine whether the Financial Proposals are completed, unqualified and unconditional. The rates indicated in the Financial Proposal shall be deemed as final and reflecting the corresponding cost of services. The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$$SF = 100 \times FM/F$$

(F-amount of Financial Proposal)

The proposal will finally be ranked according to their combined Technical (ST) and financial (SF) scores as follow:

$$S = ST \times 0.80 + SF \times 0.20$$

Where S is the combined score and weightages assigned to Technical Proposal and Financial Proposal shall be 0.80 and 0.20 respectively.

The selected bidder shall be the bidder having the highest combined score. The second highest selected bidder shall be kept in reserve for 30 days.

If there is a tie between two or more bidders for deciding the L-1 Offer, then the designated Tender Committee will finalize the tender by a transparent lottery system through video recording in presence of the L-1 bidders or their authorized representatives. Even if any or all L-1 bidders or their authorized representatives fail to be present at scheduled date and time of lottery, duly informed to them, the lottery system shall be carried out by the committee to finalize the L-1 bidder.

9. DURATION OF ASSIGNMENT

The firm is expected to provide professional service initially for period of two years. The port reserves the right to extend the period for another one year based on the satisfactory performance on same rate, terms and conditions. No escalation is acceptable.

10. TERMINATION OF THE ASSIGNMENT

Either party can terminate the assignment by giving one month's notice in advance. The fees shall be payable upto the period of service rendered and no compensation under any circumstances is payable on account of termination of the assignment.

11. VALIDITY:

The Tender shall remain open for acceptance for a period of six months from the date of opening of techno commercial bid. If before expiry of this validity period, the bidder amends his quoted rates or tender, making them unacceptable, to PPA and / or withdraws his tender, action as deemed fit will be taken.

12 SUBMISSIONS, OPENING & EVALUATION:

The bid should be submitted online at website: eprocure.gov.in/eprocure/app only, by

the due date mentioned in e-Tender Notice. The Server Date & Time as appearing on the website: eprocure.gov.in/eprocure/app shall only be considered for the cut-off date and time for submission of bids. Offers sent through post, telegram, fax, telex, e-mail, and courier or by any other mode will not be considered. In case of date of opening is declared as holiday Bid will be opened on next working day.

In the e-Tender System, after uploading the Bid; the bidder not to send any documents (Hard copy) to the Tender inviting Authority before opening of Technical Bid (in case of Two Stage Bid). After opening of the Bid, the Authenticity of the uploaded documents as per requirement of the e-Tender document will be verified by the Tender Inviting Authority. After evaluation of bid, all the bidders will get the information regarding their eligibility/pre-qualification on website. Thereafter, a system generated e-mail confirmation will be sent to all successful bidders. The bidders can check the same from the portal.

The Price-bid of the successful bidders (qualified in Technical-bid) will be decrypted and opened on-line, on the scheduled date and after the pre-scheduled time by the Bid openers with their Digital Signature Certificate (DSC). The bidders can view bid opening remotely on their personalized dash board under "Bid Opening (Live)" link. The bidders will get the information regarding the status of their financial bid and ranking of bidders on website.

The authority will not be held responsible for any technical snag or network failure during on-line bidding. It is the bidder's responsibility to comply with the system requirement i.e. hardware, software and internet connectivity at bidder's premises to access the e-Tender website. Under any circumstances, PPA shall not be liable to the bidders for any direct/indirect loss or damages incurred by them arising out of incorrect use of the e-Tender system or internet connectivity failures.

13 NUMBER OF STAFF TO BE ENGAGED:

The firm have to engage a Qualified CA/CMA for a minimum period of 15 working days in a month. Two Semi qualified CA/CMA for all working days in a month. Necessary gate pass will be issued at free of cost. In case the firm failed to engage the above manpower, then Rs. 3000/- per day per qualified and Rs. 1000/- per day for semi qualified personnel will be deducted from the monthly bill.

14 CONTACT PERSON

Sri P.Moharana, Dy. Chief Accounts Officer, Paradip Port Authority.
Mobile No. 9937979753

CONTENTS OF THE PRE-QUALIFICATION BID

EVALUATION OF ELIGIBILITY CRITERIA

		Documents submitted	
		Yes	No
	Criteria as on 31-03-2025		
	Firm of CA/CMA empanelled with RBI, C & AG/ Indian Port Association.		
a)	Partnership firm in existence 1 upto 15 years More than 15 years		
b)	No.of Partners 1 Minimum 3 2 Additional partner @ 3 mark for each partner		
c)	No.of Internal audit PSU/State/Central Govt. during last 5 year. 1 For one audit. 2 For each additional audit 5 marks each		
d)	Assignment of Internal Audit works in any Major ports of India during last 7 years. Two year For each additional year 2 mark each		
e)	Office at Paradip		
	Total		

Documentary evidences for evaluation have to be submitted along with the bid.

Signature of the Bidder

Earnest Money Deposit

Earnest Money Deposit Rs. 57,600/-

Account No.0254104000169615

In favour of Paradip Port Authority

Type of Account – SAVING

Branch: IDBI Bank Ltd.

IFSC: IBKL0000254

The bidder must upload self-signed acknowledgement copy for deposits of EMD along with other documents.

OR

The bidder may submit the EMD in shape of Demand draft / Banker's cheque / e-Bank Guarantee issued by any scheduled Bank as per prescribed format.

The e-BG towards EMD shall be valid for 180 days from the last date of submission of bid.

The e-Bank Guarantee to be executed on stamp paper of Rs.100/- in the prescribed Proforma of Paradip Port Authority.

OR

The bidder may submit the EMD in shape of Insurance Surety Bonds / Fixed Deposit Receipt from Insurance company / Commercial Bank / online payment in an acceptable form safeguarding the Purchaser's interest in all 6 respects. The insurance surety bond / fixed deposit to be executed on stamp paper of Rs.100/- in the prescribed Proforma of Paradip Port Authority. Also to submit the original hard copy within 07 (Seven) days from last date of submission of bid.

OR

The exemption towards submission of EMD shall be considered for the bidders those who have registered with NSIC (National Small Industries Corporation) / MSE (Micro and Small Enterprises 2012) registered with District Industries Centre (DIC) / KVIC (Khadi & Village Industries Commission) / KVIB (Khadi & Village Industries Board) / Coir Board / MOMSME (Ministry of Micro, Small and Medium Enterprises) / URC (Udyam Registration Certificate) submission (uploading) of certificate and declaration for bid security at the time of bidding failing which the bid shall be rejected.

APPENDIX

E-BANK GUARANTEE FORMAT FOR EMD

KNOW ALL BY THESE PRESENT THAT _____ (Name of the Bank), a Banking Corporation carrying on banking business including Guarantees at Paradip and other places and having its office at _____ (hereinafter called 'The Bank' which expression shall unless excluded by or repugnant to the context or meaning thereof be deemed to include its successors and assigns).

WHEREAS the Board of Paradip Port Authority constituted under the Major Port Trusts Act, 1963 / Major Port Authority bill 2021 (hereinafter called 'The Board' which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and assigns) had invited tenders for _____ (hereinafter called Tender) as per Instructions to the Tenderers, General Conditions of the Contract, Scope of work, Specifications and Price schedule covered under 'Tender'.

AND WHEREAS M/s _____ (hereinafter called the 'Tenderer') has offered to carry out the work under the said Tender. AND WHEREAS under the conditions of the tender, the Tenderer is required to give an Earnest Money Deposit in the form of e-Bank Guarantee from a Scheduled Bank for the sum of Rs. _____ (Rupees _____). AND WHEREAS M/s. _____ have requested the Bank to furnish a Guarantee to the Board for the sum of Rs. _____ (Rupees _____).

NOW THIS IDENTURE WITNESSETH that the said Bank do hereby stand surety for the said sum of Rs. _____ (Rupees _____) AND DO HEREBY GUARANTEE TO AND COVENANT WITH AND irrevocably agree to pay to the Board upon demand in writing without referring to M/s. _____ (Name of the Tenderer) and without questioning the right of the Board to make such demand or the propriety or legality of such demand, such sum or sums not exceeding in

the whole a sum of Rs. _____ (Rupees _____) as may be payable to the Board by the Tenderer by reason of withdrawing his tender before the expiry of validity period of the Tender or such time as may be extended by the Board to which M/s. _____ have agreed in writing, or in the event of the tender being accepted by the Board and fails to enter into a Contract or to furnish performance Guarantee as per the terms of the contract, in respect of which the decision of the Board shall be final and legally binding and the said Bank do further covenant and declare that this security is irrevocable and shall remain in force up to and inclusive of the _____ (date):

AND THE BANK further declares that notwithstanding anything to the contrary contained hereinabove, the Bank's liabilities under the Guarantee is restricted to Rs. _____ (Rupees _____) and unless a demand in writing under the Guarantee is made with the Bank within the date _____, all the rights of Board under this Guarantee shall be forfeited and the Bank shall be relieved and discharged from all liability there under:

Notwithstanding anything to the contrary contained herein:

Our liability under this Bank Guarantee shall not exceed Rs. _____ (Rupees _____) only.

This bank Guarantee shall be valid up to _____ and We are liable to pay the guaranteed amount or any part thereof under this e-Bank Guarantee only and only if you serve upon us a written claim or demand on or before _____.

IN WITNESS WHEREOF, the duly constituted attorney of the Bank has here up to set his/their hands and seals on the _____ of _____ 2025.

SIGNED, SEALED & DELIVERED

By the within named _____

Through its duly _____

Constituted Attorney Mr. _____

The above shall be incorporated the following data:

ACCEPTANCE OF e-BG

Particulars Beneficiary Details

1. PAN/UIN: AAALP0055A
2. Name: PARADIP PORT AUTHORITY
3. Date of Incorporation / Birth: 01/06/1965
4. Email: ID facao@paradipport.gov.in
5. Contact Number: 9937979753
6. Legal Constitution : Local Authority
7. Registered Office Address :Paradip, Dist-Jagatsinghpur, Odisha
8. Registered Office Address Pin Code : 754142
9. Communication Address: Paradip, Dist-Jagatsinghpur, Odisha
10. Communication Address Pin Code