

VISAKHAPATNAM PORT AUTHORITY  
FINANCE DEPARTMENT

No: FA/PPP/Tender/2023/  
Dt. 01-9-2023

CORRIGENDUM

Sub: Special Audit of Terminal Operator (M/s VCTPL extension terminal)-Reg

Ref: This office tender no. FA/PPP/2023-24/001

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In continuation to publication of subject tender vide reference cited, the dates are modified as follows:

1. Late date & time for submission of bid	-	11-9-2023 till 3.00 pm
2. Date of opening of bids	-	12-9-2023 after 3.00 p.m

*S. Siva K  
FA&CAO(i/c) 19/23*



**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/PPP/2023-24/001**
4. BRIEF DESCRIPTION OF SERVICES : **SPECIAL AUDIT OF TERMINAL OPERATOR (M/s VCTPL EXTENSION TERMINAL).**
5. ESTIMATED TENDER COST : Rs. 3,91,500/- (RUPEES IN WORDS: THREE LAKHS NINETY ONE THOUSAND FIVE HUNDRED ONLY) EXCL. G.S.T
6. CONTRACT PERIOD : 2 YEARS FROM THE DATE OF ISSUING THE WORK ORDER TO PERFORM THE SPECIAL AUDIT FROM THE OPERATIONS START DATE (FEB' 2022) TO FY 2023-24.
7. LAST DATE AND TIME FOR RECEIPT OF BIDS : **01/09/2023 up to 15.00 Hours**  
**(Technical Bid will be opened on 01/09/2023 after 15.00 hrs)**
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, 2<sup>ND</sup> FLOOR, ADMINISTRATIVE OFFICE BUILDING, VISAKHAPATNAM PORT AUTHORITY , PORT AREA, VISAKHAPATNAM – 530 035 ANDHRA PRADESH, INDIA.
11. CONTACT DETAILS : O/o F.A & C.A.O.  
Ph.: 0891-2873227  
fa.vri.vpa@gov.in

**F.A & C.A.O(i/c)**

## **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](http://www.safescrypt.com)) / Tata Consultancy Services ([www.tcs.ca.tcs.co.in](http://www.tcs.ca.tcs.co.in)) / n code ([www.ncodesolutions.com](http://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. Tender Fees is waived off.
4. The firm should provide a Bid Security Declaration to VPA as per **Format - A**
5. 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.
6. Bid submitted after the said date and time will be rejected. Hence, such bid shall not be considered for evaluation.
7. In the event that the specified date for the submission of bid offers is declared a holiday to VPA, then the bid will be received up to the prescribed time on the next working day.
8. 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 to the tender document in the website.
9. No alteration and addition anywhere in the tender document are permitted. If any of these are found, the tender document will be summarily rejected.
10. 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.
11. 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.

12. 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.
13. 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.
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 18/08/2023. Any queries may be sent before 18/08/2023 17:00 Hrs to the email id: [fa.vri.vpa@gov.in](mailto:fa.vri.vpa@gov.in). No individual replies will be given to the bidders. All the replies will be uploaded in the website ([www.etenders.gov.in](http://www.etenders.gov.in)) as pre bid queries which will form part of tender conditions. Any queries received after the due date shall not be considered and no reply to such queries will be given.

--Sd--  
**F.A & C.A.O(i/c)**

## **GENERAL TERMS & CONDITIONS**

1. **Period of Contract:** The Period of engagement of consultant shall be for 2 (Two) years from the date of letter of acceptance by the consultant. If VPA feels satisfied with services provided during the period of contract, the contract may be extended for another 2 (Two) years 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. The payment shall be released every month. All payment shall be subject to recoveries towards statutory deductions. The payment will be made by electronic transfer.
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". If the work is not commenced within the stipulated date, the Port shall proceed to cancel the work order.
4. **Performance of Work:** The work shall be carried out as set out in the scope of work covered in the contract. The firm on award of the work shall commence the work by deploying the requisite manpower for executing the scope of work.
5. **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.
6. **Indemnity Clause:** VPA shall recover damages/losses in the event of deficiency in services, certifications, opinions and non-compliances of Income Tax 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. In the event of non-compliance of Tax Law like non filing of returns within due date, the penalty as provided in the Income Tax Act/Rules shall be recovered from the consultants.
7. **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.

8. 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.
9. 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.
10. 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.

11. Jurisdiction: The court at VISAKHAPATNAM will alone have jurisdiction to decide any dispute arising out of or in respect of contract.
12. 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.

--Sd--  
**F.A & C.A.O(i/c)**

## **SPECIAL TERMS & CONDITIONS**

### **(Part 1 to Part 2)**

Visakhapatnam Port Authority is an Autonomous Body governed under the Major Port Authority Act, 2021 and functioning under Ministry of Ports, Shipping and Waterways, Government of India. The Port operations are being carried out through Port as well as under PPP/BOT model with Revenue sharing/Royalty. It is proposed to outsource the work of audit of the operations carried out through the operators on PPP/BOT, to confirm the correctness of revenue share received on the gross earnings earned by the respective Operators as per the concession agreement.

### **Part 1**

#### **BROAD SCOPE OF WORK**

The Concession agreement mandates the appointment of Chartered Accountant to conduct a Special Audit of the Gross Revenue and the financial statements, documents and supporting evidences thereto to check whether the revenue has been properly recorded bills have been properly issued, that the entire revenue collected by the Operator as found in the Operator's P&L Account etc., as royalty in the form of Gross Revenue share is payable to VPA i.e. the Concessioning Authority. The Primary Job of the auditor will be to certify Monthly Gross receipts by the terminal operator in relation to various services rendered in accordance with the concession agreement. Certifying the revenue share on month to month basis, reconciling escrow accounts maintained as per concession agreement and certifying that the escrow account deposits and withdrawals are as per intended purpose. In this connection, the broad scope of work to be performed by the auditor is stated below.

- 1) The audit has to be conducted with a view to see whether:
  - i. All the earnings earned by the respective PPP operator of VPA is covered under gross earnings reported by the Operator as well as earnings considered for the revenue share due to the VPA including a certification to this effect by the special auditor (L1 Bidder).
  - ii. There are any delays and / or irregularities in maintaining the accounts and reports, as per statutory regulation.
- 2) The auditor has to ensure the compliance of all clauses relevant to financial issues viz., Monthly Gross Earnings, reconciliation of escrow account every quarter (with submission of quarterly report to VPA thereof) to ensure the escrow account is being operated for the purpose envisaged in the concession agreement, amount due to VPA and actually received by VPA etc., as per the respective Concession

Agreement / License Agreement entered with VPA by the respective PPP Operator / License Operator.

- i. Reports submitted are supported by basic records.
- ii. Certificates to be issued, wherever necessary
- iii. Any other matter/opinions referred by VPA in accordance with the concession agreement / license agreement

- 3) The audit shall cover the compliance of relevant Articles of Concession Agreement relating to Revenue related matters and Finance related issues like sharing of data through online, submission of Audited Annual Accounts, Shareholding pattern and accordance with the Accounting Standards and Income Tax Act etc.
- 4) The auditor shall verify whether all charges collected by the respective operator are as per the tariff approved (including any escalation factor as per WPI etc from time to time in force) such other regulations or orders as may come into force from time to time and the same is considered as Gross Earnings for the purpose of calculating Revenue Share. Other Financial issues like shareholding pattern, Penalty for work achievement of performance standard etc., as per concession agreement shall also be verified and reported in the monthly report.

Note: The audit has to be done for 2 (Two) years approximately viz., from the Operations start date (Feb'2022) to 31-03-23 & FY 2023-24 separately with single report for each half year (Bi-Annually) and a report on gross receipts has to be submitted on monthly basis for the year 2022-23 (from the Operations start date) onwards till the FY 2023-24. Escrow account reconciliation report on quarterly basis for the above years.

#### Audit Report:

- i. The report shall be submitted in two parts. The first part will contain a general report on revenue earned and second part will contain revenue share to be remitted warranting report on omissions and evasions and appropriate rectification/compensation to the Port.
- ii. Compliance of relevant section of Concession Agreement with Concessionaire/License Operator.
- iii. The report should be submitted in a Pen drive, 2 (Two) hard copies and by email to FA mail (fa.VPA@gov.in) endorsing copy to relevant BOT Operator / License Operator.
- iv. The report should concentrate / give more attention to improvement in system controls in the collection of revenue share and monitoring the operators of BOT / License Operators with respect to compliance

of revenue related and financial issues related clauses of the Concession Agreement.

v. Presentation has to be made by the Auditor on quarterly basis with the observations and findings and future course of action.

The work shall be carried out as per the scope and procedure indicated in the tender. On completion of audit for each month of the financial year, a detailed report is to be submitted indicating the work done covering revenue earned and revenue share due thereon to the port with respect to upfront tariff for each PPP Project as well as running note highlighting the observations.

Manpower requirement:

- 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 and to manage the scope of work within due dates specified below
- The partner or employee of the firm who is having an experience in SAP based environment will be required to visit at least 4 days (minimum of 3-4 hours a day) in a week to carry out the above referred scope of work and as and when required at VPA.
- Partner to visit and attend meetings as and when required for discussion with Senior Officers of VPA.

Office arrangements:

- The successful bidder shall make their own arrangements for office stationery and other office equipment facilities such as laptops etc.,

**Target Dates:**

Audit for FY	Monthly report	Bi Annual – Special Audit	Annual – Special Audit
2022-23	7 Days from the end of the month.	1 Month from the date of submission of financial statement of the Gross Revenue of PPP/BOT Operator for every 6 (six) monthly period ending 30th September and 31st March every year.	1 Month from the date of submission of audited financial statement of the Gross Revenue of the PPP/BOT Operator for the year.

2023-24	7 Days from the end of the month.	1 Month from the date of submission of financial statement of the Gross Revenue of PPP/BOT Operator for every 6 (six) monthly period ending 30th September and 31st March every year.	1 Month from the date of submission of audited financial statement of the Gross Revenue of the PPP/BOT Operator for the year.
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Escrow account reconciliation report on quarterly basis for the above years.

### **Payment Terms:**

<b>After submission of</b>	<b>Payment Ratio</b>
Monthly Report	5% of the cost quoted for a FY by the bidder (FY 2022-23 means from Operations start date i.e Feb'2022 to Mar'23.)
Bi-Annually	NIL
Annual Report	40% of the cost quoted for a FY by the bidder

### **Part 2**

### **ELIGIBILITY CRITERIA**

<b>Sr.</b>	<b>Eligibility Criteria</b>	<b>Documents to be submitted</b>
1	<b>Legal Status of the Bidder</b>  The bidder should be a Chartered Accountant Firm/LLP registered in India with a minimum experience of 15 (Fifteen) years and having a full-fledged functional office in Visakhapatnam headed by full time partner (hereafter bidder is also 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.  Details to be furnished at <b>Annexure - 1</b>
2	<b>Resources of the Bidder</b>  The firm should have minimum 3 (Three) full time qualified CAs as partners having minimum 10 Years of Post Qualification Experience each.	Certified copy of registration issued by Institute of Chartered Accountants of India.

		Details to be furnished at <b>Annexure - 1</b>
3	<p><b>Financial Capacity of the bidder:</b></p> <p>The bidder should have average annual gross receipts of Rs. 25.00 lakhs during the last 3 (Three) financial years i.e. F.Y. 2020-21, 2021-22 &amp; 2022-23.</p>	<p>Audited financial statements of the bidder.</p> <p>Details to be furnished at <b>Annexure - 2</b></p>
4	<p><b>Assignments Undertaken by the bidder:</b></p> <p>The firm should have performed the similar work with a Port / Central Govt. / State Govt. / Central Autonomous Body / State Autonomous Body / Central PSU / State PSU / Any Company having annual turnover of Rs. 100 (One Hundred) Crores.</p>	<p>Proof of engagement letter / contract issued by the client.</p> <p>Details to be furnished at <b>Annexure - 3</b></p>

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.

The bidder has to submit the bill on monthly basis only.

--Sd--  
**F.A & C.A.O(i/c)**

[On the Letterhead of the Entity including full postal address, and telephone, facsimile and e-mail address]

**Format - I**

**Letter of Submission – Covering Letter**

Reference No. FA/PPP/2023-24/001

Date: \_\_\_\_\_

To

The F.A. & C.A.O,  
Visakhapatnam Port Authority,  
Visakhapatnam - 530035

Sub: SPECIAL AUDIT OF TERMINAL OPERATOR (M/s VCTPL Extension terminal).

Sir/Madam,

We have carefully gone through the Terms & Conditions (General Instructions, General Terms & Conditions & Special Terms & Conditions) contained in the tender document on the above stated subject. We have submitted the Bid Security Declaration as per **Format A** mentioned in the tender document. In this connection, we are submitting our bid enclosing the following, along with all other details as per the requirements of the bid document for the purpose of evaluation.

<b>Sr.</b>	<b>Particulars</b>	<b>Page No. of documents</b>
<b>Eligibility Criteria No. 1 &amp; 2</b>		
1	Copy of duly filled Annexure - 1 along with supporting documents.	
2	Copy of the certified copy of registration issued by The Institute of Chartered Accountants of India.	
3	Copy of PAN issued by the Income Tax Department of the Firm/LLP.	
4	Copy of GST No. of the Firm/LLP.	
<b>Eligibility Criteria No. 3</b>		
5	Copy of duly filled Annexure - 2 along with supporting documents.	
6	Copy of audited financial statements (Balance Sheet & Profit and Loss Account)	
<b>Eligibility Criteria No. 4</b>		
7	Copy of duly filled Annexure - 3 along with supporting documents.	
8	Copy of engagement letter.	
<b>Other Documents</b>		
9	Scanned copy of the Format – II	
10	Scanned copy of any other document. (a) (b) .....	

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Amendment / Addendum to the Bidding Documents, if any, for subject Tender.

Yours truly,

Signature of the Authorized Signatory  
Seal of the Entity

[On the Letterhead of the Entity including full postal address, and telephone, facsimile and e-mail address]

**Annexure - 1**

**Details of the \_\_\_\_\_ (Name of the Bidder)**  
Reference No. FA/PPP/2023-24/001  
Date: \_\_\_\_\_

Sub: SPECIAL AUDIT OF TERMINAL OPERATOR (M/s VCTPL Extension terminal).

Sir/Madam,

With reference to the subject tender, please find the below data

Name of the Firm	
Visakhapatnam Office Address	
Date of commencement of the Firm	
Date of Registration of the Firm	
Registration No. (Please attach copy):	
PAN of the firm (Please attach copy)	
GST No. of the firm (Please attach copy)	
Name of the person associates with VPA.	
Landline Nos.	
Fax No.	
Mobile No.	
Email Address.	
Web Site Address (if any)	
Bank Name	
Branch Name	
Bank Account No	
IFSC	

Declaration: We have gone through the Eligibility Criteria No. 1 & 2 carefully and provided all relevant information as required and the information stated above is correct.

Yours truly,

Signature of the Authorized Signatory Seal of the Entity

[On the Letterhead of the Entity including full postal address, and telephone, facsimile and e-mail address]

**Annexure - 2**  
**(Name of the**

**Financial Capacity of the**

**Bidder)**

Reference No. FA/PPP/2023-24/001

Date: \_\_\_\_\_

Sub: SPECIAL AUDIT OF TERMINAL OPERATOR (M/s VCTPL Extension terminal).

Sir/Madam,

With reference to the subject tender, please find the below data

<b>Financial Year</b>	<b>Annual Gross Receipts Amount in Rs.</b>
2020-21	
2021-22	
2022-23	
Total Annual Receipts	
3 Years Average Annual Gross Receipts	

Note: Enclose the audited financial statements for the above stated financial years.

Declaration: We have gone through the Eligibility Criteria No. 3 carefully and provided all relevant information as required and the information stated above is correct.

Yours truly,

Signature of the Authorized Signatory  
Seal of the Entity

[On the Letterhead of the Entity including full postal address, and telephone, facsimile and e-mail address]

**Annexure - 3**

**Details of Income Tax Consultancy Service experience of  
(Name of the Bidder)**

Reference No. FA/PPP/2023-24/001

Date: \_\_\_\_\_

Sub: SPECIAL AUDIT OF TERMINAL OPERATOR (M/s VCTPL Extension terminal).

Sir/Madam,

With reference to the subject tender, please find the details of the Similar Assignments handled by your firm along with relevant engagement letters.

Sr.	Client Name	Type of Organisation (Port / Govt. / PSU / etc.,)	Type of Service
1			
2			
3			
4			
5			
6			

Declaration: We have gone through the Eligibility Criteria No. 3 carefully and provided all relevant information as required and the information stated above is correct.

Yours truly,

Signature of the Authorized Signatory  
Seal of the Entity

[On the Letterhead of the Entity including full postal address, and telephone, facsimile and e-mail address]

**Format - II**

**Declaration Regarding Acceptance of Terms and Conditions of the tender and clean track record**

Reference No. FA/PPP/2023-24/001

Date: \_\_\_\_\_

To

The F.A. & C.A.O,  
Visakhapatnam Port Authority,  
Visakhapatnam - 530035

Sub: SPECIAL AUDIT OF TERMINAL OPERATOR (M/s VCTPL Extension terminal).

Sir/Madam,

We have carefully gone through the Terms & Conditions (General Instructions, General Terms & Conditions & Special Terms & Conditions) contained in the tender document on the above stated subject. We do hereby accept all the terms and conditions of the contract as listed in the tender document.

We do hereby declare that we have not been blacklisted for supply of any services to VPT or any other Government department/agency in India & we have not be owned or controlled by any employee (or any of his/her relative) of VPT. Further, we do hereby declare that our firm has not made any payment or illegal gratification to any person/authority connected with the bid process so as to influence the bid process and have not committed any offence under the PC Act in connection with bid.

We hereby undertaken that, we will not sub-contract the work assigned to the firm. We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely. It is further certified that the signatory to this document is the authorized signatory and, therefore, competent to make this declaration.

Yours truly,

Signature of the Authorized Signatory  
Seal of the Entity

**Format – III (BOQ)**

**FINANCIAL BID**

**(TO BE QUOTED AT ONLINE BOQ ONLY)**

Reference No. FA/PPP/2023-24/001

Date: \_\_\_\_\_

Sub: SPECIAL AUDIT OF TERMINAL OPERATOR (M/s VCTPL Extension terminal).

Sir/Madam,

With reference to the subject tender, please find our financial bid

<b>Particulars</b>	<b>Professional Fees on Yearly Basis (excluding GST)</b>	
	<b>Yearly Fees in INR (In Figures)</b>	<b>Yearly Fees in INR (In Words)</b>
Fees for the entire scope of work		

Notes:

- a. Only GST as applicable shall be paid extra on the above quoted fee.
- b. Statutory Deductions like TDS etc. shall be made by VPT as per statutory rate and norms wherever applicable.
- c. 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 VPT on account of Scope of Work provided in tender. Rate quoted shall be firm & shall not be quoted with price variation clause. If there is a discrepancy between words and figures, the figures written in words shall prevail.

Yours truly,

Signature of the Authorized Signatory  
Seal of the Entity

[On the Letterhead of the Entity including full postal address, and telephone, facsimile and e-mail address]

**Format - A**

**Bid Security Declaration**

Reference No. FA/PPP/2023-24/001

Date: \_\_\_\_\_

To  
The F.A. & C.A.O,  
Visakhapatnam Port Authority,  
Visakhapatnam - 530035

Sub: SPECIAL AUDIT OF TERMINAL OPERATOR (M/s VCTPL Extension terminal).

Sir/Madam,

WE ARE ACCEPTING THAT IF WITHDRAW OR MODIFY THE BIDS DURING THE PERIOD OF VALIDITY ETC., OUR FIRM MAY BE SUSPENDED FOR THE TIME SPECIFIED IN THE TENDER DOCUMENT.

Yours truly,

Signature of the Authorized Signatory  
Seal of the Entity

Signature Not Verified

Digitally signed by DEBENDRA KUMAR  
SAHU  
Date: 2023.08.10 17:01:54 IST  
Location: eProcurement System for  
Central PSUs