

E Tender

E-Tenders are invited from the reputed & experienced Chartered Accountant Firms for the work of: Internal Audit of Head Office, Regional Offices, Sub Regional Offices and Purchase Centers & Godowns thereunder of Maharashtra State Cooperative Tribal Development Corporation Limited (hereafter referred as MSCTDC) for each of the following Groups.



Key Information on the E-Tender Submission:

E-Tender for Appointment of -1- Chartered Accountant Firm each to carry out Internal Audits of Regional, Sub Regional and Purchase Centers under the jurisdiction of the Regional Offices of MSCTDC for each of the Groups. E-Tenders will be processed in Two Bid system.

A Detailed Tender stating Pre-qualification Conditions and eligibility criteria, scope of work, mode of submission, etc will be available free of cost on website <https://mahatenders.gov.in> from Dated 16/10/2023 To 31/10/2023. The bidders are requested to go through the Detailed Tender before submission of the bid. The Blank Tender forms with Price Bid for the said work will be available on the aforesaid website from dated 16/10/2023 to 31/10/2023 on online payment of as mentioned below for each group –

1. Group I Rs. 17,000/- + GST per tender.
2. Group II Rs. 1,700/- + GST per tender.
3. Group III Rs. 3,400/- + GST per tender.

The interested bidders are requested to enroll themselves Online on the specified website well in advance so that they will be eligible for bidding. The bidder should have Class II or Class III digital signature for bidding.

Sr. No.	Particulars	Timeline
1.	E-Tender Issuance Date	16th October 2023
2.	E-Tender Co-ordinator Address Telephone E mail ID	General Manager (Finance), Maharashtra State Cooperative Tribal Development Corporation Limited, Finance Department, 3 rd Floor, Adivasi Vikas Bhavan, Ram Gadkari Chowk, Old Agra Road Nashik – 422 002 Phone No.: 0253-2571640 msctdcfinance@gmail.com
3.	Address of Correspondence for E-Tender	The Managing Director, Maharashtra State Cooperative Tribal Development Corporation Limited, 2 nd Floor, Ram Gadkari Chowk, Old Agra Road Nashik – 422 002
4.	Last Date of Written request for Clarifications	05.00 PM 19th October 2023
5.	Pre-Bid Meeting	Pre bid meeting will be held at the premises of the Head Office, Maharashtra State Cooperative Tribal Development Corporation Limited, Nashik on 20 th October 2023 at 03:00 PM.
6.	Reply to individual Pre-bid query	05.00 PM 25th October 2023
7.	Last Date of Submission of E-Tender Response (Closing Date)	05.00 PM 31st October 2023
8.	Opening of Eligibility Cum Technical Bid	03.00 PM 2nd November 2023 Address: At the premises of Maharashtra State Cooperative Tribal Development Corporation Limited, 2 nd Floor, Ram Gadkari Chowk, Old Agra Road Nashik – 422 002



9.	Date for presentation	Eligible short-listed bidders will be invited for a presentation on the Technical Proposal at the discretion of the management. Date for the Presentation will be communicated to the short-listed bidders. The MSCTDC's decision will be final in this regard.
10.	Opening of Financial Bid	The Financial Proposals of only those who qualify in Technical Proposal will be opened. The date for opening of the Financial Proposal would be communicated separately only to those bidders who are eligible and Technically qualified.
11.	Proposal Security (Earnest Money Deposit or EMD)	<p>1. Group I Rs. 1,70,000/-</p> <p>2. Group II Rs. 8,500/-</p> <p>3. Group III Rs. 17,000/-</p> <p>Earnest Money Deposit (EMD) should be deposited online only. The Bidder shall submit the deposit receipt of Bid security / EMD. online on or before the submission of Bid, failing this will cause a rejection of Bid.</p>
12	Security Deposit	The successful bidder will have to deposit 3% of Bid amount as Security Deposit payable in the form of Demand Draft or Bank Guarantee valid for 1 year from any Nationalized Bank in favour of "The Managing Director, MSCTDC Ltd, Nashik" .



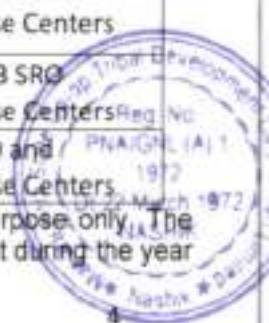
Definition of Terms used in the E-Tender:

Following terms are used in the document interchangeably to mean:

1. "Appointment / Assignment / Job / Engagement" means the work to be performed by the selected Bidder pursuant to the Contract.
2. "Corporation" or "MSCTDC" means Maharashtra State Cooperative Tribal Development Corporation Limited
3. "Day" means Business Day
4. "ICAI" means The Institute of Chartered Accountants of India, New Delhi
5. "Personnel/ Resources" means professionals and support staff provided by the selected Bidder
6. "Proposal/ Bid/ Tender" means Response to the E-Tender Document
7. "Recipient, Respondent, Consultant and Bidder" means interested and eligible applicants responding to this E-Tender for Internal Audit
8. "Successful/ Selected Bidder" means the bidder selected as the successful bidder by the Corporation in accordance with this E-Tender who is also referred to as 'Chartered Accountant Firm / Internal Audit Firm'
9. "Group" means group of districts where internal audit is to be conducted as listed under –

Group	Office Name	District covered	No. of Offices
Group I	Head Office, Nashik	Head Office in Nashik	1 Head Office
	Nashik Regional Office, its Sub Regional Offices and Purchase Centers	Nashik	1 RO, 5 SRO and 39 Purchase Centers
	Junnar Regional, its Sub Regional Offices and Purchase Centers	Pune and Ahmednagar	1 RO, 2 SRO and 6 Purchase Centers
	Jawhar Regional, its Sub Regional Offices and Purchase Centers	Jawhar and Palghar	1 RO, 5 SRO and 53 Purchase Centers
	Nandurbar Regional, its Sub Regional Offices and Purchase Centers	Nandurbar, Dhule and Jalgaon	1 RO, 7 SRO and NIL Purchase Center
Group II	Yavatmal Regional, its Sub Regional Offices and Purchase Centers	Yavatmal and Nanded	1 RO, 3 SRO and 1 Purchase Center
	Dharni, its Sub Regional Offices and Purchase Centers	Amravati	1 RO, 2 SRO and NIL Purchase Center
	Chandrapur, its Sub Regional Offices and Purchase Centers	Chandrapur	1 RO, 3 SRO and 36 Purchase Centers
	Divisional Office Nagpur	Nagpur Divisional Office	1 Divisional Office
Group III	Gadchiroli, its Sub Regional Offices and Purchase Centers	Gadchiroli	1 RO, 5 SRO and 53 Purchase Centers
	Bhandara, its Sub Regional Offices and Purchase Centers	Bhandara, Gondia and Nagpur	1 RO, 3 SRO and 44 Purchase Centers
	Aheri Sub Regional Office and Purchase Centers		1 SRO and 38 Purchase Centers

Note: Numbers of purchase centers are based on the past data and are for indicative purpose only. The actual number of purchase centers can vary based upon the quantum of the procurement during the year / proposed and sanctioned by the corporation.



Confidentiality:

This document is meant for the specific use by the Firm/ person/s interested to participate in the E-Tender process. This document in its entirety is subject to Copyright Laws. Maharashtra State Cooperative Tribal Development Corporation Limited expects the Firms or any person acting on behalf of the Firms strictly adhere to the instructions given in the document and maintain confidentiality of information. The Firms will be held responsible for any misuse of information contained in the document, and are liable to be prosecuted by the MSCTDC Ltd in the event that such a circumstance is brought to the notice of the Corporation. By downloading the document, the interested party is subject to the confidentiality clauses.



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1 Introduction

1.1 Introduction

This E-Tender document has been prepared solely for the purpose of enabling Maharashtra State Cooperative Tribal Development Corporation Limited (here in after referred as Corporation or MSCTDC Ltd.) for Appointment of -1- Chartered Accountant Firm each to carry out Internal Audits of Head Office, Regional, Sub Regional and Purchase Centers under the jurisdiction of the Regional Offices of MSCTDC for each of the Groups.

The E-Tender document is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement, in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed between the Corporation and any successful Firms identified by the Corporation, after completion of the selection process as detailed in this E-Tender document.

The E-Tender document is intended solely for the information of the party to whom it is issued ("the Recipient" or "the Respondent") and no other person or organization.

Corporation hereby invites responses from competent and registered Chartered Accountancy Firms registered with ICAI & C&AG for Appointment of -1- Chartered Accountant Firm each to carry out Internal Audits of Head Office, Regional, Sub Regional and Purchase Centers under the jurisdiction of the Regional Offices of MSCTDC for each of the Groups for the year 2023-24.

1.2 Information Provided

The E-Tender document contains statements derived from information that is believed to be true and reliable at the date obtained but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with the Corporation in relation to the provision of services. Neither the Corporation nor any of its directors, officers, employees, agents, representative, contractors, or advisors gives any representation or warranty (whether oral or written), expressed or implied as to the accuracy, updating or completeness of any writings, information or statement given or made in this E-Tender document.

1.3 Costs Borne by Respondent

All costs and expenses (whether in terms of time or money) incurred by the Recipient/ Respondent in any way associated with the development, preparation and submission of responses, including but not limited to attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by the Corporation, will be borne entirely and exclusively by the Recipient/ Respondent.

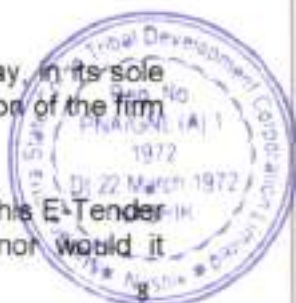
1.4 Recipient Obligation to Inform Itself

The Recipient / Respondent must apply its own care and conduct its own investigation and analysis regarding any information contained in the E-Tender document and the meaning and impact of that information.

1.5 Evaluation of Offers

Each Recipient / Respondent acknowledges and accepts that the Corporation may, in its sole and absolute discretion, apply whatever criteria it deems appropriate in the selection of the firm not limited to those selection criteria set out in this E-Tender document.

The issuance of E-Tender document is merely an invitation to offer responses to this E-Tender and must not be construed as any agreement or contract or arrangement nor would it



construed as any investigation or review carried out by a Recipient. The Recipient unconditionally acknowledges by submitting its response to this E-Tender document that it has not relied on any idea, information, statement, representation, or warranty given in this E-Tender document.

1.6 Errors and Omissions

Each Recipient should notify the Corporation of any error, fault, omission, or discrepancy found in this E-Tender document but not later than last date of receiving clarifications.

1.7 Acceptance of Terms

A Recipient will, by responding to the Corporation's E-Tender document, be deemed to have accepted the terms as stated in this E-Tender document.

1.8 No Legal Relationship

No binding legal relationship shall exist between any of the Bidders and the Corporation until execution of the agreement.





2 Terms of the E-Tender

2.1 E-Tender Submission

2.1.1 Application Money

Application Money as mentioned in **"Key Information on the E-Tender Submission"** is non-refundable. The Corporation may, at its discretion, reject any Firm where application money has not been furnished with the E-Tender response.

Applicants may download Tender Documents from website as mentioned in **"Key Information on the E-Tender Submission"** free of cost. Application money charged is inclusive of GST and do not cover the cost of Tender Documents.

2.2 Registration of E-Tender

Registration of E-Tender response will be affected by the Corporation by making an entry in a separate register kept for the purpose upon the Corporation receiving the E-Tender response in the above manner. The proposal must contain all documents, information, and details required by this E-Tender. If the submission to this E-Tender does not include all the documents and information required or is incomplete or submission is through e-mail, the E-Tender is liable to be summarily rejected.

All submissions, including any supporting documents, will become the property of the Corporation. The Recipient / Respondent shall be deemed to have licensed, and granted all rights to, the Corporation to reproduce the whole or any portion of their submission for the purpose of evaluation.

2.3 E-Tender Validity period

E-Tender responses must remain valid and open for evaluation according to their terms for a period of at least 180 days from the E-Tender opening date.

2.4 Appointment period

Post the evaluation process, the selected firm would be initially appointed by the Corporation from the date of work order upto 31/05/2025 in order to conduct the internal audit during the period from October 2023 upto March 2025, and may be extended annually for further two financial years at the same rates as accepted in the tender subject to satisfactory performance and at the sole discretion of the Corporation.

2.5 Communication on the E-Tender

Recipients / Respondent are required to address all communication/ clarifications/ queries if any relating to the E-Tender in writing via email on or before the last date of receiving request for Clarification as per details provided in the E-Tender. The Corporation will try to reply, without any obligation in respect thereof, every reasonable query raised by the Respondents in the manner specified. Any changes to the E-Tender will be communicated as Addendum to the E-Tender and will be published on the website as mentioned in **"Key Information on the E-Tender Submission"** under Tenders section. However, the Corporation will not answer any communication initiated by the Respondents beyond the dates provided in **"Key Information on the E-Tender Submission"**.

The Corporation may in its absolute discretion seek, but under no obligation to seek, additional information or material from any Respondents after the E-Tender closes and all such information and material provided must be taken to form part of that Respondent's response.

Respondents should invariably provide details of their email address as any clarifications required by the Corporation against the response to the E-Tender will only be communicated to the Respondent via email. If Corporation in its sole and absolute discretion deems that the originator of the query will gain an advantage by a response to a question, then Corporation reserves the right to communicate such response to all Respondents.

The Corporation may in its absolute discretion engage in discussion or negotiation with any Respondent (or simultaneously with more than one Respondent) after the E-Tender closes to improve or clarify any response.

2.5.1 Seeking additional information:

The Corporation may, in its absolute discretion, seek any additional information/ clarification from any Bidder as part of the evaluation process and all such information and material provided must be taken to form part of that Bidder's Response to the E-Tender. The Corporation reserves the right to ascertain information from the organizations with which the Respondents have rendered their services for execution of similar projects.

2.5.2 Grievance Redressal:

Any bidder who claims to have a grievance against a decision or action with regards to the provisions of this E-Tender may file a request to the E-Tender Co-Ordinator through mail on msctdcfinance@gmail.com. It may please be noted that the grievance can be filed by only that bidder who has participated in Procurement proceedings in accordance with the provisions of this E-Tender. All letters must be addressed to the following:

The Managing Director,
Maharashtra State Cooperative Tribal Development Corporation Limited,
2nd Floor, Adivasi Vikas Bhavan,
Ram Gadkari Chowk,
Nashik 422002 MH

2.6 Notification

The Corporation will notify all the Respondents in writing immediately post completion of the E-Tender Evaluation on the outcome of the process. The Corporation is not obliged to provide any reasons for any such acceptance or rejection.

2.7 Disqualification

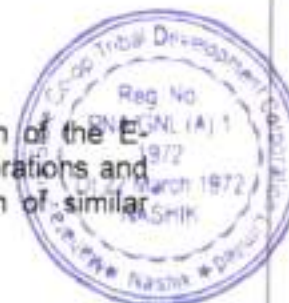
Any form of canvassing / lobbying / influence will result in disqualification at the sole discretion of the Corporation.

2.8 Language

The E-Tender response prepared by the Firm, as well as all correspondence and documents relating to the E-Tender exchanged by the Firm and the Corporation and supporting documents and printed literature shall be in the English or Marathi language only.

2.9 Formats of Bids

The Firms should use the formats prescribed by the Corporation in submission of the E-Tender. The Corporation reserves the right to ascertain information from the Corporations and other institutions to which the Firms have rendered their services for execution of similar assignments.



2.10 Timeframe

The timeframe has been provided at the start of this document for the overall selection process. The Corporation reserves the right to vary this timeframe at its absolute and sole discretion and without providing any notice/intimation or reasons thereof. Changes to the timeframe will be relayed to the affected Respondents during the process. The time schedule will be strictly followed. Interested parties are expected to adhere to these timelines. However, the Corporation reserves the right to change the aforementioned timelines.

2.11 E-Tender Submission Details

The E-Tenders will be processed in Two Bid system and would be on Q.C.B.S. (Quality & Cost based Selection) under Reference of Manual for Procurement of Consultancy & Other Services 2017 Government of India Ministry of Finance Department of Expenditure.

- a. Technical bid: To be Submitted online only on the website <https://mahatenders.gov.in> (Submission of hard copies or Sealed Envelope of Hard copies will not be allowed). It shall be the responsibility of the Firm to ascertain timely submission of this technical bid to Corporation. The financial bid shall not be considered for opening if the submission of technical bid is not done properly.
- b. Financial bid: To be Submitted online only on the website <https://mahatenders.gov.in> (Submission of hard copies or Sealed Envelope of Hard copies will not be allowed). The offer should be based on the scope of work given above and should be inclusive of all taxes, levies, duties and all other charges including traveling, lodging and boarding or any other expenses of the Firm and other employees of the Firm. However, Goods and Service Tax will be paid separately on the offer price as per applicable rates at the time of billing. Corporation will not bear any expenses other than the cost quoted and applicable GST thereon. Firm should not quote the offer anywhere directly or indirectly in "Technical Bid".
- c. Each applicant shall submit only one offer in response to this tender. Any applicant, who submits more than one bid, will be disqualified.

2.11.1 : Eligibility Criteria:

Only Bidders that fulfill ALL the eligibility criteria as mentioned in **Annexure 3** are eligible to participate in this Bid. The Bidder should submit their responses along with documentary evidence and self-declaration, as required for the above eligibility criteria. Proposals of those bidders, who do not fulfill any of the eligibility criteria as stated in full, will be summarily rejected. Firms fulfilling the eligibility criteria as laid out above will proceed to the next stage of the Technical Evaluation. The Corporation's discretion on 'Eligibility Criteria' is final.

An eligible firm can apply for Internal Audit of any one group only. Please note that

- a. One Firm is allowed to bid for One Group only.
- b. If one firm bids for more than One Group, all the bids of that firm will be rejected.
- c. The C. A. Firms engaged for carrying out Internal Audit in any other Group of our Corporation are not eligible to participate.

Note- All the support documents need to be submitted duly indexed sequentially in the above order with respective eligibility criteria.



2.11.2 Pre Bid Queries:

The Bidder should carefully examine, understand the scope and terms and conditions of the E-Tender and may seek clarifications, if required. The bidders in all such cases seek clarification in writing in advance, in the same serial order of the E-Tender by mentioning the relevant page number and clause number of the E-Tender. All communications regarding points requiring clarifications on doubts, if any, shall be given in writing to the E-Tender Co-ordinator by the intending bidders before the timelines specified.

2.11.3 Format for Technical Proposal

The Technical Proposal should be made in an organized, structured and neat manner. The format for submission of the Technical Proposal is as follows:

Technical Bid: The requisite certificates and documents supporting the eligibility criterion should be submitted as per follows;

1. Index
2. Documents as required and mentioned in Reference – 1
3. Offer covering letter as per Annexure 1
4. Letter of Authorization to Bid as per Annexure 2
5. Undertaking as per Annexure 3
6. Declaration as per Annexure 3.1 along with supporting Document
7. Approach, Methodology and Work plan as per Annexure 4
8. Proposed Team Profile as per Annexure 5
9. Proposed List of Key personnel as per Annexure 6
10. Conformity Letter as per Annexure 7
11. A copy of the E-Tender along with the addendum duly putting the seal and signature on all the pages of the document for having noted contents and testifying conformance of the terms and conditions.

All the relevant pages of the proposal are to be numbered and signed by an authorized signatory on behalf of the Firm. The number should be unique serial number across the document. The Bidder should provide documentary evidence of the authorized signatory for the purpose of this E-Tender.

The E-Tender response shall be in the English or Marathi language only.

2.11.4 Format for Financial Proposal:

The Financial Proposal needs to be provided in the template provided in Annexure 6. The Financial Proposal should be submitted online only on the website <https://mahatenders.gov.in> (Submission of hard copies or Sealed Envelope of Hard copies will not be allowed)

The Financial Proposal and Technical Proposals must be submitted separately in different files as mentioned online on the website <https://mahatenders.gov.in>. It is reiterated that if any proposal is found to contain both Technical and Financial Proposals, such offers will be rejected by the Corporation. Offer should not be conditional in any manner; any conditional Financial Proposal responses shall be rejected by the Corporation.

2.12 Earnest Money Deposit

The Firm will have to submit the Earnest Money Deposit (EMD – Bid Security) while submitting their bid at the rate stipulated by the Corporation in the section on "Key Information on the E-



Tender Submission". The Earnest Money Deposit is required to protect the Corporation against the risk of the Firm's conduct.

The Earnest Money Deposit shall be denominated in the Indian Rupees only and shall be deposited online only. The Bidder shall submit the deposit receipt of Bid security / EMD online along with Tender, failing this will cause a rejection of Bid.

The earnest money deposit of a Firm may be forfeited by the Corporation if the Firm withdraws its bid during the bid validity period.

Unsuccessful Firms who have not been selected – The EMD will be returned by the Corporation within two weeks from closure of the selection process. No interest shall be paid on EMD to Unsuccessful Firms.

Security Deposit payable by the Successful Bidder – The successful bidder has to provide security deposit of **3 per cent** of the bid price on execution of the agreement in the form of Demand Draft or Bank Guarantee of Nationalized Bank valid for 1 year. The selected Firm's Earnest Money Deposit may be adjusted against the security deposit requirement.

2.13 Financial Proposal

The Financial Proposals should contain all relevant price information and should not contradict the Technical Proposal in any manner. There should be no hidden costs for items quoted. The offer must be made in Indian Rupees only and the offer should include all applicable taxes and other charges, excluding GST. The Corporation is not responsible for the arithmetical inaccuracy of the bid.

The Firm will have to ensure all calculations are accurate. The Corporation at any points in time for reasons whatsoever is not responsible for any assumptions made by the Firm. The Corporation at a later date will not accept any plea of the Firm or changes in the commercial offer for any such assumptions.

The Firm should quote fees as per the format provided by the Corporation while submitting the Financial Proposal as per Annexure 6. Estimated cost for each group has been mentioned in **Annexure – 6**

The fees quoted shall be in accordance to clause 3.1.2.1 of the GR regarding procurement of goods and services, dated 1/12/2016 and shall be inclusive of Professional Service and out of Pocket Expenses (such as Travel, Lodging and Boarding, Conveyance, Printing, Administrative Expenses etc.). This excludes GST which will be payable by the Corporation based on the prevailing rate at the time of billing. The Corporation shall not entertain any other claims over and above the fee specified in the Financial Proposal. No additional fee will be paid by the Corporation for time over run.





3 Terms of Reference

3.1 Introduction and Overview

The Maharashtra State Cooperative Tribal Development Corporation Limited (herein after referred as Corporation) was established in the year 1972 under the Maharashtra State Co-operative Act, 1960 with the basic objective to stop financial exploitation of the Tribal Population in the state and execute effective implementation of various State / Central Government schemes for financial upliftment and development of Tribal Population. MSCTDC Ltd. has its presence in all the Tribal areas of Maharashtra state through a Head Office at Nashik, a Divisional Office at Nagpur, 9 Regional Offices, 1 Upgraded Sub-Regional Office and 34 Sub-Regional Offices.

The Corporation intends to issue this bid document, hereinafter called E-Tender, to eligible Firms, hereafter called as "Bidders or Firms" to participate in the competitive bidding for Appointment of Chartered Accountant Firms each to carry out Internal Audits of Head Office, Regional, Sub Regional and Purchase Centers under the jurisdiction of the Regional Offices of MSCTDC for each of the Groups for the period mentioned in para 2.4 (Appointment period).

Background:

The Corporation intends to go for this arrangement to:

1. Streamline the compliance of accounting work and provide audited MIS at regular intervals.
2. Reduce administrative issues in managing the large number of transactions and evaluating their work.
3. Scale on the part of Auditors to use technology in auditing and ensuring regulatory compliance.

Objectives of Floating E-Tender:

1. To improve the effectiveness of internal audit for detecting violations and providing early warning signals about weaknesses and problems.
2. To keep all transactions of the Head Office, Regional, Sub Regional and Purchase Centers & Godowns thereunder under continuous review so as to supplement Corporation's efforts to ensure a robust internal control system at each levels of operations.
3. To ensure that violation, if any, in the system and procedures of the Corporation are brought to the notice of the management immediately "as near thereto as possible" so that timely corrective and remedial steps can be taken to avoid repetition.
4. To report serious irregularities / fraudulent activities noticed at any levels of transactions of the Corporation.
5. Identifying system lapses, irregularities of every type, income leakage, ensuring compliance of terms, detecting frauds, pointing out symptoms of sickness in time etc.

3.2 Purpose

The Corporation, for this purpose, invites proposals from competent Firms who are interested in participating in this E-Tender and must fulfill the pre-bid qualification and eligibility criteria mentioned under **Reference – 1** and also in a position to comply with the technical requirement mentioned and submit the required proposal as per the E-Tender. Apart from the above the Firm must also agree to all our terms & conditions mentioned under this E-Tender.

3.3 Project Scope

It is expected that the selected Firm will have necessary expertise, experience, capabilities and knowledge in the area, which shall broadly cover the areas listed in the scope of work. This listing is not exhaustive and should be regarded as an outline only. The objective is to provide 'best in class' Internal Audit services to the Corporation. Brief roles of the selected Internal Auditors are mentioned below:

- a. Conduct Internal Audit for the Corporation covering Head Office, Regional, Sub Regional and Purchase Centers & Godowns there under as per the frequency given in Reference – 3

and as per a detailed format provided by the Corporation through a dedicated audit assistant under supervision of a Chartered Accountant as per audit plan decided by the Corporation & requisite Certification.

- b. Consolidation of audit findings across Head Office, Regional, Sub Regional and Purchase Centers & Godowns thereunder to identify process improvement opportunities and control gaps.
- c. Provide suggestions addressing process improvement opportunities and controls gaps to the Management.

Qualification / Experience of Audit Assistant & Attendance Requirement: Firm has to deploy, dedicated Audit Assistant for each Head Office, Regional, Sub Regional and Purchase Centers & Godowns thereunder having suitable qualification and adequate knowledge & experience for carrying out Internal Audit. The work of Audit assistant is required to be supervised by a Partner / Team Leader Chartered Accountant of the Firm

The Firm is required to visit the at least 10% of the total Purchase Centers & Godowns under the jurisdiction of the Regional Offices every month, ensuring that all the Purchase Centers & Godowns are visited at least once in a financial year

Corporation has right to interview the personnel, to decide to deploy for this assignment or not. Corporation shall reserve the right to seek the change of resource/ personnel at any point of time during the engagement.

Internal Audit Coverage – As mentioned under Reference – 2 of this E-Tender.

List of Offices and other units – As mentioned under Reference – 3 of this E-Tender



4 Evaluation process

4.1 Opening of Technical Proposal

Technical Proposals received within the prescribed date and time will be opened in the presence of the authorized representatives of the firms bidding who choose to attend the opening of the offer on the date and time specified in this E-Tender document. The Authorized representative of the firm having photo identification, present shall sign a register of attendance. The representative has to submit an authority letter duly signed by the firm, authorizing him to represent and attend the Bid opening on behalf of the firm.

4.2 Preliminary Scrutiny

The Corporation will scrutinize the offers received to determine whether they are complete and as per E-Tender requirement, whether technical documentation as asked for and required, to evaluate the offer has been submitted, whether the documents have been properly signed and whether items are offered as per the E-Tender requirements. The Corporation will inform the date, time and venue of presentation to the eligible firms.

The proposals received by the Corporation will be technically evaluated to arrive at the technical scoring as per the scoring methodology specified below under the TECHNICAL PROPOSAL EVALUATION CRITERIA. The Bids which are securing the technical score of 60 or more marks out of a total of 100 marks are considered as technically qualified and only those technically qualified Bids will be further processed to find "Highest scoring Firms" as per evaluation methodology under TECHNO COMMERCIAL EVALUATION CRITERIA. The Corporation however retains the right to lower the cut off score if adequate number of bids does not qualify with the minimum score specified above.

A list of the Proposed Team Leader and top 10 members to be deployed for the assignment to be furnished with details of Name, Age, Qualifications, Experience and location in Annexure 5. Kindly note that the team proposed in the Technical Proposal will need to necessarily be made available to the Corporation for delivery assignment. During the course of the presentation, the Corporation has the right to interview the personnel, to decide to deploy in the assignment or not. The Corporation shall reserve the right to seek the change of Resource personnel in case of need. The Corporation reserves the right to review the decision of appointment of the Internal Auditor at any point of time.

4.3 Technical Proposal evaluation criteria

Corporation will call for a presentation before the Selection Committee of the Corporation by the eligible firms on their understanding of the key considerations for Internal Audit, proposed Methodology and Approach to be adopted for the Corporation, and the proposed team. The technical capabilities and competence of the Firm should be clearly reflected in the write-up. The date and time of the presentations, if required will be notified by the Corporation; no changes in the schedule will be entertained thereafter.

Based on the details submitted by the Firms in the Technical Proposal and the write up / presentation made by them before the Selection Committee of the Corporation, the Technical Evaluation of the eligible Firms will be carried out as furnished below:





Technical Proposal evaluation criteria:

No.	Particulars	Maximum Marks
1	Overall Profile of the firm	
1.2	Establishment of Firm / LLP: (As on date of publication of E-Tender as per Firm certificate issued by the ICAI) 1. 15- Years and above: 10 Marks 2. Above -10- Years and less than 15 Years: 6 Marks 3. Above - 5- Years and less than 10 years: 4 Marks	10
2	Past Experience	
2.1	The applicant firm having experience of Internal Audit of any State or Central Government Corporation having Annual Turnover of more than Rs. 100 crores, Internal audit of any Bank Branch having total business (advances & deposit together) of more than Rs. 100 crores. 2- Marks per year to be awarded for experience of Internal Audit subject to maximum 14 marks.	14
2.2	The applicant firm having experience of Statutory Audit of any State or Central Government Corporation having Annual Turnover of more than Rs. 100 crores, Statutory audit of any Bank Branch having total business (advances & deposit together) of more than Rs. 100 crores. 2- Marks per year to be awarded for experience of Internal Audit subject to maximum 10 marks.	10
2.3	The applicant firm having experience in working with any assignment with MSCTDC Ltd. In earlier years, including Tax Consultancy, Statutory Audit, Financial Consultancy, etc. at Head Office level – 6 marks Regional Office level – 3 marks for each RO maximum 6 marks Sub-Regional Office level – 1 mark for each SRO maximum 6 marks The maximum marks under this category is restricted to 6 marks	6
3	Firm Profile	
3.1	The firm having 1. Fellow Chartered Accountant (FCA) Partner – 2 marks for each partner 2. Associate Chartered Accountant (ACA) Partner – 2 marks for each partner 3. Full Time CA Employee – 1 mark for each CA Employee. (As per certificate of registration with ICAI) The maximum marks under this category is restricted to 15 marks	15
3.2	CISA / DISA Qualification & Certification course of ICAI by Partner: 1. Partner having qualification of Certification Course in Public Finance and Government Accounting (ICAI) - 2 marks for each partner. 2. Partner having qualification of Certification Course in Diploma in Information Systems Audit (ICAI) - 2 marks for each partner. 3. Partner having qualification of Certification Course on Anti Money Laundering Laws / Concurrent Audit of Bank Branches / Forensic Accounting and Fraud Detection (ICAI) – 1 mark for each partner per qualification. The maximum marks under this category is restricted to 10 mark	10

3.3	The firm having average annual turnover for 3 years as under - 1. Average Annual Turnover above Rs. 50 lakhs - 15 marks 2. Average Annual Turnover between Rs. 35 lakhs to Rs. 50 lakhs - 10 marks 3. Average Annual Turnover below Rs. 35 lakhs - 05 marks	15
4	Presentation on understanding of the scope & proposed approach	
4.1	Presentation on understanding of the scope of the assignment demonstrated in the response to the E-Tender, Technical approach & Methodology (Bidder should submit a write-up showing the approach towards Internal audit of the Corporation including use of automated tools, etc. to enhance overall audit effectiveness) in to be presented before the Managing Director of MSCTDC Ltd.	20
	Total:	100





4.3.1 Techno-commercial evaluation criteria

This will be a techno commercial evaluation and accordingly the technical evaluation will have 80% weightage and commercial evaluation shall have 20% weightage. These weightages shall be taken into consideration for arriving at the Successful Firm. The evaluation methodologies vis-a-vis the weightages are as under:

Score will be calculated for all technically qualified Firms using the following formula:

$$S = (T/T \text{ High} \times 80) + (C \text{ Low}/C \times 20)$$

Where:

S = Score of the Firm

T = Technical score of the Firm

T High = Highest Technical score among the Firms

C Low = Lowest Quote among the Firms

C = Quote as provided by the Firm (Annexure 6)

The Firm securing the highest score becomes the successful Firm

For example – There are three bidders A, B and C.

A "Combined score" will be arrived at, taking into account both marks scored through Technical Proposal evaluation and the nominal commercial quotes with a weightage of 80% for the Technical Proposal and 20% for the Financial Proposal as described below.

The combined score is arrived at by adding Technical Score and Commercial Score. The successful bidder will be the one who has highest Combined Score.

Technical score will be arrived at treating the marks of the bidder scoring the highest marks in Technical evaluation as 80. Technical score for other bidders will be computed using the formula: Technical Marks of Bidder / Highest Technical Score * 80.

Similarly, Commercial Score of all technically qualified bidders will be arrived at taking the cost quoted by L1 bidder i.e., the lowest quote from all technically qualified bidders. Marks for other bidders will be calculated using the formula Commercial Score = Quote from L1 bidder / Cost quoted by bidder * 20.

The successful bidder will be the one who has highest Combined Score. Methodology for techno commercial Evaluation is illustrated hereunder:

Sr. No.	Bidder	Technical Evaluation marks (T)	Nominal Bid Price in INR	Technical Score	Commercial Score	Combined Score (out of 100)
1	A	95	71	$95/95 \times 80 = 80.0$	$60/71 \times 20 = 16.9$	$80.0 + 16.9 = 96.9$
2	B	85	65	$85/95 \times 80 = 71.6$	$60/65 \times 20 = 18.5$	$71.6 + 18.5 = 90.1$
3	C	90	60	$90/95 \times 80 = 75.8$	$60/60 \times 20 = 20.0$	$75.8 + 20.0 = 95.8$

In the above example Bidder, A with highest score becomes the successful bidder.

In case of more than one bidder with equal highest score up to three decimals, then vender with highest technical marks (among those with highest equal score) will be considered successful Bidder.

4.4 Eligibility cum Technical Proposal

A minimum Eligibility criterion for the Bidder to participate is as per Reference – 1. The Bidder would need to provide supporting documents as part of the eligibility proof. The Technical Proposal will also be evaluated for technical suitability.

During evaluation of the Tenders, the Corporation, at its discretion, may ask the Bidder for clarification in respect of its tender. The request for clarification and the response shall be in writing, and no change in the substance of the tender shall be sought, offered, or permitted.

The Corporation reserves the right to accept or reject any tender in whole or in parts without assigning any reason thereof. The decision of the Corporation shall be final and binding on all the Firms to this document and the Corporation will not entertain any correspondence in this regard.





5 Terms and conditions

5.1 General

5.1.1 General Terms

The Corporation expects the Firm to adhere to the terms of this E-Tender and would not accept any deviations to the same.

Unless expressly overridden by the specific agreement to be entered into between the Corporation and the Firm, the E-Tender shall be the governing document for arrangement between the Corporation and the Firm.

The Corporation expects that the Firm appointed under the E-Tender shall have the single point responsibility for fulfilling all obligations and providing all deliverables and services required by Corporation, preferably from a single point.

Unless agreed to specifically by the Corporation in writing for any changes to the E-Tender issued, the Firm responses would not be incorporated automatically in the E-Tender.

5.1.2 Rules for Responding to this E-Tender

All responses received after the due date/time as mentioned in "**Key Information on the E-Tender Submission**" would be considered late and would be liable to be rejected.

All responses should be in English or Marathi language. All responses by the Firm to this E-Tender shall be binding on such Firm for a period of 180 days after opening of the bids.

All bid responses would be deemed to be irrevocable offers/proposals from the Firms and may be accepted by the Corporation to form part of final contract between the Corporation and the selected Firm. Unsigned responses would be treated as incomplete and are liable to be rejected.

The bids once submitted cannot be withdrawn/ modified after the last date for submission of the bids unless specifically permitted by the Corporation. In case, due to unavoidable circumstances, the Corporation does not award the contract within 180 days from the last date of the submission of the bids, and there is a possibility to award the same within a short duration, the Firm would have the choice to maintain the EMD with the Corporation or to withdraw the bid and obtain the EMD provided.

The Firm may modify or withdraw its offer after submission, provided that, the Corporation prior to the closing date and time receives a written notice of the modification or withdrawal prescribed for submission of offers. No offer can be modified or withdrawn by the Firm subsequent to the closing date and time for submission of the offers.

It is mandatory to submit duly filled in details in the formats provided along with this document. The Corporation reserves the right not to allow/ permit changes in the technical requirements and not to evaluate the offer in case of non-submission of the technical details in the required form at or partial submission of technical details.

The Firm at no point of time can excuse themselves from any claims by the Corporation whatsoever for their deviations in conforming to the terms and conditions and other schedules as mentioned in the E-Tender circulated by the Corporation. The Firm shall be fully responsible for deviations to the terms & conditions etc. as proposed in the E-Tender.

If related parties (as defined below) submit more than one bid then both /all bids submitted by related parties are liable to be rejected at any stage at the Corporation's discretion.



- a. Bids submitted by the holding Firm and its subsidiary
- b. Bids submitted by two or more Partnership firms/ LLPs having common partners
- c. Any other bid in the sole discretion of the Corporation is in the nature of multiple bids

5.1.3 Price Bids

The Firm should quote fees in Indian Rupees as per the format provided by the Corporation while submitting the Financial Proposal as per Annexure 6. The fee quoted shall be inclusive of Professional Service and Out of Pocket Expenses (such as Travel, Lodging and Boarding, Conveyance, Printing, Administrative Expenses etc.). This excludes GST which will be payable by the Corporation as per the rate applicable at the time of making payment. The TDS amount at prevailing rate shall be deducted from the payments. The firm shall carefully take into account all conditions and difficulties that may be encountered during the course of assignment while quoting their fee. The Corporation shall not entertain any other claims over and above the fee specified in the Financial Proposal. No additional fee will be paid by the Corporation for time over run.

The price bid may be based on the tentative mandays required for the assignment (reference 4)

5.2 Others

Corporation reserves the right to withdraw this E-Tender / cancel entire selection process at any time / stage without assigning any reason.

Corporation also reserves the right to change/add any terms and conditions of the E-Tender by issuing addenda/corrigenda and putting it on its website.

If there are conflicting points in the E-Tender, the Corporation reserves the right to take a position on the conflicting issue which will be binding on the selected Bidder any time during the period of contract.

No Commitment to accept lowest bid or any bid – Corporation shall be under no-obligation to accept the lowest price bid or any other offer received in response to this E-Tender. Corporation will not be obliged to meet and have discussions with any Bidder, and / or to listen to any representations in respect of the rejection.

Responses to this E-Tender should not be construed as an obligation on the part of the Corporation to award a contract for any services or combination of services. Failure of the Corporation to select a Firm shall not result in any claim whatsoever against the Corporation. The Corporation reserves the right to reject any or all bids in part or in full, without assigning any reason whatsoever.

By submitting a proposal, the Firm agrees to promptly contract with the Corporation for any work awarded to the Firm. Failure on the part of the awarded Firm to execute a valid contract with the Corporation will relieve the Corporation of any obligation to the Firm, and a different Firm may be selected based on the selection process.

The terms and conditions as specified in the E-Tender and addendums (if any which will be notified by the Corporation on website <https://mahatenders.gov.in>) thereafter are final and binding on the Firms. In the event the Firm is not willing to accept the terms and conditions of the Corporation, the Firm may be disqualified. Any additional or different terms and conditions proposed by the Firm would be rejected unless expressly accepted by the Corporation in writing.

The selected Firm must strictly adhere to the delivery dates as defined by the Corporation. Failure to meet these delivery dates, unless it is due to reasons entirely attributable to the Corporation, may constitute a material breach of the Firm's performance. On 3 consecutive event of delayed delivery of reports, may tend to result in withdrawal of assignment of the firm with fines payable to the extent of fees due for the period of work.



The Firm acknowledges that the Corporation relies on this statement of fact, therefore neither accepting responsibility for, nor relieving the Firm of responsibility for the performance of all provisions and terms and conditions of this E-Tender, the Corporation expects the Firm to fulfill all the terms and conditions of this E-Tender. The modifications, which are accepted by the Corporation, shall form a part of the final contract.

The Corporation and the Firm covenants and represent to the other Party the following:

- a. It is duly incorporated, validly existing and in good standing under the laws of the state in which such Party is incorporated.
- b. It has the corporate power and authority to enter into Agreements and perform its obligations there under. The execution, delivery and performance of terms and conditions under Agreements by such Party and the performance of its obligations there under are duly authorized and approved by all necessary action and no other action on the part of such Party is necessary to authorize the execution, delivery and performance under an Agreement.

The execution, delivery and performance under an Agreement by such Party:

- a. Will not violate or contravene any provision of its documents of incorporation;
- b. Will not violate or contravene any law, statute, rule, regulation, licensing requirement, order, writ, injunction or decree of any court, governmental instrumentality or other regulatory, governmental or public body, agency or authority by which it is bound or by which any of its properties or assets are bound;
- c. Except to the extent that the same have been duly and properly completed or obtained, will not require any filing with, or permit, consent or approval of or license from, or the giving of any notice to, any court, governmental instrumentality or other regulatory, governmental or public body, agency or authority, joint venture party, or any other entity or person whatsoever;
- d. To the best of its knowledge, after reasonable investigation, no representation or warranty by such Party in this Agreement, and no document furnished or to be furnished to the other Party to this Agreement, or in connection herewith or with the transactions contemplated hereby, contains or will contain any untrue or misleading statement or omits or will omit any fact necessary to make the statements contained herein or therein, in light of the circumstances under which made, not misleading. There have been no events or transactions, or facts or information which has come to, or upon reasonable diligence, should have come to the attention of such Party and which have not been disclosed herein or in a schedule hereto, having a direct impact on the transactions contemplated hereunder.

The Firm shall undertake to provide appropriate experienced, well-trained staff as well as other resources required, to execute the assignment.

5.3 Other E-Tender Requirements

This E-Tender may undergo change by either additions or deletions or modifications before the actual award of the contract by the Corporation. The Corporation also reserves the right to change any terms and conditions including eligibility criteria of the E-Tender and its subsequent addendums as it deems necessary at its sole discretion.

The Corporation reserves the right to extend the dates for submission of responses to this document.

Firms shall have the opportunity to clarify doubts pertaining to the E-Tender in order to clarify any issues they may have prior to finalizing their responses. All questions are to be submitted to the E-Tender Co-ordinator mentioned in "**Key Information on the E-Tender Submission**", and should be received by the nominated point of contact in writing through email before the scheduled date as indicated in the schedule of timeframe. Responses to inquiries and any other corrections and amendments will be published by Corporation on website <https://mahatenders.gov.in> in the form of addendum to the E-Tender or through electronic mail; the preference for distribution would be with the Corporation. The Firm, who posed the question, will remain anonymous.

Preliminary Scrutiny – The Corporation will scrutinize the offers to determine whether they are complete, whether any errors have been made in the offer, whether required documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. The Corporation may, at its discretion, waive any minor non-conformity or any minor deficiency in an offer. This shall be binding on all Firms and the Corporation reserves the right for such waivers and the Corporation's decision in the matter will be final.

Clarification of Offers – To assist in the scrutiny, evaluation and comparison of offers, the Corporation may, at its discretion, ask some or all Firms for clarification of their offer. The Corporation has the right to disqualify the Firm whose clarification is found not suitable to the proposed assignment.

Alterations – The offers containing erasures or alterations will not be considered. There should be no hand-written material, corrections or alterations in the offer. Technical details must be completely filled up. Correct information of the equipment being offered must be filled in. The Corporation may treat the offers not adhering to these guidelines as unacceptable.

Right to Alter Scope – The Corporation reserves the right to alter the requirements specified in the E-Tender. The Corporation also reserves the right to add/ modify/ delete one or more units from the list of office specified as part of the requirements for the period of the contract. Further the Firm agrees that the prices quoted by the Firm would be proportionately adjusted with such additions/ modifications/ deletions in units.

If the Corporation is not satisfied with the specifications as specified in the E-Tender and observes major deviations, the proposals of such Bidders will not be short-listed for further evaluation. No further discussions shall be entertained with such Bidders in respect of the proposal submission.

The Bidder shall indemnify, protect and save the Corporation against all claims, losses, costs, damages, expenses, action, suits and other proceedings, resulting from infringement of any Patent, Trade Marks, Copyrights etc. or such other statutory infringements under all the prevailing laws in respect of deliverables / output / material supplied by them to the Corporation from whatsoever source, provided the Corporation notifies the Bidder in writing as soon as practicable when the Corporation becomes aware of the claim.

The selected Bidder shall perform its obligations under this E-Tender as an independent contractor to the Corporation, and shall not be permitted to engage any subcontractors to perform any of the Deliverables or Services. Neither this E-Tender nor the Bidder's performance of obligations under this E-Tender shall create an association, partnership, joint venture, or relationship of principal and agent, master and servant, or employer and employee, between the Corporation and the Bidder or its employees, subcontractor; and neither Party shall have the right, power or authority (whether expressed or implied) to enter into or assume any duty or obligation on behalf of the other Party.

The Bidder shall solely be responsible for all payments (including any statutory payments) to its employees and shall ensure that at no time shall its employees, personnel or agents hold themselves out as employees or agents of the Corporation, nor seek to be treated as employees of the Corporation for any purpose, including claims of entitlement to fringe

benefits provided by the Corporation, or for any kind of income or benefits. The Bidder alone shall file all applicable tax returns for all of its personnel assigned hereunder in a manner consistent with its status as an independent contractor of services; and the Bidder will make all required payments and deposits of taxes in a timely manner.

5.4 Payment Terms

The payment would be made to the Firm by the Corporation after 15 days of submission of the Internal audit report for the prescribed period and format and on submission of valid Tax invoice.

- 5% payment in 15 days after acceptance of work plan.
- 15 % payment in 15 days after acceptance of first quarter report.
- 15 % payment in 15 days after acceptance of second quarter report.
- 15 % payment in 15 days after acceptance of third quarter report.
- 15 % payment in 15 days after acceptance of fourth quarter report.
- 15 % payment in 15 days after acceptance of fifth quarter report.
- 20 % payment in 15days of completion of annual audit for 2024-25 or 30th September whichever is earlier.

5.5 Joint Venture

Joint Venture is not permitted.

5.6 Sub-contracting

Sub-contracting is not permitted.





6 General Terms and Conditions

6.1 Dispute Resolution

If any disputes or difference or claims of any kind arises between the Corporation and the Firm in the connection with construction, interpretation or application of any terms and conditions or any matters or thing in any way connected with or in connection with or arising out of this tender and contract or the rights duties or liability of any party under the contract whether before or after the termination of the agreement, then the parties shall meet together promptly, at the request of the other, in an effort to resolve such dispute, difference or claim by discussion between them. No third party intervention other than that of the Court of law is allowed.

No arbitration jurisdiction to settle the dispute: there is no intention of referring dispute, if any to the Arbitration. Any dispute arise out of the contract of the said work shall be referred to the Court of Law at Nashik only. It is made specific here that in no case the matter shall be referred to any Arbitration or conciliation or any other form of ADR. The dispute if any shall be subjected to Nashik jurisdiction only.

6.2 Governing Laws

The E-Tender and subsequent contract shall be governed and construed and enforced in accordance with the laws of India, and both Parties shall agree that in respect of any dispute arising upon, over or in respect of any of the terms of the Agreement, only the courts in Nashik shall have exclusive jurisdiction to try and adjudicate such disputes to the exclusion of all other courts.

6.3 Notices and other Communication

If a notice has to be sent to either of the parties following the signing of the contract, it has to be in writing and shall be sent personally or by certified or registered post with acknowledgement due or overnight courier or email duly transmitted, facsimile/fax transmission (with hard copy to follow for email/fax), addressed to the other party at the addresses, email and fax number given in the contract.

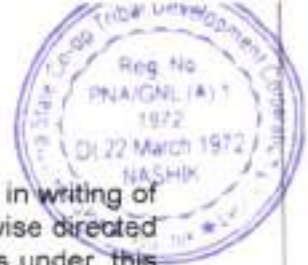
Notices shall be deemed given upon receipt, except that notices sent by registered post in a correctly addressed envelope shall be deemed to be delivered within 5 working days (excluding Sundays and public holidays) after the date of mailing/ dispatch and in case the communication is made by facsimile transmission or email, on business date immediately after the date of successful facsimile / email transmission (that is, the sender has a hard copy of a confirmation page evidencing that the facsimile was completed in full to the correct fax number or email sent to correct email address).

Any Party may change the address, email address and fax number to which notices are to be sent to it, by providing written notice to the other Party in one of the manners provided in this section.

6.4 Force Majeure

The Firm shall not be liable for forfeiture of its performance security, liquidated damages, penalties or termination for default, if any to the extent that its 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 explicitly beyond the reasonable control of the Firm and not involving the Firm's fault or negligence and not foreseeable. Such events are Acts of God or of public enemy, acts of Government of India in their sovereign capacity, strikes, political disruptions, bandhs, riots, civil commotions and acts of war.



If a Force Majeure situation arises, the Firm shall promptly notify the Corporation in writing of such conditions and the cause thereof within fifteen calendar days. Unless otherwise directed by the Corporation in writing, the Firm shall continue to perform Firm's obligations under this Agreement as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

In such a case the time for performance shall be extended by a period(s) not less than duration of such delay. If the duration of delay continues beyond a period of three months, the Corporation and the Firm shall hold consultations in an endeavor to find a solution to the problem.

6.5 Assignment

The Firm agrees that the Firm shall not be entitled to assign any or all of its rights and or obligations under this E-Tender and subsequent Agreement to any entity including the Firm's affiliate without the prior written consent of the Corporation.

If the Corporation undergoes a merger, amalgamation, takeover, consolidation, reconstruction, change of ownership, etc., this E-Tender along with the subsequent Addendums published shall be considered to be assigned to the new entity and such an act shall not affect the rights of the Firm under this E-Tender.

6.6 Waiver

No failure or delay on the part of either party relating to the exercise of any right power privilege or remedy provided under this E-Tender document or subsequent agreement with the other party shall operate as a waiver of such right power privilege or remedy or as a waiver of any preceding or succeeding breach by the other party nor shall any single or partial exercise of any right power privilege or remedy preclude any other or further exercise of such or any other right power privilege or remedy provided in this E-Tender document all of which are several and cumulative and are not exclusive of each other or of any other rights or remedies otherwise available to either party at law or in equity.

6.7 Confidentiality

Separate Non-Disclosure Agreement (NDA) will be signed by successful bidder.

The confidentiality obligations shall survive the expiry or termination of the agreement between the Firm and the Corporation.

The bidder acknowledges that in the course of performing the obligations under this E-Tender and subsequent Agreement, it shall be exposed to or acquire information of the Corporation, which the bidder shall treat as confidential.

- a) All Corporation's product and process details, documents, data, applications, software, systems, papers, statements and business / customer information which may be communicated to or come to the knowledge of Bidder or bidder's employees during the course of discharging their obligations shall be treated as absolutely confidential and Bidder irrevocably agrees and undertakes and ensures that bidder and its employees shall keep the same secret and confidential and not disclose the same, in whole or in part to any third party without prior written permission of Corporation. The bidder shall not use or allow to be used any information other than as may be necessary for the due performance by Bidder of its obligations hereunder.
- b) Bidder shall not make or retain any copies or record of any Confidential Information submitted by Corporation other than as may be required for the performance of Bidder.
- c) Bidder shall notify Corporation promptly of any unauthorized or improper use or disclosure of the Confidential Information.



- d) Bidder shall return all the Confidential Information that is in its custody, upon termination / expiry of the Agreement to be entered with successful bidder. Also, so far as it is practicable Bidder shall immediately expunge any Confidential Information relating to the assignment from any computer, word processor or other device in possession or in the custody and control by Bidder or its affiliates.
- e) Bidder hereby unconditionally agrees and undertakes that it and its employees shall not disclose the terms and conditions of the Agreement/ Work Order or any other oral or written information which may contain, hold or bear confidential information or disclose the information submitted by Corporation under any other Agreement to any third party unless such disclosure is mandatorily required by law or if it is required necessarily to be disclosed to any other agency or the like for the purpose of performing any of its obligations under the contract.

However, the Confidential Information will not be limited to the information mentioned above but not include the following as Confidential Information:

- i. Without breach of these presents, has already become or becomes and/or hereinafter will become part of the public domain;
- ii. Prior to the disclosure by Corporation was known to or in the possession of the Bidder at the time of disclosure;
- iii. Was disclosed or parted with the prior consent of Corporation;
- iv. Was acquired by Bidder from any third party under the conditions such that it does not know or have reason to know that such third party acquired directly or indirectly from Corporation.

The Bidder agrees to take all necessary action to protect the Confidential Information against misuse, loss, destruction, deletion and/or alteration. It shall neither misuse or permit misuse directly or indirectly, nor commercially exploit the Confidential Information for economic or other benefit.

In any dispute over whether information or matter is Proprietary Information or not mentioned herein, it shall be the burden of Bidder to show that such contested information or matter is not Proprietary Information within the meaning of the Agreement to be entered with successful bidder, and that it does not constitute violation under any laws for the time being enforced in India.

The confidentiality obligations shall survive the expiry or termination of the E-Tender / agreement between the bidder and the Corporation.

6.8 Termination

The Corporation shall have the option to terminate subsequent agreement and/ or any particular order, in whole or in part by giving Firm at least 30 days prior notice in writing without any assigning any reason in the specified events. It is clarified that the Firm shall not terminate this E-Tender & the subsequent Agreement for convenience.

However, the Corporation will be entitled to terminate this E-Tender and any subsequent agreement, if Firm breaches any of its obligations set forth in this E-Tender and any subsequent agreement and

- Such breach is not cured within forty-five (45) Days after Corporation gives written notice; or
- If such breach is not of the type that could be cured within forty-five (45) Days, failure by Firm to provide Corporation, within forty-five (45) Days, with a reasonable plan to cure such breach, which is acceptable to the Corporation.

This E-Tender and subsequent Agreement shall be deemed to have been terminated by either Party one day prior to the happening of the following events of default:



- The other Party becomes unable to pay its debt as they fall due or otherwise enters into any composition or arrangement with or for the benefit of its creditors or any class thereof;
- A liquidator or a receiver is appointed over all or a substantial part of the undertaking, assets or revenues of the other Party and such appointment continues for a period of twenty-one (21) days;
- The other Party is subject of an effective resolution for its winding up other than a voluntary winding up for the purpose of reconstruction or amalgamation upon terms previously approved in writing by the other Party; or
- The other Party becomes the subject of a court order for its winding up.

The Firm understands the strategic importance of this Assignment and that it would require tremendous commitment of technical resources for the same from the Firm for the tenure of this E-Tender and subsequent Agreement. The Parties therefore agree and undertake that an exit at any point in time resulting due to expiry or termination of this E-Tender and subsequent Agreement for any reason whatsoever would be a slow process over a period of one (1) month, after the completion of the notice period of one (1) month. During this period, the Firm shall continue to provide the Deliverables and the Services in accordance with this E-Tender and subsequent Agreement and shall maintain the agreed Service levels.

Immediately upon the date of expiration or termination of the E-Tender and subsequent Agreement, the Corporation shall have no further obligation to pay any fees for any periods commencing on or after such date.

Without prejudice to the rights of the Parties, upon termination or expiry of this E-Tender and subsequent Agreement, the Corporation shall pay to Firm, within thirty (30) days of such termination or expiry, of the following:

- All the undisputed fees outstanding till the date of termination;

Upon the termination or expiry of this E-Tender and subsequent Agreement: The rights granted to the Firm shall immediately be terminated.

- Upon the Corporation's request in writing, the Firm shall be under an obligation to transfer to the Corporation or its designee(s) the Deliverables being used by the Firm to perform the Services free and clear of all liens, security interests, or other encumbrances at a value calculated as stated.

6.9 Publicity

Any publicity by the Firm in which the name of the Corporation is to be used should be done only with the explicit written permission of the Corporation.

6.10 Solicitation of Employees

The Firm during the term of the contract shall not without the express written consent of the Corporation, directly or indirectly: a) recruit, hire, appoint or engage or attempt to recruit, hire, appoint or engage or discuss employment with or otherwise utilize the services of any person who has been an employee or associate or engaged in any capacity, by the Corporation in rendering services in relation to the contract; or b) induce any person who shall have been an employee or associate of the Corporation at any time to terminate his/ her relationship with the Corporation.



6.11 Compliance with Laws

The Firm shall undertake to observe, adhere to, abide by, comply with and notify the Corporation about all the prevailing laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this E-Tender and shall indemnify, keep indemnified, hold harmless, defend and protect the Corporation and its employees/ officers/ staff/ personnel/ representatives/ agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from. Compliance with all applicable laws shall be limited to laws which are directly/ indirectly affecting Corporation's business due to the services provided as part of this E-Tender. However statutory compliance for providing the service mentioned in the E-Tender needs to be carried out by the Firm.

The Firm should adhere to laws of the land and rules, regulations and guidelines issued by the various Regulatory, Statutory and Government authorities.

6.12 Order Cancellation

The Corporation will provide the selected Firm a remedy period of 45 days to rectify a default or given situation. The Corporation will provide in writing the nature of the default to the selected Firm through a letter or mail correspondence. The 45-day time period will commence from the day the Corporation has sent such correspondence to the selected Firm.

The Corporation reserves its right to cancel the order in the event of one or more of the following situations that are not occasioned due to reasons solely and directly attributable to the Corporation alone:

- Delay in implementation beyond the specified period that is agreed in the contract that will be signed with the successful Firm.
- Failure of the Firm make good the situation within the remedy period
- The selected Firm commits a breach of any of the terms and conditions of the E-Tender /contract.
- The selected Firm becomes insolvent or goes into liquidation voluntarily or otherwise
- An attachment is levied or continues to be levied for a period of 7 days upon effects of the tender.

6.13 Indemnity

The Firm shall indemnify the Corporation, and shall always keep indemnified and hold the Corporation, its employees, personnel, officers, directors, (hereinafter collectively referred to as "Personnel") harmless from and against any and all losses, liabilities, claims, actions, costs and expenses (including attorneys' fees) relating to, resulting directly or indirectly from or in any way arising out of any claim, suit or proceeding brought against the Corporation as a result of:

- The Corporation's authorized / bona fide use of the Deliverables and /or the Services provided by the Firm under this E-Tender; and/or
- an act or omission of the Firm and/or its employees, in performance of the obligations under this E-Tender; and/or
- Claims made by employees who are deployed by the Firm, against the Corporation;

and/or claims arising out of employment, non-payment of remuneration and non-provision of statutory benefits by the Firm to its employees. and / or

- Breach of any of the term of this E-Tender or breach of any representation or false representation or inaccurate statement or assurance or covenant or warranty of the Firm under this E-Tender; and/or
- Breach of confidentiality obligations of the Firm contained in this E-Tender; and/or
- Negligence or gross misconduct attributable to the Firm or its employees.

The indemnities under this clause are in addition to and without prejudice to the indemnities given elsewhere in this E-Tender / subsequent agreement.

6.14 Corrupt and Fraudulent Practices

As per Central Vigilance Commission (CVC) directives, it is required that Firms observe the highest standard of ethics during the procurement and execution of such contracts in pursuance of this policy:

- "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of values to influence the action of an official in the procurement process or in contract execution AND
- "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of the Corporation and includes collusive practice among Firms (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Corporation of the benefits of free and open competition.

The Corporation reserves the right to reject a proposal for award if it determines that the Firm recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

The Corporation reserves the right to declare a Firm ineligible, either indefinitely or for a stated period of time as per the Corporation's discretion, to be awarded a contract if at any time it determines that the Firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

6.15 Authorized Signatory

The selected Firm shall indicate the authorized signatories who can discuss and correspond with the Corporation, with regard to the obligations under the contract. The selected Firm shall submit, at the time of signing the contract, a letter signed by all the partners, authorizing an official or officials of the Firm or a Power of Attorney copy to discuss, sign agreements / contracts with the Corporation. The Firms shall furnish proof of signature identification for above purposes as required by the Corporation.

6.16 Service Level Agreement & Non-Disclosure Agreement

The selected Firm shall execute a Non-Disclosure Agreement (NDA) and Service level agreement (SLA). The selected Firm shall execute the NDA & SLA within 30 days from the date of acceptance of letter of appointment.

6.17 Limitation of Liability

1. The Firm's aggregate liability, in connection with obligations undertaken as a part of this Assignment, whether arising under this assignment regardless of the form or nature of the action giving rise to such liability (whether in contract, tort or otherwise), other than the



circumstances mentioned in the Para 2 of this clause, shall be limited to the 25 percent of total contract value / total fee quote.



2. The Firm's liability in case of claims against the Corporation resulting from its willful misconduct or gross negligence, or loss suffered by Corporation due to damage to real or tangible or intangible property by Service Provider, its employees and/ or subcontractors or loss suffered by Corporation, due to infringement of patents, trademarks, copyrights or such other Intellectual Property Rights or breach of confidentiality obligations committed by the Firm shall be actual.

6.18 Insurance & Penalties

The Firm should obtain Professional Liability Insurance to cover the risk of errors, omissions and/or negligence in conducting the concurrent audit activity. The policy should cover the total contract value/total fee quote.

The Auditor / firms shall indemnify the Corporation against all actions, omissions, proceedings, claims, suits, damages, liquidated damages, consequential damages and any other expenses for causes attributable to the Auditor / firm including any loss suffered on account of any breach of the terms and conditions of the offer of the appointment. Firm shall be liable for the penalty to the extent of actual loss suffered by the Corporation or the total professional fee payable/ total contract value whichever is lower.

6.19 Penalty & Liquidated Damages:

- a. If the selected Bidder Firm fails to complete the due performance of the contract in accordance with the specifications and conditions agreed during the final contract negotiation, the Corporation reserves the right to recover penalty.
- b. If the performance is found wanting, then the services of the Auditors shall be terminated / blacklisted with due intimation at the discretion of the Corporation and such Audit Firms shall stand de-empaneled. This is without prejudice to referring the issues to the professional body (ICAI) and also claim damages for such unsatisfactory service, whatsoever by the firm or any of its employees.
- c. The Audit Firm shall follow the time norms for completing the Audit and submitting the Audit Report to the Head Office / Regional Office / Sub Regional Office. If there is any delay in submission of the report percentage of the monthly Audit Fee will be deducted till the deficiency continues. The decision of the Managing Director of the Corporation shall be final in this regard. The penalty will be as per following table :

Sr. No.	Instances	Penalty
1	First Instance of Delay Submission in deliverables	10 % of the Fees due for the month / quarter / half year report
2	Second Instance of Delay Submission in deliverables	20 % of the Fees due for the month / quarter / half year report
3	Third Instance of Delay Submission in deliverables	Notice and Termination of Work Order as per terms of this E-Tender

Note: The timeline for submission of reports is mentioned in the Reference – 3

- d. Firm has to deploy, dedicated Audit Assistant for Head Office / Regional Office / Sub Regional Office having suitable qualification and adequate knowledge & experience for carrying out Internal Audit.
- e. Penalty are not applicable for reasons attributable to the Corporation and Force Majeure. However, it is the responsibility of the Bidder to prove that the delay is attributed to the Corporation or Force Majeure. The Bidder shall submit the proof authenticated by the Bidder and Corporation's official that the delay is attributed to the Corporation or Force Majeure along with the bills requesting payment. If the delay is attributable to the Corporation, or Force Majeure, or any other circumstances beyond the control of the selected Bidder, then the Corporation will extend the period of contract to the extent of delay without charging any Penalty.

7 Disclaimer

Subject to any law to the contrary, and to the maximum extent permitted by law, the Corporation and its directors, officers, employees, contractors, representatives, agents, and advisors disclaim all liability from any loss, claim, expense (including, without limitation, any legal fees, costs, charges, demands, actions, liabilities, expenses or disbursements incurred therein or incident al thereto) or damage, (Whether foreseeable or not) ("Losses") suffered by any person acting on or refraining from acting because of any presumptions or information (whether oral or written and whether express or implied), including forecasts, statements, estimates, or projections contained in this E-Tender document or conduct ancillary to it whether or not the Losses arises in connection with any ignorance, negligence, inattention, casualness, disregard, omission, default, lack of care, immature information, falsification or misrepresentation on the part of the Corporation or any of its directors, officers, employees, contractors, representatives, agents, or advisors.



Reference 1 – Pre-Bid Qualification

I. Pre-Bid Qualifications

- a. The Firm should be: Qualified Chartered Accountant firm and should be in practice, having valid 'Certificate of Practice' as on 1st Jan 2023 issued by The Institute of Chartered Accountants of India New Delhi, for at least last Five years , may be a Partnership firm or Limited Liability Partnership. Please provide Firm Certificate from the ICAI Portal.
- b. The Firm should be having experience of minimum three years of working with any Central or State Government Corporation in the work of Audit of Books of Accounts, or Financial and Tax Consultancy of Central or State Government Corporation. List to be provided. Copy of the experience certificate or the work order. Please provide Copy of Work Order along with Certificate of Satisfactory Completion of the Work or Experience Certificate from the respective offices.
- c. The books of account of the Firm should be audited under section 44 AB of the Income Tax Act 1961 during last three years. The firm should have minimum average turnover of Rs. 25 lakhs in last three financial year as per the audited books (FY 2020-21 to FY 2022-23). Please provide audited financial statements (Profit & Loss Account and Balance Sheet along with its schedules)
- d. The firm should be empaneled with C&AG for FY 2023-24. Please provide the copy of empanelment status on the website of C&AG, highlighting the name of the firm.
- e. The firm applying for Group 1 should have its presences by way of Office in Nashik and that applying for Group II & III should have office in Nagpur. Please provide Firm Certificate from the ICAI Portal as on 1st Jan 2023.
- f. The Firm should be registered under Goods and Service Tax Act and should have done all GST filing within the due date.



Reference 2 – Audit Coverage (Areas of Coverage)



In line with objective of Internal Audit & principal of **"detection of irregularities as near thereto as possible"**, Internal Auditor to verify & review all activities of Head Office/ Regional Offices/ Sub-Regional Offices and Purchase Center under the Regional Offices 's operation on a continuous basis to ensure accuracy, authenticity and due compliance with the internal systems, procedures and guidelines of the Corporation / other statutory and regulatory guidelines as issued from time to time. The Internal Auditor should ensure coverage as advised by Corporation from time to time. The audit of vouching should not be less than 35%. The broad area and scope of Audit at each level of office are as under:

For Head Office / Divisional Office:

Sr. No	Particulars
A	Scrutiny as well as analysis of the internal audit reports received from the Regional as well as sub regional offices and their compliances – (Monthly)
B	Finance Department:
1	Chart of Accounts and General Ledger: (Monthly)
1.1	Are all accounts in the chart of accounts accurately categorized and assigned appropriate codes?
1.2	Are there controls in place to prevent unauthorized changes to the chart of accounts or general ledger?
1.3	Are general ledger account balances with Regional Offices and Inter Scheme reconciled with supporting documentation on a periodic basis?
2	Financial Reporting and Disclosures: (Quarterly)
2.1	Are financial reports prepared in accordance with relevant accounting standards?
2.2	Are financial statements prepared by the RO and SROs reviewed by Head Office for accuracy and completeness before consolidation?
2.3	Are the disclosures in the financial statements consistent with the organization's adopted accounting standards (recognition and disclosure policy)?
2.3	Is there a process to ensure timely and accurate filing of financial statements by Regional & Sub Regional Offices with Head Office?
3	Expense Management: (Quarterly)
3.1	Are there established policies and procedures for expense management, including guidelines for allowable expenses, spending limits, and approval processes?
3.2	Are expenses properly authorized by designated individuals and supported by appropriate documentation (e.g., receipts, invoices)?
3.3	Is there a system or process in place to track and monitor expenses against approved budgets or spending limits?
3.4	Are expense reports reviewed for accuracy, legitimacy, and compliance with expense policies before reimbursement or payment?
4	Accounts Payable and Receivable: (Quarterly)
4.1	Are vendor invoices and customer invoices accurately recorded in the accounting system?
4.2	Are accounts payable and accounts receivable balances regularly reconciled with supporting documentation and statements from vendors and customers?
4.3	Are advances given to the employees verified whether expensed for the purpose they were allowed?
4.4	Are the advances given to the employees settled periodically (say fortnightly)?
4.5	Are the balances of the advance recovered if not utilised for the purpose allowed within reasonable time?



4.6	Are supplier invoices verified against purchase orders and receiving reports after recommendation for payment from Marketing Department?
5	Cash Management and Bank Reconciliation: (Monthly)
5.1	Are bank accounts reconciled on a timely basis, and are any discrepancies promptly investigated and resolved?
5.2	Is there segregation of duties between cash handling, reconciliation, and approval functions? Cash is periodically verified by the Regional Manager / Sub Regional Manager
6	Fixed Assets and Depreciation: (Half Yearly)
6.1	Is there a fixed asset register that accurately records all significant fixed assets owned by the organization?
6.2	Are fixed assets properly classified, tagged or labeled, and tracked throughout their lifecycle?
6.3	Is depreciation calculated and recorded accurately in accordance with relevant accounting policies and standards?
6.4	Are there periodic physical verifications of fixed assets to ensure their existence and condition?
7	Revenue Recognition: (Monthly)
7.1	Are the organization's revenue recognition practices compliant with relevant accounting standards?
7.2	Are contracts, sales agreements, and invoices reviewed to ensure proper recognition of revenue?
7.3	Are revenue recognition policies consistently applied?
7.4	Are there any deviations from contractual terms that impact revenue recognition?
8	Investments: (Monthly)
8.1	Are rate of investments called from different banks before investing?
8.2	Are the investments made from the idle funds? Ensure that the funds belong to the organisation and are generated from their profits.
8.3	Is there an Investment register that accurately records all the investments made by the organisation?
8.4	Is the investment register updated immediately after the making new investment and maturity of the old investment?
8.5	Are the investments in the name of the Corporation?
8.6	Are the investment receipts kept in a secured place (safe deposit controlled by two officials)?
9	Compliance with Financial Regulations (TDS/TCS, Profession Tax, Provident Fund, Labour Laws, etc): (Monthly)
9.1	Is the Corporation compliant with applicable financial regulations and tax laws?
9.2	Is the Corporation regular in depositing the taxes deducted/collected from the employee / vendors / suppliers?
9.3	Are necessary reports and filings prepared and submitted as per regulatory requirements?
C	MARKETING DEPARTMENT: (Quarterly)
1	Procurement / Purchases Verification (Tendering for procurement done at Head Office)
1.1	Is there a defined procurement process that includes supplier selection, purchase requisitions, purchase orders, and receipt of goods or services?
1.2	Are purchases and procurement activities properly authorized and supported by documented evidence?

1.3	Are there controls in place to ensure competitive bidding, fair evaluation, and compliance with procurement policies and applicable regulations?
1.4	Are supplier invoices verified against purchase orders and receiving reports before recommending for payment to Finance Department?
1.5	Is the requisition for procurement received from the respective department and regional & sub regional offices?
4	Supply Chain and Vendor Management: (Half Yearly)
4.1	Are there established procedures for selecting and evaluating suppliers based on predefined criteria (e.g., quality, cost, reliability)?
4.2	Is there on-going monitoring of supplier performance to ensure compliance with contractual obligations and quality standards?
4.3	Are there processes in place to identify and mitigate supply chain risks, such as single-source dependencies or disruptions?
4.4	Is there a system for tracking and managing inventory levels, including appropriate controls for inventory valuation and management?
5	Compliance with Financial Regulations (Goods & Service Tax): (Monthly)
5.1	Is the Corporation compliant with applicable financial regulations and tax laws?
5.2	Is the Corporation regular in depositing the taxes deducted/collected from the vendors/suppliers?
5.3	Are necessary reports and filings prepared and submitted as per regulatory requirements?
6	Material Accounts : (Quarterly)
6.1	Are the Material Accounts received from the Regional Offices analysed and found in compliance?
6.3	Are these Material Accounts timely reported to Finance Department for appropriate recording in the financial statements?
6.4	Is there any mechanism for deciding accountability of the material losses incurred?
7	Vendor and Contract Management: (Quarterly)
7.1	Contract Compliance:
7.1.1	Are contract terms and conditions reviewed and approved before engaging with vendors or signing contracts?
7.1.2	Is there a process to ensure compliance with contractual obligations throughout the contract lifecycle?
7.1.3	Are there mechanisms to monitor and address instances of non-compliance or contract deviations?
7.2	Vendor Performance Management:
7.2.1	Are vendor performance metrics defined and monitored to assess the quality, timeliness, and effectiveness of vendor deliverables?
7.2.2	Is there a process to periodically evaluate vendor performance and provide feedback on areas for improvement?
7.2.3	Are vendor performance evaluations used as inputs for vendor selection, contract renewal, or termination decisions?
8.3	Vendor Risk Management:
8.3.1	Is there a process for assessing and managing risks associated with vendor relationships?
8.3.2	Are vendor risks categorized and prioritized based on their potential impact on the organization?
8.3.3	Are there controls in place to mitigate and monitor vendor risks throughout the vendor relationship?
8.4	Vendor Due Diligence and Selection:



8.4.1	Is there a defined process for conducting due diligence on potential vendors before engaging in business relationships?
8.4.2	Are criteria and evaluation factors established to guide vendor selection decisions?
8.4.3	Are there documented records of vendor due diligence activities and selection rationale?
8.5	Vendor Relationship Governance:
8.5.1	Is there a structured governance framework for managing vendor relationships, including defined roles, responsibilities, and communication channels?
8.5.2	Is there a process for establishing and maintaining effective communication and collaboration with vendors?
8.5.3	Is there a mechanism for escalating and resolving issues or disputes with vendors in a timely manner?
8.6	Business Continuity and Contingency Planning:
8.6.1	Are there contingency plans in place to address potential disruptions or failures in vendor services?
8.6.2	Is there a process to periodically review and test vendor-related contingency plans to ensure their effectiveness?
8.6.3	Is there a mechanism to monitor and assess the vendor's own business continuity and disaster recovery capabilities?
D	ADMINISTRATION DEPARTMENT:
1	Resource Allocation: (Annually)
1.1	Is there a process for allocating human resources based on strategic priorities and operational needs?
1.2	Are resource allocation decisions based on a comprehensive assessment of demand, capacity, and constraints?
1.3	Is there a mechanism for monitoring resource utilization and reallocating resources as necessary to optimize efficiency and effectiveness?
2	Grievance Redressal : (Quarterly)
2.1	Is there any mechanism for grievance redressal for the complaints received from or against any official of the Corporation?
2.2	Are the grievances received properly resolved and dealt by the Corporation?
2.3	Pending References/ Communication : (Monthly)
2.3.1	Are the letters/references received by the office duly registered in inward/outward register?
2.3.2	Are the communications received properly answered and dealt by the organisation?
3	Recruitment and Selection: (Annually)
3.1	Is there a structured recruitment process followed for hiring new employees?
3.2	Are job descriptions and specifications clear and up to date?
3.3	Are recruitment sources diverse and appropriate for attracting qualified candidates?
3.4	Are interviews and selection processes conducted fairly and objectively?
3.5	Are background checks and reference verifications performed for new candidates?
4	Employee On boarding and Orientation: (Annually)
4.1	Is there a formal on boarding process for new employees?
4.2	Are new employees provided with necessary information about company policies, benefits, and procedures?
4.3	Is there a system in place for collecting feedback from new employees about the on boarding process?
5	Training and Development: (Annually)
5.1	Is there a training needs assessment conducted regularly to identify skill gaps?

5.2	Is there a training plan in place to address identified needs?
5.3	Are training programs evaluated for their effectiveness?
5.4	Is there a process for tracking and monitoring employee training and development activities?
6	Performance Management: (Annually)
6.1	Is there a formal performance management system in place?
6.2	Are performance goals and expectations clearly communicated to employees?
6.3	Is performance measured objectively and consistently?
6.5	Are performance appraisals conducted on time and documented appropriately?
7	Anti-corruption and Bribery: (Annually)
7.1	Are there policies and procedures in place to prevent bribery and corruption, including gifts and entertainment policies, conflicts of interest policies, and whistleblower mechanisms?
7.2	Are employees educated about anti-corruption laws and regulations and their responsibilities in preventing bribery and corruption?





For Regional Offices:

Sr. No	Particulars
A	Finance Department: (Monthly)
1	Chart of Accounts and General Ledger:
1.1	Are all accounts in the chart of accounts accurately categorized and assigned appropriate codes?
1.2	Are general ledger account balances with Head Office & Sub Regional Offices and Inter Scheme reconciled with supporting documentation on a periodic basis?
2	Financial Reporting and Disclosures: (Monthly)
2.1	Are financial reports prepared in accordance with relevant accounting standards?
2.2	Are financial statements prepared by the Sub Regional Offices reviewed by Regional Office for accuracy and completeness before consolidation?
2.3	Are the disclosures in the financial statements consistent with the organization's adopted accounting standards (recognition and disclosure policy)?
2.4	Is there a process to ensure timely and accurate filing of financial statements by Sub Regional Offices with Regional Office?
3	Expense Management: (Monthly)
3.1	Are there established policies and procedures for expense management, including guidelines for allowable expenses, spending limits, and approval processes?
3.2	Are expenses properly authorized by designated individuals and supported by appropriate documentation (e.g., receipts, invoices)?
3.3	Are expense reports reviewed for accuracy, legitimacy, and compliance with expense policies before reimbursement or payment?
4	Accounts Payable and Receivable: (Monthly)
4.1	Are vendor invoices and customer invoices accurately recorded in the accounting system?
4.2	Are accounts payable and accounts receivable balances regularly reconciled with supporting documentation and statements from vendors and customers?
4.3	Are advances given to the employees verified whether expensed for the purpose they were allowed?
4.4	Are the advances given to the employees settled periodically (say fortnightly)?
4.5	Are the balances of the advance recovered along with interest if not utilised for the purpose allowed within reasonable time?
4.6	Are supplier invoices verified against purchase orders and receiving reports after recommendation for payment from Marketing Department?
5	Cash Management and Bank Reconciliation: (Monthly)
5.1	Are bank accounts reconciled on a timely basis, and are any discrepancies promptly investigated and resolved?
5.2	Is there segregation of duties between cash handling, reconciliation, and approval functions?
5.3	Is there any idle funds lying with the regional offices?
5.4	Are the idle funds sent back to the Head Office within reasonable time?
6	Fixed Assets and Depreciation: (Half Yearly)
6.1	Is there a fixed asset register that accurately records all significant fixed assets owned by the office?
6.2	Are fixed assets properly classified, tagged or labelled, and tracked throughout their lifecycle?
6.3	Is depreciation calculated and recorded accurately in accordance with relevant accounting policies and standards?
6.4	Are there periodic physical verifications of fixed assets to ensure their existence and condition?



7	Revenue Recognition: (Monthly)
7.1	Are the revenue recognition practices compliant with relevant accounting standards as adopted by the organisation?
7.2	Are contracts, sales agreements, and invoices reviewed to ensure proper recognition of revenue?
7.3	Are revenue recognition policies consistently applied?
7.4	Are there any deviations from contractual terms that impact revenue recognition?
8	Compliance with Financial Regulations (TDS/TCS, Profession Tax, Provident Fund, Labour Laws, etc): (Monthly)
8.1	Is the organization compliant with applicable financial regulations and tax laws?
8.2	Is the organization regular in depositing the taxes deducted/collected from the employee/vendors/suppliers?
8.3	Are necessary reports and filings prepared and submitted as per regulatory requirements?
B	MARKETING DEPARTMENT:
1	Procurement/Purchases Verification (for the office use) : (Monthly)
1.1	Is there a defined procurement process that includes supplier selection, purchase requisitions, purchase orders, and receipt of goods or services?
1.2	Are purchases and procurement activities properly authorized and supported by documented evidence?
1.3	Are there controls in place to ensure competitive bidding, fair evaluation, and compliance with procurement policies and applicable regulations?
1.4	Are supplier invoices verified against purchase orders and receiving reports before recommending for payment to Finance Department?
1.5	Is the requisition for procurement received from the respective department and Sub-Regional offices?
2	Compliance with Financial Regulations (Goods & Service Tax): (Monthly)
2.1	Is the organization compliant with applicable financial regulations and tax laws?
2.2	Is the organization regular in depositing the taxes deducted/collected from the vendors/suppliers?
2.3	Are necessary reports and filings prepared and submitted as per regulatory requirements?
3	Material Accounts : (Quarterly)
3.1	Are the Material Accounts maintained in the required formats?
3.2	Is this Material Accounts submitted to the Head Office on regular intervals or on demand?
3.3	Are Material Accounts received from Sub Regional Offices on regular intervals or on demand?
3.4	Are the Material Accounts in compliance with the accounting standards as set by the organisation (recognition of losses, provision for material losses, valuation of the stock, etc)?
3.5	Are these Material Accounts timely reported to Finance Department for appropriate recording in the financial statements?
3.6	Is there any mechanism for deciding accountability of the material losses incurred by the organisation?
4	Vendor and Contract Management (for Millers, Transporters, etc.) : (Quarterly)
4.1	Contract Compliance:
4.1.1	Are contract terms and conditions reviewed and approved before engaging with vendors or signing contracts?
4.1.2	Is there a process to ensure compliance with contractual obligations throughout the contract lifecycle?

4.1.3	Are there mechanisms to monitor and address instances of non-compliance or contract deviations?
4.2	Vendor Performance Management:
4.2.1	Are vendor performance metrics defined and monitored to assess the quality, timeliness, and effectiveness of vendor deliverables?
4.2.2	Is there a process to periodically evaluate vendor performance and provide feedback on areas for improvement?
4.2.3	Are vendor performance evaluations used as inputs for vendor selection, contract renewal, or termination decisions?
4.3	Vendor Risk Management:
4.3.1	Is there a process for assessing and managing risks associated with vendor relationships?
4.3.2	Are vendor risks categorized and prioritized based on their potential impact on the organization?
4.3.3	Are there controls in place to mitigate and monitor vendor risks throughout the vendor relationship?
4.4	Vendor Due Diligence and Selection:
4.4.1	Is there a defined process for conducting due diligence on potential vendors before engaging in business relationships?
4.4.2	Are criteria and evaluation factors established to guide vendor selection decisions?
4.4.3	Are there documented records of vendor due diligence activities and selection rationale?
4.5	Vendor Relationship Governance:
4.5.1	Is there a structured governance framework for managing vendor relationships, including defined roles, responsibilities, and communication channels?
4.5.2	Is there a process for establishing and maintaining effective communication and collaboration with vendors?
4.5.3	Is there a mechanism for escalating and resolving issues or disputes with vendors in a timely manner?
4.6	Business Continuity and Contingency Planning:
4.6.1	Are there contingency plans in place to address potential disruptions or failures in vendor services?
4.6.2	Is there a process to periodically review and test vendor-related contingency plans to ensure their effectiveness?
4.6.3	Is there a mechanism to monitor and assess the vendor's own business continuity and disaster recovery capabilities?
C	ADMINISTRATION DEPARTMENT:
1	Pending References/ Communication : (Monthly)
1.1	Are the letters/references received by the office duly registered in inward/outward register?
1.2	Are the communications received properly answered and dealt by the organisation?
2	Grievance Redressal : (Quarterly)
2.1	Is there any mechanism for grievance redressal for the complaints received from or against any official of the organisation?
2.2	Are the grievances received properly resolved and dealt by the organisation?
3	Anti-corruption and Bribery: (Annually)
3.1	Are there policies and procedures in place to prevent bribery and corruption, including gifts and entertainment policies, conflicts of interest policies, and whistle-blower mechanisms?





For Sub Regional Offices:

Sr. No	Particulars
A	Finance Department:
1	Chart of Accounts and General Ledger: (Monthly)
1.1	Are all accounts in the chart of accounts accurately categorized and assigned appropriate codes?
1.2	Are general ledger account balances with Head Office & Sub Regional Offices and Inter Scheme reconciled with supporting documentation on a periodic basis?
2	Financial Reporting and Disclosures: (Monthly)
2.1	Are financial reports prepared in accordance with relevant accounting standards?
2.2	Are financial statements prepared by the Sub Regional Offices timely submitted to Regional Office
2.3	Are the disclosures in the financial statements consistent with the organization's adopted accounting standards (recognition and disclosure policy)
3	Expense Management: (Monthly)
3.1	Are there established policies and procedures for expense management, including guidelines for allowable expenses, spending limits, and approval processes?
3.2	Are expenses properly authorized by designated individuals and supported by appropriate documentation (e.g., receipts, invoices)?
3.3	Are expense reports reviewed for accuracy, legitimacy, and compliance with expense policies before reimbursement or payment?
4	Accounts Payable and Receivable: (Monthly)
4.1	Are vendor invoices and customer invoices accurately recorded in the accounting system?
4.2	Are accounts payable and accounts receivable balances regularly reconciled with supporting documentation and statements from vendors and customers?
4.3	Are advances given to the employees verified whether expensed for the purpose they were allowed?
4.4	Are the advances given to the employees settled periodically (say fortnightly)?
4.5	Are the balances of the advance recovered along with interest if not utilised for the purpose allowed within reasonable time?
4.6	Are supplier invoices verified against purchase orders and receiving reports after recommendation for payment from Marketing Department?
5	Cash Management and Bank Reconciliation: (Monthly)
5.1	Are bank accounts reconciled on a timely basis, and are any discrepancies promptly investigated and resolved?
5.2	Is there segregation of duties between cash handling, reconciliation, and approval functions?
5.3	Is there any idle funds lying with the sub regional offices?
5.4	Are the idle funds sent back to the Regional Office within reasonable time?
6	Fixed Assets and Depreciation: (Half Yearly)
6.1	Is there a fixed asset register that accurately records all significant fixed assets owned by the office?
6.2	Are fixed assets properly classified, tagged or labeled, and tracked throughout their lifecycle?
6.3	Is depreciation calculated and recorded accurately in accordance with relevant accounting policies and standards?
6.4	Are there periodic physical verifications of fixed assets to ensure their existence and condition?
7	Revenue Recognition: (Monthly)
7.1	Are the revenue recognition practices compliant with relevant accounting standards as adopted by the organisation?



7.2	Are contracts, sales agreements, and invoices reviewed to ensure proper recognition of revenue?
7.3	Are revenue recognition policies consistently applied?
7.4	Are there any deviations from contractual terms that impact revenue recognition?
8	Compliance with Financial Regulations (TDS/TCS, Profession Tax, Provident Fund, Labour Laws, etc): (Monthly)
8.1	Is the Corporation compliant with applicable financial regulations and tax laws?
8.2	Is the Corporation regular in depositing the taxes deducted/collected from the employee/vendors/suppliers?
8.3	Are necessary reports and filings prepared and submitted as per regulatory requirements?
B	MARKETING DEPARTMENT:
1	Procurement/Purchases Verification (for the office use) : (Monthly)
1.1	Is there a defined procurement process that includes supplier selection, purchase requisitions, purchase orders, and receipt of goods or services?
1.2	Are purchases and procurement activities properly authorized and supported by documented evidence?
1.3	Are there controls in place to ensure competitive bidding, fair evaluation, and compliance with procurement policies and applicable regulations?
1.4	Are supplier invoices verified against purchase orders and receiving reports before recommending for payment to Finance Department?
1.5	Is the requisition for procurement received from the respective department?
2	Process Documentation: (Annually)
2.1	Are operational processes well-documented, including standard operating procedures, work instructions, and process maps as per the guidelines of Head Office?
2.2	Are the documents up to date and easily accessible to employees?
2.3	Are there any gaps or inconsistencies in the process documentation?
2.4	Is there any deviation in the process followed from that is documented?
3	Material Accounts : (Quarterly)
3.1	Are the Material Accounts maintained in the required formats?
3.2	Are this Material Accounts submitted to the Regional Office on regular intervals or on demand?
3.3	Are Material Accounts received from Purchase Centers on regular intervals or on demand?
3.4	Are the Material Accounts in compliance with the accounting standards as set by the organisation (recognition of losses, provision for material losses, valuation of the stock, etc)?
3.5	Are these Material Accounts timely reported to Finance Department for appropriate recording in the financial statements?
3.6	Is there any mechanism for deciding accountability of the material losses incurred by the organisation?
C	ADMINISTRATION DEPARTMENT:
1	Pending References/ Communication : (Monthly)
1.1	Are the letters/references received by the office duly registered in inward/outward register?
1.2	Are the communications received properly answered and dealt by the organisation?
2	Grievance Redressal : (Quarterly)
2.1	Is there any mechanism for grievance redressal for the complaints received from

	or against any official of the organisation?
2.2	Are the grievances received properly resolved and dealt by the organisation?
3	Anti-corruption and Bribery: (Annually)
3.1	Are there policies and procedures in place to prevent bribery and corruption, including gifts and entertainment policies, conflicts of interest policies, and whistle-blower mechanisms?

For Purchase Center :

(At least one visit for each centre in a year during the procurement season.)

Sr. No	Particulars
1	Verification of farmer registration including KYC and bank details.
2	Verification of purchase register
3	Verification of Hundi Book, Grading Slip, Bill Book, Vajan Patti, Kata Toll Patti, Hamali Register.
4	Stock Book & Baradana Register.
5	Transport Pass & Delivery Order.

For Godown :

(At least one visit for each centre in a year during the procurement season.)

Sr. No	Particulars
1	Physical Verification of Stock with specific remarks about damage stock.
2	Verification of Stock Register



Reference 3 – Audit Universe (List of Divisional / Regional / Sub Regional Offices and Frequency of the Audit)

Sr. No.	Office Name	Name of Regional Office	District of Office	Frequency of the Internal Audit	Submission Date of Report
1	SRO Ghodegaon	RO Junnar	Pune	Half Yearly	20 th day of the subsequent month as per the frequency of the audit report. If the 20 th day is a Public Holiday the previous day of the 20 th day of the subsequent month
2	SRO Rajur		Ahmednagar	Half Yearly	
3	RO Junnar		Pune	Quarterly	
4	SRO Kalamb	RO Yavatmal	Yavatmal	Half Yearly	
5	SRO Kinwat		Nanded	Half Yearly	
6	SRO Pandharkawda		Yavatmal	Half Yearly	
7	RO Yavatmal		Yavatmal	Quarterly	
8	SRO Gondpimpri	RO Chandrapur	Chandrapur	Monthly	
9	SRO Chimur		Chandrapur	Monthly	
10	RO Chandrapur		Chandrapur	Monthly	
11	SRO Deori	RO Bhandara	Gondia	Monthly	
12	SRO Navegaonbandh		Gondia	Monthly	
13	SRO Ramtek		Nagpur	Monthly	
14	RO Bhandara		Bhandara	Monthly	
15	SRO Ghot	RO Gadchiroli	Gadhchiroli	Monthly	
16	SRO Dhanora		Gadhchiroli	Monthly	
17	SRO Korchi		Gadhchiroli	Monthly	
18	SRO Kurkheda		Gadhchiroli	Monthly	
19	SRO Armori		Gadhchiroli	Monthly	
20	RO Gadchiroli		Gadhchiroli	Monthly	
21	SRO Aheri	-	Gadhchiroli	Monthly	
22	SRO Dharni	RO Dharni	Amravati	Quarterly	
23	SRO Chikhaldhar		Amravati	Half Yearly	
24	RO Dharni		Amravati	Half Yearly	
25	SRO Dindori	RO Nashik	Nashik	Quarterly	
26	SRO Peth		Nashik	Quarterly	
27	SRO Surgana		Nashik	Quarterly	
28	SRO Ghoti		Nashik	Quarterly	
29	SRO Kalwan		Nashik	Quarterly	
30	RO Nashik		Nashik	Monthly	
31	SRO Mokhada	RO Jawhar	Jawhar	Quarterly	
32	SRO Jawhar		Jawhar	Quarterly	
33	SRO Manor		Palghar	Quarterly	
34	SRO Kasa		Palghar	Quarterly	
35	SRO Shahapur		Thane	Monthly	
36	RO Jawhar		Jawhar	Monthly	
37	SRO Nandurbar	RO Nandurbar	Nandurbar	Quarterly	
38	SRO Yawal		Jalgaon	Quarterly	
39	SRO Taloda		Nandurbar	Quarterly	
40	SRO Navapur		Nandurbar	Quarterly	
41	SRO Pimpalner		Dhule	Quarterly	
42	SRO Shahada		Nandurbar	Quarterly	
43	SRO Dhadgaon		Nandurbar	Quarterly	
44	RO Nandurbar		Nandurbar	Monthly	
45	DO Nagpur	-	Nagpur	Quarterly	
46	HO Nashik	-	Nashik	Monthly	



Reference 4 – Estimated Man days during the period that assignment

Sr. No	Group	Qualified CA	Assistant
1	I	480	3400
2	II	100	750
3	III	200	1200



Annexure 1 –Technical Proposal Covering Letter

Group I / II / III

Date:

To

The Managing Director,
Maharashtra State Cooperative Tribal Development
Corporation Limited,
2nd Floor, Adivasi Vikas Bhavan,
Gadkari Chowk, Nashik 422002.

Madam/Sir,

Sub: E-Tender Reference No. E-Tender: _____
APPLICATION FOR GROUP _____
(Mention the group number in Roman number and in words also)

Having examined the above E-Tender including all Annexure, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to undertake the services in conformity with the said E-Tender in accordance with the Prices indicated in the Commercial Offer and made part of this Bid.

If our offer is accepted, we undertake to provide service as a Chartered Accountant Firm as per the timelines defined by the Corporation from the date of commencement of services.

We agree to abide by this offer till 180 days from the date of Financial Proposal opening and our offer shall remain binding upon us and may be accepted by the Corporation any time before expiry of that period.

Until a formal contract is prepared and executed, this offer together with the Corporation's written acceptance thereof and the Corporation's notification of award, shall constitute a binding contract between us.

We confirm that we have not made any changes in the offer documents, except for filling in appropriate columns.

We confirm that our Firm has not been black listed/ debarred by any Government Institutions/ Banks/ C&AG/ ICAI/ IBA/ Government/ Semi-Government departments/ PSU's in India. We confirm that our Firm do not have any pecuniary liability nor any judicial proceedings or any restraint restricting us in fulfilling the services.

We understand that the Corporation is not bound to accept the offer and the Corporation has right to reject the offer in full or part without assigning any reasons, whatsoever.

Signature of the Authorized Signatory

Name:

Designation:

Name of the Firm:

Address:



Annexure 2 – Letter of Authorization to Bid

Date:

To

The Managing Director,
Maharashtra State Cooperative Tribal Development
Corporation Limited,
2nd Floor, Adivasi Vikas Bhavan,
Ram Gadkari Chowk,
Nashik 422002 MH

Madam/Sir,

SUB: Authorization Letter for submitting bid documents (E-Tender Reference No. E-Tender:)

This has reference to your above E-Tender for Appointment of -1- Chartered Accountant Firm each to carry out Internal Audits of Head Office, Regional, Sub Regional and Purchase Centers under the jurisdiction of the Regional Offices of MSCTDC for each of the Groups for the period mentioned in para 2.4 (Appointment period). Mr / Ms..... is hereby authorized to submit the bid documents and to sign the contract on behalf of our Firm for all the services required by the Corporation as called for vide the Corporation's request for proposal vide above referred E-Tender on behalf of our Firm. We confirm that the person so authorized above has digital signatures and confirm that all the prices quoted by him shall be binding on us. He/ She is also authorized to take decisions on behalf of the firm till E-Tender process is completed.

Certified photocopy of Power of Attorney (POA) of the person authorizing such person is duly submitted.

We hereby extend our full guarantee and warranty as per Clauses of Contract for the goods and services offered for supply by the Firm against this E-Tender.

The specimen signature is attested below:

Specimen signature of the Representative

Signature of the Authorizing Authority

Name of the Authorizing Authority (Certified Photocopy of POA of authorized Signatory / authority is to be submitted)

Note: This letter of authority should be on the letterhead of the principal on whose behalf the proposal is submitted and should be signed by a person competent and having the power of attorney to bind the principal. It should be included by the Firm in its proposal



Annexure 3 – Undertaking

(This letter should be on the letterhead of the bidder duly signed by an authorized signatory)

Date:

To

The Managing Director,
Maharashtra State Cooperative Tribal Development
Corporation Limited,
2nd Floor, Adivasi Vikas Bhavan,
Gadkari Chowk, Nashik 422002

Madam/Sir,

Sub: E-Tender Reference No. E-Tender:

Having examined the E-Tenders including all Annexure and Appendices, the receipt of which is hereby duly acknowledged, we, the undersigned offer to supply, deliver, implement and commission ALL the terms mentioned in the Request for Proposal and the other schedules of requirements and services for Corporation of Baroda in conformity with the said E-Tenders in accordance with the schedule of Prices indicated in the Price Bid and made part of this Tender.

- 1) If our Bid is accepted, we undertake to comply with the delivery schedule as mentioned in the E-Tender.
- 2) We agree to abide by this Financial Proposal for 180 days from the date of the Financial Bid opening and our Offer shall remain binding on us and may be accepted by the Corporation any time before expiry of the offer.
- 3) This Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
- 4) We agree that the Corporation is not bound to accept the lowest or any Bid the Corporation may receive.
- 5) We certify that we have provided all the information requested by the Corporation in the format requested for. We also understand that the Corporation has the exclusive right to reject this offer in case the Corporation is of the opinion that the required information is not provided or is provided in a different format.

Dated this by20

Yours faithfully,

Signature of the Authorized Signatory

Name:

Designation:

Name of the Firm:

Address:



Annexure 3.1 Undertaking for Technical Evaluation

Date:

To

The Managing Director,
Maharashtra State Cooperative Tribal Development
Corporation Limited,
2nd Floor, Adivasi Vikas Bhavan,
Ram Gadkari Chowk,
Nashik 422002

Madam/Sir,

Sub: E-Tender Reference No. E-Tender:

Having examined the above E-Tender including all Annexure, the undersigned submit following information and supporting document for technical evaluation.

1. Profile (As per certificate of registration with ICAI)	
C&AG Empanelment No.	
Date of establishment of Firm	
Head Office located at (As per Firm Constitution Certificate issued by ICAI)	
Branch Office located at (As per Firm Constitution Certificate issued by ICAI)	
No of full time FCA Partners	
No. of full time ACA Partner	
No. of DISA and PFGA certified Partner	
No. of Partners have completed Certificate course by ICAI on Anti Money laundering Laws / Concurrent Audit of Banks / Forensic Accounting & Fraud Detection or Internal Audit	

Certificate of registration with ICAI, Firm Constitution Certificate & Certificates of DISA & Certification Course of ICAI on PFGA / Anti Money Laundering Laws / Concurrent Audit of Corporation / Forensic Accounting & Fraud Detection or Internal Audit of Partners are attached herewith.

Signature of the Authorized SignatoryName:
Designation:
Name of the Firm:
Address:



Annexure 4 –Approach, Methodology and Work Plan

The Firm should submit the Approach, Methodology and work plan in one integrated document. It should highlight the proposed approach and methodology for delivery of the assignment proposed given the understanding of the Corporation. The work plan should also cover ideas and ideas for institutionalization of change with clearly defined timelines, milestones and deliverables. Team structure and staffing pattern should be highlighted clearly in the light of the Corporation's stipulation for deploying an experienced team with the requisite skill sets to deliver the scope of the assignment.

The work plan shall be submitted by the successful bidder within 15 days of issuance of work order

The project scope and time lines are as defined in the E-Tender.



Annexure 5 – Team Profile

Profile of Proposed Team Leader and Top 5 team members

Name	
Present Designation	
Qualifications	
Nationality	
Present Location	
Total Work experience	
Language proficiency	
Areas of expertise relevant to the E-Tender	
Role in the proposed assignment	
Tasks assigned	

We hereby acknowledge that the information provided by us is true and to the best of our knowledge.

Signature of the Authorized Signatory

Name:

Designation:

Name of the Firm:

Address:

In each of the scope listed, if more than one professional is available then the indicative profile of each of such professional should be furnished.



Annexure - 6
Financial Proposal

Group I / II / III

(Amt. in INR – Actual Amt.)

Group ____ (In words)

The total fee quote by the Firm for –the assignment period mentioned in para 2.4 (Appointment period) of the tender document .

Total Fee* quoted in figures:	
Total Fee* quoted in words:	

- * Total fee quoted shall be inclusive of Professional Service and Out of Pocket Expenses (such as Travel, Lodging and Boarding, Conveyance, Printing, Administrative Expenses etc.). This excludes GST which will be payable by the Corporation based on the prevailing rate. The Corporation shall not entertain any other claims over and above the fee specified in the Financial Proposal. No additional fee will be paid by the Corporation for time over run.

Estimated cost for assignment of is as follows –

Group I	Rs. 55,00,000
Group II	Rs. 8,00,000
Group III	Rs. 18,00,000

Signature of the Authorized Signatory
Name:
Designation:
Name of the Firm:
Address



Annexure 7 –Conformity Letter

(This letter should be on the letterhead of the bidder duly signed by an authorized signatory)

Date:

To

The Managing Director,
Maharashtra State Cooperative Tribal Development
Corporation Limited,
2nd Floor, Adivasi Vikas Bhavan,
Gadkari Chowk, Nashik 422002

Sir,

Sub: E-Tender Reference No. E-Tender:

Further to our proposal dated, in response to the E-Tender (Corporation's tender No. hereinafter referred to as "E-Tender") issued by Corporation we hereby covenant, warrant and confirm as follows:

We hereby agree to comply with all the terms and conditions / stipulations as contained in the E-Tender and the related addendums and other documents including the changes made to the original E-Tenders issued by the Corporation shall form a valid and binding part of the aforesaid E-Tender document. The Corporation is not bound by any other extraneous matters or deviations, even if mentioned by us elsewhere either in our proposal or any subsequent deviations sought by us, whether orally or in writing, and the Corporation's decision not to accept any such extraneous conditions and deviations will be final and binding on us.

Yours faithfully,

Signature of the Authorized Signatory

Name:

Designation:

Name of the Firm:

Address:



Annexure 7 –Conformity Letter

(This letter should be on the letterhead of the bidder duly signed by an authorized signatory)

Date:

To

The Managing Director,
Maharashtra State Cooperative Tribal Development
Corporation Limited,
2nd Floor, Adivasi Vikas Bhavan,
Gadkari Chowk, Nashik 422002

Sir,

Sub: E-Tender Reference No. E-Tender:

Further to our proposal dated....., in response to the E-Tender (Corporation's tender No. hereinafter referred to as "E-Tender") issued by Corporation we hereby covenant, warrant and confirm as follows:

We hereby agree to comply with all the terms and conditions / stipulations as contained in the E-Tender and the related addendums and other documents including the changes made to the original E-Tenders issued by the Corporation shall form a valid and binding part of the aforesaid E-Tender document. The Corporation is not bound by any other extraneous matters or deviations, even if mentioned by us elsewhere either in our proposal or any subsequent deviations sought by us, whether orally or in writing, and the Corporation's decision not to accept any such extraneous conditions and deviations will be final and binding on us.

Yours faithfully,

Signature of the Authorized Signatory

Name:

Designation:

Name of the Firm:

Address:

Keerthi Bansod
Managing Director
Mah. State Co-op. Tribal Devp.
Corporation Ltd., Nashik-2.

