

**INDIA TRADE PROMOTION ORGANISATION
FINANCE & ACCOUNTS DIVISION
Notice Inviting Tender (NIT)**

Online electronic bids (single stage 2 bids) on open tender basis on Least Cost Selection (LCS) model for appointment of an independent auditor for the FY 2023-24 & 2024-25 for Tax Audit of ITPO & financial audit of the two (2) Trusts for employee benefits are invited by India Trade Promotion Organisation (ITPO) as detailed hereunder:

1. **Tender reference No.:** ITPO/FINANCE/M.A/c/Tax Audit/2023-24.
2. **Mode of tendering:** e-Procurement System
3. **E-Tender No.:** Independent_Auditor/2023-24
4. **Scope of Service:** Tax Audit of ITPO and annual financial audit of 2 Trusts
5. **Duration for completion of work:** 2 years
6. **Tender View Date & Time:** 13th Feb. 2024
7. **Period of Bid Validity:** 180 days
8. **Cost of bid documents:** INR 2360 (incl. GST 18%) through online payments. Bid submitted without cost of bid shall be rejected. MSMEs are exempted from payment of tender fees. Bank Details are as under:
Beneficiary Name: India Trade Promotion Organisation
Bank name: Central Bank of India
Branch: TFAI, New Delhi
Address: PRAGATI MAIDAN, MATHURA ROAD, NEW DELHI
A/c No.: 1167404133
IFSC: CBIN0284078
9. **Amount of bid Security:** Rs. 50,000/- through online payment to bank account as above. MSMEs are exempted from payment of bid security.
10. **Starting date of submission of Technical Bid and Price Bid:** 13/02/2024
11. **Last Date for submission of Technical Bid & Price Bid:** 28/02/2024
12. **Date and Time of bid opening:**
Technical bid: 29/02/2024
Price bid: (Date & time to be uploaded/ intimated later at CPPP)

Tender Documents can be viewed and downloaded from www.indiatradefair.com/tenders/listing and or CPPP site <https://eprocure.gov.in/eprocure/app>

Bidders are requested to read the terms and conditions of this tender before submitting their bids.

Note: The bidders who have already applied to the original tender published on 28.12.2023 (ID: 2023_ITPO_787687_1) shall not be required to deposit the tender fees and security deposit again. The details of previous payments of tender fees and security deposit are required to be mentioned in Annexure III to be submitted by the bidders of this tender.

1. INDICATIVE SCOPE OF WORK

1.1. Tax Audit of India Trade Promotion Organisation

- 1.1.1. Audit of ITPO (exempted) under Section 10(23C)(iv) of the Income Tax Act
- 1.1.2. Audit of ITPO under Section 44AB of the Income Tax Act
- 1.1.3. Any other audits as additionally required under Income Tax Act, as & when notified.
- 1.1.4. Reports of above audits in the forms prescribed by the Income Tax authority from time to time.

1.2. Financial Audit of ITPO Gratuity Trust

- 1.2.1. Annual financial audit
- 1.2.2. Assistance in filing of annual Income Tax Return (original/ revised/ corrected)

1.3. Financial Audit of ITPO Employees Defined Contribution Superannuation Trust

- 1.3.1. Annual financial audit
- 1.3.2. Assistance in filing of annual Income Tax Return (original/ revised/ corrected)

1.4. The above scope is indicative and not exhaustive. Any new requirements in the matter of audit, Direct/ Indirect taxation as & when required from an independent auditor in ITPO and the 2 Trusts shall be included.

2. ELIGIBILITY

2.1. Bidder should be a firm of Chartered Accountants (CAs) providing services in audit & taxation field with a minimum experience of 15 years.

In support of above, firm of CAs shall submit copy of:

- a. Firm's registration certificate issued by Institute of Chartered Accountants of India.
- b. GST registration certificate
- c. EPF registration certificate
- d. ESI registration certificate

2.2. Bidders should have a minimum of

- 2.2.1. **2 FCA partners as on the last date of submission of tender**
- 2.2.2. **4 paid qualified Chartered Accountants (other than partners) as on the last date of submission of tender.**

In support of above, bidders shall upload the firm's registration certificate issued by Institute of Chartered Accountants of India.

2.3. Bidders should have prior experience of conducting Tax audit u/s 44AB & 10(23C)(iv) for a minimum of one Central Public Sector Company in any of the previous 5 financial years to a Central Public Sector Company having an annual turnover of at least Rs. 200 crores in the year of assignment.

Experience of State PSUs and banks will not be considered.

The reference date for considering the period of five (5) financial years shall be reckoned till FY ended 31.03.2023.

In support of above, bidders shall upload the followings:

- Self-attested copy of letter of award and
- Copy of relevant extract of Profit & Loss Statement of the client organization for the relevant financial year.

2.4. The bidder should have minimum average turnover of Rs. 2 crores from the last 3 completed financial years (till FY ended 31.03.2023).

In support of above, bidders shall upload the extract of audited Profit & Loss/ Income & Expenditure Statement of the relevant 3 financial years.

2.5. The bidder should have their permanent office in Delhi/ NCR. Undertaking as per Annexure II.

2.6. The bidder should not have been engaged by ITPO or its Trust as consultant or advisor or internal auditor or other such engagements for FY 2023-24 & 2024-25. 'Independent Auditor' shall mean as defined in Explanation below section 288(2) of Income Tax Act. Undertaking as per Annexure II.

3. INSTRUCTIONS TO BIDDERS

- 3.1. The invitation of bid is open to all bidders who are registered legal entity i.e. consultancy firm/ company/ proprietorship firm/ LLP etc.
- 3.2. Non-refundable fee of Rs 2360/- (inclusive of GST 18%) is required to be paid online towards the cost of tender. The bidder shall submit the tender fee details along with the Technical bid for the tender as per Annexure III. Bank details for the purpose are mentioned in NIT. MSMEs are exempted from payment of tender fees.
- 3.3. The bidders shall furnish, as part of bid, deposit of Rs 50,000/- (Rupees Fifty Thousand Only) is required to be paid online towards bid security/ performance guarantee. MSMEs are exempted from payment of security deposit. The bidder shall provide the details of payment in Annexure III along with a copy of cancelled cheque for refunds (if required) at later stage.
- 3.4. **The bidders who have already applied to the original tender published on 28.12.2023 (ID: 2023_ITPO_787687_1) shall not be required to deposit the tender fees and security deposit again. The details of previous payments of tender fees and security deposit are required to be mentioned in Annexure III to be submitted by the bidder of this tender.**

- 3.5. The Earnest Money of unsuccessful bidders will be returned within 30 days of the award of work. The Earnest Money of the successful bidders will be refunded after successful completion of the work. No interest is payable in case of any delay in refund of Earnest Money.
- 3.6. The Earnest Money may be forfeited:
 - 3.6.1. If the bidder withdraws his bid after bid opening or varies any terms & conditions in regard thereto during the period of Bid validity; or
 - 3.6.2. If the bidder adopts corrupt or fraudulent or collusive or coercive practices; or
 - 3.6.3. In the case of a successful bidder, if the bidder deviates from the undertaking(s) submitted or fails to complete the work within the stipulated time.
- 3.7. Bidder shall quote the lump sum price after careful analysis of cost involved for the performance of the complete work considering all parts of the Bidding Document.
- 3.8. The quoted Price shall be deemed to be all inclusive except applicable taxes till the completion of the work.
- 3.9. Bid shall remain valid for a period of 180 days after deadline for bid submission.
- 3.10. The bid shall be signed by a person duly authorized to sign on behalf of the bidder.
- 3.11. Mere issuance of Bid document to prospective bidders shall not be construed that such a bidder automatically fulfills the prescribed eligibility criteria.
- 3.12. At any time prior to the deadline for submission of bid, ITPO may amend the tender documents by issuing corrigendum/agenda which shall be notified on portal. Therefore, the bidders are advised to visit the site regularly before deadline of submission of bids.
- 3.13. In case the office happens to be closed on the date of opening of bid as specified; the bids will be opened on the next working day at the opening hours of the day.
- 3.14. The bids as well as correspondence and documents relating to the qualification submitted by the bidders shall be in English or Hindi language only.
- 3.15. ITPO reserves the right to cancel the tendering process at any time before award of work without assigning any reasons thereof.

- 3.16. The bidder should submit only relevant documents precisely and not more than 50 (pdf) pages including covering letters etc., if any. **The bids with more than 50 pages, in all, will be liable for rejection at the discretion of ITPO.**
- 3.17. **The entire work of 3 entities shall be awarded to one successful bidder and the work shall not be split amongst the bidders.**
- 3.18. ITPO reserves the right to postpone and/ or extend the date of receipt or to withdraw the bid notice, without assigning any reason thereof, entirely at its discretion. In such an event, bidders shall not be entitled to any compensation, in any form whatsoever.
- 3.19. Prices quoted shall remain firm, fixed and valid until completion of the Contract and will not be subject to variation on any account.
- 3.20. ITPO reserves the right to verify/confirm all documentary evidences as submitted by bidders in support of their eligibility.
- 3.21. The work shall initially be awarded on retainership basis for 2 financial years. The fee shall be payable after successful submission of all the Audit Reports. The retainership may be **extended further for 2 years every time on the same rates and terms & conditions with the consent of the auditor at the discretion of ITPO.**
- 3.22. TDS, as applicable, shall be deducted from all payments by ITPO.
- 3.23. The successful bidder may be required to submit the periodic compliances (payments, returns etc.) in respect of EPF/ ESI/ other labour laws before processing the payments, at the discretion of ITPO.
- 3.24. All disputes subject to jurisdiction of the Delhi High Court.
- 3.25. In case of any queries on bidding, please visit ITPO office or contact:
Manish Prasad- manishprasad@itpo.gov.in, Anchal Aggarwal-anchalaggarwal@itpo.gov.in,
Anirudh Kumar Bhatia- anirudhbhatia@itpo.gov.in, 9810886558
Office address:
Anchal Aggarwal, Manager (Finance)
Room no. 14, 3rd Floor, Pragati Bhawan
Gate no. 9, Bhairon Marg
India Trade Promotion Organisation
Pragati Maidan, New Delhi-110001

4. BID SUBMISSION & EVALUATION

Two-Part Bid procedure shall be adopted for submission and evaluation of the bids. The bidder shall accordingly prepare and submit the bids containing the required documents up to the closing date and time. The bidder shall prepare the bid and submit the bid in following manner:

4.1. First Part: Technical bid: online submission:

- Duly filled-in evaluation sheet as per Annexure I
- The scanned copy of the Undertaking/ Acceptance/other relevant documents as per Annexure II- III.
- The scanned copy of other supporting documents as per the tender requirement.

4.2. Second part: Price bid

The Price bid submitted should be lump-sum **per year** amount excluding taxes. It should be duly filled-in in conformity with the tender specification to be submitted online in the prescribed format.

4.3. The minimum fee for the assignment shall be Rs. 1,00,000/- per annum, excl. taxes. No TA/ DA shall be payable separately for travel within the state (Delhi/ NCR).

4.4. For qualifying Technical Evaluation, a bidder must meet minimum specified eligible criteria in all the categories.

4.5. During bid evaluation, ITPO may, at its discretion, ask any bidder for clarification of its bid which shall be submitted within given time.

4.6. If a bidder does not provide clarifications of the information requested by the date and time set in ITPO's request for clarification, its bid may be rejected.

4.7. Price bid of bidders, whose technical bids are not considered acceptable to the Organisation, will not be opened and their bid security shall be refunded after award of work to the successful bidder. The decision of ITPO will be final and binding in this regard.

4.8. The financial bids of only technically qualified bidders will be opened and evaluated.

4.9. Bidders are requested to submit their offer strictly in line with terms and conditions of tender document; otherwise, the bid may be rejected.

- 4.10. After the evaluation of technical bid, ITPO shall upload the evaluation results on the CPP portal and the opening financial bids will also be processed through CPPP.
- 4.11. Lowest Financial Bid will be considered for award of work.
- 4.12. In case of tie between two or more financial bids, the financial bids of the bidder having higher average turnover from last 3 completed financial year (till FY ended 31.3.2023) shall be consider for award of work.
- 4.13. If necessary, negotiations will be held with the successful bidder to examine the reasonableness of quoted fees and the work will be awarded at the reduced/ negotiated fees.

5. BREIF DESCRIPTION OF ITPO

- 5.1. ITPO is the apex body of the Government of India for promoting trade in India & abroad primarily through the medium of trade fairs &exhibitions.
- 5.2. **ITPO is registered under Sec. 25 of Companies Act, 1956 (now Section 8 of Companies Act, 2013).**
- 5.3. **ITPO is exempted u/s 10(23C)(iv) of Income Tax Act, 1961 w.e.f. AY 2022-23. The matter for earlier years is sub-judice in the Hon'ble Supreme Court of India.**
- 5.4. ITPO has three Trusts namely ITPO Employees Contributory Provident Fund Trust, ITPO Gratuity Trust, ITPO Employees Defined Benefit Superannuation Trust for settlements of PF, Gratuity and NPS (pension) to employees.
- 5.5. ITPO Employees Contributory Provident Fund Trust is exempt u/s 10(25)(ii) of Income Tax Act, 1961.
- 5.6. **ITPO Gratuity Trust is exempt u/s 10(25)(iv) of Income Tax Act, 1961.**
- 5.7. **ITPO Employees Defined Benefit Superannuation Trust is exempt u/s 10(25)(iii) of Income Tax Act, 1961.**
- 5.8. ITPO implemented Ind-AS accounting in FY 2016-17.
- 5.9. Annual Accounts 2022-23 of ITPO may be referred at <https://indiatradefair.com/uploads/English%20Annual%20Report%202022-23.pdf>
- 5.10. For further details, officers of ITPO referred above at clause 3.24. may be contacted.

CHECKLIST OF DOCUMENTS

This duly filled-in check-list shall form part of technical bid

S. No.	Eligibility Criteria	Eligible (Yes/ No)	Documentary proof attached	Page numbers (not more than 100 in total)
1	Bidder should be a firm of Chartered Accountants (CAs) providing services in audit & taxation field with a minimum experience of 15 years.		a. firm's regn. certificate issued by ICAI. b. GST regn. certificate c. EPF regn. certificate d. ESI regn. certificate	
2	Bidders should have a minimum of 4 FCA partners as on the last date of submission of tender		Firm's regn. certificate issued by ICAI.	
3	Bidders should have a minimum of 4 paid qualified Chartered Accountants (other than partners) as on the last date of submission of tender		Firm's regn. certificate issued by ICAI.	
4	Bidders should have prior experience of conducting Tax audit u/s 44AB & 10(23C)(iv) from a minimum of one Central Public Sector Company in any of the previous 5 financial years having an annual turnover of atleast Rs. 200 crores in the year of assignment.		<ul style="list-style-type: none"> • Letter of award • Relevant extract of Profit & Loss Statement of the client organization for relevant year 	
5	The bidder should have minimum average turnover of Rs. 2 crores during the last 3 completed financial years (till FY ended 31.03.2023).		Last 3 years' extracts of Profit & Loss Statement of the bidder	
6	The bidder should have their permanent office in Delhi/ NCR.		Annexure II	1
7	>The bidder should not have been banned/de-listed/de-barred from business by any PSU/Govt. Department >The bidder should be eligible as an Independent Auditor as defined in Explanation below Section 288(2) of the Income Tax Act.			
8	Details Tender Document Fee		Annexure III	1

	Through online payment Rs 2,360/- as per Annexure III			
9	Earnest Money of Rs. 50,000/-		Annexure III (with copy of cancelled cheque)	
10	Price Bid (Lump-sum excl. taxes)		BOQ_XXX.xlsm	-
11	This annexure		Annexure I	2

Signature
 Authorized Person: Name
 Designation
 Seal.....

UNDERTAKING

(To be given on Company Letter Head)

Date:

To,
R K Thakur
FA & CAO
India Trade Promotion Organisation
Pragati Maidan, New Delhi-110001

**Sub: Undertaking for/ Acceptance of Terms & Conditions of
Tender for Independent Auditor/2023-24**

Dear Sir,

1. I/ We have downloaded/ obtained the tender document(s) for the ‘Tender for engagement of Independent Auditor’ from the website(s) namely: <https://eprocure.gov.in/eprocure/app>
2. I/ We hereby certify that I/ we have read the entire terms and conditions of the tender documents from Page No. 1 to 11 (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/ we shall abide hereby by the terms/ conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your Organisation have also been taken into consideration, while submitting this acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totality/ entirety.
5. I/ We have an office for work in Delhi/ NCR having address as under:

6. I/We do hereby declare that our firm/ company has not been blacklisted/ debarred by any Government Department/ Public Sector Undertaking.
7. I/We do hereby declare that our firm/ company has not been appointed by ITPO for any other engagements and am/ are independent as per Explanation below Sec.288(2) of the Income Tax Act, 1941.
8. I/ We certify that all information furnished by my/ our Firm is true & correct and in the event of the information found to be incorrect/ untrue or found violated, then your department/ Organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
Signature
Authorized Person: Name
Designation

Seal.....

**Details of payment of Tender fee& Bid security
(for non-MSME)**

Bidder Name: _____

Amount of payment: Rs. 2360/- (incl.18% GST) and Rs. 50000/- as bid security

Date of payment: _____ and _____

Transaction Ref. No.: _____ and _____

Remitting Bank Name: _____

Bank Branch: _____

For refund of Bid security of Rs. 50,000/- (*attached a copy of cancelled cheque*):

Account no. _____ IFSC _____

Account type _____ Name in bank account _____

Signature

Authorized Person: Name

Designation

Seal.....

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(For ITPO Office use only)

It is confirmed that the above payment has been received in ITPO's Bank A/c no. 1167404133 with Central Bank of India.

(Signature)

Manager

Cash & Banking Section