

**Bid Document/ बिड दस्तावेज़**

<b>Bid Details/बिड विवरण</b>	
<b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>	15-05-2025 18:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	15-05-2025 18:30:00
<b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>	120 (Days)
<b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>	Ministry Of Chemicals And Fertilizers
<b>Department Name/विभाग का नाम</b>	Department Of Chemicals And Petrochemicals
<b>Organisation Name/संगठन का नाम</b>	Central Institute Of Plastics Engineering And Technology (cipet)
<b>Office Name/कार्यालय का नाम</b>	Head Office
<b>क्रेता ईमेल/Buyer Email</b>	buyer17.cipetc.tn@gembuyer.in
<b>Item Category/मद केटेगरी</b>	Financial Audit Services - Review of Financial Statements, Audit report, AS PER ENCLOSED SCOPE OF WORK; CAG Empaneled Audit or CA Firm
<b>Contract Period/अनुबंध अवधि</b>	3 Year(s) 1 Day(s)
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)</b>	8 Lakh (s)
<b>Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष</b>	5 Year (s)
<b>MSE Exemption for Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है</b>	Yes
<b>Startup Exemption for Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है</b>	Yes
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

Bid Details/बिड विवरण	
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	Yes
RA Qualification Rule	H1-Highest Priced Bid Elimination
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

#### EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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#### ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	38

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

#### Beneficiary/लाभार्थी :

Sr Officer F and A  
Head Office, Department of Chemicals and Petrochemicals, Central Institute of Plastics Engineering and Technology (CIPET), Ministry of Chemicals and Fertilizers  
(Diptikanta Dash)

#### MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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#### MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
7. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:
  - i. If number of technically qualified bidders are only 2 or 3.
  - ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
  - iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
  - iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
  - v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

#### **Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Number of Years of firm/company's existence as per ICAI certificate:** The Audit Firm Should be in existence for the last 05 years as on date of application

**Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:** should have conducted internal audits of at least One Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU (Not including Banking Companies) with Minimum Annual Turnover of Rs. 50.00 Crore with multi locations/offices/branches/units on

**Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:** Firm should have minimum of two

fellow members

**Number of partners/ qualified professionals in full time employment with DISA/CISA qualification**NA

**Number of XX fulltime CA's required and YY professional audit staff**NA

**Financial Audit Services - Review Of Financial Statements, Audit Report, AS PER ENCLOSED SCOPE OF WORK; CAG Empaneled Audit Or CA Firm ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Scope of Work	Review of Financial Statements , Audit report , AS PER ENCLOSED SCOPE OF WORK
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Internal control of financial , Compliance with law & regulations , Governance of company , Compliance with contracts , Bank Transactions
Type of Industries/Functions	Sales, Services and Revenue , Cash and Bank Balance , Receivables , Payables , Human Resource & Payroll
Frequency of Progress Report	ANNUALLY
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	ANNUALLY
State	NA
District	NA
<b>Addon(s)/एडऑन</b>	
Post Financial Audit Support	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Devendiran . S	600032,CIPET Head Office, TVK INDUSTRIAL ESTATE, Guindy, Chennai 600032	1	N/A

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

### 1. Generic

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

### 2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. Buyer Should comply the Buyer added ATC as Scope of Work

2. Arbitration: If any dispute(s) or difference(s) of any kind whatsoever arise between the Parties hereto in connection with or arising out of this Contract, the Parties here to shall negotiate with a view to its amicable resolution and settlement. In the event no amicable resolution or settlement is reached within a period of thirty (30) days from the date on which the dispute(s) or difference(s) arose, such dispute(s) or difference s shall be submit to the exclusive jurisdiction of the Chennai Court of Law. The arbitration shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 and the Venue of arbitration shall be in Chennai Jurisdiction of dispute. The existence of any dispute(s) or difference(s) or the initiation or continuance of the arbitration proceedings shall not permit the Parties to postpone or delay the performance by the parties of their respective obligations pursuant to this Contract.

### 3. Buyer Added Bid Specific ATC

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

## Disclaimer/अस्वीकरण

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

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.

5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

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

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

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action

in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाही का आधार होगा।

**---Thank You/धन्यवाद---**

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## 1. BRIEF DESCRIPTION OF CIPET

Central Institute of Petrochemicals Engineering & Technology (CIPET) was established in 1968 by Government of India with the assistance of United Nations Development Programme (UNDP) at Chennai. The main objective of setting up of the institute was to develop manpower in different disciplines of Petrochemicals Engineering & Technology as no similar institute was in existence in the country. International Labor Organization (ILO) served as the executing agency. During the initial project period between 1968 and 1973, the institute achieved the targets envisaged and was rated as one of the most successful UNDP projects implemented worldwide. Today CIPET is a premier national institution under the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted to Skill Development, Technology Support Services, Academic and Research in all the domains of Petrochemicals viz:- Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics processing, Testing and Quality Assurance. CIPET operates from various locations spread across the country catering the needs of Polymer and allied industries.

CIPET kept on expanding and diversifying its activities by establishing Centres in different parts of the country and introduction of new programs to meet the industry's requirements. CIPET is operating from 48 centres spread across the country in 22 States including 09 Institutes of Petrochemicals Technology (IPTs) at Ahmedabad, Bhubaneswar, Chennai, Kochi, Jaipur, Lucknow, Murthal, Raipur and Bihta; 32 Centres for Skilling and Technical Support (CSTS) at Agartala, Ahmedabad, Amritsar, Aurangabad, Baddi, Balasore, Bhubaneswar, Bhopal, Chandrapur, Chennai, Dehradun, Guwahati, PPMC-Borgaon, Gwalior, Hajipur, Haldia, Hyderabad, Imphal, Jaipur, Kochi, Korba, Lucknow, Madurai, Murthal, Mysore, Raipur, Ranchi, Navsari, Varanasi, Vijayawada, Ayodhya and Bhagalpur, 03 School for Advanced Research in Petrochemicals (SARP) - viz. Advanced Research School for Technology & Product Simulation (ARSTPS) at Chennai, Advanced Polymer Design & Development Research Laboratory (APDDRL) at Bengaluru and Laboratory for Advanced Research in Polymeric Materials (LARPM) at Bhubaneswar and 04 Sub-Centres at Palakad (Kerala), Tamot (M.P.) and Paradeep (Odisha) and Bhavnagar (Gujrat). Further, CIPET is in the process of establishing 04 PPMC Centres Bengaluru, Varanasi, Sanand, Bhagalpur. Continuously infrastructural facilities of CIPET are updated to cater the needs of Petrochemicals and allied industries in the country.

**Activities of CIPET:** CIPET plays a pivotal role in contributing towards Nation Building. Its contribution towards major Govt. of India initiatives viz., Skill India, Make in India, Swatchh Bharat, Digital India, Stand Up and Start Up India is indeed noteworthy. Gist of Core activities of CIPET are enumerated below:

**Skill Development & Academic Programmes:** CIPET has been conducting Long-term Professional Skill Development Programmes viz. Doctoral, Post-Graduate, Undergraduate, Post Diploma, Diploma courses with varying level of entry qualifications and Short-term Vocational Skill Development Training Programmes in the entire gamut of Petrochemicals engineering & technology.

**Technology Support Services:** CIPET offers its Technology Support services in all the key sectors of Indian Economy which includes Automobiles, Aerospace, Agriculture, Building & Construction, Defense, Fast Moving Consumer Goods (FMCG), Information Technology, Medical, Packaging and Teletronics, etc.



Equipped with state-of-the-art facilities, CIPET renders Technology Support Services in Design (CAD/CAM/CAE), Tooling, Processing, and Testing & Quality Assurance to the Petrochemicals and its allied industry in India and abroad. The Petrochemicals Testing Centres of CIPET are recognized as the best plastics testing facilities in Asia, recognized by Bureau of Indian Standards (BIS), National Accreditation Board for Testing & Calibration Laboratories (NABL), Customs etc. The faculty members of CIPET, as Technical Experts to BIS, are actively involved in the development of standards for the plastic products manufactured by the industries and regularly participating in ISO TC 61 meetings. CIPET is playing a vital role and rendering 3rd Party Inspection Services for plastics products across the country particularly in the agriculture / irrigation sectors.

CIPET acts as a bridge to fill the technological gap between Indian and Global polymer industries. In line with the change in industrial environment and needs of industries, CIPET constantly upgrades and updates its facilities with latest technological developments in the field of Polymer Science & Technology, which in turn will benefit Indian polymer industries to compete globally.

**Research & Development:** CIPET has successfully accomplished many R&D projects in different disciplines in the field of Polymer Science & Technology. In order to promote R&D activities to compete globally in the sector, 03 exclusive/dedicated R&D wings – (i) Advanced Research School for Technology & Product Simulation (ARSTPS) at CIPET, Chennai, (ii) Laboratory for Advanced Research in Polymeric Materials (LARPM) at CIPET, Bhubaneswar and (iii) Advanced Polymer Design & Development Research Laboratory (APDDRL) at Bengaluru have been established for undertaking joint collaborative research projects with the industries/universities/institutions at national and global level. CIPET has signed Memorandum of Understanding (MoUs) with 16 World renowned Universities / Institutions for collaborative research projects; faculty/ students exchange programs and formulation of standards and specifications.

The research works carried out at R&D wings has helped Indian polymer industries to use new generation polymeric materials and also to introduce newer plastic products in all the key sectors of Indian Economy. CIPET will continue to develop newer materials & products, import substitution aimed at reducing cost and improving the performance for the benefit of plastics and allied industries.

## 2. COVERING LETTER:

Format of letter to be given for applying for Engagement of Audit Firm for Internal Audit at Central Institute of Petrochemicals Engineering and Technology.

To  
The Chief Manager (T)  
Central Institute of Petrochemicals Engineering and Technology (CIPET)  
CIPET Head Office, T.V.K Industrial Estate, Guindy  
Chennai – 600 032.

### **Sub: Engagement of Firm for Internal Audit of Central Institute of Petrochemicals Engineering and Technology – Reg.**

Dear Sir,

1. This is with reference to your Tender No..... I have examined the Tender document and understood its contents. I hereby submit my Bid for **Engagement of Audit Firm for Internal Audit of Central Institute of Petrochemicals Engineering and Technology**.
2. The Bid is unconditional for the said Tender.
3. It is acknowledged that the Authority will be relying on the information provided in the Tender and the documents accompanying such Tender for qualification of the Bidders for the above subject Engagement, and we certify that all information provided in the Tender and in Annexures are true and correct; nothing has been misrepresented and omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
4. This statement is made for the express purpose of the above-mentioned subject.
5. We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Qualification statement.
6. We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby relinquish, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
7. It is declared that:
  - a. We have examined the Tender document and have no reservations to the Tender document.
  - b. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any Bid or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any government, Central or State.
8. It is understood that CIPET may cancel the Bidding Process at any time without incurring any liability to the CIPET and that you are neither bound to invite the applicants to Bid for the services nor to accept any Bid that you may receive.
9. It is understood that CIPET can use any evaluation scheme/evaluation metrics/weightage or take the help of any consultant, as required in selecting the successful agency/agencies and we agree to abide by it.
10. It is certified that we have not been indicted or convicted by a Court of Law or no adverse orders have been passed against us by a regulatory authority which could cast a doubt on our ability to undertake the services or which relates to an offence that outrages the moral sense of the community.

11. It is further certified that no investigation by any regulatory agency is pending against us.
12. It is hereby affirmed that we are in compliance of/ shall comply with the statutory requirements of the Govt. of India, as applicable.
13. We hereby irrevocably relinquish any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of Bidders, selection of the Tenderer, or in connection with the selection/Bidding Process itself, in respect of the above-mentioned services and the terms and implementation thereof.
14. We agree to undertake to abide by all the terms and conditions of the TENDER document.
15. We agree to undertake to be liable for all the obligations of the Tenderer under the Agreement.
16. We hereby confirm that we shall complete the Internal Audit within 2 Months from the date of award of order or the time period assigned to us by CIPET.

In witness thereof, we submit this application under and in accordance with the terms of the TENDER document.

Place: - .....

Date : .....

**Yours faithfully,**

(Signature, name and designation of the  
Tenderer/Authorized Signatory)

Official Seal

### 3. ELIGIBILITY CRITERIA

Any interested Audit Firm shall be eligible to apply for the assignment, subject to meeting the following eligibility criteria.

1. The Audit Firm **should be empaneled with Comptroller & Auditor General of India (C&AG)** for conducting Audit of the respective Financial Year (**Latest copy of empanelment letter of C&AG should be enclosed**)
2. The Audit Firm Should be **in existence for the last 05 years as on date of application** (Copy of Constitution Certificate should be enclosed).
3. The Audit Firm or any partner of the firm should not have been black listed by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior (**Self Declaration should be submitted in the format enclosed**).
4. Audit firm **should have Head Office or at least one branch office in Chennai.**
5. The annual average turnover of the interested Audit firm should not be less than Rs.20.00 Lakhs for last three financial years i.e.2021-22, 2022-23 & 2023 - 24 (**Copy of Audited P&L A/c, BS and IT Returns should be enclosed**).
6. Firm should have **minimum of two fellow members.**
7. The Audit Firm **should have conducted internal audits of at least One Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU (Not including Banking Companies) with Minimum Annual Turnover of Rs. 50.00 Crore** with multi locations/offices/branches/units **on or after financial year 2021-22** (Work orders issued by the client / Auditee should be enclosed).

**The Annual Turnover for Autonomous Bodies / Statutory Bodies / PSUs / Educational Institutes (except Banking Companies) shall be as per their Audited Financial Statements for any financial year during 2021-22 ,2022-23 and 2023-24.** In case the firm has carried out the internal audit for a branch (s), then the turnover of only that branch (s) will be considered (Undertaking should be submitted in the enclosed format).

## 4. SELECTION CRITERIA

The eligible technical bids received from the Firms will be evaluated in terms of following parameters and points.

Further, the points will be awarded to the bidder on the following basis: -

S.No	Particulars	Maximum Marks	Marks
<b>1</b>	<b>Experience:</b>	20	
	At least 05 Years		10
	05 to 10 years		15
	More than 10 years		20
<b>2</b>	<b>No of Partners:</b>	20	
	At least 2 Fellow members		10
	3 to 5 Fellow members		15
	More than 5 Fellow members		20
<b>3</b>	<b>Number of Statutory Audits and /or Internal Audits of Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU (Not including Banking Companies) with Minimum Annual Turnover of Rs. 50 Crore each with multi locations / offices / branches / units on or after financial year 2021-22</b>	20	
	At least 1 Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU		10
	1 to 5 Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU		15
	More than 5 Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU		20
<b>4</b>	<b>Annual Turnover of the firm (Average of last 3 years)</b>	20	
	At least 0.20 Crore		10
	0.25 Crore to 1 Crore		15
	More than 1 Crore		20

The top ten eligible technical bids of Lead Audit Firm (who have scored highest marks as per parameters indicated above) will qualify the technical evaluation. In case of tie (if more than one Lead Audit Firm gets equal marks), the tied Lead Audit Firms will get the same ranking and it may result that more than 10 Lead Audit Firms qualify the technical evaluation. These qualified bids will then be considered for inviting the Financial Bid.

## **5. SCOPE AND PROFILE OF INTERNAL AUDITOR**

1. Attending meetings with the auditees to develop an understanding of business process and determining internal audit scope and develop audit plans.
2. Conducting audit of various Centres of CIPET and obtain financial and accounting documents to check, analyze and evaluate the transactions / proceeds and prepare report etc.
3. Verification and scrutiny of all receipts and payment vouchers, Purchase orders, students fee receipts, Bank Book and Cash Book, Journal, Ledger, Imprest drawal and settlement, register of advances, Loan, consultancy / salary, PF, IT, TDS and other Statutory remittances and Income & Expenditure statement and Balance Sheet including supporting schedule & sub-schedule etc.
4. Comparison of current period financial statement with prior period with budgets and forecasts, investment decisions, delegation of financial powers and management information systems, equipment, plant and machinery etc. of management and organizational effectiveness etc.
5. Reporting of lacuna if noticed in the existing procedures and suggest improvement and avoid redundant / duplication of work, if any.
6. Prepare and present reports reflecting audit results, document process and finding memorandum. Also, suggest measures for cost control and identify ways & means to increase the revenue of the institute.
7. The Audit firms having in-depth knowledge in Auditing standards, accounting procedures, laws, rules, regulations and having adequate experience in advanced computer skills on MS Office, Tally Prime Accounting software and databases need to apply. The firm should have a sound independent judgment to add value and improve our operations, bringing a systematic and disciplined approach to effective risk management, control and Governance processes.
8. The Audit firms should possess adequate experience of auditing accounts and handling tax matters with Government organizations / Semi Government Organizations / PSU and Autonomous bodies.
9. The Audit firm should evaluate the performance of all resources / infrastructures to see whether such resources justify adequate returns and if not, reasons there for and suggest ways and means for improvement.
10. Review of receipt & utilization of Grant received through HO/Gol/State Govt. & Compliance of GFR.
11. Compliance of GFR/CIPET Manuals/Rules & Regulations to be ensured.

## **6. GENERAL TERMS & CONDITIONS**

1. Financial Bid will be opened only of the Bidders who will be qualified in the Technical Bid.
2. CIPET will finally contact only those Bidders meeting the requirements including the rates.
3. The decision of acceptance of the quotation will lie with the competent authority of CIPET, who does not bind himself to accept the lowest quotation and who reserves the right to himself to reject or partially accept any or all quotations received, without assigning any reason.
4. Bidders are advised to satisfy themselves about the quantum of work before submitting their Bids; no extra charges consequent on any misunderstanding or otherwise shall be allowed.
5. At any stage during finalization of Tender process, the competent authority of CIPET is free to use any evaluation metrics/weightage or take help of any consultant, as required in selecting the successful agency/agencies and we agree to abide by it.
6. Canvassing directly or indirectly in connection with the Bid is strictly prohibited and Bids submitted by the Tenderer who resort to canvassing will be summarily rejected.
7. This Notice Inviting Tender will form part of the contract document including additional terms/additional conditions and other related papers, if any, forming the Bid as issued at the time of invitation of Tender and acceptance thereof together with any correspondence leading thereto of the contract document.
8. The successful Bidder on acceptance of his Bid by accepting authority and signing of the contract consisting of the notice inviting Tenders and all the other relevant documents including additional conditions, if any forming the Bid as issued at the time of invitation of Tenders and acceptance thereof together with any correspondence leading there to, shall commence with the internal audit of the F.Y. 2024-25. The assignment may be extended for further 02 year i.e. FY 2025-26 & 2026-27 on same Terms & Conditions subject to satisfactory performance. Extension of the Audit for the further two years, is purely at the discretion of the Management of CIPET.
9. The audit of each CIPET Centre should be done at least with one qualified CA/CMA.
10. CIPET is having Guest House in almost all of the CIPET Centre's, where the accommodation is provided. If not available, CIPET will make arrangement in decent hotel at the cost of CIPET.
11. The Audit firm shall not sublet the work or part of the work.
12. Payment for the services will be made only after successful completion of audit work and submission of related reports etc. Taxes will be deducted as per rules.
13. The contract can be terminated at any point of time, if the services of the Firm are not found satisfactory, by giving 30 days' notice during the Audit of the respective financial year. In such an event, the work shall be done from another agency at the risk & cost of the defaulting Firm.
14. The Tender document duly signed on each page shall be submitted along with the Technical Bid, failing which the Technical Bid shall not be considered.
15. The Bidder must quote the rates in figures as well as in words correctly in the Financial Bid and Bids shall be quoted as per the annexure (i.e., Zone wise)
16. On completion of Audit, the report should be submitted with respective Centre Head within one week from the date of completion of Audit. The final report along with remarks of Auditee should be submitted to CIPET Head Office within 02 weeks from the date of completion of audit of the CIPET Centre.
17. All documents should be certified by the Bidder.
18. Security deposit of 3% of the contract value to be submitted by the Audit Firm upon receipt of communication about their selection to get the formal appointment/Work order.
19. The Audit firm(s) who has/have carried out the Internal audit work of CIPET in the past three years i.e. 2021-22, 2022-23 and 2023-24 is/are not allowed to participate.

**7. TECHNICAL BID**  
(on the letter head of the Bidder)

**TECHNICAL BID FOR EMPANELMENT OF AUDIT FIRM**  
**FOR INTERNAL AUDIT AT CIPET CENTRES**

<b>S. No.</b>	<b>PARTICULARS</b>	<b>INFORMATION</b>
1	Name of the Firm	
2	Registration No. of the Firm	
3	Date of constitution of the Firm	
4	Constitution Certificate of the Firm (Please attach certificate)	
5	Status of the Firm  (Proprietorship / Partnership / LLP / Company)	
6	Name of the Proprietor/Partners with status	
7	Membership No. of the Partner  (Please attach certificate)	
8	Certificate of Membership  (Please attach certificate)	
9	Certificate of Practice  (Please attach certificate)	
10	Complete Address of the Head Office and the Branch with Telephone/Mobile/Fax with E-mail Address	
11	Income Tax PAN of the Firm and of the Partners and GST No of the Firm  (Please attach Proof)	
12	Empanelment with C&AG  (Please attach latest certificate)	



13	Financial Statements and acknowledgement Copy of Income Tax Return of Firm/Proprietor for previous 3 years.  (Please attach Proof)	
14	Staff employed/Associates with the Firm a) Professional Associates (CA, CMA, CS, MBA, LL. B)  b) Audit Staff  (Please provide details in separate sheet/Annexure)	
15	No. of Branches with address	
16	Whether there are any Court/Arbitration or any other Legal case/Proceedings pending against the Firm/Proprietor	
17	Proof of Payment of Membership fee and certificate of practice for the previous year.  (Proof required)	
18	Indicate the Experience of the Firm (Please provide complete details with copies of orders issued by Central Govt/State Govt./Autonomous Bodies for Internal Audit).  (Give details)	
19	Empanelment with Govt. of India/Other State Governments, if any.  (Give details)	
20	Other information, if any	

Place: - .....

Date : .....

(Signature, name and designation of the  
Tenderer/Authorized Signatory)

Official Seal

## 8. CIPET OFFICE'S

S.N.	STATE	LOCATION	Remarks
1	BIHAR	HAJIPUR	
2	BIHAR	BHAGALPUR (Inc. PWMC Bhagalpur)	
3	BIHAR	BIHTA	
4	GUJARAT	AHMEDABAD (Inc. PWMC Sanand)	
5	GUJARAT	NAVSARI	
6	HARYANA	MURTHAL (Incl. Liaison Office)	
7	HIMACHAL PRADESH	BADDI	
8	JHARKHAND	RANCHI	
9	MADHYA PRADESH	BHOPAL (Incl. TAMOT)	
10	MADHYA PRADESH	GWALIOR	
11	PUNJAB	AMRITSAR	
12	RAJASTHAN	IPT & CSTS: JAIPUR	
13	UTTAR PRADESH	LUCKNOW	
14	UTTAR PRADESH	VARANASI (Incl. PWMC Varanasi)	
15	UTTAR PRADESH	AYODHYA	
16	UTTRAKHAND	DEHRADUN	
17	MAHARASTRA	AURANGABAD	
18	MAHARASTRA	CHANDRAPUR	
19	ASSAM	GUWAHATI & PWMC – GUWAHATI	
20	TRIPURA	AGARTALA	
21	MANIPUR	IMPHAL	
22	WEST BENGAL	HALDIA	
23	ANDHRA PRADESH	VIJAYAWADA	
24	CHHATTISGARH	RAIPUR	
25	CHHATTISGARH	KORBA	
26	KARNATAKA	BENGALURU (Inc. PEWMC Bengaluru)	
27	KARNATAKA	MYSORE	
28	KERALA	KOCHI (Incl. PALAKKAD)	
29	ODISHA	IPT: BHUBANESWAR	
30	ODISHA	LARPM BBSR	
31	ODISHA	BALASORE	
32	ODISHA	CSTS: BHUBANESWAR (Incl. PARADEEP)	
33	TAMIL NADU	IPT: CHENNAI	
34	TAMIL NADU	ARSTPS	
35	TAMIL NADU	MADURAI	
36	TAMIL NADU	HEAD OFFICE, CHENNAI (Incl. SP Cell)	
37	TELANGANA	HYDERABAD	

## 9. Format for Experience

(On the Letter Head of the bidder)

Format for Experience in Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU  
(Not including Banking Companies) on or after financial year 2021-22.

S.No	Name of the Client / Auditee.	Nature of Audit	Period for which audited	Turnover of that period (FY)	No of Branches / unites audited

Signatures with Seal \_\_\_\_\_

Name \_\_\_\_\_

Place\_\_\_\_\_

Date\_\_\_\_\_

**10. SELF – DECLARATION – NO BLACKLISTING**  
**(On the Letter Head of the bidder)**

To  
The Chief Manager (T)  
CIPET Head Office,  
Guindy, Chennai.

Dear Sir,

In response to the selection of Internal Auditors for CIPET and its Centers for the financial year 2024-25, I/We hereby declare that presently our Audit firm (MENTION NAME) .....is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our firm (MENTION NAME) ..... is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signatures with seal \_\_\_\_\_  
Name \_\_\_\_\_

Place\_\_\_\_\_

Date\_\_\_\_\_

**11. Financial Bid for Internal Audit**  
(Amount in Rupees)

FINANCIAL BID FOR INTERNAL AUDIT FIRM			
S.No.	Particulars	Audit Fee in ₹	
01.	Audit Fees for F.Y 2024-25 (Including all expenditure i.e. Cost of Travel)		
02	Add GST		
	Total		

\* The zone wise list of offices (as per Tender) is also enclosed separately.

**Note: -**

1. Each audit team should have minimum three (03) members including one (01) Qualified Accountant;
2. Lodging and Boarding is generally provided at CIPET Guest House. CIPET is having Guest House in almost all of the CIPET Centres, where the accommodation is provided. If not available, CIPET will make arrangement in decent hotel for which expenses shall be borne by CIPET.
3. Conditional quotation shall be rejected.

**Date :**

**Signature of the Partner /  
Authorised Signatory  
Membership No:**

**Seal of CA Firm**

List of categories where trials are allowed:

- Simulators
- Ship's propulsion machinery, radars and sensors, navigation equipment, communication equipment, RO plants, compressors, cranes, boats, Pilotless Target aircraft, pumps, dehumidifiers etc.
- Aircraft engine/generator/flight deck equipment/air conditioning system/radars
- Tank engine/ generator/ air conditioning system
- Bullet Proof Helmet, Bullet Resistance Jacket
- Drones
- All-Terrain Vehicles (ATV)
- **Communication Equipment for Defense:**
  - Radio Sets:**
    - HF/VHF/FM Manpack Radio
    - Vehicle Radio Set
  - Tactical Communication Systems:**
    - Software Defined Radio (SDR) Systems
    - VHF/UHF Tactical Communication Systems
    - Handheld Satellite Phones (e.g., Iridium)
    - Combat Net Radio (CNR) Systems
  - Satellite Communication Systems:**
    - Very Small Aperture Terminal (VSAT) Systems
    - Satellite Phones
    - Mobile Satellite Communication Systems
  - Command and Control Systems:**
    - Battlefield Management Systems (BMS)
    - Tactical Data Links
    - Encryption Devices (e.g., VINBAX)
    - Surveillance and Reconnaissance Communication:
    - Unmanned Aerial Vehicle (UAV) Communication Systems
    - Ground Control Stations (GCS) for UAVs
    - Remote Video Terminals (RVTs)
  - Electronic Warfare (EW) Communication:**
    - EW Communication Jamming Systems
    - Communication Intelligence (COMINT) Systems
  - Network Infrastructure:**
    - Field Deployable Communication Nodes
    - Tactical Communication Switches
    - Mobile Communication Shelters
  - Navigation and Positioning Systems:**
    - GPS Receivers
    - Navigation Systems for Vehicles and Personnel
  - Specialized Communication Equipment:**
    - Underwater Communication Systems
    - Special Forces Communication Gear
    - Mountain Warfare Communication Equipment
- Contamination Monitor

- Fiber Reinforced Plastic Boat with Motor (RIBs)
- Bukhari Improved Version
- Fire Fighting Equipment's as per DGQA specifications
- Victim Location System with Breaching System
- HDPE Boats
- Pontoon Boats
- Medical equipment
- **Engineering and Mining Equipment for Bomb Disposal Units:**
- Modular protection vehicles
- High Altitude Clothing including Snow Boots