

NOTICE INVITING TENDER (NIT)

N o . EIAKOC-12016/60/2022-ACCTS-HO-KOC/ 2 0 2 3 - 2 4

Dated: 21.05.2024

TENDER FOR ENGAGING CHARTERED FOR CONDUCTING INTERNAL AUDIT IN EXPORT INSPECTION AGENCY – KOCHI AT KOCHI AND ITS THREE SUB-OFFICES AT KOLLAM (KERALA), BENGALURU AND MANGALORE (KARNATAKA) FOR THE FINANCIAL YEAR 2023 - 24

Tender No. E I A / K O C / A D M N / A C S / I N T E R N A L A U D I T / 2 0 2 3 - 2 4

This Tender Document Contains 22 Pages

Details of Contact person in Export Inspection Agency-Kochi regarding this tender:

**Deputy Director(Non-Tech.),
Export Inspection Agency-Kochi
(Ministry of Commerce and Industry, Government of India)
27/1767 A, Shipyard Quarters Road, Panampilly Nagar (South), KOCHI – 682 036**

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SECTION – I : NOTICING INVITING TENDER NOTICE No. 03/2023

Export Inspection Agency – Kochi (EIA-Kochi) invites sealed tenders from eligible and qualified tenderers for the following service: -

Description	Earnest Money (In Rupees)
TENDER FOR ENGAGING CHARTERED/COST ACCOUNTANTS FOR CONDUCTING INTERNAL AUDIT IN EXPORT INSPECTION AGENCY – KOCHI AT KOCHI AND ITS THREE SUB-OFFICES AT KOLLAM (KERALA), BENGALURU AND MANGALORE (KARNATAKA) FOR THE FINANCIAL YEAR 2023 - 24	Nil. (Bidders have to submit the Bid Security Declaration along with Technical Bid as mentioned atsl. no.3 below)

Type of Tender	TWO STAGE BIDDING (Simultaneous receipt of separate Technical and Financial Bids) through GeM portal
Opening Date of submission of tender documents	21.05.2024
Closing date for receipt of tender documents	31.05.2024 ,Time 12.00 hrs
Date of opening of tenders	31.05.2024 , Time 12.30 hrs
Award of Contract	05.06.2024

- Interested tenderers may obtain further information about this requirement, from the above office.
- Tenderer may download the tender document from the Government E-Market Place (GeM) web site
- Bid Security Declaration** : EMD amount is Nil. However in place of EMD, all the bidder firms have to submit a seal & sign “Bid Security Declaration” accepting that if the firm withdraw or modify their bid during the period of bid validity after opening of tender, they will be suspended for a period of 3 years from the date of opening of tender. (As per MOF letter no. F.9/4/2020-PPD dated 12.11.2020.). In addition to above, firms participating as MSE/NSIC/DIC etc., need to enclose the valid registration certificate.
- Tenderers shall ensure that their tenders, duly signed and stamped on each page and complete in all respects as per instructions contained in the Tender Documents.
- Since the Internal Audit is time-bound activity and EIA-Kochi requires constant follow-ups with the Internal Auditor, for the purpose of system improvement and compliance of Audit observations, in this regards, preference will be given to the service providers who have their registered office or branch office at Kochi city**
- A orientation programme will be organised by EIC for selected Internal Auditors of EIA-Kochi for convergence between internal audits of EIC & EIAs so that there will not be any gap in the internal audits and Annual Accounts, on the whole.**
- Quotation received by, e-mail, Post etc., will be ignored.
- Contact Details and Telephone Number for enquiries :

Export Inspection Agency-Kochi
(Ministry of Commerce and Industry, Government of India)
27/1767 A, Shipyard Quarters Road, Panampilly Nagar (South), KOCHI – 682 036
Phone No : 0484 – 2316945 / 46 / 49 ; E-Mail : eia-kochi2@eicindia.gov.in

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SECTION – II : FORMAT OF APPLICATION

1	Name of the firm	
2	Registration No. of the Firm (Institute of Chartered Accountant of India)	
3	(i) Date of Registration of the firm	
	(ii) Type of the Firm	Partnership Firm / LLP Firm / Proprietor
4	Details of the Head Office and Branch Office(s)	

Address of Head Office :

Address	Date of Establishment	Contact Number	E-mail

Address of Branch Office 1 :

Address	Date of Establishment	Contact Number	E-mail

Address of Branch Office 2 :

Address	Date of Establishment	Contact Number	E-mail

(Insert further branch office(s), if any)

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1. Details of Partners in the Firm/Limited Liability Partnership:

S.No.	Name of the Partner	Membership No.	Membership Status - ACA / ACMA / FCA / FCMA	CISA/DISA/ISA or equivalent qualification	Date of Joining the firm as Partner
1					
2					
3					
4					
5					

(Please attach certificate issued by institute of chartered accountants of India (ICAI)/ Institute of cost accountants of India (ICAI) in support of information furnished at Sl. No. 1, 2, 3, 4 and 5 above)

2. Is the partner of Firm/LLP:-

Sr. No.	Particulars.	Please tick(✓)
a.	Dismissed Government Servant.	Yes / No
b.	Removed from approved list of vendors.	Yes / No
c.	Demoted to a lower class of vendors.	Yes / No
d.	Having business banned/suspended by any government in the past.	Yes / No
e.	Convicted by a court of law.	Yes / No
f.	Retired engineer/official from engineering Department of Govt. of India within last two years.	Yes / No
g.	Direction of partner of any other company/ firm enlisted with CPWD or any other department.	Yes / No
h.	Member of Parliament or any State Legislative Assembly.	Yes / No

3. Is any Partner/Person working with the applicant is a near relative of the officer/official of Export Inspection Agency–Kochi
Yes / No.

If, yes please furnish details

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4. Details of Qualified Assistants (i.e Chartered/Cost Accountants employed by the firm)

Sl.no.	Name of the Assistant	Membership No.	Whether ACA/ACMA/FCA/FCMA (Please attached membership certificate issued by respective institutes for each qualified assistant)assis	Date of joining the firm as qualified assistant
1				
2				
3				
4				

5. Details of Experience in PSU Sector:

Sl.no.	Name of the Company	Year audit of	Type of audit – whether statutory/internal audit (please attach copy of appointment letter for each year & for every company)
1.			
2.			
3.			

6. Details of Experience in conducting audit in organization working on SAP ERP Platform :

Sl.No.	Name of the Company	Year of Audit	Type of Audit – whether Statutory / Internal Audit (Please attach copy of appointment letter for each year and for every company)
1			
2			
3			

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7. Income Tax PAN of the Firm
8. GST Tax Registration No. :
9. Firms of Chartered Accountants registered as MSME will submit the certificate for registration as MSME.
10. Bank details for EFT :

1.	Bank Name	
2.	Branch Name and Address	
3.	Bank Account Number & Type of Account	
4.	IFSC Code	

Note: A Cancelled Cheque is to be enclosed in support of details as filled in Sr. No. 10 above.

11. Turnover of the Firm:-

	2019-2020	2020 - 2021	2021 - 2022	2022 - 2023
TURNOVER (F.Y.) (in Rs. Lakhs)				

12. It is confirmed that all the requirements as per section 3 to the tender documents have been complied with.
13. We confirm that we have not taken any deviation from the terms & conditions, of the tender documents. A copy of complete tender document duly signed and stamped on all pages as a token of acceptance of all terms & conditions is attached.

I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, my/our tender will not be considered.

Date	Signature of Partner with Name & Seal of the Audit Firm
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Note: 1. List of documents to be submitted along with the applications: - Please refer to the instructions mentioned at section no. III of the tender.

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Section III: SPECIAL INSTRUCTIONS TO AUDIT FIRMS AND DOCUMENT LIST

a. Instruction to Audit Firms:

1. Format of Application must be completely filled in. Incomplete applications will be rejected out-rightly.
2. Please ensure that date of opening of Head Office, Branch Office, entrance dates of all Partners into the firm, date of joining firm as qualified assistants should be invariably indicated in the application.
3. All bids will be evaluated on the basis of the documents furnished along with applications only. Any additional document received, after last date & time of receiving the bids as stipulated in the Notice Inviting tender, will not be entertained. However, in case the Technical evaluation committee (TEC) finds it necessary to call for some document/clarification, then that documents called for will be taken into account during evaluation.
4. Since, all the applications will be evaluated strictly on the basis of Selection and eligibility Criteria as per section VII & IX respectively, please avoid attaching unsolicited information/documents so as to enable EIA-Kochi to process applications expeditiously.
5. All submitted documents should be signed by a Partner with his/her name and under the seal of the firm.
6. The bid would consist of following:-
 - (a) Bidder/firms shall make out the "Bid Security Declaration" accepting that if the firms withdraw or modify their bid during the period of bid validity after opening of tender, they will be suspended for a period of 3 years from the date of opening of tender. (As per MOF letter no. F.9/4/2020- PPD dated 12.11.2020.). Firms participating as MSE/NSIC/DIC etc., will enclose the valid registration certificate. The Bid Security Declaration shall be duly sealed & signed
 - (b) Technical Bid Information as per note 1 at section VII.
 - (c) Financial Bid as per format prescribed on GeM portal.
7. **(a) Two Bid System : There shall be two bids viz., Technical Bid and Financial Bid (Simultaneous receipt of separate technical and financial bids). Tenderer shall sign and upload all the documents forming 'Technical Bid' and 'Financial bid'.**

(b) Bid not accompanying "Bid Security Declaration" would be summarily rejected and their Technical and Financial bids will not be considered for evaluation. No communication in this regard will be entertained in future.

(c) Application shall be submitted through GeM portal.
8. **Since the Internal Audit is time-bound activity and EIA-Kochi requires constant follow-ups with the Internal Auditor, for the purpose of system improvement and compliance of Audit observations, in this regards, preference will be given to the service providers who have their registered office or branch office at Kochi city.**
9. **A orientation programme will be organised by EIC for selected Internal Auditors of EIA-Kochi for convergence between internal audits of EIC & EIAs so that there will not be any gap in the internal audits and Annual Accounts, on the whole.**
10. **The Internal Auditor shall also represent on behalf of EIA-Kochi and participate in the C&AG audit, so as to clarify/submit replies for and on behalf of EIA-Kochi**
11. Any application received after the stipulated date and time, due to any reason whatsoever, will be rejected out-rightly.
12. (a) List of documents to be submitted along with the application: Interested audit firms are advised to go through contents of the tender documents carefully and submit all self-attested copies of the following documents in proper sequence along with the bid as described hereinafter:
 - i. Registration certificate of the firm issued by the Institute of Chartered Accountants of India and /or Institute of Cost Accountants of India, Information related to year of establishment of Head Office & Branch Office(s), addresses, details of partners and their membership nos. etc. as indicated in the Certificate will be treated as conclusive and final information for evaluation of tenders.
 - ii. Membership certificates of the qualified assistants issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India.
 - iii. Copies of appointment letters for Statutory/Internal audit **in organizations working on SAP ERP Platform.**
 - iv. Copy of PAN Card.
 - v. Copy of GST Registration.
 - vi. A cancelled cheque of the Bank to which Fee payments will be made.
 - vii. A copy of complete tender document duly signed and sealed as a token of acceptance of all terms and conditions.

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Section IV: OBJECTIVES OF INTERNAL AUDIT

S. No.	Objectives
1.	To review and evaluate internal control systems and procedures to determine reliability and integrity of information and documents.
2.	To ensure that EIA-Kochi maintains proper accounting records as required by law and follows prescribed accounting standards and practices and policies consistently.
3.	To assess adequacy of systems and procedures for procurement, obtaining sanction for disbursement and utilization of resources.
4.	To ensure compliance of statutory laws, rules and regulations.
5.	To review corporate Governance practices.
6.	Evaluation of performance management system with reference to yearly plan and budget.
7.	To assess the adequacy of the internal financial control systems and procedures for safeguarding the interest of EIA-Kochi, detecting fraud or irregularities and safeguarding the assets of EIA-Kochi.
8.	To review Internal Financial control on financial reporting.
9.	Fixed Asset Verification
10.	Inventory Verification.

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Section V: SPECIAL CONDITIONS OF CONTRACT (GCC)

- i. EIA-Kochi reserves its right to accept or reject any application/s without assigning any reasons. The decision of the EIA-Kochi for selection of the Firms will be final and binding upon the parties participating in the tender.
- ii. **Internal Audit for the year 2023-24 shall be conducted at EIA-Kochi Head Office.**
- iii. **The Internal Audit Firm shall have its Head Office OR Branch Office in KOCHI city. Preference will be given to the service providers who have their registered office or branch office at Kochi city.**
- iv. The Internal Auditor will ensure that the information obtained in respect of the operations of EIA-Kochi is maintained in strict confidence and secrecy. A certificate towards maintaining confidentiality is to be provided by the Internal Auditor at the time of acceptance of Audit assignment.
- v. The appointment of the Audit Firm will be for one year i.e. for 2023-24 and may be extended on yearly basis in 2nd i.e. for F.Y 2024-25 subject to satisfactory performance of the firms on same rates and terms & conditions.
- vi. The tenders shall remain valid for acceptance for a period of 120 days.
- vii. **The selected firms shall give security deposit, equal to 10 % of the total contract value, before execution of the Internal Audit work.**
- viii. If progress/performance of the audit firm is not found satisfactory by EIA-Kochi or there are in-ordinate delays in submission of reports, the management reserves the right to terminate the appointment of the Firm.
- ix. The Audit firm will be debarred from getting Internal Audit assignments in EIA-Kochi in future, in case if it is found that:
 - a. the Firm obtains the appointment on the basis of false information/false statement at the time of submission of application/documents for the tender.
 - b. The Audit Firm is found to have sub-contracted the work.
 - c. the Firm does not take up audit in terms of the appointment letter.
 - d. the Firm does not submit Audit Report, complete in all respect, in terms of the appointment and within the specified date.
 - e. the firm is found to be divulging the information of the operations of the company.

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Section VI: LIST OF REQUIREMENT (SCOPE AND EXTENT OF COVERAGE OF AUDIT)

Sl.No.	Scope of Work
1.	Income Verification of all heads of revenue along with all the supporting Documents
2.	Procurement (pre award and execution) : (a) Contracts of value up to Rs.5 lakhs (b) Contracts of value between Rs.5 lakhs to Rs.10 lakhs (c) Contracts of value above Rs. 10 lakhs (d) Verification of contract/PO awarded on nomination basis and single tender basis valuing Rs.1.0 lakh and above. Ensure that the guidelines as per procurement manual are duly complied with It will also include checking of performance bond/guarantee for validity and safe custody, insurance and risk management procedure
3.	Party / Contractors' bills : Checking of running account bills with respect to quantity and quality of work, certification of work, adjustment of advances, application of penalty clause etc. as per the terms of contract. Party Bills related to suppliers/service providers
4.	Payroll : Verify whether a) Salaries, wages and other deductions are authorized and recorded on a timely basis and payroll deductions are determined in accordance with legal requirements and are paid to Government and other specified parties as per specified timelines; (b) All authorized employee benefit plans and related costs are appropriately controlled and administered. (c) PAO claims are properly administered.
5.	Bank reconciliations: Verification of BRS of all the bank accounts including outstanding entries in the previous BRS.
6.	Receivables: Periodical age wise/unit wise analysis of all receivables with respect to pricing, tenure of credit and collection.
7.	Accounts : Vouching of all vouchers (cash, bank, JVs) of all Bank Accounts
8.	Guest House: (a) To check the level of utilization i.e. occupation of rooms by guests ; (b) Receipt of revenue (c) Purchase of consumables; (d) Purchase and use of assets (e) Repairs and maintenance of assts.
9.	Inventories: Periodical Physical verification of inventories. (b) Reporting the variances as per physical verification and as per books of account; (c) Valuation in accordance with the applicable accounting policies prescribed by ICAI (d) Identification of slow moving and excess inventories and its periodical reporting to management with suggesting measures.
10.	Fixed Assets: (a) Conduct of the Physical verification of fixed assets in accordance with the applicable Accounting policies. (b) Reporting the variances as per physical verification and as per Books of Account. (c) Check whether proper records are maintained including Fixed Assets Register and Depreciation is properly calculated and accounted for in accordance with the applicable Accounting policies.
11.	Provisions: To ensure that all the known liabilities have been provided after duly authorization including retirement benefits and claims in respect of employees. To ensure actuarial valuation as per applicable accounting standards.
12.	Payables: Periodical age-wise/ party wise analysis of all payables in respect to creditors- Domestic, Imports Capital Projects-EMD, Security Deposit etc.
13.	Duties and Taxes : Verification of Income Tax, GST Payable, GST - Input Credit, GSTR 2B; GSTR3B GSTR Annual Returns Filing etc.,
14.	Investments: (a) Periodic physical verification of investment and deposits; (b) To ensure that the booking of income on investments and deposits as per the terms of Investment made
15.	Human Resource & Establishment: (a) Leave records; (b) Payment of all types of advances to the employees; (c) Review of sub ledgers and recovery of advances; (d) LTC records; (e) Pay fixation; (f) Training & development; (g) other Establishment matters
16.	Compliance to DPE guidelines : To go through and ensure that Ministry of Finance, Department of Expenditure and GFR 2017 guidelines are followed scrupulously and complied with accordingly and point out any variation /deviation.

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17.	Internal Financial Control : i. Perform a diagnostic review of existing internal financial control system from the management's perspective and to identify deficiencies, if any. Provide recommendations to mitigate such deficiencies. ii. Identifying significant accounts and mapping with business processes and sub-processes for identification of financial reporting risks (materiality, quantitative & qualitative judgment), Recommend on documentation guidelines and Advice on updating the IFC Framework. iii. Provide recommendations on ways that EIA-Kochi may address to control and strengthen Internal Control. iv. Review of risk and control matrices including documentation of controls i.e., entity level controls, pervasive IT controls and process level controls. v. Any other activities/studies/reports if necessary, in connection with development of Internal Financial Control Framework not covered above.
18.	Statutory Compliances : To ensure compliance of all the applicable statutes and laws governing the organization that all the taxes and statutory dues are deposited in time and the required reports and returns have been filed periodically on time.
19.	Adjustment of advance given in respect to work orders and their adjustment with work done and adjustment of advances (CPWD).
20.	Report on the inter unit reconciliation to be done monthly.
21.	Other areas which EIA-Kochi Management may consider necessary in the course of working of the Sub-Offices.

Note: The firm undertaking internal audit has to exercise their discretion and apply their mind & rely on their judgment so as to ensure that all essential and significant areas of checking have been covered by them and no important area of checking has been left out.

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Section VII: Selection Criteria - Documents to be attached for the purpose of determining the eligibility :

Sl. No	Particulars	Supporting Documents
1.	Year of establishment of the Audit firm/Limited Liability Partnership Firm.	Registration certificate of the firm issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India. Information related to year of establishment of Head Office & Branch office(s), addresses, details of partners and their membership nos. etc. as Indicated in the Certificate.
2.	No. of Partners in the Firms/Limited Liability Partnership Firm who with the Firm for a minimum period of year as on date of application.	Registration certificate of the firm issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India. Information related to year of establishment of Head Office & Branch office(s), addresses, details of partners and their membership nos. etc. as Indicated in the Certificate.
3.	No. of Qualified Assistants (Chartered/Cost Accountants) employed with the firm.	Copy of details filed with the Institute of Chartered/Cost Accountants of India.
4.	Experience of the Firm in Organization working on SAP ERP Platform as Statutory / Internal Auditor	Copies of appointment letters / orders for statutory audit/ internal audit of any entity. Certificate shall be submitted from the entity that they are SAP compliant.
5.	Experience of the firm in internal audit of Central/State/PSUs	Copies of appointment letters/orders for internal audit in any Central /State Government/PSUs (Excluding banks and insurance PSUs.)
6.	Turnover of the internal audit clients during F.Y.19-20, 20-21 , 21-22 & 22 - 23	Copies of relevant pages of audited financials for all the clients for F.Y.19-20, 20-21, 21-22 & 22 – 23 to be enclosed.

Notes:-

- All above mentioned supporting documents along with application (format of application) will constitute “Technical Bid”.**
- The Bidder will provide related documentary evidence against each parameter given above. The same will be verified by the Evaluating Committee of EIA-Kochi based on the documentary evidence provided. The scores given by the Committee after verification with the documentary evidences as provided by the Bidder shall be considered final.**
- The Financial Bids of those firms who are found technically qualified will be considered for determining the L1.**

On opening the financial bid :

In case the L1 firm is Non MSME, the price quoted by MSME firm within the range of L1 + 15% will be asked to match the price of L1 firm. In case the MSME firm matches the L1 price, order will be placed on MSME firm. In case the MSME firm does not match the price of L1 firm , the next lower offer of the MSME firm within the range of L1 + 15% will be asked to match the price of L1 & so on. In case no MSME firm (within the range of L1+15%) matches the price of L1 firm, order will be placed on L1 firm.

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Section VIII: AUDIT FEE & REPORTING REQUIREMENTS

Audit fee

- i. Audit Firms are required to quote the audit fees for Internal Audit in the Financial Bid on the GeM portal, keeping in mind the minimum Man-days required for each unit as given at section XI.
- ii. Audit Firms are advised not to mention their quote in the Technical Bid.
- iii. **If required man days are not fulfilled by the audit firm after award of contract, then payment will be deducted proportionately.**
- iv. **No other expenses like TA/ DA / Boarding / Lodging will be reimbursed by EIA-Kochi.**
- v. **GST or any other tax as applicable will be paid extra as per respective Tax Act.**
- vi. **Reporting Requirement :**
- vii. **Before commencement of Internal Audit work, an orientation programme will be organised by EIC for selected Internal Auditors of EIA-Kochi for convergence between internal audits of EIC & EIAs so that there will not be any gap in the internal audits and Annual Accounts, on the whole.**
- viii. On completion of the Audit of the respective each phase, the following steps should be followed before finalization of the report and the partner of the firm should meet and discuss the audit observations.
 - (i) The salient audit observations of the respective preliminary Audit shall be discussed with the Head of Agency of EIA-Kochi along with Divisional Heads and Sub-Office In charges of the Agency, so that timely corrective action can be taken and based on the outcome, a draft composite Audit Report covering all the Audit areas within the scope shall be compiled/prepared, including additional information if any, that may be provided/obtained during such discussions and rectifications carried out on the instance of audit. The report should also contain specific suggestions for improvements, if any.
 - (ii) Based on the outcome of the discussions, the Audit Report thus compiled shall be structured as outlined hereunder:
Internal Audit Reports should be divided into five separate parts, namely:

Part-I Compliance and Report:

This part shall cover the comments of the Auditors on the adequacy of the compliance and action taken for rectification of errors/discrepancies pointed out by previous auditor pertaining to earlier phase and also Phase-I of the current year.

It shall also contain the confirmation regarding implementation of policies, systems, controls etc. to avoid the recurrence of such irregularities in future. It may be ensured that the compliance report on audit observations pointed out in reports relating to earlier audits is made and corrective actions taken on those points are furnished in the Audit Report. In other words it may be ensured while conducting the audit, compliance report of the audit observations pointed out in the earlier report of preceding period, is furnished along with the corrective action taken. **Physical Verification of Fixed Assets report shall also be given.**

Part-II Important Observations / Findings:

This part shall contain all such significant discrepancies observed during the current Audit and the observations in which, the auditor feels immediate attention of management specifying the financial implications, if any.

In this part Auditor shall also bring the important areas requiring improvement and their recommendation, if any. Also to indicate the improvements to be made by EIA-Kochi based on the audit observations. Further to report any deviations/observations from policies, systems and procedures of EIC/EIA.

Part-III Report on Testing of Effectiveness of Internal Controls:

Perform Internal Financial control Audit as given in Scope of Work and submit the report giving recommendations on the ways that EIA-Kochi may address to control weaknesses. The Auditors would be required to include their findings in Part-III of their report.

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Part-IV Report on Contracts/POs placed on single tender & nomination basis:

The Internal Auditor will report separately on Contracts/Purchase Orders (POs) placed on single Tender/Nomination basis. The coverage of such contracts and the format for such contracts and the format for such reporting is included in the statement below which may kindly be adhered to.

Part-V Detailed Report:

In this part, the Auditor shall furnish the detailed results of the Audit and Auditors confirmation whether EIA-Kochi's system/guideline/propriety has been adhered to in the areas viz. works including O&M contracts, procurement, operation, establishment records in Finance & HR, establishment expenses, other expenses, depreciation, Commercial billing & its realization/reconciliation, maintenance of fixed assets register, current assets, capital work in progress, mandatory spares, stores, review of accounts, guest house, provision of liabilities.

The Internal Auditor's report shall be in the same sequence as given in the scope of audit and in case any item is not applicable to the audit unit, the same should be mentioned as nil.

The report should be supplemented in each Phase, by a statement indicating :

- (I) Particulars of records along with their volume (i.e. total no. of vouchers in each category for each phase) and value/volume checked as compared to the total volume and value of transactions. Similar statistics are required with reference to audit of contracts with the total no. of contracts awarded and the percentage of audit done.
- (II) A report indicating the number of Tender/Contracts awarded on single tender & nomination basis in two categories viz. (i) Value more than Rs. 5 Lac and (ii) Value up to Rs. 5 Lac and furnish the same in the following statement indicating the contracts selected for review.

Sl.No	Name of the Contract	Name of the Party to whom the contract is awarded	No. & Date	Contract Value (Rs.)	Policies and Procedures for award of contract has been adhered to : YES / NO, if NO, state the reasons

- (III) A summary report indicating the important observations for each phase and for each area.
- (IV) A statement indicating the audit personnel deployed (designation) including the visits of partners and the period of audit for each substation. It is expected that the entire scope is covered in a systematic manner and to facilitate the reporting as per the requirement.
- (V) The report should be furnished for EIA-KOCHI on quarterly basis, separately.

NOTICE INVITING TENDER (NIT)

N o . E I A / K O C / A D M N / A C S / I N T E R N A L A U D I T / 2 0 2 3 - 2 4

Dated: 21.05.2024

Section IX : QUALIFICATION / ELIGIBILITY CRITERIA

The qualification criteria are as under:-

Bidder firm should have conducted three Statutory/Internal audit in last 5 years of any organisation working on SAP ERP Platform.

- i. Bidder firm should not have suffered any financial loss for more than one year during the last three years.
- ii. **Audit firms should have their Head Office OR Branch Office at KOCHI compulsorily.**

Only those bids that meet all the eligibility requirements shall be considered for Stage 2 i.e. Technical evaluation.

NOTICE INVITING TENDER (NIT)

No. EIA/KOC/ADMN/ACS/INTERNAL AUDIT/2023-24

Dated: 21.05.2024

ON LETTER HEAD

Section X: Tender Form

Date :

**To
The Joint Director,
Export Inspection Agency-Kochi,
27/1767 A, Shipyard Quarters Road, Panampilly Nagar (South),
KOCHI – 682 036**

With reference to your Tender document No. _____
dated _____, We, the undersigned have examined the above mentioned tender enquiry document, including
amendment No. _____, dated _____ (if any), the receipt of which is hereby
confirmed.

We now offer to deliver service in conformity with your above referred document for price quoted in price bid, attached
herewith and made part of this tender.

If our tender is accepted, we undertake to perform the services as mentioned above, in accordance with the delivery
schedule specified in section xiv of this document.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount
in an acceptable form in terms of GCC clause 6, read with modification, if any, in Section V – “Special Conditions of
Contract”, for due performance of the contract.

Name of the authorised signatory
Name of the firm
PAN
GST
Address:

Mobile Number
E-mail ID

NOTICE INVITING TENDER (NIT)

No. EIA/KOC/ADMN/ACS/INTERNAL AUDIT/2023-24

Dated: 21.05.2024

Section XI: MAN-DAYS REQUIREMENT

Internal Audit of EIA-Kochi HO and its Sub-Offices	Minimum man day requirement		
	Partners	Qualified Assistants	Semi Qualified Assistants
EIA-Kochi HO and its Sub-Office situated at Kollam, Bengaluru and Mangalore	1 per quarter	1 per quarter	2 per quarter

- 1. The activities related to Internal Audit of EIA-Kochi HO and its 3 sub-offices shall be carried out at the office of Export Inspection Agency-Kochi, situated at No.27/1767 A, Shipyard Quarters Road, Panampilly Nagar (South), Kochi – 682036, Kerala.**
2. All the records, documents, Notes, Information, data sheets etc., pertaining to Head Office and its sub-offices shall be provided as per request made by the Internal Auditor, issued from time to time. Officers and staff at Head Office and also Officers incharge of sub-offices viz., Kollam, Bangalore and Mangalore shall extend the support to the Internal Audit team, till the end. For better monitoring of audit assignment, EIA-Kochi HO and its Sub-offices, shall maintain records of man power deployed for each phase by the Firm. A man day shall consist of minimum 8 hours each day and shortfall in working hours should be adjusted by making good the shortfall, by the firm. However, there will not be any additional payment for the manpower deployed in excess of the minimum man days.
3. A minimum 50% of documented attendance in the office/sub-office is required for the internal auditor or staff of the internal auditor ,in a quarter of the year.

The internal auditor shall submit quarterly audit report pointing out irregularities and short comings.

NOTICE INVITING TENDER (NIT)

N o . E I A / K O C / A D M N / A C S / I N T E R N A L A U D I T / 2 0 2 3 - 2 4

Dated: 21.05.2024

Section XII : EARNEST MONEY DEPOSIT

The bidder firm shall be required to submit “Bid Security Declaration” in place of earnest money deposit (EMD) as mentioned at sl. no. 3 of Section-I

Section XIII : TIMELINES FOR CONDUCTING INTERNAL AUDIT

The internal audit shall be conducted and submit the Quarterly Report

Sl.No.	Particulars
1	Internal audit for quarter ended June 2023 (Phase-1). Submission of Ist Quarterly Report
2	Internal audit for quarter ended September, 2023 (Phase-II). Submission of IInd Quarterly Report
3	Internal audit for quarter ended December, 2023 (Phase-III). Submission of IIIrd Quarterly Report
4	Internal audit for quarter ended March, 2024 (Phase-IV). Submission of IVth Quarterly Report & Submission of Final Report

Note:

- 1. Any delay beyond 15 days in furnishing of internal audit report consequently for two phases due to non-deployment of manpower or any other reason attributable to the audit firm within stipulated dates mentioned as above will render audit firm to disqualify for future assignment and their nomination will not be considered for subsequent years.**
- 2. Internal Audit for F.Y 2024-25 shall be carried out on quarterly basis for which timelines shall be decided later at the time of extension of contract.**

NOTICE INVITING TENDER (NIT)

No. EIA/KOC/ADMN/ACS/INTERNAL AUDIT/2023-24

Dated: 21.05.2024

Section XIV: PERFORMANCE SECURITY / BANK GUARANTEE

- i. The selected firm shall be required to submit Performance Security/Bank Guarantee of the value of 10% of the total annual contract value within 21 days from the date of award of contract, valid up to sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations (if any).
- ii. The Performance security shall be denominated in Indian Rupees or in the currency of the contract and shall be in one of the following forms:
 - (a) Account Payee Demand Draft or Fixed Deposit Receipt drawn on any Scheduled Bank in India, in favour of Export Inspection Agency - Kochi.

OR

 - (b) Bank Guarantee issued by a Scheduled bank in India, in the prescribed form as provided in section XV of this document.
- iii. The Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
- iv. No interest shall be payable to the firm on the amount of security deposit.

Forfeiture of security deposit:

In event of default on the part of firm in satisfactory execution, security deposit shall be forfeited by EIA-KOCHI. The forfeiture of security deposit shall be without prejudice to any other rights arising or accruing under relevant provisions of contract like penalty / damages for delay or risk execution of work including suspension of business dealings for a specific period.

NOTICE INVITING TENDER (NIT)

No. EIA/KOC/ADMN/ACS/INTERNAL AUDIT/2023-24

Dated: 21.05.2024

Bank Guarantee Format for Performance Security

_____ [insert: Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ [insert: Name and Address of Export Inspection Agency - Kochi]

Date: _____

PERFORMANCE GUARANTEE No.: _____

WHEREAS (Name and address of the Service Provider) (hereinafter called "the Service Provider") has undertaken, in pursuance of contract No. _____ dated _____ to provide (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

We undertake to pay Export Inspection Agency - Kochi up to the above amount upon receipt of its first written demand, without Export Inspection Agency-Kochi having to substantiate its demand.

This guarantee will remain in force for a period of Sixty days after the currency of this contract and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

NOTICE INVITING TENDER (NIT)

No. EIA/KOC/ADMN/ACS/INTERNAL AUDIT/2023-24

Dated: 21.05.2024

ON LETTER HEAD

Bid Securing declaration

Date :

**To
The Joint Director,
Export Inspection Agency-Kochi,
27/1767 A, Shipyard Quarters Road, Panampilly Nagar (South),
KOCHI – 682 036**

With reference to your Tender document No. _____
dated _____, We, the undersigned have examined the above mentioned tender enquiry document, including
amendment No. _____, dated _____ (if any), the receipt of which is hereby
confirmed.

We now offer to deliver service in conformity with your above referred document for price quoted in price bid, attached
herewith and made part of this tender.

I am /We are aware of that as per Para 170 (iii) of GFR 2017 Rules and accept that in case, I/We withdraw or modify
Bid during the period of validity, or if I am /We are awarded the contract and I/We fail to sign the contract, or fail to
submit a performance security before the deadline defined in the request for bids document, Export Inspection Agency-
Kochi has right to suspend for the period of time specified in the request for bids document from being eligible to
submit Bids for contracts with the entity that invited the Bids.

Name of the authorised signatory
Name of the firm
PAN
GST
Address:

Mobile Number
E-mail ID