



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5334278
Dated/दिनांक : 28-08-2024

Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण | |
|--|--|
| Bid End Date/Time/बिड बंद होने की तारीख/समय | 07-09-2024 17:00:00 |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय | 07-09-2024 17:30:00 |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से) | 90 (Days) |
| Ministry/State Name/मंत्रालय/राज्य का नाम | Ministry Of Heavy Industries And Public Enterprises |
| Department Name/विभाग का नाम | Department Of Heavy Industry |
| Organisation Name/संगठन का नाम | N/a |
| Office Name/कार्यालय का नाम | Fluid Control Research Institute Palakkad 678623 |
| Item Category/मद केटेगरी | Financial Audit Services - AS PER RFQ; CAG Empaneled Audit or CA Firm |
| Contract Period/अनुबंध अवधि | 1 Year(s) |
| MSE Exemption for Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है | Yes |
| Startup Exemption for Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है | Yes |
| Document required from seller/विक्रेता से मांगे गए दस्तावेज़ | Experience Criteria,Bidder Turnover,Certificate (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 to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया | No |
| 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 | 3 Days |
| Evaluation Method/मूल्यांकन पद्धति | Total value wise evaluation |
| Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है | Yes |

EMD Detail/ईएमडी विवरण

| | |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

ePBG Detail/ईपीबीजी विवरण

| | |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

MII Compliance/एमआईआई अनुपालन

| | |
|-------------------------------|-----|
| MII Compliance/एमआईआई अनुपालन | Yes |
|-------------------------------|-----|

MSE Purchase Preference/एमएसई खरीद वरीयता

| | |
|---|-----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | Yes |
|---|-----|

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. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid 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 product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [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 seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
4. 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:1724820121.pdf

Financial Audit Services - AS PER RFQ; CAG Empaneled Audit Or CA Firm (1)**Technical Specifications/तकनीकी विशिष्टियाँ**

| Specification | Values |
|---|--------------------------------|
| Core | |
| Scope of Work | AS PER RFQ |
| Type of Financial Audit Partner | CAG Empaneled Audit or CA Firm |
| Type of Financial Audit | Internal Audit |
| Category of Work under Financial Audit | AS PER RFQ |
| Type of Industries/Functions | AS PER RFQ |
| Frequency of Progress Report | QUARTERLY |
| MIS Reporting for Financial Audit support | Yes |
| Frequency of MIS reporting | QUARTERLY |
| State | NA |
| District | NA |
| Addon(s)/एडऑन | |
| 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 | Biju | 678623,Kanjikode West | 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. **Generic**

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

Fluid Control Research Institute
Kanjikode West
Palakkad District
Kerala State
678 623

3. **Generic**

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

4. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

5. **Buyer Added Bid Specific ATC**

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

6. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

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.

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.

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 कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---



FLUID CONTROL RESEARCH INSTITUTE

(Under Government of India, Ministry of Heavy Industries)
Kanjikode West, Palakkad, Kerala – 678 623.
Phone: 0491-2566120/2566206, Fax: 0491-2566326
<http://www.fcriindia.com> Email: fcri@fcriindia.com

REQUEST FOR QUOTE (RFQ) FROM CHARTERED ACCOUNTANT FIRMS FOR INTERNAL AUDIT OF FLUID CONTROL RESEARCH INSTITUTE

RFQ No. : FCRI/F&A/IA/83/2024-25

1. PREFACE

Fluid Control Research Institute (FCRI) is a premier R&D Institute dedicated to Research and Development, Quality and Reliability of flow control systems. The Institute has been set up by Government of India (Ministry of Heavy Industries), with the technical and financial assistance from United Nations Development Programme (UNDP). It has been set up as an autonomous body registered under Societies Registration Act, 1860. The Institute is located at Pudussery Village of Palakkad District and it has no branch offices.

The management of the affairs of the Institute is carried out by a Governing Council constituted by Government of India and whose Chairman is the Joint Secretary, Ministry of Heavy Industries. Apart from the Statutory Audit by Chartered Accountants, the audit of the books and accounts of the Institute is carried out by the Comptroller & Auditor General of India under section 14 of the CAG's (DPC) Act, 1971.

2. SCOPE

Proposals are invited for INTERNAL AUDIT from the Chartered Accountants Firms having local office at Palakkad or neighbouring areas for empanelment for the financial year **2024-25**, which is extendable up to two more years.

3. ELIGIBILITY

- 3.1 The Firm must have empanelled with the Comptroller and Auditor General of India.
- 3.2 The Firm must have undertaken audit of any Public Sector Undertaking (other than bank audit) or Central Government autonomous organisations having turnover of more than Rs.25 crore during the last five years.
- 3.3 The Firm must have a local office at Palakkad or neighbouring areas.

4. QUANTUM OF WORK

- 4.1 Audit to be done for the whole financial year through adequate and qualified internal audit staff.
- 4.2 The Internal Audit would normally spread over a month.
- 4.3 The Institute has internal resource generation to the tune of around Rs.22 crore and its Gross Block of Fixed Assets is Rs.85 crore.
- 4.4 Approximate annual volume of transactions (in numbers) is given below:
- | | |
|-------------------|------|
| Cash transactions | 270 |
| Bank transactions | 4300 |
| Journals & others | 3600 |
- 4.5 The Internal Audit would inter alia comprises:
- 4.5.1 Report on deficiencies, if any, observed in the internal control and provide recommendation for improvement.
- 4.5.2 Checking of all the accounting records, including Receipts, Payments and Journals, Vouchers, Ledgers, etc.
- 4.5.3 Review of procurement and services.
- 4.5.4 Review of existing Accounting System and recommend suggestions to ensure adequate internal controls.
- 4.5.5 Review of compliance of all statutory obligations viz., Income Tax TDS and GST [FCRI is exempted from Income Tax under Section 10(21) r.w.s. 35(1)(ii)].
- 4.5.6 Audit of revenue.
- 4.5.7 Review of Service Books including leave accounts of regular employees (around 30 in numbers).
- 4.5.8 Audit of FCRI Contributory Provident Fund (10 subscribers).
- 4.5.9 To provide technical updates on various matters relating to taxation, finance, accounts, audit, etc., regularly.
- 4.6 Internal Audit does NOT involve stock/fixed assets verification.

5. MODE OF SUBMISSION

5.1 Technical Bid

5.1.1 Technical Bid will consist of the following:

- a) **Annexure-I** duly filled up;
- b) Profile of the Chartered Accountant Firm including year of establishment, number of partners along with their qualification, number of qualified CA, number of other staff, etc.;
- c) Empanelment Number allotted by the Comptroller & Auditor General of India; and
- d) Details of audit conducted especially of Public Sector Undertakings (PSU)/Central Government autonomous organisations and the turnover thereof.

5.2 Financial Bid

- 5.2.1 Financial Bid (**Annexure-II**) will consist of expected fee (all inclusive and lumpsum), which shall be quoted in specific monetary terms.
- 5.2.2 Goods and Service Tax, if applicable may be indicated along with the fee separately.
- 5.2.3 Any changes in GST rates or imposition of new tax on this service during the contract period will be borne by the Institute.
- 5.2.4 TDS under Income tax will be deducted at applicable rates.
- 5.2.5 The fees should be quoted is inclusive of Travelling Allowance. No price variation would be allowed during the contract period.
- 5.2.6 Quotes containing fee mentioned such as “fee per hour”, “decent fee”, “as commensurate to the work”, “on mutual consent basis”, “Percent on turnover”, etc. will not be considered.

6. GENERAL CONDITIONS

6.1 The **Technical Bid** in addition to proof of eligibility shall contain:

All the information, documents and clarifications as required under **Annexure-I**.

Copy of the RFQ Document signed on every page by the duly authorized Signatory.

6.2 The **Financial Bid** shall be submitted in the format given in **Annexure-II**

6.3 The proposals shall be evaluated in two stages i.e. technical evaluation and financial evaluation.

6.4 The Financial Proposals shall be opened of those Firms who will qualify in the technical evaluation.

- 6.5 Contract shall be awarded to the firm whose evaluated bid price will be the lowest in financial bid.
- 6.6 Submission of a tender by a Bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work.
- 6.7 In the event of any information submitted by the Bidder during the submission of bid being found false at a later stage, the contract is liable to be terminated apart from initiating legal proceedings against the Bidder.
- 6.8 The contract can be terminated at any point of time if the Firm's services are not found satisfactory by giving notice of 30 days. In such an event, the work shall be got done from another agency at the risk & cost of the defaulting firm. The decision of the Director, Fluid Control Research Institute shall be final in this regard.
- 6.9 The Firm shall start providing services immediately on issue of Letter of Award/ Intimation.
- 6.10 The Firm has to submit an undertaking stating that in the event of selection, they are willing to continue the contract for next two years on the same rate of fee and terms and conditions.
- 6.11 Subcontracting of the work is strictly prohibited.

7. TERMS OF PAYMENT

- 7.1 The terms of payment shall be “100% within 10 days after completion of the contract against submission of original Invoice”.

ANNEXURE - I
TECHNICAL BID

| |
|--|
| <p>Name of the Bidder : _____</p> <p>Office Address: _____</p> <p>_____</p> <p>_____</p> <p>_____ (District) _____ (State)</p> <p>_____ (Pin code)</p> <p>Email id: _____ Mobile No. _____</p> |
|--|

| Sl. No. | Particulars | Information Provided by the Bidder |
|---------|---|------------------------------------|
| 1 | Name of The Firm | |
| 2 | Address of the Firm | |
| 3 | Address of the Local Office at Palakkad <i>(If address at Sl. No.2 is out of Palakkad)</i> | |
| 4 | Name and address of the authorized official | |
| 5 | Telephone No. Mobile: E-mail id: | |
| 6 | Register Number and Year of Registration of the Firm with ICAI | |
| 7 | Whether Empanelled with the Comptroller and Auditor General of India (Yes/No) | |
| 8 | If yes, Empanelment Number with Comptroller and Auditor General of India | |

| | | |
|----|--|--|
| 7 | PAN of the Firm | |
| 8 | GSTIN of the Firm | |
| 9 | Whether the Firm had undertaken audit of any Public Sector Undertaking (other than bank audit) or Central Government autonomous organisations having turnover of more than Rs.25 crore during the last five years 1 st April 2019 to 31 st March 2024) (Yes/No) | |
| 10 | If yes, Name and address of the Organisation audited (Please enclose copy of the appointment letter) | |
| 11 | Nature of Audit | |
| 12 | Financial Year for which audit has been conducted | |
| 13 | Turnover of the organisation audited | |

Certified that the above particulars are true. In the event of any information found to be incorrect the Institute is at liberty to reject the proposal of the CA Firm.

Place:

Signature of Authorised Signatory

Date:

Name_____

Seal

UNDERTAKING

We, _____ undertake that in the event of our selection as internal auditors for the year 2024-25, we are willing to continue the contract for the next two years on the same rate of fee and terms and conditions.

Place:

Signature of Authorised Signatory

Date:

Name _____

Seal

ANNEXURE - II
FINANCIAL BID

| Sl. No | Description of Fees | Fees | |
|--------|--|----------------------|-----------------|
| | | Rupees in Figure Rs. | Rupees in Words |
| A | Annual Fee for Internal Audit for the Financial Year 2024-25 | | |
| B | Add: GST (if applicable) | | |
| C | Total Fees (including GST) (A+B) | | |

(The quoted fee should be all inclusive. No TA/DA/Conveyance/accommodation would be admissible in addition to the Fee quoted.)

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.

Place:

Signature of Authorised Signatory

Date:

Name_____

Seal

ANNEXURE - II
FINANCIAL BID

| Sl. No | Description of Fees | Fees | |
|--------|--|----------------------|-----------------|
| | | Rupees in Figure Rs. | Rupees in Words |
| A | Annual Fee for Internal Audit for the Financial Year 2024-25 | | |
| B | Add: GST (if applicable) | | |
| C | Total Fees (including GST) (A+B) | | |

(The quoted fee should be all inclusive. No TA/DA/Conveyance/accommodation would be admissible in addition to the Fee quoted.)

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.

Place:

Signature of Authorised Signatory

Date:

Name_____

Seal