

बोर्ड ऑफ ट्रस्टीज
BOARD OF TRUSTEES
मेकॉन इम्प्लाइज प्रोविडेंट फण्ड
(कर्मचारी भविष्य निधि तथा प्रकीर्ण उपबंध अधिनियम 1952 के धारा 17 के अंतर्गत छुट प्राप्त ट्रस्ट)
MECON EMPLOYEES' PROVIDENT FUND
(An Exempted Trust u/s 17 of Employees' Provident Fund & Misc Prov. Act, 1952)
Estd. Code - JH/2203

विवेकानन्द पथ, पो० शो० : झोरण्डा, राँची : 834 002, (झारखण्ड), भारत, VIVEKANAND PATH, P.O. DORANDA, RANCHI - 834 002, (JHARKHAND), INDIA
दूरभाष / PH. NO. : 0651 - 2483536 / 2483419, फैक्स / FAX: 0651 - 2481035, ई-मेल / E-mail : botmecpf@meconlimited.co.in

Ref.: 11.75.BOT/Audit/2024/02 dated 21.09.2024

NOTICE INVITING TENDER (NIT) FOR APPOINTING INTERNAL AUDITOR FOR THE PURPOSE OF QUATERLY AUDIT OF THE INVESTMENT OF MECON EMPLOYEES PROVIDENT FUND FOR THE FINANCIAL YEAR 2023-2024.

SALIENT FEATURES OF THE INVITATION TO TENDER

| | | | | |
|----|---|---|--|---|
| A. | TENDER ENQUIRY NO. | : | 11.75.BOT/Audit/2024/02 dated 21.09.2024 | |
| B. | WORK DESCRIPTION | : | Quarterly audit of the investment of mecon employees provident fund for the financial year 2023-2024. | |
| C. | CRITICAL TIME SCHEDULE OF TENDER FOR SUBMISSION ON E-TENDER PORTAL OF NIC | : | Document download start date | 21.09.2024 from 1830 Hrs. "Indian Standard Time (IST)". |
| | | : | Document download end date | 07.10.2024 by 1600 Hrs. IST. |
| | | : | Bid submission start date | 30.09.2024 from 1500 Hrs. IST. |
| | | : | Bid submission end date | 07.10.2024 by 1600 Hrs. IST. |
| | | : | Techno – commercial bid i.e., PART – I, opening date | 08.10.2024 by 1600 Hrs. IST. |
| D. | VALIDITY OF TENDER | : | 60 days from the due date or extended due date (as applicable) of opening of Techno-commercial Part i.e., PART – I. | |
| E. | AVAILABILITY OF TENDER DOCUMENTS | : | The Tender documents can be downloaded from www.etenders.gov.in/eprocure/app , Tenderer who wishes to view free Notification and Tender Documents can visit MECON website http://www.meconlimited.co.in/ ; MECON may issue Corrigendum (s) to the Tender document, if any, which shall be on website www.etenders.gov.in/eprocure/app & MECON website http://www.meconlimited.co.in/ only. | |
| F. | PRE BID MEETING | : | Pre bid meeting on 30.09.2024 at 1100 Hrs. IST, in the room of DGM I/c (Finance), Finance Section, MECON Limited Ranchi. | |
| G. | HELP DESK FOR E- TENDERING | : | Refer Bidders Manual Kit available in the link given below on e – portal for instructions/ guidelines: (https://etenders.gov.in/eprocure/app?page=BiddersManualKit&service=page) For any clarification, help and registration for e-Tendering, contact: E-mail: support-eproc@nic.in The Help Desk details are as below: - Tel: 0120 – 4001002/5 (24 X 7) Tel: 080833 – 36116 (Shri Rupendra Kumar Sharma) E-mail: support-eproc@nic.in | |
| H. | Bid Currency | : | Indian Rupees only | |

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Dear Sirs,

The Board of Trustees (BOT) Provident Fund administer the Employees Provident Fund in MECON. Audit is to be carried out as per provisions of the relevant Acts and as per the requirement of the Statutory/ Govt. authority from time to time. For this purpose, BOT intend to appoint a competent CA audit firm to conduct internal audit of investment and process of investment of MECON Employee's Provident Fund Trust. The following tender documents for the above work are enclosed herewith as Attachments and sealed bids, with the best & binding offer, for executing the above work is invited.

| Sl. No. | Description | Attachments |
|---------|--------------------------------------|------------------|
| i) | Draft Order | Attachment – I |
| ii) | Bidder details | Attachment – II |
| iii) | Un Price Schedule Format | Attachment – III |
| iv) | Declaration by Bidder & No Deviation | Attachment – IV |

A copy of all the Attachments (I – IV) shall be submitted by the Bidder, along with their offer, duly signed on each page as a token of acceptance of all terms & conditions of the tender enquiry by the Bidder.

Note:

- a. Any change in the due date shall be notified on e-tender portal (www.etenders.gov.in/eprocare/app) & MECON's website.
- b. Various links such as "Help for Contractor", "Information about DSC", "FAQ", "Resources Required", "Bidders Manual Kit", etc. are available on home page of etenders.gov.in/eprocare/app facilitating vendors to participate in the bidding process. Bidder are advised to download & utilize the available information/ documents under these links for activities like Registration in CPPP, obtaining User ID & Password, uploading & submission of e-bids etc. Bidders are advised in their own interest to carefully go through instructions for E – tendering and other related document available against various help links so as to ensure that bids are uploaded in E – tendering website well before the closing date and time of bid submission.
- c. Bidder shall ensure that offers are submitted taking cognizance of all corrigenda.
- d. Price bid shall be opened for the bidders who are eligible and techno-commercially acceptable.
- e. This bidder document should be treated as domestic tender
- f. This is a 'NO DEVIATION' tender enquiry. Deviations is not allowed in any terms and conditions of the tender enquiry.
- g. Offer has to be submitted by sole Bidder only. Any deviation in terms & conditions of the tender, shall be rejected.
- h. **Auto Extension of Critical Dates**

If number of bids received online is found to be less than 03 (three) on the end date of bid submission, then the following critical dates of the tender will be automatically extended for a period of seven (7) days ending at 16.00 hrs., limited to two (2) times:

- (i) Last date of submission of bid (i.e., Bid submission end date).
- (ii) Date of Opening of tender (i.e., Techno – commercial bid i.e., PART – I, opening date).

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If any of the above extended dates falls on holiday i.e. a non – working day as defined in the e – Procurement Portal, then the same is to be rescheduled to the next working day.

This extension will be also applicable in case of receipt of zero bid.

Note:

- (i) The validity period of tender should be decided based on the final end date of submission of bids.
- (ii) The auto extension shall work on the basis of number of bids received only. It may so happen that any of these bids may be eventually rejected during Tender Opening, Technical evaluation or further process of evaluation resulting the total number of valid bids becoming less than 03 (three).
- (iii) After extension, the tender shall be opened irrespective of available number of bids on the extended date of opening of tender.

1.0 ELIGIBILITY CRITERIA:

- a. Bidder must be a Chartered Accountant firm, having at least two partners and should be in practice for at least 5 years ending with 31.03.2024.
- b. Bidder must have done audit of any PF Trust for any financial year in last 10 years ending with 31.03.2024.
- c. Bidder must have functional local office at Ranchi.

The documents required to ascertain the criteria fulfilment

1. Chartered Accountant firm registration certificate.
2. Chartered accountant firm profile.
3. Letter of appointment by PF trust along with self-certification of completion of audit.
4. Local office address.

2.0 PRE BID CLARIFICATION

- 2.1 It shall be the responsibility of the bidder to ensure that the tender has been submitted in the required format and as per the terms & condition of the tender document and no change should be made therein. In the event of any doubt regarding the terms & condition/ format, the person(s) concerned may seek clarification in this regard from MECON before submission of the tender. Such clarification should be necessary obtained before the due date for submission of the tender. Bidder shall, thereafter, submit their offer strictly as per terms and conditions of Tender document. Any deviation to the terms& conditions of the tender shall result in rejection of the offer. Delay in obtaining clarification shall not entitle the bidder to seek extension in the due date for submission of the tender
- 2.2 Pre-bid conference shall be conducted at the office of DGM I/c (F), MECON Ltd, Ranchi as per the schedule mentioned earlier in the NIT. Bidder desirous of obtaining clarification on clauses of the tender enquiry (Technical as well as Commercial) are requested to send their deviation points/ points of clarification/ confirmation at least 3 days prior to date of the Pre – bid conference and also ensure their participation in the pre-bid conference.

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3.0 SUBMISSION OF TENDER

- 3.1 Tender shall be prepared and submitted online on the e-portal as per the instructions given in NIT. **All the duly filled in Attachments shall be stamped & signed on each page** as a token of acceptance to the terms & conditions and shall be scanned & uploaded by the Bidder along with their tender.
- 3.2 **Digital signatures are required for entire tendering process. Bidders to ensure that their DSC are valid during entire tendering process and request for extension of any tendering process shall not be entertained by MECON on account of non-availability of DSC.**
- 3.3 Bidders are advised to use Class III Digital Signature Certificate to participate in e-procurement. The bid should be submitted at the portal for e-tender (www.etenders.gov.in/e procure/app) by the bidders who have valid signatures against payment of requisite tender fee on or before the closing date of time indicated in the bid document. MECON or NIC shall not be responsible for any delay in bid submission due to last minute rush or server becoming slow/ busy/ not responding. Bids submitted by any other mode will not be accepted and will be summarily rejected.
- 3.4 Bid should be submitted at the portal for e-tender (www.etenders.gov.in/e procure/app) in Two Bid system in two parts as below:
- i) Un-priced techno-commercial bid (Part – I)
 - ii) Price bid (Part – II)
- 3.5 The un-priced techno-commercial bid shall contain all details along with the supporting documents (including the documents required in physical form, as stated herein below) scanned and uploaded by the bidder as per the requirement **without indicating price quote.**
- 3.6 All pages of the bid document shall be stamped & signed by the authorized person of the firm/company.
- 3.7 Tender shall be prepared and submitted online as follows:
- 3.7.1 **PART – I: Techno Commercial Part Documents to be uploaded shall contain:**
- i) **Cover letter indicating offer No. and date** detailing list of contents in the bid document being submitted by the Bidder.
 - ii) Documents as per eligibility criteria (clause no. 1 of NIT).
 - iii) Signed & stamped Notice Inviting Tender (NIT) including all the attachments enclosed with this NIT, duly signed, stamped and filled (wherever necessary). **Attachment – IV are to be uploaded in Company's Letter Head.**
 - iv) Copy of GST Registration Certificate with GST registration no.
 - v) The “Power of Attorney” or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the bidder, to be uploaded (scanned copy of original), when the power of attorney is a special “Power of Attorney” relating to this specific tender only. Attested/ notarized true copy of the “Power of Attorney” shall be uploaded in lieu of the original, if the power of attorney is a general “Power of Attorney”. However, photocopy of such notarized true copy shall not be uploaded.
 - vi) Un-priced schedule as per format enclosed to be uploaded indicating quoted/ not quoted/ included as applicable.

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Note: Bidder shall also take notice of the following points during preparation and submission of price format:

- a) Bidder shall submit their Price bid strictly as per the Price Format (Attachment – III of ITT) provided along-with MECON's tender document. Price submitted by Bidder in any other format shall render their offer invalid and shall not be considered for evaluation.
- b) There shall be no change or addition/ deletion except for filling-up of the actual price/ rate in the Price part submitted in Part – III.
- c) Please note that neither Price should be given in Blanked Price Format nor price bid should be put in this commercial part. In case this condition is not complied, **the bid may be liable for rejection.**

3.7.2 PART-II: Price Part

- i) Price part shall contain PRICE indicating incidence of tax (rates), if any, as per price format (Attachment – III) without any terms & conditions.
- ii) Price Schedule (Microsoft Excel File) is to be downloaded from website www.etenders.gov.in/eprocure/app and then is to be filled, saved and uploaded (through digital signature) on the same website and not to be submitted in hard copy at all. Bidders to note that any change in Price Schedule format shall be notified through corrigendum/ addendum and the same shall be considered for submission of price bid. In case Bidders have already submitted their bid before publishing of corrigendum/ addendum related to change in price schedule format, the bidders are requested to re-submit price bid as per the changed Price Schedule format. Failure to re-submit the bid in such case may lead to auto rejection of the bid by the system for which bidder shall be solely responsible.
- iii) The price quoted shall inclusive of all expenses towards boarding, lodging, travelling, out of pocket expenses, other taxes & duties etc. for conducting audit.

Note:

Bidder shall ensure that GST rate with SAC code is indicated against individual/ total items of the price schedule attached with ITT.

- 3.8 All correspondences with regards to this tender enquiry shall be made through e-portal with an e-mail copy to botmecpf@meconlimited.co.in. Detailed Address is indicated below. **However, tender shall be submitted in the e-portal only.**

The Secretary,
Board of Trustees, MECON Employees Provident Fund,
2nd Floor New Admn. Building,
MECON Limited,Doranda,Ranchi-834002

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4.0 SCOPE OF WORK

The scope of work shall be as per the Draft Order.

5.0 LANGUAGE

The bid prepared by the bidder and all correspondence & documents related to the bid exchanged by the bidder and the MECON, shall be written in the English Language. Bid submitted in any other language is liable to be rejected. In case any printed literature furnished by the bidder, is written in another language, it must be accompanied by a translation of its pertinent language, it must be accompanied by a translation of its pertinent passages in the English Language and for the purpose of interpretation of bid, such translation shall govern.

6.0 CAPACITY OF THE BIDDER

6.1 TECHNICAL CAPACITY

The bidder Shall furnish the necessary particulars in this regards with the Tender

6.2 LEGAL CAPACITY

The Bidder shall satisfy MECON that he is competent and authorized to submit the Tender and/or to enter into a legally binding Contract with MECON. To this effect any person giving a Tender shall render documentary evidence that his signature, on the Tender submitted by him, is legally binding upon himself, his firm or company, as the case may be.

7.0 AUTHORITY OF PERSON SIGNING DOCUMENTS

A person signing the Tender form or any document forming part of the Contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if on enquiry it appears that the person signing had no authority to do so, MECON may, without prejudice to other civil and criminal remedies, cancel the order and hold the signatory liable for all costs and damages.

8.0 ARRANGEMENT OF TENDER

The Tender shall be neatly arranged, be plain and intelligible, type-written on white paper with consecutively numbered pages in solid binding and each page signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Tender.

9.0 NO CLAIM OR COMPENSATION FOR SUBMISSION OF TENDER

The bidder whose Tender is not accepted shall not be entitled to claim any costs, charges, expenses of and incidental to or incurred by him through or in connection with his submission of Tender, even though MECON may elect to withdraw the Invitation to Tender.

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10.0 OPENING OF PART-II: PRICE BID

MECON Limited reserves the right to finalize the tender through online mode. Bidders who are found **eligible and techno-commercially acceptable** will only be considered for opening the price bid. Price-bid maybe opened in the presence of such duly authorized representatives of bidder who may wish to attend the price bid opening on a specific date and time. The eligible bidders will be informed about the date and time of Price-bid opening giving adequate advance notice for deputing their authorized representative. Only one authorized representative of each bidder shall attend the price bid opening. The authorized representative of vendors shall be required to sign on attendance sheet/ attendance register.

11.0 FINALISATION OF TENDER

- a. While MECON will endeavor to finalize the tender at the earliest, it reserves the right to delay finalization of tender, if necessary, without assigning any reasons for the same. During finalization of the tender, MECON is not bound to accept lowest or any tender or to assign reasons whatsoever for non-acceptance.
- b. The L1 bidder shall be the bidder having the lowest evaluated Total Basic Price amongst the bidders whose offers are found to be eligible and techno-commercially acceptable.
- c. In case, during the evaluation process, if there are changes in tax rate or abolition of old tax or introduction of new tax, cess etc., accordingly the tax treatment or new tax shall be considered.
- d. During evaluation if it is found that bidder has quoted incorrect applicable rate of tax then correct applicable rate of tax shall be considered for evaluation.
- e. In case, price/ fee quoted by any bidder is silent on the incidence of taxes & duties, it will be construed that the prices quoted by him include the incidence of all taxes, duties, levies etc.
- f. Final discussions shall be held with the techno-commercially acceptable L-1 Bidder only, if required.
- g. In case more than one bidder happens to occupy L-1 status, the bidder shall be decided on the basis of experience as a CA Firm.
- h. Bidder must quote their rates mandatorily against all the items in Price Schedule enclosed with this tender. Part quotation is not acceptable. In case a bidder does not quote for an item (s), his offer shall be summarily rejected.

12.0 CONFIDENTIALITY

Bidder shall note that all data/ specification enclosed with tender document are confidential. Bidder shall keep all data in strict confidence shall not copy or pass any tender paper

13.0 GENERAL

- (i) Bidder shall submit their offer strictly in accordance with the terms and conditions of tender document without any deviation.
- (ii) If the bidder deliberately gives wrong information in his tender to create circumstances for the acceptance of his tender, the MECON reserves the right to reject such tender.

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- (iii) Tender documents are not transferable.
- (iv) The Bidder(s) will not enter with other participating Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids, clarifications on bid or any other actions which restrict competitiveness or introduce cartelization in the bidding process.

14.0 RIGHT TO ACCEPT ANY BID AND TO REJECT ANY BID

MECON, however, reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of the contract without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the ground for MECON action.

Thanking you,

Yours faithfully,
For MECON LIMITED

Encl.: as above

Secretary,
Board of Trustees, MECON Employees
Provident Fund

बोर्ड ऑफ ट्रस्टीज
BOARD OF TRUSTEES
मेकॉन इम्पलाइज प्रोविडेंट फण्ड
(कर्मचारी भविष्य निधि तथा प्रकीर्ण उपबंध अधिनियम 1952 के धारा 17 के अंतर्गत छुट प्राप्त ट्रस्ट)
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विवेकानन्द पथ,पो० ओ० : डोरण्डा, राँची : 834 002, (झारखण्ड), भारत, VIVEKANAND PATH, P.O. DORANDA, RANCHI - 834 002, (JHARKHAND), INDIA
दूरभाष / PH. NO. : 0651 - 2483536 / 2483419, फॅक्स / FAX: 0651 - 2481035, ई-मेल / E-mail : botmecpf@meconlimited.co.in

Ref.: 11.75.BOT/Audit/2024/02 dated 21.09.2024

ATTACHMENT-I

DRAFT ORDER

M/s

Amendment No.: Nil

Dated: Nil

| Work Order No. | Date of Order | Completion Date | Audit Firm Code |
|----------------|---------------|-----------------|-----------------|
| 11.51..... | | | |

Sub.: **Audit of Investments and process of investment of MECON's Employees Provident Fund Trust.**

- 1) Ref.: Our Tender Enquiry No. 11.75.BOT/ Audit/ 2024/ 02 dated 02.09.2024
- 2) Your Offer No. dated
- 3) Subsequent correspondences ending with your letter no. dated

Dear Sir,

The Board of Trustees (BOT), MECON Employees Provident Fund and Board of Trustees (BOT), MECON Gratuity Fund administer the Employees Provident Fund and Gratuity in MECON respectively. Audit is to be carried out as per provisions of the relevant Acts and as per the requirement of the Statutory / Govt. authority from time to time.

BOT appoint you (herein refer as AUDITOR) to conduct audit of investments and process of investment of MECON Employees Provident Fund Trust for the year 2023-2024.

1.0 OBJECTIVE OF THE AUDIT

- 1) To verify that the provident fund investments are managed in accordance with relevant laws, regulations, and policies.
- 2) To verify that investment decisions are made in the best interest of the fund members as per the rules and regulations, as applicable.
- 3) To assess the accuracy and completeness of investment records and reports.
- 4) To look into handling of Employees Provident Fund and also investigate with a specific view to find out whether any deliberated lapses/act of negligence or lack of due diligence has resulted in the investment becoming a Non-Performing Asset or investments were not in interest of fund members.
- 5) Focus on Stressed Asset and Non Performing Asset in respect of investments.

2.0 SCOPE OF THE AUDIT

- 1) Comprehensive examination and verification of investments made by the BOT, MECON Employees Provident Fund to ensure compliances of statutory guidelines, prudent investment process and due diligence applied by the investment

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committee.

- 2) To oversee the whole process of investment from invitation of quotation to purchase of securities.
- 3) Identify the various risk associated with the investment of Provident Fund.
- 4) Review the entire investment policies, strategies and portfolio of the Trust.
- 5) Verify the investment value.
- 6) Ensure the compliance of set guidelines and asset allocation as per guidelines.
- 7) To give suggestion to improve the system.
- 8) Evolution of internal controls related to investment management.
- 9) Examination of investment transactions and portfolio performance.
- 10) Report must be submitted within 25 days after close of each quarter to the chairman of BOT, MECON Employees Provident Fund.

The scope of work is suggestive, the auditor may cover any other point, which he may deem fit in the interest of trust & their members.

3.0 AUDIT PLANNING

- 1) Understanding the Fund's Investment Policy. Review the documented investment policy, objectives, and strategy.
- 2) Identifying Key Risks, Assess potential risks related to investment decisions, such as market risk, credit risk, and liquidity risk.

4.0 AUDIT PROCEDURES

A. Review of Investment Policies and Procedures

- 1) Policy documentation, Verify the existence and currency of the investment policy.
- 2) Compliance with Policy. Ensure investments are in accordance with the documented policy and objects.
- 3) Approval Processes. Check if investments and changes to the policy have been approved by appropriate authorities.

B. Verification of Investment Transactions

- 1) **Transaction Testing** : Review a sample of investment transactions for accuracy and legitimacy.
- 2) **Documentation** : ensure all transactions are supported by proper documentation and confirmation statements.
- 3) **Valuation** : confirm the valuation of investments is accurate and aligns with market values

C. Performance Evaluation

- 1) **Performance Reports** : Analyze investment performance reports against benchmarks and performance goals.
- 2) **Return Analysis** : Evaluate the returns on investments relative to risk and market conditions.
- 3) **Investment Diversification** : Asses the diversification of the investment portfolio to manage risk

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effectively.

D. Compliance with Legal and Regulatory Requirements

- 1) **Regulatory Compliance** : Verify adherence to laws and regulations governing provident fund investments.

5.0 RISK MANAGEMENT

- 1) **Risk Identification** : Identify risks associated with the investment portfolio.
- 2) **Risk Mitigation** : Evaluate the effectiveness of risk management strategies implemented.

6.0 DOCUMENTATION AND REPORTING

- 1) **Audit Working Papers** : Maintain comprehensive working papers documenting audit procedures, findings, and evidence.
- 2) **Audit Report** : Prepare a detailed audit report including findings, recommendations, and any areas of concern.
- 3) **Management Response** : Obtain and include management's response to the audit findings and recommendations.

7.0 FOLLOW-UP

- 1) **Action Plan** : Review the implementation of management's action plan in response to audit recommendations.
- 2) **Re-assessment** : Conduct follow-up audits to ensure that corrective actions have been effectively implemented.

8.0 PERIOD OF CONTRACT

The term of appointment will initially be for 1 year extendable to another one year based on the performance of the auditor.

9.0 PAYMENT TERMS

Payment shall be made

- a) On submission of quarterly reports within 25 days after the close of each quarter to the Chairman of BOT, MECON Employees Provident Fund.
- b) On raising of invoice and certification by the concerned section after the submission of the report
- c) The payment shall be released with 30 days from the date of receipt of complete documents as stated **above**.

10.0 SECURITY DEPOSIT

Auditor shall submit an amount of Rs(3% of Total Price exclusive of GST) within 7 days from the date of order in form of Demand Draft drawn in favour of "MECON LIMITED" payable at Ranchi.

11.0 CORRESPONDENCE

All correspondences shall be made to the following address:

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Ref.: 11.75.BOT/Audit/2024/02 dated 21.09.2024

The Secretary,
Board of Trustees, MECON Employees Provident Fund,
2nd Floor New Admn. Building,
MECON Limited Doranda, Ranchi – 834002, Jharkhand
Ph. No.: 0651 – 248 3536

Kindly acknowledge receipt of this Order and return enclosed "Order Acknowledgment" copy within one week duly signed on each page as a token of your acceptance of this Order with the terms and conditions stipulated therein.

Thanking You,

Yours truly,

Secretary,
Board of Trustees,MECON Employees Provident Fund

बोर्ड ऑफ ट्रस्टीज

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ATTACHMENT-II

BIDDERS DETAILS

- 1) Name of the Firm :
- 2) Present address of the H.O. :
- 3) Ranchi office Address :
- 4) No. of Partners at Ranchi : a) F.C.A.
- 5) Date of establishment at Ranchi :
- 6) No. of Audit Staff Ranchi : a) Qualified
- b) Semi Qualified
- c) Others
- 7) Experience in brief about Audit assignment performed in the area of P.F. and Gratuity in Public Sector undertaking/ Private Sectors (Separately mention about audit experience in Exempted PF Trust, under EPF & MP Act, 1952 & Gratuity Act).
- 8) Duration of Audit : Proposed (No. Days)
- 9) Scope of Audit proposed :
- 10) Audit staff proposed to be deployed :

.....
Signature of the Partner

Place:

With seal

Date:

बोर्ड ऑफ ट्रस्टीज

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ATTACHMENT-III

PRICE SCHEDULE FORMAT

BIDDER SHALL SUBMIT THEIR PRICE BIDS IN MECON'S PRICE SCHEDULE FORMAT ATTACHED SEPARATELY WITH THIS TENDER IN ONLINE MODE ONLY.

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ATTACHMENT-IV

DECLARATION BY BIDDER

(To be furnished on company letter head & all pages duly signed & stamped by the bidder)

MECON's ITT No. & Date:

Tenderer's Offer No. & Date: No. dated

Technical Specification No.:

a. We hereby declare that our organisation M/s _____ is currently serving any banning orders issued.

(i) By MECON Limited – **YES/ NO**

(ii) Debarring the firm for participating in any bidding procedure floated by any CPSE within Ministry of Steel, GoI – **YES/ NO**

(iii) Debarring the firm for participating in any bidding procedure floated by any CPSE across the Ministries, GOI as per order of DoE – **YES/ NO**

b. We hereby declare that our organisation M/s _____ have submitted the details, as required in the tender enquiry, is true to the best of our knowledge, correct and no information has been concealed therefrom. In case of any information found untrue or incorrect or false at any stage of tendering or in ordering process, our offer/ order, if placed on us, will immediately stand cancelled and we will compensate all expenditure incurred by MECON during this process without protest or demur.

c. **DECLARATION FOR "NO DEVIATION"**

It is hereby confirmed that our offer is strictly as per terms & conditions of the Notice Inviting Tender, Draft Work Order and Attachments of the above referred tender enquiry.

We confirm our acceptance to all technical as well as commercial terms & conditions of the above-referred tender enquiry without any deviation, whatsoever. Any deviation appearing anywhere in our bid shall stand withdrawn.

SIGNATURE OF THE BIDDER'S NAME:

DESIGNATION:

(Seal of the Company) Address:

Phone No.:

Mobile no.:

E- mail: