



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/6151746
Dated/दिनांक : 26-04-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	07-05-2025 10:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	07-05-2025 10:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Finance
Department Name/विभाग का नाम	Department Of Economic Affairs
Organisation Name/संगठन का नाम	Security Printing And Minting Corporation Of India Limited (spmci)
Office Name/कार्यालय का नाम	Janpath
क्रेता ईमेल/Buyer Email	buycon13.spmcils.up@gembuyer.in
Item Category/मद केटेगरी	Financial Audit Services - Financial Reporting Framework; Audit Firm, CA Firm
Contract Period/अनुबंध अवधि	1 Year(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	1 Year (s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and 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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	Yes
RA Qualification Rule	H1-Highest Priced Bid Elimination

Bid Details/बिड विवरण	
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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MII Compliance/एमआईआई अनुपालन

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

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price

within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

5. 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.

6. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Financial Audit Services - Financial Reporting Framework; Audit Firm, CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Financial Reporting Framework
Type of Financial Audit Partner	Audit Firm , CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	As per attached Scope of work
Type of Industries/Functions	As per attached Scope of work
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	Sanjay Kumar Gupta	201301,D-2, Sector-1, India Govt Mint(Taksal) Noida , Uttar Pradesh	1	N/A

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें**1. 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.

2. Buyer Added Bid Specific ATC

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

Disclaimer/अस्वीकरण

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

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

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

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

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

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

India Government Mint, Noida intend to engage partnership/limited liability partnership firms of Chartered/Cost Accounts for conducting Internal Audit in India Government Mint, Noida (a unit of Security Printing & Minting Corporation of India Limited) for the financial year 2025-2026 for a period of one (1) year. The detailed scope of work for engaged firm is as follows:

OBJECTIVES OF INTERNAL AUDIT

1. To review and evaluate internal control systems and procedures to determine reliability and integrity of information and documents.
2. To ensure that the SPMCIL 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 the SPMCIL, detecting fraud or irregularities and safeguarding the assets of the SPMCIL
8. To review Internal Financial control on financial reporting.
9. Fixed Asset Verification
10. Inventory Verification.

Section VI: LIST OF REQUIREMENTS (SCOPE AND EXTENT OF COVERAGE OF AUDIT

Sl.no.	Scope	Periodicity/Extent of coverage
1.	Sales & Revenue: Verification of all heads of revenue along with all the supporting document.	Quarterly – 100%
2.	Procurement (pre award and execution): Contracts of value up to Rs.5 lakhs Contracts of value between Rs.5 lakhs to Rs.10 lakhs Contracts of value above Rs.10 lakhs 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.	Quarterly – 25% Half yearly – 50% Quarterly – 100%
3.	Contracts on nomination basis:	Quarterly – 100%

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	Verification of contract/PO awarded on nomination basis and single	
4.	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.	Quarterly – 50%
5.	Payroll: Verify whether: 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. All authorized employee benefit plans and related costs are appropriately controlled and administered.	Quarterly – 100% Quarterly – 50%
6.	Human Resource & Establishment: Leave records Payment of all types of advances to the employees Review of sub ledgers and recovery of advances LTC records Pay fixation Training & development	Half yearly – 50% Q quarterly – 100% Quarterly – 100% Half yearly – 50% Half yearly – 100% Half yearly – 100%
7.	Bank reconciliations: Verification of BRS of all the bank accounts including outstanding entries in the previous BRS.	Quarterly – 100%
8.	Receivables: Periodical age wise/unit wise analysis of all receivables with respect to pricing, tenure of credit and collection.	Quarterly -50%
9.	Accounts: Vouching of all vouchers (cash, bank, JVs)	Quarterly -50%
10.	Inventories: Periodical Physical verification of inventories.	– Yearly -100%
11.	Fixed Assets:	Yearly – 100%

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	<p>Conduct of the Physical verification of fixed assets in accordance with the applicable accounting policies.</p> <p>Reporting the variances as per physical verification and as per Books of Account.</p> <p>Check whether proper records are maintained including Fix ed Assets Register and Depreciation is properly calculated and accounted for in accordance with the applicable Accounting policies.</p>	<p>Yearly – 100%</p> <p>Yearly – 100%</p>
12.	Report on the inter unit reconciliation to be done	monthly.
13.	<p>Payables:</p> <p>Periodical age-wise/ party wise analysis of all payables in respect to creditors- Domestic, Imports Capital Projects-EMD, Security Deposit etc.</p>	Quarterly.
14.	<p>Township</p> <p>(a) To check whether the allotment, occupation and vacation of quarters is in accordance with the laid down practices.</p> <p>(b) Receipt of revenue.</p> <p>(c)Stores management.</p> <p>(d) Repair and maintenance of building and roads.</p>	Half yearly - 50%
15.	<p>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.</p>	Quarterly - 100%
16.	<p>Adjustment of advance given in respect to work orders and their adjustment with work done and adjustment of advances (CPWD).</p>	Quarterly-100%
17.	Report on the inter unit reconciliation to be done monthly.	Quarterly-100%
18.	Other areas which SPMCIL Management may consider necessary in the course of working of the units.	

Note: The firm undertaking internal audit has to ensure that all essential and significant areas of audit have been covered by them and no important area of audit has been left out.

Section V: SPECIAL CONDITIONS OF CONTRACT (GCC)

- i. The SPMCIL reserves its right to accept or reject any application/s without assigning any reasons. The decision of the SPMCIL for selection of the Firms will be final and binding upon the parties participating in the tender.
- ii. Internal Audit shall be conducted in four phases i.e., 1st Phase covering period from 01.04.2025 to 30.06.2025, 2nd phase covering period from 01.07.2025 to 30.09.2025, 3rd phase covering period 01.10.2025 to 31.12.2025 and 4th phase covering period from 01.01.2026 to 31.03.2026
- iii. The Internal Auditor will ensure that the information obtained in respect of the operations of the Unit 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.
- iv. The appointment of the Audit Firm will be for one year i.e., for FY 2025-26 & can be further appointed for FY 2026-25 on same price & terms & conditions, subject to satisfactory performance.
- v. If progress/performance of the audit firm is not found satisfactory by SPMCIL or there are in-ordinate delays in submission of reports, the management reserves the right to terminate the appointment of the Firm.
- vi. The Audit firm will be debarred from getting, in future, Internal Audit assignments in SPMCIL in the following cases: -
 - a. If 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. If the Firm does not take up audit in terms of the appointment letter.
 - d. If the Firm does not submit Audit Report, complete in all respect, in terms of the appointment and within the specified date.

Section VIII: AUDIT FEE & REPORTING REQUIREMENTS

- i. Audit Firms are required to quote the audit fees for Internal Audit of IGM Noida as per defined price bid format at section XI.
- ii. No other expenses like TA/ DA / Boarding/Lodging will be reimbursed by the IGM Noida.
- iii. GST or any other tax as applicable will be paid extra as per respective Tax Act.
- iv. The Firm shall be eligible for payment up to 25% of audit fee for each phase. Such fee shall be released only after submission of report for that phase followed by the bill and all supporting evidences/documents required to process such bills including wrap up discussion report with management for each Phases.
- v. The bill of fees should be duly accompanied by details of man power deployed in each phase of the audit assignment.

Reporting requirement: -

on completion of the Audit of the Unit, 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 Finance along with the GM of unit so that timely corrective action may

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 made by the SPMCIL based on the audit observations. Further to report any deviations/observations from policies, systems and procedures of SPMCIL.

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 the SPMCIL may address control weaknesses. The Auditors would be required to include their findings in Part-III of their report.

Part-IV Report on Contracts/POs placed on single tender & nomination basis: It has been decided that internal auditors 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 SPMCIL#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

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expenses, depreciation, Commercial billing & its realization/reconciliation, maintenance of fixed assets register, current assets, capital work in progress, mandatory spares, stores, inter unit accounts, review of accounts, township, guest house provision of liabilities.

The Internal Auditors 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:

1. 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 viz. BRV/BPV/CRV/CPV etc. Similar statistics are required with reference to audit of contracts with the total no. of contracts awarded and the percentage of audit done.
2. 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.	Particulars	Awarded Party	LOA No. & date	Award Value (Rs. Lacs)	Whether Proprietary items/Source Standardization/Urgency	Policies & Procedures for award of contracts have been adhered to (Yes/No), if no, state the reasons
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3. A summary report indicating the important observations for each phase and for each area.
4. 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.

Note: - Only those bids that meet all the eligibility requirements shall be considered for technical evaluation.

Section XII: MAN-DAYS REQUIREMENT

S. No.	Name of the unit	Minimum man day requirement		
		Partners	Qualified Assistants	Assistants (including at least one semi qualified assistant)
1.	IGM, Noida	16	24	48

1. The firm has to quote rates for IGM Noida, keeping in mind the above man-days requirement.
2. The allocation of manpower by audit firm amongst phases will be as follow: -
 - i) Quarter ended June: 25%
 - ii) Quarter ended September: 25%
 - iii) Quarter ended December: 25%
 - iv) Quarter ended March: 25%
3. The man-days requirement is exclusive of travel time.
4. A man day shall consist of minimum 8 hours each day and shortfall in working hours will be adjusted on pro rata basis. However, there will not be any additional payment for the manpower deployed in excess of the minimum man days.

Section XIV: TIMELINES FOR CONDUCTING INTERNAL AUDIT

The internal audit shall be conducted in accordance with the timelines as specified below: -

S.No.	Particulars	2025-2026 Due Date
A	Internal audit for quarter ended June 2025 (Phase - I)	
	Submission of final Audit report	31.07.2025
B	Internal audit for quarter ended September 2025 (Phase - II)	
	Submission of final Audit report	31.10.2025
C	Internal audit for quarter ended December 2025 (Phase - III)	
	Submission of final Audit report	31.01.2026
D	Internal audit for quarter ended March 2026 (Phase-IV)	
	Submission of final Audit Report	15.04.2026

Note:

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.

INTERNAL AUDITOR FORMAT FOR APPLICATION

1. Name of the Firm:

2. Registration No. of the Firm :
(Institute of Chartered/Cost Accountants of India)
 - a. Date of Registration of the Firm :

 - b. Type of firm : Partnership firm/ LLP firm/Proprietor

3. Details of Head Office & Branch Office(s): Head Office:

Address	Date of Establishment	Contact No(s)	E-mail

Branch Office 1

Address	Date of Establishment	Contact No(s)	E-mail

Branch Office 2

Address	Date of Establishment	Contact No(s)	E-mail

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

4. 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					
6					

(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)

5. Is the partner of Firm/LLP:-

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

6. Is any Partner/Person working with the applicant is a near relative of the officer/ official of SPMCIL:Yes/No.

7. 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)	Date of joining the firm as qualified assistant
1				
2				
3				
4				

8. Details of Experience in PSU Sector:

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 & for every company)
1.			
2.			
3.			

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

S.No.	Name of the Company	Year of Audit	Type of Audit - Whether Statutory/Internal Audit (Please attach copy of appointment letter for each year & for every company)
1			
2			
3			

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10. Income Tax PAN No. of the Firm

11. GST Tax Registration No. :

12. Firms of Chartered Accountants registered as MSME will submit the certificate for registration as MSME.

13. Bank details for NEFT :

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. 14 above.

14. Turnover of the Firm: -

TURNOVER (F.Y.) (in Rs. Lakhs)	2023-2024	2022-2023	2021-2022

15. It is confirmed that all the requirements as per format for application to the tender documents have been complied with.

16. We confirm that we have not taken any deviation from the terms & conditions, of the tender documents.

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

Note: 1. Firm is required to upload signed and sealed copy of this document as compliance to Scope of work

Section III: SPECIAL INSTRUCTIONS TO AUDIT FIRMS AND DOCUMENT LIST

Instruction to Audit Firms: -

1. Format of Application must be completely filled in. Incomplete applications will be rejected outrightly.
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 document as 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 us to process applications expeditiously.
5. All submitted documents should be signed by a Partner with his name and under the seal of the firm.

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: -

1. 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.
2. Membership certificates of the qualified assistants issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India.
3. Copies of appointment letters for Statutory/Internal audit in organizations working on SAP ERP Platform.
4. Copy of PAN Card.
5. Copy of GST Registration.
6. A cancelled cheque of the Bank to which Fee payments will be made.
7. 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 IX: QUALIFICATION / ELIGIBILITY CRITERIA

The qualification criteria are as under: -

1. Bidder firm should have conducted three Statutory/Internal audit in last 5 years of any organization working on SAP ERP Platform.
2. The bidder firm should be empaneled with C&AG for the last two years.
3. Bidder firm should not have suffered any financial loss for more than one year during the last three years.
4. Audit firms should have office at one location (at least) out of below mentioned cities: -New Delhi/NCR.

Section VII: SELECTION CRITERIA (POINT ALLOCATION)

Sl. No	Particulars	Points to be allocated	Maximum Points	Supporting Documents
1.	Year of establishment of the Audit firm/Limited Liability Partnership Firm.	10 Years 1 Point for each year. Cut-off date shall be 31.12.2024	10 (ten)	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(s) & 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 2 years as on date of application	Four (4) points for each Partner who is ACA/ACMA. b) Five (5) points for each Partner who is FCA/FCMA. 2	10 (ten)	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(s) & Branch office(s), addresses, details of partners and their membership nos. etc. as Indicated in the Certificate.
3.	No. of Qualified Assistants (Chartered/Cost	a) FCA/FCMA 03 per person	10 (ten)	Copy of details filed with the Institute of

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	accountants) employed with the firm.	b) ACA/ ACMA 2 per person		chartered/Cost Accountants of India.
4.	Experience of the Firm in Organization working on SAP ERP Platform as Statutory /Internal Auditor (Experience in 2024-25 not to be considered).	3 (Three) per year of Audit (fraction of the year to be ignored).	15 (Fifteen)	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 manufacturing sector as internal /statutory audit (Audits of 2024-25 not to be considered)	3 (Three) per year of Audit (fraction of the year to be ignored).	15 (Fifteen)	Copies of appointment letters /orders for statutory audit/ internal audit of manufacturing entity.
6.	Experience of the firm in internal audit of Central/State PSU (Audits of 2024-25 not to be considered)	Mini-ratna and above 5 (Five) per audit and other PSUs 2 per audit	20 (Twenty)	Copies of appointment letters/orders for internal audit in any Central /State Govt. PSU. (Excluding banks and insurance PSUs.)
7.	Turnover of the internal audit clients during F.Y. 2021-2022, 2022-2023, 2023-24	More than Rs. 200 Cr.& up to Rs.500 Cr. per client per year (2 points) More than Rs. 500 Cr.& up to Rs. 1000 Cr. per client per year (4 points) More than 1000Cr. per client per year (6 points)	20 (twenty)	Copies of relevant pages of audited financials for all the clients for F.Y. 2021-2022, 2022-2023 and 2023-2024 to be enclosed.

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Notes: -

1. All above mentioned supporting documents along with application (format of application) will constitute "Technical Bid".
2. The Bidder will mention self-evaluated score against each parameter and will provide related documentary evidence against each parameter given above. The self-evaluated scores of the Bidder will be verified by the Evaluating Committee of SPMCIL 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.
3. Only those firms **who secure at least 80% and above marks** as per selection criteria mentioned above at section VII shall be considered for opening of financial bid.

The present Statutory Auditors (as appointed by the C&AG) of the units will not be eligible for bidding in compliance with the provisions of section 144 of the Companies Act, 2013.

Accordingly, the following shall also not be eligible for bidding: -

- Any of the partners of the firm doing Statutory audit of the units (to be referred as statutory audit firm).
- Any of its parents, subsidiary or associate entity, if any,
- Any other entity whatsoever, in which the statutory audit firm or any of its partners have significant influence or control.
- Any other entity whose name or trademark or brand is used by the statutory audit firm or any of its partners.