बिड संख्या/Bid Number: GEM/2026/B/795

दिनांक /Dated: 24-08

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	14-09-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	14-09-2026 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Chemicals And Fertilizers
विभाग का नाम/Department Name	Department Of Chemicals And Petrochemicals
संगठन का नाम/Organisation Name	Central Institute Of Petrochemicals Engineering And Technol (cipet)
कार्यालय का नाम/Office Name	Head Office Guindy Chennai
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :purchase.ho@cipet.gov.in Buyer Email id: purchaseho@cipet.gov.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report, Review of Financial Statements; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	3 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	20 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	GeM verified turnover
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested i ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/**Do you want to show documents uploaded by bidders to all bidders participated in bid?**	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / **Minimum number of bids required to disable automatic bid extension**	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / **Number of days for which Bid would be auto-extended**	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / **Number of Auto Extension count**	1
बिड से रिवर्स नीलामी सक्रिय किया/**Bid to RA enabled**	Yes
रिवर्स नीलामी योग्यता नियम/**RA Qualification Rule**	H1-Highest Priced Bid Elimination
बिड का प्रकार/**Type of Bid**	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /**Time allowed for Technical Clarifications during technical evaluation**	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / **Estimated Bid Value in INR (Inclusive of all taxes)**	4500000
मूल्यांकन पद्धति/**Evaluation Method**	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / **Financial Document Indicating Price Breakup Required**	Yes
मध्यस्थता खंड/**Arbitration Clause**	No
सुलह खंड/**Mediation Clause**	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	40

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

लाभार्थी /Beneficiary :

Manager T
CIPET Head Office Guindy Chennai, Department of Chemicals and Petrochemicals, Central Institute of Petrochemicals Engineering and Technology (CIPET), Ministry of Chemicals and Fertilizers Guindy Chennai 600 032
(M Arun Prasad)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15

1. The minimum average annual financial turnover of the bidder during the last three financial years, ending on 31st March of the previous financial year, should be as indicated in the bid document. The turnover of the bidder shall be validated by the system based on the financial data available on the GeM portal. The average turnover shall be calcu based on the last three financial years where data is available; in case data is available for only two of the last three financial years, the average shall be computed based on those two years. In case the date of constitution / incorpora of the bidder is less than three years old, the average turnover in respect of the completed financial years after the constitution / incorporation shall be taken into account for this criterion. No separate documentary evidence is requi be uploaded by the bidder for this criterion, as the system shall derive and validate the turnover figures from the da available on the GeM portal.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bi document (ending month of March prior to the bid opening) of providing similar type of services to any Central / Stat Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having pro services during each of the Financial year.
3. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs ha valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in 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 w to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product o GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are exclu 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. Relevant documentary evidence in t regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibi purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services eligibility is automatically validated. 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 % (selected by Buyer) percentage of total qua The buyers are advised to refer the OM_No.1_4_2021_PPD_dated_18.05.2023 for compliance of Concurrent applicati Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make i India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validate approved by Buyer after evaluation of documents submitted.

4. 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 bidd subject to acceptance of L1 bid price.
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 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 wo determined by the buyer based on its own assessment of reasonableness and based on competitive prices received / RA process.
6. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over last three years i.e. the current financial year and the last three financial years(ending month of March prior to the b opening): -
1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated c or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cos
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated co

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

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company'sexistence as per ICAI certificate: Yes

Number of years of experience as on date of which at least XX years should be in internal/external audi companies, PSUs and centrally funded institutions.: Yes

Number of full-time partners/experienced and qualified professionals in full time employment at senior with experience in handling similar or relevant projects: Yes

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification: Minimu fellow Charterred Accountant

Number of XX fulltime CA's required and YY professional audit staff: Minimum 2 fellow Charterred Accountar

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:178755173

Financial Audit Services - Audit Report, Review Of Financial Statements; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report , Review of Financial Statements
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit

विवरण/ Specification	मूल्य/ Values
Category of Work under Financial Audit	Internal control of financial , Audit of financial statements , Reliability of financial reporting , Compliance with law & regulations , Compliance with contracts , Review system & processes , Trea operations , Bank Transactions , Internal Control over Financial Reporting
Type of Industries/Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	for CIPET CSTS - Half Yearly, for IPT and Head Office - Quarterly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	as per frequency of progress report
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requiren
1	Mintu Kumar	600032,CIPET Head Office, TVK INDUSTRIAL ESTATE, Guindy, Chennai 600032	Project / Lumpsum Based	N/A

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

1. **Generic**

   OPTION CLAUSE 25% : 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, the contract quantity or co
duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duratio
For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25
percent with the consent of the service provider

2. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

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1. BRIEF DESCRIPTION OF CIPET

Central Institute of Petrochemicals Engineering & Technology (CIPET) was established ir 8 by Government of India with the assistance of United Nations Development Programn NDP) at Chennai. The main objective of setting up of the institute was to develop manp in different disciplines of Petrochemicals Engineering & Technology as no similar institu as in existence in the country. International Labor Organization (ILO) served as the exe g agency. During the initial project period between 1968 and 1973, the institute achieve e targets envisaged and was rated as one of the most successful UNDP projects implem d worldwide. Today CIPET is a premier national institution under the Ministry of Chemica Fertilizers, Govt. of India fully devoted to Skill Development, Technology Support Service cademic and Research in all the domains of Petrochemicals viz:- Design, CAD/CAM/CAE, ing & Mould Manufacturing, Plastics processing, Testing and Quality Assurance. CIPET o es from various locations spread across the country catering the needs of Polymer and industries.

CIPET kept on expanding and diversifying its activities by establishing Centres in differe arts of the country and introduction of new programs to meet the industry's requireme CIPET is operating from 52 centres spread across the country in 22 States including 09 utes of Petrochemicals Technology (IPTs) at Ahmedabad, Bhubaneswar, Chennai, Kochi, ur, Lucknow, Murthal, Raipur and Bihta; 32 Centres for Skilling and Technical Support (C at Agartala, Ahmedabad, Amritsar, Aurangabad, Baddi, Balasore, Bhubaneswar, Bhopal, ndrapur, Chennai, Dehradun, Guwahati, PWMC-Borgaon, Gwalior, Hajipur, Haldia, Hyder , Imphal, Jaipur, Kochi, Korba, Lucknow, Madurai, Murthal, Mysore, Raipur, Ranchi, Navs aranasi, Vijayawada, Ayodhya and Bhagalpur, 03 School for Advanced Research in Petr micals (SARP) - viz. Advanced Research School for Technology & Product Simulation (A S) at Chennai, Advanced Polymer Design & Development Research Laboratory (APDDRL Bengaluru and Laboratory for Advanced Research in Polymeric Materials (LARPM) at Bh eswar and 04 Sub-Centres at Palakad (Kerala), Tamot (M.P.) and Paradeep (Odisa) and B nagar (Gujrat). Further, CIPET has established 04 PWMC Centres at Bengaluru, Varanas nand and Bhagalpur. Continuously infrastructural facilities of CIPET are updated to cate needs of Petrochemicals and allied industries in the country.

Activities of CIPET: CIPET plays a pivotal role in contributing towards Nation Building. contribution towards major Govt. of India initiatives viz., Skill India, make in India, Swat harat, Digital India, stand up and start up India is indeed noteworthy. Gist of Core activi of CIPET are enumerated below:

Skill Development & Academic Programmes: CIPET has been conducting Long-tern fessional Skill Development Programmes viz. Doctoral, Post-Graduate, Undergraduate, Diploma, Diploma courses with varying level of entry qualifications and Short-term Voc al Skill Development Training Programmes in the entire gamut of Petrochemicals engine g & technology.

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

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

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

Research & Development: CIPET has successfully accomplished many R&D projects i
erent disciplines in the field of Polymer Science & Technology. In order to promote R&D
ities to compete globally in the sector, 03 exclusive/dedicated R&D wings – (i) Advanced
earch School for Technology & Product Simulation (ARSTPS) at CIPET, Chennai, (ii) Labor
y for Advanced Research in Polymeric Materials (LARPM) at CIPET, Bhubaneswar and (iii
anced Polymer Design & Development Research Laboratory (APDDRL) at Bengaluru hav
en established for undertaking joint collaborative research projects with the industries/u
rsities/institutions at national and global level. CIPET has signed Memorandum of Und
nding (MoUs) with 16 World renowned Universities / Institutions for collaborative researc
ojects; faculty/ students exchange programs and formulation of standards and specific
s.

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

2. COVERING LETTER:

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

To

The Director (TSS & BD)

Central Institute of Petrochemicals Engineering and Technology (CIPET)

CIPET Head Office, T.V.K Industrial Estate, Guindy

Chennai – 600 032.

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

Dear Sir,

1. This is with reference to your Tender No.……… I have examined the Tender docu t and understood its contents. I hereby submit my Bid for **Engagement of Audi m for Internal Audit of Central Institute of Petrochemicals Engineering a echnology**.
2. The Bid is unconditional for the said Tender.
3. It is acknowledged that the Authority will be relying on the information provided e Tender and the documents accompanying such Tender for qualification of the B rs for the above subject Engagement, and we certify that all information provide he Tender and in Annexures are true and correct; nothing has been misrepresent nd omitted which renders such information misleading; and all documents accom ing the Bid are true copies of their respective originals.
4. This statement is made for the purpose of the above-mentioned subject.
5. We shall make available to the Authority any additional information it may find n sary or require to supplement or authenticate the Qualification statement.
6. We acknowledge the right of the Authority to reject our Bid without assigning an son or otherwise and hereby relinquish, to the fullest extent permitted by applica aw, our right to challenge the same on any account whatsoever.
7. It is declared that:
    a. We have examined the Tender document and have no reservations to the er document.
    b. We have not directly or indirectly or through an agent engaged or indulgec ny corrupt practice, fraudulent practice, coercive practice, undesirable prac or restrictive practice in respect of any Bid or request for proposal issued b any Agreement entered into with the Authority or any other public sector prise or any government, Central or State.
8. It is understood that CIPET may cancel the Bidding Process at any time without ir ng any liability. We acknowledge that CIPET is under no obligation to invite applic to submit bids for the services or to accept any bid that it may receive.
9. It is understood that CIPET can use any evaluation scheme/evaluation metrics/w age or take the help of any consultant, as required in selecting the successful age agencies and we agree to abide by it.
10. It is certified that we have not been indicted or convicted by a Court of Law or n erse orders have been passed against us by a regulatory authority which could c doubt on our ability to undertake the services or which relates to an offence that ages the moral sense of the community.

11. It is further certified that no investigation by any regulatory agency is pending ag t us.

12. It is hereby affirmed that we are in compliance of/ shall comply with the statutor uirements of the Govt. of India, as applicable.

13. We hereby irrevocably relinquish any right or remedy which we may have at any e at law or howsoever otherwise arising to challenge or question any decision tak y the Authority in connection with the selection of Bidders, selection of the Tende or in connection with the selection/Bidding Process itself, in respect of the above- ioned services and the terms and implementation thereof.

14. We agree to undertake to abide by all the terms and conditions of the TENDER ment.

15. We agree to undertake to be liable for all the obligations of the Tenderer under t greement.

16. We hereby undertake to complete the Internal Audit and submit the audit reports iodically, in accordance with the timelines specified by the management of CIPET award of the contract.

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

Place: - ………………………….

Date :……………………..

Yours faithfully,

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

Official Seal

3. ELIGIBILITY CRITERIA

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

1. The Audit Firm should be empaneled with Comptroller & Auditor General of India (C&AG) for conductir it of the respective Financial Year (Latest copy of empanelment letter of C&AG should be enclosed)

2. The Audit Firm Should be in existence for the last 05 years as on date of application (Copy of Constitu ertificate should be enclosed).

3. The Audit Firm or any partner of the firm should not have been black listed by any Government Depar s, C&AG, PSUs or any other organization in respect of any assignment or behavior (Self Declaration shoul ubmitted in the format enclosed).

4. Only audit firms having their Head Office located in Chennai shall be eligible to participate in the bidc ocess.

5. The annual average turnover of the interested Audit firm should not be less than Rs.20.00 Lakhs for l ee financial years i.e.2023-24, 2024-25 & 2025 - 26 (Copy of Audited P&L A/c, BS and IT Returns should b osed).

6. Firm should have minimum of two fellow members.

7. The Audit Firm should have conducted internal audits of at least One Autonomous Bodies / Statutory E / Educational Institution/ PSU (Not including Banking Companies) with Minimum Annual Turnover of Rs. 50 ore with multi locations/offices/branches/units on or after financial year 2023-24 (Work orders issued by tl nt / Auditee should be enclosed).

The Annual Turnover for Autonomous Bodies / Statutory Bodies / PSUs / Educational Institutes (except Ba Companies) shall be as per their Audited Financial Statements for any financial year during 2023-24, 202 nd 2025-26. In case the firm has carried out the internal audit for a branch (s), then the turnover of only t nch (s) will be considered (Undertaking should be submitted in the enclosed format).

4. SELECTION CRITERIA

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

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

S.No	Particulars	Maximum Marks	Marks
1	**Experience:**	25	
	At least 05 Years		10
	05 to 10 years		15
	More than 10 years		25
2	**No of Partners:**	25	
	At least 2 Fellow members		10
	3 to 5 Fellow members		15

	More than 5 Fellow members		25
3	**Number of Statutory Audits and /or Internal Audits of Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU (Not including Banking Companies) with Minimum Annual Turnover of Rs. 50 Crore each with multi locations / offices / branches / units on or after financial year 2023-24**	25	
	At least 1 Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU		10
	1 to 5 Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU		15
	More than 5 Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU		25
4	**Annual Turnover of the firm (Average of last 3 years)**	25	
	At least 0.20 Crore		10
	0.25 Crore to 1 Crore		15
	More than 1 Crore		25

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

5. SCOPE AND PROFILE OF INTERNAL AUDITOR

1. Attending meetings with the auditees to develop an understanding of business process and deter internal audit scope and develop audit plans.

2. **Conducting Quarterly Audit of CIPET Head office and IPT's (Institute of Petrochemicals nology) and Half Yearly audit of CSTS's (Centre for Skilling and Technical Support), SARP (ol for Advance Research in Petrochemicals) including PWMC (Plastic Waste Management C s) of CIPET (List Enclosed as annexure)** and obtain financial and accounting documents to check, ze and evaluate the transactions / proceeds and prepare report etc.

3. Verification and scrutiny of all receipts and payment vouchers, Purchase orders, students fee rece ank Book and Cash Book, Journal, Ledger, Imprest drawal and settlement, register of advances, Loan, ltancy / salary, PF, IT, TDS and other Statutory remittances and Income & Expenditure statement and ce Sheet including supporting schedule & sub-schedule etc.

4. Comparison of current period financial statement with prior period with budgets and forecasts, in ent decisions, delegation of financial powers and management information systems, equipment, plar machinery etc. of management and organizational effectiveness etc.

5. Reporting of lacuna if noticed in the existing procedures and suggest improvement and avoid red t / duplication of work, if any.

6. Prepare and present reports reflecting audit results, document process and finding memorandum. suggest measures for cost control and identify ways & means to increase the revenue of the institute.

7. The Audit firms having in-depth knowledge in Auditing standards, accounting procedures, laws, ru gulations and having adequate experience in advanced computer skills on MS Office, Tally Prime Acc g software and databases need to apply. The firm should have a sound independent judgment to add and improve our operations, bringing a systematic and disciplined approach to effective risk manage control and Governance processes.

8. The Audit firms should possess adequate experience of auditing accounts and handling tax matte Government organizations / Semi Government Organizations / PSU and Autonomous bodies.

9. The Audit firm should evaluate the performance of all resources / infrastructures to see whether s sources justify adequate returns and if not, reasons therefor and suggest ways and means for improv

10. Review of receipt & utilization of Grant received through HO/GoI/State Govt. & Compliance of GFR

11. Compliance of GFR/CIPET Manuals/Rules & Regulations to be ensured.

GENERAL TERMS & CONDITIONS

1. Financial Bid will be opened only of the Bidders who will be qualified in the Technical Bid.
2. CIPET will finally contact only those Bidders meeting the requirements including the rates.
3. The decision of acceptance of the quotation will lie with the competent authority of CIPET, who d ind himself to accept the lowest quotation and who reserves the right to himself to reject or part pt any or all quotations received, without assigning any reason.
4. Bidders are advised to satisfy themselves about the quantum of work before submitting their Bid a charges consequent on any misunderstanding or otherwise shall be allowed.
5. At any stage during finalization of Tender process, the competent authority of CIPET is free to use luation metrics/weightage or take help of any consultant, as required in selecting the successful gencies and we agree to abide by it.
6. Canvassing directly or indirectly in connection with the Bid is strictly prohibited and Bids submitt Tenderer who resort to canvassing will be summarily rejected.
7. This Notice Inviting Tender will form part of the contract document including additional terms/ad onditions and other related papers, if any, forming the Bid as issued at the time of invitation c and acceptance thereof together with any correspondence leading thereto of the contract docum
8. The successful Bidder on acceptance of his Bid by accepting authority and signing of the contrac ng of the notice inviting Tenders and all the other relevant documents including additional conditi y forming the Bid as issued at the time of invitation of Tenders and acceptance thereof together correspondence leading there to, shall commence with the internal audit of the F.Y. 2026-27. The ent may be extended for further 02 year i.e. FY 2027-28 & 2028-29 on same Terms & Conditions o satisfactory performance. Extension of the Audit for the further two years, is purely at the discr he Management of CIPET.
9. The audit of each CIPET Centre (quarterly/half yearly as the case may be) should be done at least qualified CA/CMA.

10. CIPET is having Guest/Transit House in almost all of the CIPET Centre's, where the accommodatic ided. If not available, CIPET will make arrangement in decent hotel at the cost of CIPET.

11. The Audit firm shall not sublet the work or part of the work.

12. Payment for the services will be made only after successful completion of audit work and submis: lated reports etc. Taxes will be deducted as per rules.

13. The contract can be terminated at any point of time, if the services of the Firm are not found sati: by giving 30 days' notice during the Audit of the respective financial year. In such an event, the w be done from another agency at the risk & cost of the defaulting Firm.

14. The Tender document duly signed on each page shall be submitted along with the Technical Bid, hich the Technical Bid shall not be considered.

15. The Bidder must quote the rates in figures as well as in words correctly in the Financial Bid and B be quoted as per the annexure.

16. On completion of Audit, the report should be submitted to the Director General, CIPET as per the imeline.

17. All documents should be certified by the Bidder.

18. Security deposit of 3% of the contract value to be submitted by the Audit Firm upon receipt of co tion about their selection to get the formal appointment/Work order.

19. **The Audit firm(s) who has/have carried out the Internal audit work of CIPET in the past ears i.e. 2023-24, 2024-25 and 2025-26 is/are not allowed to participate**.

6. TECHNICAL BID

(on the letter head of the Bidder)

TECHNICAL BID FOR EMPANELMENT OF AUDIT FIRM

FOR INTERNAL AUDIT AT CIPET CENTRES

S. No.	PARTICULARS	INFORMATION
1	Name of the Firm	
2	Registration No. of the Firm	
3	Date of constitution of the Firm	
4	Constitution Certificate of the Firm (Please attach certificate)	

5	Status of the Firm (Proprietorship / Partnership / LLP / Company)	
6	Name of the Proprietor/Partners with status	
7	Membership No. of the Partner (Please attach certificate)	
8	Certificate of Membership (Please attach certificate)	
9	Certificate of Practice (Please attach certificate)	
10	Complete Address of the Head Office and the Branch with Telephone/Mobile/Fax with E-mail Address	
11	Income Tax PAN of the Firm and of the Partners and GST No of the Firm (Please attach Proof)	
12	Empanelment with C&AG (Please attach latest certificate)	

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

20	Other information, if any	

Place: - …………………………

Date :……………………..

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

Official Seal

7. List of CIPET Centers with Audit Schedule

S.No.	STATE	Name of the Centre	Including Sub Centre	Frequency o udit
1	Tamilnadan	CIPET Head Office		**Quarterly**
2	Tamilnadan	CIPET: IPT Chennai		**Quarterly**
3	Gujarat	CIPET: IPT Ahmedabad	CIPET Bhavnagar & CIPET: PWMC, Sanand	**Quarterly**
4	Uttar Pradesh	CIPET: IPT Lucknow		**Quarterly**
5	Odisha	CIPET IPT Bhubaneswar		**Quarterly**
6	Kerala	CIPET: IPT Kochi	CIPET Palakkad	**Quarterly**
7	Chhattisgarh	CIPET: IPT Raipur		**Quarterly**
8	Rajasthan	CIPET: IPT Jaipur	CIPET: CSTS Jaipur	**Quarterly**
9	Haryana	CIPET: IPT Murthal		**Quarterly**
10	Bihar	CIPET: IPT Bihta		**Quarterly**
11	Odisha	CIPET: SARP – LARPM Bhubaneswar		Half Yearly Au
12	Tamilandu	CIPET: SARP – ARSTPS Chennai		Half Yearly Au
13	Karnataka	CIPET: SARP – APDDRL Bengaluru	CIPET: PEWMC Bengaluru	Half Yearly Au

14	Bihar	CIPET:CSTS, Bhagalpur	CIPET: PWMC Bhagalpur	Half Yearly Au
15	Uttar Pradesh	CIPET: CSTS, Varanasi	CIPET: PWMC Varanasi	Half Yearly Au
16	Telangana	CIPET: CSTS Hyderabad		Half Yearly Au
17	Madhya Pradesh	CIPET: CSTS Bhopal		Half Yearly Au
18	Manipur	CIPET: CSTS Imphal		Half Yearly Au
19	Punjab	CIPET: CSTS Amritsar		Half Yearly Au
20	Karnataka	CIPET: CSTS Mysuru		Half Yearly Au
21	Bihar	CIPET: CSTS Hajipur		Half Yearly Au
22	Assam	CIPET: CSTS Guwahati	CIPET:PWMC, Guwahati	Half Yearly Au
23	West Bengal	CIPET: CSTS Haldia		Half Yearly Au
24	Odisha	CIPET: CSTS Bhubaneswar	CIPET: PPEC Paradip	Half Yearly Au
25	Maharashtra	CIPET: CSTS Chhatrapati Sambhajinagar		Half Yearly Au
26	Tamil Nadu	CIPET: CSTS Madurai		Half Yearly Au
27	Odisha	CIPET: CSTS Balasore		Half Yearly Au
28	Andhra Pradesh	CIPET: CSTS Vijayawada		Half Yearly Au
29	Gujarat	CIPET: CSTS Navsari		Half Yearly Au
30	Himachal Pradesh	CIPET: CSTS Baddi		Half Yearly Au
31	Madhya Pradesh	CIPET: CSTS Gwalior		Half Yearly Au
32	Maharashtra	CIPET: CSTS Chandrapur		Half Yearly Au
33	Manipur	CIPET: CSTS Agartala		Half Yearly Au
34	Uttarakhand	CIPET: CSTS Dehradun		Half Yearly Au
35	Jharkhand	CIPET: CSTS Ranchi		Half Yearly Au
36	Chhattisgarh	CIPET: CSTS Korba		Half Yearly Au
37	Uttar Pradesh	CIPET: CSTS Ayodhya		Half Yearly Au

8. Format for Experience

(On the Letter Head of the bidder)

Format for Experience in Autonomous Bodies / Statutory Bodies / Educational Institution
(Not including Banking Companies) on or after financial year 2023-24.

S.No	Name of the Client / Auditee.	Nature of Audit	Period for whic h audited	Turnover of t hat period (F Y)	No of Bra es / unite dited

Signatures with Seal ____________________________

Name ____________________________

Place_________________________________

Date__________________________________

9. SELF – DECLARATION – NO BLACKLISTING

(On the Letter Head of the bidder)

To

The Director (TSS & BD)

CIPET Head Office,

Guindy, Chennai.

Dear Sir,

In response to the selection of Internal Auditors for CIPET and its Centers for the finar year 2026-27, I/We hereby declare that presently our Audit firm (MENTION NAME) ….. …….is having unblemished record and is not declared ineligible for corrupt & fraudule actices either indefinitely or for a particular period of time by any State / Central Gove ent / PSU / Autonomous Body.

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

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

Thanking you,

Yours faithfully,

Signatures with seal ______________________________

Name ______________________________

Place________________________________

Date________________________________

10. Financial Bid for Internal Audit

(Amount in ₹)

FINANCIAL BID FOR INTERNAL AUDIT FIRM			
S.No.	Particulars	Audit Fee Per year **	Total Audit fee fo 3 Years (Per year fee x 0 **
01.	Audit Fees for F.Y 2026-27* (*Including all expenditure i.e. Cost of T ravel)*	–	
02	Add GST	–	
	Total	–	

* *The Centre wise list is attached for reference.*

*** Audit fee per year should be in compliance with the guidelines issued by the IC*

*<u>*** Audit fee for 3 years should be quoted as Audit fee per year x 3 years.</u>*

<u>Note: -</u>

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

Date: **Signature of the Partne**
Authorised Signatory
Membership No:

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Seal of CA Firm

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3. **Buyer Added Bid Specific ATC**

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

4. **Forms of EMD and PBG**

   Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (bes PBG which is allowed as per GeM GTC). DD should be made in favour of

   CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY
   payable at
   At Chennai
   . After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ens delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

5. **Forms of EMD and PBG**

   Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PB which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

   CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY
   A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder l Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure deliver hard copy of Original FDR to the Buyer within 15 days of award of contract.

6. **Forms of EMD and PBG**

   Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / interne banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

   CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY
   Account No.
   419413414
   IFSC Code
   IDIB000G020
   Bank Name
   INDIAN BANK
   Branch address
   P.B. No.3171, Sidco Building, GST Road, Guindy, Chennai . Tamilnadu
   . Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at th of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG 15 days of award of contract.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievan pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clau is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notic intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Sing / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension p has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted with days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the may be, shall be permitted in cases where trial / sample are allowed as per approved and published procuren policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If ther any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / Sta Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experienc
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless other allowed by the applicable GeM GTC.
13. 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 thro Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional te and conditions/or any other document. If buyer needs more items along with the main item, the same must b added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this they can raise their representation against the same by using the Representation window provided in the bid details in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would nc allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; tl Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; a the Code on Social Security, 2020 as and when notified and brought into force by the Government of In

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimur 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. and relevant State Rules) shall contin remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. an any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-complia shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accor with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Lev Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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

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 भ 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 प्राधि 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 क अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restri 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 te 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-complian would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---