



**भारत हेवी इलेक्ट्रिकल्स लिमिटेड**  
**BHARAT HEAVY ELECTRICALS LIMITED**

(भारत सरकार का उपक्रम Government of India Undertaking)

CIN: L74899DL1964GOI004281

Tender No. AA:Corp.IA:1516:BAP:01

Date: 23.12.2015

Subject: Limited Tender for Review of Internal Audit Process and Controls at BAP Ranipet  
Unit (in the state of Tamil Nadu) of BHEL

Dear Sir/ Madam,

Quotation is invited on limited tender basis in sealed cover with Tender no, Tender date, Tender due date, legibly super-scribed on it, as per the terms and conditions of the Tender. The bid should reach us by 14:00 hours on 13.01.2016. Tender received after this will not be considered and BHEL will not be responsible for loss of Tender documents or delay delivery for any reason whatsoever.

Tender documents are enclosed herewith.

Bidders must go through the Tender documents including all the Annexures and terms and conditions laid down in it before submitting the bid. Offer should be submitted at the address and manner as described in NIT enclosed herewith. The rates must be quoted in the enclosed Price Format only. The bid shall be opened on 14.01.2016 at 15:00 hours in the presence of authorised representatives of the Bidders who wish to be present.

Thanking You,

Yours' faithfully,  
For & on behalf of BHEL

  
(Nand Kishore)

Sr. Accounts Officer

Corporate Internal Audit

Ph.: (O) +91-120-6748212, Fax: +91-120-6748143

Email ID: nandk@bhel.in

पंजीकृत कार्यालय: " बीएचईएल हाऊस ", सिरी फोर्ट, नई दिल्ली -110049, वेबसाइट: www.bhel.com फोन: 011-66337000, फैक्स: 011-26493021

Regd. Office: "BHEL HOUSE", Siri Fort, New Delhi-110049, Website:www.bhel.com, Phone : 011-66337000, Fax : 011-26493021

## Notice Inviting Tender (NIT)/ Bids from the Firm of Chartered Accountants for Review of Internal Audit Process and Controls at BAP Ranipet Unit (in the state of Tamil Nadu) of BHEL

Opening date for submission of Bid	:	28 <sup>th</sup> December, 2015
Closing date for submission of Bid	:	13 <sup>th</sup> January, 2016
Address for submission of Bid	:	Corporate Internal Audit Tower – A, 3 <sup>rd</sup> Floor, Advant Navis IT Business Park Plot No. 7, Sector – 142, Noida-Greater Noida Expressway, Noida – 201305 (U.P.)

Bharat Heavy Electricals Limited (BHEL) is a Maharatna Central Govt undertaking. BHEL is an integrated power plant equipment manufacturer and one of the largest engineering and manufacturing Company of its kind in India engaged in design, engineering, manufacture, construction, testing, commissioning and servicing of a wide range of products and services for the core sectors of the economy, viz, Power, Transmission, Industry, Transportation (Railway), Renewable energy , Oil & Gas and Defence. BHEL has a widespread network of manufacturing Units, Regional Offices & marketing centres, Service Centres across India and project sites across India & abroad.

BHEL has a Boiler Auxiliary Plant located in Indira Gandhi Industrial Complex at Ranipet in state of Tamil Nadu (hereinafter referred as "BAP Ranipet"). The main products manufactured in this Unit are Boiler Auxiliaries- ESP, Air pre heaters, Fans , Gates and dampers etc.

BHEL intends to appoint a firm of Chartered Accountants for the review of Internal audit process & controls of its BAP Ranipet Unit.

The Bidding CA Firms may submit their tender in the prescribed proforma provided herein, which includes Notice Inviting Tender, Technical Bid as per Part-A (containing Minimum Eligibility Criteria, Scope of Work and other Terms & Conditions) along with Annexure referred in Tender document, and Price Bid as per Part-B.

The Tender Documents may also be downloaded from BHEL website: [www.bhel.com](http://www.bhel.com) or [eprocure.gov.in](http://eprocure.gov.in) to enable submission of bid as per aforesaid schedule.

### Two part Bid:

The Tender in form of sealed bid may be submitted in one big envelope super-scribing "Bid for the review of Internal audit process & controls in BAP Ranipet" containing two separately sealed envelopes, one for "Part-A: Technical Bid" and another for "Part-B: Price Bid" super-scribing as such and addressed to General Manager (Internal Audit), Tower–A, 3rd Floor, Advant Navis IT Business Park, Plot No. 7, Sector – 142, Noida-Greater Noida, Expressway, Noida – 201305 (U.P.).

The sealed bid must be dropped in the Tender Box at Security check, at front gate of the 3<sup>rd</sup> Floor of Tower–A, Advant Navis IT Business Park, Plot No. 7, Sector – 142, Noida-Greater Noida, Expressway, Noida – 201305 (U.P.) by 14:00 hours of the due date i.e. 13.01.2016.

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**The Technical Bid** envelope must contain information and Annexure strictly as per **Part-A** of the Tender.

**The Price Bid** envelope must contain Price Bid strictly in the **Part-B** Format of the Tender.

The Price Bid shall include Professional fee / charges for all services including all expenses (i.e. travelling expenses, local conveyance & any other out of pocket expenses) to be incurred in carrying out the proposed services. However, it is clarified that vehicle for the commutation of Audit team in BAP Ranipet premises shall be provided by BHEL free of cost and no expenses on account of this should be considered in quoting the price.

The Bid will be opened in Room No. M1 at 3<sup>rd</sup> Floor of Tower-A, Advant Navis IT Business Park, Plot No. 7, Sector – 142, Noida-Greater Noida, Expressway, Noida – 201305 (U.P.) on 14.01.2016 at 15:00 hours in the presence of authorised representatives of the Bidder who wish to be present.

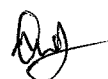
The Price Bid will be opened of only those Bidders who are found technically qualified after evaluation of Technical Bid.

The CA Firm are advised to read carefully the entire Tender document before submitting the Bid and the Tender document not received in prescribed format and/ or received late and/ or found incomplete in any respect, will be rejected.

In case you have any clarifications, the same can be sought from the personnel as per the address given below:-

Nand Kishore  
Sr. Accounts Officer  
Corporate Internal Audit  
3rd Floor, Tower-A, Advant Navis IT Business Park, Plot No. 7, Sector – 142,  
Noida-Greater Noida, Expressway, Noida – 201305 (U.P.)  
Ph.: (O) +91-120-6748212, Fax: +91-120-6748143, Email ID: nandk@bhel.in

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## Part-A: Technical Bid

Important terms & Conditions of the tender notice and assignment are mentioned as below:

### 1. Minimum eligibility criteria

Bidding CA Firm must comply with all the following eligibility criteria:

Sl. No.	Eligibility Criteria for the Bidder	Required to be furnished by the Bidder
1.	The firm of Chartered Accountants will be of Ranipet or nearby places i.e. Vellore & Kanchipuram.	(i) Document issued by the Institute of Chartered Accountant of India (ICAI), along with <b>Annexure-1</b> in support of validity of : a) the registration of the Firm with ICAI, and b) Membership of the Partners of the Firm. (ii) Document issued by Govt/Semi-govt agency in support of address of the Firm, along with <b>Annexure-1</b>
2.	The empanelment of the firm with C&AG must be valid on the date of bidding.	Document issued by the C&AG office in support of validity of the empanelment of the firm with C&AG office, along with <b>Annexure-1</b>
3.	The minimum number of partners in the Firm must be 5.	The details of the Firm and Partners of the Firm in the form of statement as per <b>Annexure-1</b>
4.	One of the partners of the firm must be DISA/CISA qualified.	Certificate issued by ICAI in support of the DISA/CISA qualification of the concerned partner, along with <b>Annexure-1</b>
5.	The firm must have the audit experience of at least one PSU manufacturing company/Unit in last two years.	Document in proof of the allotment and completion of Audit work of at least one PSU manufacturing company/Unit after 31.03.2013.
6.	The Firm is not banned or de-listed by any PSU / Government Department / Financial Institute / Court and no case is pending with the Police / Court against the Firm or Partner	Declaration as per <b>Annexure-2</b>
7.	Arm's Length relationship with BHEL	Declaration as per <b>Annexure-1</b>

Note: The copy of the documents referred in the table are required to be furnished, duly signed by Nodal Partner of the Bidding CA Firm.

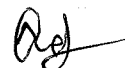
### 2. Coverage of period :

Internal Audit activities carried out at BAP Ranipet during the period of 1<sup>st</sup> April'2014 to 31<sup>st</sup> March'2015 will be covered for the review of internal audit processes & controls in the Unit.

### 3. Scope of work:

Review of Internal Audit processes & controls in BAP Ranipet from the viewpoint of improvement in Internal Control and Risk Management will be in the following areas:

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- (i) Accuracy & completeness of accounting records
- (ii) Legal compliance
- (iii) Adherence to Company's policy
- (iv) Schedule Audit carried out by IA of year 2014-15.
- (v) Safeguarding of assets
- (vi) Adequacy of Documentation and Reporting
- (vii) Other co-ordinating activities.

After the review, a Report covering the above aspects is required to be submitted to BHEL Management, expressing opinion on the Internal Audit processes & control at BAP Ranipet, giving suggestions for improvements in the same.

#### **4. Audit team composition:**

The team must comprise minimum 01 no. partner with CISA/DISA qualification, 01 no. CA (Inter) qualified and 02 no. Audit assistants. The team will hereinafter be referred as "Audit team".

The Audit team should have reasonable awareness of Internal Audit processes, relevant pronouncements of the Institute and applicable legal and regulatory requirements, business environment and internal audit issues relevant to the business of BAP Ranipet. They should also possess skills and competence as are necessary for the purpose of discharging their duties.

#### **5. Duration for completion of assignment and Submission of Report:**

- (i) There will be a meeting after the award of work for the discussion of Audit team with the Designated official of BAP Ranipet (the person entrusted with the responsibility of co-ordination with Audit team and hereinafter will be referred as the "Co-ordinator") to facilitate Audit team to know the controls and processes in the Unit, to prepare work schedule plan and Audit programme
- (ii) The Audit Team will prepare work schedule and Audit programme after the initial meeting and will provide the same to the designated official of BAP Ranipet.
- (iii) The venue of the meeting will be BAP Ranipet and the date for the same will be intimated through the mail.
- (iv) The work should be completed within 10 days from the date of start of work. There will be an exit meeting in succession of audit work. In this meeting, the draft Report with findings and recommendations shall be discussed with BAP Ranipet Management at Ranipet, who will provide comments on the draft Report within 10 days from the date of exit meeting (excluding the date of exit meeting).  
Hence, one day each is assigned for meeting before the start of work and for discussion meeting before the submission of Final Report, besides the period of 10 days for the execution of work.
- (v) Final Report shall be prepared after incorporating all the comments from BAP Ranipet Management and shall be submitted within 10 days from the receipt of the comments (excluding the date, comments were received) to General Manager (IA), Corporate Internal Audit Department, 3rd Floor, Advant Navis Business Park, Plot No. 7, Sector-142, Expressway Noida, Gautam Budh Nagar (U.P.) -201305, with copy to Head of the Unit of BAP Ranipet, BHEL.
- (vi) Specific date of Schedule and the Co-ordinator at BAP Ranipet will be communicated through Letter of award/ Engagement Letter.

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**6. Maintenance of confidentiality of the record:**

The team should maintain the confidentiality of the information acquired in the course of his work and should not disclose any such information to any third party, including the employee of BHEL, without the specific authority from the Co-ordinator or unless there is a legal or a professional responsibility to do so.

**7. Commutation of Audit team to & from BAP Ranipet:**

Audit team as mentioned in clause 4 will have to commute to & from BAP Ranipet for the execution of work, at their own cost.

**8. Vehicle facilities:**

Vehicle facilities will be provided free of Cost by BHEL to Audit team for their commutation in BAP Ranipet premises.

**9. Validity of the Offer:**

The offer shall remain valid for a period of 90 days from the date of opening of Part-A Bid or 60 days from the opening of Price Bid, whichever is later. The quoted rates shall remain firm till the validity of offer.

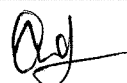
**10. No Deviation Certificate:**

Any deviation by the Bidder from the terms and conditions of NIT will not be acceptable to BHEL. The declaration is required as per **Annexure-3**

**11. Other important Terms & Conditions of the NIT:**

- (i) All the Annexure mentioned form integral part of the Notice Inviting Tender(NIT).
- (ii) All the pages and Annexure of the bid submitted must be duly signed by Nodal Partner of the Firm under the Seal of the bidding CA Firm. The Nodal Partner of the Firm will construed to be the Partner authorised by the Firm to submit Tender and furnish necessary information / documents on behalf of the Firm.
- (iii) The Bid shall have to be submitted as per the terms of NIT and in the prescribed format annexed with the NIT.
- (iv) If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
- (v) Mere submission of tender document and bids does not necessarily qualify for consideration of bids. BHEL reserves the right to accept/ reject any / all offer(s) without assigning any reason. Decision of BHEL in this connection shall be final.
- (vi) BHEL reserves the right to cancel this Tender process at any time without assigning any reason before the selection of the Firm and the bidding Firm shall not be entitled to claim any damage / compensation due to such cancellation.
- (vii) Letter of Award/ Engagement Letter will be issued to the lowest Financial Bidder (L1) on completion of the process of selection already mentioned in the Tender.
- (viii) Sub-letting of assignment or permitting others to carry out the work by third party in any manner would not be permitted.
- (ix) The internal audit firm shall not be eligible for the payment of audit fee if the specified stipulations regarding attendance, submission of reports and other specified conditions of NIT are not adhered to.

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- (x) The payment will be made through NEFT. For this purpose, details are required as per **Annexure-4.**
- (xi) Payment & penalty terms will be as per **Annexure-5.**

**Certificate and documents in support of eligibility criteria**

1. It is certified that we are independent Chartered Accountants and maintaining Arm's Length relationship with BHEL.
2. It is certified that we are in full time practice as Chartered Accountant within the meaning of Chartered Accountants Act, 1949 and holding a valid Certificate of Practice. The details of Firm and Partners of the Firm are as below :

1. Name of the Firm	2. Address of the Firm
3. Firm Registration No.	4. Mobile Nos.
5. Phone Nos.	6. Fax No.
7. Email ID	8. Web site address, if any
9. Name and Membership no. of the Partners of Firm	10. Qualification of the Partners of the Firm

3. As required :

(a) The following document issued by the Institute of Chartered Accountant of India (ICAI) in support of validity of the registration of the Firm with the Institute of Chartered Accountant of India are enclosed:

- .....
- (b) Certificate of Membership of the above Partners of the Firm issued by ICAI are enclosed.
- (c) Certificate of the DISA/CISA qualified partner issued by ICAI is enclosed.
- (d) The following document issued by Govt/Semi Govt Agency in proof of Present address of the Firm is enclosed.
- (e) The following document issued by the C&AG office in support of validity of the empanelment of the firm with C&AG office is enclosed.

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(f) The following document in proof of the allotment and completion of Audit work of at least one PSU manufacturing company/Unit after 31.03.2013 is enclosed.

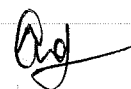
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Signature of the Nodal Partner of the Firm  
(With name, Designation & Seal of the Firm)

Place:

Date:

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**DECLARATION**

I/We hereby declare that I/We have not been banned or de-listed by any PSU / Government Department / Financial Institute / Court and no case is pending with the Police / Court against our Firm or Partner.

Signature of the Nodal Partner of the Firm  
(With name, Designation & Seal of the Firm)

Place:

Date:

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**No Deviation Certificate**

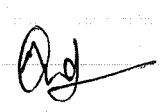
Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender without any deviation.

Signature of the Nodal Partner of the Firm  
(With name, Designation & Seal of the Firm)

Place:

Date:

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**NEFT FORMAT**

<b>Beneficiary Name</b>	
<b>Beneficiary Bank Name</b>	
<b>Beneficiary Bank Address</b>	
<b>IFSC Code of the Bank</b>	
<b>Beneficiary Account Number</b>	
<b>Email ID of the Firm</b>	
<b>PAN of the Firm</b>	

**Enclosed:** A photocopy / cancelled copy of one leaf from the cheque book for the codes required above.

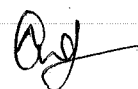
I/We hereby confirm that the above mentioned particulars are in order. To facilitate NEFT credits, I/We will inform BHEL in case of any changes in the Bank Particulars in due course.

Signature of the Nodal Partner of the Firm  
(With name, Designation & Seal of the Firm)

Place:

Date:

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**Payment & Penalty Terms**

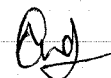
1. **Payment:**  
All the Payment shall be made on completion of the work and on submission of Bills, within 30 days of receipt of Final Report by BHEL. The payment will be subject to TDS as per Income Tax Act & Rules.
  
2. **Penalty clause:**  
In case of delay in services from the Schedule specified in Clause No. 5 of the Technical Bid or on account of any unsatisfactory services, BHEL reserves the right to impose maximum penalty of 10% of the Fee payable.

Signature of the Nodal Partner of the Firm  
(With name, Designation & Seal of the Firm)

Place:

Date:

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**Part-B :Price Bid**

Quotation of the competitive rates is to be given in the following format:

Particulars	Amount excluding Service Tax (in Rs)	
	In Figures	In Words
Total fees for review of Internal Audit process & control of BAP Ranipet Unit of BHEL		

**Note:** Service tax shall be payable extra as per service tax Rules.

**Confirmation:**

1. The bid has been quoted for the entire scope of the work as per Price Bid format.
2. No change has been made in the Price Bid format.
3. No additional charges (other than quoted in the Price Bid format) by whatever name called will be claimed.
4. Price quoted is inclusive of cost for all activities except of vehicle for the commutation of Audit team in BAP Ranipet premises.

Signature of the Nodal Partner of the Firm  
(With name, Designation & Seal of the Firm)

Place:

Date:

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