



**Bid Document**

**Request for Proposal (RFP)**

**for**

**Selection of Agency for Conduct of Internal Audit for 4 years ( 2017-18, 2018-19, 2019-20 & 2020-21)  
for Sports Authority of India, Central Regional Centre, Bhopal & its STC Centres**

Location: Bhopal

Reference No: 475/SAI/RDCC/Internal Audit/2021

Date: 01.09.2021

**Issued by:**

SPORTS AUTHORITY OF INDIA  
UDHAV DAS MEHTA (BHAIJI) CENTRAL REGIONAL CENTRE  
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## 1. INVITATION FOR BIDS

- 1.1. Sports Authority of India, Central Regional Centre, Bhopal MYAS, GOI invites online Bids, from eligible bidder in single stage two bid system for the following services

Brief Scope of work	Bid Declaration
Conduct of Internal Audit for 4 years (2017-18, 2018-19, 2019-20 & 2020-21) for Sports Authority of India, Central Regional Centre, Bhopal & its STC Centres As detailed as Annexure -VII	EMD has been replaced with Bid Securing declaration as per Ministry of Finance, Department of Expenditure O.M. dated 12th November, 2020.

- 1.2. The bids are required to upload along with the technical bid, a duly signed & sealed copy of Bid security declaration as per **Annexure II**.

## 2. INSTRUCTION TO THE BIDDERS

- 2.1. Bid has to be prepared and submitted ONLINE ONLY as per the Bid Schedule as more particularly specified in Clause 2 of this RFP.
- 2.2. The Bidders participating for the first time for e-Tenders on e-Tendering portal will have to complete Online Registration Process on the e-Tendering portal as mentioned in **Annexure VI- Instructions for Online Bid Submission**.
- 2.3. Bidders are advised to visit the Accounts Division, SAI CRC Bhopal for understanding the details of job work.
- 2.4. RFP will not be sold/ issued manually from SAI.

## 3. BID SCHEDULE

1	Name of the Bid	Request for Proposal (RFP) for Selection of Agency for Conduct of Internal Audit for 4 years (2017-18, 2018-19, 2019-20 & 2020-21) for Sports Authority of India, Central Regional Centre, Bhopal & its STC Centres
2	Method of selection	Least Cost Selection in single stage with two bid system.
3	Earnest Money Deposit (EMD)	Declaration as per Annexure - II
4	Performance Security	3% of the Original Contract value
5	Financial Bid to be submitted together with Technical Bid	Yes

6	Name of the SAI's official for addressing queries and clarifications	<p>To,</p> <p>The Regional Director I/c</p> <p>Sports Authority of India</p> <p>Udhav Das Mehta (Bhai Ji) Central Regional Centre</p> <p>Gram Gora, Bishenkheri, Post Suraj Nagar,</p> <p>Bhopal (Madhya Pradesh) Pin- 462044</p> <p>Telephone: 0755- 2696930, 2970823</p> <p>E-mail: <a href="mailto:rdsaibho-mp@gov.in">rdsaibho-mp@gov.in</a> &amp; <a href="mailto:adsaibpl@gmail.com">adsaibpl@gmail.com</a></p> <p>Clarifications may be requested not later than the day of the Pre-bid Meeting as mentioned in schedule of bidding process below</p>
7	Bid Validity Period	45 days
8	Bid Language	English
9	Bid Currency	INR
10	Consortium	Not Allowed
11	Sub-contracting	Not Allowed
12	Joint Venture	Not Allowed
13	Schedule of Bidding Process	
	<b>Task</b>	<b>Key Dates</b>
	Bid upload date	01.09.2021 (04:00 PM)
	Last date of receiving queries	14.09..2021 by 06:00 PM
	Bid Due Date	21.09.2021 by 11:00 AM
	Opening of Technical Bids	22.09.2021 at 11:00 AM
	Opening of Financial Bid	To be communicated later

#### 4. ELIGIBILITY CRITERIA

4.1 Bids of the Bidders, who do not meet the required Qualification/Eligibility Criteria mentioned in this RFP shall be treated as non – responsive and will not be considered further.

S. No.	Pre-Qualification Criteria	Supporting Document
<b>A.</b>	<b>Legal Status</b>	
1.	The bidder should be a legal entity registered under the relevant statute for the last 5 years.	Copy of 'Certificate of Incorporation' or Registration Certificate duly attested by authorized signatory.
2.	The Bidder must be impaneled with CAG.	Copy of Certificate
3.	The bidder must enclose PAN card details and GST registration details.	Self attested Copies of documents, duly attested by authorized signatory.
4.	Bidders declared blacklisted by any Central/ State Government sector/ Public Sector Units/ Autonomous bodies/ Public Sector Banks/ Statutory bodies due to corrupt, fraudulent or any other unethical business practices as on date of bid submission shall not be eligible.	Undertaking signed by the authorized signatory that the Bidder has not been debarred. <b>Annexure V</b>
<b>B.</b>	<b>Financial Capacity</b>	
1.	Average annual financial turnover should be at least INR 25 lakhs irrespective of estimated cost involved during the last three years, ending 31 <sup>st</sup> March of the previous Financial Year (i.e. FY 2017-18, 2018-19 and 2019-20).	Self attested copy of audited financial Statements for 3 financial years duly authenticated by CA i.e. FY 2017-18, 2018-19, 2019-20 .
<b>C.</b>	<b>Technical Capacity</b>	
1.	The bidder should have satisfactorily conducted internal audit for atleast 3 years in any of the Central Govt./State Govt./PSU's/Autonomous Institutions during the last 5 years.	Copy of satisfactory completion report duly signed by not less than an officer below the rank of Office Superintendent.

2.	The firm should have on their roles a minimum of 2 Chartered Accountant each with experience of not less than 5 years as 31.03.2021.	<i>List thereof should be enclosed as supporting document duly endorsed by Head of the Firm or HR Head of the Firm.</i>
D.	Fit and Proper Person:  Bidder should be Fit and Proper person as per the criteria defined in this RFP document.	<i>Self-certificate and/or Letter of Undertaking to this effect on Bidder's letter head signed by Bidder's authorized signatory</i>  <i>Undertaking as per Annexure I to be submitted.</i>

## 5. BID VALIDITY

5.1 The Bid shall remain valid for acceptance for a period of 45 days (forty five days) days after the Bid Due Date (Last date and time of submission of Bid) prescribed in the Bidding Document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected. On completion of the validity period, unless the Bidder withdraws the Bid in writing, it will be deemed to be valid until such time that the Bidder formally (in writing) withdraws the same.

5.2 In exceptional cases, the Bidders may be requested by SAI to extend the validity of their Bids up to a specified period. The Bidders, who agree to extend the Bid validity, are to extend the same without any change or modification of their original Bid.

5.3 In case the day up to which the Bids are to remain valid falls on or subsequently declared a holiday or closed day for SAI, the Bid validity shall automatically be extended up to the next working day.

## 6. RFP PROCESS

- 6.1. RFP issued by the SAI constitutes a request for Bids from eligible Bidders (as determined in accordance with the eligibility criteria as Clause 4 above) to be Service Provider (after evaluation of eligible bidders), subject to the terms of this RFP and the Service Agreement.
- 6.2. This RFP is no more than a request for proposal, and it does not and is not intended to constitute a contract or a grant of any rights or licenses, or an offer which is capable of acceptance by any Bidder or any other person. The grant of any rights or formation of any contractual relationship shall be conditional upon acceptance by SAI of the Bidder's Bid and the execution of the Service Agreement by both SAI and the Bidder/Service Provider.
- 6.3. This RFP is only illustrative in nature and all narrations are intended to be used by the applicant as preliminary background information. This RFP does not necessarily contain all the relevant information in relation to the Bid process and SAI reserves the right to withdraw the RFP and/ or add, amend, review the requirements or information contained in this RFP at any time prior to the submission of the Bid, save in relation to the eligibility criteria, technical requirements and the evaluation principles of the Bids.
- 6.4. Upon selection of a Bidder by SAI and the selected Bidder/ Service Provider shall enter into a detailed contract/agreement ("**Service Agreement**") incorporating the provisions of this RFP and the successful Bid

- 6.5. SAI may issue Letter of Intent (LoI) before execution of the service agreement, if required.

## **7. BID PRICES**

- 7.1. The Bidder providing services shall quote only in Indian Rupees.
- 7.2. The Bidder shall indicate in the Price Schedule provided in RFP all the specified components of prices shown therein. All the columns shown in the price schedule should be filled in as required.
- 7.3. If any firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
- 7.4. Firm Price: The prices quoted by the Bidder shall remain firm and fixed during the currency of the Contract and will not be subject to variation on any account.

## **8. SUBMISSION OF BIDS**

- 8.1. Bids to be submitted online as per instructions in ***Annexure VI, Instructions for online bid submission*** of the RFP.
- 8.2. SAI will open (online) the Bids at the specified date and time and at the specified place as indicated in the Bid Schedule.
- 8.3. In case the specified date of Bid opening falls on or is subsequently declared a holiday or closed day for SAI, the Bids will be opened at the appointed time on the next working day.
- 8.4. Authorized representatives of the Bidders, who have submitted Bids on time may attend the bid opening provided they have their Letters of Authority from the corresponding Bidders acknowledgement letter of bid submission at CPPP website: <http://eprocure.gov.in/eprocure/app>.
- 8.5. The Technical Bid is to be opened at the prescribed time and date as indicated in RFP Bid schedule. During the Technical Bid opening, the Bid opening official(s) will read the Salient Features of the Bids like brief description of the services offered and any other special features of the Bids, as deemed fit by the Bid opening official(s).
- 8.6. Financial bids of the technically qualified Bidders shall be opened online at the date, time. The authorized signatories/ representatives of such Bidders who wish to attend the financial bid opening may please do so by showing their bid acknowledgement slip.

## **9. EARNEST MONEY DEPOSIT**

- 9.1. Bid Security/Earnest Money Deposit (EMD) has been replaced with Bid Securing Declaration is exempted as per Ministry of Finance, Department of Expenditure O.M. dated 12th November 2020
- 9.2. However, all bidders are required to upload along with the technical bid, a duly signed and sealed copy of Bid Securing declaration as per Annexure (II).
- 9.3. **Amendments to Bidding Documents:**
- At any point of time, prior to the deadline for submission of Bids, SAI may, for any reason deemed fit by it, modify the Bidding Documents by issuing suitable amendment(s) to it. Prospective bidders are advised to check the same before submission of bids.

- ii. Such an amendment will be uploaded on SAI website: sportsauthorityofindia.nic.in, Bidders are, therefore, advised to refer to SAI website.

**9.4.** Clarification of Bidding Documents: A Bidder requiring any clarification or elucidation on any issue of the Bidding Documents may take up the same with SAI in writing. SAI will respond in writing to such request in pre-bid conference as per the bid schedule.

#### **10. FORMAT OF SUBMISSION OF BIDS**

- 10.1.** All documents of **Technical Bid** are to be uploaded in PDF or scanned copies online.
- 10.2.** The Bidder is required to upload the documents as per Documents to be submitted in clause 4 & 11 of this RFP.
- 10.3.** Bidders shall submit 'Online Bid' only in PDF/Scanned copy. Hard Copy of Bid documents will not be accepted.
- 10.4.** The Bids submitted must be without any overwriting, interlineations, corrections, double typing, etc.
- 10.5.** Bidder must ensure that the Technical Bid soft copies do not contain any information pertaining to Commercial bid/Prices.
- 10.6.** In exceptional circumstances, at its discretion, SAI may solicit the Bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing or by fax or email.

#### **11. DOCUMENTS TO BE SUBMITTED**

- 11.1.** All the documents are to be mandatorily uploaded online as per the instruction for online bid submission detailed in this RFP document.
- 11.2.** The following documents are to be submitted with the RFP. Upload online the scanned copies as per the instructions mention in ***Annexure VI: Instructions for Online Bid Submission.***

Sl. No.	Criteria	Document to be submitted online
1	<b>EMD</b>	Bid Declaration as per Annexure II
2.	<b>Eligibility Criteria</b>	<b>As Mentioned in clause 4</b>



3.	<b>Technical Evaluation Documents</b>	<b>As Mentioned in clause 11</b>
4.	<b>Financial Bid</b>	As per Required Format given at <b>BoQ</b>
5.	<b>Bid Submission Form</b>	Scanned copy of Signed and Stamped Bid Submission Form as per <b>Annexure I</b> .
6	<b>Authorized Signatory</b>	Scanned copy of Power of Attorney in favour of Authorised signatory of Bidding Documents.  OR  Signed and scanned copy of Board's resolution(s) in favour of Authorized signatory of the bidder.
7.	<b>Declaration regarding Acceptance of all terms and Conditions of the RFP and its subsequent amendments</b>	A declaration confirming Acceptance of all terms and Conditions of the RFP and its subsequent amendments without any deviation.

## 12. FINANCIAL EVALUATION CRITERIA

### 12.1. Evaluation of Financial Bids and Selection of Bidder:

- Financial bid should be uploaded online in the prescribed XLS format as per BOQ available in CPP Portal. All prices should be in Indian Rupees.
- The least cost proposal will be ranked as L-1 and the next higher and so on will be ranked as L-2, L-3 etc. The least cost proposal (L-1) will be considered for award of contract.
- The bidder who has quoted least cost (L-1) will be awarded the work subject to fulfilment of other parameters and terms and conditions of RFP.
- In the event of two or more technically qualified bidders quoting same lowest rates (L1), the proposal with the higher technical score would be considered as the successful bidder for the purpose of award of works.

## 13. TIME FRAME FOR SUBMISSION OF AUDIT REPORTS

The work should be completed within 45 days from the date of commencement of work, which shall not be later than 10 days from the date of acceptance of letter of award and audit report should be submitted within 15 days from the date of completion of the Audit.

## 14. TERMS OF PAYMENT

Payment will be made after acceptance of the Report by the Competent Authority.

### 14.1 Penalty

- i. Subject to the provision of Force Majeure under GCC, any unexcused delay by the supplier in maintaining its contractual obligations towards performance of services shall render the contractor liable to any or all of the following sanctions:
  - a. Imposition of Penalties,
  - b. Forfeiture of its Performance Security and
  - c. Termination of the Contract for default.
- ii. If the firm fails to deliver any part or all of the services or fails to perform the services within the time frame(s) incorporated in the contract, deduct from the contract price, as penalty charges a sum equivalent to 0.5% per day of delay or part thereof on delayed supply of services until actual delivery or performance, subject to a maximum of 10% of the contract price. Once the maximum 10% is reached, SAI will consider termination of the contract as per agreement and initiate remedies available under law for the loss and damages caused to SAI.
- iii. SAI will make payment after necessary deductions of penalty.
- iv. In the event of any loss occasioned to the SAI, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the SAI, the said loss can be claimed from the contractor up to the value of the loss. The decision of the SAI in this regard will be final and binding on the contractor.
- v. Time shall be the essence of the Agreement, however, for delay in service deliverables reasons not pertaining to selected bidder, SAI shall take decision on extension of such timelines and levy of penalty.
- vi. The penalty may be levied after giving the service provider, an opportunity to explain the deviation and delay in the deliverables. In case the SAI is not satisfied with the justifications provided by the service provider, then the penalty shall be levied.

## 15. TAXES & DUTIES

The Contractor shall be entirely responsible for payment of all/any type of taxes, etc. to any authority against this contract. Only statutory variations in the rate of taxes on services if stipulated in Contract shall be allowed to the extent of actual payment by the Contractor.

**ANNEXURE -I**

**BID SUBMISSION FORM**

(On Bidder's letter head)

Date\_\_\_\_\_

To

The Regional Director I/c

Sports Authority of India

Udhav Das Mehta (Bhai Ji) Central Regional Centre

Gram Gora, Bishenkheri, Post Suraj Nagar,

Bhopal (Madhya Pradesh) Pin- 462044

Ref.: Your Bidding Document No. \_\_\_\_\_ dated \_\_\_\_\_

We, the undersigned have examined the above-mentioned Bidding Document, including amendment/corrigendum No. \_\_\_\_\_, dated \_\_\_\_\_ (if any), the receipt of which is hereby confirmed. We now offer to provide Services relating to undertaking the job for Conduct of Internal Audit for 4 years (2017-18, 2018-19, 2019-20 & 2020-21) for Sports Authority of India, Head office New Delhi which can further be extended for one more year on satisfactory completion of work.

If our Bid is accepted, we undertake to provide services as mentioned above in accordance with the Scope of Services as specified as per Annexure-VII, Special conditions of Contract as per Clause 19 and General Conditions of Contract as per Clause 19 of the Bidding Documents.

We further confirm that, if our Bid is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of clause 17 of this RFP for due performance of the contract, including amendment/ corrigendum if any.

We agree to keep our Bid valid for acceptance for 45 days or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this Bid up to the afore-said period and this Bid may be accepted any time before the expiry of the afore-said period. We further confirm that, until a formal contract is executed, this Bid read with your written acceptance thereof within the afore-said period shall constitute a binding contract between us.

I/we certify that we fulfil the "Fit and Proper Person" criteria as mentioned in this RFP document.

We further understand that you are not bound to accept the lowest or any Bid you may receive against your above-referred Bid Reference.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

**(Signature of the Bidder)**

Name, Address and seal of the Bidder: \_\_\_\_\_

**BID SECURING DECLARATION FORM**

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To

The Regional Director I/c

Sports Authority of India

Udhav Das Mehta (Bhai Ji) Central Regional Centre

Gram Gora, Bishenkheri, Post Suraj Nagar,

Bhopal (Madhya Pradesh) Pin- 462044

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions as below:

a) withdraws/modifies/amends the submitted bid against this tender, impairs or derogates from the tender, during the period of bid validity specified in this tender.; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity

(i) fail or refuse to execute the contract, or

(ii) fail or refuse to furnish the Performance Security, in accordance with the terms of this tender document.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder or upon

(i) the receipt of your notification of the name of the successful Bidder and submission of required Performance Security, in accordance with the terms of this tender document; or

(ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of: (insert legal capacity of person signing the Bid Securing Declaration)

Dated on \_\_\_\_\_ day of (insert date of signing)

Corporate Seal (where appropriate)

**ANNEXURE -III**

**PRICE SCHEDULE**

**FINANCIAL BID SHOULD BE SUBMITTED IN BOQ FORMAT IN THE CPP PORTAL**

Note :-

- i. Quoted price in BoQ shall be inclusive of all taxes and expenses.
- ii. We hereby quote the rates in BoQ for undertaking the job for Conduct of Internal Audit for 4 years (2017-18, 2018-19, 2019-20 & 2020-21 for Sports Authority of India, Central Regional Centre, Bhopal & its STC Centres in terms of Scope of Work as stipulated in the present RFP which can further be extended for one more year on satisfactory completion of work as per Scope of Services specified in the tender document.

Date \_\_\_\_\_

Place \_\_\_\_\_

(Signature of the Bidder)

Name, Address and seal of the Bidder: \_\_\_\_\_

**ANNEXURE -IV**

**NEFT MANDATE FORM**

From: M/s.

Date:

To  
The Regional Director I/c  
Sports Authority of India  
Udhav Das Mehta (Bhai Ji) Central Regional Centre  
Gram Gora, Bishenkheri, Post Suraj Nagar,  
Bhopal (Madhya Pradesh) Pin- 462044

**Sub: NEFT PAYMENTS**

For remittance of our payments using RBI's NEFT scheme, our payments may be made through the above scheme to our under noted account.

**NATIONAL ELECTRONIC FUNDS TRANSFER MANDATE FORM**

<b>Name of City</b>	
<b>Bank Code No.</b>	
<b>Bank 's name</b>	
<b>Branch Address</b>	
<b>Branch Telephone / Fax no.</b>	
<b>Contractor's Account No.</b>	
<b>Type of Account</b>	
<b>IFSC code for NEFT</b>	
<b>IFSC code for RTGS</b>	
<b>Contractor's name as per Account</b>	
<b>Telephone no. of Contractor</b>	
<b>Contractor's E-mail ID</b>	

(Signature of the Bidder)

Name, Address and seal of the Bidder: \_\_\_\_\_

Confirmed by Bank

Enclosed a copy of Cancelled Cheque

**NON-BLACKLISTING DECLARATION**

(On Bidder's letter head)

<Location, Date>

To,

The Regional Director I/c  
Sports Authority of India  
Udhav Das Mehta (Bhai Ji) Central Regional Centre  
Gram Gora, Bishenkheri, Post Suraj Nagar,  
Bhopal (Madhya Pradesh) Pin- 462044

Subject: Non-Blacklisting declaration in connection with RFP No: \_\_\_\_\_ dated XX/XX/2021 for Selection of Agency for Preparation and Compilation of Accounts for SAI

Dear Sir,

This is to notify you that our Firm/Company/Organization <provide Name of the Firm/Company/Organization> intends to submit a proposal in response to invitation for RFP No: \_\_\_\_\_ dated XX/XX/2021 for Selection of Agency for Preparation and Compilation of Accounts for SAI. In accordance with the above we declare that:

- a. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Sincerely,

[BIDDERS NAME]

Name and title of authorised Signatory:

Signature

**ANNEXURE-VI**

**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1. The Bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the Bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in//eprocure/app> .

**2. REGISTRATION**

- (i). Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in//eprocure/app> ) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
- (ii). As part of the enrolment process, the Bidders will be required to choose a unique username and assign a password for their accounts.
- (iii). Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (iv). Upon enrolment, the Bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g.Sify/TCS/nCode/eMudhra etc.), with their profile.
- (v). Only one valid DSC should be registered by a Bidder. Please note that the Bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- (vi). Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**3. SEARCHING FOR TENDER DOCUMENTS**

- (i). Various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- (ii). Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- (iii). The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the helpdesk.



#### 4. PREPARATION OF BIDS

- (i) Bidder should take into account corrigendum/amendment/modification published on the tender document before submitting their bids.
- (ii) Bidder should go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- (iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### 5. SUBMISSION OF BIDS

- i. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- ii. The Bidder has to digitally sign and upload the required bid documents one by one as indicate in the tender document.
- iii. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- iv. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission on the bids by the bidders, opening of bids etc. The Bidders should follow this time during bid submission.
- v. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key

is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- vi. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- vii. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with bid no. and the date & time of submission of the bid with all other relevant details.
- viii. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **6. ASSISTANCE TO BIDDERS**

- (i) Any query relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- (ii) Any query relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The Contact number for the helpdesk is 1800 3072 2232.

## SCOPE OF SERVICES

### 1. **INTERNAL AUDIT & CERTIFICATION OF ACCOUNTS :-**

Certification of account and issue of report U/s 12-A (B) of the IT Act (Form Na 10-B) for the year 2020-2021.

### 2. **QUANTUM OF CHECK:-**

An Internal Audit Party will conduct a general review of all the accounts records maintained by an office since the last inspection or in case of new units since the formation of that office, Apart from the general review, it should also conduct a detailed check of accounts records of two months, which will include March, August & September of every year. The extent and nature of checks will include the following:-

1. Detailed scrutiny of accounts records required to be maintained in the Units/Centre/Sub-Centre.
2. Verification of payment and accounting procedure followed by the DDO's to see in particular that the scopes of checks on various types of sanctions are adequate and that the proper procedure is followed in finalization of Pension Cases
3. Verification of the extent and frequency of control and checks exercised by the Heads of various Units/Centres/Sub-Centres in order to locate any lacunae in procedures whereby frauds or defalcations may be possible either individually or in collusion. Where necessary, steps to remove such lacunae will be suggested.
4. Scrutiny of sanctioning and purchase procedures in the office inspected so as to ensure that they are free from all defects or lacunae
5. Checking of procedures in this regard to disposal of assets to ensure that there exists adequate scrapping/condemning procedure.
6. Scrutiny of general office management procedures adopted by the heads of Units/Centres/Sub-Centres, so as to suggest tightening up administrative and financial control, savings in expenditure or streamlining of accounting.
7. Audit Should be conducted at 100% vouching of the selected months and test checking for all other months & verification of service records, personal claims etc.
8. The Audit party should issue Audit Memos /Enquires during the Audit and collect the replies an should accommodate all the Memos and its replies as an Annexure in the Report given to Internal Audit Cell.
9. All the Memos/observations should be discussed with/brought to the notice of the Head of the Centre concerned, from time to time/at the end of the day, but, before completion of the Audit.
10. Compliance of Audit paras of previous years is to be ensured.
11. All accounts records required to be maintained are maintained in the prescribed forms, and the accounts are compiled accurately and in correct manner.
12. Payments are made in accordance with the rules and orders governing them and the arithmetical calculations are correct.

13. Last claims of government servants are correctly paid and over payments if any, brought to the notice of concerned DDO for appropriate action
14. Recoveries/deductions made from the bills are in order.
15. Pay fixations are correct.
16. All payments and receipts are duly accounted for.
17. All transactions are accounted for under the correct heads of account and the classification is checked by the JAO/AO to the extent prescribed. No unauthorized head of account is operated.
18. Various broadsheets, objection books and calendar of returns are maintained properly, the broadsheets are closed regularly every month, and the differences between broadsheets and ledger figures analyses and steps taken to clear them expeditiously.
19. The balances outstanding under various debt, deposit, suspense and remittance heads are reviewed at periodical intervals and steps taken to clear the same as expeditiously as possible.
20. Interest wherever required has been correctly calculated and accounted for.
21. GPF accounts are maintained properly and agreed by maintaining the prescribed broadsheets, no missing debts/credits and unspotted items are kept outstanding for unduly long periods and the annual accounts are closed and statement of accounts issued by the due dates.
22. Foreign Service contributions, wherever necessary are recovered correctly.
23. Loans and advances and grants-in-aid are correctly paid and over payments, if any, brought to the notice of concerned DDO for appropriate action
24. Bank reconciliation is done regularly and discrepancies if any pointed out promptly and rectified. o) There is no undue delay in finalization of pension cases.
25. The instructions for maintenance of Cash Book, Stock & Store Accounts, Log Book, Sanction Register, Expenditure Control Register and other accounts records are duly observed.
26. Accounts Payee cheques (issued in favour of SAI employees and third parties being payable only to concerned payee) are entered in Cash-book and delivered after proper acknowledgement.
27. Purchases are made as per rules and orders governing them where lowest quotations are not accepted, the reasons thereof are recorded.
28. All sub vouchers have been properly cancelled.
29. Monthly/Annual Accounts received from various Training Centres are properly examined in Regional Offices and properly compiled.
30. Audited Accounts/Utilization certificate received from adopted schools ABSC's are properly scrutinized and expenditure properly accounted for.
31. The expenditure under the various scheme does not exceed the laid down norms/scales.
32. That the demands are raised promptly in the manner required by Law and that no amount due to SAI is left outstanding in its books without sufficient reasons.
33. That the collections and refunds are accounted for regularly and properly under the appropriate heads of accounts.
34. That proper safeguard exists to ensure that there is no willful omission or negligence to levy or collect revenue receipts.
35. That double refunds, fraudulent or forged refund orders or other losses of revenue through fraud default or mistake are promptly brought to light and investigated and
36. That all receipts collected by Stadia/Unit/Centre/Sub-Centre are promptly remitted to Bank or DDO as the case may be and the receipt as per their records is reconciled with those booked in Monthly/Annual Accounts.

37. The months which are to be verified at 100% vouching are March & September .
38. All the transactions involving the payment exceeds Rs. 50,000/- are to be Audited at 100%.

3. **DRAFTING AND PROCEDURE FOR SUBMISSION OF INSPECTION REPORT :-**

The inspection report should be couched in polite language. Offensive or strong words, sarcastic language etc., should on no account figure in the report. No suppositions or allegations should be included in the report. Only facts should be mentioned and inevitable conclusions drawn. There should be no reference to responsibility being fixed for any irregularity;

The report should be submitted in 2 two parts. Viz. The Part – I consists the observations of serious in nature /frauds/lapse/losses/diversions of funds/ exceeding the delegation of powers /violation of rules in purchases, reimbursement of personal claims/contingent payments /overpayments/non adherence of the recoveries suggested by the AG/AGACR Audits/wrong booking of exp etc.

ANNEXURE -VIII

LIST OF UNITS UNDER SAI CRC Bhopal

S.NO.	NAME OF THE UNIT	STATION
1.	Regional Central Centre	Bhopal (MP)
2.	SAI Training Centre	Bhopal (MP)
3.	SAI Training Centre	Tikamgarh (MP)
4.	SAI Training Centre	Dhar (MP)
5.	SAI Training Centre	Jabalpur (MP)
6.	SAI Training Centre	Rajanandgaon ( CG)
7.	SAI Training Centre	Raipur ( CG)