

**HMT Limited, Bangalore**

**Notice Inviting Tender (NIT)**

HMT Limited invites bids from reputed firms of Chartered Accountants or LLP (hereinafter called as Firm) for appointment as Internal Auditors for the Financial Year 2017-18 for HMT Limited & its Subsidiary Companies. At the discretion of Management of HMT, based on the satisfactory performance, the tenure may be further extended up to maximum period of 2 (two) years on same terms and conditions (Maximum tenure shall not exceed three years). Internal Audit includes transaction audit compliance audit and reasonable assurance Internal controls. In case of closing/closed companies it is audit of utilization of government funds and compliance audit.

For details, please visit websites [www.hmtindia.com](http://www.hmtindia.com) or [www.tenders.gov.in](http://www.tenders.gov.in)

Interested bidders must submit their bids in the prescribed formats along with all necessary documents and information requested herein.

**Last date for receiving the offers is 26.05.2017 (02:00 PM)**

Bidders may regularly visit HMT website for any information / clarification / addendum / corrigendum etc. related to this NIT, processing of bids received, award of job, etc. HMT shall not be liable to send any individual information or publish a public notice for any further information regarding this NIT.

*Aparna*  
(R. Aparna)

Deputy Manager-Internal Audit  
Ph.: 080-23339000

E-mail: [internalaudit@hmtlimited.com](mailto:internalaudit@hmtlimited.com)  
05-05-2017

<b>NIT Ref. No.</b>	HMT/NIT/IA/2017 dated 05-05-2017
<b>Last Date and Time for Submission of Bids</b>	26/05/2017 at 02:00 PM
<b>Date and Time of Opening of Technical Bids</b>	26/05/2017 at 02.30 PM

**The HMT Limited  
HMT Bhawan**

**#59, Bellary Road, Bangalore-560032  
Tel: +91 80 23330333  
Fax No: +91 80 23339111**

**E-Mail: [internalaudit@hmtlimited.com](mailto:internalaudit@hmtlimited.com)  
Website: [www.hmtindia.com](http://www.hmtindia.com)**

### Bid Data Sheet

1.	NIT REF No.	<b>HMT/NIT/IA/2017</b>
2.	Project	Appointment of Internal Auditors for the Financial Year 2017-18
3.	Contact Person	R. Aparna Deputy Manager- Internal Audit Ph.: 080-23339000 E-mail: <b>internalaudit@hmtlimited.com</b>
4.	Bid to be submitted	Offline
5.	Bidding Process	Single Stage; 2 parts (Technical Bid and Financial Bid)
6.	Website for NIT download and any other related information	<a href="http://www.hmtindia.com">www.hmtindia.com</a>
7.	Validity of Bid	The Bid shall be valid for a period of 60 days from the last date of submission
8.	Selection Method	L1: Lowest Price among technically qualified Bidders
9.	Time frame for implementation	12 months (4 quarters) for operational Units and for closing units (HMT watches, Chinar watches and HMT tractor) audit of expenditure out of government funds since 2016 and thereafter audit of NIL balance sheet till its closure i.e. 31 <sup>st</sup> March 2018.

#### Schedule of Events

	EVENT	VENUE/DATE/TIME
1	Submission of relevant Documents	Tender box kept at Reception of The HMT Limited HMT Bhawan, #59, Bellary Road Bangalore-560 032 Before 26/05/2017, 02:00 PM
2	Opening of Technical Bid	26/05/2017, 02:30 PM
3	Opening of Financial Bids	Will be intimated later to Technically Qualified firms

**Note:** In case any of the days mentioned above happens to be a declared holiday, the said event shall be held on the following working day at the same time and venue.

**THE HMT LIMITED**

**Appointment of Internal Auditors for the Financial Year 2017-18.**

Reference No. **HMT/NIT/IA/2017**

May 5, 2017

**1. Invitation of offers for Appointment of Internal Auditors for the Financial Year 2017-18.**

HMT Limited invites bids from reputed firms (including LLP) of Chartered Accountants (hereinafter called as Firm) for appointment as Internal Auditors for the Financial Year 2017-18 for HMT Limited & its Subsidiary Companies. The last date for receipt of offers is 26.05.2017 (02:00 PM). Date of opening of financial bids will be separately communicated to technically qualified bidders.

Firms interested in responding to this announcement must submit both their technical & financial bids in the manner prescribed at **clause no. 5** of this NIT in the prescribed formats along with all necessary documents and information requested herein.

In addition, duly completed Technical Bid & Financial Bid shall be submitted in physical form. Covering letter sealed in an envelope and other enclosures should be superscripted "**BID FOR APPOINTMENT OF INTERNAL AUDITORS FOR THE FINANCIAL YEAR 2017-18**" and should be dropped in the Tender Box at reception at the following address so as to reach on or before 02:00 PM on 26.05.2017.

**The HMT Limited  
HMT Bhavan,  
#59, Bellary Road  
Bangalore –560 032.**

HMT shall not be responsible for non-receipt/non-delivery of the bid documents due to any reason whatsoever.

**2. HMT LIMITED BACKGROUND:**

HMT Limited is listed Central Public Sector Enterprise under the Ministry of Heavy Industries and Public Enterprises, Government of India, incorporated in 1953 under the Companies Act, 1956. HMT Limited with a diverse range of products, various manufacturing units and a countrywide well established marketing network restructured its various businesses into different subsidiaries under the ambit of a holding company. The Turnover of the HMT Group of Companies for the Financial Year 2015-16 is Rs.28351.87 Lakhs. The details of Manufacturing Units / Servicing Divisions are given below:

**A ) HMT Limited (Holding Company)**

Sl. No	Unit Name	Location	Turnover (Rs. in Lakhs) as on 2015-16	Nature of Business
1	Common Services Division (CSD)	Bangalore (Karnataka)	Nil	Service Unit
2	Corporate Head Office (CHO)	Bangalore (Karnataka)	Nil	Service Unit
3	Food Processing Machinery Division (FPA)	Aurangabad (Maharashtra)	701.64	Manufacturing Unit
4	<b>Tractor Business Group (TBG)</b>	<b>Pinjore/ Chandigarh (Haryana)</b>	<b>3854.56</b>	<b>Manufacturing Unit under closure as per Cabinet Approval.</b>

**B ) HMT Machine Tools Limited (Subsidiary Company of HMT Ltd.)**

Sl. No	Unit Name	Location	Turnover (Rs. in Lakhs) in 2015-16	Nature of Business
1	HMT Machine Tools (MBX)	Bangalore (Karnataka)	4539.00	Manufacturing Unit
2	HMT Machine Tools Marketing Division(MTMD)/ Machine Tools Directorate (MTD)	Bangalore (Karnataka)	63.00	Marketing Division
3	HMT Machine Tools (MTP)	Pinjore/ Chandigarh (Haryana)	1996.00	Manufacturing Unit
4	HMT Machine Tools (MTK)	Kalamassery (Kerala)	4809.00	Manufacturing Unit
5	HMT Machine Tools (MTH)	Hyderabad (Telangana)	4810.00	Manufacturing Unit
6	Praga Tools Hyderabad (PTH)	Hyderabad (Telangana)	839.00	Manufacturing Unit
7	HMT Machine Tools (MTA)	Ajmer (Rajasthan)	2706.00	Manufacturing Unit

<b>C) HMT (International) Ltd.</b> (Subsidiary Company of HMT Limited)	Bangalore (Karnataka)	<b>3390.74</b>	Exports
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**Special Assignment**

<b>D) Watch Factory Ranibagh (WFR) HMT Watches Limited</b> (Subsidiary Company)	Ranibagh (Uttarkhand)	-	<b>Manufacturing Unit closed. Only Final Audit required for</b>
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of HMT Limited)			<b>utilization of government funds.</b>
<b>E) HMT Watches Limited</b> (Subsidiary Company of HMT Limited)	Bangalore (Karnataka)	-	<b>Manufacturing Unit closed. Only Final Audit required for utilization of government funds.</b>
<b>F) HMT Chinar Watches Limited</b> (Subsidiary Company of HMT Limited)	Accounts/ Documents at Bangalore (Karnataka)	-	<b>Manufacturing Unit closed. Only Final Audit required for utilization of government funds.</b>
<b>G) HMT Bearings Limited</b> (Subsidiary Company of HMT Limited)	Accounts/ Documents at Hyderabad	-	<b>Manufacturing Unit closed. Only Final Audit required for utilization of government funds.</b>

The complete details of the HMT Limited & its Subsidiaries are available on website [www.hmtindia.com](http://www.hmtindia.com)

In order to enhance the internal audit coverage and also to make it more effective, HMT Limited & its Subsidiary Companies intends to empanel reputed firms for performing **Station-wise** Internal Audit. Firms will be eligible for applying for audits if the Units in the same city of their office/branch exist or within 20 kms of the branch for each Unit. The Manufacturing Units / Servicing Divisions/Units of HMT Limited and its Subsidiaries as detailed above is situated at (1) Bangalore (Karnataka), (2) Chandigarh (Haryana), (3) Aurangabad (Maharashtra) (4) Hyderabad (Telangana), (5) Kalamassery (Kerala) (6) Ajmer (Rajasthan) (7) Ranibagh (Uttarkhand) initially for a period of **One** year, i.e., for the Financial Year 2017-18. Based on their satisfactory performance, the tenure may be extended on year to year basis for a maximum further period of two years.

**Important: In case of closed Units (HMT Watches Bangalore, HMT Watches Ranibagh, HMT Chinar Watches Bangalore, HMT Tractors Pinjore, HMT Bearings Hyderabad,) Audit includes special assignment: audit is required for the utilization of government funds released for closure activities. Funds were utilized in 2016- 2017 and 2017-18. Therefore transaction audit as well as compliance audit is required. Internal controls not required at this stage.**

### **3. PRE-QUALIFYING REQUIREMENTS (PQR):**

The interested firms are advised to read and understand the eligibility criteria mentioned herein before submitting the tender. The offer shall be considered only from Firms who meet the following pre-qualification requirements:

**A) Applicable only for Bangalore Based Units**

- a) The Firm should be in existence for the last 08 (eight) years and out of which it should have experience in conducting audit of the reputed Manufacturing Sectors for minimum 2 (two) years in the last 5 (five) years in existence. In addition, firm should have 1 (one) year experience of Statutory / Internal Audit of PSUs (State/Central).
- b) The Firm must be a Partnership firm or LLP with at least 3 (Three) Full time Fellow/Associate Members as partners.
- c) The firm should have at least 5 (Five) full time audit staff and 7 (seven) articles.
- d) The Firm should have offices or associate offices in Bangalore.
- e) The Firm shall be empanelled with C&AG's Office for the financial year 2016-17.
- f) The firm should have reported professional income of Rs.20.00 Lakh during the last Completed financial year i.e. 2015-16.
- g) The Statutory Auditors of the HMT Limited or its subsidiaries for the last two financial years are not eligible to apply.

**B) Applicable for other than Bangalore Based Units**

- a) The Firm should be in existence for the last 08 (eight) years and out of which it should have experience in conducting audit of the reputed Manufacturing Sectors for minimum 2 (two) years in the last 5 (five) years in existence. In addition, firm should have 1 (one) year experience of Statutory / Internal Audit of PSUs (State/Central).
- b) The Firm must be a Proprietorship/Partnership firm or LLP with Full time Fellow/Associate Members as partners.
- c) The firm should have at least 1 (one) full time audit staff and 4 (five) articles.
- d) The Firm should have offices or associate offices in respective Station mentioned in the above list for which the firm is quoting tender, should quote separately **station wise**.
- e) The Firm should be empanelled with C&AG's Office for the financial year 2016-17.
- f) The firm should have reported professional income of Rs.5.00 Lakh during the last Completed financial year i.e. 2015-16.

- g) The Statutory Auditors of the HMT Limited or its subsidiaries for the last two financial years are not eligible to apply.

#### **4. SCOPE OF WORK:**

The illustrative (general but not exhaustive) list of tasks to be performed for Internal Audit by Firm is given below. Scope document for each period will be prepared and agreed by Audit Committee with Audit Firms before commencement of audit each quarter.

##### **A. BOOK KEEPING AND ACCOUNTS:**

- (i) Status of updation of books of accounts and true & Correctness of Accounts.
- (ii) Status of Reconciliations of Balances in various Accounts – Bank, Inter Company, Cash , Bank accounts including Fixed Deposits, Interest accrued, TDS & 26 AS, LC liability and Forex transactions etc.
- (iii) Upkeep and Maintenance of vouchers, supporting documents, bills etc.
- (iv) Status of reconciliation of balance with Sundry Debtors and Creditors.
- (v) Status of reconciliation of Earnest Money Deposit, Bank Guarantee and Performance Bank Guarantee from and for customers / client.
- (vi) Status of follow up of realization of payment from Sundry Debtors, Ageing & overdue reports.
- (vii) Compliance with the Accounting Manual / Various guidelines issued from time to time with respect to Purchase, Expenses, Foreign Travel, Forex Transactions etc.
- (viii) Status of compliance of delegation of powers.
- (ix) Checking and verification of Government Grants received and utilized and their quarterly reconciliation risk assessment and status of government / MEA reporting.
- (x) To ensure that payment for AMC and Service Contracts were made as per the Agreement Terms & Conditions.

##### **B. PHYSICAL VERIFICATION OF CASH:**

- (i) Periodical verification of cash and cash equivalents including verification of year-end cash & bank balances and reporting the discrepancies, if any.

##### **C. INTERNAL CONTROL SYSTEMS:**

- (i) Status of compliance with laid down policy and procedures regarding various items, viz., Purchase, Sale, Stock, Investment of Funds, Purchase /Disposal of Fixed Assets, Award of Contracts, Payment for expenses, Payment to suppliers etc.
- (ii) Effectiveness of internal controls and procedures.
- (iii) Suggestions regarding development and upgradation of internal controls.
- (iv) Risk analysis and measurement.

##### **D. FIXED ASSETS REGISTER:**

- (i) Physical verification of Fixed Assets Register with FA.



- (ii) Reconciliation of discrepancies between Fixed Asset Register and Physical Inventory and Variance analysis.

**E. PHYSICAL VERIFICATION OF STORES AND STOCK:**

- (i) Physical Verification of Production, Sales, SIT & WIP at the end of each quarter and at year-end.
- (ii) Review of Physical Verification of material inventory – Systems followed, frequency, reconciliation etc., (Units are verifying material inventory on a perpetual basis in order to cover all A & B class materials during the year).
- (iii) Review of perpetual inventory system followed and variance analysis, closure of entries.
- (iv) Analysis of stock movement, obsolescence, excess inventory & shortage etc.

**F. VERIFICATION OF EMPLOYEE RELATED MATTERS:**

- (i) Verification of TA / DA claims.
- (ii) Verification of outstanding staff loans and advances are recovered as per the stipulated terms and confirmation of balances.
- (iii) Verification of Medical claims made by employees.
- (iv) Verification of recording of attendance by employees, pay roll, statutory deductions, increment fixation on promotion etc.
- (v) Verification of Incentive paid and retirement benefits.

**G. COMPLIANCE WITH STATUTORY PROVISIONS (viz., Employees Provident Fund / Family Pension, ESI, Income Tax-TDS, Service Tax, Excise, Sales Tax, VAT, ROC, Companies Act, SEBI etc):**

- (i) Checking the status compliance with various statutory provisions.
- (ii) Checking various returns with books and reporting the discrepancies, if any;
- (iii) Reporting of delay by monitoring due date for payment of various taxes vis- à-vis actual date of payment of taxes.
- (iv) Reporting of delay by monitoring due date for filing of various returns, vis- à-vis actual date of filing various returns.
- (v) Status of correctness of calculation and discharge of various taxes & duties, as per applicable law & provisions.
- (vi) Checking of filing of quarterly returns within applicable due date (e-filing).
- (vii) Compliance to the notices received and corresponding Statutory Forms received and given by Company to bring transparency cost effectiveness and strengthen the team.

To ensure that the team deputed to carry out the internal audit should consist of at least one CA and two Articles / Audit clerks.

Review of Central Excise records and availment of CENVAT to ensure that the required procedures are met and Unit is fully availing of CENVAT Credit before making excise payments.

**H. Transaction Audit:** 10% high value vouchers to be audited

- (i) Expenditure done as per Authorization, CVC guidelines, procurement manual.
- (ii) Material taken into stock as per laid down procedure.
- (iii) Government funds for the closing/closed units spent as per government orders and expenditure from Escrow account done as per rules.

**5. Preparing and submission of bids:**

All documents of the bid shall be signed & stamped by the Partner at the time of bid submission. Any consequences resulting due to such signing shall be binding on the Bidder. The Bidder shall submit Technical & Price Bid in two parts as per details below:

PART – I: Technical Bid  
PART – II: Financial Bid

**A) PART – I : Technical Bid**

- a. Bids on Firm's letter head with Covering Letter have to be mandatorily submitted in the prescribed format – **Annexure-I&II** enclosed herewith along with all requisite documents.
- b. Bid only on bidder's letter head.
- c. Technical bid have to be submitted in physical form in the tender box kept at reception of HMT Limited, HMT Bhavan, #59, Bellary Road, Bangalore-560 032 before closing date and time of bid submission. The envelope should be super scribed with tender No., date, Item description, Name & address of bidder and the date of tender opening. No oral, telephonic, fax, telegraphic or email offers will be entertained. If the envelope is not dropped in tender box properly sealed and marked, HMT will assume no responsibility for the misplacement or premature opening of the bid.
- d. Bidders are advised in their own interest to submit the bids well before the bid submission end date & time. HMT will not be responsible for any delay or the difficulties encountered during the submission of bids at the eleventh hour due to any problems.
- e. Bid documents duly signed by partner of the firm must be bound, indexed, completely page numbered and arranged in the order with Covering Letter **Annexure I** and Undertaking **Annexure V**

**B. PART – II – FINANCIAL BID**

- a. The Financial Bid shall be submitted in physical mode as **Annexure III**. No stipulation, deviation, terms & conditions, presumption basis etc. shall be stipulated in the price bid. Any conditions, if stipulated shall be treated as null and void and shall render the bid liable for rejection.

- b. **The bidders are required to quote fee for Station wise/location wise separately and not Unit wise and will be responsible to conduct the Internal Audit of all the Units at respective Stations for which the firm has quoted. The Firm can quote for more than one Station or all Stations and for the same the Firm has to quote financial bid as per Annexure III. Internal Audit assignment will be finalized for all the locations on overall basis/cluster of Station wise/location basis/individual Station wise/location basis and letter of award of assignment will be issued accordingly.**
- c. Bidder shall quote the lump sum price for Station/location wise after careful analysis of cost involved for the performance of the complete work considering all parts of the Bidding Document.
- d. The quoted Price should be all inclusive i.e. any expenses.
- e. Taxes & Duties applicable on the quoted price should be stated separately.
- f. Price quoted by the Bidder, shall remain firm and fixed and valid until completion of internal audit and will not be subject to variation on any account except taxes will be paid as per extent government orders at the time of payment.
- g. Price shall be quoted in figures as well as in words. If some discrepancies are found between the price given in words and figures, the price quoted in words shall be taken as correct.

## **6. Bid Validity**

- a) Bid submitted by Bidder shall remain valid for a minimum period of 60 days from the date of opening of Technical Bid (Part-I). Bidders shall not be entitled during the said period of 60 days, without the consent in writing of the HMT, to revoke or cancel their Bid or to vary the Bid given or any term thereof.
- b) HMT may solicit the Bidders consent to an extension of the period of validity of bid. The request and the responses there to shall be made in writing. However, Bidders agreeing to the request for extension of validity of bid will not be permitted to modify the bid.

## **7. Bid opening**

- a. Bids shall be opened on the date & time as stipulated.
- b. Financial bid of only those bidders whose bids are determined to be technically qualified shall be opened. Bidders selected for opening of their financial bids shall be informed date & time of opening separately.

## **8. Evaluation of Technical bids**

- a. The HMT will determine whether each of bids conforms to the terms, conditions and specification of the Tender Documents without material deviation and is complete with regard to submission of required documents. A material deviation is one which affects in any substantial way the scope, quality or performance of the works, or which limits in any substantial way, inconsistent with the Tender Document, the HMT's rights or the Bidder's obligations as envisaged in the Tender Document, and the rectification of which deviation or reservation would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.
- b. No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in the bid. Any conditions, if stipulated, shall be treated as null and void and may render the bid liable for rejection.
- c. HMT, if necessary, will obtain clarifications on the Bid by requesting for such information / clarifications from any or all Bidders, either in writing or through personal contact. All responses shall be in writing, and no change in the price or substance of the bid shall be permitted unless specifically sought by HMT.
- d. HMT reserve the right to assess Bidder's capability and capacity to execute the work using in-house information including taking into account other aspects such as concurrent commitments, past performance etc.

## **9. Financial Bid Evaluation**

- a. L1 bidder on overall basis/cluster of Station wise/location basis/ individual Station wise/location basis on quoted price as per **Annexure III** may be awarded the Internal Audit work.
- b. The decision of HMT in this respect will be final and binding.

## **10. Notification of award**

HMT will issue the Letter of Award (LOA) to the successful Bidders and communicate the same through Courier/Fax/email as per details given by Bidder. The said communication on acceptance will constitute the formation of a Contract.

## **11. GENERAL TERMS & CONDITIONS:**

- a) Bidder shall not be under liquidation, reconstruction, dissolution, court receivership or similar proceedings. Bidder to disclose any encumbrance or legal order in the form of suit or execution of decree pending against him or the firm, which may prejudicially affect the contractual relation between HMT and the bidder.

- b) Bidding documents shall at all times remain the exclusive property of the HMT.
- c) Bidder may note that Bid shall be submitted on the basis of "ZERO DEVIATION" and shall be in full compliance to the requirements of Bidding Document, failing which bid shall be considered as non-responsive and may be liable for rejection.
- d) HMT shall not be responsible for any expense incurred by bidders in connection with the preparation and delivery of their bids, site visit, participating in the discussion and other expenses incurred during the bidding process.
- e) HMT reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of contract without assigning any reason whatsoever, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders or the grounds or the reasons for the said action.
- f) Canvassing of information/facts in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
- g) In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement or order. Such Bidder will be debarred from bidding in future.
- h) The Bidder should not sublet, transfer or assign the job or any part thereof.
- i) The Bidder shall quote in Indian Rupees.
- j) The Bidder is expected to examine the Tender Document, including all instructions, forms, terms and specifications in the Tender Document **& submit signed & sealed copy of the same**. Failure to furnish all information required as per the Tender Document may result in the rejection of the Bid.
- k) Clarification, if any, in respect of this tender can be obtained from **R. Aparna, Deputy Manager- Internal Audit** through Telephone: 080-23339000 E-mail [internalaudit@hmtlimited.com](mailto:internalaudit@hmtlimited.com). The responses to Bidder's queries / clarifications raised will be furnished as expeditiously as possible. Any modification of the Tender Document, which may become necessary as a result of the Bidders query, shall be uploaded in the above mentioned websites through the issue of an Addendum / Amendment/corrigendum.
- l) The period of appointment will be initially for a period of one year, i.e., for the Financial Year 2017-18 and there after depending upon the performance extendable up to two financial years.
- m) The Firms appointed as Internal Auditors should submit four quarterly reports, i.e., for the quarters ending June, September, December and March. The reports are required to be submitted within one month from close of each quarter.

- n) The Management of HMT Limited reserves the right to reject all or any bids without assigning any reason whatsoever.
- o) In case of any dispute arising during the execution of the contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of Chairman & Managing Director of HMT Limited will be final and binding on both the parties to the Contract.

## **12. Time Schedule and Terms of Payment**

- i) Professional Fee: Professional fee proportionately for the internal audit assignment shall be paid online on completion of half-yearly installments, i.e., after submission of quarterly reports for the first two quarters and the balance after submitting the quarterly reports for the remaining period within a period of 15 days from the date of submission of bill. The payment of fee shall be paid subject to deduction of tax at source as per the provisions of the Income Tax Act, 1961. While making the payments any applicable statutory deductions will be made by HMT.
- ii) No TA/DA and any incidental charges shall be payable extra for the Internal Audits conducted for any locations, subject to approval of the company.
- iii) Bank Particulars to be provided as per e-payment form as per **Annexure IV**.

## **13. Tender Document:**

The Firms who fulfill the above minimum criteria may download the tender documents/forms/Annexure from HMT Limited website [www.hmtindia](http://www.hmtindia), from 05/05/2017 to 26/05/2017 Up to 02.00 PM.

### **NOTE:**

- a) All the supporting documents should be certified/attested by the bidder.
- b) Tender submitted through mail in the form of Fax or unsealed envelop will be rejected.
- c) In case any bidder fails to submit the documents in support of qualifying requirements (QR), the offer of the bidder shall be rejected and his commercial bid shall not be opened.

**ANNEXURE- I**

(TO BE SUBMITTED ON BIDDER FIRM LETTER HEAD)  
Covering letter for submission of offers

From:

\_\_\_\_\_  
\_\_\_\_\_

Our Ref: \_\_\_\_\_ Dated \_\_\_\_\_

SUBJECT: Appointment of Internal Auditors for the Financial Year 2017-18

Dear Sir,

Please find herewith our offer in line with requirement of HMT Tender document.  
We confirm that:

1. Offer is in complete compliance with technical as well as commercial requirements of Tender Document and there is no technical or commercial deviation in the offer.
2. We understand that any technical or commercial deviation in the offer shall render our offer liable for rejection.
3. Our offer shall remain valid for a period of 60 days from the date of opening of tender.

We declare that the statement made and the information provided in our offer is true and correct in all respect. In case, it is found that the information / documents provided by us are incorrect / false, our application shall be rejected by HMT without any reference to us.

Thanking you,

Yours sincerely,

(Signature of Partner)

Full Name:

Bidder's official Seal

**ANNEXURE-II**

(On the letter-head of the CA Firm)

PROFORMA FOR TECHNICAL BID  
(For conducting Internal Audit of Units in ..... (name of  
Station/Location), for the Financial year 2017-18)

<b>SI No</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Establishment / CA Firm	
2	Address of the CA Firm Telephone No. : Fax No. Mobile No. of In charge	
3	Date of Establishment	
4	Branch Office Addresses (Particulars of each Branch to be given) may be given as another. Telephone No. : Fax No. Mobile No. of In charge	
5	Whether the Firm is empanelled with C & AG for the FY 2016-17. If yes, CAG's Empanelment No / Date	
6	Firms Registration No. with ICAI	
7	Firms Income Tax PAN No.	Attach copy of PAN Card
8	Firms Service Tax Registration No.	Attach copy of Registration.
9	Turnover of the Firm for the last 3 Years	
10	Status (Partnership Firm / LLP/ Proprietorship etc)	
11	<u>Details of Partners:</u> The following information may be provided. <ul style="list-style-type: none"><li>• Number of Full Time Partners associates with the Firm</li><li>• Name of each Partner</li><li>• Date of becoming ACA and FCA</li><li>• Date of jointing the Firm</li><li>• Membership No.</li><li>• Educational Qualification</li><li>• Experience</li><li>• Whether the Partners is engaged full time or Part time with the firm</li></ul>	



	<ul style="list-style-type: none"> <li>Their Contact Mobile No. e-mail and full address</li> </ul> (Indicate whether any of the Partners have any relations – as defined in Sec 277 of the Companies Act, 2013 – in HMT)	
	No. of CA Employees	
	No. of Semi-qualified Staff	
	No. of Article Clerks	
	No. of Audit clerks / Others	
12	Present activities (specify clearly Internal Audit / Statutory Audit / Tax assessments etc)	
13	Major Clients (Specify clearly whether your clientele includes any Central Public Sector Undertakings)	
14	Any Ex-Employee of HMT in your firm.	
15	Previous working experience in HMT, if any	

Please attach a Profile of your firm.

Place:

Date:

(Signature)  
NAME

**Seal of the firm**

**ANNEXURE-III**

Date: .....

**FINANCIAL BID**

The interested firms may quote their Professional fees in the following format for conducting Internal Audit of HMT Limited& its Subsidiaries

<b>Internal Audit Fees for the Financial Year 2017-18</b>		
<b>Sr. No</b>	<b>Name of Station/Location</b>	<b>Amount in Rs.</b>
1		
2		
3		
4		
5		
6		
7		
	Applicable taxes	
	<b>Total</b>	

Professional fees in words excluding taxes:.....

Signature of Partner  
With Name and Firm Seal

**Note:**

- The rates quoted shall be per annum basis.

**E-Payment Form**

**Bank Account particulars**

- 1 Bidder's name
- 2 Address of bidder
- 3 Particular of bank account
  - Name of the bank
  - Branch Code
  - Address of the bank branch
  - Type of account (SB, Current, Credit)
  - Account number
  - Bank's IFSC code for RTGS/NEFT

I hereby declare that the particulars given above are correct and complete and accord our consent for receiving payment through electronic mechanism. I also undertake to intimate the changes, if any, in bank account details in future and HMT will not be held responsible for non-payment / delay due to above change in bank details and also due to technical reasons beyond its control.

( \_\_\_\_\_ )

Signature of the Partner

Place :

Date:

Official seal of the  
bidder

**Undertaking**

1. We hereby confirmed that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s) / information is false, forged or fabricated.
2. We hereby confirm that our Bid complies with the total technical – commercial requirements/terms and conditions of the Bidding Document and subsequent addendum/corrigendum (if any), issued by HMT, without any deviation/exception/comments/assumptions.
3. We also confirm that we have quoted the prices without any condition and deviation.
4. We further confirm that terms and conditions if any, mentioned in our bid (Technical as well as Financial) shall not be recognized and shall be treated as null and void.
5. We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'.
6. We hereby confirm that any Partner of the entity have not been convicted in any disciplinary proceedings / criminal case by regulatory authority(ies) / court in connection with professional work.
7. We further confirm that, we have not been in negative list / blacklisted by any Public Sector Undertaking / Government Organization / HMT Group.
8. We also confirm that the contents of this Tender have not been modified or altered by us. We agree that if any noticed in future, our Bid may be rejected / terminated.
9. We hereby confirm that we have gone through and understood the Tender Document and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.
10. We are submitting Master Index of Bidding Document as part of our bid duly signed and stamped on each page in token of our acceptance. We undertake that Tender Document shall be deemed to form part of our Bid and in the event of award of work to us, the same shall be considered part of appointment terms. Further, we shall sign and stamp each page of the Bidding Document as a token of Acceptance and as a part of the appointment in the event of award of job to us.

11. We confirm that rate quoted by us includes price for all services as mentioned in the Bidding Document.

Stamp and signature of bidder: \_\_\_\_\_

Name of bidder: \_\_\_\_\_

NOTE : To be stamped and signed by the partner on letterhead of bidder.