

Dated: 13.07.2022

**Corrigendum-I**

BIDDING DOCUMENT NO.: HNGPL/HARIDWAR/ INTERNAL AUDIT/2022-23/01/01/R Dated: 28.06.2022

SUBJECT OF BIDDING DOCUMENT: Hiring of Services for Conducting Internal Audit of the Company for FY 2022-23 to FY 2023-24

HARIDWAR NATURAL GAS PVT. LTD			Hiring of Services for Conducting Internal Audit of the Company for FY 2022-23 to FY 2023-24 Tender No.: HNGPL/HARIDWAR/ INTERNAL AUDIT/2022-23/01/01/R Dated: 28.06.2022	
Sl.No.	Description	Ref.Page /Clause No.	Addition/Deletion/Modification	
1	DUE DATE & TIME OF BID - SUBMISSION	Page No. 02, Para no. [F]	Modification	Date: 21.07.2022 (Thursday) Time: 14:00 Hrs at HNGPL Office
2	Bid Evaluation Methodology	Page No. 5-11 Clause No. [D]	Modification	The clause No. D Methodology of Technical Evaluation has been modified and is placed at <b>Annexure -I</b> of this Corrigendum

**Note:**

1. Any addendum/corrigendum/clarification shall be integral part of the Bidding Documents and shall be submitted by bidders duly signed & stamped in their bid.
2. Bidder those who have not yet submitted the bid, shall submit their bid as per Corrigendum-I





Annexure-1

**D. Methodology of Technical Evaluation (Evaluation of Quality):**

- i. HNGPL shall evaluate each technical proposal taking into account the criteria like relevant experience for the assignment, qualification of the key staff, financial competency, Location preference etc.
- ii. A minimum qualifying mark on technical points to be scored is 75 (i.e. out of maximum 100 marks) for opening of the price bid.
- iii. In case of tie up of the technical points, firm with longer experience shall be given preference based on year of registration.
- iv. The technical evaluation of the proposal shall be done on the basis of Evaluation of Quality and the aggregate score less than the minimum qualifying marks i.e. 75 (i.e. out of maximum 100 marks) will be disqualified. (i.e. out of maximum 100 marks) will be disqualified.

Sl. No.	Evaluation Criteria	Minimum Preference Marks	Remarks & Supporting Documents	Maximum Preference Marks
01	Bidder should have a full-fledged office set-up Haridwar/Roorkee/Dehradun with atleast (02) qualified Chartered Accountants (CA) and/or qualified Cost Accountants (CMA) employed/posted and working from that office as partners/regular employees. This office shall be responsible for conducting internal audit of HNGPL as per this tender.	25	Bidder shall provide valid supporting documentary evidences duly certified / attested by Notary public with legible stamp:  <b>A. For office address:</b>  <b>a) For rented premises:</b>  Copy of Lease/Rent agreement.  <b>b) For owned premises:</b>  Copy of Registered Deed/Power of Attorney/Municipal Tax Receipt/Property Tax Receipt.  <b>B. For qualified</b>	25





Sl. No.	Evaluation Criteria	Minimum Preference Marks	Remarks & Supporting Documents	Maximum Preference Marks
			<p><b>Chartered Accountants and/or qualified Cost Accountants including partners employed /posted and working from that office:</b></p> <p>Affidavit mentioning the details of qualified Chartered Accountants and/or qualified Cost Accountants along with their Membership numbers duly certified / attested by Chartered Engineer and Notary Public with legible stamp.</p>	
02	Bidder should have at least three years of standing in the profession of Chartered Accountancy/ Cost Accountancy.	05	<p>Extra 02 mark for each year for having more than 03 years of standing in the profession subject to maximum of 06 such marks.</p> <p><b><u>Documents required:</u></b></p> <p><b>In case of company:</b></p> <p>Bidder shall provide copy of Incorporation/ Registration Certificate of the company depicting date of incorporation/registration duly certified / attested by Notary Public with legible</p>	11





Sl. No.	Evaluation Criteria	Minimum Preference Marks	Remarks & Supporting Documents	Maximum Preference Marks
			stamp.  <b>In case of Proprietorship / Partnership Firm:</b> Bidder shall provide copy of registration certificate under "Shop & Establishment Act" / "Trade Licence" including Affidavit or Partnership Deed (as applicable) duly certified / attested by Notary Public with legible stamp.	
03	Bidder should have at least (02) qualified Chartered Accountants (CA) and/or qualified Cost Accountants (CMA) including partners.  (He /She should be a partner/regular employee of the bidder for a minimum post qualification period of one year as on due date of submission of bid)	05	Extra 01 mark for each qualified Chartered Accountant and/or qualified Cost Accountant with minimum one year of post qualification employment as a partner /regular employee in the bidder's firm in excess to minimum requirement of (02) subject to maximum of 05 such marks.  <b><u>Documents required:</u></b>  Bidder shall provide duly Notarized affidavit mentioning the details of qualified Chartered Accountants and/or qualified Cost Accountants along with their Membership numbers & date and joining dates.	10





Sl. No.	Evaluation Criteria	Minimum Preference Marks	Remarks & Supporting Documents	Maximum Preference Marks
04	<p>Bidder should have experience of conducting Internal/Statutory Audit of at least one company engaged in any of the industries related to Oil &amp; Gas /Petrochemical/Fertiliser/ Refinery/ Power / Mining / other Process Industry having a minimum turnover of Rs. 100 Crores in any of the year of audit.</p> <p>(During preceding 07 years i.e. FY 2014-15 to FY 2021-22)</p>	20	<p>a) Extra 02 marks for conducting internal/statutory audit for each additional company engaged in any of the industries related to Oil &amp; Gas /Petrochemical/Fertiliser/ Refinery/ Power / Mining / other Process Industry having a minimum turnover of Rs. 100 Crores in any of the year of audit. (During preceding 07 years i.e. FY 2014-15 to FY 2021-22) which is in excess to minimum requirement of one subject to maximum 06 marks.</p> <p>b) Extra 02 marks for conducting internal/statutory audit of each Central Public Sector Undertaking (CPSU) engaged in any of the industries related to Oil &amp; Gas /Petrochemical/Fertiliser/ Refinery/ Power / Mining / other Process Industry having a minimum turnover of Rs. 100 Crores in any of the year of audit. (During preceding 07 years i.e. FY 2014-15 to FY 2021-22) subject to</p>	30





Sl. No.	Evaluation Criteria	Minimum Preference Marks	Remarks & Supporting Documents	Maximum Preference Marks
			<p>maximum 04 marks.</p> <p><b><u>Documents required:</u></b></p> <p>Bidder shall provide Copies of work order / LOA along with the corresponding Completion Certificate (issued on the letterhead of the client / end user / authorized consultant of the client) duly certified / attested by Notary Public with legible stamp.</p> <p><b>Documentary evidence like Audited Financial Statement of the client(s) (including Balance Sheet and P&amp;L statement) and a certificate issued by Chartered Accountant with UDIN (not being employee/ partner of the bidder) towards minimum turnover of Rs. 100 Crores in the year of audit duly certified / attested by Notary Public with legible stamp.</b></p>	
05	Bidder should have experience of conducting Internal/Statutory Audit of at least one City Gas Distribution company having a	10	Extra 02 marks for conducting Internal/Statutory audit of each additional City Gas Distribution company having a minimum turnover of Rs.100 Crores	14





Sl. No.	Evaluation Criteria	Minimum Preference Marks	Remarks & Supporting Documents	Maximum Preference Marks
	<p>minimum turnover of Rs.100 Crores in any of the year of audit.</p> <p>(During preceding 07 years i.e. FY 2014-15 to FY 2021-22)</p>		<p>in any of the year of audit (During preceding 07 years i.e. FY 2014-15 to FY 2021-22) which is in excess to minimum requirement of one subject to maximum 04 marks.</p> <p><b><u>Documents required:</u></b></p> <p>Bidder shall provide Copies of work order / LOA along with the corresponding Completion Certificate (issued on the letterhead of the client / end user / authorized consultant of the client) duly certified / attested by Notary Public with legible stamp.</p> <p><b>Documentary evidence like Audited Financial Statement of the client(s) (including Balance Sheet and P&amp;L statement) and a certificate issued by Chartered Accountant with UDIN (not being employee/ partner of the bidder) towards minimum turnover of Rs. 100 Crores in CGD business in the year of audit duly certified / attested by Notary Public with legible stamp.</b></p>	





Sl. No.	Evaluation Criteria	Minimum Preference Marks	Remarks & Supporting Documents	Maximum Preference Marks
06	Annual Turnover of the Bidder equal to or more than Rupees fifty lacs as per their latest audited financial statements.	05	Bidder shall provide Audited Financial Statements duly certified / attested by Notary public with legible stamp.	05
07	Bidder having exposure of conducting Internal/Statutory Audit job in Tally/SAP based Environment.  (During preceding 07 years i.e. FY 2014-15 to FY 2021-22)	05	Bidder shall provide affidavit mentioning name of companies, period of audit etc. duly certified / attested by Notary public with legible stamp.	05
	<b>Total</b>	<b>75</b>		<b>100</b>

