

HMT MBX/INTERNAL AUDIT/ MA/2020-21/01

Date: 07.07.2020

TENDER DOCUMENT
FOR
APPOINTMENT OF INTERNAL
AUDITOR

Scope of work

HMT wishes to appoint INTERNAL AUDITOR for certifying for Internal Audit of Books of Accounts of HMT Machine Tools Limited, Bangalore Complex for the financial year 2020-21 as per the **Enclosure – Guidelines for Internal Audit.**

NAME OF THE BIDDING ORGANISATION	:	MTL - MBX
DATE OF ISSUE	:	07.07.2020
LAST DATE FOR SUBMISSION	:	20.07.2020 @ 10 AM
DATE OF OPENING	:	21.07.2020 @ 11 AM



HMT MACHINE TOOLS LIMITED
Bengaluru Complex, Jalahalli, Bengaluru-560013

TENDER DOCUMENT FOR APPOINTMENT OF INTERNAL AUDITOR
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HMT MACHINE TOOLS LIMITED

Bengaluru complex, Jalahalli, Bengaluru-560 013

NOTICE INVITING TENDER
"APPOINTMENT OF INTERNAL AUDITOR"

HMT MBX/INTERNAL AUDIT/ MA/2020-21/01

Date: 07.07.2020

HMT MACHINE TOOLS LIMITED (a wholly owned subsidiary of HMT Limited) is a public sector undertaking under the Ministry of Heavy Industries, Government of India. HMT wishes to appoint INTERNAL AUDITOR for certifying Internal Audit Books of Accounts of HMT Machine Tools Limited, Bangalore Complex for the financial year 2020-21 as per the **Enclosure – Guidelines for Internal Audit.**

Sealed Tenders are invited from Qualified Chartered Accountants/Cost Accountants.

Date of issue of Tender Document : 07.07.2020

Last Date for receipt of sealed Tender : upto 10.00 AM on 20.07.2020

Date & Time of Opening : on 21.07.2020 @ 11.00 AM

Place of Opening : CMS DEPARTMENT
HMT Machine Tools Limited
Bengaluru complex, jalahalli,
Bengaluru-560 013

Interested Chartered Accountants/Cost Accountants may download the Tender Document from our website www.hmtindia.com & www.hmtmachinetools.com or tenders.gov.in.

Kindly submit your competitive offer Internal Auditing of HMT – MBX files for the Items on or before the Last date and Time of tender submission as stipulated above. Your quotation should be DULY SEALED AT ALL JOINTS (Top, Middle & Bottom) OF COVER. Stapled Pinned Covers are rejected. Tender should be addressed to CHIEF OF FINANCE, SUPERSCRIBING the tender REFERENCE-NO, DATE & DUE-DATE OF OPENING subject to the TERMS & CONDITIONS AS PER ENCLOSURE-I.

Kindly Note, failure to adhere to the above TENDER SEALING Procedures and Quotations in **Window Covers** shall be liable for rejection

To be superscribed over the envelope as detailed below:

- 1. Tender for "APPOINTMENT OF INTERNAL AUDITOR"**
- 2. Tender Notice Ref. No. and date of Tender Enquiry.**
- 3. Tender Opening Date.**
- 4. Address of the Tenderer.**

Tenders received in envelopes which are not sealed properly shall be rejected.

Tenders shall be addressed to "Joint General Manager(Finance & AT), HMT Machine Tools Limited, Bengaluru Complex, Jalahalli, Bengaluru-560 013."

The complete Tenders may be put / dropped in the Tender Box placed at the CMS Department of HMT Machine Tools Limited, Bengaluru Complex, Jalahalli, Bengaluru-560 013." before the closing time and date.

Tenderers or their authorized representatives may remain present at the time of opening tenders.

HMT Machine Tools Limited, Bengaluru reserves the right to accept or reject any or all tenders without assigning any reason.

Alok Kumar Behera
Jt.General Manager (F&AT)
HMT Machine Tools Limited
Bengaluru



HMT MACHINE TOOLS LIMITED
Bengaluru Complex, Jalahalli, Bengaluru-560013

HMT MBX/INTERNAL AUDIT/ MA/2020-21/01

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GENERAL TERMS AND CONDITIONS

- 1 No Fax / Email / Quotations will be accepted.
- 2 Incomplete and conditional offer shall be rejected.
- 3 The rate quoted shall be indicated both in words and figures. Where there is difference between amount quoted in words and figures, amount quoted in words shall prevail.
- 4 All disputes are subject to Bengaluru jurisdiction only.
- 5 All the pages of the Tender Document shall be signed and stamped.
- 6 The Company is not responsible for non-receipt of quotation within the specified date and time due to any reason including postal holidays or delays.
- 7 This Tender Document is not transferable.
- 8 The Company reserves the right to accept or reject any or all offers without assigning any reason.
- 9 The INTERNAL AUDITOR shall submit the bill to the Company & the Company shall arrange the payment of Bill thereafter.
- 10 Payment Terms: Payment will be made after the date of completion of Job / Internal Auditing.

SPECIAL TERMS AND CONDITIONS

- 1 The Pre-Qualification Criteria for INTERNAL AUDITOR is as under-
(a) INTERNAL AUDITOR must be a Certified Chartered Accountant or Cost Accountant (copy of registration to be attached with Tender)
- 2 The Goods & Service Tax or any other Taxes to be applicable should be stated specifically in the offers.
- 3 The AUDITOR should maintain the confidentiality of INTERNAL AUDITING SERVICES provided to the Company.

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Date:07.07.2020

CHECK LIST

Please check the following before submitting your tender:

- 1 Envelopes should be properly sealed (with cello tapes) on both sides. Each envelope should be superscribed:
 - (a) To and from address
 - (b) Tender No. & Tender Opening Date
- 2 Tender Bid should be duly signed by the Tenderer.
- 3 Any corrections, erasement etc. should be initialed by the Tenderer.
- 4 All enclosures should be enclosed along with Tender.
