



## HINDUSTAN STEELWORKS CONSTRUCTION LIMITED

(A Government of India Undertaking) A Subsidiary of NBCC (India) Limited

HO: 5/1, Commissariat Road, Hastings, Kolkata – 700 022 (West Bengal)

e-Mail : [hscltaxation@gmail.com](mailto:hscltaxation@gmail.com) / [cpg2020@hsclindia.com](mailto:cpg2020@hsclindia.com)

CIN: U27310WB1964GOI026118

Date. 27.08.2021

### NOTICE INVITING TENDER (NIT)

- 1.0 HSCL invites offline open tenders from experienced and eligible bidders under **QCBS method** from reputed CA/ CMA firm for “Appointment of Internal Auditor” and as per schedule as under:

<b>Tendering Document No.</b>	HSCL / CPG / HO (Fin) /Internal Auditor / 2021 / 218
Name of the Work	Appointment of Internal Auditor
Scope of Work	Detailed Scope of Work shall be as per Annexure-A.
Place of Audit	As per Annexure-A1.
Period of Completion	01 Year
Earnest Money Deposit	<b>NIL.</b> However, Performa for Declaration from bidder (s) in lieu of Earnest Money Deposit (EMD) as per Annexure-B of NIT/SCC has to submit duly signed and stamped by the bidder (s) on letter head of company, in Hard copy in original, <b><u>else his bid will be out rightly rejected.</u></b>
Non-refundable cost of Tender document	Rs.2,950/- (Inclusive of GST @18%) (Rupees Two Thousand Nine Hundred Fifty only) in the form of DD from any Nationalized/Scheduled Bank in favour of “Hindustan Steelworks Construction Limited” payable at Kolkata.
Non-refundable cost of e-Tender processing fee	N/A
Pre-Tender Meeting & Venue	N/A
Last date & time of submission	Up to 10.09.2021 by 4 PM
Period during which EMD/ Annexure-B, Cost of Bid Document, e-tender processing fee and other documents (all original) in hard form shall be submitted	Up to 10.09.2021 by 4 PM To : <b>CGM (Fin)</b> Address: Hindustan Steelworks Construction Limited, 5/1, Commissariat Road, Hastings, Kolkata – 700 022 (West Bengal)
Date & Time of Opening of Technical Tender	11.09.2021 by 4:30 PM
Validity of offer	90 days from the date of opening of price tender.

The tender document can be downloaded from website <https://eprocure.gov.in/eprocure/app> and [www.hsclindia.com](http://www.hsclindia.com) “Corrigendum, if any, would appear only on the website and not to be published in any Newspaper”.

## 2.0 Minimum Eligibility Criteria:

### A. Work Experience:

- i) The Firm shall be selected and entrusted the work of Internal Audit should maintain highest standards of professional competence and ethics. A thorough professional approach towards work, concisely written Audit Report with concrete suggestions, clear & unambiguous approach towards issues of concern and practical solutions to the issues are highly desirable.
- ii) TDS Certificates needed to be submitted with credentials in case the work experience is of Private sector.
- iii) The past experience in similar nature of work should be supported by Work Orders & Certificates issued by the client's organization.

**Similar work means "Rendering Internal Audit Services"**

**Note; The firm engaged as Internal Auditor by HSCL continuously for two years during the last five years is not eligible to participate in the Tender.**

### B. General:

- i) Tenderers should have valid GST Registration No. which shall be supported by GST Registration Certificate.
  - ii) Tenderers should have valid PAN number.
  - iii) Tenderer must have an office in Kolkata and which can be contacted at all time whenever required.
  - iv) Tenderer should submit Income Tax Return & Audited Balance Sheet for last 03 (three) completed financial years preceding the date of opening of Tender.
  - v) Tenderer should submit the copy of the Firm Registration Certificate with the Institute.
  - vi) Tenderer should submit details of the partners so engaged as well as the Article Members present in the firm.
- 3.0 The intending tenderer must read the terms and conditions of HSCL carefully. They should only submit their tender if they consider themselves eligible and they are in possession of all the documents required. Information and Instructions for Tenderers posted on Website(s) shall form part of Tender Document.
- 4.0 **The bidders are advised to submit complete details with their bids as Technical Bid Evaluation will be done on the basis of documents submitted by the bidders with the bids. The information should be submitted in the prescribed proforma. Bids with Incomplete / Ambiguous information will be rejected.**

- 5.0 The bidders are advised in their own interest to submit their bid documents well in advance from last date/time of submission of bids so as to avoid problems which the bidders may face in submission at last moment /during rush hours.
- 6.0 When it is desired by HSCL to submit revised financial tender then it shall be mandatory to submit revised financial tender. If not submitted then the tender submitted earlier shall become invalid.
- 7.0 **Tenders will be opened in presence of tenderers or their authorized representatives.**
- Note:
- 1 Maximum of one representative will be permitted to attend bid opening.
  - 2 Permission for entry to the hall where bids are opened will be allowed duly with the valid authorisation of the incumbent.
- 8.0 If the tenderer is found ineligible after opening of tenders, his tender shall become invalid and cost of tender document shall be forfeited.
- 9.0 Notwithstanding anything stated above, HSCL reserves the right to assess the capabilities and capacity of the tenderer to perform the contract, in the overall interest of HSCL. In case, tenderer's capabilities and capacities are not found satisfactory, HSCL reserves the right to reject/cancel the tender.
- 10.0 The tender documents shall be submitted in a sealed envelope with superscribing the Name of Work, Tender No & Date, Date of opening etc, addressing to the Tender Inviting Authority, Hindustan Steelworks Construction Limited, 5/1 Commissariat Road, Hastings, Kolkata – 700022.

**Sample-1.0 (Envelope Cover)**

<p><b>Tender for "Name of Work"</b>  <b>NIT No. HSCL/XXX/XXX/e-XXX Date. XX/XX/2021</b></p>	
<p>Last date &amp; time of submission of Tender : Up to XX/XX/2021 by XX:XX Hours  Date &amp; Time of Opening Tender : XX/XX/2021 at XX:XX Hours</p>	
<p><b>From :</b> Mr/Mrs.....  M/s. .... (Name of Firm)  Complete Address .....  .....  Pin Code .....  Tel/Mob. No. ....</p>	<p><b>To</b>  <b>The ..... (Tender Inviting Authority)</b>  Hindustan Steelworks Construction Limited,  ..... (TIA's Complete Postal Address)  ..... Pin .....  Tel/Mob. ....</p>

Technical bid documents submitted by intending tenderers shall be opened only of those tenderers whose Earnest Money Deposit of requisite amount / Performa for Declaration from bidder (s) in lieu of Earnest Money Deposit (EMD) as per **Annexure-B, Cost of Bid Document, Unconditional letter of acceptance and Affidavit for correctness of documents/information are found in order.**

- 11.0 List of Documents to be submitted:
- a) **Performa for Declaration from bidder (s) in lieu of Earnest Money Deposit (EMD) as per Annexure-B** of NIT/SCC has to submit duly signed and stamped by the authorized officer having power of attorney on letter head of the company, in Hard copy in original, **else his bid will be out rightly rejected.**
  - b) **Demand Draft of any Scheduled Bank towards cost of Tender Document.**

- c) **Unconditional Letter of Acceptance of Tender Conditions (in original) (Annexure-I) (On Letter Head of the Applicant/ Bidder).**
- d) **Affidavit for correctness of Documents /Information (Annexure-III).**
- e) Details of Work Experience Certificates.
- f) TDS details for Private Sector Projects.
- g) Power of Attorney of the person authorised for signing/submitting the tender.
- h) Valid GST Registration Certificate and PAN Card.
- i) All pages of the entire Corrigendum (if any) duly signed by the authorized person.
- j) **General Information of the Bidder (Annexure II)**
- k) **Format of Application**
- l) **Audited Accounts for the last three years.**

NOTE: All the submitted documents should be in readable, printable and legible form failing which the Bids are liable for rejection. The document submitted should be **indexed and duly page numbered.**

- 12.0 (a) No Clarification will be sought in case of non-submission of (i) Cost of Tender Document (ii) Proforma for Declaration towards EMD (iii) Unconditional Letter of Acceptance and (iv) Affidavit for Correctness of Document/Information. **In such cases the bid shall be rejected out rightly without seeking any further clarification/document.**

(b) All the submitted documents shall be considered as duly signed by bidder/ authorized representative.

13.0 **AUDIT FEES :**

(a) The audit fees is fixed at **Rs. 5,50,000/- per annum** plus prevailing taxes and reimbursement of out of pocket expenses as per Company practice.

(b) Payment Terms: Payment will be made on half yearly audit basis. On submission of audit report for the First Half of the Year, 40% of the Total Payment will be made and balance Payment on submission of Second Half Report as well as Summary Report.

- 14.0 In case of any query, please contact the Chief Finance Manager, HSCL, HO / Kolkata, Ph. No. 9007061623, E mail: [shibashish.cfm@hscl.co.in](mailto:shibashish.cfm@hscl.co.in) during Office hours.

**CGM (Fin)  
HSCL/Kolkata**