



HINDUSTAN STEELWORKS CONSTRUCTION LIMITED

{ A Government of India Undertaking: Mini Ratna-I & Subsidiary of NBCC (India) Limited }
 HO: 3rd Floor, NBCC Square, Plot No. IIIF/2, Action Area-III, New Town, Rajarhat, Kolkata-700135 (WB)
 e-Mail: cpg.kolkata@hsclindia.com / Tel. 033-2202-0375/76
 CIN: U27310WB1964GOI026118

Date 30/08/2022

NOTICE INVITING TENDER (NIT)

1.0 HSCL invites offline Open Tenders from eligible and experienced CA / CMA audit firms/LLPs of repute for “Appointment of Internal Auditor for the FY 2022-23” as detailed hereunder:

NIT No.	HSCL/ CPG/ HO (Fin)/Internal Auditor/ 2022/243
Name of the Work	Appointment of Internal Auditor for the FY 2022-23
Scope of Work	Detailed Scope of Work is as per Annexure-V.
Place of Audit	As per Annexure-VI.
Period of Audit	01 (one) year.
Earnest Money Deposit	Rs.10,000/- (Rupees Ten Thousand only) in form of DD/PO/Bankers Cheque issued from any Nationalized/Scheduled Bank in favour of “Hindustan Steelworks Construction Limited” payable at Kolkata.
Cost of Tender document (non-refundable)	Rs.2,950/- (Inclusive of GST @18%) (Rupees Two Thousand Nine Hundred Fifty only) in the form of DD/PO/Bankers Cheque issued from any Nationalized/Scheduled Bank in favour of “Hindustan Steelworks Construction Limited” payable at Kolkata.
Cost of e-Tender processing fee (non-refundable)	N/A
Pre-bid meeting & venue	N/A
Last date & time of submission	Up to 13/09/2022 by 4 PM.
Submission of EMD, Cost of Tender Document, Letter of Acceptance of Tender conditions and other documents as per NIT.	Up to 13/09/2022 by 4 PM. To: GM (F) Hindustan Steelworks Construction Limited, Plot No.IIIF/2, 3rd Floor, NBCC Sq., Action Area-III, New Town, Rajarhat, Kolkata-700135.
Date & Time of Opening of Technical Tender	14/09/2022 at 3 PM.
Validity of offer	90 days from the date of opening of price bid.

The tender document can be downloaded from website <https://eprocure.gov.in/eprocure/app> and www.hsclindia.in. Corrigendum, if any, would appear only on the website and not to be published in any Newspaper.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 Audit Firm/LLP that would be selected and entrusted with the work of Internal Audit has to maintain highest standards of professional competence and ethics. However, the audit firm has to possess the required work experience as stipulated under Clause No.13 of 'Instructions To Tenderer' in the tender document.
- ii) Experience in similar nature of work should be supported by Work Orders & Certificates issued by the Client(s).
- iii) In case the work experience pertains to Private Companies, TDS Certificates would be required to be submitted along with other credentials.

N.B. (i) 'Similar nature of work' means "Rendering Internal Audit Services".

(ii) The audit firm(s) engaged as Internal Auditor by HSCL continuously for 2 (two) years during the last 5 (five) years is/are not eligible to participate in the Tender.

B. General Conditions:

- i) Tenderers are to submit valid GST Registration No. which shall be supported by GST Registration Certificate.
- ii) Tenderers are to submit valid PAN number.
- iii) Tenderers must have an office in Kolkata and which can be contacted at all time whenever required.
- iv) Tenderers are to submit the copy of the Firm's Registration Certificate with the CA/CMA Institute.
- v) Tenderers are to submit details of the partners so engaged as well as the number of Audit staffs employed in the firm.
- vi) Tenderers are to submit audited Financial Statements (e.g. Balance Sheet, Statement of Profit & Loss, etc) for last 03 (three) completed financial years.

The above requirements are indicative and not exhaustive. Detailed requirement is mentioned in Clause 10 of NIT hereinafter.

3.0 The intending tenderer must read the terms and conditions of tender document 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 along with the bids. The information should be submitted in the prescribed pro-forma. 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 before 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 **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.

7.0 If the tenderer is found ineligible after opening of tenders, his tender shall become invalid and cost of tender document shall be forfeited.

8.0 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 would reserve the right to reject/cancel the tender.

9.0 **The tender documents shall be submitted in a sealed envelope with superscribing the Name of Work, NIT No & Date, Date of Opening etc, addressing to the Tender Inviting Authority, Hindustan Steelworks Construction Limited, Plot No.IIIF/2, 3rd Floor, NBCC Sq., Action Area-III, New Town, Rajarhat, Kolkata-700135.**

10.0 **List of Documents to be submitted:**

- a) Proof of payment of EMD of Rs.10,000/-.
- b) Proof of payment towards Cost of Tender Document of Rs.2950/-.
- c) Unconditional Letter of Acceptance of Tender Conditions. (**Annexure-I**) (on Letterhead of the Applicant/ Bidder).
- d) General Information of the Bidder. (**Annexure II**).
- e) Affidavit for correctness of documents submitted. (**Annexure-III**).
- f) Details of Work Experience Certificates obtained from PSU/Govt/Private Companies.
- g) TDS certificate against experiences from Private Companies (Listed), if any.
- h) Power of Attorney/ Authorisation letter in the name of the person authorised for signing/submitting the tender.
- i) Valid GST Registration Certificate (**Annexure-IV**) and PAN Card.
- j) Proof of having an office in Kolkata with contact details.
- k) Copy of the Firm's Registration Certificate with the CA/CMA Institute.
- l) Details of the Partners as well as the Audit staffs employed in the firm.

- m) Audited Financial Statements (e.g. Balance Sheet, Statement of Profit & Loss, etc) for last 03 (three) completed financial years.
- n) Signed Tender document/ Corrigendum (all pages) by the bidder/ authorized person.

Note: All the submitted documents should be in readable, printable and legible form, failing which; the bids would be liable for rejection. The document submitted should also be indexed and duly page numbered.

11.0 (a) No clarification will be provided to the bidder in case of non-submission of (i) Cost of Tender Document (ii) EMD (iii) Unconditional Letter of Acceptance and (iv) Affidavit for correctness of documents submitted. In such cases, the bid shall be liable for outright rejection without seeking any further clarification/document.

(b) All the submitted documents shall be considered only if the same are duly signed by bidder/ authorized representative.

12.0 **AUDIT FEES & PAYMENT:**

(a) The audit fee is fixed at **Rs.5,50,000/- (Rupees Five Lakh Fifty Thousand only) Per Annum** plus applicable GST and reimbursement of out of pocket expenses e.g. travelling, lodging, etc for outstation visits.

(b) Payment will be made on half yearly audit basis. On submission of internal audit report for the 1st half of the year, 40% of the total audit fees will be made and balance amount will be released on submission of 2nd half audit report as well as Summary Report for the year.

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

**GM (FINANCE)
HSCL, Kolkata**