

## **SECTION-1**

### **e-PROCUREMENT NOTICE**



### **IRCON INTERNATIONAL LIMITED (A Govt. of India Undertaking)**

NIT No.: IRCON/CO/AUDIT/2022-23

Date: 12/08/2022

### **e-PROCUREMENT NOTICE**

#### **DATE SHEET**

1.	Publishing Date	:	12/08/2022	17:30 Hrs
2.	Bid Document Download/ Start Date	:	13/08/2022	11:00 Hrs
3.	Clarification Start Date	:	13/08/2022	11:00 Hrs
4.	Clarification End Date	:	21/08/2022	17:30 Hrs
5.	Pre-Bid Meeting	:	23/08/2022	15:00 Hrs
6.	Bid Submission Start Date	:	24/08/2022	11:00 Hrs
7.	Bid Submission End Date	:	02/09/2022	17:30 Hrs
8.	Bid Opening Date	:	05/09/2022	11:00 Hrs

- 1.0 ED/Finance, Ircon International Limited (IRCON), C-4 District Centre Saket, New Delhi-110017, E-mail ID: [vinod.prasad@ircon.org](mailto:vinod.prasad@ircon.org) & contact number- 9560595220 invites online bids in two packet system on prescribed forms from Firms/LLP of Chartered / Cost Accountants (Audit Firms /LLPs) having requisite technical and financial capacity for conduct of Internal Audit. The bidder is advised to examine carefully all instructions including addendum/corrigendum(s), condition of contract data, forms, terms, technical specifications, bill of quantities in the bid document.
- 1.1 Name of Work: - Appointment of Firms/LLP of Chartered / Cost Accountants to conduct the Internal Audit for projects /Regional Office covered under each Audit Region of Ircon International Limited for the FY 2022-23 and FY 2023-24.
- 1.2 The Selection of Internal Auditors shall be done for each Audit Region separately based on the Quality cum Cost Based System (QCBS). The name of Audit Regions along with estimated audit fee (excluding GST) are given below -
- Corporate Office Region Rs. 1,86,600/-
  - Northern Region Rs. 1,81,300/-
  - Patna Region Rs. 4,31,600/-
  - Eastern Region Rs. 3,34,000/-

- Mumbai Region Rs. 6,09,300/-
- J&K Region Rs. 1,97,700/-

1.3 A firm/LLP may apply to conduct the Internal Audit for projects /Regional Office covered under one Audit Region based on the Head Office location of the said Firm /LLP. However, a firm having Head office in Delhi & NCR may apply for both Corporate Office Audit Region and Northern Audit Region separately mentioning in the bid document for the Audit Region for which they have applied for.

2.0 Website <https://etenders.gov.in/eprocure/app> may be referred for detailed terms and conditions of the bidding documents, which is available on line. Amendments/Corrigendum/Addendum, if any would be hosted on the website only.

### 3.0 **Essential Qualifying Criteria and Selection Method**

Eligibility of the applicants shall be assessed based on the “**Essential Qualifying Criteria and Selection Method**” as given in clause 2 of “Instructions to Tenderer” (ITT).

### 4.0 **Accessing/ Purchasing of Bid Documents**

4.1 The complete Bid Document can be viewed / downloaded from the e-Procurement portal i.e. <https://etenders.gov.in/eprocure/app> free of cost.

4.2 Help for Bidders, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public Procurement Portal.

4.3 It is mandatory for all the bidders to have a valid Class-III Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA’s from the link [www.cca.gov.in](http://www.cca.gov.in)) to participate in e-Procurement of IRCON.

4.4 It is mandatory for the bidders to get their firm/company registered with e-procurement portal <https://etenders.gov.in/eprocure/app> to have user ID & password.

4.5 Tender documents will be available online on website <https://eprocure.gov.in/eprocure/app> as per date sheet which can be downloaded free of cost. However, to participate in the online bidding process, bidders are required to pay a non-refundable fee of 5,000/- (Rupees Five thousand only) towards the cost of one set of tender document through NEFT or RTGS only in IRCON’s bank account no.: 000705052131, IFSC Code: ICIC0000007 at ICICI Bank Ltd., 9A,Phelps Building, Connaught Circus, New Delhi-110001.

### 5.0 **Instructions to Bidders for Online Bid Submission on the e-Procurement portal <https://etenders.gov.in/eprocure/app>.**

Bidders may download and refer the “Instructions for Online Bid Submission” from: (<https://etenders.gov.in/eprocure/app>).

6.0 **Pre-bid meeting**

- 6.1 A pre-bid meeting of the interested prospective bidders shall be convened on the date as given in Date Sheet through Video Conferencing from the office of ED/Finance, Corporate Office Ircon International Limited, C-4 District Centre Saket, New Delhi-110017.
- 6.2 The purpose of the pre-bid meeting is to clarify issues and to answer questions on any matter that may be raised.
- 6.3 The bidders are requested to submit their queries in writing through email, courier etc. to reach this office not later than 3 days before the meeting.
- 6.4 Any prospective bidders desirous of attending the pre bid meeting shall send a letter of authority on its letter head specifying the name and designation of the person who will be attending the pre bid meeting on its behalf to the **ED/Finance, Ircon International Limited, C-4 District Centre Saket, New Delhi-110017, E-mail ID: vinod.prasad@ircon.org & contact number- 9560595220**. Any such letter of authority shall reach IRCON at least three days before the date of pre-bid meeting.
- 7.0 IRCON may issue addendum(s)/corrigendum(s) to the tender documents. In such case, the addendum(s)/corrigendum(s) shall be issued and placed on website **<https://etenders.gov.in/eprocure/app>** at any time before the closing time of tender. The tenderer who have downloaded the tender documents from website must visit the website and ensure that such addendum(s)/corrigendum(s) (if any) is also downloaded by them. This shall be the responsibility of the prospective registered bidders to check the web site for any such corrigendum/addendum at the time of closing time of tender and ensure that bid submitted by them are in accordance with all the corrigendum's/addendums. Suitable time extension (not less than 3 days beyond the date of last amendment) for submission of bids will be granted.
- 8.0 The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online shall be opened as per date sheet or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and **all tender papers except Bill of Quantities are to be submitted in "Technical Bid". Bill of Quantities with rates duly filled in is to be submitted in the format provided online in the name of "Financial Bid"**. Representative of the bidder, who chooses to attend, may attend the online opening of the technical bids on the scheduled date and time of Bid opening. However, such representatives shall be allowed to attend the opening of the Technical Bids, only, if such person presents the letter of authority issued in his name by the bidder on his letterhead.
- 9.0 Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal <https://etenders.gov.in/eprocure/app> ("Server System Clock Time") shall be final and binding on the bidder. e-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.
- 10.0 The bidders are advised to submit their e-bids well before the e-bid due date. IRCON shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.

- 11.0 The Technical and Financial Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted **“online”** only. The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in different file format (PDF, JPEG).
- 12.0 Tender shall be submitted as per “Instructions to Tenderer” forming a part of the tender document.
- 13.0 IRCON reserves the right to cancel the tenders before submission/opening of tenders, postpone the tender submission/opening date and to accept/reject any or all tenders without assigning any reasons thereof. IRCON’s assessment of suitability as per eligibility criteria shall be final and binding.
- 14.0 Tenderer may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. The decision of IRCON in this regard shall be final and binding.
- 15.0 IRCON reserves the right to pre-qualify the bidder(s) provisionally based on the documents submitted by them and open financial bid(s), subject to their final verification. In the event of any document being found false, the provisional qualification shall stand withdrawn, and the next lower bidder shall automatically come to the position of such disqualified bidder. Action against such disqualified tenderer shall be taken as per above clause no. 15.0 of Notice Inviting Tender.
- 16.0 The validity of the offer shall be for the period indicated in Clause 12 of Instruction to Tenderer after the date of opening (Technical Bid) of the tender.

**For & on behalf of**  
**IRCON INTERNATIONAL LIMITED**  
Executive Director /Finance,  
C-4 District Centre Saket, New Delhi-110017,  
E-mail ID: vinod.prasad@ircon.org & contact number- 9560595220