



**MAHARASHTRA NATURAL GAS LIMITED (MNGL)**

**BID DOCUMENT FOR**

**TENDER FOR APPOINTMENT OF AGENCY FOR  
COST AUDIT OF FINANCIAL YEAR 2024-25 AND  
2025-26 FOR MNGL, PUNE.**

**UNDER OPEN DOMESTIC COMPETITIVE BIDDING**

**(THROUGH E-TENDERING MODE)**

Bid Doc. No.: MNGL/CP/2024-25/85 dated 03.09.2024

 <b>MAHARASHTRA NATURAL GAS LIMITED</b>	<b>Tender for appointment of agency for Cost Audit of Financial Year 2024-25 and 2025-26 for MNGL, Pune.</b>  <b>Bid Doc. No.: MNGL/CP/2024-25/85</b>
---	---

### INVITATION FOR BIDS (IFB)


M/s. Maharashtra Natural Gas Ltd., Pune invites online bids (Technical & Financial) **UNDER SINGLE BID SYSTEM** from eligible bidders for the item(s) in complete accordance with the Bid Documents.

#### 1.0 TENDER INFORMATION

Tender Document Number	MNGL/CP/2024-25/85 dated 03.09.2024
ITEM(S)	Tender for appointment of agency for Cost Audit of Financial Year 2024-25 and 2025-26 for MNGL, Pune.
TYPE OF BID	Open Domestic Competitive Bidding
TIME SCHEDULE	As per Scope mentioned
EARNEST MONEY / BID SECURITY	Not applicable
BID SECURITY VALIDITY	Not applicable
TENDER FEE ((Non-refundable)	Not applicable
BID VALIDITY	120 Days from the final bid due date
Pre-bid meeting date and time	Not applicable
Bid Submission at	<a href="https://etenders.gov.in">https://etenders.gov.in</a>
Bid submission due date and time	10.09.2024 till 15:00 Hrs. IST
Bid opening date and time	11.09.2024 at 16:00 Hrs. IST
Address for submission of EMD/Bid Security and venue for pre-bid meeting and opening of bids	General Manager, C&P Department, M/s. Maharashtra Natural Gas Ltd., Pride Purple Coronet, 2 <sup>nd</sup> Floor, Baner Road, Baner, Pune – 411045
Contact details	Telephone: +91 (20) 25611000/1190/1153 Email: <a href="mailto:gasaid@mngl.in">gasaid@mngl.in</a> / <a href="mailto:akshay.girme@mngl.in">akshay.girme@mngl.in</a>

NOTE: Bidders are advised to complete the registration with e-tender portal (<https://etenders.gov.in>) at least two working days prior to bid submission date.

Please note that in accordance with the general conditions of tender, MNGL may amend these dates of the tender process at its sole discretion. In case any of the specified dates are declared a public holiday, the deadline shall be the next working date.

 <b>MAHARASHTRA NATURAL GAS LIMITED</b>	<b>Tender for appointment of agency for Cost Audit of Financial Year 2024-25 and 2025-26 for MNGL, Pune.</b>  <b>Bid Doc. No.: MNGL/CP/2024-25/85</b>
---	---

## 2.0 BIDDING PROCEDURE

Bidding will be conducted through Open Domestic Tendering. Single Stage Single Bid system is adopted for this tender. The submission and opening of bids will be through e-tendering mode at <https://etenders.gov.in/eprocure/app>. Tender document can be downloaded from the website <https://etenders.gov.in/eprocure/app> or from e-tender link given on official MNGL website [www.mngl.in](http://www.mngl.in).

Note: To participate in the e-tendering, it is mandatory for the bidders to have user ID & password. For this purpose, the bidder has to register itself on CPPP's website <https://etenders.gov.in/eprocure/app>. Please also note that the bidder must obtain digital signature token for applying in the tender and in general, activation of registration may take 24 hours subject to the submission of all requisite documents required in the process.

Note: MNGL in no way shall be responsible if the bidder fails to apply due to non-possession of Digital Signature & non-registration.

**(The bids must be submitted online in electronic form at <https://etenders.gov.in/eprocure/app> only. No physical bids will be accepted.)**

## 3.0 DOWNLOADING OF TENDER DOCUMENT

The tender document is available for downloading from CPPP's e-tendering website <https://etenders.gov.in/eprocure/app> or from e-tender link given on official MNGL website [www.mngl.in](http://www.mngl.in) for viewing / participation of the eligible bidders. Bidders meeting the bid evaluation criteria who intend to submit their bid may download the tender for submission by the bid due date and time. Bidder shall give an undertaking on his letterhead that the contents of the bidding document have not been altered or modified. Bid evaluation criteria shall be applicable for all the bidders.

Disclaimer clause: Bidders are advised to visit CPPP's e-tendering website and MNGL website regularly for any updates on the tender. The ignorance to visit the website will not be accepted as a reason for any gap / missing information like corrigenda, amendments, clarifications etc.

## 4.0 PRE-BID MEETING – Not applicable

## 5.0 OTHERS:

### 5.1 Bid Document is non-transferable.

### 5.2 Bids complete in all respects should reach on or before the BID DUE DATE AND TIME. Bids through Fax/ E-mail shall not be considered.



**MAHARASHTRA NATURAL  
GAS LIMITED**

**Tender for appointment of agency for Cost Audit of  
Financial Year 2024-25 and 2025-26 for MNGL, Pune.**

**Bid Doc. No.: MNGL/CP/2024-25/85**

- 5.3 The Bid Document calls for offers on single point "Sole Bidder" responsibility basis.  
Order will be placed on the "Sole Bidder" alone (in whose name the bid document has been issued) who will be responsible for all contractual purposes.  
Further the bidders are advised to ensure that their offer is on single bidder responsibility basis and in total compliance of scope of work as specified in Bid Document.
- 5.4 The bid should be prepared by the "Sole Bidder" and should be sent to MNGL directly.
- 5.5 This Invitation for Bids (IFB) is an integral and inseparable part of the enclosed Bid Document.
- 5.6 MNGL reserves the right to accept or reject any or all offers without assigning any reason, whatsoever.
- 5.7 Bidder shall note that if any deviations are taken to the under-mentioned provisions of Bid Documents by the Bidder the bid is liable to be rejected:
- I. Do not meet eligibility Criteria.
  - II. Terms of Payment
  - III. Offer not submitted for complete scope of work
  - IV. Firm prices
  - V. Prices not quoted as per Schedule of Rates formats.
  - VI. The bidder is not put on Black/holiday list by MNGL/MoP&NG/Oil Public Sector Enterprise(s)
  - VII. Price Reduction Schedule.

**However, MNGL reserves the right to request the bidder to withdraw the deviations against above-mentioned provisions of Bid Documents.**

THIS IS NOT AN ORDER

Yours faithfully,  
For, Maharashtra Natural Gas Ltd., Pune

Ganesh Said  
General Manager (C&P)

Note:

**Please confirm your intention to quote or not within 3 (Three) days. In case not intending to quote then please give your valuable feedback to us.**

 <b>MAHARASHTRA NATURAL GAS LIMITED</b>	<b>Tender for appointment of agency for Cost Audit of Financial Year 2024-25 and 2025-26 for MNGL, Pune.</b>  <b>Bid Doc. No.: MNGL/CP/2024-25/85</b>
---	---

## INSTRUCTIONS TO BIDDERS

### **INSTRUCTION FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal i.e. <http://etenders.gov.in/eprocure/app>, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

### **REGISTRATION**

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<https://etenders.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment" option available on the home page. **Enrolment on the CPP Portal is free of charge.**
- (ii) During enrolment/ registration, the bidders should provide the correct / true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors / bidders through email-id provided.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) For e-tendering, possession of valid Digital Signature Certificate (Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY /nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/ SmartCard.
- (v) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- (vi) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (vii) Bidders can then log into the site through the secured login by entering their user ID/ password and the password of the DSC/ eToken.



**MAHARASHTRA NATURAL  
GAS LIMITED**

**Tender for appointment of agency for Cost Audit of  
Financial Year 2024-25 and 2025-26 for MNG, Pune.**

**Bid Doc. No.: MNG/CP/2024-25/85**

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords, etc., to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS:**

- (i) For preparation of bid, Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids.

After selecting the tender document same shall be moved to the 'My favorite' folder of bidders account from where bidder can view all the details of the tender document.

- (ii) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii) Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
- (iv) Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. **Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**
- (v) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under "My Space/ Other Important Document" option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.



**MAHARASHTRA NATURAL  
GAS LIMITED**

**Tender for appointment of agency for Cost Audit of  
Financial Year 2024-25 and 2025-26 for MNGL, Pune.**

**Bid Doc. No.: MNGL/CP/2024-25/85**

**SUBMISSION OF BIDS:**

- (i) Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay.
- (ii) Bidder should prepare the EMD as per the instructions specified in the NIT/ tender document. The details of the DD/BG/others physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.
- (iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- (iv) Bidders shall select the payment option as offline to pay the EMD and enter details of the DD/BG/others.
- (v) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (vi) Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- (vii) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- (viii) **If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modification of the price schedule shall render it unfit for bidding.**

**Bidders shall download the Schedule of Quantities & Prices i.e. Schedule of Rates, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter, save and upload the file in financial bid cover (Price bid) only.**

**If the template of Schedule of Quantities & Prices file is found to be modified/corrupted in the eventuality by the bidder, the bid will be rejected.**

**The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in financial cover will result in rejection of the tender.**

- (ix) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per



**MAHARASHTRA NATURAL  
GAS LIMITED**

**Tender for appointment of agency for Cost Audit of  
Financial Year 2024-25 and 2025-26 for MNGL, Pune.**

**Bid Doc. No.: MNGL/CP/2024-25/85**

- Server System Clock). **The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.**
- (x) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall **take print out of system generated acknowledgement** number and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
  - (xi) Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
  - (xii) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

**ASSISTANCE TO BIDDERS:**

- (i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender.
- (ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk. The 24 x 7 Help Desk Number 0120-4001002, 0120-6277787 and 0120-4001005. The helpdesk email id is [support-eproc@nic.in](mailto:support-eproc@nic.in)





**MAHARASHTRA NATURAL  
GAS LIMITED**

**Tender for appointment of agency for Cost Audit of  
Financial Year 2024-25 and 2025-26 for MNGL, Pune.**

**Bid Doc. No.: MNGL/CP/2024-25/85**

- Sr. No. I      Special conditions of contract**
- Sr. No. II     Eligibility Criteria**
- Sr. No. III    Bidding Philosophy & Evaluation and award of work**
- Sr. No. IV    Scope of work**
- Sr. No. V     Cost Audit Fee**
- Sr. No. VI    Schedule of rates**



**MAHARASHTRA NATURAL  
GAS LIMITED**

**Tender for appointment of agency for Cost Audit of  
Financial Year 2024-25 and 2025-26 for MNGL, Pune.**

**Bid Doc. No.: MNGL/CP/2024-25/85**

**Sr. No. I: Special conditions of contract**

1. Offer should be submitted only in the prescribed format duly signed by the firm, as per covering letter MNGL/CP/2024-25/85 dated 03.09.2024 on or before the due date & time of closing of the bid document.
2. The firm should study the entire bid document carefully and understand the conditions before submission. If there are any doubts, he should obtain clarification from Manager (C&P).
3. The firm should fill all the parameter for all items in the evaluation form.
4. Every page of the bid document shall be signed by the firm or his authorized representative.
5. The company shall not be responsible for any delay in receiving the offers and reserves the right to reject / accept any or all bids without assigning any reason whatsoever and / or to negotiate with the firm (s) in the manner the company considers suitable.
6. Following clauses should be considered:
  - i) Counter terms and conditions would not be accepted.
  - ii) Overwriting should be avoided. Corrections, if any, should be initialed by the firm.
7. ZERO DEVIATION TENDER

Bidder shall note that if any deviations are taken to the under mentioned provisions of Bid Documents by the Bidder the bid is liable to be rejected:

- VIII. Do not meet eligibility Criteria.
  - IX. Terms of Payment
  - X. Offer not submitted for complete scope of work
  - XI. Firm prices
  - XII. Prices not quoted as per Schedule of Rates formats.
  - XIII. The bidder is not put on Black/holiday list by MNGL/MoP&NG/Oil Public Sector Enterprise(s)
  - XIV. Price Reduction Schedule.
8. In case of termination of Service provider herein set forth except under conditions of Force Majeure and termination after expiry of contract, the CONTRACTOR shall be put under holiday [i.e. neither any enquiry will be issued to the party by Maharashtra Natural Gas Limited against any type of tender nor their offer will be considered by MNGL against any ongoing tender (s) where contract between MNGL and that particular Service provider (as a bidder) has not been finalized] for three years from the date of termination by Maharashtra Natural Gas Limited to such Service provider.



**MAHARASHTRA NATURAL  
GAS LIMITED**

**Tender for appointment of agency for Cost Audit of  
Financial Year 2024-25 and 2025-26 for MNGL, Pune.**

**Bid Doc. No.: MNGL/CP/2024-25/85**

**Sr. No. II: Eligibility Criteria**

- 1.0 Firm should satisfy the eligibility criteria as specified under Section 141 of the Companies Act 2013 read with Rule 10 of the Companies (Audit and Auditors) Rules 2014 and Section 148 of the Companies Act 2013.
- 2.0 Audit Firm will be selected in order of maximum evaluated weightage (Marks) as per the following:

<b>Sr. No.</b>	<b>Criteria</b>	<b>Max. Weightage</b>
1	Cost Accountant Firm having head office in Pune/Mumbai	<b>15</b>
2	No. of years of Experience for the audit firm. 2 marks each for first 5 years, and 1 mark each for each subsequent year (Minimum experience required for 3 years).	<b>20</b>
3	Must have conducted Cost audit in Manufacturing companies/Oil & Gas companies during the preceding three financial years (2020-21 to 2023-24) in organizations having a minimum annual turnover of Rs.1000 Crs. or more.	<b>30</b>
4	Number & experience of partners in the Firm (The partner should be Fellow /Associate Member of Institute of The Institute of Cost and Management Accountants of India).  - 3 marks for Fellow Partner - 2 marks per Associate	<b>20</b>
5	No. of fully qualified full-time employees (Cost Accountants) in the Firm - 1 mark for each fully qualified assistant on roll as on 31st Jan'24.	<b>05</b>
6	Average Annual Turnover of the firm for last 3 years a. Above Rs. 2 crores – 10 marks b. Above Rs. 1 crore but less than Rs. 2 crores – 6 marks c. Above Rs. 50 lakhs but less than Rs. 1 crore – 4 marks d. Less than Rs. 50 lakhs – 2 marks	<b>10</b>
	<b>Total Marks</b>	<b>100</b>



**MAHARASHTRA NATURAL  
GAS LIMITED**

**Tender for appointment of agency for Cost Audit of  
Financial Year 2024-25 and 2025-26 for MNGL, Pune.**

**Bid Doc. No.: MNGL/CP/2024-25/85**

**Sr. No. III: Bidding Philosophy & Evaluation and award of work**

Evaluation shall be done on following points:

1. Unit rates & estimated quantities shall be indicated for each item in Schedule of Rates". Bidder shall quote/mention overall discount in percentage in "Price Schedule" applicable on the unit rates, for evaluation and award. Non-acceptance of declared rates shall render the bid liable for rejection. Quoted % rates shall be applicable uniformly to all the SOR items (0, -).

**Bidders shall download the Schedule of Quantities & Prices i.e. Schedule of Rates, in XLS format and save it without changing the name of the file. Bidder shall quote fee (need to select at par and need to write 0% as Fee amount is fixed) a, thereafter, save and upload the file in folder mentioned as .xls (Price bid) only.**

2. Firm securing more than 60 marks will only be considered for evaluation.
3. Award shall be made to bidder securing highest marks as per above criteria.
4. All supporting proofs/documents in respect of evaluation criteria must be submitted with the bid. The Cost Accounting firms will be shortlisted strictly on the basis of documents submitted.
5. Evaluation shall be done on overall least cost basis and order shall be place on the L-1 bidder.
6. In case of tie for L-1 bidder, a firm with longer experience (i.e. based on the year of establishment) will be given higher priority.
7. If, even after applying the criteria as given in 6) above, there is a tie for L-1 bidder, a firm with a higher fellow member (s) of the Institute of Cost and Management Accountants of India will be given higher priority.
8. If, even after applying the criteria as given in 7) above, there is a tie for L-1 bidder, then the Firm with highest Average Annual Turnover of last 3 financial years will be given higher priority.

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for appointment of agency for Cost Audit of Financial Year 2024-25 and 2025-26 for MNG, Pune.</b></p> <p><b>Bid Doc. No.: MNG/CP/2024-25/85</b></p>
---	--

**Sr. No. IV: Scope of work**

**The scope of work includes but not limited to:**

1. To carry out the Cost Audit in accordance with the provisions of Companies Act, 2013, Companies (Cost Audit and Records) Rules 2014 along with amendments from time to time and Orders/notifications issued by Ministry of Corporate Affairs.
2. To carry out Cost Audit in adherence to Cost Accounting Standards
3. To complete Cost Audit and submit Cost Audit Report within the timelines stipulated.
4. Preparation of Cost Audit Report in XBRL or any other format prescribed by Govt from time to time within the scheduled date specified by Govt. and support in filing the same on portal of Ministry of Corporate Affairs.
5. To share copies of (physical and soft) Cost Audit Report, XBRL file along with working and Annexures prepared in support of audit.
6. Attending formal meetings with Management, Audit Committee and Board of Directors in connection with Cost Audit work.



**MAHARASHTRA NATURAL  
GAS LIMITED**

**Tender for appointment of agency for Cost Audit of  
Financial Year 2024-25 and 2025-26 for MNGL, Pune.**

**Bid Doc. No.: MNGL/CP/2024-25/85**

**Sr. No. V: Cost Audit Fee**

- A) For FY 2023-24 Cost audit fees shall be Rs. 3,29,350/- + GST as applicable**
- B) For FY 2024-25 Cost audit fees shall be Rs. 3,45,820/- + GST as applicable**

Note: Unit rates & estimated quantities shall be indicated for each item in the Schedule of Rates". Bidder shall quote/mention overall discount in percentage in "Price Schedule" applicable on the unit rates, for evaluation and award. Non-acceptance of declared rates shall render the bid liable for rejection. Quoted % rates shall be applicable uniformly to all the SOR items (0, -).

**Bidders shall download the Schedule of Quantities & Prices i.e. Schedule of Rates, in XLS format and save it without changing the name of the file. Bidder shall quote fee (need to select at par and need to write 0% as Fee amount is fixed) a, thereafter, save and upload the file in folder mentioned as .xls (Price bid) only.**

**Format of the Offer:**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details of Supporting documents</b>
1.0	Name of the Cost Audit Firm:	
2.0	Office Address: I. Permanent Address II. Correspondence Address III. Telephone No. IV. Email Address V. Website	
3.0	Year of establishment of firms with ICAI: I. Year of Establishment II. Firm Registration No. III. GST Registration No. IV. Permanent Account No. (PAN) of Firm	
4.0	Number of Partners/Employee (Fellow/Associate): I. Number of Partners/Employee (Fellow/Associate) II. Number of Fully qualified /Semi qualified assistants III. Date of Joining Firm (Mention Name, Address, Practicing Membership number of each Partner/Employee clearly specifying - Associate/Fellow)	



**MAHARASHTRA NATURAL  
GAS LIMITED**

**Tender for appointment of agency for Cost Audit of  
Financial Year 2024-25 and 2025-26 for MNGL, Pune.**

**Bid Doc. No.: MNGL/CP/2024-25/85**

5.0	Experience of Cost Audit in Manufacturing/Oil and Gas Sector Company I. Name of the Company II. Year of Audit	
6.0	Turnover of the Cost Audit Firm: {Mention Turnover of the firm for FY 2021-22 To FY 2023-24 (Audited/certified accounts)}	

**Note:**

- Documentary evidence in support of all the information provided above by the applicant must be furnished along with the application.
- All the pages of the offer documents submitted are to be signed with the seal of the firm.
- Details in extra sheet(s) in respect of any of the above-mentioned particulars, if required, can be furnished with signature & seal of the applicant/firm.

Yours Faithfully,  
(Signature of the Bidder, with Official Seal)



**MAHARASHTRA NATURAL  
GAS LIMITED**

**Tender for appointment of agency for Cost Audit of  
Financial Year 2024-25 and 2025-26 for MNGL, Pune.**

**Bid Doc. No.: MNGL/CP/2024-25/85**

(To be given on Company Letter Head)  
**FORMAT FOR TENDER ACCEPTANCE LETTER**

Date:

To,  
M/s. Maharashtra Natural Gas Ltd.  
Pride Purple Coronet, 2<sup>nd</sup> Floor,  
Baner Road, Baner, Pune – 411045

Sub.: Acceptance of Terms & Conditions of Tender.

Tender Reference No.:

Name of Tender / Work:

Dear Sir / Madam,

1. I/ We have downloaded/obtained the tender document(s) for the above-mentioned 'Tender/Work' from the website (s) namely: \_\_\_\_\_ as per your advertisement, given in the above-mentioned website(s).
2. I/ We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of the above-mentioned tender document(s) / corrigendum(s) in its totality/entirety.
5. I / We do hereby declare that our Firm has not been put on Black / Holiday list by MNGL / MoP&NG / Oil Public Sector Enterprise(s).
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,  
(Signature of the Bidder, with Official Seal)



 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for appointment of agency for Cost Audit of Financial Year 2024-25 and 2025-26 for MNG, Pune.</b></p> <p><b>Bid Doc. No.: MNG/CP/2024-25/85</b></p>
---	--

**Sr. No. VI: Schedule of rates**

**Item: Tender for Appointment of agency for Cost Audit of Financial Year  
2024-25 and 2025-26 for MNG, Pune.**

**Bid Doc. No. MNG/CP/2024-25/85.**

**Schedule of Rates (SOR) is enclosed on e-tendering portal.**

**Evaluation Formula: Evaluation shall be done as per Sr. No. II: Eligibility Criteria.**

**General Note:**

1. Unit rates & estimated quantities shall be indicated for each item in Schedule of Rates". Bidder shall quote / mention overall discount in percentage in "Price Schedule" applicable on the unit rates, for evaluation and award. Non-acceptance of declared rates shall render the bid liable for rejection. Quoted % rates shall be applicable uniformly to all the SOR items (0, -).
2. **Bidders shall download the Schedule of Quantities & Prices i.e. Schedule of Rates, in XLS format and save it without changing the name of the file. Bidder shall quote fee (need to select at par and need to write 0% as Fee amount is fixed) a, thereafter, save and upload the file in folder mentioned as .xls (Price bid) only.**

**Bidder's Signature & Seal**