



**MAHARASHTRA
NATURAL GAS LIMITED**

**Appointment of agency for Cost Audit of Financial Year
2023-24 and 2024-25 for MNGL, Pune**


BID NO. MNGL/CP/2023-24/81



MAHARASHTRA NATURAL GAS LTD., PUNE
(A joint venture of GAIL (India) Ltd & BPCL)

**Appointment of agency for Cost Audit of Financial Year 2023-24 and 2024-25
for MNGL, Pune.**

BID DOCUMENT NO. MNGL/CP/2023-24/81 Dated 24.08.2023

 MAHARASHTRA NATURAL GAS LIMITED	Appointment of agency for Cost Audit of Financial Year 2023-24 and 2024-25 for MNGL, Pune BID NO. MNGL/CP/2023-24/81
---	---

INVITATION FOR BIDS (IFB)


BID DOCUMENT NO.: MNGL/CP/2023-24/81

Date: 24.08.2023

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.

Tender document number	MNGL/CP/2023-24/81 dated 24.08.2023
ITEM(S)	Appointment of agency for Cost Audit of Financial Year 2023-24 and 2024-25 for MNGL, Pune
TYPE OF BID	Limited Tender
EARNEST MONEY/ BIDSECURITY	Not Applicable
TENDER FEE ((Non-refundable)	Not applicable
Pre-bid meeting date and time	NA
Bid Validity	120 Days
Bid submission due date and time	04.09.2023 till 15:00 Hrs. IST
Bid Submission at	https://etenders.gov.in
bid opening date and time	05.09.2023 at 16:00 Hrs. IST
Address	Maharashtra Natual Gas Ltd., Pride Purple Coronet, 2nd Floor, Baner Road, Baner, Pune Maharashtra Pune - 411045 Neeraj Bohra-9765898028
Contact details	Telephone: +91 (20) 25611000/1190/1155 Email: neeraj@mngl.in -9765898028

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

 MAHARASHTRA NATURAL GAS LIMITED	Appointment of agency for Cost Audit of Financial Year 2023-24 and 2024-25 for MNG, Pune BID NO. MNG/CP/2023-24/81
---	---

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 / e-Mudra or any Certifying Authority recognized by CCA India on e-Token/ 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

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 favourite' 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.
- (i) 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

 <p>MAHARASHTRA NATURAL GAS LIMITED</p>	<p>Appointment of agency for Cost Audit of Financial Year 2023-24 and 2024-25 for MNGL, Pune</p> <p>BID NO. MNGL/CP/2023-24/81</p>
---	--

requirements. This will facilitate the bid submission process faster by reducing upload time of bids.


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) Not Applicable
- (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) Not Applicable
- (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 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.

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 and further dealt as per provision of clause.

 <p>MAHARASHTRA NATURAL GAS LIMITED</p>	<p>Appointment of agency for Cost Audit of Financial Year 2023-24 and 2024-25 for MNGL, Pune</p> <p>BID NO. MNGL/CP/2023-24/81</p>
---	--


- (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 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 128bit 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

 <p>MAHARASHTRA NATURAL GAS LIMITED</p>	<p>Appointment of agency for Cost Audit of Financial Year 2023-24 and 2024-25 for MNG, Pune</p> <p>BID NO. MNG/CP/2023-24/81</p>
---	--

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

 <p>MAHARASHTRA NATURAL GAS LIMITED</p>	<p>Appointment of agency for Cost Audit of Financial Year 2023-24 and 2024-25 for MNGL, Pune</p> <p>BID NO. MNGL/CP/2023-24/81</p>
---	--

Sr. No.- I: Special conditions of assignment

1. Offer should be submitted only in the prescribed format duly signed by the firm, as per covering letter MNGL/CP/2023-24/81 dated 24.08.2023 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.
6. 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.
7. 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

9.0 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: -

- 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.



**MAHARASHTRA
NATURAL GAS LIMITED**

**Appointment of agency for Cost Audit of Financial Year
2023-24 and 2024-25 for MNG, Pune**

BID NO. MNG/CP/2023-24/81

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 MNG against any ongoing tender (s) where contract between MNG 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	Appointment of agency for Cost Audit of Financial Year 2023-24 and 2024-25 for MNGL, Pune BID NO. MNGL/CP/2023-24/81
---	---

Sr. No.- II: Eligibility Criteria:

- (a) Bidder must have head office Located in Pune.
- (b) 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.

In support of above Bidder must submit documentary evidence like membership card or partnership agreement

In absence of requisite documents, MNGL reserve the right to reject the bid without making any reference to the bidder.”


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 in the range **from -10% to +0% (at Par)** in terms of percentage (%), 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, -).

If bidders total quoted price is found lower beyond 10% of declared rates, then their offer will be rejected and will not be considered for further evaluation.

- 2) **Evaluation shall be done on overall least cost basis and order shall be place on the L-1 bidder.**
- 3) **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.**
- 4) **If, even after applying the criteria as given in 2 above, there is a tie for L-1 bidder, a firm with a higher fellow member (s) of the Institute of Cost Accountant will be given higher priority.**

 MAHARASHTRA NATURAL GAS LIMITED	Appointment of agency for Cost Audit of Financial Year 2023-24 and 2024-25 for MNGL, Pune BID NO. MNGL/CP/2023-24/81
---	---

- 5) If, even after applying the criteria as given in 3 above, there is a tie for L-1 bidder, then the Firm with highest Average Annual Turnover will be given higher priority.

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.
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.

2.0 Completion / Contract Period:

Assignment shall be completed as per statutory requirement & Instructions from Officer In Charge (OIC)

3.0 Payment Terms

The terms of payment shall be as follows:

100 % (hundred percent) payment shall be paid within 15 days, completion of the assignment and submission of Invoice & necessary documents, certified by Officer In Charge (EIC) on pro rata basis.

4.0 PRICE REDUCTION SCHEDULE:

Time is the essence of the CONTRACT. In case the firm fails to complete the assignment within the stipulated period, then, unless such failure is due to Force Majeure as defined in contract here above or due to EMPLOYER's defaults, the total value of assignment placed by OIC shall be reduced by ½% of the total

 MAHARASHTRA NATURAL GAS LIMITED	Appointment of agency for Cost Audit of Financial Year 2023-24 and 2024-25 for MNG, Pune BID NO. MNG/CP/2023-24/81
---	---

value of assignment placed by OIC per complete week of delay or part thereof subject to a maximum of 5% of the assignment value, by way of reduction in price for delay and not as penalty.

The decision of the Officer-in-charge in regard to applicability of Price Reduction Schedule shall be final and binding on the firm.

All sums payable under this clause is the reduction in price due to delay in completion period at the above agreed rate.

Sr. No. – V: Cost Audit Fee

- A) For FY 2023-24 Cost audit fees shall be Rs.3,00,000/- + GST as applicable**
- B) For FY 2024-25 Cost audit fees shall be Rs.3,30,000/- + GST as applicable**

Note 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 in the range **from -10% to +0% (at Par)** in terms of percentage (%), 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, -).

If bidders total quoted price is found lower beyond 10% of declared rates, then their offer will be rejected and will not be considered for further evaluation.

 MAHARASHTRA NATURAL GAS LIMITED	Appointment of agency for Cost Audit of Financial Year 2023-24 and 2024-25 for MNGL, Pune BID NO. MNGL/CP/2023-24/81
---	---

FORMAT FOR TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head) Date:

To, M/s Maharashtra Natural Gas Limited
Pride Purple Coronet, 2nd Floor,
Baner Raod, 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 web site(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 above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. / 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.

 MAHARASHTRA NATURAL GAS LIMITED	Appointment of agency for Cost Audit of Financial Year 2023-24 and 2024-25 for MNGL, Pune BID NO. MNGL/CP/2023-24/81
---	---

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

SECTION – VI

SCHEDULE OF RATES FOR

Tender for Appointment of agency for Cost Audit of Financial Year 2023-24 and 2024-25 for MNGL, Pune

BID NO. Bid No.: MNGL/CP/2023-24/81

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

Evaluation Formula: Evaluation shall be done as per Sr. No.- II of 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 in the range **from -10% to +0% (at Par)** in terms of percentage (%), 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, -).

If bidders total quoted price is found **lower beyond 10% of declared rates**, then their offer will be rejected and will not be considered for further evaluation.

Bidder's Signature & Seal _____