

 MAHARASHTRA NATURAL GAS LIMITED	Tender for Appointment of agency for Cost Audit of Financial Year 2021-22 & 2022-23 for MNGL, Pune. BID NO. MNGL/C&P/2021-22/90
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MAHARASHTRA NATURAL GAS LTD., PUNE

**Appointment of agency for Cost Audit of Financial Year 2021-22 &
2022-23 for MNGL, Pune.**

BID DOCUMENT NO. MNGL/CP/2021-22/90 DATED 19.08.2021

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INVITATION FOR BIDS (IFB)


BID DOCUMENT NO.: MNGL/CP/2021-22/90

Date: 19.08.2021

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/2021-22/90 dated 18.08.2021
ITEM(S)	Tender for Appointment of agency for Cost Audit of Financial Year 2021-22 & 2022-23 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 submission due date and time	24.08.2021 till 16:00 Hrs. IST
Bid Submission at	https://etenders.gov.in
bid opening date and time	25.08.2021 at 16:00 Hrs. IST
Address	Maharashtra Natural 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

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.

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1.0 BIDDING PROCEDURE

Bidding will be conducted through Open Domestic Tendering. Single Stage Two 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 MNG website 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 has to 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: MNG in no way shall be responsible if the bidder fails to apply due to non-possession of Digital Signature & non registration.

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

2.0 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 MNG website 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 letter-head 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 MNG 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.

THIS IS NOT AN ORDER

Yours faithfully,
for Maharashtra Natural Gas Limited, Pune

Neeraj Bohra
Dy. Manager (C&P)

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- Sr. No - I: Scope of work
- Sr. No. II: Evaluation Criteria
- Sr. No.- III: Special conditions of contract
- Sr. No. – IV: Cost Audit Fee
- Sr. no. -V: Format of Offer

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Sr. No.-I SCOPE OF WORK

1.0 Scope of the Work:

The scope of work includes but not limited to: -

1.1 To carry out the Cost Audit as per Section 148 (2) of The Companies Act, 2013 (Corresponding provisions of Section 233 B of The Companies Act, 1956)

1.2 Audit of the Cost Accounting Records for the FY 2021-22 & FY 2022-23 maintained by the company as per The Companies (Cost Accounting Records) Rules, 2011

1.3 Filing of Cost audit reports in XBRL format with MCA.

1.4 Sharing linked working file, linked excel/word file of signed audit report as well as linked excel file of XBRL report.

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 for each financial year.

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 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.

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Sr. No. II: Evaluation Criteria

- 1.0 Firms of Practicing Cost Accountants registered with the Institute of Cost Accountants of India (ICAI) shall be considered for Shortlisting /Appointment as Cost Auditors for conducting Cost Audit of the Company.
- 2.0 Cost Audit Firm will be selected in order of maximum evaluated weightage (Marks) as per following: -

Sr. No.	Criteria	Max. Weightage (Marks)
1	No. of years of Experience - 2 marks each for first 5 years, and 1 mark each for each subsequent year	20
2	No. of Cost Audit assignments in Oil and Gas Sector including CGD - 3 marks for each completed assignment	30
3	Number & experience of partners in the Firm (The partner should be Fellow /Associate Member of Institute of Cost Accountants of India) - 5 marks per Partner in full time practice of 5 years & more - 3 marks per Partner in full time practice of less than 5 years	30
4	No. of fully qualified assistants (Cost/Chartered Accountant) in the Firm - 2 marks for each fully qualified assistant	10
5	No. of Semi qualified assistants (Cost/Chartered Accountant) in the Firm - 1 mark for each semi qualified assistant	10
	Total Marks	100

3.0 **Award shall be made to the bidder securing highest marks as per above criteria**

4.0 **In case of a tie, the following sequence shall be adopted for selection:**

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- 4.1 Firm of Cost Accountants with longer experience shall be given preference based on the year of registration.**
- 4.2 Firm with a higher number of Fellow and/or Associate Members of the Institute of Cost Accountants of India as partners/employee shall be given preference.**
- 5.0 Pre-requisites for considering rankings:**

All supporting proofs/ documents in respect of evaluation criteria must be submitted with the application. Cost Audit Firms will be shortlisted strictly on the basis of documents submitted.

Sr. No.- III: Special conditions of assignment

1. Offer should be submitted only in the prescribed format duly signed by the firm, as per covering letter MNG/C&P/2021-22/90 dated 19.08.2021 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 Dy. Manager (C&P).
3. The firm should fill all the parameter for all items in the evaluation form.
4. All entries in the bid documents should uploaded correctly. Corrections, if any, should be attested by full signature of the firm
5. 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

Sr. No. – IV: Cost Audit Fee

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A) For FY 2021-22 Cost audit fees shall be Rs.2,75,000/- + GST as applicable

B) For FY 2022-23 Cost audit fees shall be Rs.3,02,500/- + GST as applicable

Sr. No. – V: Format of the Offer

Sr. No.	Particulars	Details of Supporting documents
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)	
5.0	Experience of Statutory Cost Audit in Oil and Gas Sector Company I. Name of the Company II. Year of Audit	
6.0	Experience of Statutory Cost Audit of Company other than Oil & Gas sector I. Name of the Company II. Year of Audit	
7.0	Turnover of the Cost Audit Firm: {Mention Turnover of the firm for FY 2018-19 (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.

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- 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.

(Signature and seal of the firm)

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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. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
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)