



NLC INDIA LIMITED

(Formerly NEYVELI LIGNITE CORPORATION LIMITED)

(A “Navratna” Government of India Enterprise)

CORPORATE OFFICE: Block-1, Neyveli - 607 801, Cuddalore District

CIN: L93090TN1956GO1003507

OFFICE OF THE CHIEF GENERAL MANAGER / CONTRACTS & IE CORPORATE CONTRACTS DIVISION

DOMESTIC COMPETITIVE BIDDING THROUGH E-TENDER NOTICE INVITING FOR EXPRESSION OF INTEREST FOR

Empanelment of Partnership/ Limited Liability Partnership Firms of Chartered / Cost accountants for conducting Internal Audit in NLC India Limited (including branches) and its subsidiaries for the financial years 2022-23, 2023-24 and 2024-25.

Tender No: CO CONTS/0001N/Corporate Internal Audit Dept/Internal Audit/ e-contrs /2022, dt.07.01.2022

Date & Time of Opening of EOI Tender: 03.02.2022 @ 15.00 Hrs.

Phone: 04142 - 212308/251620

E-Mail: corporate.conts@nlcindia.in

Website: www.nlcindia.in

Registered Office:

No.: 135, EVR Periyar High Road, Kilpauk, Chennai-600 010.

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SCHEDULE OF TENDER (SOT)

NLCIL TENDER No.	CO CONTS/0001N/Corporate Internal Audit Dept / Internal Audit/e-Contra/2022, dt. 07.01.2022
Name of Work	Empanelment of Partnership/ Limited Liability Partnership Firms of Chartered / Cost accountants for conducting Internal Audit in NLC India Limited (including branches) and its subsidiaries for the financial years 2022-23, 2023-24 and 2024-25.
Mode of Tender	DOMESTIC COMPETITIVE BIDDING – e-Tendering System in single cover (Online containing QR, Techno-Commercial Bid)
Date of EOI Tender document available to firms in NLCIL NeAt online portal to download	07.01.2022
Date of Starting of e-Tender for submission of on-line Bid	10.01.2022 from 11.00 Hrs. (IST)
Last Date & Time for submission of Online Bid	03.02.2022 at 14.30 hrs. (IST)
Date & Time of opening Online Bid	03.02.2022 at 14.30 hrs. (IST)

SECTION – A
DOMESTIC COMPETITIVE BIDDING
Through e-tender
NOTICE INVITING EXPRESSION OF INTEREST (EOI)
FOR

Empanelment of Partnership/ Limited Liability Partnership Firms of Chartered / Cost accountants for conducting Internal Audit in NLC India Limited (including branches) and its subsidiaries for the financial years 2022-23, 2023-24 and 2024-25.

Online Expression of Interest (EOI) in English are invited by NLC India Limited, Neyveli for Empanelment of Partnership/ Limited Liability Partnership Firms of Chartered / Cost accountants for conducting Internal Audit in NLC India Limited (including branches) and its subsidiaries for the financial years 2022-23, 2023-24 and 2024-25 as detailed below:

Tender No.CO CONTS/0001N /Corporate Internal Audit Dept/Internal Audit/ e-Conts /2022, dt.07.01.2022		
i	Name of work: Empanelment of Partnership/ Limited Liability Partnership Firms of Chartered / Cost accountants for conducting Internal Audit in NLC India Limited (including branches) and its subsidiaries for the financial years 2022-23, 2023-24 and 2024-25.	
ii	Date of EOI Tender document available to firms in NLCIL NeAt online portal to download	07.01.2022
iii	Date of Starting of e-Tender for submission of on-line Bid	10.01.2022 from 11.00 Hrs. (IST)
iv	Last Date & Time for submission of Online Bid	03.02.2022 at 14.30 hrs. (IST)
v	Date & Time of opening of Online Bid	03.02.2022 at 15.00 hrs. (IST)

For further details such as Qualifying Requirements, Scope of work, Amendments/Errata/corrigendum/clarifications etc., please visit our website: www.nlcindia.in / (<https://procure.nlcindia.in> or Central Public Procurement Portal (CPPP) of Government of India website: www.eprocure.gov.in or contact:

The Chief General Manager/Contracts & IE,
Corporate Office, NLC India Ltd.,
Block-1, Neyveli– 607 801, Tamil Nadu.
Phone: 04142 – 212308, 251620 Fax 04142 – 252645/252646
E-Mail ID: corporate.conts@nlcindia.in, gmconts@gmail.com

CHIEF GENERAL MANAGER/CONTRACTS & IE

SECTION -B

DOMESTIC COMPETITIVE BIDDING

Through e-tender

EXPRESSION OF INTEREST (EOI)

DETAILED NOTICE INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF PARTNERSHIP/ LIMITED LIABILITY PARTNERSHIP FIRMS OF CHARTERED / COST ACCOUNTANTS FOR CONDUCTING INTERNAL AUDIT IN NLC INDIA LIMITED (INCLUDING BRANCHES) AND ITS SUBSIDIARIES FOR THE FINANCIAL YEARS 2022-23, 2023-24 AND 2024-25.

Tender No.CO CONTS/0001N/Corporate Internal Audit Dept /Internal Audit/ e-Conts /2022, dt.07.01.2022

1.0 INTRODUCTION:

The NLC INDIA LIMITED (NLCIL), (formerly Neyveli Lignite Corporation Limited) is a Navratna PSU, Government of India Enterprise functioning under the administrative control of the Ministry of Coal, registered under the Indian Companies Act 1956, engaged in mining of Lignite & Coal and Power generation. NLCIL has also ventured into Solar and Wind power generation.

1.1 ABOUT NLC INDIA LIMITED:

The NLC INDIA LIMITED (formerly Neyveli Lignite Corporation Limited) (NLCIL) is a Navratna, Government of India enterprise registered under the Indian Companies Act 1956, engaged in mining of lignite and power generation in Neyveli, Tamil Nadu State and Barsingsar, Rajasthan State in India. NLCIL is a Central Government Public Sector Undertaking (PSU) functioning under the administrative control of the Ministry of Coal.

NLCIL views its business as an opportunity to set up the mechanisms for sustainable socio-economic development of its operating regions and also for contributing to the Nation Building Efforts.

A pioneer among the public sector undertakings in energy sector, NLCIL operates:

- ❖ Three highly mechanized opencast Lignite Mines (28.5 Million Tonnes per Annum) at Neyveli and one Lignite Mine (2.1 Million Tonnes per Annum) at Barsingsar, Rajasthan with a total capacity of **30.6 MTPA**.
- ❖ Four Lignite based Thermal Power Stations (3,390 Mega Watt) in Neyveli and one Lignite based Thermal Power plant in Barsingsar, Rajasthan (250 Mega Watt) with a total capacity of **3,640 MW**.
- ❖ On green energy front it operates a Solar Power Plant of **141.06 MW** (130MW+10 MW+1.06 MW) capacity at Neyveli.
- ❖ Solar Power Plant of 500 MW commissioned in 2018-19 and 709 MW commissioned in 2019-20 in various districts of Tamilnadu
- ❖ 20 MW capacity Solar Power project was commissioned May 2020 at Andaman & Nicobar Island
- ❖ Wind Power plant of 51 MW at kzhuneerkulam, Tirunelveli, Tamilnadu.

- ❖ A coal based Thermal Power Station of 1000 MW - NTPL at Tuticorin, Tamil Nadu as a joint venture between NLC India Limited and TANGEDCO (89:11).

On Going Projects:

- ❖ Expansion of Mine-I 10.50 MTPA (Area Expansion) & Expansion of Mine-IA (From 3.0 MTPA to 7.0 MTPA) at Neyveli (Project put on hold)
- ❖ Barsingsar Thermal Power Project Expansion (250 MW), Barsingsar, Rajasthan (Project put on hold)
- ❖ Bithnok Thermal Power Project (250 MW), Bithnok, Rajasthan (Project put on hold)
- ❖ Pachwara South Coal block (11 MTPA), Jharkhand, allotted by GOI as a linked mine to NUPPL – A JV between NLCIL & UPRVUNL (51:49)
- ❖ Talabira II & III Coal Block (20.0 MTPA), Odisha, allotted to NLCIL as linked mine to proposed Odisha Thermal Power Project and operating Thermal Power Plant of NTPL at Tuticorin.
- ❖ NLC INDIA LIMITED has also formed a joint venture (JV) company with Uttar Pradesh Rajya Vidut Utpadan Nigam Limited (UPRVUNL) in the name of Neyveli Uttar Pradesh Power Limited (NUPPL) to set up a coal based supercritical power plant with a capacity of 1980 MW (3 x 660 MW) in the state of Uttar Pradesh at Ghatampur Tehsil, Kanpur Nagar.
- ❖ NLC India Limited also formed a Joint Venture Company with Coal India Ltd (CIL), in the name of 'Coal Lignite Urja Vikas Private Limited, (CLUVPL)', incorporated on 10.11.2020 to venture into various Solar and Thermal Power projects across India is in the process of participating in 2500MW Solar Energy Corporation of India's (SECI) tender.
For more details on the activities of NLCIL, please refer to www.nlcindia.in

2.0 EXPRESSION OF INTEREST:

NLC India Limited, a Government of India Enterprise, invites expression of interest (EOI) through Domestic Competitive Bidding (DCB) Mode from reputed Indian Chartered / Cost Accountant Audit Firms (Partnership/ Limited Liability Partnership) for empanelment as Internal Auditors for the financial years 2022-23, 2023-24 and 2024-25.

The format of application along with annexures and selection criteria etc. which can be downloaded are available on NLCIL website www.nlcindia.in under Tender >> E-Auctioning and Tendering - NeAT (<https://procure.nlcindia.in>) or Central Public Procurement Portal (CPPP) of Government of India web site: www.eprocure.gov.in.

(Please click the tab “Tender” on the home page and “E-Auctioning and Tendering” (NeW) on the next screen) of www.nlcindia.in

3.0. PROJECTS/STATIONS COVERED IN THE AUDIT:

Sl. No.	Name of the Unit	Site location	Nearest Railway station	Nearest Air Port
1.	Neyveli Units: Mine I & Expansion, Mine- IA, TPS-I Expansion, Land Acquisition Department, CTO - Mechanical Service and Mines Technical Division	Neyveli	Neyveli	Chennai
2.	Neyveli Units: TPS – I, TPS-II and Mine II & Expansion	Neyveli	Neyveli	Chennai
3.	Neyveli Units: General Hospital, MMC, NNTPS, Corporate Contract Branch and Thermal Contracts Division	Neyveli	Neyveli	Chennai
4.	Neyveli Units: Corporate Office – Establishment (including L& DC), Taxation Cell and Treasury, NLCIL PF Trust, Pension Cell and PBD inclusive of Solar & Wind projects and New Projects. Chennai Units: Commercial and RM Chennai	Neyveli	Neyveli	Chennai
5.	Neyveli Units: Township Administration (Including Education & Horticulture department), New Service Unit (including transport department), TPS II Expansion, CTO– Civil & Pre casting Yard and CSR Department	Neyveli	Neyveli	Chennai
6.	Barsingsar- Mine and Thermal – Rajasthan Unit	Barsingsar	Bikaner	Jodhpur
7.	Talabira –Mines & Thermals (Thermal under Construction) - Odisha	Talabira	Raigarh	Ranchi
8.	NTPL – Thermals – Tuticorin	Tuticorin	Tuticorin	Tuticorin
9.	NUPPL – Thermal under construction – Kanpur	Kanpur	Kanpur	Lucknow

4.0. AUDIT SCOPE AND COVERAGE:

4.1. GENERAL:

The audit scope and coverage detailed in this section is the minimum requirement expected from the audit firms. Detailed scope and coverage of audit provided in Internal Audit Manual. Further, whenever Internal Audit manual is updated, audit shall be conducted according to revised scope and coverage. This section deals only with regular, routine internal audit and specifically does not cover EDP audit and Project audit, for which the audit programme is dealt with separately.

It is recommended that the internal controls to be reviewed in the first visit in the year for all the critical operational areas and suitable extension of coverage may be considered for areas identified to reflect internal control weaknesses.

Specifically, it must also be noted that where anomalies/errors are noticed in the sample verified, extent of check may have to be suitably.

4.2. SCOPE AND COVERAGE FOR AUDIT OF VARIOUS UNITS:

Audit Scope and Coverage – Financial transactions:

This coverage shall be applied to all units as set up in the Online Financial Accounting System and SAP.

Wherever, “Random” sample is specified for extent of coverage, stratified sample shall be chosen to cover at least 25 transactions per quarter in respect of each of the transactions. Such samples may also be stratified in the value range not covered by specified 100% coverage to ensure representation of transactions from all value levels in the sample chosen for audit.

Wherever samples are taken, care shall be given to cover transactions relating to all profit centers.

In all financial transaction verification, the following shall be ensured, in addition to specific checks and controls detailed in the respective Annexures:

- a) Authorisation and whether it is in line with the delegated powers of the Corporation
- b) Adequate supporting's
- c) Accuracy in accounting, including the Unit code, Profit Centre and Cost Centre etc.
- d) Correctness of classification of the amount paid / received, especially with respect to Capital / revenue.

- e) List of compliances to be verified at every quarter end (Compliance Audit).
- f) All CAG assurances of past 5 years to be reviewed, so that, there is no reputation of similar queries in future.
- g) All purchase orders (POs) to be verified.

Sl.	Area of audit coverage	Extent of coverage	Annexure Ref of Internal Audit Manual
1	Cash Receipts/ Payments	Unit matrix	1
2	Cash closing	Review	1
3	Bank receipts /payments	Unit matrix	1 & 2
4	Intra unit bank transfer	Unit matrix	1 & 2
5	Inter unit bank transfer	Unit matrix	1 & 2
6	Bank transactions on behalf of other units	Unit matrix	1 & 2
7	Bank closing	Review	1 & 2
8	Cash Verification	100%	3
9	Journal Vouchers	Unit matrix	4
10	Bank Reconciliation	Verification at the end of the Quarter	5
11	Advance receipts / Payments	Unit matrix	6
12	Refund of advance	Unit matrix	7
13	Adjustment of Advance	100%	8
14	Provision for doubtful debts/Advances	100%	9
15	Write off/write back of doubtful debts/advances	100%	9
16	Bills receivable	Unit matrix	10
17	Bills receivable collected	Unit matrix	10
18	Debit/ Credit notes	Unit matrix	10/12
19	TDS certificate received and pending	Review	11
20	Bills payable	Unit matrix	12
21	GST payments	100%	
22	Bills payable settled	Unit matrix	12
23	Reversal of Bills payable	100%	12
24	Contract Advance payments	Unit matrix	12
25	Contract bill accounting	Unit matrix	12
26	Contract bill payments	Unit matrix	12
27	Contract bill adjustment and reversal of liability	100%	12
28	Refund of Contract advances	100%	12
29	Refund of recoveries	Unit matrix	12

30	Inter unit adjustment account transaction	Unit matrix	13
31	Inter unit supplies and services transaction	Unit matrix	13
32	Contract EMD received	Unit matrix	14
33	Refund of EMD	Unit matrix	14
34	Release / transfer of EMD	Unit matrix	14
35	Forfeiture of EMD/BG	100%	14
36	Review of contracts awarded		15
	• All contracts over 10 lakhs	100%	
	• Others	Random	
37	Payment of TDS on contracts	100%	16
38	TDS certificates issued and pending	Review	16
39	Fixed Assets bills payable	Unit matrix	17
40	Fixed Asset capitalisation	Unit matrix	17
41	Transfer of fixed Assets	Unit matrix	17
42	Write off fixed assets	100%	17
43	Depreciation	Review	18
44	Sale of assets	Unit matrix	19
45	Capital work in Progress	Review	22
46	Employee Accounts	Review	23
47	Customers/ vendors/contractors ledger	Review	24 & 25
48	General Ledger	Review	27
49	Master tables		
	• Additions during Audit period		
	• Deletions/ modifications during audit period		
	• All master tables		

“Unit Matrix” for extent of coverage based on value limits. A random coverage of the transactions below the value limit is also required in these cases

(Rs. in lac)

Sl.	Area of Audit	Value limit above which 100% coverage				
		Corp.	Mines	Thermals	TA/MMC	Other Units
1	Cash Receipts/Payment	0.10	0.10	0.10	0.05	0.05
3	Bank Receipts/ Payments	1.00	1.00	1.00	1.00	0.25
4	Intra Unit bank transfer	5.00	5.00	5.00	2.50	1.00
5	Inter unit bank transfer	10.00	10.00	10.00	5.00	5.00
6	Bank transactions on behalf of other units	1.00	1.00	1.00	1.00	0.50

9	Journal Vouchers	1.00	1.00	1.00	1.00	0.50
11	Advance receipts /Payments	5.00	5.00	5.00	5.00	1.00
12	Refund of advance	5.00	5.00	5.00	5.00	1.00
16	Bills receivable	10.00	10.00	10.00	5.00	2.00
17	Bills receivable collected	10.00	10.00	10.00	5.00	2.00
18	Debit/ Credit notes	5.00	5.00	5.00	2.00	0.50
20	Bills payable	5.00	5.00	5.00	5.00	3.00
22	Bills payable settled	5.00	5.00	5.00	5.00	3.00
30	Inter unit adjustment account transaction	10.00	10.00	10.00	10.00	5.00
31	Inter unit supplies and services transaction	10.00	10.00	10.00	10.00	5.00
32	Contract EMD received	1.00	1.00	1.00	1.00	1.00
24	Contract advance payments	10.00	10.00	10.00	10.00	5.00
25	Contract bill accounting	10.00	10.00	10.00	10.00	5.00
26	Contract bill payments	10.00	10.00	10.00	10.00	5.00
33	Refund of EMD	1.00	1.00	1.00	1.00	0.25
34	Release /transfer of EMD	1.00	1.00	1.00	1.00	0.25
29	Refund of recoveries	5.00	5.00	5.00	5.00	1.00
39	Fixed Assets bills payable	5.00	5.00	5.00	5.00	5.00
40	Fixed Asset capitalisation	5.00	5.00	5.00	5.00	5.00
41	Transfer of fixed Assets	10.00	10.00	10.00	10.00	10.00
44	Sale of assets	5.00	5.00	5.00	5.00	5.00

Besides the above, the audit shall cover review of production records, inter unit supplies, stores, vendor balance, cost statement, employee remuneration and benefits etc., The unit wise detailed area of coverage is given in the Internal Audit Manual.

5.0. REPORTING REQUIREMENTS:

Internal Audit Reports should be divided into five separate parts, namely:

PART- I

5.1. IMPORTANT OBSERVATIONS, OBJECTIONS AND RESERVATIONS:

This part shall contain the auditors comments on all such irregularities or occurrences which auditors want to bring to the notice of management, along-with their financial implications, if any. This part shall also bring out deviations (non-compliances) by units from (with) policies, systems and procedures prescribed by NLC India Ltd. Any non-compliance with the matters/areas specified in the Guidelines for Internal Audit (to be provided at the time of appointment) shall also be identified here. The observations shall be arranged in self-contained paras, preferably with suitable titles.

PART – II

5.2. COMPLIANCE REPORT:

Auditors to Report on compliance of internal audit observations outstanding as at the end of the previous quarter (that is, as contained in the Report of the preceding quarter). For example, while submitting the internal audit report of Quarter – I for the current year (say, 2021-22) it may be ensured that a compliance report on audit observations contained in Quarter - IV report of the previous year (i.e., 2020-21) as well as on such observations contained in reports of earlier years, pending settlement, is included and details of corrective actions taken on those observations are furnished in the current year's Quarter – I audit report.

ACTIONS TAKEN STATUS ON PREVIOUS AUDIT OBSERVATIONS AND AGEING

Ageing	No of observation	No of observations resolved	Balance observations

PART – III

5.3. REPORT ON TESTING OF EFFECTIVENESS OF INTERNAL CONTROLS:

An element of risk-based auditing has been made a part of the scope of Internal Audit. This has been done by the inclusion of a checklist w.r.t the Internal Control Framework in vogue in NLC India Ltd. For this purpose, a separate checklist for testing the effectiveness of certain chosen controls has been included in the Guidelines for Internal Audit which will be issued along with the appointment letter. The said checklist also details the process involved for conducting such tests. Auditors are required to complete the procedure outlined in the checklist and include their findings in Part III of their report.

PART-IV

5.4. REPORT ON CONTRACTS / P.Os PLACED ON SINGLE TENDER BASIS:

It has been decided that internal auditors will report separately on Contracts / Work Orders (W.Os)/Purchase Orders (P.Os) placed on Single Tender basis. The coverage of such contracts and the format for such reporting is included in the Guidelines for Internal Audit (to be provided at the time of appointment) which may kindly be adhered to.

PART – V

5.5. REPORT ON CAG AUDIT (i.e., AUDIT ASSURANCE / COMPLIANCE):

Internal auditors are also required to revisit the C&AG audit queries raised during previous years (at least for last five years) and audit assurance given by the management and its compliance status and must report the same in its audit report.

5.6. REPORT ON ACCOUNTS AND AUDIT MANUAL/ ACCOUNTING POLICY /ACCOUNTING PRACTICE:

Internal auditors are also required to revisit the Accounts and Audit Manual of the Company, various guidelines issued from time to time, accounting practice and policies and its relevance in the context of new INDAS, Taxation Standards, Companies Act'2013, Cost Accounting Standards, and other related development in the field of accounts and finance.

5.7. REPORT ON SYSTEM IMPROVEMENT AND INTERNAL FINANCE CONTROL:

Internal auditors are also required to report on various requirements for system improvement in different departments / divisions / units. Apart from visit the Accounts and Audit Manual of the Company, various guidelines issued from time to time, accounting practice and policies and its relevance in the context of new INDAS, Taxation Standards, Companies Act'2013, Cost Accounting Standards, and other related development in the field of accounts and finance.

5.8. DETAILED REPORT:

This part shall comprise auditor's detailed observations regarding areas specified in the Guidelines for Audit. However, non-compliance with the matters / areas specified in the Guidelines which are identified in Part I of the report, shall also be invariably detailed in Part V. While Contracts/W.Os. / P.Os placed on Single Tender basis shall be reported in Part – IV of the report, auditors shall report their findings on all Contracts/W.Os. / P.Os placed on other than Single Tender basis_in this Part (i.e. Part V), in the format included in the Guidelines for Internal Audit. The following may also be kindly ensured:

(a) The report should be supplemented, **in each quarter**, by a statement indicating:

- (i) Particulars of records checked along with their volume and value as compared to the total volume and value of the transactions. Auditors should also mention the entry date of the last document verified by them in the SAP system.
- (ii) A statement indicating the audit personnel deployed, their designation and the period of deployment in each quarter.

- (b)The report should also contain references to areas where no adverse observations have been noted. In respect of other areas, specific suggestions for improvement, if any, may also be highlighted for each area.
- (c)The results of audit should be discussed with Unit Heads and Unit Finance Heads in each quarter and important observations should be brought to their notice so that timely corrective actions may be taken. The report should be prepared after duly taking into account the additional information that may be provided / obtained at such discussions.
- (d)The reports are to be submitted in seven copies for each quarter of audit to the Corporate Internal Audit Department of NLC India Ltd., at Neyveli and soft copy of the report (word document) also need to be emailed to the following ids ia.fin.co@nlcindia.in and hia.co@nlcindia.in

Internal Auditors need to submit the **Annual report** along with Fourth Quarter (Q IV) report.

The annual report must contain observations which are repeating in past three quarters reports and same is not resolved as on date also. The annual report needs to be discussed with management and same will be submitted to the Audit committee for their review.

6.0. TERMS OF REFERENCE OF INTERNAL AUDIT FOR NLC India Ltd., AND ITS SUBSIDIARIES:

The terms of reference for conduct of Internal Audit in NLCIL and its Subsidiary Companies are detailed in Revised Internal Audit Manual.

Internal audit shall be conducted in 4 quarters and timelines are given below which shall be subject to variance depending upon the circumstances prevailing during the relevant time:

Quarter	Audit	Report by	Reply by Unit	Report to Audit Committee
April – June	5 th July	20 th July	25 th July	31 st July
July – Sep	5 th October	20 th October	25 th October	31 st October
Oct – Dec	5 th January	20 th January	25 th January	31 st January
Jan – March	10 th April	25 th April	30 th April	10 th May

6.1. AUDIT TEAM:

Auditors should deploy a suitable team for undertaking the audit, after a thorough perusal of the requirements of the appointment letter, terms & conditions contained therein and the Detailed Guidelines for Internal Audit, ensuring that the size of the audit team is commensurate with the size of the auditee unit and the volume of work involved. The Head of Finance of the Unit will coordinate with the Audit Team for smooth functioning of the audit.

It should be ensured that the audit team is headed at all times by a Chartered / Cost Accountant (who may be a Partner) with CISA / DISA and prior experience of auditing on the SAP-ERP platform. A minimum number of man-days are needed to be devoted at Project site by the firm in each quarter of audit. These are specified unit-wise in **Clause- 6.4**. If the dealing partner / team leader does not have CISA / DISA or does not have prior experience of auditing on the SAP-ERP platform, then another Chartered Accountant/Cost Accountant with such qualification / experience should be deployed in addition to the team leader / Partner for the duration of audit.

The Audit firm/LLP should not deploy/Sublease other audit firms Partners / Assistants for conducting the Internal Audit.

6.2. AUDIT REPORT:

The auditor should give report for each Quarter as per the requirement of **Clause-5**

6.3. AUDIT FEE, TRAVELLING EXPENSES & MINIMUM MANDAYS PER QUARTER

Audit fee and Minimum Man-days per Quarter of audit for each unit/station are given in **Clause 6.4**.

- The travelling expenses from Auditor's Office to Neyveli/Chennai/Barsingsar/ Tuticorin/ Kanpur and back or to any other place of audit including local travel by Auto will be reimbursed to you to actual against documentary evidence. However, you are requested to keep the travelling expenses to the barest minimum.
- The company shall provide free lodging at Neyveli and at other places of audit other than Chennai based on availability of Guest Houses. If Company Guest House not available, accommodation expenses will be reimbursed to you to actual against documentary evidence.
- If GST is applicable, will be paid as per the GST Act.

6.4. PAYMENT OF AUDIT FEES:

- (i) The Internal Audit fees & other expenses shall be paid after submission of final Internal Audit reports for each quarter and submission of the same to Audit Committee of the NLCIL Board of Director for review.
- (ii) Details of Fees per quarter, Man-days and combination of Auditee units for the Audit period under EOI are indicated in the table below. However, NLCIL shall be entitled alter the combination of auditee units/divisions located at Neyveli & Chennai while assigning the audit tasks from time to time.

Sl. No	Name of the Unit	State	Minimum man-days per quarter		Audit Fee per Qtr (Rs.) excluding GST.		
			Partner/CA/CMA (as Team Leader)	For other Team Members	2022-23	2023-24	2024-25
1.	Neyveli Units: Mine I & Expansion, Mine- IA, TPS-I Expansion, Land Acquisition Department, CTO - Mechanical Service and Mines Technical Division	Tamil Nadu	8	50	1,90,000	2,01,000	2,13,000
2.	Neyveli Units: TPS – I, TPS-II and Mine II & Expansion	Tamil Nadu	8	50	1,90,000	2,01,000	2,13,000
3.	Neyveli Units: General Hospital, MMC, NNTPS, Corporate Contract Branch and Thermal Contracts Division	Tamil Nadu	8	50	1,90,000	2,01,000	2,13,000
4.	Neyveli Units: Corporate Office – Establishment (including L&DC), Taxation Cell and Treasury, NLCIL PF Trust, Pension	Tamil Nadu	8	50	1,90,000	2,01,000	2,13,000

	Cell and PBD inclusive of Solar & Wind projects and New Projects. Chennai Units: Commercial and RM Chennai						
5	Neyveli Units: Township Administration (Including Education & Horticulture department), New Service Unit (including transport department), TPS II Expansion, CTO- Civil & Pre casting Yard and CSR Department	Tamil Nadu	8	50	1,90,000	2,01,000	2,13,000
6.	Barsingsar-Mine and Thermal – Rajasthan Unit	Rajasthan	6	30	77,000	82,000	87,000
7.	Talabira – Mines & Thermals (Thermal under Construction) - Odisha	Odisha	6	30	77,000	82,000	87,000
8.	NTPL – Thermals – Tuticorin	Tamil Nadu	6	30	77,000	82,000	87,000
9.	NUPPL – Thermal under construction – Kanpur	Uttar Pradesh	6	30	77,000	82,000	87,000

(ii) PAYMENT OF GST:

The GST for the above services shall be claimed by the Audit firm at actual against submission of invoice/ bills containing all details viz.,

a) Name of registered person/ company/ Firm

b) Address

c) GST registration Number

GST charged by the firm shall be subject to submission of GST registration certificate.

(iii) OUT OF POCKET EXPENSES:

I.DAILY ALLOWANCE:

a. Neyveli (including Chennai): - Out of Pocket expenses of Rs.450/- per man day subject to a ceiling of Rs.50,000/- per quarter, per Audit Firm.

b. Barsingsar Project/Rajasthan: Out of Pocket expenses of Rs.450/- per man day subject to a ceiling of Rs.20,000/- per quarter, per Audit Firm.

c. Talabira/Odisha: Out of Pocket expenses of Rs.450/- per man day subject to a ceiling of Rs.20,000/- per quarter, per Audit Firm.

d. NTPL/Tuticorin: Out of Pocket expenses of Rs.450/- per man day subject to a ceiling of Rs.20,000/- per quarter, per Audit Firm.

e. NUPPL/Uttar Pradesh: Out of Pocket expenses of Rs.450/- per man day subject to a ceiling of Rs.20,000/- per quarter, per Audit Firm.

II. TRAVELLING EXPENSES

Travelling expenses shall be reimbursed at actual as detailed below:

(i) Partners - Taxi / Air (Economy class)

(ii) Audit Staff - Bus / Train -Second A/C / local travel by Auto

(iv) FACILITIES TO BE PROVIDED BY THE COMPANY:

The Company shall provide free lodging facilities wherever applicable.

7.0. QUALIFYING REQUIREMENTS (QR):

TECHNICAL QUALIFICATION CRITERIA:

The Firm/LLP of Chartered Accountants/Cost Accountants, fulfilling all the Technical Qualification Criteria mentioned below alone shall be considered for further evaluation as per the clause 8.0 Selection Criteria for Empanelment of Audit Firms.

Sl. No	Criteria	Compliance	Type of Supporting documents
1	Years of establishment of the firm/LLP should be more than 10 years as on 01.01.2021	Yes / No (If yes, provide self-attested supporting	Firm Constitution Certificate/ICAI Firm CARD

		documents)	
2	The firm/LLP should have at least 5 (five) practicing chartered accountant partners as on 01.01.2021	Yes / No (If yes, provide self-attested supporting documents)	Firm Constitution Certificate/ICAI Firm CARD
3	Gross annual turnover of the firm/LLP should be more than Rs.10 lakh during three financial years immediately preceding the FY 2020-21 i.e from 2017-18 to 2019-20	Yes / No (If yes, provide self-attested supporting documents)	Signed Financials Statements and Income Tax Return filed

8.0. SELECTION CRITERIA (MARKS ALLOCATION) FOR EMPANELMENT OF AUDIT FIRMS WILL BE AS FOLLOWS:

Sl. No.	Particulars	Marks to be allocated	Maximum Marks	Type of Supporting Document
1.0	Year of Establishment of the Audit Firm/Limited Liability Partnership Firm	10 years as on 01.01.2021 – 5 marks More than 10 years – 1 mark for each additional year	15 (Fifteen)	Firm Constitution Certificate/ICAI Firm CARD
2.0	No. of Partners in the Firm/Limited Liability Partnership Firm who are with the Firm for a minimum period of one year as on 01.01.2021	5 Partners-5 marks More than 5 partners – 2 marks for each additional partner	15 (Fifteen)	Firm Constitution Certificate/ICAI Firm CARD
3.0	Number of partners with CISA / DISA qualification	2(two) per for each partner	04 (Four)	CISA/DISA certificate
4.0	No. of Qualified Assistants (Chartered/Cost Accountants) employed with in the Firm/LLP	2 (two) Per Qualified Assistant	10 (Ten)	Letter of Appointment and Form 16
5.0	No. of Articled Assistants with the Firm/LLP	1 (one) per each Articled Assistant	12 (Twelve)	Firm Constitution Certificate/ICAI Firm CARD
6.0	Gross annual Turnover of the firm/LLP during the FY 2019-20	10 lakh gross turnover – 5 marks More than 10 lakh gross turnover– 1 mark for each additional 5 lakh	12 (Twelve)	Signed Financials Statements and Income Tax Return filed

		gross turnover		
7.0	Audit Experience of firm/LLP on SAP platform in Statutory/Internal Audit of Central/State Government companies or listed company	2(two) per year of Audit per each company (fraction of the year to be ignored)	12 (Twelve)	Certificate from Auditee Company
8.0	Experience of the Firm/LLP in Power sector companies under control of Central/State Government or a listed company as Statutory/Internal Auditors	2(two) per year of Audit per each company (fraction of the year to be ignored)	10 (Ten)	Statutory Audit: Letter of appointment along with Signed copy of the Audit Report / Signed Copy of Financial Statements Internal Audit: Letter of appointment along with a certificate from Auditee company for Satisfactory performance of Audit
9.0	Experience of the Firm/LLP in Mining sector companies under control of Central/State Government or a listed company as Statutory/Internal Auditors	2(two) per year of Audit per each company (fraction of the year to be ignored)	10 (Ten)	Statutory Audit: Letter of appointment along with Signed copy of the Audit Report / Signed Copy of Financial Statements Internal Audit: Letter of appointment along with a certificate from Auditee company for Satisfactory performance of Audit
Total Marks			100 (Hundred)	

Note:

1. Partnership firms/LLPs which had been assigned the work of Internal Audit in NLC India Limited or its Subsidiary Companies for a term of three years consecutively (i.e., F.Y. 2019-20 to 2021-22), shall not be considered for empanelment for the period of three years from 2022-23 to 2024-25. Thus, these firms / LLPs need not apply for empanelment. **(Cooling Period)**
2. Only those Audit firms/LLP qualified on QR that secure 65% marks and above as per criteria given above shall be considered for empanelment.
3. As per the willingness, ranking will be done for each location
4. For Barsingsar, NTPL, NUPPL and Talabira work will be awarded to the highest ranker of each location.
5. For NLCIL, Neyveli and Chennai, work will be awarded to the top five ranked firms/LLP.
6. If less than 9 firms/LLP are qualified, highest ranked firm/s will be considered for more than one location.
7. Further, the appointed auditors to be selected under EOI for the first year of audit period will be rotated amongst the Units/Combination of Units at Neyveli & Chennai locations in the subsequent two years of audit period covered under EOI.

9.0. Willingness to Audit in NLCIL (Neyveli & Chennai), Barsingsar (NLCIL), Talabira (Odisha)(NLCIL), NTPL and NUPPL:

Sl.No.	Location of Audit	Willingness/ Preference
1	NLCIL (Neyveli & Chennai, Tamilnadu)	
2	NLCIL (Barsingsar, Rajasthan)	
3	NLCIL (Talabira, Odisha)	
4	NTPL (Tuticorin, Tamilnadu)	
5	NUPPL (Ghatampur, UP)	

Note:

1. Firms/LLP willing for the locations, shall give preference (1, 2, 3, 4, or 5)
2. Firms/LLP not willing to take up any location shall mark (-)

10.0. GENERAL TERMS AND CONDITIONS

- i. Only those Audit firms/LLPs qualified on QR that secure 65% marks and above as per criteria given in Clause-8 shall be considered for empanelment. If the secured marks will become tie, preference will be given to audit firms based on
 - a. Near to the location of the audit and
 - b. Number of partners in the audit firm/LLP
 - c. If tie remains in (a) and (b) for 2 or more firms, then firm/LLP will be selected on Lot basis.
- ii. This EOI is only for the purpose of short-listing/empanelment of Firms and does not carry any assurance for allotment of Internal Audit assignments.
- iii. Only empanelled firms/LLPs will be intimated about their selection in due course.

- iv. The Company reserves its right to accept or reject any application/s without assigning any reasons therefore. The decision of the Company for empanelment of the Firms will be final and binding upon the parties participating in the short-listing/empanelment.
- v. The appointment of an Audit Firm/LLP will be made from the empanelled list of firms keeping in perspective proximity of its office to the project/station/Unit.
- vi. The Internal Auditor will ensure that the information obtained in respect of the operation of the Unit is maintained in strict confidence and secrecy. A Certificate towards maintaining confidentiality is to be provided by the Internal Auditor, to whom appointment letter has been issued, at the time of acceptance of Audit assignment.
- vii. The appointment of the Audit Firm/LLP will be for three years w.e.f. 2022-23, renewable in 2nd and 3rd year (i.e., 2023-24 and 2024-25 respectively) subject to satisfactory performance of the Firm in the 1st and 2nd year.
- viii. On renewal of appointment after the first year's assignment, NLCIL may rotate teams of Internal Auditors from one unit to another within the Company.
- ix. In case the Audit Firms, which are already appointed as Internal Auditors, are subsequently appointed in NLCIL or its subsidiaries/Joint Venture companies under any statute or under any other obligation, the appointment of such Firm as Internal Auditor shall be withdrawn and fresh appointment from the panel shall be considered.
- x. If progress/performance of the audit team is not found satisfactory, NLCIL's management reserves the right to terminate the appointment of the Firm.
- xi. The Audit Firm/LLP will be suspended/banned in the following cases

(a)Suspension:

If the Performance of any firm/LLP is found to be unsatisfactory or if the conduct is under suspicion or in the event of any breach of the conditions committed by the firm/LLP or its Partners/ employees, will lead to suspension of Firm/LLP for a period of 6 months.

(b) Banning for 1 year:

Performing substandard works and failure to rectify the same even after reasonable extension is given to the Firm/LLP will lead to Banning for one (1) year.

(c) Banning for 2 years

Any of the following acts shall lead to Banning of Bidder/Contractor for (2) Two years.

- i. Wilful suppression of facts or furnishing of wrong information or manipulated/forged documents or using other illegal/unfair means.
- ii. If the Firm/LLP/Partners/employees are found to be guilty of involving in malpractices like bribery, corruption etc.
- iii. If the Firm/LLP withdraws/modifies/impairs/derogates his offer on his own after tenders are opened or fails to accept the LOA.

Any firm/LLP which is placed under Suspension/Banning by NLCIL will not be allowed to participate in any tender issued on or after the date of suspension/banning order and also if that firm/LLP has already participated in any tender, which is under process their bid will not be considered for further processing.

xii **Integrity Pact Programme**

- a) NLCIL is committed to have most ethical business dealing with the vendors, Bidders and Contractors of goods and services and deal with them in a transparent manner with Equity and Fairness.
- b) NLCIL being a signatory in implementing the Integrity Pact Programme with Transparency International India, all the bidders / contractors required to sign the 'Integrity Pact' during the submission of the Techno-Commercial bids / offers (as per format Appendix -I under Annexure – B)

10.1. (A) Instructions to Audit Firms:

1. Format of Application must be completely filled in. Incomplete applications will be rejected out rightly.
2. Please ensure that date of opening of Registered Office, Branch Office, entrance dates of all Partners into the firm, date of joining firm as qualified & semi-qualified assistants should be invariably indicated in the application.
3. All the qualifying requirement documents will be evaluated on the basis of the documents furnished along with applications. During the scrutiny of the documents if any documents or details regarding Qualifying Requirements are missing or any further / shortfall documentary evidences are required to satisfy QR, NLCIL shall address the Bidder to furnish the documents within stipulated time. Only one chance shall be allowed. Failure to furnish the requested documents, the offer will be processed with available documents in EOI bid.
4. Since, all the applications will be evaluated strictly on the basis of Selection Criteria as per clause No .8.0, **please avoid attaching unsolicited information/ documents for processing applications expeditiously.**
5. All submitted documents should be signed by a Partner with his name and under the seal of the firm.

10.2. (B) List of documents to be submitted along with the applications/ EOIs:

Interested audit firms are advised to go through contents of the EOI documents carefully and submit all attested copies of the following documents in proper sequence along with the EOIs as described hereinafter:

1. Registration certificate of the firm/LLP or constitution Certificate/ ICAI firm card issued by the Institute of Chartered Accountants of India and/or Institute of Cost Accountants of India. Information related to year of establishment of Head Office & Branch Office(s), addresses, details of partners and their membership nos. etc. as indicated in the Certificate will be treated as conclusive & final information for evaluation of EOIs.
2. Certificates of DISA/ CISA, if any, issued by the respective Institutes.

3. Membership certificates of the qualified assistants issued by the Institute of Chartered Accountants of India and/or Institute of Cost Accountants of India appointment letters issued by the firm/LLP and Form 16.
4. Certificates/ mark sheets issued by the respective Institutes in evidence of qualifications of Articled Assistants.
5. Signed copy of financial Statements/Income Tax Returns of the Firm/LLP
6. Experience certificate with respect to SAP from Auditee company
7. **Power and Mining sector experience:**
 - Statutory Audit:** Letter of appointment along with Signed copy of the Audit Report / Signed Copy of Financial Statements
 - Internal Audit:** Letter of appointment along with a certificate from Auditee company for Satisfactory performance of Audit
8. Copy of PAN Card.
9. Copy of GST Registration.
10. A cancelled cheque of the Bank to which payments will be made.
11. A copy of complete EOI document duly signed and sealed as a token of acceptance of all terms and conditions.
12. Integrity Pact as per Appendix -I filled and duly signed by the bidder

11.0. EOI DOCUMENTS SUBMISSION:

Online Documents

- a) The Bidder shall submit their EOI documents through online at NLCIL Portal NeAT <https://procure.nlcindia.in> after carefully examining the documents. The Bidder's name stated in the EOI Bid shall be the exact legal name of the firm.
 - b) Bidders shall ensure that all uploaded documents are duly authorized by a Partner with his name and under the seal of the firm. Further Bidders are required to submit an undertaking as a confirmation of acceptance of terms & conditions of this EOI tender.
 - c) Bidder may note that mere submission of filled in bid for enlistment and/or submission of additional information do not automatically entitle him to claim for enlistment. NLCIL at its sole discretion may invite or modify or annul the process without assigning reasons whatsoever.
 - d) Bidders to further ensure that EOI documents uploaded by NLCIL are being downloaded properly. Further, file related to particular Attachment/Schedule including their Annexure, Appendices, if any, shall be given name of that Attachment/Schedule only.
- Bid shall be hosted/ uploaded on the system as per time lines & the schedule specified on the EOI tender notification.

12.0. INSTRUCTION TO BIDDERS FOR SUBMISSION OF ONLINE BIDS THROUGH e-TENDER:

Bidders/Firms are requested to read the terms & conditions of this tender before submitting their online bids. In this document the terms "bidders" and "Bidders/firms" mean the one and same.

12.1 Pre-requisites for accessing NLCIL Website:

A. Software Requirements:

Operating system: Windows 7 & above.

- *Web browser: Google Chrome or Firefox or Edge or Internet Explorer 11 or above.*
- *Java JRE: JRE 1.8 or above.*
- *PDF reader: Adobe Acrobat Reader 8 or above.*

B. Digital Certificate:

- Bidder should have a legally valid **CLASS III Digital Certificates (i) Digital Signature, non-repudiation certificate (used for Signing) and (ii) Key Encipherment Certificate (used for encrypting Bid Document) with Organisation name** from any of the licensed Certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.

Ensure that all necessary trust certificates and drivers are installed as per CA's instruction and working properly. For detailed guidance about browser and Java configuration the bidders are advised to go through the guide available in the NeAT portal <https://procure.nlcindia.in>.

12.2 Enrollment:

Bidders interested to participate in the tender require to complete the enrollment process at NeAT <https://procure.nlcindia.in> to create their account / user id and password, if not done already.

Bidder(s) having a valid NeAT account with user id and password can only submit his/their bids online electronically. Bidders are required to make their own arrangement for bidding from a computer connected with Internet. NLCIL shall not be responsible for making such arrangements.

12.3 Payment of Tender Fee: Not Applicable

12.4 Bidding Process:

A. Preparation of Bid

- (i) The Bidder will be able to prepare his TECHNICAL BID, COMMERCIAL BID online using the respective forms in the system. For Guidelines, please refer to the help in the Portal.
- (ii) Before submission of bid, the Bidder can edit and save his bid any number of times till closing time for submission of the bid.
- (iii) After submission of bid, if Bidder wants to edit his submitted bid, then he has to first delete his submitted bid and then edit his bid and resubmit before closing time for submission of the bid. Only submitted

bids will be considered for evaluation. Any saved bids that are not submitted will be deleted by the system after the due date of opening.

- (iv) Bidder can attach files containing company profile details, scanned copies of dealership certificate, scanned copies of technical drawings, etc., which are required for the enquiry. The documents attached should be in PDF format.
- (v) File Size: 10MB is the maximum size of a single file that can be attached.

B. e-Bid Submission and Signing

- (i) Submission of e-bids online is a two-step process. In the first step, the Techno Commercial bid has to be filled and submitted. In the second step, these bids have to be digitally signed using Bidder's Digital Signature Certificate.
- (ii) Bidder cannot submit any offer after the due date and time stipulated in the e-Tender.
- (iii) All bids submitted by Bidder can be viewed by clicking on the link "Submitted bids" provided in the left menu of the corresponding Bidder's home page.
- (iv) All notices and correspondence to the bidder(s) shall be sent by email message only during the process till finalization of tender. Hence the bidders are required to ensure that their email address provided at the time of registration is valid and updated. Non-receipt of email will not entitle any bidder to lodge any claim and no complaint in this regard shall be entertained. Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
- (v) Bidders are advised to see the website regularly to remain updated with latest information to ensure that they do not miss out any corrigendum / addendum uploaded against the said e-tender after downloading the e-tender document. The responsibility of downloading the related corrigendum, if any, will be that of the bidders.

12.5 Process of e-Tender:

- (i) On the scheduled date and time of tender opening, Tender Opening Committee shall open online bids. Tender Opening Committee shall confirm Compliance of Important Tender Conditions.
- (ii) If a bidder desires to be present at the time of Tender Opening, he shall depute his representative(s) (not more than two persons) in time with due authorization for participating in the Tender Opening.

12.6 Bidding in e-Tender:

- a. In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- b. The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- c. All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Purchaser will form a binding contract between Purchaser and the Bidder for execution of work.
- d. It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- e. NLCIL reserves the right to cancel or reject or accept or withdraw or extend this bidding process without assigning any reason thereof.
- f. The server time shall be treated as final and binding. Bids recorded in the server before the bid closing time will only be treated as valid bid. Bidders are, therefore, advised to submit their bids well before the closing time of e-tender. If any bid reaches the server after the bid closing time as per server time, the same will not be recorded and no complaint in this regard shall be entertained.
- g. Bidders are advised to exercise caution in quoting their bids in e-tender to avoid any mistake. Bids once submitted cannot be recalled.
- h. Any order resulting from this bidding process shall be governed by the terms and conditions mentioned in the NIB.

13.0 DEADLINES FOR SUBMISSION OF APPLICATION AND EOI DOCUMENTS

Applications and EOI documents must be submitted online not later than the time and date stated in the Schedule. In the event of the specified date for submission of applications & EOI documents being declared a holiday for NLCIL, the applications will be received up to the appointed time on the next working day.

NLCIL may, at its discretion, extend this deadline for submission of applications by amending the Enlistment documents, in which case all rights and obligations of NLCIL and Bidders will thereafter be subject to the dead line as extended.

13.1 AMENDMENT TO THE EOI DOCUMENTS:

- a) At any time prior to the deadline for submission of Applications, NLCIL may, for any reason, whether at its own initiative, or in response to a clarification requested by a prospective Bidder, issue an amendment to the EOI documents.
- b) The Corrigenda/Amendment will be issued through NLCIL website under Tender >> E-Auctioning and Tendering - NeAT (<https://procure.nlcindia.in>) and Central Public Procurement Portal (CPPP) of Government of India website www.eprocure.gov.in. The amendments will be binding on Bidder(s) and it will be assumed that the information contained therein have been taken into account by the Bidders in its Application. Bidders are also advised to regularly

check NLCIL website and CPPP Portal regarding posting of Amendment/Corrigenda if any.

- c) In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bid, NLCIL may, at its discretion, extend the deadline for the submission of Applications.
- d) Bidders are advised to check regularly NLCIL website and CPPP Portal for updates.

14.0 OPENING OF EOI:

- a) NLCIL will open the online bids on the date and time specified in this EOI Tender Document. In the event of the specified date for the opening of applications being declared a holiday for NLCIL, the applications will be opened at the appointed time on the next working day.
- b) Bids submitted by Fax/Email or any other mode other than through NeAt portal of NLCIL shall be summarily rejected.
- c) Applications which are complete, complying and responsive to the requirements of the Empanelment Document will be considered for evaluation.

15.0 CANCELLATION EMPANELED FIRM:

- a) The Enlistment of agencies shall be cancelled by NLCIL in case of their poor performance, abandoning of allotted work and delay in completion of work and bankruptcy and activities detrimental to the interest of NLCIL. The decision of NLCIL in this regard shall be final and binding on the Empaneled firm/LLP.
- b) In case of change of name of the Empaneled firm/LLP without change of constitution/partners, the same shall be intimated along with proof of such change to NLCIL immediately but in no case later than thirty (30) days from the date of such change.

16.0 PERIOD OF EMPANELMENT:

This empanelment shall be valid for a period of (3) years from the date of empanelment.

17.0 ADDRESS FOR COMMUNICATION:

The Chief General Manager/Contracts & IE,
Corporate Office,
NLC India Ltd.,
Block-1, Neyveli-607 801.
Phone: 04142 - 212308 & 251620
E-Mail ID: corporate.conts@nlcindia.in

Clarification request, if any, should reach the above address on or before 21.01.2022

18.0 Jurisdiction and Resolution of Disputes:

18.1 Jurisdiction

The laws applicable to this Work Order for Empanelment shall be the laws in force in India. The civil courts having ordinary original jurisdiction over Neyveli shall alone have exclusive jurisdiction over all matters concerning this Work Order including the arbitration proceedings if any arising under the Work Order for Empanelment

18.2 Resolution of Disputes

Any dispute / disputes or difference / differences arising out of or in connection with the Contract shall, to the extent possible be settled amicably between the parties.

18.2.1 Informal Dispute Resolution:

- i) The parties agree to use reasonable efforts to resolve all disputes equitably and in good faith. If any dispute between the Contractor and the Purchaser arises it shall in the first instance be referred in writing to the Purchaser, who shall endeavour to resolve the dispute amicably and render a decision within 30 days. The period of 30 days shall be reckoned from the date of intimation of the dispute received by the Purchaser.
- ii) Save as hereinafter provided, in respect of a dispute so referred, the decision of the Purchaser shall be final and binding upon the Parties until the completion of the Contract and shall forthwith be given effect to by the Contractor who shall proceed with the Contract with all due diligence, whether or not either Party has sought conciliation of the dispute as hereinafter provided.

19.0 DISCLAIMER

NLCIL reserves the right not to proceed further, to change the process or procedure of empanelment. It also reserves the right to reject any or all applications or cancel/withdraw the Empanelment process without assigning any reasons whatsoever and in such case no Bidder / intending Bidder shall have any claim arising out of such action. It also reserves the right to decline to discuss further with any Bidder applying for Empanelment.

Issue of this document does not in any way commit or otherwise obliges NLCIL to proceed with all or any part of EOI tender process. The EOI request is not the subject of any process contract or any contractual obligations between NLCIL and the applicants to the EOI. Further NLCIL may at its absolute discretion either modify or abandon any part or whole of the document and/or process, without giving prior notice to any or all the applicant. All Expression of Interest documents, upon submission by any applicant to this EOI shall become the property of NLCIL. NLCIL is not liable for any costs or compensation in relation to the consideration of this EOI.

S. Raniella 03/01/22

**CHIEF GENERAL MANAGER/ CONTRACTS & IE
For NLC INDIA LIMITED**

FORMAT OF APPLICATION

1. Name of the Firm :
2. Registration No. of the Firm :
3. Date of Registration of the Firm :
4. Details of Head Office & Branch Office(s):

Head Office:

Address	Date of Establishment	Contact No.(s)/Fax	E- mail

Branch Office 1

Address	Date of Establishment	Contact No.(s)/Fax	E- mail

Branch Office 2

Address	Date of Establishment	Contact No.(s)/Fax	E- mail

Branch Office 3

Address	Date of Establishment	Contact No.(s)/Fax	E- mail

(Insert further Branch office(s), if any)

5. Details of Partners in the Firm / Limited Liability Partnership:

Sl. No	Name of the Partner	Membership No.	Membership Status ACA/ACMA/ FCA/ FCMA	Date of joining the firm as Partner
1				
2				
3				

6. Details of partners with CISA/DISA Qualification:

Sl. No.	Name of the Assistant	Membership No.	Whether ACA/ACMA/FCA/FCMA/CISA/DISA	Date of joining the firm as Partner
1				
2				
3				

7. Details of Qualified Assistants:

Sl. No.	Name of the Assistant	Membership No.	Whether ACA/ACMA/FCA/FCMA	Date of joining the firm as Qualified Assistant
1				
2				
3				

8. Details of Articled Assistants:

Sl. No.	Name of the Assistant	Whether Cost/Chartered Intermediate	Date of joining the firm as Article Assistant
1			
2			
3			

9. Details of Audit experience of firm/LLP on SAP platform in Statutory/Internal Audit:

Sl. No.	Name of the Company	Year of Audit	Type of Audit – whether Statutory or Internal Audit
1.			
2.			
3.			

10. Details of Experience in POWER SECTOR:

Sl. No.	Name of the Company	Year of Audit	Type of Audit – whether Statutory or Internal Audit
1.			
2.			
3.			

11.Details of Experience in MINING SECTOR:

Sl. No.	Name of the Company	Year of Audit	Type of Audit – whether Statutory or Internal Audit
1.			
2.			
3.			

12.Details of Experience in other assignments of your firm:

Sl. No.	Name of the Company/ Unit	Year of Audit	Type of Audit – whether Physical Verification of Fixed Assets/ Stores
1.			
2.			

13.Gross annual Turnover of the firm/LLP during the FY 2019-20:

14. Income Tax PAN No. of the Firm:

15. GST Registration No:

16. Willingness of the firms as per clause 9.0

17. Bank Details for EFT:

a. Bank Name, Address and Telephone No.

b. Branch Name, Address & Code

c. Bank Account Number with style of account, Saving / Current

d. IFSC code no. of the Bank

e. A cancelled cheque of the said Bank

Note: For the details mentioned in the above, proper supporting documents should be attached along with application.

Signature of Partner with
Name & Seal of the Audit Firm

SECTION C

ANNEXURE-A

AFFIDAVIT (to be furnished by all bidders)

From:
(Name & Address of Bidder)
.....

.....
We do hereby declare that the contents of the offer submitted vide No. _____ against this EOI tender (i.e EOI Tender No.CO CONTS/0001N/Corporate Internal Audit Dept/ Internal Audit/e-contrs /2022,dated 07.01.2022) have been submitted after fully understanding that the information contained in the offer and the documents enclosed/provided along with the bid are true, correct and complete in every aspect and that if any information contained therein is found to be false/incorrect/fabricated, offer shall be considered as null and void and we shall be liable for any penal action as per the provisions of Law for the time being in force.

- i) I/We Partner / Legal Attorney / Proprietor/ Accredited Representative of M/s..... declare that, we are submitting our offer/bid for the services vide our offer..... dated
- ii) The contents/enclosures/documents of the offer are submitted after fully understanding that all the information furnished by me / us are correct and true and complete in every respect and all documents/credentials submitted along with the offer/bid are genuine, authentic, true and valid.
- iii) During the verification of offer or even at a later date, if any information or document submitted by me/us is found to be false /fabricated/ incorrect, the said offer shall be considered absolutely null and void and action as deemed fit shall be taken against me / us including action of suspension/banning of my / our firm (including all partners of the firm)/company as per the EOI tender conditions and law. as per the EOI tender conditions and law.

Authorized Signatory
(Name & Designation)

Place:
Date :

Seal:

ANNEXURE – B

INTEGRITY PACT PROGRAMME

1. NLC India Ltd. is committed to have most ethical business dealing with the Vendors, Bidders and Contractors of goods and services and deal with them in a transparent manner with equity and fairness.
2. NLCIL being a signatory in implementing the Integrity Pact Programme with Transparency International India, all the bidders / contractors required to sign the ‘Integrity Pact’ during the submission of the Techno-Commercial bids / offers (as per Annexure – B of this Volume).
3. In order to achieve these goals, NLCIL is implementing the Integrity Pact Programme in co-operation with Central Vigilance Commission (CVC) and renowned International Non-Governmental Organization, Transparency International India (TII).
4. The Integrity Pact Programme will cover Tenders / Contracts valued at Rs. One (1) Crore or above.
5. The Integrity Pact Programme covers the following aspects.
 - i). Commitments and Obligations of NLC India Ltd. (Principal).
 - ii). Commitments and Obligations of Vendors / Bidders / Contractors (Counterparties).
 - iii). Violations and Consequences.
 - iv). Independent External Monitors.
6. As per the Integrity Pact Programme, an “Integrity Pact”, which envisages an agreement between the prospective Vendors, Bidders & Contractors and NLC India Ltd., committing the persons / officials of both parties, not to exercise any influence on any aspect of the contract. Only those Vendors / Bidders / Contractors, who have entered into such an “Integrity Pact” with NLC India Ltd. would be competent to participate in the bidding. In other words, entering into this Pact would be a preliminary qualification.
7. Hence the bidder shall submit the Integrity Pact agreement duly filled and signed in his offer enclosed in Part-I cover.
8. The format of “Integrity Pact”, which should form a part of the tender is enclosed as Appendix – I.

9. The details of the Independent External Monitors of NLCIL are given below:

Sl. No.	Name and Address	Phone No. and e-mail
1	Shri. Lov Verma, IAS (Retd.), Secretary, Dept. of Empowerment of persons with Disabilities, GOI, K-41, Fourth floor, Louisville – II, New Delhi – 110 049	Email: lov_56@yahoo.com
2	Shri. Ramabhadran Ramanujam, IAS(Retd.) 44/24, Third Trust Cross Street, Mandavelipakkam, Chennai – 600 028	Email: raamaanuj@gmail.com
3	Shri. Rakesh Jain, IA & AS (Retd.), Dy. Comptroller & Auditor General Flat No. 701, Platinum Tower, Chandrakala Colony, Durgapura, Jaipur – 302 018.	Email: rakeshjain18@hotmail.com

10. The main role and responsibility of IEM is to resolve issues raised by an intending bidder regarding any aspect of the tender which allegedly restricts competition or indicates bias towards some bidders. IEMs are expected to examine process integrity and not expected to concern themselves with fixing of responsibility on officers.
11. However, Bidders are requested to visit NLCIL's web site: www.nlcindia.in for changes, if any of the Independent External Monitors of NLCIL.

APPENDIX-I

(To be executed on plain paper)

Integrity Pact

Between

NLC India Limited (NLCIL) hereinafter referred to as "The Principal" and
.....hereinafter referred to as "The Bidder/ Contractor"

Preamble:

The Principal intends to award, under laid down organizational procedures, contract/s for
..... The Principal values full compliance with all relevant laws and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder/s and Contractor/s.

In order to achieve these goals, the Principal cooperates with the renowned international Non-Governmental Organization "Transparency International" (TI). Following TI's national and international experience, the Principal will appoint an external independent Monitor who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Definitions:

In pursuance of the above Pact, for the purposes of this provision, the Principal defines the relevant terms set forth therein as under:

- 1) "Contract" means the contract entered into between the Principal and Bidder (or Tenderer) / Contractor for the execution of work mentioned in the preamble above.
- 2) "Contractor" means the bidder or tenderer whose tender (bid) has been accepted by the principal or Company whose tender (bid) has been accepted and shall be deemed to include his/its/their successors, representatives, heirs, executors and administrators unless excluded by the Contract.
- 3) "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract: In order to achieve these goals, the Principal proposes to appoint one or more External Independent Monitor/s who

will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

- 4) “Collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Principal designed to establish bid prices at artificial, non competitive levels; and
- 5) “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution;
- 6) “External Independent Monitor” means a person, hereinafter referred to as EIM, appointed, in accordance with Section 8 below, to verify compliance with this agreement.
- 7) “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Principal and includes collusive practices among Bidders (Prior to or after bid submission) designed to establish bid prices at artificial, non competitive levels and to deprive the Principal of the benefits of free and open competition;
- 8) “Party” means a signatory to this agreement.
- 9) “Purchaser” means NLC India Limited and its subsidiaries incorporated under the Companies Act 1956, having their registered Office at Chennai, 600 010 and includes their successors.
- 10) “Bidder or Tenderer” means the person, firm or company submitting a tender (bid) against the invitation to Tender (bid) and includes his/its/their staff, consultants, parent and associate and subsidiary companies, agents and joint venture partners, sub-contractors and suppliers, heirs, executors, administrators, representatives, successors.

Section 1 - Commitments of the Principal

- (1) The Principal commits itself to take all measures necessary to prevent corruption and

to observe the following principles:

- 1 No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.

2. The Principal will, during the tender process treat all Bidders with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidders the same information and will not provide to any Bidder confidential/additional information through which the Bidder could obtain an advantage in relation to the tender process or the contract execution.
 3. The Principal will exclude from the process all known prejudiced persons.
- (2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the relevant Anti-Corruption Laws of India, or if there be a substantive suspicion in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions.

Section 2 - Commitments of the Bidder/Contractor

- (1) The Bidder / Contractor commits itself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
1. The Bidder / Contractor will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
 2. The Bidder / Contractor will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to form cartels in the bidding process.
 3. The Bidder /Contractor will not commit any offence under the relevant Anticorruption Laws of India: further the Bidder /Contractor will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

4. The Bidder / Contractor will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
 5. The Bidder / Contractor of foreign origin shall disclose the name and address of the Agents / representatives in India, if any. Similarly the Bidder / Contractor of Indian Nationality shall furnish the name and address of the foreign principals, if any.
 6. In Case of subcontracting, the principal contractor shall take the responsibility of the adoption of IP by the sub-contractor.
- (2) The Bidder / Contractor will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 - Disqualification from tender process and exclusion from future contracts

If the Bidder, before contract award has committed a transgression through a violation of Section 2 or in any other form such as to put his reliability or credibility as Bidder into question, the Principal is entitled to disqualify the Bidder from the tender process or to terminate the contract, if already signed, for such reason.

- (1) If the Bidder / Contractor has committed a transgression through a violation of Section 2 such as to put his reliability or credibility into question, the Principal is entitled also to exclude the Bidder /Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressors within the company hierarchy of the Bidder and the amount of the damage. The exclusion will be imposed for a minimum of 6 months and maximum of 3 years.
- (2) A transgression is considered to have occurred if the Principal after due consideration of the available evidence, concludes that no reasonable doubt is possible.
- (3) The Bidder accepts and undertakes to respect and uphold the Principal's absolute right to resort to and impose such exclusion and further accepts and undertakes not to challenge or question such exclusion on any ground, including the lack of any hearing before the decision to resort to such

exclusion is taken. This undertaking is given freely and after obtaining independent legal advice.

- (4) If the Bidder / Contractor can prove that he has restored / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal may revoke the exclusion prematurely, provided such systems has been audited by an independent agency.

Section 4 - Compensation for Damages

- (1) If the Principal has disqualified the Bidder from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover from the Bidder liquidated damages equivalent to Earnest Money Deposit / Bid Security.
- (2) If the Principal has terminated the contract according to Section 3 or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages equivalent to Security Deposit /Performance Bank Guarantee.

Section 5 - Previous transgression

- (1) The Bidder declares that no previous transgressions occurred in the last 3 years with any other Company in any country conforming to the TI approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on this subject he can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

Section 6 - Equal treatment of all Bidders / Contractors/ Subcontractors

- (1) The Bidder / Contractor undertakes to demand from all subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.
- (2) The Principal will enter into agreements with identical conditions as this one with all Bidders, Contractors and Subcontractors.
- (3) The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 - Criminal charges against violating Bidders/Contractor/ Subcontractors

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor, which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the Vigilance Office.

Section 8 – External Independent Monitor /Monitors

- (1) The IEMs have been appointed by the Central Vigilance Commission. The task of the monitor is to review independently , whether and to what extent the parties comply with the obligations under this agreement.
- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions, neutrally and independently. He reports to the Chairperson of the Board of the Principal.
- (3) The Contractor accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder / Contractor / Subcontractor with confidentiality.
- (4) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
- (5) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or heal the violation, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

- (6) The Monitor will submit a written report to the Chairperson of the Board of the Principal within 8 to 10 weeks from the date of reference or intimation to him by the 'Principal' and, should the occasion arise, submit proposals for correcting problematic situations.
- (7) If the Monitor has reported to the Chairperson of the Board a substantiated suspicion of an offence under relevant Anti-Corruption Laws of India, and the Chairperson has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.
- (8) The word 'Monitor' would include both singular and plural.
- (9) The Monitor can be removed from his office, before the expiry of his tenure only with the approval of the Board of the Principal.

Section 9 - Pact Duration

Integrity Pact, in respect of a particular contract, shall be operative from the date IP is signed by both the parties till the final completion of the contract. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings. For all other bidders it shall be operative upto 6 months after the contract has been awarded.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by Chairperson of the Principal.

Section 10 – Other provisions

- (1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. Chennai / Neyveli. The Arbitration clause provided in the main tender document / contract shall not be applicable for any issue / dispute arising under Integrity Pact.
- (2) Changes and supplements as well as termination notices need to be made in writing.
- (3) If the Contractor is a partnership or a consortium this agreement must be signed by all partners or consortium members.

- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) “A person signing IP shall not approach the Courts while representing the matters to IEMs and he / she will await their decision in the matter”.

.....

For the Principal

.....

for the Bidder /Contractor

Place

Witness1

.....

Date

Witness 2

Witness1

Witness 2

XXXXXXX

SECTION -D

1. UNDERTAKING

Sl. No	Description	Bidders' response
1	I/we have read and examined and understood the requirements of EOI, Qualifying Requirement (QR) and selection criteria etc. I/we agree to accept all terms and conditions as per EOI document and Amendment/corrigendum issued if any.	Yes/No
2	I/We also confirm that all furnished information & uploaded document are correct and genuine to the best of our knowledge. I/We also confirm that we don't have any objection for any physical verification & assessment and in obtaining confirmation from any relevant authorities/company regarding any / all information furnished by us.	Yes/No
3	I/We also confirm that we shall update NLCIL for any change in status / furnished information appropriately within the currency of EOI. In any furnished information / uploaded document found to be incorrect / forged during the process of EOI or after EOI, NLCIL may take appropriate action as deemed fit.	Yes/No

COMPANY SEAL

SIGNATURE

NAME

DESIGNATION

COMPANY'S NAME:

DATE

2.AFFIDAVIT

Sl.No	Description	Bidder Response
1	FROM: (NAME & ADDRESS OF BIDDER)	Header
2	BIDDER/FIRM NAME:	Text Area Entry (Mandatory)
3	Address Line-1:	Text Area Entry (Mandatory)
4	Address Line-2:	Text Area Entry (Mandatory)
5	City:	Text Entry (Mandatory)
6	State:	Text Entry (Mandatory)
7	Pincode:	Number Entry (Mandatory)
8	Name of the Authorized Signatory	Text Area Entry (Mandatory)
9	Bidder's Offer Number and Date:	Text Area Entry (Mandatory)
10	Whether the authorized signatory is Partner / Legal Attorney / Proprietor / Accredited Representative of the bidder? (Please mention the applicable one i.e "Partner or Legal Attorney or Proprietor or Accredited Representative")	Text Area Entry (Mandatory)
11	<p>We do hereby declare that the contents of the offer submitted against this EO tender (Tender No. COCONTS/0001N/Corporate Internal Audit Dept/Internal Audit /e-Conts/2022, dt. 07.01.2022) have been submitted after fully understanding that the information contained in the offer and the documents enclosed/ provided along with the bid are true, correct and complete in every aspect and that if any information contained therein found to be false/incorrect/fabricated, offer shall be considered as null and void and we shall be liable for any penal action as per the provisions of Law for the time being in force.</p> <p>i). I/We (as mentioned above) declare that; we are submitting our offer/bid for services vide our offer mentioned above.</p> <p>ii). The contents/enclosures/documents of the offer are submitted after fully understanding that all the information furnished by me / us are correct and</p>	Header

	<p>true and complete in every respect and all documents/credentials submitted along with the offer/bid are genuine, authentic, true and valid.</p> <p>iii). During the verification of offer or even at a later date, if any information or document submitted by me/us found to be false /fabricated/ incorrect, the said offer shall be considered absolutely null and void and action as deemed fit shall be taken against me / us including action of suspension/banning of my / our firm (including all partners of the firm)/company as per the EO tender conditions and law.</p>	
12	We do hereby submit the above declaration as per the format of the Affidavit given in the Tender Document, duly accepted and digitally signed.	YES

3.QUALIFYING REQUIREMENTS (QR) FORM

Clause No.	Qualifying requirement	Bidder response regarding uploading of documentary evidence for QR
1	Whether Years of establishment of the firm/LLP is more than 10 years as on 01.01.2021	Yes / No
	Upload self-attested supporting documents (i.e., Firm Constitution Certificate/ICAI Firm CARD) for clause No 1	Upload file
2	Whether you have at least 5 (five) practicing chartered accountants partners as on 01.01.2021	Yes / No
	Upload self-attested supporting documents (i.e., Firm Constitution Certificate/ICAI Firm CARD) for clause No 2	Upload file
3	Whether Gross annual turnover of the firm/LLP is more than Rs.10 lakh during three financial years immediately preceding the FY 2020-21 i.e., from 2017-18 to 2019-20	Yes / No
	Upload self-attested supporting documents (i.e., Signed Financials Statements and Income Tax Return filed for Clause No 3	Upload file

4. BIDDER'S DETAILS

Sl. No	Description	Bidder's Response
1	Particulars of the firm	
2	Principal Bidder/Bidder	
3	Name and Address	
4	Telephone No.	
5	Fax No.	
6	E – Mail address	
7	Name of Contact Person	
8	Mobile Number of Contact Person	
9	Date of Birth (DD/MM/YYYY) of Contact Person	
10	Bank Details	
11	Name of the beneficiary	
12	Bank A/c No.	
13	Type of Account Saving/current	
14	Name of the Bank	
15	Name of the Branch	
16	IFS Code (For NEFT/RTGS Payment)	
17	Bank address	
18	Bank Fax No.	
19	Bank email id	
20	Bank Phone No.:	
21	Income Tax PAN No. of the Firm:	
22	GST Registration No.	
23	Other Statutory Registration No., if any	
24	Name and full address of Chief executives	
25	A cancelled cheque of the said Bank.	Upload Files
26	Attach Power of attorney	Upload files
27	Upload Supporting Documents if any	Upload Files

5.ACCEPTANCE FOR TECHNO-COMMERCIAL CONDITIONS

Sl.No	DESCRIPTION	Bidder's Response
1	Acceptance to all Techno Commercial Conditions of the EOI tender including Corrigenda without any deviation	YES

6.CHECKLIST FOR BID SUBMISSION

Sl. No	Description	Bidder Response
1	Please ensure that all the attachments in the offer are only in English language? If any document is in any other Language, the same shall be got translated in English version duly authorized by the Notary Public or Competent Authority by the Bidder and upload both the versions.	Yes/No
2	Have you read and filled all the forms?	Yes/No
3	Have you attached all the documentary evidences for meeting QR conditions as per EOI tender?	Yes/No
4	Have you attached necessary undertaking as per EOI tender conditions?	Yes/No
5	Have you filled form of Affidavit and digitally signed ?	Yes/No
6	Have you attached all the documentary evidences as per selection criteria 8.0 as per EOI tender?	Yes/No
7	Have you attached willingness for Audit locations as per clause 9.0?	Upload
8	Attach relevant documents for Power of Attorney	Upload
9	Have you attached your signed Financials Statements and Income Tax Return filled for the year 2019-20	Upload
10	Have you attached signed EOI document of token of acceptance all conditions as per EOI tender	Upload
11	Have you attached duly filled and signed Integrity Pact as per format Appendix-I under annexure -B	Upload