

Tender No: P BMC/10/15/2018/AO-I/ 1200

Dated: - 20 /06/2019

RE-TENDER DOCUMENT

FOR

**ENGAGEMENT OF INTERNAL AUDITORS FOR PORT BLAIR
MUNICIPAL COUNCIL, PORT BLAIR, ANDAMAN & NICOBAR
ISLANDS FOR THE YEAR 2019-20, 2020-21**

Through online e-tendering process only



**PORT BLAIR MUNICIPAL COUNCIL
INDIRA BHAWAN
A&N ISLANDS
PORT BLAIR
aopbmc@gmail.com**

June, 2019



Authority Inviting/Opening Bid	:	Secretary, Port Blair Municipal Council
Name of Tender	:	Request for Proposal (RFP) for Engagement of Internal Auditors for Port Blair Municipal Council, Port Blair, Andaman & Nicobar Islands for the Financial year 2019-20, 2020-21
Tender Currency	:	Indian Rupees (INR)
Joint Venture/Consortium	:	Allowed
Bid Document Fee	:	NIL
Bid Document fee payable to	:	Not Applicable
Bid Security/ EMD (INR)	:	₹50,000/-(Rupees Fifty thousand only) online using the payment gateway of www.eproc.andaman.gov.in .
Tender Dates		
Bid Document Downloading Start Date	:	21.06.2019 at 1700 hrs
Bid Document Downloading End Date	:	15.07.2019 at 1600 hrs
Date of Tender opening	:	15.07.2019 at 1630 hrs
Bid Validity Period	:	180 Days from opening of price bid
Remarks	:	<p>(i)Chartered accountants/Firms or Cost Accountants/Firms already under Contract with Port Blair Municipal Council are not permitted to participate in the tender.</p> <p>(ii)Bidder shall upload the financial offer only in electronic format on eproc.andaman.gov.in. No offer in physical form will be accepted and any such offer received by Port Blair Municipal Council will be outright rejected.</p>
Phone	:	03192-230690



General Instructions

1. Please address all queries and correspondence to the Secretary, Port Blair Municipal Council.
Email- aopbmc@gmail.com.
2. Please quote Ref. number in all your correspondence.
3. Bidders who wish to participate in this selection process will have to register on <https://www.eproc.andaman.gov.in>.
4. Financial Bid: Bidder shall upload on [eproc.andaman.gov.in](https://www.eproc.andaman.gov.in) the FINANCIAL BID online through www.eproc.andaman.gov.in.
5. Services offered should be strictly as per specifications mentioned in this Tender Document.
6. Once quoted, the Bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid. Such price changes shall render the bid liable for rejection.

Yours faithfully

For and on behalf of
Secretary
Port Blair Municipal Council
Indira Bhawan
Andaman & Nicobar Islands



The terms and conditions of the tenders are prescribed below for adherence by the bidders.

1. Bidders can download the tender document free of cost from the website.
2. Bidders have to upload on eproc.andaman.gov.in Price bid in Electronic form only on www.eproc.andaman.gov.in website till the Last Date & time for submission.
3. Price bid offers in physical form will not be accepted in any case
4. The bidders have to upload on eproc.andaman.gov.in their bids on the web site www.eproc.andaman.gov.in
5. By participating in the bid it will be presumed that the bidders accept the terms and conditions of the tender stipulated hereunder.
6. Instruction for submission of Bid online through www.eproc.andaman.gov.in
 - a. Bids are required to be submitted on line through the website www.eproc.andaman.gov.in
 - b. Before submission of bids, bidders are advised to go through the help manual available on the home page of website www.eproc.andaman.gov.in
 - c. In case of any assistance the bidders may call the help line numbers 080-49352000/ 080-40482114/ +91-9994295433/ 03192-259027/28. The helpline numbers are also available in home page of website www.eproc.andaman.gov.in
7. Bidders can view the bids submitted by other competitors immediately after opening the tender through the system.
8. EMD for an amount of ₹ 50,000/- in favor of Secretary, PBMC, Port Blair shall have to be submitted online through the e-tendering portal www.eproc.andaman.gov.in
9. The EMD of the unsuccessful bidders will be returned immediately after finalization of bids.



Free vendor training camp will be organized at as per requirement

SOVTECH
DBRAIT Campus
Old Pahargaon
Pin-744103

For further details vendor may contact

Shri Vipin Kumar Mourya
Mob: - +91 9476072211, +91 9933271166

Shri S. Nadeem Mohideen
+91 9933287344
nadeem.pbmc@gmail.com

Drop your queries at aopbmc@gmail.com



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I. PREAMBLE

The Port Blair Municipal Council was constituted in 1994 under the Andaman & Nicobar Islands (Municipal) Regulations, 1994. The Port Blair Municipal Council is headed by one Chairperson and 24 elected members representing 24 wards of the city appointed by the Lt. Governor of Andaman & Nicobar Islands.

The PBMC primarily provides basic civic services and amenities. The key services extended by the Council are construction and maintenance of roads and drains, water supply, solid waste management (SWM), street lights and amenities such as guest houses, community markets, shopping stalls, community hall, playgrounds, parks/gardens, etc.

(1) PRE-QUALIFICATION (PQ) CRITERIA

Firms possessing the following PQ criteria should upload documentary evidences in support of the same as mentioned hereunder along with bid documents.

Sl. No.	PQ Criteria	Documents Required
1	Firm should be a Partnership firm or Limited Liability Partnership Firm (LLP)	i)Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountant of India or The Institute of Cost Accountants of India and, ii)Copy of Certificate of practice of all partners/members of firm.
2	Firm should have conducted either Statutory or Internal Audit in Autonomous bodies/Municipalities during the previous 5 years ending 31.03.2019.	i)Copy of Order received from clients in this regard and, ii)Self Certificate towards conducting the same either in progress or concluded
3	Firm should not be less than 3 years old on date of tender.	i)FRC issued by respective institute as referred in Serial No.1
4	The firm should have an exposure in handling tax matters during the previous 5 years ending 31 st March 2019.	i)Copy of order received from clients in this regard and, ii)Self Certificate with details on the subject to that effect.
5	Firm should have an average gross receipts exceeding Rs 50 lakhs in the previous two financial year i.e. 2017-18 and 2018-19	i)Copy of Financial Statements for Financial Year 2017-18 & 2018-19 in support of gross receipts along with a certificate of annual gross receipts for two previous financial years duly certified by a practicing Chartered Accountant.

Note:

- i) Bidders not fulfilling any of the above PQ criteria need not upload bid on eproc.andaman.gov.in as their bid shall be liable to be summarily rejected.
- ii) Overwriting /correction/erase and /or use of white ink should be avoided in the offer. However, if any overwriting/correction/erase is inevitable, the same should be authenticated with the signature & seal of the bidder.
- iii) All pages of tender documents and documents submitted in support of PQ criteria to be self attested by the bidder.



(2) PREPARTION & SUBMISSION OF BID

- a. The bidder shall fill in the particulars given in clause (iii) (Information to be given by bidder) and upload on eproc.andaman.gov.in the copies of self attested relevant documents as mentioned in clause (ii) in support of the PQ criteria.
- b. The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged between the Bidder and the Tendering Authority shall be in English only.
- c. Prices shall be quoted in Indian Rupees only.

(3) LATE BIDS

Any bid received by PBMC after the prescribed deadline for submission of bids, shall be rejected.

(4) BID OPENING AND EVALUATION

Financial cum techno commercial bid shall be opened only for bidders who qualify the PQ criteria and date of opening of financial bid will be intimated later to only qualified bidders.

All the bids shall be evaluated based on the term & conditions of this tender to shortlist the qualified bidders. PBMC shall consider placement of order on the qualified bidder, whose offer shall be lowest i.e. sl.no.3 of the price bid format. In case of a tie with respect to fees quoted as per price bid format, criteria for selection shall be in the order of: - (i) Gross receipts for FY 2018-19 (ii) Length of experience of the firm.

(5) SCOPE OF WORK

1. Scope of work shall include carrying out the internal audit of Port Blair Municipal Council and submission of monthly audit report by end of every month for the preceding month. Detailed scope of audit is attached as Annexure-I.
2. Audit Calendar: Audit calendar for carrying out the monthly audit shall be prepared by the successful bidder after receipt of order and should submit to the council for consideration. Firm so appointed shall commence internal audit and submit monthly audit report by end of every month for the preceding month. For the financial Year 2019-20 the firm has to complete the internal audit starting from April 2019 till the month in which this contract will come into existence within 45 days from the date of issue of letter of award.
3. As a result of study and evaluation of internal control and other auditing procedures, the auditor should inform the council regarding weakness in internal control, if any besides normal internal audit job as per scope.
4. Accounts are maintained by Port Blair Municipal Council in TALLY ERP 9.0. The successful bidder has to audit the data available in TALLY in addition to physical documents and recommend any short comings in maintenance of TALLY and should also provide recommendations to improve the functioning/management of Accounts



through TALLY.

5. Successful Bidder should also recommend improvements to be made in TALLY to increase Security, back up and any add-ons if required for TALLY and assist the council in implementing the same.

(6) DELIVERABLES

The successful bidder has to conduct the monthly internal audit as per the scope of work as mentioned in annexure-I and submit the monthly audit reports as per audit scope.

(7) TRAVELLING, BOARDING & LODGING AND OUT OF POCKET EXPENSES

No travelling, boarding & lodging and out of pocket expenses will be paid. Payment of fee will be limited to as quoted in price schedule by the successful bidder.

(8). BID DOCUMENTS

Bids shall be valid for 180 days after the date of bid opening. A bid valid for a shorter period than 180 days shall be rejected by the tendering authority.

The Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. A written power of attorney accompanying the bid should support the letter authorization. The person or persons signing the bid shall initial all pages of the bid, except for un-amended printed literature.

Any interlineations, erasures or overwriting shall be valid only if they are signed by the person(s) signing the bid.

(9). DEADLINE FOR SUBMISSION OF BIDS

- i. Bids must be received by the Tendering Authority, not later than the time and date specified in the Invitation for Bids.
- ii. The Tendering Authority may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of the Tendering Authority will be subject to the deadline as extended.

(10). LATE BIDS

Any bid received by the Tendering Authority after the deadline for submission of bids prescribed by the Tendering Authority will be rejected.

(11). CLARIFICATION OF BIDS

During evaluation of bids, Tendering Authority may at its discretion ask the Bidder for clarification of its bid. The request for clarification and response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.



(12). AWARD OR WORK

- a. The finalization of the tenders will be done by the Tender Evaluation committee constituted by the Municipal Council, Port Blair for the purpose.
- b. The Tendering Authority will award the work to the successful Bidder whose bid has been determined as the lowest evaluated bid.
- c. The Tendering Authority may vary scope of contract at the time of award of job order.

(13). TENDERING AUTHORITY'S RIGHT TO ACCEPT/REJECT ANY OR ALL BIDS.

The Tendering Authority reserves the right to accept or reject any bid, or to annul the bidding process and reject all bids at any time prior to the award of contracts, without thereby incurring any liability to the affected Bidder or Bidders, or any obligation to inform the affected Bidder or Bidders of the grounds for the Tendering Authority's action.

(14). PERFORMANCE SECURITY

The bidder will have to submit Performance Security for an amount of 10% of the value of the contract in the form of Account payee Demand Draft, Fixed Deposit Receipt, Bank Guarantee from a Commercial bank in an acceptable form drawn/pledged in favour of the Secretary, Municipal Council, Port Blair and payable at Port Blair immediately on receipt of intimation about acceptance of the tender. Performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations including warranty obligations.

(15). DELAY IN THE BIDDER'S PERFORMANCE

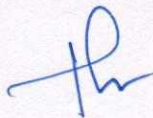
The bidder shall adhere to the time schedule for completion of job specified under the clause "Scope of work" of this tender document. An excused delay by the bidder in the performance of its contract obligations shall render the bidder liable to any or all of the following sanctions:

- i) Forfeiture of its performance security;
- ii) Imposition of liquidated damages, and /or
- iii) Termination of the Contract for default.

However, in case of a situation beyond the control of the bidder, the tendering authority, may consider extension of date for completion of the contract along with Liquidated Damage.

(16). LIQUIDATED DAMAGES

If the bidder fails to complete the work within the stipulated time, Liquidated damages @ 1% of contract value per week, subject to a maximum of 5% of the contract value shall be levied on the selected bidder. On reaching the maximum of Liquidated damages, job order as well as agreement shall be liable to the cancelled and performance security forfeited for deposit to the Council's Account.



(17). FORCE MAJEURE

- a. For purpose of this clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the purchase either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- b. If a force Majeure situation arises, the Bidder shall promptly notify the Tendering Authority in writing of such conditions and the cause thereof. Unless otherwise directed by the Tendering Authority in writing the Bidder shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure.

(18). TERMINATION FOR INSOLVENCY

The Tendering Authority may at any time terminate the contract by giving written notice to the bidder. If the bidder becomes bankrupt or otherwise insolvent, in this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Tendering Authority.

(19). RESOLUTION OF DISPUTES

The matter regarding any dispute shall first be sorted out at the level of The Secretary, Municipal Council, Port Blair. If the dispute persists to remain unresolved then it will be entertained heard & finalized as per the provisions of the Arbitration and Conciliation Act, 1996.

(20). LEGAL JURISDICTION

All legal disputes are subject to the jurisdiction of Port Blair Courts only.

(21). TAXES AND DUTIES.

The rates quoted shall be in Indian Rupees and shall be inclusive of all taxes, duties as applicable.

(22). BINDING CLAUSE.

All decisions taken by the Tendering Authority regarding the processing of the tender and award of contract shall be final and binding on all concerned parties.



(23). THE TENDERING AUTHORITY RESERVES THE RIGHT:-

To verify, modify, revise amend or change any of the terms and conditions mentioned above or to reject any or all the tender/s without assigning any reason whatsoever, thereof or may terminate the tender process midway without assigning any reason. Conditional tenders shall be summarily rejected.

**(24). TECHNICAL QUALIFICATIONS MANDOTORILY REQUIRED FOR BID
QUALIFICATION.**

1. Bidder/Firm should be registered with Institute of Chartered Accountants of India or Institute of Cost Accountants of India. Proper registration certificate of the firm should be submitted with quotation.
2. The bidder should have previous experience of the work defined under Scope of Work for any Government Departments/Ministry/PSU.
3. The bidder should submit copy of Agreement/Contract, completion certificate, performance Certificate of services rendered for the work defined under Scope of Work for the Government Departments/Ministry/PSU.

(25). GENERAL TERMS AND CONDITIONS OF CONTRACT

1. PAYMENT TERMS:

Payment for annual fee shall be released in two equal installments based on progress of the work as certified by the In-charge of Internal Audit department at HO. The first installment shall be released in November and second and final installment shall be released after successful completion of total audit assignment for the financial year. Payment shall be made within 30 days from the date of receipt of valid invoice.

2. VALIDITY OF OFFERS/FEES

Bidders have to quote the fees strictly as per the Price Bid format. Fees quoted by the bidders in their bids shall remain firm and valid for the total contract period or till complete execution of the contract. However, statutory levies/taxes are payable by PORT BLAIR MUNICIPAL COUNCIL as applicable on prevailing date of actual render of services on submission of invoice. The offered price should be valid for a period of 60 days from the date of opening of price bid.

3. PERIOD OF CONTRACT

The period of contract shall be two years i.e. financial year 2019-2020 & 2020-2021.



4. RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS:

PORT BLAIR MUNICIPAL COUNCIL reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the PORT BLAIR MUNICIPAL COUNCIL action.

5. RELATED PARTY:

Related parties should not quote for the tender separately. If it is noticed that related parties submitted separate quotation, the same shall be liable to be rejected. Parties are considered to be related if one or more partner/member be common.

6. INCOME TAX:

Income tax inclusive of surcharge and any other tax if applicable shall be deducted at source.

7. GST:

GST shall be paid extra as applicable on the date of actual render of service and billing on PORT BLAIR MUNICIPAL COUNCIL has been made in terms of guidelines stipulated in the service tax rules. Any change in taxation during tenure of contract, will be as per applicable statute.

8. SECRECY:

The successful bidder shall not at any time during the tenure of contract or thereafter disclose any information furnished to them by the COUNCIL or any drawings, designs, reports and other documents and information prepared for this work, without the prior written approval of the COUNCIL except in so far as such disclosure is necessary for the performance of the party's work and service hereunder. Successful bidder will be required to enter into secrecy agreement with PORT BLAIR MUNICIPAL COUNCIL, copy of which is enclosed.

(26). OTHER TERMS AND CONDITIONS

- i) Successful bidder shall depute sufficient number of competent staff for audit work at their own cost.
- ii) Successful bidder shall submit draft monthly audit report to the Chief Accounts Officer, Port Blair Municipal Council and the final report along with the views of the CAO of PBMC, shall be forwarded to the Secretary, PBMC.
- iii) The audit staff may be advised to observe all safety precautions as applicable to the department in which the work is carried out.
- iv) The COUNCIL shall not be responsible for any accident caused to your personnel due to their negligence.
- v) Every effort shall be made to complete the internal audit work strictly as per the audit scope.



- vi) Successful bidder shall be in constant touch with Chief Accounts Officer, Accounts Officer, In-charge of Accounts section of PBMC.
- vii) Information made available during the course of audit shall be used only for bona fide work relating to audit of the COUNCIL and not for any other purpose. The auditors shall not divulge the information made available by the COUNCIL or otherwise acquired during the course of audit to any other agency.
- viii) The COUNCIL reserves the right to accept /reject any or all the offers without assigning any reason whatsoever therefore.
- ix) Estimated cost the tender is Rs. 6,00,000/-

(27). FORCE MAJEURE

If at any time during the currency (tenure) of the order, it is not possible to execute any portion of the work stipulated in the order, due to reasons beyond the control of either PORT BLAIR MUNICIPAL COUNCIL or the bidder, on account of emergency declared by government, reasons of go slow, strike or lockout at our / the bidder's office, war, civil commotion, earthquake, fire, storm, flood, acts of God, acts of any government, sabotage, riot, police action, revolution, etc., there shall be no liability on the part of the defaulting party for consequential losses.

(28). FAILURE AND TERMINATION

If the bidder fails in the performance of the contract in the manner and within the time fixed or there is likelihood of an anticipatory breach of whole or part of the contract, the COUNCIL will have the right to rescind the contract and have it performed through other party at the risk and cost of the bidder.

(29). ARBITRATION AND LEGAL JURISDICTION

All disputes or differences whatsoever arising between PORT BLAIR MUNICIPAL COUNCIL and bidders out of or relating to the construction, meaning and operation or effect of this tender shall be settled by the sole Arbitrator appointed by the Secretary of PORT BLAIR MUNICIPAL COUNCIL and the award of such arbitrator shall be final and conclusive and binding. No objection shall be raised on the ground that the arbitrator so appointed is an employee of PORT BLAIR MUNICIPAL COUNCIL. The seat of any arbitration will be at Port Blair and only the appropriate court coming under the jurisdiction of Port Blair City will have jurisdiction to entertain all matters of litigation to the exclusion of all other courts.



Secretary
Port Blair Municipal Council
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PRICE BID FORMAT

Internal Auditor for the financial year 2019-20 & 2020-21

Name of the Firm:

Sl. No.	Particulars	Amounts (Rs)
1	Annual fee of Internal Audit works as specified in Annexure- I (Total price for 12 months/ one financial year)	

Note: Prices quoted should be inclusive of all charges except GST. GST shall be paid as per actual above the quoted price

**Secretary
Port Blair Municipal Council**

Notes:

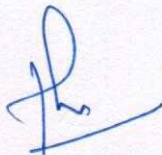
1. GST shall be paid as prevailing rate at actual and if GST is not applicable the bidder should mention clearly in the bid document.
2. Total price shall be indicated in both figures & words. In case there is any discrepancy between figures & words, words shall prevail.
3. If all the component of price bid is not quoted separately the bid shall be rejected.



GENERAL

The Internal Auditor shall examine and report whether:

1. Proper approval of Port Blair Municipal Council is obtained for writing off of loss/ wastage/ shortage/ debts.
2. Adherence to rules, procedures and provisions prescribed under the relevant laws, rules, requirements, guidelines etc. and to internal delegation of powers.
3. There is a regular reconciliation of accounts of debtors, creditors, contractors etc.
4. Profit & Loss Account and Balance Sheet prepared are in line with the provisions of the accounting standards issued by the Institute of Chartered Accountants of India and the requirements of various government rules and regulations.
5. The prevailing systems of internal checks and controls are properly followed.
6. Suggestions should be made to strengthen the internal checks and controls if there are inadequacy and identifying any duplication of procedures/ work of unnecessary paper work and suggest the steps to eliminate the same without compromising the safe practice.
7. Assist in resolving queries of CAG Audit.
8. Any other activity of audit which may require Internal Auditor's comments at the discretion of the PBMC.



ANNEXURE-I

SCOPE OF THE INTERNAL AUDIT

Sl. No.	Scope of work	Nature & Extent of Post Audit 100%	Frequency of Audit
<u>A)ACCOUNTS & FINANCE DEPTT.</u>			
1	The audit of all bank receipts & other receipts & payment vouchers	100%	Monthly
2	Returned cheques/dishonored cheques	-do-	-do-
3	Audit of all payment vouchers relating to supply, works, statutory payments,	-do-	-do-
4	Refundable vouchers of development charges, EMD, Guarantee period payment	-do-	-do-
5	Verification of cash Book & Book	-do-	-do-
6	Bank Reconciliation	-do-	-do-
7	Scrutiny of ledgers/ sub- ledger accounts	-do-	-do-
8	scrutiny of journal vouchers	-do-	-do-
9	Depreciation accounting/ work in progress	-do-	Quarterly
10	Debt outstanding and realization report with ageing analysis	-do-	-do-
11	Determination of bad and doubtful debts and its provision	-do-	-do-
12	Reconciliation of sundry debtors accounts.	-do-	-do-
13	Post Audit of all purchase order/ work orders and purchase procedure compliance.	-do-	-do-
14	Revenue and Capital Exp.	-do-	-do-
15	Post Audit of purchase order/ work order covering quotation, tender, enquiry with comparative statement for supply and works/ limited tender advertisement/single tender (proprietary items) with comparative statement relates with works and supply as per established procedures of the Company.	-do-	-do-
16	Audit of EMD/ Security Deposit	-do-	-do-
17	Bank Guarantees, Securities & validation period thereof	-do-	-do-
18	Guide and advice on implantation/adoption of accounting standards, guidelines and statutory changes and requirements.	-do-	-do-
19	Checking of income tax returns and tax audit statements, VAT & Sales Tax return.	-do-	-do-
20	Compliance of TDS requirement & other statutory requirements including Income Tax etc. as applicable from time to time.	-do-	-do-
21	Advice on new provisions and circulars issued by CBDT.	-do-	-do-
22	Assist & advise in tax planning	-do-	As and when required



C)PROCUREMENT DEPARTMENT

1.	Indenting process	100%	Half Yearly
2.	Procedure followed for inviting quotation/ offers	-do-	-do-
3.	Negotiation procedures	-do-	-do-
4.	Order placement system	-do-	-do-
5.	Capital Purchase	-do-	-do-
6.	Review of key engineering procurements	-do-	-do-

D)ESTABLISHMENT SECTION:

1.	Audit of all record relating to salary and wages accounting system	100%	Half Yearly
2.	Audit of all staff benefit payments, T.A. Bills, medical reimbursement, pay fixation, advance to staff	-do-	-do-
3.	Checking of service book retired person right, payment of death & accidents cases entries of service books , leave records etc.	-do-	-do-
4.	Audit of Income Tax Vouchers deducted from salary pay bills	-do-	-do-
5.	Attendance records and leave records	-do-	-do-
6.	Casual and contract labour details/ records	-do-	-do-
7.	Payment of minimum wages, bonus etc.	-do-	-do-
8.	Audit of compliance of various labour laws	-do-	-do-
H) Checking of Inventories		100%	Yearly



ANNEXURE – II

INFORMATION TO BE GIVEN BY THE BIDDER

a	Name of the Bidder Firm	:	
b	Name of the Partners/members	:	
c	Address of the Firm	:	
d	Telephone No.	:	
e	Office	:	
f	Mobile	:	
g	FAX	:	
h	E-mail ID	:	
i	Registration particulars of the Firm & Date of Formation	:	
j	Name/Designation/Address of the signatory of the bid with letter of authorization, if any.	:	
k	Permanent Account Number (PAN) of the firm	:	
l	Service Tax Registration No.	:	
m	Details of Experience (In brief)	:	
n	Details of professional Personal/working staff	:	
o	Details of Bank account for e-payment	:	

Certified that the information given above is true and if at any time this is found to be false or misleading the bid/contract shall be liable to be cancelled.

Name :

Signature :
(Capacity in which signed)



ANNEXURE – III

UNDERTAKING

Date:

To,

**PORT BLAIR MUNICIPAL COUNCIL
INDIRA BHAWAN
MOHANPURA
PORT BLAIR-744101**

I/Weam/are as a service provider of PORT BLAIR MUNICIPAL COUNCIL. I/We agree and undertake:

1. Not to provide any gift and/or inducement to any employee of the Council in connection with securing/being granted favour(s) in my/ our dealings with the PBMC, PORT BLAIR
2. To immediately report any gift and/or inducement sought by any employee of the Council in exchange of the Council and/ or its field Units granting favour(s) to me/ us in my/our dealing with the Council and/ or its field units.

We further declare that no bid has been submitted by any related party as defined in this tender.

Signature:.....

Name:

Capacity in which signed:

Name of the Firm& Address (With Seal):

