



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2023/B/3716098  
Dated/दिनांक : 20-07-2023

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	19-08-2023 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	19-08-2023 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Ports, Shipping And Waterways
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Seamens Provident Fund Organisation
Office Name/कार्यालय का नाम	Mumbai
Item Category/मद केटेगरी	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CAG Empaneled Audit or CA Firm
Contract Period/अनुबंध अवधि	2 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	12 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

<b>Bid Details/बिड विवरण</b>	
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	7 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	500000
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
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**ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
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**Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price

within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
03-08-2023 15:00:00	SPFO Board room- 3rd floor, Krupanidhi bldg, 9 Walchand Hirachand Marg, Ballard estate, CST, Mumbai - 400 001.

**Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; CAG Empaneled Audit Or CA Firm ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specificati on	Values
<b>Core</b>	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions
Type of Industries/F unctions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Quarterly

Specification	Values
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Quarterly
State	NA
District	NA
<b>Addon(s)/एडऑन</b>	
Post Financial Audit Support	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Sangeeta Purshwardhan Bhatt	400001, Krupanidhi Bldg. 3rd Floor, 9, Walchand Hirachand Marg, Ballard Estate, Mumbai - 400 001.	1	N/A

**Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें**

**1. Buyer Added Bid Specific SLA**

Text Clause(s)

Ref No.790-III/

/2023-24

Date :

**Additional Terms and Condition**

**“Appointment of firm of Chartered Accountant as Internal Auditor for the Seamen’s Provident Fund Organisation, Mumbai for a period of 2 years i.e. 2023-24 and 2024-25.**

1. The **SEAMEN’S PROVIDENT FUND ORGANISATION (SPFO)** invites bid on GeM portal comprising two separate proposals that include Technical Proposal and Financial Proposal from firms empanelled with Comptroller & Auditor General of India or The Institute of Chartered Accountants of India (hereinafter called **‘Bidder’**) and having minimum three (3) years of experience in Internal Audit as per the scope of work mentioned hereafter.

2. The **SPFO** is an autonomous body under the **Ministry of Ports, Shipping and Waterways**, Government of India. The main objective of the organization is to provide for the institution of a Provident Fund for seamen as old age retirement benefit and to their family members in the event of death of seamen members.

3. The selected Internal Auditor will be required to carry out:-

- Verification of cash books, Investment, Interest, all documents for accounting purpose.
- Concurrent Audit of Investment made by the Portfolio Managers.
- Advice SPFO on fair practices in financial and accounting matters as per Gol norms.
- All other services defined at point no. 4

4. The detailed specification and scope of work is available. (please refer para – 9)

5. The rates quoted by the bidder shall be valid for 30 days for acceptance from the date of opening financial bid.

6. **SPFO** reserves the right to reject any or all tender or cancel/withdraw the tender without assigning any reason whatsoever and in such case no intending bidder shall have any claim arising out of such action.

7. Estimated cost of work is Rs.5,00,000/-.

**8. Detailed Information to the Bidder**

i. **Introduction**

The Seamen’s Provident Fund Scheme, 1966), the first social security scheme for Indian Merchant Navy Seafarers, brought under statute by enactment of the Seamen’s Provident Fund Act, 1966 (4 of 1966) was introduced retrospectively with effect from 1st July, 1964.

ii. **General Administration**

The Seamen’s Provident Fund is vested in and administered by the Board of Trustees consisting of the Chairman and three representatives each of the Government, Employers and Employees. The Director General of Shipping is ex-officio Chairman of the Board of Trustees and the Commissioner is the Chief Executive Officer and the Secretary to the Board.

iii. **Salient Financial Features**

This is a contributory Provident Fund and the Employers are required to deposit the Provident Fund contributions recovered from the seamen employed by them along with their matching contributions to the Seamen's Provident Fund Organization within a month after the termination of each voyage. The prevailing rate of contribution is 12% of the basic wages; leave wages, fixed ship board allowance payable to the seamen. For delayed remittances of Provident Fund contributions, penal charges are levied. All monies belonging to the Fund are invested in securities as per the pattern of Investment notified by the Ministry of Finance, Government of India, from time to time.

As on 31/03/2023 there were **110329** Seafarer members of the Provident Fund Scheme. The total accumulation in Provident Fund accounts including Un-disbursed interest was Rs.2807.81 crore. The annual inflow of contributions received in 2022-23 was **Rs.244.99** crore and outflow by way of Final Withdrawal settlement and Non-Refundable Withdrawal had been Rs.86.43 crore. The total investment as on 31/03/2023 was Rs. 2843.44 crore.

9. **Scope of Work highlighting Outline of the Task to be carries out**

The scope of work of Internal Auditor will be:-

**a) For a period of next Two Financial years viz. 2023-24 & 2024-25 :-**

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1. Physical verification of investment on quarterly basis.
2. Verification of compliance with pattern of Investment prescribed by the Ministry of Finances, Government of India on annual basis.
3. Verification of compliance with investment norms and procedure on quarterly basis.
4. Concurrent Audit of investment done by Portfolio Manager.
5. Verification of receipts of interest investment wise on quarterly basis.
6. Verification of receipts Government Securities in CSGL (Constituent Subsidiary General Ledger) Account of Gilt Holder with RBI and other securities physical / D'mat form.
7. Verification of follow up for non receipt of interest/securities on quarterly basis.
8. Physical verification of all movable and immovable assets.
9. Full check on for documentation in respect of withdrawal and final settlement on death or retirement on quarterly basis.
10. Full check on compliance with rules and regulation on quarterly basis.
11. Verification of reconciliation of all Bank Accounts on monthly basis.
12. Full check on major expenses on quarterly basis and report on non compliance of delegation of power.
13. Reporting on major outstanding revenue item on quarterly basis.
14. Review of establishment matter / cases pertaining to the staff.
  15. Review of existing system and procedures manual as well as computerized.
  16. Review of accounting records and documents computerized accounting system.
  17. Review of Internal checks and control.

18. Review of Accounting Policies.
19. Review of Management information system.
20. Monitoring of cash flow and fund flow for prompt investment.
21. Advice on periodical investment and concurrence to specific investment proposal placed by Portfolio Manager.
22. Compliance of statutory requirements such as tax deduction, filling of return with various authorities etc.
23. Verification of accuracy and integrity of the financial records.
24. Ensuing application of accrual/mercantile method of accounting for all types of financial transactions and authorization of expenditure as per delegation of power.
25. Review of action taken on earlier audit queries.
26. Issue of Audit Certificate for period audit carried out.
27. To attend Audit Committee, Finance Sub-Committee and Board of Trustee meetings whenever called for.
28. Verification of Receipt of PF as per record of Directorate General of Shipping.
29. Verification of Shipping companies, who are not depositing PF in SPFO as per record of Directorate General of Shipping.

**b) For Past years:-**

1. **Calculation of Interest on Damages :-** Shipping companies are required to deposit PF within 30 days (amended to end of next succeeding month) from the last date of PF deposited. If not, then penalty/damages is levied @15% on the number of days on the PF amount deposited. The damages, received will be provided to the audit party wherein the details of seafarer and the damages amount received will be divided in two parts which is as below for example

Interest	PF damages	Seafarer Accounts	Admin accounts
15%	1000	Out of 15% damages received the interest rate of the said Financial Year will be credited to Seafarer's account for example if the rate of interest is 8% for the year 2020-21 then 8% interest will be credited to Seafarer's account.	Remaining 7% to admin account

**(Brief description:** SPFO will provide damages received from Shipping Companies from 01/04/2014 in Excel format and Service Provider has to calculate partly Interest to be transferred to seafarers PF account and remaining in admin account)

2. Details of seafarers not registered with SPFO as per Director General of Shipping. (**Brief description:** SPFO will provide Excel data of Seafarers registered with SPFO and Director General of Shipping records, and Service Provider will sort out Seafarers who are registered and not registered with SPFO's application)

3. Details of Shipping companies who have not deposited PF with SPFO as per Director General of Shipping records. **(Brief description:** SPFO will provide Excel data of PF received of Seafarer from Shipping Companies from SPFO and Director General of Shipping records from 01/04/2021 and Service Provider will provide the details of Shipping Companies who has not deposited PF of Seamen with SPFO.)

**10. Terms and conditions :**

- (1) The Auditors shall intimate their acceptance as internal auditors of Seamen's Provident Fund Organization within 3 week of receipt of this appointment letter to this office.
- (2) The appointment / re-appointment of auditor is subject to the Auditors making the following declarations / undertakings.
  - (i) That no partner of the firm of the Auditors is relate to the Commissioner or Trustees of Board of Seamen's Provident Fund Organization.
  - (ii) That neither the firm nor its Partner or Associates have any interest in the activities of the Seamen's Provident Fund Organization.
  - (iii) That the appointment / re-appointment will be within the limit specified in the sub-section ( 1B) and (1C) of Section 224 of the Companies Act, 1956. The auditors may also refers to the Gazette Notifications No. 1-CA(7) /53/2001/dated 19<sup>th</sup> May, 2001 of the Institute of Chartered Accounts of India where in it is specified, that a member of the Institutes practice shall be deemed to be guilty of professional misconduct, if he holds at any time appointment of more than the "specified number of audit assignments" of the Companies under Section 224 and / or section 228 of the Companies Act 1956 and the explanation thereto.
  - (iv) An Audit Firm which has completed it's term with SPFO shall not bid for next five years from the completion of it's term.
  - (v) That no TA/DA, out of pocket expenses will be claimed from the Seamen's Provident Fund Organization.
  - (vi) That no partner / chartered accountant employee of the firm of auditors has been held guilty of professional misconduct by the Institute of Chartered Accountant or India during last year (in case any partner of the firm has been held guilty of professional misconduct by the Institute of Chartered Accountants of India Please furnish details thereof)
- (3). The internal Auditors will have to undertake quarterly audit immediately on completion of quarter ending 30<sup>th</sup> June, 30<sup>th</sup> September, 31<sup>st</sup> December, and 31<sup>st</sup> March and submit report by the end of succeeding month of next quarter. They shall also assist in preparation of cogent replies to Statutory and Transactional Audit conducted by Comptroller & Auditor conducted by Comptroller & Auditor General of India.
- (4). Internal Auditor shall submit Report quarterly to Audit Committee and shall abide by the Directors of Audit Committee with reference to conducting of Internal Audit;
- (5). Internal Auditors are required to submit the Audit Certificate to the effect that they have audited the Accounts Balance Sheet and Income & Expenditure Account of the SPFO for the financial year.

**11. Eligibility**

The detailed eligibility conditions are mentioned below :-

- i. The firm should be empanelled with Comptroller & Auditor General of India or The Institute of Chartered Accountants of India with minimum 03 numbers of partners.

- ii. The firm should be Mumbai based.
- iii. The firm should have minimum experience of 3 years in internal audit.
- iv. The firm should have rendered Internal Audit services to renowned clients and Government agencies during the immediate preceding 3 years which will not be less than the following :-
  - (a) One assignment of Client / Govt agency of not less than Rs.2000 Cr turnover of funds.  
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  - (b) Two assignments of Clients not less than Rs.1000 Cr turnover of funds.  
O R
  - (c) Three assignments of Clients not less than Rs.750 Cr turnover of funds.
- v. The firm should never have been debarred / black listed by any of the client / Government agency. A declaration on stamp paper to be submitted in this regard in affidavit format.

If your firm is fulfilling the above criteria and you are interested in this assignment, provide the following details: -

- 1) Name of the Firm
  - 2) Address of the Firm
  - 3) Partners of your firms
  - 4) Qualifications of each partner
  - 5) Experience
  - 6) Profile of your firm
  - 7) The contact details of the authorized person
  - 8) Name of present clients
  - 9) Qualification / experience and Job profile of his/her key staff proposed to be deployed for this assignment.
12. The Financial Bid shall be inclusive of all expenses including all taxes & levies and nothing extra whatsoever shall be payable.
13. Performance Security Deposit: The selected Bidder will be required to submit to SPFO an unconditional and irrevocable Performance **Bank Guarantee for a sum of Rs.25,000/-** [Rupees. Twenty Five Thousand only] within **seven days (07 days)** from the date of notification of the award or at least 2 (two) working days prior to signing of the Agreement, whichever is earlier, for the due performance and fulfilment of the Agreement by the consultant.
- 13.1 The Performance Bank Guarantee, payable on demand, should be issued by a Nationalized Bank only valid till 180 days beyond the expiry of the tenure of the appointment as Internal Auditor.
  - 13.2 All costs and incidental charges including commission etc, for arranging the Bank Guarantee shall be borne by the bidder.
  - 13.3 SPFO may invoke the Performance Bank Guarantee, if in its opinion the selected Internal auditor has not been able to perform the duties and obligations under the Agreement. Notwithstanding and without prejudice to any rights whatsoever of SPFO, the amount of Performance Bank Guarantee shall be payable to the SPFO as compensation for the failure of the s

elected Internal Auditor to perform the duties and obligations under the Agreement.

- 13.4 SPFO, however, may give a notice of 14 days to the concerned Internal Auditor indicating the duties and obligations for which the default is noticed and provide an opportunity to represent before the SPFO within the notice period of 14 days.

The decision of SPFO on the representation, if any, submitted by the concerned Internal Auditor shall be final and binding.

(Surendra Kumar),  
Commissioner,  
Seamen's Provident Fund Organization,  
Mumbai.

## **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---