

Pre Qualification Bid (PQB)

for

**Empanelment of Cost Accountant/ Firm
of Practicing Cost Accountant for three
years for carrying out Cost Audit of
SPMCIL and providing other services
(F.No. SPMCIL/Fin/256/RFP/2016-17)**



SPMCIL

**भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited**

मिनिरत्न श्रेणी-I, सीपीएसई

Miniratna Category-I, CPSE

(भारत सरकार के पूर्ण स्वामित्वाधीन)

(Wholly owned by Govt. of India)

16^{वां} तल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली-110001

16th Floor, Jawahar Vyapar Bhawan, Janpath, New

फोन/Phone.: 011-23701225-26, 23701141-42 फैक्स/Fax: 011-23701223

ईमेल/Email:info@spmcil.com वेबसाइट/website:www.spmcil.com

CIN : U22213DL2006GOI144763



भारत प्रतिमूर्ति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनिरात्रा श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
(Wholly owned by Govt. of India)

Tender No. F.No. SPMCIL/Fin/256/RFP/2016-17

Dated: June 16, 2016

PRE QUALIFICATION BID (PQB)

Sub.: Proposal for Empanelment of Cost Accountant/ Firm of Practicing Cost Accountant for three years for carrying out Cost Audit of SPMCIL and providing other services like consolidation of cost records of all units and XBRL filing.

Security Printing and Minting Corporation of India Limited (SPMCIL) is a Miniratna Category-I Central Public Sector Enterprise wholly owned by Government of India. SPMCIL is engaged in the manufacturing / production of Bank Notes, Security Paper, Non-judicial Stamp Papers, Postal Stamps & Stationery, Travel Documents viz. Passport and Visa, Security Certificates, Cheques, Bonds, Warrants, Special Certificates with Security Features, Security Inks, Circulation & Commemorative Coins, Medallions, Refining of Gold, Silver and Assay of Precious Metals, etc. The Company has nine units, i.e. two Security Presses at Nashik and Hyderabad, two Currency Presses at Dewas and Nashik, four Mints at Mumbai, Kolkata, Hyderabad and Noida and one Security Paper Mill at Hoshangabad. All the nine units headed by General Managers are industrial organizations and are regulated in accordance with the labour laws and directions of Government of India issued from time to time.

SPMCIL is in niche segment of economy and caters to the security printing and minting requirements of Government of India. The customers of the Company include Reserve Bank of India for Currency Notes, Department of Economic Affairs, Ministry of Finance for Coins, Ministry of External Affairs for Passports, Ministry of Home Affairs for Visa stickers, Department of Posts for Postal Stationary, State Governments for Non-Judicial Stamp Papers, other CPSEs and autonomous bodies, for various other products

The company has an employees' strength of about 11,700 as on 31.03.2016 in all its nine Units and the Corporate Office. To know more about the Company, please visit website of the company at www.spmcil.com.

SPMCIL intends to empanel reputed Cost Accountant/ Firm of Practicing Cost Accountant initially for a period of three financial years, (a) to conduct Cost Audit of the Company and (b) providing other services like consolidation of cost records of all units and XBRL filing from Financial Year 2016-17 onwards, on year to year basis. After completion of the process of empanelment, Financial Bids will be invited from empaneled Cost Accountant/ Firm of Practicing Cost Accountant last quarter of each financial year or thereafter for conducting the Cost Audit for financial year and other work as specified in the Scope of Work.



011-23701225-26
011-23701141-42

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16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001

फैक्स: 011-23701223
E-mail: spmcil@rediffmail.com

1. Scope of Work

The illustrative (but not exhaustive) Scope of Work under Cost Audit by appointed Cost Auditors/ Cost Auditors (Firm) are given in **Annexure-I** for understanding and ready reference.

2. Eligibility / Selection Criteria for Submission of Bid:

(a) Cost Accountant/ Firm of Practicing Cost Accountant registered with the Institute of Cost Accountants of India having its office(s) in Delhi & NCR region shall be considered for Empanelment as Cost Auditors for conducting Cost Audit of SPMCIL.

(b)The following will be the basis for the selection of Cost Auditor Firm.

Sl. No.	Selection Criteria	Basis for awarding of Points	Maximum Points
1	Experience in practice (No. of years)	1 Point for each completed year of holding of COP in continuation	5
2	Experience of PSU Audit (Cost) during the last 3(Three) Financial year.	1 Point for each completed Cost Audit of a PSU Unit/Company related to paper and steel products	5
3	Experience related to paper and steel product manufacturing industry during the last 3(Three) Financial year.	2 Points for a completed Cost Audit of manufacturing Industry	10
4	No. of Partners/Full time employed (Qualified Cost Accountant)	1 Point for each partner/employee	5
5	Majors clients (i.e., companies with Annual Turnover > Rs. 100 Crores)	1 Point for each such Client	5
		TOTAL	30

Note:

- i) Clear and complete details in separate sheets, for determination of Points in support of information against Item Sl. No. 1 to 5 above are to be furnished.
- ii) Documentary evidence(s) in support of Criteria at (1) to (5) mentioned in table to para-2(b) above is required to be submitted as mentioned in **Annexure-II**. Proposals without the required documentary evidence(s) shall be ignored for evaluation and hence, shall be rejected.
- iii) The Firm securing at least 60% of total points based on above system shall be considered as qualified for empanelment.

3. Validity of Empanelment : The validity of empanelment will initially be for a period of 3 financial years starting from 2016-17 for carrying out Cost Audit and other work as specified in the Scope of Work at **Annexure-I**. The Company at its sole discretion may extend the validity of panel with the approval of Competent Authority of the Company, for another 1 year in case of satisfactory rendering of services.

4. **Financial Bids:** Financial bids will be invited only from empaneled Cost Auditors/ Cost Auditors (Firm) in the last quarter of each financial year or thereafter for carrying out Cost Audit and other work as specified in the Scope of Work for that financial year.
5. **Completion of Audit:** The Cost Audit shall be completed within 60 days from the date of commencement of Audit. It is also expected that the Cost Audit has to commence within 7 days from finalization of accounts of the SPMCIL, **time being the essence of the contract. The other works shall also be done within the time prescribed as per Companies (Cost Record and Audit Rules) 2014 and rules framed thereunder.**
6. **Place of Audit:** The audit work has to be conducted at the Corporate Office of the SPMCIL at 16th Floor, Jawahar Vyapar Bhawan, Jan path, and New Delhi 110001 or at any other place as may be decided by SPMCIL.
7. **Empanelment Fee:**
- (i) Empanelment Application Fee of Rs. 500/- (Rupees Five Hundred only) in the form of Demand Draft/Banker's cheques drawn on a scheduled commercial bank favoring SPMCIL. Without empanelment fee, the bid shall not be considered.
8. **Terms and Conditions**
- (i) The Company reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more applicant(s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.
- (ii) All documents submitted along-with the offer shall also have to be authenticated by the authorized signatory of the applicant firm(s) with the firm's seal. Authorised Signatory shall be CEO/Partner of Cost Auditors (Firm).
- (iii) 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 authorized person of applicant firm.
- (iv) Documentary evidence(s) in respect of all the above information by the applicant firm(s) must be furnished along with the proposal. Proposals without the required documentary evidence(s) shall be ignored for evaluation and hence, the same shall be rejected.
- (v) The Firms are required to submit their Service Tax registration number if applicable, in their offers.
- (vi) The Cost Auditors (Firm) satisfying/ fulfilling the above criteria may download the Tender Document from website of SPMCIL i.e. www.spmcil.com or collect the same from the Office of the Additional General Manager(Finance), SPMCIL Corporate Office, at 16th Floor, Jawahar Vyapar Bhawan, Janpath,



New Delhi-110001 on any working day (Monday to Friday) between 10:00 AM and 5:00 PM.

- (vii) The proposal should be submitted strictly as per the terms & conditions laid down in this document. All documents shall be spirally bound.

9. Compliances / Declarations / Certificates to be furnished by firm(s) on appointment:

- (i) The Cost Auditors /Firm shall have to comply with and furnish declarations and certificates as required under Statutory / Company rules, upon appointment as Secretarial Auditor(s), as under:
- (ii) The Cost Auditors /Firm shall not sub-contract the Secretarial Audit/Certification work,
- (iii) The Cost Auditors /Firm will work in strict confidence and will ensure that any information in respect of the Company is dealt with in strict confidence and secrecy,
- (iv) No partner of the Cost Auditors /Firm should be related to either Managing Director or any Whole Time Directors or Part Time Directors of SPMCIL within the meaning of the Companies Act, 2013,
- (v) Neither the Cost Auditors /Firm nor its partner(s) or associates should have any interest in the business of the Company, SPMCIL.
- (vi) The Cost Auditors will be required to issue & submit Certificate of Independence and arm's length relationship.
- (vii) Cost Auditors /Firm shall have prime responsibility to ensure that the maximum number of audit limits specified under Companies Act, 2013 are not violated.
- (viii) The Cost Auditors /Firm (s) shall be free from any disqualification under the Companies Act, 2013.
- (ix) An undertaking with regard to clause 9(i) to 9(viii) is to be executed by successful Secretarial Audit Firm by the authorized signatory before acceptance of the assignment.

10. Debarring Provisions:

The Cost Auditors /Firm will be debarred from being appointed as the Cost Audit of SPMCIL and doing any certification works:

- (i) If the Firm obtains the appointment on the basis of false information / miss-statement.
- (ii) If the Firm does not take up audit in terms of appointment letter.
- (iii) If the Firm fails to maintain / honour confidentiality and secrecy of the Company's information.
- (iv) If the Firm fails to comply with any of condition laid down in clause 9 above.

11. Submission and Opening of Bids

- (a) **Last date for submission of Pre-Qualification Bid (PQB):** The PQB is to be signed by Authorised Signatory on each page of tender document, along with duly filled in format enclosed as **Annexure-II**. The PQB should be submitted in sealed envelope and super-scribed as PQB Bid for 'Empanelment of PCA/ Firm for conducting Cost Audit' and it shall reach SPMCIL Corporate Office on or before **01.08.2016** latest by 1:00 PM at the following address:-

Shri Sanjai Maheshwari,
Additional General Manager(Finance),
Security Printing and Minting Corporation of India Ltd.
16th Floor, Jawahar Vyapar Bhawan,
Janpath, New Delhi

- (b) **Opening of Pre-Qualification Bid (PQB):** The PQB will be opened on **01.08.2016** at 4.00 PM in the presence of applicants, who desires to be present there. The applicant has to bring authority letter from its firm to be present in the bid opening. The PQB received after the specified date/time, incomplete / unsigned, in open envelope or by fax will not be considered/be rejected.

In case of any clarification required in this regard, the undersigned could be contacted at phone no. 011-43582223. SPMCIL reserves the right to cancel/ restrict/ enlarge/ modify/ postpone and/or extend the date of receipt/ opening of Bid or withdraw the Bid notice without assigning any reason(s) whatsoever. In such case the bidders shall not be entitled to any form of compensation from the Company. In case of any change / modification / postponement etc. in the tender, the same shall be displayed on SPMCIL's website only.

SCOPE OF WORK

The broad scope of Cost Audit comprises verification of the compliances under the following enactments, rules, regulations and guidelines:

- (i) Cost Accountant or Firm of Cost Accountants shall prepare Cost Audit Report for the Financial Year 2016-17 as per Companies (Cost Records and Audit) Amendment Rules 2014 notified by the Govt. of India, Ministry of Corporate Affairs dated 30.06.2014 and amended.
- (ii) Conduct Audit of the Cost Accounting Records of the SPMCIL and submit necessary reports along with observations, suggestions, and Annexures to the Board of Directors as per notification or any other instructions issued by Central government from time to time or any other section of the Companies Act 2013 applicable in this regard.
- (iii) Consolidation of cost records of all units and XBRL filing with Registrar of Companies Delhi and Haryana.

ANNEXURE-II

(Preferably to be given on the PCA/ Firm's Letter Head)

FORMAT FOR SUBMISSION OF Pre-Qualification Bid PQB**To.**

The Additional General Manager,
 Security Printing and Minting Corporation of India Ltd.
 16th Floor, Jawahar Vyapar Bhawan,
 Janpath, New Delhi-110001

Sub.: Proposal for Empanelment of Practicing Cost Accountant / Firm of Cost Accountant for three years for carrying out for carrying out Cost Audit of SPMCIL and providing other services like consolidation of cost records of all units and XBRL filing from Financial Year 2016-17 onwards.

Sl. No.	PARTICULARS	REPLY
1.	Name of the Practicing Cost Accountant / Firm	
	Whether Partnership / Proprietorship / Individual	
	Name of the Lead Partner /Proprietor/ Individual/ In-Charge	
	Name(s) of the Contact person(s) and the Contact details	
2.	i) Year of Commencement of Practice as Cost Accountant / Firm	
	ii) Certificate of Practice Number/ Registration Number	
	<u>Attach documentary evidence:</u> <ul style="list-style-type: none"> • Copy of Certificate of Practice or Certificate from ICWAI regarding date of Commencement of Practice as the Practicing Cost Accountant ; and / or • Copy of approval letter from ICWAI in respect of Firm's Name. 	
3.	Particulars of the ICWAI /Firm	
	(a) Address of the Firm as registered with ICWAI	
	(b) Address of the Firm at Delhi (if different from 'a')	
	Telephone Nos.	
	Fax No.	
	Email	
	Website	
	PAN No.	
	Service Tax Reg. No. (attach Documentary Evidence)	

Sl. No.	PARTICULARS	REPLY
4.	Pre-Qualification Details	
	(a) Experience in Practice (no. of years) as Proprietor / Partner / Individual / Firm of Cost Accountants. The cut-off date for ascertaining experience will be 01.06.2016 (<i>attach documentary evidence as cited above at Sl. No.2 above</i>).	
	(b) Experience of PSU Audit (Cost) during the last 3(Three) Financial year. (<i>attach copy of work order</i>)	
	(c) Experience related to paper and steel product manufacturing industry during the last 3(Three) Financial year. (<i>attach copy of work order</i>).	
	(d) Number of active Partners with Firm / full time Employees (qualified Cost Accountant) with the PCA (<i>Self certification by Firm/PCA along with profile of Partners/employees</i>)	
	(e) Majors clients during last 3 financial years (i.e., companies with Annual Turnover > ₹100 Crores). (<i>Self-certification along with list of major clients name and telephone number of contact person of clients</i>)	
5.	Any other relevant information:	
6.	Empanelment fee enclosed: DD/Banker Cheque No. dated..... drawn on for Rs..... in favour of SPMCIL.	

DECLARATION

1. I/We have read all the terms & conditions of bid and the instructions and I/We hereby confirm the acceptance of all provisions and the terms & conditions of the Invitation without any deviation.
2. All the details /information provided by me/us herein above are correct to the best of my/our knowledge & belief. I/We also understand that if any of the information is found wrong. I/We am/are liable to be debarred.
3. I/We certify that I/We will not get myself/ourselves registered as PCS/Firm in SPMCIL under more than one name.

Signature :

Name & Designation of the Authorized Signatory :

Stamp of the PCA/ Firm :

Date:-----

Place:-----

No. of documents attached:

Annexure-II

(Format for NEFT – To be submitted in Firm's Letter Head, along with acceptance of Appointment)

Ref. No.:

Date:

To,

Addl. General Manager (F & A)
SPMCIL, Corporate Office,
16th Floor, Jawahar Vyapaar Bhawan,
Janpath, New Delhi-110001.

Dear Sir,

Sub: Details for National Electronic Fund Transfer.

We request and authorize you to effect payment through NEFT to our Bank account, subject to RBI Guidelines, as per the details given below:

- A. Name of the Firm :
- B. PAN of Beneficiary :
- C. Service Tax No. of Beneficiary :
- D. Email Address of Beneficiary :
- E. City (of Beneficiary) :
- F. Bank Name :
- G. Branch (of Bank) :
- H. A/c Number :
- I. A/c type (Savings or Current) :
- J. MICR Code of the branch (9digit) :
- K. IFSC for NEFT (11 char) :
- L. IFSC for RTGS (if different from K) :

Thanking you,

(Signature with Seal)
Authorised Signatory
Name
Designation

Certified that the particulars furnished above are correct as per our record.

Date:

(Signature of authorized official of bank)
Bank Stamp

