

South Eastern Coalfields Limited

(A Mini Ratna PSU Company)

Tender No.: SECL/BSP/CMC/IAD/e-EoI/581

Dated. 13.04.2023

Open e-Tender

Tender Document

**Appointment of Internal Auditor for a period of 3 years from
2023-24 to 2025-26**



South Eastern Coalfields Limited

SECL Bhawan

Seepat Road,

Bilaspur - 495006

Chhattisgarh

INDIA

Tender No.: SECL/BSP/CMC/IAD/e-EoI/581

Dated. 13.04.2023.

Invitation for Bids (IFB)

1. South Eastern Coalfields Limited, A Miniratna PSU and a wholly owned Subsidiary of Coal India Limited, A Maharatna Company, (A Govt. of India Undertaking) having its registered office at SECL Bhawan, Seepat Road, Bilaspur – 495006 (Chhattisgarh) India, invites online bids through e-tender through CIL's e-procurement portal (<https://coalindiatenders.nic.in>) from the eligible bidders from India for Appointment of Secretarial Auditor for a period of 3 years from 2023-24 to 2025-26.
2. The complete tender document shall be available in the CIL's e-procurement portal <https://coalindiatenders.nic.in> for downloading and submission of offer. The complete tender document shall also be available on Coal India's website www.coalindia.in and Central Public Procurement portal (<http://eprocure.gov.in>) for downloading only.
3. There will be no physical/manual sale of tender document. There is no Tender Fee and the bidders can download tender document free of cost from any of the websites mentioned above.
4. Details of tender:-

1	Tender No.	SECL/BSP/CMC/IAD/e-EoI/581 Dated 13.04.2023
2	Type of Tender	Open Tender
3	Estimated value of Tender	Rs. 8,40,84,000.00
4	Tender Fee	NIL
5	Earnest Money Deposit	Not Applicable
6	Subject of Tender	Appointment of Internal Auditor for a period of 03 years from FY 2023-24 to 2025-26
7	e-Publishing date of Tender	13.04.2023 18:00 Hours
8	Downloading of Tender Document	
	(i) Starts on	14.04.2023 11:00 Hours
	(ii) Closes on	29.04.2023 17:00 Hours
9	Seeking Clarification	
	(i) Starts on	14.04.2023 11:00 Hours
	(ii) Closes on	25.04.2023 11:00 Hours
10	Online Submission of Offers	
	(i) Start Date and Time	14.04.2023 11:00 Hours
	(ii) Last Date and Time	29.04.2023 17:00 Hours
11	Due date of Opening of Tenders	02.05.2023 11:00 Hours

Tender No.: SECL/BSP/CMC/IAD/e-EoI/581

Dated. 13.04.2023.

5. The offers have to be submitted online through CIL's e-procurement portal <https://coalindiatenders.nic.in>. The tenderer has to get themselves enrolled on the above portal and follow the procedure laid therein for submission of offer. The Online Bidder Enrolment is free of cost and one time activity only.
6. There is no provision to take out the list of parties who have downloaded the tender document from the above referred website. As such, bidders are requested to visit the website once again before the last date of submission of offer/due date of tender opening to ensure that they have not missed out any corrigendum issued against the said tender after they have downloaded the tender document. The responsibility of downloading the corrigendum, if any, will be of the bidder. No separate intimation in respect of corrigendum to the NIT (if any) will be sent to the bidders who have downloaded the tender document from website.
7. The bidders, in their own interest, are requested not to wait till the last moment for submission of bid to avoid last minute rush and local problems related to internet connectivity, law and order, strike, bandh etc. SECL shall not be responsible, if bids could not be uploaded due to such local problems at the bidder's end.
8. The interested bidders may obtain further information from the office of Dy. GM (Internal Audit) as per address given below:

Dy. GM (Internal Audit), SECL
South Eastern Coalfields Limited, SECL Bhawan
Seepat Road, Bilaspur – 495006 Chhattisgarh,
Phone: 07752-246334
Email address: gmiasecl@coalindia.in

Dy.GM(Internal Audit), SECL
For and on behalf of South Eastern Coalfields Limited

Instructions to Bidders (ITB)

1. Requirements for participation in e-tender:

In order to submit the online offer on CIL's e-Procurement portal <https://coalindiatenders.nic.in> the bidders should meet the following requirements:

- a) PC connected with Internet (For details, visit link "Bidders Manual Kit" on home page of CIL's e-Procurement portal <https://coalindiatenders.nic.in>) It will be the bidder's responsibility to comply with the system requirements i.e. hardware, software and internet connectivity at bidder's premises to access the e-Procurement website. Under no circumstances, SECL shall be liable to the bidders for any direct/indirect loss or damages incurred by them arising out of incorrect use of the e-Procurement system or internet connectivity failures.
- b) Enrolment with CIL's e-Procurement portal <https://coalindiatenders.nic.in>. The online enrolment of the bidders on the portal is free of cost and one time activity only. The registration should be in the name of bidder whereas DSC holder may be either bidder himself or its duly authorised person having DSC indicating name of firm as that of bidder. It shall be the responsibility of the bidder to ensure that they get registered with the CIL's e-Procurement portal well in advance and download the documents before the last date and time for the same.
- c) Class II or Class III Digital Signature Certificate (DSC) issued by a Certifying Authority authorised by Controller of Certifying Authority (CCA) and which can be traced upto the chain of trust to the Root Certificate of CCA.

2. Help for participating in e-tender:

The detailed method for participating in the e-procurement is available on links "Help for Contractor" and "Bidders Manual Kit" in CIL's e-Procurement portal. The bidders may also seek help from the help-desk on the numbers available on CIL's e-Procurement portal. All queries will be answered in English / Hindi only.

3. Communication:

All communication sent by SECL as well as the e-procurement portal by post/fax/e-mail/SMS shall be deemed as valid communication. The bidder must provide complete address, fax number, corporate e-mail id and mobile number.

4. Cost of Bidding:

The bidder shall bear all costs associated with the preparation and online submission of bid and SECL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

5. Clarification of Bid Documents and Last date for submission of Bid:

A prospective bidder may seek clarification online through CIL's e-procurement portal after e-Publication of the NIT. SECL will respond to such requests for clarification of the Bid Documents, which are received not later than 15 (fifteen) days prior to the deadline for the online submission of bid. SECL's response shall also be put on the SECL's e-procurement portal.

Bids must be submitted along with all supporting documents in the CIL e-procurement portal online before or up to the scheduled time and date as mentioned in ITB.

6. Due date of opening of Bid:

Bids will be opened online at the scheduled time on the due date of opening as mentioned in IFB. In the event of the scheduled due date of opening of bids being declared as a holiday for SECL 's office or due to Force Majeure reasons, the due date for opening of bids will be the next working day at the scheduled time.

7. Extension of due date of tender:

SECL reserves the right to extend the due date of tender as deemed fit on case-to-case basis by issue of corrigendum through portal. In case, 03 (three) bids are not received within the stipulated time, the due date of tender shall be extended once by 4 days automatically by the portal. In case no offer is received, tender will be cancelled. The information of cancellation of tender will be uploaded on the e-procurement portal through corrigendum.

- 8. Language:** The language of the bid shall be English. All documents enclosed should also be in English language. In case the original document is in a different language, self-attested English translation with signature and stamp of the authorised signatory of the bidder who has signed the LOB, shall be furnished.

9. Earnest Money Deposit: Not Applicable

- 10. Letter of Bid (LOB):** The format of Letter of Bid (LOB) as given at Annexure-D will be downloaded by the bidder and will be printed on Bidder's letter head and duly Signed by a person competent and having the "Authority" / "Power of Attorney" to bind the bidder. Scanned copy of such a "Signed & Stamped with the seal of the company" LOB along with "Authority" / "Power of Attorney" are to be uploaded during bid submission in Cover- I. This will be the covering letter of the bidder for his submitted bid.

The content of the "Letter of Bid" uploaded by the bidder must be the same as per the format downloaded from website and it should not contain any other information. If there is any change in the contents of Letter of Bid uploaded by bidder as compared to the format of Letter of Bid uploaded by the department with NIT document, then the bid may be liable for rejection. These documents are to be uploaded in folder named "TECHNICAL DOCS" provided in the e procurement portal.

Note: The person who has signed Letter of Bid physically should bid online while submitting the offer with his DSC mapped in the name of bidder. In case the person who has signed LOB is not bidding himself and has authorized another person whose DSC is mapped in the name of bidder, to bid online on his behalf, then the further authorization on non-judicial stamp paper duly notarized (as per Annexure-E) by the person signing the LOB in favour of person bidding online is required to be uploaded. This document is to be uploaded in folder named "TECHNICAL DOCS".

11. Methodology for online Submission of Bids

The offers are to be submitted online through CIL's e-procurement portal in 1 (one) cover

(Cover - I 'Technical Bid'). Authenticated and Scanned copies of documents shall be uploaded in folders named as "TECHNICAL DOCS".

The Cover-I 'Technical Bid' is to be uploaded in e-procurement portal before the last date and time for submission of online bid. No offline bid shall be accepted. Offer received through Post, Courier, Fax, Telegram or E-mail will not be considered.

12. Evaluation of Bids

- i. After opening of the bid, the documents submitted by firms will be downloaded and shall be put up to the Evaluation Committee consisting of GM (Finance)-HOD, GM (CMC)-HOD, & Dy. GM (Internal Audit)-HOD. The Committee may be assisted by Officers as nominated by the Committee Members. The Committee will examine the uploaded documents against information/ declarations furnished by firms online. If it confirms to all the information/ declarations furnished by the firm online and does not change the eligibility status of the firm, then the firm will be considered eligible for next level.
- ii. Bids which have not been submitted with valid documents will not be considered for further evaluation.
- iii. After evaluation of the uploaded documents, shortfall documents, if required, shall be sought from the bidders by the evaluation Committee. For this purpose, only one chance shall be given. The time period for clarification will be considered for 7 days, if required, the firm will get this information on their personalized dashboard under "Upload confirmatory document" link. Additionally, information shall also be sent by system generated email and SMS, but it will be the firm's responsibility to check the updated status/information on their personalized dashboard regularly after opening of bid. No separate communication will be made in this regard. Non- receipt of e-mail and SMS will not be accepted as a reason of non-submission of documents within prescribed time. The firm will upload the scanned copy of all those specified documents in support of the information/ declarations furnished by them online within the specified period.
- iv. The offers will be evaluated in accordance with the criteria mentioned in Annexure - B on the basis of documents uploaded by firm online. The firm is not required to submit hard copy of any document through offline mode. Any document submitted offline will not be given any cognizance in the evaluation of offer.
- v. In case the firm submits requisite documents online as per tender document, then the firm will be considered eligible for next level.
- vi. In case the firm fails to submit requisite documents online as per tender document or if any of the information/declaration furnished by firm online is found to be wrong by Committee during evaluation of scanned documents uploaded by firm, which changes the eligibility status of the firm, then his bid shall be rejected.
- vii. In case none of the firms complies the technical requirement, then necessary action as deemed fit by management will be taken.
- viii. It is responsibility of firms to upload legible/clearly/readable scanned copy of all the required documents as mentioned above.

13. Payment terms

The bills for conducting Internal Audit and Travelling Allowances will be paid on monthly/quarterly basis upon submission of Reports.

The paying authority in case of Area Office will be Area Finance Manager of respective Area and in case of Head Quarter, General manager (Finance). The bill in duplicate, duly certified by the respective Area and in case of headquarter GM/HoD (Internal Audit) in respect of receipt of reports and attendance, shall be submitted for processing of the bill and payment.

In addition, the Audit Firm must ensure that it has uploaded correct and proper GST Return against the audit service provided by them for claiming the GST amount as per bill and GST amount of each month will be paid in the following month on confirmation of Input Tax Credit (ITC), whichever is later.

Payment Authority: GM (Finance), SECL for SECL HQ. and Area Finance Manager for Areas of SECL.

The payment will be made through Electronic System for which bidder are requested to attach scanned copy of cancelled cheque in their offer in the Folder named "TECHNICAL DOCS" provided in the e-procurement portal.

14. Scanned copy (PDF) of supporting documents duly signed and stamped should be uploaded in the Folder provided for this purpose. However, SECL reserves the right to verify such documents with the original, if necessary. Bidder has to submit the originals to SECL on demand.
15. The offer should be submitted strictly as per the terms & conditions laid down in the tender document, failing which the offer will be liable for rejection. No deviation of the terms and conditions of the tender document is acceptable. Terms and conditions which are in deviations of the tender terms are liable for rejection.
16. SECL reserves the right to reject or accept or withdraw the tender in full or part as the case may be without assigning reason thereof.
17. SECL also reserves the right to short close the contract in case of breach of terms and conditions of the contract by the tenderer.
18. All notices to the bidders shall be sent by e-mail only during the process of finalization of tender by SECL as well as e-procurement portal. Hence the bidders are required to ensure that their corporate e-mail-id is provided / updated during the registration of vendor with e-procurement portal. Bidders are also requested to indicate their valid corporate e-mail id and mobile no. of authorised representative at Instruction to Bidders for communications through e- mails / SMS alerts (if any).
19. Modification of the submitted bid shall be allowed online only before the deadline of submission of tender and the bidder may modify and resubmit the bid online as many times as he may wish. Bidders may withdraw their bids online within the last date and time of bid submission.

20. No modification of the bid or any form of communication with SECL or submission of any additional documents, not specifically asked for by SECL, will be allowed and even if submitted, they will not be considered by SECL.
21. In case of any technical mistake in online offer and NIC confirming that there is no fault from their side then SECL will not be held responsible for the consequences and no correspondence in this regard will be given any cognizance by SECL.

Encl.: Annexures

Selection criteria for engaging Internal Auditors for CIL and its Subsidiaries.

SL. No.	CRITERIA	BASIS OF MARKS	MAXIMUM MARKS
1	<p>(a) Experience of the Firm: The minimum experience is 10 years as on 01.04.2022 for a Firm to be eligible and for each year's experience they would get 1.5 marks. Shall be reckoned from the date of joining of an existing partner with the Firm and having the longest association with the firm.</p> <p>(b) Peer Review: Peer Review Report/Certificate of the firm given by the respective Boards of the Institute of Chartered Accountants of India/Cost Accounts of India.</p>	<p>1.5 marks per year (fraction of the year to be ignored)</p>	<p>15</p> <p>5</p>
2	<p>Number of Partners: Number of full-time partners / full time qualified persons having more than 5 years' experience in practice in the firm/Limited Liability Partnership who is in the firm as on 01.04.2022 and continuing thereafter.</p>	<p>2 marks for each partner/person who is ACA/ACMA.</p> <p>3 marks for each partner/person who is FCA/FCMA.</p>	10
3	<p>(a) DISA/CISA/DISSA Qualification: Number of full-time partners / full time qualified person having more than 5 years' experience in practice in the firm/ Limited Liability Partnership having DISA/CISA/DISSA who is in the firm as on 01.04.2022 and continuing thereafter.</p> <p>(b) SAP Experience: Number of full-time partners / full time qualified person having SAP working experience.</p>	<p>2 marks for each partner/person having DISA/CISA/DISSA.</p> <p>2 marks for each partner/person having SAP working Experience</p>	<p>5</p> <p>5</p>
4	<p>Length of association: Length of association of the full time Partner/ full time qualified person with more than 5 years' experience in practice with the same firm (who is in the firm as on 01.04.2022 and continuing thereafter).</p>	<p>4 marks for each partner/person above 20 years.</p> <p>3 marks for each partner /person above 15 years.</p> <p>2 marks for each partner/person above 10 years.</p> <p>1 mark for each partner/person below 10 Years but above 5 Years.</p> <p>(fraction of the year to be ignored)</p>	10
5	<p>Full time qualified Assistants: Number of full-time qualified assistants who is</p>	1.5 marks for every qualified assistant	10

	an ACA/ACMA having experience of 5 years or less and is working with the firm as on 01.04.2022 and continuing thereafter.		
6	Semi-qualified Assistants: Number of full-time semi-qualified assistants (Inter Cost/ Inter Chartered - IPCC - both groups) & is working full time with the firm as on 01.04.2022 and continuing thereafter.	0.75 mark per semi-qualified assistant	5
7	Experience: (a) Experience of the firm in conducting Statutory/Internal Audits in PSU/Govt. Companies including concurrent audits in PSU Banks and large companies with turnover of at least Rs. 200 crores each year during the last 10 years. (b) Experience of the firm in conducting Statutory/ Internal Audits in PSU/Govt. Companies including concurrent audits in PSU Banks and large companies with turnover of at least Rs. 200 crores each year during the last 10 years in SAP Environment. (c) The Firm having experience in the Statutory/ Internal Audits of the Mining company during last 8 years.	2 marks per year of audit. 2 marks per year of audit 1 mark per year of audit.	10 10 5
8	Location: (a) Audit firms having Registered Office/Branch Office within the state as on 01.04.2022 and continuing thereafter, wherein the company headquarter is situated or is having its mining operation. Or (b) For North Eastern Coalfields, Margherita, Assam (A unit of Coal India Limited): Audit firms having Registered Office / Branch Office, as on 01.04.2022 and continuing thereafter, within Assam.		10
	Total		100

Note:

- The bidder is expected to fill up the BoQ of the EoI, with utmost care. Based on the input provided for each "Selection Criteria", the system will automatically calculate the "Marks" against each such criteria, which will be visible to the bidder also. Total aggregate marks based on "Selection Criteria" is 100 (Hundred). Minimum qualification marks are fixed at 80 (Eighty) for CIL Standalone and 70 (Seventy) for Subsidiaries Company.
- The documents submitted by only those firms who have scored 80 (eighty)/70 (Seventy) or more, on self-evaluation basis (as detailed in (i) above) will be downloaded & checked with documents and shall be put up to the evaluating Committee. The Committee will examine the uploaded information/declarations against documents furnished by firms online. If it confirms to all the information/ declarations furnished by

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the firm online and does not change the eligibility status of the firm, then the firm will be considered eligible for next level.

3. In case of tie in marks scored, an Internal Committee headed by Director (Finance)/Head of Finance at CIL and its Subsidiaries shall take a presentation from the tied firms. The presentation to be taken by the Internal Committee from the tied firms shall be based on various professional parameters as may be considered appropriate including infrastructure of office, approach towards the audit, usage of specialized audit tools and methodology, professional approach of the main partner and commitment to excellence. The said Internal Committee shall interalia also consist of head Internal Audit Department at CIL and Subsidiaries and other members as may be decided by Director (Finance)/ Head of Finance at CIL and its Subsidiaries. The decision of the Internal Committee shall be final.
4. A firm which has provided audit/non audit service in CIL & Subsidiaries during last three years in Coal India Ltd or any of its Subsidiary Companies and served a term of three years (i.e. F.Y. 2020-21 to 2022-23) would not be considered for appointment of Internal Auditor for next three succeeding years (cooling period).
5. A firm, which has been removed from internal audit assignment from CIL or its subsidiaries during, F.Y. 2017-18 to 2022-23 or have been held guilty by the ICAI Disciplinary process in the last 10 years or who is under investigation or has been charge sheeted or punished for any legal default with imprisonment will not be considered for appointment of Internal Auditor in CIL and its subsidiaries. ICAI means "The Institute of Chartered Accountants of India" and "The Institute of Cost Accountants of India".

Documents Required

SL. No.	CRITERIA	BASIS OF MARKS	MAX. MARKS	DOCUMENTS REQUIREMENT
1	<p>1(a) Experience of the Firm:</p> <p>The minimum experience is 10 years as on 01.04.2022 for a Firm to be eligible and for each years' experience they would get 1.5 marks. Shall be reckoned from the date of joining of an existing partner with the Firm and having the longest association with the firm.</p> <p>1(b) Peer Review:</p> <p>Peer Review Report/Certificate of the firm given by the respective Boards of the Institute of Chartered Accountants of India/Cost Accountants of India.</p>	<p>1.5 marks per year (fraction of the year to be ignored)</p>	<p>15</p> <p>5</p>	<p>1(a).</p> <p>CA & CMA Firms:</p> <p>Firm Constitution Certificate/Card downloaded from the website of the Institute not earlier than the first date of the month of publication of EOI. (eg. 01.03.2023 if EOI published March'2023).</p> <p>CMA Firms:</p> <p>Complete Partnership Deed</p> <p>1(b).</p> <p>CA & CMA Firms:</p> <p>Valid Peer Review certificate issued by the Institute.</p>
2	<p>Number of Partners:</p> <p>Number of full-time partners / full time qualified persons having more than 5 years' experience in practice in the firm/Limited Liability Partnership who is in the firm as on 01.04.2022 and continuing thereafter.</p>	<p>2 marks for each partner/person who is ACA/ACMA.</p> <p>3 marks for each partner/person who is FCA/FCMA.</p>	10	<p>CA & CMA Firms:</p> <p>1. Firm Constitution Certificate/Card downloaded from the website of the Institute not earlier than the first date of the month of publication of EOI. (eg. 01.03.2023 If EOI is published in March '2023).</p> <p>2. Certificate of Practice.</p>

				CMA Firms: <ol style="list-style-type: none"> 1. Complete Partnership Deed 2. ACMA/FCMA Certificate 3. Certificate from the firm regarding the date of joining of full-time qualified persons who is in the firm as on 01.04.2022 and continuing thereafter.
3	(a) DISA/CISA/DISSA Qualification: Number of full time partners / full time qualified person having more than 5 years" experience in practice in the firm/ Limited Liability Partnership having DISA/CISA/DISSA who is in the firm as on 01.04.2022 and continuing thereafter. (b)SAP Experience: Number of full-time partners / full time qualified person having SAPworking experience.	2 marks for each partner/person having DISA/CISA/DISSA. 2marks foreach partner/person having SAP workingExperience	5 5	CA & CMA Firms: Valid DISA/CISA/DISSA Certificate issued by the Institute. CA & CMA Firms: SAP training Certificate/SAP Working experience certificate.
4	Length of association: Length of association of the full time Partner/ full time qualified person with more than 5 years' experience in practice with the same firm (who is in the firm as on 01.04.2022 and continuing thereafter).	4 marks for each partner/person above 20 years. 3 marks for each partner /person above 15 years. 2 marks for each partner/person above 10 years. 1 mark for each partner/person below 10 Years but above 5 Years. (fraction of the year to be ignored)	10	CA & CMA Firms: <ol style="list-style-type: none"> 1. Firm Constitution Certificate/Card downloaded from the website of the Institute not earlier than the first date of the month of publication of EOI. (eg.01.03.2023 if EOI is published in March'2023). CMA Firms: <ol style="list-style-type: none"> 1. Complete Partnership Deed.

				<p>2. For full-time Qualified person:- (a). Certificate from the firm regarding the date of joining of full-time qualified persons who is in the firm as on 01.04.2022 and continuing thereafter. (b). Certificate of Membership.</p>
5	<p>Full time qualified Assistants:</p> <p>Number of full-time qualified assistants who is an ACA/ACMA having experience of 5 years or less and is working with the firm as on 01.04.2022 and continuing thereafter.</p>	1.5 marks for every qualified assistant	10	<p>CA Firms: Firm Constitution Certificate/Card downloaded from the website of the Institute not earlier than the first date of the month of publication of EOI.(eg. 01.03.2023 if EOI is published in March'2023).</p> <p>CMA Firms:</p> <p>1. Certificate from the firm regarding the date of joining of full-time qualified persons who is in the firm as on 01.04.2022 and continuing thereafter.</p> <p>2. Certificate of Membership.</p>
6	<p>Semi-qualified Assistants:</p> <p>Number of full-time semi-qualified assistants (Inter Cost/ Inter Chartered - IPCC - both groups) & is working full time with the firm as on 01.04.2022 and continuing thereafter.</p>	0.75 mark per semi-qualified assistant	5	<p>CA & CMA Firms:</p> <p>Self-declaration of the firm depicting name and date of joining of semi-qualified assistants (Inter Cost/ Inter Chartered - IPCC - both groups) & is working full time with the firm as on 01.04.2022. (Mark-sheet/Certificate to be uploaded)</p>

7	<p>(a) Experience of the firm in conducting Statutory/Internal Audits in PSU/Govt. Companies including concurrent audits in PSU Banks and large companies with turnover of at least Rs. 200 crores each year during the last 10 years.</p> <p>(b) Experience of the firm in conducting Statutory/Cost Audit/Internal Audits in PSU/Govt. Companies including concurrent audits in PSU Banks and large companies with turnover of at least Rs. 200 crores each year during the last 10 years in SAP Environment.</p> <p>(c) The Firm having experience in the Statutory/Internal Audits of Mining Companies during last 8 years.</p>	<p>2 marks per year of audit.</p> <p>2 marks per year of audit</p> <p>1 mark per year of audit.</p>	<p>10</p> <p>10</p> <p>5</p>	<p>(a) Work completion certificate issued by the competent authority of the organization where the Audit was conducted.</p> <p>(b) Work completion certificate issued by the competent authority/ERP/System Department, certifying conduct of Audit in SAP Environment, of the organization where the Audit was conducted.</p> <p>(c) Satisfactory work completion certificate issued by the mining company where the Audit was conducted.</p> <p>Note:- 1. All the requisite experience certificate must be in the name of bidder (CA/Cost Firm). 2. Period of Audit must be clearly mentioned in the work completion certificate.</p>
8	Audit firms having Registered Office/Branch Office within the state of CG and MP as on 01.04.2022 and		10	Proof of Registered Office/Branch Office within the state.

	continuing thereafter, wherein the company headquarters is situated or is having its mining operation.			
	TOTAL		100	

APPLICATION FORMAT

SI No.	PARTICULARS	DETAILS
1.	Name of the Firm with Registration no.	
	Registration No. and date of Registration of the firm	
2.	Registered Office Address & date of establishment	
3.	Branch Office Address & date of establishment	
4.	Contact No. of the Partner	
5.	Fax Number	
6.	Email address & Website	
7.	a) Bank Details (for EFT) of bidder b) Account Name/Beneficiary Name c) Banker's Name d) Branch e) Address, City/Town, District, State f) Nature of Account (Cash, Current, Saving) g) IFSC Code h) Account No	
8.	Name, Membership No. and date of Joining of existing partner with the Firm having the longest association. Ref : Selection criteria: SI No. 1(a)	
9.	Details of Peer Review Report/Certificate of the firm Ref: Selection criteria: SI No. 1(b)	
10	Name and Membership No. of the full-time partners and full-time qualified persons having more than 5 years' experience in practice in the firm/Limited Liability Partnership whether ACA/ACMA, FCA/ FCMA as on 01.04.2022 & continuing thereafter. Ref : Selection criteria: SI No. 2	
11	Name and Membership No. of the full-time partners and full time qualified persons having more than 5 years' experience in practice in the firm/Limited Liability Partnership as on 01.04.2022 having DISA/CISA/DISSA. Ref : Selection criteria: SI No. 3(a)	
12	Number of full-time partners / full time qualified person having SAP working experience Ref : Selection criteria: SI No. 3(b)	
13	Name, Membership No. and joining date of the full time Partners/ full time qualified persons with more than 5 years' experience in practice with the same firm as on 01.04.2022 and continuing thereafter. Ref : Selection criteria: SI No. 4	

14	Name, Membership No. and joining date of full time qualified assistants who is an ACA/ACMA having experience of 5 years or less and is working with the firm as on 01.04.2022 and continuing thereafter. Ref : Selection criteria: SI No. 5	
15.	Name and date of joining of semi-qualified assistants (Inter Cost/Inter Chartered - IPCC - both group) & is working full time with the firm as on 01.04.2022 and continuing thereafter. Ref : Selection criteria: SI No. 6	
16.	Year wise experience of the firm in conducting Statutory /Internal Audit including concurrent Audit during the last 10 years: (a) Name of PSU/Govt. Companies (b) Large companies having turnover at least Rs.200 crores each year Ref : Selection criteria: SI No. 7(a)	
17.	Year wise experience of the firm in conducting Statutory /Internal Audit including concurrent Audit during the last 10 years in SAP Environment: (a) Name of PSU/Govt. Companies (b) large companies having turnover at least Rs.200 crores each year Ref : Selection criteria: SI No. 7(b)	
18	Year wise experience of the firm in conducting Statutory /Internal Audit during the last 08 years of the Mining Company. Ref : Selection criteria: SI No. 7(c)	
19.	Location Detail as per the Firm Registration Certificate/Firm Constitution Certificate downloaded from the ICAI Website of the Audit firms having Registered Office/Branch Office within the state of CG and MP as on 01.04.2022 and continuing thereafter, wherein the company headquarters is situated or is having its mining operation. Ref: Selection Criteria: SI No 8	

Further, the following documents are required to be submitted online:

1. Self-attested copy of membership certificate of Partners and full-time qualified persons issued by Institute of Chartered Accountants of India/Institute of Cost Accountants of India.
2. Self-attested copy of Certificate of Practice of Partners and full-time qualified persons issued by Institute of Chartered Accountants of India/Institute of Cost Accountants of India.
3. Self-attested copy of Registration Certificate of PCA/Firm/LLP issued by Institute of Chartered Accountants of India/Institute of Cost Accountants of India.
4. Self-attested copy of PAN Card of PCA/Firm/LLP.
5. Self-attested copy of GST Registration Certificate (if applicable)
6. Self-attested copy of work order issued of Statutory/Internal Audit issued by the competent authority as indicated in Documents Required.
7. Self-attested copy of successful work completion certificate issued by the competent authority as indicated in Documents Required

Self-attested copy of Statement of accounts for the last ten years of large companies having turnover at least Rs.200 crores each year indicating therein working in SAP environment as applicable (to know the turnover of the large companies). Statement of accounts for the last eight years of mining companies having turnover at least Rs.200 crores each year (to know the turnover of the mining companies).

8. Self-attested copy of document showing location of Headquarters/Branch office in CG & MP.

In absence of the above documents the offer will be rejected. The documents uploaded online to the offer must be serially numbered and duly signed by the bidder with official seal.

Date: Signature with seal

Place: Name of the Partner

Membership No.

Name of the Firm

Firm Registration No.

Letter of Bid

To
South Eastern Coalfields Limited,
SECL Bhawan
Seepat Road,
Bilaspur – 495006 (Chhattisgarh)
India

Dear Sirs,

Sub: Tender No. :-

1. Having examined the Tender Document including Addenda/Corrigenda, if any (insert numbers), we, M/s. (..... name of the bidder firm) represented by the undersigned, Mr/Ms..... Employee/Partner/Legal Attorney/Proprietor/Accredited Representative, offer to supply and deliver (description of Goods and Services) vide our offer No..... dated.....in conformity with the said Tender Document.
2. We confirm to accept all terms and conditions contained in the tender document unconditionally.
3. We agree to abide by this bid for a period of 180 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We confirm that until a formal appointment order is issued, this bid together with your written acceptance thereof and your Notification of Award, shall constitute a binding Contract between us.
5. We confirm that the contents of the offer are given after fully understanding and all information furnished by us are correct and true and complete in every respect.
6. We confirm that all information/ documents / credentials submitted along with the tender are genuine, authentic, true and valid.
7. We confirm that if any information or document submitted is found to be false / incorrect forged/tampered in any way, the said offer shall be considered absolutely null & void and action as deemed fit may be taken against us including termination of the contract, forfeiture of all dues and Banning of our firm along with all partners of the firm as per provisions of tender document/Purchase Manual of CIL/Provisions of law in force.

8. We have never been banned or delisted by any Government or Quasi-Government Agency or any Public Sector Undertaking in India.

OR

We were banned by the organization named “_____” for a period of year(s) effective from to for (the reasons to be mentioned).

Dated this _____ day of _____ 20--

Signature _____

Name _____

Designation _____

Seal _____

Duly Authorised to sign bid for and on behalf of _____

Note:

1. This letter should be on the letterhead of the Bidder and should be signed by a person competent and having the authority to bind the Bidder. The said document conferring authority upon the person should be submitted by the Bidder along with the LOB. If the said document conferring the authority is Article of Association of Company, Partnership Deed of a Registered Firm, or any resolution of the company, then the notarized copy of the same should be uploaded. In other cases, the letter of authority should be a Power of Attorney sufficient to bind the bidder.
2. Power of Attorney should be on non-judicial stamp paper and sufficiently stamped.
3. In case the person who has signed LOB is not bidding himself and has authorized another person whose DSC is mapped in the name of bidder, to bid online on his behalf, then the further authorization on non-judicial stamp paper duly notarized (as per [Annexure-E] by the person signing the LOB in favour of person bidding online is required to be uploaded.

**Format for Authorisation to DSC holder Bidding Online by the person who has
signed Letter of Bid**

(On NON JUDICIAL STAMP PAPER)

We do hereby authorise M/s. /Mr.....Address
.....whose DSC is mapped in the name of the bidder, for online
bidding on behalf of us for Tender No. dated invited by SECL
on <https://coalindiatenders.nic.in>.

Name, Signature & Seal of the person who has signed Letter of Bid

And is Authorising the DSC Holder for online bidding.

Name, Signature & Seal of the DSC Holder having DSC mapped in the name of the bidder,
Authorised for online bidding.

Signature & Seal of the PUBLIC NOTARY