



**TIDEL PARK COIMBATORE LIMITED
(A JV of TIDCO, ELCOT, TIDEL & STPI)**

TENDER FOR INTERNAL AUDIT

TENDER No. FNA-19011/1/2022

**DUE DATE FOR SUBMISSION:
ON OR BEFORE 22.03.2022 at 3.00 PM**

TO BE SUBMITTED TO:

The Chief Financial Officer
TIDEL Park Coimbatore Limited
ELCOSEZ, Aerodrome Post
Coimbatore
Telephone No.: 0422 2513605
Fax No.: 0422 2513609
Web: www.tidelcbe.com
Email: cfo@tidelcbe.com

MARCH 2022


**TIDEL PARK COIMBATORE LTD.
ELCOSEZ, AERODROME POST, COIMBATORE – 641 014**

(Tender Notice No. FNA-19011/1/2022)

[Index](#)

1. TENDER NOTICE.....	3
2. CONTRACT DATA.....	4
3. TENDER DOCUMENT FOR TPCL INTERNAL AUDIT	5
4. SCOPE OF WORK.....	6
5. ELIGIBILITY CRITERIA	7
6. PERIOD OF INTERNAL AUDIT	9
7. INTERNAL AUDIT REPORTS.....	9
8. RIGHTS OF THE INTERNAL AUDITOR.....	9
9. RESPONSIBILITY	10
10. REPORTING	10
11. OTHER TERMS AND CONDITIONS	11
12. TENDER PRICE	11
13. CONTENTS OF THE TENDER PROPOSAL	12
14. REGULATION OF AUDIT FEES	12
15. PENALTY	13
16. EVALUATION CRITERIA FOR SELECTION OF AUDITOR	13
17. INTERNAL AUDIT – MODEL AUDIT CHECK LIST	15
18. CHECKLIST.....	19
19. PROPOSAL FORMS – PART 1	20
20. PROPOSAL FORMS – PART 2	27

1. TENDER NOTICE

	<p>TIDEL PARK COIMBATORE LTD. (TPCL) (A JV of TIDCO, ELCOT, TIDEL & STPI) CIN No. U45209TN2007PLC064060 ELCOSEZ, Aerodrome Post, Coimbatore – 641 014 Ph:0422-2513604, Fax:0422-2513609, Web:www.tidelcbe.com E-mail: tpcl@tidelcbe.com, cfo@tidelcbe.com</p>
<p style="text-align: center;">Tender No: FNA-19011/1/2022</p> <p style="text-align: center;">NOTICE INVITING TENDER FOR INTERNAL AUDIT</p> <p>TPCL invites Tender towards Internal Audit of TIDEL Park Coimbatore. Tender document can be downloaded from TPCL website or can be collected from TPCL on any working day between 10.00 am and 5.00 pm. The sealed tender should reach the undersigned on or before 3.00 p.m. on 22.03.2022. TPCL reserves right to accept / reject anyone / all tenders without assigning any reason thereof.</p> <p style="text-align: right;">Chief Financial Officer</p>	

2. CONTRACT DATA

TPCL invites signed tender through TPCL website from Reputed, Experienced, financially sound, eligible applicants, who fulfill the qualification criteria as mentioned in the tender, two cover with initial filter (Technical and Financial) system for the works as detailed below:

1.	Tender Document	Begins on 10.03.2022 & will close on 22.03.2022; 3.00 PM
2.	Name of Work	Internal Audit
3.	Method of Tender	Quality cum Cost Based Selection (QCBS) Vol-I (Technical Bid) and Vol-II (Financial Bid-BOQ)
4.	Document Cost	Nil
5.	Details of NIT / Bid Document	NIT / Tender Notice Publication date in TPCL Website 10.03.2022 The Bid documents can be downloaded from the website www.tidelcbe.com
6.	Date, Time & Venue of Pre-bid Meeting	15.03.2022 at 4.00 PM TIDEL Park Coimbatore Ltd., I Floor, ELCOSEZ, Aerodrome Post, Coimbatore – 641 014. Clarifications can also be sought through e-mail before 3.00 PM on 15.03.2022. email id: tpcl@tidelcbe.com / cfo@tidelcbe.com .
7.	Last date and time of submission Bids	22.03.2022 upto 3.00 P.M
8.	Date & time of opening of Bids	22.03.2022 at 4.00 P.M
9.	Documents to be submitted	Proposal forms - Part1 & Proposal form - Part 2 as enclosed with this QCBS
10.	Tender Validity	90 days from the date of opening of price bid
11.	Period of Contract	One year, renewable every year for, upto 3 years without escalation, subject to satisfactory performance of the auditors as decided by TPCL.

email: tpcl@tidelcbe.com / cfo@tidelcbe.com

3. TENDER DOCUMENT FOR TPCL INTERNAL AUDIT

TIDEL Park Coimbatore Limited (TPCL) invites bids in sealed cover through two bid system i.e., Part-I (Technical Bid) and Part-II (Financial Bid) on behalf of the Managing Director, from Chartered Accountants Firm meeting all the conditions in the eligibility criteria on Quality cum Cost Based Selection basis (QCBS) for conducting Internal Audit for the Financial Year 2022-23.

Profile of the Company

TIDEL Park Coimbatore Ltd. (TPCL) is a Joint Venture of TIDCO, ELCOT, TIDEL and STPI under the umbrella of State Government of Tamil Nadu.

TPCL is a fully functional, multi-tenanted Information Technology Park designed with State-of-the-Art utilities and services. Situated in the ELCOSEZ at Villankurichi, Aerodrome Post, Coimbatore, Tamil Nadu, TPCL has the following buildings and utility services:

Main Building with Three Basements + Ground + Four upper floors having the super built up area of 95,596 Sq. mts.

Substation with Ground and First Floor having the built-up area of 2662 Sq. mts

Basement BUA of 62210 Sq. mts.

Total Built up Area 1,61,072 Sq. mts.

Purpose

The Internal Audit service is responsible for providing an independent audit of the entire project and operational activities, financial or otherwise. It should provide a service to the whole organization, including all the levels of management. It is not an extension of, nor a substitute for, good management, although it can have a role in advising management. The Internal Audit service is responsible for evaluation and reporting to the Audit Committee through Chief Financial Officer and thereby providing assurance on the arrangements for risk management, control, governance and quality of audit.

Based on above, TPCL invites tenders from Chartered Accountants firms to conduct risk-based assessment, identifying the potential risk areas and agree on an annual internal audit plan for the period of 3 years from 01.04.2022.

4. SCOPE OF WORK

The Internal Audit Service will consider the adequacy of controls, necessary to secure propriety, economy, efficiency, and effectiveness in all areas. It will seek to confirm that management have taken the necessary steps to achieve these objectives and manage the associated risks.

The scope of Internal Audit work should cover all operational and management control and should not be restricted to the audit of systems and controls necessary to form an opinion on the financial statements.

The audit will be carried out in accordance with the relevant standards of auditing and will include such tests and controls as the auditor considers necessary under the circumstances.

The Scope of the internal audit shall be, inter alia:

1. Reviewing and appraising the soundness, the adequacy and application of accounting, financial operating and other internal controls and prompting effective control at reasonable cost.
2. Ascertaining the extent of compliance with established manuals, policies, plans and procedures.
3. Ensuring proper classification of Assets & Liabilities and Income & Expenditure.
4. Ensuring proper fixed asset management and accounting of assets.
5. Reviewing Inventory management and conducting stock audit twice in a year.
6. Ensuring the assessment and realization of revenue (Rent, O&M Recovery, other recoveries – AC, EB, Access and ID Cards, vehicle parking, interest on belated payments and tenancy at will etc.) due to the company along with debtors ageing and occupancy status.
7. Reviewing of Agreements executed with clients and scrutiny regarding renewals /revision of rent, etc.,
8. Reviewing of Agreements with O&M contractors and service providers and ensuring contract terms and conditions including validity of performance guarantee and liquidated damages, etc.
9. Ascertaining the extent to which the company assets are accounted for and safeguard from losses of all kinds and also ascertaining any process or procedure lapses that leads to potential frauds and errors impacting the financials and non-financials of the organization.
10. Ascertaining the reliability of accounting and other data developed within the organization.
11. Reviewing treasury management including accounting of short-term and long-term investments, accounting of interest accruals, BRS, etc.

12. Checking the periodical financial performance with Budget vs actual and suggesting the cost control and cost reduction strategies
13. Ensuring the statutory compliance with respect to the tax laws, statutory licenses, corporate governance and labour laws and regulations.
14. Checking the accounts and such records maintained at sufficient intervals to ensure the rules and procedures as laid down by the company from time to time are properly understood, correctly interpreted, and complied with and are reliable.
15. Assisting the Finance & Accounts Department of TPCL in finalization of accounts, conducting surprise checks / audits
16. Assisting in physical verification of assets of the company once in a year and issue a PV report for the same.
17. Conducting special assignments and investigations on behalf of the Board / Audit Committee / Chairman / Manager Director / CFO into any matter or activity affecting the probity, interests, and efficiency of TPCL.
18. Bringing out in time not only clear cases of financial irregularities or impropriety, wasteful or uneconomical transactions but also every matter appears to be unreasonable or improper usage of Company's funds, though there is no apparent irregularity in the transactions.
19. Identifying the areas of significant inefficiencies in existing systems and procedures and suggest necessary remedial measures.
20. Ensure due compliance of commercial accounting principles and adherences to Accounting Standards and conformity to the corporate laws/ Ind AS and requirements of Revised Schedule III of the Companies Act, 2013.
21. Analysis of all Pending issues, Audit Paras and Factual Notes to ascertain their financial implications and the compliance with the statutory disclosure norms.
22. Recommending Improvements in overall as well as financial process and procedures, identifying risks and mitigation plans.

5. ELIGIBILITY CRITERIA

Firms must qualify in the following minimum criteria:

Sl. No	Particulars	Minimum Criteria
1	No. of full time Partners associated with the firm for not less than 3 years and shall be a fellow member of ICAI	5 (FCA)
2	Turnover of the firm (Annual Turnover of the firm in each of last three financial years i.e., 2018-19, 2019-20 & 2020-21)	Rs. 50 Lakhs

3	No. of years of Firm Existence (Experience in PSU / Infrastructure project / IT Parks / Real Estate for a minimum period of 2 years)	5 years
4	No. of assignments of Statutory Audit/Internal Audit of Corporate/PSUs entities [except Bank / Branch /Stock Audit] having an average turnover of not less than Rs 75 crores in the last 3 years.	2 Assignments
5	The firm should have Head Office / Branch Office in Coimbatore.	3 Years

If any firm is already associated with TPCL for 3 years or more, in the capacity of Internal Audit/Concurrent Audit/Statutory Audit, not eligible to participate in this tender.

Any firm not qualifying these minimum criteria need not apply and their proposal shall be summarily rejected.

Supporting Documents for Eligibility Criteria

Following supporting documents must be submitted by the firm along with the technical proposal:

Sl. No	Particulars	Supporting Documents
1	No. of full time Partners associated with the firm for not less than 3 years and shall be a fellow member of ICAI	An attested Copy of Membership Certificate of ICAI (Completed years will be counted as on 01.03.2022)
2	Turnover of the firm (Annual Turnover of the firm in each of last three financial years)	A copy of audited financial statements for the last three financial years.
3	No. of years of Firm Existence (Experience in PSU / Infrastructure project / IT Parks / Real Estate for a minimum period of 2 years)	A declaration for no. of years in existence along with Firm Certificate of ICAI.

4	No. of assignments of Statutory Audit/Internal Audit of Corporate/PSUs entities [except Bank / Branch Audit] having an average turnover of not less than Rs 75 crores in the last 3 years.	A copy of the appointment letters from the auditee organizations and Annual reports evidencing the turnover of the auditee organizations. Bank/Branch Audit of any Bank shall not be considered while taking into account the total number of assignments.
5	The firm should have Head Office / Branch Office in Coimbatore	A declaration from the audit firm in the letter head stating that they have Head Office / Branch Office in Coimbatore at least for 3 Years.

6. PERIOD OF INTERNAL AUDIT

The period of internal audit would be three years. Detailed audit report on the findings along with suggestions/ remedial measures will be submitted in four phases of three months each ending on 30th June, 30th September, 31st December and 31st March. The appointment letter of auditors shall contain the details vis, date of commencement of audit, completion of audit work in each phase, the date by which reports are to be submitted and phase-wise fees payable.

7. INTERNAL AUDIT REPORTS

The report should be structured in a manner to provide the following:
(a)audit observations; (b)implications of the observations; (c)suggested recommendations/ remedial measures; (d)management's comments/agreed actions and (e)status of actions on the previous recommendations.

The reports should be submitted to TPCL within 30 days of the close of each quarter. The auditor should discuss results of audit with the Chief Financial Officer of TPCL and the Audit Committee. The report in respect of TPCL shall be submitted in triplicate for each phase along with a soft copy.

8. RIGHTS OF THE INTERNAL AUDITOR

The Internal Auditors have right of access to all TPCL records, information, and assets which they consider necessary to fulfill the responsibilities.

9. RESPONSIBILITY

The responsibility of the Internal Auditor would:

1. Develop a flexible annual internal audit plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the audit committee for review and approval as well as periodic updates.
2. Implement the annual internal audit plan, as approved, including as appropriate any special tasks or projects requested by management and the audit committee.
3. Maintain professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this Charter.
4. Evaluate and assess significant merging/consolidating functions and new or changing services, processes, operations, and control processes coincident with their development, implementation, and/or expansion
5. Issue periodic reports to the audit committee and management summarizing results of audit activities, including significant audit issues and management action plans
6. Keep the audit committee informed of emerging trends and successful practices in internal auditing.
7. Assist in the investigation of significant suspected fraudulent activities within the organization and notify management, the external auditors and the audit committee of the results.
8. Consider the scope of work of the external auditors and regulators, as appropriate, for the purpose of providing optimal audit coverage to the organization at a reasonable overall cost.
9. In turn, the Internal Audit Service agrees to comply with any requests from the external Auditors from TPCL for access to information, files or working papers obtained or prepared during the audit work that they need to discharge their responsibilities.

10. REPORTING

The Internal Audit should report to the Audit Committee any serious weakness, significant fraud or major accounting breakdown discovered during the normal course of audit.

The manner and intervals in which the internal audit shall be conducted and reported to the Board shall also be in compliance with the Companies Act 2013 and the relevant rules made thereunder.

11. OTHER TERMS AND CONDITIONS

1. Firms selected by TPCL shall maintain ethics of faith and the information provided by TPCL shall be kept strictly confidential. The firm shall execute "Confidentiality Non-Disclosure Agreement" before commencement of the Internal Audit Assignment.
2. The selected audit firm shall deploy minimum 3 Article/Audit Assistants Executives and one Senior Audit Manager (Chartered Accountant) to administer the audit. The audit firm shall employ such more qualified and experienced Personnel as and when required for internal audit. The firm shall furnish the list of personnel deputed for TPCL audit with details before commencement of audit. The list shall be reviewed and approved by TPCL with or without modification. Except as TPCL may otherwise agree, no change shall be made in the approved list of personnel. If for any reason beyond the reasonable control of the Audit Firm, it becomes necessary to replace any of the Personnel, the Audit Firm shall forthwith provide as a replacement, a person of equivalent or superior qualification with the prior approval of TPCL.
3. In case of any dispute, the decision of MD, TPCL shall be final and binding.
4. All assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.
5. TPCL reserves the right to cancel selected firms, if it considers necessary.
6. In case of non-fulfillment of any instructions issued by TPCL, TPCL will be entitled to cancel the audit work without any obligations.
7. The successful firm shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
8. The TPCL reserves the right to accept/reject any or all offers received without assigning any reasons.
9. These are only proposed draft terms and conditions and can be modified at any time by the TPCL at its sole discretion.
10. The Audit party will consist of sufficient number of experienced and qualified professionals in relevant field.
11. All pages of the tender document, forms, annexures and enclosures, supporting documents must be signed by the concerned signatory/authority without which bids/ forms will not be considered for further considering. The same will be rejected at the initial stage.

12. TENDER PRICE

The tender price is to be in Indian currency and must include applicable taxes and the firm must complete the price table as in Fin 1 to Fin 3 for one year. The quoted tender price shall be valid for a period of 90 days from the opening date of tender. The price is firm and fixed throughout the assignment period of 3 years without any escalation.

13. CONTENTS OF THE TENDER PROPOSAL

This is a two-bid open tender. Tenderer has to submit the offer in two different packets. One packet will be for technical bid packet "A" and another packet will be for financial bid as packet "B". The packet "A" shall be superscripted as "Technical & Commercial Cover" and the packet "B" shall be superscripted as "Financial Bid". Both the covers should be in sealed condition and placed in a larger cover which should be superscripted with the Tender No. **FNA-19011/1/2022**. The tender shall be addressed to the Chief Financial Officer, TPCL.

- A. Technical bid (Packet A) will be opened on due date (as per Notice for Invitation of Tender). This packet must contain the following, inter-alia:
 - i. A proposed plan of action to achieve the objectives of the internal audit function of TPCL. Such a plan should cover short- and medium-term steps to manage the internal audit function.
 - ii. A list of references of internal audit appointments.
 - iii. The curriculum vitae of the staff who will be available for the duration of the work.
 - iv. An undertaking to ensure continuity of staff on the project.
 - v. Details of staff training and development policies and procedures, with specific mention of employment equity policies.
 - vi. In so far as is possible, a comprehensive budget, showing the service Activities proposed, with charge-out rates and budgeted hours per activity, detailing all assumptions made in arriving at a proposed budget, including all costs factors such as travelling. Preference will be given to tenders which show ingenuity in conducting the work.
 - vii. Finally, all the supporting documents as in clause. 2(a) as above & clause 14.2 & 14.5 to assess the eligibility criteria/technical evaluation may also be furnished.
- B. Financial bid (Packet B) will be in the separate sealed envelope, which will contain
 - i. Price bid as per Forms Fin 1 to Fin 3
 - ii. In case tenderer's bid disqualifies technically, bidders unopened financial bid will be kept in the office.

14. REGULATION OF AUDIT FEES

The payment of Audit Fees as fixed will be made only after completion of Audit Work and submission of Audit Report for every quarter on pro rata basis. Completion of Audit includes conduct of audit, submission, and discussion of

report with TPCL. TPCL will not pay any advance to the selected audit firm under any circumstances.

Bill for Audit Fees will be submitted to the Office of Chief Financial Officer of TPCL along with a certificate indicating that audit work has been completed as per the agreed terms and conditions.

TPCL shall cause payment to the Audit Firm to be made in quarterly basis within 30 days from the date of receipt of the bill along with supporting documents. Tax as applicable will be deducted at source and tax deducted certificate will be issued as per the law in force.

15. PENALTY

Penalty equivalent to 10% of the quarterly billing rate will be recovered for non-deployment of the Professional as per the agreed list of personnel. Replacement penalty shall be levied at 5% of the quarterly bill rate for replacement of any personnel from the approved list.

16. EVALUATION CRITERIA FOR SELECTION OF AUDITOR

The Evaluation Criteria for selecting the auditor are mentioned below:

No.	Evaluation Criteria	Mark Consideration	Maximum Marks
1.	Number of Partners (Partners should necessarily be a member of ICAI)	4 marks up to 5 partners, 1 for each additional partner	10
2.	Presence of the Firm in Coimbatore. The firm having HO/ Branch office and have adequate staff to undertake audit work at Coimbatore. The staff includes Articles, Audit clerks and professionals.	The total staff strength up to 30 persons will be given 5 marks, 30 to 50 will be given 8 marks and above 40 persons will be given 10 marks**	10
3.	Number of Professionally Qualified Staff (with Associate / Fellow membership of ICAI)	Up to 5 Staff - 5 marks More than 5 Staff - 10 marks	10

4.	Turnover for the last three years of the firm	More than Rs. 30 Lakhs and up to Rs. 50 Lakhs - 4 marks for each year More than Rs. 50 Lakhs - 5 marks for each year	15
5.	Number of internal / statutory audit undertaken during the last 3 years in the corporate entity or PSUs (whose average turnover is more than Rs.75 crores in the last 3 years.) *	5 marks for each assignment, maximum 10 assignments	55
	Total Marks (Technical)		100

*Evidence of turnover being more than Rs.75 Crores shall be furnished by the firm viz auditee's Annual report etc.

** declaration of staff strength be furnished along with technical bid

Financial Bids of only those bidders whose Technical Score (including points scored in Interaction stage) is more than 75 shall be opened. A final combined score will be arrived at by applying above mentioned relative weightage to the score of technical criteria & score of financial bid. The proposal with highest weighted combined score shall be selected for initially one-year term. Subsequently, based on satisfactory performance, extension may be provided with the approval of Competent Authority for 2 years.

Example for QCBS is given hereunder:

Bidder	Technical Score (Assumed) = S_t	Financial Bid (Assumed) = Y (lakhs)	Financial Score (L*100/Y) = S_f	Total Score ($S_t*0.60 + S_f*0.40$)
A	90	7	85.71	88.28
B	80	7	85.71	82.28
C	75	6	100	85
D	60	0	0	0

In the above case, Bidder 'A' will be selected on the basis of highest score as per QCBS method. He will be paid Rs.7 Lakhs only as per his quote even if his financial bid is higher or equal than other bidders.

17. INTERNAL AUDIT – MODEL AUDIT CHECK LIST**PURCHASES:**

(A)	Total no. of purchase made up to ----- No.	
(i)	Purchases finally concluded up to No.....	
(ii)	Purchases for which final payment has been released up to No.....	
(iii)	Direct market purchases up to No.....	
(iv)	Purchase by Limited Tender No.....	
(v)	Purchase by Single Tender No.....	
(vi)	Purchase by Open Tender No.....	
(B)	Whether tender procedure has been followed	Yes/ No
Whether purchase procedure as approved by Main Office was followed in all cases		Yes/ No
1.	Whether purchasing committee formed	Yes/ No
2.	Whether budget provisions are certified before purchase	Yes/ No
3.	Whether quality of product was certified by the department concerned	Yes/ No
4.	Whether time frame was observed	Yes/ No
5.	Whether new purchases have been entered in the Fixed Assets Register through user installation certificate and Put-in-use certificate	Yes/ No
6.	Whether payment are released on original bill received and signed with the work order	Yes/ No
7.	Whether part payment are released after verifying the work completed	Yes/ No
8.	Steps followed to ensure double payment/ fraud payment	

ACCOUNT SECTION

Check List: -

1.	Status of ERP software:	
a.	Whether Vouchers have been fed daily?	Yes/ No
b.	Whether Budget amount has been entered in ERP software?	Yes/ No
c.	Whether Trial Balance is produced for audit?	Yes/ No
2.	Expenditure Control Register:	
a.	Details of Budget head purchased	
	If so, whether major head wise report is prepared?	Yes/ No
3.	Pre-check:	
a.	Bills received in No.....	
b.	Bills pending:	
i.	Pending as on..... No.....	
ii.	The oldest, dated..... amount Rs.....	
iii.	More than one month.... amount involved Rs.....	
c.	Voucher generated in a month No.	
d.	Cheque generated in a month No.	
e.	Whether original bills are 'paid and cancelled' after payment to avoid double payment	Yes/ No
4.	Compilation:	
a.	Cheque en-cashed (position obtained from Bank Statement) No.....	
b.	Cheque outstanding No. Amount involved Rs.	

5.	Advances: --	
(a)	Whether Advances interest bearing and non-interest bearing, are maintained separately	Yes/ No
a.	Advances during this Financial Year No..... Rs.....	
b.	Recoveries of Advance regularly made every month	Yes/ No
c.	No. of cases in which recovery is not made on regular basis, reason behind it	
6.	No of cash transaction up to ----- No.	
7.	Whether cash limits have been followed?	Yes/ No
8.	For Bank transaction, whether Register is maintained?	Yes/ No
a.	If yes, whether entries have been made regularly?	Yes/ No
9.	Whether Bank reconciliation statements are prepared monthly?	Yes/ No
10.	Whether bank statements are recorded properly?	Yes/ No
11.	While passing the bills, whether bills are enclosed in original along with supporting documents.	Yes/ No

Income Tax:

a.	Form 16 issued in ----- No.	
b.	Employees comes under Income Tax No.	
c.	Whether the Income Tax deducted from the salary of employees every month proportionately	Yes/ No

Fixed Asset Register:

a)	Total items as on ----- No.....	
b)	Item added during -----No..... Amount involved Rs..... Whether goods were disposed of as per policy	Yes/ No

c)	Goods disposed up to ----- No.....	
d)	Whether prior approval has been obtained Yes/ No	
e)	Whether committee was formed Yes/ No	
f)	Any item was obsolete or unserviceable due to negligence	Yes/ No
If yes, the responsible person.....		
g)	Amount of loss associated Rs.....	
h)	Loss waived off by the competent authority Rs.....	
i)	Whether balance amount of loss has been recovered	Yes/ No
j)	While releasing the payments, whether payment endorsements are made on the bills or defaced to avoid any double payments from the same bill again.	
k)	Whether all the circulars issued from the Company are circulated to all for strict compliance.	Yes/ No
l)	Whether Physical verification of fixed assets have been carried out.	Yes/ No
m)	Whether verification of Store items have been carried out.	Yes/ No
n)	Whether consumable item Register is maintained.	Yes/ No

Traveling Allowance:

a)	Whether prior tour programme was approved by the competent authority	Yes/ No
b)	Cases for privilege for mode of transport No.....	
c)	Whether prior approval for privilege was received	Yes/ No

18. CHECKLIST

The following checklist is intended to help the tenderers in submitting offer which are complete. An incomplete offer is liable to be rejected. Tenderers are advised to go through the list carefully and take necessary action.

Sl. No.	DESCRIPTION	Yes	No
1.	An attested copy of Membership Certificate of Institute of Chartered Accountants of India as in Clause 3(i)		
2.	Copy of the Audited Financial Statements for the last three Financial years as in Clause 3 (ii)		
3.	A declaration from the firm for no of years in existence as in Clause 3 (iii)		
4.	Copy of the appointment letters from the auditee organizations and Annual reports as in Clause 3 (iv)		
5.	A declaration from the audit firm in the letter head stating that they have Head Office / Branch Office in Coimbatore at least for 3 Years as in Clause 3 (v)		
6.	A proposed plan of action to achieve the objectives of the internal audit function of TPCL.		
7.	List of Forms for Technical and Financial bids		
(a)	Form TEC-1: Covering letter for submission of offer		
(b)	Form TEC-2: Bidder's general information		
(c)	Form TEC-3: Details of Partners of Firm		
(d)	Form TEC-4: Experience Disclosure		
(e)	Form TEC-5: E-Payment Form		
(f)	Form TEC-6: Undertakings		
(g)	Form TEC-7: Letter of Authorization		
(h)	Form FIN-1: Financial Proposal Submission Form		
(i)	Form FIN-2: Summary of Cost		
(j)	Form FIN-3: Breakdown of Costs by Activity		
8.	The curricula vitae of the staff who will be available for the duration of the work		
9.	An undertaking to ensure continuity of staff on the project;		
10.	Details of staff training and development policies and procedures, with specific mention of employment equity policies		
11.	A comprehensive budget showing the service activities proposed		
12.	Evidence of turnover being more than Rs.75 Crores shall be furnished by the firm viz auditee's Annual report etc.		
13.	Declaration of staff strength be furnished along with technical id		
14.	Any other document which the tenderer considers relevant		

19. PROPOSAL FORMS – PART 1**Form TEC-1: Covering letter for submission of offer
(TO BE SUBMITTED ON BIDDER'S OWN LETTER HEAD)**

From:

Our Ref: Tender No. **FNA-19011/1/2022** Dated 10.03.2022

Sub.: Appointment of Internal Auditor for FY 2022-23 in TIDEL Park Coimbatore Ltd

Dear Sir,

Please find herewith our offer in line with requirement of TPCL Tender document. We confirm that:

1. Offer is in complete compliance with technical as well as commercial requirements of Tender Document and there is no technical or commercial deviation in the offer.
2. We understand that any technical or commercial deviation in the offer shall render our offer liable for rejection.
3. Our offer shall remain valid for a period of 90 days from the date of opening of tender.

We declare that the statement made, and the information provided in our offer is true and correct in all respect. In case, it is found that the information/ documents provided by us are incorrect/ false, our application shall be rejected by TPCL without any reference to us.

Thanking you,
Yours sincerely,

(Signature of Authorized person)

Full Name:

Designation:

Bidder's official Seal

Form TEC-2: Bidder's general information

1. Bidder Name: _____
2. Date of registration / incorporation: _____
3. Age of Firm (Completed years as on 01/03/2022): _____
4. Address of registered office:

5. Address of Local Office in Coimbatore:

6. Telephone No. _____
7. E-mail address _____
8. Website _____
9. Fax number _____
10. Firm registration number _____
11. GST registration no. _____
12. Permanent Account Number (PAN) _____

Stamp and signature of bidder:

Name of authorized person:

Note: The self-attested copies of documents at Sl. No. 2, 9, 10 and 11 to be attached.

Form TEC-3: Details of Partners of Firm

S.No	Name	Designation	Age (as on 01/03/2022)	Qualification	Membership No	Work Area

Note:

1. Bidders are required to furnish the complete and correct information required for evaluation of their bids. If any information furnished is found to be false/misleading/incomplete, the same shall be considered as adequate ground for rejection of the bids.
2. Bidders are required to furnish only those credentials in the above prescribed format for which documentary evidence is available with them. TPCL reserves the right to seek additional information or ask for supporting documents from Bidders for verifying/evaluating their credentials whenever required.

Form TEC-4: Declaration of Experience

Relevant experience of the Firm in Internal Audit for the purposes of technical evaluation

Criteria 1: Professional Receipts of the firm during past three financial year

Criteria 2: Nature of Audits during past three Financial years

Name & Address of Corporate Client	Nature of Audit	Year of Audit	Turnover (Rs. In Crores)

Note:

1. Bidder to submit copies of its financials for Criteria-1 and letter from client(s) & their financials for Criteria -2.
2. Nature of Audit and Year are to be mentioned for Sl.No. 5 of Evaluation Criteria.

Form TEC-5: E-Payment Form**Bank Account Particulars**

- 1 Bidder's name _____
- 2 Address of bidder _____
- 3 Particular of bank account
 - Name of the bank _____
 - Branch code _____
 - Address of the bank branch

 - Type of account (Current / Credit) _____
 - Account number _____
 - Bank's IFSC code for RTGS/NEFT _____

I hereby declare that the particulars given above are correct and complete and accord our consent for receiving payment through electronic mechanism. I also undertake to intimate the changes, if any, in bank account details in future and TPCL will not be held responsible for non-payment / delay due to above change in bank details and also due to technical reasons beyond its control.

Signature of the authorized signatory

Designation

Place:

Date:

Official seal of the bidder

Form TEC-6: Undertaking

We hereby confirmed that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s) / information is false, forged or fabricated.

We hereby confirm that our Bid complies with the total technical-commercial requirements/ terms and conditions of the Tender Document and subsequent addendum/corrigendum (if any), issued by TPCL, without any deviation/ exception/ comments/ assumptions.

We also confirm that we have quoted the prices without any condition and deviation. We further confirm that terms and conditions if any, mentioned in our bid (Technical as well as Price) shall not be recognized and shall be treated as null and void.

We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'.

We hereby confirm that any partner / Director of the entity has not been convicted in any disciplinary proceedings / criminal case by regulatory authority(ies)/ court in connection with professional work.

We further confirm that, we have not been in negative list / blacklisted by any Public Sector Undertaking / Government Organization / TIDEL Park Coimbatore Limited.

We also confirm that the contents of this Tender have not been modified or altered by us. We agree that if any noticed in future, our Bid may be rejected / terminated.

We hereby confirm that we have gone through and understood the Tender Document and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

We are submitting Master Index of Tender Document as part of our Bid duly signed and stamped on each page in token of our acceptance. We undertake that Tender.

Document shall be deemed to form part of our bid and in the event of award of work to us, the same shall be considered for constitution of Agreement. Further, we shall sign and stamp each page of the Tender Document as a token of Acceptance and as a part of the Contract in the event of award of Contract to us.

We confirm that rate quoted by us includes prices for all services as mentioned in the Tender Document.

Stamp and signature of bidder:

Name of bidder:

NOTE: To be stamped and signed by the authorized signatory on letterhead of bidder.

Form TEC-7: Letter of Authorization

(TO BE SUBMITTED ON BIDDER'S OWN LETTER HEAD)

To
The Chief Financial Officer
TIDEL Park Coimbatore Limited
ELCOSEZ, Aerodrome Post
Coimbatore
Email: cfo@tidelcbe.com

Sub.: Appointment of Internal Auditor for FY 2022-23 in TIDEL Park Coimbatore Limited

Dear Sir,

We hereby authorize following representative(s) to sign all bid documents / attend Technical / Price bid opening against your Tender Document No FNA-19011/1/2022

Name & Designation

Signature

We confirm that we shall be bound by all commitments made by afore mentioned authorized representatives.

Yours faithfully,

(Signature)

Name & Designation For and on behalf of

(Bidder)

NOTES:

- a) This letter of authority should be on the letterhead of the bidder and should be signed by a person competent and having the power of attorney to bind the bidder.
- b) Not more than one person is permitted to attend technical and price bid opening.
- c) Bidder's authorized executive is required to carry this authority letter while attending the technical bid opening and price bid opening and submit the same to TPCL. Representative should carry their id proof.

20. PROPOSAL FORMS – PART 2**Form FIN-1: Financial Proposal Submission Form**

Date_____

To:

The Chief Financial Officer
TIDEL Park Coimbatore Limited
ELCOSEZ, Aerodrome Post
Coimbatore
Email: cfo@tidelcbe.com

Dear Sir:

We, the undersigned, offer to provide the Internal Audit Services for TIDEL Park Coimbatore Limited in accordance with your Request for Proposal dated [Insert Date] & its addendum. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is inclusive of all the taxes, cess duties and levies.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

No Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution.

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address:

Form FIN-2: Summary of Cost

Particulars	Cost	
	Unit	Indian Rupees
Costs of Financial Proposal inclusive all local taxes, duties, fees, levies other impositions except GST for conduct of Internal Audit (1A in Fin.3)	C/o	
GST in INR ¹	____%	
Total Costs of Financial Proposal inclusive all local taxes, duties, fees, levies other impositions including GST	C/o	

Note:

1. TPCL being a SEZ Co-Developer is exempted from GST.
2. C/o means carried over from Form FIN-3.
3. The audit firm shall indicate the local taxes, duties, fees and levies etc., except GST including percentage of taxes considered in their financial proposal in a separate format.
4. Bidders are free to quote for one or both the tenders. However, Employer will award only one Package to a tenderer. In case the same bidder is the lowest (L1) in both the tenders, the award of tender to a bidder will be done to ensure the combined least cost to the Employer. No Bidder will be awarded more than one Audit. TPCL Reserves the right to accept or reject any Bid without assigning any reason thereof."

Form FIN-3: Breakdown of Costs by Activity**1. Internal Audit Team Cost Break down****A. Renumeration**

Position	Name	Staff Months/Hours	Unit rate in INR	Amount in INR
Partners				
Managers				
Seniors				
Intermediates				
Juniors				
Others				
Total				

B. GST

Description	Indicate %	Amount in INR
Goods and Service tax		

C. Other Imposition / Other charges

Description	Indicate %	Amount in INR
Total		

Note:

1. The Remuneration & Reimbursable shall include all local taxes, duties, fees levies and other impositions except service tax. The GST percentage applied on "A" shall be indicated and corresponding amount also be indicated in the above table. The total cost including all taxes, duties, fees levies and other imposition including service tax shall be carried over in the "Form Fin-2: Summary of cost".