

SAGARMALA DEVELOPMENT COMPANY LIMITED

(A GOVT. OF INDIA ENTERPRISE)

1st Floor, Thapar House, Gate No-2, 124 Janpath, New Delhi-110001

23-10-2020

Ref. No. SDCL/IA/2020/110/178

Dated: -----2020

Sub: Notice inviting quotations for Appointment of Firms of Chartered to conduct the Internal Audit in Sagarmala Development Company Limited (SDCL) for the FY 2020-21 (further extendable by 2 additional years as per the conditions given in the quotation document)

Sagarmala Development Company Limited (SDCL) is a CPSE under the Ministry of Shipping (MoS), Government of India. SDCL was incorporated on 31st August 2016 with an authorized capital of Rs. 1000 crore, as part of ongoing efforts to promote port led development in the country under the ambitious Sagarmala Programme of the Government of India. SDCL is exploring investment opportunities in the areas of Port Development/Port Modernization, Port Connectivity, Port led Industrialization and Coastal Community Development - the four pillars of the Sagarmala Programme. At present the paid-up share capital of the company is Rs. 540 crore and an asset size of approx. 470 crore. The company has primarily provided equity support to a handful of projects. Revenue for the year 2019-20 was Rs. 13.90 crore.

1.01 Sealed quotations are invited for conducting Internal Audit at our Registered Office for the FY 2020-21 from registered firms of Chartered Accountants.

1.02 **Eligibility Criteria:**

- i) Should be an independent firm of Chartered Accountants with a minimum experience of **ten years from the date of registration till 31st March, 2020**. Kindly attach the self-certified Registration Certificate issued by the Institute of Chartered Accountants of India.
- ii) The firm should have minimum three full time partners and one of them should have an experience of 10 years or more in practice.
- iii) The firm should have conducted at least 3 (three) **Internal Audits / Statutory Audits in the last five financial years of separate body corporates. Concurrent audit / inspection / revenue audit / statutory audits etc. of branches of banks will not be considered. Out of 3 audits, at least one**

company should have a net worth of Rs 500 Cr.

iv) Out of three audits, at least one audit should be of a PSU .

v) The firm must have Head (Registered) Office / branch office in Delhi/NCR. In support of the Address proof, **self-certified copy of the constitution certificate issued by the Institute of Chartered Accountants of India (ICAI) would be submitted. In support of the number of employees, self-certification on the letterhead of the firm to be provided.**

1.03 Fee is to be quoted excluding GST. TDS will be deducted as applicable. GST will be paid extra as applicable. No other charges / expenses will be payable by the Company except TA/DA as per rules for outstation work, if any, assigned by the company.

1.04 **The appointment of Internal Auditors will be initially for one year i.e. 2020-21. However, the same may be extended for an additional period of maximum two terms of one year each subject to satisfactory performance and the discretion of the management on the same terms and conditions.**

1.05 **Internal Audit for the period (April, 2020 to September, 2020) will be conducted in one go and thereafter at quarterly intervals. Final report for the period under audit is to be submitted within 45 days from the end of the period.**

Internal Audit will be conducted as per Audit Scope provided in Annexure 1.

1.06 **Criteria for selection shall be lowest Financial Bid received by SDCL.**

1.07 The Audit firm appointed by SDCL shall not sub-contract the work.

1.08 Firm selected by SDCL shall give an undertaking (given as Annexure 2) to follow ethics and the information provided by SDCL shall be kept strictly confidential. The Firm shall comply with all the applicable rules and regulations as prescribed under the law.

1.09 SDCL has the right to accept or reject any/all of the offers without assigning any reason thereof. No claim on this account shall be entertained by SDCL. SDCL may at its discretion seek additional information or clarification at any stage in support of the bid.

1.10 Corrigendum/addendum, if any, shall be displayed on SDCL website only i.e. www.sdclindia.com and same shall be binding on all the agencies.

1.11 In case of dispute, Arbitrator(s) would be appointed by MD, SDCL and the jurisdiction will be NCT of Delhi.

1.12 **All the bidders are required to submit demand draft / Banker's cheque for Rs.10,000/- (Rs. Ten Thousand only) being E.M.D. (refundable) favoring Sagarmala Development Company Ltd. drawn on any scheduled Bank payable at par at Delhi. Demand draft / banker's cheque shall have to be enclosed along with the bid.**

1.13 Bids submitted without EMD shall not be considered and will be summarily rejected.

- 1.14 EMD of Successful Bidder will be retained as Initial Security Deposit and shall be refunded at the end of the audit tenure.
- 1.15 Bidders willing to attend the opening of bids may send their authorized representative with authority letter. Only one representative shall be allowed to attend the opening of bids.
- 1.16 SDCL reserves the right to terminate the contract at any time or stage during the period of contract by giving 30 days' notice without assignment of any reason or without any financial consideration / implication.
- 1.17 All instructions, notices and communications etc. under the contract given in writing and if sent to the last known place of the business, shall deem to have been served on the firm on the date when dispatch by registered post/speed post is made at the address of the firm.
- 1.28 The Internal Auditor is required to assist the Audit Committee in its functioning in terms of the Companies Act.
- 1.29 Firm or any partner of the firm should not be banned / blacklisted by any Central Public Sector Undertakings / Public Financial Institutions as per Section 2(72) of the Companies Act 2013 / Schedule Commercial Bank/ Any government body in respect of any assignment / job/ behavior during the last 5 years. **Self-Certified affidavit on stamp paper of Rs.100/- to be given in this regard by the authorized representative / partner of the firm.**
- 1.30 **Submission of Offer:** The Tender documents complete in all respects shall be submitted in 2 (Two) parts i.e. **Part-I (Technical Bid)** comprising profile, credentials, EMD), Processing Fee and signed copy of tender document as token of acceptance of conditions) and **Part-II (Financial Bid)** sealed in 2 (Two) separate envelopes clearly superscribed "**Technical Bid**" & **Financial Bid**" on the respective envelopes. Both the Bids i.e. Technical Bid and Financial Bid shall be sealed in **a separate envelope superscribed with "Appointment of Internal Auditor of SDCL"** with complete tender details superscribing tender No. & Date, Name & address of the Bidder.
- Last date & time of submission of quotation: 09-11-2020 1500HRS**
- 1.31 The offer shall be valid for a period of Sixty days from the date of submission.
- 1.32 Any further clarifications can be sought from Shri Dal Veer Singh, Company Secretary.

TECHNICAL BID PART-I
PROFORMA FOR SUBMISSION BY TENDERER

S.No	Particulars	
1.	Name of the CA Firm	
2.	Firm or any partner of the firm should not be banned / blacklisted by any Central Public Sector Undertaking /Public Financial Institution as per Section 2 (72) of the Companies Act 2013/ Schedule Commercial Bank/ any Government Body in respect of any assignment / job/ behaviour during the last 5 years. (Self-Certified affidavit on stamp paper of Rs.100/- to be given in this regard by the authorized representative / partner of the firm.)	
3.	ICAI Registration Number of Firm (Proof to be Attached)	
4.	Year of establishment	
5.	Complete postal Address with PIN code of the Head Office and Branch Office of the Firm (Branch Office will be treated as per certificate of the institute).	
6.	Contact details: Address of the Firm with the following details (Branch office will be considered. As per details available in the Certificate of practice). i) Phone No(s) ii) Mobile No(s) iii) Fax No(s) iv) E-Mail ID(s)	

7.	<p>Details of Chartered Accountants partners:</p> <p>a. Number of partners.</p> <p>b. Name of Partners</p> <p>Please state ICAI Membership number and year of starting practice against each). (Proof to be attached)</p> <p>c. Details of Audit/ Audit experience of the Firm. Name and location of Major clients for Internal Audit / Statutory Audit of PSU(s) / Listed companies/ Financial Institutions/ Banks/ NBFCs of repute (proof to be enclosed).</p>			
8.	<p>Details of Audit undertaken during last five years i.e. 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20. (Details to be attached)</p>			
9.	<p>PAN of the firm</p>			
10.	<p>GST No.</p>			
11.	<p>Bank Account Number with details of Name of the Bank, Branch Address, Bank code, IFSC code</p>			
12.	<p>Details of EMD & processing charges Two DD should be submitted in favour of Sagarmala Development Company Limited payable at Delhi.</p> <p>EMD (INR 10,000 (Ten Thousand only & Rs.1,180 (Rupees One Thousand One Hundred Eighty only) for processing charges</p>	<p>Amount</p>	<p>DD No. & Date.</p>	<p>Name of the issuing Bank</p>

13. **Declaration:**

I/We hereby certify that:

- (a) All partners whose names are mentioned at point no.7 above are whole time partners in the firm.
- (b) All information and attachments submitted in this application are correct and true to the best of my/our knowledge.
- (c) I/We are aware that any false information provided herein will result in rejection of the application and suspension of registration.
- (d) I/We hereby accept all terms & conditions of the Tender document.

Signature of the bidder with seal

Place:

Date:

Note:

1. Documentary evidences of all the information as stated above are to be furnished along with the offer.
2. All the pages of the terms & conditions and documents submitted are to be signed and affixed with the seal of the firm.

FINANCIAL BID PART-II

(To be submitted in separate envelope)

Sub: Internal Audit of Registered Office of SDCL for the financial year 2020-21

Name of the Bidder & Address:

I/We have read all terms and conditions of the Tender carefully and hereby offer/quote Internal Audit Fees for the Financial year 2020-21 as Rs. _____
(Rupees in words _____) exclusive of GST*.

*(GST will be paid extra as applicable).

Signature of the bidder with seal.

Place :

Date :

NOTE: No other amount will be paid by the company other than the fee quoted by the bidder.

INTERNAL AUDIT SCOPE

The assignment involves carrying out of internal audit of Sagarmala Development Company Limited. Such support would be for a definite period and will not amount to any kind of employment obligation on the part of SDCL.

The scope of work will broadly include the audit of following activities: -

1. Finance, Accounts and Taxation
2. Personnel and Administration
3. Establishment including payments to employees / suppliers / contractors, etc.
4. Banking and Treasury
5. Borrowing of Funds including Debt Servicing
6. Lending / Investment including Promoter and Project Appraisal and revenue / income from operating activities
7. Disbursement and Recovery of Loans given by the Company
8. Corporate Social Responsibility
9. Compliances of Corporate and Labour Laws
10. Review of existing internal controls and checks and to suggest improvements, if any, required to further strengthen the controls and checks.
11. Any other activity undertaken by the company during the period under audit.

To conduct the internal audit of activities listed above, the firm shall prepare a detailed internal audit programme and get it approved from the management of the company. The extent of checking will be 100% for sr. no. 4, 5, 6, 7 & 9 and at least 50% for others.

Format of Undertaking

(to be submitted on Letter Head of Selected Bidder)

Date:

To:

Managing Director
Sagarmala Development Company Ltd
124, Thapar House, Gate No 2
Janpath, New Delhi-110001

We, the undersigned, declare that:

- (a) We understand that SDCL requires that the Firm must observe the highest standard of ethics during the procurement and execution of such contracts. We confirm and undertake that we have not been / shall not engage in corrupt, fraudulent, collusive, or coercive practices during the performance of this assignment;
- (b) The Firm and its personnel shall treat all matters in connection with this assignment as strictly confidential and undertakes not to disclose, in any manner whatsoever, information, documents, technical data, experience, etc. provided by SDCL without the prior written consent of SDCL.
- (c) The Firm further undertakes to limit the access of confidential information to those of its employees, who reasonably require the same for the proper performance of this assignment.

Name

In the capacity of

Signed and Sealed

Duly authorized to sign the Bid for and on behalf of

Date