
MMTC Employees Co-operative Canteen Society Ltd.
Core 1, Scope Complex, 7 Industrial Area,
Lodhi Road, New Delhi - 110003

No. Admn./MMTC/2014/1z

Dated: 28.11.2014

NOTICE INVITING TENDERS

Offline tenders are invited to engage a Chartered Accountants Firm for Auditing & Reconciliation of accounts of MMTC Employees Co-operative Canteen Society Limited on purely contract basis for the period FY 2011-12, FY 2012-13, FY 2013-14 & FY 2014-15 (till 30th September 2014) within a period of 15 days.

Tender document is available in pdf format from website www.mmtclimited.gov.in.

S. NO.	Milestone	Time & Limits
1	Earnest money deposit required	Rs. 1,000/-
2	Date of Publication of tender through www.mmtclimited.gov.in	01-12-14
3	Last date & time for submission of tender (bid)	08-12-14 upto 12:00 noon
4	Time & date for opening of tender	08-12-14 at 13:00 hours

Tender documents completed in all respects, must be delivered at in 'Tender Box' at reception of DSIIDC office at N-36, Bombay Life Building, Connaught Circus, New Delhi - 110001.

Deepak Virmani
General Manager -I, DSIIDC &
Administrator, MMTC Employees
Co-operative Canteen Society
9910016285
011-23356584

1. Goals of this Tender

The objective of this tender is to engage a Chartered Accountants Firm for Auditing & Reconciliation of accounts of MMTC Employees Co-operative Canteen Society Limited for a period of 3 years & 6 months (i.e. 1st April 2011 to 30th September 2014).

2. Tender Issuing Authority

This Tender is issued by the MMTC Employees Co-operative Canteen Society Ltd. (here in after referred to as **“The Society”**), and is intended to **select a Chartered Accountant Firm (Internal Audit of MMTC Employees Co-operative Canteen Society Ltd.)**. The Society’s decision with regard to the selection of vendor through this tender shall be final and The Society reserves the right to reject any or all the bids without assigning any reason.

S. No.	Item	Description
1	Project Title	Chartered Accountant Firm (Internal Auditor for MMTC Employees Co-operative Canteen Society Limited).
2	Project Initiator	
	Organization	MMTC Employees Co-operative Canteen Society Limited.
	Contact Person	Sh. Deepak Virmani Administrator
		Delhi State Industrial & Infrastructure Development Corporation Limited. [DSIIDC] N-36, Bombay Life Building, Connaught Circus, New Delhi – 110003.
		Ph: 9910016285, 011-23356584

3. Timelines of Tender

The following table enlists important milestones and timelines for completion of bidding activities:

S. NO.	Milestone	Date & Time
1	Publishing of Tender	01-12-2014
2	Last date of submission of Tender (bid)	08-12-2014 upto 12:00 Noon
3	Opening of Bid/ Responses (In the Presence of Representative of venders if they attend)	08-12-2014 at 13:00 hours

4. Background

Details of MMTC Employees Co-operative Canteen Society Ltd.

MMTC Employees Co-operative Society Limited is running Canteen services for the welfare of all employees of MMTC Limited.

5. Eligibility Criteria

The Practicing Chartered Accountant firm must be a Partnership Firm (“CA Firm”) and the firm:-

- i. Must be enrolled with the ICAI on or before 01/04/2011
- ii. Firm must have 3 partners.
- iii. Head Office of the Firm must be in Delhi.
- iv. Preference will be given to the firms having experience in Audit of PSUs/Govt. Department of Delhi (**Optional**).

6. Checklist for Eligibility Criteria

The copy of following documents in support of eligibility of bidder should be submitted in 'Technical Quote's' envelope.

S. No.	Eligibility Criteria	Checklist's Documentation
1	Must be enrolled with the ICAI on or before 01/04/2011	Copy of Incorporation Certificate issued by ICAI.
2	Firm must have 3 partners	Any Document issued by ICAI which confirm this.
3	Head Office of the Firm must be in Delhi.	Address Proof of Firm as per ICAI Records.

7. Conflict of Interest

The selected CA Firm and its affiliates shall not engage in consulting activities that conflict with the interest of MMTC Employees Co-operative Canteen Society Limited under the Agreement. The CA Firms should provide professional, objective and impartial advice and at all times hold the MMTC Employees Co-operative Canteen Society Limited interest paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests.

8. Scope of Work

- To assist the Canteen Stores authorities in improving the financial management of the canteen under them.

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- To ensure that the commercial accounts of the Canteen are prepared correctly, are complete in all respects and are submitted on due dates.
 - Check the daily transaction wise collection of Cash from customer of canteen (Transactions w.e.f. 1st April 2011 to 30th September 2014).
 - To provide audit report (along with Balance Sheet and Profit & Loss along with all supporting annexure) for FY 2011-12, FY 2012-13, FY 2013-14 & interim audit report for FY 2014-15 up to 30th September 2014.
 - Check Expenditure Items like Salary of Employees (including PF & ESI) & Raw Material Cost for canteen etc.
 - Compliance of Service Tax & Sale Tax DVAT.

Location for Audit – Core 1, Scope Complex, 7 Industrial Area, Lodhi Colony, New Delhi – 110003.

Infrastructure – CA firm is required to bring its own IT Infra. However, non-IT infra would be provided by THE SOCIETY.

9. Terms & Conditions:

- i) Incomplete & conditional tenders shall be summarily rejected.
- ii) In any contradiction on the part of information supplied by the bidder, THE SOCIETY reserves the right to declare the bidder non -competent and declare any contract to be null and void, even if already awarded to the bidder.
- iii) THE SOCIETY reserves the right to reject any/all tenders without assigning any reasons what so ever.

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- iv) Timing and sequence of events resulting from this tender shall ultimately be determined by THE SOCIETY
- v) No oral conversations or agreements with any official, agent, or employee of THE SOCIETY shall affect or modify any terms of this tender and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of THE SOCIETY shall be superseded by the definitive agreement that results from this tender process. Oral communications by THE SOCIETY to bidders shall not be considered binding on THE SOCIETY, nor shall any written materials provided by any person other than THE SOCIETY.
- vi) Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against THE SOCIETY or any of their respective officials, agents, or employees arising out of, or relating to this tender or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- vii) Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- viii) Each applicant shall submit only one Qualification requirements proposal.

10. **Language of Tender**

The proposal and all correspondence and documents shall be written in English only.

11. **Commercial Quote**

a) The Bidder is expected to price all the items and services proposed in the Technical Proposal. The Commercial Proposal submitted by the Bidder should be inclusive of all items and all other taxes, except service tax.

b) Commercial Quote – The bidder shall quote as follows:-

S. No.	Description		Total Amount (in Indian Rupees)
1	Charges for Internal Audit		XXXX
		Sub Total	XXXX
	Service Tax @ 12.36%		XX
		Grand Total	XXXX
	Amount in words		

12. Award of Contract

12.1 Award Criteria

THE SOCIETY will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the best value proposal (L-1 Bidder).

12.2 THE SOCIETY 's Right To Accept Any Proposal and To Reject Any Or All Proposals

THE SOCIETY reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for THE SOCIETY's action.

12.3 Notification of Award

Prior to the expiration of the validity period, THE SOCIETY will notify the successful bidder in writing or by email, to be confirmed in writing by letter, that its proposal has been accepted. The notification of award will constitute the formation of the contract. Upon the successful bidder's furnishing of performance bank guarantee of Rs. 1,000/-, THE SOCIETY will promptly notify each unsuccessful bidder and return their Bid Security (EMD).

13. Response Requirement

- 1) The Response to tender shall be prepared in accordance with the requirements specified in this tender and in the format prescribed in this document for each of the above mentioned qualifying criteria as proof of having the minimum requirements.
- 2) Proposals must be direct, concise, and complete. All information not directly relevant to this tender should be omitted.
- 3) The Qualification Proposal shall be delivered in the 'Tender Box' at the Reception of DSIIDC office, N-36, Bombay Life Building, Connaught Circus, New Delhi-110001 in **two separate envelopes**. Following documents need to be submitted (after signature of authorized signatory):-
 - a) **Technical Quote** with all relevant documents.
 - b) **Commercial Quote** in the same format provided in this tender.
- 4) The proposal should contain the copies of references and other documents as specified in the tender.

THE SOCIETY will not accept delivery of proposal in any manner other than that specified in this tender. Proposal delivered in any other manner shall be treated as defective, invalid and rejected

14. Indemnity

The selected vendor shall indemnify THE SOCIETY against all third party claims of infringement of patent, trademark / copyright or industrial

design rights arising from the use of the supplied items and related services or any part thereof. THE SOCIETY stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfillment of services as per this tender. THE SOCIETY also stand indemnified from any compensation arising out of accidental loss of life or injury sustained by the vendor's manpower while discharging their duty towards fulfillment of the service which are covered under this tender.

Form I : Covering Letter

(Firm Letterhead)

[Date]

To,

Administrator (MMTC Employees Co-operative Canteen Society Ltd.)
Address: DSIIDC, N-36, Bombay Life Building, Connaught Circus,
New Delhi 110001.

Dear Sir

Ref: Chartered Accountant Firm (Internal Auditor for MMTC Employees Co-operative Canteen Society Ltd.)

Having examined the tender, the receipt of which is hereby duly acknowledged, we, the undersigned, intend to submit Qualification requirement proposal in response to the tender.

We attach hereto the response as required by the tender, which constitutes our proposal. Primary and Secondary contacts for our firm are:

	Primary Contact	Secondary Contact
Me:		
Title:		
Firm Name:		
Address:		
Phone:		
Mobile:		
Fax:		
Email:		

We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to THE SOCIETY is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the tender Document.

It is hereby confirmed that I/We are entitled to act on behalf of our firm and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of **2014**

(Signature)
(Designation)
(Name)

15. **Form II : General Details of the Organization**

Details of the Organization	
Name and Address of the Firm (in Capital Letters)	
PAN of the Firm	
Service tax registration No.	
ICAI Registration No.	
Date of constitution of the Firm	
Number of Partners	
Number of full time CA Employee	
Number of Audit Staff employed full time with Firm as a. Article Clerks b. Other Audit Staff	
Whether the Firm has experience in any internal audit or Concurrent audit of accounts or any other services for any Govt. Companies/ Corporations etc	
Whether there any court cases/arbitration/any other legal case against the Firm (If yes, please provide details in separate annexure)	