

दी ब्रेथवेट बर्न एंड जेसप कंस्ट्रक्शन कंपनी लिमिटेड
THE BRAITHWAITE BURN AND JESSOP CONSTRUCTION CO. LTD.
(भारत सरकार का एक उद्यम) / (A Government of India Enterprise)

Tender No.: eNIT/BBJ/INTERNAL-AUDIT/14-2023

Date: 2nd May 2023

Registered Office: 27, Rajendra Nath Mukherjee Road,
Kolkata – 700 001, West Bengal.
Phone: (033) 2248 5841-44 Fax: 033-2210 3961
Email: info.bbjconst@bbjconst.com; Website: www.bbjconst.com;

e-TENDER NO.	eNIT/BBJ/INTERNAL-AUDIT/14-2023	DATE	2 nd May 2023
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ई-निविदा आमंत्रित करने की सूचना / NOTICE INVITING e-TENDER

e-Tender under the **two-bid system** (i.e. "Techno-Commercial Part" & "Price Part") are invited from eligible vendors for Engagement of a Professional Firm for conducting Internal Audit and Pre-Audit of payments as detailed in the enclosed "**Scope of Work**" / "**BOQ**", at our Head office as per details hereunder

01	काम का नाम/ NAME OF THE WORK	ENGAGEMENT OF A PROFESSIONAL FIRM FOR CONDUCTING INTERNAL AUDIT AND PRE-AUDIT OF PAYMENTS	
02	संविदा की अवधि / CONTRACTUAL PERIOD	FINANCIAL YEAR 2023-24	
04.	निविदा दस्तावेज की लागत (गैर-वापसी योग्य) / COST OF TENDER DOCUMENT (NON-REFUNDABLE)	NIL	
05.	अर्नेस्ट मनी डिपॉजिट (ईएमडी) / EARNEST MONEY DEPOSIT (EMD)	NIL	
08.	ई-निविदा प्रस्तुत करने का तरीका / MODE OF SUBMISSION OF e-TENDER	ONLINE THROUGH THE E-PROCUREMENT SYSTEM OF CPPP (CENTRAL PUBLIC PROCUREMENT PORTAL). A HARD COPY OF THE UPLOADED BID SHALL HAVE TO BE SUBMITTED TO BBJ-HO (ONLY EMD & TECHNO-COMMERCIAL PART) BEFORE OPENING OF TECHNICAL BID. CORRIGENDUM, IF ANY, WILL BE PUBLISHED ON CPPP AND BBJ'S WEBSITE.	
09.	दिनांक और समय अनुसूची: / DATE & TIME SCHEDULE:	DATE OF PUBLISHING NIT & TENDER DOCUMENTS	02-05-2023
		DOCUMENT DOWNLOAD START DATE	02-05-2023 AT 10:00 HRS.
		START DATE OF UPLOADING OF BID DOCUMENT	09-05-2023 AT 10:00 HRS.
		END DATE FOR UPLOADING OF BID DOCUMENT	15-05-2023 AT 15:00 HRS.
		DATE OF OPENING OF TECHNICAL BID	16-05-2023 AT 15:00 HRS.
		DATE OF OPENING OF FINANCIAL BID	TO BE NOTIFIED LATER

(सौविक भट्टाचार्य/ Souvik Bhattacharya)
पर्यवेक्षक (सामग्री / खरीद और आईटी)/ Supervisor (Material/ Purchase & IT)

बोली लगाने वालों को निर्देश / INSTRUCTION TO BIDDERS

1. REGISTRATION OF CONTRACTOR

Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://eprocure.gov.in/eprocure/app>

2. DIGITAL SIGNATURE CERTIFICATE (DSC)

Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of the requisite amount. Details are available at the website (<https://eprocure.gov.in/eprocure/app>) in Clause 2 of Guideline to the bidder. DSC is given as a USB e-Token.

3. SUBMISSION OF TENDER: ONLINE MODE IN CPPP'S PORTAL

Bids are to be submitted online through the e-Procurement system of Central Public Procurement Portal (CPPP) (<https://eprocure.gov.in/eprocure/app>). Hardcopy of the uploaded/ submitted bid (only technical part) shall have to be submitted to our office physically along with the EMD, Tender cost & all other documents. Tender document to be digitally signed with Company's seal by the bidders. The rates in the appropriate space in the Bill of Quantity should be properly filled in.

4. LANGUAGE

Bids and all accompanying documents shall be in English. In case any accompanying documents are in another language, they shall be accompanied by an English translation. The English version shall prevail in the matter of interpretation.

5. SUBMISSION OF BID

a) All the pages of the Tender document are to be signed with Company's seal by the bidders. The rates in the appropriate space in the **BILL OF QUANTITY** of the tender should be properly filled in both in figures and words.

b) The Tender shall be signed by the person legally authorized to enter into a commitment on behalf of the tenderer. Tenders are to be submitted in two parts as per following:

c) **TECHNO-COMMERCIAL PART:**

Scanned copy of the documents, as stated below, are to be uploaded in CPPP's portal and a hard copy of the same to be addressed to General Manager (Project & Purchase) at BBJ's Head office in a sealed envelope, superscribing "TENDER NOTICE NO." and "TECHNO-COMMERCIAL PART:

- i) Bidder's **EXPERIENCE CERTIFICATE** pertaining to required job/ similar nature of the job as per Eligibility Criteria.
- ii) Other documents in support of Pre-Qualification Criteria (PQC) of this tender.
- iii) Signed copy of **PAN, Goods & Service Tax (GST) registration certificates**.
- iv) All Formats (as per tender) duly filled in.
- v) Company's audited Balance Sheet and Profit & Loss Account for last 3 (three) years ending as on 31st March 2022.
- vii) Downloaded Tender document (without quoting any price in Techno-commercial bid) duly signed with an official stamp on each page.

d) **PRICE PART:**

Properly filled up **BILL OF QUANTITIES (BOQ)** is to be uploaded to CPPP's website. Price bid of only those bidders will be opened whose Techno-commercial offers are found to be qualified & acceptable to BBJ.

6. EXEMPTION FOR MICRO & SMALL ENTERPRISES:

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- (a) MSME/ NSIC/ SSI units will be waived from submitting EMD subject to submission of the declaration of UDYOG AADHAR MEMORANDUM (UAM) number on CPPP.
- (b) Micro & Small Enterprises units registered with National Small Industries Corporation (NSIC) will be given the following benefits:
 - (i) Issue of Tender set free of cost
 - (ii) Exemption from payment of Earnest Money Deposit
- (c) Firms registered with NSIC under its "Single Point Registration Scheme".

(Exemption will apply only to items/ services indicated under the description of work/ supplies/ services & value up to which the firms are registered with NSIC). To obtain the above benefits, firms should necessarily submit a signed copy of a valid Registration Certificate issued by NSIC. Firms that are in the process of obtaining NSIC Registration will not be considered for the benefits.

7. All costs and expenses incidental to the preparation of the tender, discussion, conference, pre-award discussion with BBJ shall be to the account of the bidder and BBJ shall bear no liability whatsoever on such cost expenses.
8. **No deviation from the tender conditions shall be accepted. Conditional and Incomplete tenders shall be rejected and no additional clause shall be entertained. All rights reserved upon BBJ in this regard.**
9. The award of the order or rejection of the Tenderer's offer and/or cancellation of the tender will be made at the absolute discretion of BBJ. BBJ reserves the right to cancel or accept or reject any or all tender(s), whether lowest or otherwise, without assigning any reason(s) whatsoever thereof. A tenderer, whose tender is not accepted shall not be entitled to claim any cost, charges or expenses incidental to or incurred by him through or in connection with the preparation and submission of the Tender/ Offer to BBJ. BBJ also reserves the absolute right to split up and award the requirement between two or more Tenderers/bidders.

10. CURRENCIES OF BID AND PAYMENT

The tenderer shall submit his price bid/ offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

11. All duties (excluding GST), taxes, fees and other levies payable by the successful bidder under the contract or any other clause shall be included in the quoted prices.

12. VALIDITY OF TENDER

90 (ninety) days from the date of opening of tender or for a further period if mutually accepted. BBJ reserves the right to ask for the extension of validity if any.

13. ORDER OF PRIORITY OF DOCUMENTS:

Where there is any conflict between the various documents in the contract, the following order of priority shall be followed i.e., a document appearing earlier shall override the document appearing subsequently:

- 1) Work order
- 2) Letter of Award (LOA)
- 3) Schedule of Items, Rates & Quantities
- 4) Special Conditions of the Contract (SCC)
- 5) Technical Specifications (TS)
- 6) Scope of Work (SOW)
- 7) Drawings
- 8) Relevant Codes & Standards
- 9) Notice Inviting Tender
- 10) Instructions to the Bidders (IB)
- 11) General Conditions of Contract

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SPECIAL CONDITION OF THE CONTRACT

1. DEFINITIONS AND INTERPRETATION:

In this Tender Document, as hereinafter defined, the following words and expressions shall have the meaning as under:

- a) "**BBJ**" shall mean The Braithwaite Burn And Jessop Construction Company Limited having its registered office at 27, R. N. Mukherjee Road, Kolkata- 700 001.
- b) "**TENDER**" shall mean the proposal submitted by the Tenderer/ Bidder/ Supplier/ Dealer/ Agency in response to BBJ's Notice of Invitation to this Tender Document.
- c) "**ORDER**" shall mean a written Work/ Purchase Order issued by BBJ.
- d) "**TENDERER/ BIDDER**" shall mean the firm or Company (hereinafter called Tenderer/ Bidder) who duly submits the tender after accepting all the terms & conditions of the tender document.
- e) "**SUCCESSFUL BIDDER**" whose tender has been finally accepted by BBJ.

2. ELIGIBILITY CRITERIA

The internal auditors may be selected from the Chartered Accountants/Cost accountant firm having certificate of practice from the Institute of Chartered accountants of India /Institute of Cost accountants of India, should be filled **up in Annexure -I**

Eligibility Criteria: (As per Annexure-I)

Certificate/ necessary document should be enclosed:

1. Date of registration of CA firm/CMA firm /No of Years Experience –
2. No. of Partners (as on closing date of tender)
3. No. of CA/CMA Employees (as on closing date of tender):
4. No. of Semi Qualified Staff/ Article / Audit Clerks /Paid staff (as on closing date of tender):
5. Whether the CA/CMA firms have an experience of conducting statutory and /or internal audit of PSU (Excluding Bank Audit):
6. At least one partners should be FCA/FCMA located in Kolkata.
7. Profile /Status of partners as per ICAI /CMA record should be attached. - Proof of Institute certificate to be attached showing Total No of Staff & Qualified Partners.
8. The Office of the Firm should be in Kolkata.
9. No of assignments completed up to 31/03/2022 (Proof of Completion)
10. Minimum Number of year of experience since Inception of Firm: 5 Years

TECHNICAL BID

Technical Evaluation Rejection Criteria:

- a) Bid must be submitted in Two Bid system under two separate envelopes. Bid indicating / disclosing prices in techno-commercial (un-priced bid) or at any stage before opening of price-bid shall be straightaway rejected.
- b) Fees should be firm during the entire duration of the contract.
- c) Who will not comply with Minimum Existence period of 5 years and/or Average Annual Turnover of Rs.10 lakhs criteria (necessary documents need to be produced in support of the same)

3. EVALUATION CRITERIA: (FORMAT FOR TECHNICAL EVALUATION - ANNEXURE-II)

- a) Composite score will be calculated by adding the weighted technical and financial bid score by applying the weightage of 60% and 40% to technical and financial scores respectively.
- b) The bidder securing the highest composite score will be considered as the most responsive bidder and will be earmarked as L-1 bidder for award of subject work. However, BBJ will reserves the right for price negotiation with the Firm, if required. Calculation of Composite score will be as follows:

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$$Cs=Ts \times 0.60 + Fs \times 0.40$$

Where: i) Cs= Composite Score ii) Ts= Technical Score iii) Fs= Normalized Financial Score iv) Ranks of Bidders of decided based on Composite Score.

- c) Among the qualified bidders, bid with lowest qualifying financial bid will be awarded 100% financial score and financial score % of others will be reduced proportionately in comparison with their price quotes as against the lowest quote. Thus, Financial Scores for bidders other than L-1 will be evaluated using the formula mentioned below:

**Fs (Normalized Financial score of the bidder) =
(Lowest Financial bid / Financial bid of the bidder) X 100 (adjusted to 2 decimal places)**

- d) In the event of the composite bid are in tie, the bidder scoring the highest technical score will be adjudicated as the best value bidder for selection.

4. SCOPE OF WORK

I. GENERAL

- a) Review of Accounts, accounting system and related internal controls and suggest improvement/modification, its adequacy, etc.
- b) Capital Expenditure
- c) Debtors and other receivables
- d) Cash transactions, Bank accounts, Bank Reconciliation Statements (particularly cash credit accounts with banks), interest and charges, processing of the sale of scrap and surplus materials, refund/adjustment of EMD.
- e) Expenses on power, vehicles (fuel consumption and other expenses), maintenance and repairs, advertisement and marketing expenses, telephone expenses, insurance, demurrage, freight on handling charges, etc.
- f) Physical verification of cash
- g) Audit of unclaimed salary and wages
- h) Expenses on P.F., Gratuity, VR Compensation, etc. and unclaimed, if any.
- i) Review of Advances/other receivables.
- j) Accounts with other subsidiaries and holding company.
- k) Material procurements/purchases, cash and credit purchase of raw materials and stores, their documentation, processing the bills of vendors/suppliers as per terms of Purchase Orders, and the adjustments of supplier's advances.
- l) Project-Wise consumption vis-a-vis standard specified consumption norms, variance analysis and materials accounting.
- m) Project-wise costing.
- n) Verification of payroll, attendance, leave position of employees, overtime, its actual hours and equivalent hours for payment, incentive calculation and payments and other employees' payments including salary fixations, arrears, etc in accordance with the rules.
- o) Payment to suppliers and contractors/other parties.
- p) Review of MIS system.
- q) Settlement of terminal benefits like provident fund, gratuity, leave pay, etc.
- r) Sales tax, VAT, Excise Duty (wherever applicable) and TDS under Income Tax Act, 1961.
- s) Physical Verification of Inventory, Fixed Assets, etc at the locations/sites
- t) Compliance with various statutory rules in respect of the administration of PF, ESI, Income Tax, Sales Tax, VAT, Excise Duty, Customs Duty, Service Tax etc.
- u) Maintenance of registers, filing of Returns, etc as per provisions of the companies Act, 1956.
- v) Any other specific assignment as desired by the Management from time to time.

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II. Pre-Audit of all payments to ascertain the propriety of the transactions other than employee-related Payments which will be checked/verified quarterly in the normal course of an audit.

5. **PERIOD OF CONTRACT:**

The period of Internal Audit will be for the financial year 2023-24 and may be extended for a further one year at the discretion of the management.

6. **PAYMENT TERMS:**

Monthly bill payments for Pre Audit & Quarterly bill payments for internal Audit will be made within **45 (forty-five) days** after submission of a clear bill to BBJ and certification thereof by the F&A department. Out-of-pocket expenses in nature of conveyance, communication etc as and when the site visit is required.

7. **FIRM PRICE:**

Rates shall remain firm & shall not attract escalation due to any reason in pursuance of this contract from the date of order.

8. **TIME SCHEDULE:**

The Internal Audit has to be conducted as per the following Audit Programme:

Calendar for Projects, where Internal Audit is to be done on Semi-Annual basis: Phase	Period Covering	Reports to be submitted by
1st Quarter	1st April to 30th June	7th August
2nd Quarter	1st July to 30th September	7th November
3rd Quarter	1st October to 31st December	7th February
4th Quarter	1st January to 31st March	31st May

9. **OBJECTIVE OF INTERNAL AUDIT:**

- Review of operations to assure whether the operations are conducted economically and efficiently.
- To assure whether the systems, procedures, adopted by the company are adequate and effective to achieve company's objectives and goals.
- To assure the compliances of legal, regulatory, accounting standards, policies, and prescribed procedures.
- To add value to improve the company's operations.
- To evaluate and improve the effectiveness of risk management control and governance processes.
- The scope of coverage of the Internal Audit and Pre-Audit is as enclosed (Annexure-III)
- Submitted for kind approval of Competent Authority.

10. **TAXES & DUTIES**

The successful bidder shall be exclusively responsible for payment of all Taxes, Royalties etc. (except Goods and Service Tax) that may be levied from time to time according to the Laws & regulations now in force & also hereafter to be imposed, increased or modified from time to time. Nothing will be payable extra by the Company in respect of any duties/ taxes to be imposed on the procurement of materials for execution of the contract.

11. **GOODS AND SERVICE TAX (GST)**

Without prejudice to the stipulation in General Conditions of Contract, the quoted price shall be exclusive of **Goods and Service Tax**. The GST as legally leviable & payable by the successful bidder under the provisions of applicable law/act shall be paid extra by BBJ as

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per the successful bidder's bill. Bidders shall quote their rate after considering the input tax credit on their input materials and services.

The bidders shall get registered with the GST authorities and the registration certificate shall be submitted along with the bid documents (techno-commercial). Bid without GST number shall be cancelled.

At present GST-TDS is applicable. Deduction of GST-TDS at source would be enforced from the running bills at the rates prescribed. The GST (i.e., SGST, CGST or IGST) amount shall be shown separately in invoice and also submit proper **Tax Invoice as per section 31 of CGST Act, and Rule 46 of CGST Rules, 2017 to get Input Tax Credit by BBJ.**

The successful bidder shall raise their tax invoice in the regular interval as per contract condition and upload their supply invoice in GSTN Portal through GSTR-1 return with 10th of next month. Mismatch in return of BBJ due to any reason attributable to the bidder, the same shall be recovered from the successful bidder's bill.

12. NEW LEVIES / TAXES

In case Government imposes any new levy/ tax after awarding of the work during the tenure of the contract, BBJ shall reimburse the same at actual on submission of documentary proof of payment subject to the satisfaction of BBJ that such new levy/ tax is applicable to this contract.

13. CONFIDENTIALITY OF DOCUMENTS

The successful bidder shall treat all documents, specifications, drawings and contents therein as private and confidential.

14. SUBLETTING OF WORK

No part of Work Order nor any share or interest thereof shall in any manner of degree be transferred, assigned or sublet by the successful bidder/ the successful bidder directly or indirectly to any firm or corporation whatsoever without the prior consent in writing of BBJ.

15. TERMINATION OF CONTRACT

In the event, BBJ finds that the successful Bidder's progress is consistently below the accepted pace based on the program scheduled mentioned in this document or fixed by BBJ and/or if the quality of works being executed by the successful Bidder falls below the expected standards laid down by BBJ, in such cases, in the interest of timely and successful completion of the project and to maintain the high quality of work, BBJ reserve the right to delete the Scope of Work of the successful Bidder, or, the entire balance work to be taken away from the successful bidder and BBJ shall be at liberty to get such works done/executed by any other agency/ agencies. Moreover, BBJ shall not be liable to pay any compensation or make good any damage/s or to effect any other payment to the present successful bidder for any ground whatsoever.

The successful bidder shall be debarred from participating in the tender for executing the balance work. If the successful bidder is a JV or a Partnership firm, then every member/partner of such a firm shall be debarred from participating in the tender for the balance work in his/her individual capacity or as a partner of any other JV/ partnership firm.

The defaulting successful bidder shall not be issued any completion certificate for the contract.

All the statutory obligations including maintaining the all other local rules & regulations/ rules of local Govt. bodies should abide & complied by the successful Bidder and any consequence comes out from the act or omission of the successful Bidder which can result stoppage of work or the successful bidder fails to comply any of its respective Contractual obligation(s) within the stipulated time frame, in that event BBJ reserves the right to

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terminate the contract and to take any action against the successful bidder (such as forfeiture of EMD/ Security Deposit, encashment of Performance Bank Guarantee, non-payment/ forfeiture of RA Bills etc.) and the decision of BBJ in this respect shall be final.

In the above situations, BBJ reserves the right to issue a notice in writing to that effect and if the successful bidder does not within seven days after the delivery to him of such notice proceed to make good his default in so far as the same is capable of being made good and carry on the work or comply with such directions as aforesaid of the entire satisfaction of the BBJ, then BBJ shall be entitled after giving 48 hours notice in writing to rescind the contract as a whole or in part or parts (as may be specified in such notice) and after the expiry of 48 hours' notice, a final termination notice should be issued by BBJ.

16. RESOLUTION OF DISPUTES AND ARBITRATION

In case a dispute or difference of any kind whatsoever arises out of or relates to the Contract or ancillary/incidental as to the terms and conditions of it or relates to any matter for execution and/or performance of the Contract, between the parties to the Contract, it is a term of the agreement by and between the parties herein that before invoking arbitration, the aggrieved party shall first & foremost refer the matter to the Competent Authority of BBJ and the decision/ recommendation/ interpretation made by the said Competent Authority of BBJ shall be final & binding upon both the parties.

On the failure of the procedure prescribed above or if a party is dissatisfied with the decisions/recommendations aforesaid, and notwithstanding anything else contained elsewhere, the aggrieved party may by notice in writing to the Competent Authority of BBJ clearly evince the intention to refer the disputes and differences that have arisen between the parties to Arbitration by the constitution of an Arbitral Tribunal. The Arbitral Tribunal shall consist of three Arbitrators, one each to be nominated by the respective parties and the third to be appointed by the nominated arbitrators.

Pending submission of and/or decision on a dispute or difference as aforesaid or until the Arbitral Award is published, the parties (if the Contract is not terminated/cancelled) shall continue to perform all of their obligations under this Agreement and the Contract, without prejudice to a final adjustment in accordance with such award.

The decision of the Arbitral Tribunal arrived at after hearing the parties shall be final and binding upon the parties. The Arbitration Proceedings shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 or any statutory modifications or re-enactments thereof.

It is also agreed by the parties that the Arbitration Proceedings shall be conducted in the English language. The venue of Arbitration shall be Kolkata only and any proceedings arising out of this Agreement / Contract shall be subject to the jurisdiction of Courts at Kolkata.

17. FORCE MAJEURE:

If any time, during the continuance of this contract, the performance in whole or in part by either party under obligation as per this contract is prevented or delayed by reasons of any war or hostility, the act of the public enemy, civil commotion, sabotage, fire, flood, explosion, epidemic, quarantine restrictions, strike, lockout or acts of God (hereinafter referred to as "eventuality"), provided notice of happening of any such eventuality is given by either party to the other within 21 (Twenty) days of the date of occurrence thereof, neither party shall because of such an "eventuality" be entitled to terminate this contract nor shall either party have any claim or damages against the other in respect of such non-performance or delay in performance and deliveries under the contract. The contract shall be resumed as soon as practicable after such "eventuality" has come to an end or ceased to exist.

In case of any dispute, the decision of BBJ shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or

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delayed because of any such eventuality for a period exceeding 60 (Sixty) days, either party may at its options, terminate the contract.

Provided that if the contract is terminated under this clause, the Purchaser shall be at liberty to take over from the supplier at a price to be fixed by the purchaser, which shall be final, all unused, undamaged and acceptable equipment, bought out components and other stores in the course of manufacture which may be in the possession of the Supplier at the time of such termination, or such portion thereof as BBJ may deem fit except such equipment, as the Supplier may, with the concurrence of the Purchaser, elect to retain.

18. IMPORTANT NOTES.

(A) BBJ reserves the right to:

- (i) Accept or reject any bid received at its discretion without assigning any reasons whatsoever.
- (ii) Cancel tender at its discretion without assigning any reasons whatsoever.
- (iii) Increase/ decrease/ alter the job description/ scope of work with the corresponding change in the value of the contract.
- (iv) Postpone or extend the above-mentioned date, split and distribute the work among more than one bidder without assigning any reason whatsoever.
- (v) May ask for further qualification during techno commercial scrutiny of bids received.
- (vi) BBJ shall not be responsible for any delay, loss, damage for bids sent by post.
- (vii) BBJ shall not be liable for any expenses incurred by the bidder for delivery of materials or during the preparation of bid irrespective of whether it is accepted or not.
- (viii) Canvassing i.e., soliciting favour, seeking advantage etc. in any form is strictly prohibited and any bidder found to have engaged in canvassing shall be liable to have his bid rejected summarily.
- (ix) If the bidder deliberately gives any wrong information in his tender to create circumstances for the acceptance of his bid, BBJ reserves the right to reject such application.

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ANNEXURE –I
(On letter head of firm/Proprietorship/Individual)

PROFORMA FOR TECHNICAL BID (For conducting Internal Audit of BBJ for the Financial Year 2023-24) containing the following details:

Sl. No.	PARTICULARS	DETAILS (Supporting Documents where applicable are required to be submitted along with this form)
1.	Compulsory Conditions: i) Existence for a minimum period of Five years ii) Average Annual Turnover for last 3 year at least Rs.10 lakhs. For the purpose of ascertaining parameter of Turnover of the bidder average turnover for the previous three financial years (2019-20 to 2020-21 and 2021-22) shall be considered.	
2.	Year of establishment of the Firm	
3.	Partners (details) as per ICAI/ ICAI (Cost) Certificates as on 01.04.2023	
4.	Branch Office details (Please mention here Names of places/ cities where the Branch exist and attach extra copies of this form with similar details for each branch firm)	
5.	Names of the Chartered Accountants (ACA/FCA) / Cost Accountants (ACMA/FCMA) employed with the firm	
6.	Number of semi-qualified employees attached with the Firm (CA- Intermediate and/ or Cost-Intermediate)	
7.	Exposure of the Firm in PSUs as Statutory (Finance or Cost)/Internal Auditors with specification of exposure in Construction Company, if any (Name of the PSU, Year of audit and nature of audit undertaken)	
8.	The applicant Firm of Chartered Accountants / Cost Accountants must have carried out in addition to Routine Audit, Internal/special Audits in any of the following areas: i) Direct Taxes ii) State related Taxes / VAT Audit iii) Central Excise/Service Tax /GST iv) Physical verification of Fixed Assets and Inventories The above are only illustrative and not Comprehensive / exhaustive.	
9.	Brief Resume of the Firm (please submit an Attachment)	

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10.	Registration Certificate issued by ICAI /ICAI(Cost)	
11.	Certificate issued by the Institute ICAI/CMA showing No of Partners Semi qualified Staff paid Assistants	

The above technical proposal also include.

1. Proposed Overall in charge for the assignment (Partner):
2. Proposed Total Audit Days to be spent for the Assignment (from the date of receipt of engagement letter):
3. Proposed Team for the assignment (keeping in view the scope of work, coverage etc.):

Level	Educational Qualification	Key Responsibilities or Task Assigned	Number of Man-days estimated for task completion
In-Charge	Partner (FCA/ FCMA/ ACA/ ACMA)	Finalization	[Points Per Head 0.5 – Max 4]
Team Leader	(FCA/ FCMA/ ACA/ ACMA)	Pre-Finalization Checking	[Points Per Head 1 – Max 2]
Team Member	Semi Qualified	Collation, Compilation, Consolidation	[Points Per Head 0.5 – Max 2]
Team Member	Support Staff /Articled Clerk	Routine Checking	[Points Per Head – 0.5 – Max 2]

a. Technical Approach --

- i) Note on Firm's Understanding of the assignment
- ii) Books of Accounts / Registers / Records to be checked in general
- iii) Statements and Reports to be prepared

b. Work Plan

Tender No.: eNIT/BBJ/INTERNAL-AUDIT/14-2023

Date: 2nd May 2023

ANNEXURE –II
FORMAT FOR TECHNICAL EVALUATION

SL. NO.	PARTICULARS	POINTS TO BE ALLOTTED	MAXIMUM POINT
1.	a) Year of Establishment of the Audit Firm b) Average Turnover	1 Point per year beyond 5 years 1 Point for every Rs. 5 lakhs turnover (not in part) beyond Rs.10 lakhs	Maximum 10 Points Maximum 10 Points
2.	a) No. of Partners	a. 3 Point per Partner	Maximum 10 points
3.	Head Office at same city of our Head Office	a. 5 Point for HO in Kolkata	Maximum 10 points
4.	No. of qualified assistants (Chartered / Cost Accountants) employed with the Firm	2 Points per Qualified Assistants	Maximum 12 Points
5.	No. of Semi-Qualified Assistants (Chartered/Cost Accountants) employed with the Firm	1 point. Per Semi qualified Assistant	Maximum 6 Points
6.	Exposure of the Firm in PSU Company under Central/State Govt. as Statutory (Finance or Cost)/ Internal Auditor	2 Points per year of Audit + 1 point per year for exposure in Construction Industry	Maximum 12 points
7.	In Charge/Team Member/Team Leader for attending the Internal Audit	2 points for Number of Man-days estimated for task completion	Maximum 12 points each
8.	Experience in special assignments preferably in PSUs Tax Audits (Direct/ Indirect) Inventory Physical verification of Fixed Assets System Audit	2 Points 2 Points 2 Points 2 Points	Maximum 08 points

3. Proposed Team for the assignment (keeping in view the scope of work, coverage etc):

Level	Educational Qualification	Key Responsibilities or Task Assigned	Number of Man-days estimated for task completion
In-Charge	Partner (FCA/ FCMA/ ACA/ ACMA)	Finalization	
Team Leader	(FCA/ FCMA/ ACA/ ACMA)	Pre -Finalisation, Checking	