



**CHENNAI PORT TRUST**  
No.1, Rajajisalai, Chennai 600 001.  
Phone: 044.25312710, Fax: 044-25368717

**e-Tender FOR “RENDERING PROFESSIONAL SERVICES AS INTERNAL  
AUDITOR TO THE CHENNAI PORT TRUST FOR TWO FINANCIAL YEARS  
2020-21 & 2021-22”**

**e-procure.gov.in**

**e-TENDER No. Compilation/Internal Audit/2019-20/F**

**Volume-I Technical Bid**

|  |  |
|--|--|
| <b>Due Date &amp; time for online submission</b> | <b>: Upto 15.00 Hrs on 17/09/2020</b>  |
| <b>Due date &amp; time of bid opening</b>        | <b>: After 15.00 Hrs on 18/09/2020</b> |

**CHENNAI PORT TRUST**  
**FINANCE DEPARTMENT**

**E-Tender for ““RENDERING PROFESSIONAL SERVICES AS  
INTERNAL AUDITOR TO THE CHENNAI PORT TRUST FOR TWO  
FINANCIAL YEARS 2020-21 & 2021-22**

**e-TENDER No. Compilation/Internal Audit/2019-20/F**

**TABLE OF CONTENTS**

| S. NO.                                    | DESCRIPTION                             |   | PAGE NO. |
|---|---|---|----------|
| 1   | ONLINE BID REFERENCE                    |   | 3        |
| 2   | NOTICE INVITING ONLINE TENDER           |   | 4        |
| 3   | INSTRUCTIONS FOR ONLINE BIDS SUBMISSION |   | 6        |
| <b>VOLUME I – TECHNICAL BID (Cover I)</b> |   |   |          |
| <b>SECTIONS</b>                           |   |   |          |
| 1   | Section -1                              | GENERAL INSTRUCTIONS TO APPLICANTS                                | 12       |
| 2   | Section -2                              | SCOPE OF SERVICES   | 18       |
| 3   | Section -3                              | GENERAL TERMS AND CONDITIONS                                      | 24       |
| 4   | Section -4                              | DETAILS AS PART OF SCOPE OF SERVICES<br>INDICATED UNDER SECTION 2 | 30       |
| 5   | Section -5                              | TABLE OF FORMS  | 32       |
| <b>VOLUME II – PRICE BID (Cover II)</b>   |   |   |          |
| 7   | PRICE BID                               |   | 40       |

**CHENNAI PORT TRUST**

**FINANCE DEPARTMENT**

**ONLINE BID REFERENCE**

**e-Tender No.:Compilation/Internal Audit/2019-20/F**

**TENDER FOR “RENDERING PROFESSIONAL SERVICES AS  
INTERNAL AUDITOR TO THE CHENNAI PORT TRUST FOR TWO  
FINANCIAL YEARS 2020-2021 AND 2021-2022”**

**IMPORTANT POINTS TO NOTE**

|  |  |
|--|--|
| e-TENDER DOCUMENT NO.                          | <b>Compilation/Internal Audit/2019-20/F</b>  |
| TENDER INVITED FOR                             | <b>“RENDERING PROFESSIONAL SERVICES AS INTERNAL AUDITOR TO THE CHENNAI PORT TRUST FOR TWO FINANCIAL YEARS 2020-21 &amp; 2021-22”</b> |
| VALIDITY OF THE TENDER                         | 90 days from the due date for submission of tender   |
| PUBLISHING OF TENDER DOCUMENTS ON WEBSITE      | <b>04/09/2020</b>  |
| PERIOD OF DOWNLOADING BIDDING DOCUMENT         | <b>04/09/2020 to 17/09/2020</b>  |
| START DATE & TIME FOR ONLINE SUBMISSION OF BID | <b>08/09/2020</b>  |
| DUE DATE & TIME FOR ONLINE SUBMISSION OF BID   | <b>17/09/2020 upto 15.00 Hrs</b>   |
| TIME & DATE OF OPENING OF TECHNICAL BID        | <b>18/09/2020 after 15.00 Hrs.</b>   |
| TIME & DATE OF OPENING OF PRICE BID            | WILL BE INTIMATED LATER  |
| PLACE OF OPENING OF TECHNICAL BID              | CHENNAI PORT TRUST<br>FINANCE DEPARTMENT<br>3 <sup>RD</sup> FLOOR, CENTENARY BUILDING,<br>NO.1, RAJAJI SALAI, CHENNAI – 600 001.     |
| For further details please visit               | <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a><br><a href="http://www.chennaiport.gov.in">www.chennaiport.gov.in</a>   |

**CHENNAI PORT TRUST**  
**FINANCE DEPARTMENT**  
**NOTICE INVITING ONLINE TENDER**  
**e-Tender No. Compilation/Internal Audit/2019-20/F**

**TENDER FOR “RENDERING PROFESSIONAL SERVICES AS  
INTERNAL AUDITOR TO THE CHENNAI PORT TRUST FOR TWO  
FINANCIAL YEARS 2020-21 & 2021-22”**

- 1.1 Online tenders through e-procurement mode are invited by Chennai Port Trust for **“RENDERING PROFESSIONAL SERVICES AS INTERNAL AUDITOR TO THE CHENNAI PORT TRUST FOR TWO FINANCIAL YEARS 2020-21 & 2021-22” under two cover system.**
- 1.2 The tender document is made available through e-procurement mode and open for downloading from 03/09/2020 to 17/09/2020 at Ch.P.T’s official website [www.chennaiport.gov.in](http://www.chennaiport.gov.in) and also under GoI’s e-procurement portal link under <https://eprocure.gov.in>
- 1.3 Each set of tender document consists of two volumes (Cover - I & II). Cover-I (Technical Bid) comprise all Technical & Commercial offer documents including Scope of work and Cover-II (Price Bid) comprises all the Price bid documents.
- 1.4 The complete tender document shall be submitted online as tender offer on or before the due date and time of submission.
- 1.5 The tender offer shall have to be submitted by the Bidder only through e-procurement mode as explained in the tender document.
- 1.6 The offer (both Techno-Commercial & Price) must be valid for a minimum of 90 days from the last date of online submission of offer; otherwise the offer shall be rejected as non-responsive.
- 1.7
  - a. Bidding is open to all eligible bidders meeting the eligibility criteria as defined in Clause 6 of Section-I (General Instructions To Applicants) and bidders are advised to note the instructions detailed in tender clause.
  - b. The bidder shall have valid Income-Tax PAN & GST registration and shall furnish the self-attested copy of PAN and GST registration certificates.
  - c. The bidder should submit self-declaration in the covering letter (Format-I) stating that the bidder has not been blacklisted/debarred by any Government department/agency / falling under the denied entity list of DGFT / Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.
  - d. All the documents required to meet the eligibility criteria, as per Format-II & Format-III of Section-V along with relevant documents, in the Tender Document – Technical Bid shall be uploaded through e-procurement portal after scanning in .pdf format. The bidder may submit self attested copies of the documents and the bidder has to produce the original documents for verification before issuing letter of award.

- 1.8 Chennai Port Trust do not bind themselves to accept the higher or any tender and reserve the right to accept any tender in part or to reject any tender without assigning any reason thereof.
- 1.9 The prospective bidder shall submit queries, if any, through e-tendering portal addressed to the F.A.&C.A.O., Chennai Port Trust, Chennai in connection with this tender well in advance, within 7 days from the date of publishing of the tender in the website, so that the queries can be clarified. The bidders' queries will be clarified through e-procurement portal and if necessary the pre-bid meeting will be held at the Office of the F.A. & C.A.O., Chennai Port Trust, 3<sup>rd</sup> Floor of Centenary building, No.1, Rajaji Salai, Chennai - 600001 and notification in this regard will be issued through [www.chennaiport.gov.in/e-procurement](http://www.chennaiport.gov.in/e-procurement) portal link.
- 1.10 The due date of online submission of offers will be 17/09/2020 at 15.00 hrs. unless otherwise notified. In the event of changes in the schedules, the F.A. & C.A.O., Chennai Port Trust will notify the same only through [www.chennaiport.gov.in](http://www.chennaiport.gov.in) and e-procurement portal link.
- 1.11 If the offers are not received according to the instructions detailed herein above, they shall be liable for rejection.

**F.A. & C.A.O.**  
**CHENNAI PORT TRUST**

## **CHENNAI PORT TRUST**

### **FINANCE DEPARTMENT**

#### **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

##### **e-Tender No. Compilation/Internal Audit/2019-20/F**

- I. Bidders to follow the following procedure to submit the bids online through the e-Procurement portal <http://eprocure.gov.in>.
2. Bidder should do the registration in the tender site using the 'Click here to Enroll' option available.
3. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
4. Bidder can use 'My Space' area to update standard documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
5. Bidder may read the tenders published in the Port web site and download the required documents/tender schedules for the interested tenders.
6. Bidder then logs into the site using the secured login by giving the user id/password chosen during registration and password of the DSC/e-token of Class -II.
7. Only one DSC/e-token should be used for a bidder and should not be misused by others. If a bidder uses more than one DSC token, the bid would summarily rejected.
8. Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
9. Bidder must prepare the bid documents to be submitted in advance as indicated in the tender and it should be in required format. If there is more than one document, they can be clubbed together.
10. Bidder selects the interested tender by using search option & then moves it to the 'My Favourites Folder'.
11. From the 'My Favourites Folder' bidder selects the tender to view all the details indicated.
12. The Bidder should read the terms & conditions and accepts the same to proceed further to submit the bid.
13. The Bidder has to enter the password of the DSC/e-token and the required bid documents have to be uploaded one by one as indicated.

14. The rate offered have to be entered separately in a spread sheet file (xls format) in the space allotted and should be updated as BOQ.xls file for each tender after the financial bid. The BOQ file, if found modified by the bidder, his bid will be rejected.
15. The tendering system will give a successful bid updation message and then a bid summary will be shown with the bid no., the date and time of submission of the bid and all other relevant details. The bidder has to submit the relevant documents required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
16. The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
17. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
18. For any clarifications with the Tender Inviting Authority (TIA), the bid number can be used as a reference.
19. Bidder should log into the site well in advance for bid submission so as to submit the bid in time (i.e.) on or before the bid submission time. If there is any delay, due to other issues, bidder only is responsible.
20. Each document to be uploaded online for the tenders should be less than 2 MB. If any document is more than 2 MB, it can be reduced by scanning at low resolution and the same can be uploaded. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
21. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening, etc., in the e-procurement system. The bidder should follow this time during bid submission.
22. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & cannot be viewed by any one until the prescribed date & time of bid opening.
23. The confidentiality of the bid is maintained since the secured Socket Layer 128-bit encryption technology is used. Data storage encryption of sensitive fields is done
24. Any document that is uploaded to the server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyers public keys. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.

25. For any queries related to e-procurement portal, the bidders are asked to contact by Smt. RM. VairaChellam, Senior Dy. Chief Accounts Officer (MS) at 044 25312370 well in advance.
26. Bidder is required to submit their tender through online in the form of Two Cover System on or before schedule bid due date of closing and time as notified in NIT. The tender received after the due date and time will not be entertained.
27. Tender Document can be submitted online only in the designated e-portal eprocure.gov.in on or before the due date and time. The time of opening of technical bid will be as notified in the NIT.
28. Bidder should submit the tender for providing the services as per the Scope of work and in accordance with the instructions to bidders, General Conditions of Contract.

The cover (I) shall contain scanned copy of the following:

- i. IFRS Certificate issued by the Institute of Chartered Accountant of India (ICAI) in the name of the partner.
- ii. Letter of C & AG & R.B.I. empanelling the auditing firm for auditing PSUs for the year 2018-19 / 2019-20.
- iii. Brief Profile of the auditing firm indicating atleast 3 number of partners and giving evidence from Institute of Chartered Accountants of India (ICAI) for the existence of the firm for a period of atleast 10 years and having one partner with not less than 10 years practice.
- iv. Work Order, Completion Certificate, Balance Sheet and P&L Account of minimum 5 different Public / Private Limited Companies with an Annual Turnover of Rs.500 crores or more for which the Internal audit have been conducted during the last 5 years i.e. from 2015-16 to 2019-20. The Completion Certificates shall clearly specify the year of audit, work order reference number and date.
- v. Self-attested copy of audited Balance Sheet and Profit & Loss Account certified by the Chartered Accountant for the last 3 years ended 31.03.2020.
- vi. Scanned copy of entire set of tender documents including blank format of Price bid, duly signed and sealed by the authorized signatory in all pages, as a token of acceptance.
- vii. List of partners and qualified Chartered Accountants to be deployed for the above Internal Audit along with their CV.
- viii. Chennai address of the firm along with the proof.
- ix. Covering letter, as per Format-I of Section-V, duly filled up and signed by



- the authorized signatory.
- x. Organization details, as per Format-II of Section-V, duly filled up and signed by the authorized signatory.
  - xi Bid Qualification Criteria (BQC), as per Format-III of Section-V, duly filled up, signed and sealed by the authorized signatory.
  - xii Scanned self-attested copy of PAN Card and GST Registration certificates.

- Note:1. If any Certificate issued by ICAI/C&AG/RBI is downloaded from website, the certificate shall be self attested by the firm with their official seal on each page. Any mis-representation / suppression of facts shall lead to rejection of the offer. Offers received late beyond the stipulated time will be liable for rejection.
2. A covering letter addressing F.A.&C.A.O, Chennai Port Trust, RajajiSalai, Chennai – 1 along with the hard copy of form of undertaking (Format – IV ), and Organisation particulars (Format II) must reach Chennai Port Trust in corresponding address before opening of Technical Bid as per the date and time given in this tender.
- Only those e-tenders for which bidders have submitted the covering letter in the tender box on or before the due date of submission will be opened.

The cover (I) of the offer will be opened on the same day at 3.30 p.m. and representatives of the firms may participate in the opening along with an authorisation letter issued by the firm. The cover (II) will be opened later after the pre-qualification of the firms who satisfy the eligibility criteria as per the invitation document. The date of opening of the cover (II) will be intimated to the pre-qualified firms separately.

**COVER (II)**

Price should be quoted in a spread sheet file (.xls format) available in e-procurement Portal only. Any indication of 'Quoted price' in the online technical bid documents shall lead to rejection of the bid outright. Scanned copy of blank format duly signed shall be uploaded along with Technical bid.

For evaluation purpose the uploaded offer documents will be treated as authentic and final. No hard copy shall be submitted for reference purpose. The price bid submitted through e-procurement mode only will be taken up for the purpose for evaluation.

Price shall be quoted only in INR.

## **EVALUATION PROCESS:**

- 1) A proposal shall be considered responsive if –
  - a. It is received by the proposed Due Date and Time.
  - b. It is Digitally Signed.
  - c. It contains the information and documents as required in the Tender Document.
  - d. It contains information in formats specified in the Tender Document.
  - e. It mentions the validity period as set out in the document.
  - f. It provides the information in reasonable detail. The Port Trust reserves the right to determine whether the information has been provided in reasonable detail.
  - g. There are no significant inconsistencies between the proposal and the supporting documents.
  - h. The Technical qualification conforms to as specified in the minimum eligibility criteria in the tender.
  - i. A Tender that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one (1) which affects in any substantial way, the scope, quality, or performance of the Bidder or (2) which limits in any substantial way, inconsistent with the Tender document, or (3) whose rectification would affect unfairly the competitive position of other Qualified Applicant presenting substantially responsive bids.
  - j. The Port Trust reserves the right to reject any tender which in its opinion is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Port Trust in respect of such Tenders.
  - k. The Port Trust would have the right to review the Technical Qualification and seek clarifications wherever necessary.
- 2) Since the tender involves selection based on pre-qualification criteria, the F.A. & C.A.O., Chennai Port Trust will examine and seek clarification if any and list out the firms, which are found technically suitable and Cover-II Price Bid of such tenders only will be opened
  - a. The date and time will be intimated to bidders whose offers are found suitable and Cover – II of such bidders will be opened on the specified date and time.
  - b. The successful Bidder shall execute an undertaking (Section 5) on a Rs.100/- stamp paper for undertaking the services as per the scope of work and complying with the terms and conditions.

- c. The Fax/E-Mail offers will be treated as defective, invalid and rejected. Only detailed complete offers received through online prior to closing time and date of the tenders will be taken as valid.
- 3) The offer for the valuation of “**RENDERING PROFESSIONAL SERVICES AS INTERNAL AUDITOR TO THE CHENNAI PORT TRUST FOR TWO FINANCIAL YEARS 2020-21 & 2021-22**” will be considered for awarding the contract to the lowest bidder.
- 4) The decision of **ChPT** in all matters regarding award of contract will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the **ChPT** in this regard.

**F.A. & C.A.O.**  
**CHENNAI PORT TRUST**

**CHENNAI PORT TRUST**

**FINANCE DEPARTMENT**

**E Tender No. Compilation/1/2019-20/F**

**SECTION – 1**

**GENERAL INSTRUCTIONS TO THE APPLICANTS**

**1. INTRODUCTION**

Chennai Port Trust in its 137<sup>th</sup> year of maritime service has sustained its past glory despite the global economic recession. The cargo handled during 2019-20 registered 46.76 MMT comprising of 30.44 MMT of import and 16.32 MMT of export.

The Operating income during the year 2019-20 was Rs.787.55 crore and the Operating surplus was Rs.209.33 crore and Profit/Loss after tax amounted to Rs.181.48 crore. The total investment held by the Port on various fund accounts as on 31.03.2020 was Rs.402.36 crore.

Considering the volume of transactions and the Income generated by the Port, it has been advised by CVC and CAG, that Port should have an independent internal audit system, commensurate to the volume of transactions. In view of that Port wishes to appoint a professional Chartered Accountant firm to conduct Internal Audit of the Port.

**2. OBJECTIVES**

- Objectives of the internal audit system is to have an independent third party audit of the financial transactions of Port to assist and suggest the management of Port
- proper utilization of its resources and improvement of its efficiency
- proper billing for the services, rentals, etc. and collection of its income and to ensure that there is no leakage of revenue.

- accounting and paying for its expenditure as per the approved policies and procedures
- constantly improve the quality of financial information
- constant improvement of its internal control mechanism in tune with changing environment in port sector

### **3. AUDIT METHODOLOGY**

- ❖ Review the existing systems and manuals in use (both written and practiced) at various departments in the port relating to accounting of financial transactions with a view to comply with the accounting practices, accounting standards, policies of the port and fiscal laws like Income Tax, and GST.
- ❖ Propose suggestions to make improvements in the systems, in the perspective of specific requirements of port sector and to modify the systems.
- ❖ Review and report on the shortcomings in the adherence to the accounting system
- ❖ Propose remedial measures to rectify the shortcomings contained in the reports

### **4. SCOPE OF SERVICES.**

The applicants may refer to the Scope of Services indicated in Section-2. **Apart from that, the Chartered Accountant Firm may also inspect the records if required and ascertain the quantum of work involved before quoting their fee for undertaking Internal Audit function.**

**5. ESTIMATED AUDIT FEE** :The Estimated Audit Fee is fixed at Rs.12.00 lakhs for two years including all local traveling and conveyance, printing and stationery, other out of pocket expenses and all taxes and duties other than GST.

### **6. MINIMUM ELIGIBILITY CRITERIA:**

- (i) Atleast one partner of the Chartered Accountant firm should have the qualification in International Financial Reporting Standards (IFRS).
- (ii) The firm should be empanelled with C&AG/RBI for auditing PSUs/Banks for the year 2018-19/2019-20. They should enclose a copy of the empanelled document along with the profile.
- (iii) The Auditors firm should be a partnership firm in continuous existence for a period of atleast 10 years.

- (iv) There should be atleast 3 partners in the firm, out of whom 1 partner should have standing of more than 10 years in practice. The firm shall furnish the brief profile of the partners of the firm and their experience.
- (v) The firm of the auditors considered for appointment must have conducted Internal audits of minimum 5 different Public / Private Limited Companies with an annual turnover of Rs.500 crores or more in respect of last 5 Financial Years i.e. from 2015-16 to 2019-20. Out of 5 audits, atleast one Internal Audit should have been conducted in any Major Ports in India.
- (vi) The firm should have an average Annual Turnover of not less than Rs.50 lakhs during the past 3 years i.e., 2017-18 , 2018-19 and 2019-20. For that purpose, the firm should enclose last 3 years' Audited Annual Accounts.  
(Notarized or Self attested copies of audited Balance Sheet and Profit & Loss Account certified by the Chartered Accountant shall be furnished)
- (vii) Only the Chartered Accountant firms having office at Chennai will be considered.
- (viii) The standard of "Past Performance rendered by the Chartered Accountants during earlier years in Chennai Port Trust as Internal Auditor/Auditor of Internal Audit Manual" will also be taken into account for the selection. If the past performance rendered by the Chartered Accountant are not found up to the mark, their offers (Cover I & II) will be summarily rejected.

All the documents as specified above in the Tender Document – Technical Bid shall be uploaded through e-procurement portal under technical bid link after scanning in **.pdf** format. The bidder may submit either Notarized or Self attested copies of the documents. In case of self-attested documents, the bidder has to produce the original documents for verification before awarding of work. The price bids of those firms who do not meet the eligibility criteria will not be opened.

#### **7. REJECTION CRITERIA**

- a) If the bidder does not meet the Pre-qualification / eligibility Criteria.
- b) Non adherence to Technical/commercial terms and incomplete bids and bids in deviation to tender conditions will be out rightly rejected.
- c) If bids are received after scheduled date of bid submission.
- d) Any other rejection conditions stipulated in tender document.

#### **8. SUBMISSION OF OFFER**

1.The technical bid and the price bid of the Audit firm shall be submitted in two cover viz., cover (I) and cover (II) in e-mode only.

**Name and Address of the Bidder**

2. The Tender complete in all respect should be reached to the office of **The F.A. & C.A.O, Chennai Port Trust, 3<sup>rd</sup> floor of Centenary building, No.1 RajajiSalai, Chennai-600001 upto 15.00 hrs. on 17/09/2020 and open at 15.00 hrs. on 18/09/2020** in presence of the bidders who may wish to be present. The bidders making their presence for bid opening shall bring authorization letter from the bidder to participate in the tender opening.
3. Tender document including quoted bid price have to be submitted online only before deadline for online submission of bid Scanned copy of blank format duly signed shall be uploaded along with Technical Bid. For evaluation purpose the uploaded offer documents will be treated as authentic and final.

**9. CONTENT OF BIDDING DOCUMENTS AND PREPARATION OF BIDS**

- a) The set of bidding documents comprises the documents listed in the table below and addenda issued if any, in accordance with Clause 6:
- b)

| S. NO.                                    | DESCRIPTION                             |  |
|---|---|--|
| 1   | ONLINE BID REFERENCE                    |  |
| 2   | NOTICE INVITING ONLINE TENDER           |  |
| 3   | INSTRUCTIONS FOR ONLINE BIDS SUBMISSION |  |
| <b>VOLUME I – TECHNICAL BID (Cover I)</b> |   |  |
| 1   | Section -1                              | GENERAL INSTRUCTIONS TO APPLICANTS                             |
| 2   | Section -2                              | SCOPE OF SERVICES  |
| 3   | Section -3                              | GENERAL TERMS AND CONDITIONS                                   |
| 4   | Section -4                              | DETAILS AS PART OF SCOPE OF SERVICES INDICATED UNDER SECTION 2 |
| 5   | Section-5                               | TABLE OF FORMS   |
| <b>VOLUME II – PRICE BID (Cover II)</b>   |   |  |
| 1   | PRICE BID                               |  |

- i) Any indication of “Quoted price” in the technical bid, shall lead to rejection of the bid outright. Scanned copy of the blank price bid format duly signed shall be uploaded along with Technical bid. For evaluation purpose the uploaded offer documents will be treated as authentic and final.

- ii) The fees quoted should be inclusive of all taxes and duties except GST. The GST as applicable, will be paid extra on submission of proper tax invoice. The above fees would include all local traveling, conveyance, printing and stationery, other out of pocket expenses and all taxes and duties other than GST and any other taxes levied by the Government in future. The Trust does not bind itself to accept claim for any extra payment nature of the bidder
- iii) The Price bid shall be read in conjunction with all other sections of bidding document. The price quoted by the bidder shall be firm and fixed till complete execution of the Contract. Once the offer is accepted and Letter of award is issued to the successful bidder(s), the price shall be valid till the completion as per contract terms.

#### **10. DEADLINE FOR ONLINE SUBMISSION OF BIDS**

- a) The completed bid shall be submitted in the electronic form by **15.00 Hrs. on 17/09/2020** only through e-procurement portal.
- b) The ChPT may extend the deadline for submission of bids by issuing an amendment in accordance with Clause 8, in which case all rights and obligations of the ChPT and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

#### **11. BID OPENING – Technical Bid**

- a) On the due date and time as specified in Clause 10 (a), the ChPT will first open Technical bids of all bids received online within the stipulated date and time in presence of the Bidders or their authorized representatives who wish to attend. In the event of specified date for bid opening declared as holiday by the ChPT, the bid will be opened at the appointed time and location on the next working day.
- b) If all Bidders have submitted unconditional Bids together with requisite Bid security, then all Bidders will be pre-qualified for opening price bid. If any Bid contains any deviation from the Bids documents and / or if the same does not contain Bid security in the manner prescribed in the Bid documents, then that Bid will be rejected and the Bidder informed accordingly.
- c) The date and time of opening of price bid (Cover-II) shall be intimated to the qualified bidders based on the evaluation of the technical bid. The price bid (Cover-II) of such eligible bidders shall be opened on the specified date and time in the presence of the qualified bidders or their authorized representatives.

#### **12. SCRUTINY AND EVALUATION OF THE TENDERS**

- a) In the first instance the documents submitted with the Technical Bid will be scrutinized to ascertain whether all documents as specified in the tender have been submitted. The



bidder who has not submitted the documents as per tender shall not be considered.

- b) Thereafter, the technical bid will be scrutinized to ascertain whether the Bidder fulfils the requirements as stipulated in the Minimum Eligibility Criteria as per Clause 6. The bidder, who do not fulfil the Minimum Eligibility Criteria shall not be considered for further evaluation.
- c) After the tender opening, the whole process involving scrutiny, clarifications, evaluation and comparison of tenders and recommendations regarding award of Contract shall be confidential. Any efforts on part of any Bidder to influence the Port Trust in any way in the process of scrutiny, evaluation, comparison of tenders and decision concerning award of Contract may result in rejection of the Bidder's bid.
- d) To assess the scrutiny, evaluation and comparison of tenders, the ChPT may ask Bidder individually for clarifications. Request for clarification and response thereto, shall be in writing or through e mail followed by post or through speed post. No change in Price or substance of the tender shall be sought, offered or permitted nor is the Bidder permitted to withdraw the tender before the expiry of the validity period of the tenders in the process of clarifications.

### **13. EVALUATION OF PRICE BID**

ChPT will evaluate and compare only those bids, which are technically qualified. The rates quoted by the Bidder shall be considered for the purpose of evaluation and comparison.

### **14. PROCESS TO BE CONFIDENTIAL**

Information related to the examination, clarification, evaluation and comparison of Bids and recommendations for award of contract shall not be disclosed to Bidder or other person not officially concerned with such process. Any effort by Bidder to influence ChPT's processing of Bid or award decisions may result in rejection of such Bidder's offer.

### **15. ChPT's RIGHT TO ACCEPT OR REJECT A BID**

ChPT reserves the right to accept or reject or prefer any Bid in whole or part, to annul the bidding process or to reject all Bids with or without notice or reasons. Such decisions by ChPT shall bear no liability whatsoever consequent upon such decisions. ChPT also reserves to itself the right to accept any bid in part or split the order between two or more bidders without assigning any reason thereof. The decision of ChPT in the matter will be final and binding on all the parties.

### **16. AWARD OF CONTRACT**

The successful Bidder(s), whose Bid is accepted by ChPT shall be intimated through Letter of Award.

## **17. CONTACT PERSON / ADDRESS**

For any clarifications the firm may contact the following officer:

**Smt. RM.VairaChellam**  
**Sr.Dy.Chief Accounts Officer (MS),**  
Finance Department  
Chennai Port Trust  
Rajajisalai, Chennai 600001  
Tel No. 25312370

## **SECTION - 2**

### **SCOPE OF SERVICES**

#### **A. SCOPE IN GENERAL**

- i. The Audit is conducted with a view to see that :-
  - a. All the transactions involving financial implications are properly accounted for;
  - b. The initial accounts records are maintained accurately;
  - c. There are no delays and / or irregularities in maintaining the Accounts reports;
  - d. The provisions of accounting procedure, rules and regulations, orders and procedure in force and instructions issued by the Chairman/FA&CAO from time to time are not violated;
  - e. Reports are furnished to the Chairman with a copy to FA&CAO.
- ii. It is also within the purview of audit to bring to light any other points of interest which may lead to reduction in costs and increase in efficiency. It may even suggest modification in the existing procedure for achieving the above objectives.
- iii. The role of internal audit should be such that it will be envisaged as a service input in an organization and should be a valuable focal point for management planning and control. For this purpose, the approach should be on a selective basis rather than a searching examination of debits and credits.
- iv. Annual accounts for the year 2020-21 & 2021-22 should be checked and certified.
- v. Physical verification of FDR certificates for the investment made should be checked monthly and the same should be certified.
- vi. Scale of rates should be certified as the revision in the rates proposed and forwarded for approval of TAMP 9Form 1 & Form 3)
- vii. Certification shall be done while submission of Chennai Port Trust details/ reports required by other organization for filing of applications etc,

- viii. The pending court cases and Arbitration cases and its Financial implication should be analysed and opinion /suggestions to be given.

**Periodicity:-**

Internal Audit will cover all departments atleast once in a year and a programme for the same is to be drawn up annually with the approval of FA&CAO.

**Internal Audit Report:-**

- a. The report shall be in two parts. The Part I will contain the evaluation of the internal controls, systems in practice and report the weaknesses with suggestions for improvements. The Part II will contain the report on the short comings and the impact on the same on the Balance Sheet and income & expenditure account of the Port. This may preferably contain the percentage coverage of audit in terms of value and in terms of number of transactions. Analysing the pending Court cases, Arbitration, suggestion to be given on Financial implication thereon.
- b. The Internal Audit Report shall be submitted to Chairman with a copy to FA&CAO and also a separate copy for onward transmission to by FA&CAO 's office to CVO.

**General Instructions on Checking Cash and Stock Transactions: -**

The following are some of the checks of a general nature to be exercised while conducting Audit of cash and stock transactions. These, however, should not be taken as exhaustive. Other checks suitable to the occasion should be adopted wherever necessary.

- i. It should be seen that all transactions (either cash or stock) are promptly and properly recorded in the relevant records and there is no delay/omission, etc., on this account.
- ii. It should be seen that amounts received from the Finance Department or other sources have been taken to account on the same day.
- iii. It should be seen that amounts received from the Finance Department on account of temporary advances etc., for disbursement are not retained in hand beyond the permissible time limit and the undisbursed amount, if any, is promptly deposited with Finance Department.

- iv. The correctness of stock entry recorded on the vouchers in support of purchases should be checked in respect of one month.
- v. It should be seen that issues from the stock are made on proper requisition duly acknowledged by the recipients and correctly entered in the Stock Registers.
- vi. The permanent and temporary advance cash books should be checked to see that these are correctly maintained and accounts thereof have been rendered to the Finance Department within the prescribed time. Irregularity or delay in adjustment should be reported.
- vii. Arithmetical accuracy of the balances shown in the cash and stock books should be checked in all cases.
- viii. The correctness of the amounts drawn in pay bills and TA bills should be checked with the attendance Registers, Tour particulars, vehicle log book, Register maintained in the respective sections/divisions.
- ix. Whether Physical verification of all types of stores in different offices, hospital, guest houses and other offices of the Port Trust have been done and action taken on such physical verification reports.
- x. Any other items viz., stationery, furniture and stamp accounts are to be checked as deemed necessary.
- xi. Register of books maintained in the Library should be checked to see the books purchased during the year have been taken to stock and proper record is maintained as to issues and returns.
- xii. Whether the cash balance as per imprest account has been physically verified by the Accounts Officer.

#### **Verification of Service Books:-**

The Service Records which include Leave Account of all the officials should be checked to see that they are maintained properly as per instructions contained in Rule 196 to 203 of the Supplementary Rules.

#### **Revenue Receipts:-**

##### **General:-**

It should be seen that amounts due to the Port Trust are correctly assessed according to the prescribed rates, demands raised in proper time and collections credited to the Port Trust Accounts immediately. All instances of undue retention of authorized collections by other departments without remitting to the Finance

Department should be reported. Unauthorized collections made by other departments should be reported. It should also be seen whether adequate steps have been taken to realize the arrears, if any. Refund due but not made to the parties shall also be reported.

**Estate Rentals, Water Supply and Energy Charges: -**

It should be checked with reference to allotment register that rent is collected regularly for all buildings and land let out. It should be seen that rent is correctly assessed with reference to rules and orders in force. In checking receipt on account of supply of water it should be seen that demand has been raised in all cases of supply and the amounts so assessed are correct. In the case of electricity charges, it should be first verified whether the allocation among the Port, Port Users, Contractors and Employees have been properly made and demands raised properly and collections watched by the Electrical Division.

**Miscellaneous Receipts: -**

The basis for assessment of miscellaneous dues such as furniture hire charges, hire charges of plant and machinery, hire of all equipments/appliances, etc., demand and collections thereof should be verified.

**Check of Divisional Office Records: -**

- i. While auditing the workshop accounts the job cards and out turn register should be checked in detail. The correctness of the allocation of expenditure on repair and maintenance of workshop to various works should be checked. The use of new parts should be traced into the log books and other connected registers. The account and manner of disposal of old and replaced parts should be particularly checked. In the case of jobs under taken on behalf of private parties, it should be seen whether the cost thereof has been collected according to rules, and credited to the Port Trust Accounts.
- ii. The Log Books of vehicles, cranes, machineries, tugs, launches, all floating crafts, etc., should be checked regarding mileage run, working hours, consumption of fuel, lubricants, etc. It should be seen whether the log books have been properly maintained and entries thereon have been duly attested by the competent authority.

Where the log book exhibits use of vehicle, machine etc., by private parties, it should be seen whether demand for full and correct hire charges have been made and the amount collected. If the log book reveals prolonged unuse, the reason thereof should be investigated and reported.

- iii. The accounts of Tools and Plant should be checked and observations reported.
- iv. Whether contracts for supplies/works/hire of equipment, appliances, floating crafts, etc., have been made as per the prescribed procedure should be verified.
- v. While stock verifiers will confine themselves to stock balances as per bin cards, internal audit may test check entry of items from the goods received sheets and indents to the bin cards. The balancing of the bin cards should also be checked in order to ensure the correctness of quantitative balances. Special attention should be given to the review of ABC analysis, list of unutilized/missing/dead stock items and excessive balances.
- vi. When Material Advance System accounts are maintained whether the accounts are maintained as per provisions of CPWA Code and ground balances are verified at least once in a year.

#### **B. SCOPE IN DETAIL IN CERTAIN SPECIFIED AREAS**

To achieve the objectives and to cover the above scope, the internal audit may be conducted on the basis of the components of Balance Sheet and Income and Expenditure account. The data relating to FY 2018-19 and FY 2019-20 relating to Income, Expenditure and Volume of transactions are given in Section-4.

The Internal Audit may be conducted for all income heads to cover a minimum of 60% under each activity and 80% of the total operating income.

The Internal Audit may be conducted for all expenditure heads to cover a minimum of 80% of expenditure under each type and 20% of the number of transactions.

Statutory (To ensure compliance of collection, remittance, filing of return, availing credit/exemption, review and reporting of status of pending issues and litigations)

- ✓ Input credit / Cenvat credit (GST)
- ✓ Income Tax (TDS, TCS, etc.,)
- ✓ Any other specific law as may be applicable

### Project capitalization

From procurement to commissioning and acceptance

From commencement of contract to completion and acceptance

Proper and timely capitalization

Review of CWIP

Accounting and recovery in relation to Deposit works

### Bank and other accounts

Reconciliation – with focus on timely deposit of receipts, inter bank account reconciliation / matching, undue pending items in reconciliation statements

Verification of user wise break up in deposit accounts to suggest write back in conformity with approved accounting policies

Reconciliation of balances between the subsidiary registers / ledgers with GL

Physical verification of cash, deposit receipts, investments, other financial assets, cheques on hand, stamps, etc., at periodical intervals and verifying whether the physical balance is as per the book balance.

Physical verification of stores (progressively at various departments and sections) after issue from stores but before consumption with specific reference to at what point of time and at what value the consumption of stores is accounted. Findings and suggestions on record keeping, identification of stock variations, obsolescence, damaged stores, to be written off stores, etc.,

Maintenance of records, adherence to the internal instructions regarding salary, overtime, pension, provident fund, gratuity, leave salary, HBA & all other advances, recovery of HBA & all other advances, all pay bill recoveries charging of interest on HBA & other advances, accrued interest on all advances, etc.,

Whether Physical verification of fixed assets (progressively at various departments and sections) has been carried out and records for the same are maintained at the respective departments. Findings and suggestions on record keeping for assets, identification of variations, obsolescence, unusable /damaged assets, to be written off assets, etc.,

The expenditure incurred and receipts under Pension Fund, P.F, Gratuity, Welfare Fund, FSF, GIF etc., reconciliation of respective Bank Accounts and the investments made thereon.

Compliance of Government Guidelines/Accounting standards to the extent applicable in the annual financial statement.

Analysing queries raised by C&AG Audit in the previous years and suggesting corrective measures to be taken by the Port.

Annual accounts for the year 2020-21 & 2021-22 should be checked and to be certified.

Physical verification of FDR certificates for the investment made should be checked and the same should be certified.

Scale of rates should be certified as the revision in the rates proposed and forwarded for approval of TAMP.

Certification shall be done while submission of Chennai Port Trust details/reports required by other organization.

The pending court cases and Arbitration cases and its Financial implication should be analysed and opinion/suggestions to be given.

### **SECTION - 3**

#### **GENERAL TERMS & CONDITIONS**

##### **1. MANPOWER REQUIREMENT**

The Audit Team should be headed by a partner who shall be a Chartered Accountant with office in Chennai and the Audit team may comprise of atleast 3 groups with atleast 2 staff in each group and they shall carryout the Audit simultaneously in various departments / different areas.

##### **2. DURATION OF SERVICE**

The Internal Auditor is to provide professional services for a period of two financial years 2020-21 and 2021-22 with effect from the date of placement of order.

##### **3. UNDERTAKING**

The Chartered Accountant firm who is appointed as an Internal Auditor has to execute an undertaking on a Rs.100/- stamp paper for undertaking Internal Audit as per the scope of Internal Audit and complying with the terms and conditions.



#### **4. TERMS OF PAYMENT**

- i) The fees shall be quoted on financial year basis for two years 2020- 21and 2021-22 and no escalation of fees is allowed.
- ii) The payment will only be made on quarterly basis after completion of audit / submission of report for each quarter and also after considering the Compliance Report submitted by respective Departments for the Action Taken on the queries of the concerned departments. The tax invoice of bill shall be raised as per GST provision and the payment shall be made after deducting applicable TDS and other recoveries.
- (iii)The payment for the fourth quarter of the respective financial year will be made after completion of Internal Audit of all Departments. Further, the payment for the fourth quarter of the financial year will be subject to submission of final report consolidating all the quarterly reports and covering the entire scope for every financial year after considering the compliance report submitted by respective Departments for action taken on the Audit queries / observations of the concerned Department.

#### **5. TAXES AND DUTIES**

The fees quoted is inclusive of all local travelling and conveyance, printing and stationery and all taxes and duties other than GST and any other taxes levied by the Government in future. The firm shall furnish the tax invoice as per GST Act/Rules in the name of Chennai Port Trust by mentioning the GSTIN of ChPT and indicating amounts of GST separately. The GSTIN of Chennai Port Trust is 33AAALC0025B1Z9.

The firm shall remit the GST amount in the invoice to the Government within the due dates and also file the returns by mentioning the GSTIN of ChPT to enable ChPT to avail applicable input tax credit.

Chennai Port Trust shall reimburse the GST component mentioned in the Invoice to the Contractor / Supplier / Vendor only to the extent and on reflection of the same under the GSTIN of ChPT in the GST web portal.

The firm shall indemnify Chennai Port Trust from any loss of eligible ITC of GST paid by it to the firm based on their tax invoice, due to non-payment of GST or non-filing of GST returns by the firm or non compliance of GST Act/provisions. The firm shall remit such GST amount with applicable interest and penalties to the ChPT within 7 days from the date of intimation by the ChPT about non-availing of eligible ITC. ChPT also reserves its right to deduct such GST amount with interest and penalties from the subsequent bills or any amount due to the firm by ChPT”.

Applicable statutory recoveries including TDS under Income Tax, TDS under GST, etc., will be deducted / recovered while accounting for or making payments to the Contractor / Supplier / Vendor as per the applicable laws.

## **6. OTHER OFFICE ARRANGEMENTS**

The Internal Audit firm shall make their own arrangements for office stationery and other office equipment facilities. A separate room with table and chairs for the Internal Auditors and their staff shall only be provided by Chennai Port Trust.

## **7. REPORTING PATTERN**

The report has to be submitted on a quarterly basis covering atleast two departments.

The report may be divided into two parts. Part I may contain the evaluation of the internal controls, systems in practice and report the weaknesses with suggestions for improvements.

Part II may contain the report on the short comings and the impact of the same on the balance sheet and income and expenditure account of the port. This may preferably contain the percentage coverage of audit in terms of value and in terms of number of transactions.

Part II may be divided into four sub-groups:

1. Deficiencies / short comings noticed in documentation leading to Revenue collection.
2. Deficiencies / short comings noticed in documents leading to Capital (Plan / Non-plan) and Revenue expenditure.
3. Deficiencies / short comings noticed in documents leading to payments of salaries & wages and other employee related payments together with entries in various service records, etc.
4. Other general areas requiring attention of the management for improvements.
5. Reporting pattern will be in Department/Division-wise and in order to collect the reply from the respective Department/Divisions.

All correspondence relating to Internal Audit shall be addressed to FA&CAO. The Internal Auditor may submit the Audit Report (Hard and Soft Copy) of

each area of Audit to the Chairman with a copy to FA&CAO covering Part I and Part II as per the above format. The format as above is indicative and Port reserves the right to change the same at any point of time. Any change suggested by the Port shall be brought out in the subsequent reports.

The Internal Audit Report and the Reporting Procedure shall be as per the guidelines prescribed by Institute of Chartered Accountants of India.

Further, any other suggestions for improvement of internal control, systems or observations to be followed may be indicated in the Internal Audit Report and submitted to Chairman with a copy to FA&CAO.

#### **8. NOMINATION OF A PARTNER**

The Chartered Accountant firm shall nominate a partner exclusively to deal with the Internal Audit and co-ordinate with Chennai Port Trust at all times. The partner shall be in a position to visit the Port at any time on any number of occasions for the purpose of carrying out the Internal Audit work. Apart from that the Partner of the firm shall also be in a position to come for any discussion/meeting convened to deliberate on the Internal Audit Report on any number of occasions at any point of time. **Any non response/default in this regard will be considered as deficiency in service.** The Chartered Accountant firm shall give the details of the partner so nominated along with the address, telephone no., mobile no., fax no., e-mail ID, etc. Any change in the partner's nomination shall be made only after getting prior written consent from Chennai Port Trust.

#### **9. FORECLOSURE OF THE CONTRACT**

Chennai Port Trust reserves the right to foreclose the contract by giving One-month notice in advance. The fees shall be payable upto the period of service and no compensation under any circumstances is payable on account of foreclosure.

#### **10. TERMINATION OF THE CONTRACT**

The contract is liable for termination for any deficiency in any service by giving One month notice. No compensation is payable under any circumstances on account of such termination. The fees shall be payable only upto the period

of serving the notice of termination. The decision of Chennai Port Trust in this regard is final and binding.

## **11.FORCE MAJEURE**

If at any time, during the tendering process or during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of public enemy, civil commotion, sabotage, serious loss or damage by fire, explosions, epidemics, strikes, lockouts or acts of God (hereinafter, referred to events) provided, notice of the happening of any such event is given by either party to the other within three days from the date of occurrence thereof, neither party shall by reason of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance, and works under the contract shall be resumed as soon as practicable after such even has come to an end or ceased to exist, and the decision of the ChPT as to whether the works have been so resumed or not shall be final and conclusive, PROVIDED FURTHER that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days, either party may at its option terminate the contract by giving notice to the other party.

## **12. ARBITRATION**

Any dispute or difference whatsoever arising between the Parties out of or in relation to the construction, interpretation, application, meaning, scope, operation, performance or effect of this tender/ contract or the validity or breach thereof, there shall first be an attempt to mutually settle the same amicably. If, however, the said settlement is not possible within a period of 30 days from the date of notice then such dispute shall thereafter be referred to a Sole Arbitrator, to be appointed/ nominated by the ChPT.

The venue of the said Arbitration shall be at Chennai.

And the provision of the Arbitration and Conciliation Act, 1996 shall apply to the said proceedings. The Award of the Arbitrator shall be final and binding upon both the parties.

## **13. JURISDICTION**

This agreement including all matters connected with this Tender/ contract shall be governed by the Indian Law both substantive and procedural, for the time being in force

and shall be subject to the exclusive jurisdictions of Indian Courts at Chennai.

**14. DEFINITIONS/INTERPRETATIONS**

- A. The terms “ChPT” or “Port” or “Port Trust” or “Employer” wherever used shall mean “Chennai Port Trust”.
- B. The term “TENDERER” or  
“BIDDER” shall mean and include the person, firm or a body corporate  
which is submitting its tender.
- C. Difference in Meanings/Terms: In case of any difference in meaning/understanding/  
contradictory terms or conditions in the documents, the stricter terms favouring Chennai  
Port Trust will apply.

## **SECTION -4**

### **DETAILS AS PART OF SCOPE OF SERVICES INDICATED UNDER SECTION 2**

#### **A - Income:**

| <b>Activity</b>   | <b>2018-19</b> | <b>2019-20</b> |
|---|----------------|----------------|
| Cargo Handling & Storage Charges  | 205.22         | 220.90         |
| Port & Dock Charges   | 301.62         | 299.63         |
| Railway Earnings  | 21.12          | 15.57          |
| Estate Rentals  | 41.21          | 41.30          |
| Container Handling income and royalty receipts from private Container Operators | 239.91         | 210.14         |
| Finance & Miscellaneous Income  | 179.11         | 132.95         |
| <b>Total Income</b>   | <b>988.19</b>  | <b>920.49</b>  |

The Internal Audit may be conducted for all income heads to cover a minimum of 60% under each activity and 80% of the total operating income.

#### **B - Expenditure:**

| <b>Types</b>                        | <b>2018-19</b> | <b>2019-20</b> |
|-------------------------------------|----------------|----------------|
| Salaries and Wages                  | 394.67         | 404.44         |
| Stores expenses                     | 19.21          | 14.19          |
| Operation & maintenance expenses    | 61.45          | 64.68          |
| Office & general administration exp | 12.31          | 20.02          |
| Security expenses                   | 30.13          | 27.92          |
| Medical expenses                    | 20.07          | 20.83          |
| Depreciation                        | 25.49          | 26.14          |
| Finance & Miscellaneous Expenditure | 561.08         | 337.49         |
| <b>Total Expenditure</b>            | <b>1124.41</b> | <b>915.71</b>  |

The Internal Audit may be conducted for all expenditure heads to cover a minimum of 80% of expenditure under each type and 20% of the number of transactions.

### **C - VOLUME OF TRANSACTIONS**

The volume of transactions approximately for a Financial year are given below based on the instruments used for accounting entries and disbursement during the FY 2018- 19

| <b>Instrument type</b>     | <b>Number of transactions<br/>per annum 2019-20</b> |
|----------------------------|---|
| Journal Voucher (JV)       | 80978   |
| Bank Payment Voucher (BPV) | 16217   |
| Bank Receipt Challan (BRC) | 7215  |

### **D-Additional information:**

1. The total working strength of Officers and staff as on 31.3.2020 was 3949.
2. The total Capital expenditure for 2019-20 was Rs.60.53 crores.
3. Number of Departments – 8.
4. Number of Budget Centres -42 Nos.

\*\*\*\*\*

**CHENNAI PORT TRUST**  
**FINANCE DEPARTMENT**

**e-Tender FOR “RENDERING PROFESSIONAL SERVICES AS  
INTERNAL AUDITOR TO THE CHENNAI PORT TRUST FOR TWO  
FINANCIAL YEARS 2020-21 & 2021-22” THROUGH  
E PROCUREMENT ON WEB SITE**

**e-TENDER No. Compilation/Internal Audit/2019-20/F**

**SECTION - 5**

**TABLE OF FORMS**

| Sl.<br>No. | Description  |
|------------|--|
|            | <b>FORMS</b>                                       |
|            | <b>Volume I – TECHNICAL BID (Cover I)</b>          |
| I          | Letter of submission -Covering letter              |
| II         | Organisation particulars                           |
| III        | Bid qualification criteria and other details (BQC) |
| IV         | Form of undertaking                                |
|            | <b>VOLUME II – PRICE BID (Cover II)</b>            |
|            | PRICE BID  |



**FORMAT-I**

**LETTER OF SUBMISSION – COVERING LETTER  
(ON THE LETTER HEAD OF THE BIDDER)**

Date:

To

The Financial Adviser & Chief Accounts Officer,  
Chennai Port Trust,  
No.1, RajajiSalai,  
3<sup>rd</sup> floor, Centenary Building,  
Chennai – 600 001  
Tamilnadu State

Sir,

**Sub: e-Tender FOR “RENDERING PROFESSIONAL SERVICES AS  
INTERNAL AUDITOR TO THE CHENNAI PORT TRUST FOR TWO  
FINANCIAL YEARS 2020-21 AND 2021-22” THROUGH  
E PROCUREMENT ON WEB SITE**

**Ref: e-TENDER No. Compilation/Internal Audit/2019-20/F**

- - -

Being duly authorized to conduct Internal audit, I/we..... (hereinafter referred to as “the Bidder”) and having reviewed and fully understood all of the requirements of the bid document and information provided, the undersigned hereby apply for the project referred above.

We are submitting all the relevant Bid enclosing format with the details as per the requirements of the Bid Document, for your evaluation.

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Amendment/ Addendum to the Bidding Documents, if any, for subject Tender.

We understand that any deviation/exception in any form may result in rejection of Bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the Bid and we agree that if any deviation/exception is mentioned or noticed, our Bid may be rejected.

We hereby further confirm that any deviation/exception with reference to instructions and terms and conditions if mentioned in our Bid, shall not be recognized and shall be treated as null and void.

We hereby declare that we have not been black listed/ debarred by any Government department/agency / falling under the denied entity list of DGFT / Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.

Signature of the bidder: \_\_\_\_\_  
or Authorised Signatory

Name of the bidder : \_\_\_\_\_

Company Seal : \_\_\_\_\_

**FORMAT-II**  
**ORGANIZATION PARTICULARS**

|   |   |   |
|---|---|---|
| 1 | Name of the Firm / Company  |   |
| 2 | Complete Postal Address:  |   |
| 3 | Pin code / Zip code   |   |
| 4 | <p><b><u>Contact Information</u></b></p> <p>Office Phone Number:</p> <p>Residence Phone Number:</p> <p>Mobile Number:</p> <p>Fax:</p> <p>E-Mail:</p> <p>Name &amp; Designation of Contact Persons</p> |   |
| 5 | Status of the Firm:<br><i>(Please tick appropriate box)</i>   | <input type="checkbox"/> Company<br><input type="checkbox"/> Partnership<br><input type="checkbox"/> Proprietary Firm |
| 6 | Year of Establishment:  |   |
| 7 | Nature of Business  |   |
| 8 | Name of the Proprietor/<br>Partners/<br>Directors with<br>professional qualifications (if<br>any):  |   |

|  |  |  |
|--|--|--|
| 9  | <p><b><u>RegistrationDetails</u></b><br/>(attach proof)</p> <p>Companies/FirmRegistration<br/>Number&amp;Date:</p> <p>IncomeTaxPAN:</p> <p>GST RegistrationNo.:</p> <p>Others,ifany:</p>   |  |
| 10   | <p><b>Bank Account Particulars:</b></p> <p>Name of the A/c holder</p> <p>Complete Bank Account No.</p> <p>Account type (SB/ CA)</p> <p>Name of the Bank</p> <p>Branch &amp; Address</p> <p>Branch contact phone Nos.</p> <p>11 digit IFSC code</p> |  |
| <p>I / we hereby confirm that the particulars given above are correct and complete and also undertake to advise any future changes to the above details.</p> <p>Name, seal &amp; signature of the Authorised signatory</p> |  |  |

**Format III**

**BID QUALIFICATION CRITERIA AND OTHER DETAILS (BQC)**

|   |           |                  |                              |                         |   |  |
|---|-----------|------------------|------------------------------|-------------------------|---|--|
| 1 ENTITY DETAILS  |           |                  |                              |                         |   |  |
| Name of the Firm  |           |                  |                              |                         |   |  |
| PAN No.   |           |                  |                              |                         |   |  |
| GST No.   |           |                  |                              |                         |   |  |
| Address   |           |                  |                              |                         |   |  |
| 2 Year of establishment   |           |                  |                              |                         |   |  |
| 3 Details of 5 firms for which internal audit have been carried out:  |           |                  |                              |                         |   |  |
| S. No   | Firm Name | Year of auditing | Annual turn over of the firm | Work order reference no | Date of completion of audit (Completion certificate / TDS certificate for the payment to be enclosed) |  |
| 1   |           |                  |                              |                         |   |  |
| 2   |           |                  |                              |                         |   |  |
| 3   |           |                  |                              |                         |   |  |
| 4   |           |                  |                              |                         |   |  |
| 5   |           |                  |                              |                         |   |  |
| 4 Annual turnover of the firm for the preceding three financial years. Relevant audited Balance Sheet and Profit & Loss A/c statement to be furnished |           |                  |                              |                         |   |  |
| FINANCIAL YEAR  |           | ANNUAL TURNOVER  |                              |                         |   |  |
| 2019-20   |           | Rs. _____        |                              |                         |   |  |
| 2018-19   |           | Rs. _____        |                              |                         |   |  |
| 2017-18   |           | Rs. _____        |                              |                         |   |  |
| Average   |           | Rs. _____        |                              |                         |   |  |
| 5 a. Details of empanelment with C&AG / RBI :<br>b. Year :  |           |                  |                              |                         |   |  |

|   |                             |                              |                            |
|---|-----------------------------|------------------------------|----------------------------|
| 6 | Experience of the partners: |                              |                            |
|   | Sl.No.                      | Name of the partner          | No. of years of experience |
| 7 | Name of the partner         | IFRS certificate no and date |                            |

NOTES:

1. The details of documentary evidence with reference to the above mentioned BQC clauses shall be submitted along with bid.
2. Bidders need to submit necessary qualifying documents against each of the above mentioned BQC clauses without fail along with the Bid.
3. The credentials/documentary proof submitted by Bidder should clearly establish Bidder's qualification as per the BQC clauses as mentioned above.

SIGNATURE : \_\_\_\_\_

NAME OF PARTNER : \_\_\_\_\_

SEAL : \_\_\_\_\_

**Format IV**

**FORM OF UNDERTAKING**

WE -----

HEREBY undertake to execute and complete the assignment of Internal Audit of CHENNAI PORT TRUST as per Schedule – I – “Scope of Services” Schedule –II– “General Terms and Conditions” as per your Order No:Compilation / Internal Audit/2019-20/F dt :\_\_\_\_\_.

IT IS HEREBY stated that Shri.\_\_\_\_\_ (or) in his absence, Shri.\_\_\_\_\_ is nominated as the Authorized representative to sign (i) Reports, (ii) Bills, (iii) Receipts for payments, etc.,

Place :

SIGNATURE

Dated :

**CHENNAI PORT TRUST**  
**FINANCE DEPARTMENT**

**VOLUME-II**  
**PRICE BID**

**TENDER FOR “RENDERING PROFESSIONAL SERVICES AS  
INTERNAL AUDITOR TO THE CHENNAI PORT TRUST FOR TWO  
FINANCIAL YEARS 2020-21 & 2021-22”**

| Sl.<br>No                           | Description   | Total Amount for<br>two years<br>Rs.      p |
|-------------------------------------|---|---|
| 1                                   | <b>“RENDERING PROFESSIONAL SERVICES AS<br/>INTERNAL AUDITOR TO THE<br/>CHENNAI PORT TRUST FOR THE FINANCIAL<br/>YEAR 2020-21 &amp; 2021-22”</b> | Lumpsum                                     |
| TOTAL                               |   |   |
| Rupees .....<br>(In words)<br>..... |   |   |

Note:

1. The fees quoted should be inclusive of all taxes and duties except GST. The GST as applicable will be paid extra on submission of proper tax invoice.
2. The above fees would include all local traveling, conveyance, printing and stationery, other out of pocket expenses and all taxes and duties other than GST and any other taxes levied by the Government in future.
3. The Trust does not bind itself to accept claim for any extra payment nature of the bidder

\*\*\*\*\*