



CIPET सि पेट
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TENDER DOCUMENT

For

**Engagement of Chartered Accountant Firm for Internal
Audit at Central Institute of Plastics Engineering and
Technology (CIPET) and it's Centres across the
Country**

**Tender/ NIT NO: CIPET-Internal Audit/2019-20/01 DT.
05/11/2019**

Last date of submission of the filled Tender document: 30.11.2019 up to 05.00 p.m.
(Tender document is to be submitted duly signed in ink on each page and official seal stamped)

**CENTRAL INSTITUTE OF PLASTICS ENGINEERING AND TECHNOLOGY
Guindy, Chennai - 600 0032**

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1. BRIEF DESCRIPTION OF CIPET

Central Institute of Plastics Engineering & Technology (CIPET) was established in 1968 by Government of India with the assistance of United Nations Development Programme (UNDP) at Chennai. The main objective of setting up of the institute was to develop manpower in different disciplines of Plastics Engineering & Technology as no similar institute was in existence in the country. International Labour Organization (ILO) served as the executing agency. During the initial project period between 1968 and 1973, the institute achieved the targets envisaged and was rated as one of the most successful UNDP projects implemented worldwide. Today CIPET is a premier national institution under the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted to Skill Development, Technology Support Services, Academic and Research (STAR) in all the domains of plastics viz:- Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics processing, Testing and Quality Assurance. CIPET operates from various locations spread across the country catering the needs of Polymer and allied industries.

CIPET kept on expanding and diversifying its activities by establishing Centres in different parts of the country and introduction of new programs to meet the industry's requirements. CIPET has 36 centres spread across the country which includes 5 Institute of Plastics Technology (IPTs) viz., Ahmedabad, Bhubaneswar, Chennai, Kochi and Lucknow, 24 Centre for Skilling and Technical Support (CSTS) viz., Amritsar, Aurangabad, Agartala, Bhopal, Guwahati, Hajipur, Haldia, Hyderabad, Imphal, Jaipur, Murthal, Mysore, Raipur, Ranchi, Bhubaneswar, Baddi, Vijayawada, Gwalior, Chandrapur, Dehradun, Valsad, Madurai, Balasore and Plastics Waste Management Centre (PWMC) at Guwahati, 03 School for Advanced Research in Polymers (SARP) - R&D wings viz. Advanced Research School for Technology & Product Simulation (ARSTPS) at Chennai, Advanced Polymer Design & Development Research Laboratory (APDDRL) at Bengaluru and Laboratory for Advanced Research in Polymeric Materials (LARPM) at Bhubaneswar and 01 Polymer Data Service Centre (PDS) at Chennai

Activities of CIPET:

CIPET plays a pivotal role in contributing towards Nation Building. Its contribution towards major Govt. of India initiatives viz., Skill India, Make in India, Swatchh Bharat, Digital India, Stand up and Start up India is indeed noteworthy. Gist of Core activities of CIPET are enumerated below:

1. Skill Development & Academic Programmes:

CIPET has been conducting Long-term Professional Skill Development Programmes viz. Doctoral, Post-Graduate, Undergraduate, Post Diploma, Diploma courses with varying level of entry qualifications and Short-term Vocational Skill Development Training Programmes in the entire gamut of plastics engineering & technology.

2. Technology Support Services:

CIPET offers its Technology Support services in all the key sectors of Indian Economy which includes Automobiles, Aerospace, Agriculture, Building & Construction, Defence, Fast Moving Consumer Goods (FMCG), Information Technology, Medical, Packaging and Teletronics, etc.

Equipped with state-of-the-art facilities, CIPET renders Technology Support Services in Design (CAD/CAM/CAE), Tooling, Processing, and Testing & Quality Assurance to the plastics and its allied industry in India and abroad. The Plastics Testing Centres of CIPET are recognized as the best plastics testing facilities in Asia, recognized by Bureau of Indian Standards (BIS), National Accreditation Board for Testing & Calibration Laboratories (NABL), Customs etc. The Faculty members of CIPET, as Technical Experts to BIS, were actively involved in the development of standards for the plastic products manufactured by the industries and regularly participating in ISO TC 61 meetings. CIPET is playing a vital role and rendering 3rd Party Inspection Services for plastics products across the country particularly in the agriculture / irrigation sectors.

CIPET acts as a bridge to fill the technological gap between Indian and Global polymer industries. In line with the change in industrial environment and needs of industries, CIPET constantly upgrades and updates its facilities with latest technological developments in the field of Polymer Science & Technology, which in turn will benefit Indian polymer industries to compete globally.

3. Research & Development:

CIPET has successfully accomplished many R&D projects in different disciplines in the field of Polymer Science & Technology. In order to promote R&D activities to compete globally in the sector, 02 exclusive/dedicated R&D wings – (i) **Advanced Research School for Technology & Product Simulation (ARSTPS)** at CIPET, Chennai and (ii) **Laboratory for Advanced Research in Polymeric Materials (LARPM)** at CIPET, Bhubaneswar have been established for undertaking joint collaborative research projects with the industries/universities/institutions at national and global level. CIPET has signed Memorandum of Understanding (MoUs) with 16 World renowned Universities / Institutions for collaborative research projects; faculty/ students exchange programs and formulation of standards and specifications.

The research works carried out at R&D wings has helped Indian polymer industries to use new generation polymeric materials and also to introduce newer plastic products in all the key sectors of Indian Economy. CIPET will continue to developing newer materials & products, import substitution aimed at reducing cost and improving the performance for the benefit of plastics and allied industries.

2. COVERING LETTER:

Format of letter to be given for applying for Engagement of Chartered Accountant Firm for Internal Audit at Central Institute of Plastics Engineering and Technology.

To
The Principal Director (F&A),
Central Institute of Plastics Engineering and Technology (CIPET)
T.V.K Industrial Estate, Guindy
Chennai – 600 032.

Sub: Engagement of Chartered Accountant Firm for Internal Audit of Central Institute of Plastics Engineering and Technology – Reg.

Dear Sir,

1. This is with reference to your Tender number CIPET-Internal Audit/2019-20/01 DT. 22/10/2019 I have examined the Tender document and understood its contents. I hereby submit my Bid for **Engagement of Chartered Accountant for Internal Audit of Central Institute of Plastics Engineering and Technology**.
2. The Bid is unconditional for the said Tender.
3. It is acknowledged that the Authority will be relying on the information provided in the Tender and the documents accompanying such Tender for qualification of the Bidders for the above subject Engagement, and we certify that all information provided in the Tender and in Annexures is true and correct; nothing has been misrepresented and omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
4. This statement is made for the express purpose of the above mentioned subject.
5. We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Qualification statement.
6. We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby relinquish, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
7. It is declared that:
 - a. We have examined the Tender document and have no reservations to the Tender document.
 - b. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any Bid or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any government, Central or State.
8. It is understood that the CIPET may cancel the Bidding Process at any time without incurring any liability to the CIPET and that you are neither bound to invite the applicants to Bid for the services nor to accept any Bid that you may receive.
9. It is understood that the CIPET can use any evaluation scheme/evaluation metrics/weightage or take the help of any consultant, as required in selecting the successful agency/agencies and we agree to abide by it.
10. It is certified that we have not been indicted or convicted by a Court of Law or no adverse orders have been passed against us by a regulatory authority which could

cast a doubt on our ability to undertake the services or which relates to an offence that outrages the moral sense of the community.

11. It is further certified that no investigation by any regulatory agency is pending against us.
12. It is hereby affirmed that we are in compliance of/ shall comply with the statutory requirements of the Govt. of India, as applicable.
13. We hereby irrevocably relinquish any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of Bidders, selection of the Tenderer, or in connection with the selection/Bidding Process itself, in respect of the above mentioned services and the terms and implementation thereof.
14. We agree to undertake to abide by all the terms and conditions of the TENDER document.
15. We agree to undertake to be liable for all the obligations of the Tenderer under the Agreement.

In witness thereof, we submit this application under and in accordance with the terms of the TENDER document.

Place:-

Date :.....

Yours faithfully,

(Signature, name and designation of the
Tenderer/Authorized Signatory)

Official Seal

3. ELIGIBILITY CRITERIA

Any interested Chartered Accountants Firm shall be eligible to apply for the assignment, subject to meeting the following eligibility criteria.

1. The Firm should be empanelled with Comptroller & Auditor General of India(C&AG)for conducting Audit of the respective Financial Year (Latest copy of empanelment letter of C&AG should be enclosed)
2. The Firm Should be in existence for the last 10 years as on date of application (Copy of Constitution Certificate issued by ICAI on or after 5th November 2019 should be enclosed).
3. The Firm or any partner of the firm should not have been black listed by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior (Self Declaration should be submitted in the format enclosed).
4. The firm shall have at least Branch office / Head office (presently) for more than 3 years in Chennai
5. The annual average turnover of the interested CA firm should not be less than Rs. 75 Lakhs for last three financial years i.e.2016-17, 2017-18& 2018-19 (Copy of Audited P&L A/c, BS and IT Returns should be enclosed).
6. Firm should have minimum of two FCA partners for not less than 3 years continuously.
7. The CA Firm should have conducted either statutory audits and /or internal audits of at least three Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU (Not including Banking Companies) with Minimum Annual Turnover of Rs. 50 Crore each with multi locations/offices/branches/units on or after financial year 2014-15 (Work orders issued by the client / Auditee should be enclosed).

The Annual Turnover for each Autonomous Bodies / Statutory Bodies / PSUs / Educational Institutes (except Banking Companies) shall be as per their Audited Financial Statements for any financial year during 2014-15 till 2018-19. In case the CA firm has carried out the statutory audit / internal audit for a branch (s), then the turnover of only that branch (s) will be considered (Undertaking should be submitted in the enclosed format).

4. SELECTION CRITERIA

The eligible technical bids received from the CA Firms will be evaluated in terms of following parameters and points will be given as defined below. Further the points will be awarded to the bidder on the following basis:-

S.No	Particulars	Maximum Marks	Marks
1	Experience:	20	
	At least 10 Years		10
	11 to 15 years		15
	More than 15 years		20
2	No of Partners:	20	
	At least 2 FCA's		10
	3 to 5 FCA's		15
	More than 5 FCA's		20
3	Number of Statutory Audits and /or Internal Audits of Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU (Not including Banking Companies) with Minimum Annual Turnover of Rs. 50 Crore each with multi locations / offices / branches / units on or after financial year 2014-15	20	
	At least 3 Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU		10
	4 to 6 Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU		15
	More than 6 Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU		20
4	Annual Turnover of the firm (Average of last 3 years)	20	
	At least 0.75 Crores		10
	0.75 Crores to 3 Crores		15
	More than 3 Crores		20

The top ten eligible technical bids of Lead CA Firm (who have scored highest marks as per parameters indicated above) will qualify the technical evaluation. In case of tie (if more than one Lead CA Firm gets equal marks), the tied Lead CA Firms will get the same ranking and it may results that more than 10 Lead CA Firms qualify the technical evaluation. These qualified bids will then be considered for inviting the Financial Bid.

5. PROFILE OF INTERNAL AUDITOR

1. Attending meetings with the auditees to develop an understanding of business process and determining internal audit scope and develop audit plans.
2. Conducting audit of various Centres of CIPET and obtain financial and accounting documents to check, analyze and evaluate the transactions / proceeds and prepare report etc.
3. Verification and scrutiny of all receipts and payment vouchers, Purchase orders, students fee receipts, Bank Book and Cash Book, Journal, Ledger, Imprestdrawal and settlement, Register of advances, Loan, consultancy / salary, PF, IT, TDS and other Statutory remittances and Income & Expenditure statement and Balance Sheet including supporting schedule & sub-schedule etc.
4. Comparison of current period financial statement with prior period with budgets and forecasts, investment decisions, delegation of financial powers and management information systems, equipment, plant and machinery etc. of management and organizational effectiveness etc.
5. Reporting of lacuna if noticed in the existing procedures and suggest improvement and avoid redundant / duplication of work if any.
6. Prepare and present reports reflecting audit results, document process and finding memorandum. Also, suggest measures for cost control and identify ways & means to increase the revenue of the institute.
7. The Audit firms having in-depth knowledge in Auditing standards, Accounting procedures, laws, rules, regulations and having adequate experience in advanced computer skills on MS Office, Accounting software and databases need to apply. The firm should have a sound independent judgment to add value and improve our operations, bringing a systematic and disciplined approach to effective risk management, control and Governance processes.
8. The Audit firms should possess adequate experience of auditing accounts and handling tax matters with Government organizations / Semi Government Organizations / PSU and Autonomous bodies.
9. The Audit firm should evaluate the performance of all resources / infrastructures to see whether such resources justify adequate returns and if not reasons there for and suggest ways and means for improvement.

6. GENERAL TERMS & CONDITIONS

1. Financial Bid will be opened only of the Bidders who will be qualified in the Technical Bid.
2. The CIPET will, finally, contact only those Bidders meeting the requirements including the rates.
3. The decision of acceptance of the quotation will lie with the competent authority of CIPET, who does not bind himself to accept the lowest quotation and who reserves the right to himself to reject or partially accept any or all quotations received, without assigning any reason.
4. Bidders are advised to satisfy themselves about the quantum of work before submitting their Bids; no extra charges consequent on any misunderstanding or otherwise shall be allowed.
5. At any stage during finalization of Tender process, the competent authority of the CIPET is free to use any evaluation metrics/weightage or take help of any consultant, as required in selecting the successful agency/agencies and we agree to abide by it.
6. Canvassing directly or indirectly in connection with the Bid is strictly prohibited and Bids submitted by the Tenderer who resort to canvassing will be summarily rejected.
7. This Notice Inviting Tender will form part of the contract document including additional terms/additional conditions and other related papers, if any, forming the Bid as issued at the time of invitation of Tender and acceptance thereof together with any correspondence leading thereto of the contract document.
8. The successful Bidder on acceptance of his Bid by accepting authority and signing of the contract consisting of the notice inviting Tenders and all the other relevant documents including additional conditions if any forming the Bid as issued at the time of invitation of Tenders and acceptance thereof together with any correspondence leading there to, shall commence with the internal audit of the F.Y. 2019-20.
9. The audit of each CIPET centre should be done atleast with one qualified Chartered Accountant and assistant.
10. CIPET is having Guest House in almost all of the CIPET Centres, where the accommodation is provided. If not available, CIPET will make arrangement in decent hotel at the cost of CIPET.
11. The 2nd AC fare shall be allowed to the qualified CA (Team Leader) for the outstation audit, if the duration of journey is by overnight, for all other journeys any economy class fare in Flight shall be allowed. For the other team members 3rd AC train fare shall be allowed.
12. The agency shall not sublet the work or part of the work.
13. Payment for the services will be made only after successful completion of audit, related other work and submission of related reports etc. TDS will be deducted as per rules.
14. The contract can be terminated at any point of time if the services of the Firm are not found satisfactory, by giving 30 days' notice. In such an event, the work shall be done from another agency at the risk & cost of the defaulting Firm.
15. The Tender document duly signed on each page shall be submitted along with the Technical Bid, failing which the Technical Bid shall not be considered.
16. The Bidder must quote the rates in figures as well as in words correctly in the Financial Bid and Bids shall be quoted as per the annexure (i.e., Zone wise)
17. On completion of Audit, the consolidated Internal Audit Report is to be submitted to the Principal Director (F&A), CIPET Head Office, Guindy, Chennai.
18. All documents should be certified by the Bidder.

7. TECHNICAL BID
(on the letter head of the Bidder)

TECHNICAL BID FOR EMPANELMENT OF CHARTERED ACCOUNTANT FIRM
FOR INTERNAL AUDIT AT CIPET CENTRES

S. No.	PARTICULARS	INFORMATION
1	Name of the Firm of Chartered Accountant	
2	Registration No. of the Firm issued by ICAI	
3	Date of constitution of the Firm	
4	Constitution Certificate of the Firm issued by the ICAI on or after 05.11.2019 (Please attach certificate)	
5	Status of the Firm (Proprietership / Partnership / LLP / Company)	
6	Name of the Proprietor/Partners with status (ICA or ACA)	
7	Membership No. of the Partner (Please attach certificate)	
8	Certificate of Membership issued by ICAI (Please attach certificate)	
9	Certificate of Practice issued by ICAI (Please attach certificate)	
10	Complete full Address of the Head Office and the Branch with Telephone/Mobile/Fax with E-mail Address	
11	Income Tax PAN of the Firm and of the Proprietor/Partners (Please attach Proof)	
12	Empanelment with C&AG (Please attach latest certificate)	

13	Acknowledgement Copy of Income Tax Return of Firm/Proprietor for previous 3 years. (Please attach Proof)	
14	Staff employed/Associates with the Firm a) Professional Associates (PCA, ACS,MBA,LL.B) b) Audit Staff (Please provide details in separate sheet/Annexure)	
15	No. of Branches with address	
16	Whether there are any Court/Arbitration or any other Legal case/Proceedings pending against the Firm/Proprietor	
17	Proof of Payment of Membership fee and certificate of practice for the previous year. (Proof required)	
18	Indicate the Experience of the Firm (Please provide complete details with copies of orders issued by Central Govt/State Govt./Autonomous Bodies for Internal Audit). (Give details)	
19	Empanelment with Govt. of India/Other State Governments, if any. (Give details)	
20	Other information, if any	

Place:-

Date :.....

(Signature, name and designation of the
Tenderer/Authorized Signatory)

Official Seal

8. CIPET - ZONE WISE OFFICE

S.No.	STATE	LOCATION	ZONE
1	ASSAM	GUWAHATI	NORTH
2	ASSAM	PWMC - GUWAHATI	
3	BIHAR	HAJIPUR	
4	WEST BENGAL	HALDIA	
5	GUJARAT	AHMEDABAD	
6	GUJARAT	VALSAD	
7	HARYANA	MURTHAL	
8	HIMACHAL PRADESH	BADDI	
9	JHARKHAND	RANCHI	
10	MADHYA PRADESH	BHOPAL	
11	MADHYA PRADESH	GWALIOR	
12	MANIPUR	IMPHAL	
13	PUNJAB	AMRITSAR	
14	RAJASTHAN	JAIPUR	
15	TRIPURA	AGARTALA	
16	UTTAR PRADESH	LUCKNOW	
17	UTTRAKHAND	DEHRADUN	
1	ANDHRA PRADESH	VIJAYAWADA	SOUTH
2	CHHATTISGARH	RAIPUR	
3	KARNATAKA	BANGALORE	
4	KARNATAKA	MYSORE	
5	KERALA	KOCHI	
6	MAHARASTRA	AURANGABAD	
7	MAHARASTRA	CHANDRAPUR	
8	ODISHA	BHUBANESWAR	
9	ODISHA	LARPM BBSR	
10	ODISHA	BALASORE	
11	ODISHA	BHUBANESWAR (CAM - II)	
12	TAMIL NADU	CHENNAI	
13	TAMIL NADU	ARSTPS	
14	TAMIL NADU	MADURAI	
15	TAMIL NADU	HEAD OFFICE	
16	TELANGANA	HYDERABAD	

9. Format for Experience

(On the Letter Head of the bidder)

Format for Experience in Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU
(Not including Banking Companies) on or after financial year 2014-15.

S.No	Name of the Client / Auditee.	Nature of Audit	Period for which audited	Turnover of that period (FY)	No of Branches / unites audited

Signatures with Seal _____

Name _____

Place_____

Date_____

10. SELF – DECLARATION – NO BLACKLISTING
(On the Letter Head of the bidder)

To
The Principal Director (F&A)
CIPET Head Office,
Guindy Chennai.

Dear Sir,

In response to the selection of Internal Auditors for CIPET and its Centres for the financial year 2019-20, I/We hereby declare that presently our Chartered Accountant (CA).....is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our CA firm..... is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signatures with seal _____

Name _____

Place _____

Date _____