

U.P. Electronics Corporation Limited

(A U.P. Government Undertaking)



Request for Proposal (RFP)

For

**SELECTION OF CHARTERED ACCOUNTANT/COST ACCOUNTANT
FIRMS FOR CONDUCTING INTERNAL AUDIT OF UPLC**

Tender No: UPLC-ACCOUNTS-INTERNAL-AUDIT2018

U.P. Electronics Corporation Limited

(A U.P. Government Undertaking)

10, Ashok Marg, Lucknow

Tel: 0522- 2286808, 2286809, Fax: 0522-2288583

E-mail:- uplclko@gmail.com

Website: www.uplc.in

Contents

Section I - Invitation for Bids	4
1.1 Introduction.....	4
1.2 Issuer of the RFP.....	4
1.3 About the RFP Document.....	4
1.4 Key Events & Dates.....	5
1.5 Pre-Bid Queries.....	5
1.6 Amendment of RFP Document.....	5
Section II - Qualification Criteria	6
Section III- Scope of Work & Terms of Reference	8
3.1 Introduction.....	8
3.2 Objectives.....	8
3.3 Coverage.....	8
3.4 Organizational structure.....	9
3.5 Scope and Professional standards.....	9
3.6 Access to facilities and documents.....	11
3.7 Confidentiality.....	11
3.8 Reporting.....	11
3.9 Auditor Independence.....	12
3.10 Disclosure.....	13
3.11 Period of Internal Audit.....	13
3.12 Annexure to Main Audit Report.....	13
3.13 Payment Schedule.....	14
Section IV- Instructions to Bidders	15
4.1 Instructions to the Bidders.....	15
4.2 Procedure for Submission of Bids.....	17
4.3 Validation of interlineations in Bid.....	19
4.4 Clarification on RFP.....	19
4.5 Documents Comprising the Bids.....	19
4.6 Internal Audit Fee.....	20
4.7 Bid Security (Earnest Money Deposit).....	20
4.8 Bid Validity Period.....	21
4.9 Modification and Withdrawal of Bids.....	21
4.10 Opening of Bids.....	21
4.1.1 Opening of Technical Bid	21
4.1.2 Evaluation of Qualification Bid	21

4.1.0	Bids Not Considered For Evaluation	22
4.1.4	Criteria for Evaluating and Comparison of Technical Bids	22
4.1.5	Opening of Financial Bids	23
4.1.6	Comparison of Financial Bids	23
4.11	Negotiation	23
4.12	Rectification of Errors	23
4.13	Contacting UPLC / Department	24
4.14	UPLC's Right to Accept Any Bid and to reject any or All Bids	24
4.15	Notification of Award / Work Order	24
5.1.1	Notification to Bidder	24
Section V- Format for Response to RFP: Qualification Bid		25
5.1	Format 1 –Proposal Covering Letter	25
5.2	Format 2 - General Information about the Bidder	27
5.3	Format 3 - Financial Information	28
5.4	Format 4 - Format for Past Experience	29
5.5	Format 5 - Declaration Regarding Clean Track Record	30
Section VI- Format for Response to RFP: Financial Bid		31
6.1	Format 1 - Commercial Bid Letter	31
6.2	Format 2 – Cost summary	33

Section I - Invitation for Bids

1.1 Introduction

- a. The U.P. Electronics Corporation Limited (**UPLC**) has decided to select Chartered Accountant/Cost Accountant Firms for Conducting Internal Audit of UPLC.
- b. The e-Bid document is available on e-tender portal <http://etender.up.nic.in>. Interested Bidders may download the e-Bid document, Corrigendum and clarifications from the e-tender portal.
- c. The e-Bids shall be submitted **online only** on e-tender portal <http://etender.up.nic.in>, up to the date and time mentioned in the **Section 1.4**.

1.2 Issuer of the RFP

The Managing Director

U.P. Electronics Corporation Limited

10, Ashok Marg, Lucknow.

Phone: 0522- 2286808, 2286809 Fax: 0522-2288583

E-mail: uplclko@gmail.com

Website: www.uplc.in

Any proposal received by UPLC after the deadline for submission of proposals mentioned in the Key Events & Dates as per **section 1.4** will be summarily rejected. UPLC shall not be responsible for any delay, Technical fault or non-receipt of the documents. No further correspondence on the subject will be entertained.

1.3 About the RFP Document

- a. This RFP provides information regarding the Scope of Work and Terms of Reference and other related information to the Bidder(s).
- b. It details the General Terms & Conditions with respect to the Bid process management to be adopted for the proposed Project.
- c. The RFP contains the Contract template outlining the contractual and legal terms & conditions applicable for the proposed engagement.
- d. As should be clear from the Scope of the proposed Project, UPLC seeks a specific proposal responsive to this RFP in every respect and detail, rather than a mere compilation of materials and promotional information used in other transactions.

The Bidders are expected to examine all instructions, forms, terms, Project requirements and other information in the RFP documents. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

1.4 Key Events & Dates

SN	Event	Target Date
1	Cost of Bid Document	₹ 1,000/-
2	Bid Security/Earnest Money Deposit	₹ 5,000/-
3	Publication of the RFP	24-05-2018
4	Last date of submission of Pre-Bid Queries	25-05-2018 09.00 AM
5	UPLC's Response against Pre-Bid Queries	26-05-2018 11.00 AM
6	Last date for submission of Bids	11-06-2018 04.00 PM
7	Date of opening of Technical Bid	11-06-2018 06.00 PM
8	Date of opening of Commercial Bid	To be informed later on

1.5 Pre-Bid Queries

UPLC may incorporate any changes in the RFP based on acceptable suggestions received in the form of Pre-Bid queries in terms of qualifying Criteria, General Terms & conditions and Scope of Work. The decision of UPLC regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances. It may not be possible to answer questions, which are received late. The responses to the queries shall be conveyed to all the prospective Bidders by way of hosting amendments/clarifications/corrigendum on the e-tender portal <http://etender.up.nic.in> in accordance with the respective clauses of the RFP and no participant would be intimated individually about the response of UPLC. **The Bidders are requested to send their consolidated queries to the official e-mail of UPLC only once as mentioned section 1.4 key events & date, further queries sent by the Bidders shall not be entertained.**

1.6 Amendment of RFP Document

At any time till **3 days** before the deadline for submission of Bids, UPLC may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by amendment. All the amendments made in the document would be informed through the e-tender portal <http://etender.up.nic.in>. All such amendments shall be binding on all the Bidders. The Bidders are also advised to visit the aforementioned website on regular basis for checking necessary updates. UPLC also reserves the rights to amend the dates mentioned in the **Section 1.4** of this RFP for Bid process.

Section II - Qualification Criteria

This Invitation to Bid is open to all entities meeting or exceeding all of the following minimum Qualification criteria. Bidders failing to meet any one of the qualification criteria as mentioned below or not submitting requisite supporting documents / documentary evidence for supporting qualification criteria are liable to be rejected summarily.

S. No.	Clause	Documents Required
1.	The firm should be empanelled with C&AGof India for auditing PSUs for the year 2017-2018 / 2018-2019.	Should provide a duly signed copy of the empanelled document along with the profile.
2.	At least one Partner / Director / Owner of the Chartered Accountant firm should have the certificate of Practice from Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India.	Copy of Certificate of Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India in the Name of Partner / Director.
3.	The Auditors firm should be a in continuous existence for a period of atleast 05 years.	Copy of Work orders for Internal Audit since last 05 Financial years.
4.	Bidder should have experience in internal auditing work for minimum 05 different PSUs, in last 03 financial year. (2016-2017,2015-2016, 2014-2015)	Copy of Contract / Agreement / Work order.
6.	The firm should have an average Annual Turnover of not less than Rs.10 lakhs during the during the last three financial years (2016-2017,2015-2016, 2014-2015).	Attach last 3 years' Audited Annual Accounts.
7.	Only the Chartered Accountant / Cost Accountant firms having office at Lucknow, Uttar Pradesh will be considered.	Proof of Address of Firm's office located in Lucknow.
8.	The bidder should have qualified & expert sufficient manpower support in respect of auditing work in Lucknow.	Should upload the Biodata of Manpower.

RFP for SELECTION OF CHARTERED ACCOUNTANT/COST ACCOUNTANT FIRMS FOR
CONDUCTING INTERNAL AUDIT OF UPLC

9.	The bidder is required to submit an affidavit on 10 rupees stamp paper stating that: - Bidder's firm should not be black listed by Central Government / State Government or instrumentalities thereof nor any criminal case against the Bidder / Its Partners / Directors / Owner is pending before any court of Law.	Should upload a scanned copy of 10 rupees notarized stamp paper with full description as mentioned in Sr. No.08. Bidder should submit the Stamp paper original along with EMD / Tender Fees at the time of opening of Bids.
10.	The power-of-attorney authorizing the bidder to sign the e-Bid/ contract.	Should upload the undertaking form the authorized signatory for the person signing the e-Bid/ Contract. Bidder / Authorized person who shall sign the offer and all the enclosures submitted by them should have signature with their designation, seal and date.
11.	Self-attested photocopy of valid (i) GSTIN (ii) photo copy of PAN of Firm.	Should upload a copy of each certificate.

Change in Qualification Criteria

If there is a change in the status of the Bidder with reference to any of the Qualification criteria specified above, during the Bid Process till the award of the Project, the Bidder should immediately bring the same to the notice of UPLC.

Section III- Scope of Work& Terms of Reference

3.1 Introduction

U.P.Electronics Corporation Limited is a “Government Company” registered under the provisions of the Companies Act, 1956, working in the area of promotion and development of Information Technology and Electronics related projects. Corporation is also engaged in the trading activities of Computer Hardware, Application Software, Imparting Computer Training e-tendering and to provide support in the area of I.T. Solutions etc. in the State of Uttar Pradesh.

3.2 Objectives

- 3.2.1 Internal Audit (IA) is an independent and objective assurance and consulting activity designed to add value and improve the operations of U.P. Electronics Corporation Limited ("the Company").
- 3.2.2 The objectives of the internal audit are to enable the auditor to express a professional opinion on the effectiveness of the overall financial management and procurement arrangements.
- 3.2.3 It is expected that the process of audit shall be in position to provide to project management with timely information on financial management aspects of the internal controls and compliance with financing Contracts, to enable follow-up action.
- 3.2.4 In addition, it is expected that internal audit should play a role in assisting management with mis-utilization of fund, including the prevention, detection and investigation of fraud as part of “Bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes”.

3.3 Coverage

- 3.3.1 IA assists the Company in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the efficiency and effectiveness of the organization’s risk management, control, and governance processes.
- 3.3.2 IA is responsible for giving assurance to the Board, through the Audit Committee, on the standard operating procedures (SOPs) for risk management, control and governance, and value for money. It also assists management by evaluating and reporting to them on the effectiveness of these SOPs.

3.3.3 IA is not an extension of, nor a substitute for, good management, although it can have a role in advising management on risk management, control and governance, value for money and related matters, subject to resource constraints.

3.3.4 IA shall have no direct operational responsibility or authority over any of the activities it reviews. Accordingly, it shall not develop nor install systems or procedures, prepare records or accounts, or engage in any other activity which would normally be considered management or staff's responsibility.

3.4 Organizational structure

3.4.1 Internal Audit of the Company be done by Chartered Accountants/ Cost Accountants or by any other professional as decided and appointed and removed by the Board of Directors only upon recommendation of the of the Audit Committee.

3.4.2 The Internal Auditor should have 5 years of relevant audit experience.

3.4.3 The Board Audit Committee shall assess IA's organizational structure, mandate and operating budget to ensure that these are appropriate and sufficient to meet agreed activities.

3.5 Scope and Professional standards

3.5.1 All the Company's activities fall within the remit of the Internal Audit Function.

3.5.2 The Internal Audit Function will consider the adequacy of arrangements necessary to secure propriety, economy, efficiency and effectiveness in all areas. It will seek to confirm that management have taken the necessary steps to achieve these objectives and manage the associated risks.

3.5.3 IA's scope encompasses the examination and evaluation of the adequacy and effectiveness of the Company's governance, risk management process, system of internal control, and the quality of performance in carrying out assigned responsibilities to achieve the Company's stated goals and objectives. It includes:

(a) Auditing internal control procedures and risk assessment procedures (i.e. SOPs) in order to obtain assurance that these procedures are appropriately designed and effectively implemented

(i) to deduct and prevent fraud or errors;

(ii) to comply with policies, plans, laws, and regulations;

(iii) to safeguard assets of the Company; or

(iv) to promote the economic, efficient and effective use of resources.

(v) All funds have been used in accordance with the conditions of the relevant legal Contracts and only for the purposes for which the financing was provided.

- (vi) It should be ensured that the records of all procurement, Contracts, work/purchase orders, invoices, receipts, stock registers etc are properly maintained, duly linked and retained including expenditures reported via Interim Unaudited Financial reports (IUFR).
 - (vii) The auditor should ensure the efficiency and timeliness of the funds flow mechanism at various level and whether there are delays and which could impact the timely implementation of project. The auditor should also identify and report the reasons for such delays and possible remedial measures
 - (viii) The internal auditor should ensure that the adequate records are maintained regarding the assets created and assets acquired by the project, including description, details of cost, identification and location of assets.
 - (ix) Bank reconciliations have been carried out on a monthly basis.
 - (x) While conducting internal audit in a subsequent phase the auditor will ensure that the compliance report on previous audit observations pointed out in the reports relating to earlier audit is made and corrective actions taken on those points are furnished in the Audit Report of the subsequent phase.
 - (xi) Routine errors of omission or commission noted during the course of internal audit may be rectified on the spot.
 - (xii) The auditor should ensure that adequate records are maintained and assets are adequately safeguarded and are actually used for their intended purposes.
- (b) Reviewing the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information.
 - (c) Identifying the areas of risk where SOPs are not designed/implemented; along with advising on objectives of these SOPs.
 - (d) Conducting specific reviews or tasks requested by the Board, the Audit Committee or the Managing Director, provided such reviews and tasks do not compromise IA's independence or objectivity.
- 3.5.4 It is not within the remit of the Internal Audit to question the appropriateness of policy decisions. However, the Internal Audit is required to examine the arrangements by which such decisions are made, monitored and reviewed, and related risks identified and reviewed.
- 3.5.5 The Internal Audit shall govern themselves by adherence to The Institute of Chartered Accountants of India and to the Company's policies and procedures.
- 3.5.6 To achieve its objectives the Internal Audit will develop and implement an audit strategy and plans that assesses the Company's arrangements for risk management, control and governance and for achieving value for money at the

beginning of each financial year. The Internal Auditor will implement measures to monitor the effectiveness of the service and compliance with standards.

- 3.5.7 The Audit Committee will consider the audit strategy and plans along with the performance measures and may also seek an independent assessment of the Internal Audit Function's effectiveness. The Audit Committee shall recommend the same to the Board for its approval.
- 3.5.8 IA shall regularly submit to the Company an up-to-date summary of the audit work schedule. The audit work schedule is developed based on a prioritization of the audit universe using a risk-based methodology. Any significant deviation from the approved work schedule shall be communicated to the Company and the Audit Committee through periodic activity reports.

3.6 Access to facilities and documents

- 3.6.1 The Internal Audit will have full and complete access at any time to all records and documents (including books of accounts, contracts or agreements, minutes of meetings, bank records, invoices, operational policies, consultancy reports, accreditation or programme review reports etc.), all employees relevant to any area under review without disturbing the working environment of employees.
- 3.6.2 The Internal Auditors will have a right of access to banks and depositories, consultants, contractors and other persons or firms engaged by the CHE.

3.7 Confidentiality

Documents and information obtained by IA will be handled in the same prudent and confidential manner as by those employees normally accountable for them. No information or document shall be shared with outsider or used by the IA otherwise than to achieve the objectives of IA.

3.8 Reporting

- 3.8.1 The Internal Auditor is accountable to the Board of Directors through the Audit Committee for the performance of the service. For day to day administrative purposes, the Internal Auditor reports to the Managing Director/ In-charge (Accounts)
- 3.8.2 The Internal Auditor shall have free and unrestricted access to the Chair of the Board and to the Chair of the Audit Committee.
- 3.8.3 At least once a year, the Audit Committee shall meet the Internal Auditor and other members of the internal audit

- 3.8.4 The Internal Audit Function will produce draft reports, usually within one month of completing each internal audit, giving an opinion on the area reviewed and making recommendations for improvement where appropriate.
- 3.8.5 During the audit the internal Audit team shall interact with management staff for any clarification. For the clarification, the audit team will present their findings in the common platform. The auditor shall interact with the management before furnishing of any report. e. Information about any discrepancies can be shared with the management for rectification/clarification.
- 3.8.6 A final report will then be issued to usually within one month of issuing the draft report.
- 3.8.7 A quarterly report should be submitted to the Board through Audit Committee. Significant finding (e.g. any serious weaknesses, significant fraud or major accounting breakdown discovered during the normal course of audit work) and recommendation along with the auditee's response and corrective action (to be taken in this regard, including a timetable for anticipated completion and a justification for any recommendations not addressed should be consolidated into quarterly report.
- 3.8.8 The quarterly report should give an opinion on the adequacy and effectiveness of the Company's arrangements for:
- (a) risk management, control and governance, and
 - (b) economy, efficiency and effectiveness and the extent to which the Board can rely on them.
- 3.8.9 Recommendations will be followed up, usually six to twelve months later. In addition, the Audit Committee will monitor the implementation of audit recommendations by management.
- 3.8.10 IA shall monitor the appropriate follow-up on audit findings and recommendations. All significant findings will remain in an open issues file until cleared.
- 3.8.11 The management shall not be bound to accept the recommendation of the IA if it has reasonable ground to believe that these will not bring any significant improvement in risk management, control and governance, and value for money.

3.9 Auditor Independence

In carrying out the work, the Audit firm must ensure that their staff maintain their objectivity by remaining independent of the activities they audit. The Auditors must be completely impartial and independent from all aspects of management or financial interests in the business activities of the Company.

3.10 Disclosure

The Auditors should not, during the period covered by the audit nor during the undertaking of the audit, be employed by, serve as Director for, or have any financial or close business relationships with any senior member in the management of the Company. The Auditors should disclose any relationship that might possibly compromise their independence.

3.11 Period of Internal Audit

Initially contract with the firm will be for one year i.e. 2018-2019, which will be extended further year to year basis but not more than three years in total, based on the performance. The selected firm will submit audit plan in consultation with officials of the Company, in advance. The contract will be renewed after assessing the pace of implementation, requirement of the Company and performance of the consultant.

3.12 Annexure to Main Audit Report

3.12.1 Part A: Serious Observations:

In this part, give details of serious audit observations such as ineligible expenses, major lapses in internal controls, systemic weaknesses, procurement procedures not followed etc.

3.12.2 Part B: Other Observations:

Observations that are not serious in nature, but nonetheless require the attention of the Project should be detailed in this part. The Observation should also mention the best practices and how the error can be minimized at every level.

3.12.3 Part C: Executive Summary to the project and Suggestions/ Recommendations:

Provide an Executive Summary of the observations in Part A and B along with suggestions/recommendations. Only those observations that are dealt with in either Part A or Part B should be included in this section Provide specific recommendations on internal control and systemic weaknesses.

3.12.4 Part D : Matters Requiring Immediate Attention:

- 1) Matter requiring Immediate Attention: Auditor should point out the serious issue like cash defalcation, payment made without any approval and beyond the limit of devolution of powers, blank cheque signed, and any other matter which auditor deemed serious in nature.
- 2) Persisting Irregularities: Under this Para, Auditor should report the persisting irregularities which have been raised earlier but not complied.

- 3) Books of Account Under this, Auditor should verify all the books of account maintained by the unit, identify the discrepancies in the books of accounts and also suggest their improvement.
- 4) Internal Control System Under this Para, auditor should report on discrepancies of current internal control system and suggest remedial measures.
- 5) Compliance with Finance Agreement, Project agreement Under this Para, auditor should comment on deviation from Finance Agreement, Project agreement etc.
- 6) Procurement Procedures Under this paragraph auditor should report on procurement process which deviate from procurement guidelines.
- 7) Computerized financial Management system (Tally) Data entries in tally are up to date or not) Payroll accounting in tally or not) Verification of group, sub group, head, sub head and ledger in tally and make suggestions on proper) classification of accounts, if any. Cost Centre) Chart of accounts and upload of approved Half Yearly budget in tally) Verify the computerized balance with Manual Books of accounts (cash Books, Cheque register etc))
- 8) Advance to staff and others and its periodicity: Settlement of advance within stipulated period with proper voucher, pending bill for settlement of advance, Action on bills submitted for settlement against advance after one month, Statutory deduction/ payments like TDS, GST, EPF and its compliance, Deduction and date of deposit with any irregularities,
- 9) Tracking of financial variance – Variance showing physical and financial achievement in the light of approved action plan and budget.
- 10) Any other matter: Any other matter which auditor deemed fit for notice to the management.
- 11) Suggestion with specific case for improvement
- 12) TA & DA a) TA & DA submission by the Staff.

3.13 Payment Schedule

The payment of Internal Audit Fee will be released through Account Payee Cheque / RTGS / NEFT within 2-4 weeks from the date of Bill along with Internal Audit Reports in duplicate, submitted by Selected Firm to UPLC.

Section IV- Instructions to Bidders

4.1 Instructions to the Bidders

- a. The Bidders should submit their bids **online only** in the Submission module of e-Procurement website <http://etender.up.nic.in>.
- b. The Bids shall be submitted only from the Bid Submission start date till the Bid Submission end date and time given in the e-tender. Therefore, Bidders are advised to submit the Bids well advance in time.
- c. The proposal and all correspondence and documents shall be written in English. In case of accompanying literature or brochures etc. being in a language other than English, a certified translation should accompany the documents as a part of the RFP. All proposals and accompanying documentation will become the property of UPLC and will not be returned.
- d. The bidders should submit their e-Bid considering the server time displayed in the e-Procurement website. This server time is the time by which the e-Bid submission activity will be allowed till the permissible time on the last/end date of submission indicated in the e-tender schedule.
- e. Once the e-Bid submission date and time is over, the bidders cannot submit their e-Bid. The bidders shall only be held responsible for any delay and whatsoever reason in submission of e-Bid.
- f. Technical Bids will be electronically opened at **18:00 Hours on07 May2018** in UPLC. The opening of financial bids shall be intimated later to all the technically qualified bidders.
- g. UPLC may, at its discretion extend this deadline for submission of e-Bid by amending the e-Bid document, in which case all rights and obligations of the Corporation and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- h. The server time indicated in the Bid Management window on the e-Procurement website <http://etender.up.nic.in> will be the time by when the e-Bid submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-Bid submission date and time is over, the bidder cannot submit the e-Bid. Bidder has to start the Bid Submission well in advance so that the submission process passes off smoothly. The bidder will only be held responsible if his/her e-Bid is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during e-Bid submission process.

- i. At any point of time, a bidder can withdraw his/her e-Bid submitted online before the bid submission end date and time. For withdrawing, the bidder should first log in using his/ her Login Id and Password and subsequently by his/her Digital Signature Certificate on the e-Procurement website <http://etender.up.nic.in>. The bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the bids submitted by the bidder will be displayed. Click "View" to see the details of the e-Bid to be withdrawn. After selecting the "Bid Withdrawal" option, the bidder has to click "Yes" to the message "Do you want to withdraw this bid?" displayed in the Bid Information window for the selected bid. The bidder also has to enter the bid Withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The bidder has to confirm again by pressing "Ok" button before finally withdrawing his/her selected e-Bid.
- j. The bidder has to request the Corporation with a letter, attaching the proof of withdrawal and submission of e-Bid security/EMD in the office of Corporation, to return back the e-Bid security/EMD as per the manual procedure.
- k. No e-Bid may be withdrawn in the interval between the deadline for submission of e-Bids and the expiration of period of e-Bid validity. Withdrawal of an e-Bid during this interval may result in the bidder's forfeiture of his/her e-Bid security
- l. The bidder can re-submit his/her e-Bid as and when required till the e-Bid submission end date and time. The e-Bid submitted earlier will be replaced by the new one. The payment made by the bidder earlier will be used for revised e-Bid and the new e-Bid submission summary generated after the successful submission of the revised e-Bid will be considered for evaluation purposes. For resubmission, the bidder should first log in using his/her Login Id and Password and subsequently by his/her Digital Signature Certificate on the e-Procurement website <http://etender.up.nic.in>. The bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the bids submitted by the bidder will be displayed. Click "View" to see the details of the e-Bid to be resubmitted. After selecting the "Bid Resubmission" option, click "Encrypt & Upload" to upload the revised e-Bid documents by following the methodology provided above
- m. The bidders can submit their revised e-Bids as many times as possible by uploading their e-Bid documents within the scheduled date & time for submission of e-Bids.
- n. No e-Bid can be resubmitted subsequently after the deadline for submission of e-Bids.

- o. Bidders received after the due date and time or incomplete tenders will not be accepted. This office will not be responsible for postal delay. Conditional tenders will not be accepted.

4.2 Procedure for Submission of Bids

Submission of Bids shall be in accordance with the instructions mentioned below:

- a. For participating in e-Bid through the e-tendering system, it is necessary for the bidders to be the registered users of the e-Procurement website <http://etender.up.nic.in>. The bidders must obtain a User Login Id and Password by registering themselves with U.P. Electronics Corporation Limited, Lucknow if they have not done so previously for registration.
- b. In addition to the normal registration, the bidder has to register with his/her Digital Signature Certificate (DSC) in the e-tendering system and subsequently he/she will be allowed to carry out his/her e-Bid submission activities. Registering the Digital Signature Certificate (DSC) is a one-time activity. Before proceeding to register his/her DSC, the bidder should first log on to the e-tendering system using the User Login option on the home page with the Login Id and Password with which he/ she has registered as per clause (a) above.
- c. For successful registration of DSC on e-Procurement website <http://etender.up.nic.in> the bidder must ensure that he/she should possess Class-2/Class-3 DSC issued by any certifying authorities approved by Controller of Certifying Authorities, Government of India, as the e-Procurement website <http://etender.up.nic.in> is presently accepting DSCs issued by these authorities only. The bidder can obtain User Login Id and perform DSC registration exercise as described in clauses (a) and (b) above even before e-Bid submission date starts. The Corporation shall not be held responsible if the bidder tries to submit his/her e-Bid at the last moment before end date of submission but could not submit due to DSC registration problem.
- d. The Bidder shall be required to use own Digital Signature while uploading its Bid. The Bidder shall be required to upload the Bid using its Digital Signature only. Failure to comply or usage of Digital signature of other firm shall be liable for rejection of the Bid.**
- e. The bidder can search for active tenders through "Search Active tenders" link, select a tender in which he/she is interested in and then move it to 'My Tenders' folder using the options available in the e-Bid Submission menu. After selecting and viewing the tender, for which the bidder intends to e-Bid, from "My Tenders" folder, the bidder can place his/her e-Bid by clicking "Pay Offline" option available at the end of the view tender details form. Before this, the bidder should download the e-tender document and Price Schedule/ Bill of Quantity (BOQ) and study them

carefully. The bidder should keep all the documents ready as per the requirements of e-tender document in the PDF format except the Price Schedule/Bill of Quantity (BOQ), which should be in the XLS format (Excel sheet).

- f. After clicking the 'Pay Offline' option, the bidder will be redirected to the Terms and Conditions page. The bidder should read the Terms & Conditions before proceeding to fill in the details, the bidder should click "Encrypt & Upload" option given in the offline payment details form so that "Bid Document Preparation and Submission" window appears to upload the documents as per Technical (Qualification details, e-Bid Form and Technical Specification details) and financial (e-Bid Form and Price Schedule/BOQ) schedules/packets given in the tender details. The details of the Demand Draft or any other accepted instrument which is to be physically sent in original before opening of technical e-Bid, should tally with the details available in the scanned copy and the data entered during e-Bid submission time otherwise the e-Bid submitted will not be accepted.
- g. Next the bidder should upload the Technical e-Bid documents for, Qualification details, e-Bid Form as per Technical Specification details and Price Schedule/BOQ" of e-tender document. Before uploading, the bidder has to select the relevant Digital Signature Certificate. He may be prompted to enter the Digital Signature Certificate password, if necessary. For uploading, the bidder should click "Browse" button against each document label in Technical and Financial schedules/packets and then upload the relevant PDF/XLS files already prepared and stored in the bidder's computer. The required documents for each document label of Technical (Qualification details, e-Bid Form and Technical Specification details) and financial (e-Bid Form and Price Schedule/BOQ) schedules/packets can be clubbed together to make single different files for each label.
- h. The bidder should click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the e-Bid documents are digitally signed using the DSC of the bidder and then the documents are encrypted/locked electronically with the DSC's of the bid openers to ensure that the e-Bid documents are protected, stored and opened by concerned bid openers only.
- i. After successful submission of e-Bid document, a page giving the summary of e-Bid submission will be displayed confirming end of e-Bid submission process. The bidder can take a printout of the bid summary using the "Print" option available in the window as an acknowledgement for future reference.

4.3 Validation of interlineations in Bid

The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case the person or persons signing the Bid shall initial such corrections.

4.4 Clarification on RFP

- a. A prospective Bidder requiring any clarification on the RFP Document may submit his queries through email and as per schedule indicated in “**Key Events and Dates**”. The queries must be submitted in the following format only to be considered for clarification:

Table: Clarification Format

Sr. No	Section No.	Clause No.	Page No.	Actual Clause	Clarification Sought
..

The queries not adhering to the above mentioned format shall not be responded.

4.5 Documents Comprising the Bids

The Proposal shall have Two Cover System for this RFP:

- i. Technical Bid.
- ii. Commercial Bid.

Proposal submitted by the Bidder shall comprise the following:

- a. Proposal covering letter as prescribed in the **Section V** of this RFP.
- b. Commercial proposal (Commercial Bid Covering Letter along with the price bid) as specified in **Section VI** of this RFP.
- c. Any other information that is required to be submitted in the proposal process.

Bidders shall furnish the required information on their Qualification and commercial strengths in the enclosed formats only. **Any deviations with respect to this may make the Bid liable for rejection.**

4.6 Internal Audit Fee

- a. The Internal Audit Fee shall be quoted in Indian Rupees (INR).
- b. Bidder shall quote a fixed fee as detailed in the RFP on a single responsibility basis. No adjustment of the Contract fee shall be made on account of any variations in costs of support staff or any other cost component affecting the total cost in fulfilling the obligations under the Contract.
- c. The Bidder shall indicate the Audit Fee in the prescribed format, it proposes under the Contract. In absence of above information as requested, the Bid may be considered incomplete and be summarily rejected. The fee components furnished by the Bidder in accordance with format provided in the RFP will be solely for the purpose of facilitating the comparison of Bids by UPLC.
- d. The Internal Audit Fee, once offered, must remain fixed and must not be subject to any escalation for any reason whatsoever within the period of Project. A proposal submitted with an adjustable fee quotation or conditional proposal may be rejected as non-responsive.
- e. The UPLC has right to accept any lower rates of the tenders without assigning any reason.
- f. The validity of the fee should be at least for one year from the date of issuance of Lol. However, the Audit Fee will be increased on mutual consent of both parties in next year.
- g. Bill to be submitted in triplicate by the firm in the name as mentioned in Purchase Order. Normally payment of bill will be made within 30 days but in case of delay no interest will be paid.

4.7 Bid Security (Earnest Money Deposit)

- a. Bidders shall submit Tender Fee of ₹1,000.00 and Bid security or Earnest Money Deposit (EMD) of ₹ 5,000.00 (Rupees Five Thousand only), in the form of a Demand Draft/Banker's Cheque in favour of "U.P. Electronics Corporation Limited" payable at Lucknow at the time of opening of Bid. However, Bidder should scan and upload the copy of EMD in their technical bid. EMD in any other form will not be entertained.
- b. The EMD of all unsuccessful Bidders would be refunded by UPLC after finalization of Tender.
- c. Bid without adequate Bid security/EMD shall be rejected without providing any opportunity to the Bidder concerned.

- d. If any firm will be defaulter of any terms and conditions given above the undersigned has right to deduct the, part or full amount of the Earnest money/ Security money deposited by the firm, firm may be black listed and legal action may be taken.

4.8 Bid Validity Period

- a. The proposals shall be valid for a period of twelve (12) calendar months from the date of submission of Bids. A proposal valid for a shorter period may be rejected as non-responsive. On completion of the validity period, unless the Bidder withdraws his proposal in writing, it will be deemed to be valid until such time that the Bidder formally (in writing) withdraws his proposal.
- b. In exceptional circumstances, at its discretion, **UPLC** may solicit the Bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing (or by fax or email).

4.9 Modification and Withdrawal of Bids

No proposal may be modified / withdrawn in the interval between the deadline for submission of proposals and the expiration of the validity period specified by the Bidder on the proposal form. In case the Bidder wishes to withdraw the Bid after the date of opening of the bids he may do so, but the EMD of the Bidder shall be forfeited.

4.10 Opening of Bids

4.1.1 Opening of Technical Bid

The Bid shall be opened in the presence of Bidders' representatives (only one) who choose to attend the Bid opening sessions on the specified date, time and address. The Bidders' representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for UPLC, the Bids shall be opened at the same time and location on the next working day.

4.1.2 Evaluation of Qualification Bid

Qualification Bid:

- a. Tender Evaluation Committee [TEC] duly appointed by UPLC shall evaluate the Technical Bids.
- b. The evaluation shall be done for only those Bidders, whose Bid Document Fees &EMD amount is in order as per the RFP.

- c. Bidders need to fulfill all the Qualification conditions mentioned in Qualification Criteria of the RFP. TEC will examine the Bids to determine whether they are complete, whether the Bid format conforms to the RFP requirements, whether documents have been properly signed, and whether the Bids are generally in order.
- d. Bids of Bidders whose Qualification proposal does not meet the set criteria shall be rejected forthwith.
- e. TEC may seek oral clarifications with the Bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the Bid Documents. The Committee may seek inputs from their professional, technical faculties in the evaluation process.
- f. Conditional Bids will be rejected.
- g. The decisions of the Tender Evaluation Committee on whether the tenders are responsive or non-responsive will be final.
- h. A Bidder, at any stage of tender process or thereafter, in the event of being found after verification by the Tender Inviting Authority, to indulge in concealment or misrepresentation of facts, in respect of the claims of the offer, shall be debarred/black listed.

4.1.3 Bids Not Considered For Evaluation

Bids that are rejected during the Bid opening process due to incomplete documentation or late receipt shall not be considered for further evaluation.

4.1.4 Criteria for Evaluation and Comparison of Technical Bids

- a. Bidders need to fulfill all the qualification conditions mentioned in Qualification Criteria of the RFP. Tender Evaluation Committee [TEC] will examine the Bids to determine whether they are complete, whether the Bid format conforms to the RFP requirements, whether documents have been properly signed, and whether the Bids are generally in order
- b. The Bidder needs to strictly adhere to the formats provided in **section VII** and provide information against each of the line items. Any non-conformance shall constitute a deviation from RFP conditions.

- c. All relevant documentary proofs should be submitted along with the offer. Failure to submit the Documents along with the offer could result in disqualification of the Bid.

4.1.5 Opening of Financial Bids

- a. Only the Financial Bids of those firms qualified in the detailed scrutiny and evaluation of the Technical bid conducted by the Tender Evaluation Committee/ Tender Inviting Authority shall be opened in the second round.
- b. The Financial Bid shall be submitted in the format given in this document as Financial Bid Form **(Format – 6.1)** which should be uploaded as XLS file on e-tender portal. The Financial Bids submitted in any other formats will be treated as non-responsive and not considered for tabulation and comparison.
- c. The Audit fee offered should be given strictly on the format given in the Financial Bid only. The Bidder must quote all items.
- d. If the contract attracts any statutory deductions, the same will be deducted while settling the payment.
- e. There should not be any hidden costs.

4.1.6 Comparison of Financial Bids

- a) The commercial quotes of the **Lowest** Bidder shall be notified as L1. In case L1 offers to execute the work as per the schedule and location specified in the RFP, the Tender Evaluation Committee [TEC] then shall have the rights to give the order to the L1.
- b) In case L1 backs out, the RFP shall be cancelled & Bids shall be invited again L1 shall however be blacklisted from participating in any future bidding of UPLC projects and are liable for legal action by UPLC.
- c) **The Unit Fee quoted by bidder should be inclusive of all Taxes (other taxes and levies etc.) except GST.**

4.11 Negotiation

Normally, there would be no post RFP negotiations. If at all negotiations are warranted, UPLC shall reserve the right to negotiate with the Bidder whose “Commercial Bid” has been ranked L1 by the committee based on the evaluation of the proposals.

4.12 Rectification of Errors

- a. Bidders are advised to exercise adequate care in quoting the Internal Audit Fee. No excuse for corrections in the quoted audit fee will be entertained after the proposals are opened. The person signing the proposal form before submission, failing which the figures for such items may not be considered, if any, should initial all corrections.

- b. Arithmetic errors in proposals will be corrected as follows:

In case of discrepancy between the amounts mentioned in figures and in words, the amount in words shall govern. The amount stated in the proposal form, adjusted in accordance with the above procedure, shall be considered as binding, unless it causes the overall proposal audit fee to rise, in which case the proposal audit fee shall govern.

4.13 Contacting UPLC / Department

- a. No Bidder shall contact the UPLC / Department on any matter relating to its Bid, from time of opening to the time the work is awarded. If the Bidder wishes to bring additional information to the notice of the RFP Issuing Authority, the same should be done in writing to UPLC. The RFP Issuing Authority reserves the right to decide whether such additional information should be considered or otherwise.
- b. Any effort by a Bidder to influence the RFP Issuing Authority in its decision on Bid evaluation, Bid comparison or contract award may result in disqualification of the Bidder's Bid and also forfeiture of his Bid security.

4.14 UPLC's Right to Accept Any Bid and to reject any or All Bids

UPLC reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to award of work, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for UPLC's action.

4.15 Notification of Lol / Award of Contract

5.1.1 Notification to Bidder

Prior to the expiry of the Bid validity period, UPLC will notify the successful Bidder in writing or by fax or email, to be confirmed in writing by letter (LOI / Award of Contract), that its proposal has been accepted.

Section V- Format for Response to RFP: Qualification Bid

5.1 Format 1 –Proposal Covering Letter

[Date]

To,

The Managing Director,
U.P. Electronics Corporation Limited,
10, Ashok Marg, Lucknow - 226 001

0522- 2286808, 2286809 Fax: 0522-2288583 E-mail: uplclko@gmail.com Website: www.uplc.in

Ref: Request for Proposal (RFP): Qualification Bid for 'SELECTION OF CHARTERED ACCOUNTANT/COST ACCOUNTANT FIRMS FOR CONDUCTING INTERNAL AUDIT OF UPLC.

Dear Sir,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide audit services as outlined in the RFP for **SELECTION OF CHARTERED ACCOUNTANT/COST ACCOUNTANT FIRMS FOR CONDUCTING INTERNAL AUDIT OF UPLC.**

We attach hereto the qualification response as required by the RFP, which constitutes our proposal. We undertake that, if our proposal is accepted, we shall adhere to the scope of work of this RFP or such adjusted plan as may subsequently be mutually agreed between us and the UPLC or its appointed representatives.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP and also agree to abide by this RFP response for a **period of twelve months** from the date fixed for Bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal Contract is prepared and executed, this RFP response, together with your written acceptance thereof in your notification of award, shall constitute a binding Contract between us and the UPLC.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to the UPLC is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the UPLC as to any material fact.

We also agree that you reserve the right in absolute sense to reject all or any of the service specified in the RFP response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our Corporation/Company/
Firm/Organization and empowered to sign this document as well as such other documents, which

5.2 Format 2 - General Information about the Bidder

Details of the Bidder (Company)				
1.	Name of the Bidder			
2.	Address of the Bidder			
3.	Status of the Company (LLP /Partnership)			
4.	Details of Registration of the Company inC&AG		Date:	
			Ref. #	
5.	Details of membership certificate from CA&G / Institute of Cost Accountant of India (ICAI)		Date:	
			Ref. #	
6.	Valid GSTIN			
7.	Permanent Account Number (PAN)			
8.	Name & Designation of the contact person to whom all references shall be made regarding this RFP			
9.	Telephone No. (with STD Code)			
10.	E-Mail of the contact person:			
11.	Fax No. (with STD Code)			
12.	Website			
13.	Financial Details (as per audited Balance Sheets) (in Rupees)			
14.	Year	2016-2017	2015-2016	2014-2015
15.	Total Receipts			

Date:

(Seal Here)

5.3 Format 3 - Financial Information

Annual Receipts of the Bidder (As per Point 5 of Section II)

Total Receipts of the Bidder (Amount INR)				
Financial Year 2016-2017	Financial Year 2015-2016	Financial Year 2014-2015	Indicate the page number where the details are provided	Conversion rate (if applicable)

Documentary Proof Required:

Income / Expenditure Statement and Balance Sheet.

Certificate from Chartered Accountant specifying the total receipts for the specified year.

5.4 Format 4 - Format for Past Experience

Please provide only one citation for each category as per the Qualification criteria in the format provided below as per **point 4 of Section II**. The relevant documentary proofs for a citation need to be attached just below the details of the citations in this format.

Assignment Title:		
<i>(Attach separate sheet for each Project)</i>		
Country	Address	
Name of Client		
Type of Client (PSU)	Order Value of the Audit Services (in Rupees)	
Duration of the Assignment	Start Date (month/year):	
Location of the Assignment	Date of successful implementation /completion (month/year):	
	End Date (month/year):	
Referrals (Client side): Provide one referral only	Name	
	Designation	
	Role in the Assignment:	
	Contact Number	
	Email Id	
Brief Description of Assignment:		

Documentary Proof Required:

Copy of Work order

Certificate of successful operation by the client OR self-certificate attested by the client.

5.5 Format 5 - Declaration Regarding Clean Track Record

[Date]

To,
The Managing Director,
U.P. Electronics Corporation Limited,
10, Ashok Marg, Lucknow - 226 001

0522- 2286808, 2286809 Fax: 0522-2288583 E-mail: md@uplc.in, uplciko@gmail.com Website:
www.uplc.in

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document [No. _____] regarding **SELECTION OF CHARTERED ACCOUNTANT/COST ACCOUNTANT FIRMS FOR CONDUCTING INTERNAL AUDIT OF UPLC.**

I hereby declare that my Company has not been debarred/black listed by Central Government / State Government or instrumentalities thereof nor any criminal case against the Bidder / Its Partners / Directors / Agents is pending before any court of Law. There is no dispute between the bidder and Government Institutions / Organizations. The bidder has no link with Mafia or some unsocial elements or organized crime. I further certify that I am competent officer in my Company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Documentary Proof Required:

Bidder should submit an affidavit on 10 rupees stamp paper (original) along with EMD/Tender Fees at the time of opening of technical bid, however the scan copy of these documents should be uploaded along with technical bid.

Section VI- Format for Response to RFP: Financial Bid

6.1 Format 1 - Commercial Bid Letter

To,
The Managing Director,
U.P. Electronics Corporation Limited,
10, Ashok Marg, Lucknow - 226 001

0522- 2286808, 2286809 Fax: 0522-2288583 E-mail: md@uplc.in , uplciko@gmail.com Website:
www.uplc.in

Sir,

**Subject: SELECTION OF CHARTERED ACCOUNTANT/COST ACCOUNTANT FIRMS FOR
CONDUCTING INTERNAL AUDIT OF UPLC.**

Reference: RFP No:<RFP REFERENCE NUMBER>Dated<DD/MM/YYYY>

We, the undersigned Bidder, having read and examined in detail the entire RFP in respect of
**SELECTION OF CHARTERED ACCOUNTANT/COST ACCOUNTANT FIRMS FOR CONDUCTING
INTERNAL AUDIT OF UPLC**, do hereby propose to provide audit services specified in the RFP
number <RFPREFERENCE NUMBER> Dated <DD/MM/YYYY>.

All the Internal Audit Fee mentioned in the RFP are in accordance with the terms as specified in the
RFP. All the Internal Audit Fee and other terms and conditions of this RFP are valid for a period of
365 calendar days from date of opening of the RFP.

We hereby confirm that our price for Audit services as detailed in the RFPs is including all taxes.
However, all the taxes are quoted separately under relevant sections.

We have studied the clause relating to Indian Income Tax and hereby declare that if any income tax,
surcharge on Income Tax, Goods & Service tax, Professional and any other corporate Tax payable
under the law, we shall pay the same.

We further confirm that the Internal Audit Fee stated in our Bid are in accordance with your
Instruction to Bidders included in RFP.

RFP for SELECTION OF CHARTERED ACCOUNTANT/COST ACCOUNTANT FIRMS FOR
CONDUCTING INTERNAL AUDIT OF UPLC

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before evaluation of our RFP, we agree to furnish the same in time to your satisfaction.

We declare that our Bid Fee is for the entire scope of the work as specified in the RFP. These Internal Audit Fee are indicated in **Format 2 (Section VI)** attached as part of the RFP.

We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the RFP is true and correct to the best of our knowledge and belief.

We understand that our Tender is binding on us and that you are not bound to accept a proposal you receive.

We confirm that no Technical deviations are attached here with this commercial offer.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

6.2 Format 2 – Cost summary

- a) Bidder should provide all Internal Audit Fee as per the prescribed format. Bidder should not leave any field blank. In case the field is not applicable, Bidder must indicate “0” (Zero) in all such fields.
- b) All the Internal Audit Fee (even for taxes) are to be entered in Indian Rupees only (% values are not allowed)
- c) It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and / or payable.
- d) UPLC reserves the right to ask the Bidder to submit proof of payment against any of the taxes, duties, levies indicated.
- e) UPLC shall take into account all taxes, duties & levies for the purpose of evaluation
- f) The Bidder needs to account for all Out of Pocket expenses due to Travel, boarding, lodging and other related items.
- g) The Unit Fee quoted by bidder should be inclusive of all Taxes except GST.
- h) The bidder should quote the rates as per detailed Scope of Work & TOR mentioned in Section-III, which is summarized below:-

SN	Particulars of Services as per Section-III of RFP	Fees ₹	Unit Cost	GST Amount ₹	Total Amount ₹
1	Total Audit Fee of Providing Internal Audit Services as per the SoW & TOR mentioned in Section III of the RFP				