



**MAHANAGAR TELEPHONE NIGAM LIMITED**  
MUMBAI

**TENDER DOCUMENT**  
**FOR**  
**Appointment of auditor for conducting**  
**MVAT AUDIT for F.Y.2013-14**

**Tender No. SM (Accounts)/ MVAT 2013-14/ 2014-15**  
**Dated 25.08.2014**

Senior Manager (Accounts),  
9<sup>th</sup> floor, Telephone House, MTNL Marg,  
Dadar (West), Mumbai - 400 028.

**MTNL - Lifeline of Delhi and Mumbai.**

**MAHANAGAR TELEPHONE NIGAM LIMITED, MUMBAI**  
O/o Senior Manager (Accounts), 9<sup>th</sup> floor, Telephone House, MTNL Marg,  
Dadar (West), Mumbai - 400 028.

Tender No. SM(Accounts)/ MVAT 2013-14/2014-15  
Aug.2014

Dated at Mumbai, the 25th

Please find herewith tender document for appointment of MVAT auditor for  
MTNL Mumbai.

Sl no.	TITLE	SECTION	PAGE
1	Check List		3
2	Notice Inviting Tender(NIT)		4
3	General Procedure & Conditions for tender	Annexure-I	5 – 9
4	Scope of Work	Annexure-II	10
5	Clause by Clause compliance Proforma	Annexure-III	11
6	Service Tax Declaration Proforma	Annexure-IV	12
7	Debar/Blacklist Certificate Proforma	Annexure-V	13
8	Certificate regarding relationship	Annexure-VI	14
9	Price Bid form	Annexure-VII	15
10	Letter of Authorization for Attending bid opening	Annexure-VIII	16

Before submitting the tender document, the tenderers are requested to read the tender document carefully. Incomplete tender document which do not conform to the tender requirements is liable for rejection.

It is advised to complete the tender document in all respects as per instruction contained therein. The enclosed document must reach before closing time at the address stated above.

Thanking you.

Yours faithfully

Sd/-  
Senior Manager (Accounts),  
MTN Ltd., Mumbai

## CHECK LIST

Tender No. SM (Accounts)/ MVAT 2013-14/2014-15  
Aug.2014

Dated at Mumbai, the 25th

Bidders are requested to check that the following documents are submitted along with the Bid. The check list should also be submitted (with Yes/No) along with the bid.

Sl.No.	Documents	Yes/No	Document placed at page no.
1	Certificate of Practice from Institute of Chartered Accountants of India/Institute of Cost Accountants of India.		
2	Experience - Name of Organisation in which VAT audit is carried out, turn-over of the organization, year for which VAT audit is undertaken.		
3	Photo copy of PAN/Allotment of PAN number from income tax.		
4	General Power of Attorney in favour of the signatory in case of partnership firm /proprietorship firms duly notarized (except sole proprietor).		
5	Name of Bank, Branch of the bank, 9 digit MICR code and account no. for E-payment.		
6	Service Tax Registration certificate.		
7	Service Tax Declaration.		
8	Clause by Clause compliance (Annexure-III).		
9	Debar/Blacklist Certificate Proforma (Annexure-V).		
10	Certificate Regarding Relationship (Annexure-VI).		

11	Price Bid Form (Annexure-VII).		
12	Letter of Authorization of attending Tender opening (Annexure-VIII).		

**MAHANAGAR TELEPHONE NIGAM LIMITED, MUMBAI.**

**Notice Inviting Tender for Appointment of Auditor for conducting MVAT Audit of MTNL  
Mumbai.**

For and on behalf of MTNL Mumbai, Sealed tenders are invited for appointment of auditor for conducting MVAT Audit of MTNL Mumbai.

The Tender details are given below:

- 1) Tender No. : Tender No. SM(Accounts)/ MVAT 2013-14/2014-15  
Dated at Mumbai, the 25th Aug.2014
- 2) Description of Job : MVAT Audit for financial year 2013-14
- 3) Scope of audit : As per Annexure-II
- 4) Cost of bid documents : Nil
- 5) Contact officer : Senior Manager (Accounts), 9<sup>th</sup> floor, Telephone House,  
MTNL Marg, Dadar (West), Mumbai-400 028.  
(Tel. No. 24370215/24370216)
- 6) Time and last date for submission of bids : 17.30 Hrs. on 15.09.2014
- 7) Time and date of opening of the bids : 11.00 Hrs. on 16.09.2014
- 8) Place of submission and opening of bids : Deputy Manager (Accounts), 9<sup>th</sup> floor, Telephone House,  
MTNL Marg, Dadar(West), Mumbai-400 028.  
(Tel. No. 24370215/24370216)

**(Accounts)**

Sd/-  
**Senior Manager**

**M.T.N.L., Mumbai.**

## ANNEXURE – I

### GENERAL PROCEDURE & CONDITIONS FOR TENDER

Tender No. SM (Accounts)/ MVAT 2013-14/2014-15      Dated at Mumbai, the 25th  
Aug.2014

- **OPENING OF TENDER:**

The tender shall be opened on 16<sup>th</sup> September 2014 at 11:00hrs. The venue will be **Office of Deputy Manager (Accounts), 9<sup>th</sup> floor, Telephone House, MTNL Marg, Dadar (West), Mumbai-400 028.**

In case closing date of tender happened to be a holiday, the next working day will be taken as the closing date. The tender opening date shall stand modified automatically. However the closing and opening time of tender will remain the same.

One authorized person per firm participating in the tender shall be allowed to witness the opening of the tender. The proprietor or the partner who is having power of attorney should give authority letter as per the Proforma. Other than the tenderer, no person will be allowed to witness the opening of the tender who do not possess the authority letter.

- **ELIGIBILITY CRITERIA:**

- The bidders should possess a Certificate of Practice from Institute of Chartered Accountants of India/Institute of Cost Accountants of India. The bidder shall furnish the Certificate of Practice for establishing the bidders' eligibility.
- The bidders should have previous MVAT experience and give details such as Name of Organisation in which VAT audit is carried out, turn-over of the organization, year for which VAT audit is undertaken.
- As per ICAI regulation, Internal Auditors working in MTNL cannot participate for MVAT audit.

- **FILLING OF TENDER:**

The tender should be filled up in prescribed form only and must be written legibly in Hindi or English. Over-writing in the tender may render the same invalid.

The corrections should be made after scoring out the old entry. All corrections should be duly attested with full signature by the same person signing the tender.

The rates wherever quoted must be in figures as well as in words.

The bidder must state his complete postal address and telephone number in the Tender-form.

The Bidder must sign all pages of Tender documents.

- **CONDITIONS OF TENDER:**

Conditional or part tenders shall not be considered.

Quotation qualified by vague and indefinite expression such as “subject to immediate acceptance” etc. will not be considered.

The tenders which do not fulfill any of the above conditions or incomplete in any respect will be rejected summarily.

- **SIGNING OF TENDER:**

The tenderer signing tender paper and / or other documents must specify:

- a) Whether signing as a 'Sole Proprietor ' of the firm or his attorney.
- b) Whether signing as a 'Registered active partner' of the firm or his attorney.
- c) In case of firm, registered under Indian Partnership Act, the capacity in which signing i.e. Partner, Secretary, Manager etc. or their attorney.
- d) The bid shall be signed by the bidder or a person duly authorised to bind the bidder to the contract. The letter of authorization shall be indicated by written power of attorney accompanying the bid. The person signing the bid shall sign all the pages of the tender document.
- e) Bid Validity period : The bids will be valid for 150 days

- **SUBMISSION OF TENDER :**

The sealed tender should be dropped in the tender box kept in the room of Dy. Manager(Accounts.), 9<sup>th</sup> floor, Telephone House, Mumbai-400028 up to 17.30 hrs. of the tender closing date 15.09.2014. The tender will be opened on the same venue on 16.09.2014 at 11:00 hrs. in the presence of tenderers or their authorized representative who wish to be present.

- **The following items must accompany the bid :**

- Attested Photocopy of PAN Number.
- Attested copy of Service Tax Registration/Service Tax clearance Certificate.
- Attested copy of Certificate of Practice issued by ICAI
- Terms and conditions of tender document duly filled up and signed on each page with company seal.

**B. Bids should be sealed and super scribed "*Tender for Appointment of Auditor for conducting MVAT Audit*"**

- Only one offer/bid should be submitted by one bidder.
- Tenders should be sealed and sent by Registered Post/Speed Post/courier or submitted personally.
- Tenders received after due date and time will not be considered. Reasons such as Postal delay/ Courier delay is not acceptable.
- No acknowledgment will be issued by MTNL, Mumbai.
- MTNL Mumbai reserves right to accept/reject/terminate any tender/tenderer without any reason/s.
- The sealed tender cover not submitted as above will not be accepted and tender becomes invalid.

- **AUDIT FEES:**

MVAT Audit Fee quoted should be inclusive of all the expenses and exclusive of service tax.

**If any extra amount is mentioned, the quotation will be rejected.**

**Post Tender Offer :** No post bid clarifications at the initiative of the bidders shall be entertained and any effort by the bidders to influence the purchaser in the purchaser's bid evaluation, bid comparison or award of contract shall result in rejection of the bid.

The rate quoted should be inclusive of all taxes except service tax which should be shown separately.

- **ACCEPTANCE/REJECTION: (AWARD CRITERIA )**



- MTNL, Mumbai will award the Contract to the successful tenderer whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.
- M.T.N.L., Mumbai does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders . It may at his discretion terminate the tender at any time during the validity period without assigning any reason.
- Acceptance of the tender will be communicated by a 'Letter of Acceptance' from Senior Manager (Accounts).
- MTNL, Mumbai reserves the right to accept any bid, and to annul the Tender process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected tenderers or any obligation to inform the affected tenderer or tenderers of the ground for the MTNL, MUMBAI action.
- **DELIVERY SHEDULE (Submission of report):**

The audit should be completed in all respects including e-filing of Form-704 as required under Section 61 of the MVAT Act within one month from the date of issue of work order.

- **PAYMENT TERMS:**
  - Payment will be made after filing of form-704 and submission of final audit report as per scope of work.
  - The payment shall be made by ECS mode.
  - The following documents should be submitted for release of payment:
    - Pre receipt invoice in triplicate.
    - Copy of Audit Report
  - For ECS payment the following information viz. Bank Name, Branch address, Account No., MICR No., IFSC Code etc is required to be submitted.
  - Paying Authority: AO (Cash – MA ), Parel, Telephone Complex, MTNL, Mumbai.
- **UNLAWFUL NEGOTIATION:**

Any attempt to negotiate directly on the part of the tenderer with authority competent to finally accept the tender or influence the acceptance of the tenders by any means will render his tender liable to exclusion from consideration.

- **LEGAL JURISDICTION :**

All legal dispute are subject to the jurisdiction of Mumbai courts only.

- **BRIBES, COMMISSIONS, GIFTS ETC.**

Any bribe, commission, gift or advantage given, promised or offered by the contractor or His partner, Agent or servant or anyone else on their behalf to any official or the MTNL, Mumbai in relation to the execution of this contract is not permitted. This may result in even cancellation of the contract.

- **ARBITRATION :**

All disputes or difference whatsoever arising between the parties out of or relating to the construction meaning and declaration or effect to this contract or the breach thereof shall be settled by arbitration and the award made in pursuance thereof shall be binding on the parties. Such arbitration shall be governed by the The Arbitration & Conciliation Act, 1996.

- **CERTIFICATE REGARDING RELATIONSHIP:**

The bidder should give a certificate that none of his/her near relative is working in the units as defined below where he/she is going to apply for the tender. The near relative for this purpose are defined as

- Members of a Hindu undivided family
- They are husband and wife
- The one is related to the other in the manner as father, mother, son(s) and Son's wife (daughter-in-law), Daughter(s) and daughter's husband (son-in-law), brother(s) and brother's wife, sister(s) and sister's husband (brother-in-law).

We have gone through the above general terms and conditions for Tender

**Tender No. SM (Accounts)/ MVAT 2013-14/2014-15      Dated at Mumbai, the 25th Aug.2014**

***and agree for the said terms & conditions.***

**Name in Block Letters:**

**Designation :**

**Signature of the Tenderer  
Rubber stamp of the Firm/Company**

## **ANNEXURE-II**

### **SCOPE OF WORK**

- As per section 61 of MVAT Act, the auditor should give his report in Form 704 for the F.Y. 2013-14 stating the prescribed particulars and e-file the same.
- Thereafter auditor should arrange for the submission of “Statement of Submission of Audit Report in Form-704” along with necessary documents to the departmental authorities.
- The auditor should give his certificate/opinion/report on the requirements prescribed in Form-704.



**ANNEXURE –III**  
**Compliance (clause by clause) Certificate**  
**(Strike-off whatever is not applicable)**

It is to certify that the tender document is carefully read, understood and all the section and clauses are complied unconditionally and unequivocally & there is no deviation from the terms and conditions of the tender.

(Sign of the bidder with seal)

OR

Declaration of Deviation (if Any)

It is to certify that the tender document is carefully read, understood and all the section and clauses are complied unconditionally and unequivocally. There is no deviation from the terms and conditions of the tender.

- A)
- B)
- C)
- D)

(Sign of the bidder with seal)

**ANNEXURE-IV**

**SERVICE TAX DECLARATION**

I/We \_\_\_\_\_ her  
eby solemnly affirm that I/We am/are registered under the service tax Rules

My/our Registration No. which are current as under:

Service Tax registration No. \_\_\_\_\_

I/We have filed Service tax return up to **31-03-2014** and have paid tax as per returns filed /I/We am/are not in arrears of any Tax already assessed and demanded by the concerned Tax authorities.

I/We understand that, if any discrepancy is noticed or the statement is found incorrect during the currency of contract, MTNL shall treat the same as breach of contract and shall take any action as deemed fit without any prior intimation to me /us.

Signature of the Tenderer or Authorised person with his office Seal Telephone  
No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_

Place :

Date :

**ANNEXURE-V**

**Debar/Blacklist certificate performa**

**CERTIFICATE**

\_\_\_\_\_ S/o/Wife of Shri \_\_\_\_\_ and

Proprietor/ director / partner of M/s \_\_\_\_\_ do hereby certify

- That I am the sole proprietor/partner/director of M/s \_\_\_\_\_
- That I state and declare that the above firm M/s \_\_\_\_\_ has never ever been debarred and/or blacklisted by any department of Central Govt./state Govt./PSU/Public bodies/Municipalities.

In case the above declaration is found to be incorrect or wrong, the contract, if awarded to the firm may be terminated immediately and the firm shall be liable to be black listed/debarred for future works/contract with MTNL. Any such action shall however, be without prejudice to MTNL rights under the law.

Place:

Signature of the Proprietor/Partner/Director  
(Shri/Smt/Miss)

**ANNEXURE-VI**

**MAHANAGAR TELEPHONE NIGAM LTD., MUMBAI.**

(Certificate to be submitted by the tenderer)

**CERTIFICATE REGARDING RELATIONSHIP**

I \_\_\_\_\_ s/o \_\_\_\_\_ r/o \_\_\_\_\_  
\_\_\_\_\_ hereby certify that none of my relative(s) as defined in the tender document is/are employed in MTNL unit as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, MTNL shall have the absolute right to take any action as deemed fit/without any prior intimation to me.

Date :

Name of the Tenderer  
With Rubber Stamp and Capacity  
in which he/she is signing  
(Office Seal)



**ANNEXURE-VII**

**PRICE BID FORM**

**Tender No. SM (Accounts)/ MVAT 2013-14/2014-15      Dated at Mumbai, the 25th  
Aug.2014**

Name of the Firm :  
\_\_\_\_\_

I/We have read the tender document thoroughly. I/We hereby quote the following rates. The rates quoted are in figures as well as in words.

<b>SL. NO.</b>	<b>DESCRIPTION</b>	<b>QUOTE</b>
1	Professional fee for conducting MVAT Audit of MTNL Mumbai.	(INCLUSIVE OF ALL TAXES)
2	SERVICE TAX	
3	TOTAL AMOUNT Sl. No.(1+2)	

TOTAL in words:

Signature: \_\_\_\_\_  
\_\_\_\_\_

Name:

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

**ANNEXURE-VIII**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

To

The Senior Manager (Accounts),  
9<sup>th</sup> floor, Telephone House,  
MTNL Marg, Dadar (West),  
Mumbai 400028.

Subject: Authorization for attending bid opening on 16.09.2014

Tender No. SM (Accounts)/ MVAT 2013-14/2014-15      Dated at Mumbai, the 25th  
Aug.2014

Following person is hereby authorized to attend the bid opening for the mentioned  
above

on behalf of \_\_\_\_\_ (bidder).

Name :  
Signature

Specimen

Bidder

Signature of

OR

Officer authorized to Sign the bid document on behalf of the bidder.

Note:

- Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed is not received.