

TENDER NOTICE
Software Technology Parks of India, (STPI)

I	Tender inviting officer, Authority, Designation and Address	<i>The Director, STPI, Plot No.P1, Rajiv Gandhi Infotech Park, MIDC, Phase-I, Hinjewadi, Pune - 411057</i>
II	A. Name of the Equipment's / work: B. Place of execution	Appointment of the Internal Auditor for the financial year 2013-14 at STPI, Pune Place: STPI, Pune
III	Tender documents available place and due date for obtaining tender	Tender document can be downloaded from our website www.mah.stpi.in or can be obtained on working days between 17th Oct., 2013 to 31st Oct., 2013.
IV	Due Date, time and place of submission of Tender	Due date & Time: 06th Nov.2013 at 1430 Hrs. Place : At the above mentioned in column I
V	Place, date and time of Tender Opening	Due Date and Time: 06th Nov., 2013 at 1500 Hrs. Place : At the above mentioned in column I
VI Any other important criteria specified by the tender inviting authority: 1. Tender received after due date and time will be summarily rejected.		

STPI invites sealed tenders for appointment of Internal Auditors for the financial year 2013-14 at STPI, Pune. The bid should be sealed by the bidder and duly superscripted as Tender No: **STPI/P/Pur/14/13-14 dated 15th Oct., 2013** and name of the tender.

Intending eligible bidders may obtain a copy of tender documents from STPI,P1, Rajiv Gandhi Infotech Park, MIDC, Phase I, Hinjewadi, Pune -411 057 No: **STPI/P/Pur/14/13014 dated 15th Oct., 2013** or the firm can download the tender documents from the official website i.e. www.mah.stpi.in , they must ensure that requisite EMD fee is enclosed in the form of Account Payee Demand Draft from any of the commercial bank in favour of "Software Technology Parks of India payable at Pune" with their tender, failing which the tender will be treated as incomplete and will be ignored. The EMD (Demand Draft) should be enclosed with the technical bid of tender document.

DIRECTOR
Software Technology Parks of India, Pune

Tender No.: STPI/P/Pur/14/13014

Date: 15th Oct., 2013

Notice Inviting Tender

To

Dear Sir,

Sub: Tender for Appointment of Internal Auditors for the financial year 2013-14 at STPI-Pune - reg

Software Technology Parks of India - Pune, an autonomous society under Department of Electronics & Information Technology, Ministry of Communications & Information Technology, Govt. of India, invites tenders towards Appointment of Internal Auditors for the financial year 2013-14 at STPI, Pune under single bid system as per the terms and conditions specified below.

The duly completed tender with relevant enclosures in a sealed cover as detailed in the procedure should be submitted on or before date:- 06th Nov., 2013 at 1430 Hrs.

1. ELIGIBILITY CRITERIA:-

1.1. The firm must be empanelled with Institute of Chartered Accountants of India (ICAI)/ Institute of Cost Accountants of India (ICAI) without which the application of the firm would not be considered.

1.2 Firms must qualify following minimum criteria:

S.No	Particulars*	Minimum Criteria
1	Number of Full Time Fellow Partners associated with the firm for not less than 3 years.	5
2	Turnover of the firm per year (Last two financial years.)	Minimum Rs.20 Lakhs.
3	No. of Years of Firm Existence	10 years
4	No. of assignments of Statutory Audit of Corporate/PSUs entities except Bank Branch Audit in the last 3 years.	3
5	The bidder should have a local office at Pune, India.	

Any firm not qualifying these minimum criteria need not apply as their proposal shall be summarily rejected.

Supporting Documents for Eligibility Criteria:

Following supporting documents must be submitted by the firm along with the technical proposal:

For S.No.1.2.1 above, the firm must submit an attested copy of Certificate of ICAI (Institute of Chartered Accountants of India (ICAI)/ Institute of Cost Accountants of India (ICAI)) as on 1.1.2010.

For S.No.1.2.2, the firm must submit, a copy of the balance sheet for the last two years.

For S.No.1.2.4, the firm must submit a copy of the appointment letters/audit completion certificate etc. from the auditee organizations. Branch Audit of any Bank **shall not be considered** while taking into account the total number of assignments. **The firm or any partners of the firm should not be black listed by any PSUs or Govt. Co. or any other organization in respect of any assignment or behavior. Documentary proof for the above shall be produced along with the tender document, failure of which the tender may be disqualified.**

2 INSTRUCTIONS FOR INTERNAL AUDITORS:

- a) Audit is to be conducted immediately after the end of each quarter i.e. first week of next quarter.
- b) Internal auditor is to depute competent audit personals headed by Chartered Accountant for the audit work
- c) Audit has to stress more on systems and processes. All gaps, lapses and departures from approved standard Operating Practices (SOP), and Head Office guidelines are to be reported with instances of transactions and events.
- d) Comprehensive replies and clarifications are to be obtained from the location head of operations covering names and location of Auditee's who have provided such replies are to be specifically quoted.
- e) Reporting Formats are strictly to be adhered to and observations will at least have to cover all the aspects and facets of audit as per this Audit Scope Documents.
- f) Executive summary in 'Section B' should contain only important observations involving 'Financial Loss', 'System Failure' and 'Major Non- Compliance of Processes'.
- g) Reports, complete in all respects should definitely be submitted within 30th of next month from the end of the quarter.
- h) Any fraud, defalcations, cash shortages, theft, major anomalies and failure in systems and process are to be immediately reported by way of flash report to Head Office.

3. SCOPE OF WORK:

3.1 PURPOSE:

The purpose of audit of centers is to ensure that:

- a) The activities are carried out as per the processes and guidelines issued by head office,
- b) All the transactions are properly accounted for,
- c) There is no leakage of revenue,
- d) Bank accounts are reconciled timely,
- e) All statutory compliances are made in time,
- f) All contracts for projects purchases and services are awarded as per the guidelines of head office,
- g) All expenditure is duly supported, approved by the authority as per delegation of powers and properly accounted for,
- h) Books and accounts and all statutory records are timely updated and maintained properly.

3.2 Guidelines for Audit: Revenue item

Internal Auditors is to review and report the followings:

- a) That invoice for various services have been raised as per the agreement and Service initiation form,
- b) That proper party wise records of Softex forms certified by the center have been Maintained and that STP Service Charges have been correctly charged as per the slab applicable to the customers,
- c) That in case of new customers advance for three years collected for Statutory Services has been booked correctly in accounts and shown as liability and not booked as income. Only charges for the year under consideration have been booked as income,
- d) That invoice for project consultancy and incubation has been raised as per terms of agreement. Further advance received towards execution of project and security deposit towards incubation service have been booked as liability and not to taken to income,
- e) That interest income and other income have been properly accounted for,
- f) That all reconciliation stated in reconciliation section has been carried out and reported.

Expenses:

Internal auditor has to carry out following and report on same: Review of internal check and control procedures with an objective to assess their adequacy and strengthen, in respect of :

- a) Passing and payments of establishments bills, (i) viz salary, TA / LTC, Medical and local conveyance, staff lease and office rent,
- b) Payment for procurement of services and supplies like data link, telephone, printing and stationery, vehicle maintenance, office maintenance, consultancies, travels etc,
- c) Contractor / Supplier bills,
- d) Consultancy fees bills,
- e) Staff advances

- f) Capital Expenditure
- g) Vouching of receipts, payments and journal vouchers for proper coding/allocation, authentication and accountal,
- h) Check payroll of employee, leave record, attendance registers etc. and report deficiencies' if any,
- i) Review the application of tendering system and examine various contracts awarded for expenses, projects purchase, obtaining data link services. Etc and confirm that these are awarded as per applicable guideline of STPI and GFR 2005,
- j) Examine and comment on the incidence of single tender awards and comment on the reasonableness of the justification given in single tender contracts,
- k) To carry out post audit immediately after completion of the project covering the following aspects:-

- 1) Time over run
- 2) Cost over run
- 3) Timely billing and recovery

- l) Review and confirm that all the expenses are booked as per various applicable accounting standards issued by the institute of Chartered Accountants of India,
- m) Review and confirm that no item of revenue nature has been capitalized and also that no item of capital nature has been accounted for as revenue.

Statutory compliances:

Internal auditor is to review and report on followings:

- a) Whether tax deduction at source are being made in all cases, as applicable under the Income tax Act at prescribed rates and that TDS deposits are being made within the prescribed time,
- b) Whether Service Tax has been charged in all cases, as applicable under the Service Tax Rules, at prescribed rates and that deposits are being made within the prescribed time and whether input Service Tax has been properly accounted for and claimed,
- c) Whether Value Added Tax (VAT)/Central Sales Tax has been charged correctly, as applicable under relevant statute, at prescribed rates and that deposits are being made within the prescribed item,
- d) Whether Contribution towards Provident Fund has been properly deducted and deposited within prescribed time,
- e) Whether all statutory returns have been filed with respective authorities in time. If not report the deficiencies,
- f) Whether estimation of income and expenses and TDS has been correctly reported to corporate office.

Others:

Internal auditor is to cover following other areas:

- a) Review of Bank, reconciliation and scrutiny of old unlinked amount and bank balances,
- b) Scrutiny of books of accounts for their completion, reconciliation, correctness and adjustments,

- c) Review of Fixed Assets records for proper and complete accountable, record depreciation and verification. Further confirm that physical verification of fixed assets is being carried out as per the system laid down in this regard. Further, adjustments for excess or shortage are to be carried out in the books in the same year. This aspect needs to be checked and included in the report. It should also be checked and reported if any old provisions are still to be adjusted. Internal Auditors should comment on the adequacy of coverage, both in terms of number of items as well as value,
- d) Report compliance of internal audit observations reported in earlier Internal Audit reports but outstanding for compliance,
- e) Verify and comment on compliance of the same in respect of Recognition and Disclosure of Provisions, Contingent Liabilities and Contingent Assets, as per Accounting Standard AS 29,
- f) Confirm that apart from the cases reported by them specifically in their report, there are no other cases of violation of the Delegation of Powers of STPI,
- g) Check / endorse / comment on the provision, if any, lying in the project's books towards Unmoved Items of Capital-Work-In-Progress (CWIP) especially from the point of view whether such provision is needed to be retained or written back,
- h) Examine and report on whether balances in the Contractor Accounts in the General Ledger have been duly reconciled,
- i) Review the Work-in-Progress (WIP) and point out old cases whether there is no movement in the account and work has been stopped / abandoned for over a year,
- j) Review of fee outstanding, retention money, amount recoverable, security deposits (Receivable & Payable),
- k) Various Manuals lay down the systems and procedures to be followed in specific areas. Internal Auditors are advised to verify compliance with such systems and report thereon,

3.3 Reconciliation and other Details:

Internal Auditors is to review and to give following reconciliation statement, complete the formats and other information in their audit report.

- a) Review and Reconciliation of the fixed assets gone beyond repair and needs to be written off and report the same in Format of STPI, ii) Fixed assets arranged from other STPI Centers under stock transfer but no financial entry made in the Books of Accounts and report the same in Format of STPI and iii) Fixed assets sent to other STPI Centers but no financial entry made in the Books of Accounts and report the same in Format of STPI,
- b) Review and Reconciliation of STP Service Charges and report on same in the format of STPI.
- c) Review and Reconciliation of soft link income and report on same in the format of STPI,
- d) Review and Reconciliation of soft point income and report on same in the format of STPI,
- e) Review and Reconciliation of incubation income and report on same in the format of STPI,

- f) Review and Reconciliation of Projects & Consultancy income as per agreement and report deficiencies,
- g) Review and Reconciliation of interest earned on FDR and report on same in the format of STPI,
- h) Review and Reconciliation of Data Link Charges and report on same in the format of STPI,
- i) Physical verification of Cash,
- j) Verification of Bank reconciliation and report on same,
- k) Verifying Balance sheet and profit and Loss Account giving details of Ageing analysis of Sundry Debtors (Format of STPI), Details of Provision for Doubtful Debtors / Advances, Ageing analysis of Sundry Creditors (Format of STPI), Details of Outstanding liabilities and their subsequent payments (Format of STPI), Details of statutory liabilities and their subsequent payment along with copy of challans. (Format of STPI) Auditors should obtain the details and verify the same and report in the format stated above,
- l) Review and reconciliation of TDS deducted by parties on payment to STPI and report on same in the Format of STPI.
- m) The volume of the business will be around 10,000 number of transaction per year which includes journals, invoices, receipt vouchers, payment vouchers, adjustment, vouchers and credit notes.

4. BID SECURITY/EARNEST MONEY DEPOSIT:

4.1 The bidders shall furnish, as part of his bid, an Earnest Money Deposit [EMD] for an amount of **Rs.6,000/- (Rupees six thousand only)** in the form of Demand Draft/ Banker Cheque from any commercial Bank in favour of "Software Technology Parks of India" payable at Pune. The EMD will bear no interest whatsoever. **The EMD should be enclosed with the bid, failing which the bid will be treated as incomplete and will be ignored.**

4.2 The bid security/EMD of the unsuccessful bidder will be discharged /returned to them at the earliest / 30 days after award of contract/order. The EMD of successful bidder will be retained as Retention Money and the same will be returned after one month from the date of settlement of final bill.

4.5 The bid security may be forfeited:

- (a) If a bidder withdraws his bid during the period of bid validity or makes modifications to his tender which are not acceptable to STPI.
- (b) In the case of a successful bidder, if the bidder fails to sign the contract and not furnished the performance security,
- (c) Failure to fulfill the contract, the bidder will not be eligible to participate in the tender for same item for three year from the date of issue of Purchase order if EMD is forfeited.

5. SUBMISSION OF BIDS:

(a) The contractor shall submit his tender only after carefully examining the whole of the tender documents and the conditions of tender and of contract, scope of work etc. All the documents submitted (whether original or photocopy) in the bid must be legible & self attested. Alternations / corrections if any in the tender should be attested by the tenderer.

(b) Bids should be kept in one sealed cover and super scribed as "**Tender & Name of Tender** " **Appointment of Internal Auditor for the financial year 2013-14 at STPI, Pune**" and addressed to *The Director, Software Technology Parks of India, Plot No.P1, Rajiv Gandhi Infotech Park MIDC, Phase-I, Hinjewadi, Pune - 411057*

(c) If the cover is not sealed and marked properly as above, STPI will not take any responsibility for its misplacement, premature opening etc. The Envelope should be dropped in the Tender Box of STPI at Reception in the above address latest by **6th Nov ., 2013 at 1430 Hrs.**

(d) The bidder shall give the total composite price inclusive of all levies and taxes. The offer shall be in Indian Rupees only. Rates shall be quoted in words and figures. The amount to be worked out to whole number.

6. CONTENTS OF THE BIDS:

The bid must contain the following:

1. All the documents mentioned in the eligibility criteria,
- 2 The bidder shall enclose the following:-
 - a) Copy of the IT return, P&L account and balance sheet,
 - b) Copy certificate of Registration of the company,
 - c) Copy of PAN card,
 - d) Copy of service tax / VAT registration,
2. Complete set of tender documents self attested.
3. Earnest Money deposit (EMD).
4. Any other documents:

The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

7. GENERAL TERMS & CONDITIONS:

(i) Period: The contract will be for a period of one year initially and shall be extended for further period of one year subject to satisfactory performance and can be terminated by one month notice from either side. The further extension thereafter would be decided later, on satisfactory completion of the above tenure.

(ii) Bid Validity: Bid shall remain **valid for 120 days after the date of bid opening** prescribed by STPI.

(iii) Delivery/ Execution of order:

The audit shall be carried out at Software Technology Parks of India, **Plot No.P1, Rajiv Gandhi Infotech Park MIDC, Phase-I, Hinjewadi, Pune - 411057** as per the direction of the officer in charge. The date of commencement of work will be within 10 days from the date of Work Order.

(iv) Payment:

- a) No advance payment will be made. Payment will be made within 15 days after submission of invoice and on successful completion of the audit.
- b) Income tax etc if applicable will be deducted at the prevailing rate.

(v) Others:

- The tender documents shall be treated as “confidential”
- Tenders should be free from correction and erasures. Corrections if any should be attested,
- Any bid received after the due date and time shall be rejected,
- The rate of Excise duty and Service Tax / VAT, Prevalent on the date of tender, should be clearly indicated in the tender itself, if it's not mentioned; it should be treated as inclusive,
- More than one bid shall not be accepted from one party,
- Conditional bids will not be accepted.

7. OPENING OF BIDS:

Bids will be opened on 6th Nov, 2013 at 1500 Hrs **at** our Office . (Software Technology Parks of India, **Plot No.P1, Rajiv Gandhi Infotech Park MIDC, Phase-I, Hinjewadi, Pune - 411057.**) All the bidders may be present for the bid opening. Bid Opening Register will be maintained and the bidders who are present need to sign the register.

8. STPI'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS:

STPI reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the bidder or bidders. **Any deviations / irrelevant specifications in this tender will not be accepted.** Final decision of accepting or rejecting any/all bid(s) will be at the discretion of STPI

9. CLARIFICATION OF BID DOCUMENTS BY STPI:

To assist in the examination, evaluation and comparison of bids STPI may, at its discretion ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained after opening of the tender.

10. PLACEMENT OF ORDER:

STPI shall consider placement of order on the bidder whose offer has been found technically and financially acceptable. STPI has full rights to place order on fully or partially.

11. CANCELLATION OF PURCHASE ORDER/CONTRACT:

STPI reserves the right to terminate the contract with one month notice, if the services are found dissatisfactory.

12. ARBITRATION:

If, a dispute arises out of or in connection with this contract, or in respect of any defined legal relationship associated therewith or derived there from, the parties agree to submit that dispute to arbitration under the ICADR arbitration rule, 1996. The venue of the arbitration shall be at Pune. The language of the arbitration proceedings shall be in English. The authority to appoint the Arbitrator(s) shall be the International Centre for Alternative Dispute Resolution (ICADR). The International Centre for Alternative Dispute Resolution will provide administrative services in accordance with the ICADR Arbitration Rules, 1996.

13. DETAILS OF THE FIRM/COMPANY:

Sl. No.	PARTICULARS (Supporting Documents required to be submitted along with this Form)	
1	Name of the Firm	
2	Addresses of the Firm:	
3	Head Office: Phone No: Fax No: Mobile of Head Office In-charge:	
4	Branch Office at Pune Phone No: Fax No: Mobile of Branch Office In-charge:	
5	Copy of Registration / Incorporation Certificate of the Firm (Attach copy of Registration)	
6	Firm Income Tax PAN No.(Attach copy of PAN card)	
7	Firm service Tax Registration No. (Attach copy of Registration)	
8	Registration No. with ICAI Institute of Chartered Accountants of India (ICAI)/ Institute of Cost Accountants of India (ICAI) (Attach copy of Registration)	
9	Turnover of the Firm in last Two years (Attach balance sheet of the two years)	
10	No. of Years of firms existence - min. 10 years (enclose copy of appointment letters / work orders)	

11	No of assignments of statutory audit of Corporate/PSUs entities except Bank Branch Audit in the last three years.	
12	Number of Full Time Fellow Partners associated with the firm for not less than 3 years.	
13	Details of EMD	DD No Dated
14	Any other related documents	

16. BILL OF QUANTITIES:

The Rate shall include all the taxes and charges if any.

Item or Activity	Total Amount (in Rupees)
AUDIT FEE for the financial year of 2013-14	Both in Numeric and in Words. Rs. _____/- (Rupees _____ _____ only).
Service Tax Amount & % of Service Tax	
Total Amount inclusive all Taxes	

I certify that all the terms and conditions of the tender documents are acceptable to us.

Signature of the authorized person

Name:
Designation:
Company Seal:

Date :
Place :