



**NATIONAL BACKWARD CLASSES FINANCE AND
DEVELOPMENT CORPORATION**
(A Govt. of India Undertaking under the Ministry of SJ&E, GOI)

5th Floor, NCUI Building, 3 Siri Institutional Area,
August Kranti Marg, New Delhi-110016
TEL:011-45854400 Fax: 011-26850086
Web site: <http://www.nbcfdc.gov.in>,
E-mail: info@nbcfdc.gov.in

1	Title of the Tender	:	Tender for Appointment as Internal Auditors for undertaking Internal Audit of NBCFDC, New Delhi for the Financial Year 2021-22
2	Tender Ref. No.	:	NBCFDC/IA/2021-22
3	Product Category	:	Service
4	EMD	:	Rs. 1000/- (Refundable)
5	Date of release	:	10/06/2021 at 10.00 AM
6	Last Date & Time of Submission of Tender	:	30/06/2021 at 6.00 PM
7	Opening Date & Time	:	01/07/2021 at 12.00 P.M
8	Work description	:	Conducting Internal Audit of NBCFDC, New Delhi for the Financial year 2021-22
9	Contact Person	:	Shri Ajit Kumar Samal, G.M (Finance) & CS Email- cs@nbcfdc.gov.in,
10	Pre-Qualification		<ul style="list-style-type: none"> i) Income Tax PAN number & GST number. ii) The registered Chartered Accountant firm must have at least 10 years' experience in Auditing of Accounts. iii) The bidder firm must have experience of conducting internal Audit (at least three) in the CPSEs in the last five years (Self attested copy of appointment/ engagement letter issued by the department must be attached) iv) The bidder firm must have experience of conducting Internal/ Statutory Audit/Concurrent Audit (at least three) of any banks during the last five years (Self attested copy of appointment/ engagement letter issued by the department must be attached) v) One ISA/DISA/CISA full time partner/full time employees (Copy of certificate in the name of the partner / employee) vi) One partner having post qualification of experience of 10 years & above (Copy of certificate of practice issued by the Institute in the name of partner)

TENDER NOTICE

The National Backward Classes Finance and Development Corporation invites sealed tenders in two bid system from **Chartered Accountants firms** for the Appointment as internal auditors of the Corporation.

Sr. No.	Particulars of the work	Blank Tender document Cost in Rs.	E. M. D (Rs.)
1.	Tender for Appointment as Internal Auditors for undertaking Internal Audit work of our Corporation at the Head Office, New Delhi	NIL	1000/- (Interest Free)

- The firm may visit to our office on any working day till 20/06/2021 to understand the operations of the Corporation.
- The engagement of Internal Auditor will be initially for the Financial Year 2021-22 beginning from 01.04.2021 to 31.03.2022. The Corporation reserves its right to cancel the engagement prior to expiry of the tenure, in case services are not found satisfactory. In case of the satisfactory performance the period of engagement may be further extended by two years i.e. 2022-23 at existing terms and conditions, provided their audit work is found satisfactory.
- The tender documents can be downloaded from the Corporation's web site i.e. www.nbcfdc.gov.in. Any corrigendum to this tender if any shall be uploaded in the website of the Corporation i.e. www.nbcfdc.gov.in.
- Tenderer should submit the tender as under:

Envelope A- (Technical Bid- **Form No. 1** with all enclosures and EMD)

Envelope B - (Financial Bid- **Form No. 2**),

Envelope C: Envelope "C" should contain both Envelope "A" & Envelope "B"

Each envelope be super scribed as "**Quotation for Engagement of Audit firm for conducting internal audit of NBCFDC for the Financial Year 2021-22**" and should bear the full address of tenderer at left side bottom.
- The sealed tenders must be submitted/dropped in the Tender Box placed on The NBCFDC, 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016, upto 06.00 P.M. on 30/06/2021.
- Tender Document consists of total 15 pages in addition to tender notice.
- Technical/Financial Bids of the tenders shall be opened on the 01/07/2021 at 12.00 P.M. in the presence of tenderers who may wish to remain present.

THE CORPORATION RESERVES ITS RIGHT TO ACCEPT OR REJECT ANY TENDER(S). HOWEVER, PARTY MAY SEEK THE REASONS FOR REJECTION FROM THE CORPORATION.

GENERAL MANAGER (FIN)

: 2 :

TENDER DOCUMENT

Tender for Appointment as Internal Auditors for undertaking Internal Audit work of Branch Office, Ahmedabad.

TECHNICAL BID- I

INDEX

Sr. No.	Particulars	Page No.
1	Notice inviting Bids	3
2	Guidelines on Internal Audit	4
3	Scope of Work	5 to 7
4	General Terms and Conditions	8 & 9
5	Eligibility criteria for evaluation of Tenders	10 & 11
6	Format of Undertaking to be submitted alongwith Technical -Bid	12
7	Submission letter of Tender Document andDeclaration	13
8	Check list for tender documents	14
9	Financial Bid	15

**NATIONAL BACKWARD CLASSES FINANCE
AND DEVELOPMENT CORPORATION**

Tender for Appointment as Internal Auditors for undertaking the Internal Audit work ofNBCFDC, New Delhi

Notice inviting bids

The National Backward Classes Finance and Development Corporation (NBCFDC), New Delhi intends to appointment Chartered Accountant firm as Internal Auditors for undertaking the Internal Audit work of NBCFDC, New Delhi.

Introduction:-

National Backward Classes Finance & Development Corporation (NBCFDC) is a Govt. of India Undertaking under the aegis of Ministry of Social Justice and Empowerment. NBCFDC was incorporated under Section 25 of the Companies Act 1956 on 13th January 1992 (now section 8 of Companies Act 2013) as a Company not for profit with an objective to promote economic and developmental activities for the benefit of Other Backward Classes (OBCs) and to assist the poorer section of these classes in skill development and self-employment ventures. NBCFDC provides financial assistance through State Channelizing Agencies (SCAs) nominated by the State Governments/UTs and Banks (RRBs & PSBs). NBCFDC also provides Micro Financing through SCAs/ Self Help Groups (SHGs). The Authorized share capital of NBCFDC is Rs. 1500 crore.

The Corporation has registered a surplus of Rs 26.28 Crore in the Financial Year 2019-20 and the net worth of the company as on 31.03.2020 is Rs 2003.61 Crore. The corporation is having its Registered / Corporate office at 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016.

Activities:-

The Corporation can assist a wide range of income generating activities to assist the poorer section of these classes in self-employment ventures under following broad sectors:

- Agriculture and Allied Activities
- Small Business/Artisan and Traditional Occupation
- Transport and Service Sector etc.
- Technical, Vocational and Professional Trades/Courses
- The Corporation additionally facilitates skill development of poor persons belonging to OBCs, persons of Economically Backward Classes (EBCs), De-notified Nomadic and Semi-Nomadic Tribe, Sr. Citizen, Beggars and Transgender.

Existing Accounting software (ERP):-

The Corporation is having LEAP software for Operation of Loan Accounting and Tally ERP-9 for General Accounting.

For more information, bidder may visit NBCFDC website i.e. www.nbcfdc.gov.in

**NATIONAL BACKWARD CLASSES FINANCE
AND DEVELOPMENT CORPORATION**

Guidelines on Internal Audit

A) Objectives of Internal Audit

Internal audit is an independent appraisal function of the Corporation. It objectively examines, evaluates and reports on the internal control systems after through verification. The internal audit should exercise due care in fulfilling his responsibilities. It should adequately plan, control and record his work on daily basis. It should identify and evaluate the organization's internal control system as a basis for reporting upon its adequacy and effectiveness.

The internal auditor should ensure that findings, conclusions and recommendations arising from internal audit work are communicated promptly to the Corporation. He should ensure that arrangements are made to follow up audit observations to monitor what action has been taken on them. He should be able to exercise judgment, express opinions and present recommendations with impartiality. The internal audit, notwithstanding his employment by the Corporation, should be free from any conflict of interest.

B) Organizational relationships

The Internal audit is an independent appraisal function within the organization whereas the statutory auditor has a statutory responsibility to express an independent opinion on the financial statements. The internal audit will be required to allow access to the records and reports to the Statutory/CAG audit as and when conducted. Since internal audit evaluates an organization's internal control system the Statutory/CAG audit may need to be satisfied that the internal audit function is being planned and performed effectively..

C) Performance and Control.

The internal audit should be able to show that his work has been performed in a way which is consistent with this guideline. The internal audit should possess a knowledge of the aims of the Corporation and the internal control system and aware of the relevant applicable laws.

Internal audit work should be planned, controlled and recorded in order to determine priorities, establish and achieve objectives, and ensure the effective and efficient use of audit resources. Internal audit is needed to ensure that internal audit objectives are achieved and work is performed effectively. The internal audit needs to be able to ensure that work delegated has been properly performed and detailed working papers are maintained.

The main objective of the internal Audit is to ensure adherence to management policies and directives, safeguard of assets, completeness and accuracy of records and compliance with statutory requirements etc.

D) Reports

Before issuing the final report, the internal auditor should normally discuss the contents with the HOD, and may submit a draft report to them, for confirmation of factual accuracy and their comments. The Audit report should include audit findings, Comments of the Corporation, recommendations and conclusions of the audit. The reports should be self-explanatory.

SCOPE OF WORK

The audit firm would be required to conduct the internal audit of NBCFDC in accordance with the standards / procedure on internal audit. The detailed scope of work for Internal Audit for the financial year 2021-22 is as under:

1. Routine Checking of all accounting and financial transactions i.e. verification of vouchers, checking of banking transactions with particular emphasis on disbursements of loan repayments and utilization, interest receipts, loan agreements, loan documentation, checking of State Block Govt. Guarantees (BGG) / Bank Guarantee / GO and other loan documents with regard to their validity for the purpose of future loan;
2. Verification of various financial accounting and investment planning and transaction with specific reference to various rules and regulation and guidelines as prevalent from time to time, their interpretation and applications in National Backward Classes Finance & Development Corporation leave accounts, TA, LTC and other staff advances in line with such rules etc.
3. Sectional audit including verification and checking of all records and registers in legal, stores and administrative sections like leave accounts, leave encashment, LTC encashment / availment etc. relating to financial transaction;
4. Verification of compliances of all purchase records i.e. receipts and issue etc;
5. Checking of 100% interest calculation on loans/advances.
6. Checking of Interest calculations and procedure for short term investment/FDs of surplus funds.
7. Checking of overdues, NPA Statements etc.,
8. Verification of various taxation liabilities of NBCFDC (TDS, Advance Tax, Self Assessed Tax and GST etc.).
9. To review the existence, reliability and integrity of financial and operating information/reporting system and the means used to identify measures, classify and report such information.
10. To review the systems established to ensure compliance with those policies, plans, procedures, laws and regulation which could have a significant impact on operations and reports and should determine whether the organization in compliance thereof or not;
11. To review the means of safeguarding assets and as appropriate and carry out physical verification of assets to verify the existence of such assets;
12. Make suggestion for control of unproductive expenditure to ensure maximization of return on investment and should check that there is no leakage of revenue.
13. Internal Auditors should appraise the economy and efficiency with which resources are employed;

14. Valuable suggestion to make coverage with Indian Accounting Standard [IAS]/IND AS/Indian Financial Rules Regulation Act [IFRRA] issued by Ministry of Corporate Affairs, Govt. of India.
15. Internal Auditors should review the operations or programmes to ascertain whether results are consistent with established objectives and goals and whether the operations or programmes are being carried out as planned.
16. Internal Auditor will also check the Quarterly/half-yearly/yearly balance sheet along with Income & Expenditure Accounts etc. and shall give suggestion regarding compliance of Indian Accounting Standard and Ind As Accounting practices.
17. To attend the Audit Committee/ Board meetings of the Corporation as and when required by the Corporation.
18. Internal Auditors should report proper checks and balance exist in the policy & operations for disbursement of loan and disbursement of training grant.
19. Internal Auditors should also report on statutory internal compliance/control.

OTHER CONDITIONS

The Internal Auditors shall complete the internal audit on continuous basis. The observations brought out in the report shall be initially discussed with the concerned officers and based on satisfactory explanation/feedback provided, observations, if any, of the report shall be dropped. The final audit on quarterly basis shall be submitted to NBCFDC positively within stipulated time.

The Internal Audits should take into consideration the comments of Statutory Auditors and may discuss the same with Statutory Auditors as and when required to minimize the comments;

The Internal Auditor shall verify the action take/compliance of the observations of the Internal, Statuary & Govt. Auditors.

List of deliverables

- To check the quarterly/ half yearly/yearly balance sheet along with Income & Expenditure Accounts etc. and shall give suggestion regarding compliance of Indian Accounting Standard and Ind-AS Accounting practices;
- To verify various statutory compliances
- To verify/check Interest calculations and procedure for short term investment/FDs of surplus funds.
- Verification of various taxation liabilities of NBCFDC (TDS, Advance Tax, Self Assessed Tax and GST etc.).
- To check Skill Development Training Proposal as per SDTP scheme of NBCFDC as well as PM DAKSH.
- To check CSR expenditure in accordance with CSR policy ;

TIMELINES:

Schedule	For the period	Remarks
<i>1st quarter audit</i>	<i>1st April, 2021 to 30th June, 2021</i>	<i>Audit to be commenced immediately after award of work order.</i>
<i>2nd quarter audit</i>	<i>1st July, 2021 to 30th Sept., 2021</i>	<i>Should be completed by 30th Oct, 2021</i>
<i>3rd quarter audit</i>	<i>1st Oct, 2021 to 31st Dec, 2021</i>	<i>Should be completed by 31st January 2022</i>
<i>4th quarter audit</i>	<i>1st Jan, 2022 to 31st March, 2022</i>	<i>Should be completed by 30th April, 2022</i>

The internal audit of the accounts should be carried out on quarterly basis without any over lapping. Quarterly reports need to be submitted to the MD, NBCFDC after completion of each quarter and the audit period should be minimum of 8 days for each phase of audit covering the entire scope.

Audit firm is required to visit NBCFDC office as and when required as per scope of work.

The audit should be executed by a competent team of professionals, comprising of at least 1 qualified Chartered Accountant / Cost Accountant with at least 10 years of experience and 1 semi-qualified staff (CA/CMA, Inter CA/CMA, M.Com) who have strong exposure & experience and should be closely supervised by a partner level person who will oversee the audit and attend all meetings with the Top Management / Audit Committee, when required.

**NATIONAL BACKWARD CLASSES FINANCE
AND DEVELOPMENT CORPORATION**

General Terms and conditions

1. NBCFDC shall not be responsible for any expense incurred by bidders in connection with the preparation and delivery of their bids, site visit, participating in the discussion and other expenses incurred during the bidding process.
2. Evaluation of technical Bid-I shall be as per eligibility criteria and financial Bid of the tenderer shall be opened only if it qualifies the technical Bid-Form No. 1 .
3. Interest free refundable Earnest Money Deposit amounting to **Rs. 1,000/-**(Rupees one thousand only) in the form of Crossed Demand Draft/Pay Order drawn on any scheduled banks in favour of National Backward Classes Finance and Development Corporation, payable at New Delhi must accompany the Technical Bid-I.

4. **PRICE BASIS AND PAYMENTS**

The proposal should include price all-inclusive lump sum (including TA/DA and other out of pocket expenses, etc.) in Indian Rupees only, for the entire scope of work covered under the Terms of Reference on a firm price basis (with no escalation provision for whatever reason) valid till the complete execution of the assignment as per the format at **Form No.2** in a separate envelope sealed properly. The Contract price and the scope of work also include any services, etc. which is not specifically identified but are required for completion of the assignment. GST if any, will be paid extra at the applicable rates and is not to be quoted in the price.

5. **TERMS OF PAYMENT**

All payments would be claimed by the Firm from NBCFDC on being due, and would be accepted for payment by Competent Authority of NBCFDC based on the satisfactory completion of the work in sole discretion of NBCFDC. The payment to the Auditing Firm under the contract shall be released after achieving the milestones as per the following terms:

100% Payment	After Successful Completion of 4 th quarter Audit
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The audit firm shall raise invoice after successful completion of audit and as per the work order. NBCFDC shall make payment on receipt of such invoice in duplicate.

6. **TAXES AND DUTIES**

NBCFDC shall be entitled to deduct applicable tax (if any) at source as per Indian Laws from all payments due to the Auditing Firm under the contract.

As regards the Indian Income Tax, surcharges on Income Tax and any other Statutory tax, NBCFDC shall not bear any tax liability, whatsoever, irrespective of the mode of contracting. The Auditing Firm shall be liable and responsible for payment of all such taxes, if attracted under the provisions of the law. In this connection, attention of Audit Firm is invited to the provisions of Indian Income Tax Act and the circulars issued by the Central Board of Direct Taxes, Government of India.

7. The successful bidder shall indemnify the Corporation against all third party claims of infringement of Patent, trademark, rights arising from the use of the services or any part thereof in the NBCFDC.

8. NBCFDC 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, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders of the grounds or the reasons for the said action. However, bidder may ask the reasons of these actions.
9. The Bidder is expected to examine the bidding document, including all instructions carefully. Failure to furnish all information required as per the Bidding Document may result in the rejection of the Bid.
10. If the tenderer neglects or refuses for their rates quoted after submission of their tender or to comply with the conditions of the tender or any of them, the earnest money deposit already paid may be forfeited. This is applicable in case of the party surrenders itself / himself from their rates quoted and not ready to execute even if fit for award of work by the corporation or back out from the work by keeping it incomplete.
11. Confidentiality clause:
The successful bidder must not disclose the confidential information obtained from the corporation to anyone unless required to do so by law and shall maintain confidentiality. The successful bidder to whom the work is allotted shall carry out the job at their own and will not sub-let this work to any other Agency/Organization.
12. The Corporation also reserves its right to cancel the engagement if the performance is not found satisfactory and may forfeit the EMD paid at the time of tender.
13. In case of any dispute or difference arising out of or in relation to this work, same shall be governed by the Arbitration & Conciliation (Amendment) Act 2015. An Arbitrator (other than an employee of the Corporation) to be appointed by the Competent Authority of NBCFDC, whose decision shall be final and binding upon the parties.
14. Force Majeure: If any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Herein after referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by any reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the corporation as to whether the delivery have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

We hereby agree with all the terms and conditions of the tender and we hereby undertake to abide by same.

Signature and seal of tenderer

Name

Capacity /authority to sign

Full address:

TECHNICAL BID**Form -1****ELIGIBILITY CRITERIA FOR EVALUATION OF TENDERS**

1. Name of the firm:	M/s. _____ Official Address: _____ City: - _____ PIN: - _____ Tel. No. _____, Mobile No. _____ Email. _____
1a. Date of establishment/incorporation of Firm	
1b. Blank tender documents had from office	YES <input type="checkbox"/> NO <input type="checkbox"/>
1c. Blank tender document down loaded from NBCFDC's web site.	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. Earnest Money Deposit Amount Rs. 1,000/-& its details:	Rs. 1,000/- (Rupees one thousand only) Drawn on _____ Vide DD/PO No. _____ In favour of National Backward Classes Finance and Development Corporation., is enclosed.
3. A. Income tax Permanent Account Number <i>(Self attested Copy of the same shall be enclosed)</i>	A. PAN No. _____
B. GST No. <i>(Self attested copy of the same shall be enclosed)</i>	B. GST No. _____
C. The registered Chartered Accountant firm must have atleast 10 years experience in Auditing of Accounts.	C. The copy of registration certificate of the firm. attached: Yes / No
D. One ISA/DISA/CISA full time partner/full time employees	D. The Copy of certificate in the name of the partner / employee attached: Yes / No
E. One partner having post qualification of experience of 10 years & above	E. Copy of certificate of practice issued by the Institute in the name of partner attached: Yes / No

<p>F. The bidder firm must have experience of conducting Internal Audit assignment (at least three) in CPSE in the last 5 years</p>	<p>F. Work Order & copies of the completion certificate / acceptance of internal audit reports by management as issued by the CPSEs</p> <p>attached : Yes / No</p>
<p>G. The bidder firm must have experience of conducting three assignment of Internal / concurrent audit/ statutory audit of any Banks in the last 5 years</p>	<p>G. Work Order & copies of the completion certificate from the respective CPSEs</p> <p>attached : Yes / No</p>
<p>H. Minimum receipt/Turnover of Rs.10.00 lakhs in consecutive last three years (2018-19 to 2020-21)</p>	<p>H. Statement of Profit & Loss duly audited.</p> <p>attached : Yes / No</p>
<p>I. The bidder entity/ any partner/ Director of the entity should not have been convicted in any disciplinary proceedings/criminal case by regulatory authority/court in connection with professional work. Bidder should not be in black list of any PSU or Govt. Department. Bidder to submit an undertaking in this respect as per relevant form. (Self-undertaking to be attached).</p>	<p>I.Undertaking</p> <p>attached : Yes / No</p>
<p>j. The bidder should have Registered office in Delhi/NCR region.</p> <p><i>(Complete address of the branch office along with the details of contact person and his phone number should be submitted on letter head of the Firm)</i></p>	<p>J. Certificate of Incorporation from Institute / Rent Agreement / electricity Bill / telephone bill etc in the name of firm</p> <p>attached : Yes / No</p>
<p>K. Bank Account details</p>	<p>Name of Account holder: Account No. IFSC No.: Bank : Branch :</p>

Signature and seal of tenderer

Name

Capacity /Authority to sign

Full Address:

**NATIONAL BACKWARD CLASSES FINANCE
AND DEVELOPMENT CORPORATION**

Format of undertaking to be submitted along with Technical-Bid Undertaking

(To be stamped and signed by the authorized signatory on letterhead of bidder and be attached with Technical Bid.)

We hereby confirm that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s) / information is false, forged or fabricated.

We hereby confirm that our Bid complies with the total technical-commercial requirements/ terms and conditions of the Bidding Document and subsequent addendum/corrigendum (if any), issued by NBCFDC, without any deviation/ exception/ comments/ assumptions.

We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'. We hereby confirm that any partner / Director of the entity have not been convicted in any disciplinary proceedings / criminal case by regulatory authority (ies)/ court in connection with professional work. We further confirm that, we have not been in negative list / blacklisted by any Public Sector Undertaking / Government Organization / NBCFDC. We also confirm that the contents of this Tender have not been modified or altered by us. We agree that if any noticed in future, our Bid may be rejected / terminated.

We hereby confirm that we have gone through and understood the Bidding Document and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

Date:

Signature with seal of the firm

Place:

Name & Full address:

Date: _____

To,
Managing Director
NBCFDC
5th Floor, NCUI Building,
August Kranti Marg,
New Delhi-110016

Sub: Tender for Appointment as Internal Auditors for undertaking Internal Audit work of National Backward of Classes Finance and Development Corporation.

Dear Sir,

- 1 I/We have read and understood all the terms & conditions of the tender and other instructions and hereby undertake to abide by them.
- 2 I/We are enclosing herewith, Demand Draft/ Pay Order No. _____ dt. _____ in your favour, towards earnest money deposit of **Rs. 1000/-**.
- 3 I/We have filled and signed each page of the tender documents and the same are enclosed here with

Signature and seal of Tenderer:

Name:

Capacity /authority to sign:

CHECK LIST FOR TENDER DOCUMENTS

Please make tick (☑) Mark

1. a. Blank tender document obtained from office	Yes	No
b. Tender document downloaded from web site	Yes	No
2. Earnest Money Deposit Amount of Rs. 1,000/- in favour of National Backward Classes Finance and Development Corporation, _____ is enclosed.	Yes	No
3. Registration of various authorities and their Nos. for Eligibility Criteria (Self attested Copies of the same shall be enclosed)		
a. PAN issued by Income tax authority (Govt of India), (Self attested Copies of the same shall be enclosed)	Yes	No
b. GST No. (Self attested Copies of the same shall be enclosed)	Yes	No
c. The registered Chartered Accountant firm must have at least 10 years experience in Auditing of Accounts. (The copy of registration certificate of the firm)	Yes	No
d. One ISA/DISA/CISA full time partner/full time employees (Copy of certificate in the name of the partner / employee)	Yes	No
e. One partner having post qualification of experience of 10 years & above (Copy of certificate of practice issued by the Institute in the name of partner)	Yes	No
f. The bidder firm must have experience of Internal Audit assignment (at least three) in CPSE in the last 5 years (Work Order & copies of the completion certificate / acceptance of internal audit reports by management as issued by the CPSEs)	Yes	No
g. The bidder firm must have experience of three assignment of Internal / concurrent audit/ statutory audit of any Banks in the last 5 years (Work Order & copies of the completion certificate from the respective Banks)	Yes	No
h. Minimum receipt/Turnover of Rs.10.00 lakhs in consecutive last three years (2017-18 to 2019-20) (Statement of Profit & Loss duly audited)	Yes	No
i. Firm having Registered Office at Delhi/NCR (Certificate of Incorporation from Institute / Rent Agreement / electricity Bill / telephone bill etc in the name of firm)	Yes	No
j. The bidder entity/any partner/Director of the entity should not have been convicted in any disciplinary proceedings/criminal case by regulatory authority/court in connection with professional work. Bidder should not be in black list of any PSU or Govt. Department. Bidder to submit an undertaking in this respect as per relevant form (self undertaking to be submitted along with Technical Bid).	Yes	No

Signature and seal of Tenderer

Name

Capacity /authority to sign

Full address:

(To be submitted on the letter head of the Firm)

: 15 :

Date: _____

FINANCIAL BID

(To be submitted on the letter head of the Firm)

Form-2

To,
Managing Director
NBCFDC
5th Floor, NCUI Building,
August Kranti Marg,
New Delhi-110016

Sub: Tender for Appointment as Internal Auditors for undertaking Internal Audit of NBCFDC, New Delhi for the Financial Year 2021-22

I/we hereby submit our Financial Bid for profession fees for undertaking Internal Audit work of NBCFDC as under:-

Table for Quoting Fee for the Assignment in terms of the Tender.

(To be kept in a separate Envelope sealed properly while sending the proposal)

S. No.	Particulars	Professional Fees (Excluding applicable taxes in INR (₹))	
		Price bid shall be quoted	
		<u>In Figure</u>	<u>In words</u>
1.	Lump sum Audit Fee (consolidated) for the entire scope of work covered under the Terms of Reference on a Firm price basis (With no escalation provision for whatever reason) valid till the complete execution of the assignment.		

Please Note:

- i) The fees quoted above is exclusive of all applicable taxes.
- ii) The Consolidated Audit fee should be quoted inclusive of TA/DA/Boarding/Lodging etc.
- iii) Consolidated Audit Fee will be paid on submission of bill alongwith Internal Audit Reports.

In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.

We hereby agree with all the terms and conditions of the tender and we hereby undertake to abide by same.

Date:

Signature with seal of the firm

Place:

Name & Full address:
Email, Phone & Mobile no.