

**Name of work: Notice Inviting Tender for “Engagement of Chartered Accountant Firm from the C&AG Empanel list for audits and document verification related activities under the PLI-Auto Scheme of MHI for a period of 2 years”.**

**The Director, International Centre for Automotive Technology (ICAT), a division of National Automotive Board (NAB), Govt. of India, hereby invites sealed tender from reputed Chartered Accountant Firms (C&AG Empanelled), who have at least three years of experience in Financial and Purchase Audits related matters for “Engagement of Chartered Accountant Firm from the C&AG Empanel list for audits and documents verification related activities under the PLI Scheme of MHI for a period of 2 years”.**

<b>Validity of Quotation</b>	Quotation shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Quotation.
<b>Contract Period</b>	The work to be awarded for the period of two years or any lesser time as per the discretion of ICAT.
<b>Eligibility/qualifying criteria</b>	The bidder must submit the relevant documents <b><u>along with TECHNICAL BID</u></b> in support of their eligibility as per following : 1) The bidder should be registered Firm & having PAN and GST no. 2) The Firm should be in the C&AG empanel list. 3) The Firm should have the office in Delhi/NCR. 4) Experience Certificate at least three year in audit related matter (as detailed in Annexure A) with brief summary of your Firm. 5) List of clients (Pvt. Ltd./Govt. Companies/PSU/Autonomous etc.) w.r.t. Audit (atleast 5 Nos in last 3 FY)
<b>Conditions for rejection of bids</b>	Bids may be rejected, if; <ul style="list-style-type: none"> <li>• The bids received after the scheduled time and date of submission.</li> <li>• The Quotation submitted does not fulfill the specified eligibility/qualifying criteria.</li> <li>• The quotation submitted is found conditional.</li> </ul>
<b>Period of Audit, Report Submission and Audit Terms</b>	As per Annexure-‘A’.
<b>Profession Fee / Financial Quotation (Price Quotation)</b>	As per Annexure-‘B’ and as per Clause no. 3 of Annexure-‘A’

**Tender Documents**

**NIT No.: ICAT/T/ICAT/H-CAF/2023-24/100**

<b>Address for Communication</b>	<b>The Director,</b> International Centre for Automotive Technology (ICAT), Plot No # 26, Sector-3, HSIIDC, IMT Manesar, Gurgaon-122050, Phone: +91-124-4586-111, FAX: +91-124-2290005, Website: www.icat.in
<b>Last Date of Receiving of queries on Tender Document</b>	Up to 1100 Hrs on 9 <sup>th</sup> October, 2023 at ICAT Office (via e-mail or hard copy)
<b>Pre Bid Meeting</b>	1500 Hrs 9 <sup>th</sup> October, 2023 at ICAT, Manesar, Gurugram, India.
<b>Last Date of submission of Sealed Bid</b>	Up to 1100 Hrs. 20 <sup>th</sup> October, 2023 at ICAT Manesar, Gurugram, India.
<b>Opening of Technical Bids</b>	1500 Hrs. of 20 <sup>th</sup> October, 2023 at ICAT Manesar, Gurugram, India.

**Specific Conditions of Contract:-**

1. Bidders are required to submit their Bids in two parts in a sealed envelope, superscribed “Bid for **Tender No. ICAT/T/ICAT/H-CAF/2023-24/100** containing two separate sealed envelopes, as given below. The sealed bids should be submitted at ICAT, Manesar before the closure of bid submission date/time.

**1.1. Part1:** Technical Proposal for “**Tender No. ICAT/T/ICAT/H-CAF/2023-24/100** as compliance to **Annexure-A** of this tender document.

**1.2. Part2:** Financial Proposal “**Tender No. ICAT/T/ICAT/H-CAF/2023-24/100** (as per **Annexure-B : Financial Proposal**)

Bid to be submitted in a sealed envelope latest by **10<sup>th</sup> October by 1700 Hrs.**  
to

**Purchase Department**  
**International Centre for Automotive Technology**  
**Plot No # 26, Sector-3, HSIIDC, IMT Manesar,**  
**Gurugram,-122050**

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2. The bidders are expected to carefully examine all the contents of Tender Document including all instructions, eligibility criteria, evaluation parameters, forms, terms & conditions and specifications etc. and take them fully into account before submitting their bid. Failure to comply with the requirements as detailed in these documents shall be at the bidder's own risk.
3. While all efforts have been made to avoid errors in the drafting of the Tender Document, the Bidders are advised to check the same carefully. No claim on account of any errors detected in the Tender Document shall be entertained.
4. Each of the Bid documents should be stamped and signed by the person or persons submitting the Bid in token of his/their having acquainted himself/ themselves with the Tender Documents in entirety including all the Annexures. Any Bid not complying with the terms and conditions as set out in this Tender Document and/or not signed by authorised person may be rejected at the discretion of ICAT.
5. The bidder is requested to submit their bid, only if they consider themselves eligible as per the eligibility criteria laid down in this tender and also having supporting documents.
6. Failure to furnish information required in the document or submission of a tender not substantially responsive to the document in every respect will result in rejection of the tender.
7. Further, the Technical Bid must include a copy of the Financial Bid of the Bidder without any information on the prices. The purpose of this copy of the Financial Bid included in the Technical Bid is to ensure that Bidder has followed the format provided for the Financial Bid and has not included any additional terms and conditions as part of its Financial Bid. In case, any information on prices is included in this copy of the Financial Bid, ICAT may disqualify the Bidder and reject its Bid.
8. ICAT may, at its discretion, extend the deadline for submission of Bids by issuing an addendum, in which case all rights and obligations of ICAT and the Bidders previously subject to the original deadline will thereafter be subject to the extended deadline.
9. Any Bid received by ICAT after the deadline for submission of Bids will be rejected and returned unopened to the Bidders unless ICAT decides otherwise under Clause 8.
10. ICAT reserves the right to, without limitation, without incurring any obligation or liability vis-à-vis any Bidder and without expressing any cause or reason thereof, at any time and at its sole discretion to independently verify, disqualify, reject and/or accept any and all Bids or other information and/or evidence submitted by or on behalf of any Bidder, including without limitation pursuant to and/or in connection with:

- (a) Receipt of a Bid after the submission deadline;
  - (b) Failure to submit necessary supporting documentation following a specific request by or on behalf of ICAT.
11. Bids sent telegraphically or through other means of transmission (telefax, email etc.) which cannot be delivered in a sealed envelope shall be treated as defective, invalid and shall stand rejected.
12. A bidder cannot submit more than one bid.
13. **Technical Bid Evaluation**
- 13.1 During the technical bid evaluation process, ICAT may ask clarifications to the bidder through E-mail/ Fax, for confirming and consolidating their technical offers.
  - 13.2 All such clarifications are required to be answered by the bidder by E-mail/Fax, within the time specified by ICAT. The signed hard copies of the same need to be submitted to ICAT and shall be deemed to be the part of the tender documents.
  - 13.3 All valid bids shall be evaluated.
  - 13.4 Only the technically qualified bidders shall be intimated for financial bid opening, with prior notice.
  - 13.5 **ICAT reserves the right to give preference to the local supplier/MSME/Start-up as per prevailing government notifications and as revised from time to time.**
14. **Financial Bids Opening**
- 14.1 The Financial Bids of all the technically qualified Bidders shall be opened on the appointed date and time in presence of the qualified Bidders/their authorized representative, who choose to be present at the time of opening of the financial bids.
  - 14.2 No Bidder shall be allowed to propose/carry out any revision / correction / modification in his Price Bid offer.
  - 14.3 The score of each qualified Bidder in technical evaluation shall be announced, if integrated bid evaluation system (Sum of Technical & financial scores) is followed. In case Segregated bid evaluation system, the scores shall not be declared.
  - 14.4 All the technically qualified Bidders/their authorized representative present at the time of opening of the Financial Bids shall be asked to sign the Bid price declaration sheet, against their respective Technical Bid evaluation score.
  - 14.5 Any Bidder objecting to the same shall be disqualified.
  - 14.6 Financial Bid of the remaining qualified Bidders shall be opened in the presence of Bidders or their authorized representatives and the bid price of all the bidders shall be declared.
  - 14.7 Each qualified Bidder or their authorized representative shall be required to sign again on the Bid price declaration sheet, against their respective price declared. Any Bidder objecting to the same shall be disqualified.
  - 14.8 Absence of Bidders or their authorized representatives shall not legally impair the process.

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### **15. Determination of the Successful Bidder**

- 15.1 The Lowest financial bid of the technically qualified bids shall be deemed as the successful Bidder ("Successful Bidder").
- 15.2 In case, the financial bid offered by such bidders are equal, then all L-1 bidders will be empanelled.
- 16. ICAT reserves the right to accept or reject any bid, and to annul the tendering process and reject all tenders at any time, prior to award of work without assigning any reasons for such acceptance/rejection without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the ICAT's action. The bidders shall not have any cause of action or claim against ICAT for rejection of their bids.

### **17. NOTIFICATION OF AWARD**

- 17.1 Prior to the expiry of the period of Bid validity prescribed, ICAT will issue to the Successful Bidder, the "Letter of Acceptance" in duplicate. The Successful Bidder shall return one copy of the Letter of Acceptance to ICAT duly acknowledged and signed by the authorized signatory, within seven [7] days of receipt of the same by him.
- 17.2 The Letter of Acceptance shall constitute a part of the Contract.
- 17.3 No correspondence will be entertained by ICAT from the unsuccessful Bidders.

## **ANNEXURE “A”**

### **Empanelment of Chartered Accountant for audit activities related to the PLI- Auto Scheme of MHI**

#### **1. SCOPE OF SERVICE:**

ICAT intend to hire a **C& AG Empanelled** Chartered Accountant (CA) Firm for audits related work involving following work (as per the PLI-Auto Scheme of MHI);

- (a) Desk Appraisal of Application for Certification of DVA as per Clause no. 5.0 of SOP & providing Report (*including calculation of DVA in % as per SOP of MHI as amended from time to time along with observations/findings*).
- (b) Verification of relevant financial documents submitted by applicants as per Annexure-VIII of SOP
- (c) Verification of **Ex-Factory Price of the Product** (net GST) as per Clause no. 5.3 of SOP
- (d) Verification of Imports and **Revenue to PPE Ratio** of Supplier as per Clause no. 5.4 of SOP
- (e) Verification of Applicant's SOP for DVA as per Clause no. 5.5 of SOP of MHI as amended from time to time
- (f) DVA Verification as per Clause no. 5.6 of SOP of MHI as amended from time to time (as per DVA Verification Methodology mentioned at clause no. 5.7)
- (g) Audit / Plant Inspection Visit of manufacturer's plant (PIV-1) as per Clause no. 6.1 of SOP of MHI as amended from time to time & providing Report (*including calculation of DVA in % as per SOP of MHI SOP of MHI as amended from time to time along with observations/findings*).
- (h) Audit / Plant Inspection Visit of supplier's plant (PIV-2) as per Clause no. 6.2 of SOP of MHI as amended from time to time (if required) & providing Report (*including calculation of DVA in % as per SOP of MHI as amended from time to time along with observations/findings*).

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- (i) Techno Commercial Audit (TCA) as per Clause no. 8.0 of SOP & providing Report (*including calculation of DVA in % as per SOP of MHI as amended from time to time along with observations/findings*).
- (j) Verification of Statutory Auditor's Certificate
- (k) Verification of Stock Consumption Report and effect of Foreign Exchange Fluctuation on the import procurement and DVA%
- (l) Verification of Royalty, license, imported service payments, technical know-how expenses paid to entities outside India, etc. Verification of sales, discounts and dealer margins
- (m) Calculation and verification of ratio of 'Revenue from Operations' to 'Average PPE'
- (n) Audit of Enterprise Resource Planning (ERP) software system of manufacturers and suppliers to verify procurement, manufacturing inventory management / stock consumption, sales, investment, DVA% related data, etc.
- (o) Verification of information using the login credentials of manufacturers at the GSTN, ICEGATE, MCA, EPFO, Income Tax portals, etc.
- (p) Conducting all above activities as a part of Periodic Surveillance Assessment (PSA)/Re-validation as per Clause No. 9.0 of SOP of MHI as amended from time to time.
- (q) To address & handle all financial/DVA related queries related to the above PLI-Auto Scheme to be received from Project Implementing Agency (i.e. IFCI Ltd.), Nodal Ministry (i.e. MHI), CAG, PLI-Auto applicants, any stake holder of PLI-Auto Scheme or any RTIs
- (r) Any Litigation/RTI/Complaint/CAG's audits observations pertaining to discrepancies or violation of stipulated guidelines for DVA certification (*if any*) with reference to SOP of MHI for cases executed as a part of scope of this tender, need to be handled by the CA Firm.

## 2. **Other Conditions:**

- (a) It may be noted that for DVA certification of one AAT product, multiple audits will be required such as;

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- (i) Audit / Plant Inspection Visit of manufacturer's plant (PIV-1) as per Clause no. 6.1 of SOP of MHI as amended from time to time
- (ii) Audit / Plant Inspection Visit of supplier's plant (PIV-2) as per Clause no. 6.2 of SOP of MHI as amended from time to time
- (iii) Techno Commercial Audit (TCA) as per Clause no. 8.0 of SOP of MHI as amended from time to time
- (iv) Audits as a part of Periodic Surveillance Assessment (PSA)/Re-validation as per Clause No. 9.0 of SOP of MHI as amended from time to time

Further, these audit may involve visit to multiple locations. Also, the C&AG Empanelled CA firm to provide Reports (*including calculation of DVA in % as per SOP of MHI as amended from time to time along with observations/findings*).

- (b) The nominated auditor (CA) from the hired firm may be asked to travel to different locations within India providing a prior notice of 7 days.
- (c) In case of audit location is other than ICAT, Manesar, Haryana (but within India), travelling expenses (*journey tickets, accommodation and local conveyance*) to be provided by ICAT.
- (d) Fooding expenses during the outdoor audits shall be borne by the Auditor (CA) and the same may be included in the audit cost. ICAT shall not be responsible for any such cost.
- (e) The above work to be awarded under Rate Contract basis for the period of two years or any lesser time as per the discretion of ICAT.
- (f) Audit report of Desk appraisal (*including calculation of DVA in % as per SOP of MHI as amended from time to time along with observations/findings*) i.e. verification of documents received with the application shall be submitted within 2 working days from date of commencement of desk appraisal.
- (g) The audit of one firm shall be completed within 2-3 working days (depending upon volume of documentation) and submit the audit report (*including calculation of DVA in % as per SOP of MHI as amended from time to time along with observations/findings*) within 7 days from date of completion of audit(s).
- (h) The Auditor (CA) will have to submit the report(s) duly signed and stamped on company letterhead.



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- (i) The report(s) of Auditor (CA) should cover all applicable requirements as per SOP of MHI as amended from time to time with clear observations/findings and final DVA (%).

### 3. **Payment under Contract:-**

- (a) No payment in advance shall be considered.
- (b) GST Bill of each case (*each applicant case may include audit of multiple manufacturing plants*) shall be submitted to ICAT within 15 days submission of final audit report.
- (c) Payment for delivery of the services will be made within 30 days of submission of bill subject to finding the service acceptable and in accordance with the instructions given in the contract.
- (d) Counter conditions by the tenderers for matters concerning payment of bills shall not be acceptable.

**ANNEXURE “B”**

**Engagement of C&AG Empanelled Chartered Accountant for audits & documents verification activities related to the PLI- Auto Scheme of MHI**

**Financial Proposal:**

Bid for the following scope of work to be submitted for Rate Contract;

<b>Financial Bid</b>						
<b>Sr. No.</b>	<b>Scope of Work</b>	<b>Quantity</b>	<b>Units</b>	<b>Unit Price (INR)</b>	<b>Applicable GST (INR)</b>	<b>Total Value (INR)</b>
<b>1</b>	Audit of Financial Documents received in Application (Desk Appraisal) including report as per SOP of MHI {PLI-AUTO/SOP-01/Version 1.0} as amended from time to time.	1	No.			
<b>2</b>	Audit of AAT applicants and its Suppliers manufacturing Plant(s) including report(s) as per SOP of MHI. {PLI-AUTO/SOP-01/Version 1.0} as amended from time to time.  Cost to be provided for audit including verification of documents pertaining to One Plant.	1	No.			
Total Value (INR)						
<b>Grand Total Inclusive of GST (INR)</b>						