

NATIONAL SEEDS CORPORATION LIMITED
(A Government of India Undertaking-“Mini Ratna”Company)
Regional Office:Patna-800014

File No- Accts(Internal Audit)/NSC/PTN/2018-19

Date:14-06-2018

Expression of Interest (EOI)

National Seeds Corporation Limited , Patna has required independent Internal Audit of Regional office Patna and its Area offices. Interested firm must submit the EOI online through NSCL e-procurement website <https://indiaseeds.com/eproc.in> . Last date of online EOI submission date is 29-06-2018 up to 14:00PM. Online EOI will be open on 29-06-2018 at 15:00 PM. Any type of corrigendum / information will be published on NSCL website. Details terms and condition are available at www.indiaseeds.com

Regional Manager

Inviting EOI for selection of Internal Auditors for FY 2018-19

National Seeds Corporation Ltd., A Schedule ‘B’ Mini Ratna Central Public Sector Undertaking having a turnover of over ` 800 crores wishes to appoint independent Internal Auditors for the F.Y. 2018-19 for Regional Office Patna.

Scope of work:

Scope of work includes conducting Internal Audit of the particular Region Office for the Financial Year 2018-19 in four quarters along with audit and physical verification in rotation. Physical Verification of stock and other assets are to be carried out for all stocking points and should be carried out at the year end. Fee for the audit is fixed by the Board and is all inclusive.

Eligibility Criteria:

Chartered/Cost Accountant Firms with following eligibility criteria may apply:-

1. The firm should have been in existence for three or more years.
2. The firm should have experience of at least two years of conducting Statutory/Internal Audit in one or more organizations in the Seed Sector.

Besides Regional office at Patna , NSC is having Area Offices at 08 locations across Bihar and Jharkhand at Chand(Mohaniya) , Madhubani, Muzaffarpur, Purnea, Samastipur, Patna, Siwan and Ranchi(Jharkhand) .

Interested firm must submit the tender online through NSCL e-procurement website <https://indiaseeds.com/eproc.in> . Last date of online tender submission date is 29-06-2018 up to 14:00PM

Regional Manager

Important Dates and Contact Details: The schedule of commencement of EOI documents and submission of EOI is as follows:

Commencement of EOI and submission	https://indiaseeds.eproc.in , www.indiaseeds.com
Online submission start Date	14-06-2018
Last date and time for receipt of EOI in online Mode	29-06-2018 14:00 Hrs
Date and time for opening of EOIs.	29-06-2018 15:00 Hrs
Tender Cost Paid by Online mode only	Rs. 1000/- (One Thousand Only)
EMD to be paid online	Rs. 10000/- (Ten Thousand Only)
Contact Details	9771478277, 9504271123
Any kind of amendment/corrigendum will be published at above web address	

To

Regional Manager
National Seeds Corporation Ltd.
Patna-800014

Technical Bid

APPLICATION FORM FOR INTERNAL AUDIT ASSIGNMENT FOR F.Y. 2018-19

1.	Location(s) of the Firm has an office	:	(Attach Address Proof)
2.	Name of the Firm	:	
3.	Registration No. (With ICAI)	:	Attached Registration copy
4.	Registered Office	:	
5.	Postal Address, Tel. No., Mobile No., Fax No. and Email Address etc.	:	
6.	No. of Partners & Chartered Accountant/Cost Accountant employees	:	
7.	Brief Profile of Partners and qualified employees stating their qualification, experience, Membership No. and years of association with the Firm etc.	:	
8.	No. of years of experience of the Firm in conducting Internal Audits of reputed PSUs, Concurrent Audit of Banks & Audit of companies in the seed sector.	:	Attached copy
9.	Details of Previous Work Experience with NSC/Seed Sector, if any.	:	Attached copy
10.	Whether on the panel of CAG, Banks and other reputed PSUs, give details	:	
11.	(I) Whether the Firm has ever been blacklisted/ removed by ICAI, any Bank, Corporate or CAG, RBI etc. in the past. If yes, the reason thereof; (II) Whether any of the partners was subject to any disciplinary action/penalty by the Institute or by any other authority. If yes, details and present status.	:	
12.	Whether the Firm was required to indemnify the client on account of loss/fraud	:	
13.	Details of the other Firms in which partners of CA/CMA Firm applying are also partners	:	
14.	Any other relevant information the firm intends to give	:	
15.	Briefly substantiate suitability of your Firm for subject assignment	:	

Income Tax Details

PAN	IT Return for Last two Years	
	Attached copy	Attached copy

INSTRUCTIONS TO TENDERER – ONLINE MODE

DEFINITIONS:

- **C1 India Private Limited:** Service provider to provide the e-Tendering Software.
- **NSCL e-Procurement Portal:** An e-tendering portal of National Seeds Corporation Limited (“NSCL”) introduced for the process of e-tendering which can be accessed on <https://indiaseeds.eproc.in>.

I. ACCESSING / PURCHASING OF BID DOCUMENTS :

- It is mandatory for all the bidders to have Class-III Digital Signature Certificate (**With Both DSC Components, i.e. Signing & Encryption**) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's from the link www.cca.gov.in) to participate in e-tendering of NSCL.
- C1 India Pvt. Ltd. Facilitates procurement of Class-III DSC's. DSC Procurement request may be sent to vikas.kumar@c1india.com for more details during NSCL working days.
- To participate in the e-bid, it is mandatory for the Applicants to get themselves registered with the NSCL e-Tendering Portal (<https://indiaseeds.eproc.in>) to have a user ID & Password which has to be obtained by submitting a non-refundable annual registration charges of Rs. 3416/- inclusive of all taxes in favour of M/s C1 India Private Limited through Online mode. Validity of Registration is 1 year.
- In case of online mode (i.e. Net banking, Debit card, Credit Card), Vendors have to send an e-mail intimation to Helpdesk for their profile activation. The account will be activated within 24 working hours.
- All profile activations will be done only during NSCL working days. No profile activation will take place during NSCL Holidays & gazetted holidays.
- The amendments / clarifications to the tender, if any, will be posted on the NSCL e-Tendering Portal (<https://indiaseeds.eproc.in>).
- To participate in bidding, bidders have to pay EMD (refundable) as per the amount mentioned in the tender document through Online mode (internet banking/debit card/credit card).
- To participate in bidding, bidders have to pay Tender Processing Fee of Rs. 570/- inclusive of all taxes (Non-refundable) through online mode (internet banking/debit card/credit card).
- Both 'EMD' and 'Tender Document Fee' are mentioned in individual tender document as published at NSCL e-Tendering Portal (<https://indiaseeds.eproc.in>). The bidders who are MSE and registered with NSIC are exempted from paying EMD and tender document cost, for which they have to submit the documentary proof.
- For helpdesk, please contact e-Tendering Cell and Help Desk Support.

II. PREPARATION & SUBMISSION OF APPLICATIONS:

- Detailed NIT may be downloaded from NSCL e-tendering portal and the Application may be submitted

compulsorily online mode following the instructions appearing on the screen / NIT.

- Vender can pay tender document Fee as per tender document online through Internet Banking / Debit Card / Credit Card.
- A Vendor manual containing the detailed guidelines for e-tendering system is also available on the portal.

III. MODIFICATION / SUBSTITUTION / WITHDRAWAL OF BIDS :

- The Bidder may modify, substitute or withdraw it's e-bid after submission prior to the Bid Due Date. No Bid shall be modified, substituted or withdrawn by the Bidder on or after the Bid Due Date.
- Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid Due Date, unless the same has been expressly sought for by the NSCL, shall be disregarded.
- For modification of e-bid, bidder has to detach its old bid from e-tendering portal and upload / resubmit digitally signed modified bid.
- For withdrawal of bid, bidder has to click on withdrawal icon at e-tendering portal and can withdraw it's e-bid.

IV. OPENING AND EVALUATION OF APPLICATIONS :

- Opening of Applications will be done through online process. However, Corporation reserves the right for evaluation and decision based on tender submitted online.
- NSCL shall open documents of the Application received in electronic form of the tender on the Application due date i.e. in the presence of the Applicants who choose to attend. NSCL will subsequently examine and evaluate the Applications in accordance with the provisions set out in the Tender Document.
- The price bid will be opened of the responsive applicants. The date of opening of price bid will be notified later on.

V. DISCLAIMER :

- The vender must read all the instruction in the RFP and submit the same accordingly.

