



NATIONAL AUTOMOTIVE TEST TRACKS

Tender For

Appointment of Internal Audit to perform Audit for
fy 2023-24

NATRAX
PITHAMPUR, DIST. DHAR (Madhya Pradesh)

Tender No. - NATRAX/PROC/FIN/24/02

National Automotive Test Tracks (NATRAX)
NH-52, Old Agra- Mumbai Highway, Near to Pithampur Flyover,
Post Khandwa (Near Pithampur)
Dhar District, Madhya Pradesh-454774
Phone: +919893892310, Fax - 07292-256101
Email: a.prabhakar@natrip.in, anuj.kumar@natrip.in



1. General Instructions:

National Automotive Test Tracks (NATRAX) is an Automotive Testing & Certification Centre under National Automotive Board (NAB) which is an autonomous body constituted by Ministry of Heavy Industries, Government of India. NATRAX has been set up on approx. 3000 acres of land for comprehensive testing and evaluation of all types of automobiles, near Pithampur, Dist. Dhar, (Madhya Pradesh, India).

The National Automotive Test Tracks (NATRAX), invites **Password Protected OR Sealed Quotations/Bids** from the qualified and experience Bidder(s) who meets the specified eligibility criteria in this document in the prescribed Proforma for performing, executing and implementing the works on the terms and conditions contained in this Bid document. Brief description of works and the timelines for NIQ/tender are summarised in the table below:

Description of Work	Period of Contract	Earnest Money Deposit (EMD)	Date of start of floating of tender	Last date for submission of Bid	Date & Time of Bid opening	Estimated Cost
Appointment of Internal Audit to perform Audit for fy 2023-24 at NATRAX, Pithampur, Dhar (MP)	1 year	Rs 6,000/-	12 th September 2024	03 rd Oct 2024 at 1500 Hrs	03 rd Oct 2024 at 1530 Hrs	Rs 2.85 Lakh

Pre bid meeting - 26th Sept at 11:00 hrs through online mode or at NATRAX HUB.

The Bidder(s) who meet the minimum eligibility criteria (MEC) as mentioned in the Instruction to Bidder (ITB) may be eligible to become successful in the Bidding process. **The bidder(s) in the form of JV/Consortium is not permitted.**

2. Bid Submission details:

- a. Password protected Bids/Quotations are to be submitted by the Bidder(s) at the following email ID's not later than the aforesaid time & date or as next convenient date & time on pre-intimation. (for password protection details please



refer Annexure IV of this document).

mail to: a.prabhakar@natrip.in, anuj.kumar@natrip.in,

OR

Sealed Bids/quotations may also be submitted in the hard copy containing **Technical Bid and Financial Bids in TWO different sealed envelopes at NATRAX Hub office** in the aforesaid date and time.

- b. No Bids will be accepted after the aforesaid date and time. However, on exceptional cases, NATRAX reserves the right to extend the time/last date of submission of Bid to a next convenient date/time before opening of the Bids.
- c. Bids sent telegraphically or through other means of transmission (telefax, etc.) which are not **Password Protected** shall be treated as defective, invalid and shall stands rejected.

Please Note: - In case of online Bid submissions Technical Bid and Financial Bid should have different passwords

and

In case of Bidder who are willing to submit the Bid in Sealed envelop in offline mode are advised to be present while Bid opening at NATRAX HUB.

- d. NATRAX shall not be responsible for any delays for non-receipt /non-delivery/or any technical errors or due to wrong addressee. Bidders may confirm the receipt of their Bids submission from NATRAX

3. Disclaimer:

NATRAX reserves all rights to accept/ reject/modify/split any or all proposals without assigning any reasons. Bidders shall not have any cause of action or claim against NATRAX for any of its decisions.

For NATRAX
Head Procurement & Stores

This tender further contain five Annexures

- A. Annexure-I-Instructions to Bidders (ITB)
B. Annexure-II- Scope of work (SCC).
C. Annexure-III- Financial Proposal
D. Annexure-IV- Method of submission (online through email).



ANNEXURE I

INSTRUCTION TO BIDDERS (ITB)

1. Bidders are required to submit their Bids in two parts in a **Password Protected PDF format**, named as **"Bid for Tender No. NATRAX/PROC/FIN/24/02 "** on the subject of the email, containing two separate Password Protected PDF document, as given below. The Password Protected Bids shall be submitted at the mentioned email ID(s) before the closure of Bid submission date/time.

OR

Sealed Bids/quotations may also be submitted in the hard copy containing Technical Bid and Financial Bids in TWO different sealed envelopes at NATRAX office in the aforesaid date and time.

- a) The first Password Protected document marked as **"Technical Bid for Tender No. NATRAX/PROC/FIN/24/02"** shall consist of all the technical details eligibility, commercial terms and conditions and documents sought in the NIQ/Tender along with the signed copy the NIQ/Tender document. **Further, the Technical Bid must include a copy of the unfilled Financial Bid of the Bidder without any information on the prices**

OR

In case of offline Bid submission, the sealed document marked as **"Technical Bid for Tender No. NATRAX/PROC/FIN/24/02 "** shall consist of all the technical details eligibility, commercial, terms and conditions and documents sought in the NIQ/Tender along with the signed copy the NIQ/Tender document. **Further, the Technical Bid must include a copy of the unfilled Financial Bid of the Bidder without any information on the prices**

- b) The second Password Protected document marked as **"Financial Bid for Tender No. NATRAX/PROC/FIN/24/02"** should consist of the Financial Bid duly filled and signed by an authorised person from the Bidder's.

OR

In case of offline Bid submission, the sealed document marked as **"Financial Bid for Tender No. NATRAX/PROC/FIN/24/02 "** shall consist of Financial Bid duly filled and signed by an authorised person from the Bidder's.

- c) In case of online Bid submission, the password of the documents shall be submitted by the Bidders at the time of the Technical Bid opening and the Financial Bid Opening respectively.



- d) *The bidders are advised to submit the bid after due signature on each page and numbered, the bids received without sign and numbered may be rejected by NATRAX, which is the discretion of NATRAX.*

Please Note: - Technical Bid and Financial Bid should have different passwords.

2. Technical Bid Opening:

The Technical Bids are opened at the first instance and evaluated. At the second stage, financial Bids of only technically qualified Bidder shall be opened with prior intimation about the date and time for further scrutiny, evaluation, ranking & placement of order.

3. The Bidders are expected to meet the minimum eligibility criteria (MEC) as given in this document. NATRAX will disqualify the Bid(s) those do not meet the minimum eligibility criteria as laid down, based on their submission along with the Tender documents even after the Bid opening process is concluded.
4. The Contract shall be governed by the terms and conditions specified in this tender document including amendments, work order etc.,
5. All Bidders are hereby explicitly informed that "CONDITIONAL OFFERS" or "OFFERS WITH DEVIATIONS" from the conditions of Contract, the quotation not meeting the minimum eligibility criteria, technical specifications, or any other requirements as stipulated in the Tender documents are liable to be "REJECTED".
6. Bidders if required may provide details of their technical soundness and provide list of customers/client of previous works of similar nature in Government Departments/ Undertakings/ Public / Private sectors/Autonomous etc.,
7. **Minimum Eligibility Criteria: -**
Documents to be submitted along with the Bid:
The Bidders who's Bid meet the following criteria would only be considered as responsive and evaluated by NATRAX.

A. MINIMUM ELIGIBILITY CRITERIA:-

The interested Chartered Accountant (CA)/ Limited Liability Partnership (LLP) firms are advised to read and understand the eligibility criteria mentioned herewith before submitting their bid/tender. They are also required to submit the relevant documents as mentioned in Para C below for each of the eligibility criteria: -



1.1. LEGAL VALID ENTITY:**1.2. REGISTRATION WITH INSTITUTE OF CHARTED ACCOUNTANT OF INDIA (ICAI):** The CA Firm should be registered with I C A I**1.3. EMPANELLMENT WITH Comptroller and Auditor General of India (C&AG):** The CA/LLP Firm should be empaneled with the India (C&AG).**1.4. EXPERIENCE:** The Firm should have experience of at-least Ten (10) years from the date of registration of the firm as on last date of submission of this Bid.**1.5. NUMBER. OF PARTNERS:** The CA firm should have at least three (3) full-time working partners as of the last date of submission of this Bid.**1.6. NUMBER. OF QUALIFIED CA's:** The firm should have at least (3) Chartered Accountants as full-time employee (other than partners) as of the last date of submission of this Bid.**1.7. NUMBER OF STATUTORY AUDIT / INTERNAL AUDIT:** The CA firm should have conducted either statutory audits and /or internal audits of at least three Central Govt. /Autonomous Bodies/ Statutory Bodies/ PSU having minimum annual turnover of Rs. 5 Crore each on or after financial year 2020-2021.**1.8. ANNUAL TURNOVER OF THE FIRM:** The annual receipts of the interested CA Firm shall not be less than Rs. 50 lakh for each three financial years i.e. 2021-22, 2022- 23, and 2023-24.**B. LOCATION OF CA FIRM's OFFICE:** The CA firm should have the registered / main office in Indore/Dhar (MP).**C. Documents required for Minimum-Eligibility Criteria**

The Bidder's shall meet the following Eligibility Criteria for quoting the bid and the proof for the Eligibility should be provided:

<u>Sl. No.</u>	<u>ELIGIBILITY CRITERIA</u>	<u>DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME</u>	<u>Document attached yes/no</u>
1.	EMPANELLMENT WITH C&AG:	Certified copy of empanelment letter issued by C&AG is to be submitted.	



2.	Taxpayer Information The bidder should have been registered with the Tax Department	i. Income Tax Registration (PAN No/TAN No.) ii. GSTIN Registration	
3.	REGISTRATION with ICAI	Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India and Copy of certificate of practice of all the Partners/ members of firm.	
4.	NO. OF PARTNERS.	Copy of Firm Registration Certificate (FRC) as mentioned at Sl. No. 1 above and Membership number issued by The Institute of Chartered Accountants of India	
5.	NO. OF QUALIFIED CA's	Certified copy of relevant documents from ICAI is required to be submitted.	
6.	EXPERIENCE OF NO. OF STATUTORY AUDIT/INTERNAL AUDIT PERFORMED:	Appointment letters or completion certificate from the client organizations and certified proof of the Turnover of the Auditee organization.	
7.	ANNUAL TURNOVER OF THE FIRM: Details for annual Receipt for - FY 2023-24: FY 2022-23 : FY 2021-22:	Copy of audited balance sheet and profit & loss account for the F.Y. 2021-22, 2022- 23, 2023-24 along with UDIN.	
8.	LOCATION OF CAFIRM's OFFICE	Proof of having Office in Indore/Dhar (M.P.)	

8. Tender Fee & Exemptions: -

- a) This tender is free of cost.
- b) If registered under Startups and "Micro & Medium Small Enterprises" (MSME's), supporting documents need to be submitted to avail exemption from Earnest Money, subject to verification of certificate.
- c) *The Benefits & Exemptions for Startups and MSME Bidders (Udhyam Registration Certificate) - Shall be dealt as per the guideline.*

9. The Bidders are expected to carefully examine all the contents of the Tender documents/NIQ including instructions, conditions, terms, specifications, drawings (if any), shall inspect the Site with prior notice to NATRAX and at Bidders own cost, acquaint himself/themselves with all local conditions, means



of access to the work, nature of the work and all matters pertaining thereto & take them fully into account before submitting their offer. Failure to comply with the requirements as detailed in these documents shall be at the Bidder's own risk. Bids which are not responsive to the requirements of the Tender will be rejected.

10. While all efforts have been made to avoid errors in drafting of the Tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the Tender documents shall be entertained.
 11. The Bidder shall carry out all the work strictly in accordance with Specification, Standard Practices and instructions of NATRAX or NATRAX's representative and deviation on any account will not be permitted. If in the opinion of NATRAX, changes have to be made and it desires the Bidder to carry out the same. The decision of NATRAX in such cases shall be final and shall not be open to arbitration.
 12. The successful Bidder is bound to carry out associated work necessary for the completion of the job even though such items are not included in the quantities to achieve end results and deemed to be priced in the other items. No claim on this account shall be entertained.
 13. Addendum / Corrigendum (if required) to the Tender may be issued prior to the date of opening of the Bid to clarify or to intimate any changes/modifications etc. All such addendum / corrigendum shall be treated as an integral part of the Tender.
 14. Any effort by a Bidder to influence NATRAX or any of its functionaries in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning award of contract, may result in rejection of the Bid.
 15. In order to afford prospective bidders, reasonable time for preparing their Quotes after taking into account such amendments, NATRAX may, at its discretion, extend the deadline for submission of Bids.
 16. Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations concerning the award of Contract shall not be disclosed to Bidders or other persons not officially concerned with such process.
 17. NATRAX reserves the right to accept / reject or modify any Bids, and to annul the Tender process and reject all Bid(s)/quotation(s), at any time prior to award of Contract, or to divide the Contract between/amongst Bidders without thereby
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incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for NATRAX's action. Any Bidder not following ITB stands rejected.

18. TECHNICAL BID EVALUATION

- a) NATRAX shall follow the **Segregated Bid evaluation** system (No. bearing of technical score in the financial Bid evaluation and L-1 in the financial Bid shall be deemed as successful Bidder) to determine the successful Bidder.
- b) The Bidder must qualify the MEC parameters.
- c) The Bidder is requested to specify what particular value he is offering for each particular requirement, rather than just stating he is fulfilling the Minimum Requirement.
- d) During the technical Bid evaluation process, NATRAX may ask clarifications to the Bidder through E-mail for confirming and consolidating their technical offers.
- e) All such clarifications are required to be answered by the bidders by E-mail, within the time specified by NATRAX.
- f) Only the technically qualified bidders shall be intimated for financial bid opening in writing.
- g) The Financial Bids of the Technically qualified Bidders shall be opened through online mode and the Financial Bids received through off-line mode shall also be opened on the same day and time at NATRAX Hub.

19. FINANCIAL BID EVALUATION:

- a) For the evaluation of the Financial Bids, the eventual Bid prices shall be ascertained after considering all the terms and conditions associated with the Bid price specified in the Financial Bid document and after detailed scrutiny of the financial bid.
- b) No Bidder shall be allowed to propose/carry out any revision / correction / modification in his Price Bid offer.
- c) If there is a discrepancy between the sub total/s and the total price that is



obtained by multiplying the unit price and quantity/adding the sub total/s, the sub total/s shall prevail and the total price shall be corrected, unless in the opinion of the Employer that there is an obvious misplacement of the decimal point in the sub total price, in which case the total price as quoted shall govern and the sub total/s shall be corrected;

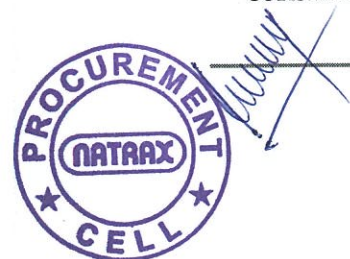
- d) If there is an error in a total, corresponding to the addition or subtraction of sub totals, the subtotal/s shall prevail and the total shall be corrected; and
- e) The Bidder needs to fill the rates against each item in word as well as in figures as mentioned in BOQ (Financial Bid). In case of any discrepancy, the rate provided in word shall prevail and correct the amount against the item. **All the prices should be inclusive of all taxes and GST.**
- f) The amount stated in the Letter to Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount of Bid, the bid will be rejected.
- g) Contract negotiations, if any, will be held before the issuance of Letter of Acceptance/ Notification of Award. The negotiation shall conclude with a revised offer letter from the successful bidder, affecting the discounts if any and accepted by NATRAX.

20. Award of Work:

- a) Prior to the expiry of the period of Bid validity prescribed, NATIS will issue to the Successful Bidder, the Work Order. The Successful Bidder shall return one copy of the Work Order to NATRAX duly acknowledged and signed by the authorized signatory, within two [2] days of receipt of the same by him.
- b) NATRAX shall notify all the unsuccessful Bidders and discharge/ return their Earnest Money Deposit. No correspondence will be entertained by NATRAX from the unsuccessful Bidders.

21. Validity of bids:

The rate quoted should be valid for a **minimum period of 90 days** from the last date of Submission of Quotation. No claim for escalation of rate will be considered at any point of time.



22. Prospective bidders requiring any clarification of the Tender may write to a.prabhakar@natrip.in; anuj.kumar@natrip.in, je.procurment@natrax.in,
23. The Bids / related correspondences shall be made in English/Hindi language.



Annexure-II
SCOPE OF WORK:**SCOPE OF WORK:-****A. CASH & BANK BOOK:**

- i. Checking and verification of the cash book and to ensure that the cash in hand is reconciled with cash book records.
- ii. Checking and verification of all bank books and ensuring that the bank books are reconciled monthly and necessary actions are taken for unmatched transactions.
- iii. Checking and verification of payment transactions to ensure that they are made as per the generally accepted accounting principles and the NATRAX rules followed by the proper approval.
- iv. Ensure reconciliation of earnest money deposits (EMD) register and security deposit (SD) register with the accounting records.
- v. Compliance related to investment of surplus funds to banks.

B. GRANT & TESTING INCOME:

- i. Checking and verification of Testing incomes / incomes / receipts and the review of the reconciliation for fees / income / receipts to ensure that no revenue leakage exists.
- ii. Reconciliation of Testing Income booked in Income expenditure with Receipts & payment.
- iii. Checking and verification of Government Grants (Central / State) received and utilized and their quarterly reconciliation and certification (UC) as per GFR-2017.
- iv. Grant Utilization with Asset Acquired reconciliation Treatment as per Accounting Standard and GFR-2017

C. FIXED ASSETS & LIABILITIES:

- i. Scrutiny of all assets and liabilities accounts to ensure their correctness.
- ii. Audit of fixed assets registers, accounting records and their reconciliation with accounting records.
- iii. Reconciliation of Asset purchased out of Govt Grant. Confirmation of entries as per Accounting Standard 12.
- iv. The audit of liability registers and their reconciliation with accounting records.
- v. Carrying out the physical verification of fixed assets and inventories at least once in a financial year and their comparison with the accounting records and reporting of the variations, if any.

D. STATUTORY AND INTERNAL COMPLIANCE

- i. To audit the compliance with applicable statutory requirements like income tax, GST, EPF and ESI etc.
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- ii. Provide recent updates on all statutory laws applicable to NATRAX.
- iii. To check & report the compliance of the provisions of GFR-2017 and other related Govt. of India guidelines, CVC guidelines and DPE guidelines etc.

E. SALARY AND ADVANCES:

- i. To audit that the salary to staff & Contractual Staff is being paid as per their terms and conditions and to audit the correctness of pay fixation & recruitment policies also.
- ii. To audit that outstanding staff loans and advances are recovered as per the stipulated terms / NATRAX rules.

F. PROCUREMENT OF GOODS & SERVICES:

- i. Checking and verification of procurement of goods and services to ensure that prescribed procedure mentioned in NATRAX purchase policies / GFR / GoI guidelines / Policy circulars of NATRAX etc., have been followed.
- ii. Checking of all works / petty repair works related bills awarded by NATRAX.
- iii. Ensure that payment for AMC and service contracts were made as per the Agreement terms and condition.

G. ADHERENCE TO NATRAX RULES & REGULATIONS

- i. Checking and verification of records of project cell, projects undertaken, timelines prescribed as per NATRAX 's rules & regulations and the deviations, if any may be reported.
- ii. Adherence to Office Memorandum & Circulars issued by head Office from time to time.
- iii. Compliance of observations issued by C&AG audit.

H. INTERNAL CONTROL SYSTEM:

- i. Audit of the financial management of infrastructural/construction projects or works of NATRAX.
- ii. Audit of the strategic projects undertaken by NATRAX if any.
- iii. Review of accounting and internal control systems and suggestions for improvements where a weak lacuna in accounting and internal control systems is observed.
- iv. To ensure that the major expenditure and incomes items are booked/recorded following accrual system of accounting by all campuses & Head Office and report deviations, if any.
- v. Detection of systemic flaws and suggestions for adopting corrective measures.
- vi. Advice NATRAX on risk assessment and risk mitigation mechanism.
- vii. Conducting Process Audit of areas as intimated and directed by the



management from time to time.

PERIODICITY AND TIMELINES OF AUDIT REPORT

NATRAX 's Internal Auditor shall conduct the internal audit for four quarters: **1st April to 30th June, 1st July to 30th September, 1st October to 31st December and 1st January to 31st March.**

S. No.	Description of Audit	Timeline
1.	Commencement of Internal Audit of every Quarter	The audit should start from the 10 th day of the month following the end of the quarter of which audit is to be done at NATRAX Office
2.	Submission of Final Internal Audit Report	The final Internal Audit Report of NATRAX after discussion with the NATRAX 's Management should be submitted within 30 days from the date of start of Internal Audit.

The internal audit report for each quarter is to be prepared in three parts as given below for NATRAX:-

Part - I: Management Summary and Suggestions

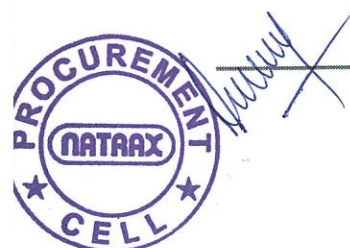
Part - II: Detailed Internal Audit Report (for Current Quarter)

Part - III: Follow up and Action Taken Report (for Previous Reports)

DUTIES OF AUDITOR

- i. The Auditor shall carry out an internal audit of NATRAX on a quarterly basis and submit the final internal audit report to HOD -Finance with a copy to the Director, NATRAX.
- ii. The auditor will be required to carry out an assessment of any internal system of NATRAX in detail and submit a report on the same as demanded by NATRAX.
- iii. The Auditor will be required to submit an audit schedule / plan well in advance, preferably within 7 days before the end of quarter stating the major areas which would be covered during the audit of NATRAX.
- iv. The Auditor will be required to depute his audit team in the following manner:

S.No	Description	Minimum No of Employees to be present	Minimum No of days for which the team should be present:



1.	Team deputed to carry out the internal audit for NATRAX on quarterly basis.	Should consist of at least one CA with 3 year's Post qualification experience & one CA intermediate/ IPCC and one assistant.	The team will be required to be present at NATRAX for carrying out audit for a minimum of 7-15 days for every quarter.
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For all matters, the NATRAX internal auditors will co-ordinate with HOD -Finance , NATRAX .

PAYMENT SCHEDULE

The payment shall be made as follows:

The 100% payment of professional fees for internal audit will be released on quarterly basis on submission of bills along with the submission of internal audit reports of NATRAX every quarter by incorporating action taken report and duly sealed and signed by the partner of the internal audit firm.

TERMS AND CONDITIONS

Initially the appointment of NATRAX internal auditor will be for the financial year i.e. 2024-25. However, NATRAX may extend the appointment as Internal Auditor for the next two financial years i.e. 2025-26 and 2026-27 **with a 5% escalation per annum upon satisfactory performance.** Other terms & conditions on extension will remain same. The extension will be made for each financial year separately at the sole discretion of NATRAX. The appointment of NATRAX internal auditor cannot be for more than three years in total.

(To be submitted in a separate sealed envelope with clear...)

The interested CA firm may quote their professional fees (all inclusive) in the following format: -

Sl. No.	Particulars	Amount in Rs.
1	Annual Professional fee for Internal Audit (Quarterly Basis) for the financial year 2024-25 for NATRAX	
2	GST @.....	
3	Grand Total	

Grand Total Professional fees in words

.....

Signature of Nodal Partner with name and firm Seal

(Handwritten Signature)



OTHER TERMS AND CONDITIONS

a.	Scope of work	Appointment of Internal Audit to perform Audit for fy 2023-24 at NATRAX, Pithampur, Dhar (MP)
b.	Contract Period	ONE YEAR
c.	Engineer Incharge (EIC)	Shall be notified to successful bidder.
d.	Rate Firmness	The charges/rate quoted by supplier must be firm throughout the Contract period and no escalation of any kind is permissible. The "final contract value" shall be derived on the completion of work at actual.
e.	Warranty Period/Defect rectification period	Not applicable
f.	Payment, Mode and Retention	The 100% payment of professional fees for internal audit will be released on quarterly basis on submission of bills along with the submission of internal audit reports of NATRAX every quarter by incorporating action taken report and duly sealed and signed by the partner of the internal audit firm. The GST/Taxes & duties of Govt. will be reimbursed on actual basis upon the submission of original receipt / documentary evidence. All the payments shall be made through RTGS only.
g.	Liquidated Damages	0.1% of the Contract Price per day to a maximum of 10% of the Contract Price (If applicable)
h.	Project Facility / Place of Installation/delivery	NATRAX Site NH-52, Old Agra- Mumbai Highway, Near to Pithampur Flyover, Post Khandwa (Near Pithampur), Dhar District, Madhya Pradesh-454774
i.	Tender Document Fee	Free of Cost
j.	Bid Security/EMD	Rs 6,000/-



k.	Performance Security	Not Applicable
l.	Returning of Performance Security (PBG)	Not Applicable
m.	Retention Money	Not Applicable
n.	Other Terms and conditions	As per tender
o.	Water supply & Electricity Charges	Not Applicable
p.	Termination of Contract	As per tender

24. The bidder should give the following, duly signed and sealed, failing to which the bids will be summarily rejected:

25. DECLARATION:

(To be executed on Bidder's letter head)

I/We having acquainted with the content & requirement of this Tender No. NATRAX/---
-----, dated _____ and do hereby accept to furnish the same in compliance with all terms & conditions. I/we have not tampered/modified the tender in any manner and breach of any such, will result in rejection of Tender and / or prosecuted.

I / We hereby declare that the firm/company has not been blacklisted or debarred in the past by any other Government organization from taking part in Government tenders.

In case the above information found false or in case of breach of any of terms and conditions at any stage of Tender or Contract, I/We are fully aware that the Tender/ Contract will be rejected / cancelled by NATRAX and Payments (for completed/partially completed), Retention, Bid Security (EMD), Performance Security, etc., shall be forfeited.

Signature of the Bidder: _____

Name and Designation: _____

Address: _____

Contact details: _____

Place:

Date:

Seal of the Bidder's Firm



ANNEXURE - III**(To be submitted in a separate sealed envelope with clear...)****Form for the submission of Financial Bid****Financial Proposal Submission Form**

(To be Executed on Letterhead of the Bidder)

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

The Head Procurement
NH-52, Old Agra- Mumbai Highway,
Near to Pithampur Flyover,
Post Khandwa (Near Pithampur)
Dhar District, Madhya Pradesh-454774

Dear Sir,

We, the undersigned, offer to provide the equipment & services in accordance with your Tender No. _____, dated _____ and our Technical Bid. Our attached Financial Bid includes the price in the format for financial bid provide as part of tender documents. The total price of our offer is _____ (in figures and words) and includes all the deliverables under this tender as per our Technical Bid.

We hereby declare that all the information and statements made in this Bid is true and complete in all respects and is as per the guidelines and terms & conditions laid down in the tender document. We further understand that any information which is found false or is not as per the guidelines and terms & conditions of the tender document may lead to our disqualification.

Our Financial Bid shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Bid.

We understand NATRAX has right to accept or reject our Bid as per its discretion.

Yours sincerely,





Tender No. - NATRAX/PROC/FIN/24/02

Authorized Signature [*In full*]: _____

Authorized Signature [*In initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

[Note : To be signed in blue ink]



FINANCIAL PROPOSAL
Bill of Quantities (BOQ)/Financial Bid

The interested CA firm may quote their professional fees (all inclusive) in the following format: -

Sl. No.	Particulars	Amount in Rs.
1	Annual Professional fee for Internal Audit (Quarterly Basis) for the financial year 2024-25 for NATRAX	
2	GST @.....	
3	Grand Total	

Grand Total Professional fees in words

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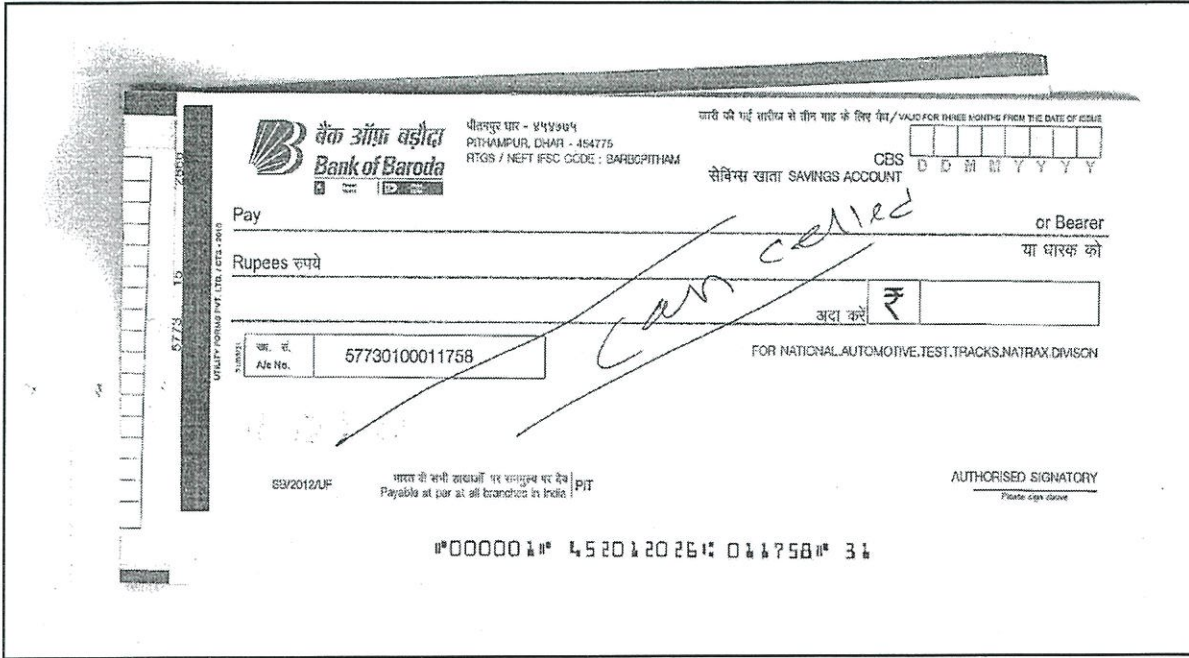
Signature of Nodal Partner with name and firm Seal

Signature of bidder



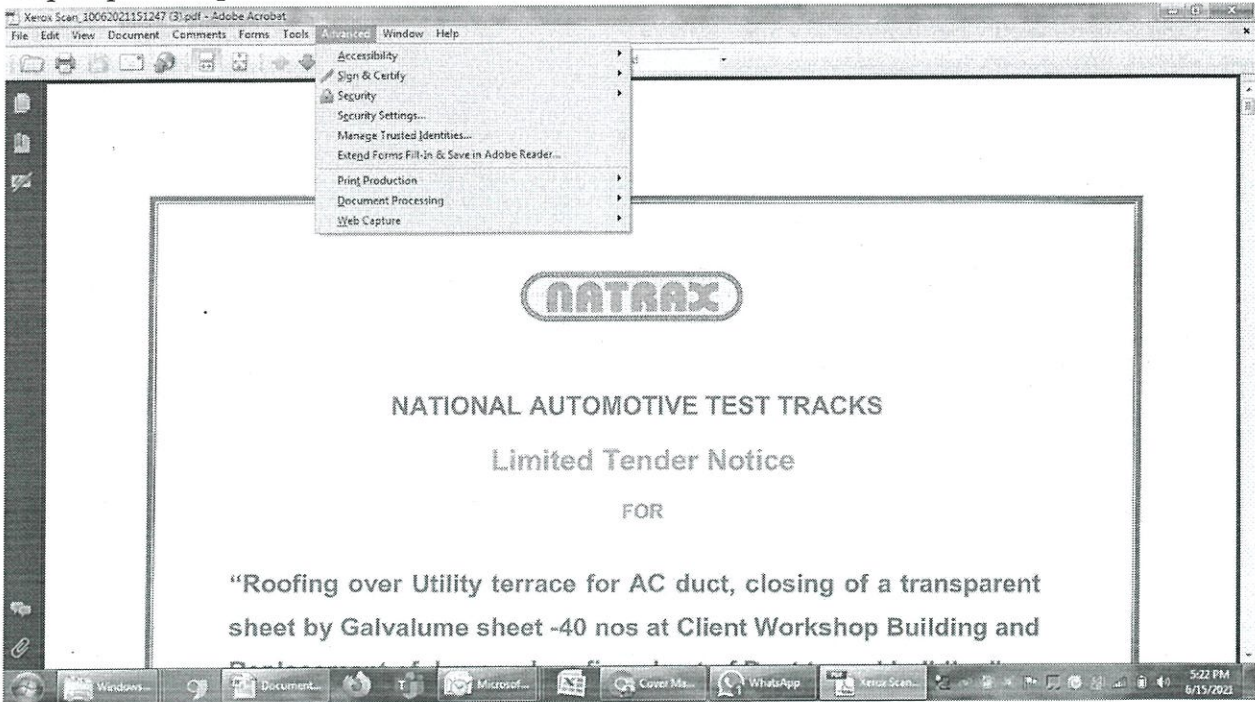
ANNEXURE -IV
Method of online bid submission

NATRAX Bank details to be used for submission of EMD/Tender Fee (if any) & procedure for passwords protection



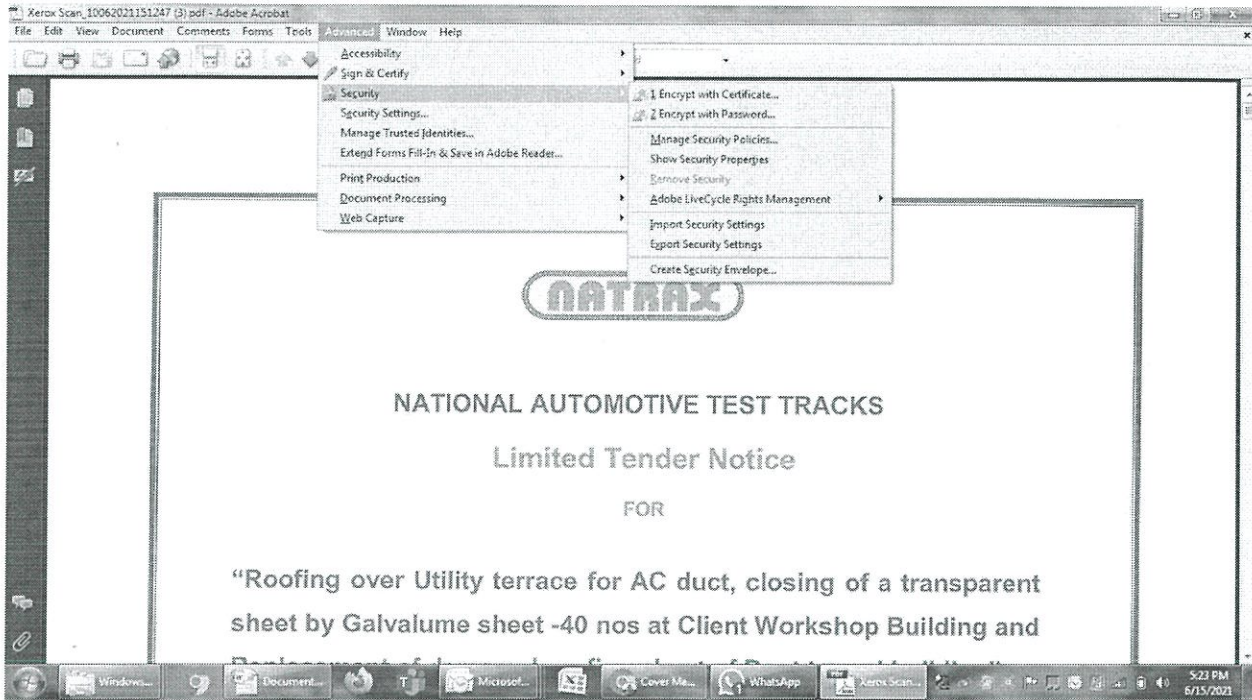
Steps for loading passwords in PDF Files-Method I

Step 1- please open PDF file and click on "Advance" tab.

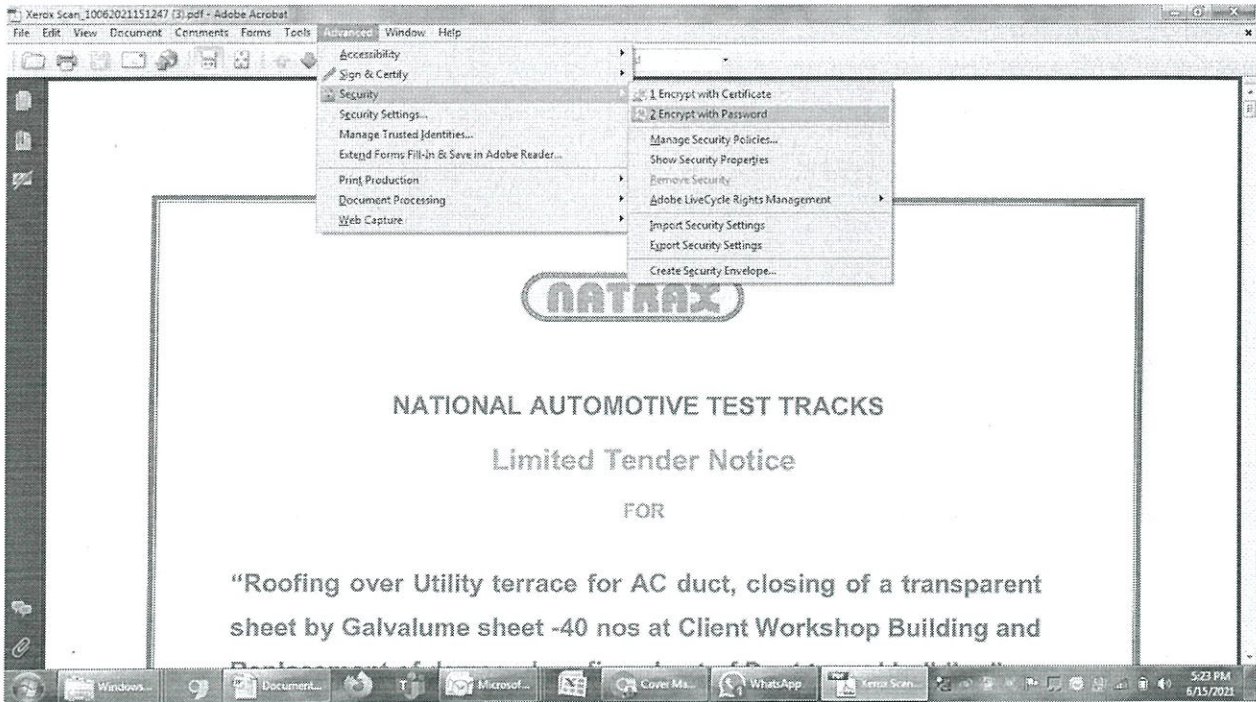


Step 2- in advance tab, please click on "Security" tab.

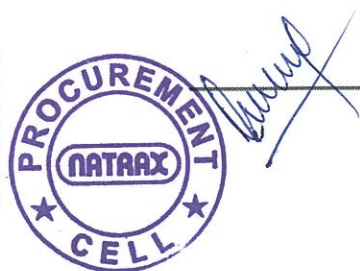


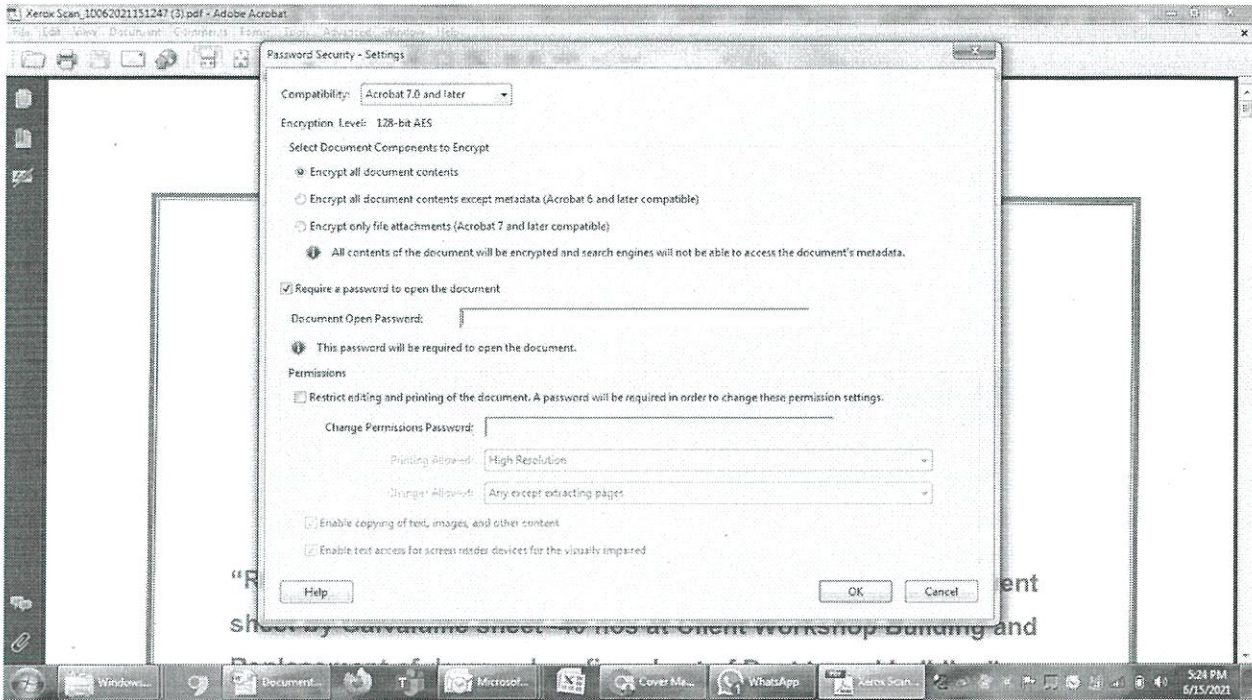


Step 3- in security tab, please click on "2 Encrypt with Password".



Step 4- after that below window will open, please check in option "Required a password to open the document". Then please fill password and click "ok".





Step 5- after that below window will be open, please fill same password again, and click "ok".

