

## ANNEXURE-I

### **SCOPE OF WORK:**

#### **i) Verification of the following Records:**

- a. Loading system performance reports and back-up reports (Monthly).
- b. Performance evaluation reports vis-à-vis performance standards (Monthly).
- c. Gross revenue certified accounts (Half yearly).
- d. License fee (annual)
- e. Lease Rentals
- f. Royalty payment to the Port towards charges for berth hire, cargo handling and storage of cargo beyond the free period of fifteen days, as per the provisions of the License/Concession Agreement.
- g. Any other charges payable to the Port as per the provisions of the License/Concession Agreement.

#### **ii) Assess Reports**

- a) Book Value
- b) Debt Due
- c) Actual Project cost

### **TERMS AND CONDITIONS:**

- i) DURATION OF THE AUDIT: 60 days per financial Year (excluding Sundays and Public holidays) from the date of award
- ii) Charges for auditing the accounts of terminal operators M/s. Adani Murrugao Port Terminal Private Ltd. shall be quoted as shown in the Price Bid enclosed at **Annexure – II**

### **BASIC ELIGIBILITY CRITERIA**

- 1) The firm/or the Partner shall have 7 years experience in carrying out statutory/Internal Audit. (Provide copy of Certificate of practice or firm registration).
- 2) The firm or the Partner should have carried out statutory audit or Internal Audit of any organization having turnover of Rs. 5.00 crores for at least one year during last 7 years.

**TERMS OF PAYMENT:**

On submission of yearly Audit Report and covering the scope of audit

**TAXES AND DUTIES:**

The rates shall be inclusive of all the taxes and the duties; travelling and conveyance; Printing and stationery; and any other expenses. The GST shall be paid extra as per the applicable rate.

**CONVEYANCE:**

The firm should make own arrangement for conveyance/travelling.

**GATE PASS:**

The necessary Gate entry permits/passes will be issued free of cost on request.

**TENDER FEES AND EARNEST MONEY DEPOSIT (EMD):**

i) Tender Fees of Rs. 500/- (Rupees Five Hundred only) and Earnest Money Deposit of Rs. 3200.00 (Rupees Three Thousand Two Hundred only) is payable by the bidder. The mode of payment towards Tender Fees and EMD to be preferably paid online through e-payment mode before due date by National Electronic Fund Transfer(NEFT)/ real Time Gross Settlement (RTGS). Please note that payments made through NEFT/RTGS will take 24 hours for its reconciliation. Hence payments made through NEFT/RTGS should be made at least two bank working days in advance before due date. However, bidder can pay Tender Fee and EMD in the form of Demand Draft drawn in favour of Mormugao Port Trust, payable at Mormugao Harbor/Vasco da Gama which shall be enclosed along with tender documents.

ii) The Bidders EMD will be forfeited, if the Bidder withdraws his tender during the period of tender validity; or invalidates his tender; or wants to modify his tender unilaterally during the period of tender validity or refuses to accept the correction of errors. If any of the documents submitted with tender or thereafter are found false / forged, during tender evaluation or during contract execution, EMD of successful Bidder may be forfeited, if Bidder fails to accept/sign the contract or fails to execute the contract as per terms and conditions.

iii) The earnest money deposited by the unsuccessful bidders will be refunded within a reasonable period of time without interest. The Earnest Money Deposit of the successful bidder will be adjusted towards the Security Deposit.

**UNDERTAKING:**

The firm shall furnish on a stamp paper of value of Rs. 100/- purchased in the state Of Goa, an undertaking that it will comply with the Terms and Conditions of the Order.

**RATES/PRICES:**

i) The Rates/Prices quoted and as accepted by MPT shall remain fixed & firm till the satisfactory execution of work covered under the Tender. No increase in rates or prices, whatsoever, on any account, shall be considered by MPT during the currency of the contract.

ii) The rates quoted in the Price Bid/BOQ would be inclusive of all taxes exclusive of GST.

iii) The rates quoted in the Price Bid/BOQ would be inclusive of travel, lodging and boarding expenses of the Manpower who would be deployed at MPT site by the Bidder.

**COMMENCEMENT OF SERVICES:**

The tenderer is required to commence the services at MPT admin office, within 15 days from the date of receipt of email containing the Work Order.

**MPT'S RIGHT TO ACCEPT OR REJECT ANY BID:**

MPT reserves the right to accept a Bid other than the lowest and to accept or reject any Bid in whole or part, to annul the bidding process or to reject all Bids with or without notice or reasons. Such decisions by MPT shall bear no liability whatsoever consequent upon such decisions.

**FORFEITURE OF EMD/SECURITY DEPOSIT**

The breach of any of the terms & conditions of the tender shall result in discontinuation of further dealings with the Bidder and/or forfeiture of their EMD or the Security Deposit, as the case may be, at MPT discretion.

**TERMINATION OF WORK ORDER/CONTRACT**

In the event of failure on the part of the Bidder to commence the services within 15 days

from the date of award of Work Order or if the services provided are found to be poor, MPT reserves the right to cancel the Work Order at any time and terminate the Contract leading to forfeiture of EMD, Security Deposit and Retention Money.

In case of queries or information you may email us at [milind.dessai@mptgoa.gov.in](mailto:milind.dessai@mptgoa.gov.in)

**PRICE BID**

| <b>Name of the Bidder/Bidding Firm</b>              |  |                       |   |  |
|---|--|-----------------------|---|--|
| <b>PRICE SCHEDULE</b>                               |  |                       |   |  |
| <b>Sr. No.</b>                                      | <b>Item Description</b>  | <b>Financial Year</b> | <b>Total amount excluding GST in figures To be entered by the Bidder in Rs. P</b> | <b>Total amount excluding GST To be entered by the Bidder in words</b> |
| 1   | 2  | 3                     | 4   | 5  |
| 1   | Yearly charges for conducting Special Audit on accounts of Adani Mormugao Port Terminal as per scope of work as specified in the tender no. FA/IA/80-b/2019/ dt. | 2018-19               |   |  |
| 2   | Yearly charges for conducting Special Audit on accounts of Adani Mormugao Port Terminal as per scope of work as specified in the tender no. FA/IA/80-b/2019/ dt. | 2019-20               |   |  |
| <b>Total quoted amount for two years in figures</b> |  |                       |   |  |
| <b>Total quoted amount for two years in words</b>   |  |                       |   |  |

**SIGNATURE OF THE AUTHORIZED  
SIGNATORY OF THE FIRM WITH SEAL**

**PLACE:**

**DATE:**

Note: The offered rates shall be inclusive of all the taxes, duties and any other expenses. The GST shall be paid extra as per the applicable rate.

**UNDERTAKING**

I/We have read and understood the scope of work ; we confirm that the Commercial Terms & Conditions are acceptable to us.

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**( Signature of the Bidder )**

Full Name & Address of the Company/Professional:

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**Seal of the Company**

*Strike out whichever is not applicable.*