

**E-TENDER FOR
EMPANELMENT OF STOCK AUDITORS
FOR
Pharmaceuticals & Medical Devices Bureau of India (PMBI)**

Date: January 09, 2024



Pharmaceuticals & Medical Devices Bureau of India (PMBI)
8th Floor, Videocon Tower, Jhandewalan, New Delhi – 110055.

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Data Sheet

S. No.	Description	Details
1.	Tender no.	PMBI/ACCOUNTS/01/2024
2.	Name of the assignment	Empanelment of Stock Auditors for PMBI
3.	Date of availability of tender on website	09.01.2024
4.	Last date and time for submission of Online Bid i.e., Bid Submission End Date and time	30.01.2024 (Till 03:00 PM)
5.	Time and date of opening of tender	31.01.2024 (04:30 PM)
6.	Place of opening of tender	Pharmaceuticals & Medical Devices Bureau of India (PMBI) 8 th floor, Videocon Tower, Jhandewalan, New Delhi – 110055
7.	Issue of tender document	Tender document can be downloaded from the website www.janaushadhi.gov.in
8.	Address for communication	The Chief Executive Officer, Pharmaceuticals & Medical Devices Bureau of India (PMBI) 8 th floor, Videocon Tower, Jhandewalan, New Delhi – 110055
9.	Contact person for clarification	1) Sh. Naveen Manager (Finance & Administration) Ph. 011 - 49431809 email: finance@janaushadhi.gov.in 2) Shri Sandeep Kumar Manager (HR & Administration) Ph. 011 - 49431800 email: hradm@janaushadhi.gov.in

Note: The bidders shall be solely responsible for checking these websites at least 3 days prior to closing date of submission of tender for any addendum/amendment issued subsequently to the bid document and take into consideration the same while preparing and submitting the bids. Bids will be opened online.

The tender document shall be download from the websites janaushadhi.gov.in; and CPP portal i.e. eprocure.gov.in. Tender Document is free of cost. No tender cost is to be deposited. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in>. Manual bids shall not be accepted except for the original documents/instruments as mentioned in tender document.

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Background

Pharmaceuticals & Medical Devices Bureau of India is a registered society under the Societies Registration Act, 1860. Pharmaceuticals & Medical Devices Bureau of India is implementing agency of the Pradhan Mantri Bhartiya Janaushadhi Pariyojana. Pradhan Mantri Bhartiya Janaushadhi Pariyojana is the scheme of Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Government of India. The objective of the scheme is to make available quality generic medicines at affordable prices to all.

PMBI has opened 9998 Pradhan Mantri Bhartiya Janaushadhi Kendras at various places of India. Further to cater the needs of products of these Kendras, PMBI's product basket contains 1800 medicines and 285 surgicals. These products are being supplied through 01 Central warehouse at Gurugram, 04 Regional Warehouses at Guwahati, Surat, Chennai and Bangalore and 36 distributors at various places. Performance of PMBI during last three years was as follows:

S. No.	Year	Turnover (In Cr.)	Total Kendras	Live Stock
1	2020-21	430.09	7557	105.00
2	2021-22	567.57	8610	146.43
3	2022-23	790.11	9304	261.30
4	2023-24 (projected)	959.00	15000	400.00

PMBI requires the services of an audit firm for conducting stock audit. The audit should be carried out in accordance with Engagement & Quality Control Standards (Audit & Assurance Standards) issued by the Institute of Chartered Accountants of India and GFR, 2017. PMBI intends to empanel auditors for a period of 03 (Three) years extendable on year-to-year basis on mutual agreement.

Tender Inviting Authority – CEO, Pharmaceuticals & Medical Devices Bureau of India, 8th Floor, Videocon Tower, Block E1, Jhandewalan Extension, New Delhi-110055 (hereinafter referred as Tender Inviting Authority unless the context otherwise requires).

Tender Accepting Authority – CEO, Pharmaceuticals & Medical Devices Bureau of India, (hereinafter referred as PMBI unless the context otherwise requires).

Terms of Reference for Empanelment of Stock Auditors

Scope of Services

The audit should be carried out in accordance with Engagement & Quality Control Standards (Audit & Assurance Standards) issued by the Institute of Chartered Accountants of India and GFR, 2017 in this regard. Key scope of work includes but not limited to the following:

1. Create a framework & procedure for carrying out audit
2. Verification of Physical Inventories from books
3. Review Placement of Medicine in Warehouse
4. Audit of record keeping, physical placement and system analysis as per Drug & Cosmetics Act 1940
5. NSQ, Hold, physically returned medicines accounting and their clearance system
6. Review of FEFO system Maintenance
7. Evaluate Inward and Outward System
8. Specifically considering the risk of material misstatements in the financial statement from fraud

Note: -

1. Considering the Delhi/NCR as local area, no out of pocket expenses such as TA/DA & Transportation will be paid for Delhi/NCR Stock Audit.
2. For out station Stock Audit – (Except Delhi/NCR) following payment is allowed.
 - a) Lodging & Boarding**
 - i) (Rs 2000 + Taxes) for metro city and (Rs 1500 + Taxes) for non-metro city for final CA, CMA
 - ii) (Rs 1500 + Taxes) for metro city & (Rs 1200 + Taxes) for non-metro city for semi-CA/CMA
 - b) Travelling** – Train- AC - 3 Tier/ Economy Class Air Ticket- with actual local conveyance will be provided.
 - c) DA-** Rs 800/- for metro city & Rs 600/- for non-metro city are allowed for Final CA/ CMA. Again Rs 600/- for metro & Rs 500/- for non-metro cities are allowed to Semi qualified CA/CMA
 - d)** The transportation & staying facility for outstation may be arranged and paid by PMBI directly travelling date and name of auditors are shared before 15 days of start of audit. Otherwise, auditors have to manage their travelling and staying on their own and PMBI will be responsible to make payment as per agreement on submission of bills.

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3. The Auditor having office at audit locations other than Delhi NCR, will be treated as local area and no out of pocket expenses will be paid, however such auditor will be given advantage in technical bid qualification.
4. The audit fee for a financial year for whole assignment as per the scope of services is Rs 10,00,000/- (Rupees Ten lac only)
5. Financial year of audit is 2023-24. However, the contract of the agency shall be extended on satisfactory performance. The extension of contract shall be further given for a period of two more financial years on the same terms & conditions.



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Reporting/ Deliverables

Quarterly Stock audit report as per the format to be agreed with PMBI and to be submitted to the Chief Executive Officer. Any violations or challenges noticed during the Stock audit process are to be reported to the General Manager (Finance & Accounts) immediately by email, followed by hard copy report to the Chief Executive Officer.

The Auditor may review the concurrent audit reports/ quarterly executive summaries and may consider material observations/ findings while forming his opinion on overall Inventory control and truth & fairness of accounts/financial statements.

Key personnel required

Following minimum man days along with location & stock position tentatively are recommended for (Total ten locations) for getting the better results\reports of the audit: -

S. no.	Particulars	Educational Qualification	Qualification Criteria
1.	Team Leader	Qualified CA/CMA	3 yrs.
2.	Support Auditors	Semi qualified CA/CMA	2 yrs.

S. No.	Locations	Address	Approx stock value (RS CR) as on 31.03.24	Tentative no. of persons required in the audit team
1.	Gurugram (Central Warehouse)	Pharmaceuticals & Medical Devices Bureau of India- K. no 60/14/2, Block no A, B & C Sugall Logistics Park Opp GITM College, Tauru Road- Bilaspur Gurugram- Haryana 122413	150.00	22
2.	Chennai (Regional Warehouse)	Pharmaceuticals & Medical Devices Bureau of India- 237/3, 243/1B, 6/14, Solipalayam, Village, Ponneri TK Orkadu Road, Sholavaram, Chennai,	20.00	5

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		Tiruvallur, Tamil Nadu 600067		
3.	Guwahati (Regional Warehouse)	Pharmaceuticals & Medical Devices Bureau of India- Patta no 228, Dag no 698, Village Pamohi Under Mauza Ramsarane, Hill View Complex, Deochatal Pamohi Gorchuk Pamohi Road, PS Gurchuk, Distt- Kamrup, Assam- 781035 Stock Taking- 01.04.2023 to 10.04.2023	30.00	5
4.	Surat (Regional Warehouse)	Pharmaceuticals & Medical Devices Bureau of India- Plot no A-23/2, A-24/1, Part-C, Ichhapore GIDC Estate, Magdala Road, Ichhapore, TA, Choryasi, Dist- Surat 394510 Stock Taking- 01.04.2023 to 10.04.2023	60.00	8
5.	Bangalore (Regional Warehouse)	Pharmaceuticals & Medical Devices Bureau of India- Plot No 162,163 KIADB Industrial Area, Hi Tech Defence Aerospace Park, Devanahali, Bengaluru, Bengaluru Rural Karnatake - 562110	100.00	15
6.	Delhi (Janaushadhi Kendra)	Pharmaceuticals & Medical Devices Bureau of India- Armi Base Hospital, Polyclinic & Trauma Center Complex, Delhi Cantt – 110010	0.05	1
7.	Haldwani (Janaushadhi	Pharmaceuticals & Medical Devices Bureau	0.20	1

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	Kendras)	of India- Susheela Tiwari Government Hospital, Haldwani, Nanital, Rampur Road, Uttarakhand - 263129		
8.	Chandigarh (Janaushadhi Kendras)	Pharmaceuticals & Medical Devices Bureau of India- New OPD, Level- 2, PGIMER, Chandigarh 160012	0.20	1
9.	Shilong (Janaushadhi Kendras)	Pharmaceuticals & Medical Devices Bureau of India- Neighrims hospital, OPD Block, mawdiangdiang East Khasi Hills, Meghalaya - 793018	0.25	1
10.	Mussoorie (Janaushadhi Kendras)	Pharmaceuticals & Medical Devices Bureau of India- Lal Bahadur Shashtri National Academy of Administration Mussoorie, Dehradun, Uttarakhand- 248179	0.10	1

360.80 60

Note-

1. Number of warehouses and janaushadhi Kendra may vary from year to year as well as the stock positions
2. 50-60 member in four group may require to complete the audit in time (within ten days)
3. 100% Stock Audit require for livestock & 10% minimum of expired stock.
4. The contract period will be for the maximum of 3 years. The extension of contract from one to two years and further from two to three years will be based of mutual consent of both parties.
5. The offered cost of contract is 10 lacs for each year.
6. The value of stock may vary from 300 Cr to 600 Cr during the audit of 3 financial years. On every increase of livestock at the end of financial years by 100 Cr beyond 600 Cr, the audit fees will increase by 10% of L1 bid honored.

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Qualification Criteria

- Senior Partners, Minimum 05 years of relevant experience in Audit services
- Qualified ICAI/ICMAI Minimum 3 years of relevant experience in Audit services
- Semi Qualified, Minimum 2 year of relevant experience in Audit services

Eligibility requirements

S. No.	Description	Details	Supporting documents
1.	Company registration	<p>Bidder should be:</p> <ul style="list-style-type: none"> • A firm in operation for a minimum period of 5 years as on 1st April 2023 • The firms should an office based in Delhi & NCR • Bidder should have a valid registration with The Institute of Chartered Accountants of India (ICAI) in India or Institute of Cost Management Accountants (ICMA) of India. 	<ul style="list-style-type: none"> • Certificate of Incorporation or other relevant documents/ registration and Partnership deed / MoA / AoA • Proof of office premises in Delhi & NCR (electricity bill/ landline bill/ any other relevant documents) • Copy of ICAI/ICMA Registration Certificate
2.	Financial strength	The Bidder should have a minimum Average Annual Turnover of Rs. 15 lakhs (Gross Fee receipt), during the last three financial years	<ul style="list-style-type: none"> • Certified account statements • Turnover certificate from a stock auditor
3.	Technical Strength	<ul style="list-style-type: none"> • The bidder should have successfully completed minimum two stock audit assignments in last 2 years, for companies with a turnover of INR 100 	<ul style="list-style-type: none"> • Letter of Award/ Work Order/ Completion Certificate

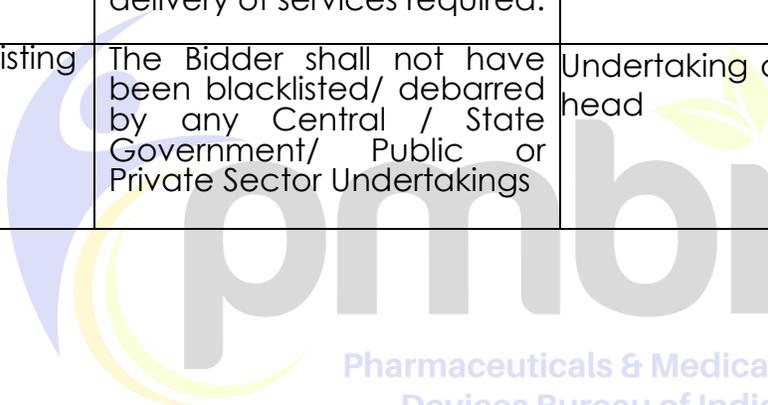
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		<p>crore.</p> <ul style="list-style-type: none"> The bidder must have a minimum of 03 full time qualified chartered accountants/ Cost & Management Accountant to provide audit services and be able to provide an independent audit team with no possible conflict of interest. 	
4.	No major litigations	The Bidder shall not have been involved in any major litigation that may have an impact affecting or compromising the delivery of services required.	Undertaking on company letter head
5.	No blacklisting	The Bidder shall not have been blacklisted/ debarred by any Central / State Government/ Public or Private Sector Undertakings	Undertaking on company letter head

Security Deposit

The Security Deposit shall be collected by deduction from each running bill of the contactor @ 3 % of the gross amount of the bill. The Security Deposit may be refunded after the expiry of the contract provided the contractor has satisfactory carried out all services with the terms & conditions of contract.

Proposals which satisfy the minimum eligibility requirements will be further evaluated based on the evaluation criteria.



Bid Document

Interested eligible parties shall upload their bids in two parts as follows:

- A. Technical Bid
- B. Financial Bid.

Details of both bids are given as follows:

Part A - Technical Bid

The Bidder should upload the following documents while submitting technical bid hereafter called "Part A". (Scanned copies of each page of all documents should be uploaded while submitting technical bid):

1. Letter of Technical Proposal as per Format - 1
2. Organizational contact details as per Format – 2
3. Turnover certificate as per Format - 3
4. Summary of relevant experience as per Format - 4
5. Experience of the organization as per Format - 5
6. Key personnel details as per Format – 6
7. Declarations as per Format – 7 & 8
8. Bid Security Declaration Format – 9
9. Audited account statement of the last three financial years attested by the responsible officer/ authority.
10. Power of Attorney/ Board Resolution for Authorized Signatory of the Bidder

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Format 1 - Letter of Technical Proposal

To,

The Chief Executive Officer,
Pharmaceuticals & Medical Devices
Bureau of India
8th Floor, Videocon Tower, Jhandewalan,
New Delhi - 110055

Dear Sir,

Sub: Uploading of Technical Proposal for Empanelment of Stock Auditors for PMBI.

In response to the tender for the above purpose, we would like to submit our proposal for the above proposed task. We, having examined all relevant documents and understood their contents, hereby submit our bid.

As instructed, we uploaded the copies of the following documents:

1. Organizational contact details as per Format – 2
2. Turnover certificate as per Format - 3
3. Summary of relevant experience as per Format - 4
4. Experience of the organization as per Format - 5
5. Key personnel details as per Format – 6
6. Declaration as per Format 7 and 8
7. Audited account statement of the last three financial years attested by the responsible officer/ authority.
8. Power of Attorney/ Board Resolution for Authorized Signatory of the Bidder (1 original and 1 copy)

We are also enclosing a copy of the tender with all pages signed and sealed to confirm our agreement to the terms. Sincerely yours,

(Signature of bidder/Authorized Signatory with seal)

Name of the Bidder Seal of the Bidder:

Place:

Date:

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Format 2 – Organization Details

S. No.	Particulars	Organization details
1.	Name of organization	
2.	Main areas of business	
3.	Type of organization	
4.	ICAI Registration Details/ ICMA Registration Details	
5.	If it is a company/partnership firm: A. Registration no.	
6.	Address of registered office with telephone no & fax & e mail	
7.	Whether the firm has been blacklisted by any authority in the country If yes, details thereof	
8.	Whether the firm has been involved in any major litigation that may have an impact affecting or compromising the delivery of services required. If yes, details thereof	
9.	Address of offices in India	
10.	Contact person with telephone no. & e-mail id	

Enclose: -

- Copy of Certificate of Incorporation, if applicable.
- Copy of registration proof in respect of 4 above
- Copy of Article of Association in respect of 5 above, if applicable.
- Undertaking in respect of 7 and 8 above
- Proof of office premises in Delhi & NCR (electricity bill/ landline bill/ any other relevant documents)

(Signature of bidder/Authorized Signatory with seal)

Name of the Bidder Seal of the Bidder:

Place:

Date:

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Format 3 – Turnover certificate

Description	F.Y.	F.Y.	F.Y.
Annual turnover			
Net worth			
Profit			

This is to certify that (name of the Bidder) has Annual Turnover as shown above against the respective/s financial year/s

(Signature of bidder/Authorized Signatory with seal)

Name of the Bidder Seal of the Bidder:

Place:

Date:



Note: The turnover certificate should be accompanied by audited account statements. If a group, consolidated figure may be shown.

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Format 4 – Summary of relevant experience

S. No.	Type of credential (in line with minimum eligibility and technical evaluation requirements)	Name of the assignment	Proof submitted

Each of the projects mentioned in this format should be detailed in Format 5

(Signature of bidder/Authorized Signatory with seal)

Name of the Bidder Seal of the Bidder:



Place:

Date:

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Format 5 – Relevant experience

Name of the Bidder	
Type of Experience	
Name of the Project	
Period of assignment	
Description of services performed by the Bidder firm	
Name of the client and address	
Type of client – Public/ Private/ PSU	
Name, telephone no. and fax no. of client's representative	
Contract value of the assignment (in INR)	
Start date and finish date of services (month/ year)	
Brief description of the Project	

Note:

1. Use separate sheets for each relevant experience
2. Each relevant experience should be supported by a work order/ agreement/ client certificate

(Signature of bidder/Authorized Signatory with seal)

Name of the Bidder Seal of the Bidder:

Place:

Date:

Format 6 – Details of Key Personnel

S. No.	Details of key personnel				
	Position	Educational qualification	ICAI/ ICMA Registration	Number of years of experience	List of relevant experience
1.					
2.					
3.					



(Signature of bidder/Authorized Signatory with seal)

Name of the Bidder Seal of the Bidder:

Place:

Date:

Format 7 – Declaration

To,

The Chief Executive Officer,
Pharmaceuticals & Medical Devices Bureau of India

8th Floor, Videocon Tower, Jhandewalan, New Delhi - 110055

Dear Sir,

We hereby confirm that we are interested in competing for the services to undertake the task related to _____
for Bureau of Pharma Public Sector Undertakings of India. All the information provided herewith is genuine and accurate.

(Signature of bidder/Authorized Signatory with seal)

Name of the Bidder Seal of the Bidder:

Place:

Date:



Format 8 – Declaration1

(FOR NON-BLACKLISTING)

I _____(name of the contractor/agency) hereby confirm and declare that we, M/s. _____, is not blacklisted/ de-registered/ debarred by any Government department/ Semi Government department or any other agency.

(Signature of bidder/Authorized Signatory with seal)

Name of the Bidder Seal of the Bidder:

Place:

Date:



Format 9

BID Security Declaration

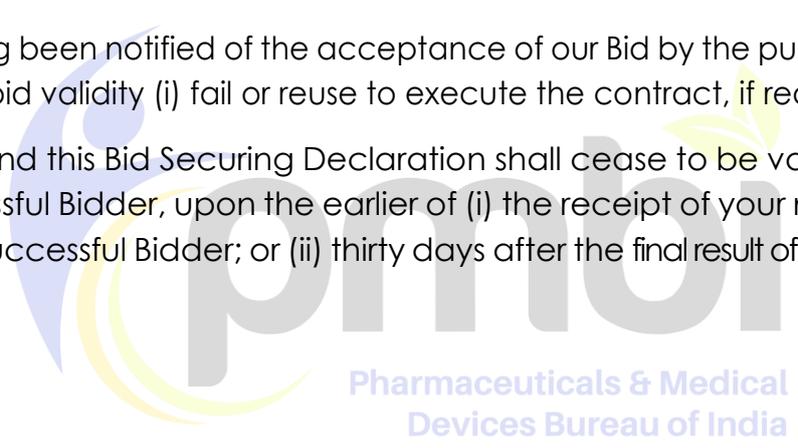
I/We _____-, declare that:

I/We understand that, according to your conditions, bids must be supported by a BidSecuring Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We:

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required,

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the final result of the tender.



(Signature of bidder/Authorized Signatory with seal)

Name of the Bidder Seal of the Bidder:

Place:

Date:

Part B - FINANCIAL BID

S. No.	Particulars	Details
1	Fees/Service Charges for the work	

(a)The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account.

(b)The contract will be in force for a period of ONE year commencing from the date of execution of contract. PMBI may also extend the period of contract for a period up to two more years from the date of its expiry on the same terms and conditions with mutual consent.

(Signature of bidder/Authorized Signatory with seal)

Name of the Bidder Seal of the Bidder:

Place:

Date:



Evaluation of Bid Documents:

Evaluation of Technical Bid (Part A): Evaluation of Technical bid will be carrying two stage evaluations as follows:

- A. Objective point base grading (Maximum 75 points) based on experience of the firm, gross fee receipt, experience in auditing of firms having turnover more than or equal to 100 crore, Government owned company/ Society audit and number of partners. Grading shall be as follows:
1. Maximum Point 10 for experience (5 point fixed for 5 years minimum requirement of experience & one point for each extra experience more than 5 year).
 2. Maximum point 10 for turnover (5 points fixed for minimum qualification of turnover Rs 15 Lakhs and one point for each extra Rs 15 Lakhs turnover).
 3. One point for each completed audit of firm/company having turnover of 100 crore and more (Maximum 05 Points)
 4. One point for each completed audit of Government owned company/ Society (Maximum 05 Points)
 5. Maximum 10 points (5 points fixed for minimum partner & one point for each extra partner).
 6. Maximum 35 points for offices at different Audit Location (10 points fixed for Delhi NCR and five points for office at each extra audit location.)
- B. Presentation on technical matters of taxation and Audit plan. (Maximum 25 points)

Note: Bids not meeting the eligibility criteria and requirements of the tender will be rejected.

Evaluation of Financial Bid (Part B): Financial bid will be open of successful bidders qualified in technical evaluation. Successful bidders after technical bid will be finally ranked on the basis of quoted fee/service charges for the assignment. Lowest bid will be selected.

Negotiations

Negotiations may, however, be undertaken with successful bidder, when the rates are considered to be higher than the prevailing market rates or found to be on higher side upon analysing by bid evaluation committee. The bid evaluation committee shall have full power to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.

Disqualification

PMBI may at their sole discretion and at any time during the evaluation of the proposals, disqualify any bidder, if the bidders have,

- Submitted the proposal without required documents.
- Mislead or false representation in the forms, statements and supporting documents with the bid.
- Declared ineligible by the Government of India or any state Government for corrupt and fraudulent practices or blacklisted.

The bidders are requested to examine all instructions, forms, terms and other details before submitting the application.

Conditions under which tender is issued

The tender is not an offer and is issued with no commitment. PMBI has the right to withdraw tender and or vary any part thereof at any stage. PMBI has further right to disqualify any bidder, should it be so necessary at any stage.