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CCI

भारतीय कपास निगम लिमिटेड

**THE COTTON CORPORATION OF INDIA LTD.**
**(A Government of India Undertaking)**
136 -A, 60 Ft. Road, Kamla Nehru Colony, Bathinda (Punjab) -151001
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CIN:U51490MH1970GOI014733 GSTIN: 03AAACT4053B1Z2

# SHORT TENDER NOTICE

## *TENDER FOR CARRYING OUT PHYSICAL VERIFICATION OF STOCKS*

The Cotton Corporation of India Limited invites Sealed Tenders in two bid-system from the ***competent Auditing firms in the State of Punjab*** for carrying out physical verification of its stocks of all kinds of cotton bales, kapas, Lint Cotton, cotton seed, hessian/grey cloth, tarpaulins etc., as on 31st March 2019 stored in various ***centers under the jurisdiction of Branch Office Bathinda.*** List of Centers/godowns is enclosed with this tender (Annexure-I).

The firm may submit sealed tenders in the prescribed format. Sealed tenders superscribing ***"TENDER FOR CARRYING OUT PHYSICAL VERIFICATION OF STOCKS" addressed to Branch Manager*** may be dropped in the Tender Box kept at '**The Cotton Corporation of India Ltd., Kapas Bhavan, 136-A, 60 Feet Road, Kamla Nehru Colony, Bathinda-151001'** on or before **11th March 2019** upto **3:00 p.m**. which will be opened on the same day at **3:30 p.m**., in the presence of tenderers who may remain present.

**BRANCH MANAGER**

## *TENDER FOR CARRYING OUT PHYSICAL VERIFICATION OF STOCKS*

### TECHNICAL BID : I

### (SPECIFICATIONS)

**A. Eligibility Criteria:**

- The firm should be a competent auditing firm having valid certificate of practice from CA institute and must have minimum 3 years experience of audit. (Self attested copies to be enclosed).
- The firm/external auditors who have been appointed for internal audit purpose by the Corporation shall not be entitled to participate in this tender.
- The firm, who has given their godowns to the CCI for storage purpose, shall not be entitled to participate in this tender.
- Self attested copy of PAN & GST number is mandatory alongwith Technical Bid-1.

**B. General Information**

| | | | |
|---|---|---|---|
| 1) Whether the firm has office in Punjab State | : | Yes | No |

If yes, please furnish the following details :-

i) Name of the Organization/Firm: _____

ii) Year of Establishment: _____

iii) Contact person: _____

iv) Address of the Registered Office: _____

(with phone/ mobile no., fax nos. and email id) _____

_____

| | | | |
|---|---|---|---|
| 2) Whether Firm has given their godowns to CCI for storage purpose. | : | Yes | No |

| | | | |
|---|---|---|---|
| 3) Whether Proprietorship, Partnership firm or Company | : | Yes | No |

4) (a).Name and Address of Bankers

(b). Account No. _____

(c). MICR code _____

(d). IFS code _____

5) (i) PAN No. _____

ii) GST No. _____

## OTHER TERMS

1) The firm, who has given their godowns to the CCI for storage purpose, shall not be entitled to participate in this tender as it will adversely affect the independence of the Firm to carry out physical verification of the stocks.

2) The firm/ external auditors who have been appointed for internal audit purpose by BO Bathinda shall not be entitled to participate in this tender as it will adversely affect the independence of the Firm to carry out physical verification of the stocks.

3) The firm shall be required to carry out physical verification of the stocks of the Corporation as on 31st March, 2019 in respect of all centers/ G&P Factories / other destinations under the jurisdiction of ***Bathinda Branch***. For physical verification of stocks, their team shall visit the Branch Offices well in time preferably before 31st March, 2019 itself to collect the details of the centers/stocks for verification.

4) The firm shall ensure that their team visits each centre/G&P Factories/ other points for physical verification of stocks as per the detail provided by the Branch Offices.

5) The firm shall also be required to carry out physical verification of all kind of stocks stored in Central Warehousing Corporation (CWC) / State Warehousing Corporation (SWC) / Private godowns under management of CWC/SWC and stocks lying in other private godowns. Besides this, the firm shall also verify the stocks all bales for its physical availability under GSF (Godown Storage Facility), whether belonging to private mills or institutional buyers. The job of physical verification should be completed by the firm within stipulated time by deploying extra man-power.

6) The stocks to be verified shall include kapas, lint cotton, cotton bales, Grey Cloth / Hessian bales, tarpaulins and cottonseed etc stored in open or in boras, bags etc. Miscellaneous cotton either in bales or in loose, is also to be verified.

7) While carrying out physical verification of stocks, full particulars like crop year, variety, grade, Contract Number, particular of item, storage place, weight and other related particulars are to be mentioned clearly and specifically. If any stock is found damaged or affected then its full particulars are to be given in the verification report.

8) If at a particular centre, stocks available pertain to more than one centre then physical verification of stocks shall be done center-wise and report shall be prepared center-wise.

9) Stocks of only serviceable tarpaulins are to be verified on single piece basis of 60'x40' or 40'x40' size each. Tarpaulins in pieces are not to be taken into account.

10)Before carrying out physical verification, written declaration may please be obtained from the Centre In-Charge regarding particulars of stocks available and its location/storage point. In respect of stocks inside the G&P factories, the written declaration must be signed by Centre in Charge and Factory In Charge of CCI and

authorised representative of G&P factory and on the basis of these written declarations, physical verification may be carried out by your team. In respect of stocks of cotton bales under GSF scheme, name and address of the mill with location of godown may be spelled out clearly in the report.

11) Physical verification of the stocks at all points/centers must be completed well ***before 5th April, 2019.*** The physical verification report is to be submitted within ***3 days*** to the Branch Office alongwith full supporting documents/ declaration/ calculation sheets/weight check details etc as a proof of actual physical verification done at each center/point.

12) Operations of the Corporation are spread over various centers but verification of stocks shall depend on availability of stocks at different centers to be declared by ***Branch Office – Bathinda.*** List of Centers/godowns is enclosed with this tender (Annexure-I).

13) All work pertaining to physical verification of stocks etc shall be organized by the firm in close coordination with all concerned to avoid any delay.

14) For carrying out physical verification work, payment shall be made by the Branch Office within 20 days on receipt of bill from the firm as per rate decided/finalized by the Branch Office subject to timely completion of the work, submission of reports and other documents as per requirement on time. For any delay in completion of physical verification/ submitting report, a penalty of 1% of total value per day upto submission of report will be deducted.

15) Tenderer should submit the tender as under :

Envelope A : Envelope A marked as Technical Bid-1 on the envelope should contain Technical Bid-1 (Specification), alongwith other terms.

Envelope B : Envelope B marked as Financial Bid-2 on the envelope should contain Financial Bid-2 (Price Quotation).

Envelope C : Envelope C should contain Envelope A and Envelope B duly superscribing "Tender for carrying out physical verification of stocks".

Note : Each envelope should contain the name and address of the firm.

16) Financial Bid-2 for price quotations shall be opened in respect of those tenderer who qualify Technical Bid-1. Thereafter the rates will be finalized with L-1 tenderer. About 60% of total work will be given to the L-1 tenderer but looking to the requirement, such work can also be given to L-2 etc., if he agrees to carry out the work on the rates finalized with the L-1 tenderer.

17) The tender should be signed by the person having necessary authorization.

18) Tenders containing false, incomplete and/or inadequate information are liable to be rejected.

19) The Corporation reserves the right to accept or reject any/all tender. However, in case any tender is rejected, parties may seek the reasons for rejections. In case, parties have any query about the tender condition they may seek clarification from the Corporation.

**Signature of the Tenderer:**

**Name of the Tenderer :**

**Address & Seal :**

**Contact Tel./Mobile Nos. :**

## TENDER FOR CARRYING OUT PHYSICAL VERIFICATION OF STOCKS

### FINANCIAL BID : II

### (PRICE QUOTATIONS)

Please quote your minimum acceptable rates for the following:

| Sr. No. | Item for Physical Verification | Unit | Approx. Quantity (All centres) | Lowest Acceptable rate in Rs. per unit |
|---|---|---|---|---|
| | I | II | III | IV |
| 1. | Cotton Bales/ Boras/ Bundle | Per Bale/ Bundle/bora | NIL | |
| 2. | Kapas (raw cotton) | Per Full heap of kapas | NIL | |
| 3. | Cotton Seed | Per Full heap of cotton seed | NIL | |
| 4. | Part Heaps of Kapas/ cotton seed (on actual weighment basis) | Per Quintals | NIL | |
| 5. | Hessian/grey cloth bales | Per bale or part thereof | 364 | |
| 6. | Tarpaulins -cotton canvas / PVC (each of 60' x 40' or 40'x40' size) | Per tarpaulin | 529 | |
| 7. | Expenses including traveling/lodging / boarding/ incidental etc. | Per centre | --- | |

Note : 1) The above rates should be inclusive of all taxes and levies.

2) The approximate quantity shown above is just estimated quantity, which may vary depending upon the deliveries effected before 31st March 2018 or otherwise also.

**Signature of the Tenderer :**

**Name of the Tenderer :**

**Address & Seal :**

**Contact Tel./Mobile Nos. :**

**Annexure-I**

## List of Centres/ Godowns

| District | S.No. | Centres/Godowns |
|---|---|---|
| Bathinda | 1 | Bathinda |
| | 2 | Maur |
| | 3 | Raman |
| | 4 | Rampura Phul |
| Faridkot | 5 | Jaito |
| Fazilka | 6 | Abohar |
| | 7 | Fazilka |
| Muktsar | 8 | Gidderbaha |
| | 9 | Killianwali |
| | 10 | Malout |
| Mansa | 11 | Budhlada |
| | 12 | Mansa |

## CHECK LIST FOR SUBMISSION OF TENDER FOR CARRYING OUT PHYSICAL VERIFICATION OF STOCKS.

**TENDERERS MUST CHECK THE FOLLOWING POINTS BEFORE SUBMITTING THE TENDER:**

| | | | |
|---|---|---|---|
| 1. | Whether the Envelope A contains Technical Bid-1 and other terms. | Yes | No |
| 2. | Whether the Envelope B contains Financial Bid-2. | Yes | No |
| 3. | Whether the entire Tender Documents are duly signed and numbered by Authorized Representative. | Yes | No |