भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LTD.

(भारत सरकार का उपक्रम)
(A Government of India Undertaking)
निगमित पहचान संख्या :U51490MH1970GOI14733
प्रशासकीय एवं पंजीकृत कार्यालय : कपास भवन प्लॉट नं. 3 ए, सेक्टर 10, सीबीडी बेलापुर, नवी मुंबई - 400614.
KapasBhawan, Plot-No. 3A, Sector 10, CBD Belapur, Navi Mumbai- 400 614.
दूरभाष/Telephone –022-27579217, फ़ैक्स/Fax-022-27579219.
Web site: http://www.cotcorp.org.in, http://www.ministryoftextiles.gov.in, E-mail: headoffice@cotcorp.com

1	Title of the Tender	:	**Tender for appointment of Auditors for undertaking the Audit of Accounts of the EPF, Superannuation Fund and Gratuity Fund Trusts of CCI Ltd., for the F.Y 2019-20 at H.O, CBD Belapur, Navi Mumbai.**
2	Tender Ref. No.	:	CCI/H.O/CPF/2019/01
3	Product Category	:	Service
4	Sub Category	:	Professional Services
5	EMD	:	Rs. 5000/-
6	Minimum Audit Fees		Refer to point no. 5 of general terms and conditions.
7	Document Cost	:	NIL
8	Tender type	:	Professional Service
9	First announcement Date & Time	:	19/11/2019 ; 4.00 PM
10	Last Date & Time of Document Collection	:	02/12/2019 upto 5.00 PM
11	Last Date & Time of Submission of Tender	:	03/12/2019 upto 3.30 PM
12	Opening Date & Time	:	03/12/2019 at 4.00 PM
13	Work description	:	**To conduct Audit of Accounts of EPF, Superannuation Fund and Gratuity Fund Trusts of CCI LTD., for the F.Y 2019-2020 at H.O, CBD Belapur, Navi Mumbai**
14	Pre-Qualification	i) ii) iii) iv) v)	Income Tax Permanent Account Number. GST number The registered Chartered Accountant firm must have at least 10 years experience. The tenderer firm must have experience of conducting Statutory Audit of company and/or such Trust Audit in atleast two central Govt./State Govt./ PSU during last 5 years. (Self attested copy of appointment/engagement letter issued by the department must be attached) The tenderer entity/ any partner/ Director of the entity should not have been convicted in any disciplinary proceedings/criminal case by regulatory authority/court in connection with professional work. Tenderer should not be in black list of any PSU or Govt. Department. Tenderer to submit an undertaking in this respect as per relevant form.

भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LTD.
(भारत सरकार का उपक्रम)
(A Government of India Undertaking)
निगमित पहचान संख्या :**U51490MH1970GOI14733**
प्रशासकीय एवं पंजीकृत कार्यालय : कपास भवन प्लॉट नं. 3 ए, सेक्टर 10, सीबीडी बेलापुर, नवी मुंबई - 400614.
KapasBhawan, Plot-No. 3A, Sector 10, CBD Belapur,Navi Mumbai- 400 614.
दूरभाष/Telephone –022-27579217, फ़ैक्स/Fax-022-27579219.
Web site: http://www.cotcorp.org.in, http://www.ministryoftextiles.gov.in,E-mail: headoffice@cotcorp.com

No.: CCI/H.O/CPF/2019/01 Date: 19/11/2019

TENDER NOTICE

The Cotton Corporation of India Ltd. invites sealed tenders in two bid system from **Chartered Accountants firms** for the Appointment of Auditors for undertaking the Audit of Accounts of EPF, Superannuation Fund and Gratuity Fund Trusts of the Cotton Corporation of India Ltd at H.O, CBD Belapur, Navi Mumbai.

Sr. No.	Particulars of the work	Blank Tender document Cost in Rs.	E. M. D in Rs.
1.	Tender for appointment of Auditors for undertaking the Audit of Accounts of EPF, Superannuation Fund and Gratuity Fund Trusts of the Cotton Corporation of India Ltd at H.O, CBD Belapur, Navi Mumbai.	NIL	5000/-

1. Blank tender form for the said work is available at above address free of cost, on all working days between 10.00 am to 5.00 pm up to date 02/12/2019.
2. Minimum Audit Fee will be Rs. 5,000/- for each trust excluding applicable taxes**.** The fee should be quoted including TA/DA etc.
3. The engagement of Auditor will be for the conducting Audit of Trusts for Financial Year 2019-20.
4. Audit Firm who has done audit of CCIL EPF, Superannuation Fund and Gratuity Fund Trusts during F.Y 2018-19 shall not be eligible to be re-appointed for the F.Y 2019-20.
5. The tender documents can also be downloaded from the Corporation's web site i.e. www.cotcorp.org.in or from the government tender portal i.e. www.eprocure.gov.in
6. EMD amounting to Rs. 5,000/- (Rupees five thousand only) in the form of Crossed Demand Draft/Pay Order/Banker's Cheque drawn on any Scheduled Banks drawn in favour of THE COTTON CORPORATION OF INDIA LTD., payable at Mumbai/Navi Mumbai must accompany each tender. Any Tender not accompanied by the requisite Earnest Money and incomplete in any respect, is liable to be rejected.
7. Tenderer should submit the tender as under:
   Envelope A– (Technical Bid-I with all enclosures and EMD)
   Envelope B - (Financial Bid-II),
   Envelope C: Envelope "C" should contain both Envelope "A" & Envelope "B"
   Each envelope be super scribed as "**Tender for appointment of Auditors for the Cotton Corporation of India Ltd., trust funds"** and should bear the full address of tenderer at left side bottom.
8. The sealed tenders must be submitted/dropped in the **Tender Box placed on 4th Floor** upto 3.30 pm on 03/12/2019.
9. Tender Document consists of total 8 pages in addition to tender notice.
10. Technical/Financial Bids of the tenders shall be opened on the same day i.e. **on 03/12/2019 at 4.00 pm in the presence of tenderers who may wish to remain present.**

THE CORPORATION RESERVES ITS RIGHT TO ACCEPT OR REJECT ANY TENDER(s). HOWEVER, PARTY MAY SEEK THE REASONS FOR REJECTION FROM THE CORPORATION.

CGM (FIN/HRD)

TENDER DOCUMENT

Tender for appointment of Auditors for undertaking the Audit of Accounts of EPF, Superannuation Fund and Gratuity Fund Trusts of the Cotton Corporation of India Ltd at H.O, CBD Belapur, Navi Mumbai.

TECHNICAL BID- I

INDEX

Sr. No.	Particulars	Page No.
1	Check list for tender documents	1
2	Submission of tender and Declaration	2
3.	Notice inviting Bids and Scope of work	3
4.	Format of Undertaking to be submitted along with Technical –Bid	4
5.	General Terms and conditions	5
6.	Eligibility Criteria for Evaluation of Tender	6
7.	Financial Bid	7-8

CHECK LIST FOR TENDER DOCUMENTS

Please make tick (√) Mark

1. a. Blank tender document obtained from office	Yes	No
b. Tender document downloaded from web site	Yes	No
2. Earnest Money Deposit Amount of Rs. 5,000/- in favour of The Cotton Corporation of India Ltd., Navi Mumbai is enclosed.	Yes	No
3. Registration of various authorities and their Nos. for Eligibility Criteria *(Self attested Copies of the same shall be enclosed)*		
a. PAN issued by Income tax authority (Govt of India), *(Self attested Copies of the same shall be enclosed)*	Yes	No
b. GST No. *(Self attested Copies of the same shall be enclosed)*	Yes	No
c. The registered Chartered Accountant firm must have atleast 10 years experience in Auditing of Accounts. *(The copy of registration certificate of the firm)*	Yes	No
d. The tenderer firm must have experience of conducting statutory of company and /or such trust audit in at least two central Govt./State Govt./ PSU during last 5 years. (Self attested copy of appointment/engagement letter issued by the department must be attached)	Yes	No

Sr No.	Name of the Company (Central Govt./ State Govt./PSU)	Date of Assignment	Mode of Assignment (Statutory Audit)
1			
2			
3			

(Self-attested Copies of two assignment completion certificates/engagement letters issued by the concerned departments should be enclosed)

e. The tenderer entity/ any partner/ Director of the entity should not have been convicted in any disciplinary proceedings/criminal case by regulatory authority/court in connection with professional work. Tenderer should not be in black list of any PSU or Govt. Department. Tenderer to submit an undertaking in this respect as per relevant form (self undertaking to be submitted along with Technical Bid).	Yes	No

Signature and seal of Tenderer

Name

Capacity /authority to sign

Full address:

Date: _____

To,
The Cotton Corporation of India Ltd.
Kapas Bhavan, Plot No. 3-A,
Sector-10, CBD Belapur,
NAVI MUMBAI- 400 614

Sub: Tender for appointment of Auditors for undertaking the Audit of Accounts of EPF, Superannuation Fund and Gratuity Fund Trusts of the Cotton Corporation of India Ltd at H.O, CBD Belapur, Navi Mumbai.

Dear Sir,

1 I/We have read and understood all the terms & conditions of the tender and other instructions and hereby undertake to abide by them.

2 I/We are enclosing herewith, Demand Draft/ Pay Order No. _____ dt. _____ in your favour, towards earnest money deposit of **Rs.5,000/-.**

3 I/We have filled and signed each page of the tender documents and the same are enclosed here with.

Signature and seal of Tenderer:

Name:

Capacity /authority to sign:

Full address:

THE COTTON CORPORATION OF INDIA LTD.
CBD BELAPUR, NAVI MUMBAI.

Tender for appointment of Auditors for undertaking the Audit of Accounts of EPF, Superannuation Fund and Gratuity Fund Trusts of the Cotton Corporation of India Ltd at H.O, CBD Belapur, Navi Mumbai.

Notice inviting bids

The Cotton Corporation of India Ltd., Navi Mumbai intends to appoint Chartered Accountant firm as Auditors for undertaking the Audit work of **Trusts of the Cotton Corporation of India Ltd. Employees Contributory Provident Fund, Employees Contributory Superannuation Fund and Employees Gratuity Fund at H.O, Navi Mumbai.**

Introduction:-

The Cotton Corporation of India Ltd (CCIL), is a Government of India Undertaking under administrative control of Ministry of Textiles. The Corporation is managing the following Trusts as under:

1. **CCI Ltd., Employees Contributory Provident Fund**
2. **CCI Ltd., Employees Contributory Superannuation Fund and**
3. **CCI Ltd., Employees Gratuity Fund**

1) CCI Ltd. Employees Provident Fund Trust (CCI EPF):-

The Corporation has established Provident Fund Trust in the year 1972 which is exempted U/S 17 (1)(a) of the Employees' Provident Fund & Miscellaneous Provisions Act 1952. The Fund is recognised under the Income Tax Act 1961. Regular employees and some of the temporary employees engaged on seasonal basis are members of Fund. At present the corpus of the fund is Rs. 120 crores.

2) CCI Ltd. Employees Gratuity Fund Trust :-

The Gratuity Fund was established by the Corporation in the year 1976 and is recognised under the Income Tax Act 1961. At present the trust corpus of the Gratuity Fund is Rs.41 crores.

3) CCI Ltd. Employees Contributory Superannuation Fund (CCI CSS) :-

In November 1995, Corporation established a Self-Financing Superannuation Fund and The Superannuation Fund is recognised under the Income Tax Act 1961. Regular employees are members of Fund. The present trust corpus of the Superannuation Fund is Rs. 42 crores.

Existing Accounting software (ERP):-

The accounts of CCI EPF, CCI CSS and CCI Gratuity Trust are maintained under Oracle E-biz Suite R-12 Platform.

Scope of work:

Audit of accounts of EPF, Gratuity and CSS funds trusts of CCI Ltd., for the Financial Year 2019-20 alongwith their e-filing of Income tax return for the Financial Year 2019-20.

THE COTTON CORPORATION OF INDIA LTD.
CBD BELAPUR, NAVI MUMBAI.

3. Format of Undertaking to be submitted along with Technical–Bid Undertaking

(To be stamped and signed by the authorized signatory on letterhead of Tenderer and be attached with Technical Bid.)

We hereby confirm that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s) / information is false, forged or fabricated.

We hereby confirm that our Bid complies with the total technical-commercial requirements/ terms and conditions of the Bidding Document and subsequent addendum/corrigendum (if any), issued by CCIL, without any deviation/ exception/ comments/ assumptions.

We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'. We hereby confirm that any partner / Director of the entity have not been convicted in any disciplinary proceedings / criminal case by regulatory authority (ies)/ court in connection with professional work. We further confirm that, we have not been in negative list / blacklisted by any Public Sector Undertaking / Government Organization / CCI Limited. We also confirm that the contents of this Tender have not been modified or altered by us. We agree that if any noticed in future, our Bid may be rejected / terminated.

We hereby confirm that we have gone through and understood the Bidding Document and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

Date: Signature with seal of the firm

Place: Name & Full address:

The Cotton Corporation of India Ltd.
CBD Belapur, Navi Mumbai

General Terms and conditions

1. The Cotton Corporation of India Limited shall not be responsible for any expense incurred by tenderers in connection with the preparation and delivery of their bids, site visit, participating in the discussion and other expenses incurred during the bidding process.

2. Evaluation of technical Bid-I shall be as per elegibility criteria and finacial Bid of the tenderer shall be opened only if qualifies the technical criteria.

3. Earnest Money deposit amounting to **Rs. 5,000/-** (Rupees five thousand only) in the form of Crossed Demand Draft/Pay Order drawn on any scheduled banks in favour of The Cotton Corporation of India ltd., payable at Mumbai/Navi Mumbai must accompany the Technical Bid-I.

4. The EMD of Rs 5,000/- of the successful Tenderer shall be released after successful completion of audit and filing of Income Tax return.

5. The minimum prescribed fees for the assignment has been fixed at Rs. 5,000/- for each trust (excluding applicable taxes)**.** The fee should be quoted including TA/DA etc i.e Audit fee is inclusive of all out of pocket expenses.

6. The firm quoting lowest price (exclusive of GST amount) in aggregate for auditing the books of accounts of all the three trusts including filing of Income Tax return shall be considered for appointment as auditor.

7. In case of a tie in fees quoted it is proposed that firms with longer experience based on year of registration shall be considered for selection.

8. CCI reserves the right to accept or reject any tender at any time prior appointment without assigning any reason whatsoever. However, tenderer may seek the reasons of the same.

9. The tenderer is expected to examine the bidding document, including all instructions carefully. Failure to furnish all information required as per the tenderer document may result in the rejection of the Bid.

10. If the tenderer neglects or refuses for their rates quoted after submission of their tender or to comply with the conditions of the tender or any of them, the earnest money deposit already paid may be forfeited.

11. The rates must be quoted exclusive of all applicable taxes.

12. Confidentiality clause:

    The successful tenderer must not disclose the confidential information obtained from the Corporation/Trust to anyone unless required to do so by law and shall maintain confidentiality. The successful tenderer to whom the work is allotted shall carry out the job at their own and will not sub-let this work to any other firm.

13. The Corporation also reserves its right to cancel the engagement, if the performance is not found satisfactory and may forfeit the EMD paid at the time of tender.

    We hereby agree with all the terms and conditions of the tender and we hereby undertake to abide by same.

Signature and seal of tenderer
Name
Capacity /authority to sign
Full address:

Technical Bid-1

ELIGIBILITY CRITERIA FOR EVALUATION OF TENDERS

1. Name of the firm:	M/s._____ Official Address:_____ _____ City: -_____ PIN: - _____ Tel. No. _____ Mobile No. _____ Email._____
1a. Date of establishment/incorporation of Firm	_____
1b. Blank tender documents had from office	YES ☐ NO ☐
1c. Blank tender document down loaded from CCI's web site.	YES ☐ NO ☐
2. Earnest Money Deposit Amount Rs. 5,000/-& its details:	Rs. 5,000/- (Rupees five thousand only) Drawn on _____ Vide DD/PO No._____ In favour of The Cotton Corporation of India Ltd., _____ is enclosed.
3A. Income tax Permanent Account Number *(Self attested Copy of the same shall be enclosed)*	A. PAN No.
3B. GST No. *(Self attested copy of the same shall be enclosed)*	B. GST No. _____
3C. The registered Chartered Accountant firm must have atleast 10 years experience in Auditing of Accounts. *(The copy of registration certificate of the firm]*	C. The copy of registration certificate of the firm. attached: Yes / No
3D. The tenderer firm must have experience of conducting statutory audit of company and/or trust in at least two central Govt./State Govt./ PSU during last 5 years. (Self attested copy of appointment/engagement letter issued by the department must be attached)	D. Copy of engagement letters/assignment certificates attached : Yes / No
3E. The tenderer entity/ any partner/ Director of the entity should not have been convicted in any disciplinary proceedings/criminal case by regulatory authority/court in connection with professional work. Tenderer should not be in black list of any PSU or Govt. Department. Tenderer to submit an undertaking in this respect as per relevant form. (Self undertaking to be attached).	E .Undertaking attached : Yes / No

Signature and seal of tenderer

Name

Capacity /Authority to sign

Full Address:

Tender for appointment of Auditors for undertaking the Audit of Accounts of CPF, Superannuation Fund and Gratuity Fund Trusts of the Cotton Corporation of India Ltd at H.O, CBD Belapur, Navi Mumbai.

TENDER DOCUMENT FOR

FINANCIAL BID

INDEX

Sr.No.	Particulars	Pages
1	Financial Bid	1

(To be submitted on the letter head of the Firm)

Date: _____

FINANCIAL BID

Tender for appointment of Auditors for undertaking the Audit of Accounts of CPF, Superannuation Fund and Gratuity Fund Trusts of the Cotton Corporation of India Ltd at H.O, CBD Belapur, Navi Mumbai.

I/we hereby submit our Financial Bid for profession fees for undertaking Audit work of Trusts of Employees Contributory Provident Fund, Employees Contributory Superannuation Fund and Employees Gratuity Fund of the Cotton Corporation of India Ltd. at H.O, Navi Mumbai as under:-

S. No.	Particulars	Fees (In Rs.) (Excluding applicable Taxes)
1	Minimum Audit Fee including e-filing of returns.	
	a. CCI Ltd. **Employees Contributory Provident Fund Trust**	
	b. CCI Ltd. **Employees Contributory Superannuation Fund Trust**	
	c. CCI Ltd. **Employees Gratuity Fund Trust**	
	TOTAL	
(In words : Rupees _____)		

i) The Audit fee quoted above is inclusive of all except applicable GST.
ii) Audit Fee will be paid after the approval of Audited Accounts by Board of Trustees and filing of Income Tax return and on submission of bill.
iii) The GST @ _____(%) shall be charged in addition to above fees (please quote GST rate here).

We hereby agree with all the terms and conditions of the tender and we hereby undertake to abide by same.

Date: Signature with seal of the firm

Place: Name & Full address: