भारतीय कपास निगम लिमिटेड,

THE COTTON CORPORATION OF INDIA LTD.

(A Government of India Undertaking) (Ministry of Textiles)
3RD FLOOR, W.B. PLAZA, NEW COTTON MARKET, HUBLI - 580 029.

Tel: 2356353, 2356355 (STD 0836) Fax 0836-2251960
E-MAIL:hubli@cotcorp.com /ccihbl@sancharnet.in

Ref:CCI/HBL/ADMIN/TENDERS(AUDIT)/2018/288 Date: 01.05.2018

TENDER NOTICE

The Cotton Corporation of India ltd, Hubli invites sealed tenders in two bit system(Technical bid/ Financial bid) from Chartered Accountant firms for appointment of Internal Auditors for undertaking the Internal Audit work at Branch Office Hubli. The detailed terms and conditions cas be had from CCI website www.cotcorp.org.in and Govt tender portal www.eprocure.gov.in . The tenders should be submitted in the prescribed form and necessary enclosures along with EMD of Rs.5,000/- (Rupees Five thousand only) by way of Crossed DD/Pay Order/Bankers Cheque shall be drawn from any nationalized bank in favour of " The Cotton Corporation of India ltd" payable at Hubli and the same may be submitted to our office upto 03.00 pm on 22.05.2018. The tenders will be opened on the same day at 04.00 pm in presence of of the tenderer who remain present at the time of opening.

Branch Manager

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General Terms and conditions

1. The Cotton Corporation of India Limited shall not be responsible for any expense incurred by bidders 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 it qualifies the technical Bid-I .
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 _____ must accompany the Technical Bid-I.
4. The EMD of Rs 5,000/- of the successful Bidder shall be released after successful completion of work alloted.
5. **Minimum monthly Audit Fee:**
   a. The minimum audit fee will be Rs. 10,000/- (excluding applicable Taxes).
   b. The fee should be quoted is inclusive of TA/DA/Boarding/Lodging etc.
6. The minimum cosolidated fees for the assignement has been fixed. In case, the minimum fees is qouted by more than one firm, the oldest firm (based on the date of registration/incorporation) shall be treated as L-1.
7. The L-1 firm will be allotted the monthly audit work. However, in case his audit performanace not found satisfactory, the firm can be removed after giving one month notice during the engagement period of one year. In this case the next firm in the line of L-1 shall be called upon to acept the engagement provided he agrees for L-1 consolidated fee. The fees shall be inclusive of TA/DA/Boarding Loging etc.
8. The rates must be quoted exclusive of all applicable taxes.
9. The successful bidder shall indemnify the Ccorporation against all third party claims of infringement of Patent, trademark, rights arising from the use of the services or any part therof in the Cotton Corporation of India Limited.
10. CCI reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of contract without assigning any reason whatsoever, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders of the grounds or the reasons for the said action. However, bidder may ask the reasons of these actions.
11. The Bidder is expected to examine the bidding document, including all instructions carefully. Failure to furnish all information required as per the Bidding Document may result in the rejection of the Bid.
12. 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. This is applicable in case of the party surrenders it self / himself from their rates quoted and not ready to execute even if fit for award of work by the corporation or back out from the work by keeping it incomplete.
13. Confidentiality clause:
    The successful bidder must not disclose the confidential information obtained from the corporation to anyone unless required to do so by law and shall maintain confidentiality.

The successful bidder to whom the work is allotted shall carry out the job at their own and will not sub-let this work to any other Agency/Organization.

14. 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.
15. In case of any dispute or difference arising out of or in relation to this work, same shall be governed by the Arbitration & Conciliation (Amendment) Act 2015. An Arbitrator (other than an employee of the Corporation) to be appointed by the Competent Authority of The Cotton Corporation of India Ltd., whose decision shall be final and binding upon the parties.
16. Force Majure: If any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Herein after referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by any reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the corporation as to whether the delivery have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

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.
3. **A.** Income tax Permanent Account Number *(Self attested Copy of the same shall be enclosed)*	A. PAN No.
B. GST No. *(Self attested copy of the same shall be enclosed)*	B. GST 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]*	C. The copy of registration certificate of the firm. attached: Yes / No

D. The bidder firm must have experience of conducting Audit (Statutory Audit and Internal Audit) of 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
A. The bidder 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. Bidder should not be in black list of any PSU or Govt. Department. Bidder to submit an undertaking in this respect as per relevant form. (Self undertaking to be attached).	E .Undertaking attached : Yes / No
B. The bidder should have office/branch office in the region of our Branch Office. *(Complete address of the branch office along with the details of contact person and his phone number should be submitted on letter head of the Firm)*	F. Complete Address and other details attached : Yes / No Address of Office :

Signature and seal of tenderer

Name

Capacity /Authority to sign

Full Address:

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

(To be stamped and signed by the authorized signatory on letterhead of bidder 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:

Date: _____

To,

The Cotton Corporation of India Ltd.
3rr Floor, W B Plaza, New Cotton Market,
HUBLI

Sub: Tender for Appointment as Internal Auditors for undertaking Internal Audit work of our Corporation at the Branch Office Hubli

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:

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., _____ 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 at least 10 years experience in Auditing of Accounts. *(The copy of registration certificate of the firm)*	Yes	No
d. The bidder firm must have experience of conducting Audit (Statutory Audit and Internal Audit) of 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/Internal Audit)
1			
2			
3			

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

e. The bidder 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. Bidder should not be in black list of any PSU or Govt. Department. Bidder 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:

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

Date: _____

FINANCIAL BID

Tender for Appointment as Internal Auditors for undertaking Internal Audit work at the Branch Office Hubli

I/we hereby submit our Financial Bid for profession fees for undertaking Internal Audit work of your Brach Office Hubli as under:-

S. No.	Particulars	Professional Fees (Excluding applicable Taxes)
1	Minimum Monthly Internal Audit Fee (Consolidated)	Rs._____
(In words : Rupees _____)		

i) The monthly Consolidated Audit fee should be quoted inclusive of TA/DA/Boarding/Lodging etc.
ii) Consolidted Audit Fee will be paid on submission of bill alongwith Monthly Internal Audit Report.
iii) The fees quoted above is exclusive of all applicable taxes.

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: