भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LTD.
भारत)सरकार का उपक्रम(
(A Government of India Undertaking)
निगमित पहचान संख्या : U51490MH1970GOI14733
10th Floor, SAKAR-I, Nr. Gandhigram Railway Statiaon,
Opp : Nehru Bridge, Ashram Road, Ahmedabad-380 009.
दूरभाष/Telephone 079-26588822/26588771,
Web site: http://www.cotcorp.org.in, http://www.ministryoftextiles.gov.in,
GST No. 24AAACT4053B1ZY Mail: ahmedabad@cotcorp.com

**No. CCI/AHD/ADMN/2024-25/** **Date: 10.01.2025**

## TENDER FOR CARRYING OUT PHYSICAL VERIFICATION OF STOCKS

The Cotton Corporation of India Limited invites Sealed Tenders in two bid-systems from the **competent Auditing firms in the State of Gujarat** 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 2025 stored in various **centers under the jurisdiction of Branch Office Ahmedabad.**

The firm may submit sealed tenders in the prescribed format. Sealed tenders superscribing **"TENDER FOR CARRYING OUT PHYSICAL VERIFICATION OF STOCKS" addressed to Dy. General Manager** may be dropped in the Tender Box kept at The Cotton Corporation of India Ltd., SAKAR-I, 10th Floor, Nr. Gandhigram Railway Station, Opp : Nehru Bridge, Ashram Road, Ahmedabad-380 009 on or before **03 February 2025** upto **2.30 p.m**. which will be opened on the same day at **3.00 p.m.,** in the presence of tenderers who may remain present.

**DY. GENERAL 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.
- 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 along with Technical Bid-1.
- **The firms/external auditors appointed as internal auditor in any of the branch of the corporation will not be eligible for participation in the tender.**

### B. General Information

| | | | |
|---|---|---|---|
| 1) Whether the firm has office in 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). IFC code

## 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 shall be required to carry out physical verification of the stocks of the Corporation as on 31st March, 2025 in respect of all centers/ G&P Factories / other destinations under the jurisdiction of **(Branch Office Ahmedabad**). For physical verification of stocks, their team shall visit the Branch Offices well in time preferably before 31st March, 2025 itself to collect the details of the centers/stocks for verification.

3. **The firms/external auditors appointed as internal auditor in any of the branch of the corporation will not be eligible for participation in the tender**

4. The firm shall ensure that their team visits each center/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/Ginning & Pressing Factories 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 **10th April, 2025.** 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 at more than 40 centers but verification of stocks shall depend on availability of stocks at different centers to be declared by (**Branch Office Ahmedabad**).

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 up to 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. Looking in to the requirement 60% of total work can be given to L-1 tenderer and 40% to L-2 agrees to work at the rate of 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 | 3,00,000 | |
| 2. | Kapas (raw cotton) | Per Full heap of kapas | 30 | |
| 3. | Cotton Seed | Per Full heap of cotton seed | 30 | |
| 4. | Part Heaps of Kapas/ cotton seed (on actual weighment basis) | Per Quintals | 10,000 | |
| 5. | Hessian/grey cloth bales | Per bale or part thereof | - | |
| 6. | Tarpaulins -cotton canvas / PVC (each of 60' x 40' or 40'x40' size) | Per tarpaulin | - | |
| 7. | Expenses including traveling/lodging / boarding/ incidental etc. | Per centre | 40 | |

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

2) The approximate quantity and location of godowan shown above is just estimated, which may vary depending upon the deliveries purchase effected before 31st March 2025 or otherwise also.

**Signature of the Tenderer:**

**Name of the Tenderer :**

**Address & Seal :**

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

**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 |

| The Cotton Corporation of India Limited, Ahmedabad | | |
|---|---|---|
| **List of Centres under Branch Office Ahmedabad** | | |
| **Crop Year 2024-25** | | |
| **Sr. No.** | **Name of District** | **Name of Centre** |
| 1 | Ahmedabad | Bavla |
| 2 | Ahmedabad | Dholka |
| 3 | Ahmedabad | Dhandhuka |
| 4 | Bharuch | Valia |
| 5 | Bharuch | Palej |
| 6 | Chhota Udepur | Kaledia |
| 7 | Chhota Udepur | Naswadi |
| 8 | Chhota Udepur | Bodeli |
| 9 | Chhota Udepur | Kosindra |
| 10 | Chhota Udepur | Bahadarpur |
| 11 | Chhota Udepur | Pavijetpur |
| 12 | Chhota Udepur | Handod |
| 13 | Aravali | Sathamba |
| 14 | Kheda | Kapadwanj |
| 15 | Gandhinagar | Dehgam |
| 16 | Gandhinagar | Mansa |
| 17 | Mehsana | Visnagar |
| 18 | Mehsana | Vijapur |
| 19 | Patan | Harij |
| 20 | Patan | Chanasma |
| 21 | Sabarkantha | Himmatnagar |
| 22 | Sabarkantha | Talod |
| 23 | Sabarkantha | Idar |
| 24 | Sabarkantha | Jadar |
| 25 | Sabarkantha | Vadali |
| 26 | Tapi | Kukarmunda |
| 27 | Tapi | Nizar |
| 28 | Vadodara | Dabhoi |
| 29 | Vadodara | Karjan |
| 30 | Vadodara | Samlaya |

**THE COTTON CORPORATION OF INDIA LIMITED, AHMEDABAD**

**LIST OF GODOWNS UNDER BRANCH OFFICE, AHMEDABAD**
**CROP YEAR : 2024-25**

| Sr.No. | Centre/Godown | Name of District | Name of Godown |
|---|---|---|---|
| 1 | CWC - Karachiya | Vadodara | CWC- Karachiya |
| 2 | CWC – Baroda-I (Chhani) | Vadodara | CWC- Baroda-I (Chhani) |
| 3 | CWC- Sitaram Sugar & Allied Ind.Godown, Ladod | Chhotaudepur | CWC -Ladod |
| 4 | CWC-Nivik Industries Pvt. Ltd., Amletha Godown | Narmada | CWC - Amletha |
| 5 | CWC-APMC Sub-Yard Kaledia Godown | Chhotaudepur | CWC- Kaledia |
| 6 | CWC-Jagannath Farms Padamla | Vadodara | CWC- Padamla |
| 7 | CWC – Meghdoot G & P Ind.Pvt.Ltd.Karjan | Vadodara | CWC- Baroda-I (Chhani), Karjan |
| 8 | CWC- Amber G & P Ind NH-48.Karjan | Vadodara | CWC- Karachiya, Karjan |
| 9 | CWC- Parth Logistic & Ind.Park Brijesh Patel. Godown NO.40,41,42 | Mehsana | CWC-KADI |
| | CWC- Parth Logistic & Ind.Park NCML Godown ,NO.3 | | |
| | CWC- Parth Logistic & Ind.Park NCML Godown ,NO.2B | | |
| | CWC- Ashokkumar Chimanlal Patel Village Sadra Kadi | | |

**Jayesh Solanki**

**From:** CCI AHD <ahmedabad@cotcorp.com>
**Sent:** 03 January 2025 11.07 AM
**To:** jayesh.solanki@cotcorp.com
**Subject:** Physical Stock Verification Tender 2024-25.
**Attachments:** Tender-Physical Verification 2024-25.docx; Tender-Physical Verification 2024-25.pdf

**From:** Manish Rawat [mailto:manish.rawat@cotcorp.com]
**Sent:** 03 January 2025 10:59
**To:** 'Akola'; 'Aurangabad'; 'Ahmedabad'; 'Rajkot'; 'Indore'; 'Bathinda'; 'Sirsa'; 'Sriganganagar'; 'Bhilwara'; 'adilabad'; mahabubnagar@cotcorp.com; 'Warangal'; 'Guntur'; 'Hubli'; 'rayagada'; 'coimbatore'; kolkata@cotcorp.com
**Cc:** skpanigrahi@cotcorp.com; pranjal.joshi@cotcorp.com; hopurchase@cotcorp.com; bhushan.khamkar@cotcorp.com
**Subject:** Physical Stock Verification Tender 2024-25.

GM/DGM/AGM/Sr.Mgr/BM/AGM(Pur)

As per the prevailing practices for verification of physical stock, tender is to be called from experienced auditing firms for early completion of the work. Therefore, branches are requested to call the tender for hiring of auditing firm for physical verification of stocks as on 31.03.2025. The tender should be floated immediately.

All are requested to take necessary action in this regard and send the ATR accordingly.

Model format is enclosed herewith.

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**Thanks & Regards**

**Manish Rawat**
**Assistant General Manager (Purchase/MIS)**

The Cotton Corporation of India Limited (CCI) (A Government of India Undertaking), India

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The Cotton Corporation of India Limited (CCI) (A Government of India Undertaking), India

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intended recipient, please contact the sender by reply e-mail and destroy all copies and the original message. Any unauthorized review, use, disclosure, dissemination, forwarding, printing or copying of this email is strictly prohibited and appropriate legal action will be taken.

Q भा.क.नि.

CCI

# THE COTTON CORPORATION OF INDIA LTD.

(A Government of India Undertaking)

**BRANCH OFFICE ADDRESS**

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

The Cotton Corporation of India Limited invites Sealed Tenders in two bid-systems from the ***competent Auditing firms in the State of*** _____ 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 2025 stored in various ***centers under the jurisdiction of Branch Office_____.***

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 ***(branch address)*** on or before **---- March 2025** upto **----p.m.** which will be opened on the same day at-------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.
- 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 along with Technical Bid-1.
- **The firms/external auditors appointed as internal auditor in any of the branch of the corporation will not be eligible for participation in the tender.**

**B. General Information**

1) Whether the firm has office in 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). IFC code

### 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 shall be required to carry out physical verification of the stocks of the Corporation as on 31st March, 2025 in respect of all centers/ G&P Factories / other destinations under the jurisdiction of (***Branch Office)***. For physical verification of stocks, their team shall visit the Branch Offices well in time preferably before 31st March, 2025 itself to collect the details of the centers/stocks for verification.

**3) The firms/external auditors appointed as internal auditor in any of the branch of the corporation will not be eligible for participation in the tender**

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/Ginning & Pressing Factories 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.

10) Physical verification of the stocks at all points/centers must be completed well ***before 10th April, 2025.*** 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.

11) Operations of the Corporation are spread over at more than ____centers but verification of stocks shall depend on availability of stocks at different centers to be declared by (***Branch Office)***.

12) 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.

13) 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 up to submission of report will be deducted.

14) 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.

15) 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. Looking in to the requirement 60% of total work can be given to L-1 tenderer and 40% to L-2 agrees to work at the rate of L-1 tenderer.

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

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

18) 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 | [illegible] | |
| 2. | Kapas (raw cotton) | Per Full heap of kapas | 30 | |
| 3. | Cotton Seed | Per Full heap of cotton seed | 30 | |
| 4. | Part Heaps of Kapas/ cotton seed (on actual weighment basis) | Per Quintals | 10000 | |
| 5. | Hessian/grey cloth bales | Per bale or part thereof | — | |
| 6. | Tarpaulins -cotton canvas / PVC (each of 60' x 40' or 40'x40' size) | Per tarpaulin | — | |
| 7. | Expenses including traveling/lodging / boarding/ incidental etc. | Per centre | 40 | |

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 2025 or otherwise also.

**Signature of the Tenderer :**

**Name of the Tenderer :**

**Address & Seal :**

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

## 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 |