भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LIMITED

(भारत सरकार का उपक्रम/A Government of India Undertaking)

शाखा कार्यालय : 'कपास भवन' 158-185, डिस्ट्रिक सैन्टर,जवाहर नगर,श्रीगंगानगर -335001

Branch office : "KAPAS-BHWAN" DISTIRICT CENTRE, JAWAHAR NAGAR, SRIGANGANAGAR – 335001 (RAJASTHAN)

दूरभाष/Phone:0154-2463377, 2462843 , 2461741 email : sriganganagar@cotcorp.com

निगमित पहचान संख्या:U51490MH1970GOI014733, वैबसाईट/website: www.cotcorp.org.in,

No.CCI/SGNR/Phy. Stock Verification/2024-25/ Date- January, 2025

TENDER FOR CARRYING OUT PHYSICAL VERIFICATION OF STOCKS

स्टॉक का भौतिक सत्यापन के लिए निविदा सूचना

भारतीय कपास निगम लिमिटेड, शाखा कार्यालय श्रीगंगानगर के अधिकार क्षेत्र के अंतर्गत विभिन्न केंद्रो पर 31 मार्च 2025 को भंडारित सभी प्रकार की कपास गांठें, कपास, लिंट, बिनोला, हेसियन/ ग्रे क्लॉथ, तिरपाल आदि स्टॉक के भौतिक सत्यापन करने के लिए राजस्थान राज्य में सक्षम लेखा परीक्षा फर्मों से दो बिड-प्रणाली के अंतर्गत मुहरबंद निविदाएं आमंत्रित करता है।

फर्म निर्धारित प्रारूप में सीलबंद निविदाएं प्रस्तुत कर सकती है। महाप्रबंधक को संबोधित "**स्टॉक के भौतिक सत्यापन के लिए निविदा**" उपरिलिखित मुहरबंद निविदाएं 11 फरवरी 2025 , को 2:30 PM बजे तक भारतीय कपास निगम लिमिटेड ,कपास-भवन 158-185 जिला केंद्र, जवाहरनगर, श्रीगंगानगर-335001 में रखे गए निविदा बॉक्स में डाली जा सकती हैं। जो उसी दिन 3:00 PM बजे उपस्थित निविदाकर्ताओं की उपस्थिति में खोली जाएगी ।

The Cotton Corporation of India Limited invites sealed tenders in two-bid systems from **competent auditing firms in the state of Rajasthan** for carrying out physical verification of its stocks of all kinds of cotton bales, kapas, lint cotton, cotton seed, hessian/grey cloth, tarpaulins, etc., on 31st March 2025, stored in various **centers under the jurisdiction of Branch Office**, **Sriganganagar.**

The firm may submit sealed tenders in the prescribed format. Sealed tenders superscribing "**TENDER FOR CARRYING OUT PHYSICAL VERIFICATION OF STOCKS," addressed to General Manager**, may be dropped in the Tender Box kept at **KAPAS-BHWAN 158-185 District Centre, Jawaharnagar, Sriganganagar** on or before **11th February 2025,** up to 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.

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 vaild certificate of practice from CA institute and must have minimum 3 years experience of audit.
- The firm, who given their godowns to the CCI for storage purpose, shall not be entitled to participate in this tender.
- Self attested copy of PAN & GST (If any) number is mandatory alongwith TechnicalBid-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.**
- The firms must have office in Rajasthan State.

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	:	**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). IFSC 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 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 Sriganganagar**. For physical verification of stocks, their team shall visit the Branch Officers well in time preferably before 31stMarch, 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 Officers.
5) The firm shall also be required to carry out physical verification of all kind of stocks stored in Central Warehousing Corporation (CWC) / Rajasthan 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 tarapaulins 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 authorized representative of G&P factory and on the basis these written declarations, physical verification may be carried out 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 than10 centers but verification of stocks shall depend on availability of stocks at different centers to be declared by **Branch Office Sriganganagar**. List of Centre/G&P factory/ Godown is enclosed with tender as 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. Looking in to be 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 :ll

(PRICE QUOTATIONS)

Please quote your minimum acceptable rates for the followings:

Sr. No.	Item for Physical Verification	Unit	Approx. Quantity (All centres)	Lowest Acceptable rate in Rs. Per unit	Lowest Acceptable Value in (Rs.)
	I	II	III	IV	V
1	Cotton Bales/Boras/Bundle	Per Bale/Bundle/bora	47491		
2	Kapas (raw cotton)	Per Full heap of kapas	10		
3	Cotton Seed	Per Full heap of cotton seed	45		
4	Part Heaps of Kapas/ cotton seed (on actual weighment basis)	Per Quintals	NIL		
5	Hessian/grey cloth bales	Per bale or part thereof	NIL		
6	Tarpaulins -cotton canvas / PVC (each of 60'x40' or 40'x40' size)	Per tarpaulin	229		
7	Expenses including traveling/lodging/boarding/incidental etc.	Per centre	9		

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

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.

3) L-1 will be decided on the basis of Total Value from sr.no. 1 to 7 as calculated in column no. V (approx.. quantity X lowest acceptable rate per unit)

4) Godown located at centre will be considered single location (centre) for the Sn. No. 7 above.

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 STOCLKS.

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
BRANCH OFFICE – SRI GANGANAGAR

List of Centres: **ANNEXURE-1**

Sr. No.	CENTRE	GODOWN NAME
1	HANUMANGARH JUNCTION	CWC HMH JUNCTION
2	PILIBANGAN	CWC HMH JUNCTION
3	HANUMANGARH TOWN	CWC HMH JUNCTION
4	RAWATSAR	CWC HMH JUNCTION
5	SRI GANGANAGAR	CWC SRI GANGANAGAR
6	GOLUWALA	RSWC GOLUWALA
7	BHAGWANGARH	RSWC GOLUWALA
8	SHADULSAHAR	RSWC SHADULSAHAR
9	SANGRIA	RSWC SANGRIA

Note- Above Number of Centres/Godown may increase/decrease at the time of verification.