भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LIMITED
(A Government of India Undertaking, Ministry of Textiles)
CIN:1490MH1970GO10147363
"Kapas Bhawan" : S.C.O. - 7 to 11, New Housing Board, Barnala Road, Sirsa (Hry.) - 125055
"कपास भवन" एस.सी.ओ. 7 से 11, न्यू हाउसिंग बोर्ड, बरनाला रोड, सिरसा (हरि.) - 125055
Telephone no. : 01666-248601,602 Fax No. 01666-248604
Website : www.cotcorp.org.in, email id : sirsa@cotcorp.com, Ministry Website : www.ministryoftextiles.gov.in

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 Haryana*** 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 2023 stored in various ***centers under the jurisdiction of Branch Office Sirsa.***

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 Kapas Bhawan, SCO 7-11, New Housing Board, Barnala Road Sirsa or before **01 March 2023** up to **01:00 p.m**. which will be opened on the same day at **03:30 -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 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.**
- **The Audit firm must have a local office in the state of Haryana.**

B. General Information

1) Whether the firm has office in Haryana	:	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, 2023 in respect of all centers/ G&P Factories / other destinations under the jurisdiction of Branch Office ***Sirsa***. For physical verification of stocks, their team shall visit the Branch Office well in time preferably before 31st March, 2023 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 Office Sirsa.

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.

9) 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, 2023.*** 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 **23** centers but verification of stocks shall depend on availability of stocks at different centers to be declared by Branch Office ***Sirsa***.

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	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	Nil	
6.	Tarpaulins -cotton canvas / PVC (each of 60' x 40' or 40'x40' size)	Per tarpaulin	260	
7.	Expenses including traveling/lodging / boarding/ incidental etc.	Per centre	12 Centers	

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 2023 or otherwise also.

3) L-1 will be decided on the rates of calculated all the items cost.

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