The Cotton Corporation of India Ltd,
(A Govt .of India undertaking ,Ministry of Textiles**)**
निगमित पहचान संख्या **:U51490MH1970GOI14733**)

Tender Notice

The Cotton Corporation of India Ltd., invites sealed tenders in two bid system from Chartered Accountants Firms for "Appointment for testing and validating of the adequacy and operational effectiveness of the Internal Financial Controls established within the Cotton Corporation of India Ltd in the F.Y. 2018-19"**.** Detailed terms and conditions can be had from CCI website www.cotcorp.org.in. and Govt. Tender Portal i.e. www.eprocure.gov.in. Last date for submission of tender is upto **3:00 p.m. of 14th February 2019**.

Date 25.01.2019 **CGM (Comm/Fin)**

1	Title of the Tender	:	**Tender for Appointment for testing and validating of the adequacy and operational effectiveness of the Internal Financial Controls established within the Cotton Corporation of India Ltd. in the F.Y. 2018-19.**
2	Tender Ref. No.	:	CCI/HO/CA/IFC/ 2018-19 dated 25.01.2019
3	Product Category	:	Service
4	Sub Category	:	Professional Services
5	EMD	:	Nil
6	Minimum Fees Fixed		Rs. 75,000/- (Rupees Seventy Five Thousand Only)
7	Document Cost	:	Nil
8	Tender type	:	Professional Service
9	First announcement Date & Time	:	25th January 2019
10	Last Date & Time of Document Collection	:	All working days between 10.00 am to 5.00 p.m. upto 13th February 2019
11	Last Date & Time of Submission of Tender	:	14th February 2019 up to 15:00 hrs.
12	Opening Date & Time	:	14th February 2019 at 15:30 hrs
13	Work description	:	Testing and validating of the adequacy and operational effectiveness of the Internal Financial Controls established within the Cotton Corporation of India Ltd. in the F.Y. 2018-19.
14	Pre-Qualification	:	1. The Chartered Accountant firm should have at least 10 partners including minimum of 3 with DISA qualification and 5 Fellow (FCA) members of Institute of Chartered Accountants of India. 2. The firm should have staff strength of 35 employees including 3 qualified Chartered Accountants. 3. The firm should have minimum of 20 years' experience as Statutory / Internal auditor of any Central Government / State Government PSUs including 4 years of Central Government / State Government PSUs engaged in Textiles Industries. 4. The firm should be empanelled with CAG of India and has undertaken assignment of Internal Financial Control of any Central / State PSUs. 5. The firm should have minimum turnover of Rs. 1.00 Crore during the previous year 2017-18 as per audited accounts. 6. 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.

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, फैक्स/Fax–022-27579219.
Web site: http://www.cotcorp.org.in, http://www.ministryoftextiles.gov.in,E-mail: headoffice@cotcorp.com

CCI/HO/CA/IFC/2018-19 Date: 25th January 2019

TENDER NOTICE

The Cotton Corporation of India Ltd. invites sealed tenders in two bid system from **Chartered Accountants firms** for :-

Sr. No.	Particulars of the work	Blank Tender document Cost in Rs.	E. M. D in Rs.
1.	Testing and validating of the adequacy and operational effectiveness of the Internal Financial Controls established within the Cotton Corporation of India Ltd. in the F.Y. 2018-19.	Nil	Nil

1. Blank tender forms for the said work are available at above address free of cost, on all working days between **10.00 am to 5.00 pm up to 13th February 2019.**
2. The tender documents can also be down loaded from the corporation web site i.e. www.cotcorp.org.in or from the government tender portal i.e. www.eprocure.gov.in
3. Tenderer should submit the tender as under:

   Envelope A– (Technical Bid-I with all enclosures)
   Envelope B - (Financial Bid-II),
   Envelope C: Envelope "C" should contain both Envelope "A" & Envelope "B"
   Each envelope be super scribed as "**Tender for testing and validating of the adequacy and operational effectiveness of the Internal Financial Controls established within the Cotton Corporation of India Ltd."** and should bear the full address of tenderer at left side bottom.
4. The sealed tenders must be submitted/dropped in the **Tender Box placed on 6th floor of Kapas Bhavan**, Plot No.3A, Sector-10, CBD Belapur, Navi Mumbai-400 614 upto 3.00 p.m. on **14th February 2019**.
5. Tender Document consists of total 10 pages in addition to tender notice.
6. Technical/Financial Bids of the tenders shall be opened on the same day i.e. **on 14th February 2019 at 3.30 p.m. 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.

Chief General Manager (Comm/Fin)

TENDER DOCUMENT

Tender for appointment testing and validating of the adequacy and operational effectiveness of the Internal Financial Controls established within the Cotton Corporation of India Ltd. in the F.Y. 2018-19.

TECHNICAL BID- I

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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 for testing and validating of the adequacy and operational effectiveness of the Internal Financial Controls established within the Cotton Corporation of India Ltd. in the F.Y. 2018-19.

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 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 for testing and validating of the adequacy and operational effectiveness of the Internal Financial Controls established within the Cotton Corporation of India Ltd. in the F.Y. 2018-19.

1.) Notice inviting bids

The Cotton Corporation of India Ltd., Navi Mumbai intends to appointment Chartered Accountant firm as Professional Consultant for testing and validating of the adequacy and operational effectiveness of the Internal Financial Controls established within the Cotton Corporation of India Ltd.

Introduction:-

The Cotton Corporation of India Ltd (CCIL), is a Government of India Undertaking under administrative control of Ministry of Textiles. As per mandate given by the Govt. of India, the Corporation is a nodal agency to undertake Minimum Support Price (MSP) operations without any quantitative limit as and when the prices of raw cotton touch to the support price announced by the Govt. of India.

In the event of kapas prices ruling above MSP level, Corporation undertakes commercial operations at its own cost for supply of cotton to mills in the State sector as well as private sector. All these operations are dovetailed to benefit the cotton growers on the one hand and supply of quality cotton to the textile mills on the other hand.

Operation:-

The Corporation undertakes Kapas (Seed Cotton) purchase operations in various APMC's/Market yards in all 11 cotton growing states at about 350 centres/APMCs under 15 branch offices. Further, Corporation has 2 sales branches situated at Coimbatore and Kolkata and one godown at Kalamboli, Navi Mumbai. Its Head office is at CBD Belapur, Navi Mumbai.

The kapas is purchased directly from the cotton farmers except in the northern states where it is through the commission Agents. The kapas purchased is processed in the various Ginning and Pressing factories engaged before the beginning of the cotton season through tender process.

The Fully Pressed Bales (FP bales) are stored in nearest available CWC/SWC/Cooperative/private godowns. The FP bales are sold in domestic and international market to the registered buyers through e-auction on daily basis. The by-product i.e. cotton seed is also sold on day to day basis through e-auction. The other miscellaneous items viz Gin jump, cowdy, RP/YP Bales, cotton waste are sold at Branch level at the end of the cotton season.

Apart from cotton trade, the Corporation let out its surplus office space available at some branches and head office on rental basis. In addition to rent, the common expenses are shared as per agreed terms and GST is collected.

Existing Accounting software (ERP):-

The Corporation is having Oracle E-biz Suite R-12 Platform and has Sales & Marketing, Inventory, Accounts Payable, Accounts Receivable, General Ledger Module and Human Resources (HR) Modules in operation.

For more information, bidder may visit CCIL website i.e. www.cotcorp.org.in

Internal Financial Control:-

The Companies Act 2013 (Act) has come into effect from 01.04.2014 wherein the Directors, Independent Directors, Audit Committee and the Auditors have been vested with specific responsibilities to establish, implement, review and report on the adequacy and operational effectiveness of the Internal and Financial controls in the company.

In order to comply with the Statutory responsibilities imposed under the statutes, CCIL intends to solicit the services of a professional\consultant, who have experience, perspective and technical capabilities to render meaningful and purposeful services in reviewing/testing and validating the adequacy and operational effectiveness of the Internal control systems established within the CCIL.

The Cotton Corporation of India Ltd.

2. Scope of Work

"Providing independent report on adequacy and effectiveness of Internal Financial Controls over Financial Reporting in the Cotton Corporation of India Ltd (CCIL).

The Scope of work includes testing & validating of frame work across all the Corporation. The Internal control systems shall be reviewed keeping in view the corporate objectives and policies and the organizational set-up requirements of CCIL. The scope of work for the study on the adequacy of Internal Control systems shall be as under:

a) To assess whether all the required Internal Control Systems and procedures are in place in CCIL (In respect of all the functions) in the F.Y. 2018-19.

b) To assess whether the Internal Control Systems and procedures which are in place, are operating effectively.

c) To assess the shortcomings in the existing Internal Control Systems and procedures which are in practice in CCIL.

d) Steps to be taken by CCIL to strengthen the existing Internal Control Systems and procedures.

e) To suggest the new Internal Control Systems and procedures to be put in place to cover all the business functions in CCIL.

f) Other significant findings and recommendations relating to the above subject matter.

The Cotton Corporation of India Ltd.

3. 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:

The Cotton Corporation of India Ltd.

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. The Minimum fees for the assignement has been fixed at Rs. 75,000/-(Rupees seventy five thousand only). 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.

4. The successful bidder shall indemnify the corporation 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.

5. In order to have better understanding of the procedure, functions, and operations being carried out by the Corporation the successful Bidder may visit the branch office/ Head Office of the Corporation in consultation with the head office. No TA/DA/Conveyance charges shall be paid for Head Office visit however for branch office visits firm will be entitled for the Lodging/Boarding, TA/DA. The entitlement of the FCA/ ACA Partners of the firm will be equivalent to entitlement of the General Manager Cadre in the Corporation and the entitlement of other staff of the firm will be equivalent to the entitlement of the Manager cadre of the corporation and no other expenses shall be reimbursed.

6. 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.

7. 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.

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

9. 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.

10. Payment Schedule:
    The professional fee plus applicable GST will be released after submission of the final report on Internal Financial Control.

11. The Corporation may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Successful Bidder, terminate this contract in whole or in part. 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.

12. If the services of the firm is found satisfactory, the Corporation may extend the assignment two times i.e. F.Y. 2019-20 and F. Y. 2020-21, if mutually agreed at the same terms and conditions.

13. 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.

14. 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.

15. The legal jurisdiction for the purposes of this sale shall always be at Navi Mumbai/Mumbai.

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. **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 with minimum 20 years of experience having at least 10 partners, out of which 3 are FCA and 3 with DISA qualification. *(The copy of registration certificate of the firm and a self declaration stating that the firm has _____(numbers) of FCA and _____(numbers) of ACA]*	C. The copy of registration certificate of the firm and a self declaration stating that the firm has _____(numbers) of FCA and _____(numbers) of ACA _____(numbers) of CA DISA qualified. attached: Yes / No
D. The firm should have staff strength of 35 employees including 3 qualified Chartered Accountants	D. Self declaration certificate by the CA Firm in its letter head certifying the staff strength of _____ employee's including_____ qualified Chartered Accountants. Attached : Yes /No
E. The firm should have minimum of 20 years' experience as Statutory / Internal auditor of any Central Government / State Government PSUs including 4 years of Central Government / State Government PSUs engaged in Textiles Industries. *(Self-attested Copies of assignment completion certificates/engagement letters issued by the concerned departments should be enclosed)*	E. Experience – Total Nos. of Years._____ (a) As Statutory/Internal Audit of Central Govt./State Govt. PSU _____ (b) As Statutory/Internal Audit of Central Govt./State Govt. PSU engaged in Textiles Industries _____

	(c)Total number of Central Govt./ State Govt./PSUs audit conducted during last 10 yrs. _____(Nos) Copy of engagement letters/assignment completion certificates attached : Yes / No
F. The firm should be empanelled with CAG of India and has undertaken assignment of Internal Financial Control of any Central / State PSUs.	F. Copy of engagement letters/assignment completion certificates for assignments handled for Internal Financial Control of any repudiated Company/PSU _____(Nos) attached : Yes / No
G. The firm should have minimum turnover of Rs. 1 Crore during the previous year 2017-18 as per audited accounts.	Turnover of Firm …… (Rs. in crore) during the F.Y. 2017-18. (Copy of audited statement of Income & Expenditure enclosed)

Signature and seal of tenderer

Name

Capacity /Authority to sign

Full Address:

Tender for Appointment for testing and validating of the adequacy and operational effectiveness of the Internal Financial Controls established within the Cotton Corporation of India Ltd.

TENDER DOCUMENT FOR

FINANCIAL BID

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Sr.No.	Particulars	Page No.
1	Financial Bid	1

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

Date: _____

FINANCIAL BID

Tender for Appointment for testing and validating of the adequacy and operational effectiveness of the Internal Financial Controls established within the Cotton Corporation of India Ltd.

I/we hereby submit our Financial Bid for profession fees for testing and validating of the adequacy and operational effectiveness of the Internal Financial Controls established within the Cotton Corporation of India Ltd.

S. No.	Particulars	Consolidated Fees (In Rs.)(Excluding GST)
1	Professional fees for testing and validating of the adequacy and operational effectiveness of the Internal Financial Controls established within the Cotton Corporation of India Ltd.	
(In words : Rupees _____		

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: