भानि.क.

C.C.I.

भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LIMITED

(भारत सरकार का उपक्रम)

(A Government of India Undertaking, Ministry of Textiles)

CIN:1490MH1970GO10147363

सूचना का अधिकार

शाखा कार्यालय :"कपास भवन" एस. सी. ओसिरसा,बरनाला रोड,न्यू हाउसिंग बोर्ड,11-7 .–125055

Branch Office: "Kapas Bhavan" S.C.F. 7-11, New Housing Board, Barnala Road, Sirsa-125055

दूरभाष : 01666-248601, 248602, 248605 फैक्स : (01666) 248604

प्रशासकीय एव पंजिकृत कार्यालय " :कपास भवन .प्लाट न "3/ए सेक्टर ,10, सीबीडी - नवी मुंबई ,बेलापुर ,400614 (महा.)

Reg. Office: "Kapas Bhavan" Plot No, 3A, Sector-10, CBD Belapur, Navi Mumbai-400614 (MH)

Website:www.cotcorp.org.in Email:sirsa@cotcorp.com **Ministry Website:**www.ministryoftextile.gov.in

1	Title of the Tender	:	**Tender for Appointment as Internal Auditors for undertaking Internal Audit work at Branch Office Sirsa.**
2	Tender Ref. No.	:	CCI/HRY/HRD/ADD-IA/2019/ Dt. 26.02.2019
3	Product Category	:	Service
4	Sub Category	:	Professional Services
5	EMD	:	Rs 5000/-
6	Minimum Monthly Consolidated Audit Fees		Refer to point no. 5 of General Terms and Conditions.
7	Document Cost	:	NIL
8	Tender type	:	Professional Service
9	First announcement Date & Time	:	26.02.2019
10	Last Date & Time of Document Collection	:	12.03.2019
11	Last Date & Time of Submission of Tender	:	Dt. 13.03.2019 (1:00 pm)
12	Opening Date & Time	:	13.03.2019 at 3:00 pm.
13	Work description	:	**Conducting Internal Audit of our Branch Office SIRSA**
14	Pre-Qualification	i) ii) iii) iv) v)	Income Tax Permanent Account Number. GST number The registered Chartered Accountant firm must have at least 10 years experience in Auditing of Accounts. 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) 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.

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Website:www.cotcorp.org.in Email:sirsa@cotcorp.com **Ministry Website:**www.ministryoftextile.gov.in

No.:_____ Date: _____

TENDER NOTICE

The Cotton Corporation of India Ltd. invites sealed tenders in two bid system from **Chartered Accountants firms** for the Appointment as internal auditors of branch

Sr. No.	Particulars of the work	Blank Tender document Cost in Rs.	E. M. D (Rs.)
1.	**Tender for Appointment as Internal Auditors for undertaking Internal Audit work of our Corporation at the Branch Office Sirsa.**	NIL	5000/-

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 date 12.03.2019.
2. The Corporation has an online Internal Audit reporting system. The online Internal Audit reports should be submitted to head Office on or before 11th of the following month.
3. Minimum monthly Consolidated Audit Fees:
   a. In respect of branches i.e Sriganganagar, Bhatinda, Bhilwara, Sirsa, Hubli, Rayagada and Kalamboli the minimum audit fee will be Rs. 10,000/- (excluding applicable Taxes).
   b. In respect of branches i.e Akola, Aurangabad, Adilabad, Guntur, Mahabubnagar, Warangal, Ahmedabad, Rajkot and Indore the minimum audit fee will be Rs. 15,000/- (excluding applicable Taxes).
   c. The monthly Consolidated Audit fee should be quoted inclusive of TA/DA/Boarding/Lodging etc.
4. The firm may visit to our office on any working day till 05.03.2019 to understand the operations of the Corporation and our Branch Office and to have a look into the Internal Audit reporting system.
5. The engagement of Internal Auditor will be initially for the Financial Year 2019-20 beginning from 01.04.2019 to 31.03.2020. The Corporation reserves its right to cancel the engagement prior to expiry of the tenure, in case services are not found satisfactory. In case of the satisfactory performance the period of engagement may be further extended by one year each for total two years at existing terms and conditions.

6. The tender documents can also be downloaded from the Corporation's web site i.e. www.cotcorp.org.in or from the government tender portal i.e. www.eprocure.gov.in

7. Earnest money amounting to Rs. 5,000/- (Rupees five thousand only) in the form of Crossed Demand Draft/Pay Order/Banker's Cheque drawn on any Scheduled Banks drawn in favour of THE COTTON CORPORATION OF INDIA LTD., payable at Sirsa must accompany each tender. Any Tender not accompanied by the requisite Earnest Money and other documents or documents that are not complete, will be rejected.

8. Tenderer should submit the tender as under:

   Envelope A– (Technical Bid-I with all enclosures and EMD)

   Envelope B - (Financial Bid-II),

   Envelope C: Envelope "C" should contain both Envelope "A" & Envelope "B"

   Each envelope be super scribed as "**Tender for Appointment as Internal Auditors for undertaking Internal Audit work of our Corporation at the Branch Office Sirsa**" and should bear the full address of tenderer at left side bottom.

9. The sealed tenders must be submitted/dropped in the **Tender Box placed on (Address of Branch Office)** upto **(time 1:00 pm)** on **(Date-13.03.2019)**.

10. Tender Document consists of total 20 pages in addition to tender notice.

11. Technical/Financial Bids of the tenders shall be opened on the same day i.e. **on (13.03.2019) at (3:00 pm) 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.

BRANCH HEAD

TENDER DOCUMENT

Tender for Appointment as Internal Auditors for undertaking Internal Audit work of Branch Office Sirsa

TECHNICAL BID- I

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THE COTTON CORPORATION OF INDIA LTD.
B.O. SIRSA(HR.)

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

Notice inviting bids

The Cotton Corporation of India Ltd., Navi Mumbai intends to appointment Chartered Accountant firm as Internal Auditors for undertaking the Internal Audit work of our Corporation at the Branch Office Sirsa.

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 300 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 Ginjump, 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

The Cotton Corporation of India Ltd.
B.O.- Sirsa (Hr.)

Guidelines on Internal Audit

Introduction:-

The Cotton Corporation of India Ltd. 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 case the prices of raw cotton are above support price, the Corporation undertakes Commercial Purchase (CP) operations at its own risk and cost.

Operation:-

The Corporation undertakes kapas (Seed Cotton) purchase operations in various APMC's/Market yards in all 11 cotton growing states. The kapas is purchased directly from the cotton farmers except in the northern states where it is through the commission Agents. The kapas so purchase is processed in the various Ginning and Pressing factories engaged in the beginning of the cotton season through tender process. The Fully Pressed Bales (FP bales) are stored in nearest available CWC/SWC/Cooperative godowns. In the absence of sufficient godowns the stocks are also stored in private godowns on need basis. The byproduct i.e. cotton seed is sold on day to day basis at branch level and lifted by the buyers from the concerned Ginning and Pressing factories.

Internal Audit set up:

Presently, the Corporation is having in–house Internal Audit (IA) system which is in the nature of concurrent audit. At each branch an internal audit officer is posted who is having an experience of about 20-30 years in the Corporation. In some of the branches he is assisted by a staff member. The internal audit officer also visiting operating centres/factories/godowns and submits tour reports immediately after completion of tour to the branch office under copy to head office. He also submits internal audit report on monthly basis. The scope of the internal audit firm functions covers all the area of the operations. The functions, roles and duties of Internal Auditor to ensure that all the areas of operations are covered, records are maintained upto date and the various laid down procedure and policies of the Corporation are implemented.

With a view to have independence of the internal audit and to further strengthen the internal audit system in the branches, the Corporation proposes to appoint reputed, well experience Chartered Accountants firms to undertake the internal audit work at some of the branches as a pilot projects.

The following are the broad guidelines for internal audit functions, roles and duties:-

A) Objectives of Internal Audit

Internal audit is an independent appraisal function of the Corporation. It objectively examines, evaluates and reports on the internal control systems after through verification. The internal audit should exercise due care in fulfilling his responsibilities. It should adequately plan, control and record his work on daily basis. It should identify and evaluate the organization's internal control system as a basis for reporting upon its adequacy and effectiveness. The internal auditor should ensure that findings, conclusions and recommendations arising from internal audit work are communicated promptly to the Branch under intimation to Head office and should seek response on the same. He should ensure that arrangements are made to follow up audit observations to monitor what action has been taken on them. He should be able to exercise judgment, express opinions and present recommendations with impartiality. The internal audit, notwithstanding his employment by the Corporation, should be free from any conflict of interest.

B) Organizational relationships

The internal audit prepares the internal audit plan in consultation with the Branch/Head office so as to identify the areas of concern. Matters which arise in the course of the audit be discussed directly with the Branch. Further, the discussions and comments of the Branch is necessary on the monthly audit report. The Internal audit is an independent appraisal function within the organization whereas the statutory auditor has a statutory responsibility to express an independent opinion on the financial statements. The internal audit will be required to allow access to the records and reports to the Statutory/CAG audit as and when conducted. Since internal audit evaluates an organization's internal control system the Statutory/CAG audit may need to be satisfied that the internal audit function is being planned and performed effectively..

C) Performance and Control.

The internal audit should be able to show that his work has been performed in a way which is consistent with this guideline. The internal audit should possess a knowledge of the aims of the Corporation and the internal control system and aware of the relevant applicable laws.

Internal audit work should be planned, controlled and recorded in order to determine priorities, establish and achieve objectives, and ensure the effective and efficient use of audit resources. Internal audit is needed to ensure that internal audit objectives are achieved and work is performed effectively. The internal audit needs to be able to ensure that work delegated has been properly performed and detailed working papers are maintained.

The main objective of the internal Audit is to ensure adherence to management policies and directives, safeguard of assets, completeness and accuracy of records and compliance with statutory requirements etc.

D) Reports

Before issuing the final report, the internal auditor should normally discuss the contents with the Branch Head, and may submit a draft report to them, for confirmation of factual accuracy and their comments. Final monthly internal audit report is required to be submitted to the HO under copy to branch. The Audit report should include audit findings, Comments of the branch, recommendations and conclusions of the audit. The monthly internal audit reports as well as visit reports received from the Internal Audit Officers are reviewed at Head Office. The reports should be self-explanatory.

SCOPE OF WORK

1. At the Branch level:

The various functions, roles and duties at branch level are broadly defined as under

a) Maintenance of proper records & registers

- To verify that all the records, registers and books of accounts are maintained properly and are up to date in ERP.
- The records are retained as per prescribed retention schedule.

b) Purchases:

- In case of MSP Operations, the purchases are made as per MSP guidelines and proper deductions are made towards below FAQ parameters as per MSP norms. All the deductions are recorded on the back of bidding slips/takpatti.
- In case of Commercial operations purchases are made within ceiling given by the HO.
- The average rate of kapas tally with that of DPR. The guidelines on "Standardization of purchase procedure and documentations for purchase payments" are implemented. APMC has certified the identity of the farmer and consolidated Certificate is obtained from the APMC, gate-pass has been issued by the APMC/CCI for shifting of kapas from Mandi to Factory, Certificate of ginning entry/receipt of kapas duly certified by the factory owner/authorized representative of the factory, kapas is weighed in the market yard and the weighment slip is duly issued by APMC and is duly signed by APMC, CCI and the farmer, test weighment has been carried out by CCI representative in the factory. Proforma expenses are verified.
- Kapas purchase payments are released either through RTGS/cross Account Payee Cheques only.
- Proper registers including bill inward registers are maintained.
- Private godowns are hired after obtaining HO approval and following usual tender procedure.

c) Sales

- FP Bales contracts are raised as per HO sales confirmation.
- Signed contracts, initial deposits against FP Bales, Exports, Cotton Seed, Misc. items are received from the buyers promptly.
- delivery orders are issued after receipt of full payment including carrying charges
- Letter of Credit (L/C)/ Bank Guarantee (BG) are opened as per CCI standard format and documents against L/C/BG are submitted to bank/dispatched to coordinating branches in time. The payments are realized from the banks in time.
- Unlifted position of bales/cotton seed is reviewed from time to time and advance CC is received against unlifted stocks wherever applicable.
- The invoices have been raised properly and as per contract terms. The debit/credit notes are raised simultaneously with invoices.
  Dues under MOU, Debtors and buyers' accounts are reviewed periodically.
- Shortages between press to delivery weight and to quantify the losses, in abnormal cases.

d) Insurance

- The Insurance business is allocated to various Insurance companies after following proper tendering process.
- Adequate advance deposit is maintained with insurance companies.
- Assets/stocks situated at branches/centres/godowns are properly and adequately insured for various risks as per HO guidelines.
- The policies are received in time and as per advice issued by Centres.
- Refunds on cancellation/reduction of policies are received in time.
- Insurance claims, if any, are timely submitted to the concerned Insurance Company and settled in time.
- Insurance policy register is maintained up to date.

e) Cash and Bank

- Petty cash vouchers and bank vouchers are maintained properly.
- Physical verification of cash periodically.
- Bank reconciliations of all banks are carried out on monthly basis and no old entries outstanding in reconciliation.
- Funds are utilized on day to day basis and surplus fund are remitted to HO on day to day basis.

f) Payments

- To verify execution of agreements with G&P factories, transporters, Labour contractor.
- Payments towards Kapas purchases, Market Cess, Ready Bales, Ginning & Pressing, Labour, Storage, Transportation, Brokerage, TMC/extension activities, AMC, employees' payments, Building Maintenance, Repairs & renewals, Printing & Stationery, Various Administration and Other incidental are released in time and as per terms of agreement/work order.

g) Legal

- To verify that the loss on resale is calculated as per contract terms.
- Legal actions against defaulted buyers are initiated in time after following usual procedure.
- Timely actions are taken by the branches for the cases filed against the Corporation.
- Legal/advocate fees are finalized with prior approval of the Head Office.

h) Compliance of provision of various Acts.

- TDS, PF and other statutory deductions are made from various payments as per prevailing acts.
- Payment of minimum wages under Minimum Wages Act, Market Cess on kapas/cotton seed as par APMC Act are adhered to.
- Compliance of Arbitration and Conciliation Act while filing legal cases.
- Various assessments and appeals are attended in time.
- Timely collection of pending Sales Tax Forms.
- Payment of statutory dues within stipulated time.
- Timely issuance of TDS certificates to the parties.
- Timely filing of Monthly/Quarterly/Annual Returns.
- Deposit to the extent of additional tax liability for pending 'C' forms are retained.

i) Review of Reports

- To review various Reports, Overheads, Monthly/Quarterly/Half Yearly/ Annual Accounts, minutes of Branch sales & purchase committee/Cotton seed sales/tenders committee etc.
- Review of heap results and test results.
- Review of lifting position of bales/cotton seed and other items.
- To verify the opening balances as on 1st April with the audited accounts, review of the monthly trial balance, sundry debtors/creditors/advances ledgers in ERP.

j) Other duties

- To check Salary/medical/TA/LTC bills and other employees' claims, leave records, leave encashment, service record, annual increments, periodically physical verification of assets, stock of Printing & Stationary items, physical verification of assets at the end of financial year i.e as on 31st March.
- Verify physical verification Report of Independent Agency and its reconciliation with the branch records.
- TA and Sundry advances are not remained unadjusted for more than three months.
- Various guidelines issued from HO are implemented by the branches.

2) Visit to the procurement Centres/APMCs/Godowns etc

During the procurement operations, internal auditor makes frequent visits to the centres/godowns to check and verify the operations of the centres and submit their visit report immediately to the branch under copy to Head Office (HO). Looking to the seasonal nature of operations the internal audit mainly concentrates on field operations during procurement operations. They carry out frequent visits to various ginning and pressing factories, APMCs, Godowns etc. and submit the tour reports to the branch head for necessary action under copy to Head Office. The Head Office has issued the guidelines from time to time. However, the scope of the audit during centres visit is broadly defined as under:-

- It is ensure that the kapas purchase operations are carried out in the regulated market yards.
- The agreements for transportation of kapas from market yards to the factory, transportation of bales to godowns are duly executed after following the usual tender process.
- The market fees are paid to the APMCs within stipulated time.
- The Kapas purchases are made as per MSP guidelines (in case of MSP operations) and standard procedure for procurement and documentations are strictly followed at all the centres. The necessary deductions such as excessive moisture, micronaire values etc are made from MSP price of kapas as per FAQ parameters fixed by the government and duly recoded on bidding slips/bills. The kapas purchase bills alongwith necessary APMC and factory certificates are submitted to the branch promptly for release of kapas purchase payments to the cotton farmers
- In case of commercial operations, the purchases are made within the ceiling provided by head office.
- All the centres/godowns are visited during the cotton season.

- The Standard Operating Procedures (SOP) for prevention and control of fire incidents are followed at all the G&P Factories and godowns. The proper followups on the observations made during the visits are made.
- The record of petty imprest and vouchers of various expenses are maintained properly and serially at the centres.
- Proper heaps of kapas are made and heap results are submitted to the branch in time. Inward outward registers, stock registers, processing registers, insurance record, packing material stock register, tarpaulins record, miscellaneous item stock register, officer's visit book etc are properly maintained at the factories, centres and are up to date. All prescribed daily/weekly/monthly/quarterly reports are submitted to the branch in time. The samples are timely drawn and dispatched for testing.
- After pressing, the bales are immediately shifted and stored to the nearest godowns. The proper receipts of bales are collected from the godowns. It is ensured that storage agreements are made. The necessary security arrangements, adequate coverage of insurance of the stocks in godowns are made.
- The cottonseed sale is made as per the procedure on day to day basis and proper minutes are made. The cottonseed is delivered by the centres after collection of full amount including due amount of carrying charges if any.
- After delivery of bales and cotton seed the delivery documents are submitted to branch immediately.
- To check the experimental out turn (EOT), shortages, press weight of the bales, tare weight and also random checking of weight at the time of delivery of the bales.
- In case of bales stored under GSF, to verify receipt of GSF Agreement, maintenance of GSF stock registers, reconciliation of GSF stock with that of dispatching branch etc.
- To physically verify stock of kapas, FP Bales, other stocks such as tarpaulins, grey cloths, boundaries, pallies etc. in the factory/godowns from time to time. To obtain stock certificates duly signed by the authorized representative of the factory/godown and to reconcile the physical quantity with the stock registers record.

  In case of any fire incidence the salvage operations are carried out promptly at centre, all documents relating to claims are promptly submitted to the Branch.

3. <u>No. of Visits to Branches, Centres and Godowns:</u>

- In respect of branches i.e Sriganganagar, Bhatinda, Bhilwara, Sirsa, Hubli, Rayagada and Kalamboli the visits should be as under:
  - Visit to branch should be at least for 10 man days in a month.
  - Visit at least 4 centres/Factories/godowns in a month.

- In respect of branches i.e Akola, Aurangabad, Adilabad, Guntur, Mahabubnagar, Warangal, Ahmedabad, Rajkot and Indore the visits should be as under:
  - Visit to branch should be at least for 12 man days in a month.
  - Visit at least 6 centres/Factories/godowns in a month.
- A certificate of visits to branch, centres, Factories/Godown duly certified by branch head is required to be attached with the monthly Internal Audit Report.

The above functions, role and duties are illustrative and not exhaustive.

The Cotton Corporation of India Ltd.
B.O.- Sirsa (Hr.)

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 Sirsa 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. In respect of branches i.e Sriganganagar, Bhatinda, Bhilwara, Sirsa, Hubli, Rayagada and Kalamboli the minimum audit fee will be Rs. 10,000/- (excluding applicable Taxes).
    b. In respect of branches i.e Akola, Aurangabad, Adilabad, Guntur, Mahabubnagar, Warangal, Ahmedabad, Rajkot and Indore the minimum audit fee will be Rs. 15,000/-(excluding applicable Taxes).
    c. 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.
17. The Tenderers, whose services in the corporation for the last three years have not been satisfactory, will not be eligible to participate in the tender.

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:

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:

The Cotton Corporation of India Ltd.
B.O.- Sirsa (Hr.)

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.
SCO 7-11, New Housing Board, Barnala Road,
Sirsa-125055 (Hr.)

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

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., Sirsa 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 Sirsa

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