भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LTD.

(भारत सरकार का उपक्रम, वस्त्र मंत्रालय के अंतर्गत)

(A Government of India Undertaking, Under Ministry of Textiles)

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Mins.of Textiles Website : www.texmin.nic.in **CIN:U51490MH1970GOI014733**

भा.क.नि. CCI A Miniratna Company

सूचना का अधिकार RIGHT TO INFORMATION

Ref. No. CCI/KOL/STOCK FILE/2025-26 Date: 19.02.2026

स्टॉक के प्रत्यक्ष सत्यापन के लिए निविदा

TENDER FOR CARRYING OUT PHYSICAL VERIFICATION OF STOCKS

भारतीय कपास निगम लिमिटेड, पश्चिम बंगाल राज्य में स्थित स्वतंत्र चार्टर्ड अकाउंटेंट फर्मों से दो बोली प्रणालियों के माध्यम से सीलबंद निविदाएं आमंत्रित करता है। ये निविदाएं 31 मार्च 2026 तक उप शाखा कार्यालय कोलकाता के अधिकार क्षेत्र में रामकृष्ण आश्रम कृषि विज्ञान केंद्र, निमपिठ, जिला दक्षिण 24 परगना में स्थित निमपिठ केंद्र में भंडारित सभी प्रकार के कपास की गांठों, कपास, लिंट कॉटन, कपास के बीज, हेसियन/ग्रे कपड़े, तिरपाल आदि के स्टॉक के प्रत्यक्ष सत्यापन के लिए हैं।

फर्म निर्धारित प्रारूप में सीलबंद निविदाएं जमा कर सकती है। उप महाप्रबंधक को संबोधित करके **स्टॉक के"प्रत्यक्ष सत्यापन के लिए निविदा"** शीर्षक वाली सीलबंद निविदाएं ऊपर शाखा के पते पर स्थित निविदा पेटी में 12 मार्च, 2026 दोपहर 2.00 बजे तक यह उससे पहले डाली जा सकती हैं । निविदाएं उसी दिन दोपहर 2.30 बजे उपस्थित निविदाकर्तायों की उपस्थिति में खोली जायेगी।

उप महा प्रबंधक

The Cotton Corporation of India Limited invites Sealed Tenders in two bid-systems from the ***Independent Chartered Accountant firms in the State of West Bengal*** 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 2026 stored in Nimpith ***center at*** **Ramkrishna Ashram Krishi Vigyan Kendra, Nimpith, Dist. South 24 Parganas** ***under the jurisdiction of Sub Branch Office Kolkata.***

The firm may submit sealed tenders in the prescribed format. Sealed tenders superscribing ***"TENDER FOR CARRYING OUT PHYSICAL VERIFICATION OF STOCK" addressed to Deputy General Manager*** may be dropped in the Tender Box kept at (above ***Sub Branch Address)*** on or before **12th March, 2026 upto 2.00 P.M.** which will be opened on the same day at **2.30 P.M.**, in the presence of tenderers who may remain present.

DEPUTY GENERAL MANAGER

TENDER FOR CARRYING OUT PHYSICAL VERIFICATIONOF STOCKS

TECHNICAL BID:I

(SPECIFICATIONS)

A.Eligibility Criteria:

- The firm should be an Independent Chartered Accountant firms having valid certificate of practice from CA institute and must have minimum 3 years' experience of Audit.
- The firm or any partner of the firm having stake in any godown which was given to the CCI for storage purpose, shall not be entitled to participate in this tender. A self-declaration to this effect must be enclosed with Technical Bid-I.
- Self-attested copy of PAN (Permanent Account Number) & GST(Goods and Service Tax) number is mandatory alongwith Technical Bid- I.
- The firms appointed as External Auditor (internal) in any of the branch of the corporation will not be eligible for participation in the tender. A self-declaration to this effect must be enclosed with Technical Bid-I.

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., and email id)

2) Whether Firm or any partner of the 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). IFSC code _____

Name, Signature and seal of Authorized Signatory

C. OTHER TERMS

1) The firm or any partner of 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, 2026 in respect of all centers/ G&P Factories / other destinations under the jurisdiction of Sub Branch Office Kolkata. For physical verification of stocks, their team shall visit the Branch Offices well in time preferably before 31st March, 2026 itself to collect the details of the centers/stocks for verification.

3) The firms appointed as External Auditor (internal) 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 Godown of **Ramkrishna Ashram Krishi Vigyan Kendra at Centre Nimpith, Dist. South 24 Parganas**. The job of physical verification should be completed by the firm within stipulated time by deploying adequate 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 needs 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 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 of these written declarations, physical verification may be carried out. 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.

Name, Signature and seal of Authorized Signatory

11) Physical verification of the stocks at all points/centers must be completed before 10th April, 2026. The physical verification report is to be submitted within 3 working 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 ____ centers but verification of stocks shall depend on availability of stocks at different centers to be declared by Sub-Branch Office Kolkata.

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. 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), along with 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 superscripting "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 to the requirement 60% of total work can be given to L-1 tenderer and 40% to L-2, If L-2 bidder 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	290 bales	
2.	Kapas (raw cotton)	Per Full heap of kapas	0	
3.	Cotton Seed	Per Full heap of cotton seed	0	
4.	Part Heaps of Kapas/ cotton seed (on actual weighment basis)	Per Quintals	0	
5.	Hessian/grey cloth bales	Per bale or part thereof	0	
6.	Tarpaulins -cotton canvas / PVC (each of 60' x 40' or 40'x40' size)	Per tarpaulin	0	
7.	Expenses including traveling/lodging / boarding/ incidental etc.	Per centre		

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 procurement/deliveries effected before 31st March 2026 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 self-attested copies of PAN and GST registration are enclosed.	Yes ☐ No ☐
2	Whether a self-declaration is enclosed confirming that the firm or any of its partners does not have any stake in godown which were given to CCI for storage purposes.	Yes ☐ No ☐
3	Whether a self-declaration is enclosed confirming that the firm has not been appointed as an Internal Auditor in any branch of CCI. .	Yes ☐ No ☐
4	Whether the Envelope A contains Technical Bid-I and other terms.	Yes ☐ No ☐
5	Whether the Envelope B contains Financial Bid-II.	Yes ☐ No ☐
6	Whether the entire Tender Documents are duly signed and numbered by Authorized Representative.	Yes ☐ No ☐

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Name, Signature and seal of Authorized Signatory