

URANIUM CORPORATION OF INDIA LIMITED

(A Govt. of India Enterprises)

P.O.: Jaduguda Mines,
Dist: East Singhbhum
Jharkhand, PIN: 832102.
Phone No: 0657-2730122/2730222
FAX No.: 0657-2730322.

CIN: U 12000 JH 1967 GOI 000806

Website: www.ucil.gov.in

Ref No.: NIT NO.: UCIL/IA/2018-01

Dated 05.12.2018

N.I.T. No.: UCIL/IA/2018 - 01

Tenders are invited for the execution of following work through e-tendering:

1.	Name of Work	Engagement of Professional Firm for conducting Physical Verification of Inventory & One Unit of Fixed Assets at UCIL
2.	Estimated value of work	Rs. 3,80,000/-Plus GST
3.	Period of Contract	Initially for one year.
4.	EMD to be deposited with tender (Demand Draft / Bankers Cheque).	Rs. 5,000/-
5.	Cost of Tender fees	Nil
6.	Last Date for submission of tender documents	27.12.2018 up to 3.00PM
7.	Date and time of opening of tender	27.12.2018 at 3.30PM

Pre- qualification Criteria: As per clause II of Page -4**Conditional offer may disqualify so tenderers are advised to quote price as per NIT Terms & Condition.**

The tender can be downloaded from UCIL e-proc site <https://www.tenderwizard.com/UCILEPROC>, the cost of EMD fee shall be paid through Demand Draft, Bankers Cheque, payable at SBI Jaduguda in favor of UCIL. The copy of EMD documents Demand Draft / TDR / Banker Cheque shall be uploaded in UCIL e-proc site. **Hard copy of EMD / MSME / SSI / NSIC will have to submit in envelop subscribed the work with NIT No. UCIL/IA/2018 – 01 over envelop and same to be submitted at the office of DGM (Pers.), IRs, Jaduguda on or before the opening of Tender, otherwise tender will not be opened of the concerned Bidder.** Exemption of EMD will be allowed to Organization registered with MSME / SSI / NSIC subject to submission of scan copy of valid documentary evidence.

The tenders are to be uploaded at UCIL e-proc site <http://www.tenderwizard.com/UCILEPROC> only on or before the due date and time fixed for uploading the bid as mentioned in the NIT. **Physical submission of tender shall not be accepted.** Technical part only of the offers uploaded will be opened on **27.12.2018 at 3.30 P.M.** by Chairman & Managing Director or his representative(s) in the presence of tenderers who may like to be present. The uploaded Price parts only of technically qualified tenderers will be opened later on.

Tenders document shall be submitted with **tender documents, Earnest Money Deposit, GST No, PAN No.** If the offices of the UCIL happen to be closed for any of the above events, then the said event shall take place on the following day. The corporation reserves the right to accept or reject any or all bid (s) either in part or in full thereof or to split up if necessary, without assigning any reason whatsoever.

For CHAIRMAN AND MANAGING DIRECTOR
URANIUM CORPORATION OF INDIA LIMITED

DISTRIBUTION: NOTICE BOARDS

Signature of tenderer

URANIUM CORPORATION OF INDIA LIMITED

JADUGUDA MINES

DIST: EAST SINGHBHUM

JHARKHAND-832102

PHONE NO.: 0657-2730122/ 2730222

FAX NO.: 0657-2730322

TENDER DOCUMENT

FOR

NIT NO .UCIL/IA/2018-01

FOR

“Engagement of Professional Firm for conducting Physical Verification of Inventory & One Unit of Fixed Assets AT URANIUM CORPORATION OF INDIA LTD ”.

Signature of tenderer

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Signature of tenderer

(I) INTRODUCTION:

Uranium Corporation of India Ltd. (UCIL) is a public sector Enterprise under the administrative control of Department of Atomic Energy, engaged in mining & processing of uranium ore for generating nuclear power. UCIL is situated at Jaduguda which is 28 kms from Tatanagar Rly Station and 3 kms from Rakha mine Rly Station and its Unit at Tummalapalle which is situated in Andhra Pradesh near Kadapa district at Pulevendula.

(II) PRE QUALIFICATION (PQ) CRITERIA

Firms possessing the following PQ criteria are invited to submit documentary evidences in support of the same as mentioned hereunder in sealed envelope with subscription "Professional Firm for conducting Physical Verification of Inventory & One Unit of Fixed Assets, JADUGUDA, Jharkhand".

Sl. No.	Criteria	Documents Required
1	Registered Chartered /Cost Accountant firm should have been constituted in India for the last 03 years with minimum 5 numbers of partners as on 31.03.2018.	Constitution Certificate of the firm. Details number of Partners.
2	Firm should have minimum 3years' experience of handling Inventory Audit & Fixed Assets Verification.	Self-declaration.
3	Firm should have an office in Jamshedpur.	Address Proof from any Regulatory body or any statutory authority if any attach.
4	The Bidder should have 3-5 qualified professionals with CA / CMA qualification along with experience of Indirect taxation in large units.	a) List of professionals with CA /CMA qualification along with their Membership no. and date of joining and bio-data.
5	Firm should have experience of conducting Inventory/Store Audit & Physical Verification of Fixed Asset one Public Sector Undertaking/ companies having turnover not less than 500 Crores during last 5 Years as on 31.3.2018	Client Certificate/ Appointment letter (for Both Inventory/Store Audit & Physical Verification of Fixed Asset) issued by the organization clearly indicating the period covered.
6	The Firm should have average turnover / receipts of at least Rs 50 lacs (Rupees Fiftylacs) during last three financial years ending 31.03.2018	Copy of audited financial accounts for F.Y. 2015-16, 2016-17 and 2017-18 with self-certificate in Format.

Note:

- a) Bidder not fulfilling any of the above PQ criteria need not submit bid as their bid shall be liable to be summarily rejected.
- b) All pages of tender documents and documents submitted in support of PQ criteria to be self-attested by the bidder.

Signature of tenderer

INFORMATION TO BE GIVEN BY THE BIDDER

- a) Name of the bidder firm :
- b) Name of partners members :
- c) Number of working staff :
- d) Address of the firm :
Telephone No. :
Office :
Mobile :
Fax :
E-mail Id :
- e) Registration particulars of the firm &
Date of formation :
- f) Name / Designation / Address of the signatory
Of the bid with letter of authorization, if any :
- g) Permanent Account No (PAN) of the firm :
- h) GST registration details :
- i) Details of experience (in brief) :
- j) Details of professional personnel / working staff :
- k) Details of Bank Account for Payment :

Certified that the information given above is true and if at any time this is found to be false or misleading the bid /contract shall be liable to be cancelled:

Name :

Signature :

(Capacity in which signed)

Signature of tenderer

(III) SCOPE OF WORK:**SCOPE OF WORK OF PHYSICAL VERIFICATION OF STORES & SPARES & FIXED ASSETS**

The scope of work of physical verification of stores & spares Audit includes the following:

- 1) Physical verification of each store located at Jaduguda Stores about 6622 nos (Approx), Narwapahar about 3774 nos (Approx) & Turamdih 3462nos (Approx) at Jharkhand Units and Tummalapalle Store about 4000 nos (Approx) at Andhra Pradesh Unit as per details parameters furnish bellow :

For Stores & Spares:

Category "A" Item - 100% Checking

Category "B" Item - 100% Checking

Category "C" Item - 60% to 80% Checking

2. Tracking the receipt and issue of the material between the intervening periods with reference to Cardex / bin card / stores ledger along with necessary adjustment to arrive at the derived physical balance as on 31st March to reconcile the store ledger with Accounts ledger both in quantity and value and suggest for rectification entry if any.

3. Item wise discrepancies, if any, between book balance as on 31st March, and derived physical balance as on 31st March, to be submitted to the Store Head for verification and acceptance. List of Stores and Spares for which any discrepancies / Surplus observed been prepared as on the date of physical verification is to be submitted separately with reasons thereof.

4. Whether action taken by the management against the discrepancies observed in the physical verification report of last year is to be reported by the auditor. The statement of physically verified obsolete / non-moving stores and spares beyond if any, to be reported separately along with last date of movement.

5. Whether the records maintained in respect of scrap material are satisfactory and complete is to be reported. The auditor while verifying the transactions shall evaluate internal control procedures operative within the enterprise for efficient materials management.

6. The Auditor has to report whether the materials lying in the stores have been properly stored to avoid damage and pilferage. The quantity of scraps lying in the store is to be ascertained. In addition to Physical verification report you have to submit non- moving, slow moving store report, stock of material lying as rejected store.

7. Proper arrangements exist for locking the stores and keeping the keys in safe custody. Adequate arrangements exist for fire protection. Inflammable stores are stocked in accordance with the instructions of storage. Statutory regulations regarding storage of explosives are observed.

8. In addition of Physical verification report you have to submit non-moving, slow moving store report, stock material laying as rejected store and status of payment there on, scrap generation and its disposal, damage and obsolesce store report etc

9. Physical Verification of all Fixed Assets of one location of UCIL Units. Identification mark on Fixed Asset, if necessary

10. Reconciliation between Fixed Assets Registered and actual physical status and Preparation of Excess / Shortage Report.

11. First you have to submit one set draft report and after final discussion with UCIL management you have to submit your final report and also a compliance report for correction / rectification of discrepancies etc.

12. Any other assignment of related job required if any.

Signature of tenderer

(IV) **GENERAL TERMS & CONDITIONS FOR SUBMITTING THE OFFER**

1) **SCOPE OF WORK:** The details Scope of Work as above Annexure-1

2) **TRAVELLING, BOARDING & LODGING EXPENSES:**

For Singhbhum & Tummallapalle (Both) Units:

Travelling expenses from office of the firm to UCIL site at Singhbhum & Tummallapalle Units shall be borne by the Firm. The consultant and his assistant shall come at Singhbhum units on daily basis by their own arrangement.

3) **STYLE OF QUOTATION: TWO PART SINGLE STAGE SYSTEM**

The tender will be on two part systems: Part-I consisting of techno-commercial part (except price) & Part-II consisting of price only as per enclosed format. After evaluation of the Techno commercial offers, the price part of the suitable parties will be opened.

4) **PART-I, TECHNO COMMERCIAL BID (UNPRICED)**

It shall contain:

- a) Earnest Money Deposit.
- b) Deviations, if any
- c) Commercial terms & conditions of sale
- d) Blank (UN priced) price bid Pro-forma (copy of your price part without price).
- e) All documents are support of PQC.

5) **PART-II, PRICE BID:** This part shall contain "Price" as per enclosed format only.

6) **MODE OF SUBMISSION OF TENDER**

Both parts of the offer should be submitted online through www.tenderwizard.com/UCILEPROC

7) **TO EVALUATE ALL PARTIES ON EQUAL PLATFORM, ALL THE COMMERCIAL TERMS & CONDITIONS OF THE NIT HAVE TO BE ACCEPTED BY THE BIDDERS OTHERWISE OFFER MAY NOT BE CONSIDERED.**

8) **PAYMENT TERMS**

Payment of fees shall be released after successful completion of job at all units of UCIL and submission of bill. Payment shall be made within 30 days from date of receipt of valid invoice.

Signature of tenderer

9) **VALIDITY OF OFFERS / FEES**

Bidders have to quote the fees strictly as per the Price Bid format. Fees quoted by the bidders in their bids shall remain firm and valid for the total contract period or till complete execution of the contract. However, statutory levies / taxes are payable by UCIL as applicable on prevailing date of actual render of services on submission of invoice. The offered price should be valid for a period of 90 days from the date of opening of price bid.

10. **PERIOD OF CONTRACT**

The period of contract shall be for one year i.e. From the date of Issue of Work order. If performance is satisfactory, the contract may be extended further a period of two years on mutually consent.

11) **EARNEST MONEY DEPOSIT:**

1. The bid shall be accompanied by EMD of Rs.5,000/- (Rupees Five Thousand only) in the form of Demand Draft / Bankers Cheque issued by Nationalized / Commercial Bank in favor of Uranium Corporation of India Ltd Payable at Jaduguda.
2. No interest shall be paid on EMD. The offer without EMD in any form other than specified herein above is liable to be summarily rejected.
3. EMD shall be dealt with as follows
 - i) In case of unsuccessful bidder it shall be returned without interest immediately after finalization of order.
4. The EMD shall be forfeited if:
 - a) The bid is revoked during its validity period.
 - b) The tenderer changes the terms and conditions or prices or withdraw his quotation subsequent to the date of opening.
 - c) The tenderer fails to accept the order when placed or fails to commence work after accepting the order.
 - d) In case bidder submits false / fabricated documents.

12) **RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS:**

M/S UCIL reserves the right to accept any bid and to cancel the bidding process and rejects all bids, at any time prior to award of contract without assigning any reasons whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the UCIL's action.

Signature of tenderer

13) RELATED PARTY:

Related Parties should not quote for the tender separately. If it is noticed that related Parties submitted separate quotation, the same shall be liable to be rejected. Parties are considered to be related if one or more partner / member are common.

14) INCOME TAX:

Income tax inclusive of surcharge and any other tax if applicable shall be deducted at source.

15) GST:

GST shall be paid extra as applicable on the date of actual render of service and billing on UCIL has been made in terms of guidelines stipulated in the GST rules. Any changes in taxation will be applicable as per prevailing statutory provisions.

16) SECURITY:

The successful bidder shall not at any time during the tenure of contract or thereafter disclose any information furnished to them by the company or any drawings, designs, reports and other documents and information prepared for this work, without the prior written approval of the company except in so far as such disclosure is necessary for the performance of the Party's work and service hereunder. Successful bidder will be required to enter into secrecy agreement with UCIL, copy of which is enclosed.

17) OTHER TERMS AND CONDITIONS:

1. Successful bidder shall depute sufficient number of competent staff as specified for Inventory / Fixed Assets work at their own cost.
2. Successful bidder shall submit draft report to the In-charge of Finance department at Jaduguda and the final report along with the views of the In-charge of tothe Finance department at Jaduguda shall be forwarded to Director (Finance).
3. The Consultant staff may be advised to observe all safety precautions as applicable to the department in which the work is carried out.
4. The company shall not be responsible for any accident caused to your personnel due to any circumstances happen within or outside the company premises.
5. Every effort shall be made to complete the work strictly as per the scope of works.
6. Successful bidder shall be in constant touch with Director (Finance), In-charge of Finance department Jaduguda & Turamdih.
7. Information made available during the course of Audit shall be used only for bona-fide work relating to the company and not for any other purpose. The Consultants shall not divulge the information made available by the company or otherwise acquired during the course of Implementation to any other agency.
8. The company reserves the right to accept / rejects any or all the offers without assigning any reason whatsoever therefore.

Signature of tenderer

9. Necessary insurance coverage for all members / audit staff shall be taken by the Firm.

10. Estimated cost of the tender is Rs. 3,80,000/- **including traveling expenses.**

18) FORCE MAJEURE:

If at any time during the currency (tenure) of the order, it is not possible to execute any portion of the work stipulated in the order, due to reasons beyond control of either UCIL or the bidders, on account of emergency declared by the government, reasons of go slow, strike or lockout at our / the bidders office, war, civil commotion, earth quake, fire, storm, flood, acts of God, acts of any government, sabotage, riot, police action, revolution unforeseen circumstances or the other hindrances beyond one's control, there shall be no liability on the part of the defaulting party for consequential losses

19) FAILURE AND TERMINATION:

If the bidder fails in the performance of the contract in the manner and within the time fixed or there is likelihood of an anticipatory breach of whole or part of the contract, the company will have the right to rescind the contract and have it performed through other party at the risk and cost of the bidder.

20) LIQUIDATED DAMAGES (LD)

Liquidated Damages (LD) shall be levied where reasons are attributable to the firm for delays in execution of order / contract. LD shall be levied @0.5% per week or part thereof on the value of unfinished work order for each week of delay subject to a maximum of 5% of the total value of contract (excluding Taxes and Duties).

21) ARBITRATION AND LEGAL JURISDICTION:

All disputes or differences whatsoever arising between UCIL and bidders out of or relating to the construction, meaning and operation or effect of this tender shall be settled by the sole arbitrator appointed by the Chairman Managing Director of UCIL and the award of such arbitrator shall be final and conclusive and binding. No objection shall be raised on the ground that the arbitrator so appointed is an employee of UCIL.

22) The eligibility to be decided strictly based on documents submitted at the time of receipt of tenders. No additional documents to be allowed to be submitted after receipt of tenders but there is no bar to seek clarification or authentication of submitted documents. However in case of poor response, with a view to increase the competition, admission of additional documents to meet the PQC may be allowed subject to the condition that

a) "Poor response" implies when less than three bids are found suitable on the basis of submitted eligible documents as per NIT.

b) The additional documents should not be issued subsequent to last date of receipt of tender as mentioned in the NIT.

c) The bidder submitting additional documents has submitted EMD and tender cost as prescribed in NIT.

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Signature of tenderer

(v) PRICE BID FORMAT

Name of Job/ services: Appointment of Auditor for Conducting Physical Verification of Stores & Fixed Assets.

Name of Organization: UCIL Jaduguda

Name of Bidder:

<u>Particulars</u>	<u>Quoted Value for One Unit</u>		<u>Total Nos of Units</u>	<u>Total Value (in Rupees)</u>
	<u>(A)</u>			
	<u>Rs In Figure</u>	<u>Rupees In Words</u>	<u>B</u>	<u>C= A*B</u>
1. Physical Verification of Stores of One Unit Including Travelling Expenses			4	
2. Physical Verification of all fixed assets of one location of UCIL Unit Including Travelling Expenses			1	
Total in Rupees				
Total Value (in Words)				

Signature of the

Authorized person or partner of the firm with seal

Notes:

1. GST shall be paid extra as prevailing rate at actual.
2. Quoted amount shall be indicated in both the figures and words. In case there is any discrepancy between figures & words, words shall prevail.
3. Total value quoted in the above format is only considered for deciding the L-1 bidder.
4. If all the component of price bid is not quoted separately the bid shall be rejected.
5. Conditional offer will be rejected.

Signature of tenderer