



19.06.2017

Applications are invited from eligible CMA firms (Kolkata based ) for selection and appointment as Cost Auditors for the Company for 2017-18, in respect of units located at Kolkata and Ranchi. Applications, as per pro-forma (details to be obtained/downloaded from Company website : [www.grse.nic.in](http://www.grse.nic.in) under Tenders/Expression of Interest section) are to be addressed in sealed cover to the AGM -Internal Audit within 27.06.2017-14.30hrs\*\*. Clarifications / Queries on the same may be obtained thru email to [ghosechoudhury.s@grse.co.in](mailto:ghosechoudhury.s@grse.co.in) .

\*\* In the event of 27.06.2017 being declared a Public Holiday on account of Eid-ul-Fitar, the due date submission would be 26.06.2017 -2.30 PM and applications would be opened on same day at 3.00 PM.



**Garden Reach Shipbuilders & Engineers Ltd.**  
(A Government of India Undertaking ; Ministry of Defence)

***Corrigendum dt : 20.06.2017 for EOI ref NIT:COST AUDIT/ 2017-18 / (WEBSITE & ICMAI) 001 dt 19.06.2017***

***a) Clause relating to price bid stands deleted. NO PRICE BIDS ARE TO BE SUBMITTED***

***b) Annexure 5 Sl. 4 (Scoring criteria) : '1 point for each such audit. (per co. per period) in last 2 FY (2015-16 & 2016-17)' in lieu of '1 point for each such audit. (co./ period) in last 2 FY (2014-15 & 2015-16)' mentioned erroneously earlier.***

**EOI REF :NIT : COST AUDIT/ 2017-18 / (WEBSITE & ICMAI) 001**

**Dt.19.06.2017**

1. The Company invites applications (through EOI) from eligible CMA Firms (Kolkata based) for selection of Cost Auditors for the period 2017-18 till 2019-20. Appointment / re-appointment will be done on yearly basis.
2. Sealed applications along with details as sought for in the annexures are to be submitted to  
AGM (Internal Audit),  
Garden Reach Shipbuilders & Engineers Ltd.,- Main Works  
43/46, Garden Reach Road,  
(Near Metiabruze PS)  
Kolkata – 700 024.
3. Last date of receipt of sealed application: 1430 hrs. of 27.06.2017. The bids will be opened on the same day at 1500 hrs. In the event of 27.06.2017 being declared a Public Holiday on account of Eid-ul-Fitar, the due date submission would be 26.06.2017 -2.30 PM and applications would be opened on same day at 3.00 PM
5. Documents enclosed with this EOI: -
  - (a) Guidelines for submission of offer and Terms & Conditions.
  - (b) Undertaking Format.

For Garden Reach Shipbuilders & Engineers Ltd.

Sd/-

AGM (Internal Audit)



## **GUIDELINES AND TERMS & CONDITIONS**

All documents must be printed/filled in correctly. Over-writing should be avoided. All corrections should be clearly scored out and initialed (signed); otherwise tender is liable to be rejected.

The shortlisting of firms would be based on the Firms profile scores, and audit fees would be decided by the Board of Directors. Fees will be all inclusive (no out-of pocket expenses will be paid); only taxes as per statutes would be payable. However, for conducting the audit at DEP Ranchi, journey by Air (for partner) and AC Chair / AC II tier (for other personnel) will be allowed on reimbursement basis; accommodation and local transport will be arranged for by the Company.

Sealed EOI applications will have to be submitted by the intending firms at the Office of AGM (Int.Audit), GRSE Ltd, (Main works), located at 43/46, Garden Reach Road, Kolkata –700 024. Fax/email and/or incomplete/ late offer will not be accepted.

Selection will be based on firm's profile score (Profile score parameters are provided in Annexure 5) and subsequent discussions / presentations by the shortlisted Firms on day next to opening of EOI applications. Top three firms based on profile score will be shortlisted and communicated accordingly. In the event of a tie in score, more than three firms may be shortlisted.

Firms who are executing any professional assignment/s in GRSE are not eligible to submit EOI applications. Canvassing in any form is strictly prohibited and any tenderer found canvassing will be liable to have Tender application rejected.

### **Terms & Conditions:**

The firm will be required to carry out the Cost Audit in respect of the Company's businesses.

~~Price bids should be submitted in separately sealed cover along with the other documents (deleted vide corrigendum dt 20.06.2017)~~

The firm is required to adhere to the statutory requirements as relevant for conducting the Cost Audit under the Companies Act.

Working hours of the Company are as below

9-00 AM to 5-00 PM from Monday to Friday  
9-00 AM to 1-00 PM on Saturday.

### **Payment terms:**

Payment will be made on completion & submission of report and approval of same by the Audit Committee and Board and e-filing of report after completion of other requirements / formalities.



**Secrecy Clause :**

The tenderer shall at all times use its reasonable endeavour to keep the GRSE's confidential information confidential and accordingly not disclose any such confidential information to any other person other than the performance of its obligations under the agreement. The tenderer shall indemnify and / or undertake that the confidential information, acquired by it during operation and/or implementation of the contract, shall not be divulged to any other firm and shall continue to apply even after expiry and/or termination of appointment.

All information given to the firm for the execution of the job is to be treated as **CONFIDENTIAL**. The technical information and other related documents shall not be used for any other purpose except for the execution of the subject work. The tenderer is to give an undertaking in favour of GRSE that in the event of any breach of the stated provisions, he would make good of any loss / cost / damage /any other claim whatsoever suffered by GRSE or preferred by anybody to GRSE in this respect subject to giving full opportunity to the firm to defend.

**Arbitration Clause :**

- i) If at any time, before during or after the contract period, any unsettled claim, question, dispute or difference arises between the parties, upon or in relation to or in connection with or in any way touching or concerning this order, the same shall be referred to the Chairman & Managing Director ("CMD" in short) of Garden Reach Shipbuilders & Engineers Limited ("GRSE Ltd" in short) for appointment of a sole arbitrator for adjudication of the said disputes or differences, in accordance with the provisions of the Arbitration and Conciliation Act, 1996.
- ii) The CMD, GRSE Ltd. shall appoint a person, whom he thinks fit and competent, for adjudication of the disputes or differences, as the Sole Arbitrator.
- iii) Such arbitration shall, in all respects, be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the rules framed there under or any statutory modification or re-enactment thereof for the time being in force.
- iv) The Award of the Sole Arbitrator shall be final, conclusive and binding upon the parties.
- v) In the event of the death or resignation for any reason whatsoever of the said Sole Arbitrator, appointed by the said CMD of GRSE Ltd. , the CMD of GRSE Ltd., on an application from either of the parties in this behalf, shall appoint in place of the outgoing Arbitrator, another person whom he thinks fit and competent to adjudicate the said disputes and differences in accordance with law.
- vi) Also in the event an Arbitration award is set aside by a competent court on an application from either party and unless otherwise ordered by the said court, the CMD of GRSE Ltd., on an application from either party, shall appoint a person whom he thinks fit and competent to adjudicate the disputes and differences in accordance with law.
- vii) The cost of the arbitration, fees of the arbitrator, remuneration of the stenographer and clerk, stamp paper etc. as shall be decided by the Sole Arbitrator, shall be shared equally by the parties. The venue of arbitration shall be at Kolkata and unless otherwise decided by the parties or by the



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Sole Arbitrator himself the venue shall be the premises of Garden Reach Shipbuilders & Engineers Ltd. located at 43/46, Garden Reach Road, Kolkata 700 024.

viii) The language of the proceeding shall be in English.

**JURISDICTION:** Litigation, if any, pertaining to this contract will come under the jurisdiction of High Court at Kolkata.

All contracts shall be deemed to have been wholly made in Kolkata and all claims there under are payable in Kolkata City and it is the distinct condition of the order that no suit or action for the purpose of enforcing any claim in respect of the order shall be instituted in any Court other than that situated in Kolkata City, West Bengal State, India.

**Other terms**

- i) The Firm is warranted that all service rendered by them shall conform to applicable city, states & central laws, ordinances and regulations and the said Firm shall indemnify / defend / relieve GRSE harmless , from / of against loss, cost of damage, by reason or any actual or alleged violation thereof.
- ii) GSRE shall not be liable under the workmen's compensation Act of 1923 in case any employee or workmen receives injury while actually serving his employer in connection with the latter's work inside the compound of GRSE Ltd.
- iii) The Firm engaged in work is required to have registration under the Service Tax.



**Annexure 1**

**UNDERTAKING**

**(TO BE SUBMITTED IN FIRM LETTERHEAD ALONG WITH THE BID)**

TENDER NO. NIT 001/GRSE COST AUDIT/ 2017-18

1. We hereby express our interest in respect of following jobs:-

COST AUDIT (under Companies Act) for 2017-18 in respect of GRSE Ltd's business units at Kolkata and Ranchi in accordance with the instructions and specification given in the Guidelines and Terms and Conditions for the Tender/Offer

2. We agree to commence execution with from dates as communicated to us by GRSE Ltd.

3. We hereby agree to abide by and fulfill all the Terms Conditions and Guidelines indicated and the 'Conditions of Contract'.

4. We are eligible to be appointed as Cost Auditors of GRSE Ltd., and if selected for appointment, will be providing the Letter of Undertaking in this regard.

4. We are not related to any of the officers of the Company.

Partner / Authorised Signatory

Full Signature & Office Seal



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**Annexure 2**

**(TO BE SUBMITTED IN FIRM LETTERHEAD)**

1	Name of the Firm / ICoAI regn no	:	
2	Years of existence ( <b>at Least 15 years</b> )	:	
3	Dt of Incorporation	:	
4	No of Partners ( <b>at least Five</b> )	:	
5	Address	:	
6.	Telephone No. /Mobile No.	:	
7.	Name of the Contact Person with Designation and	:	
8.	Income Tax/PAN No.	:	
9.	Income Tax acknowledgement / Receipt of submission of I/T returns for last year.	:	No / Date
10.	Whether Registered for Service Tax. (If yes – please specify)	:	Service Tax Registration No.
		:	Date of Registration
		:	Issued by
11.	Details of ESI Registration (if any)	:	ESI Registration No & Date :
		:	Date of Registration
		:	Local Office Located at:
		:	Last date of deposit Challan (Photocopy of Registration & last deposit Challan to be enclosed)
12.	Details of PF Registration (if any)	:	PF Registration / Code No. & date  (Photocopy of Registration allotment & last deposit challan to be enclosed)



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13.	Details of experience of operation <b>(No. of Cost Audits conducted in 2015-16 &amp; 2016-17 in respect of Companies having turnover of more than ₹ 500 Cr.)</b>	:	(Please provide details in Annexure 4)
14.	Partners Biodata		(Pls provide details As per format enclosed in Annexure 3)
15.	Qualified Staff details	:	(Pls provide details As per format enclosed in Annexure 3)
	Semi-qualified / Other Staff details	:	(Pls provide details As per format enclosed in Annexure 3)

Signature (with seal)

.....

Designation.....

Firms' Name.....

Address.....Telephone No./Cell No.....





**(TO BE SUBMITTED IN FIRM LETTERHEAD)**

## **Bio Data / Particulars**

<b>Name</b> ( specify whether partner, FCMA/ ACMA)	<b>Dt of Joining firm</b>	<b>ICMAI m/no</b>	<b>Other qualifications and Job specialisation / experiences</b>





**ANNEXURE 5**

Application for selection of Cost Accountants firms for Cost Audit					
	Parameters	Value /Nos.	Score	Scoring Criteria	Max Score allowed
	Regn no of Firm with Institute of Cost Accountants of India				
1	Years of existence of Firm <b>(Min. 15 yrs)</b>			1 point for every year above 15years	10
2	No. of Partners * <b>(at least 5)</b> (full details to be provided)			2 points for each FCMA partner, 1 points for each ACMA partner.	20
3	ACMA Qualified employees <b>(at least 2)</b> (full details to be provided)			1 point each for each such employee	5
4	Experience as Cost Auditors* of Maharatna / Navaratna/ Miniratna PSUs / other Ltd. Companies having turnover exceeding ₹ 500 crores (*Cost Audit for whole company to be considered, circles/units to be excluded)			1 point for each such audit. (per co. per period) in last 2 FY (2015-16 & 2016-17)	15
Achieved SCORE (A)				TOTAL SCORE (B)	50
PROFILE SCORE (A/B x100) =					



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The Secretary.

The Institute of Cost & Management Accountants of India

12 Sudder Street,

Kolkata 700016.

Dear Sir,

We shall be grateful if you kindly arrange to display the enclosed matter regarding appointment of Cost Auditor in GRSE Ltd. in your notice board for information to interested Cost Accountants firms.

Thanking you,

Yours faithfully

AGM (Internal Audit)

CC: Chairman –EIRC  
The Institute of Cost & Management Accountants of India  
Harish Mukherjee Road  
Kolkata 26

} Request to  
kindly display  
the matter on  
EIRC Notice  
Board