

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G T Road, Naramau, Kanpur – 209217
“TENDER DOCUMENT”
of Tender No. Fixed Asset/17-18/ dated: 04th Jan’18 Due on 19th Jan’18

Date :

To,
M/s _____

Dear Sir,

Artificial Limbs Manufacturing Corporation of India (herein after referred to as “ALIMCO”) wishes to engage partnership firms of Chartered Accountants/ Cost Accountants for carrying out the work of Physical verification of Fixed Assets at various Centers of the corporation.

ALIMCO has a Head Office and main manufacturing plant at Kanpur. Apart from this, the corporation has Auxiliary Production Units at Chanalon, Bhubaneshwar, Jabalpur and Bangalore with Marketing Centers at Delhi, Mumbai, Kolkata, Hyderabad and Guwahati.

Sealed quotations are invited in Single Bid with **EMD of Rs. 5,000.00**, in favor of ALIMCO. “Professional profile with EMD” along with Price Bid is required to be submitted in a sealed envelope addressed to Manager (Finance), ALIMCO, G T Road, Kanpur so as to reach by **15.00 Hrs on 19th Jan’18**.

01. SCOPE OF WORK:

- 1.1 The company maintains location wise Fixed Assets details. However, certain items of RMC are capitalized in the books of Head Quarter since prior to 2011-12, the RMC Accounts were consolidated in the Head Quarter.
- 1.2 The Party assigned the work of Fixed Asset verification is required to obtain the documents available with the corporation. The complete details of assets at AAPCs and RMCs as appearing in their Books of Accounts is available; however, for Head Quarter – details of certain years for 1992-93 to 2000-01 are yet to be traced. All possible help from the corporation shall be provided, however, in case of non-retrievable information, the best practices and resolution should be provided by the selected party which can be placed before the Audit Committee.
- 1.3 After finalization of the list of Fixed Assets, the empaneled party shall circulate the note for the modus operandi of physical verification along with guidelines to marking of the specific asset.
- 1.4 The above mentioned note shall also specify the dates when the empaneled Party shall visit the concerned unit and shall supervise the activity giving final report to the management.

2.0 ELIGIBILITY OF TENDERER:

- 2.1 The Tenderer should be a Cost Accountant/ Chartered Accountant having exposure to the physical verification of a PSU with a turnover of at least Rs 100.00 Crore which is required to be submitted with the offer mentioned above.
- 2.2 The Tender Paper can be uploaded from the website www.alimco.in

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- 2.3 Rates for the assignment clearly specifying the rate quoted in figures and in words and taxes, if any should be spelt out clearly. In case no tax is quoted, the rates shall be presumed to be inclusive of taxes.
- 2.4 Only the professional fee with Tax for the complete assignment is required to be quoted. A firm can also quote for a single unit also provided he has his base station or any branch at that place.
- 2.5 In case, a quote from a local source is available whose professional fee justifies not sending an outstation source, preference shall be given to the firm since then the corporation has no liability to arrange for his travel or for his stay.
- 2.6 In case there is no local offer, the corporation shall provide reimbursement of 1 2AC and 1 3AC tickets and stay arrangements for 3 days maximum for a hotel having tariff (excluding GST) up to Rs.2000.00 per man day to L-1 outstation tenderer who is L-1 for professional fees.

3.0 SECURITY DEPOSIT:

- 3.1 For fulfillment of the contractual obligation of Fixed Asset assignment, the Earnest Money deposited of a successful firm shall be converted into Security Deposit. Balance amount making Security Deposit 5% of the total value of job awarded has to be additionally deposited before start of assignment.
- 3.2 The Security Deposit shall be refunded on successful completion of the assignment without any interest.
- 3.3 EMD of unsuccessful bidders shall be refunded without interest on award of assignment against this tender.

4.0 VALIDITY OF OFFER/QUOTATION:

- 4.1 The offer/quotation submitted against this Tender shall be valid upto 90 days from the date of opening of the "Price Bid" as per Annex A.
- 4.2 The Tenderers shall be bound by terms of this tender documents, if notification of acceptance of the offer against this tender is issued within the validity period.

5.0 GENERAL TERMS & CONDITIONS OF TENDER:

- 5.1 The time is the essence of the contract. The assignment should be taken up within a week from finalization and shall be completed by 30th April 2018.
- 5.2 The liquidated damages shall be levied for delay from the above timelines which shall be 0.5% every week subject to a maximum of 10%.
- 5.3 Any offer submitted against this tender in deviation from the terms of this tender will stand rejected.
- 5.4 The successful firm shall not sub - contract the internal audit assignment.
- 5.5 All entries in the offer shall be either typed or neatly hand written. Tenders having over writings/fluid application/cutting etc. without proper authentication will be rejected. Conditional Offer / Quotation shall not be acceptable.

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6.0 ARBITRATION:

- 6.1 If any dispute/question or controversy arises in respect of or arising out of the assignment / Job Work Contract, the matter in dispute shall be referred to the arbitration of the Chairman & Managing Director of ALIMCO or its nominee and the decision of the Chairman and Managing Director or nominee shall be final and binding on both the parties.
- 6.2 The provision of the ARBITRATION & CONCILATION ACT, 1996 as amended from time to time shall apply to such arbitration proceedings.
- 6.3 Arbitration proceedings shall be held at Kanpur only and the Kanpur City Court will have the jurisdiction in the matter.

**Manager (Finance)
ALIMCO, KANPUR**

Price Bid

Sl No	Locations	Basic (In Rs. only)	GST (In Rs. Only)	Total Including GST (In Rs. Only)
1.	Head Quarter, Kanpur			
2.	Jabalpur			
3.	Bhubaneswar			
4.	Chanalon			
5.	Bangalore			
6.	Hyderabad			
7.	Kolkata			
8.	New Delhi			
9.	Guwahati			
10.	Mumbai			
	TOTAL			

Amount (in word) _____

Signature of Partner

Seal of the Firm