



Burn Standard Co. Ltd.
(A Govt. of India Undertaking)
Ministry of Railways

22 B, RAJA SANTOSH ROAD, KOLKATA-700 027.
PH: 033 2448 8851/2448 8849/Fax:033 2448 8846
Website: www.burnstandard.com
E-Mail –burnstandard@yahoo.co.in
CIN:U51909WB1976GOI030797

Ref:MM/HO/Int-Aud/16-17/21

25.08.2016

To

Dear Sirs,

SUB: Appointment of Internal Auditor for 03 years (2016-17, 2017-18 & 2018-19)
Ref: Tender No : MM/HO/Int-Aud/16-17/21 dt.25.08.2016 for HO, HW & BW.
LAST DATE & TIME FOR SUBMISSION OF TENDER: 26.09.2016 by 2-30 PM.
DATE & TIME OF OPENING OF TENDER: 26.09.2016 by 3.00 PM

Sealed tenders are invited in two Parts from Chartered Accountant/Cost Accountant Firms for conducting Internal Audit at Head Office at 22B, Raja Santosh Road, Kolkata- 700027, Howrah Works(HW) & Burnpur Works(BW), Burnpur for the financial year 2016-17, 2017-18 & 2018-19 as per details appearing here under:-

Tenderers are required to submit their offer in two parts (Part-I: Techno Commercial Bid & Part-II: Price Bid) in separate sealed envelope. Both the envelopes should be placed in third envelope and to be submitted on or before last date & time specified in the tender document.

Pre Qualification: Tenderers must enclose the documentary evidence in respect of their pre qualification detail as mentioned in the tender document.

1. SCOPE OF WORK:

Internal Audit as per section 138 of Companies Act 2013 read with Rule 13 of the Companies (Appointment and Remuneration Personnel) Rules 2014.

2. Eligibility Criteria:

A. Burnpur Unit

- i) The Chartered/Cost Accountant firm should have done internal audit of reputed central PSUs/reputed manufacturing companies for at least 3 years, reckoned back from the date of publishing the tender.
- ii) The firm should have been in existence and working experience of at least 10 years.
- iii) The firm should have at least 02 working partners. The latest certified copy of the partnership deed shall be furnished.

B. Howrah Unit & Head Office.

- i) The Chartered/Cost Accountant firm should have done internal audit for at least 3 years, reckoned, back from the date of publishing the tender, of reputed central PSUs/reputed manufacturing companies having annual turnover of at least Rs 150 crores..
- ii) The firm should have been in existence and working experience of at least 10 years.
- iii) The firm should have at least 03 working partners. The latest certified copy of the partnership deed shall be furnished.

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The offer to be submitted with all certificates/credentials/documents in support of satisfying the eligibility Criteria, earnest money deposit and price (As per Price Format Annexure-I) in closed envelope Superscribing the **tender no. MM/HO/Int-Aud/16-17/21 dated 25.08.2016**, addressed the same to **Manager, (Proj, C &MM), Burn Standard Company Ltd, 22B, Raja Santosh Road, Alipore, Kolkata-700027.**

3. **ESCALATION:** The rates quoted by successful tenderer shall be firm and not subject to any escalation during the execution of the contract .
4. **Earnest Money Deposit:** The tenderers are required to deposit the earnest money in the form of Demand Draft / Pay Order from any scheduled Bank in favour of Burn Standard Company Limited, Kolkata, or by Bank Guarantee as per BSCL format on any Scheduled Bank along with the tender. The amount of Earnest Money to be deposited shall be based on the value of tender as per the following table:-

| Value of Tender | Earnest money (interest free) |
|------------------------------|-------------------------------|
| Up to Rs.5 Lakhs | Rs.5,000/- |
| Rs.5,00,001 to Rs.10,00,000 | Rs.10,000/- |
| Rs.10,00,001 to Rs.25,00,000 | Rs.25,000/- |
| Rs.25,00,001 to Rs.50,00,000 | Rs.50,000/- |
| Rs.50,00,001 to Rs.1 Crore | Rs.1,00,000/- |
| Rs.1 Crore to Rs.2 Crores | Rs.1,50,000/- |
| Above Rs.2 Crore | Rs.2,50,000/- |

Govt. Undertaking and firms registered with DGS&D, Small Scale Industries registered with NSIC, PSU/RDSO approved vendors may be exempted from submission of EMD.

The Earnest money so deposited will be refunded to the unsuccessful tenderer after finalisation of the contract without any interest. For successful tenderer, the Earnest money will be retained as a part of the Security deposit for due fulfillment of the work under the contract.

The earnest money is liable to be forfeited, if the tenderer withdraws or amends, impairs or derogates from the tender in any respect, within the period of validity of this tender.

5. **SECURITY DEPOSIT :** For due fulfillment of the contractual obligations, successful bidder shall submit security deposit by Demand Draft/Pay Order in favour of **“Burn Standard Co. Ltd.”. Kolkata** or By Bank Guarantee (As per format provided by BSCL) within 15 days of receipt of order. The amount of security deposit shall be 5% of the contract value including taxes, valid till completion of contract. Security deposit thus given shall be interest free and tendere will have no right to claim during the pendency of the contract. Security money will be discharged and returned to the supplier/ contractor on completion of contractual obligations under the contract including any warranty obligation or specified in the contract.

Security deposit may be waived for firms registered with SSI, NSIC, PSU and DGS&D, RDSO registered units. However based on the nature of item, security deposit may be insisted even if the vendor registered with SSI/NSIC/DGS&D and RDSO.

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6. **PAYMENTS:** The bills to be submitted at Head Office after being certified by Chief Manager (F & A) in charge of Internal Audit and the payment to be made within 30 days from submission of complete bill. Bills are to be submitted in quadruplicate.
7. **PAYING AUTHORITY:** Head of Accounts Department at Head Office or his authorized representative.
8. **Period of Contract:** 2016-17 2017-18. & 2018-19
9. For any settlement of dispute, the decision of CMD , Burn Standard shall prevail and binding to the parties.
10. In case of unsatisfactory performance BSCL reserves the right to terminate the contract at any time by giving 07 days notice and the earnest money deposit/ security deposit will be forfeited.
11. **Validity of Offer:** The offer shall remain valid for 60 days from the opening date of tender.
12. Tenderers should note that if this office remains closed on the due date for opening of tender due to some reason not declared earlier or for any unforeseen reason, the offer(s) will be opened on next working day.
13. Tender documents are not transferable.
14. Each and every page of the tender document should be signed by the tenderer and returned along with the offer as a token of acceptance of tender terms and conditions.

For Burn Standard Company Limited,

(S.K.Banerjee)

MANAGER (Project,Com. & MM)

Declaration by the contractor

We have examined all the terms and conditions stated above and the job involved and to abide by the same.

SIGNATURE & SEAL OF THE TENDERER



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Annexure-I

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25.08.2016

PRICE BID

All inclusive rate to be quoted as detailed below:

| SI No. | For Financial Year | Scope of Work | Amt in Rs BW | Amt in Rs HO & HW |
|--------|--------------------|--|--------------|-------------------|
| 1 | 2016-17 | <i>Internal Audit</i> as per section 138 of Companies Act 2013 read with Rule 13 of the Companies (Appointment and Remuneration Personnel) Rules 2014. | | |
| 2 | 2017-18 | <i>Internal Audit</i> as per section 138 of Companies Act 2013 read with Rule 13 of the Companies (Appointment and Remuneration Personnel) Rules 2014. | | |
| 3 | 2018-19 | <i>Internal Audit</i> as per section 138 of Companies Act 2013 read with Rule 13 of the Companies (Appointment and Remuneration Personnel) Rules 2014. | | |
| | | Service Tax @ | | |
| | | TOTAL | | |

N.B.- No separate payment will be made on account of conveyance, accommodation and others.

Signature of the tenderer-----

Designation-----

Date-----

Seal of the company-----