

# **Central Coalfields Limited**

(A Miniratna Company)  
(A Subsidiary of Coal India Limited)

**Tender No.: CCL/IAD/Appt./Store Auditor/2022-23/530 Dated 28.06.2022  
Open e-Tender**

**Tender Document**

**For empanelment for appointment of Auditors for Physical Verification of  
Stores & Spares in CCL as on 31<sup>st</sup> March every year for the FY 2021-22 to  
2023-24).**



**Central Coalfields Limited**

**Darbhanga House, Ranchi – 834001, Jharkhand**

## **Invitation for Bids (IFB)**

Central Coalfields Limited invites online bids through CIL's e-procurement portal (<https://coalindiatenders.nic.in>) for appointment of thirteen practicing Chartered Accountant or Cost Accountant or a Firm of Chartered Accountants/ Cost Accountants, preferably having two or less partners registered with the Institute of Chartered Accountants of India / Institute of Cost Accountants of India for Physical verification of Stores & Spares to be conducted at Central Stores/Regional Stores/Colliery Stores/Charged off Stores/Central Workshop/Regional Workshop/ Washery/ Medical Stores in respect of Central Coalfields Limited, Ranchi and its Areas i.e (i) Central Store, Barkakana & Naisarai Hospital (ii) Hazaribagh Area & Kedla Washery (iii) Central Store, Barkakana (for reconciliation of NL & PL) (iv) Dhori Area (including Giridih), Medical Store, GNH & CCL Press, HQ (v) NK Area & Rajhara Area (vi) Barka Sayal Area (vii) Piparwar Area (viii) Rajrappa Area & Rajrappa Washery (ix) Kathara Area (x) B&K Area (xi) Kuju Area (xii) Argada Area and (xiii) Kathara Washery, Swang Washery of Kathara Area & Kargali Washery of B&K Area [Sl. No. (iii) is only for NL PL reconciliation, remaining for physical verification of Stores, serially arranged in descending order of estimated number of live cards] for the financial year 2021-22 to 2023-24.

1. The selected audit firms have to conduct physical verification of Stores & Spares as specified in Scope of Work (**Annexure - A**) and Terms of Reference (**Annexure - B**).
2. All supporting documents as per **Selection Criteria (as per Annexure - C) and Application Format (as per Annexure - D)**, such as Firm Profile, Constitution Certificate, Certificate of Practice, Membership Certificate, Mark Sheets/Certificate of IPCC/Inter Examination, Appointment letters etc. duly signed with seal must be enclosed. In absence of documentary evidence, no marks will be accorded to a particular criterion, without assigning any reason.
3. A declaration to the effect that all the terms and condition of tender has been accepted unconditionally must be submitted along with the application.
4. The complete offers including Application Format, indicating current status as on date of submission of tender, should be typed in the letter head of the firm. No hand written offer will be accepted.
5. Overwriting / corrections/erasing and use of white ink should be avoided. However, if any correction is inevitable, the same should be authenticated with signature and seal.
6. Central Coalfields Limited reserves the right to reject or accept or withdraw the tender in full or part, as the case may, be without assigning any reasons thereof. No conditional offer will be accepted.
7. The complete tender document shall be available on CIL's e-procurement portal <https://coalindiatenders.nic.in> for downloading and submission of offer. The complete tender document shall also be available on Central Coalfield's website

www.centralcoalfields.in and Central Public Procurement portal (<http://eprocure.gov.in>) for downloading only.

8. There will be no physical/manual sale of tender document. There is no Tender Fee and the bidders can download tender document free of cost from any of the websites mentioned above.
9. Details of tender: -

1	Tender No.	Tender No. CCL/IAD/Appt./Store Auditor/2022-23/530 Date 28.06.2022
2	Type of Tender	Open Domestic Tender
3	Estimated value of Tender	Rs. 73,90,290/- (applicable taxes will be paid extra)- (for three years)
4	Tender Fee	NIL
5	Earnest Money Deposit	Not Applicable
6	Subject of Tender	Empanelment for Appointment of Auditors for Physical Verification of Stores & Spares in CCL as on 31 March every year for FY 2021-22 to 2023-24).
7	e-Publishing date of Tender	29.06.2022
8	Downloading of Tender Document	
	(i) Starts on	29.06.2022 from 14:00 Hours [IST]
	(ii) Closes on	14.07.2022 upto 14:00 Hours [IST]
9	Seeking Clarification	
	(i) Starts on	29.06.2022 from 14:00 Hours [IST]
	(ii) Closes on	04.07.2022 upto 14:00 Hours [IST]
10	Online Submission of Offers	
	(i) Start Date and Time	29.06.2022 from 14:00 Hours [IST]
	(ii) Last Date and Time	14.07.2022 upto 14:00 Hours [IST]
11	Due date of Opening of Tenders	15.07.2022 upto 11:00 Hours [IST]

10. The offers have to be submitted online on **CIL's e-procurement portal <https://coalindiatenders.nic.in>**. The bidder has to get themselves enrolled on the above portal and follow the procedure laid therein for submission of offer. The Online Bidder Enrolment is free of cost and one-time activity only.
11. There is no provision to take out the list of parties who have downloaded the tender document from the above referred website. As such, bidders are requested to visit the website once again before the last date of submission of offer/ due date of tender opening to ensure that they have not missed out any corrigendum issued against the said tender after they have downloaded the tender document. The responsibility of downloading the corrigendum, if any, will be of the bidder. No separate intimation in respect of corrigendum to the NIT (if any) will be sent to the bidders who have downloaded the tender document from website.
12. The bidders, in their own interest, are requested not to wait till the last moment for submission of bid to avoid last minute rush and local problems related to internet connectivity, law and order, strike, bandh etc. The Company shall not

be responsible, if bids could not be uploaded due to such local problems at the bidder's end.

13. The interested bidders may obtain further information from the office during office hours (i.e. 11:00 a.m. to 4:00 p.m. only) as under:

GM/HOD, Internal Audit, CCL, Darbhanga House, Ranchi – 834001, Jharkhand, Phone: 8987787616, Email address: [iadccl@yahoo.co.in](mailto:iadccl@yahoo.co.in)

(A) **Instructions to Bidders (ITB)**

1. **Requirements for participation in e-tender:**

In order to submit the online offer on **CIL's e-Procurement portal <https://coalindiatenders.nic.in>** the bidders should meet the following requirements:

- a) PC connected with Internet (For details, visit link "Bidders Manual Kit" on home page of **CIL's e-Procurement portal <https://coalindiatenders.nic.in>**). It will be the bidder's responsibility to comply with the system requirements i.e. hardware, software and internet connectivity at bidder's premises to access the e-Procurement website. Under no circumstances, the Company shall be liable to the bidders for any direct/indirect loss or damages incurred by them arising out of incorrect use of the e-Procurement system or internet connectivity failures.
- b) Enrolment with **CIL's e-Procurement portal <https://coalindiatenders.nic.in>** The online enrolment of the bidders on the portal is free of cost and one time activity only. The registration should be in the name of bidder whereas DSC holder may be either bidder himself or its duly authorised person having DSC indicating name of firm as that of bidder. It shall be the responsibility of the bidder to ensure that they get registered with the CIL's e-Procurement portal well in advance and download the documents before the last date and time for the same.
- c) Class II or Class III Digital Signature Certificate (DSC) issued by a Certifying Authority authorised by Controller of Certifying Authority (CCA) and which can be traced up to the chain of trust to the Root Certificate of CCA.

2. **Help for participating in e-tender:**

The detailed method for participating in the e-procurement is available on links "Help for Contractor" and "Bidders Manual Kit" in CIL's e Procurement portal. The bidders may also seek help from the help-desk on the numbers available on CIL's e-Procurement portal. All queries will be answered in English/ Hindi only.

3. **Communication:**

All communication sent by the Company as well as the e-procurement portal by post/fax/e-mail/SMS shall be deemed as valid communication. The bidder must provide complete address, fax number, corporate e-mail id and mobile number.

4. **Cost of Bidding:**

The bidder shall bear all costs associated with the preparation and online submission of bid and the Company will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

5. **Clarification of Bid Documents and Last date for submission of Bid:**

A prospective bidder may seek clarification online through CIL's e-procurement portal after e-Publication of the NIT. The Company will respond to such requests for clarification of the Bid Documents, which are received not later than 10 (Ten) days prior to the deadline for the online submission of bid. Company's response shall also be put on the CIL's e-procurement portal. **Bids must be submitted along-with all supporting documents in the CIL e-procurement portal online before or up to the scheduled time and date as mentioned in ITB.**

6. **Due date of opening of Bid:**

Bids will be opened online at the scheduled time on the due date of opening as mentioned in IFB. In the event of the scheduled due date of opening of bids being declared as a closed holiday for purchaser's office or due to Force Majeure reasons, the due date for opening of bids will be the next working day at the scheduled time.

7. **Extension of due date of tender:**

CCL reserves the right to extend the due date of tender as deemed fit on case to case basis by issue of corrigendum through portal. Further, if at least 3 bids are not received within originally stipulated due date, the due date shall be extended by 2 (two) days by the portal automatically. In case even after one extension of due date by 2 (two) days, less than 3 bids are received, the due date shall again be extended by another 5 (five) days by the portal automatically. If, even after granting two extensions (2 days + 5 days), less than 3 bids are received, the tender shall be opened without further extension. Separate paper publication of corrigendum for extending the due dates shall not be made. In case no offer is received after granting two extensions (2 days + 5 days), the tender will be cancelled.

8. **Language:** The language of the bid shall be English. All documents enclosed should also be in English/ Hindi language.

9. **Earnest Money Deposit:** Not Applicable.

10. **Letter of Bid (LOB):** The format of Letter of Bid (LOB) as given at **Annexure - E** will be downloaded by the bidder and will be printed on Bidder's letter head and duly Signed by a person competent and having the "Authority"/ "Power of Attorney" to bind the bidder. Scanned copy of such a "Signed & Stamped with the seal of the company" LOB along with "Authority"/ "Power of Attorney" are to be uploaded during bid submission in Cover- I. This will be the covering letter of the bidder for the submitted bid. The content of the "Letter of Bid" uploaded by the bidder must be the same as per the format downloaded from website and it should not contain any other information. If there is any change in the contents of Letter of Bid uploaded by bidder as compared to the format of Letter of Bid uploaded by the department with NIT document, then the bid may be liable for rejection. These documents are to be uploaded in folder named "TECHNICAL DOCS" provided in the e procurement portal.

**Note:** The person who has signed Letter of Bid physically should bid online while submitting the offer with his DSC mapped in the name of bidder. In case the person who has signed LOB is not bidding himself and has authorized another person whose DSC is mapped in the name of bidder, to bid online on his behalf, then the further authorization on non-judicial stamp paper duly notarized (as per **Annexure - F**) by the person signing the LOB in favour of person bidding online is required to be uploaded. This document is to be uploaded in folder named "TECHNICAL DOCS".

#### 11. **Methodology for online Submission of Bids**

The offers are to be submitted online through CIL's e-procurement portal in 1 (one) cover (Cover - I 'Technical Bid'). Authenticated and Scanned copies of documents shall be uploaded in folders named as "TECHNICAL DOCS". The Cover -I 'Technical Bid' is to be uploaded in e-procurement portal before the last date and time for submission of online bid. No offline bid shall be accepted. Offer received through Post, Courier, Fax or E-mail will not be considered.

#### 12. **Evaluation of Bids**

- (i) After opening of the bid, the documents submitted by firms will be downloaded and shall be put up to the evaluating Committee. The Committee will examine the uploaded documents against information/declarations furnished by firms online. If it confirms to all of the information/ declarations furnished by the firm online and do not change the eligibility status of the firm, then the firm will be considered eligible for next level.
- (ii) Bids which have not been submitted with valid documents will not be considered for further evaluation.
- (iii) After evaluation of the uploaded documents, shortfall documents, if required, shall be sought from the bidders by the evaluation Committee. For this purpose, only one chance shall be given. The time period for clarification will be considered for 2 days. The firm will get this information on their personalized dash board under "Upload confirmatory document" link.  
Additionally, information shall also be sent by system generated email and SMS, but it will be the firm's responsibility to check the updated status/information on their personalized dash board regularly after opening of bid. No separate communication will be made in this regard. Non- receipt of email and SMS will not be accepted as a reason of non-submission of documents within prescribed time. The firm will upload the scanned copy of all those specified documents in support of the information/ declarations furnished by them online within the specified period.
- (iv) The offers will be evaluated in accordance with the criteria mentioned in **Annexure - C** on the basis of documents uploaded by firm online. The firm is not required to submit hard copy of any document through offline mode. Any document submitted offline will not be given any cognizance in the evaluation of offer.
- (v) In case the firm submits requisite documents online as per tender document, then the firm will be considered eligible for next level.

- (vi) In case the firm fails to submit requisite documents online as per tender document or if any of the information/declaration furnished by firm online is found to be wrong by Committee during evaluation of scanned documents uploaded by firm, which changes the eligibility status of the firm, then his bid shall be rejected.
  - (vii) In case none of the firms complies the technical requirement, then necessary action as deemed fit by management will be taken.
  - (viii) It is responsibility of firms to upload legible/clearly readable scanned copy of all the required documents as mentioned above.
13. Scanned copy (PDF) of supporting documents duly signed and stamped should be uploaded in the Folder provided for this purpose. However, CCL reserves the right to verify such documents with the original, if necessary. Bidder has to submit the originals to CCL on demand.
  14. The offer should be submitted strictly as per the terms & conditions laid down in the tender document, failing which the offer will be liable for rejection. No deviation of the terms and conditions of the tender document is acceptable. Terms and conditions which are in deviations of the tender terms are liable for rejection.
  15. CCL reserves the right to reject or accept or withdraw the tender in full or part as the case may be without assigning reason thereof.
  16. CCL also reserves the right to short close the contract in case of breach of terms and conditions of the contract by the bidder.
  17. All notices to the bidders shall be sent by e-mail only during the process of finalisation of tender by CCL as well as e-procurement portal. Hence the bidders are required to ensure that their corporate e-mail id is provided / updated during the registration of vendor with e-procurement portal. Bidders are also requested to indicate their valid corporate e-mail id and mobile no. of authorized representative at Instruction to Bidders for communications through e-mails /SMS alerts (if any).
  18. Modification of the submitted bid shall be allowed online only before the deadline of submission of tender and the bidder may modify and resubmit the bid online as many times as he may wish. Bidders may withdraw their bids online within the last date and time of bid submission.
  19. No modification of the bid or any form of communication with CCL or submission of any additional documents, not specifically asked for by CCL, will be allowed and even if submitted, they will not be considered by the Management.
  20. In case of any technical mistake in online offer and NIC confirming that there is no fault from their side then CCL will not be held responsible for the consequences and no correspondence in this regard will be given any cognizance by CCL.

## Annexure-A

### **SCOPE OF WORK FOR PHYSICAL VERIFICATION OF STORES & SPARES**

➤ **The Scope of work for Physical Verification of Stores & Spares will be as under:**

1. The physical verification shall be done at Central Stores / Regional Stores / Colliery Stores / Washery / Medical store/Central Workshop / Regional Workshops in the Areas of CCL including diesel & lubricants under Central / Regional Stores.
2. Considering the quantity, value, diversity of physical storage & declining % of closing stock, ABC analysis should be adopted as follows:

Items	Cost per unit (Rs)	Percentage of Physical verification
"A"	Rs.10,000/- and more	100%
Safety Items	All items	100%
"B"	Rs. 2,000/- to Rs. 9,999/-	25%
"C"	Less than Rs. 2,000/-	5%

3. However, it should be ensured that at least **70% of the value of the Closing Stock** should be verified by the Stores Auditor and for that purpose suitable item may be included, if required.
4. The following criteria may be considered for ascertaining Obsolete & Non Moving Stores:-
  - a) Where there is no movement in the stock of Stores & Spares in the Bin for a period of 5 years & more may be treated as "Obsolete Stock" (Annexure - II (D)).
  - b) Where there is no movement in the stock of Stores & Spares in the Bin for a period of more than 3 years but less than 5 years may be treated as "Non Moving Stock" (Annexure - II (C)).
5. The following criteria may be considered for physical verification of Slow Moving / Obsolete Stock:-
  - a) 100 % physical verification for "A" category Obsolete / Slow Moving items by Store Auditor.
  - b) 20 % physical verification for "B" category Obsolete / Slow Moving items by Store Auditor on rotation basis.
6. The details of Scrap Materials are to be maintained by Stores Officer regularly. The Store Auditor will examine the records of scrap and will submit his report in prescribed format as per Annexure-II (E).
7. The shortfall/ discrepancies of Inventories should be properly reported along with the reasons thereof. The report to be submitted to the Depot Officer for verification and acceptance.
8. Audited physical balance statement as on 31st March of the previous year, if any, shall be taken as opening balance.
9. Checking and verification of physical balances as on the day of verification, which includes counting / measuring / weighing etc.
10. Tracking the receipt and issue of the material between the intervening periods with reference to kardex / bin card / stores ledger along with necessary adjustment to arrive at the derived physical balances as on 31st March.



11. List of stores and spares for which no D.S.R. / D.R.R. has been prepared as on date of physical verification is to be submitted separately with reason thereof.
12. Whether action taken by the management against discrepancies observed in the physical verification report of last year is to be reported by the auditor.
13. To report the status of recovery of store materials issued on loan, if any, to the employees and contractors.
14. Age wise insurance claims lodged with insurance company for shortage/ damaged materials received in stores and their current status should be submitted.
15. The auditor has to report whether the materials lying in stores have been properly stored to avoid damage and pilferage.
16. To check that SAP-ERP installed are fully in operation/ utilized in respect of material/ inventory management. Scope of work of audit is also cohesive with reconciliation of material transactions and its recording thereupon through SAP.
17. All the stock and stores are to be physically counted even if quantity in Kardex is nil. Nil card having physical balance will be paid.
18. At the time of verification with kardex, in case the physical balance and kardex balance vary, the deficit/ excess shall be reconciled by going into details of transaction and physical balance will be matched with kardex balance & tallied with priced stores ledger.
19. All the Annexures uploaded i.e Annexure - I, Annexure II (A), Annexure II (B), Annexure II (C), Annexure II (D) and Annexure II (E) shall be prepared and will be signed by Store Keeper, Head of Department & Store Auditor of all the CCL Areas / Unit, Washery/ Central Works Shop/ Central Stores / Regional Works Shop, as the case may be, alongwith the Auditors.

➤ **RECONCILIATION BETWEEN NUMERICAL STORES LEDGER & PRICED STORES LEDGER OF CENTRAL STORES BARKAKANA:**

1. Reconciliation of the difference in quantity between the Cardex / Numerical Ledger (NL) and Stores Price Ledger (PL) as well as difference in value between NL & PL as on 31<sup>st</sup> March, with a suggested accounting entry for such reconciliation.
2. Verification of the Cardex / Numerical Ledger (NL) in respect of the receipt of the Materials with the help of Daily Receipts Register (DRR) and Depot Transfer Receipt (DTR) strictly as per Material Code and the corresponding checking of the same into the Stores Price Ledger (PL).
3. Verification of the Cardex/Numerical Ledger (NL) in respect of issue of the materials with the help of Daily Issue Voucher (DIV) and Depot Transfer Issue (DTI) as per Material Code and the corresponding checking of the same into the Stores Price Ledger (PL).
4. Preparation of statement of differences arising out of such reconciliation in quantity, price and material code between the Cardex / Numerical Ledger (NL) and Stores Price Ledger (PL) with corrective accounting entries.
5. To check that SAP-ERP installed are fully in operation/ utilized in respect of material/ inventory management. Scope of work of audit is also cohesive with reconciliation of material transactions and its recording thereupon through SAP.

## AUDIT COVERAGE

A	Physical Verification of Stores	Audit Observations															
1	To report whether the opening balances in the relevant kardex/bin cards/stores ledgers of the current year has been verified from the audited physical & book balance statement of previous year. If not tallied, should be reported.																
2	To examine & report whether all receipts and issues during the intervening period (period of actual date of physical verification from 31 <sup>st</sup> March) were duly entered into Bin Cards/Kardex/Stores Ledger and verify the same with basic records. Deviations, if any, on such examination should be reported.																
3	To examine & report whether derived physical balance (with due adjustment of all receipts and issues during the intervening period) as on 31 <sup>st</sup> March is tallied with Kardex/bin cards/stores ledger balance as on 31 <sup>st</sup> March. In case of any deviation, item-wise discrepancies should be reported to Depot Officer for verification and acceptance. Copy of such report also to be submitted to Staff Officer (MM) and Area Finance Manager. Reconciliation for the difference to be done by the Stores Auditor.																
4	Details of Percentage covered in physical verification in terms of ABC Analysis to be mentioned in the report as follows: <table border="1" data-bbox="336 1267 1050 1451" style="margin-left: 40px;"> <thead> <tr> <th data-bbox="336 1267 469 1317">Items</th> <th data-bbox="469 1267 759 1317">Quantity</th> <th data-bbox="759 1267 1050 1317">Value</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 1317 469 1352"></td> <td data-bbox="469 1317 759 1352">% covered</td> <td data-bbox="759 1317 1050 1352">% covered</td> </tr> <tr> <td data-bbox="336 1352 469 1388">A</td> <td data-bbox="469 1352 759 1388"></td> <td data-bbox="759 1352 1050 1388"></td> </tr> <tr> <td data-bbox="336 1388 469 1424">B</td> <td data-bbox="469 1388 759 1424"></td> <td data-bbox="759 1388 1050 1424"></td> </tr> <tr> <td data-bbox="336 1424 469 1451">C</td> <td data-bbox="469 1424 759 1451"></td> <td data-bbox="759 1424 1050 1451"></td> </tr> </tbody> </table>	Items	Quantity	Value		% covered	% covered	A			B			C			
Items	Quantity	Value															
	% covered	% covered															
A																	
B																	
C																	
5	To examine and report whether any stores & spares verified physically but no entry was found in the bin card/kardex/stores ledger. If so, detailed list of such store & spares to be furnished with the explanations of the Management.																
6	To report whether the materials lying in the Stores <ol style="list-style-type: none"> <li>a) are properly stored to avoid damage and pilferage,</li> <li>b) of similar nature are stored together,</li> <li>c) are segregated between stores and spares which are regularly consumed and stores and spares which are insurance in nature i.e. not regularly consumed.</li> </ol>																
7	To report whether FIFO basis is followed in issue of stores & spares.																
8	To report whether system of ABC analysis of Stores is followed. Excess stock of 'A' category items and length of time of such excess stock is also to be reported.																

9	To report whether the stores and spares physically verified are found at the location which was mentioned in the software system.	
10	To report about the treatment made in the Bin Cards/Kardex/Stores Ledger regarding shortfall in Physical balance.	
11	To examine on sample basis & report whether kardex/ bin cards/ stores ledgers are maintained properly and all receipts/ issues are duly authenticated. Any deviation should be reported in detail.	
12	To comment on Action Taken Report (ATR) submitted by the Management on discrepancies given in the earlier report.	
13	Any other suggestion/ comments.	
<b>B</b>	<b>Obsolete &amp; Non-Moving stock</b>	<b>Audit Observations</b>
1	To examine the report prepared by the company for obsolete/non-moving (idle) stores and spares lying beyond three years and five years (if any). This is to be reported separately grouping the items under type of materials like Rubber (including Tyre & Tube), Iron & Steel, Lubricants, Battery etc. Report should also indicate the last date of movement of the indicated item. To report whether full provision of obsolete stock is made.	
<b>C</b>	<b>Scrap Material</b>	<b>Audit Observations</b>
1	To examine the report prepared by the company on the maintenance of Scrap Material. The report should indicate the value and quantity of scrap sold and the item wise grouping of scrap indicating the opening balance, addition, disposal and closing balance.	
<b>D</b>	<b>Other</b>	<b>Audit Observations</b>
	At present, transactions of material at stores are being done through SAP-ERP. Accordingly, Store Audit and its transactions are needed to audit with SAP-ERP also.	

Annexure II (A), II (B), II (C), II (D), II (E) is in Excel Format.





**Annexure-II (C)**

PHYSICALLY VERIFIED STORES & SPARES (SLOW/NON-MOVING) LYING FOR MORE THAN 3 YEARS BUT LESS THAN 5 YEARS (SAMPLE BASIS)

Name of Area:

Name of Store Depot:

Name of Store Keeper:

SL.NO	Description of Material	Material Code	Material Part No.	Unit of Measurement	Last date of receipt	Last date of issue	Kardex balance as on 31st march	Difference	Remarks of Auditors	Management response

Signature of Store Keeper

Signature of Head of Dept.

Signature of Stores Auditor



**Annexure-II (E)**

STATEMENT OF ITEM WISE GROUPING OF SCRAP AS ON 31ST MARCH

Name of Area:

Name of Store Depot:

Name of Store Keeper:

SL.NO	Description of Material	Material Code	Unit of Measurement	Opening Balance Qty	Addition during the period Qty	Disposal during period		Closing Balance Qty
						Qty	Amount (Rs)	

Signature of Store Keeper

Signature of Head of Dept.

Signature of Stores Auditor



**TERMS OF REFERENCE (TR)**

1. For Physical Verification of Stores & Spares, the appointment is to be given for small audit firms of Cost Accountant / Chartered Accountant having two or less Partners.
2. Where a Cost Accountant / Chartered Accountant is a partner / proprietor of more than one firm, in such case, only one firm shall be allowed to take part in the selection process of CCL. If it is found that more than one Firms having common partners makes application in the EOI initiated by CCL, then applicant with highest marks among the firms (having common partners) shall only be considered and applications of other firms (having common partners) shall stand cancelled.
3. A firm which had been appointed as Internal Auditor / Statutory Auditor / Cost Auditor / Stores Auditor and any other Auditor, in Coal India Limited or any of its subsidiary companies and served last three years or part thereof (i.e. F.Y. **2019-20, 2020-21 and 2021-2022**) will not be considered for appointment of Store Auditor in CCL.
4. The firm which has been removed from the assignment of internal audit / statutory audit / store audit / cost audit or any other audit from CIL or its subsidiaries during F.Y. **2015-16 to 2021-22**, or have been held guilty by the ICAI disciplinary process in the last 10 years or who is under investigation or has been charge sheeted or punished for any legal default with imprisonment will not be considered for appointment.
5. The Audit Firms, who had previously refused to complete the Audit Assignment after accepting the appointment letter in CCL will be debarred for empanelment.
6. The Audit Team will work in strict confidence and will ensure that the information in respect of the operation of the Area/Unit is dealt in strict confidence and secrecy. A certificate towards maintaining confidentiality is to be provided by each member of the Audit team before commencement of the audit.
7. Dispute / difference, if any, shall be mutually settled with CGM/GM of the Area/Unit/HQ. If the dispute could not be settled at CGM/GM level, it will be forwarded to the CMD for decision, which will be final and binding to all concerned.
8. Total 13 (Thirteen) Firms are to be appointed.
9. Allocation of Area / Stores will be based on estimated Audit Fees in terms of expected number of live cards in the Stores. Stores with estimated highest / maximum Audit Fees in terms of number of live cards will be given to the eligible Audit Firm holding rank – 1 position in the merit list / panel of the audit firms and so on.
10. Actual payment of Audit fees will be on the basis of number of Live Cards verified considering ABC classification as well as ensuring it to be at least 70% of the value of closing stock as per guideline of CIL. Applicable taxes will be paid extra.
11. For the purpose of payment of Audit fees following classification may be considered for categorizing the ABC items of Stock of Store and their coverage in Physical Verification.

Items	Cost per Unit (Rs.)	% of Physical Verification
“A”	Rs. 10,000 / - and more	100%
Safety Items	All items	100%
“B”	Rs. 2,000/- to Rs. 9,999/-	25%
“C”	Less than Rs. 2,000/-	5%

However, it should be ensured that at least 70% of the value of the Closing Stock should be verified by the Stores Auditor and for that purpose suitable item may be included, if required.

12. For carrying out the Physical Verification of Stock of Stores and Spares, the Auditors would be paid audit fees of Rs. 20/- (plus GST) per verified Bin card. No fees may be payable for Bin card having Nil stock on the date of physical verification. Further, for reconciliation of Numerical Ledger (NL) with Priced Ledger (PL), an additional fee @50% of the rate per live card may be paid.
13. In addition to the Audit Fees, Partner will be entitled for rail fare by AC 1<sup>st</sup> class or Air Fare by economy class, Qualified Assistant by AC 2<sup>nd</sup> Class and Semi-qualified assistant by AC 3<sup>rd</sup> class on submission of proof of journey, for to and fro journey undertaken once during the Audit period. For this purpose, journey will be considered from the firm's nearest office given in the profile to the place of audit. In case of journey by mode other than rail, TA will be limited to entitled class or actual fare, whichever is lower, subject to production of documentary evidence.
14. The Company will provide a good quality Boarding, Lodging and local transport facility to the Audit Team and Partner free of cost.
15. No fees will be payable for Bin Card having NIL stock on the date of physical verification. However, if quantity of inventory in the card shows NIL balance but having physical existence in the Store, then it will be considered as Live Cards for the purpose of payment of Audit Fees.
16. CCL reserves right to terminate the appointment after serving notice of one month in advance.
17. No advance against fees shall be made.
18. Provision for TDS under Income Tax Act is applicable as per IT rules and PAN should be communicated to concern paying authority.
19. GST registration number, Bank Account number with details of name of the Bank, Bank Mandate (For electronic fund transfer), Branch address, Branch Code & Cancel Cheque etc. must be communicated to concerned paying Authority.
20. The Audit Firm must not sub-contract the work. Firm should deploy a dedicated Audit team to complete the Audit work with accuracy within the scheduled time. Only partners of the firm or employees or qualified associates whose bio-data is provided at least 7 days in advance can take up the audit.
21. Time is the essence of the contract. If the work cannot be commenced and completed as per schedule, the company may terminate the contract without assigning any reason whatsoever for the same.
22. It may be noted that adverse performance, especially due to delay in submission of report or abandoning the work altogether will be viewed seriously and the firm will not be considered for appointment in subsequent three years.
23. The work with accuracy is of paramount importance.
24. Bill for audit fees will be paid only after completion of audit and submission and acceptance of report in all respect.
25. The appointment of the Audit Firm will be for the year 2021-22 and may be considered for renewal in the subsequent years 2022-23 and 2023-24 based on satisfactory performance of the Firm.
26. The store audit assignment will be terminated and the audit firm will also not be considered for appointment of store audit in CCL, in the following cases :
  - (i) If the firm obtains the appointment on the basis of false information / false statement.
  - (ii) If the firm does not take up audit in terms of appointment letter within one month.
  - (iii) If the firm does not submit the Audit Report, complete in all respect, in terms of appointment within stipulated time.

- (iv) If performance of the firm is not found satisfactory.
  - (v) If any fraud / embezzlement is detected subsequently and not reported by Store Auditor.
27. The declaration must be provided along with the application/EOI with signature and seal of the managing partner of the firm containing the following information:
- (i) All the terms and condition of EOI has been accepted unconditionally.
  - (ii) The persons of the firm are not related in any manner whatsoever with any existing or past audit firm or past and present employee of Coal India or any of its subsidiaries or Directors or any person who is employed with Government of India. Past association upto last three years of personal or financial or any other association of any kind now or in last three years.
  - (iii) All the information furnished with the Expression of Interest is true and correct.
  - (iv) Our firm has not been appointed as Internal Auditor / Statutory Auditor / Cost Auditor for the financial year 2019-20 to 2021-22 or part thereof.
  - (v) Name of the partner / qualified assistant / semi-qualified assistant given in the profile are working in the firm as on 01.04.2021 and continuing thereafter.
  - (vi) Our firm having registered / branch offices as on 01.04.2021 and continuing thereafter within the state of Jharkhand.
28. All the pages of Expression of Interest should be serially numbered.
29. Any dispute with regard to appointment of Store Auditor will be settled within the jurisdiction of Ranchi only.

**AUDIT TEAM:**

- 1) A practicing Chartered Accountants or Cost Accountants Partnership Firms, Proprietorship Firms registered with the Institute of Chartered Accountants of India / Institute of Cost Accountants of India, appointed to conduct Audit should depute audit team in the HQ/ Area/Units.
- 2) The Audit Team should consist of at least one qualified CA/CMA and minimum two (Inter CA (IPCC) / Inter CMA) semi qualified assistants.
- 3) The Partner of the firm or a senior Chartered Accountant / Cost Accountant should visit at the time of the start of the work and also at the time of finalizing the audit report.
- 4) The audit team will conduct the audit as per Manual, rules and regulations, guidelines, instructions, delegation of power etc. issued by CCL/CIL and in consultation with concerned officials of Stores/MM dept. at HQ/Area/Project/Unit, as the case may be.
- 5) The audit team should commence the work within 7 (seven) days from the date of issue of appointment letter. Audit report complete in all respect and duly accepted by Stores in-charge must be submitted within 21 days from the date of issue of appointment letter.
- 6) (i) The Audit Firms shall submit their duly accepted reports both in soft and hard copy to CGM/GM of the Area, Depot Officer of the Unit & Area Finance Manager in case of Area/Unit.  
(ii) The duly accepted report of HQ Unit Ranchi, both in soft and hard copy should be submitted to the respective unit, GM (S&IC), CCL, GM (F/IC), CCL & GM/HOD (IA) CCL, Ranchi.

**Annexure – C**

**SELECTION CRITERIA (SC)**

SL. No.	CRITERIA	BASIS OF MARKS	MAX MARKS
1	Experience of the Firm: The minimum experience is 10 years as on 01.04.2021 for a Firm to be eligible and for each year's experience they would get 1.5 marks. Shall be reckoned from the date of joining of an existing partner with the Firm and having the longest association with the firm.	1.5 mark per year (fraction of the year to be ignored)	15
2(A)(i)	Number of full time partners / full time qualified persons having more than 5 years' experience in practice in the firm who is in the firm as on 01.04.2021 and continuing thereafter.	3 marks for each partner/person who is ACA/ACMA. 4 marks for each partner/person who is FCA/FCMA.	25
2(A)(ii)	Number of full time partners / full time qualified person having more than 5 years' experience in practice in the firm having DISA/CISA who is in the firm as on 01.04.2021 and continuing thereafter.	2 marks for each partner/person having DISA/CISA	5
2 (B)	Length of association of the full time Partner/ full time qualified person with more than 5 years' experience in practice with the same firm (who is in the firm as on 01.04.2021 and continuing thereafter).	4 marks for each partner/person above 20 years. 3 marks for each partner /person above 15 years. 2 marks for each partner/person above 10 years. 1 mark for each partner/person below 10 Years but above 5 Years. (fraction of the year to be ignored)	10
3.	Number of full time qualified assistants who is an ACA/ACMA having experience of 5 years or less and is working with the firm as on 01.04.2021 and continuing thereafter.	1.5 marks for every qualified assistant	10
4	Number of full time semi-qualified assistants (Inter Cost/ Inter Chartered - IPCC - both group) & is working full time with the firm as on 01.04.2021 and continuing thereafter.	0.75 mark per semi-qualified assistant	5
5	Experience of the firm in conducting Statutory/Cost / Internal Audit/ Physical Verification of Stores & Spares / Perpetual Inventory Audit during the last 10 years as on 01.04.2021 (i) in PSU/Govt. Companies including concurrent audit in PSU Banks, (ii) Large companies with turnover of at least Rs. 100 crores.	2 marks per year of audit.	20
6	Audit firms having Registered Office/Branch Office within the state as on 01.04.2021 and continuing thereafter, wherein the company head quarter is situated or is having its mining operation.		10
			100

**Note:**

- In case of tie in the marks scored, firm having seniority w.r.t. "Experience of the Firm" (As per SI. No. 1 of Selection criteria.), will be preferred.

## Application Format

SI No.	Particulars	Details
1.	Name of the Firm with Registration no.	
	Registration No. and date of Registration of the firm	
2.	Registered Office Address & date of establishment	
3.	Branch Office Address & date of establishment	
4.	Contact No. of the Partner	
5.	Fax Number	
6.	Email address & Website	
7.	Name, Membership No. and date of Joining of existing partner with the Firm having the longest association. Ref : Selection criteria: SI No. 1	
8.	Name and Membership No. of the full time partners and full time qualified persons having more than 5 years' experience in practice in the firm whether ACA/ ACMA, FCA/FCMA as on 01.04.2021. Ref : Selection criteria: SI No. 2(A)(i)	
9.	Name and Membership No. of the full time partners and full time qualified persons having more than 5 years' experience in practice in the firm as on 01.04.2021 having DISA/CISA. Ref : Selection criteria: SI No. 2(A)(ii)	
10.	Name, Membership No. and joining date of the full time Partners/ full time qualified persons with more than 5 years' experience in practice with the same firm as on 01.04.2021. Ref : Selection criteria: SI No. 2(B)	
11	Name, Membership No. and joining date of full time qualified assistants who is an ACA/ACMA having experience of 5 years or less and is working with the firm as on 01.04.2021. Ref : Selection criteria: SI No. 3	
12.	Name and date of joining of semi-qualified assistants (Inter Cost/ Inter Chartered - IPCC - both group) & is working full time with the firm as on 01.04.2021. Ref : Selection criteria: SI No. 4	
13.	Year wise experience of the firm in conducting Statutory /Cost/ Internal Audit/ Physical Verification of Stores & Spares / Perpetual Inventory Audit including concurrent audit in PSU Banks, in last 10 years as on 01.04.2021 (a) Name of PSU/Govt. Companies (b) Other large companies having turnover at least Rs.100 crores Ref : Selection criteria: SI No. 5	

Detailed information to be given in following format separately:

1. (a) In respect of Point No. 4 of the above:

Place where Branch Office is situated in the state of Jharkhand	Address of Branch	Date of establishment	Page No. of Supporting Document of Branch Address

- (b) In respect of Point No. 4 of the above:

Places where Branch Office is situated, in state other than Jharkhand	Address of Branch	Date of establishment	Page No. of Supporting Document of Branch Address

2. Details of Partner in respect of information sought above (as on 01.04.2021 and continuing):

Name of the Partner	Membership No.		Date of joining the firm		Page No. of Supporting

		Whether FCA/ FCMA or ACA ACMA		DISA/ CISA (Yes/ No)	Document of Qualification

3. Details of Qualified Asst. in respect of information sought above (as on 01.04.2021 and continuing):

Name of the Qualified Assistant	Membership No.	Whether FCA/ FCMA or ACA/ ACMA	Date of joining the firm	Whether holding CoP or not?	DISA/ CISA (Yes/ No)	Page No. of Supporting Document of Qualification

4. In respect of Point No. 11 of the above (Qualified before as on 01.04.2021):

Name of the Semi-Qualified Asst	Date of Joining the firm	Inter Cost/ Inter Chartered-IPCC- both Groups	Page No. of Supporting Document of Qualification

5. In respect of Point No. 14 of the above for PSU/ Govt. Companies:

Name of the Company (Name of subsidiary of CIL /Other PSU/Central/State Govt)	Year of Audit	Type of Audit (Statutory/Internal/ Physical verification of Stores & spares/ Concurrent in PSU Bank/any other Audit)	Page No. of Work Order (complete set/ all pages)

6. In respect of Point No. 14 of the above for Other Large Companies having turnover at least Rs. 100 Crores:

Name of the Company (Name of Other Large Companies having turnover at least Rs. 100 Crores)	Year of Audit	Type of Audit (Statutory/Internal/ Physical verification of Stores & spares/ Concurrent in PSU Bank/any other Audit)	Page No. of Work Order (complete set/ all pages) with Audited Balance Sheet and PL A/c

(Add Rows if required)

Date:  
Place:

Signature with seal  
Name of the Partner  
Membership No.  
Name of the Firm  
Firm Registration No.

Further, the following documents are required to be submitted online in support of the facts mentioned in application:

1. Self-attested copy of membership certificate of Partners and full time qualified persons issued by Institute of Chartered Accountants of India/Institute of Cost Accountants of India.
2. Self-attested copy of Certificate of Practice of Partners and full time qualified persons issued by Institute of Chartered Accountants of India/Institute of Cost Accountants of India.
3. Self-attested copy of Registration Certificate of PCA/Firm issued by Institute of Chartered Accountants of India/Institute of Cost Accountants of India (Certificate of Firm Constitution issued/ downloaded should be on or after 01.04.2021).
4. Self-attested copy of Certificate of DISA/CISA.
5. Self-attested copy of PAN Card of PCA/Firm.
6. Self-attested copy of GST Registration Certificate (if applicable).
7. Self-attested copy of work order (submit all pages of the work order/ appointment letter) issued for Statutory Audit/Internal Audit/ Physical Verification of Stores & Spares / Perpetual Inventory Audit.
8. Self-attested copy of document showing location of Headquarters/Branch office in the state of Jharkhand.

*In absence of the above documents the offer is liable to be rejected. The documents uploaded online to the offer must be serially numbered and duly signed by the bidder with official seal.*

## **Annexure-E**

### **Letter of Bid**

To  
Central Coalfields Limited,  
Darbhanga House, Ranchi -834001  
Jharkhand, India

Dear Sirs,

**Sub: Tender No. :-**

1. Having examined the EOI/IFB Document including Addenda/Corrigenda, if any (insert numbers), we, M/s. (..... name of the bidder firm.....) represented by the undersigned, Mr/Ms..... Employee/ Partner /Legal Attorney / Proprietor /Accredited Representative, offer to supply and deliver (description of Goods and Services) vide our offer No.....dated .....in conformity with the said EOI/IFB Document.
2. We confirm to accept all terms and conditions contained in the EOI/IFB document unconditionally.
3. We agree to abide by this bid for a period of 180 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We confirm that until a formal appointment order is issued, this bid together with your written acceptance thereof and your Notification of Award, shall constitute a binding Contract between us.
5. We understand that you are not bound to accept the lowest or any bid you may receive.
6. We confirm that the contents of the offer are given after fully understanding and all information furnished by us are correct and true and complete in every respect.
7. We confirm that all information/ documents / credentials submitted along with the EOI/IFB are genuine, authentic, true and valid.
8. We declare that we are not related in any manner whatsoever with any existing or past Audit firm or past and present employee of Coal India or any of its subsidiaries or Directors or any person who is employed with Government of India. Past association upto last 3 years of personal or financial or any other association of any kind now or in last 3 years.
9. We confirm that if any information or document submitted is found to be false / incorrect forged/tampered in any way, the said offer shall be considered absolutely null & void and action as deemed fit may be taken against us including termination of the contract, forfeiture of all dues and Banning of our firm along with all partners of the firm as per provisions of EOI/IFB /tender document/Purchase Manual of CIL & CCL/Provisions of law in force.

10. We have never been banned or delisted by any Government or Quasi-Government Agency or any Public Sector Undertaking in India.

OR

We were banned by the organization named “-----”  
for a period of ----- year(s) effective from ----- to -----  
-----for --- ----- (the reasons to be mentioned).

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20—

Signature\_\_\_\_\_

Name \_\_\_\_\_

Designation\_\_\_\_\_

Seal

Duly Authorised to sign bid for and on behalf of \_\_\_\_\_

Note:

1. This letter should be on the letterhead of the Bidder and should be signed by a person competent and having the authority to bind the Bidder. The said document conferring authority upon the person should be submitted by the Bidder along with the LOB. If the said document conferring the authority is Article of Association of Company, Partnership Deed of a Registered Firm or any resolution of the company, then the notarized copy of the same should be uploaded. In other cases, the letter of authority should be a Power of Attorney sufficient to bind the bidder.
2. Power of Attorney should be on non-judicial stamp paper and sufficiently stamped.
3. In case the person who has signed LOB is not bidding himself and has authorized another person whose DSC is mapped in the name of bidder, to bid online on his behalf, then the further authorization on non-judicial stamp paper duly notarized (**as per Annexure-F**) by the person signing the LOB in favour of person bidding online is required to be uploaded.



**Format for Authorisation to DSC holder Bidding Online by the  
person who has signed Letter of Bid  
(On NON JUDICIAL STAMP PAPER)**

We do hereby authorise M/s. /Mr.....  
.....Address ..... whose DSC is mapped in the  
name of the bidder, for online bidding on behalf of us for EOI/IFB No. ....  
dated ..... invited by CCL on <https://coalindiatenders.nic.in>.

Name, Signature & Seal of the person who has signed Letter of Bid  
And is Authorising the DSC Holder for online bidding.

Name, Signature & Seal of the DSC Holder having DSC mapped in the name of  
the bidder, Authorised for online bidding

Signature & Seal of the PUBLIC NOTARY