



### **NIT -513-Stores & Spares Audit**

Hindustan Copper Limited, Gujarat Copper Project (A Govt. of India Enterprise) Plot No 747, GIDC Estate Jhagadia Bharuch, Gujarat-393110	<b>Enquiry No.: 513</b> Dept.: - <b>M&amp;C</b> Issued by: - <b>Dy. Mgr. (M&amp;C)</b> Last Date & Time for Tender Submission: - <b>As mentioned in CPPP</b> Place of submission: <b>Online through CPPP</b> Date & Time of Tender Opening: <b>As mentioned in CPPP</b> Note to Supplier: <b>Two Bid</b> E.M.D (Rs.): <b>NIL</b> PAYABLE AT: - <b>Bharuch</b> SECURITY DEPOSIT (%): <b>Nil</b> Duration of Contract: <b>2 Months</b>
To	

**Subject: -Appointment of Chartered/ Cost Accountant firm for physical verification of stores & spares as on 31/12/2023 & other associated works related to the verification at Gujarat Copper Project (A Unit of Hindustan Copper Ltd.), 747, GIDC Industrial Area, Jhagadia, Bharuch, Gujarat-393110**

Dear Sirs,

Online tenders through **CPPP** are invited on behalf of M/s Hindustan Copper Limited **Plot No 747, GIDC Estate Jhagadia** for the work as per details given below. The offer should be as per terms and conditions given in the tender document.

Sl. No.	Item Code	Description of Work	Unit	Quantity	SAC Code
1	906330083	Appointment of Chartered/ Cost Accountant firm for physical verification of stores & spares etc	Lumpsum*	1	

\* The amount to be quoted in lumpsum for all items in consolidated manner as per terms mentioned in point no 3 in Annexure-1.

- Though adequate care has been taken while preparing this Tender Document, the bidder should satisfy himself that document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately in writing (as mentioned below). If no intimation is received by this office within seven days from the date of issue of the Tender Document, then the office shall consider that the Tender Document received by the prospective bidder is complete in all respects and that the bidder is satisfied with the same. No further intimation in that respect shall be entertained by this office after the said stipulated period.
- HCL reserves the right to change any or all of the provisions of this Tender Document. Such a change would be posted only on the website of the CPPP and/or Hindustan Copper Website and the prospective bidders should keep in touch with the company's website for updates before submitting their bids.
- HCL reserves the right to reject any or all of the Bid Document without assigning any reasons thereof. The bidding process shall be governed by the laws of India and Courts at Raigad will have jurisdiction over the matter concerning and arising out of NIT document.

We have also enclosed herewith the under-mentioned Annexures to the tender document, which may be seen & selected carefully for submission of offer:



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<b>Annexure No</b>	<b>Description</b>
<b>I</b>	<b>Scope of Supply, PQC, Specifications and General Terms &amp; Conditions</b>
<b>II</b>	<b>Company Profile</b>
<b>III</b>	<b>Self-Declaration Regarding Black/Holiday listing</b>
<b>IV</b>	<b>No Near Relative Certificate</b>
<b>V</b>	<b>Declaration under Section 206AB of Income Tax Act, 1961</b>
<b>VI</b>	<b>Bank Mandate</b>

Dy. Manager (M&C)  
Gujarat Copper Project  
Hindustan Copper Ltd.



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Annexure-I

### TERMS AND CONDITIONS

#### 1. PQC:

- i. A Firm must have done similar type of work in any manufacturing unit of Government organization /PSU/Listed Company/Pvt. Company. In support, completed valid Work orders must be submitted. Work orders which are only direct in nature (WOs issued to the firm for audit of stores and spares of the issuing organization's only) will be considered as valid WO. WOs related to audit of stores and spares of any third party will be viewed as invalid.
- ii. A Firm must have done similar type of work in Government organisation/PSU/Listed Company/Pvt. Companies (Work order copies to be attached.)

#### 2. Scope of Work-

- i. **Physical verification of around 2000 No.s of stores & spares (having value more than Rs. 1000) available with Hindustan Copper Limited, Gujarat Copper Project, Jhagadia as on 31.12.2023.**

The physical balance has to be verified at Main Stores & site stores with the Price Stores Ledger (PSL). The PSL balance as on 31.12.2023 to be considered for this purpose. List of stores & spares available will be provided by HCL-GCP. Discrepancies, if any found during physical verification, to be reconciled and necessary details of rectification entries to be passed by the unit and same to be given along with your report. The format of report will be as follows:

As per main stores		As per site stores		Total as per physical verification		As per PSL		Excess (+) /Shortage (-)	
Nos	Value	Nos	Value	Nos	Value	Nos	Value	Nos	Value

- a. The entire assignment including submission of report to be completed within 20 days from the date of the issuance of the work order.
- b. To assess the value, age and provide for Provision to be created as on date in books of accounts. (System generated report & List of Obsolete items as declared by the departments will be provided by HCL)
- ii. For carrying out above work, the audit team should consist of minimum one senior qualified Accountant (either Chartered or Cost) and one semi-qualified (either Inter Chartered or Inter Cost) Accountant or Graduate Assistants. The maximum number of the audit team will be restricted to 2 (Two).
- iii. Partner to supervise the work, and to discuss the draft report with the Project Head, Finance Head & M&C head of the unit before submission of final report.
- iv. The detailed Programme is to be worked out based on the scope of work and in discussion with the HCL-GCP.
- v. **SUBMISSION OF REPORTS**

The successful bidders are required to submit **3 (three) copies** of the final report at HCL-GCP including separate list as mentioned in Point No. (i) under the "Scope of work" within **30 days** from the date of issuance of work order. It may please be noted that the draft report should be discussed and accepted by the HCL-GCP



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before submission of final report.

### **3.0 REMUNERATION AND ALLOWANCES**

- i) Bidders are requested to quote your consolidated fees in rupees. This remuneration includes all your charges for Journey, hotel accommodation, supervision by your Partner/Consultant, their discussion with our officers and also for writing of reports, typing etc. The price bids which are not quoted as per the clause will summarily be rejected. Evaluation of the bidders will be made on the basis of fees quoted excluding GST.
- ii) Working lunch will be provided at company premises during the period of physical verification.
- iii) **The bidder is expected to quote its charges after careful analysis of costs involved considering all specifications and conditions of the work. In case it is noticed that the rates quoted by the bidder are unusually low, HCL/GCP may request the bidder to submit clarification to ascertain reasonableness of the rates quoted. If any firm does not provide price justification or unable to prove the rationality of the quoted price, the price bid will be considered invalid and shall be rejected out rightly and no further correspondence shall be done in this matter. HCL/GCP shall have the sole discretion to take final decision on the issue.**

### **4.0 PAYMENT OF REMUNERATION AND ALLOWANCES**

Payment shall be made 30 (Thirty) working days credit after submission of the bill completed in all respects by the contractor to the Engineer-in-Charge. However, no claim/ interest shall be admissible in case of delay in payment. GST part will be paid on presentation of document for actual payment/ filing of return of GST.

- 5.0** All working papers created in the course of job will be the property of the company and handed over to the Finance Head, HCL-GCP, at the time of submission of the Final Report.
- 6.0** Unsatisfactory performance may terminate this appointment any time during period of physical verification for Stores & Spares.
- 7.0** Any dispute shall be mutually settled and the decision of unit head of HCL-GCP will be final and binding.
- 8.0** Please submit the copy of the tender document duly signed and stamped on each page as a token of your acceptances of all the Terms & Conditions.
- 9.0** The offer submitted to be valid for a period of 120 days from the date of opening of the same.
- 10.0** The contract period will be valid for 2 (two) months from the date of acceptance of work order.
- 11.0** Income tax, & other applicable taxes, if any, shall be deducted at source at the rate prevailing at the time of credit/payment.

### **12.0 PRICE VARIATIONS**

Rates given in the contract are firm & fixed. No price escalation will be allowed for any reasons whatsoever during the execution of the work.

### **13.0 LOSSES & DAMAGES**



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Losses & damages caused to the company's assets & goods due to contractor's negligence shall be recoverable from the contractor's accounts bills or any other amount lying with the company, HCL/GCP.

### **14.0 JURISDICTION**

The jurisdiction shall be with the courts of Bharuch (Gujarat.) only.

### **15.0 TERMINATION OF CONTRACT IN FULL OR PART**

If the contractor fails to complete the work or commits default in complying with any of the terms & conditions of the contract, the company HCL/GCP may without prejudice to any other right or remedy by written notice of 7(seven) days, cancel the contract as a whole or part of the contract.

**16.0.** HCL management shall immediately be informed in case of any change in the members of the firm/company or its address or in case of any merger.

**17.0** No persons below 18 years of age shall be allowed to work.

### **18. TENDER VALIDITY**

The tender should remain valid for a period of 120 days from the date of tender opening.

### **19. HCL'S DISCRETION**

HCL reserves the right to reject any or all the tenders without assigning any reasons whatsoever.

### **20. LATE OFFER**

In no case, late and delayed offers will be considered.

**21.** The company has the right to cancel the enquiry or extend the due date of receipt of quotation without assigning any reason thereof.

**22.** Tenders must be submitted up to 15:00 Hrs. till the last date of tender submission. Bids will be opened online on opening due date of tender.

**23.** Contact details:

(1) For Technical Queries-

Mr. Uvesh Bhayani, E-mail: [uvesh\\_b@hindustancopper.com](mailto:uvesh_b@hindustancopper.com)

(2) For commercial queries: -

Mr. Pinaki Mohan Sutradhar, E-mail: [pinaki\\_ms@hindustancopper.com](mailto:pinaki_ms@hindustancopper.com),

**24. Tender shall be evaluated on overall L-1 basis for all items.**

Dy. Manager(M&C)  
Gujarat Copper Project  
Hindustan Copper Ltd.



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**Annexure: II**

**(To be submitted on Company's Letterhead)**

**Company Profile**

<b>S.No</b>	<b>Description</b>	<b>Details</b>
1.	Name & address of the Agency with Phone No/ Fax/email	
2.	Name of authorized person with phone/cell no.	
3.	Status of the Firm (Proprietorship / Partnership / Company) Please attach documents in support	
	a) Name of Directors / Partners	
	b) Year of Establishment	
	c) Details of infrastructure and network	
4.	Income Tax PAN number	
5.	GST No.	
6.	P.F. Registration No.	
7.	Name of the contact person and his/her office/residence phone no. & mobile no.	
8.	Name of the persons authorized to sign documents on behalf of the contractor with specimen signature (Attach authority letter)	
9.	Any other information useful for consideration	
<p>I/We confirm that I/We have carefully read the terms and conditions of the tender and that the information furnished above is correct to the best of my/our knowledge. I/We agree to comply with all conditions stipulated in the bid documents without any deviation. I/We have furnished/attached all required documents along with this Technical bid document.</p>		
Place: _____ Date: _____ List of Enclosure: _____		Signature: _____ Name: _____ (Seal of Office)



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**Annexure-IV**

(To be submitted on Company's Letterhead)

**SELF-DECLARATION REGARDING BLACK/HOLIDAY LISTING**

I /We Proprietor / Partner (s) / Director (s) of M/s .....hereby declare that the firm / company namely M/S.

..... has not been black/holiday listed or debarred in the past by any organization from taking part in Government tenders.

Or

I / We proprietor / partner (s) / Director (s) of M/s..... hereby declare that the firm/ company namely

M/S..... was black/holiday listed or debarred by any Government Department from taking part in Government tenders for a period of .....years w.e.f. .... The period is over on ..... and now the firm/ company is entitled to take part in Government tender. In case the above information is found false, I/ we are fully aware that the tender/ contract will be rejected / cancelled by HCL/GCP and earnest money / EMD shall be forfeited. In addition to the above HCL/GCP will not be responsible to pay the bills for non-access.

Dated:

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

- In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of limited company by all the Directors of the company or company secretary on behalf of all directors.



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**Annexure-V**

(To be submitted on Company's Letterhead)

**No near relative certificate**

To:  
To,  
The Dy. Manager (M&C),  
Gujarat Copper Project  
747, GIDC Mega Estate  
Jhagadia, Dist. Bharuch  
Gujarat - 393110

Date:

**Sub: No near relative certificate**

**References:**

**Tender No: -**

**Name of Tender/Work: -**

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work from the website named <https://etenders.gov.in/eprocure/app> as per your advertisement given in the above-mentioned website(s).
2. I/We do hereby declare that we are not relative of any Director of Hindustan Copper Ltd or any of his relative is a partner.
3. In our firm there is no Partner who is director of Hindustan Copper Ltd or any of his relative is a partner.
4. We declare that none of our relative is working as an "EMPLOYEE" in the Corporation.
5. I/We have not engaged any person(s) of doubtful antecedent and if any such person (s) found by management I/We am/are agreeing for punishment as deemed fit by management.

Yours Faithfully,

(Signature of the Bidder with Official Seal)





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**Annexure-VI**

>>To be printed **on your** letter head and to be signed with seal<<

**Annexure: Declaration under Section 206AB of Income Tax Act, 1961**

To,

M/s .....

.....

.....

**Subject – Declaration with respect of filling on of Income tax return as provided under Section 206AB of Income Tax Act, 1961**

Sir/Madam,

Following is the Declaration with respect to filing of Income tax return

- 1. Name of the Assesse:**
- 2. PAN of the Assesse:**
- 3. Following income Tax return filing information for last two years.**

<b>S. No</b>	<b>Particulars</b>	<b>Previous Year 2020-21 (A.Y. 2021-22 )</b>	<b>Previous Year 2019-20 (A.Y. 2020-21)</b>
1	Filling of Income tax return as per the time limit prescribed under sub-section (1) of section 139 of Income Tax Act,1961(Yes / No)		
2	Date of Filling Return		
3	Acknowledgement Number		
4	Aggregate of TDS and TCS is INR 50,000 or more in each year.		

Enclosure: Copies of ITR of last 2 years

I/ we hereby certify that the declaration made above is true and correct.

Thanking You,

For.....

.....

Name:

Designation:



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**Annexure- VII**

To be submitted in Duplicate  
MANDATE FORM FOR ELECTRONIC PAYMENT THROUGH INTERNET  
(For NEFT/RTGS/IMPS facility)

To:  
M/s Gujarat Copper Project,  
Hindustan Copper Ltd.  
Plot No. 747, GIDC Estate,  
P.O.-Jhagadia, Dist-Bharuch,  
Fulwadi, Gujarat 393110

Dear Sir,

Sub: Authorization for release of payment due from HCL,.....through  
Electronic fund transfer RTGS.(Please fill in the information in CAPITAL LETTERS. Please  
TICK wherever it is applicable)

1. Name of the Party: .....

2. Address of the Party: .....

City.....Pin Code.....PAN No.....

e-mail ID.....

3. Particulars of Bank:

Bank Name		Branch Name	
Branch Place		Branch City	
Pin Code		Branch Code	
MICR No.			
( 9digits code number appearing on the MICR Band of the cheque supplied by the Bank. Please attach Xerox copy of a cheque of your Bank for ensuring accuracy of the Bank name, Branch name			
Account Type	Savings	Current	Cash Credit
Account Number(as appearing in the in the Cheque Book)			
RTGS/IFSC Code			

4. Date from which the mandate should be effective:

I here by declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, I shall not hold Hindustan Copper Limited responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through NEFT/Internet/RTGS.

Signature of the Party/Authorized Signatory

Certified that particulars furnished above are correct as per our records.

Bank's Stamp:

Date: (Signature of the Authorized Official from the Banks)