



HINDUSTAN COPPER LIMITED
(A Govt. Of India Enterprise)

TIN NO.20661100020

Materials & Contracts Department

Indian Copper Complex
P.O.Ghatsila-832303
Dist. Singhbhum (East)
Jharkhand

Phone : 06585-225871

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TENDER DOCUMENT

Enquiry No: I-13560/LTE/CONT/BT Date: 22.12.2022	Last Date and Time of Submission of Offer: 06.01.2023 Time: 11:00 AM Date and Time of Opening of Offer: 07.01.2023 Time: 11:00 AM
To.	Please note that your on-line quotation are invited through https://etenders.gov.in/e procure/app only. EMD Amount: NIL Period of Contract – Two (02) months

Sub: Limited Tender Enquiry for Appointment of Chartered / Cost Audit Firm for physical verification of Stores & Spares as on 31.12.2022 & other associated works related to the verifications of Hindustan Copper Limited at Indian Copper Complex, Ghatsila, East Singhbhum, Jharkhand-832103.

Through Central Public Procurement Portal (CPPP)

Dear Sirs,

Online Tenders are invited through above portal on Limited Tender basis from following parties:

- 1) M/s Chatterjee & Co.
- 2) M/s Mamta Agarwal.
- 3) M/s RVMK & Co.
- 4) M/s Manoj Soni & Associates
- 5) M/s K N Choubey & Associates
- 6) M/s Mukesh Kumar & Associates
- 7) M/s URB & Associates
- 8) M/s Exertive Management & Consultancy Services, LLP
- 9) M/s Tapas Bhattacharyya & Associates

Above bidders have to submit their offers online thru' CPP Portal in Two Part Bid system for supply of following services at our Indian Copper Complex Unit, Ghatsila, Dist. East Singhbhum, Jharkhand: -

Sl. No.	Item Code	Description of Work	Unit	Quantity
1	906330083	Appointment of Chartered / Cost Audit Firm for physical verification of Stores & Spares as on 31.12.2022 & other associated works related to the verifications of Hindustan Copper Limited at Indian Copper Complex, Ghatsila, East Singhbhum, Jharkhand-832103.	LUMPSUM	1

For communication purpose, please provide the following along with Bid submission:

- 1) Mobile No
- 2) E Mail Address
- 3) Address for communication

**Annexure-I
(Bidding Procedure)**

The following may please be noted by the bidders:

- 1) Bidders already having DSC or already registered in CPP for e procurement for tendering in any other organization, can use the same for HCL.
- 2) No Techno-Commercial document is to be submitted offline.
- 3) Bidder has to check Corrigendum uploaded against the Tender Enquiry from time to time on CPP Portal and resubmit their bids in case of any change in their offer due to the corrigendum, before the final bid submission date/time.
- 4) For bidder's registration or Bid Submission Procedure is also available "Bidder Manual Kit" in <https://etenders.gov.in/eprocure/app>

A. Registration procedure:

1. Please visit the Link <https://etenders.gov.in/eprocure/app>
2. Click on 'Online Bidder Enrollment'.
3. Put your Login ID (Enter email address for login id. eg: abc@nic.com. Care may be taken to enter valid e-mailID. This information will be kept confidential. The login ID cannot be modified once registered.)
4. Put your correspondence Id. (Correspondence Email ID can be same as your Login ID.)
5. Put your Mobile Number (Note: As Mobile and Email are the modes of correspondence, ensure that mobile no and email id provided is correct.)
6. Fill rest of the form containing firm's details like name, address, PAN etc. to register as bidder. For enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II/ Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e. g. Sify / n Code / e Mudhra etc.), with their profile.

B. Bid Submission Procedure:(Only by bidders having valid Digital Signature Certificate –DSC)

1. Please visit the Link <https://etenders.gov.in/eprocure/app>
2. Enter your login ID & Captcha
3. Enter password & Captcha
4. Click to DSC Login & enter PIN.
5. Click at 'Search Active Tenders'.
6. Enter Tender ID & other search criteria & then Click 'Search' to search the Tender.
7. Upon finding the desired Tender, click the checkbox to mark the Tender as 'favorite'.
8. Click on 'My Tenders' on left hand side menu panel to find out the favorite Tender list.
9. View the desired Tender by clicking logo under 'View' column. Tender details will appear.
10. Scroll down the page containing Tender details.
11. Download the NIT & Bid-of-Quotation (BOQ) from 'Tender Documents' section.
12. Click 'Proceed for Bid Submission' to proceed ahead.
13. Tick 'I Agree' & 'Next' to proceed further.
14. Update personal details & click 'Next' to proceed ahead.
15. Select EMD Exemption status (Yes OR No) & proceed ahead by clicking 'Next'.
16. If No, Click 'Pay Offline'.
17. Click 'Confirm to Pay'.
18. Enter EMD details in 'Specify Instruments for EMD Offline Payment' & save. Click 'Next'.
19. Click 'Submit OID' then click 'Submit Other Important Documents'.
20. Click 'Encrypt & Upload' to upload cover documents.
21. Click folder logo in 'Fee/Pre Qual /Technical' box to upload technical cover documents.
22. As new window opens, click 'Browse' to select & attach the documents.
23. After selecting the documents, sign & upload them digitally by clicking "Sign & Upload".
24. Click 'Ok' in the message pop-up box to proceed ahead.
25. As window again goes back, click folder logo in 'Finance' box to upload Financial docs.
26. As new window opens, click 'Browse' to select & attach the documents (Bid-of-Quotation/ BOQ)
27. After selecting the documents, sign & upload them digitally by clicking "Sign & Upload".
28. Click 'Ok' in the message pop-up box to proceed ahead.
29. Click 'Next' in Bid Submission -> Packet Details window to proceed ahead.

30. View Bid details and scroll down to check the same.
31. If all correct, click 'Freeze Bid' to lock/freeze your offer.
32. Click 'Print Acknowledgement' & 'Print Bid Details' to print the same & keep it for record.

NB: You do not require registering again for different tender enquiries of HCL. Registration on the website is free of cost.

GePNIC Contact Person:

Important 1: Support e-mail: support-eproc@nic.in

Important 2: For Bidding related issues, please call NIC Help Desk Number:

0120-4200 462, 4001 002, 4001 005, 6277 787

C. **Auto Extension of Tender**

Bidder's please note, this tender has no human intervention for Extension of Tender Due Date & time, in case required bids for the tender are not received. The tender is governed by Auto Extension rule of Tender Due Date & time, which is as under:

Bid Opening Date	If total number of Bids received are less than the required number of Bids for tender evaluation
On Bid Submission End Date	due date shall be Auto extended by 03 days
On First Extended Due Date	due date shall be Auto extended by another 05 days
On Second Extended Due Date	Tender will be opened

Please Note:

- 1) If no bid is received till Second Extended Due Date & time, tender will be scrapped automatically.
- 2) If required bids for the tender are received on due date & time or at any auto extended date & time, tender will be opened.
- 3) As the tender is governed by Auto Extension rule, HCL/ICC neither can extend the tender in manual mode nor entertain any request from party for fulfillment of their desired extension.
- 4) Therefore, Bidder must submit their bid within due date & time.
- 5) The Company has the right to open any tender if the bids received are less than required bids or more without assigning any reason thereof.

D. Important Note:

- (1) Only Payment term_30 days' credit (w r t submission of duly verified bills) will be accepted.
- (2) **Paying authority:** DGM (Finance), Hindustan Copper Limited, Indian Copper Complex, Moubhandar, Ghatsila, Distt –East Singhbhum – Jharkhand – 832103, Ph. 06585 – 225862.
- (3) Offer validity should be 90 days.
- (4) Bidder must provide their GST Registration No., SAC Code of the job- item & applicable GST (CGST/SGST/IGST) rate in their offer.
- (5) L-1 will be decided on Overall L-1 basis. Price will be firm, fixed and final during the entire execution period of contract against execution of total quantity.
- (6) **Techno commercial Offers (Part-I bid) complete in all respect is to be submitted on line at <https://etenders.gov.in/eprocure/app>**

Following documents are to be uploaded along with your offer:

- (1) You shall submit offer in your LETTER HEAD and confirm the Payment Term as per the enquiry Terms & Condition.
- (2) Acceptance of all terms & conditions of the Enquiry in the form of your declaration with seal & signature in each page of the tender enquiry. Alternatively, Bidder can submit their declaration in letter head that they accept all terms & conditions of NIT
- (7) **PRICE BID:** Price Bid (Part-II bid) in the Bill of Quantity (BOQ) is to be submitted on line at above website. Price submitted in BOQ shall be final & binding. Price submission in any other form shall be invalid & shall not be considered.

Price submission by the bidders either in hard copy or in the techno-commercial Part-I bid or in their letter head shall be summarily rejected.

The Offer against this tender from parties to whom LTE has been issued shall be considered. Whoever is interested, to be registered as a parties of the items of this enquiry, should quote as per bidding procedure. Such bidders should also fill vendor registration on line form at HCL's website at www.hindustancopper.com. The normal registration process shall, thereafter be followed for eligible parties. This information is solely for the purpose of exploring the possibility of enhancing vendor base, wherever required and should not be considered as purchase enquiry. Purchase enquiry in future shall be issued to such parties if registered.

Appointment of Chartered / Cost Audit Firm for physical verification of Stores & Spares as on 31.12.2022 & other associated works related to the verifications of Hindustan Copper Limited at Indian Copper Complex, Ghatsila, East Singhbhum, Jharkhand-832103

1. SCOPE OF WORK

i) Physical verification of 90% of total value of stores & spares as on 31.12.2022.

The physical balance has to be verified at Main Stores & site stores with the Price Stores Ledger (PSL). The PSL balance as on 31.12.2021 has to be considered for this purpose. List of items will be provided from HCL/ICC. Discrepancies, if any, to be reconciled and necessary details of rectification entries to be passed by the unit has to be made out separately and given along with your report. The format of report will be as follows:

As per main stores (A)		As per site stores (B)		Total as per physical verification C=(A+B)		As per PSL D		Excess(+) /Shortage(-) E=(C-D)	
Nos.	Value	Nos.	Value	Nos.	Value	Nos.	Value	Nos.	Value

Value of Stores & Spares as on 31.12.2022 - Rs..... crore

90% of Value of Stores & Spares - Rs.....crore

Value of 'X' & 'Y' items physically verified - Rs crore

ii) Unit/Office to be covered by the successful bidder is as under: Indian Copper Complex (ICC) in Ghatsila, Jharkhand

iii) The entire assignment including submission of report to be completed within one month from the date of the acceptance of the work order.

For above work one audit team will consist of minimum one senior qualified Accountant (either Chartered or Cost) one semi-qualified (either Inter Chartered or Inter Cost) Accountant and Graduate Assistants. However, the maximum number of the audit team will be restricted to 5 (Five).

Partner will also visit the units to plan, supervise the work, and to discuss the draft report with the Project Head/Finance Head of the unit only once for the report to be submitted.

1.1 The detailed Programme is to be worked out based on the scope of work.

2.0 SUBMISSION OF REPORTS

The successful bidders are required to submit 3 (three) copies of the final report including separate list as mentioned in Point No. (i) under the "Scope of work" within one month from the date of acceptance of work order. It may please be noted that the draft report should be discussed and finally accepted by the unit before submission of final report.

3.0 REMUNERATION AND ALLOWANCES

i) Bidders are requested to quote consolidated fees in rupees. This remuneration includes charges for supervision by your Partner/Consultant, their discussion with our officers at Unit and also for writing of reports, typing etc. Evaluation will be made on the basis of fees quoted in this clause excluding GST, if any, shall be reimbursed by HCL.

ii) For outstation journey AC 1st Class for Partners (maximum 2 Nos.) and AC II tier/Chair Car for others are reimbursable (maximum 3 Nos.).

iii) Guest House facilities at the unit will be made available to you at HCL/ICC. Subject to availability.

iv) The company will provide local conveyance.

v) For local movement to our units where your firm is situated, no traveling expenses/reimbursement of expenses is payable.

vi) Local transportation shall be made available at unit.

LIMITED TENDER ENQUIRY (LTE) for Services

4.0 PAYMENT OF FEES:

Payment of fees and reimbursement of expenses will be made from HCL/ICC as per the HCL standard payment term, i.e. 30 days credit period after receipt and acceptance of the final report and on submission of Invoice/bill.

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, Ghatsila, 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 CMD of HCL 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 Offer received by FAX, Open mail shall not be considered.

10.0 Read the tender document carefully before responding to our enquiry.

11.0 In case of any doubt the party may contact us for more details.

12.0 The offer will be valid for a period of 60 days from the date of opening of the same.

13.0 The contract period will be valid for 2 months from the date of acceptance of work order.

14.0 Income tax, & other applicable taxes, if any, shall be deducted at source at the rate prevailing at the time of credit/payment.

15.0 Hindustan Copper Limited may reject any or all the tender (s) or reduce the tendered quantity at the sole discretion of HCL. All late/incomplete offers are liable for rejection