



TENDER ENQUIRY (RFQ)

Hindustan Copper Limited, Gujarat Copper Project (A Govt. of India Enterprise) Plot No 747, GIDC Estate Jhagadia Bharuch, Gujarat-393110	Enquiry No.:455 Dept.: - M&C Issued by: - Dy.Mgr (M&C) Last Date & Time for Tender Submission: -10-Jan-202215:00:00 Place of submission: Online through CPP Portal Date & Time of Tender Opening: 11-Jan-2021 15:00:00 Note ToSupplier: Two Bid E.M.D (Rs.): NIL PAYABLE AT: -Bharuch SECURITY DEPOSIT (%): Nil Duration of Contract: 2 Months	Date: 20-Dec-2021
To		

Subject: -Appointment of Chartered/ Cost Accountant firm for physical verification of stores & spares as on 31/12/2021 & other associated works related to the verification at Gujarat CopperProject (A Unit of Hindustan Copper Ltd.), 747, GIDC IndustrialArea, Jhagadia, Bharuch, Gujarat-393110

Dear Sirs,

Online tenders through <https://etenders.gov.in/e procure/app> 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	

HCL also reserves the right to issue any corrigendum (s) to this tender, if felt necessary, before the due date of opening of the tender.

You are, therefore, requested to visit our website (www.hindustancopper.com) from time to time to know if any such corrigendum to the tender has been issued by HCL. The corrigendum (s) if issued subsequent to the press publication of this NIT shall not be further published in the press.

Hindustan Copper Ltd. reserves the right to reject any or all the offer(s). All late/incomplete offers are liable for rejection.

Mode of submission of tender:

Online offers are invited through Central Public Procurement Portal CPPP who is the service provider to HCL at URL <https://etenders.gov.in/e procure/app> of NIC under two part bid system as per terms and conditions attached herewith. However, before bidding the following may please be noted by the bidder:

- 1) Bidders already having DSC or already registered in CPP for e procurement for tendering in any other organisation can use the same for HCL.
- 2) No Techno-Commercial document is to be submitted offline.
- 3) In case of high value tenders BG to be submitted in hard copy.
- 4) Bidder has to check Corrigendum uploaded against the TE 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.
- 5) For bidders registration or Bid submission Procedure is also available “Bidder Manual Kit” in <https://etenders.gov.in/e procure/app>

A. Registration procedure:

1. Please visit the Link <https://etenders.gov.in/e procure/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



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enter valid e-mail ID. 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 / nCode / eMudhra etc.), with their profile.

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/PreQual/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: For Registration related issues, all tenderers are requested to contact: Mr. SK Imran, Mobile Number: 91 877791736or 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

Important 3: The following auto-extension criteria shall be governed in NIC portal:



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Iteration No.	Bid Opening Date	If total numbers of Bids received is 2 or less
1	On Bid Submission End Date	Due date extended by 03 days
2	On First Extended Due Date	Due date extended by another 05 days
3	On Second Extended Due Date	Tender will be opened

The Price bids of only techno-commercially qualified bidders shall be opened/evaluated online.

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

Annexure No	Description
I	Scope Of Supply, Specification, And General Terms & Conditions
II	Company Profile
III	Declaration
IV	Self-Declaration Regarding Black/Holiday listing
V	Details Of Works of Similar Type Executed by the Bidder
VI	No Near Relative Certificate
VII	Bank Mandate
VIII	Contract Agreement
IX	Declaration In Lieu Of EMD/Bid Security

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



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Annexure-I

TERMS AND CONDITIONS

1. PQC:

- a. Firm of Chartered Accountant / Cost Account with Minimum post qualification experience of 3 years of Self/Partner (Qualification Certificate to be attached.)
- b. A Firm must have done similar type of work in Government organisation/PSU/Listed Company (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 31.12.2021.**

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 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

- ii. The entire assignment including submission of report to be completed within 30 days from the date of the issuance of the work order.

For carrying out above work, the audit team should 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 4 (Four).

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.

- iii. The detailed Programme is to be worked out based on the scope of work and in discussion with the HCL-GCP.
- iv. **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 before



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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. 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.

4.0 PAYMENT OF REMUNERATION AND ALLOWANCES

Payment of remuneration and allowances will be made as per the HCL standard payment term, i.e. 30 days credit period after receipt and acceptance of the final report.

- 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 45 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

(2) For commercial queries: -

Mr. Pinaki Mohan Sutradhar, E-mail: pinaki_ms@hindustancopper.com,

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



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GujaratCopperProject
Hindustan Copper Ltd.

Annexure-II

(To be submitted on Company's Letterhead)

Company Profile

S.No.	Description	Details
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: _____		Signature: _____
Date: _____		Name: _____



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List of Enclosure: _____	(Seal of Office)
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Annexure-III

(To be submitted on Company's Letterhead)

Acceptance of Tender Declaration

Date: _____

I, _____ Son/Daughter/Wife of

_____ Resident of

_____ Proprietor/Director/Authorized Signatory of the Company/Firm, mentioned above, is competent to sign his declaration and execute this tender document.

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. ____ to

_____ (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions / clauses contained therein without any deviation.

The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) in its totally / entirely.

In case any provision of this tender is found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit.

Authorized Signatory (Signature in full): _____

Name and title of Signatory: _____

Stamp of the Company:



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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.



(To be submitted on Company's Letterhead)

Date: _____

Details of Works of Similar Type Executed by the Bidder

Sr. No.	Name of the Company with full address, phone, and name of contact person	Work Description	Ref. & Date of the order	Work Order Value	Details of Order	Period of Access	
						Start	End

[Extra rows may be added, if required]

Copies of all the completed valid purchase orders with relevant successfully competition certificate should be attached with this information. In absence of documentary evidence, bid is liable to be rejected.

Authorized Signatory (Signature in full): _____

Name and title of Signatory: _____

Stamp of the Company: _____



(To be submitted on Company's Letterhead)

No near relative certificate

To:
Gujarat Copper Project,
Hindustan Copper Ltd.
Plot No. 747, GIDC
Estate, P.O.
Jhagadia, District
Bharuch, Fulwadi,
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(s) namely: <https://etenders.gov.in/eprocure/appas> 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)



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.			
(9 digits codenumber appearing on the MICR Band of the cheques supplied by the Bank. Please attach Xerox copy of a			
Account Type	Savings	Current	Cash Credit
Account Number (as appearing in the Cheque Book)			
RTGS/IFSC Code			

4. Date from which the mandate should be effective:

I hereby 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)



CONTRACT AGREEMENT

ARTICLES OF AGREEMENT MADE THIS day of
2021 between HINDUSTAN COPPER LIMITED, Gujarat Copper Project having its registered offices at Tamra Bhawan, 1, Ashutosh Chowdhury Avenue, Kolkata-19, hereinafter called the COMPANY on the one part and the CONTRACTOR on the other part.

WHEREAS the Contractor has agreed with the company for the performance of the work
..... set forth in the schedule hereto to be annexed upon, General and special conditions of contract, and

WHEREAS the performance of the said work is an act in which the company is interested.

NOW THIS INDENTURE REPRESENTS AND WITNESSES THAT in consideration of the payment to be made by the company the contractor will duly perform the said work with great promptness, care and accuracy in a workmanlike manner to the satisfaction of the company and will complete the same in accordance with the said specification and said drawings and said conditions of contract within
..... month from the date of award of work and will maintain the said work for a period of six calendar months from the certified date of their completion and will observe, fulfill and keep all conditions therein mentioned (which shall be deemed and taken to be part of this contract as if the same has been fully set forth herein) and the company do hereby agree that if the contractor shall duly perform the said work in the manner aforesaid and observe and keep the said terms and conditions, the company will pay or cause to be paid to the contractor for the said work on the final completion thereof the amount due in respect thereof at the rates specified in the schedule hereto annexed.

Inwitnessed whereof the parties hereto have signed on the dates respectively set (Under) their signatures.

Signature of contractor

Dy. Manager (Materials & Contracts)
Hindustan Copper Limited

Gujarat Copper Project

Date

Signature of witnesses with addresses

1).....

2)



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(To be submitted on the Bidder's Letter Head)

DECLARATION IN LIEU OF EMD/BID SECURITY

I/We(Insert Name and Address of Bidder) am/are submitting this declaration in lieu of Bid Security/Earnest Money Deposit for the Tender for _____ at GCP (Tender No _____), thereby fully accepting that I/We will be suspended and shall not be eligible to participate in the Tenders invited by Gujarat Copper Project/ Hindustan Copper Ltd, for a period of Two years from the date of such Suspension Orders, under the following circumstances:-

- a) If after the opening of Tender, I/We withdraw or modify my/our Tender during the period of validity specified in the Bid Documents (including extended validity, if any) or do not accept the correction of the Tender Price pursuant to any arithmetical errors.

- b) If after the award of work, I/We fail to furnish the required Performance Security or sign the Contract, within the time limits specified in the Departmental Tender Document.

Signature of the Tenderer with seal