



## म.प्र. खादी तथा ग्रामोद्योग बोर्ड,

74, अरेरा हिल्स, केन्द्रीय विद्यालय के पास भोपाल 462011 म.प्र.

दूरभाष- 0755-2552763-8319132556

क्रमांक / सामान्य / 116 / 2022-23 /

भोपाल, दिनांक मई, 2023

### ई- निविदा में भाग लेने हेतु दिशा-निर्देश

1. निविदा में भाग लेने के इच्छुक फर्म/कम्पनियों/संस्थाओं को सर्वप्रथम ऑन लाईन पंजीयन <https://mptendersgov.in> पोर्टल पर करना होगा जिसकी फीस रु. 1000/- (प्रोसेसिंग फीस अतिरिक्त) ऑनलाईन देय होगी। जिसके आधार पर निविदाकार म.प्र. खादी तथा ग्रामोद्योग बोर्ड, भोपाल की ई-निविदा प्रक्रिया में भाग ले सकता है।
2. ई-निविदा की जानकारी प्राप्त करने हेतु ई-प्रोक्योरमेंट पोर्टल के दूरभाष क्रमांक- 0755-2553448 / 8878910964 पर कार्यालयीन दिवस में प्रातः 10.00 बजे से सायं 6.00 बजे तक संपर्क कर सकते हैं। साथ ही ई-मेल आई.डी. ddgenmpkvib@gmail.com पर जानकारी प्राप्त कर सकते हैं।
3. धरोहर राशि रुपये 25,000/- (रुपये पच्चीस हजार मात्र) म.प्र.खादी तथा ग्रामोद्योग बोर्ड, भोपाल के पक्ष में ऑनलाईन भुगतान की जाकर भुगतान का विवरण प्रस्तुत किया जावे।

## **VITATION OF TENDOR FOR PHYSICAL VERIFICATION WORK OF MPKVIB STOCK/ASSETS**

**01. Introduction :** MP Khadi and Village Industries Board, Bhopal is a statutory Body formed Govt. of M.P. under the Act of Khadi and Village Industries 1978. It is an organisation under the department of cottage and rural industries M.P., which seeks to plan, promote, facilitate, organise and assist in the establishment and development of Khadi and village industries in the rural areas of M.P.

### **02. HO/ Production Center / Emporium / Closed Productions for which Physical Verification to be done.**

MP Khadi and Village Industries Board, Bhopal intends to empanel / appoint firms of Chartered Accountants / Cost Accountants as Physical Verification Auditors for its HO/Production Center /Emporium located in MP.

2.2 The detailed list of HO/Production Center /Emporium located in all over MP is given in Annexure-1.

### **03. Scope of Work:**

3.1 The assignment of physical verification should cover physical verification of Stores / Fixed assets and its reconciliation with Stock Register/Fixed Assets Register. Following areas of physical verification of stores & Fixed assets shall be covered by selected firm of Chartered Accountants / Cost Accountants:-

- Plant & Machinery
- Vehicles
- Furniture, Fixture and Equipments
- Miscellaneous assets/ equipments
- Plant & Machinery declared surplus
- Store and spares / inventories .
- Production Center Equipments
- Loose Tools
- Material at Site Account
- Obsolete Store, Inventory and Assets
- Land Record – Verification of the Title deeds/Lease deeds/Land documents / Records in favor of KVIB
- Buildings
- Asset Identification and Verification
- Asset Tagging
- Asset Categorization
- Asset Information ( Make, Model, Brand' Vender (if any) Financial (if any)
- Asset working status updating ( Good, Medium, Damage, Not in use etc).

The Physical Verification of fixed Assets and stores shall be done with HO/Production Center /Emporium.

**3.2** Following point shall be covered by the appointed firm in its report in respect of Physical Verification of Fixed Assets and store / Inventory items.

#### **a) In Respect of fixed Assets items:**

- Reconciliation of physical quantities with fixed Assets Register maintained by HO/Production Center /Emporium Stock and Assets Register and shortage / excess of items.
- Report on slow moving, non-moving, surplus, unserviceable, obsolete items of fixed Assets.
- Marking of Assets Identification Number on related items.

- Registration Certificates of vehicles.
- Maintenance of Departmental Stock and Assets Register by respective authorities.
- Insurance validity of movable assets including vehicles .
- Assets not supported by record.
- Wrong classification of Assets.
- Identification of Buildings & Their condition.
- Comments on Action taken on previous year's Physical Verification Report.
- Any other activity relating to physical verification of fixed assets.

**b) In respect of store / inventory items:**

- Reconciliation of physical quantities with Inventory records and report on shortage / excess of quantities.
- Slow moving, non-moving, surplus, unserviceable items, obsolete items are identified.
- All posting in respect of receipts, issues, adjustments etc. have been carried out in stock register.
- Individual quantities and other particulars in respect of material received Through HO are not pending for posting.
- The quantity of scraps lying in the store is to be ascertained.
- Proper arrangements exist for locking the stores and keeping the keys in safe custody.
- Adequate arrangements exist for fire protection.
- Inflammable stores are stocked in accordance with the instruction of storage.
- Statutory regulation regarding storage of Flammable Items are observed.
- Calibration of scales and measurements are carried out at periodical intervals.
- Wrong classification of stores.
- Unauthorized stock of stores.
- Stores not supported by records.
- Comments on Action taken on previous year's Physical Verification Report.
- Any other activity relating to Physical verification of store/ inventory items.

The firm shall offer comments of store and inventory management and whether entry in Respective Registers has been made on real time basis in respect of purchase order (Pos), Good Receipt (GRs), Material Requisition, Material Issue Note etc. along with exception, if any.

**c) In Respect of Land:**

The firm shall verify that the title deed / Lease deed / land documents / records etc. are in the name of Khadi and Village Industries Board and report the same.

**3.3 Procedure:**

The physical verification shall be conducted by following the procedure as given in process 3.3 & 3.10 of MP Store and Purchase and Service Procurement Rule 2015 and MP Financial code .

**04. Time Period:**

The cut-off date for physical verification shall be the Three Months after Agreement.

**5. Terms and conditions:**

- i) The MP Khadi and Village Industries Board reserves the right to accept / reject any or all the offers without assigning any reason whatsoever therefore.
- ii) information related to physical Verification Audit Firms and selection criteria for Technical Bid shall be submitted in the Annexure- II.
- iii) Declaration that Chartered / Cost Accountants firm have not been banned / delisted / de-barred from business by any PSU/ Govt. Department during last 03 years shall be submitted in Annexure-III.
- iv) Payments shall only be made through Electronic Mode, hence Bank Details need to be submitted at the time of acceptance of the appointment.
- v) MP Khadi and Village Industries Board shall deduct TDS/ any other tax / levy as per prevailing rules/rates.
- vi) All the pages of the proposal document and documents submitted along-with the offer shall have to be authenticated by the authorized signatory of the applicant firm(s) with the firm's seal.
- vii) The Chartered Accountant firm should have an experience of minimum five physical verification of any govt./semi govt. organizations.
- viii) The average turnover of the firm for last 3 year's should not be less than 80 lakhs.
- ix) The Tender should be submitted strictly as per the terms and condition laid down in the documents. The Tender in the Prescribed Format shall be submitted in physical form to the following address:

Managing Director,

M.P.Khadi and Village Industries Board,

74,Arera Hills,Bhopal.462011

**06. Compliances / Declarations / Certificates by Firm(s) on appointments :**

- i) The Chartered Accountant / Cost Accountant Firm shall not sub-contract the assigned audit work.
- ii) The Chartered Accountant / Cost Accountant firm shall work in strict confidence and shall ensure that the related data or information in respect of the operation of the HO/Production Center/Emporium is dealt with in strict confidentiality and secrecy.
- iii) Assigned Physical Verification audit work of the HO/Production Center/Emporium shall be completed within frame specified by the Board.
- iv) Neither the Chartered Accountant / Cost Accountant firm nor its partner(s) or associates should have any interest in the business of the Board.
- v) The Chartered Accountant/ Cost Accountant firm(s) shall be free from any disqualification under the Companies Act, 2013. In addition to this, the Chartered/ Cost Accountant firm(s) must not be holding any assignment of Internal / Statutory/ Cost Audit of Board.
- vi) The partners holding Certificate of Practice issued by Institute of Chartered / Cost Accountants of India are in whole time practice.

Vii) The Chartered Accountant/ Cost Accountant firm shall ensure that data given to them by the company and any information generated from the data provided shall not be used by the Auditor for any other Purpose.

**07. Debarring Provisions:**

The Audit Firm will be debarred from getting, the physical Verification audit or any other Assignments of Board.

i) if the Firm obtain the appointment on the basis of false information / mis-statement

ii) if the Firm does not take up audit in terms of appointment letter.

iii) if the Firm fails to maintain/ honour confidentiality and secrecy of the Board data.

iv) if the Firm does not complete the assignment within the assigned time frame.

vi) The bidders should submit EMD of 25000/- by NEFT The proof of NEFT Details along-with a Forwarding latter are required to be submitted with Technical Bid. The technical bids of those who have not submitted the tender fee will be rejected as technically disqualified.

# Madhya Pradesh Khadi and Village Industries Board, Bhopal

## Emporium List

S.No.	Emporium	Address	District	Name of Manager	Post	Telephone No.	E-Mail
1	Khadi Village industries Emporium	Malviya Nagar, New Market	Bhopal	Mr. Shashikant Gupta	Supervisor	9993368530	<a href="mailto:khadiemp@gmail.com">khadiemp@gmail.com</a>
2	Khadi Village industries Emporium	Chittore Complex, MP. Nagar	Bhopal	Mr. Ajeet Kumr Prajapati	Manager	9425635915	<a href="mailto:khadiemp.mpnagar@gmail.com">khadiemp.mpnagar@gmail.com</a>
3	Khadi Village industries Emporium	22-23 M.T.H. Compound	Indore	Mr. Gourav Singh	Assistant Manager	9826014411	<a href="mailto:khadiemp.indore@gmail.com">khadiemp.indore@gmail.com</a>
4	Khadi Village industries Emporium	12 Avantika Plaza, Freeganj	Ujjain	Mr. Jagdish Pandey	Supervisor	9425970289	<a href="mailto:khadiemp.ujjain@gmail.com">khadiemp.ujjain@gmail.com</a>
5	Khadi Village industries Emporium	Old Tehsil Chowk	Dewas	Mr. Ajeet Parihaar	Assistant Grade-3	9977712785	<a href="mailto:khadiempdewas@gmail.com">khadiempdewas@gmail.com</a>
6	Khadi Village industries Emporium	17-18 Block No.2, Shopping Complex	Neemuch	Mr. Harnarayan Panwar	Assistant Grade-2	9907653663	<a href="mailto:mpkvibneemuch@gmail.com">mpkvibneemuch@gmail.com</a>
7	Khadi Village industries Emporium	Block No. 8/9, Sivik center, Madhatal	Jabalpur	Mr. Harikrishna Mehra	Supervisor	9424993286	<a href="mailto:khadiemp.jabalpur@gmail.com">khadiemp.jabalpur@gmail.com</a>
8	Khadi Village industries Emporium	24, Patankar Bazar, gast ka Tajiya laskar	Gwalior	Mr. Dilip Shakya	Supervisor	9340670637	<a href="mailto:khadiemp.gwalior@gmail.com">khadiemp.gwalior@gmail.com</a>
9	Khadi Village industries Emporium	Hotel Galaxy, Amhiya Road	Rewa	Mr. Ranganath Sharma	Assistant Grade-2	8982802985	<a href="mailto:mpkvibrewa@gmail.com">mpkvibrewa@gmail.com</a>
10	Central Khadi Garments	Industrial Farm, Govindpura	Bhopal	Mr. Ajeet Kumr Prajapati	Manager	9425635915	<a href="mailto:mpkvibkv11@gmail.com">mpkvibkv11@gmail.com</a>

**Madhya Pradesh Khadi and Village Industries Board, Bhopal**

**Closed Center List**

<b>S. No.</b>	<b>Production Center</b>	<b>Address</b>
1	Tezas Aayurved Institute	Jila Panchayat office, Rewa
2	Metal Arts Center	Jila Panchayat office, Dhaar
3	Fruit Processing Center	Jila Panchayat office, Khandwa
4	Shop Center Pologround	Jila Panchayat office, Indore
5	Instensive Autopsy Center	Jila Panchayat office, Sehore



Madhya Pradesh Khadi and Village Industries Board, Bhopal

Production List

S.No.	Production Center	Address	District	Name of Manager	Post	Telephone No.	E-Mail
1	Blanket Production center	Goalpahadiya, Laskar	Gwalior	Mr. Ramsevak Sharma	Assistant Manager	7876060428	<a href="mailto:mpkvibkkgwalior@gmail.com">mpkvibkkgwalior@gmail.com</a>
2	Blanket Production center	Nai Aabadi, Mandsour	Mandsour	Mr. Shyamlaal Dhanotiya	Assistant Grade-2	9406823733	<a href="mailto:mpkvibkkmandsour@gmail.com">mpkvibkkmandsour@gmail.com</a>
3	Blanket Production center	Paradsinga	Chindwara	Mr. Namdev Kolhankar	Assistant Manager	7415149044	<a href="mailto:mpkvibkparadsinga@gmail.com">mpkvibkparadsinga@gmail.com</a>
4	Blanket Production center	Dhonga	Tikamgarh	Mr. varun Dixit	Assistant Grade-3	7999372575	<a href="mailto:mpkvibpolitikamgath@gmail.com">mpkvibpolitikamgath@gmail.com</a>
5	Khadi Production Center	Goalpahadiya, Laskar	Gwalior	Mr. Ramsevak Sharma	Assistant Manager	7876060428	<a href="mailto:mpkvibkhadiutpadangwalior@gmail.com">mpkvibkhadiutpadangwalior@gmail.com</a>
6	Khadi Production Center	Ghatbiroli	Betul	Mr. Kashinath Kolahnkar	Samvida	9977556929	<a href="mailto:mpkvibkhadibetul@gmail.com">mpkvibkhadibetul@gmail.com</a>
7	Khadi Production Center	Collectret Parishar	Khargoan	Mr. Shiv Kumar Guha	Assistant Grade-2	6260285344	<a href="mailto:mpkvibkhadikhargoan@gmail.com">mpkvibkhadikhargoan@gmail.com</a>
8	Khadi Production Center	Perdeshipura	Indore	Mr. Gourav Singh	Assistant Manager	9826014411	<a href="mailto:mpkvibkhadiindore@gmail.com">mpkvibkhadiindore@gmail.com</a>
9	Silk Center Maheshwar	Maheshwar	Khargoan	Mrs. Sheela Baghel	Assistant Grade-3	9753443872	<a href="mailto:mpkvibkhadikhargoan@gmail.com">mpkvibkhadikhargoan@gmail.com</a>
10	Polyvastra Production Center	Dhonga	Tikamgarh	Mr. varun Dixit	Assistant Grade-3	7999372575	<a href="mailto:mpkvibpolitikamgath@gmail.com">mpkvibpolitikamgath@gmail.com</a>
11	Polyvastra Production Center	66, Maksi Road, Tajapur	Ujjain	Mr. V.B. Ladiya	Assistant Manager	9424489993	<a href="mailto:mpkvibpoliujain@gmail.com">mpkvibpoliujain@gmail.com</a>
12	Polyvastra Production Center	Balgarh	Dewas	Mr. Dinesh Shrivastava	Assistant Manager	9754900550	<a href="mailto:mpkvibdewas@gmail.com">mpkvibdewas@gmail.com</a>
13	Skin Shin Center	Perdeshipura	Indore	Mr. Hirmal singh sasastya	Manager	9893125754	<a href="mailto:mpkvibindore01@gmail.com">mpkvibindore01@gmail.com</a>
14	Telghani Center	Goalpahadiya, Laskar	Gwalior	Mr. Anil Gupta	Isthaikarmi	8103179669	<a href="mailto:mpkvibkkgwalior@gmail.com">mpkvibkkgwalior@gmail.com</a>