

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA

G T Road, Naramau, Kanpur – 209217

“TENDER DOCUMENT”

of Tender No. Stock Audit/14-15/ dated: 3rd February 2015 Due on 18th February 2015

Date :

To,

M/s _____

Dear Sir,

ALIMCO is a Mini Ratna CPSU working under the aegis of Ministry of Social Justice & Empowerment, Government of India. It is registered under Section 8 of the Companies Act, 2013 and is a manufacturer of aids & appliances for the disabled persons. The corporation is a nodal agency for implementation of ADIP and ADIP-SSA schemes of Government of India. The corporation has its manufacturing plants and Head Office at Kanpur and other auxiliary production centers are located at Bhubaneswar, Jabalpur, Bangalore and Chandalon. The marketing Centers of the corporation are located at New Delhi, Mumbai, Kolkatta, Huderabad and its north east activities are controlled by Outreach Centre at Guwahati.

The corporation is approaching the Institute of Chartered Accountants of India and the Institute of Cost Accountants of India to float the Tender Enquiry to all its members for active participation in the Stock audit assignment which will be conducted in all the centers of the corporation for the financial year 2014-15.

Sealed Tender are invited for the stock audit assignment as per details indicated below:-

01. SCOPE OF WORK:

- 1.1 The Stock audit assignment shall cover the quantitative audits of Raw Material, Bought outs, Stores & spares, Work in progress and Finished Goods at Head Office and auxiliary production units except Chandalon. Only Finished Goods are required to be audited in RMCs, Outreach Centre Guwahati and APC at Chandalon.
- 1.2 After appointment, stock auditors are required to start the preparatory work by deputing their team on the site for necessary study of movement control of the stocks and are required to devote their manpower in deciding the instructions required to be given for proper stacking and movement control. The firms appointed are expected to keep a close interaction with the Finance Department at Head Quarter.
- 1.3 The entire time frame for physical stock taking and verification is around 20 days for Head Office, 10 days for AAPCs and 3 days for RMCs. This is indicative time frame and can vary at the time of actual stock taking.
- 1.4 The Quantitative Stock is required to be counted and reported with the observation of Shortage/ Excess in relation to the Bin Card Quantity. Apart from physical counting at the end of the financial year, the statement showing **Opening Balance** as at the beginning of the financial year, **receipt during the year** from various sources like stock purchase, stock transfer, production etc. and **consumption during the year** to various sources like stock transfer, sales, etc. and **Closing Balance** as at the end of the financial year also is required to be audited.
- 1.5 Valuation shall be done as per the accounting policy of the corporation and the same also needs to be certified.
- 1.6 After conducting the physical stock taking, the ageing of the stock is also within the purview of audit and the report should be generated for slow moving (not moved during last 1 year) as well as non-moving (not moved during last 3 years) along with its valuation.

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- 1.7 Final stock audit report for the financial year is required to be given with 15 days from the closing date for RMCs, 20 days from the closing date for APCs and 30 days from the closing date for Head Quarter.
- 1.8 The Report shall include
- a) Statement of Closing Stock for each type of Store showing Physical Stock, Bin Card Balance, Excess/Shortage.
 - b) Statement showing Opening, Receipts, Consumption and Closing Stock as per 1.4 above.
 - c) List of Slow moving and non moving items each category wise along with ageing as per 1.6 above.
- 1.9 Valuation certification shall be done as soon as the valuation is done at the time of consolidation of accounts.
- 1.10 The team size should be such that the entire work is completed within time and the complete reports are given to the Chairman & Managing Director by 20th April 2015 for RMCs, by 30th April 2015 for APCs and by 10th May 2015 for Head Quarter.

2.0 ELIGIBILITY OF TENDERER:

- 2.1 A practicing Chartered Accountant/ Cost Accountant having a valid certificate of practice issued from the respective institutes.
- 2.2 The teams engaged for stock audit at Head Quarter or APCs should have at least one qualified and experienced engineer having sufficient exposure in light engineering industry as technical expert.

3.0 INSTRUCTIONS TO TENDERERS:

- 3.1 Sealed tenders in Single Bid as per Format A enclosed with this tender are to be submitted super scribing the Name of the Firm, Tender No., Tender Due Date.
- 3.2 Being a professional work, no EMD & Security Deposited is being insisted upon.
- 3.3 The rates are required to be quoted for each centre separately. Any person desiring to quote for more than one centre can do so provided he has sufficient where-with-all to conduct the audits and give the report within the time frame.
- 3.4 The quote to be submitted should specify a base station which will be considered for the purpose of calculating travelling expenses. In the format along with the fee quoted, the quote should also quote the travelling expenditure which should include all the related expenses like Hotel Charges, DA, Local Conveyance and other incidental charges. This would be a single figure comprising of all of these expenses.
- 3.5 To arrive at L-1 status, Cost to company shall be considered wherein fee, service tax and other statutory dues, travelling expenses shall be considered. L-1 status based on total cost to company shall be calculated for each center. In case no bifurcation of tax and other charges are given, the rates quoted shall be presumed to be inclusive of tax and reimbursements.
- 3.6 In case the corporation feels that negotiation is required seeing the overall impact of the quote on cost to company, the corporation shall call both L-1 & L-2 firms for negotiation.
- 3.7 The travelling expenditure quoted shall be the maximum ceiling for reimbursement. The reimbursement shall be at actual or the quoted expenses, whichever is less.

- 3.8 Following documents are required to be annexed with the information as per Format A:-
- (a) Certified copies of Certificate of Practice issued by respective Institute - Mandatory.
 - (b) Brief write up (Bio Data/Resume) on the constitution of firm, its partners with their Membership No. and experience, the details of the paid staff/articled clerks , Audits being handled presently (whether statutory, cost , stock , concurrent) and other relevant details the bidder considers necessary to indicate- Mandatory.
 - (c) Details of the firms registration with C&AG – Preferable but not mandatory.
 - (d) Recommendations of major clients, if any – Preferable but not mandatory.
 - (e) A signed copy of Tender Document accepting the scope and deliverables.– Mandatory.
 - (f) Service Tax Registration Certificate – Mandatory.
- 3.9 Tenders containing Rate Format A with the documents at 3.8 above must reach the office of the undersigned by **15:00 hrs. on 18.2.2015** .
- 4.0 VALIDITY OF OFFER/QUOTATION:**
- 4.1 The offer/quotation submitted against this Tender shall be valid upto 90 days from the date of opening.
- 4.2 The tenderer shall be bound by terms of this tender documents, if notification of acceptance of the offer against this tender is issued within the validity period.
- 5.0 PAYMENTS & OTHER TERMS:**
- 5.1 Payments shall be made within 30 days of submission of Report along with the Bill of Professional fees.
- 5.2 The Travelling expenses within the limited specified shall be made within 15 days of submission of claims. The expenses, if incurred by the corporation shall be monetized and shall be considered as a part of reimbursement. The claims shall be duly supported by bills, tickets and other relevant supporting.
- 5.3 There is a provision of extension of the contract on year to year basis based on the performance of the stock auditors at the same rates, terms and conditions on mutual consent. This extension can be availed for financial year 2015-16 & 2016-17.
- 6.0 GENERAL TERMS & CONDITIONS OF TENDER:**
- 6.1 The terms of this tender including the terms of payment will not be relaxed.
- 6.2 Any offer submitted against this tender in deviation from the terms of this tender will stand rejected.
- 6.3 The successful firm shall not sub - contract the stock audit assignment.
- 6.4 All entries in the offer shall be either typed or neatly hand written. Tenders having over writings/fluid application/cutting etc. without proper authentication will be rejected.
- 6.5 Conditional Offer / Quotation shall not be acceptable.

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7.0 ARBITRATION:

- 7.1 If any dispute/question or controversy arises in respect of or arising out of the assignment / Job Work Contract, the matter in dispute shall be referred to the arbitration of the Chairman & Managing Director of ALIMCO or its nominee and the decision of the Chairman and Managing Director or nominee shall be final and binding on both the parties.
- 7.2 The provision of the ARBITRATION & CONCILATION ACT, 1996 as amended from time to time shall apply to such arbitration proceedings.
- 7.3 Arbitration proceedings shall be held at Kanpur only and the Kanpur City Court will have the jurisdiction in the matter.

**Dy. General Manager (Finance)
ALIMCO, KANPUR**

Format A to the Tender for stock audit
For the purpose of quoting rates

Base Station:

Sl. No.	Location for which quote is being submitted	Professional Fee	Tax and Duties	TA/DA expenses in totality
1	Head Quarter, Kanpur			
2	Bhubaneswar			
3	Jabalpur			
4	Bangalore			
5	Chanalon			
6	New Delhi			
7	Mumbai			
8	Kolkatta			
9	Guwahati			
10	Hyderabad			

Nature of Taxes considered:

I have gone through the Tender Documents and agree to abide by the terms and conditions of the Tender and have attached all the documents required under Clause 3.8

(Authorised Signatory)
Seal of the firm mentioning
Registration Number