

BURN STANDARD COMPANY LIMITED
(A Government of India Undertaking)
MINISTRY OF RAILWAY
22 B, Raja Santosh Road,
ALIPORE, KOLKATA – 700 027
Website : www.burnstandard.com
E-mail : burnstandard@yahoo.co.in

Ref: MM/HO/CS/15-16/43

Date : 17.08.2015

To.....
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Dear sir(s),

Sub: Appointment of cost accountant firm

Ref: - Our tender No. MM/ HO/CS/15-16/43 Dated: 17.08.2015
Last Date of selling of tender documents: 01.09.2015
Last Date and time of submission of offer: 02.09.2015 up to 2.30 PM
Date of Opening of Tender: 02.09.2015 at 3 PM

Sealed tenders are invited in two Bids from cost accountant firms for conducting cost audit at Howrah Works (HW) and Burnpur Works (BW) for the financial year 2015-16 as per details appearing hereinafter:

Tenderers are required to submit their offer in two parts (Part – I: Techno Commercial Bid & Part – II: Price Bid) in separate sealed envelope. Both the envelopes should be placed in third envelope and to be submitted on or before last date & time of submission specified in the tender document.

Pre Qualification: - Tenderer must enclose the documentary evidence in respect of their pre-qualification details as mentioned in the tender document.

1. SCOPE OF WORK:

Annual Audit of cost records and issue of appropriate certificates in compliance with the requirements under section 148(l) of the companies Act 2013 and companies (cost records and audit) Rules, 2014.

2. Eligibility Criteria:

- i) The firm of cost auditors should have experience of cost audit of at least 5 companies, out of which at least 1 company must have a turnover of Rs. 100 Crore or more.
- ii) The firm should have been in existence and working experience of at least 10 years.
- iii) The firm should have at least 5 working partners.
- iv) The firm should have a turnover of at least Rs. 20 Lakh.

3. The offer to be submitted with all certificates / credentials / documents in support of satisfying the Eligibility Criteria, Earnest Money Deposit and Price (As per Price Format Annexure- I) in closed envelope super scribing the tender No **MM/ HO/CS/15-16/43 Dated: 17.08.2015** address the same to **Dy. General Manager (Proj. C & MM). Burn Standard Co. Ltd., 22 B, Raja Santosh Road, Alipore, Kolkata – 700 027.**

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4. EARNEST MONEY DEPOSIT(EMD):

i) The tenderers are required to deposit the earnest money in the form of Demand Draft / Pay Order only from any Scheduled Bank in favour of Burn Standard Company Limited, Kolkata, or by Bank Guarantee as per BSDL format on any Schedule Bank along with the tender. The amount of earnest money to be deposit shall be based on the value of tender as per the following table :-

Estimated Value of Tender (Rs.)	Amount of Earnest Money(Rs.)
Up to 5,00,000/-	5,000/-
5,00,001/- to 10,00,000/-	10,000/-
10,00,001/- to 25,00,000/-	25,000/-
25,00,001/- to 50,00,000/-	45,000/-
50,00,001/- to 1,00,00,000/-	1,00,000/-
1,00,00,001/- to 2,00,00,000/-	1,50,000/-
Above 2,00,00,000/-	2,50,000/-

The Earnest money so deposited will be refunded to the unsuccessful tenderer after finalization of the contract without any interest.

For successful tenderer, the earnest money will be retained as a part of the security deposit for due fulfillment of the work under the contract. The earnest money is liable to be forfeited, if the tenderer withdraws or amends impairs or derogates from the tender in any respect within the period of validity of this tender.

5. SECURITY DEPOSIT:

For due fulfillment of the contractual obligations, successful bidder shall submit security deposit by Demand Draft /Pay Order **in favour of " Burn Standard Co. Ltd." ., Kolkata** or by Bank Guarantee (as per format provided by B.S. C. L.) within 15 days of receipt of Order. The amount of Security Deposit shall be 5% of the contract value including taxes, valid till completion of contract. Security Deposit thus given shall be interest free and tenderer will have no right to claim during the pendency of the contract. Security Money will be discharged and returned to the Supplier / Contractor on completion of contractual obligations under the contract including any warranty obligation or specify in the contract.

6. PAYMENT TERMS :

The bills to be submitted at Head Office after being certified by the Unit In – Charge of Howrah and Burnpur unit respectively and the payment to be made within 30 days from submission of submission of completed bills.

7. PAYING AUTHORITY :

Head of Accounts Department at Head Office or his authorized representative.

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8. For any settlement of dispute, the decision of CMD, Burn Standard shall prevail and binding to the parties.
9. In case of unsatisfactory performance BSCL reserves the right to terminate the contract at any time by giving 7 days notice and the Earnest Money Deposit / Security Deposit will be forfeited.
10. **Validity of offer:** - The offer should remain valid for 60 days from the opening date of tender.
11. Tenderer should note that, if this office remains closed on the due date for opening of tender due to some reason not declared earlier or for some unforeseen reason, the offer(s) will be opened on next working day.
12. Tender documents are not transferable.
13. Each and every page of the tender document should be signed by the tenderer and returned along with the offer as a token of acceptance of tender terms and conditions.

For **Burn Standard Company Limited,**

(S. Bhattacharjee)
Dy. GENERAL MANAGER (P, C&MM)

TENDERER'S SIGNATURE :.....

DESIGNATION :.....

DATE :.....

COMMON SEAL

Annexure - I**Price format**

(Tender No. MM/ HO/CS/15-16/43 Dated: 17.08.2015)

All inclusive rate to be quoted as detailed below:

For Financial year	Scope of Work	Amount (Rs.)
2015-2016	Annual Audit of cost records and issue of appropriate certificates in compliance with the requirements under section 148(l) of the Companies Act 2013 and Companies (Cost Records and Audit) Rules, 2014.	