



URANIUM CORPORATION OF INDIA LTD

(A Government of India Enterprise)

AT/ P.O.: Jaduguda Mines,

Website: www.ucil.gov.in

Distt: East Singhbhum

Jharkhand, PIN: 832102.

Ref No.: NIT NO.: UCIL/IA/2020-01

CIN: U 12000 JH 1967 GOI 000806

Phone No: 0657-2730122/2730222

FAX No.: 0657-2730322.

Dated 05th August 2020

N.I.T. No. UCIL/IA/2020- 01

1.	Name of Work	Engagement of Professional Firm (CA & CMA Firm) for conducting Internal Audit & Physical Verification of Inventory & Fixed Assets at Jaduguda Mill & Mines of UCIL
2.	Estimated value of work	Rs. 12,00,000/-Plus GST
3.	Period of Contract	Initially for one year
4.	EMD to be deposited with tender (DD/BC) Cost of Tender fees	Rs. 15,000/- Rs 500/-
5.	Last Date for submission of tender documents	26.08.2020 up to 3.00PM
6.	Date and time of opening of tender	27.08.2020 at 10 AM

Pre-qualification Criteria: As per clause II of Page -3 &4

Conditional offer may disqualify so tenderers are advised to quote price as per NIT Terms & Condition.

The tender can be downloaded from UCIL e-proc site <https://www.tenderwizard.com/UCILEPROC>, the cost of tender fees should be paid through NEFT mode or SBI Challan/ SBI Collect available at UCIL website. The EMD fee shall be paid through Demand Draft, Banker Cheque, NEFT/RTGS Online mode payable at SBI Jaduguda in favor of UCIL. The Scan copy of Tender fees and EMD documents i.e., SBI Collect, NEFT Details, Demand Draft/ Banker Cheque shall be uploaded in UCIL e-proc site. **In case bidder wish to deposit tender fees and EMD though Demand Draft / Banker Cheque then Hard copy of EMD will have to submit in envelop subscribed the work with NIT No. UCIL/IA/2018 – 01 over envelop and same to be submitted at the office of GM (Pers.), IRs, Jaduguda or before the opening of Tender, otherwise tender will not be opened of the concerned Bidder.** Exemption of EMD will be allowed to Organization registered with MSME/SSI/NSIC subject to submission of **scan copy** of valid documentary evidence.

The tenders are to be uploaded at UCIL e-proc site <http://www.tenderwizard.com/UCILEPROC> only on or before the due date and time fixed for uploading the bid as mentioned in the NIT. **Physical submission of tender shall not be accepted.** Technical part only of the offers uploaded will be opened on **27.08.2020 at 10 A.M.** by Chairman & Managing Director or his representative(s) in the presence of Tenderers who may like to be present. The uploaded Price parts only of technically qualified tenderers will be opened later on.

Tenders document shall be submitted with **tender documents, Earnest Money Deposit, GST No, PAN No.** If the offices of the UCIL happen to be closed for any of the above events, then the said event shall take place on the following day. The corporation reserves the right to accept or reject any or all bid (s) either in part or in full thereof or to split up if necessary, without assigning any reason whatsoever.

For CHAIRMAN AND MANAGING DIRECTOR
URANIUM CORPORATION OF INDIA LIMITED.

DISTRIBUTION: NOTICE BOARDS

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(i) PREAMBLE

Uranium Corporation of India Limited was incorporated on 4th October 1967. It is a Public Sector Enterprise under the Department of Atomic Energy with a special standing at the forefront of Nuclear Power cycle. Fulfilling the requirement of uranium for the Pressurised Heavy Water Reactors, UCIL plays a very significant role in nuclear power generation of the country. UCIL is an ISO 9001:2015, 14001:2015 & IS 18001:2007 company and has adopted modern technologies for its mines and process plants. The Company operates six underground mines (Bagjata, Jaduguda, Bhatin, Narwapahar, Turamdih and Mohuldih) and one open pit mine (Banduhurang) in the State of Jharkhand. Ore produced from these mines are processed in two process plants located at Jaduguda and Turamdih. UCIL is also operating one underground mine and process plant at Tummalapalle in Andhra Pradesh. The Company has taken up expansion of some of its operations in Jharkhand and started pre-project activities to set up new mines and plants in different parts of the country namely – Gogi in Karnataka, Lambapur in Telengana and KP M in Meghalaya.

This tender intends to take services from firms of Chartered Accountants/Cost Accountants as Internal Auditors for all units of UCIL Jharkhand & Andhra Pradesh

(ii) PRE-QUALIFICATION (PQ)CRITERIA

Firms possessing the following PQ criteria are invited to submit documentary evidences in support of the same as mentioned hereunder in sealed envelope with superscription "Engagement of Internal Auditors in UCIL".

Sl. No.	Pre-qualification criteria	Documents required (Self Attested)	Basis for awarding of points	Max points
1	Firm should be a Partnership Firm or Limited Liability Partnership Firm (LLP) having head office at Jamshedpur and have a branch office at Bengaluru/Hyderabad and should not be less than three years old on date of tender.	Copy of Firm Registration Certificate (FRC) issued by The institute of Chartered Accountants of India or the institute of Cost Accountants of India and copy of certificate of practice of all the partners/members of firm.	5 points and additional 1 Point for additional year of Firm's Registration.	10

2	Firm should have conducted Internal Audit during 5 (five) previous years ending 31.03.2020 of PSUs (State PSU or Central PSU excluding bank & Insurance Co.) engaged in manufacturing and processing activity having turnover of at least Rs. 650 Crore during the relevant year.	Copy of appointment order/letter received from clients in this regard along with self-certificate towards conduction the same Further the copy of financials of the client in support of turnover..	5 point for each completed Internal audit of PSU having turnover of at least Rs. 650 Crore.	20
3	No. of partners/ Members	Copy of Firm Registration Certificate (FRC) as mentioned at sl. No. 1 above and Membership number issued by The Institute of Chartered Accountants of India or The Institute of Cost Accountants of India of each partner/member.	2 Point for each Associate member and 3 points for each fellow member	10
4	Firm should have average gross receipt of at least Rs. 75 lakhs in last three previous financial year i.e. 2017-18, 2018-19 & 2019-20	Copy of financial statement for last three financial years in support of gross receipt duly certified by practicing chartered accountant.	5 points for average turnover of 75 lakhs and additional 2 Points for every additional turnover of 10.00 lakhs	10
			Total	50

Note:

- i) If any bidder not fulfilling any of the above PQ criteria need not submit bid as their bid shall be liable to be summarily rejected.
- ii) Overwriting /correction/erase and /or use of white ink should be avoided in the offer. However, if any overwriting/correction/erase is inevitable, the same should be authenticated with the signature & seal of the bidder.
- iii) All pages of tender documents and documents submitted in support of PQ criteria to be self-attested by the bidder.
- iv) Clear and complete details in separate sheets, for determination of Points in support of information against Sl. No. 1 to 4 above are to be furnished.
- v) The Firms securing at least 60% marks based on above system shall be considered as qualified and eligible for opening of price bid.

(iii) INFORMATION TO BE GIVEN BY THE BIDDER

- a. Name of the Bidder Firm :
- b. Name of the Partners/members :
- c. Address of the Firm :
Telephone No. : Office :
Mobile :
FAX :
E-mail ID :
- d. Registration particulars of the Firm &
Date of Formation :
- e. Name/Designation /Address of the signatory
of the bid with letter of authorization, if any. :
- f. Permanent Account Number (PAN) of the firm:
- g. GST Registration No. of the firm :
- h. Details of Experience(In brief) :
- i. Details of professional Personnel/working staff:
- j. Details of Bank account for e-payment :

Certified that the information given above is true and if at any time this is found to be false or misleading the bid / contract shall be liable to be cancelled.

Name :

Signature :

(Capacity in which signed)

(iv) PREPARTION & SUBMISSION OF BID

Both parts of the offer should be submitted online through www.tenderwizard.com/UCILEPROC

A bidder shall register in advance with their Digital Signature Certificate (DSC) at the tender wizard website prior to submitting their offers. After successful registration the bidder shall get access to the Techno-commercial Part of the NIT. The bidder must submit the Techno commercial Part at first and upload all the required documents as described in the Pre Qualification Criteria (PQC) published in this tender document. Only, after successful submission of Techno-commercial Part the bidders shall fill up and submit the Price Part (Schedule - B of items). The Techno-commercial Part and Price-Part (Schedule – B) shall be completely filled up and submitted at the UCIL e-proc website <http://www.tenderwizard.com/UCILEPROC> only. Please note, Hard copy of Techno commercial Part and Price –part (Schedule – B) shall not be accepted at any cost.

The eligibility is to be decided strictly based on documents submitted at the time of receipt of tenders. No additional documents are to be allowed to be submitted after receipt of tenders but there is no bar to seek clarification or authentication of submitted documents. However in case of Poor Response, with a view to increase the competition, admission of additional documents to meet the PQ-criteria may be allowed subject to the condition that “Poor response” implies when less than three bids are found suitable on the basis of submitted eligible documents as per NIT. The additional document should not be issued subsequent to last date of receipt of tender as mentioned in the NIT. The bidder submitting additional documents has submitted EMD and tender cost as prescribed in NIT. The opportunity of submission of additional documents will be given to all the bidders.

Bid Rejection Criteria:

- a) Following bids shall be categorically rejected:
 - i) The bids received after Tender closing date and time.
 - ii) The bids received without EMD or Tender document fee.
- b) Following may render the bids liable for rejection.
 - i) Bidder’s failure to submit sufficient or complete details for evaluation of the bids within the given period.
 - ii) Bids with technical requirements and or terms not acceptable to UCIL.
 - iii) Validity period indicated by bidders is shorter than that specified in the tender enquiry

E-Proc Executive-9708966664, 9708966662, 7542028164, Registration Helpdesk 080-49352000

(v) LATE BIDS

Any bid received by M/s. UCIL after the prescribed deadline for submission of bids, shall be rejected

(vi) BID OPENING AND EVALUATION

M/s. UCIL shall open the bids in the presence of bidder/s or his authorized representatives, who choose to attend at 1500 Hrs on the due date. The bidders' representatives, who will be present; shall sign in the attendance register, authority letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening. If the last date stipulated for receipt of bids and/or for their opening happens to be a Holiday / unscheduled closure, it shall be deemed to fall on next working day at the same time.

The envelope containing PQ criteria shall be opened first and financial cum techno commercial bid shall be opened only for qualified bidders and date of opening of financial bid will be intimated later to only qualified bidders.

All the bids shall be evaluated based on the term & conditions of this tender to shortlist the qualified bidders. M/s UCIL shall consider placement of order on the qualified bidder, whose offer shall be lowest of the price bid format. In case of a tie with respect to fees quoted as per price bid format, criteria for selection shall be in the order of points as per PQ criteria.

(vii) SCOPE OF WORK

1. Scope of work shall include carrying out the internal audit of UCIL, Head Office & Branch office and submission of Quarterly audit report by end of Quarter. Detailed scope of audit is attached as Annexure-I & Annexure-II
2. Audit Calendar: Audit calendar for carrying out the quarterly audit shall be prepared by the successful bidder after receipt of order and submit to the management for consideration. Firm so appointed shall commence internal audit and submit monthly audit report by end of next month for FY 2020-21 i.e. 01-04-2020 to 31-03-2021.
3. As a result of study and evaluation of internal control and other auditing procedures, the auditor should inform the management regarding weakness in internal control, if any besides normal internal audit job as per scope.

(viii) DELIVERABLES

The successful bidder has to conduct the quarterly internal audit as per the scope of work as mentioned in annexure-I & II and submit the quarterly internal audit reports and yearly Physical Verification of Inventory & Fixed Assets report as per audit scope.

(ix) TRAVELLING, BOARDING & LODGING AND OUT OF POCKET EXPENSES

For Both Singhbhum & Tummallapalle units:

Travelling expenses from office of the firm to UCIL site at Singhbhum & Tummallapalle Units shall be borne by the Firm. The consultant and his assistant shall come at Singhbhum units on daily basis by their own arrangement.

No travelling, boarding & lodging and out of pocket expenses will be paid. Payment of fee will be limited to as quoted in price schedule by the successful bidder. However lodging at UCIL Guest house / Hostel provided free of cost subject to availability.

(x) EARNEST MONEY DEPOSIT(EMD):

1. The bid shall be accompanied by EMD of Rs.15000/- (Rupees Fifteen Thousand only) in the form of „demand draft" or „bankers cheque" drawn in favor of Uranium Corporation of India Limited payable at Jaduguda Or Jamshedpur. The bidder also deposit EMD in the form of NEFT/RTGS online mode, SBI Collect drawn in favor of Uranium Corporation of India Limited
2. No interest shall be paid on EMD. The offer without EMD in any form other than specified herein above is liable to be summarily rejected.
3. EMD shall be dealt with as follows:
 - a) In case of unsuccessful bidder it shall be returned without any interest immediately after finalization of order but not later than 30 days after finalization of order.
 - b) In case of successful bidder it shall be adjusted without interest as Security Deposit.(SD).
4. The EMD shall be forfeited if:
 - a) The bid is revoked during its validity period.
 - b) The tenderer changes the terms and conditions or prices or withdraw his quotation subsequent to the date of opening.
 - c) The tenderer fails to accept the order when placed or fails to commence work after accepting the order.
 - d) In case bidder submits false/fabricated documents.
 - e) In case bidder fails to be submit SD within 30 days of receipt of order.

Details of Bank account for NEFT/RTGS online mode:

Name of Account: **Uranium Corporation of India Ltd**

Bank & Branch : SBI, Jadugoda Branch

Account Number : 35769323064

IFSC Code : SBIN0000227

(xi) SECURITY DEPOSIT(SD):

1. The successful bidder shall be required to furnish demand draft in favor of Uranium Corporation of India Limited , for an amount equivalent to five percentage (5%) of the contract amount towards security deposit (inclusive of EMD) for the satisfactory performance of the contract, within 30 (thirty) days of receipt of the order.
2. The SD shall not bear any interest, and is liable to be forfeited for unsatisfactory completion or on abandonment of the work order.
3. SD shall be returned to the successful bidder after issue of “No Due Certificate” by OIC duly countersigned by head of the department after ensuring that no amounts are recoverable from party.
4. The SD shall stand forfeited in favor of UCIL, without any further notice to the party in the following circumstances:
 - a) In case of any failure whatsoever on the part of the party at any time during performance of his part of the contract including the extended periods of contract, where notice is given and time for rectification allowed.
 - b) If the party indulges at any time in any subletting/sub-contracting of any portion of work without approval of UCIL.

GENERAL TERMS & CONDITIONS FOR SUBMITTING THE OFFER

1. PAYMENTTERMS:

Payment for annual fee shall be released in four equal installments based on progress of the work as certified by the In-charge of Finance department at HO. The first, Second & third installment shall be released after submission of audit Report and final installment shall be released after successful completion of total audit assignment for the financial year. Payment shall be made within 30 days from the date of receipt of valid invoice.

2. VALIDITY OF OFFERS/FEES

Bidders have to quote the fees strictly as per the Price Bid format. Fees quoted by the bidders in their bids shall remain firm and valid for the total contract period or till complete execution of the contract. However, statutory levies/taxes are payable by UCIL as applicable on prevailing date of actual render of services on submission of invoice. The offered price should be valid for a period of 60 days from the date of opening of pricebid

3. PERIOD OFCONTRACT

The period of contract shall be one year i.e. financial year 2020-21. M/s UCIL reserves the right to extend the contract on same terms & conditions for the next two financial years (2021-22& 2022-23) subject to certain need based changes in the audit scope.

4. RIGHT TO ACCEPT OR REJECT ANY OR ALLBIDS:

M/s UCIL reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the UCIL "saction.

5. RELATEDPARTY:

Related parties should not quote for the tender separately. If it is noticed that related parties submitted separate quotation, the same shall be liable to be rejected. Parties are considered to be related if one or more partner/member be common.

6. INCOMETAX:

Income tax inclusive of surcharge and any other tax if applicable shall be deducted at source.

7. GST:

GST shall be paid extra as applicable on the date of actual render of service and billing on UCIL has been made in terms of guidelines stipulated in the GST rules. Any change in taxation during tenure of contract, will be as per applicable statute.

8 SECRECY:

The successful bidder shall not at any time during the tenure of contract or thereafter disclose any information furnished to them by the company or any drawings, designs, reports and other documents and information prepared for this work, without the prior written approval of the company except in so far as such disclosure is necessary for the performance of the Party's work and service hereunder. Successful bidder will be required to enter into secrecy agreement with UCIL, copy of which is enclosed.

(xii) OTHER TERMS AND CONDITIONS

1. Successful bidder shall depute sufficient number of competent staff for audit work at their own cost. Further the minimum man days spent for monthly audit work are as under, which has to be followed by the successful bidder strictly:
 - i. Partner/qualified staff : 04 man days per month
 - ii. Other Audit staff/ Semi-qualified : 12 man days per month
2. Successful bidder shall submit draft quarterly audit report to the In-charge of Finance department at HO and the final report along with the views of the In-charge of Finance department at HO shall be forwarded to Director (Finance) with copy to In-charge of Finance department at HO.
3. The audit staff may be advised to observe all safety precautions as applicable to the department in which the work is carried out.
4. The Company shall not be responsible for any accident caused to your personnel due to their negligence.
5. Every effort shall be made to complete the internal audit work strictly as per the audit scope.
6. Successful bidder shall be in constant touch with Director (Finance), In-charge of Finance department at HO.
7. Information made available during the course of audit shall be used only for bonafide work relating to audit of the company and not for any other purpose. The auditors shall not divulge the information made available by the Company or otherwise acquired during the course of audit to any other agency.
8. The Company reserves the right to accept /reject any or all the offers without assigning any reason what so ever therefore.
9. Estimated cost the tender is Rs.12,00,000/- plus GST as applicable

(xiii) FORCEMAJEURE

If at any time during the currency (tenure)of the order , it is not possible to execute any portion of the work stipulated in the order , due to reasons beyond control of either UCIL or the bidder , on account of emergency declared by the government , reasons of go slow , strike or lockout at our/the bidders office , war , civil commotion , earth quake , fire , storm, flood, acts of God, acts of any government , sabotage, riot , police action , revolution unforeseen circumstances or the other hindrances beyond one’s control, there shall be no liability on the part of the defaulting party for consequential losses

(xiv) FAILURE ANDTERMINATION

If the bidder fails in the performance of the contract in the manner and within the time fixed or there is likelihood of an anticipatory breach of whole or part of the contract, the company will have the right to rescind the contract and have it performed through other party at the risk and cost of the bidder.

(xv) ARBITRATION AND LEGALJURISDICTION

All disputes or differences whatsoever arising between UCIL and bidders out of or relating to the construction, meaning and operation or effect of this tender shall be settled by the sole arbitrator appointed by the Chairman Managing Director of UCIL and the award of such arbitrator shall be final and conclusive and binding. No objection shall be raised on the ground that the arbitrator so appointed is an employee of UCIL.

(xvi) DEVIATIONSTATEMENT

Bidders have to submit the deviation statement as per the following format, if there is no deviation with tender conditions "NIL" statement must be submitted by the bidders.

Clause reference as per tender	Terms as per tender	Terms as offered by bidder

(xvii) ETHICS IN TENDERING & OTHER BUSINESS DEALINGS

UCIL is a Government of India undertaking under the administrative control of Department of Atomic Energy is doing its business as per the rules and regulation of the Public sector undertaking and other statutory agencies. The business is done in an ethical, rational & impartial manner with good corporate governance.

In our endeavor to be more transparent in our dealings and to support our ideology all vendors, customers and business partners are requested not to provide any gift and/or inducement to any of our employees for securing/being granted favour in dealings with our company.

Report of any gifts and/or inducements sought by any employee of the company should be immediately reported to any one of the following.

Shri C.K.Asnani Chairman & Managing Director Uranium Corporation of India Ltd. AT/PO- Jaduguda Mines, East Singhbhum, Jharkhand – 832 102 Ph: 0657 –2730348 Email : cmdsect@uraniumcorp.in	Chief Vigilance Officer Uranium Corporation of India Ltd. AT/PO- Jaduguda Mines, East Singh hum, Jharkhand – 832 102
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We assure you that complaints if any made by you on the subject will be kept confidential and fair investigation will be conducted and appropriate action will be taken. Similarly, we expect your commitment to the undertaking and its violation will have consequences as per prevailing rule of the company.

For Uranium Corporation of India

Sd/-

DGM (Finance), HO

UNDERTAKING

Dt :

**To,
M/s Uranium Corporation of India Ltd**

**At/Po- Jaduguda Mines,
Jharkhand - 832 102**

I/Weam/are as a service provider of Uranium Corporation of India Ltd(now on wards to be referred as Company). I/We agree and undertake:

1. Not to provide any gift and/or inducement to any employee of the Company in connection with securing/being granted favor(s) in my/ our dealings with the Company and its field units.
2. To immediately report any gift and/or inducement sought by any employee of the company in exchange of the company and/ or its field Units granting favor (s) to me/ us in my/our dealing with the Company and/ or its field units.

We further declare that no bid has been submitted by any related party as defined under point 5 of clause (xii) of the tender.

Signature:.....

Name:.....

Capacity in which signed:

Name of the Firm& Address (With Seal):

(XVIII) PRICE BID FORMAT

Name of Job/ services: Appointment of Auditor for Conducting Physical Verification of Stores & Fixed Assets.

Name of Organization: UCIL Jaduguda

Name of Bidder:

<u>Particulars</u>	<u>Quoted Value for One Unit</u>	
	<u>(A)</u>	
	Rs In Figure	Rupee In Words
1. Internal Audit for One Years (Four Quarter of all units) For Head Office at Jaduguda & All Branch Office like Tumradih, Narwapahar & Tummalapalle (AP)		
2. Physical Verification of Stores of four Independent Stores (Jaduguda Store, Narwapahar Store, Turamdih Store & Tummalapalle Store) Including Travelling Expenses. (As per Annex-II)		
3. Physical Verification of all fixed assets of Jaduguda Mill & Mines of UCIL Unit Including Travelling Expenses (As per Annex-II)		
Total In Rupee		
Total Value (In Words)		







Signature of the

Authorized person or partner of the firm with seal

Notes:

1. GST shall be paid extra as prevailing rate at actual.
2. Quoted amount shall be indicated in both the figures and words. In case there is any discrepancy between figures & words, words shall prevail.
3. Total value quoted in the above format is only considered for deciding the L-1 bidder.
4. If all the component of price bid is not quoted separately the bid shall be rejected.
5. Conditional offer will be rejected.

SBI Challan

 Uranium Corporation of India Ltd	 Uranium Corporation of India Ltd	 Uranium Corporation of India Ltd
		
Branch Copy	Contractor/Candidate/Supplier Copy	UCIL Copy
Advt. No/ NIT No. _____	Advt. No/ NIT No. _____	Advt. No/ NIT No. _____
SBI Branch Name JADUGODA(00227)	SBI Branch Name JADUGODA(00227)	SBI Branch Name JADUGODA(00227)
A/C No. 35769323064	A/C No. 35769323064	A/C No. 35769323064
Contractor/Candidate/Supplier:	Contractor/Candidate/Supplier:	Contractor/Candidate/Supplier:
Name _____	Name _____	Name _____
Amount Rs. _____	Amount Rs. _____	Amount Rs. _____
Bank Charges Rs. _____	Bank Charges Rs. _____	Bank Charges Rs. _____
Total Amount : _____	Total Amount : _____	Total Amount : _____
Amount in Words : _____	Amount in Words : _____	Amount in Words : _____
Journal No. _____	Journal No. _____	Journal No. _____
Contractor/Candidate/Supplier Signature	Contractor/Candidate/Supplier Signature	Contractor/Candidate/Supplier Signature
Authorized Official Signature	Authorized Official Signature	Authorized Official Signature
Important instructions 1. Candidate should deposit the fees at any SBI branch. 2. Advertisement No./ NIT No. should be fed into CBS screen under Registration/Ref No.. 3. Bank charges of Rs 50/- to be taken separately and deposit to their commission account.	Important instructions 1. Candidate should deposit the fees at any SBI branch. 2. Advertisement No./ NIT No. should be fed into CBS screen under Registration/Ref No.. 3. Bank charges of Rs 50/- to be taken separately and deposit to their commission account	Important instructions 1. Candidate should deposit the fees at any SBI branch. 2. Advertisement No./ NIT No. should be fed into CBS screen under Registration/Ref No.. 3. Bank charges of Rs 50/- to be taken separately and deposit to their commission account

How to make Payment:

- Go to UCIL Website “www.ucil.gov.in”
- Then click “**SBI COLLECT-UCIL**” Click on “**new URL**” and then accept all terms & condition which will redirect proceed further.
- Select “**Jharkhand**” under the state of the corporate/ institution and select “**PSU-PUBLIC SECTOR UNDERTAKING**” under Type of Corporate / Institution. Then select “**Uranium Corporation of India Ltd**” for further payment process.
- Select the payment category and choose “Tender” enter the required details.
- Confirmation page is displayed with all details the candidate’s has entered.
- Now click on “Confirm” to precede payment gateway to pay.
- Payment may be made using any one of the following options i.e. Credit Card/ Debit Card/ Net Banking.
- On successful payment, one e-Receipt will be generated in PDF format.

Sr. No.	Scope of the Internal Audit- Outsourced			
	Area s	Periodicit y	Extent	Reporting requirement with specific emphasis on following issues
A	Cash & Bank Book			
1	Cash & Bank	Yearly	Test checking for all months with counterfoils of Receipt, Credit and Debit vouchers	1) To verify whether all supporting documents are attached and receipt/payment is approved by competent authority as per delegation of power.
2	Cash verification	Yearly	-	Average daily holding of cashbalance Insurance coverage of cash handling, if any Whether denominations are entered on daily basis with counter signature of cash in charge. Steps undertaken to reduce cash transactions
3	Bank book (All Banks)	Half-Yearly	-	Electronic receipts and disbursements and associated internal control thereof towards inputting, authorizing and approving as per delegation of power. Frequency of operation of Suspense account and average time of its subsequent regularisation Loan/OD account with specific attention to its prudence and cost Accounting aspects-capital/revenue, current/prior period etc. with specific reference to respective orders and approved payment terms.
4	Bank reconciliation statements (All Banks)	Half yearly	100%	To verify whether adjustment entries are passed and if not reasons for the same to be reported

5	Bank guarantee and LC.	Quarterly	100%	<p>To verify whether necessary register /data base is maintained by the Unit.</p> <p>To report the purpose for which the BG was obtained and status of the work.</p> <p>At HO level, overall LC and BG limit-fund based and non-fund-based limits are to be verified. In case of fund-based limits, to report whether the limits remain unutilized, avoiding avoidable cost to the company.</p>
6	Term / fixed deposit	Half yearly	100%	<p>To verify whether the parking of fund is as per applicable DPE guidelines.</p> <p>Whether the period of deposit is decided considering the cash budget of the company.</p> <p>Availability of necessary approval for the investment.</p> <p>To check interest calculation on all maturities and on accrual basis for income recognition at the end of period.</p> <p>Whether applicable TDS exemption has been availed for the deposits.</p>
B	Purchases			
1	Purchase orders (Pos) (Value more than Rs 5 laksh)	Half-Yearly	Test checking with counterfoils	<p>Scrutiny of all Pos with specific reference to the following:</p> <p>Compliance of purchase procedure and DoP of the company.</p> <p>Deduction as per rules</p> <p>Relevant Purchase advances with or without valid BG and their subsequent adjustments during the tenure of contract/execution of supply, as the case may be.</p> <p>Other relevant issues thereto.</p>
2	GST Returns (including the provision of input service distributor)	QUARTERLY	100%	<p>To submit report whether Unit has availed admissible credit and filed necessary returns on time under the Act and retaining documents for GST audit.</p> <p>Other applicable taxes as applicable during the execution of the contract.</p> <p>Payment challans and their related reconciliations.</p> <p>Accounting aspects thereof.</p>

3	Sundry creditors ledger	Yearly	-	Review and indicate list of parties not having any transaction in the last three years along with age wise analysis. Outstanding debit balances for more than 2 years along with action taken report by the unit concerned.
4	Review of purchase advances	Half Yearly	Test checking With counterfoils	Age-wise advances Coverage by BG or otherwise Recovery/adjustment as per schedule of payment.
C	Salary & Establishment			
1	Pay rolls	Half Yearly	Test checking	To be checked with last pay sheet, increments, attendance time cards etc.
2	Leave records	Half Yearly	-	To be checked as per the extant rules of the company
3	Unpaid wages registers and other Establishment records / registers.	Half yearly	-	
4	Recovery of TDS from employees including perquisite valuation.	Quarterly	Test checking	To be checked as per Income-tax act
5	Recovery of loans from employees	Yearly	Test checking	Recovered in terms of the guidelines/extant rule of the company.
6	Medical claims	Half Yearly	Test checking	Any three randomly selected months during the year.
7	TA Claims	Quarterly	Test checking	To be checked as per the extant rules of the company
8	Verification of leave encashment	Half Yearly	Test checking	To be checked as per the extant rules of the company
9	Vehicle & House building advances	Yearly	Test checking	To ensure that necessary hypothecation is done
D	Journal			
1	Journal vouchers	Yearly	Test checking	To be checked as per the accounting policy of the company and applicable GAAP with all necessary supporting documents

2	Schedule of Accounts	Yearly	Test checking	In addition to offering your comments on various schedules specific attention is drawn on deposits made by the Unit and availability of documents in support and yearly confirmation from the agencies to be reported. Action taken on recovery of the amount Due to the company.
E	Works contracts			
1	Work orders (Value more than of Rs 5 laksh)	Post audit - QUATERLY	-	Scrutiny of all Work Order with specific reference to the following: Compliance of purchase procedure and DoP of the company. Deduction as per Rules Relevant Purchase advances with or without valid BG and their subsequent adjustments during the tenure of contract/execution of supply, as the case may be. Other relevant issues thereto.
2	Final bill of all contracts (Value more than of Rs 5 laksh)	Yearly	Test checking	
3	Recovery and deposit of TDS and GST etc.	QUATERLY	100%	To verify that taxes at source has been recovered as per the stipulated rate and deposited with the appropriate authorities on time.
F	Miscellaneous			
1	Hospital, Auto Section (Underground & Surface), Guest House, Estate Office of Jaduguda Mine.	Any one Quarter Of particular Financial year.	-	Review and full report on Jaduguda Mine.
2	Hospital, Auto Section (Under ground & Surface), Guest House, Estate Office of Narwapahar Mine.	Any one Quarter Of particular Financial year	-	Review and full report on Narwapahar Mine.
3	Hospital, Auto Section (Under ground & Surface), Guest House, Estate Office of	Any one Quarter Of particular Financial	-	Review and full report on Turamdih Mine.

	Turamdih Mine.	year		
4	Hospital, Auto Section (Under ground & Surface), Guest House, Estate Office of Tummalapalle Unit.	Any one Quarter Of particular Financial year	-	Review and full report on Tummalapalle Mine.
5	Royalty	QUATERLY	100%	All permitted deductions are taken in to consideration in computation of royalty.
6	Sales of scrap and discarded assets	Half Yearly	100%	Whether Unit is making necessary TDS and TCS on all the transaction
7	Guest house expenses (Kolkata)	QUATERLY	-	Review and report
8	Deposit of statutory dues within stipulated time	yearly	100%	Submit information in format used for tax audit purposes
9	Special Audit	Yearly		Any other functional area as may be decided by the Management from time to time as per
G	Final accounts :			
1	Verification of Schedule of annual accounts	Yearly	-	To ensure that detail schedule is prepared by the Unit.
Physical Verification (Details as per Annex -II)				
1	Physical Verification of Fixed Assets	Yearly	As per Scope of work	Physical verification of FA at opening of FY by end of November & for additions during the year latest by 15th April. (The Fixed Assets of Jaduguda Mill & Mines)
2	Physical verification of Stores and Spares	Yearly	As per Scope of work of Jaduguda, Narwapahar, Turamdih & Tummalapalle Stores	(Details as per Annex -II)

Annex -II**SCOPE OF WORK OF PHYSICAL VERIFICATION OF STORES & SPARES & FIXED ASSETS**

The scope of work of physical verification of stores & spares Audit includes the following:

- 1) Physical verification of each store located at Jaduguda Stores about 6600nos (Approx), Narwapahar about 3800 nos (Approx) & Turamdih 3500nos (Approx) at Jharkhand Units and Tummalapalle Store about 4000 nos (Aprox) at Andhra Pradesh Unit as per details parameters furnish below :

For Stores & Spares:

<u>Category "A" Item</u>	- 100% Checking
<u>Category "B" Item</u>	- 80% Checking
<u>Category "C" Item</u>	- 60% Checking

2. Tracking the receipt and issue of the material between the intervening periods with reference to Cardex / bin card / stores ledger along with necessary adjustment to arrive at the derived physical balance as on 31st March. To reconcile the store ledger with Accounts ledger both in quantity and value and suggest for rectification entry if any.
3. Item wise discrepancies, if any, between book balance as on 31st March, and Derived physical balance as on 31st March, to be submitted to the Store Head for verification and acceptance. List of stores and spares for which any discrepancies/Surplus observed been prepared as on the date of physical verification is to be submitted separately with reasons thereof.
4. Whether action taken by the management against the discrepancies observed in the physical verification report of last year is to be reported by the auditor. Statement of physically verified obsolete / non-moving stores and spares beyond, if any, to be reported separately along with last date of movement.
5. Whether the records maintained in respect of scrap material are satisfactory and complete is to be reported. The auditor while verifying the transactions shall evaluate internal control procedures operative within the enterprise for efficient materials management.
6. The Auditor has to report whether the materials lying in the stores have been properly stored to avoid damage and pilferage. The quantity of scraps lying in the store is to be ascertained. In addition to Physical verification report you have to submit non- moving, slow moving store report, stock of material lying as rejected store.
7. 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 instructions of storage. Statutory regulations regarding storage of explosives are observed.
8. In addition of Physical verification report you have to submit non-moving, slow moving store report, stock material lying as rejected store and status of payment there on, scrap generation and its disposal, damage and obsolesce store report etc
9. Physical Verification of all Fixed Assets of Jaduguda Mill & Mines location of UCIL Unit. Identification mark on Fixed Asset, if necessary
10. Reconciliation between Fixed Assets Registered and actual physical status and Preparation of Excess / Shortage Report.
11. First of all to submit one set draft report and after final discussion with UCIL management you have to submit your final report and also a compliance report for correction / rectification of discrepancies etc.
12. Any other assignment of related job required if any.

Signature of tenderer