



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/2021/01

CIN: U 12000 JH 1967 GOI 000806

Phone No: 0657-2730122/2730222

FAX No.: 0657-2730322.

Dated October 1, 2021

N.I.T. No. UCIL/IA/2021- 01

1.	Name of Work	E.O.I for Engagement of Professional Firm (CA & CMA Firm) for conducting Internal Audit and Physical Verification of Inventory and Fixed Assets of UCIL
2.	Total value of work	Rs. 10,00,000/-Plus GST for one year
3.	Period of Contract	Initially for one year extendable to two years
4.	EMD to be deposited with tender (DD/BC) Cost of Tender fees	Bid Security Declaration form (Available Tender document) Rs 300/-
5.	Last Date for submission of tender documents	21.10.2021 up to 11 AM
6.	Date and time of opening of tender	22.10.2021 at 11 AM

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

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

The tender can be downloaded from CPPP website <https://etenders.gov.in/eprocure/app>, the cost of tender fees should be paid through NEFT mode or SBI Challan / SBI Collect available at UCIL website. The bidder needs to submit Bid Security Declaration form (Available Tender document) for EMD. **In case bidder wish to deposit tender fees though Demand Draft / Banker Cheque then Hard copy of the same will have to be submitted in envelop subscribed the work with NIT No.UCIL/IA/2021/01 over envelop and same to be submitted at the office of DGM (Pers.), IRs, UCIL, At/PO-Jaduguda, Jharkhand-832102 on or before the opening of Tender, otherwise tender will not be opened of the concerned Bidder. Exemption of EMD/ Tender cost will be allowed to Organization registered with MSME/SSI/NSIC subject to submission of scan copy of valid documentary evidence.** There is no need to send the hardcopy of Exemption certificate and copy of SBI Challan (If bidders deposit online mode) for Tender cost & EMD.

The tenders are to be uploaded at CPPP website <https://etenders.gov.in/eprocure/app> 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 **22.10.2021 at 11 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 Pressurized 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 and Lambapur in Telengana.

This tender intends to take services from firms of Chartered Accountants/Cost Accountants as Internal Auditors for all units of UCIL Jharkhand & Andhra Pradesh and physical verification of inventory & fixed assets.

(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) and should not be less than five 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.	2 points and additional 1 Point for additional year of Firms Registration.	10
2	No. of Full Time CA / CMA Employees	Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India or The Institute of Cost Accountants of India	1 point each for C.A/CMA qualified Employees / assistants	10
3	Firm should have conducted Internal audit or Statutory audit during previous 5 (five) years ending 31.03.2021 of PSUs (State PSU or Central PSU) engaged in manufacturing / processing activity having turnover of at least Rs 500 crore during the Relevant year.	Copy of appointment order/letter received from clients in this regard along with self-certificates towards conduction the same. Further the copy of financials of the client in support of turnover.	2.5 Points for each year completed Internal audit or statutory audit of PSU having turnover of at least Rs. 500 crore.	20

4	Experience of conducting Internal Audit of Mining PSU	Copy of appointment order/letter received from clients (Mining PSU) in this regard along with self-certificates towards conduction the same. Further the copy of financials of the client in support of turnover.	3 Points for each year completed Internal audit of PSU	15
5	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.	1 Point for each Associate member and 2 points for each fellow member	10
6	No. of Qualified ISA/DISA/CISA/CIA partner or employee	Relevant certificate (ISA/DISA/CISA/CIA) is produced as proof.	2 points per qualified partner or 1 point per employee	4
7	Partners having completed Internal audit certification course of ICAI or equivalent course of ICMAI	Relevant certificate is produced as proof.	2 points per qualified partner	6
8	Firm should have average gross receipts of at least Rs. 100 lakhs in last three previous financial year i.e.2018-19 ,2019-20 & 2020-21	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 100 lakhs and additional 1 Points for every additional turnover of 10.00 lakhs	15
9	Offices Situated in following locations: 1. Jamshedpur 2. Bangalore/ Hyderabad	Copy of Firm Registration Certificate (FRC) as mentioned at sl. No. 1 above	Per Location – 5 points	10
			Total	100

(Bidders enclosed self-evaluation statements as per Annex-III)

Note:

- The empanelment of firms for initially one years extendable to two years will be made based on the point /score earned by each firm of Chartered Accountants/Cost Accountants based on the profile as per Pre-qualification criteria as above.
- Selection Criteria for appointment of Internal Auditors and Other Terms & Conditions :
The top 5 audit firm in descending order as per selection criteria mentioned above shall be considered for empanelment for a period of 3 years (i.e. FY2021-22, 2022-23 & 2023-24).

The work shall be assigned to the empanelled firm in the following ranking based on marks secured:

Location of Unit/Office	Ranking
i) Jaduguda Corporate Office (Jharkhand) & Turamdih Brach Office	1
ii) Tummalapallee Brach Office (Andhrapradesh)	2

- If any of the firm does not accept the assignment offer for any unit/office, assignment offer shall be given to the next firm of the empanelled list. **However, in case of tie of the awarded points; preference would be given to the firm that was incorporated earliest.**

4. Assignment shall be awarded to one applicant for one location only. However, any firm from the empaneled list can be assigned any one or two unit/office at the discretion of UCIL, if number of empaneled Firms is less.
5. The firms are advised not to send their application
 - (a) If any of the disqualifications prescribed under rules / regulations and decisions of ICAI/ICMA is found applicable to the firms and/or
 - (b) conditions prescribed by C&AG under section 139 of the Companies Act, 2013 are not met. The firms with common partner/s are also advised to apply through one firm only and multiple applications with common partner/s will be liable for rejection.
6. Declaration of the Firm / LLP :

We confirm that we have not taken any deviation from the specified terms & conditions of the EOI documents. A copy of complete EOI document duly signed and sealed on all pages as a token of acceptance of all terms and conditions as mentioned in attached Annexure- A.

We confirm that we will execute the Internal Audit Assignment at UCIL unit/office from our nearest office/ branch office as mentioned in the copy of certificate of incorporation from ICAI.

It is certified that our audit firm is not debarred/disqualified/black listed by any regulatory/statutory body or Government entity.

Signature of Partner with Seal of the Audit firm

Date :

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

Technical parts of the offer should be submitted online through CPPP website <https://etenders.gov.in/eprocure/app>

A bidder shall register in advance with their Digital Signature Certificate (DSC) at the CPPP 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. The Techno-commercial Part shall be completely filled up and submitted at the CPPP website <https://etenders.gov.in/eprocure/app> only. Please note, Hard copy of Techno commercial Part 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 (Bid Security Declaration form) 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

Registration Helpdesk, CPPP -0120-4001 002/005 & 0120-6277 787

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.

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, based on marks obtain in the technical eligibility criteria.

vii) SCOPE OF WORK

- a. 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
- b. 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 quarterly audit report by end of next month for FY 2021-22 i.e. 01-04-2021 to 31-03-2022. All the report should be submitted before the closing of Annual Accounts.
- c. 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 & Tummalapalle units:

Travelling expenses from office of the firm to UCIL site at Singhbhum & Tummalapalle 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. The fee quoted in price schedule by the successful bidder shall include all charges & nothing will be paid extra.

However lodging at UCIL Guest house / Hostel shall be provided at Singhbhum & Tummalapalle Units for Partners of the Firm at free of cost subject to availability. Accommodation for semi qualified staff / audit staff may be provided at UCIL quarter/ hostel at commercial rent subject to availability.

x) EARNEST MONEY DEPOSIT(EMD):

The bid shall be accompanied by **Bid Security Declaration Form** to be uploaded in the tender as EMD. The format of Bid Security Declaration Form available in the tender.

xi) SECURITY DEPOSIT (SD):

Total amount of Security deposit shall be limited to 3 % of the awarded value of work. Fifty percent of this amount shall have to be deposited as initial security deposit at the time of execution of agreement including the amount deposited as Earnest Money.

(A) Acceptable mode of payment of Initial Security Deposit/ Earnest Money:

- i) For deposit upto Rs. 5,000/- : Demand Draft payable at SBI, Jaduguda / Hartopa.
- ii) For deposit beyond Rs. 5,000/- and up to Rs. 1.00 Lakh.: DAC/TDR/FDR etc. from any Schedule Banks duly pledged in favor of UCIL. But in case of Earnest Money of amount more than Rs. 50,000/-, the Tenderer should submit Bank Guarantee issued by Nationalized bank.
- iii) For deposit beyond Rs. 1.00 Lakhs: Bank Guarantee issued by Scheduled bank of jointly, severally bound with the Consultant to the purchaser for the amount same above. The terms of the said guarantee shall be such as shall be approved by the purchaser and the obtaining of such guarantee and the cost of guarantee to be so entered shall be at the expenses, in all respects, of the consultant. The said guarantee shall be valid till the expiry of the contract period and issue of the final certificate by the audit-in-charge, and with a claim period of Six months beyond its required validity.

In addition to the above, further amount to the extent of the 3% of awarded value of the work will be deducted from the Running Account bills by way of percentage deductions. Such percentage deduction shall be @ 3% of the running account bills till the full amount of security deposit is realized/retained by the Corporation.

(B) Refund of Security Deposit:

The Security Deposit shall be refunded to the consultant after submission of all final report and completion entire job as per scope of work.

(C) The Security Deposit shall stand forfeited in favour of UCIL, without any further notice to the party in the following circumstances:

- (1) 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.
- (2) If the party indulges at any time in any subletting/sub-contracting of any portion of work without approval of UCIL.

(XII) GENERAL TERMS & CONDITIONS FOR SUBMITTING THE OFFER

1. PAYMENT TERMS:

Payment for annual fee shall be released in four equal installments based on progress of the work as certified by the In-charge of internal audit department at HO. The first, second & third installment shall be released after submission of final 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/FEEES

The offered price should be valid for a period of 180 days from the date of opening of technical bid

3. PERIOD OF CONTRACT

The period of contract shall be one year i.e. financial year 2021-22. M/s UCIL reserves the right to extend the contract on same terms & conditions for the next two financial years (2022-23& 2023-24) subject to certain need based changes in the audit scope.

4. RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS:

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 action.

5. RELATED PARTY:

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. INCOME TAX:

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.

(XIII) 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, :

For Jharkhand Units:

For Corporate Office at Jaduguda & Turamdih Branch Office (Jamshedpur)

Internal Audit is to be carried out Quarterly basis and accordingly firm has to provide at least 4 Audit assistant and one qualified Chartered Accountants / Cost Accountants for at least 30 working days for each quarter of Audit. Audit programme shall be handed over to you before commencement of Internal Audit. Final report shall be submitted within 10 days from the date of finalization of draft & summary report.

For Andhra Pradesh Unit: (Tummalapalle)

Two audit staff and one qualified Chartered Accountant / Cost Accountant shall be deputed for 15 working days for each quarter of audit. Final report shall be submitted within 10 days from the date of finalization of draft report.

The firm should also depute sufficient number of competent audit Professional in all UCIL Jharkhand, Andhra Pradesh Units (Tummalapalle) for Inventory & Fixed Asset Verification and cover the areas as defined in our NIT.

2. Successful bidder shall submit draft quarterly audit report in details as well as summary format (Both Soft copy & Hard Copy) to the In-charge of Internal Audit department at HO and the final report along with the views of the In-charge of Internal audit department at HO shall be forwarded to Director (Finance) with copy to HOD (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), HOD (Finance) and internal audit 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. Necessary insurance coverage for all audit members shall be taken by the Firm.
10. 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.

11. All pages of tender documents and documents submitted in support of PQ criteria have to be self-attested by the bidder.
12. Clear and complete details in separate sheets, for determination of Points in support of information against Pre-qualification criteria should be furnished in as separate format.

(XIV) FORCE MAJEURE

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

(XV) FAILURE AND TERMINATION

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.

(XVI) ARBITRATION AND LEGAL JURISDICTION

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.

(XVII) DEVIATION STATEMENT

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

(XVIII) 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 favor 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.

Dr. 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 Singhbhum, 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 Limited

Sd/-

DGM /HOD (Finance), JADUGUDA

(XIX)

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):

(xx) Remuneration







Name of Job/ services: Internal Audit as per Scope of work (Annx-I) for four quarters and Physical Verification of Inventory (Store & Spare) as per Scope or work (Annx-II)

Remuneration: Following all-inclusive remuneration is fixed for one year (i.e., for the year 2021-22) excluding GST.

Sr. No.	Group wise audit location	No. of Firms	All-inclusive remuneration (Excluding g GST) for one year (Rs.)
(i)	<u>Head Office/ Registered Office(Jaduguda) & Turamdih Barch Office (Jamshedpur)</u> 1. Jaduguda Corporate Office 2. Jaduguda Mill & Mines 3. Bagjata Mines 4. Bhatin Mines 5. Jaduguda Store 6. Turamdih Brach office 7. Turamdih Mill & Mines 8. Narwapahar Mines & Store 9. Bandurang Mines 10. Mahuldih Mines 11. Turamdih Store 12. Fixed Asset Verification (Turamidh Unit 2021-22 , Narwapahar & Bagjata Unit 2022-23 & Jaduguda Mill & Mines 2023-24)	1	7,00,000
(iii)	<u>Tummalapalle (Pullivudal, Kadappa, A.P) Brach office</u> 1. Tummalapalle Mill & Mines 2. Tummalapalle Store	1	3,00,000

1. Remuneration as indicated above is all-inclusive i.e., fees and all out-of-pocket expenses.
2. Conveyance for visiting Mines will be arranged from Tata Nager railway station by the Company maximum twice for a quarter, i.e, for dropping and pick up, if required.
3. Payment: Fees will be paid quarterly basis. Fees for the Year 2021-21, as indicated above, will be paid within 30 days from the receipt of final audit report.

(XXI) 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: Name _____	Contractor/Candidate/Supplier: Name _____	Contractor/Candidate/Supplier: 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
Authorised Official Signature	Authorised Official Signature	Authorised 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.

(XXII)

Bid Security Declaration Form

Date: _____ Tender No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

Sr. No.	Scope of the Internal Audit-Outsourced			
	Areas	Periodicity	Extent	Reporting requirement with specific emphasis on following issues
A	Cash & Bank Book			
1	Cash & Bank	Half-Yearly	Test checking for all months 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	Half-Yearly	-	Average daily holding of cash balance 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	-	<ol style="list-style-type: none"> 1. Electronic receipts and disbursements and associated internal control thereof towards inputting, authorizing and approving as per delegation of power. 2. Checking of all payments through electronic mode. 3. Checking of original supporting paper enclosed in the Bank vouchers 4. Checking of all payments is entered in the accounting software & no payment made outside software.
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 detailing 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	<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	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	Quarterly	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 -Quarterly	-	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)	Half Yearly	Test checking	
3	Recovery and deposit of TDS and GST etc.	Quarterly	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 Turamdih Mine.	Any one Quarter Of particular Financial year	-	Review and full report on Turamdih Mine.

4	Hospital, Auto Section (Under ground & Surface), Guest House, Estate Office of Tummalapalle Unit.	Half Yearly	-	Review and full report on Tummalapalle Mine.
5	Royalty	Quarterly	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)	Quarterly	-	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 of work.	Physical verification of FA at opening of FY by end of November & for additions during the year latest by 15th April. (Turamidh Unit 2021-22 , Narwapahar & Bagjata Unit 2022-23 & Jaduguda Mill & Mines 2023-24)
2	Physical verification of Stores and Spares	Yearly	As per Scope of work of Jaduguda, Narwapahar, Turamidh & 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 Inventories (stores & spares) Audit includes the following:

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

For Stores & Spares:

Category "A" Item	- 100% Checking
Category "B" Item	- 80% Checking
Category "C" Item	- 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 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.
13. Any other assignment of related job required if any.

Signature of tenderer

Sub : Self Evaluation Statement of the Bidder :

(Annex-III)

Sl. No.	Pre-qualification criteria	Documents required (Self Attested)	Basis for awarding of points	Documents (Enclosed)	Marks
1	Firm should be a Partnership Firm or Limited Liability Partnership Firm (LLP) and should not be less than five 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.	2 points and additional 1 Point for additional year of Firms Registration.		
2	No. of Full Time CA / CMA Employees	Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India or The Institute of Cost Accountants of India	1 point each for C.A/CMA qualified Employees/ assistants.		
3	Firm should have conducted Internal audit or Statutory audit during previous 5 (five) years ending 31.03.2021 of PSUs (State PSU or Central PSU) engaged in manufacturing / processing activity having turnover of at least Rs 500 crore during the Relevant year.	Copy of appointment order/letter received from clients in this regard along with self-certificates towards conduction the same. Further the copy of financials of the client in support of turnover.	2.5 Points for each year completed Internal audit or statutory audit of PSU having turnover of at least Rs. 500 crore.		
4	Experience of conducting Internal Audit of Mining PSU	Copy of appointment order/letter received from clients (Mining PSU) in this regard along with self-certificates towards conduction the same. Further the copy of financials of the client in support of turnover.	3 Points for each year completed Internal audit of PSU		
5	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.	1 Point for each Associate member and 2 points for each fellow member		
6	No. of Qualified ISA/DISA/CISA/CIA partner or employee	Relevant certificate (ISA/DISA/CISA/CIA) is produced as proof.	2 points per qualified partner or 1 point per employee		
7	Partners having completed Internal audit certification course of ICAI or equivalent course of ICAI	Relevant certificate is produced as proof.	2 points per qualified partner		
8	Firm should have average gross receipts of at least Rs. 100 lakhs in last three previous financial year i.e.2018-19 ,2019-20 & 2020-21	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 100 lakhs and additional 1 Points for every additional turnover of 10.00 lakhs		
9	Offices Situated in following locations: 1. Jamshedpur 2. Bangalore/ Hyderabad	Copy of Firm Registration Certificate (FRC) as mentioned at sl. No. 1 above	Per Location – 5 points		
			Total marks obtain		

Signature of tenderer