

URANIUM CORPORATION OF INDIA LIMITED

(A Govt. of India Enterprises)

P.O.: Jaduguda Mines,

Website: www.ucil.gov.in

Distt: East Singhbhum

Jharkhand, PIN: 832102.

Ref No.: NIT NO.: UCIL/COST

AUDIT/06

CIN: U 12000 JH 1967 GOI 000806

Phone No: 0657-2730122/2730222

FAX No.: 0657-2730322.

03.08.2021

N.I.T. No. UCIL/COST AUDIT -2021

Uranium Corporation of India Ltd., Jadugoda, invites sealed tender from Cost Accountant Firms for Appointment of Cost Auditor as per the following:

1	Name of Work.	Appointment of Cost Auditor from Cost Accountant firms for FY 2021-2022.
2	Estimated cost of work.	Rs. 20,000/ plus GST
3	Cost of tender fees.	NIL
4	Period of contract	One year with extension of one year.
5	Earnest Money amount (to be deposited with tender by demand draft in favour of UCIL,)	NIL
6	Date of submission of tender.	16/08/2021 up to 3.00 pm
7	Date and time of opening of tender.	16/08/2021 at 3.30 pm

Pre-Qualification criteria: As per clause in NIT.

Conditional offer may disqualify so renderer's are advised to quote price as per NIT and accept our NIT T&C.

Full details, terms, conditions and specifications of works as well as detailed conditions of tendering shall be available in the above-mentioned NIT document, which can be downloaded from UCIL web site www.ucil.gov.in / www.uraniumcorp.in from 03/8/2021 onwards. Telex, Telegraphic, Postal or e-mail bids will not be entertained. Seal tender (**Both Technical and Price part**) will be received in the tender box kept at the Personnel section at Jaduguda Administrative office up to 3.00PM on 16 /08/2021 and will be opened (technical part only) on same day at 3.30 PM at Jaduguda Administrative (Personal section) by the approved representative(S) of the competent authority, in the presence of parties who may likely to be present. **Tender are to be quoted their price as per N.I.T. and only in the price bid format. The bidders need to submit the Hard copy of Seal tender (Both Technical and Price part) in envelop subscribed the work with NIT UCIL/COST AUDIT -2021 over envelop and same to be submitted at the office of DGM (Per/ IRs), UCIL, AT/PO- Jaduguda Mines, East Singhbhum, Jharkhand-832102 on or before the opening of Tender, otherwise tender will not be opened of the concerned Bidder**

Tenderer should submit along with tender: Duly signed all pages of tender documents, GST registration detail, PAN copy, credentials of the firm as required under PQC and any other documents which they think fit in support of their credentials. Corporation reserve the right to accept or reject any or all bid(s) either in part or full there of or split up if necessary, without assigning any reason whatsoever. Two separate envelopes one marked "Technical part" containing PQC supporting papers, signed NIT and any other documents which may think in support of credentials and other envelope marked "PRICE PART" in which only price in NIT format, is required to be submitted.

For Chairman & Managing Director
Uranium Corporation of India Limited

Distribution: All notice boards.

Signature of tenderer

URANIUM CORPORATION OF INDIA LIMITED

JADUGUDA MINES

DIST: EAST SINGHBHUM

JHARKHAND – 832102.

PHONE NO. 0657-2730122/ 2730222

FAX NO.: 0657-2730322

TENDER DOCUMENT

FOR

NIT NO. UCIL/COST AUDIT-2021

FOR

**“ Appointment of Cost Auditor from Cost Accountant firms.
For Uranium Corporation of India Ltd. For F.Y. 2021-22”.**

Signature of tenderer

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Signature of tenderer

(I) INTRODUCTION:

Uranium Corporation of India Ltd. (UCIL) is a public sector Enterprise under the administrative control of Department of Atomic Energy, engaged in mining & processing of uranium ore for generating nuclear power. UCIL is situated at Jadugoda which is 28 km from Tatanagar Railway Station and 3 km from Rakha Mines Railway Station. The Company is prohibited by the department of Atomic Energy vide order no 7/6/69 Min dated 07/08/1973 and 7/6/69 Min(PSU) July'3 ,1974 under section 18 of the Atomic Energy Act 1962(33 of 1962) from publishing the quantitative detail /information relating to turnover , raw material consumed, opening & closing stock, goods produced etc.

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 subscription "Appointment of Cost Auditor from Cost Accountant firms."

Sl No	CRITERIA	Documents required
1	The bidder should be in the cost accounting practice for at least 3 years as on 31/03/2021	Copy of certificate of firm registration issued by ICAI (Institute of Cost Accountant of India) should be attached.
2	The bidder should have conducted cost audit of a company having turnover in excess of Rs 100 Crore.	Proof of execution of services /credentials/ turnover (e.g. appointment letter) should be attached.
3	The firm should have at least three qualified professional with CMA qualification.	List of professionals with CMA qualification along with their membership number and date of joining with bio data.

Note:

- Bidder not fulfilling any of the above PQ criteria need not submit bid as their bid shall liable to be summarily rejected.
- All pages of tender documents and documents submitted in support of PQ criteria to be self-attested by the bidder.

Signature of tenderer

(II) INFORMATION TO BE GIVEN BY THE BIDDER

- a) Name of the bidder firm :
- b) Name of partners members :
- c) Number of working staff :
- d) Address of the firm :
- Telephone No. :
- Office :
- Mobile :
- Fax :
- E-mail Id :
- e) Registration particulars of the firm &
 Date of formation :
- f) Name /Designation /Address of the signatory
 Of the bid with letter of authorization, if any :
- g) Permanent Account No (PAN)of the firm
- h) GST registration details :
- i) Details of experience (in brief) :
- j) Details of professional personnel/ working staff :
- k) Details of Bank Account for 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)

Signature of tenderer

Scope of Work

- 1) Cost Audit work of the Corporation for FY 2021-22 as per guidelines of the Companies Act 2013 and submit the Audit report.
- 2) Conversion of Cost Audit report in XBRL/any other prescribed for and uploading.
- 3) Uploading of report and appointment letter to MCA .
- 4) Any other work related to Cost Audit completion.

Signature of tenderer

GENERAL TERMS & CONDITIONS FOR SUBMITTING THE OFFER

- 1) **SCOPE OF WORK:** As given.
- 2) **TRAVELLING, BOARDING & LODGING EXPENSES:** The fees should be inclusive of travelling expenses. However Boarding and lodging will be provided to partners of the firm subject to availability free of cost.
- 3) **STYLE OF QUOTATION:** TWO PART SINGLE STAGE SYSTEM
The tender will be on two part system. **Part-I** consisting of techno-commercial part (except price) & **Part-II** consisting of price only as per enclosed format. After evaluation of the Techno commercial offers, the price part of the suitable parties will be opened.
- 4) **PART-I, TECHNO COMMERCIAL BID (UNPRICED)**
It shall contain:
 - a) Signed copy of all NIT terms and condition.
 - b) Documents in support of PQC.
- 5) **PART-II, PRICE BID:** This part shall contain “Price” as per enclosed format only.
- 6) **MODE OF SUBMISSION OF TENDER**
 - a) Two separate envelopes one for Technical part and another for Price part will have to be submitted by the tenderer.
- 7) **TO EVALUATE ALL PARTIES ON EQUAL PLATFORM, ALL THE COMMERCIAL TERMS & CONDITIONS OF THE NIT HAVE TO BE ACCEPTED BY THE BIDDERS OTHERWISE OFFER MAY NOT BE CONSIDERED.**
- 8) **PAYMENT TERMS**
 - a) Fees Payment shall be made within 30 days from date of receipt of valid invoice after completion of the work.
 - b) Statutory fees if any will be reimburse at actual.
- 9) **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 90 days from the date of opening of price bid.
- 10) **RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS:**

M/S UCIL reserves the right to accept any bid, and to cancel the bidding process and rejects all bids, at any time prior to award of contract without assigning any reasons
Whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the UCIL's action.
- 11) **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 are common.
- 12) **INCOME TAX:**

Income tax inclusive of surcharge and any other tax if applicable shall be deducted at source.
- 13) **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 changes in Taxation will be applicable as per prevailing statutory provisions.

14) 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.

15) OTHER TERMS AND CONDITIONS:

1. Successful bidder shall depute sufficient number of competent staff as specified for this work at their own cost.
2. The firm staff may be advised to observe all safety precautions as applicable to the department in which the work is carried out.
3. The company shall not be responsible for any accident caused to your personnel due to any circumstances happen within or outside the company premises.
4. Every effort shall be made to complete the work strictly as per the scope of works.
5. Successful bidder shall be in constant touch with HOD (Finance)-Jadugoda.
6. Information made available during the course of work of Audit shall be used only for bona fide work relating to the company and not for any other purpose. The firm shall not divulge the information made available by the company or otherwise acquired during the course of Implementation to any other agency.
7. The company reserves the right to accept /rejects any or all the offers without assigning any reason whatsoever therefore.

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.

16) Evaluation of tender: L1 bidder will be decided on the basis of rate quoted in the priceFormat.

17) 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.

Signature of tenderer

PRICE BID FORMAT

Name of Job/ services: Appointment of Cost Auditor from Cost Accountant firms, For Uranium Corporation Of India Ltd. 2021-2022”.

Name of Organization: URANIUM CORPORATION OF INDIA LTD.

Name of Bidder:

Sl. No.	Description of Work	Unit	Amount (In Rs.)
1.	Cost Audit fees for one year (including all expenses , Travelling etc but excluding GST)	Lump Sum	
	Total Rs.		
	Total Rs. 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. Conditional offer will be rejected.
4. In case rate quoted by the bidders is tie ; preference would be given to the firm that was incorporated earliest