



Cement Corporation of India Limited
(A Govt. of India Enterprise)
Core V, SCOPE Complex, 7 Lodhi Road
NEW DELHI-110 003
CIN-U74899DL1965GOI004322

E-mail: ss.hussain@ccilttd.in
Website: www.ccilttd.in

NOTICE INVITING E-TENDER (NIT)
(Only through e-procurement)

NIT No.: FIN/CCI/CA/2021-24

Dated:28.01.2022

E-Tender is invited in single bid for appointment of Cost Auditors for the financial years 2021-22 to 2023-24, as per the description given below. Interested Cost Accountant firms having requisite experience in Cost Audit may submit their tender in prescribed format through electronic form. The tender shall be opened after the due date of submission of Tender at 3:30 PM i.e. 18.02.2022. The complete set of tender documents is available on websites www.ccilttd.in, www.eprocure.gov.in and www.cci-etender.com of Antares Systems Ltd.

E-TENDER NO.	Tender No. FIN/CCI/CA/2021-24
MODE OF TENDER	e-Procurement System (Online Tendering and Price Bid) through www.cci-etender.com of Antares Systems Ltd. No physical tender is acceptable.
Date of NIT available to parties to download	From 28.01.2022 (15:00 hrs.) Till 18.02.2022 (15:00 hrs.)
Date of Starting of e-Tender for submission of on line Techno-Commercial Bid and Price Bid at www.cci-etender.com	From 28.01.2022 (15:00 hrs.) Till 18 .02.2022(15:00 hrs.)
Date & time of opening of Price Bid:	18.02.2022 at 15:30 hrs.
Validity of bids	60 days from the date of Price bid opening.

Manager (Fin)

Note: The tenderers are advised to keep visiting our website till last/extended date of submission/due date of opening of tender for corrigendum /addendum, if any, to the tender.

List of Annexure

The tender documents comprise of following:-

Annexure: I	Important Instructions to Bidders
Annexure: II	Format of Offer along with Checklist of Documents
Annexure: III	Eligibility Criteria/Evaluation Criteria, Terms and Conditions
Annexure: IV	Price Bid Performa (Price schedule) to be submitted duly filled in on-line.

	single document for upload is 5 MB. Once documents are uploaded in the library, vendors can attach documents through AttachDocument link against the particular tender. For further assistance please follow instructions of vendor guide
5	All notices/corrigendum and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by CCI. Hence the bidders are required to ensure that their email I.D. provided is valid and updated at the stage of registration of vendor with Tenderwizard (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
6	The responsibility of downloading the related corrigenda, if any, will be that of the downloading parties.
7	E-tender cannot be accessed after the due date and time mentioned in NIT.
8	Bidding in e-tender: a.) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system. b.) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof. c.) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender. d.) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.
9	Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.
10	No deviation to the price bid formats and terms & conditions are allowed.
11	After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature
12	CCI has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
13	The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website www.cci-etender.com of Antares Systems Ltd.
14	The bidders must upload all the documents duly sealed and signed, required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
15	The bid will be evaluated based on the filled-in details as per the requirements and Price Bid formats.
16	The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, punitive action including suspension and banning of business can also be taken against defaulting bidders.
17	Bidders are requested to read the vendor guide in the page www.cci-etender.com to familiarize themselves with the system before bidding.

For and on behalf of CCI Ltd.
Manager (Fin)

CHECKLIST

The following documents, Format of offer have to be submitted in online mode alongwith Price Bids of the tender. The Bidders are requested to visit the website of CCI: www.ccilttd.in and click on "Tenders" tab to view the General Terms & Conditions (GTC) of the contract. Bidders are advised to go through the detailed GTC and successively submit the various Annexures as given in the table below:

(On letterhead of Firm)**Annexure-II(A)**

Format of the offer

1. Details of Establishment

Name of the Firm:	
Registration No. of the Firm:	
Date of Registration of the Firm:	
PAN No. of the Firm:	
GST Registration No. :	

Unit for which Cost Audit is applied for

Tandur	Rajban & Lead Auditor	Bokajan

Please mention 'Applied for' in the box under the unit for which tender is applied.

2. Detail of Head Office and Branch Office

	Address	Date of Establishment	Contact Person/Mobile No./other contact No.	E- mail	Supporting document
Head Office					
Branch Office 1					
Branch Office 2					

3. Detail of Partners

SINo.	Name of the Partner	Membership No.	Date of joining the firm as Partner	No. of years completed in full time practice	Supporting document

4. Details of experience in Cost Audit in last 5 financial years (in reverse chronological order).

SINo.	Name of the	Fin. Year of	Turnover of	Supporting document
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	Company	Audit	the Company (Rs. in Crore)	

Please furnish experience in Cost Audit of companies including experience in PSU & Cement Companies.

Note:-

- 1) All supporting proofs/ documents in respect of evaluation criteria must be submitted with the tender.
- 2) List of documents to be submitted along with the tender (YES/NO wherever applicable):

S. No.	Particulars	Yes/No
1	Latest registration certificate of the firm issued by The Institute of Cost Accountants of India w.r.t the information related to the year of establishment of Head Office, Branch Office(s), address(es), details of partners along-with their membership nos. etc. Particulars as indicated in the Certificate(s) will be treated as conclusive and used for the purpose of evaluation of tender.	
2	Copy of Firm's PAN card	
3	Copy of Firm's GST Registration.	
4	Certificate of practice issued by Institute of Cost Accountants of India to partners/ firm.	
5	Copies of appointment letters for Cost Audit in evidence of experience.	
6	Is firm registered and set up on or before 31-03-2016	
7	Certificate declaring that the firm is eligible for appointment and is not disqualified for appointment under Companies Act 2013	
8	Annexure II A on firm letter head duly stamped and signed.	

- 3) A copy of complete tender document duly signed as a token of acceptance of all terms and conditions and sealed.
- 4) All the pages of offers and documents are to be signed by the partner owner of the firm along with seal of the firm.

Declaration:-

I, _____, Partner of the Firm _____, hereby declare that the above information furnished is true & correct to the best of my knowledge and I/we will abide by the Terms & Conditions set by the company for the appointment of Cost Auditors.

Signature and seal of the firm

(On letterhead of Firm)

Annexure-II(B)

Declaration of Eligibility
(By the Cost Accountant Firm)

We, M/s (name of Cost Accountant Firm) hereby certify that we have not been banned/de-listed/de-barred from business by any PSU/Govt. department during last 03 (three) years.

(Signature and seal of the firm)

SPECIAL TERMS AND CONDITIONS

In addition to the General Terms & Conditions of the tender under Part-I & II, the following special terms & conditions will also apply to the contract.

These special terms & conditions, if contradictory to any conditions given in tender document, shall prevail upon the conditions given therein:

1. Introduction:

Cement Corporation of India Limited (CCI), a Public Sector Enterprise of the Govt. of India with an authorised share capital of Rs.800 Crore which is the only Central PSU in the country for manufacturing of Cement. CCI was incorporated in the year 1965.

CCI is presently operating three plants, with annual installed capacity of 14.46 Lakh MT. The operating plants are situated at Tandur (Telengana) with installed capacity of 1 million tonne, Bokajan (Assam) with capacity of 1.98 Lakh MT and Rajban (Himachal Pradesh) with 2.48 Lakh MT capacity.

2. CCI Units for which Cost Auditors are to be appointed.

Company intends to appoint Cost Auditors for F.Y 2021-22 to 2023-24 for it's Plants located in the states of Himachal Pradesh, Assam, Telangana . The firm appointed for Rajban unit shall be designated as Lead Cost Auditor for the corporation for consolidation & its certification as lead auditor. Only one firm will be considered for one unit.

3. Scope of Work:

Detailed scope of work shall be as under:

To Carry out Cost Audit of the Cement Plants of Company in accordance with the provisions of Section 148 of the Companies Act, 2013 and provisions of the Companies (Cost Records and Audit) Rules 2014 as amended from time to time. Cost Audit shall be in adherence to the relevant orders/clarification issued by Cost Audit Branch, Ministry of Corporate Affairs, Govt. of India and the Cost Accounting Standards issued by the Institute of Cost Accountants of India, from time to time.

Lead Cost Auditor designated by the Company shall consolidate Cost Audit Reports and annexure to cost audit reports of all three operating units as certified by the respective Cost Auditors of the unit. Lead Cost Auditor shall also work for conversion of Consolidated Cost Audit Reports in XBRL mode, filling the same with Central Government and other associated works at Corporate Office, Lodhi Road New Delhi. Compliance with any other instruction issued in respect of cost audit under Companies Act, 2013. Attending formal meetings with the Company management, Audit Committee/Board of Directors of the Company in connection with the Cost Audit Work.

4. Cost Audit Team

The Cost Audit team should consist of adequate number of qualified/semi-qualified assistants led by a partner of the Firm for the Cost Audit work of respective unit.

5. Cost Audit Fees:

- 5.1. Audit Fee is to be quoted in the price bid format. Bidding firms may please note that apart from the Audit Fee, no other amount shall be reimbursed to the firm except what is mentioned at para 5.3. The audit fee shall be considered as inclusive of all expenses. Applicable GST shall be paid extra.
- 5.2. In the case of operating plants, CCI has the facility of Guest House, free lodging and boarding shall be provided by the unit subject to availability.
- 5.3. In case the partner of a firm is invited to visit Corporate office New Delhi, if required by the Audit committee or for any other purpose, Travelling & Daily Allowance shall be paid extra for one partner and the same shall be regulated based on actual amount incurred. For this purpose, the partner of the firm shall be considered equivalent to the level of Executive Director as per CCI's T A rules. In case, the meetings are to be done in video conference mode, no such expenses shall be reimbursed.

6 Eligibility Criteria

- 6.1. To be eligible to apply for Cost Audit, a firm of Cost Accountants should have been registered and set up on or before 31-03-2016.
- 6.2. No firm of Cost Accountants shall be appointed as Cost Auditor for a continuous period of more than 3 years. So, any firm of Cost Accountants who completes 3 years continuous term shall cease to be the Cost Auditor for a fourth term. For firm of Cost Accountants who are already appointed as Cost Auditors of CCI units up-to the year 2020-21 shall complete their 3 years term in between the financial years 2021-22 to 2021-24 and hence will cease to be Cost Auditors for the subsequent year.
- 6.3. As on 1st April 2021 and till the date of applying for the tender, the Cost Accountant firm should have minimum 2 partners having experience of minimum 3 years. The requirement of minimum number of partners is considering partners who are in whole time practice only. Partners having part time practice shall not be considered as a partner for the purpose of eligibility criteria.
- 6.4. The Firm Should have experience of cost audit in PSU during last 5 years.
- 6.5. The Firm Should have experience in Cement Sector in last 5 years.
- 6.6. The firm quoting lowest amount (L-1) in each Unit shall be considered for selection. One firm can apply in only one of the unit above. In any case, a single firm will be allotted one unit only so as to select the 03 (three) firms for three units by CCI. In case, any firm bids for more than one unit then all the

quotations of that firm will be rejected by CCI. In case of joint L-1, the following sequence shall be adopted for selection.

- a) The firm with longer experience shall be given preference based on the date of registration.
- b) Firm with a higher number of Members Institute of Cost Accountants as partners shall be given preference.

7 Other Terms and Conditions:

- 7.1. The Company reserves the right to accept / reject any or all the tenders without assigning any reason whatsoever thereof.
- 7.2. Firms who have served in the capacity of Cost Auditors of the Company upto the financial year 2020-21 for consecutive three years shall not be considered for appointment as Cost Auditor.
- 7.3. 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 authorised person of applicant firm.
- 7.4. Information related to Firm of Cost Accountants and selection criteria shall be submitted in the Annexure-II(A).
- 7.5. Declaration that Firm of Cost Accountants have not been banned/de-listed/debarred from business by any PSU/Govt. Department during last 03 (three) years shall be submitted in Annexure-II(B).
- 7.6. Company shall deduct TDS/any other tax/levy as per prevailing rules/rates.
- 7.7. All the pages of the proposal document shall have to be signed by the applicant firm(s) with the firm's seal and documents submitted along-with the offer shall also have to be authenticated by the authorized signatory of the applicant firm(s) with the firm's seal.
- 7.8. The tender should be applied strictly as per terms and conditions laid down in the document. All the documents should be signed with the seal of the firm and scanned subsequently into one PDF file and uploaded at the time of tendering.
- 7.9. The period of appointment for Cost Audit shall be for a period of 3 years. However, apart from the reason mentioned in para 6.2, CCI reserves to right to rescind the appointment at the end of either 1 year or 2 years if the performance of Cost Auditor will be found unsatisfactory. CCI management shall have the sole discretion of deciding what is 'unsatisfactory performance'.
- 7.11. CCI shall maintain a panel of Cost Accountant firms other than L-1. In case of appointed firm being dropped within the period of 3years, as mentioned in Para 7.9, the Cost Audit of the concerned unit shall be offered to the list of

firms in the panel in order of L-2, L-3 and so on who matches the fee quoted by L-1 firm.

8 Compliances / Declarations /Certificates by firm(s) to be provided by the Cost Accountant firm on appointment:

- i. The Cost Accountant firm shall not sub-contract the assigned audit work.
- ii. The Cost Audit team shall work in strict confidence and shall ensure that all information obtained during the course of audit shall be dealt with in strict confidentiality and secrecy.
- iii. Assigned Cost Audit work of the unit shall be completed within time frame specified by the Company.
- iv. No partner of the Cost Accountant firm should be related to either Chairman and Managing Director or any Whole Time Directors or Part Time Directors of the Company within the meaning of the Companies Act, 2013,
- v. Neither the Cost Accountant firm nor its partner(s) or associates should have any interest in the business of the Company,
- vi. The Cost Auditor will be required to submit a certificate declaring that:
 - The firm is eligible for appointment and is not disqualified for appointment under the Companies Act 2013;
 - The list of proceedings against audit firm or any partner of the audit firm pending with respect to professional matters of conduct, as disclosed in the certificate, is true and correct.
- vii. The firm satisfies the eligibility criteria. The number of partners not having full time practice has been ignored.
- viii. The Cost Accountant firm shall ensure that data given to the Auditor by company and any information generated from the data provided shall not be used by the Auditor for any other purpose.

9 Debarring Provisions:

The Cost Accountant Firm will be debarred from getting, in future, the Cost Audit of CCI:

- i. If the Firm obtains the appointment on the basis of false information/misstatement.
- ii. If the Firm does not take up audit in terms of appointment letter.
- iii. If the Firm fails to maintain/honour confidentiality and secrecy of the Company's financial or non-financial information.
- iv. If the Firm fails to comply with any of condition laid down in tender document or appointment letter.

PRICE BID FORMAT

PROFORMA FOR COMMERCIAL/PRICE BID (For conducting Cost Audit of CCI Ltd for the Financial Year 2021-22 to 2023-24).

Annual Professional Fees for Cost Audit for the FY 2021-22 to 2023-24 (Inclusive of all expenses):

PARTICULARS	TOTAL AMOUNT PER ANNUM (IN RS.)
Annual Professional Fees for Cost Audit (For any one unit as per Annexure-II (A).	

Professional fees in words: Rupees.....

Notes:

1. In case of difference in quoted price in figures and words, price quoted in word will prevail.
2. Further, please refer clause no 5 of Special Terms and Conditions.
3. The firm quoting lowest amount (L-1) in each unit shall be considered for selection.

(Signature and seal of the firm)