

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/IA/AC/2017-18/01

CIN: U 12000 JH 1967 GOI 000806

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Dated 09.05.2017

N.I.T. No. JAD/AC - 01

Uranium Corporation of India Ltd., Jaduguda, invites sealed public tender for engaging Chartered Accountant Firms as an Internal Auditors for UCIL, Jaduguda for the financial year 2017-2018 as per the following:

1.	Name of Work	Engagement of Chartered Accountant firms as an Internal Auditor for Uranium Corporation of India Ltd., Jaduguda.
2.	Estimated value of work	Rs. 5,58,700/-
3.	Period of Contract	Initially for one year and may be extended for further two years.
4.	EMD to be deposited with tender	Rs. 10,000/-
5.	Date for submission of tender documents	31.05.2017 up to 3.00PM
6.	Date and time of opening of tender (Envelop -1 only)	31.05.2017 at 3.30PM

Interested parties may download the tender document containing all details from websites: www.ucil.gov.in . Any corrigendum/ extension to above shall be given in the said websites only.

For Chairman & Managing Director
Uranium Corporation of India Limited

Signature of tenderer

URANIUM CORPORATION OF INDIA LIMITED

JADUGUDA MINES

DIST: EAST SINGHBHUM

JHARKHAND – 832102.

PHONE NO. 0657-2730122/ 2730222

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TENDER DOCUMENT

FOR

NIT NO . JAD/AC – 01

FOR

“ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS AS AN INTERNAL AUDITOR FOR URANIUM CORPORATION OF INDIA LTD INITIALY FOR ONE YEAR AND MAY BE EXTENDED FOR FURTHER TWO YEARS”.

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 Jaduguda which is 28 kms from Tatanagar Rly Station and 3 kms from Rakha mine Rly Station and its Unit at Tummalapalle which is situated in Andhra Pradesh near Kadapa, Hyderabad. UCIL invites firm offer for appointing Internal Auditor to carryout Internal Audit coverage in UCIL for the financial year 2017-2018 and onwards.

(II) PRE QUALIFICATION (PQ) CRITERIA

CA 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 "Engagement of Internal Auditor in UCIL, JADUGUDA, Jharkhand".

SI No	PQ criteria	Documents Required
1.	The firm of Chartered Accountants should not be less than three years old as on date of tender and must have head office at Jamshedpur and have branch office at Hyderabad/ Bangalore and minimum number of partners in the Firm must be 10 along with minimum 25 working staff.	(i)Copy of firm registration certificate (FRC) issued by the institute of chartered accountants of India and , (ii)Copy of certificate of practice of all the partners of the firm.
2.	The empanelment of the firm with C&AG must be valid on the date of bidding.	Document issued by the C&AG office in support of validity of the empanelment of the firm with C&AG office.
2	Firm must have the internal audit experience of at least one PSU processing/ manufacturing company in last five years ending 31.03.2017.	(i)copy of orders received from clients in this regard and, (ii) Self certificates completion.
3.	The firm should have an exposure in handling tax matters during previous five years ending 31.03.2017.	(i)copy of orders received from clients in this regard and, (ii) Self Certificates with details on the subject to that effect.
4.	Firm should have gross receipts exceeding RS 75.00 Lakhs in any one of the previous financial years i.e. 2015-2016.	(i)Copy of financial statements with financial Year 2015-16 in support of gross receipts duly certified.

Signature of tenderer

Note:

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

(III) 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) Service tax 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

IV) PREPARATION AND SUBMISSION OF BID:

1. Envelope1: The Bidder shall fill in the particulars given in clause (iii) (information to be given by the bidder) and submit the copies of self attested relevant documents as mentioned in clause (ii) in support of the PQ criteria .Envelope shall contain all above documents including eligibility document meeting the PQ criteria and EMD. The total document bid duly signed in all pages as a token of acceptance of all the conditions of the bid documents by the bidder shall be submitted in the said envelope.

Envelope 2: The second envelope shall contain the price bid only.

Both the envelopes shall be sealed and submitted together in a bigger envelope .

2. The sealed envelope shall:

(a) Be addressed to M/S UCIL on the following address:

D.G.M (Inst./P&IRs), Uranium Corporation of India Ltd., Jaduguda, P.O. -
Jaduguda Mines, Distt. Singhbhum East – 832102

(b) Bear the tender number and due date of opening of tender.

3. The sealed Envelope may also be dropped in tender Box should at Uranium Corporation of India Ltd., Jaduguda, P.O. - Jaduguda Mines, Distt. Singhbhum East – 832102.

In case the envelope cannot be inserted in the tender box, the envelope duly sealed may be delivered to the office of DGM (Inst/p&IRs), Uranium Corporation of India Ltd., Jaduguda, P.O. - Jaduguda Mines, Distt. Singhbhum East – 832102

The responsibility for ensuring that tenders are delivered in time would rest with the bidder.

4. UCIL shall not be responsible if the bids are delivered elsewhere. If envelope is not sealed and /nor super scribed as mention above, UCIL shall not accept the bids.

Signature of tenderer

V) LATE BIDS:

Any bid received by M/S UCIL after the prescribed date & time for submission of bids, shall be rejected.

VI) BID OPENING AND EVALUATION:

M/S UCIL shall open the bids in the presence of bidders or his authorized representatives, who choose to attend at 15:30 Hrs on the due date. The bidder's 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 the bid opening .If the last date stipulated for receipt of bids and/or for their opening happens to be Holiday /Unscheduled closure, it shall be deemed to fall on next working day at the same time.

The envelope -1 containing PQ criteria shall be opened first and envelope -2 containing Price bid shall be opened only for qualified bidders and date of opening of Price bid will be intimated later to only qualified bidders

All the bids shall be evaluated based on the terms and conditions of this tender to shortlist the qualified bidders. M/S UCIL shall consider placement of order on the qualified bidders, whose offer shall be lowest.

VII) SCOPE OF WORK:**(a) For Singhbhum Units:**

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 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 20 days from the date of finalization of draft report (please refer **Annexure – 1**).

(b) For Tummalapalle Unit:

Two audit staff and one qualified chartered accountant shall be deputed for 15 working days for each quarter of audit. Final report shall be submitted within 15 days from the date of finalization of draft report (please refer **Annexure – 1**).

(C) For Transit House at Kolkata:

Vouching of Cash & Bank voucher, verification of Stock register, Fixed Asset register and Receipt & Payment accounts. Verification of vehicle Logbook, all ongoing contracts relating to Transit House, Kolkata and vehicle maintenance registers. Verification of engagement of Contractor's manpower engaged during the related financial year. Verification of utensils of Transit House and all registers & records which needs to maintain day to day activities of Transit House.

Signature of tenderer

VIII) TRAVELLING, BOARDING & LODGING EXPENSES:**For Singhbhum units:**

Travelling expenses from office of the firm to UCIL site at Singhbhum shall be born by the Firm. Internal Auditor and audit assistant shall come at Singhbhum units on daily basis by their own arrangement. Only fooding shall be provided free of cost at Guest Houses of Singhbhum units.

For Tummalapalle unit:

Travelling expenses from office of the Firm to Pulivendula (Tummalapalle Site) shall be born by the Firm. However, local Transportation from Pulivendula to Tummalapalle Unit vice - versa, Boarding and Lodging shall be arranged by the Company at its Guest House free of cost.

For Transit House, Kolkata:

Travelling expenses from office of the Firm to Transit House, Kolkata shall be born by the Firm.

IX) EARNEST MONEY DEPOSIT (EMD):

1. The bid shall be accompanied by EMD of Rs.10,000/- (Rupees Five Thousand only) in the form of 'demand draft' issued by Nationalized bank in favour of Uranium Corporation of India Ltd. payable at Jaduguda.
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 interest immediately after finalization of order.
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.

(X) GENERAL TERMS AND CONDITIONS OF CONTRACT**1. PAYMENT TERMS**

Payment of Quarterly fee shall be released after successful submission of quarterly report and certified by the in-charge of Internal Audit department at Jaduguda. Payment shall be made within 30 days from date of receipt of valid invoice.

Signature of tenderer

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 90 days from the date of opening of price bid.

3. PERIOD OF CONTRACT

The period of contract shall be for one year i.e. financial year 2017-2018. M/S UCIL reserves the right to extend the contract at same rate, terms & conditions for the next two financial years (2018-19 & 2019-20) subject to certain need based changes in audit scope.

4. 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.

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 are common.

6. INCOME TAX:

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

7. SERVICE TAX:

Service tax 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 service tax rules .Any changes in taxation will be applicable as per prevailing statutory provisions.

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

Signature of tenderer

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.

XI) OTHER TERMS AND CONDITIONS:

1. Successful bidder shall depute sufficient number of competent staff as specified for Audit work at their own cost.
2. Successful bidder shall submit draft Quarterly audit report to the In-charge of Finance department at Jaduguda and the final report along with the views of the In-charge of to the Finance department at Jaduguda shall be forwarded to Director (Finance) with copy to In-charge of (internal Audit) department at Jaduguda.
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 any circumstances happen within or outside the company premises.
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 Jaduguda & In-charge of Internal Audit/IFC department at Jaduguda.
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 /rejects any or all the offers without assigning any reason whatsoever therefore.
9. Necessary insurance coverage for all audit members shall be taken by the Firm.
10. Estimated cost of the tender is RS.5, 58,700/- **including traveling exp as per Clause no. (VII) & (VIII)** plus taxes.

XII) 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

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XIII) 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.

XIV) 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.

Signature of tenderer

(XV) PRICE BID FORMAT**PRICE SCHEDULE****Internal Auditor for the financial year 2017-2018.**

Sl. No.	Particulars	Amount in figure	Amount in words
1	Annual fee of Internal Audit works for Singhbhum units & Transit House at Kolkata.		
2	Annual fee of Internal Audit works for Tummalapalle unit.		
3	Applicable tax for both Singhbhum units sl.no. -1 & Tummalapalle unit sl. No.-2.		
4	Total of Sl. No. = (1+2+3)		

Signature of the**Authorized person or partner of the firm with seal**

Notes:

1. Taxes shall be paid 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. If all the component of price bid is not quoted separately the bid shall be rejected.
4. However, for determining lowest offer combined fees taken together for Singhbhum units i.e. Sl. No.-1, Tummalapalle unit i.e. Sl. No.-2 & Applicable tax i.e. Sl. no.- 3 shall be considered to select a single Auditor for the whole assignment.

Signature of tenderer

(XVI) Indicative Scope of Work**(A) For Singhbhum units.**

Auditing of Accounts transactions which includes verification and vouching of Cash & Bank transactions, Checking of Bank reconciliation statement, Verification of Bank guarantee and LC. Purchase Accounts Section, Salary & Establishment Section, Works Accounts Section, General Accounts Section, Provident Fund and Gratuity Section, Cash & Fund Section, Budget & Costing section, checking of various Tax compliance for Jaduguda and Turamdih Accounts section. Further Internal Audit coverage includes checking of Purchase proposals, Hospital transaction, Estate section, Canteen, Guest House, Auto Section of Jaduguda, Narwapahar and Turamdih Mines. Checking of Legal cases, General Ledger and subsidiary ledger scrutiny. Verification of Capital and Revenue transaction and other functional are as may be decided by the management from time to time. Singhbhum units are consisting of Jaduguda Mill and Turamdih Mill and Mines consisting of Jaduguda Mines, Bhatin Mines, Bagjata Mines, Narwapahar Mines, Turamdih Mines, Mouldih Mines and Bandhurang Mines. All Mines are situated within radius of Maximum 20kms from Jaduguda Mines.

(B) For Tummalapalle Unit.

Auditing of Unit Accounts includes checking of Cash and Bank vouching, checking of Bank Reconciliation Statement, Transactions against procurement of Stores and Raw Materials, Physical of Fixed Assets on random basis. Checking of various Works Contract package, checking of all Purchase proposal, Checking of Capital and Revenue transaction, Checking of T.A. Bill, Medical Bill, LTC Bill, Checking of first aid centre, checking of Canteen and Guest House transactions, checking of tax compliances and Auditing of Tummalapalle Mines and Mill. Checking of any other functional area as may be decided by the Management from time to time.

(C) For Transit House at Kolkata:

Vouching of Cash & Bank voucher, verification of Stock register, Fixed Asset register and Receipt & Payment accounts. Verification of vehicle Logbook, all ongoing contracts relating to Transit House, Kolkata and vehicle maintenance registers. Verification of engagement of Contractor's manpower engaged during the related financial year. Verification of utensils of Transit House and all registers & records which needs to maintain day to day activities of Transit House.

Above wok to be executed as per Annexure – 1.

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(XVII)

Scope of Work**Annexure-1**

Sr. No	Areas	Periodicity	Extent	Reporting requirement with specific emphasis on following issues
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	-	1)Average Daily holding of cash balance 2)Insurance coverage of cash handling if any 3)Whether denominations are entered on daily basis with counter signature of cash in charge 4) Steps undertaken to reduce cash transactions.
3	Bank Reconciliation statements(All banks)	Quarterly	100%	To verify whether adjustment entries are passed and if not reasons for the same to be reported
4	Bank guarantee and LC	Quarterly		1) To verify whether necessary data base register is maintained by the unit for B.G. 2) Whether status of B.Gs are being monitored monthly and proper action has been taken for renewal of B.Gs.

5	VAT Returns	Quarterly	100%	1) To submit report whether unit has filed necessary returns at time under the act and retaining documents for VAT Audit.
6	Sundry creditors ledger	Half yearly	100%	1) Review and indicate list of parties not having any transactions in the last three years along with

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				age wise analysis 2) Outstanding debit balances for more than 2 years along with action taken report by the unit concerned
7	Review of Purchase advances	Half yearly	100%	1) Age –Wise advances 2) Coverage by BG or other wise 3) Recovery/adjustments as per schedule of payment.

8	Payrolls	Yearly	Test check for all months.	To be checked with last pay sheet, increments, attendance time cards.
9	Leave records	Yearly	Test check for all months.	To be checked as per the extent rules of the company
10	Unpaid wages registers and other establishment records / registers	Yearly	Test check for all months.	
11	Recovery of TDS from employees including perquisite valuation	Quarterly	Test check for all months.	To be checked as per income tax Act.
12	Recovery of loans from employees	Yearly	Test check for all months.	Recovered in terms of the guidelines /extent rules of the company
13	Verification of LTC Encashment and availed	Yearly	Test check for all months.	To be checked as per extent rules of the company
14	Medical claims	Yearly	Test check for all months.	To be checked as per extent rules of the company
15	T.A claims	Yearly	Test check for all months.	To be checked as per extent rules of the company
16	Verification of Leave encashment	Yearly	Test check for all months.	To be checked as per extent rules of the company
17	House building Advances	Yearly	Test check for all months.	To be checked as per extent rules of the company
18	Recovery and deposit of TDS, Service tax and works tax etc	Yearly	100%	To verify that taxes at source has been recovered as per the stipulated rate and deposited with the appropriate authorities on time.

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19	Royalty	Yearly	100%	All permitted deductions are taken into consideration in computation of royalty
20	Sales of scrap and discarded assets	Yearly	100%	Whether unit is making necessary TDS and TCS on all the transaction
21	Deposit of statutory dues within stipulated time	Yearly	100%	Submit information in format used for tax Audit purposes
22	Hospital, Auto Section (Under ground & Surface), Guest House, Estate Office of Jaduguda Mine.	Any Quarter of particular Financial year.	100%	Review and full report on Jaduguda Mine.
23	Hospital, Auto Section (Under ground & Surface), Guest House, Estate Office of Narwapahar Mine.	Any Quarter of particular Financial year.	100%	Review and full report on Narwapahar Mine.
24	Hospital, Auto Section (Under ground & Surface), Guest House, Estate Office of Turamdih Mine.	Any Quarter of particular Financial year.	100%	Review and full report on Turamdih Mine.
25	Hospital, Auto Section (Under ground & Surface), Guest House, Estate Office of Tummalapalle Unit.	Any Quarter of particular Financial year.	100%	Review and full report on Tummalapalle Unit.
26	Transit House, Kolkata.	Any Quarter of particular Financial year.	100%	Checking of Expenditure/ Payment made, service rendered for employees & Guest of UCIL, accompany maintenance of record, Fixed Assets. Monitoring of all activities of UCIL.
27	Special Audit			Any other functional area as may be decided by the Management from time to time as per

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