



Cottage

Central Cottage Industries Corporation of India Ltd.
(A Govt. of India Undertaking)
Jawahar Vyapar Bhawan, Janpath
New Delhi – 110 001

**E- TENDER DOCUMENT FOR
ENGAGEMENT OF CHARTERED ACCOUNTANT / COST ACCOUNTANT FIRMS FOR
CONDUCTING GST AUDIT FOR THE FINANCIAL YEAR 2017-18 UNDER SECTION 35(5)
of CGST ACT AND TO SUBMIT AUDIT REPORT / STATEMENT AS PER THE
REQUIREMENTS OF THE CGST ACT FOR CCIC HEAD OFFICE AT DELHI AND
SEPARATELY FOR EACH BRANCH AT MUMBAI, KOLKATA, BANGALORE, CHENNAI,
HYDERABAD, VARANASI AND PATNA.**

MSME Development Act, 2006 benefits applicable

TENDER DOCUMENTS (Total Pages 17)

1. Bid Data Sheet
2. E- tender Notice
3. Terms & Condition, Scope of Work and Instructions to the Bidder
4. Benefits to Micro and Small Enterprises
5. Technical Bid along with Performa I & II
6. Financial Bid
7. NEFT/RTGS Mandate Form

BIO DATA SHEET

1.	NIC RFP NO.	CCIC/GM(F)/2018-19/1
2	Project	e-Tender for engagement of Chartered Accountant / Cost Accountant Firms for conducting GST Audit for the financial year 2017-18 under CGST Act and to submit AUDIT REPORT / STATEMENT as per the requirements of the CGST Act for Delhi Head Office and separately for each branch at Mumbai, Kolkata, Bangalore, Chennai, Hyderabad, Varanasi and Patna.
3	Contact Person	Smt. Meera Somani, General Manager (Finance) Phone 011 – 27306425 e-mail – meerasomaniccic@gmail.com
4	Bid to be submitted	Online
5	Bidding Process	Two Stage : 2 Part 1. Technical 2. Financial
6	Website for NIT download and any other related information	www.thecottage.in
7	Portal for Online submission	www.eprocure.gov.in/eprocure/app
8	Validity of Bid	The bid shall be valid for a period of 120 days from the date of opening of bids and completion of work awarded
9	Selection method	L1 : Lowest price / fees in Financial bid among technically qualified bidders separately for : i. Delhi Head Office ii. Hyderabad Branch – Accounts maintained at Delhi iii. Varanasi Branch – Accounts maintained at Delhi iv. Patna Branch – Accounts maintained at Delhi v. Mumbai Branch vi. Kolkatta Branch vii. Bangalore Branch viii. Chennai Branch
10	Time frame for completion of work	As per tender document
Schedule of Events		
	Event	VENUE / DATE / TIME
1	Submission of relevant documents	All relevant documents are required to be uploaded on-line
2	Submission of online bids	e-Procurement Portal at NIC (eprocure.gov.in/eprocure/app)

		Latest by : 3.9.2018 at 3:00 PM
3	Opening of Technical Bids	e-Procurement Portal at NIC (eprocare.gov.in/eprocare/app) Latest by : 4.9.2018 at 3:00 PM
4	Opening of Financial Bids	e-Procurement Portal at NIC (eprocare.gov.in/eprocare/app) Date and Time shall be informed for the information of the bidders through CCIC's Website / Online Portal

Note : In case any of the days mentioned above happens to be declared a holiday, the said event shall be held on the following working day at the same time and venue.

Central Cottage Industries Corporation of India Ltd.
(Govt. of India Undertaking, Ministry of Textiles)
Regd Office : Jawahar Vyapar Bhawan, Janpath, New Delhi – 110 001
Tel : 011 – 27306425, 011 – 27306423, 011 – 23320439
Fax : 011 – 27306424, 011 – 23328354
Website : www.thecottage.in

CCIC/GM(F)/2018/1

Dated 13.08.2018

E-Tender Notice

SUB: ENGAGEMENT OF CHARTERED ACCOUNTANT / COST ACCOUNTANT FIRMS FOR CONDUCTING GST AUDIT FOR THE FINANCIAL YEAR 2017-18 UNDER CGST ACT AND TO SUBMIT AUDIT REPORT / STATEMENT AS PER THE REQUIREMENTS OF THE CGST ACT FOR CCIC HEAD OFFICE AT DELHI AND EACH BRANCH AT MUMBAI, KOLKATA, BANGALORE, CHENNAI, HYDERABAD, VARANASI AND PATNA.

Central Cottage Industries Corporation of India Ltd. (CCIC) is engaged in Retail sale of Handicraft and handloom products through its Showroom at Delhi, Mumbai, Kolkata, Bangalore, Chennai, Hyderabad and Patna. The operations of Sales and purchases and Accounting is computerized in ERP software. The Books of Accounts of Delhi – HO, Varanasi, Hyderabad and Patna are maintained at Accounts department, Delhi situated at First Floor, Bunkar Complex, Bharat Nagar, New Delhi – 110 052. The Accounts of other Branches are maintained at respective Branch locations.

CCIC invites e-bids in two bids format – technical and financial bid format for engagement of Chartered Accountant / Cost Accountant Firms for conducting GST Audit for the Financial Year 2017-18 under Section 35(5) of CGST Act and to submit Audit Report / Statement as per the requirements of the CGST Act for Head Office Delhi and separately for each branch at Mumbai, Kolkata, Bangalore, Chennai, Hyderabad, Varanasi and Patna.

Interested CA / Cost Accountant firms may submit their bids online using e-Procurement portal of NIC (eprocure.gov.in) in the prescribed format along with all necessary documents and information requested herein.

The bids may be submitted latest by 3.00 PM on 3.9.2018. The technical bids shall be opened on 4.9.2018 at 3.00 PM. Date of opening of financial bids will be separately communicated to technically qualified bidders.

All details regarding the subject are available on websites: www.thecottage.in, and www.eprocure.gov.in/eprocure. Any changes/modifications/corrigendum in connection with this RFQ will be intimated through one or more of these websites only. Prospective bidders are therefore requested to visit above mentioned websites regularly to keep themselves updated. CCIC shall not be liable to send any individual information or issue a public notice.

1. Electronic Submission of Bids

- i. Bids (Technical and Financial Bids) shall be received only electronically through the e-Procurement Portal of NIC (eprocure.gov.in). No bids shall be accepted in hard copy or in any other form.

- ii. For submission of e-bids, bidders are required to get themselves registered with eprocure.gov.in website using Digital Signature Certificate (DSC) essentially having signing certificate.
2. The bidders are required to upload soft copies of the following:
 - Technical Bid (prepared on Company's Letter head) shall contain the duly filled-in enclosed Prequalification Data Form, EMD and other details
 - Financial Bid (prepared on Company's Letter head) shall contain price bid as per enclosed BOQ along with duly signed Scope of Work (Annex-A).
 - Copy of PAN, GSTIN and relevant documents.

For any queries relating to the process of online bid submission or queries relating to CPP Portal (eprocure.gov.in), Bidder may contact CPP Portal Helpdesk on Tel Nos.:1800-3070-2232, +91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.

3. **Scope of work** - To conduct GST Audit for the Financial Year 2017-18 under Section 35(5) of CGST Act and to submit separate Audit Reports / Statement as per the requirements of the CGST Act for Head Office at Delhi and separately for each branch at Mumbai, Kolkata, Bangalore, Chennai, Hyderabad, Varanasi and Patna.
4. The applicant bidding CA / Cost Accountant firms meeting the eligibility criteria given hereunder can apply by submitting the Bio data of the firm and Fee for conducting GST Audit for Delhi and separately for each branches in two separate parts. The first part shall comprise of "Technical bid" and second part "Financial bid".
5. In case, if there is more than one L1 bidder firms, the work will be awarded to the respective L1 bidder on branch-wise financial bid bases. The bidder must have their branch / office at the respective branch locations or otherwise willing to do the audit work by visiting respective branch at their own expenses. No TA / DA, out of pocket expenses shall be paid for the visits to the respective branch or for conducting the Audit work at any place. CCIC reserves the right to award the work on preference to those Firms who are having their office at the respective branch location, in case the fees quoted by other outstation L1 bidder is at par.
6. For any queries for submitting the online tender, the bidder may contact Genl. Manager (Finance) at following address / telephone number :

Central Cottage Industries Corporation of India Ltd.,
Accounts Department
First Floor, Bunkar Complex, Bunkar Colony,
Bharat Nagar, New Delhi- 110 052
Phone No.011 - 27306425
7. The last date of submission of offer is 3.9.2018 up to 3.00 PM. Offers received after this date shall not be considered.
8. The Technical bid shall be opened at 3.00 pm on 4.9.2018.

9. The financial bid shall be opened in respect of applicants found eligible as per eligibility criteria under Technical bid for which intimation will be sent to them.

10. Eligibility Criteria

- a) The CA / Cost Accountant firm should be registered with ICAI or ICWAI.
 - b) The firm must have minimum experience of Three years in handling indirect taxation (VAT/CST/Service tax etc.) as on 31.3.2018 and well versed with CGST Act.
 - c) The firm should have H.O./ branches in Delhi/NCR and at Mumbai, Kolkatta, Bangalore and Chennai respectively or willing to complete the work at their own expenses in case of branches, if they are not having any office at the respective branch location. However, it is mandatory to have office at Delhi/ NCR. Preference shall be given to those Firms who are having their office at the respective branch location, on the discretion of the Competent Authority of CCIC.
 - d) The firm should have the strength of minimum two working partners. The personnel deputed for job should be well versed in Audit of Accounts under CGST Act and computerised ERP environment.
 - e) The firm should have minimum turnover of Rs.10.00 lakhs in each of last 3 years (attach proof)
11. Completion of the work – The above scope of work has to be executed within timelines as may be required by the Company, within the overarching timelines that may be prescribed by the GOI / CBIC, and communicated to the Auditor from time to time during the course of Audit for smooth and timely compliance of CGST.

12. CCIC has the right to accept / reject the quotation(s) of any firm without assigning any reason(s) thereof.

13. Payment of fee :-

On completion of Audit and submission of GST AUDIT REPORT / STATEMENT for the respective branch against original bill. The Report shall be submitted to the Competent Authority of CCIC for their approval.

The Firm conducting the Audit are required to raise branch-wise bill to CCIC for payment.

14. Please read the terms & conditions governing the tender carefully.

15. Please fill in the relevant information in the blanks provided and enclosed the relevant documents.

16. Please sign in full by the Authorised Signatory(ies) with Firm Seal in all the relevant Annexure.

Sd/-
(Meera Somani)
Genl. Manager (Finance)

1. INSTRUCTIONS TO THE BIDDERS:

- i. NAME OF WORK: - CONDUCTING GST AUDIT FOR THE FINANCIAL YEAR 2017-2018
- ii. Please read the terms & conditions governing the tender carefully.
- iii. To ensure uniformity at the time of evaluation and finalization of offers the bidder should strictly follow the format and procedure indicated in the annexure.
- iv. Please fill in the relevant information in the blanks provided.
- v. Please sign in full by the Authorised Signatory (ies) with Company Seal in all the relevant Annexure.
- vi. No consideration will be given to a Bid received after the time stipulated above and no extension of time will be permitted for submission of Bid.
- vii. The vendor will submit his Bid after carefully examining the document/conditions and the items covered under the tender.
- viii. Bids not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected.
- ix. During the validity period of tender quotes, any upward change in the exchange rate/duty are to be borne by the vendor. In the event of any downward revision of levies/duties etc., the same should be passed on to CCIC, notwithstanding what has been stated in the Bid or in the Letter of Intent etc.
- x. No price escalation adjustment or any other escalation will be payable.

2. CONDITIONS GOVERNING THE TENDER:

Signature: The authorised person(s) should sign the Tender Document and related Annexures only. A copy of the letter issued by competent authority authorising the person(s) to sign on behalf of the company should be enclosed.

3. **Subcontracting /Assignment:** The Firm shall not, without the prior written consent of CCIC OF INDIA LTD., sub-contract or permit anyone other than the Firm's own personnel to perform any of the work, services or other performance required of the vendor.
4. All disputes and differences of any kind whatsoever arising out of or in connection with this work order shall be referred to arbitration. The arbitrator will be Managing Director, CCIC or anyone appointed by MD, CCIC and the decision of the arbitrator(s) shall be final. Such arbitration shall be governed by the provisions of the Indian Arbitration Act.
5. **Force Majeure**
 - 5.1 Notwithstanding the provisions mention in the document, the bidder shall not be liable for imposition of any such sanction so long the delay and/or failure of the CA Firm in fulfilling its obligations under the contract is the result of an event of Force Majeure.
 - 5.2 For purposes of this clause, Force Majeure means an event beyond the control of the Bidders and not involving the Bidder's fault or negligence and which is not foreseeable. Such events may include, but are not restricted to, acts of the CCIC either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, and freight embargoes.
 - 5.3 If a Force Majeure situation arises, the bidders shall promptly notify the CCIC in writing of such conditions and the cause thereof within twenty one days of occurrence of such event. Unless otherwise directed by CCIC in writing, the Bidders shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

- 5.4 If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding sixty days, either party may at its option terminate the contract without any financial repercussion on either side.
- 5.5 **Arbitration** - All disputes and differences of any kind whatsoever arising out of or in connection with this policy shall be referred to arbitration. The arbitrator may be the Managing Director of CCIC or any person appointed by Managing Director of CCIC. Such arbitration shall be governed by the provisions of the Indian Arbitration Act.

6. **FORMAL AGREEMENT / CONSENT OF WORK**

After the award of Contract, the bidder will be required to enter into an agreement / give consent to CCIC within three days as per containing terms and conditions governing the contract.

**ACCEPTED THE ABOVE CONDITIONS
SIGNATURE OF THE BIDDER WITH SEAL**

GENERAL TERMS & CONDITIONS OF THE TENDER

1. The response to the present tender will be submitted in two stage bidding process. The technical details with the relevant information / documents / acceptance of all terms and conditions strictly as described in this tender document should be submitted. If short listed, the Financial Bid of the bidder will be opened.
2. Tender should strictly conform to the eligibility conditions. Tenders not conforming to the eligibility conditions will be rejected summarily.
3. Any incomplete or ambiguous terms/conditions/quotes will disqualify the offer.
4. CCIC reserves the right to accept / reject any or all bids without assigning any reasons there for.
5. Any new set of terms and conditions from the bidders is not acceptable to CCIC.
6. CCIC reserves the right to stop the tender process at any stage and go in for fresh tendering without assigning any reasons.
7. The bidder(s) who do not qualify in the technical bid will not be considered for financial bidding.
8. No binding legal relationship will exist between any of the Respondents and CCIC until execution of a contractual agreement / Issuance of Work Order. Bids must remain valid and open for evaluation according to their terms for a period of at 120 days from the time of submission of Bids or completion of the given work.
9. CCIC may, in its absolute discretion, seek additional information or material from any Respondents after the Bids closes and all such information and material provided must be taken to form part of that Respondent's response.
10. Respondents should provide details of their Fax, email and full address(s) to ensure that replies to Bids could be conveyed promptly.
11. If CCIC, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then CCIC reserves the right to communicate such response to all Respondents.
12. CCIC may, in its absolute discretion, engage in discussion or negotiation with any Respondent (or simultaneously with more than one Respondent) after the bid closes to improve or clarify any response.
13. Any form of canvassing / lobbying / influence / query regarding short listing, status, etc will be a disqualification.
14. The bidder will submit his Bids after carefully examining the document/conditions and the items covered under the tender.
15. Bids not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected.
16. During the validity period of tender quotes, any upward change in the duty or tax are to be borne by the bidder. In the event of any downward revision of levies/duties etc., the same should be passed on to CCIC, notwithstanding what has been stated in the quotation or in the Letter of Intent.
17. No price escalation adjustment or any other escalation will be payable.
18. Canvassing in connection with tender process is strictly prohibited and bids submitted by bidders who resort to canvassing are liable to be rejected.

Benefits to Micro and Small Enterprises

- i) Exemption from submission of Earnest Money/Bid Security : MSEs (and not their dealers/distributors) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME are exempted from submission of Bid Security/Earnest Money provided they are registered for the items they intend to quote.
- ii) Documents Required to be submitted by MSEs : Micro or Small Enterprises (MSE) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME shall submit copy of valid Registration Certificate for the items they intend to quote along with the bid. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.
- iii) Performance Security : Micro and Small Enterprises registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME however, should note that Performance Security shall be required to be submitted by them for orders/contracts placed by CCIC on them.
- iv) Purchase Preference :- In tender, participating Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of the requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than an MSE and such MSEs shall be allowed to supply at least 20% of total tendered value. In case more than one such MSEs, the supply will be shared proportionately (to tendered quantity).

In case of tender item is non-splitable or non-dividable, etc.: MSE quoting price within price band L1+15% may be awarded for full/complete supply of total tendered value to MSE, considering spirit of Public Procurement Policy, 2012 for enhancing the Govt. Procurement from MSE.

Out of 20% target of annual procurement from MSEs, a sub target of 4% (i.e. 20% out of 20%) will be earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in the event of failure of such MSEs to participate in the Tender Process or meet the tender requirements and the L1 price, the 4% sub-target for procurement earmarked for MSEs owned by SC/ST entrepreneurs will be met from other MSEs.

- v) Definition of MSEs owned by SC/ST is as given under:
 - (a) In case of proprietary MSE, proprietor(s) shall be SC/ST.
 - (b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit.
 - (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.
- vi) In case a supplier (other than Micro/Small Enterprise) against an order placed by CCIC procures materials from their sub-vendor who is a Micro or Small Enterprise registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME, with prior consent in writing from CCIC, the complete details (i.e. name of the subcontractor, value of sub-contacted work, copy of valid MSE registration certificate etc.) of the sub-contractor(s) shall be furnished by the supplier to CCIC. All other terms and condition of the tender will remain unchanged.

Technical Bid Form

To,
Central Cottage Industries Corporation of India Ltd.,
Accounts Department, First Floor,
Bunkar Complex, Bunkar Colony,
Bharat Nagar,
New Delhi – 110052.

Description of the works : Engagement of Chartered Accountant / Cost Accountant Firm for conducting GST Audit for the Financial Year 2017-18 under Section 35(5) of CGST Act and to submit AUDIT REPORT / STATEMENT for Delhi Head Office and separately for each Branch at Mumbai, Kolkatta, Bangalore, Chennai, Hyderabad, Varanasi and Patna.

1.	Name of the CA / Cost Accountant Firm	
2.	Address Head Office	
3.	Address of Dealing Branch Office	
	Delhi/NCR	
	Mumbai	
	Bangalore	
	Chennai	
	Kolkatta	
4.	Telephone No. for Delhi and locations at 3. above	
5.	Fax No. for Delhi and locations at 3. Above	
6.	Contact Person for the firm With Telephone No, Email for locations at 3. above	
7.	Experience in the Indirect taxation field (VAT/CST/Service Tax etc. / GST (No. of years)	Attach details as per proforma I. Along with copies of work order / agreement.
8.	Turnover in last three years: 2015-16 2016-17 2017-18	Attach proof like copy of ITR files, certified copy of Final Accounts.

9.	Firm constitution certificate issued by ICWAI OR ICAI containing list of partners as per eligibility criteria clause (a)	
10.	Name, Qualification and Experience of the Personnel / CA deputed for the work.	Please enclose separate annexures as per Proforma II attached
11.	PAN GSTIN	
12.	Does your FIRM have an existing/past relationship with CCIC OR any PSU in handicraft / textile industry? Describe the nature and extent of this relationship.	
13.	Provide the details if the Firm is registered under MSME Act.	
14.	Provide the details In case MSE is owned by Schedule Caste or Schedule Tribe entrepreneur	

DECLARATION:

1. All the information furnished by me / us here above is correct to the best of my / our knowledge and belief.
- 2 . I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I / We have read all the terms & conditions of tender and instruction of tender document and these are acceptable to us.

Signature of Authorized Signatory:
Name and Title of Authorized signatory:
Name of Firm/Company:

PLACE :
DATE :

PERFORMA- I
Detail of Taxation / GST Assignments being handled

Sl. No.	Name of the organization (with address & telephone no.)	Date since holding the assignment.	Nature of work assigned by the Organization
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

PERFORMA- II
Detail of Key personnel engaged in GST

Sl No.	Name	Qualifications	Experience	Particulars of work	Employed in your firm since
1.					
2.					
3.					
4.					
5.					
6.					

Financial Bid**Engagement of Chartered Accountant / Cost Accountant Firm for conducting GST Audit for the Financial Year 2017-18 under Section 35(5) of CGST Act and to submit AUDIT REPORT / STATEMENT**

Sr.No.	Location	Fees (In Rs.) *	GST Rate %
1.	Delhi Head Office Hyderabad Varanasi Patna		
2.	Mumbai		
3.	Kolkatta		
4.	Chennai		
5.	Bangalore		

* The amount includes all charges for conducting the branch-wise audit and submission of separate reports to CCIC. No other fees / charges will be charged for the work awarded.

Date

(Signature)

Name

Membership No.....

Address.....

.....

Seal of the Firm.....

To:
Genl.Manager (Finance)
Central Cottage Industries Corporation of India Ltd.,
Accounts department, First Floor
Bunkar Complex, Bunkar Colony,
Bharat Nagar,
Delhi – 110052.

CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.
JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001

Mandate for payment through NEFT / RTGS
(Please use capital letters only)

1.	Name of the party / firm	
2.	Party Registered Address	
3.	Contact No.	
4.	Email ID	
5.	PAN	
6.	Aadhar Number	
7.	Name of Bank Account holder	
8.	Bank A/C No.	
9.	Bank Name	
10.	Branch Code/ Address	
11.	IFSC Code	
12.	MICR Code	

1. **Cancelled cheque** of above mentioned account and **Copy of Pan Card** must be enclosed.
2. I hereby declare that particulars given above Point No.1 to 12 are correct and complete, if the transaction is delayed or not effect at all for reason of incomplete of incorrect information, I would not hold the CCIC OF INDIA LTD. responsible.
3. I also undertake that I shall inform any changes in my bank account particulars in future to CCIC failing which payment shall continue to be made as details to CCIC by me, for which CCIC shall not be held responsible.
4. Certified that the particular furnished above are correct as per knowledge.

Date : _____
(Signature of party)