



**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**



Ref No. FD-528/06/HPA

Date: 11-04-2019

CORRIGENDUM-I

Tender No. : HDC/FD-528/T/19-20/03 dated 04-04-2019

Subject: Tender for Physical verification of Stock of Stores materials at Haldia Dock Complex (HDC).

The earlier Notice Inviting Tender No. HDC/FD-528/T/19-20/03 have undergone thorough changes & stand as withdrawn.

The revised Notice Inviting Tender bearing No HDC/FD-528/T/19-20/03-Rev has been uploaded and bidders are requested to submit offers against the revised Notice Inviting Tender.

Last date and time of issue of Tender : Up to 12:00 hours of 25-04-2019
paper

Last date and time of submission of : Up to 15:00 hours on 26-04-2019
Tender

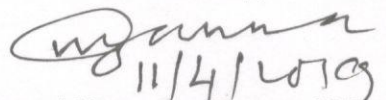
Date and time for opening of Bid : At 16:00 hours on 26-04-2019

Bid Document (non-transferable) to be : Office of the General Manager
submitted at the Address (Finance)I/C, Finance Division, Jawahar Tower Building, 4th Floor, P.O. Haldia Township, Dist. East Midnapore-721607.

Thanking you,

Enclo: Revised Tender document.

Yours faithfully,


11/4/2019
General Manager (Finance)I/C
Haldia Dock Complex



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HALDIA DOCK COMPLEX
HDC/FD-528/T/19-20/03-Rev**

Office of the Finance Division, Jawahar Tower, 4th Floor,
P.O.: - Haldia Township, Dist. : East Midnapore-721607.

E-mail : soumitrac.hdc@nic.in, Fax No. 03224-263170.

To
M/s. _____

NOTICE INVITING TENDER

Dear Sir,

Subject: Tender for Physical verification of Stock of Stores materials at Haldia Dock Complex (HDC).

Sealed offers are invited on behalf of Haldia Dock Complex, Kolkata Port Trust in single part bid system from experienced bonafide registered Chartered Accountant/Cost Accountant Firms for conducting physical verification of Stock of Stores materials at Haldia Dock Complex (H.D.C) for consecutive three financial years as on 31-03-2019, 31-03-2020 and 31-03-2021 in accordance with attached Terms and Conditions of Tender and detailed Bill of Quantities.

Tender No: HDC/FD-528/T/19-20/03-Rev

Last date and time of issue of Tender paper : Up to 12:00 hours of 25-04-2019

Last date and time of submission of Tender : Up to 15:00 hours of 26-04-2019

Date and time for opening of Bid : At 16:00 hours on 26-04-2019

Cost of Tender Document : Nil

Earnest Money : Nil

Estimated Auditors Fees paid for 31-03-2019 to 31-03-2021 : Rs 5.55 lacs (Excluding GST)

Bid Document (non-transferable) to be submitted at the Address:

Signed offers in sealed envelop super scribed with the " TENDER FOR STOCK VERIFICATIONON- NOT TO OPEN BEFORE DUE DATE" should reach the office of the General Manager (Finance)I/C in the following address:

General Manager (Finance)-I/C,
Kolkata Port Trust Haldia Dock Complex
Finance Division,
Jawahar Tower, 4th Floor,
P.O. Haldia Township,
Dist. East Midnapore,
West Bengal-721607.

Pre qualification criteria :

The intending firm must have experience in physical verification of stock of store materials during the last 07 (seven) years ending last day of month previous to one in which applications are invited and the experience should be either of the following:

- 03 (Three) completed physical verification of stock of store materials each having valuation of stock of store not less than **Rs 6.80 crores**
OR
- 02 (Two) completed physical verification of stock of store materials each involving valuation of stock of store of not less than **Rs 8.60 crores.**
OR
- 01 (One) completed physical verification of stock of store materials involving valuation of stock of store of not less than **Rs 13.70 crores.**



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Tender should be accompanied by the following documents (Self attested Photo copies)

I. Essential Documents:

- i. Copies of work order along with any of the following documents as the proof of conducting physical verification of stock of store materials i.e Proof of successful execution certificates/ payment receipted documents from the client to be submitted.
- ii. Copy of the Balance Sheet of the client of the relevant year for which the stock verification was done OR the copy of report submitted, evidencing the value of stock of stores.

II. Other Documents:

- i. Copy of enlistment of the Firm with Institute of Chartered Accountants of India/Institute of Cost & Management Accountants of India;
- ii. Valid GST registration certificate.
- iii. Valid Professional Tax Clearance Certificate/Up to date Professional Tax Payment Challan.
- iv. A copy of the Power of Attorney/Authority letter in favor of the signatory of the Tender.

Other Instructions:

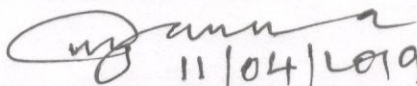
- i. Tender paper can be obtained from the office of the **General Manager (Finance) I/C Haldia Dock Complex, Jawahar Tower 4th Floor, P.O. Haldia Township, Dist. East Midnapore, Pin-721 607**. Tender paper will be issued on any working day of HDC / KoPT from 10.00 A.M. to 3.00 PM up to 12:00 hours of 25-04-2019
- ii. Alternatively the bidder may also download Tender document from website of KoPT/ HDC "www.kolkataporttrust.gov.in".
- iii. All the pages of the Tender Documents should be signed by the Bidder.
- iv. Duly filled, Signed and Sealed Tender may be submitted either by Post or deposited to above office by hand within the specified date and time of submission, after which no tender shall be accepted. Kolkata Port Trust, Haldia Dock Complex will not be responsible for any postal delay.
- v. HDC / KoPT reserves the rights to reject any/all tenders or to accept any tender in whole or in part without assigning any reason thereof.
- vi. Mere issue of Tender Document will not mean that a particular bidder will be automatically considered qualified and their bids will be entertained. Such qualification will be reviewed at the time of evaluation of bids.
- vii. In case there is an unscheduled HOLIDAY / BANDH / STRIKE on the prescribed last date of submission and opening of Bid, the next working day will be treated as the scheduled prescribed day for the same.

Other details are in the Tender Document.

Thanking you,

Enclo:

Yours faithfully,


11/04/2019

| General Manager (Finance) I/C
Haldia Dock Complex



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FORM - A

DECLARATION OF TENDERER FOR DOWNLOADING THE TENDER DOCUMENT

**General Manager (Finance)I/C,
Haldia Dock Complex**

Tender No.

HDC/FD-528/T/2019-20/03-Rev

Name of work/Item Description:

Tender for Physical verification of Stock
of Stores materials at Haldia Dock
Complex (HDC).

Name of the Company/Firm:

Address:

Contact Person Name:

Phone:

Fax:

E-Mail Address:

Do you confirm that the hard copy of tender being
submitted is identical to the one downloaded from our web
site? In case the same is found altered / modified in any
way, your offer shall be rejected forthwith and you may be
barred from participating in future tender.

Yes / No

Strike out the portion whichever is not applicable

Date: _____

Signature of the Bidder with Office Seal



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TERMS AND CONDITIONS OF TENDER

1. SCOPE OF WORK :

The work as described in the tender shall be executed in Haldia, West Bengal and shall have to be executed in accordance with the Tender Document. The Location of the Stores may be inspected on any working day before quoting for the tender with prior appointment.

The work comprises of Physical verification of Stock of Stores materials of 19 (nineteen) decentralized Stores located in and around Dock and Township area at Haldia Dock Complex (HDC) and submission of Final Stock Audit report on Physical Verification of stock of 19 stores along with Summary of store wise stock value as per Physical Verification of stores and summary of the Ledger wise stock value of different stores along with details of obsolete items and age wise analysis and reconciliation statement of stock of stores with financial accounts for consecutive three financial years as on 30-03-2019, 31-03-2020 and 31-03-2021

Auditor is required to submit a copy of draft Audit Report (soft copy) of the observation of HDC KoPT against each of three years. Subsequent to sending the draft report, a presentation on the salient features of the report would also have to be given by the Auditor before the concerned officers of Finance and Other Departments at Haldia.

The Final report may be submitted by the Auditor duly considering the observations of the Departments concerned.

2. GENERAL :

- i. If the bidders find discrepancies or omission or have any doubt as to the meaning or intent of any part thereof, they shall write to General Manager (Finance)I/C who will send a written explanation to all bidders.
- ii. The Contract will include the Client's Bid Documents and the Bidder's Offer as finally accepted by the Client, together with Addendum, if there be any.
- iii. KoPT/HDC are not bound to accept the lowest or any Tender and reserve the right to accept a tender in full or in part and / or reject a tender in full or in part without assigning any reason thereof.
- iv. The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Calcutta.
- v. Trustees mean Board of Trustees, Ko.P.T under Major Port Trust Act (MPT) governed under Ministry of Shipping (MOS).
- vi. Free boarding and lodging for the Audit Staffs (maximum Seven) in the Guest House for four weeks per year of assignment would be provided. Facility of subsidized canteen food for the Audit Staffs (maximum seven) for four weeks per year of assignment would also be provided. However, in case extra time is required due to any reason attributable to KoPT, the Free boarding and Lodging for the said period shall be given.
- vii. Free conveyance at Haldia only for to and fro movement between the Guest House and place of Work to attend duty & coming back as well as Inter Store movement would be arranged. However, the auditors may have to adhere to Bus Schedule as per requirement.
- viii. Reimbursement of the cost of Stationery would not be provided separately, the firm should include the said cost in the Quoted rate.
- ix. One time up and down transport charges from Kolkata to Haldia per year of Audit assignment and one time up & down transport from Kolkata to Haldia per Year for giving presentation would be provided. In case the Auditors are advised to come to Haldia for some discussion on the report subsequently, Up & down transport from Kolkata to Haldia shall be provided by KOPT for the same also.



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x. The subject work must not be sub-contracted.

xi. The audit team will work in strict confidence and will ensure that the information in respect of the operation of the Docks is dealt in strict confidence and secrecy. A certificate towards maintaining confidentiality to be provided by the Auditor before commencement of audit.

xii. If the progress / performance of the Audit Team are not satisfactory, the management reserves the right to terminate the appointment of the firm with prior notice of seven days.

xiii. The firm will be debarred from getting in future the physical verification, the Haldia Dock complex in any of the following cases :

- a) If the firm obtains appointments on the basis of false information / false statement.
- b) If the firm does not take up physical verification in terms of appointment letter.
- c) If the firm does not submit physical verification report in time, complete in all respect in terms of appointment.

3. INSTRUCTIONS FOR FILLING UP OF BIDS :

- i. The bid can only be submitted in the name of the bidder in whose name the Bid Documents were issued. The Bid Document issued to the bidder is not transferable.
- ii. Intending bidders must take into account any cost or expense incurred by them in connection with the preparation and delivery of their bids or for any other expenses incurred in connection with such bidding.
- iii. The Bid Document shall be completed in all respects, free from ambiguity and shall be submitted together with requisite information and appendices. They shall be signed and sealed by the bidder on each page as a token of acceptance of terms & conditions of tender.

4. VALIDITY :

The tender shall remain open for acceptance for a period of three months from the date of opening of the same.

5. NON-RESPONSIVE BIDDER :

An offer shall be considered non-responsive for the following reasons :

- i. Received after the date and time specified in the tender document.
- ii. Validity of three months from the date of opening of Bid is not agreed.
- iii. Bid documents not signed, sealed and submitted in the manner indicated in the bid documents.
- iv. Price offer is not quoted for all the years.
- v. The offer is not in accordance with the tender documents.
- vi. In addition to above, a bidder may be disqualified if :-
The bidder provides misleading or false information in the statements and documents submitted or make any change/alteration in the Tender Document while submitting the bid.

6. PRICES :

- i. The bidder shall quote his offer as per the Bill of Quantities for all the years. The Bidder shall state clearly the percentage of various Taxes and surcharge (GST) that will be charged extra over his quoted rates.

However, GST will be paid as per law time being in force.

- ii. The Price(s) shall be faultless in figures and words and free from erasing. Overwriting correction if any must be initialed by the Bidder.
- iii. Bidder shall set their quotations in firm figures and without qualification. Each figure stated should be repeated in words also. In the event of a discrepancy, the following shall be adopted for arriving at the final figures :
- iv. If there is a difference between the rate in figures and in words, the rate mentioned in figures shall be taken as correct.



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7. EVALUATION CRITERIA :

Evaluation will be made on overall lowest price (L1) basis considering the rates quoted in the Bill of Quantities for all the three years taken together, from among the techno-commercially qualified bids subject to fulfilment of necessary Tender Conditions.

8. PAYMENT :

- i. 100% of the Professional Fees would be paid within 30 days from the date of submission of Final Stock Audit report on Physical Verification of stock of all the stores along with Summary of Store wise Stock Value as per Physical Verification of stores and Summary of the Ledger wise Stock value of different Stores along with details of obsolete items and age wise analysis and reconciliation statement of stock of stores with financial accounts for each year.
- ii. TDS as per law time being in force shall be made from the payments.
- iii. The payment will be made directly to the designated Bank Account of the Auditor. The Auditor should give their Bank Account Number and Name, address of bank's branch and RTGS code in their bills to avail ECS payment.

9. JURISDICTION OF COURT :

The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of Hon'ble High Court at Calcutta.

10. COMPLETION PERIOD and submission of Audit Report

The draft Audit report for Stock verification of the period ending 31-03-2019 should be submitted within three months from the date of receiving the Audit assignment and Final Audit report within Four Months from the date of receiving the Audit assignment.

The draft Audit report for Stock verification of the period ending 31-03-2020 should be submitted within 30th June 2020 and Final Audit report within 31th July 2020.

The draft Audit report for Stock verification of the period ending 31-03-2021 should be submitted within 30th June 2021 and Final Audit report within 31st July 2021.

11. Delay & Liquidated Damage:

In case the Final report for any year is not submitted in time as per schedule indicated in Clause-10 above for reasons attributable to the Auditor Liquidated Damage @ 0.5% per week or part thereof of the basic value of the accepted Fee for the year concerned shall be recovered submit to a maximum of 10% of the basic audit fee for the year. However, no damage would be recovered if the delay is not attributable to the Auditors. The decision of General Manager (Finance) will be final and binding in this matter.

12. Communication & Language:

The report shall be submitted in English and mode of communication shall also be English.

However, it may be noted that a number of personnel manning the stores may not be conversant in any other language other than Bengali. Therefore to avoid any communication problem in the work, **at least one auditor engaged in the work during the period of audit of stores should be well versed in Bengali language.**

Date: _____

Signature of the Bidder with Office Seal



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**Tender for Physical verification of Stock of Stores materials at
Haldia Dock Complex (HDC)**

BILL OF QUANTITIES (PRICE BID)

-: Professional Fees (Excluding applicable GST):-

Assignment for the year ending on	Audit Fee Amount excluding GST [In Rs]	Audit Fee Amount excluding GST [In words]	GST (%)
31-03-2019			
31-03-2020			
31-03-2021			

**TOTAL FEE FOR THREE YEARS
[WITHOUT GST]**

Rs

In Words:.....

Note: The price quoted shall be all inclusive (excluding GST). GST will be payable extra as per rates time being in force against submission of GST compliant Invoice.

Date: _____

Signature of the Bidder with Office Seal