

## **URANIUM CORPORATION OF INDIA LIMITED**

(A Govt. of India Enterprises)

P.O.: Jaduguda Mines,  
Website: [www.ucil.gov.in](http://www.ucil.gov.in)  
Dist: East Singhbhum  
Jharkhand, PIN: 832102.

CIN: U 12000 JH 1967 GOI 000806  
Phone No: 0657-2730122/2730222  
FAX No.: 0657-2730322.

### **N.I.T. No. UCIL/COST AUDIT – 2024-25 Dt. 08.07.2024**

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 the Job   | Appointment of Cost Auditor from Cost Accountant firms for the <b>FY 2024-25</b> |
| 2 | Estimated cost of work.   | Rs. 1,00,000/- plus GST  |
| 3 | Cost of tender document   | NIL  |
| 4 | Period of contract  | 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.   | Up to 01/08/2024 @ 3.00 pm   |
| 7 | Date and time of opening of tender.   | 01/08/2024 at 3.30 pm  |

Pre-Qualification criteria: As per clause in NIT.

Conditional offer may disqualify so tenderer's are advised to quote price as per NIT and accept our all NIT Terms & Conditions

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](http://www.ucil.gov.in) / [www.uraniumcorp.in](http://www.uraniumcorp.in). Telex, Telegraphic, 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 01 /08/2024 and will be opened (technical part only) on same day at 3.30 PM at Jaduguda Administrative (Personal section) by the approved representative of the competent authority, in the presence of parties who may likely to be present. **Tenderers 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 No. UCIL/COST AUDIT - 2024-25 Dt.06.07.2024 over envelop and same to be submitted at the office of DGM (Pers&IRs), UCIL, AT/PO- Jaduguda Mines, East Singhbhum, Jharkhand-832102 on or before the due date and time of tender submission, 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.

**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-2024-25**

**FOR**

“ Appointment of Cost Auditor from Cost Accountant firms  
for Uranium Corporation of India Ltd. for the F.Y. 2024-25”

**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 CRITERIA (PQC)**

Firms possessing the following PQC 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."

| <b>SI No</b> | <b>CRITERIA</b>  | <b>Documents required</b>  |
|--------------|--|--|
| 1            | The bidder should be in the cost accounting practice for at least 3 financial years as on 31/03/2024 | Copy of certificate of firm registration issued by ICAI (Institute of Cost Accountants 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 i.e. appointment letter, experience certificate and Balance Sheet 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 PQC need not submit bid as their bid shall liable to be summarily rejected.
- Cost Auditor of UCIL shall not be eligible for re-appointment and there would be a cooling off period for 3 years.
- All pages of tender documents and documents submitted in support of PQC to be self-attested by the bidder. Above required documents should be submitted for fulfilling the criteria of PQC.

**Signature of tenderer**

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**(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 2024-25 as per guidelines of the Companies Act 2013 etc and submit the Audit report.
- 2) Conversion of Cost Audit report in XBRL/any other prescribed format and uploading.
- 3) Uploading of Cost Audit report and appointment letter to MCA .
- 4) Any other work related to completion of Cost Audit.

**Signature of tenderer**

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## **GENERAL TERMS & CONDITIONS FOR SUBMITTING THE OFFER**

- 1) **Earnest Money Deposit (EMD):** Earnest Money *Deposit* shall be deposited by way of demand draft (DD) drawn in favor of “URANIUM CORPORATION OF INDIA LIMITED” payable at JADUGUDA Branch of State Bank of India [Jaduguda Branch Code no 0227]. E.M.D. shall not bear any interest.  
The offers received from tenderers without EMD shall be summarily rejected except where exemption is provided in the tender. The earnest money of unsuccessful tenderers will be refunded upon written request after awarding of contract.  
MSME/NSIC/Small Scale Industries (SSI) with current valid registration with State or Central Government shall be exempted from payment of EMD (after ensuring that the registration in case of SSI) pertains to the class of items/stores/works for which the tender is floated.
- 2) **SCOPE OF WORK:** As given.
- 3) **PERIOD OF CONTRACT:** The contract would be for one year period i.e. **Financial Year 2024-25**. It will be extended for another two years period based on the satisfactory performance. Every year it will be extended and will be informed to party. If the performance of the party is found not satisfactory, UCIL has the sole right to cancel the contract after giving one-month notice without assigning any reason.
- 4) **TRAVELLING, BOARDING & LODGING EXPENSES:** The fees should be inclusive of travelling expenses up to UCIL, Jaduguda. However Boarding and lodging will be provided to the Partner & assistants at free of cost subject to availability.
- 5) **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.
- 6) **PART-I, TECHNO COMMERCIAL BID (UNPRICED)**  
It shall contain:
  - a) Signed copy of all NIT terms and condition.
  - b) Documents in support of Pre Qualification Criteria (PQC).
- 7) **PART-II, PRICE BID:** This part shall contain “Price” as per enclosed format only.
- 8) **MODE OF SUBMISSION OF TENDER**  
Two separate envelopes one for Technical part and another for Price part will have to be submitted by the tenderer.
- 9) **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.**
- 10) **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 reimbursed at actual upon submission of documentary evidence.
- 11) **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 180 days from the date of opening of the price bid.

**12) 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 reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the UCIL's action.

**13) 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.

**14) INCOME TAX:**

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

**15) 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.

**16) SECURITY:**

The successful bidder shall not at any time during the tenure of contract or there after 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.

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**17) OTHER TERMS AND CONDITIONS:**

1. Successful bidder shall depute sufficient number of competent staff and partners at Registered Office of UCIL, Jaduguda for compliance of the scope of work as specified in NIT 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 work.
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.

- 18) Evaluation of tender:** L1 bidder will be decided on the basis of lowest rate quoted in the price Format. In case rate quoted by the bidders is tie, preference would be given to the firm that was incorporated earliest.



- 19)** 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**

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## PRICE BID FORMAT

Name of Job/ services: Appointment of Cost Auditor from Cost Accountant firm for the year 2024-2025” .

Name of the Organization: URANIUM CORPORATION OF INDIA LTD.

Name of Bidder:

| Sl. No.               | Description of Work   | Unit     | Rate per annum (in Rs.) |
|-----------------------|---|----------|-------------------------|
| A                     | B   | C        | D                       |
| 1.                    | Cost Audit fee 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.