

HINDUSTAN ORGANIC CHEMICALS LIMITED
AMBALAMUGAL, KERALA

NOTICE INVITING TENDER FOR ENGAGEMENT
OF COST AUDITORS FOR THE YEAR 2024-25

CORRIGENDUM I (ONE)

1. **“Important dates and details”** (Page No. 3 of tender document).
Sl. No. 7 added to the table as under .

| | | |
|-----|-------------------------------------|----------------------------|
| 07. | Minimum Fee to be quoted by bidders | Rs. 50,000 (excluding GST) |
|-----|-------------------------------------|----------------------------|

2. **“Award of contract”** (page No. 5 of tender document) is modified as follows:-

“Award of Contract

Contract shall be awarded to the firm who quoted the lowest rate in price bid. In case two or more technically qualified firms quoted the same lowest price, the contract will be awarded to the firm scoring highest points awarded to them on the following basis.

- (a) Points for number of partners as at 05.04.2024 - 01 point for each partner
(b) Points for years of registration as at 05.04.2024 - 01 point for each completed year and part thereof after registration of the firm. For example, a firm has completed 5 years and 230 days of registration as on 05.04.2024, will be awarded 5.6301 points. (i.e. 5 + 230/365).

Any effort by a firm to influence HOCL in its decision on bid evaluation or placement of work order may result in rejection of the firm’s offer. Any legal dispute arising out of this is subject to ERNAKULAM JURISDICTION only.”

3. **Annexure III, Price Bid** (Page 9 of tender document)

Point (c) is added under “Note:” as follows :-

- (c) The price quoted (excluding GST) should not be less than Rs. 50,000. Tender of the bidders quoting below Rs. 50,000 shall be rejected.

HINDUSTAN ORGANIC CHEMICALS LIMITED
AMBALAMUGAL
KERALA

NOTICE INVITING TENDER FOR
ENGAGEMENT OF COST AUDITORS

Tender for Engagement of Cost Auditor

HOC/Fin/Cost Audit/2024-25

Date : 04 April 2024

About us

Hindustan Organic Chemicals Limited is a Government of India Enterprise under the Ministry of Chemicals with a manufacturing unit at Ambalamugal, Kochi, Kerala. It produces Phenol, Acetone and Hydrogen Peroxide. The plant runs 24x7. The main raw materials are LPG and Benzene which are procured mainly from BPCL and IOCL.

Books of Accounts - The books of accounts of the company are maintained in Tally System.

Tender Invitation

Sealed tender under two bid system (Technical and Price bid) from Cost Accountant firms is invited for engagement as Cost Auditor of the company for the financial year 2024-25 to audit cost records of the financial year ended as at 31 March 2024. The appointment may be renewed further for one more year subject to satisfactory performance.

The tender document with complete details along with the scope of work and terms and conditions can be downloaded from the official website of the company i.e. www.hoclindia.com

Bidders should submit the tender in accordance with requirement in sealed covers. Bids submitted with incomplete information or information not in conformity with the bid documents will summarily be rejected. All the terms and conditions stated in the bid document are final in nature and requests for any subsequent alterations/modifications will not be entertained. Submission of the bid amounts to acceptance of all terms and conditions mentioned therein.

One Firm can submit only one tender. If a Firm submits more than one tender, all the tenders submitted by that Firm will be rejected.

Important dates and details

| Sl. No. | Activities | Information |
|---------|---|--|
| 01 | Start Date or availability of tender document in the official website | 05.04.2024 |
| 02 | Last date and time for submission of Tender | 19.04.2024 3:00 PM |
| 03 | Date and time for opening of Tender (Technical) | 19.04..2024 4:00 PM |
| 04 | Address for submission of tender | DGM (Finance) Hindustan Organic Chemicals Ltd Ambalamugal PO Ernakulam Dist. Kerala - 682302 |

| | | |
|----|------------------------------|--|
| 05 | Contact No. Email Address | 0484-2727405 sk.mitharwal@hoclindia.com |
| 06 | Website | www.hoclindia.com |

Note: In case the last date for receipt of tender happens to be a holiday for HOCL for any reason, the next working day shall be treated as last date for tender submission

Eligibility Criteria:

The interested bidders should meet the following eligibility criteria: -

- (a) The bidder should be a practicing Cost Accountants firm, LLP, Company etc. and should have been registered with Institute of Cost Accountants of India for not less than 5 years as on 1st April 2024. (Self-Attested copy of Registration Certificate of the firm issued by Institute of Cost Accountants to be furnished).
- (b) The bidder firm should have at least 03 partners. (Self- Attested copy of latest Constitution of the firm to be furnished).
- (c) The bidder firm should have a branch in Kerala.
- (d) The bidder should have experience of having conducted at least one Cost Audit in previous 03 years of a chemical manufacturing company which is required to get cost records audited under Companies (Cost Records and Audit) Rules 2014.
- (e) Must be registered under GST Act.

Scope of Work

Scope of work includes:-

- (a) Carrying out the cost audit of HOCL of the cost records of financial year 2023-24 and submit report to the management, abridged cost statements of all the products of HOCL including captive consumed products and related cost audit report in compliance with section 148 of companies Act 2013 and Companies (Cost Records and Audit) rules 2014.
- (b) Preparation of Cost Audit Report with requisite annexure and e-file the same in XBRL form or in any other manner prescribed by the Govt with in the scheduled date as prescribed.
- (c) Any other work incidental or ancillary to the conduct of cost audit of HOCL.
- (d) The auditor is required to conduct the audit at HOCL, Ambalamugal premises. Online audit is not allowed.

Audit report

Cost audit firm shall commence cost audit work within 07 days of intimation by HOCL and submit necessary report as per Companies (Cost Records and Audit) Rules, 2014 or any section of the Companies Act 2013 within 15 days of commencement of the work.

Payment Terms

Payment shall be made within 30 days of the submission of Cost Audit Report, E-filing of the Report in the prescribed format with annexure and completion of the work in all respect. GST shall be reimbursed as per GST Act.

Period of Engagement

The engagement shall be for the financial year 2024-25 for conducting audit of cost records of financial year ended as at 31 March 2024. The contract may be renewed on yearly basis in the same terms and conditions subject to satisfactory performance of the firm and with the mutual consent of both the parties.

Instruction to bidders

The Tender shall be in two sealed covers i.e. Cover-A and Cover-B. "Cover-A" shall contain the Technical bid and should be inscribed as "Technical Bid" and "Cover-B" shall contain the price bid and inscribed as "Price Bid".

Both the Technical bid and Price Bid, together to be put in a separate cover/envelop with clear inscription as "TENDER FOR ENGAGEMENT OF COST AUDITOR OF HINDUSTAN ORGANIC CHEMICALS LIMITED , 2023-24 on it and be submitted to DGM (Finance) HOCL, Ambalamugal, Ernakulam, Kerala 682 302, before and due date and time.

Any material omission in the proposal shall make the proposal unacceptable at the discretion of the management and the bid will be liable to be rejected.

Contents of the Technical Bid

The technical bid shall contain following documents:-

- (a) Registration certification/firm card of the bidding firm.
- (b) Latest constitutions for the firm providing names and address of all the partners of the firm
- (c) Documentary evidence of having conducted cost audit of a chemical manufacturing company to meet the eligibility criteria.
- (d) Duly filled Performa as provided as Annexure-I to this tender document. (on the letter head of the firm).
- (e) Duly signed statement as provided at Annexure-II on letter head of the bidder.
- (f) All the documents submitted by the bidding firm, shall be self-attested.

Contents of the Price Bid

The bidder shall quote the price in the format of price bid as provided as annexure-III to this tender document. No other document shall be put in the price bid.

All the pages/papers of the technical and price bid shall be signed by the authorized signatory of the firm.

Evaluation and Selection

- (a) The proposals will be evaluated in two stages i.e. technical evaluation and financial evaluation.
- (b) The Price bids shall be opened of those firms who qualify in the technical evaluation.
- (c) Opening date and time of price bid shall be intimated to the technical qualified bidders. Firms who choose to attend the price bid opening in person may contact to DGM (Finance), Hindustan Organic Chemicals Limited, Ambalamugal PO, Ernakulam Dt. Kerala-682302

Price evaluation - Price net of ITC of GST shall be taken into consideration for evaluation.

Award of Contract

Contract shall be awarded to the firm who quoted the lowest rate in price bid. In case two or more technically qualified firms quoted the same lowest price, the contract will be awarded to the firm scoring highest points awarded to them on the following basis.

- (a) Points for number of partners - 01 point for each partner
- (b) Points for years of registration - 01 point for each completed year after registration of the firm.

Any effort by a firm to influence HOCL in its decision on bid evaluation or placement of work order may result in rejection of the firm's offer. Any legal dispute arising out of this is subject to ERNAKULAM JURISDICTION only.

Special Conditions of Contract

- (a) The auditor is required to conduct the audit at HOCL, Ambalamugal premises. Online audit is not allowed.
- (b) The Cost audit team will work in strict confidence and will ensure that the cost data, cost statements and cost information in respect of the operations of the location/ work center/ Company is dealt in with strict confidence and secrecy.
- (c) No partner of the Audit Firm is related to Managing Director/ Whole time Director or Part- time Director of the company within the meaning of section 2(77) of the Companies Act, 2013.
- (d) Neither the firm nor its partner or associates have any interest in the business of Company.
- (e) The cost auditor will be required to submit a certificate that the firm is eligible for appointment and is not disqualified for appointment under the Companies Act, the Cost and Works Accountants Act, 1959 (23 of 1959) and the rules or regulations made thereunder.
- (f) Firm of Cost Accountants shall have primary responsibility to ensure that the limits specified under section 141(3) (g) of the Companies Act, 2013 are not violated.
- (g) The auditor/ firm shall be free from any disqualification under sub-section (3) or sub- section (4) of section 141 of the Companies Act, 2013. In addition to this, the auditor/ firm must not be holding any assignment as Statutory Auditor or Internal Auditor of HOCL.
- (h) Any other compliance/declaration, if any, required under Companies Act, 2013.

- (i) HOCL may advise the firm to disengage any of its staff from service, with 24 hours in case the management of HOCL found any negligence on the part of that particular staff.
- (j) The firm shall be totally responsible for the conduct of the personnel engaged for the service and the management shall not be responsible for their conduct at any point of time.
- (k) In case of any damage/ pilferage caused to the property of HOCL due to mishandling, carelessness of the firm's personnel, the same shall be recovered from the firm adjusting the amount against their quarterly bill.
- (l) The persons deployed shall, during the course of their work, will have access to classified documents, which they are not supposed to divulge to third parties. Any breach of this condition shall make the firm liable for penal action under the applicable laws besides action for breach of contract.
- (m) The firm shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered to HOCL with the concerned tax collection authorities, from time to time, as per the applicable rules and regulations. The firm shall have the responsibility to furnish documentary evidence in support of the statutory compliance to HOCL, as and when sought for.
- (n) TDS will be deducted at Source (TDS) as per the provisions under Income Tax Act and HOCL shall provide TDS certificate to the Agency.
- (o) In case of non-performance, part performance or non- adherence of the statutory obligations due to negligence on part of the Firm, penalty would be imposed by HOCL proportionate to the extent of default/ non- compliance.
- (p) HOCL shall not be responsible for any price loss or any injury to any person deployed by the Firm in the course of their performing the functions/duties, or for payment towards any compensation.

General Condition of the Contract

The General Conditions of Contract of HOCL are available in the office of Chief General Manager (HR) of HOCL or it can be downloaded from our website <https://www.hoclindia.com/download-forms>.

Profile of the firm

(To be furnished along with the Technical Bid “Cover “A” on the Letter Head of the Firm)

| Sl | Particulars | Details |
|----|--|---------|
| 1 | Name and address of the firm | |
| 2 | Date of Registration with Institute of Cost Accountants of India (Self- Attested copy of Registration Certificate issued by Institute of Cost Accountants of India to be furnished.) | |
| 3 | No. of Partners as on 1st April, 2024 (Self- Attested copy of latest Constitution to be furnished.) | |
| 4 | Name, Designation, Contact No. and Address of the Contact Person/ Local Representative | |
| 5 | Years of experience (as on 31st March, 2024) From the date of registration as a firm. | |
| 6 | No. of partner in the firm | |
| 7 | Date of Registration under Goods & Service Tax Act. (Self-Attested Goods and Service Tax Registration Certificate to be attached.) | |
| 8 | Any other details the Firm would like to furnish (Example: Awards & Accreditations) | |

Note: (i) Information may be furnished in separate sheet (s) wherever necessary. (ii) In case of documents, they should be self-attested photocopies.

1. We hereby accept all the terms and conditions of the tender and undertake to abide by them.
2. We hereby accept General Conditions of the Contract of HOCL, published on its website and we hereby undertake to abide by them.

Date:

Place:

(Signature and seal of the authorized signatory)

(To be furnished along with the Technical Bid “ Cover “A” on the Letter Head of the Firm)

We hereby submit the tender to execute the work published vide tender document No. HOC/Fin/Cost Audit/2024-25 dated 04 April 2024.

We have understood the scope of work, the terms and conditions of the tender, special terms and conditions of the tender and general conditions of contract of HOCL (published at its website).

We hereby accept all the terms and conditions of the tender, special conditions of the tender and general conditions of contract as published on HOCL’s website and undertake to abide by all these terms and conditions.

Date:

Name of authorized signatory

Place:

(Signature and seal of the authorized signatory)

Price Bid
(To be furnished in Cover "B" on the Letter Head of the Firm)

Name and Address of the Bidder:.....

Price Details:

| Sl. No | Particulars | Amount in Rupee (excluding GST) | GST Rate | Amount including GST |
|--------|---|---------------------------------|----------|----------------------|
| 1 | Audit Fees for the scope of work as per tender document | | | |

Price (in words).....
(inclusive of GST)

Note:

- (a) The fee quoted by the bidder should be inclusive of all travel, lodging/boarding or all other out of pocket expenses. Food during the working hours shall be provided to the auditors in company canteen without any charges.
- (b) If there is a discrepancy between words and figures, the amount in words shall prevail.

We hereby agree with all the terms and conditions of the tender and undertake to abide by same.

Date:
Place:

Authorized Signatory

(Signature and seal of the authorized signatory)