

THE TRAVANCORE SUGARS & CHEMICALS LIMITED

(A KERALA GOVERNMENT COMPANY)

VALANJAVATTOM P O, THIRUVALLA, KERALA – 686 104

Tele : Office : 0469-2610711, 2610712, 2610465 Fax :2610446

E-mail :travancoresugars65@gmail.com Website : www.travancoresugars.com

KGST No : 14025011 dtd: 26.02.1991 CST/TIN 32030257465 GST -32AAACT7594F1Z9 CIN :U15421KL1937SGC001176

Notice Inviting Tender

for

Appointment of Cost Auditor

1. TSCL is a Government company working under the administrative control of Taxes Department, engaged in the manufacture of IMFL.
2. Company has invited open tender to the appointment of “**Cost Auditor**” from experienced and eligible bidders from reputed CMA firms; for the FY 2024-2025
3. **The Last date of submission of offer is 5.00 Pm on 25.11.2024. The offers will be opened at 11.00 Am on 26.11.2024**
4. Copy of the terms and conditions governing the offers and other documents can be downloaded from the Company Website. www.travancoresugars.com
5. The offers shall be subject to the guidelines issued by the Board of Directors and Government of Kerala from time to time.

Sd/-

COMPANY SECRETARY

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Sd/-
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Date :19/11/2024

NOTICE INVITING TENDER (NIT)

1.0 TSCL invites offline open tenders from experienced and eligible bidders from reputed CMA firms for the “Appointment of Cost Auditor” as per schedule as under :

Tendering Document No	
Name of the Work	Appointment of Cost Auditor
Scope of Work	Detailed Scope of work shall be as per Annexure –I
Period of Completion	01 Year (FY 2024-25)
Earnest Money Deposit	NIL
Non-refundable cost of Tender document	NA
Non-refundable cost of e-Tender processing fee	N/A
Pre-Tender Meeting & Venue	N/A
Last date & time of submission	25/11/2024 5.00 PM
Date & Time of Opening of Technical Tender	26/11/2024 11 00 AM
Validity of offer	120 days from the date of opening of price tender

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2.0 Minimum Eligibility Criteria:

A. Work Experience:

- i) The Firm selected and entrusted the work of Cost Audit should maintain highest standard of professional competence and ethics. A thorough professional approach towards work, concisely written Audit Report with concrete suggestions, clear & unambiguous approach towards issues of concern and practical solutions to the issued are highly desirable.
- ii) The firm should have a minimum of 5 years of experience in performing works of similar nature and should be supported by Work Orders & Certificates issued by the client's organization.
- iii) Must have experience of Cost Audit of Company in the last 3 years with an Annual Turnover of not less than 50 Crores, preferably a Government Company.
- iv) **Similar work means** "Rendering Cost Audit Services"

B. General

- i) Should have valid GST Registration No. which shall be supported by GST Registration Certificate.
- ii) Should have registered office in Kerala
- iii) Shall submit the copy of the Firm Registration Certificate with the Institute.
- iv) Should submit details of the partners so engaged as well as the Article Members present in the firm

3.0 The intending professional must read the terms and conditions of TSCL carefully. They should only submit their tender if they consider themselves eligible and they are in possession of all the documents required. Information and Instructions for Tenderers posted on Website(s) shall form part of Tender Document.

4.0 The bidders are advised to submit complete details with their bids as Technical Bid Evaluation will be done on the basis of documents submitted by the bidders with the bids. The information should be submitted in the prescribed proforma. Bids with Incomplete/Ambiguous information will be rejected.

- 5.0 The bidders are advised in their own interest to submit their bid documents well in advance from last date/time of submission of bids so as to avoid problems which the bidders may face in submission at last moment /during rush hours.
- 6.0 If the tenderer is found ineligible after opening of tenders, his tender shall become invalid.
- 7.0 Notwithstanding anything stated above, TSCL reserves the right to assess the capabilities and capacity of the tenderer to perform the contract, in the overall interest of TSCL. In case, tenderer's capabilities and capacities are not found satisfactory, TSCL reserves the right to reject/cancel the tender.
- 8.0 The tender documents shall be submitted in a sealed envelope with the super-scription "COST AUDIT-TSCL
- 9.0 List of Documents to be submitted:
- a. Unconditional Letter of Acceptance of Tender Conditions (in original) (Annexure-II) (On Letter Head of the Applicant/Bidder)
 - b. Affidavit for correctness of Documents/Information (Annexure –III)
 - c. Details of Work Experience Certificates.
 - d. Valid GST Registration Certificates and PAN Card.
 - e. General Information of the Bidder (Annexure –IV)

NOTE : All the submitted documents should be in readable, printable and legible form failing which the Bids are liable for rejection. The document submitted should be **indexed and duly page numbered**.

- 10.0 a. No Clarification will be sought in case of non-submission of (i) Unconditional Letter of Acceptance and (ii) Affidavit for Correctness of Document/Information. In such cases the bid shall be rejected out rightly without seeking any further clarification/document.
- b. All the submitted documents shall be considered as duly signed by bidder/authorized representative.
- 11.0 **Payment Terms** : 100% payment will be made on satisfactory completion of Cost Audit for the reported FY 2024-25.
- 12.0 In case of any query, please contact the General Manager (i/c), TSCL @7012731526

Instructions to Tenderers (ITT)

1.0	Offline open tenders are invited from experienced and eligible Bidder for “Appointment of Cost Auditor”
2.0	The tender document as uploaded can be seen on website.
3.0	Earnest Money Deposit Not Applicable
4.0	The tender submitted shall become invalid if; i) The tenderer is found ineligible ii) The tenderer does not submit all the documents (including GST Registration) as stipulated in the tender document iii) If any discrepancy is noticed in the hard copies submitted physically in the office of tender opening authority.
5.0	VALIDITY OF TENDER The tender for the works shall remain open for acceptance for a period of 90(Ninety) days from the date of opening of tender. If any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptance to TSCL then TSCL shall, without prejudice to any other right or remedy, be at liberty to blacklist the tenderer from further participation in the tendering process of the work for a period of 3(three) years.
6.0	ACCEPTANCE OF TENDER TSCL reserves the right to reject any or all the tenderers in part or full without assigning any reason whatsoever. TSCL does not bind itself to accept any tender
7.0	The tenders shall be strictly as per the terms & conditions of contract. Tenders with any additional condition(s) /modifications shall be rejected. Tenders in which, any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.
8.0	The witnesses to the Tender shall be other than the tenderer competing for this work and must indicate full name, address and status/occupation with dated signatures.
9.0	On acceptance of tender, the name of the accredited representative(s) of the agency who would be responsible for communicating with TSCL personnel for any need shall be intimated by the bidder within a week for issue of Letter of Awards/Work Order by TSCL
10.0	The tenderer shall not be permitted to tender for works if his relative is posted in TSCL. The tenderer shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any of the officers in TSCL. Any breach of this condition by the tenderer would render him liable to the withdrawal of the work awarded to him. This may also debar the bidder from tendering for future works under TSCL. For the purpose of operation of this clause a near relative shall mean relative as defined in Companies Act 2013.
11.0	Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the bidders who resort to canvassing will be liable for rejection.

12.0 EVALUATION CRITERIA					
Sl No	Parameter	Selection Criteria	Basis of Marks	Points per criteria	Ma x.M ark
1	Firm's Experience	Year of establishment of Firm since date of registration with the Institute of Cost Accountants of India	No.of year since Firm's Registration in the present name	1 mark per completed Financial Year	15
2	Partners in the Firm	Fellow/Associate member	Fellow member of the Institute of Cost Accountants of India associated in the firm	3 marks for being associated in the firm	15
			Associate member of the Institute of Cost Accountants of India associated in the firm	2 marks for being associated in the firm	10
3	Qualified/Semi Qualified Cost Assistants/Articles	Number of CMAs/CMA Inter passed in the firm	Name & Qualification of each qualified/semi-qualified Assistant/Managers/Employees	2 marks per Semi Qualified	10
4	Experience in Central/State PSU	No.of Company Audited		2 Marks per company	10
5	Experience in Manufacturing Industry - Central/State PSU (Other than Point 4 above)	No. of Company Audited having Manufacturing business		2 Marks per company	15
6	Experience in Private Sector Companies	No. of Companies Audited		2 Marks per company	10
7	Experience in Manufacturing Industry-Private Sector Companies (Other than Point 6 above)	No. of Companies Audited having manufacturing business		2 Marks per company	15
Total Marks					100
13.0	CLARIFICATION AFTER TENDER SUBMISSION Tenderer's attention is drawn to the fact that during the period, the tenders are under consideration, the tenderers are advised to refrain from contacting by any means, TSCL and /or its employees/representative on matters related to the tender under consideration and that if necessary, TSCL will obtain clarifications in writing or as may be necessary.				
14.0	The decision of CMD, TSCL or his authorized nominee in any matter arising out of this tender shall be final & binding.				

Annexure-I

Scope of the work :

The scope of the work is detailed as under:

- a. To conduct Cost audit of the Company in accordance with the provisions of the Companies (Cost Records and Audit) Rules 2014. Cost audit shall be in adherence to the relevant orders/clarification issued by Cost Audit Branch, Ministry of Corporate Affairs, Govt.of India and the Cost Accounting Standards issued by the Institute of Cost Accountants of India, from time to time.
- b. Cost audit team should consist of adequate number of qualified/semi qualified assistants (Cost Accountants) led by a senior partner of the Firm so as to be commensurate with cost audit work requirements.
 - i. Verification and certification of cost performance/records maintained by the Company as per Companies (Cost Records and Audit Rules,2014).
 - ii. Verification and certification of annexure to the cost audit report.(on the basis of applicability)
 - iii. Cost audit firm so appointed shall commence cost audit and submit report as per Companies (Cost Records and Audit) Rules within the time schedule communicated by the Company.
 - iv. Submit to CMD the various Cost Effective measures and cost control mechanism to be implemented by the Company
 - v. Shall submit First Half yearly report for the period ended 30th September 2024 along with the observations within 45 days of the commencement of audit, quarterly report for the period ended 31st December 2024, on or before 01st March 2025 and shall complete the assignment and submit the consolidated report on or before 31st May 2025 in the format so designed by the professional which will be approved or modified by the CMD during the submission of the first report.

Annexure-II

ACCEPTANCE OF TENDER CONTIONS

From :(To be submitted in ORIGINAL on the letter head of the Company by the authorized officer having power of attorney/ as per Board Resolution)

**THE TRAVANCORE SUGARS & CEHMEICALS LIMITED
VALANJAVATTOM P O, THIRUVALLA, KERALA – 686 104**

Sir

Sub : Name of the work & NIT No :

1. This has reference to above referred tender. I/We have read/viewed all the terms & conditions and are pleased to submit out tender for the above work and I/We hereby unconditionally accept the tender conditions and tender documents in its entirety for the above work.
2. I/We are eligible to submit the tender for the subject tender and I/We are in possession of all the documents required.
3. Should this tender be accepted, I/We agree to abide by and fulfill all terms and conditions referred to above and as contained in tender documents elsewhere and in default thereof, to forfeit ad pay TSCL, or its successors or its authorized nominees such sums of money as are stipulated in the notice inviting tenders and tender documents.

**Sd/-
COMPANY SECRETARY**

Dated:19.11.2024

Annexure –III**FORMAT FOR SUBMISSION OF APPLICATION****1. DETAILS OF THE COST AUDIT FIRM**

a. Name of Cost Audit Form	
b. Registration Number of the Cost Audit Firm with Institute of Cost Accountants of India	
c. Particulars of the Firm as registered with CMA	
i. Address of the Firm as registered with CMA	
ii. Address of the Firm (if different from I)	
iii. Telephone number with STD Code	
iv. Mobile No. of the Senior partner (For contract purpose)	
v. Mail address of the Firm	
vi. PAN No of the Firm	
vii. GST registration no. of the Firm	

2. Details of Partners in the Firm

Sl No	Name of the partner	Membership No with Status (FCMA/ACMA)	Full Time (Yes/No)	Date of Joining the Firm	Page no of supporting document in Application

3. Details of Qualified/Semi qualified Assistants in the Firm

Sl No	Name	Qualification (Inter/Final)	Membership No	Year of Cost Audit conducted	Page no of supporting document in Application

4. Details of Experience in Other Sector

Sl No	Name of the Company	PSU/PVT Sector	Year of Cost Audit conducted	Page no of supporting document in Application

5. Detail of Experience in Manufacturing Sector

Sl No	Name of the Company	PSU/PVT Sector	Year of Cost Audit conducted	Page no of supporting document in Application

Sd/-
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