

NATIONAL JUTE MANUFACTURES CORPORATION LIMITED
(A Government of India Undertaking)
CIN: U17232WB1980GOI032768
Chartered Bank Buildings, 2nd floor, 4, N. S. Road, Kolkata-700001
Phone: 033 2230 6434, 033 2230 4717
E-mail: njmcltd@gmail.com
Website: www.njmc.org.in

Tender Form

Tender No: 01/2023-24

Tender for Engagement of Auditor for Assessment and Finalization of Total Financial Liabilities of National Jute Manufactures Corporation Limited (NJMC Ltd) as on 31.07.2023.

(Limited Tender)

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Phone: 033 2230 6434, 033 2230 4717

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Tender Notice No.: 01/2023-24

Date: 07.08.2023

Engagement of Auditor for Assessment and Finalization of Total Financial Liabilities of National Jute Manufactures Corporation Limited (NJMC Ltd) as on 31.07.2023.

Sealed Tenders are invited for Engagement of Auditor for Assessment and Finalization of Total Financial Liabilities of National Jute Manufactures Corporation Limited (NJMC Ltd) as on 31.07.2023. The bid must be submitted in the prescribed format addressing to National Jute Manufactures Corporation Ltd, 4, NS Road, 2nd Floor, Kolkata 700001 writing the tender number and date on the envelope at the above address latest by **14.08.2023 within 2P.M.** The submitted bids shall be opened on **14.08.2023 at 03.00 P.M.** The intended bidders are requested to be present at the Corporate Office of NJMC Ltd during the bid opening process.

**Chief Operating Officer
& Dy. General Manager**

I. SCOPE OF WORK

To assess, ascertain/analyze maintainability of Financial Liabilities in details and report, party wise total Financial Liabilities of National Jute Manufactures Corporation Limited (NJMC Ltd) as on 31.07.2023 from all documents and records available with NJMC Ltd, reported in the Annual Accounts or not yet reported, with documentary evidence available. Report should be given in the following Liability Heads, Party wise with age analysis i) less than 5 years; ii) more than 5 years but less than 10 years and iii) more than 10 years:

Sl. No.	Liability Head
1.	Trade Payable
2.	Employees Dues
3.	Loan from Government of India
4.	Loan from Government of West Bengal including Interest Accrued
5.	Payments to Unsecured Creditors
6.	Statutory Dues
7.	Contingent Liabilities
8.	Other Liabilities, if any

II. TERMS & CONDITIONS

- (1) NJMC Ltd. reserves the right to accept or reject any tender or annul the tender process and reject all tenders at any time prior to award of the work order without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever.
- (2) The bidder will be paid a lump sum amount for providing services as per Scope of Work.
- (3) The bidder shall have to produce certificate from Income Tax Authority to avail of tax exemption otherwise income tax shall be deducted at source as per Income Tax Act 1961.
- (4) The bidder will not disclose any information related to NJMC Ltd and assign any rights, obligation, and privileges arising out of the award of the tender to any third party without previous approval of NJMC Ltd.
- (5) The tenders are liable to be rejected if complete information/document as required is not given therein or if the particulars asked for the schedules to the tenders is not furnished. All the pages of the tender document is to be signed along with official seal and submitted as token of acceptance of all the terms and conditions of the tender.

- (6) The Authority reserves the right to relax any/all of the clauses.
- (7) The vendors have to quote charges for the complete job as per scope of work and financial bid in Annexure-A. Partially quoted bids shall be treated as cancelled. L1 vendor shall be selected from bidders who shall quote the minimum charge for the complete job as per scope of work and financial bid in Annexure-A.
- (8) Fees/Charges are to be quoted as per financial bid in Annexure-A.
- (9) The firm appointed will have to engage at least 03 (three) personnel for the Audit Work, one of them should be qualified CA / CMA along with 02 (two) audit assistant preferably inter CA / CMA on regular basis during the audit period.
- (10) The firm appointed is expected to keep a close liaison with the Finance Department of the Corporate Office. Overall co-ordination shall be done by the Chief Operating Officer & Dy. General Manager, NJMC Ltd.
- (11) During the course of audit, discrepancies, if noticed, must necessarily be communicated in writing and finally reported after due care has been taken to avoid any error. Findings should be discussed with Chief Operating Officer & Dy. General Manager, NJMC Ltd and the Report should have an endorsement of such discussions.
- (12) An EMD of Rs 5000/- is to be deposited through Demand Draft drawn in favour of National Jute Manufactures Corporation Ltd payable at Kolkata along with this Quotation.
- (13) The EMD of unsuccessful bidders shall be returned after full completion of tendering process.
- (14) The EMD of successful bidder shall be adjusted with security deposit to be submitted by successful bidder after awarding of work order by NJMC Ltd.
- (15) A Security Deposit of 10% of Total Work Value to be submitted by successful bidder, which shall be returned after successful completion of work.

III. COMPLETION PERIOD

The job as per scope of work shall have to be completed within Sixty days from the date of issue of work order. Extension of completion time may be considered by NJMC Ltd on receipt of written request with valid reason/justification.

IV. SUBMISSION OF REPORT

Successful bidder is to submit Report in triplicate in two parts described as under:

- a) First part of report in triplicate Within 30 days from the date of issue of the Work Order having assessment, ascertainment/analyzed maintainability details as mentioned for the items in Sl. 1 to Sl. No. 4 of the Scope of Work.
- b) Second part of report in triplicate Within 60 days from the date of issue of the Work Order having assessment, ascertainment/analyzed maintainability details as mentioned for the items in Sl. 5 to Sl. No. 8 of the Scope of Work.

V. TERMS OF PAYMENT

Bills are to be submitted by the vendor in duplicate along with a cancelled cheque after acceptance of the reports submitted by them. NJMC shall make payment of the bill through RTGS preferably within 30 days from the date of receipt of the bill.

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FINANCIAL BID

Please quote your all inclusive fees/charges as per scope of work of the tender:

Sl. No.	Scope of Work	Fees/Charges (Rs)
1.	To assess, ascertain/analyze maintainability of Financial Liabilities in details and report, party wise total Financial Liabilities of National Jute Manufactures Corporation Limited (NJMC Ltd) as on 31.07.2023 from all documents and records available with NJMC Ltd, reported in the Annual Accounts or not yet reported, with documentary evidence available. Report should be given in the Liability Head as mentioned under the Scope of Work Party wise with age analysis i) less than 5 years; ii) more than 5 years but less than 10 years and iii) more than 10 years	
	GST (%)	
Total		

Note :

- GST or any other tax applicable or made applicable in respect of this contract shall be payable by contractor which will be reimbursed by NJMC Ltd.

Signature of the authorized person
with Date & Stamp