

CCIC OF INDIA LTD.
Jawahar Vyapar Bhawan, Janpath,
New Delhi – 110 001.

CCIC/Co.Secy/2014

May 16, 2014

Notice inviting Offers

1. Central Cottage Industries Corporation of India Ltd. (CCIC) invites offers for Appointment of Cost Accountants for its Head Office at Delhi from firms of Cost Accountants being member of Institute of Cost and Management Accountants of India for the F.Y.2013-14 & 2014-15.
2. The Corporation is engaged in Retail sale of Handicraft and handloom products through its Showroom at Delhi (Janpath, Rajiv Gandhi Bhawan), Stores, Accounts and Buying at Bharat Nagar New Delhi and Noida and branches at Mumbai, Kolkata, Bangalore Chennai and Hyderabad. The operations of Sales and purchases are made in computerized system having small value but high volume. The accounting is being done on Customised in house package developed at H.O. Delhi and Mumbai and on Tally at its branches in Bangalore and Chennai.
3. The applicant firms meeting the eligibility criteria can apply by submitting the Biodata of the firm and Fee for maintenance of Cost Accounting Records for the financial year 2013-14 & 2014-15. The Offers should be submitted separately in two separate parts. The first part shall comprise of "Technical bid" (Annexure – I) and second part "Financial offer" (Annexure – II). Both the parts should be enclosed in the separate envelopes super-scribing the envelop with "Technical bid" and "Financial offer". Both these envelopes should be enclosed in one envelope and superscribed with words "**Offer for Appointment of Retainer for maintenance of Cost Accounting Records and Certification thereof for the financial year 2013-14 & 2014-15**".
4. Offers must be delivered at following address
Company Secretary
Central Cottage Industries Corporation of India Ltd.,
Jawahar Vyapar Bhawan, Janpath,
New Delhi- 110 001
5. The **Scope of work** is given in for maintenance of Cost Accounting Records enclosed at Annexure 'III'.
6. The last date of submission of offer is 7th June, 2014 up to 3.30 PM. Offers received after this date shall not be considered.
7. The Technical bid shall be opened at 4 PM on 7th June, 2014 in the presence of applicants who desire to be present there.
8. The financial offer shall be opened in respect of applicants found eligible as per eligibility criteria under Technical bid for which intimation will be sent. The assignment of Maintenance of Cost Accounting Records and Certification thereof shall be awarded to Lowest financial offerer.

9. Eligibility Criteria

- (i) The CMA firm should have a valid registration as a member of Institute of Cost and Management Accountants of India.
 - (ii) The firm must have minimum experience of FIVE years in Maintenance & Audit of Cost Records as on 31.3.2014.
 - (iii) The firm should have H.O./ branch in Delhi/NCR.
 - (iv) No conditional offer will be considered.
 - (v) Should have two semi-qualified Cost Accountants and two other Assistants experienced in Maintenance of Cost Records.
10. CCIC has the right to accept / reject the quotation(s) of any firm without assigning any reason(s) thereof.
11. Payment of Retainership/ Certification thereof fee will be released after completion of work against bill.

sd/-
(Ashok Kinra)
Company Secretary

Technical Bid Form

To,

Company Secretary
Central Cottage Industries Corporation of India Ltd.,
Jawahar Vyapar Bhawan, Janpath,
New Delhi- 110 001

Description of the works : Appointment of Retainer for maintenance of Cost Accounting Records for the financial year 2013-14 & 2014-15.

1.	Name of the CMA firm	
2.	Address Head Office	
3.	Address of Dealing Branch Office	
4.	Telephone No	
5.	Fax No.	
6.	Contact Person for the firm With Telephone No, Email	
7.	Experience in the Maintenance of Cost Accounts (No. of years) and Certification thereof	(Attach details as per proforma I)
8.	Name(s) of the Partners, their Qualification (ACMA/FCMA), membership No.etc.	
9.	Names of Assistants/Articled clerks, CMAs, qualifications and experience	Please enclose separate annexures as per Proforma II attached
10.	Year of incorporation and Registration details with ICAI (attach proof)	

11.	PAN No. (mandatory) Service tax no.	
12.	Does your company/ firm have an existing/past relationship with CCIC? Describe the nature and extent of this relationship.	

DECLARATION:

1. All the information furnished by me / us here above is correct to the best of my / our knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I / We have read all the terms & conditions of tender and instruction of tender document and these are acceptable to us.

Signature of Authorized Signatory:

Name and Title of Authorized signatory:

Name of Firm/Company:

PLACE :

DATE :

PERFORMA- I

Detail of Costing Assignments handled

Sl. No.	Name of the organization (with address & telephone no.)	Year for which worked for maintenance of Cost Accounting Records/ certification of the same
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

PERFORMA- II

Detail of Key personnel

Sl No.	Name	Qualifications	Experience	Particulars of work	Employed in your firm since
1.					
2.					
3.					
4.					
5.					
6.					

Financial Bid**For maintenance/ certification of Cost Records**

Sr.No.	Particulars of fee	Amount (Rs.) for maintenance of Cost records	Amount (Rs.) for certification of Cost records
1.	Professional fee per annum		
2.	Taxes (if any) – percentage (Extra / Inclusive)		
	Total		

Date

(Signature)

Name

Membership No.....

Address.....

.....

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To:

Company Secretary
 Central Cottage Industries Corporation of India Ltd.,
 Jawahar Vyapar Bhawan, Janpath,
New Delhi- 110 001

ANNEXURE-III

CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.

1. SCOPE OF MAINTENANCE OF COST RECORDS

- (1) Every company to which these rules apply, including all units and branches thereof shall, in respect of each of its financial year commencing on or after the 1st day of April, 2011, keep cost records.
- (2) The cost records shall be prepared in such manner so as to make it possible to calculate per unit cost of production or cost of operations, cost of sales and margin for each of its products and activities for financial year 2013-14 & 2014-15 on monthly/quarterly/half-yearly/annual basis.
- (3) The cost records shall be maintained in accordance with the generally accepted cost accounting principles and cost accounting standards issued by the Institute; to the extent these are found to be relevant and applicable. The variations, if any, shall be clearly indicated and explained.
- (4) The cost records shall be maintained in such manner so as to enable the company to exercise, as far as possible, control over the various operations and costs with a view to achieve optimum economies in utilization of resources. These records shall also provide necessary data which is required to be furnished under these rules.
- (5) All such cost records and cost statements, maintained under these rules shall be reconciled with the audited financial statements for the financial year 2013-14 & 2014-15 specifically indicating expenses or incomes not considered in the cost records or statements so as to ensure accuracy and to reconcile the profit of all product groups with the overall profit of the company. The variations, if any, shall be clearly indicated and explained.
- (6) It shall be the duty CMA to take all reasonable steps to secure compliance by the company with the provisions of these rules in the same manner as he is liable to maintain accounts required under sub-section (1) of section 209 of the Companies Act.
- (7) Putting in place systems for maintenance of Cost Accounting Records and their reconciliation with financial Accounts.
- (8) Maintenance of Cost Sheets & Cost Records for manufacturing product categories wherever these are required to be maintained in respect of New Delhi Office of CCIC as per applicable Cost Accounting Rules & Standards.

- (9) Evaluation of costing data collected from different departments of the Company to identify the areas requiring immediate attention and to suggest measures to improve the Cost Accounting System.
- (10) To prepare Cost Statements and thereafter Consolidated Cost Statement for the financial year as a whole, prescribed under The Companies (Cost Accounting Records) Rules, 2011 (read with Section 209(1)(d) of Companies Act 1956) at the end of the financial year and their reconciliation with financial accounts.
- (11) Certification of Cost Accounting Reports as required by the relevant rules in this regard.
- (12) To file Cost Accounting Reports in XBRL format with MCA

2. PROGRAMME OF WORK

CMA of the cost accounting firm will be visiting CCIC once in a month for monitoring, reviewing and advising Costing System & Records in appropriate manner so as to prepare cost statements regularly. The cost statements will be presented to the Management on half yearly basis and they will be submitting a report after discussing with the officials concerned incorporating CCIC's point of view.

At the end of the year, the CMAs will consolidate half yearly statements for the purpose of fulfilling the requirements of Cost Accounting Record Rules 2011.

To issue a certificate for maintenance of Cost Records for compliance purpose as required under the Cost accounting Record Rules (CARR).

For this purpose, CMAs shall place adequate and suitable work force at CCIC of India Ltd. under his/ her overall guidance.