

## TENDER FORM

Tender Ref: MP-3/SS-Gen/Annl.Cont-10/2013-14

DATE: 23.10.2013

**Subject:-** Tender for appointment of the Cost Auditor for conducting the audit of Cost Records of IL, Kota (Kota Complex including Kota Unit, Marketing Unit & P-DDC Unit) and study the existing System of Cost Accounts at Kota Complex.

Instrumentation Ltd., Kota is inviting tender from interested Cost Auditor for the above jobs. The Cost Audit work is to be carried out as per the guidelines issued by the MCA, GOI. The "SCOPE OF WORK" and terms & conditions shall be as per Annexure-A attached. The rates alongwith applicable taxes (if any) to be filled in Annexure-B.

Tenders are to be submitted in following 2 parts in separate sealed envelopes mentioning Technical Bid & Price Bid.

- (1) **Technical Bid** – Showing your competence for carrying out the job and acceptance of terms and conditions (i.e. Annexure-A is to be submitted in technical bid duly signed & sealed by the bidder as a token of acceptance). Documentary evidence for competence may be attached.
- (2) **Price Bid** – For giving rates in Annexure-B.

Both the bids must be put in a bigger envelope superscribing our Tender Reference and due date.

**Due Date:-** The due date for receipt of Bid is **28/10/2013 – 12 Noon** in Office of Addl. General Manager (Procurement), Instrumentation Ltd., Jhalawar Road Kota-324005.

Un-priced bids shall be opened at 3.00 p.m. on 28.10.2013 in the above office.

Instrumentation Ltd., Kota reserves right to reject any quotation & delete/relax any term & condition to its discretion without assigning any reason.

For Instrumentation Ltd., Kota



Addl. General Manager (Proc)

DEEPAK RAJ MAHANA  
ADDL. GEN. MANAGER (PROCUREMENT)  
INSTRUMENTATION LTD.  
KOTA 324005 (RAJ.) INDIA

Encl: As above

(A) Terms & Conditions.

(1) Qualifying Condition :

- (i) The person/firm is required to be a member of the Institute of Cost Accountants of India, Kolkatta. (Copy of the valid membership certificate may be enclosed)
- (ii) The person/firm should hold the Certificate of Practice issued by the Institute of Cost Accountants of India, Kolkata (Copy of the Valid CP certificate may be enclosed).
- (iii) The person/firm should have minimum 5 years of working experience i.e. experience for conducting Cost Audit. (Related work certificates/copies of the Work orders may be enclosed). If a partnership firm is quoting for the tender then the firm should have a minimum experience of 5 years.

(2) Other terms :

- (i) Payment For Cost Audit will be made only after the submission of Cost audit Report for IL Kota as a whole.
- (ii) Single price should be quoted for both the items stated in the scope; price should be quoted all inclusive and only applicable taxes will be paid extra at actual.

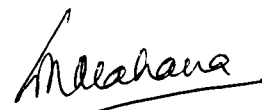
(B) **Scope of the work** :

- (i) To Conduct the audit of Cost Records of IL, Kota (Kota Complex only, including Kota Unit, Mktg. Unit, P-DDC Unit) and to submit the Cost audit Report for IL as a whole by compiling the Cost audit Report of IL Palakkad. Thus, to act as the main Cost Auditor of the Company.
- (ii) To study the existing system of Cost Accounts at Kota Complex and provide the suggestions for the changes as required (if any) to comply with the guidelines issued by the Govt. and ICAI time to time.

**Note:- The Auditor who is quoting for both the parts as stated in the Scope of work" will only be treated as the qualifying auditor.**

We have gone through the Terms & Conditions of the Tender Enquiry and Accept the same for their compliance.

Name, Signature & Seal of the Bidder  
in token of acceptance (To be sent  
In Technical Bid)



DEEPAK RAJ MAHANA  
ADDL. GEN. MANAGER (PROCUREMENT)  
INSTRUMENTATION LTD.  
KOTA 321005 (RAJ.) INDIA

**QUOTATION**

S.No.	Nature of work	Quotation Price Sl. No. 1 & 2)
1.	To conduct the audit of Cost Records of IL, Kota (Kota complex only including Kota Unit, Mktg. Unit, P-DDC Unit) and to submit The Cost Audit Report for IL as a whole by Compiling the Cost Audit Report of IL Palakkad. Thus, to act as the main Cost Auditor of the Company.	
2.	To study the existing system of Cost Accounts at Kota Complex and provide the suggestions for the changes as required (if any) to comply with the guidelines issued by the Govt. and ICAI time to time.	

Taxes:- Applicable Taxes if any.

Name, Signature & Seal of the Bidder



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