



02.05.2013

Applications are invited from eligible Cost Accountants firms (Kolkata based ) for selection and appointment as Cost Auditors for the Company for 2013-14, in respect of units located at Kolkata and Ranchi. Applications, as per pro-forma (details to be obtained/downloaded from Company website : [www.grse.nic.in](http://www.grse.nic.in) under Tenders/expression of Interest section) are to be addressed in sealed cover to the DGM -Internal Audit within 23.05.2013-1400hrs. Clarifications / Queries on the same may be obtained thru email to [ia.dgm@grse.co.in](mailto:ia.dgm@grse.co.in) .

“ In Pursuit of Excellence and Quality in Shipbuilding”



**Garden Reach Shipbuilders & Engineers Ltd.**  
(A Government of India Undertaking ; Ministry of Defence)

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NIT : COST AUDIT/ 2013-14 / (WEBSITE & ICWAI) 001

24.04.2013

1. The Company invites applications / offers from eligible firm of Cost Accountants (Kolkata based) for appointment as Cost Auditors for the year 2013-14.
2. Sealed offers (price-bid in separate cover) along with details as sought for in the annexures are to be submitted to  

DGM (Internal Audit),  
Garden Reach Shipbuilders & Engineers Ltd.,- Main Works  
43/46, Garden Reach Road,  
(Near Metiabruze PS)  
Kolkata – 700 024.
3. Last date of receipt of sealed application / bid : 1400 hrs. of 23.05.2013. The bids will be opened on the same day at 1500 hrs.
5. Documents enclosed with this Tender enquiry: -
  - (a) Guidelines for submission of offer and Terms & Conditions.
  - (b) Undertaking Format.

For Garden Reach Shipbuilders & Engineers Ltd.

Sd/-

DGM (Internal Audit)



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**GUIDELINES AND TERMS & CONDITIONS**

All documents must be printed/filled in correctly in blue ink. Over-writing should be avoided. All corrections should be clearly scored out and initialed (signed); otherwise tender is liable to be rejected.

Tenderers should quote firm fees to be valid till execution of the order. The fees should be all inclusive (no out-of pocket expenses will be paid). Only service tax will be as per statutes. However for conducting the audit at DEP Ranchi, accommodation at 2 star hotels (unless arranged for by the Company) for 40 single-room-nights (maximum) during year in respect of the firm personnel other than Partner. Travel by Train (AC III / Chair) to & fro will be applicable for 4 return journeys. For Partner, travel by Rail (AC I) / Air (to & fro) and accommodation at 3 star hotel would be allowed for one partner.

Offers duly sealed will be submitted by the intending firms in the Tender Box specially kept for the purpose at the Office of DGM (IA), GRSE Main unit, located at 43/46, Garden Reach Road, Kolkata –700 024. Fax/email and/or incomplete/ late offer will not be accepted.

In case of a tie in the quoted fees (L1), the firm having maximum experience as specified in Sl.no:13 of Annexure 2 would be selected

Canvassing in any form is strictly prohibited and any tenderer found canvassing will be liable to have Tender application rejected.

**Terms & Conditions:**

The firm will be required to carry out the Cost Audit in respect of the Company's businesses. Price bids should be submitted in separately sealed cover along with the other documents

The firm is required to adhere to the statutory requirements as relevant for conducting the Cost Audit under the Companies Act.

Working hours – Normal working hours of the Company are as below

8-00 AM to 5-00 PM from Monday to Friday  
8-00 AM to 1-00 PM on Saturday.

**Payment terms:**

Payment will be made on completion & submission of report and approval of same by the Audit Committee and Board.

**Secrecy Clause :**

The tenderer shall at all times use it's reasonable endeavours to keep the GRSE's confidential information confidential and accordingly not disclose any such confidential information to any other person other than the performance of it's obligations under the agreement. The tenderer shall indemnify and / or undertake that the confidential information, acquired by it during operation



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and/or implementation of the contract, shall not be divulged to any other firm and shall continue to apply even after expiry and/or termination of appointment.

All information given to the firm for the execution of the job is to be treated as CONFIDENTIAL. The technical information and other related documents shall not be used for any other purpose except for the execution of the subject work. The tenderer is to give an undertaking in favour of GRSE that in the event of any breach of the stated provisions, he would make good of any loss / cost / damage /any other claim whatsoever suffered by GRSE or preferred by anybody to GRSE in this respect subject to giving full opportunity to the firm to defend.

**Arbitration Clause :**

- (i) If, at any time, before, during or after the contract period, any unsettled claim, question, dispute or difference arises between the parties, upon or in relation to or in connection with or in any way touching or concerning this tender / agreement / supply order (*retain whichever is applicable*) the same shall be referred to the Chairman & Managing Director ( 'CMD' in short ) or the Managing Director ( 'MD' in short ), as the case may be of Garden Reach Shipbuilders & Engineers Ltd. ( 'GRSE Ltd' in short ) for adjudication of the said disputes or differences, as Sole Arbitrator, in accordance with the provisions of the Arbitration and Conciliation Act, 1996.
- (ii) The CMD or MD, GRSE Ltd. if he so desires, may nominate/appoint another officer of GRSE Ltd. or a person, whom he thinks fit and competent, for adjudication of the disputes or differences, referred to him as the Sole Arbitrator.
- (iii) Such arbitration shall, in all respects, be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the rules framed thereunder or any statutory modification or re-enactment thereof for the time being in force.
- (iv) The Award of the Sole Arbitrator shall be final, conclusive and binding upon the parties.
- (v) In the event of the death or resignation for any reason whatsoever of the said Sole Arbitrator, appointed by the said CMD or MD of GRSE Ltd., the CMD or MD of GRSE Ltd., on an application from either of the parties in this behalf, shall act himself as the Sole Arbitrator or nominate / appoint, in place of the outgoing Arbitrator, another officer of GRSE Ltd. or a person whom he thinks fit and competent to adjudicate the said disputes and differences in accordance with law.
- (vi) Also in the event of an arbitration award is set aside by a competent court on an application from either party and unless otherwise ordered by the said court, the CMD or MD of GRSE Ltd., on an application from either party, shall himself act as Sole Arbitrator or nominate/appoint another officer of GRSE Ltd. or a person whom he thinks fit and competent to adjudicate the disputes and differences in accordance with law.
- (viii) The cost of the arbitration, fees of the arbitrator, remuneration of the stenographer and clerk, stamp paper etc., as shall be decided by the Sole Arbitrator, shall be shared equally by the parties. The venue of arbitration, unless otherwise decided by the parties or by the Sole Arbitrator himself, shall be the premises of Garden Reach Shipbuilders & Engineers Ltd. located at 43/46, Garden Reach Road, Kolkata 700 024.
- (ix) The venue of arbitration shall be GRSE( Main Unit), Kolkata.

**Jurisdiction:** Litigation, if any, pertaining to the contract will come under the Jurisdiction of High Court, Kolkata.



UNDERTAKING

(TO BE SUBMITTED IN FIRM LETTERHEAD ALONG WITH THE BID)

TENDER NO. NIT/GRSE COST AUDIT/DEP 2012-13

1. We hereby Tender in respect of following jobs:-

COST AUDIT (under Companies Act) for 2013-14 in respect of GRSE Ltd's business units at Kolkata and Ranchi

at the rates specified in the Price Bid (as per separate cover) in accordance with the instructions and specification given in the Guidelines and Terms and Conditions for the Tender/Offer

2. We agree to commence execution with from dates as communicated to us by GRSE Ltd.

3. We agree to keep our offer open for acceptance for a period of eight weeks from the date of opening of this tender.

4. Should this Tender be accepted, We hereby agree to abide by and fulfill all the Terms Conditions and Guidelines indicated and the 'Conditions of Contract'.

5. We are not related to any of the officers of the Company.

Partner / Authorised Signatory

Full Signature & Office Seal



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Annexure 2

(TO BE SUBMITTED IN FIRM LETTERHEAD ALONG WITH THE BID)

1	Name of the Firm / ICWAI regn no	:	
2	Years of existence (at Least FIVE years)	:	
3	Dt of Incorporation	:	
4	No of Partners (at least TWO)	:	
5	Address	:	
6.	Telephone No. /Mobile No.	:	
7.	Name of the Contact Person with Designation and	:	
8.	Income Tax/PAN No.	:	
9.	Income Tax acknowledgement / Receipt of submission of I/T returns for last three years.	:	No / Date
10.	Whether Registered for Service Tax. (If yes – please specify)	:	Service Tax Registration No.
		:	Date of Registration
		:	Issued by
11.	Details of ESI Registration (if any)	:	ESI Registration
		:	Date of Registration
		:	Local Office Located at:
		:	Last date of deposit Challan (Xerox copy of Registration & last deposit Challan to be enclosed)
12.	Details of PF Registration (if any)	:	PF Registration / Code No. & date (Xerox copy of Registration allotment & last deposit challan to be enclosed)



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13.	Details of experience of operation (No. of Cost Audits u/s 233B conducted in 2011-12 & 2012-13 in respect of Companies having turnover of more than ` 500 Cr.)	:	
14.	Partners Biodata		As per format enclosed
15.	Qualified Staff details	:	
	Semi-qualified / Other Staff details	:	

Signature (with seal)

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Designation.....

Firms' Name.....

Address.....Telephone No./Cell No.....







(TO BE SUBMITTED IN FIRM LETTERHEAD ALONG WITH THE BID)

## Details of experience in COST AUDIT

(supporting documents/engagement letter copy must be attached)

Name of Company/Entity	Period of Cost - Audit	Turnover & Nature of business / unit covered under Cost Audit



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The Addl Secretary.

The Institute of Cost & Management Accountants of India

12 Sudder Street,

Kolkata 700016.

Dear Sir,

We shall be grateful if you kindly arrange to display the enclosed matter regarding appointment of Cost Auditor in GRSE Ltd. in your notice board for information to interested Cost Accountants firms.

Thanking you,

Yours faithfully

DGM (Internal Audit)

CC: Chairman –EIRC

The Institute of Cost & Management Accountants of India

Harish Mukherjee Road

Kolkata 26

} Request to  
kindly display  
the matter on  
EIRC Notice  
Board