



BEML LIMITED

(A Govt. of India Mini Ratna Company under Ministry of Defence)

REGIONAL OFFICE

1-A, Industrial Area, Sirgitti Sector-C,

Tifra, Chakarbhata Post

District-Bilaspur-495220, (C.G).

Phone: 07752-252142, 252598,252082

REF: BEML/MVP/PSV/2024-25/D-04/2075

Date: 18/07/2024

Dear Sir,

Sub: E-Tender through BEML SRM for Hiring services of Practicing Cost/Chartered Accountants firm for Physical Stock Verification of Heavy Earth Moving Machinery Spares for FY 2024-25.

BEML Ltd., a Govt. of India Mini Ratna Public Sector Company under Ministry of Defence, having its Regional office at Bilaspur-495220, (C.G), Invites offer for Physical Stock Verification of its warehouse at 1-A, Industrial Area, Sirgitti Sector-C, Tifra, Chakarbhata Post, District-Bilaspur-495220, (C.G) from the registered Practicing Cost/ Chartered Accountants firm.

Interested parties may download the tender documents and submit the tenders online through BEML SRM System.

Please go through the instruction and submit your bid in SRM System under Bid Invitation No. 6300038958 & complete in all respects **before 15.00 Hrs. on date 12/08/2024**

Thanking you,

Yours faithfully,

For BEML LIMITED

Encl: Tender Document – 10 pages.

**BEML LIMITED**

1-A, Industrial Area, Sirgitti Sector-C, Tifra, Chakarbhata Post,
District-Bilaspur-495220, (C.G)

NOTICE INVITING TENDERS

Tenders in two-bid system (Technical Bid and Commercial bid in e-mode through BEML SRM platform) are invited for Physical Stock Verification for its warehouse from the registered Practicing Cost/ Chartered Accountants firm.

Sl. No.	Work Description	Qty (Nos)	Tender Enquiry No. / Date	EMD (in Rs.)
1)	Physical Stock Verification for its warehouse from the registered Practicing Cost/ Chartered Accountant's firm.	01	REF: 6300038958 Dt.18.07.2024	Rs.900/-

Duration of contract: 02 years from the date of award of contract.

Last date & time: **12.08.2024 at 15.00 HRS** for online submission of tender documents.

Note:-

1. EMD to be paid only in the form of DD in favour of BEML Ltd., payable at Bilaspur. Scanned copy to be uploaded in e-tender and original DD should be submitted before opening of Technical Bid.
2. Contract will be governed by all statutory requirements amended from time to time and General terms & conditions of the contract of BEML Ltd.,
3. BEML Ltd., reserves the right to reject any or all the tenders without assigning any reasons whatsoever. Decision of BEML Ltd., in this regard shall be final & binding to all parties.

For BEML Limited

Regional Head

INSTRUCTION TO BIDDERS

- 01) Both Technical Bid (except original DD Towards EMD amount) and Price bid are to be submitted through electronic mode only in the system only in our E-procurement system (SRM). Please visit our website at [BEML-SRM \(bemlindia.in\)](http://BEML-SRM (bemlindia.in))
- 02) EMD in the form of DD for Rs. 900/- (Rupees Nine Hundred Only) in favour of BEML Ltd., payable at Bilaspur has to reach the address as mentioned below on or before the closing date and time of the tender:
- Regional Office, BEML LIMITED,
1-A, Industrial Area, Sirgitti Sector-C, Tifra,
Chakarbhata Post, District-Bilaspur-495220, (C.G)
- 03) Bidders are required to go through instructions carefully and submit the bid as required. Clarifications (if any) may please be obtained from BEML - Regional Office, Bilaspur on any working day, during Office Hours.
- 04) Tender is in Two Bid system.
- 05) Please note that as per the directives from Ministry of Defence, Class 3 Digital Signature is mandatory for submission of bid on our e-Procurement system. System will not accept Class 1 or Class 2 Digital Signatures.
- 06) Please note that activation of the Digital Signature Token in our system happens after 12.00 midnight from the Start Date of the validity, i.e. the next date after the Start Date of the validity. Hence in case you are getting a new Class 3 Digital Signature Token or arranging renewal of the existing Class 3 Digital Signature Token, it is advisable to get the same at least two days before the due-date of the tender.
- 07) In case of any queries on Digital Signature or submission of bid in the system, please contact BEML SRM Team on 080-22963269 e-mail to admin.srm@beml.co.in.

Submission of Technical Bid:

Please upload all the technical bid documents in the Collaboration Folder in the system. Please ensure that no price details are mentioned in any of the documents uploaded as part of the Technical Bid.

Technical bid: Following documents should be uploaded in Collaboration Folder on SRM Platform:

- a) Scanned copy of the entire tender document duly signed by the bidder. Any alteration, erasure or over-writing will render the tender invalid. Alteration neatly carried out and duly attested over with the full signature of the bidder however is permitted.
- b) Scanned copy of duly filled Annexure – A Format. The name of the bidder with full official address, email, landline and mobile phone numbers shall be furnished.
- c) Scanned copy of DD towards EMD amount.
- d) The bidders shall submit relevant records in proof of complying with qualification criterion conditions along with the Technical Bid as per Annexure-A.
- e) Bidder should have a valid bank account number and shall provide the account details in the technical bid. Payment to the contractor will be made either by crossed cheque or RTGS mode.
- f) Bidder should have valid GST registration number & PAN Number; Income Tax will be deducted

at source as per the Income Tax rules prevailing.

- g) In case of partnership firm the name and address of all the partners together with a certified copy of the partnership deed shall be furnished. All the parties have to sign the tender document unless signed by the power of attorney holder.
- h) Partnership companies should enclose copy of partnership deed.

Submission of Price Bid:

1. **Commercial Bid:** Please quote the price details in 'Item Data' in the system only against the respective items provided therein.
2. Technical Bids of the bidders will be opened first on the Technical Bid Opening Date/Time. Price Bids of the technically accepted bidders only will be opened subsequently on completion of the technical evaluation.
3. The bidder shall accept all the terms and conditions of the tender.
4. Before making the offer the bidders are advised to carefully go through the terms and conditions, which form part of the agreement. For any further details required, Tender issuing officer of BEML Ltd., may be contacted in person or through telephone nos. 07752-252142, 252598,252082.
5. BEML Ltd., reserves the right to assess the capacity and capability of the parties for pre-qualification. The company also reserves the right to accept or reject any or all the tenders or any part thereof at any stage of process without assigning any reason whatsoever. The company has no obligation to accept the lowest tender. Offer of the Bidder if prima-facie found not comparable with the quantum of work envisaged and the bid is an effort to be L1, then the offer is liable to be rejected. BEML Ltd., decision in this regard shall be final and binding.
6. **PRICE BID** – The bidders are required to enter the price for all the items listed in the 'Item Data' in SRM System. The price should be quoted for each item after careful study of the actual job requirement so that, in case the contract awarded, contractor should not express any difficulties in execution of the contract.
7. The rates quoted shall be complete inclusive of the reimbursement of out-of-pocket expenses in case of visit to office and other expenses. The GST shall be excluded from the rates, which will be paid extra at the applicable rate.
8. The bidders should note that the Income Tax as applicable will be deducted from the bills of contractor.
9. BEML Ltd., reserves the right to award the contract to one or more contractors simultaneously as deemed fit at the initial stage or during the contract period.
10. In the event of furnishing false information / incomplete information, the offer(s) shall be rejected.
11. BEML Ltd., reserves the right to reject any bid, which is technically unacceptable and unworkable. Further BEML Ltd., also reserves the right to reject any or all bids without assigning any reasons thereof.

12. Successful bidders shall enter into an agreement on non judicial stamp paper of Rs. 200/- (or suitable amount) as a token of having accepted the rates, terms and conditions of the contract as per the proforma given by BEML Ltd.,
13. Any written communication required to be sent to the contractor in writing shall be sent at the address mentioned on the **Annexure – A document uploaded by the contractor** or to any other address subsequently intimated by contractor in writing to BEML Ltd., for the contact purposes.

14. SCOPE OF WORK:-

1. The firm has to count the physical stock/ Inventory of the HEMM Spares along with our technical team and certify the physical stock report within the stipulated time period.
2. Reconciliation and matching of spares and their quantities with our system records within the stipulated time period.
3. To witness the physical stock verification report prepared by the Regional PSV Committee.
4. All above activities will be carried out at BEML Limited, Sector-C , 1-A, Industrial Area , Tifra, Chakarbhata Post, District-Bilaspur-495220, (C.G)
5. Duration of Work: i) 21 working from the date of commencement of work OR till completion of PSV related work.
6. In case, the contractor / firm after quoting withdraw from the tender or refuse / delay in commencing the work or stop the work abruptly, they will be blacklisted by BEML and contractor's EMD amount shall be forfeited.
7. Number of days for which Audit Services are required – 21 days (Minimum)
8. TCL: Required TCLs for daily work of PSV will be provided by BEML.

TERMS & CONDITIONS:**A. QUALIFICATION CRITERIA:-**

The bidders shall submit relevant records in proof of complying with qualification criterion conditions along with the Part – A: Technical Bids.

1. The bidders should be Practicing Cost/ Chartered accountant firm for Physical Stock Verification.
2. Certified chartered accountants from "The institute of chartered accountants of India".
3. Bidder should have a valid bank account number and shall provide the account details in the technical bid.
4. Bidder should have valid PAN Number; Income Tax will be deducted at source as per the Income Tax rules prevailing.
5. Bidder should have GST registration number.
6. Duly filled Annexure –A & B must be scanned and uploaded on SRM.
7. Experience: The bidder should have executed any Financial Audit Services OR similar Audit of physical stock/ Inventory of the Stores, in support of the experience. The bidders shall submit the list of contracts, indicating the name, value, date of completion of

contract, accompanied with copies of work orders issued by respective clients (self attested / certified).

8. Financial Turnover: The bidder should furnish the details of their Annual Turnover and submit the copies of Balance sheet for last 3 years & ITR Returns for last 3 years in support of their Financial Credentials along with Annexure – A & B.
9. **Bidders shall have their office in Chhattisgarh State.**
Party shall submit copies of duly attested Purchase Orders, placed by its esteemed clients (for availing similar kind of services), with the orders necessarily issued on its Office, located within Chhattisgarh State.
10. The L-1 party will be finalized as per the company rules. In-case of two or more parties having same L-1 rate –
 - a. Party having their office in Korba / Bilaspur / Raipur will be preferred.
 - b. Party with more Turnovers during previous year shall be preferred.

B. GENERAL TERMS & CONDITIONS:-

1. Earnest Money Deposit (EMD) as indicated in the NIT (Notice Inviting Tender) is to be submitted along with tender documents Part – A. EMD is payable through Demand Draft favoring BEML Ltd., payable at Bilaspur .
2. EMD given by all unsuccessful Bidders shall be refunded normally within 03 (Three) months. EMD shall not carry any interest.
3. For successful bidder EMD amount shall be refunded, based on Request letter submitted by the firm, once the successful party makes the payment of Security Deposit or PBG..
4. Successful bidder has to submit Security Deposit (SD) of 10% of Annual Contract Value before commencement of the work.

Security Deposit is accepted in the form of DD or BG. The Bank Guarantee should be from any Indian Nationalized / Scheduled Banks only. The Bank Guarantee format should have the approval of BEML Ltd., The security deposit shall not carry any interest.

5. Failure to pay the security deposit shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the contract awarded and the EMD amount will be forfeited. The security deposit shall be refunded within three months after the date of expiry of the contract period subject to the contractor fulfilling all obligations and operations as required under the contract.
6. BEML Ltd., reserves the right to appropriate the whole or any part of the amount of the security deposit without prejudice to other claims against the contractor for losses suffered by BEML due to failures on the part of the contractor or due to termination of contractor becoming disqualified because of liquidation and other reasons. Such losses, damages,

charges, expenses or cost, as assumed by BEML Ltd., shall be final and binding the contractor and shall not be called into question.

7. The tender document shall be deemed to form an integral part of the contract to be entered for this work.
8. BEML Ltd., reserves the right to have parallel / similar contract with any number of contractors.
9. Disputes (if any) arising between the company and the supplier in connection with this purchase order or any other matters connected herewith that same referred to a sole arbitrator to be appointed by BEML. The arbitration / proceedings shall be in accordance with provisions of Indian Arbitration and conciliation Act 1996 and Rules framed there under. The place of arbitration shall be at Bilaspur or any other place mutually decided by and between the company and the supplier and all arbitration proceedings shall be conducted in English language. The award of the sole arbitrator shall be final and binding on all the parties.
10. In case of any suit or other legal proceedings arising under or relating to this contract, the courts at Bilaspur shall only have jurisdiction.
11. In the event of contractor failing to provide the services, BEML Ltd., shall be at liberty to make alternative arrangements and the expenditure for such arrangements and for the loss / damage incurred by BEML Ltd., as a result of such non-compliance will be imposed on the successful bidder..

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Annexure – “A”

(To be filled in and should be signed with seal by the Bidder - Scanned copy to be uploaded in Collaboration Folder)

CREDENTIALS / PRE –QUALIFICATIONS

[This will form part of the tender documents]

1.	Name & address of the firm with proprietor's name, Partner & Director along with attested copies.		
2.	Telephone No.	Mobile :	
		Mail ID :	
3.	Details of Bank in which the Practice CA/CMA/Firm/ agency operates account. (To be submitted)	Banker'sName	
		Branch Name	
		BankAccount No.	
		IFSC CODE	
		Address:	
		Contact No	
4.	PAN (To be submitted)		
5.	GST details of the firm (To be submitted as documentary proof)		
6	Registration Certificate	Certificate for “The institute of chartered accountants of India”.	

I / we hereby certify that all the information given above is factual.

Signature with date of Authorized signatory Name: _____

Designation: ____

Firm's Seal: ____

Note: Partnership companies should enclose copy of partnership deed.

CONDITIONS ACCEPTANCE LETTER

(To be given on the Firm's Company letter head)

To,

M/s. BEML Ltd,

DGM (Store & Parts),

1/A, Sector-C , Industrial Area , Sirgitti,
Chakarbhata Post.

Bilaspur Dist.,(C.G.)

PIN: , 495220

Dear Sir,

Sub: Acceptance of terms and conditions of the tender

Tender Reference No.BID NO 6300038958 Date: - 18/07/2024

I/We have downloaded / obtained the tender documents for the above mentioned “Tender/Work from the

Website (s) namely “for Physical Stock Verification” at BEML Limited Bilaspur Stores
(Chhattishgarh)

2.I/ We hereby certify that I/We have read entire terms and conditions of the tender documents
Which form the part of Contract agreement and I/we shall abide hereby the terms/conditions/clauses
contained therein.

3. The corrigendum issued from time to time by your department/organization to have also been taken
into consideration while submitting this acceptance letter.

4. I/We hereby unconditionally accept that the tender conditions of the above-mentioned tender
documents
/ corrigendum in its totality/entirety.

5. In case any provision of this tender are found violated, your department / organization shall be at
liberty to reject this tender/bid including the forfeiture of the full said Earnest Money Deposit absolutely
and we shall not have any claim/right against department in satisfaction of this condition.

Date:

Signature with date of Authorized signatory

Name: _____

Designation: _____

Firm's Seal: _____

ANNEXURE –“C”

Price Bid through E mode: - (NOT TO BE UPLOADED & NOT TO BE SEND THROUGH POST)

SI NO.	Item Data	DESCRIPTION	AMOUNT TO BE QUOTED IN	REMARKS
01	For conducting Audit by the service provider	Count the physical stock of the HEMM Spares along with our technical team and certify the physical stock for minimum 21 working days OR till the completion of the work	Lump sum quote for the audit to be conducted by the service provider in INR	Please quote the respective items in (Sl. No. 1) in Item Data in the SRM System

NOTE

- a) Please refer this price bid format & quote the lowest lump sum rate (INR) against details in 'Item Data' on BEML SRM system.
- b) Rate quoted shall be exclusive of the GST tax.
Offer must be valid up to 45 days.
- c) In case Bidder is not quoting against activity, then their offer shall be rejected.
- d) The successful bidder will be chosen based on the lowest quote.
- e) BEML Ltd., reserves right to split the contract with two or more contractors as the case may be depending upon the lowest cost to BEML Ltd.
- f) The rates quoted shall be inclusive of the reimbursement of out-of-pocket expenses in case of visit to office and other expenses.