

THE COTTON CORPORATION OF INDIA LIMITED

(A Govt. of India undertaking)

Regd. Office: - KAPAS BHAVAN, PLOT NO. 3A, SECTOR 10, CBD-BELAPUR,
NAVI MUMBAI - 400 614.

No. CCI/Sectt./2013-14

6th November, 2013

NOTICE INVITING OFFERS

1. **THE COTTON CORPORATION OF INDIA LIMITED** (“The CCI” or “Company”), a Central Government Public Sector Undertaking (PSU) was incorporated as a Private Ltd. Company under the provisions of the Companies Act, 1956 on 31.07.1971 and having its Registered Office at Kapas Bhavan, Plot No. – 3A, Sector – 10, C.B.D. Belapur, Navi Mumbai – 400 614. The present Authorized Share Capital of the Company is Rs 75, 00, 00,000/- (Rupees Seventy Five Crores only) divided into 75, 00,000 Equity Shares of Rs. 100/- each and Authorized Share Capital of the Company is Rs 25, 00, 00,000/- (Rupees Twenty Five Crores only) divided into 25, 00,000 Equity Shares of Rs. 100/- each. The Company follows the accounting period from 1st April to 31st March as its financial year and the due date for holding the A.G.M of the Company after taken extension of three month from ROC, for the Financial Year 2012-13 is 31st December, 2013.
2. **The CCI** invites offers for empanelment/appointment of Consultant for complete Annual Filing together with filing of Cost Audit Report, etc. of the Company for the Financial Year 2012-13 in xbrl format within a stipulated time period as given by the Companies Act, 1956 or any Rules/Regulations/Circulars issued by the Ministry of Corporate Affairs (MCA) in this respect or any other Acts applicable or incidental thereto, to the respective Registrar of Companies (ROC) through MCA site.
3. The offer should be submitted in two separate parts comprising of first “**Technical bid**” and second part “**Financial offer**”. Both the parts should be enclosed in the separate envelopes superscribing 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 Consultant for complete Annual e-filing and Cost Audit Report for the FY 2012-13 in XBRL mode to MCA**”.
4. Offers must be delivered at following address:

CS Mohd. Zaffar Rizwani, Company Secretary,
The Cotton Corporation of India Limited,
(A Govt. of India undertaking)
Kapas Bhavan, 6th Floor, Plot No. 3A, Sector – 10, CBD-Belapur,
Navi Mumbai - 400 614
5. The last date of submission of offer is 13/11/2013 at 2:30 p.m. Offers received after this date/time shall not be considered.
6. The Technical bid shall be opened at 3.00 p.m. on 13/11/2013 in the presence of applicants who desire to be present there.

7. The financial bid of the Qualified Tenderers will be opened on 13/11/2013 at 3.15 P.M. The assignment shall be awarded to lowest financial offer.

8. Eligibility Criteria:-

- a) The Practicing Members/Partners shall be registered member of ICSI/ICAI/ICWAI and having Certificate of Practice thereto.
- b) There must have experience of atleast 5 companies for conversion XBRL and filing of requisite forms with MCA/ROC.

9. Scope of work (hereinafter referred as "Assignment"):

- a. Conversation of complete Annual Accounts together with their Annexure and Cost Audit Report of the Company for the year 2012-13 in XBRL format according to norms of the MCA and number of pages in respective documents are as follows:-

S. No.	Document	No of pages(Approx)
1	Directors' Report	21
2	Auditor's Report	7
3	Balance Sheet, Profit & Loss A/c, Cash Flow Statement and their notes	11
4	Notes to the accounts	15
5	Cost Audit Report	16
TOTAL (approx)		70

- b. Filling & attaching necessary documents in all e-Forms like Form 23AC-xbrl, Form 23ACA-xbrl, Form I-xbrl, etc., and uploading of all these e-Forms with the MCA portal.
 - c. Preparation of Annual Return and filing of Form 20B with the MCA portal.
 - d. The above assignment and filing inclusion of Government Fees & Certification charges.
10. The Company reserves its right to accept or reject the tenders. However, in case, any tender is rejected, applicant may seek the reasons for rejection. In case, applicant has any query about the tender condition and/or tender process- may seek clarification from the Company.
11. All the payment to be made on completion of E-filing and submission of bill.

**Mohd. Zaffar Rizwani
(Company Secretary)**

TECHNICAL BID FORM

Company Secretary,
The Cotton Corporation of India Limited,
Kapas Bhavan, 6th Floor, Plot No. 3A,
Sector – 10, CBD-Belapur,
Navi Mumbai - 400 614

Description of the works: Appointment of Consultant for complete Annual Filing together with filing of Cost Audit Report, etc. of the Company for the Financial Year 2012-13 in XBRL mode to MCA.

1.	Name of the 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. E mail	
7.	Experience of individual/firm with PSU/Govt. Companies/Pvt. Sector Companies (Listed/Non-listed)	Attach details as per Performa I
8.	Name(s) of individual, Partners, their qualification, membership No. etc.	
9.	List of Certifications done so far and time period required for completing XBRL format and filing the Annual Return with ROC/MCA within given time period.	
10.	PAN No. (Mandatory) Service Tax No.	
11.	Does your Company have an existing/ Past relationship with CCI. 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 Authorised signatory :
Name and Title of Authorised Signatory :
Name of Firm/Company :
Place :
Date :

PERFORMA - I

Details of Assignments handled

Sl. No.	Name of the Organization (with address & telephone No.)	Year for which worked
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

FINANCIAL BID

Sl. No.	PARTICULARS OF FEE	AMOUNT (Rs.)
1.	Total Professional fee for above said work	
2.	Taxes (if any) percentage (Extra/Inclusive	
	TOTAL	

Signature :

Name :

Membership No. :

Address :

Date :

To,
Company Secretary,
The Cotton Corporation of India Limited,
(A Govt. of India undertaking)
Kapas Bhavan, 6th Floor, Plot No. 3A,
Sector - 10, CBD-Belapur,
Navi Mumbai - 400 614