

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

CCIC/SECY/2011

October 21, 2011

Notice inviting Offers

1. Central Cottage Industries Corporation of India Ltd. (CCIC) invites offers for empanelment/ appointment of Practising Company Secretaries (PCS)/ Professionals as Consultant for providing services in XBRL Format for filing financial statements from Financial Year 2010-11 within given time period with Ministry of Corporate Affairs (MCA)/ Registrar of Companies (ROC).
2. Central Cottage Industries Corporation of India Limited (CCIC) is a Govt. of India undertaking under Ministry of Textiles. CCIC was registered as a Pvt. Ltd. Company under the Companies Act, 1956 on 04.02.1976 having registered office at New Delhi with Authorised Capital of Rs.12 crores and Paid up Capital of Rs.10.85 crores. CCIC operates showrooms for retail sales of handicraft and handloom products in New Delhi, Mumbai, Kolkata, Bengaluru and Chennai and franchise showroom in Patna besides an overseas showroom at Denmark.
3. The applicant firms should have expertise with experience in XBRL for fulfilling, the eligibility criteria while submitting the Bio-data of the firm and Fee for the services. 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 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 Practising Company Secretaries (PCS)/ Professionals
4. Offers must be delivered at following address

Shri Ashok Kinra
Company Secretary
Central Cottage Industries Corporation of India Ltd.
Jawahar Vyapar Bhawan,
Janpath,
New Delhi – 110 001
5. The last date of submission of offer is **09.11.2011 up to 3.30 PM**. Offers received after this date shall not be considered.
6. The Technical bid shall be opened at 4 PM on 09.11.2011 in the presence of applicants who desire to be present there.

7. The financial offer shall be opened in respect of applicants found eligible as per eligibility criteria under Technical bid for which intimation will be given. The assignment shall be awarded to Lowest financial offer.

8. Eligibility Criteria

- a) The member/s should be registered member of ICSI/ICA/ICWAI.
- b) The firm must have experience of 5 companies for conversion XBRL and filing of requisite forms with MCA/ROC.

9. Scope of Work

1. Creation of XBRL instance document
- A. Map company's each financial statement element to a corresponding element in published taxonomy
- B. Create instance document for Balance sheet and Profit and loss Account.

		<u>No. of pages (Approx.)</u>	
		Hindi	English
Directors Report	-	32	30
Balance Sheet and Profit & Loss A/c	-	40	38

- C. Review and verify the instance document

2. Download XBRL validation tool from MCA portal
3. Use the tool to validate the instance document
4. Perform pre-scrutiny of the validated instance document through the tool
5. Attach instance document to the Form 23AC and Form 23ACA
6. Submitting the Form 23ACA and Form 23ACA on the MCA portal
10. CCIC has the right to accept / reject the quotation(s) of any firm without assigning any reason(s) thereof.
11. Payment of fee will be released on submission of 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 Practising Company Secretaries/ Professionals.

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, Email	
7.	Experience of individual/ firm with PSU/ Govt. Companies/ Pvt. Sector Companies (Listed/ Non-Listed)	(Attach details as per proforma 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 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 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.		

ANNEXURE-II

Financial Bid

Sr. No.	Particulars of fee	Amount (₹)
1.	Professional fee per annum	
2.	Taxes (if any) – percentage (Extra / Inclusive)	
	Total	

Date_____

(Signature)

Name _____

Membership No. _____

Address _____

To:

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