

**[I] TEXT OF ADVERTISEMENT :**

Andrew Yule & Co. Ltd. Is a Government of India Enterprise and engaged amongst other business in the activity of production, processing and manufacturing of tea, invites offers from reputed firms of Chartered Accountants for empanelment as Internal Auditors of various Tea gardens of its Tea Division for the years 2009-10 & 2010-11.

**[II] PROFILE OF THE TEA DIVISION OF THE COMPANY :**

The Company has 12 Tea Estates situated in West Bengal and Assam and relevant information relating to those 12 gardens are given below :

**(a) Assam Gardens :**

<i>Name of the Tea Estate</i>	<b>Location</b>	<b>Average crop of of last 5 years (in lakh Kg.)</b>	<b>Area under Tea (in Hect.)</b>
(i) Khowang Tea Estate (including 2 out-gardens - Bhamun & Hingrijan) : P.O. Khowang, Dist. Dibrugarh, Assam-785 675	Near Maran	16.33	1020.54
(ii) Basmatia Tea Estate : P.O. Lahoal, Dist. Dibrugarh, Assam-786 610	Near Mohanbari	46.62	275.91
(iii) Desam Tea Estate : P.O. Naharkatia, Dist. Dibrugarh, Assam-786 610	Near Naharkatia	6.18	327.70
(iv) Tinkong Tea Estate : P.O. Tinkong, Dist. Dibrugarh, Assam-786 612	Between Moran & Naharkatia	7.83	505.37
(v) Rajgarh Tea Estate : P.O. Rajgarh, Dist. Dibrugarh, Assam-786 611	Between Moran & Naharkatia	4.48	283.93
(vi) Hoolungooree Tea Estate : P.O. Mariani, Dist. Jorhat, Assam-785 634	Near Mariani	4.39	406.65
(vii) Murphulani Tea Estate (including One Outgarden - Bogijan) : P.O. & Dist. Golaghat, Assam-785 621	Near Golaghar	4.69	485.61
<b>Total Assam Gardens</b>		<b>48.52</b>	<b>2587.30</b>

**(b) West Bengal Gardens :**

<i>Name of the Tea Estate</i>	<b>Location</b>	<b>Average crop of of last 5 years (in lakh Kg.)</b>	<b>Area under Tea (in Hect.)</b>
(i) Karballa Tea Estate : P.O. Banarhat, Dist. Jalpaiguri, WB-735 202	Banarhat	9.83	755.23
(ii) Banarhat Tea Estate : P.O. Banarhat, Dist. Jalpaiguri, WB-735 202	Banarhat	9.05	637.92
(iii) Choonabhutti Tea Estate : P.O. Banarhat, Dist. Jalpaiguri, WB-735 202	Banarhat	6.43	401.80
(iv) New Dooars Tea Estate : P.O. Banarhat, Dist. Jalpaiguri, WB-735 202	Banarhat	11.67	792.35
(v) Mim Tea Estate : P.O. Sukhiapokhri, Dist. Darjeeling, WB-734 221	Sukhiapokhri	1.01	187.65
<b>Total West Bengal Gardens</b>		<b>37.99</b>	<b>3305.71</b>
<b>Grand Total</b>		<b>86.52</b>	<b>6080.66</b>

**[III] MINIMUM ELEGIBILITY CRITERIA FOR EMPANELMENT :**

Minimum eligibility criteria to be considered for selection of the firms:

- (i) The firm should have at least 3 (three) partners , 2 (two) qualified Assistants (CA/CWA) and 4 (four) Semi-qualified Assistants (Inter CA/CWA);
- (ii) The firm shall have minimum 3 years experience in Internal Audit during the period between 01.04.04 and 31.03.09 in at least 2 Public Limited companies engaged in Tea manufacturing and marketing activities. Such companies should own at least 4 Tea Gardens.
- (iii) The average annual billing of the firms during the last 3 years should be at least Rs.20.00 lakhs.

**[IV] SCOPE OF WORK :**

Area of Audit is detailed in the Annexure.

**[V] NO. OF VISITS TO GARDEN :**

Each garden shall be visited twice in a span of 1 year.

**[VI] INFORMATION REQUIRED TO BE SUBMITTED :**

The following information are required to be submitted along with the offer :-

- a. Name, Address, Telephone Nos., Fax No., E-mail ID of the firm;
- b. Year of establishment of the firm;
- c. Details of experience of the firm in Internal Audit in 2008-09 and previous 4 years in Public Limited Companies engaged in manufacturing and marketing Tea operations and at least owning 4 Tea gardens;
- d. Annual Billing of the firm in last 3 years;
- e. Details of Partners, viz. Name, qualification, Membership No. and experience in details i.e. name of the organization served, capacities in which worked, nature of job done, No. of years served in each capacity, Experience as practicing Accountant, Experience in Internal Audit, etc.;
- f. Details of the qualified and semi-qualified Assistants (i.e. Names, Qualification and Experience, etc.);
- g. If the firm has Branches, details of such Branches, i.e. Address, Manning, etc.;
- h. Computer facilities.

**[VII] SUBMISSION OF OFFER :**

- (a) Sealed offers are to be addressed and submitted to the Office of Sr. Manager (Internal Audit), Andrew Yule & Company Ltd., Yule House, 8, Dr. Rajendra Prasad Sarani, Kolkata - 700 001.
- (b) Offers shall be submitted in two parts in two separate sealed envelopes :

- Part - I : Firm's detail information as referred to in III above in a separate sealed cover superscribing "**Information**".
- Part - II : Price Bid in a separate sealed cover superscribing "**Price Bid**".

- (c) Last date & time of submission of offer - .....2010 (upto 5.00 p.m.)

**[VIII]** Tenders shall be opened at the scheduled date and time mentioned above at Yule House in presence of the bidders or their authorized representative who wish to be present.

**[IX]** Company reserves the right to assign the job to one firm or split between two or more firms or cancel the whole offers without assigning any reason whatsoever.

AREAS OF AUDIT TO BE COVERED

TEA DIVISION

1. Follow-up of earlier 4 (four) Reports.
2. WAGES :
  - (i) Checking of Master Roll, Pay Roll vis-a-vis Actuarial valuation list for Gratuity – Follow up with earlier reports.
  - (ii) Checking of system of daily attendance recording – use of Auto Pay system.
  - (iii) System of payment of Sick Allowance/ Maternity Allowance including recording of Sick Leave & Maternity Leave availed.
  - (iv) Absenteeism percentage, Comparative absenteeism percentage for last 4 years.
  - (v) Checking of computation of Annual Leave with wages.
  - (vi) System of payment for wages for holidays.
3. GRATUITY :

Verification of Gratuity Payment – Checking of Gratuity computation, verification of records.
4. DEPLOYMENT :
  - (i) Deployment - Planning, comparison between Work Order Book and Actual deployment, Verification of Rough Kamjari with Final Kamjari Book.
  - (ii) Deployment of Labours in unproductive areas – a comparative study in respect to earlier years.
  - (iii) Pluckers Productivity – comparison among 3 years – Permanent, Casual – separately & in totality
  - (iv) Checking of fixation of tasks for all types of agricultural operations compared to the corresponding tasks of the prior periods as well as to those in other gardens. Comparison of actual work vis-à-vis the assigned task and remedial measures taken for slippages.
  - (v) Factory Deployment – Deployment of Casual workers, Overtime work, Shift Working along with checking of system of O.T. Payment.

5. APPLICATION OF AGRICULTURAL INPUTS :

- (i) Maintenance of Input Application Records - Checking of Input Application records with Stores Records.
- (ii) Checking of records for application of Agricultural Inputs vis-à-vis Attendance recording in Kamjari records.
  
- (iii) Programme for Input application vis-à-vis actual application.

6. PRODUCTION :

- (i) Verification of maintenance of production records - Raw Material (Green Leaf) Register, RG-1, RT-12, Packing Register & Despatch Records.
- (ii) Checking of system of Weighment of Green Leaf and its recording.
- (iii) Checking of system of dryer mouth weighment of Made Tea and its recording.
- (iv) Checking of system of weighment at the time of packing;
- (v) Scrutiny of time gap among productin, sorting, packing & dispatch and remedial measures taken in case of abnormal time gap;
- (vi) System of issue of Lbour Tea and Bunglow Tea and maintenance of related records - percentage of total manufacture.

7. LOCAL PURCHASE, CIVIL CONSTRUCTION & OTHER CONTRACTS INCLUDING REPAIR :

- (i) Examination of system followed in local purchases with reference to Company's Purchase Procedure & Delegation of Power.
- (ii) System of awarding contracts including Transport Contracts - Selection of Contractors, fixation of rate and other terms & conditions.
- (iii) Maintenance of records relating to all types of repair contracts awarded..
- (iv) System of payment to contractors/ suppliers including payment of advance.
- (v) Recovery of advance paid to suppliers/ contractors - Scrutiny of Outstanding Advances to suppliers, etc..
- (vi) Examination of all cases of individual local purchases of value above Rs.50,000/= and all contracts awarded locally of value above Rs.20,000/=.
- (vii) Examination of all cases of Capital Expenditure.

8. INVENTORY :

- (i) Maintenance of Stores Records including receipt & issue documents
- (ii) Utilisation of stores/ slow-moving/ non-moving stores items.
- (iii) Checking of records relating to physical verification of Stores & Tea
- (iv) Physical Verification of Stores.

9. BOUGHT LEAF OPERATION :

- (i) Detail checking of bought leaf operation with special emphasis on different aspect of Purchase of Green Leaf - Selection of parties, Fixation of rates, Checking of leaf-count and its Recording, etc., Recovery Percentage achieved out of such green leaf vis-à-vis the targeted percentage, Gate Entry Records for trucks carrying Green Leaf - both 'IN' & 'OUT', System of Weighment of Green Leaf at Factory and its recording.

10. NURSERY :

- (i) Maintenance of Stores Records including receipt & issue documents.
- (ii) Nursery Records, Scrutiny of Unadjusted balance of A/c Nursery Advance under the head "Advance A/c" in Garden Accounts.
- (iii) Examination of Nursery Cost - Comparative analysis of Plant Cost with previous years.

11. Cost benefit analysis of Capital Expenditure made during previous 7 years.

12. FIXED ASSETS :

- (i) Maintenance of Fixed Asset Register and verification of assets.
- (ii) Status of unutilized Assets including Vehicles and Engines.

13. Records maintained for Generation and Sale of Scraps and disposal procedure followed;

14. TAX MATTERS :

- (i) Checking of TDS and their deposit (both Income Tax & Service Tax) including records maintained at the garden.
- (ii) Submission of TDS Return

15. Checking of Status of Sales Tax (both CST & AGST) & Tea Cess. - Tax Deposit, Tax Return, Assessment and Issue & collection of Forms (For Assam Gardens only).
16. Issue of Ration :
  - (i) Verification of Ration Issue Register vis-à-vis Census Register.
  - (ii) System of deposit of collection from issue of ration (in case of West Bengal gardens)
  - (iii) Verification of stock of food stuff - Quantitative loss of food stuff i.e. Handling Loss.
17. Verification of Census Register and procedure followed for updating
18. Deposit of statutory dues and furnishing of Statutory Returns;
19. Renewal of all types of Licences and Land Lease.
20. Checking whether Cadastral Map is available and to check the utilisation of land..
21. Scrutiny of Advances given to employees and parties other than employees Account of Monthly Garden Accounts - Payment & Recovery
22. Verification of Cash Book, Bank Book, Bank Reconciliation Statement including Cash Vouching.
23. (i) Fuel consumption in respect of Coal, T.D. Oil, HSD Oil and Electricity and Gas - Comparison with previous 3 years.
  - (ii) Generator Log Book - Reconciliation with Stores Record
24. Vehicle Log Book - Reconciliation with Stores Record - Comparative Study of Fuel Consumption/ Km. - Comparison with previous 3 years.
25. Checking of system of purchase and issue of firewood to labours and maintenance of related records.
26. Recovery of Labour Line Electricity Bill (in case of West Bengal gardens).