

ANDREW YULE & COMPANY LIMITED
(A Government of India Enterprise)
General Division
8, Dr.Rajendra Prasad Sarani
Kolkata – 700 001

NOTICE INVITING TENDERS

ANDREW YULE & CO. LTD. invites Open Tender (as the e-tender on this subject floated on 18.06.2019 has not received any response) from bona fide CA/CMA Firms for conducting Internal Audit of its Electrical Division situated at 5/346, Old Mahabalipuram Road, Perungudi, Chennai in Two-part system **(Techno-Commercial Bid and Financial Bid); for Phase-2 of the Financial Year 2019-20 (from 01.10.2019 to 31.03.2020) and FY 2020-21 (subject to satisfactory performance of the said phase of the FY 2019-20).** The details of which regarding eligibility criteria, scope of work, method of evaluation etc. are mentioned in the tender documents, hereinafter. Interested CA/CMA Firms who comply with the eligibility criteria mentioned hereinafter, may quote as per the specified instructions furnished.

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Tender documents may be downloaded from website of the Company i.e www.andrewyule.com. Corrigendum, addendum or clarifications, if any, shall be hosted on the above-mentioned website only. AYCL reserves the right to accept or reject any tender, without assigning any reason for same.

B. Brief Background of the Company:

Andrew Yule & Company Ltd (AYCL) is an Indian manufacturing and industrial conglomerate, with majority shareholding by Government of India and headquartered in Kolkata (formerly Calcutta). It became a Central Public Sector Enterprise (CPSE) in 1979 and is presently having three major Divisions, viz., Engineering (having Factory near Kolkata), Electrical (having Factories in Kolkata and Chennai) and Tea (12 Estates in Assam and West Bengal). The Company maintains a Co-ordination Office in New Delhi. The Annual Turnover of the Company is around Rs.400 Crores and more than 50% of it is generated from Tea business and the rest through other businesses of the Company i.e. electrical equipment manufacturing as Transformer, AVR's, Industrial Fans etc. as well as various service activities.

C. Schedule of Tender (SOT)

1.	TENDER NO.	AYCL/Internal Audit/2019-20/04 Dated: 27.09.2019
2.	MODE OF TENDER	<u>Open Tender</u> Please refer to the instructions as mentioned hereinafter in clause "D"
3.	Date of availability of NIT to the Vendors for downloading	27th Sept, 2019 at 12.00 Hrs.
4.	Earnest Money Deposit	Bid Securing Declaration is to be submitted in the format given in Annexure-VII
5.	Last date of submission of Bids to AYCL Ltd.	17th October, 2019 at 18.00 Hrs.
6.	Date & time of Opening of Part-1 Techno-Commercial bid	18th October, 2019 at 16.00 Hrs.
7.	Date & time of Opening of Part-2, Financial Bid	To be intimated to the eligible vendor separately by e mail to the technically eligible bidders only

D. Minimum Eligibility Criteria

- a) The prospective bidding Firm should be registered with ICAI/ICMAI for at least last 10 Years as on due date of this Tender.
- b) The firm should have Internal Audit experience of at least 3 years (as on due date of this Tender) in the respective Industry i.e. electrical equipment manufacturing.
- c) The firm should have net average annual revenue receipts of at least Rs 10 Lakhs in last 3 financial years (2016-17 to 2018-19).
- d) The firm should have minimum 3 full time Partners (Out of which at least one partner should be located in Chennai, in case the Firm is having HO out of Chennai and having only a Branch in Chennai).
- e) The firm should have Internal/Statutory Audit experience in at least one Central/State PSU, listed with any Stock Exchange in India.
- f) The Firm should not be banned/de-listed/barred from conducting any audit work in last three Fin. Yr. (2016-17 to 2018-19) by any Central/State PSU and/or Central/State Govt. Dept.
- g) With regard to location of Head Office and/or Branch, the prospective bidding firms should fulfill the following:
 - i) If the Firm do not have Head Office in Chennai, then the Firm should have a Branch in Chennai which should be capable enough to independently carry out Internal Audit. In that case, minimum eligibility and technical score will be decided based on data provided for Chennai Branch. For such cases the bidder needs to furnish Annexure-V based on data for Chennai Branch. A separate writeup may be provided detailing the Firm's background and features on totality basis. or
 - ii) If the Firm is based in Chennai then they must be ready to visit AYCL-HO at Kolkata whenever desired by higher Management in AYCL. For this purpose, travelling expenses will be reimbursed as per AYCL TA/DA Rules.
 - iii) If the Firm is having office both in Kolkata & Chennai then additional points will be given, as in Annexure-V.

Firms fulfilling the above-mentioned minimum eligibility criteria only need to quote. Both Technical & Financial Bid, needs to be submitted offline to the Manager (F&A), Andrew Yule, General Division, Head Office, 8 Dr. Rajendra Prasad Sarani, Kolkata 700001 in a sealed covering envelope containing two separate envelopes for both Technical and Financial Bid, super scribing on the envelopes with words "Technical Bid" and "Financial Bid". The covering envelop containing Technical & Financial Bid should be super scribed as "Internal Auditor for the Financial Year 2019-20, Phase-2 (i.e 01.10.2019 to 31.03.2020) and Financial Year 2020-21 (subject to satisfactory performance of the said phase of the FY 2019-20, for Electrical Division, Chennai" before the closing date and time of the bid submission as mentioned hereinbefore. Any non-compliance with this condition will tantamount to rejection of the offer. As such, the documents mentioned above should be sent well in advance so that the chances of bid rejection on account of any postal/communication delay can be avoided.

1. Duly filled in and signed & sealed Annexures-I, II, III, VI and VII
2. Documents required as per Annexure-IV with signature and seal
3. Duly signed and sealed Financial Bid as per Annexure-V, kept in the main covering envelop.

E. List of Annexure

Detailed Profile of the Firm –	Annexure-I
Detailed Scope of work-	Annexure-II
General Terms & conditions-	Annexure-III
Technical Evaluation Criteria-	Annexure-IV
Format for Financial Bid-	Annexure-V
Declaration for Non-Ineligibility	Annexure-VI
Bid Securing Declaration	Annexure-VII

Detailed Profile of the Intended Firms

(This document should be dully filled up and attached along with Bid Securing Declaration)

Sl.No.	Particulars	Details
1	Name of the Firm	
2	Address Head Office	
3	Address of Branches	
	a)	
	b)	
4	Phone. No.	
5	Email ID	
6	Name of the Authorized Signatory of the Bid	
7	Contact No. of the Authorized Signatory	
8	Firm Registration No.	
9	Date of Incorporation	
10	PAN of the Firm	
11	GSTN of the Firm	
12	No. of Partners along with the membership no. and name	
13	No of DISA qualified partner	
14	No. of qualified assistants with name and membership no.	
15	No. of semi qualified assistants, Article assistants and other Audit staff (Details of Chennai based qualified Assistants/ Associates with the Firm who will be engaged in this Audit is to be provided separately.)	

I/we hereby certify that the particulars furnished by me/us above are true to the best of my / our knowledge and belief and mis-representations of facts will render me/us liable to my/our action as may be deemed fit by Andrew Yule & Co. Ltd. (General Division) & have the sole discretion to reject or accept my/our candidature.

(Signature of the Authorized Signatory)
Office Stamp/Seal.

Place :

Date ;

Annexure-II

Andrew Yule & Company Ltd
Ref. Tender No. AYCL/Internal Audit/2019-20/04
Detailed Scope of Work

MAJOR AREAS OF AUDIT TO BE COVERED – 2019-20 (Phase-2 i.e 01.10.2019 to 30.03.2020),

(To be done on concurrent basis to the extent possible and has to be completed by April.15th 2020)

1. Checklist for Internal Financial Control

Sl. No.	Area of activity	Compliance		Reasons for Non Compliance	Remarks
		Yes	No		
1	Whether Factory license is renewed or not (Date of renewal to be mentioned in Remarks column)				
2	Verification of system of engagement of casual workers with reference to rate of wages & other benefits extended to them				
3	Verification of accuracy of PF and ESI deduction				
4	Verification of other statutory deductions as GST, TDS, Professional tax etc				
5	Verification of Capital purchases against indent by user Departments and within the Capital budget approved for concerned Financial Year by the Board.				
6	To verify whether proper authorization has been taken from appropriate authority for purchase/sale/transfer of fixed assets during the period of Audit and the same has been properly recorded in the books of Accounts.				
7	Whether Fixed Asset register has been maintained & updated and physically verified on regular basis				
8	Ensure correctness of order placed with most economical party after due comparison and due approval.				
9	To check & verify expenditure on projects and all other expenses (including of Guest Houses, if any) against their appropriate approvals.				
10	To verify as payables are as per contract and no undue benefit is passed on to the supplier/contractor.				
11	Whether GST TDS has been deducted as per the GST Law and IT TDS as per IT Law.				
12	To verify whether bank reconciliation statements are prepared at due intervals				

13	To verify compliance of employees leave rules, medical rules, final settlement, pay & allowance etc.				
14	To verify in case of cancellation of PO, if any would be done by original approving authority on the assent of TC.				
15	Whether the Company has a policy to recognise bad debts in case they are not received within 3 years.				
16	In case a item is purchased in bulk quantity and the same is divided between L-1 and L-2,L-3 etc at L-1 rates, the same should be clearly written in the terms of NIT. Also in case of Open Market Sale/Export/Scrap Sales etc., the offer is suitably analysed and highest available offer is accepted. Whether reasons/justifications are recorded/approved for any deviation.				
17	Whether the retention money is being deducted running bills to cover up the defect liability period.				
18	Whether the amount debited by bank towards charges for various services to the Unit/Division is as per correct rates and an entry has been passed in books simultaneously.				
19	To verify whether the payment of various bills is made only after approval from appropriate authority.				
20	To verify whether for transportation of materials both incoming and outgoing appointment of transport contractor has been done following the tendering process at the beginning of the Financial Year.				
21	To check liquid assets (like Bank Term Deposit Receipt, any other Investment Certificate etc.) if any.				

2. Detailed scope of work

[1]	Follow-up of previous Internal Auditor observations/suggestions.
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STORES/CASH

[2]	Physical verification of cash as surprise check.
[3]	Physical verification of stores items on test check basis from various group of materials (including raw materials) such as machinery repair, fuel (e.g. Diesel/Petrol, LPG etc), consumables etc. and checking records maintained for the purpose. Frequency of physical verification made and necessary documentation.

SCRAP

[4]	Checking of scrap records for both generation as well as disposal.
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TAX/LEGAL/ADMIN MATTERS

[5]	[a]	Checking of deduction of Income Tax for various payments made to contractors as per provision of the Act and timely deposit of the same before the authority.
	[b]	Checking all GST related matter- Collection, Deposit, Deduction etc as per applicable statute alongwith reconciliation of GST return with sales including the status of Input Tax credit availed.
	[c]	Making a list of major pending Legal Cases and status of same.
	[d]	Implementation status of various administrative policies/instructions issue by higher authorities.

C FORM STATUS

[6]	Status and review of pending c forms
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SYSTEM & PROCEDURE

[7]	Job costing vis-à-vis labour booking in each job, total labour hours vs hours booked in job i.e. Idle time analysis
[8]	Planning function w.r.t production & despatch as per terms of order
[9]	Analysis of sales function w.r.t to its effectiveness and suggestions to improve in case any improvement is required including timely receipt of advance, if any.
[10]	Proper Compliance of purchase procedure in all respects.

INVENTORY INCLUDING WIP

[11]	System & procedure of valuation of WIP with checking of month end WIP valuation
[12]	Age wise analysis of inventory & reasons for slow & non-moving items
[13]	Details of obsolete stock
[14]	Physical verification of inventory including variance analysis with book balances alongwith reasons for the same, if any.

DEBTORS ANALYSIS

[15]	Party wise, Age wise analysis of debtors
[16]	Reasons for delayed/non-collection of debtors

[17]	Contracted time cycle for completion of the jobs, job delayed in comparison with contracted time, delay analysis including reasons for the same.
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3rd PARTY OPERATIONS

[18]	Review of 3 rd party operations with respect to terms of order
[19]	Balance confirmation from 3 rd parties where material is issued to them

INSURANCE & BANK OPERATIONS

[20]	Details of insurance covers available to the assets of the unit
[21]	Details of insurance policy that needs to be renewed or has been renewed during the term of internal audit
[22]	Status & delay analysis including reasons of insurance claims pending, if any
[23]	Details of inoperative bank accounts (accounts in which there is no transaction in last one year).

REPAIR & MAINTENANCE

[24]	Building repair –	
	[a]	System of undertaking the job of repair.
	[b]	Payment and booking of repair expenses.
	[c]	Maintenance of records in respect of repair.
	[d]	Physical verification, if possible.
	[e]	Trend of expenses over last 5 years.
	Vehicle Repair-	
	[a]	System of vehicle repair, System of undertaking any repair and how selection of supplier is being made whether vehicle wise repair register is maintained and expenses incurred from year to year are recorded therein.
	[b]	Whether the parts replaced are entered in the scrap register.
	[c]	Trend of Expenses in last 5 years.

P.F.

[25]	To verify payment position of contribution, recovery of loan and interest thereon. Actual date of disbursement of PF loan and subsequent recovery of such loan in this regard.
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LOCAL PURCHASE

[26]	System of awarding contracts – Selection of contractors or suppliers fixation of rate etc.
[27]	System of payments of contractors/suppliers including payment of advance, if any.
[28]	Review of liability list including system of liability booking and also payment against liability.

CAPEX & FIXED ASSET VERIFICATION

[29]	Physical verification of Fixed Assets at year end on sampling basis w.r.t the Fixed Asset Register maintained, detection of system flaws, if any, and suggestions for corrective measures
[30]	CAPEX Budget for the year alongwith approval and CAPEX expenditure based on the approved budget.
[31]	Review of purchase proposals specially where procured quantity is based on annual requirement as CRGO lamination, transformer Oil, copper etc.

WAGES/BONUS CALCULATION

[32]	Verification of master roll, payroll vis-à-vis actuarial valuation list of gratuity with PF records.
[33]	Checking of computation of Bonus
[34]	Checking procedure for disbursement of wages, maintenance of records for unpaid wages/bonus and subsequent disbursement.
[35]	Checking of voucher payment and examine whether such payments are made as per sanction of appropriate authority, on test check basis.

GRATUITY

[36]	Verification of gratuity payments – Whether gratuity calculation is made as per payment of gratuity act.
[37]	Maintenance of statutory records for gratuity payments showing date of birth, date of joining and date of retirement as per PF statements, LIC ID etc.

INFORMATION TECHNOLOGY

[38]	Overview of IT System & Process Control relating to any/all the above activities, as appropriate
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MATTER OF SPECIFIC IMPORTANCE

[39]	In cases where against any order received, partly/fully offloading of the Tender has been done on back-to-back basis, comparison of estimated Net Margin as per the proposal for placing offloading/outsourcing order Vs actual Net Margin arrived after completing both offloaded/outsourced order alongwith principle Order received by the Unit against which offloading/outsourcing was done.
[40]	Comparison of actual payment made against offloaded/outsourced P.O (issued by the Unit) payment terms and comparison of actual collection from the customer against payment terms of the P.O. issued by the customer.

MISCELLANEOUS

[41]	Review of Budgetary control process
[42]	Checking the basis of charges, charged by the Bank alongwith interest calculation.
[43]	Review of SWOT analysis of the Unit (Local Management to prepare the same)
[44]	Review of Accounting processes of the Unit in line with applicable Accounting Standards

- Information regarding payment of Statutory Dues and submission of Statutory Return is to be given in **Annexure-1**, the format of the same is given hereunder and the statement is to be prepared by taking month wise data from Oct 2019 to March 2020.
- **Lost tender analysis:-**
 - a) Lost tender analysis needs to be done on half yearly basis and the details of the same are to be given in Annexure-2.
 - b) On the basis of Annexure-2, Specific emphasis is required on estimated bid price, of the tenders in which Price quoted by AYCL is substantially high (say more than 5%) from the price quoted by the lowest bidder.

Annexure-1

Part of Audit Report- Statement showing Payment of Statutory dues

For the Month of _____

Attachment

Sl.No.	Statutory Payments	Amount due	Due date of payment	Actual date of payment	Remarks
1	Provident Fund				
2	ESI				
3	TDS				
4	GST				
5	Custom Duty				
6	Electricity Bill				
7	Others (Please specify)				

Annexure-2

Part of Audit Report- Lost Tender Analysis

Attachment

Sl.No.	Tender No.	Name of the Company from where the Tender was floated	Price quoted by AYCL (Chennai Division)	Price quoted by Lowest bidder	Remarks

(Seal & Signature of the Bidder)

Annexure-III

Andrew Yule & Company Limited
Ref. Tender No. AYCL/Internal Audit/2019-20/04
General Terms & conditions

1. Firms are required to submit their detailed profile in the format enclosed in Annexure-I.
2. **Location of Site:** as mentioned at page 1 of the Tender document.
3. Firms fulfilling the minimum eligibility criteria and having the supporting documents as required as per Annexure-IV, are only eligible to quote.
4. The successful bidder will be required to submit Performance Security/Security Deposit of Rs 5000/- in the form of NEFT/RTGS, within 10 days of email notification sent from Corporate office regarding selection of the bidding Firm as Internal Auditor and refund of which (without any interest thereon) will be made only on successful completion of all jobs and the contractual period, unless forfeited for breach of any contract term, any lack of performance as may be decided by AYCL Management or damage to AYCL as may be relevant to the contract.
5. Any Firm already engaged in any type of Audit of Andrew Yule & Company Limited during the Financial Year, 2019-20 not to participate in this tender and in case of any such participation the same will not be considered (The term 'Firm' includes any or all of it's partners jointly and/or separately, if they are in profession in any other Name or Firm).
6. The assignment of Internal Audit shall be carried out by a team comprising of a Chartered Accountant/ Cost Accountant & two semi qualified accountants, whereas the qualified CA/CMA should be a partner in the Firm. In case the Firm is having only a Branch in Chennai then the Audit team leading partner should be Chennai based.
7. Internal Audit report is to be given **(to be addressed to Director-Finance through a Confidential Sealed Cover)** and the Auditor should ensure that in case the bidding Firm is having its Head office in Kolkata & Branch in Chennai, the branch office should be capable of conducting the Internal Audit so that the expenses incurred on account of travelling can be avoided. In case any person from the Firm's Head Office needs to visit the Chennai office for the purpose of Internal Audit of AYCL then that should be brought to the notice of Management and to be done only on the discretion of the same.
8. Audit should be done on concurrent basis to the extent possible.
9. The financial bid should clearly mention the audit fee without GST in the prescribed format at Annexure-V.
10. **Duration of the Contract:** Appointment of Internal Audit Firms will be for Phase-2 of the FY 2019-20 i.e 01.10.2019 to 31.03.2020 (Six months) subject to performance of the Firm as mentioned in clause no 16, But mutually extendable for One more year.
11. **The selected firm will presently be issued with the Work Order for the Phase-2 of the FY 2019-20 covering period of the same will be 01.10.2019 to 31.03.2020.**
12. **On completion of Phase-2 Internal Audit of the FY 2019-20, submission of the report and its subsequent adoption the performance will be judged by the Competent Authority and fresh Work Order will be issued for the FY 2020-21, if found suitable.**
13. Documents required as per Clause D (Page No. 2-3) of Minimum eligibility criteria kept in a closed envelope should be addressed to Mr. Rohit Jain, Manager (F&A), M/s Andrew Yule & Company Limited, Yule House, 8, Dr. Rajendra Prasad Sarani, Kolkata-700001 subscribing on the envelope **"Appointment of Internal Auditor for the Financial Year 2019-20, Phase-2 (i.e 01.10.2019 to 31.03.2020) and Financial Year 2020-21 (subject to satisfactory performance of the said phase of the FY 2019-20, for Electrical Division, Chennai)" by 17.10.2019, 18:00Hrs.**

14. **Resolution of disputes:** In the event of any dispute, question of difference arising during the contractual period i.e. upto March 2020, efforts will be first made to settle the dispute by amicable settlement through discussion, failing which the decision of the Chairman and/or Director-Finance, Andrew Yule & Company Limited will be considered as final. All the disputes are subjected to Kolkata jurisdiction only.
15. **Assignment of Contract:** The bidder shall not assign the contract or any part thereof to anyone else.
16. **Obligations of the firm:**
- a) The Firm undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Firm shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.
 - b) The Firm and his Personnel shall not, disclose any proprietary or confidential information relating to the Services, this Contract, or the Client's business or operations without the prior written consent of the Client during the term.
17. **Performance of the Firm:**
- a) Performance of Internal Audit Firm will be reviewed by Committee of functional Directors and/or Audit Committee on 6 months basis for their continuation during the tenure of the appointment. The appointment can be terminated by AYCL in case, such performance is not satisfactory.
 - b) In case of unsatisfactory performance of Internal Audit, considered by the Management, within the tenure of the contract for any reason thereof, the same shall be liable for penal action as decided by AYCL Management.
 - c) In case of discontinuation by the Firm selected the additional cost (incidental/consequential) of engagement of fresh Audit Firm is to be borne by the defaulter Firm.
18. **Submission of report:** Initially the draft internal audit report (with confidential copy to Director-Finance and copy to DGM (F&A)/Corporate HO) is to be discussed with the respective Unit Finance Head and partner of the Internal Audit Firm, as the firm representative to obtain their responses to each audit observation, duly supported by the Minutes of the meetings signed by the Unit management and firms representative. It is mandatory to incorporate the response of the unit management as well as suggestions of Unit Finance Head or his representative in the report. Once the report is finalized incorporating the observations, suggestions, Unit response etc. the final report should be submitted within 1 week of completion of audit and the same should be addressed to Director(Finance) with a copy to Unit Finance Head and DGM(F&A)/Corporate Office.

Second Phase Internal Audit Report :- to be submitted by 30th April, 2020

With regard to the matters of Specific Importance mentioned at Sl. No. 39 & 40, the Auditor needs to make detailed observations alongwith facts & figures on the orders completed with the FY 2019-20 and submit the same alongwith Second Phase Internal Audit Report as a part of the same.

19. **For timely submission of report the Auditor should make sure to conduct Internal Audit of the Unit well within time and at the same time should ensure** that all the areas mentioned in the scope of work in Annexure-II are completed within the duration of the Audit i.e. upto March 2020.
20. **Payment terms:** Bill is to be raised within a week of submission of Final Internal Audit report for the Phase-2 of F.Y. 2019-20 to Electrical Division-Chennai (Finance) and the same will be paid within 30 days.
21. **Minimum Audit fee :** As required by the latest guideline issued by the Institute of Chartered Accountants of India, there is a requirement to specify the minimum fee for the assignment in Tender, to comply with the same a minimum quotes of Rs 30000/- (for phase-2 of the FY. 2019-20, i.e. from Oct'19 to March'20) has been fixed and the prospective bidders will not be able to quote below the same.
22. Bids scoring equal or greater than 50 marks in technical scoring as per Annexure-IV, will only be considered as technically eligible.

23. Evaluation Criteria:

- a) Composite score will be calculated by adding the weighted technical and financial bid score by applying the weightage of 60% and 40% to technical and financial scores respectively.
- b) The bidder securing the highest composite score will be considered as the most responsive bidder and will be earmarked as L-1 bidder for award of subject work. However, AYCL here reserves the right for price negotiation with that Firm, if required. Calculation of Composite score will be as follows:

$$Cs = Ts \times 0.60 + Fs \times 0.40$$

Where:

- i) Cs= Composite Score
 - ii) Ts= Technical Score
 - iii) Fs= Normalized Financial Score
 - iv) Ranks of Bidders of decided based on Composite Score.
- c) Among the qualified bidders the bidder with lowest qualifying Financial bid will be awarded 100% financial score and financial score % of others will be reduced proportionately in comparison with their price quotes as against the lowest quote. Thus, Financial Scores for bidders other than L-1 will be evaluated using the formula mentioned below:

$$Fs \text{ (Normalized Financial score of the bidder)} =$$

$$(\text{Lowest Financial bid} / \text{Financial bid of the bidder}) \times 100 \text{ (adjusted to 2 decimal places)}$$

24. In the event of the composite bid are in tie, the bidder scoring the highest technical score will be adjudicated as the best value bidder for selection.

25. Bid rejection terms and conditions:

- 1. Bids received after the last date & time mentioned above.
 - 2. Non submission of Bid Securing Declaration along with the bid.
 - 3. Bidders not submitting the required documents as per the tender document.
 - 4. Bidders not fulfilling the minimum eligibility terms and conditions as specified under relevant Clause.
 - 5. Bidders banned/de-listed/debarred by any PSU/Govt. Dept. during last 3 years (included in Minimum Eligibility Criteria).
 - 6. Bidders quoting below Minimum Audit fee as specified in Sl.No. 21.
26. The prospective bidders need to quote single Phase Audit fee only in Annexure-V.
27. The bidders are required to give a declaration in Annexure-VI to the fact that the bidding Firm/Company has not been banned/de-listed/debarred by any PSU/Govt. Dept during last 3(three) years.
28. Offers to be kept valid for acceptance for 180 days from the due date of the Tender or as may be extended mutually thereafter.
29. The selected Firm or it's employees/representatives will not commit any criminal offence under the relevant Anti-Corruption Laws of India; further the selected Firm or it's Employees/Representatives will not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by AYCL as part of the Business relationship, regarding plans technical proposals and business details including information contained or transmitted electronically.
30. The selected Firms and/or it's employee/representatives shall maintain utmost confidentiality at all the times (even beyond the contract/service period) of Information and/or data obtained from or about

AYCL in connection to this tender as well as the service provided/to be provided (unless demanded in writing by any Govt/Statutory/Court of Law Authority).

(Seal & Signature of the Bidder)

ANNEXURE-IV

Technical/Un-priced Bid Scoring Sheet

Sl. No.	Technical Evaluation Criteria	Points	Max. Points	Documents to be submitted
1	Firm should be registered with ICAI/ICMAI for at least 10 years	3 points per completed year beyond 10 years	18	Self certified copy of Firms registration certificate
2	The Firm should have Internal Audit experience of at least 3 years in the respective industry (Electrical equipment manufacturing)	a) 4 points per year exceeding 5 completed years of internal audit experience in respective Industry i.e. Electrical Equipment manufacturing b) 5 points per No. of Electrical equipment manufacturing Company Audited beyond Minimum One Company	a) 20 b) 20	a)Self certified copies of Work Orders/ Job Completion Certificate b)Self certified copies of work orders /job completion certificates.
3	The Firm should have Average Annual Net revenue receipts of at least Rs 10 Lakhs in last 3 FYs (2016-17 to 2018-19)	5 points per increase of Rs 5 lakhs on account of net revenue receipts (not in part) beyond Rs 10 Lakhs.	20	Certificate of said Net revenue receipts issued by a practicing Chartered Accountant other than a Partner/Associate/Employee of the bidding Firm.
4	Firm should have at least 3 Partners (Out of which at least one partner should be located in Chennai, in case the Firm is having HO out of Chennai and having only a Branch in Chennai)	a) 3 point per partner exceeding 3 partners, if H.O. of the Firm is in Chennai OR b) 3 points per Chennai based partner exceeding 1 Chennai based partner, if the Firm is having only a Branch in Chennai.	6	A self-declaration signed by all Partners with Full Names, Membership No. (of ICAI/ICMAI, as applicable), date from which his/her partnership is effective etc., affixing the Firm's official seal.
5	DISA/CISA qualified partners	1 point per qualified partner	4	Self certified copy of the certificate issued from ICAI
6	Having Statutory/Internal Audit Experience in any Central/State PSU, listed with any Stock Exchange in India.	2 points per No. of such Company Audited beyond Minimum One Company	6	Self certified copy of letter of appointment/Work Order/Job Completion Certificate
7.	No. of Chennai based Qualified Assistants/ Associates with the Firm, who will be engaged in such Audit	1 point per such Assistant/Associate	4	Self certified letter mentioning the name of qualified assistant engaged in Audit.
8.	Office in Kolkata & Chennai	2 points for having Office/Branch, both in Kolkata & Chennai	2	Self certified copy of the Branch addresses alongwith details of the partner heading the Branch
Total			100	

N.B: The bidders securing marks equal to greater than 50 out of 100 will only be considered as technically eligible.

Annexure-V

Andrew Yule & Company Limited
Ref. Tender No. AYCL/Internal Audit/2019-20/04

Format for submission of Financial Bid (on the letter head of the Firm)

Internal Audit of Electrical Division-Chennai for the F.Y. 2019-20 (Phase-2 i.e. 01.10.2019 to 31.03.2020)

Sl. No.	Particulars	Rs(In Lakhs)
		Audit Fee
1	Audit Fee	XXX
	Total	

N.B: In case the assignment is extended to Financial Year 2020-21 or part thereof then, the above quoted fee will only be payable for each of the two phases (Phase-I: 01.04.2020 to 30.09.2020 & Phase-II: 01.10.2020 to 31.03.2021) in that year as per the extended assignment given.

(Total Rupees _____Only)

Signature: __

Name & Designation of the Authorized Signatory: __

Seal of the Firm: __

Date_____ Place _____

- a) Local conveyance, Boarding and Lodging for Out Station Trip if required will be provided by AYCL as per it's travel rules (Bidder need not quote). In case the selected Firm is having Branch near the office of the Division then primary members of the Audit Team should be from that Branch only unless otherwise agreed by the Competent Authority (Director-Fin., AYCL or his/her nominated officer)**
- b) GST will be paid extra as applicable. Bidder need not quote.**
- c) TDS will be deducted from payments as per applicable law.**
- d) The above highlighted items will not be considered for bid evaluation.**

Annexure-VI

Andrew Yule & Company Limited
Ref. Tender No. AYCL/Internal Audit/2019-20/04

Declaration of Non-Ineligibility (By the Bidder)

I/ We, M/s (Name of bidder) hereby certify that I/we have not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last 03 (three) years.

(Seal & Signature of the Bidder)

Annexure-VII

Andrew Yule & Company Limited

Bid Securing Declaration

We, M/s (Name of bidder) hereby declare that if we withdraw or modify our bids during the period of validity i.e 180 days from the due date of the tender, or in case of selection, if we fail to either sign the contract or submit the performance security i.e. Rs 5000/- (Rupees Five Thousand) before the deadline defined in Sl.No 4 of general terms & conditions in Annexure-III, of the NIT, the tender inviting Authority i.e. Andrew Yule & Company Limited may suspend us from being eligible to submit bids for contracts with the Company till the completion of Financial Year 2019-20.

(Seal & Signature of the Bidder)
