

## Bid Document

Bid Details	
<b>Bid End Date/Time</b>	15-04-2021 18:00:00
<b>Bid Opening Date/Time</b>	15-04-2021 18:30:00
<b>Bid Life Cycle (From Publish Date)</b>	90 (Days)
<b>Bid Offer Validity (From End Date)</b>	60 (Days)
<b>Ministry/State Name</b>	Ministry Of Heavy Industries And Public Enterprises
<b>Department Name</b>	Department Of Heavy Industry
<b>Organisation Name</b>	Andrew Yule Company Limited
<b>Office Name</b>	Registered Office
<b>Total Quantity</b>	3
<b>Item Category</b>	Internal Audit of Tea Gardens , Internal Audit for Corp Office, Electrical Division at Kolkata and Engg Division at Kalyani, WB , Internal Audit for Electrical Division, Chennai
<b>Years of Past Experience required</b>	3 Year (s)
<b>MSE Exemption for Years of Experience and Turnover</b>	No
<b>Startup Exemption for Years of Experience and Turnover</b>	No
<b>Document required from seller</b>	Experience Criteria,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
<b>Bid to RA enabled</b>	No
<b>Primary product category</b>	Internal Audit for Electrical Division, Chennai
<b>Time allowed for Technical Clarifications during technical evaluation</b>	3 Days
<b>Estimated Bid Value</b>	525000
<b>Evaluation Method</b>	Item wise evaluation

### EMD Detail

Advisory Bank	AXIS BANK LTD
EMD Percentage(%)	1.00

### ePBG Detail

Required	No
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(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). The EMD % will be applicable for each schedule/group selected during Bid creation.

(c). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

#### Beneficiary:

Manager (F&A)

Registered Office, Department of Heavy Industry, ANDREW YULE COMPANY LIMITED, Ministry of Heavy Industries and Public Enterprises  
(Rohit Jain)

#### Splitting

Bid splitting not applied.

1. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

#### Evaluation Method ( Item Wise Evaluation Method )

Contract will be awarded schedulewise and the determination of L1 will be done separately for each schedule. The details of item-consignee combination covered under each schedule are as under:

Evaluation Schedules	Estimated Value	Item/Category	Quantity
Schedule 1	225000	Internal Audit Of Tea Gardens	1
Schedule 2	175000	Internal Audit For Corp Office, Electrical Division At Kolkata And Engg Division At Kalyani, Wb	1
Schedule 3	125000	Internal Audit For Electrical Division, Chennai	1

#### Internal Audit Of Tea Gardens ( 1 set )

Brand Type	Unbranded
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#### Technical Specifications

Buyer Specification Document	<a href="#">Download</a>
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#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Satyendra Kumar Pandey	700001,Andrew Yule & Company Limited, Yule House, 8, Dr. Rajendra Prasad Sarani, Kolkata - 700001	1	365

#### Internal Audit For Corp Office, Electrical Division At Kolkata And Engg Division At Kalyani, WB ( 1 set )

Brand Type	Unbranded
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#### Technical Specifications

Buyer Specification Document	<a href="#">Download</a>
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#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Satyendra Kumar Pandey	700001,Andrew Yule & Company Limited, Yule House, 8, Dr. Rajendra Prasad Sarani, Kolkata - 700001	1	365

#### Internal Audit For Electrical Division, Chennai ( 1 set )

Brand Type	Unbranded
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#### Technical Specifications

Buyer Specification Document	<a href="#">Download</a>
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#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Satyendra Kumar Pandey	700001,Andrew Yule & Company Limited, Yule House, 8, Dr. Rajendra Prasad Sarani, Kolkata - 700001	1	365

#### Buyer Added Bid Specific Additional Terms and Conditions

1. Bidder shall submit the following documents along with their bid for Vendor Code Creation:

- a. Copy of PAN Card.
  - b. Copy of GSTIN.
  - c. Copy of Cancelled Cheque.
  - d. Copy of EFT Mandate duly certified by Bank.
2. Supplier shall ensure that the Invoice is raised in the name of Consignee with GSTIN of Consignee only.
  3. Bidders can also submit the EMD with Account Payee Demand Draft in favour of ANDREW YULE AND COMPANY LIMITED payable at KOLKATA.  
Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

## Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. If any seller has any objection / grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

[This Bid is also governed by the General Terms and Conditions](#)

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---Thank You---**

## **Notice Inviting Tenders for conducting Internal Audit for Tea Gardens**

**ANDREW YULE & CO. Ltd** invites e-tender from bonafide CA/CMA firms for conducting Internal Audit of its 10(Ten) Tea Estates including 3(Three) out gardens, situating in Dibrugarh, Jorhat & Golaghat District, 05(Five) Tea estates in West Bengal situating in Jalpaighuri, Alipurduar, & Darjeeling District and Tea Division Head office in Kolkata. Interested CA/CMA firms who comply with the eligibility criteria mentioned herein after, may quote as per the specified instruction furnished below.

### **Annexure-I**

#### **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 (near Kolkata), Electrical (in Kolkata and Chennai) and Tea (15 Gardens in Assam and West Bengal). 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.

Tea Division of the Company produces around 117 lakh KG CTC and Orthodox Tea annually which is mainly sold through Tea Auction. The electrical equipment manufacturing Units of the Company annually fetch a Turnover of 80Cr. approx. However, the Company is also engaged in Export of bulk tea, open market sale of tea in domestic market and retail sale of packet tea.

## Andrew Yule &amp; Company Ltd

**Detailed Profile of the Intended Firms**  
**(This document should be dully filled up and attached along with EMD)**

Sl.No.	Particulars	Details
1	Name of the Firm	
2	Address Head Office	
3	Details of the Branch	
	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 qualified assistants with name and membership no.	
14	No. of semi qualified assistants, Article assistants and other Audit staff	
15	Bank details of the bidder for return of EMD to the unsuccessful bidders	Bank Name: Branch Name & Address: IFSC Code:

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 ;

**Minimum Eligibility Criteria**

- a) The prospective Firm should be registered with ICAI/ICMAI for more than 10 Years.
- b) The firm should have Internal Audit experience of more than 5 years in the respective Industry i.e Tea Cultivation, Production & Marketing Company having a minimum turnover of Rs 100Cr in each case.
- c) The firm should have net annual revenue receipts of more than Rs 25 Lakhs in 3 Financial years out of last 4 financial years.
- d) The firm should have more than 5 fulltime partners.
- e) The firm should have Head/Branch office in West Bengal and Assam
- f) The Firm should not be banned/ delisted/ barred from conducting any audit in the last three Financial Years by any Central/ State PSU and /or Central / State Govt. Dept.

**Firms fulfilling the above-mentioned minimum eligibility criteria are required to upload the undermentioned Annexures/Documents in the GEM Portal alongwith Earnest Money Deposit (EMD). The offer without EMD will summarily be rejected.**

- 1. Duly filled in and signed Annexure-II
- 2. Duly accepted & stamped Annexure-IV
- 3. Documents required as per Annexure-V
- 4. Duly signed & stamped Annexure-VI

**Scope of Work****TEA DIVISION (FOR WEST BENGAL & ASSAM GARDENS)**  
**ANNEXURE III(A)****MAJOR AREAS OF AUDIT TO BE COVERED – 2021-22, Phase-1**  
**(First 2 quarters)****1. Checklist for Internal Financial Control**

Sl. No.	Area of activity	Compliance		Reasons for Non-Compliance	Remarks
		Yes	No		
1	Verification of bills of daily rated employees, medical and hospitalization bills, loans & advances to employees, workload agreements implementation etc.				
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 on regular basis				



8	Ensure correctness of order placed with most economical party after due comparison.				
9	To check & verify expenditure on projects against their approvals.				
10	To verify as payables are as per contract and no undue benefit is passed on to the supplier/contractor.				
11	Whether w.e.f 01.10.2018, GST TDS has been deducted as per the GST Law.				
12	To verify whether bank reconciliation statements are prepared at due intervals				
13	To verify compliance of employees 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	Whether the realizations from auctions are received in time as per the terms & conditions agreed.				
17	Whether the performance of auctioneers/brokers are reviewed by comparing the total realization over a period of time.				
18	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.				
19	Whether the retention money is being deducted running bills to cover up the defect liability period.				

20	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.				
21	To verify whether the payment of various bills is made only after approval from appropriate authority.				
22	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.				
23	Whether Head of Finance of the concerned Unit/Division have a surprise check of cash.				

- In case some information needs to be obtained from Tea Division/Corporate Office for the purpose of checklist for Internal Financial Control the same is to be done.

### **Detailed scope of work**

[1]	Follow-up of previous Internal Auditor observations/suggestions.
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### **PRODUCTIVITY**

[2]	i) Land productivity:
]	a) Calculation of overall yield/Hect. And comparison of the same for the last 3 years
	b) Calculation of yield of section having ages 10-15 years.
	ii) Pluckers productivity, factory productivity and overall productivity analysis
	III) Analysis of last 3 years recovery %

### **WAGES/DEPLOYMENT OF WORKERS**

[3]	Attendance/absenteeism record for staff, sub-staff and worker. Physically verify (surprise) at least one day in the field whether allotted workers are present as per programme of Kamjari for the day.
[4]	Action taken by garden management for habitual absenteeism.
[5]	Reconciliation between wage sheet and Kamjari book.
[6]	Checking of deployment in case of spraying pesticides/insecticides in comparison with budgeted fig of the same.
[7]	Factory deployment of casual workers, records of overtime work, shift working vis-a-vis overtime payment.
[8]	Checking procedure of payment of advance to staff, sub-staff, worker and management staff and vis-à-vis recovery of advance and records maintained therein.

[9]	Checking fire wood and tea issued to worker/staff.
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## **STORES/CASH**

[10]	Physical verification of cash as surprise check.
[11]	Physical verification of stores items on test check basis from various group of materials such as fertilizer, pesticides, machinery repair, fuel etc. and checking records maintained for the purpose. Frequency of physical verification made and necessary documentation. Report on slow moving and non moving of stock and reasons thereof.

## **SCRAP**

[12]	Checking of scrap records for both generation as well as disposal.
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## **BOUGHT LEAF OPERATION**

[13]	Detail checking of bought leaf operation with special emphasis on different aspects of purchase of green leaf, fixation of rate and checking of fine leaf count vis-à-vis instruction from HO relating to Fine leaf count of the purchase. Recovery percentage achieved out of such green leaf vis-à-vis targeted percentage.
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## **TAX MATTERS**

[14]	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.
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## **REPAIR & MAINTENANCE**

[15]	[i]	<b>Building repair –</b>
	[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.

## **P.F.**

[16]	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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## **RATION**

[17]	Issue of foodstuff – whether distributed as per DBITA/ABITA norms, deduction for absenteeism.
[18]	Comparison of ration book with census records.
[19]	Physical verification of stock of foodstuff.
[20]	Checking of percentage of handling loss on monthly basis with an eye on standard permitted loss.

**LOCAL PURCHASE**

[21]	System of awarding contracts – Selection of contractors or suppliers fixation of rate etc.
[22]	System of payments of contractors/suppliers including payment of advance.
[23]	Review of liability list including system of liability booking and also payment against liability.

**FUEL CONSUMPTION**

[24]	Coal, HSD Oil, TD Oil, Electricity.
[25]	Generator Log Book
[26]	Vehicle Log Book – per KM consumption for each vehicle.

**HOSPITAL**

[27]	Checking of hospital records vis-a-vis leave records regarding sick and maternity leave.
[28]	Checking of payment of sick allowance and maternity benefits from hospital records as well as works accounts records including system of payment.
[29]	Scrutiny of expenses incurred for cost of medicine including cost for outside treatment, cost of food etc.

**MAJOR AREAS OF AUDIT TO BE COVERED – 2021-22, Phase-2,**  
**Remaining 2 Quarters**

**1. Checklist for Internal Financial Control**

Sl. No.	Area of activity	Compliance		Reasons for Non-Compliance	Remarks
		Yes	No		
1	Verification of bills of daily rated employees, medical and hospitalization bills, loans & advances to employees, workload agreements implementation etc.				
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 Department 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 on regular basis				
8	Ensure correctness of order placed with most economical party after due comparison.				
9	To check & verify expenditure on projects against their approvals.				
10	To verify as payables are as per contract and no undue benefit is passed on to the supplier/contractor.				
11	Whether w.e.f 01.10.2018, GST TDS has been deducted as per the GST Law.				
12	To verify whether bank reconciliation statements are prepared at due intervals				
13	To verify compliance of employees 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	Whether the realizations from auctions are received in time as per the terms & conditions agreed.				
17	Whether the performance of auctioneers/brokers are reviewed by comparing the total realization over a period of time.				
18	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.				
19	Whether the retention money is being deducted running bills to cover up the defect liability period.				
20	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.				
21	To verify whether the payment of various bills is made only after approval from appropriate authority.				
22	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.				
23	Whether Head of Finance of the concerned Unit/Division have a surprise check of cash.				

- In case some information needs to be obtained from Tea Division/Corporate Office for the purpose of checklist for internal Financial Control the same is to be done.

## 2. Detailed scope of work

[1]	Follow up of previous Internal Auditor Suggestions
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## WAGES/DEPLOMENT OF WORKERS/BONUS CALCULATION

[2]	Verification of master roll, payroll vis-à-vis actuarial valuation list of gratuity with PF records.
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[3]	Checking of computation of Bonus and statement L
[4]	Basis of deployment of Casual Workers
[5]	Deployment in comparison with budget.
[6]	Checking procedure for disbursement of wages, maintenance of records for unpaid wages/bonus and subsequent disbursement.
[7]	Checking of voucher payment of labour and examine whether such payments are made as per sanction of appropriate authority.

## **NURSERY**

[7]	Maintenance of documents including stores records for receipt and issue of Plants.
[8]	Nursery records, Scrutiny of unadjusted balance of Nursery advance shown in the garden Accounts.
[9]	Examination of Nursery cost – Comparative analysis of Plant cost with previous years.
[10]	Mortality % of Plants

## **STORES/CASH**

[11]	Physical verification of cash as surprise check.
[12]	Physical verification of stores items on a test check basis from various group of material such as fertilizer, pesticide, machinery repair fuel etc. And checking records maintained for the purpose. Frequency of physical verification made and necessary documentation. Report on slow moving and non moving of stock and reasons thereof.

## **REPAIR & MAINTENANCE**

[13]	<b>Transport Repair –</b>
[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.**

[14]	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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## **GRATUITY**

[15]	Verification of gratuity payments – Whether gratuity calculation is made as per payment of gratuity act.
[16]	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.

## **CAPITAL EXPENDITURE**

[17]	System procedure
[18]	Verification of asset with respect to capital expenditure for Current Year & Previous Year

- 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 on Quarterly basis by taking month wise data from April to June, July to Sept, Oct to Jan and from Jan. to March.

### Statement showing Payment of Statutory dues

For the Month of \_\_\_\_\_  
Annexure-1

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)				



**Andrew Yule & Company Limited**

**General Terms & conditions**

1. Firms are required to submit their detailed profile in the format enclosed in annexure-II.

2. **Location of Site for conducting Audit:**

- i) **Assam Gardens:**

- a) Khowang -Dibrugarh Dist.
- b) Bhamun -Dibrugarh Dist
- c) Hingrijan -Dibrugarh Dist
- d) Desam -Dibrugarh Dist
- e) Tingkong -Dibrugarh Dist
- f) Rajgarh -Dibrugarh Dist
- g) Hoolungoorie -Jorhat Dist
- h) Murphulani -Golaghat Dist
- i) Bogijan- -Golaghat Dist

- ii) **West Bengal Gardens:**

- a) Karballa - Jalpaiguri Dist
- b) Banarhat - Jalpaiguri Dist
- c) New Dooars - Jalpaiguri Dist
- d) Choonabhuti - Jalpaiguri Dist
- e) MIM - Darjeeling Dist

- iii) **Tea Head Office situated at Yule House Kolkata**

3. Firms fulfilling the minimum eligibility criteria and having the supporting documents as required as per Annexure-V, are only eligible to quote
4. The assignment of Internal Audit shall be carried out by a team comprising of a Chartered Accountant/ Cost Accountant & two semi qualified accountants.
5. Audit is to be conducted in Two phases covering the financial year 2021-22, first phase covering 1<sup>st</sup> & 2<sup>nd</sup> quarter to be completed in the month of October, and 2<sup>nd</sup> Phase covering 3<sup>rd</sup> & 4<sup>th</sup> Qtr to be completed in the month of March.
6. Internal Audit report is to be given phase wise and the Auditor should ensure that all the locations are visited at least once in a year; where as no. of visit may be increased depending upon the circumstances. With regard to Tea Division first phase will cover first 2 quarters and second phase will cover remaining two quarters.
7. Audit should be done on concurrent basis and for the same it is not necessary for the Internal Auditor to visit the Units/Divisions only at the end of any phase they can plan their visits accordingly so that all the Units/Divisions are covered by Audit for the entire Financial Year.

8. The financial bid should clearly mention the audit fee including GST for the Division/Units applied for, and , pre-determined out of pocket expenses (if any) in the prescribed format at Annexure-V.
9. Any Firm already engaged in any type of Audit (Other Than Internal Audit) during the F. Yr 2020-21 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 its partners jointly and/or separately, if they are in profession in any other name or Firm)
10. **Duration of the Contract:** Appointment of Internal Audit Firms will be for a period of One-year subject to a provision of extension of the contract period for a further period of one year on mutually agreeable terms.
11. Annexure-II,iv,v,vii duly filled & signed, document of payment of EMD through RTGS and documents required as per Annexure-IV, are required to upload the Annexures/Documents in the GEM Portal
12. Bidders need to quote for conducting internal audit of the Entire Location as stated in Clause 2.
13. **Resolution of disputes:** In the event of any dispute, question of difference arising during the contractual period i.e. upto March 2022, efforts will be first made to settle the dispute by amicable settlement through discussion, failing which the decision of the Chairman, Andrew Yule & Company Limited will be considered as final.
14. **Assignment of Contract:** The bidder shall not assign the contract or any part thereof to anyone else.
15. **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.
16. **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.
17. **Submission of report:** Initially the Draft Internal audit report is to be discussed with the respective garden managers as well as Group Accountants wherein their responses should be incorporated. Once the draft Internal Audit report is finalized after incorporating the observations, suggestions, Garden responses, the final report should be submitted within 1 week of completion of audit and the same should be addressed to Director(Finance).

18. **Payment terms:** Bill is to be raised within a week of submission of Final Internal Audit report for the last quarter to the concerned Unit/Division (Finance) and the same will be paid within 30 days.

19. **Minimum Fee quote:** 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 quote of Rs 2,00,000/- (Rupees Two Lacs) in totality for the entire Financial Year 2021-22 has been fixed and the prospective bidders will not be able to quote below the same.

20. **Evaluation Criteria:**

Firm fulfilling all the General Terms and Conditions and Eligibility Criteria and quoting minimum fees [with respect to Sl. 19 Clause] will be adjudicated as the best bidder.

21. **Bid rejection terms and conditions:**

1. Bidders not submitting/uploading the required documents as per the tender document
22. The bidders are required to give a declaration in Annexure-VII 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.
23. Bids submitted by the bidders should be valid till the finalization of Internal Auditor of all the Divisions for the Financial Year 2021-22.
24. The selected Firm and/ or it's employees/representative shall maintain utmost confidentiality at all times (even beyond the contract/service period) of information and/ or Data obtained from or about AYCL in connection with this tender as well as service provided/ to be provided (unless demanded in writing by any Govt/Statutory/Court of Law Authority).
24. All the disputes are subjected to Kolkata jurisdiction only.

**ANNEXURE-V**

<b>Sl. No.</b>	<b>Eligibility Criteria</b>	<b>Documents to be submitted</b>
1	Firm should be registered with ICAI/ICMAI for more than 10 years	Firms registration certificate
2	The Firm should have Internal Audit experience of more than 5 years in the respective industry (Tea Manufacturing, production & Marketing company of Rs 100 Cr Turnover)	Work Order copies along with completion certificate
3	The Firm should have annual revenue receipts of more than Rs 25 Lakhs in the 3 F. years out of last 4 F. Years, duly authenticated by an undertaking and supported by the copy of Audited Income expenditure statement.	Documentary evidence of Net revenue receipts certified by a Chartered Accountant
4	Firm should have more than 5 Partners	Declaration by the partners who are currently associated with the Firm
5	Having Internal Audit Experience in any PSU/Listed Company carrying on the same line of business as tea, electrical equipments manufacturing of more than 2 years	Self-certified copy of letter of appointment

**(Seal & Signature of the Bidder)**

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**Declaration of 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)**

**Financial Bid**

**For Tea Division: Parties are required to quote their Total Fees including GST, Travelling and out of pocket expenses in GeM Portal.**

**Note: Accommodation and Fooding at Gardens will be provided by the Company.**

## **Notice Inviting Tenders for conducting Internal Audit for Corporate Office, Electrical Division at Kolkata and Engineering Division at Kalyani, WB**

**ANDREW YULE & CO. Ltd** invites e-tender from bonafide CA/CMA firms for conducting Internal Audit of its General Division situated at Corporate Office, Electrical Division situated at Kolkata and Engineering Division situated at Kalyani. Interested CA/CMA firms who comply with the eligibility criteria mentioned herein after, may quote as per the specified instruction furnished below.

### **Annexure-I**

#### **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 (near Kolkata), Electrical (in Kolkata and Chennai) and Tea (15 Gardens in Assam and West Bengal). 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.

Tea Division of the Company produces around 117 lakh KG CTC and Orthodox Tea annually which is mainly sold through Tea Auction. The electrical equipment manufacturing Units of the Company annually fetch a Turnover of 80Cr. approx. However, the Company is also engaged in Export of bulk tea, open market sale of tea in domestic market and retail sale of packet tea.

## Andrew Yule &amp; Company Ltd

**Detailed Profile of the Intended Firms**

(This document should be dully filled up and attached along with EMD)

Sl.No.	Particulars	Details
1	Name of the Firm	
2	Address Head Office	
3	Details of the Branch	
	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 qualified assistants with name and membership no.	
14	No. of semi qualified assistants, Article assistants and other Audit staff	
15	Bank details of the bidder for return of EMD to the unsuccessful bidders	Bank Name: Branch Name & Address: IFSC Code:

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 :



**Minimum Eligibility Criteria**

- a) The prospective Firm should be registered with ICAI/ICMAI for more than 10 Years.
- b) The firm should have Internal Audit experience of more than 5 years in the respective Industry i.e. Tea Cultivation, Production & Marketing Company having a minimum turnover of Rs 100Cr in each case.
- c) The firm should have net annual revenue receipts of more than Rs 25 Lakhs in 3 Financial years out of last 4 financial years.
- d) The firm should have more than 5 fulltime partners.
- e) The firm should have Head/Branch office in Kolkata &/ or Kalyani
- f) The Firm should not be banned/ delisted/ barred from conducting any audit in the last three Financial Years by any Central/ State PSU and /or Central / State Govt. Dept.

**Firms fulfilling the above mentioned minimum eligibility criteria are required to upload the undermentioned Annexures/Documents in the GEM Portal alongwith Earnest Money Deposit (EMD). The offer without EMD will summarily be rejected.**

- 1. Duly filled in and signed Annexure-II
- 2. Duly accepted & stamped Annexure-IV
- 3. Documents required as per Annexure-V
- 4. Duly signed & stamped Annexure-VI

**Engineering Division - ANNEXURE III(A)**

**MAJOR AREAS OF AUDIT TO BE COVERED-2021-22**

**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 accuracy of PF and ESI deduction				
3	Verification of other statutory deductions as GST, TDS, Professional tax etc				
4	Verification of Capital purchases against indent by user Department and within the Capital budget approved for concerned Financial Year by the Board.				
5	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.				
6	Whether Fixed Asset register has been maintained & updated on regular basis				
7	Ensure correctness of order placed with most economical party after due comparison.				
8	To verify that purchases are made against the confirmed supply orders				
9	To check & verify expenditure on projects against their approvals.				
10	To verify as payables are as per contract and no undue benefit is passed on to the supplier/contractor.				

11	Whether TDS certificates are being obtained from customers for tax deducted by them, whether TDS reconciliation has been made on the amount received from the customers of the Company.				
12	Whether w.e.f 01.10.2018, GST TDS has been deducted as per the GST Law.				
13	To verify whether bank reconciliation statements are prepared at due intervals				
14	To verify compliance of employees medical rules, final settlement, pay & allowance etc.				
15	To verify in case of cancellation of PO, if any would be done by original approving authority on the assent of TC.				
16	To verify whether the Unit/Division has a prevalent system to check the excess/shortage in despatched quantity as against the particulars mentioned in the sales contract.				
17	Whether the Company has a policy to recognise bad debts in case they are not received within 3 years.				
18	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.				
19	Whether the retention money is being deducted running bills to cover up the defect liability period.				
20	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.				

21	To verify whether the payment of various bills is made only after approval from appropriate authority.				
22	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.				
23	Whether Head of Finance of the concerned Unit/Division have a surprise check of cash.				

## 2. Detailed scope of work

[01]	Follow-up of previous Internal Audit Report w.r.t Internal Audit suggestions
[02]	Information regarding payment of Statutory Dues and submission of Statutory Return is to be given in <b>Annexure-1</b> , the format of the same is given hereunder and the statement is to be prepared on Quarterly basis by taking month wise data from April to June, July to Sept, Oct to Jan and from Jan. to March.
[03]	Checking of TDS records and submission of returns.
[04]	Review of outstanding "C" Forms.
[05]	Analysis of lost tender for last 2 years including current year in <b>Annexure-2</b>
[06]	Job Costing © Labour Booking in each job, total labours vis-à-vis hours booked in job i.e. idle time analysis
[07]	System and procedure of valuation of WIP with checking of month end WIP valuation.
[08]	GST records and details of Input Tax Credit availed.
[09]	Planning function w.r.t Production & Despatch as per terms of order.
[10]	Maintenance of Scrap Records and disposals.
[11]	Sales Function.
[12]	Debtors Analysis – with reasons for non collection/delayed collection/LD.
[13]	Purchase procedure.
[14]	Inventory Control – Age-wise analysis and reason for slow and non-moving items including obsolete stock and physical verification on test check basis.
[15]	Physical verification of Fixed Assets at year end, detection of system flaws and suggestions for corrective measures

[16]	Review of 3 <sup>rd</sup> Party Operation with respect to terms of order.
[17]	Review of Suppliers Advance, Staff Advance and Tour Advance
[18]	Insurance Claims.
[19]	Balance Confirmation from 3 <sup>rd</sup> Parties, where material issued to them with respect to purchase order issued.
[20]	CAPEX Budget for the year alongwith approval and the CAPEX Expenditure based on approved Budget.
[21]	Reconciliation of Advance balance with SAIL.
[22]	Inoperative Bank accounts (Accounts in which there is no transaction in the last one year

**Statement showing Payment of Statutory dues  
For the Month of \_\_\_\_\_**

**Annexure-1**

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

**Details of Lost Tenders**

**Annexure-2**

<b>Sl. No.</b>	<b>Tender No.</b>	<b>Name of the Company from where the Tender was floated</b>	<b>Price quoted by AYCL (concerned Division)</b>	<b>Price quoted by Lowest bidder</b>	<b>Remarks</b>

**Electrical Division (KBU) – ANNEXURE III(B)**

**MAJOR AREAS OF AUDIT TO BE COVERED-2021-22**

**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 accuracy of PF and ESI deduction				
3	Verification of other statutory deductions as GST, TDS, Professional tax etc				
4	Verification of Capital purchases against indent by user Department and within the Capital budget approved for concerned Financial Year by the Board.				
5	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.				
6	Whether Fixed Asset register has been maintained & updated on regular basis				
7	Ensure correctness of order placed with most economical party after due comparison.				
8	To verify that purchases are made against the confirmed supply orders				
9	To check & verify expenditure on projects against their approvals.				
10	To verify as payables are as per contract and no undue benefit is passed on to the supplier/contractor.				
11	Whether TDS certificates are being obtained from customers for tax deducted by them, whether TDS reconciliation has been made				

	on the amount received from the customers of the Company.				
12	Whether w.e.f 01.10.2018, GST TDS has been deducted as per the GST Law.				
13	To verify whether bank reconciliation statements are prepared at due intervals				
14	To verify compliance of employees medical rules, final settlement, pay & allowance etc.				
15	To verify in case of cancellation of PO, if any would be done by original approving authority on the assent of TC.				
16	To verify whether the Unit/Division has a prevalent system to check the excess/shortage in despatched quantity as against the particulars mentioned in the sales contract.				
17	Whether the Company has a policy to recognise bad debts in case they are not received within 3 years.				
18	In case an 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.				
19	Whether the retention money is being deducted running bills to cover up the defect liability period.				
20	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.				
21	To verify whether the payment of various bills is made only after approval from appropriate authority.				
22	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.				

23	Whether Head of Finance of the concerned Unit/Division have a surprise check of cash.				
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## 2. Detailed scope of work

[01]	Follow-up of previous Internal Audit Report/Suggestions.
[02]	Information regarding payment of Statutory Dues and submission of Statutory Return is to be given in <b>Annexure-1</b> , the format of the same is given hereunder and the statement is to be prepared on Quarterly basis by taking month wise data from April to June, July to Sept, Oct to Jan and from Jan. to March.
[03]	Checking of TDS records and submission of returns.
[04]	Review of outstanding "C" Forms.
[05]	Analysis of lost tender for last 2 years including current year in <b>Annexure-2</b>
[06]	Job Costing I Labour Booking in each job, Total labour hours vs. Hours booked in jobs i.e. idle time analysis
[07]	System and procedure of valuation of WIP with checking of month end WIP valuation.
[08]	GST records & details of Input Tax Credit availed.
[09]	Planning function w.r.t Production & Despatch as per receipt of order as per terms of order.
[10]	Maintenance of Scrap Records and disposals.
[11]	Sales Function.
[12]	Debtors Analysis – with reasons for non collection/delayed collection/LD.
[13]	Purchase procedure.
[14]	Inventory Control – Age-wise analysis and reason for slow and non-moving items including Obsolete stock and physical verification on test check basis
[15]	Physical verification of Fixed Assets at year end, detection of system flaws and suggestions for corrective measures
[16]	Review of 3 <sup>rd</sup> Party Operation with respect to terms of order & records maintenance
[17]	Review of Suppliers Advance, Staff Advance and Tour Advance
[18]	Insurance Claims- Status & Analysis
[19]	Balance Confirmation from 3 <sup>rd</sup> Parties where material issued to them with respect to purchase order issued.
[20]	CAPEX Budget for the year along with approval and the CAPEX Expenditure based on approved Budget.



[21]	Inoperative Bank accounts (Accounts in which there is no transaction in the last one year)
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### Statement showing Payment of Statutory dues

For the Month of \_\_\_\_\_

#### Annexure-1

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)				

#### Details of Lost Tender

#### Annexure-2

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

**General Division – ANNEXURE III (C)**

**MAJOR AREAS OF AUDIT TO BE COVERED-2021-22**

**1. Checklist for Internal Financial Control**

Sl. No.	Area of activity	Compliance		Reasons for Non-Compliance	Remarks
		Yes	No		
1	Verification of accuracy of PF and ESI deduction				
2	Verification of other statutory deductions as GST, TDS, Professional tax etc				
3	Verification of Capital purchases against indent by user Department and within the Capital budget approved for concerned Financial Year by the Board.				
4	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.				
5	Whether Fixed Asset register has been maintained & updated on regular basis				
6	Ensure correctness of order placed with most economical party after due comparison.				
7	To verify as payables are as per contract and no undue benefit is passed on to the supplier/contractor.				
8	Whether TDS certificates are being obtained from customers for tax deducted by them, whether TDS reconciliation has been made on the amount received from the customers of the Company.				
9	Whether w.e.f 01.10.2018, GST TDS has been deducted as per the GST Law.				
10	To verify whether bank reconciliation statements are prepared at due intervals				

11	To verify compliance of employees medical rules, final settlement, pay & allowance etc.				
12	To verify in case of cancellation of PO, if any would be done by original approving authority on the assent of TC.				
13	Whether the retention money is being deducted running bills to cover up the defect liability period.				
14	Whether the amount debited by bank towards charges for various services is as per correct rates and an entry has been passed in books simultaneously.				
15	To verify whether the payment of various bills is made only after approval from appropriate authority.				
16	Whether Head of Finance of the concerned Unit/Division have a surprise check of cash (Not applicable for Tea/HO).				

## 2. Detailed scope of work

[01]	Information regarding payment of Statutory Dues and submission of Statutory Return is to be given in <b>Annexure-1</b> , the format of the same is given hereunder and the statement is to be prepared on Quarterly basis by taking month wise data from April to June, July to Sept, Oct to Jan and from Jan. to March.
[02]	Whether Purchase procedure is properly followed
[03]	Physical verification of Fixed Assets at year end, detection of system flaws and suggestions for corrective measures
[04]	Insurance Claims- status & analysis.
[05]	CAPEX Budget for the year along with approval and the CAPEX Expenditure based on approved Budget.
[06]	Inoperative Bank Accounts (Accounts in which there is no transaction in last one Year)
[07]	Proper record keeping of Tea Board subsidy and its treatment in accounts.
[08]	Canteen expenses system and procedure
[09]	Checking of various records maintained by HR/Personnel dept. with regard to leave, medical, LTC, leave encashment vis-à-vis updation of leave balance and various reimbursement

**Statement showing Payment of Statutory dues**

**For the Month of \_\_\_\_\_**

**Annexure-1**

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

**Andrew Yule & Company Limited**

**General Terms & conditions**

1. Firms are required to submit their detailed profile in the format enclosed in annexure-II.
2. **Location of Site for conducting Audit:**
  - 1) Engineering Division: Situated at Kalyani, Dist. Nadia, west Bengal**
  - 2) Electrical division**
    - a) Switchgear Unit situated in Kolkata , West Bengal
    - b) Brentford Unit situated in Kolkata , West Bengal
  - 3) General Division situated at corporate office, Kolkata, west Bengal**
3. Firms fulfilling the minimum eligibility criteria and having the supporting documents as required as per Annexure-V, are only eligible to quote
4. The assignment of Internal Audit shall be carried out by a team comprising of a Chartered Accountant/ Cost Accountant & two semi qualified accountants.
5. Audit is to be conducted in Two phases covering the financial year 2021-22, first phase covering 1<sup>st</sup> & 2<sup>nd</sup> quarter to be completed in the month of October, and 2<sup>nd</sup> Phase covering 3<sup>rd</sup> & 4<sup>th</sup> Qtr to be completed in the month of March.
6. Internal Audit report is to be given phase wise and the Auditor should ensure that all the locations are visited at least once in a year; where as no. of visit may be increased depending upon the circumstances. In this regard first phase will cover first 2 quarters and second phase will cover remaining two quarters.
7. Audit should be done on concurrent basis and for the same it is not necessary for the Internal Auditor to visit the Units/Divisions only at the end of any phase they can plan their visits accordingly so that all the Units/Divisions are covered by Audit for the entire Financial Year.
8. The financial bid should clearly mention the audit fee including GST for the Division/Units applied for, and pre-determined out of pocket expenses (if any) in the prescribed format at Annexure-V.
9. Any Firm already engaged in any type of Audit (Other Than Internal Audit) of Andrew Yule & Co. Ltd during the F. Yr 2020-21 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 its partners jointly and/or separately , if they are in profession in any other name or Firm)
10. **Duration of the Contract:** Appointment of Internal Audit Firms will be for a period of One-year subject to a provision of extension of the contract period for a further period of one year on mutually agreeable terms.

11. Annexure-II,iv,v,vii duly filled & signed, document of payment of EMD through RTGS and documents required as per Annexure-IV are required to upload the undermentioned Annexures/Documents in the GEM Portal
12. Bidders need to quote for conducting internal audit of the Entire Location as stated in Clause 2.
13. **Resolution of disputes:** In the event of any dispute, question of difference arising during the contractual period i.e. upto March 2022, efforts will be first made to settle the dispute by amicable settlement through discussion, failing which the decision of the Chairman, Andrew Yule & Company Limited will be considered as final.
14. **Assignment of Contract:** The bidder shall not assign the contract or any part thereof to anyone else.
15. **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.
16. **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.
17. **Submission of report:** Initially the Draft Internal audit report is to be discussed with the respective unit Finance Heads wherein their responses should be incorporated. Once the draft Internal Audit report is finalized after incorporating the observations, suggestions, Unit responses, the final report should be submitted within 1 week of completion of audit and the same should be addressed to Director(Finance).
18. **Payment terms:** Bill is to be raised within a week of submission of Final Internal Audit report for the last quarter to the concerned Unit/Division (Finance) and the same will be paid within 30 days.
19. **Minimum Fee quote:** 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 quote of Rs 1,50,000/-( Rupees One Lac Fifty thousand only ) in totality for the entire Financial Year 2021-22 has been fixed and the prospective bidders will not be able to quote below the same.

20. **Evaluation Criteria:**

Firm fulfilling all the General Terms and Conditions and Eligibility Criteria and quoting minimum fees [with respect to Sl. 19 Clause] will be adjudicated as the best bidder.

21. **Bid rejection terms and conditions:**

1. Bidders not submitting/uploading the required documents as per the tender document.
22. The bidders are required to give a declaration in Annexure-VII 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.
23. Bids submitted by the bidders should be valid till the finalization of Internal Auditor of all the Divisions for the Financial Year 2021-22.
24. The selected Firm and/ or it's employees/representative shall maintain utmost confidentiality at all times(even beyond the contract/service period) of information and/ or Data obtained from or about AYCL in connection with this tender as well as service provided/ to be provided (unless demanded in writing by any Govt/Statutory/Court of Law Authority.
25. All the disputes are subjected to Kolkata jurisdiction only.

**ANNEXURE-V**

<b>Sl. No.</b>	<b>Eligibility Criteria</b>	<b>Documents to be submitted</b>
1	Firm should be registered with ICAI/ICMAI for more than 10 years	Firms registration certificate
2	The Firm should have Internal Audit experience of more than 5 years in the respective industry (Electrical and Engineering Manufacturing, production & Marketing company of Rs 100 Cr Turnover)	Work Order copies along with completion certificate
3	The Firm should have annual revenue receipts of more than Rs 25 Lakhs in the 3 F.years out of last 4 F.Years, duly authenticated by an undertaking and supported by the copy of Audited Income expenditure statement.	Documentary evidence of Net revenue receipts certified by a Chartered Accountant
4	Firm should have more than 5 Partners	Declaration by the partners who are currently associated with the Firm
5	Having Internal Audit Experience in any PSU/Listed Company carrying on the same line of business as tea, electrical equipments manufacturing of more than 2 years	Self certified copy of letter of appointment

**(Seal & Signature of the Bidder)**



**Declaration of 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)**

**Format for submission of Financial Bid**

**For Engineering Division, Electrical Division (KBU) & General Division: Parties have to quote Total Fees including GST, Travelling & out of pocket Expenses in GeM.**

## **Notice Inviting Tenders for conducting Internal Audit for Electrical Division, Chennai**

**ANDREW YULE & CO. Ltd** invites e-tender from bonafide CA/CMA firms for conducting Internal Audit of its Electrical Division situated at Chennai, Tamilnadu. Interested CA/CMA firms who comply with the eligibility criteria mentioned herein after, may quote as per the specified instruction furnished below.

### **Annexure-I**

#### **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 (near Kolkata), Electrical (in Kolkata and Chennai) and Tea (15 Gardens in Assam and West Bengal). 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.

Tea Division of the Company produces around 117 lakh KG CTC and Orthodox Tea annually which is mainly sold through Tea Auction. The electrical equipment manufacturing Units of the Company annually fetch a Turnover of 80Cr. approx. However, the Company is also engaged in Export of bulk tea, open market sale of tea in domestic market and retail sale of packet tea.

## Andrew Yule &amp; Company Ltd

**Detailed Profile of the Intended Firms**  
**(This document should be dully filled up and attached along with EMD)**

Sl.No.	Particulars	Details
1	Name of the Firm	
2	Address Head Office	
3	Details of the Branch	
	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 qualified assistants with name and membership no.	
14	No. of semi qualified assistants, Article assistants and other Audit staff	
15	Bank details of the bidder for return of EMD to the unsuccessful bidders	Bank Name: Branch Name & Address: IFSC Code:

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 :

**Minimum Eligibility Criteria**

1. The prospective Firm should be registered with ICAI/ICMAI for more than 10 Years.
2. The firm should have Internal Audit experience of more than 5 years in the respective Industry i.e Tea Cultivation, Production & Marketing Company having a minimum turnover of Rs 100Cr in each case.
3. The firm should have net annual revenue receipts of more than Rs 25 Lakhs in 3 Financial years out of last 4 financial years.
4. The firm should have more than 5 fulltime partners .
5. The firm should have Head/Branch office in Chennai, Tamilnadu
6. The Firm should not be banned/ delisted/ barred from conducting any audit in the last three Financial Years by any Central/ State PSU and /or Central / State Govt. Dept.

**Firms fulfilling the above mentioned minimum eligibility criteria are required to upload the undermentioned Annexures/Documents in the GEM Portal alongwith Earnest Money Deposit. The offer without EMD will summarily be rejected.**

1. Duly filled in and signed Annexure-II
2. Duly accepted & stamped Annexure-IV
3. Documents required as per Annexure-V
4. Duly signed & stamped Annexure-VI

## **Electrical Division (Chennai) – ANNEXURE III**

### **MAJOR AREAS OF AUDIT TO BE COVERED-2021-22**

#### **1. Checklist for Internal Financial Control**

<b>Sl. No.</b>	<b>Area of activity</b>	<b>Compliance</b>		<b>Reasons for Non-Compliance</b>	<b>Remarks</b>
		<b>Yes</b>	<b>No</b>		
1	Whether Factory license is renewed or not (Date of renewal to be mentioned in Remarks column)				
2	Verification of accuracy of PF and ESI deduction				
3	Verification of other statutory deductions as GST, TDS, Professional tax etc				
4	Verification of Capital purchases against indent by user Department and within the Capital budget approved for concerned Financial Year by the Board.				
5	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.				
6	Whether Fixed Asset register has been maintained & updated on regular basis				
7	Ensure correctness of order placed with most economical party after due comparison.				
8	To verify that purchases are made against the confirmed supply orders				
9	To check & verify expenditure on projects against their approvals.				
10	To verify as payables are as per contract and no undue benefit is passed on to the supplier/contractor.				
11	Whether TDS certificates are being obtained from customers for tax deducted by them, whether TDS reconciliation has been made				

	on the amount received from the customers of the Company.				
12	Whether w.e.f 01.10.2018, GST TDS has been deducted as per the GST Law.				
13	To verify whether bank reconciliation statements are prepared at due intervals				
14	To verify compliance of employees medical rules, final settlement, pay & allowance etc.				
15	To verify in case of cancellation of PO, if any would be done by original approving authority on the assent of TC.				
16	To verify whether the Unit/Division has a prevalent system to check the excess/shortage in despatched quantity as against the particulars mentioned in the sales contract.				
17	Whether the Company has a policy to recognise bad debts in case they are not received within 3 years.				
18	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.				
19	Whether the retention money is being deducted running bills to cover up the defect liability period.				
20	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.				
21	To verify whether the payment of various bills is made only after approval from appropriate authority.				
22	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.				

23	Whether Head of Finance of the concerned Unit/Division have a surprise check of cash.				
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## 2. Detailed scope of work

[01]	Follow-up of previous Internal Audit Report
[02]	Information regarding payment of Statutory Dues and submission of Statutory Return is to be given in <b>Annexure-1</b> , the format of the same is given hereunder and the statement is to be prepared on Quarterly basis by taking month wise data from April to June, July to Sept, Oct to Jan and from Jan. to March.
[03]	Checking of TDS records and submission of returns.
[04]	Review of outstanding "C" Forms.
[05]	Analysis of lost tender for last 2 years including current year <b>Annexure-2</b> .
[06]	Job Costing vis-a-vis Labour Booking in each job, total labour hours vs hours booked in jobs i.e. idle time analysis.
[07]	System and procedure of valuation of WIP with checking of month end WIP valuation.
[08]	GST records & details of Input Tax Credit availed
[09]	Planning function w.r.t Production & Despatch as per terms of order.
[10]	Maintenance of Scrap Records and disposals.
[11]	Sales Function.
[12]	Debtors Analysis – with reasons for non collection/delayed collection/LD.
[13]	Purchase procedure.
[14]	Inventory Control – Age-wise analysis and reason for slow and non-moving items including Obsolete stock and physical verification on test check basis.
[15]	Review of 3rd Party Operation with respect to terms of order.
[16]	Review of Suppliers Advance, Staff Advance and Tour Advance
[17]	Physical verification of Fixed Assets at year end, detection of system flaws and suggestions for corrective measures
[18]	Insurance Claims- status & analysis.
[19]	Balance Confirmation from 3rd Parties where material issued to them with respect to purchase order.
[20]	CAPEX Budget for the year along with approval and the CAPEX Expenditure based on approved Budget.
[21]	Inoperative Bank Accounts (Accounts in which there is no transaction in last one Year)



**Statement showing Payment of Statutory dues**

**For the Month of \_\_\_\_\_**

**Annexure-1**

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

**Annexure-2**

<b>Sl. No.</b>	<b>Tender No.</b>	<b>Name of the Company from where the Tender was floated</b>	<b>Price quoted by AYCL (concerned Division)</b>	<b>Price quoted by Lowest bidder</b>	<b>Remarks</b>

**Andrew Yule & Company Limited**

**General Terms & conditions**

1. Firms are required to submit their detailed profile in the format enclosed in annexure-II.
2. **Location of Site for conducting Audit:**  
**1) Electrical division situated at Chennai, Tamilnadu**  

Firms fulfilling the minimum eligibility criteria and having the supporting documents as required as per Annexure-V, are only eligible to quote
3. The assignment of Internal Audit shall be carried out by a team comprising of a Chartered Accountant/ Cost Accountant & two semi qualified accountants.
4. Audit is to be conducted in Two phases covering the financial year 2021-22, first phase covering 1<sup>st</sup> & 2<sup>nd</sup> quarter to be completed in the month of October, and 2<sup>nd</sup> Phase covering 3<sup>rd</sup> & 4<sup>th</sup> Qtr to be completed in the month of March.
5. Internal Audit report is to be given phase wise and the Auditor should ensure that all the locations are visited at least once in a year; where as no. of visit may be increased depending upon the circumstances. In this regard first phase will cover first 2 quarters and second phase will cover remaining two quarters.
6. Audit should be done on concurrent basis and for the same it is not necessary for the Internal Auditor to visit the Units/Divisions only at the end of any phase they can plan their visits accordingly so that all the Units/Divisions are covered by Audit for the entire Financial Year.
7. The financial bid should clearly mention the audit fee including GST for the Division/Units applied for, and pre-determined out of pocket expenses (if any) in the prescribed format at Annexure-V.
8. Any Firm already engaged in any type of Audit (Other Than Internal Audit) of Andrew Yule & Co. Ltd during the F. Yr 2020-21 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 its partners jointly and/or separately , if they are in profession in any other name or Firm)
9. **Duration of the Contract:** Appointment of Internal Audit Firms will be for a period of One-year subject to a provision of extension of the contract period for a further period of one year on mutually agreeable terms.
10. Annexure-II,iv,v,vii duly filled & signed, document of payment of EMD through RTGS and documents required as per Annexure-IV are required to upload the undermentioned Annexures/Documents in the GEM Portal
11. Bidders need to quote for conducting internal audit of the Entire Location as stated in Clause 2.
12. **Resolution of disputes:** In the event of any dispute, question of difference arising during the contractual period i.e. upto March 2022, efforts will be first made to settle the dispute by amicable settlement through discussion, failing which the decision of the Chairman, Andrew Yule & Company Limited will be considered as final.

13. **Assignment of Contract:** The bidder shall not assign the contract or any part thereof to anyone else.
14. **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.
15. **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.
16. **Submission of report:** Initially the Draft Internal audit report is to be discussed with the respective unit Finance Heads wherein their responses should be incorporated. Once the draft Internal Audit report is finalized after incorporating the observations, suggestions, Unit responses, the final report should be submitted within 1 week of completion of audit and the same should be addressed to Director(Finance).
17. **Payment terms:** Bill is to be raised within a week of submission of Final Internal Audit report for the last quarter to the concerned Unit/Division (Finance) and the same will be paid within 30 days.
18. **Minimum Fee quote:** 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 quote of Rs 90,000/- ( Rupees Ninety thousand ) in totality for the entire Financial Year 2021-22 has been fixed and the prospective bidders will not be able to quote below the same.
19. **Evaluation Criteria:**  
Firm fulfilling all the General Terms and Conditions and Eligibility Criteria and quoting minimum fees [with respect to Sl. 19 Clause] will be adjudicated as the best bidder.
20. **Bid rejection terms and conditions:**
- 1. Bidders not submitting/uploading the required documents as per the tender document
21. The bidders are required to give a declaration in Annexure-VII 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.
22. Bids submitted by the bidders should be valid till the finalization of Internal Auditor of all the Divisions for the Financial Year 2021-22.

23. The selected Firm and/ or its employees/representative shall maintain utmost confidentiality at all times (even beyond the contract/service period) of information and/ or Data obtained from or about AYCL in connection with this tender as well as service provided/ to be provided (unless demanded in writing by any Govt/Statutory/Court of Law Authority).

24. All the disputes are subjected to Kolkata jurisdiction only.

**ANNEXURE-V**

<b>Sl. No.</b>	<b>Eligibility Criteria</b>	<b>Documents to be submitted</b>
1	Firm should be registered with ICAI/ICMAI for more than 10 years	Firms registration certificate
2	The Firm should have Internal Audit experience of more than 5 years in the respective industry (Electrical and Engineering Manufacturing, production & Marketing company of Rs 100 Cr Turnover)	Work Order copies along with completion certificate
3	The Firm should have annual revenue receipts of more than Rs 25 Lakhs in the 3 F.years out of last 4 F.Years, duly authenticated by an undertaking and supported by the copy of Audited Income expenditure statement.	Documentary evidence of Net revenue receipts certified by a Chartered Accountant
4	Firm should have more than 5 Partners	Declaration by the partners who are currently associated with the Firm
5	Having Internal Audit Experience in any PSU/Listed Company carrying on the same line of business as tea, electrical equipments manufacturing of more than 2 years	Self certified copy of letter of appointment

**(Seal & Signature of the Bidder)**

**Declaration of 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)**

**Format for submission of Financial Bid**

**For Electrical Division (Chennai): Parties are required to quote their Total Fees including GST, Travelling and out of pocket expenses in GeM Portal.**