

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 e-Tender from bona fide CA/CMA Firms for conducting Internal Audit of its Corporate Office & Electrical Division situated at Kolkata, Engineering Division situated at Kalyani and transit houses under their Administrative Control, in Two-part system (**Techno-Commercial Bid and Financial Bid**); 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 hereinafter.

A. Index of contents:

Sl.No.	Particulars	Page No.	Annexure No.
1	(A) NIT Introduction & Index	1	
2	(B) Brief background of the Company	1	-
3	(C) Schedule of Tender (SOT)	2	-
4	(D) Minimum Eligibility Criteria	3	-
5	(E) Our Bank Details for EMD Payment	4	-
6	(F) List of Annexures	4	-
7	Important instructions for E procurement	5-7	Annexure-I
8	Detailed Profile of the Firm	8	Annexure-II
9	Detailed Scope of Work	9-16	Annexure-III
10	General Terms & Conditions (including Evaluation Criteria)	17-19	Annexure-IV
11	Technical/Un-priced Bid Scoring Sheet	20	Annexure V
12	Format for Financial Bid	21	Annexure-VI
13	Declaration of Non-Ineligibility	22	Annexure-VII

Tender documents may be downloaded from MSTC website www.mstcecommerce.com/eprochome/aycl or www.andrewyule.com. Corrigendum, addendum or clarifications, if any, shall be hosted on the above mentioned websites 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/19-20/03 Dated: 11.07.2019
2.	MODE OF TENDER	E-tendering System, Online submission of Part-1 Techno-Commercial Bid and Part-2 Financial Bid through www.mstcecommerce.com/eprochome/aycl . The intending bidders are required to submit their offer electronically through this e-tendering portal.
3.	E-Tender No. / Event No.	AYCL/General Division/3/19-20/ET/94
4.	Date of publication of e-Tender through publication MSTC/AYCL websites and Central Public Procurement Portal	11th July, 2019 at 14.00 Hrs.
5.	Date of availability of NIT to the Vendors for downloading	11th July, 2019 at 14.00 Hrs.
6.	Earnest Money Deposit (to be converted to Security Deposit without bearing any interest thereon for successful Bidder and to be refunded without interest to others on finalization of the work order) & Other documents	1. “Earnest Money Deposit” of Rs 10000/- may be paid by NEFT/RTGS favoring Andrew Yule & Co Ltd , payable at Kolkata in a manner as mentioned hereinafter . The offer without EMD will summarily be rejected. 2. Other documents as specified in Annexures
7.	Last date of submission of EMD and other documents to AYCL Ltd.	31st July, 2019 at 18.00 Hrs.
8.	Date of starting of e-Tender for submission of online Techno-Commercial bid and Price bid at www.mstcecommerce.com/eprochome/aycl	12th July, 2019 at 14.00 Hrs.
9.	Date of closing of online e-Tender for submission of Techno-Commercial bid and Price bid at www.mstcecommerce.com/eprochome/aycl	31st July, 2019 at 18.00 Hrs.
10	Date & time of Opening of Part-1 Techno-Commercial bid	1st August 2019 at 16.00 Hrs.
11	Date & time of Opening of Part-2, Financial Bid	To be intimated to the eligible vendor separately by e mail as well as through corrigendum in website.

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 Industries i.e. Electrical Equipment manufacturing & Engineering respectively.
- c) The firm should have net average annual revenue receipts of at least Rs 25 Lakhs in last 3 financial years (2016-17 to 2018-19).
- d) The firm should have minimum 5 full time Partners .
- 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) The firm should have Head office in Kolkata and additional marks will be given as per the Annexure- V, to the Firms having Branch office in New Delhi

Firms fulfilling the above-mentioned minimum eligibility criteria only need to quote by participating in the Online bidding by uploading the following:

- i) Techno-Commercial Bid**
- ii) Financial Bid**

However, the prospective bidders should keep in mind that the Tender is a two part tender having one part as Techno- Commercial and second part as Financial Bid. Although the prospective bidders need to quote against the techno commercial part as well as Financial Bid part at the time of their bid submission but, Financial Bid of only technically eligible bidders will be considered.

The bidders complying the Minimum Eligibility Criteria are only need to quote electronically both Technical & Financial Bid but are required to submit the following documents offline to the Manager (F&A), Andrew Yule, General Division, Head Office, 8 Dr. Rajendra Prasad Sarani, Kolkata 700001 Unit, in a sealed envelope super scribing as "Appointment of Internal Auditor for the Financial Year 2019-20 for Electrical Division, Engineering Division and Corporate Office, " before the closing date and time of online bid submission as mentioned hereinbefore. Any non-compliance with the conditions will tantamount to rejection of the offer. As such, the documents mentioned below should be sent well in advance so that the chances of bid rejection on account of any postal/communication delay can be avoided.

- 1. Photocopy of NEFT/RTGS document with regard to payment of EMD
- 2. Duly filled in and signed & sealed Annexures-II, III, IV and VII
- 3. Documents required as per Annexure-V with signature and seal
- 4. Duly signed & stamped Cancelled/Photocopy of a Cheque leaf pertaining to Firm's Bank Account.

E. Our Bank Details for making Online EMD payment:

Bank Name and Address	UNITED BANK OF INDIA, 10, CLIVE ROW, KOLKATA WEST BENGAL - 700001
IFSC Code	UTBI0NSR122
Account No	0101050013341
Account Name	ANDREW YULE & COMPANY LIMITED

F. List of Annexure

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

ANDREW YULE & COMPANY LIMITED
General Division
Important Instructions for E-procurement
Ref. E Tender No. AYCL/General Division/3/19-20/ET/94

This is an e-procurement event of ANDREW YULE & COMPANY LIMITED (AYCL)

Bidders are requested to read and agree to all the Terms & Conditions (Annexure- I, II, III, IV & V) of the Tender Document while submitting the online Bid. Bidders who do not comply with the conditions with documentary proof (wherever required) will not qualify in the tender for opening of Price Bid.

Process of E-Tender:

Registration:- The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration the vendors can submit his/their bids electronically. Techno-commercial and Price bid will be submitted electronically

SPECIAL NOTE: The Price Bid And The Commercial Bid Has To Be Submitted On-Line at www.mstcecommerce.com/eprochome/aycl

- 1) Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU / Govt. depts. → Register as Vendor under AYCL- Filling up details and creating own user id and password → Submit.
- 2) Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

In case of any clarification, please contact MSTC/AYCL (before the scheduled time of the e-Tender).

Contact person (ANDREW YULE & COMPANY LTD):

- | | |
|--|--|
| 1. Mr.Rohit Jain
Manager (Finance)
Ph. No: 7980093875
Email: rohit.jain@andrewyule.com | Mrs. Kalpna
Dy. Manager(Finance)
Phone Number: 9836443103
Email: kalpnasorot@andrewyule.com |
|--|--|

Contact person (E-Commerce, MSTC Ltd):

- | | |
|--|---|
| 1. Mr. Pritam Biswas,
Assistant Manager (ERO)
Mobile- 9903248755,
email- pbiswas@mstcindia.co.in | 2. Mr. Mayank Jain,
Assistant Manager (ERO)
Mobile- 9721277969
email- mhjain@mstcindia.co.in |
| 3. Mr. Vikash Kumar Jaiswal,
Regional Manager (ERO)
Mobile- 9903042449,
email- vikash@mstcindia.co.in | 4. HELP LINE NO. (033) 2290 1004 |

System Requirement:

- i) Windows XP-SP3 or above / Windows 7 Operating System
- ii) IE-7 or above Internet browser.
- iii) Signing & Encryption type digital signature

- iv) JRE 7 update 79 software to be downloaded and installed in the system. Security level should be medium
- v) To enable ALL active X controls and disable 'use pop up blocker' under Tools → Internet Options → custom level (Please run IE settings from the page www.mstcecommerce.com once)

1. Submission of EMD & Other documents:

- **Part-1 Subsequent to electronic submission of Techno-Commercial and Price bid**, Within specified Date & Time mentioned at Sl.No. 7 of SOT the vendor must physically submit Annexure-II duly filled, signed and stamped, Scope of work as per Annexure-III duly signed & stamped, General terms & conditions duly accepted & stamped as per Annexure-IV, documents required as per Annexure-V and Earnest Money Deposit as mentioned at Sl. No. 6 of the SOT in the form of NEFT/RTGS payment favoring Andrew Yule & Co. Ltd. Payable at Kolkata to Manager (F&A) General Division, Andrew Yule & Co. Ltd., 8, Dr, Rajendra Prasad Sarani, Kolkata-700001.

In case of failure to submit any of the above mentioned Documents, RTGS payments etc within stipulated time, the bid will be considered as rejected.

- **Part-II:-** The Price Bid of Only technically qualified bidders will be considered for opening based on submitted documents as mentioned in Part-1.
- After opening of Price Bid of all technically suitable bidders, the specified weightage will be applied and the price bids of bidders apart from lowest bidders will be normalized as per the general terms and conditions Clause no. 23 i.e. of Evaluation criteria.

Bidding in e-Tender:

- a. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) shall be refunded by ANDREW YULE & COMPANY LTD. EMD to be paid along with the Document within the last date as mentioned in SOT.
- b. The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.
- c. The bidder(s) who have submitted the EMD to AYCL will be shortlisted by AYCL and those qualified bidders can only submit their Commercial Bid and Price Bid through Internet in MSTC website www.mstcecommerce.com having Tab links, e-procurement - PSU Govt. dept- Login under AYCL -My Menu - Auction Floor - Manage Live event Section of the live event.
- d. The bidder should allow to run an application namely an Apple by accepting the risk and clicking on run. This exercise has to be done twice immediately after opening of Bid floor. Then they have to fill up Common terms /Commercial specification and save the same. After that clicking on the Techno-Commercial bid, if this application is not run then the bidder will not be able to save / submit his Techno-Commercial bid.
- e. After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then bidder should click on "**Save**" to record their Price Bid. Then once both the Techno-Commercial bid & Price Bid has been saved, the bidder can click on the "**Submit**" button to register their bid.
- f. Vendors are instructed to use link in **My Menu** to **Upload Documents** in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.
- g. Once documents are uploaded in the library, vendors can attach documents through *Attach Document* link against the particular tender. For further assistance, please follow instructions of vendor guide.
- h. In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- g. During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- h. The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- i. Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can download Technical Comparative statement.

- j. Price bid will be opened electronically on specified date and time given in the NIT. Bidder(s) can download Price Comparative statement.
- k. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
- l. All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. Such successful tenderer shall be called hereafter **BIDDER**.
- m. It is mandatory that all the bids are submitted with Digital Signature Certificate otherwise the same will not be accepted by the system.
- n. Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- o. No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.
- p. Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.
- q. E-tender cannot be accessed after the due date and time mentioned in NIT.
- r. All notices / corrigendum and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by ANDREW YULE& COMPANY LTD/MSTC LTD. Hence the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the stage of registration of vendor with MSTC. Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
- s. Any order resulting from this e-tender shall be governed by the terms and conditions mentioned therein. No deviation to the technical and commercial terms & conditions are allowed.
- t. ANDREW YULE & COMPANY LTD has the right to cancel this e-Tender without assigning any reason thereof.
- u. The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website www.mstcecommerce.com/eprochome/aycl of MSTC Ltd.
- v. The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
- w. Bidders are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome/mstc of MSTC Ltd. to familiarize them with the system before bidding.
- x. Offers to be kept valid for acceptance for 180 days from the due date of the Tender or as may be extended mutually thereafter.
- y. The bids will be evaluated based on the filled in Technical and Commercial Format.

Andrew Yule & Company Ltd
Ref. E Tender No. AYCL/General Division/3/19-20/ET/94
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	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	
16	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 ;

Andrew Yule & Company Ltd

Ref. E Tender No. AYCL/General Division/3/19-20/ET/94

Detailed Scope of Work**MAJOR AREAS OF AUDIT TO BE COVERED – 2019-20,****(To be done on concurrent basis to the extent possible and has to be completed by April,15th 2020)****A. For Electrical Division Kolkata and Engineering Division, Kalyani****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, Coal & 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.
[15]	Analysis of old WIP vis-à-vis order details (relative order against which the WIP is generated) and steps taken from despatch of the same.

DEBTORS ANALYSIS

[15]	Party wise, Age wise analysis of debtors
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[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.

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.
[25]	[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.

[26]	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

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

CAPEX & FIXED ASSET VERIFICATION

[30]	Checking of Physical verification report 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
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	corrective measures
[31]	CAPEX Budget for the year alongwith approval and CAPEX expenditure based on the approved budget.
[32]	Review of purchase proposals specially where procured quantity is based on annual requirement as lubricants, transformer Oil, copper etc.

WAGES/BONUS CALCULATION

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

GRATUITY

[37]	Verification of gratuity payments – Whether gratuity calculation is made as per payment of gratuity act.
[38]	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

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

[40]	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.
[41]	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

[42]	Review of Budgetary control process
[43]	Checking the basis of charges, charged by the Bank alongwith interest calculation.

- 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 April 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 Anneure-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

B. Scope of Work- Corporate Office & Guest houses under it's Administrative control

1. Checklist for Internal Financial Control

Sl.No.	Area of activity	Compliance		Reasons for non-compliance	Remarks
		Yes	No		
1 to 21	Same as for Electrical & Engineering Division				

2. Detailed scope of work

Tax/Legal Matters

[1]	[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 the status of Input Tax credit availed.
	[c]	Making a list of major pending Legal Cases and status of same.

HR/Admin Matters

[2]	[a]	Implementation status of various Govt. policies
	[b]	Checking of retirement benefits computation, viz Gratuity and Leave Encashment of retiring employees, leave balances of employees and medical reimbursement, whether the same is within the limits specified for individuals
	[c]	Expenses on Canteen, Procurement and Transit/Guest Houses
	[d]	Checking the system of daily expenses booking.
	[e]	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.
	[f]	Checking of Bonus calculation

Repair & Maintenance

[3]	Expenditure incurred on Repair & Maintenance of Building, Vehicles and Office equipment's
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Local Purchase

[4]	Checking of vendor registration process, system of local purchase etc.
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Stores /Cash

[5]	Physical verification of cash as surprise check.
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System & Procedure

[6]	Proper Compliance of purchase procedure in all respects.
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CAPEX & FIXED ASSET VERIFICATION

[7]	Checking of Physical verification report 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
[8]	CAPEX Budget for the year alongwith approval and CAPEX expenditure based on the approved budget.

Accounting Process

[9]	Review and scrutiny of the Accounting process flow vis-à-vis the time schedule actually being followed for same.
[10]	Verification of correction entries generated resultant to Statutory/Govt/Internal Audit report

INFORMATION TECHNOLOGY

[11]	Overview of IT System & Process Control relating to any/all the above activities, as appropriate
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MISCELLANEOUS

[12]	Review of Budgetary control process
[13]	Checking the basis of charges, charged by the Bank alongwith interest calculation.
[14]	Any other specific task as directed by higher Management

(Seal & Signature of the Bidder)

Andrew Yule & Company Limited
Ref. E Tender No. AYCL/General Division/3/19-20/ET/94
General Terms & conditions

1. Firms are required to submit their detailed profile in the format enclosed in Annexure-II.
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-V, are only eligible to quote.
4. 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).
5. The technically qualified Firms against the Open tender floated for "Appointment of Internal Auditor for Tea Division for the FY 2019-20", which is under finalization need not to quote and in case of any such participation the same will not be considered.
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.
7. Internal Audit report is **to be addressed to Director-Finance through a Confidential Sealed Cover.**
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-VI.
10. **Duration of the Contract:** Appointment of Internal Audit Firms will be for a period of One-year (FY 2019-20) subject to performance of the Firm as mentioned in clause no 14, But mutually extendable for One more year at same rate, terms and conditions.
11. Documents required as per Clause D and Annexure-V, kept in an closed envelope should be sent to Manager (F&A), M/s Andrew Yule & Company Limited, Yule House, 8, Dr. Rajendra Prasad Sarani, Kolkata-700001 subscribing on the envelope "Internal Audit Financial Year 2019-20 of Electrical, Engineering and General Division" by 31.07.2019.
12. **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.
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 (with confidential copy to Director-Finance and copy to GM/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.

17. Internal Audit is to be conducted in two phases and the report for each of the phase is to be submitted strictly by the dates mentioned hereunder, separately for each of the Divisions:

First Phase Internal Audit Report	:- to be submitted by 30th Nov, 2019
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 for both Electrical and Engineering Division

18. For timely submission of reports of both the phases 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-III are completed within the duration of the Audit i.e. FY 2019-20.

19. Scope of work is same for Engineering & Electrical Division.

20. The Auditor should ensure that, the entire specified scope of work is to be completed for all the three Divisions for both the phases and the report is to be submitted as specified at point no. 17 above.

21. Payment terms: Bill is to be raised within a week of submission of Final Internal Audit report for the F.Y. 2019-20 (Phase wise) to concerned Division Finance and the same will be paid within 30 days.

22. 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 quotes of Rs 1,50,000/- (in totality for the FY. 2019-20) for the annual assignment has been fixed and the prospective bidders will not be able to quote below the same.

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:

$$Fs \text{ (Normalized Financial score of the bidder)} = \frac{\text{Lowest Financial bid}}{\text{Financial bid of the bidder}} \times 100 \text{ (adjusted to 2 decimal places)}$$

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. EMD of the abovementioned value not submitted 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).
26. 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.
27. Offers to be kept valid for acceptance for 180 days from the due date of the Tender or as may be extended mutually thereafter.
28. 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.
29. 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)

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 i.e. Electrical equipment manufacturing & Engineering respectively.	a) 2 points per year exceeding 3 completed years of internal audit experience in Electrical Equipment manufacturing b) 2 point per year exceeding 3 completed years of internal audit experience in Engineering industry c) 2 point per No. of Electrical equipment manufacturing Company Audited beyond Minimum One Company d) 2 point per No. of Engineering Company Audited beyond Minimum One Company	a) 10 b) 10 c) 10 d) 10	a)Self certified copies of Work Orders/ Job Completion Certificate b)Self certified copies of work orders /job completion certificates. c) Self certified copies of work orders /job completion certificates d) Self certified copies of work orders /job completion certificates
3	The Firm should have Average Annual Net revenue receipts of at least Rs 25 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 25 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 5 Partners	2 point per partner exceeding 5 partner	4	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	5	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 Qualified Assistants/ Associates with the Firm, who will be engaged in such Audit	1 point per such Assistant/Associate	3	Self certified letter mentioning the name of qualified assistant engaged in Audit.
8.	Branch office in New Delhi	4 points for having Branch office in New Delhi	4	Self certified copy of the Branch address alongwith details of the Partner heading the Branch.
TOTAL			100	

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

Internal Audit of Corporate Office, Electrical Division-Kolkata and Engineering Division- Kalyani for the F.Y. 2019-20

Sl. No.	Location	Rs(In Lakhs)
		Audit Fee (For the Financial Year 2019-20)
1	Audit Fee	XXX
	Total	

(Total Rupees

Only)

Signature: ____

Name & Designation of the Authorized Signatory: ____

Seal of the Firm: _____

Date _____ Place _____

- c) Local Conveyance, Boarding & Lodging for outstation trips will be provided by AYCL as per it's Travel Rules (Bidders need not quote).**
- d) GST will be paid extra as applicable. Bidder need not quote.**
- e) TDS will be deducted from payments as per applicable law.**
- f) The above highlighted items will not be considered for bid evaluation.**

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)
