

NOTICE INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF CHARTERED/ COST ACCOUNTANTS FIRMS FOR CONDUCTING INTERNAL AUDIT FOR THE PERIOD FY 2024-25 TO FY 2026-27.

IA/EMP/24-25/001

Dated: 06.09.2024

ANDREW YULE & CO. Ltd invites offer for empanelment from bonafide CA/CMA firms for conducting Internal Audit of its 7(Seven) Tea Estates , 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 and the rest other businesses of the Company i.e. Electrical Division in Chennai and Engineering Division in Kalyani manufacturing Transformer and Industrial Fans respectively. 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 (Chennai) and Tea (15 Gardens in Assam and West Bengal). The Company maintains five Guest Houses in Kolkata, Kalyani, Kalimpong, Puri & New Delhi. The Annual Turnover of the Company is around Rs. 325 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, 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 80 Cr. 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.

TABLE OF CONTENTS

Sr. No.	Description	Page No.
1.	Application Format	3-4
2.	Annexure-I: Selection Criteria for empanelment of Internal Auditors	6
3.	Annexure-II: Instructions (To Do List)	7
4.	Annexure-III: Terms of reference of Internal Audit	8-9
5.	Annexure-IV: Overview of Scope of work	10-16
6.	Annexure-V: Modus Operandi	17
7.	Annexure-VI: Declaration of Ineligibility	18

APPLICATION FORMAT

1. Name of the Firm:
2. Registration No. of the Firm:
3. Date of Registration of the Firm:
4. Details of Head Office & Branch Office(s):

Head Office of the Firm:

Address	Date of Establishment	Contact person with contact details.	E-mail	Supporting Document Flag No.

Branch Office(s): **Details of Branches**

Address	Date of Establishment	Contact person with contact details.	E-mail	Supporting Document Flag No.

5. Details of Partner: (As per ICAI / ICMAI Constitution Certificate)

Sr. No.	Name of the Partner	Membership No.	Date of joining the firm as partner	Supporting Document Flag No.
1.				
2.				
...				

6. Details of Qualified Assistant (CA/CMA): (As per ICAI / ICMAI Constitution Certificate)

(With at least 1 year post qualification experience)

Sr. No.	Name of the Qualified Assistant	Membership No.	Date of joining the firm as Qualified Assistant	Supporting Document Flag No.
1.				
2.				
...				

7. Details of Semi Qualified Assistants: (As per ICAI / ICMAI Constitution Certificate)

Sr. No.	Name of the Semi-Qualified Assistant	Membership No.	Date of joining the firm as Semi Qualified Assistant	Supporting Document Flag No.
1.				
2.				
...				

8. Details of Experience of Internal Audit assignment in Central/State Government PSUs (Excluding Banks) from FY 2014-15 onwards:

Sr. No.	Name of the Company	Year of Audit	Duration of Audit (Total Man-days)	Supporting Document Flag No.
1.				
2.				
...				

9. Details of Experience of Internal Audit assignment in Tea Division, Electrical Division [Transformer Manufacturing Co.] and Engineering Division [Industrial Fan Manufacturing Co.] –: from FY 2014-15 onwards:

Sr. No.	Name of the Company	Year of Audit	Duration of Audit (Total Man-days)	Supporting Document Flag No.
1.				
2.				
...				

10. PAN No. of the Firm:

11. GST Registration No. of the Firm:

Signature of Partner with Name & Seal of the Audit Firm

Qualifying Requirements:-

I.	Mandatory QR Conditions :
	1) The firm should be in existence for at least 10 years as on the financial year ending on 2024 (i.e. on 31.03.2024)
	2) The firm should have experience of at least three Internal Audit assignments in Central/ State govt. PSUs during any of the previous ten financial years (i.e. from FY 2014-15 to FY 2023-24)

II. Evaluation criterion for ranking of the qualified firms (as per I) for empanelment for FY-2024-25 to FY 2026-27 along with points allocation is proposed as below :-

Criteria for CA/ ICWA firms			
Sr. No.	Particulars	Point to be allocated	Maximum Points
1.	No. of years of Existence of the firm (Minimum 10 Years)	1 point per year For above 10 years	15
2.	No. of Qualified partners/staff (CA/CMA) with Post qualification experience of at least 1 year	1 point per qualified partner/staff	15
3.	Experience of Internal Audit assignment in Central/State Government PSUs.	5 points per assignment	25
4.	Experience of Internal Audit assignment in Tea Division/ Electrical Division [Transformer Manufacturing Co.] / Engineering Division [Industrial Fan Manufacturing Co.] (wherever as applicable)	5 points per assignment	25
5.	Firm having Head Office/Branch Office Registration in West Bengal State	Lump Sum	10
6.	Average Turnover of the Firm for last 2 F.Y. (Minimum 50 Lac)	1 point per 25 Lac above Rs 50 Lac	10
	Total points		100

Note:

1. Experience from the Financial Year 2014-15 onwards only shall be considered while carrying out evaluation for experience criteria.
2. **Tea, Electrical [Transformer Manufacturing Co.] and Engineering [Industrial Fan Manufacturing Co.]** experience would mean an firm having audit experience of entity engaged in **business of Tea Gardens / Manufacturing of Transformer or other Electrical or Electronic equipment /Industrial Fan (wherever as applicable).**
3. The Appointment Orders/ Work Orders specifically issued for Internal Audit assignment will be taken in to the consideration. Statutory Audit, Concurrent Audit, Revenue Audit, Account Management Services, Tax Consultancy etc. will not be considered under Internal Audit Experience.
4. Copy of work completion certificate of internal audit assignments and copy of work completion certificate which states internal audit assignment is carried out should be submitted along with the application.

INSTRUCTIONS (TO DO LIST):

A) Terms of Reference for application:

1. Application Format must be completely filled in. Incomplete applications will be out rightly rejected.
2. All EOI will be evaluated on the basis of the documents furnished along with Applications only.
3. All the documents submitted should be signed by a partner with his/her name and under the seal of the firm.
4. Application must be submitted under sealed cover super scribing the EOI Notice No. and date and the words, "Application for Empanelment of Internal Auditors for Financial Year 2024-25, 2025-26 & 2026-27." The name and address of the firm must also be indicated on the body of the envelope.
5. Application must be addressed to Assistant General Manager (Audit & Accounts), 8, Dr. Rajendra Prasad Sarani, Kolkata-700001. It may be delivered in person also. Application sent through E-mail will not be considered.
6. Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected.

B) Documents to be submitted along with the application/EOI:

Interested firms are advised to go through the terms and conditions of EOI carefully and submit self-attested copies of following documents in proper sequence along with EOIs as described hereunder:

1. Latest Registration certificate of the firm issued by The Institute of Chartered Accountant of India/ The Institute of Cost Accountants of India w.r.t. the information related to the year of establishment, details of partners along with their membership numbers etc. Particulars indicated in the Certificate will be treated as conclusive and used for the purpose of evaluation of EOIs.
2. Membership Certificate of the qualified assistants issued by The Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India.
3. **Copies of Appointment Orders of Internal Audit assignment along with Completion Certificate in evidence of experience.**
4. Copy of PAN Card.
5. Copy of GST Registration.

TERMS OF REFERENCE OF INTERNAL AUDIT:

The terms and conditions for conducting Internal Audit in Andrew Yule and Co. Ltd. are detailed hereunder;

Internal Audit shall be conducted in 2(Two) phase i.e. half yearly basis for Tea Division, Head Office-Tea Division, Electrical Division-Chennai, Engineering Division-Kalyani & Head Office-General Division.

1. AUDIT TEAM:

Auditors would be deployed in team consisting of one qualified CA/CMA (having post qualification experience of at least one year) and three semi qualified assistants(Intermediate CA/CMA cleared). The number of audit teams is commensurate with the size of the auditee unit and the volume of work involved [Minimum hours required to be mentioned].

It should be ensured that the audit team is headed all the times by a Chartered/Cost Accountant having prior experience of auditing on Accounting Software platform along with other team members. **Subcontracting of audit work is strictly prohibited.**

2. AUDIT REPORT:

The auditor should submit the report at the end of each phase of audit in prescribed format provided with the appointment order.

3. AUDIT FEES, WORKING DAYS OF AUDITEE OFFICE AND TRAVELLING EXPENSES:

One audit team should consist of one qualified team leader and three semi qualified assistants.

For Audit of Tea Gardens Local conveyance, Boarding and Lodging will be provided by the Company

Lodging, Boarding and Local Transport will be provided by the Company free of cost at the units.

4. PAYMENT OF AUDIT FEES:

Firms will be paid Audit fees after completion of each phase of audit. Such fees shall be released only after the submission of report for each phase. The bill should be submitted along with all supporting documents in original.

5. GENERAL TERMS & CONDITION:

- a) This EOI is only for the purpose of empanelment of Firms and does not guarantee/assure allotment of Internal Audit/any other assignment.
- b) Andrew Yule and Co. Ltd. reserves its right to accept or reject any application(s) without assigning any reason thereof. The decision of Andrew Yule and Co. Ltd. for empanelment shall be final and binding upon the firms participating in the process of empanelment.

- c) The appointment of Audit Firm will be made from the empaneled list of firms keeping in perspective the proximity of its office to the auditee office if required irrespective of points obtained by the firm in the evaluation. All the empaneled firms shall be treated at par irrespective of points obtained as per the criteria given in Annexure-I. However any Audit Firm can be assigned any work at any unit at the discretion of the Andrew Yule and Co. Ltd.
- d) Assignment of work in subsequent years may be made subject to satisfactory performance. The empaneled firms may be given assignments like Internal Audit/ Physical Verification of Inventory & Assets, Special Audit, Internal Audit of Cost Records etc.
- e) On assignment of work in subsequent years after the first year, Andrew Yule and Co. Ltd. may rotate the Audit firms from one unit to another within the company.
- f) If progress/performance of the audit team is not found satisfactory, Andrew Yule and Co. Ltd. management reserves the right to terminate the appointment of the firm without assigning any reason whatsoever.
- g) The audit firm will be debarred from getting, in future, Internal Audit assignments in Andrew Yule and Co. Ltd. in following cases:
 - 1. If the firm obtains the appointment on the basis of misrepresentation of information/misstatement of facts at the time of submission of application/documents along with EOI.
 - 2. The Audit firm is found to have sub-contracted the work.
 - 3. If the firm does not take-up audit in terms of appointment letter.

If the firm does not submit the audit report, complete in all respect in terms of the appointment.

Annexure-IV

OVERVIEW OF THE SCOPE OF WORK:

Scope of Work

TEA DIVISION (FOR WEST BENGAL & ASSAM GARDENS)

MAJOR AREAS OF AUDIT TO BE COVERED – 2024-25,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 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: <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> iii) Analysis of last 3 years recovery % iv) Yield of plantations older than 20-30 years comparing with highest yield
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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.

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]	Building repair –
	[a]	System of undertaking the job of repair.
	[b]	Payment and booking of repair expenses.
	[c]	Maintenance of records in respect of repair.
	[d]	Physical verification, if possible.
	[e]	Trend of expenses over last 5 years.

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.
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[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.
[27]	Average consumption of fuel in hilly areas compared to plains

HOSPITAL

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

MAJOR AREAS OF AUDIT TO BE COVERED – 2024-25, 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 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/DEPLOYMENT OF WORKERS/BONUS CALCULATION

[2]	Verification of master roll, payroll vis-à-vis actuarial valuation list of gratuity with PF records.
[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.& usage of vermicompost
[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]	Transport 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.

[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/period of _____

Annexure-1

SI.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)				

Electrical Division (Chennai)

MAJOR AREAS OF AUDIT TO BE COVERED-2024-25

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
[02]	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.
[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 Annexure-2 .
[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

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

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

Engineering Division

MAJOR AREAS OF AUDIT TO BE COVERED-2024-25

For Both Phase-1 (April To September) & Phase-II (October- March)

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 , 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 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.
[03]	Checking of TDS records and submission of returns.
[04]	Analysis of lost tender for last 2 years including current year in Annexure-2
[05]	Job Costing © Labour Booking in each job, total labours vis-à-vis hours booked in job i.e. idle time analysis
[06]	System and procedure of valuation of WIP with checking of month end WIP valuation.

[07]	GST records and details of Input Tax Credit availed.
[08]	Planning function w.r.t Production & Despatch as per terms of order.
[9]	Maintenance of Scrap Records and disposals.
[10]	Sales Function.
[11]	Debtors Analysis – with reasons for non collection/delayed collection/LD.
[12]	Purchase procedure.
[13]	Inventory Control – Age-wise analysis and reason for slow and non-moving items including obsolete stock and physical verification on test check basis.
[14]	Physical verification of Fixed Assets at year end, detection of system flaws and suggestions for corrective measures
[15]	Review of 3 rd Party Operation with respect to terms of order.
[16]	Review of Suppliers Advance, Staff Advance and Tour Advance
[17]	Insurance Claims.
[18]	Balance Confirmation from 3 rd Parties, where material issued to them with respect to purchase order issued.
[19]	CAPEX Budget for the year alongwith approval and the CAPEX Expenditure based on approved Budget.
[20]	Reconciliation of Advance balance with SAIL.
[21]	Inoperative Bank accounts (Accounts in which there is no transaction in the last one year

Statement showing Payment of Statutory dues

For the Month/Period 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)				

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

MAJOR AREAS OF AUDIT TO BE COVERED-2024-25

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, 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.				

2. Detailed scope of work

[01]	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.
[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 if any - 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]	Detailed Review of Guest House Expenses At Puri
[08]	Canteen expenses system and procedure

Statement showing Payment of Statutory dues

For the Month/Period of _____

Annexure-1

SI. No.	Statutory Payments	Amount due	Due date of payment	Actual date of payment	Remarks
1	Provident Fund				
2	ESI				
3	TDS				
4	GST				

5	Electricity Bill				
6	Others (Please specify)				

Annexure-V

MODUS OPERANDI:

The methods adopted for the audit shall be clearly stated in the report. The percentage check applied for Internal Audit of the various areas of business operations, documents and records shall also be specified in the report. Record of transaction checked on sample basis should be maintained and shall be produced if asked by the In-house Internal Audit Section.

The auditor has to verify the system and procedures which are in vogue and point out the weakness prevailing in the system. Further, the practices followed by the organization are also required to be verified and commented from the point of view of generally accepted practices and Industry norms.

The auditors shall conduct the internal audit based on the data and records available at the units. In the course of audit, it is expected that all queries /doubts pertaining to any area

shall get satisfied at field unit only. If any irregularity or misdeed or wrongdoing or unconformities are observed during the audit then, Pre Observation Memo (**POM**) shall be issued for each observation immediately (on the same day) to the respective unit. The compliance of the same should be ensured during the audit period.

The report should mention the method and way of working adopted by the field units. The report should also spell out the overall risk the organization/unit is carrying.

Entry-level meeting & Exit Meeting must be conducted with Unit In-charge. The partner must be in attendance for the meeting.

Flash Report should be submitted by the Internal Auditor immediately on detection of major irregularity frauds, embezzlement, theft, leakages, losses etc. to the Top Management of ANDREW YULE AND CO. LTD. in the course of audit.

Annexure-VI

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.

