

CHHATTISGARH STATE MARKETING CORPORATION LIMITED

TENDER FOR APPOINTMENT OF CHARTERED ACCOUNTANTS FIRMS FOR ASSIGNMENT OF INTERNAL AUDIT OF OFFICES

T. No.: T. No.: CSMC/Tender/2019-20 /2(A)

Dated: 07-02-2019

DATE OF ISSUE OF TENDER	:	07-02-2019
LAST DATE AND TIME OF SUBMISSION OF TENDER DOCUMENT	:	28-02-2019, 3-00PM
DATE AND TIME OF OPENING THE TECHNICAL BID	:	28-02-2019 AT 4:00 PM
TENDER COST		Rs 10,000/-

Tender can be downloaded from Excise Department Website: <https://excise.cg.nic.in/csmcl>
Tender downloaded should be submitted with tender cost of Rs 10,000/- in the form of DD issued in the name of MD, CSMC LTD., Raipur.

ADDRESS OF THE TENDERER:

Managing Director, CSMC
Excise Building, Fourth Floor
Chokra Nala, Labhandi Raipur,
Chhattisgarh

CHHATTISGARH STATE MARKETING CORPORATION LIMITED

APPOINTMENT OF CHARTERED ACCOUNTANT FIRMS (PARTNERSHIP / SOLE PROPRIETORSHIP FIRMS) AS INTERNAL AUDITORS FOR THE YEAR 2019-2020 INTERNAL AUDIT OF OFFICES. OF THE CORPORATION.

Applications are invited from Chartered Accountant registered with the Institute of Chartered Accountants of India (ICAI) who intends to audit offices of Chhattisgarh State Marketing Corporation Limited (hereinafter referred to as CSMC) for appointment as Internal Auditors for the year 2019-2020.

1. EARNEST MONEY DEPOSIT AND COST OF TENDER SCHEDULE

- 1.1. Each Tender should be accompanied by Earnest Money Deposit should be in form of Demand Draft drawn on any Nationalized Bank Payable at Raipur in favour of the M.D., CSMC LTD., Raipur as per details given below: -

ITEM	ESTIMATED COST	EMD @3%
All 27 Districts and One head Quarter office	₹38,96,400	₹1,16,892

- 1.2. Tenders received without Earnest Money Deposit will be summarily rejected. Furnishing incorrect information will entail forfeiture of Earnest Money Deposit in full or part. The Earnest Money Deposit of the unsuccessful Tenderers will be returned after the finalization of the Tender at the expenses of the Tenders within a reasonable time consistent within the rules and regulations in this behalf. The above Earnest Money Deposit amounts held by the CSMC LTD. till it is returned to the Tenders will not earn any interest therefore. Earnest Money Deposit of the successful Tenderers will be adjusted towards security deposit payable by him.
- 1.3. The Cost of Tender document is Rs. 10,000/- (Rupees Ten thousand only) (including sales tax) by Demand Draft drawn on any Nationalized Bank Payable at Raipur in favour of the MD, CSMC LTD., Raipur.

2. MINIMUM ELIGIBILITY CRITERIA

- 2.1. The firm of Chartered Accountants is only eligible to apply as Internal Auditors for CSMCL Head office and District Offices.
- 2.2. The firm should have experience of audit of any Government company whose turnover is more than 4500 Crores. Experience of the same should be submitted by an officer not below the rank of DGM of the Company.
- 2.3. The Head Office/Branch office of the firm of Chartered Accountants must be in Chhattisgarh State as on 1/1/19 for effective control and smooth audit.

- 2.4. The standing of the firm must be 05 years or more as per ICAI Firm Constitution Certificate as on 01.01.2019.
- 2.5. The firm must consist of minimum 03 full time Chartered Accountants as partner of the Firm who are based at Chhattisgarh State as on 01.01.2019.
- 2.6. The firm of Chartered Accountants who have applied for audit of shops or engaged in audit of shops cannot apply for audit of offices to ensure proper checks and balances.

Note: -

- The CA Firms will furnish details of all these criteria while applying.
- CA Firms will also Provide their latest certificate of firm constitution as on 1st January of the current year issued by ICAI and their last 3 years I.T. (Income Tax) Returns duly acknowledged by I.T. Department. Firms not able to provide these documents will not be considered.
- Year of establishment of the Audit Firm supported by the copies of the latest certificates issued by the concerned Institute duly attested by Partner with the seal of the Firm.
- The detailed particulars of the Partners with specific mention of the Fellowship/Associateship of each Partner with the copies of certificates of the concerned Institute, duly attested by a Partner with the seal of the Firm.
- Number of qualified Assistants mentioning the Name, Qualification and Membership Number of the concerned Institute with the copies of the certificates duly attested by a Partner with the seal of the Firm.
- Number of Semi Qualified Assistants mentioning the Name, Qualification and student Registration number of the concerned Institute with the copies of certificates duly attested by a Partner with the seal of the Firm.
- Year-wise detailed experience of the Audit Firm in Internal/Statutory Audit supported with the attested copies of appointment letters which are already executed. Year-wise detailed experience of the firm in other PSUs/Schedule Bank for Statutory/Internal Audit supported with attested copies of appointment letters, which are already executed.
- The detailed address with Telephone/Mobile, Fax and E-mail address of the Registered Head Office of the Audit Firms along with its Branches in the State of Chhattisgarh.

The offers from the Audit Firms that are not supported with relevant document, as mentioned above and any form of misrepresentation made in respect of submitted documents will not be considered for appointment as Internal Auditor and no other correspondence in this respect will be entertained.

3. MODE OF DESPATCH

Tenders (both Commercial and Priced bids) should be addressed to the Managing Director, M/s Chhattisgarh State Marketing Corporation Limited, by designation and should be only in sealed covers sent by Registered post with Acknowledgement due or handed over in person. Tenders received in ordinary covers without seal will be rejected.

4. COMMERCIAL AND PRICED BIDS

Tenders should be sent in 2 separate sealed covers, Cover 'A' should contain Commercial Bid and the cover 'B' Priced Bid. The bids (both Commercial and Priced) which are not submitted in the prescribed format will be summarily rejected. Both the covers should be sent so as to reach The Managing Director, CSMC Ltd., on or before the due date and time.

COMMERCIAL BID

The Commercial Bid should consist of BID form (Annexure – I) and the Demand Draft towards Earnest Money Deposit.

PRICE BID

The Price Bid should be in the format prescribed in (Annexure – III).

SUPERSCRPTION

Both the covers (Cover 'A' – Commercial Bid and Cover 'B' Priced Bid) should be super scribed as “**Tender for appointment of Chartered Accountants firms for assignment of internal audit of offices**”. The Covers received without such superscription will be rejected summarily.

5. OPENING OF TENDERS

5.1. The Commercial bid received up to 3.00 PM on __ - __ -2019 will be opened by the MD, CSMC LTD., Raipur or an Officer authorized by him on his behalf at the Office of CSMC LTD. in the presence of such of those Tenderers or their representatives who may be present at the time of opening. The representatives of the Tendering firms who are attending the opening of the tenders should bring a letter of authority from the tendering firms which they represent to identify their bona-fide.

5.2. Priced bids will be opened in the presence of the tenders short listed after the evaluation of the Commercial Bids. Short listing will be done based on the Eligibility Criteria.

6. SECURITY DEPOSIT

a) The Successful Tenderers will be required to remit Security Deposit of **10% of Estimated Cost in the form of Bank Gurantee within Seven Days** from the date of receipt of communication intimating them of the acceptance of the Tender. If the accepted tenderer fails to remit the Security Deposit within in the above said period, the Earnest Money Deposit remitted by him will be forfeited to CSMC LTD. and his Tender will be held void. The Acceptance order will be issued after execution of a contract by the successful Tenderer and after the production of Demand Draft for the Security Deposit Remittance. (The Terms and Conditions contained in this tender document will be converted in the contract)

- b) The Security Deposit furnished by the Tenderer in respect of his Tender will be returned to him on expiry of the contract period subject to the satisfaction of the CSMC LTD.
- c) If the Tenderer failed to act up to the Tender of backs out when his tender is accepted, his Security Deposit mentioned above will also be forfeited to CSMC LTD.

SUBMISSION OF OFFER

Sealed offers, are to be addressed and submitted to the Managing Director, Chhattisgarh State Marketing Corporation Limited, at Raipur on or before __ - __ -2019, 3-00 PM.

TERMS OF REFERENCE OF INTERNAL AUDIT

The terms and conditions for conducting Internal Audit, in CSMC are recommended here in under: -

(A) COMPOSITION OF AUDIT TEAM

- The Audit team should consist of one qualified and four semi-qualified assistants for auditing SRM Office / District Manager Office.
- The firm should consist minimum four semi-qualified assistants {CA(Inter)/CMA(Inter) CS(Inter) M.Com MBA}.
- Minimum of four personnel should be employed in audit in a day.
- The audit of Senior regional manager's office/District Manger's office should be undertaken for the minimum period of five days.
- The Audit Team Members should carry Photo, ID issued by the Audit Firm.
- Normally the composition of Audit Team should not be changed. However, under certain circumstances beyond control of the Audit Firm, if the same needs to be changed in any manner. it may be done with the approval of MD of CSMC (subject to verification of credentials of the new incumbent).
- The Audit Team will conduct the audit as per Manual, rules & regulations, guidelines, instructions, delegation of power, etc. and in consultation with the concerned officials of MD offices, SRM offices, Depots Corporate Office.

(B) PAYMENT OF AUDIT FEE

- The payment of internal audit fee shall be made by the Corporate Office through online "Electronic Clearance System" and only after receiving a certificate from the concerned audit unit that the internal auditor has carried out the audit in accordance with the terms and conditions and instruction issued from time to time by the Corporate Office.
- Any delay over the scheduled dates in the submission of audit reports shall be liable for deduction of amount @ 0.5% per week from the total due payment to the firm. The decision of the competent authority (M.D.) of CSMC in this regard shall be final.
- The auditor has to submit the results of Audit, month-wise in CSMCL website Online Audit Monitoring System.

(C) SCOPE OF WORK & AUDIT REPORT

1. CSMCL Headquarters :-

- 1.1. Maintenance & Monitoring of CSMC Finance & Accounting Functions.
- 1.2. Review of Monthly Internal Audit Reports of 696 (approx.) Retail Liquor Shops & 27 Districts.
- 1.3. Company Law Matters & Secretarial Compliance under the Companies Act 2013.
- 1.4. Preparations related to Board Meetings
- 1.5. Works related to financial upkeep of the company.
- 1.6. To ensure that the Accounting and Financial Management Systems are reliable and effective in design and to assess the extent to which they are being followed.
- 1.7. To review the efficiency, adequacy and application of Accounting, Financial and Operating Controls and thereby ensure the accuracy of transaction/books.

- 1.8. To verify that the system of internal check is effective in operation in order to ensure the prevention of early detection of deficiency, misappropriation and misapplications, if any.
- 1.9. To identify the areas of significant inefficiencies, if any, in existing systems and to suggest necessary remedial measures.
- 1.10. To confirm the existing financial proprietary in all operational activities and verify compliance to Government and statutory requirements.
- 1.11. Review of advances i.e. LTC, Tour, Salary and Vehicle Advance, if any, etc. to the employees.
- 1.12. Check of income/expenditure and Assets & liabilities Account.
- 1.13. 100% checking of all type of financial transactions/bills etc.
- 1.14. Checking of calculations and payments of statutory dues and all tax related matters as applicable to CSMC from time to time.
- 1.15. To ensure that TDS has been deducted at applicable rates and to verify whether TDS has been properly deducted and deposited with the Income Tax Authorities within the prescribed timeline and ensure timely filing of TDS return.
- 1.16. To verify whether GST has been properly charged, wherever applicable, and whether proper returns have been filed with the Authorities.
- 1.17. Any other functions/areas of Audit which Management may consider necessary subsequently.

2. District Offices:-

- 2.1. Review and recommendations on the system of deduction and timely deposit of statutory dues i.e. TDS, GST, etc. and timely deposit of relevant returns, compliance of statutory laws i.e. Income Tax, Service Tax, VAT, GST etc.
- 2.2. Verification of Cash, Bank and Journal Vouchers to ensure that they are approved in accordance with laid down procedures and delegation on selective basis. Periodical review of all Ledger accounts.
- 2.3. Procedures/ systems for sanctioning and procurement. Assets registers to be verified. Verification of supporting vouchers etc. on test check basis, but the quantum of Test check carried out to be indicated.
- 2.4. Verification and reconciliation of Cash on daily basis and Bank on monthly basis along with preparation of bank reconciliation statements.
- 2.5. Review of procedures/systems for expenditure as per sanction. Analysis of expenses pro rata with relation to work done/job completed/turn over. Verification of supporting effects etc. on test check basis, but the quantum of test check carried out to be indicated.
- 2.6. 100% checking of all type of financial transactions/bills etc.
- 2.7. Audit of transactions which involves examination of supporting documents, concurrence and approval from the competent authority.
- 2.8. Checking of calculations and payments of statutory dues and all tax related matters as applicable to CSMC from time to time.
- 2.9. To verify assets and stocks has been carried out at the close of every month with Stock Register and Fixed Assets Register and variations, if any have been accounted for and recorded properly.
- 2.10. To check the bank reconciliation statements.
- 2.11. To verify whether the procurements have been made after completion of all formalities laid down by CSMCL and whether approvals of competent authorities have been obtained.
- 2.12. To ensure that TDS has been deducted at applicable rates and to verify whether TDS has been properly deducted and deposited with the Income Tax Authorities within the prescribed timeline.
- 2.13. Conducting special assignments and investigations on behalf of the Audit Committee or Managing Director into any matter or activity affecting the probity, interests and efficiency of the CSMC.
- 2.14. Any other functions/areas of Audit which Management may consider necessary subsequently.

(D) GENERAL TERMS AND CONDITIONS: -

- The firm should not sub-contract the audit work assigned to any outside firm or other persons even though such persons are qualified chartered accountants.
- If the progress / performance of the Audit Team is not satisfactory, the management reserves the right to terminate the appointment of the firm with prior notice of one month.
- The appointment of the Audit Firm will be for one year at the first instance (the period starting from the date of appointment or as specified later).
- The Audit Firm will be debarred from getting in future the internal audit in CSMC in the following cases: -
 - (1) If the firm obtains appointment on the basis of false information / false statement.
 - (2) If the firm does not take up audit in terms of appointment letter.
 - (3) If the firm does not submit audit report, complete in all respect in terms of appointment.

(E) Objectives of Audit:

Objectives proposed to be achieved through Internal Audit broadly are as under: -

1.1) To ensure that the Accounting and Financial Management Systems are reliable and effective in design and to assess the extent to which they are being followed.

1.2) To review the efficiency, adequacy and application of Accounting, Financial and Operating Controls and thereby ensure the accuracy of transaction/books.

1.3) To verify that the system of internal check is effective in operation in order to ensure the prevention of early detection of deficiency, misappropriation and misapplications, if any.

1.4) To identify the areas of significant inefficiencies, if any, in existing systems and to suggest necessary remedial measures.

1.5) To confirm the existing of financial proprietary in all operational activities and verify compliance to Government and statutory requirements.

1.6) The chartered Accountant firm appointed for internal auditing would be fully independent, objective assurance and consulting activity designed to add value and improve CSMC operations. It would basically by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

1.7) The internal auditing firm shall evaluate risk exposures relating to the organization's governance, operation and information systems, in relation to:

- i) Effectiveness and efficiency of operations,
- ii) Reliability and integrity of Financial and operational information,
- iii) Safeguarding of assets and
- iv) Compliance with laws, regulations and contracts.

1.8) Based on the results of the risk assessment, the internal auditing firm shall evaluate the adequacy and effectiveness of how risks are identified and managed in the above areas. The

internal auditing firm shall also assess other aspects such as ethics and values within the organization, performance management, communication of risk and control information within the organization in order to facilitate a good governance process.

(F) DECLARATION:

A declaration in the following format is to be furnished with the bid:

I/We hereby certify that:

- a) All information and attachments submitted in this application are correct and true to the best of our knowledge.
- b) We are aware that any false information provided herein will result in rejection of the application and suspension of registration.
- c) We agree to the terms of payments of audit, professional fees on monthly basis on submission of the Internal Audit Reports
- d) I/ We also agree to deductions as admissible will be made towards the Central, State Govt. Taxes, duties etc.
- e) I/ We understand that the CSMC Ltd. is empowered to reject any proposal without assigning any reason thereof.
- f) I/ We also understand that all Payments shall be made in Indian Rupees and shall be subject to applicable deductions if any.

Place

Signature of the Applicant

With

Seal

Date

UNDERTAKING

I/We the sole proprietor / following partners of M/s. _____, Chartered Accountants do hereby jointly and severally verify and declare -

that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed thereunder,

- i. that the firm, proprietor or partners has not been debarred or cautioned by ICAI/ICMAI during the last three years, (if debarred, give details);

- ii. that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under Section 2 (2) of the Chartered Accountants Act, 1949;
- iii. that the constitution of the firm as on 1st January of the relevant year shown in the Expression of Interest is same as that in the constitution certificate issued by ICAI.

S. No.	Name of the partner/sole proprietor Membership	Registration No.	PAN No	Dates of Payment of the relevant year ____A/B*	Signature of partner / sole proprietor

**A For membership*

(Seal of the Firm)

B For issue of certificate of practice

Place:

Date:

Enclosures: _____ Pages

For Office Use Only

Whether firm has done

(a) Statutory/Branch Audit

Yes / No

(b) Internal/Concurrent Audit

Checked by

Verified by

Date updated by

BID FORM

Tender No. (Name & Address of the purchaser)

Dear Sir,

Having examined the conditions of contract and specifications we, undersigned, offer to render and deliver in conformity with said drawings, conditions of contract and specifications for sum of Rupees (total bid amount in words and figures) or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this bid.

We have enclosed following document in support of eligibility conditions of the tender document.

- i) _____
- ii) _____
- iii) _____

We undertake, if our bid is accepted, to complete delivery of all the items specified in the contract within the specified timeframe as calculated from the date of issue of your purchase order.

If our bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the contract.

We agree to abide by this bid for a period of 180 days from the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Purchase Order of contract is prepared and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this day of.....2019.

Signature of

In capacity, of

Duly authorized to sign the bid for and on behalf of.....

Witness

Address

Signature

PROFORMA FOR LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Subject: Authorization for attending Bid opening on ----- in the tender at CSMC, Raipur for appointment of Internal Auditor to undertake Internal Audit of Accounts and transactions of CSMC on behalf of _____ Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Order of preference	Name	Specimen Signature
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I

II

Alternate Representative _____

Signature of Bidder

Or

Officer authorized to sign the bid on behalf of the bidder.

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall, where the bids are to be opened, may be refused in case the authorization as prescribed above is not received.

**TENDER FOR APPOINTMENT OF CHARTERED ACCOUNTANTS
FIRMS FOR ASSIGNMENT OF INTERNAL AUDIT OF OFFICES**

TO:

**The Managing Director,
CSMC LTD.,
Raipur.**

Sir,

After having carefully read the tender documents, I hereby offer tender for _____ division as per general conditions and declaration and accepted all terms in full without any reservation and signed in all the pages as directed. I/ We submit my/ our offer for Appointment of Chartered Accountant firms for assignment of Audit of offices of CSMC LTD.

Details of Audit to be done	ITEMS	Rate offered
(1)	(2)	(3)
District Offices (27 Districts)	Rate for Audit of on district office	Rs _____
CSMCL Headquarter (1 HQ)	Rate for Audit of CSMCL H.Q.	Rs _____

Note:

1. The above mentioned fee is exclusive of applicable taxes, if any.
2. TA and DA will not be paid for reporting to Area for commencement of the audit and back.
3. Boarding, Lodging and Local transportation will not be provided by the companies.
4. Office means District offices.
5. A party will be declared L1 bidder whose rate is found to be lowest as per quantum of work offered.