

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF PARTNERSHIP/LIMITED LIABILITY PARTNERSHIP FIRMS OF CHARTERED/COST ACCOUNTANTS FOR CONDUCTING INTERNAL AUDIT IN THE OUTSTATION OFFICES OF MARKETING DIVISION OF M/s.FERTILISERS AND CHEMICALS TRAVANCORE LIMITED, UDYOGAMANDAL, KOCHI, KERALA**

### **EXPRESSION OF INTEREST (EOI)**

M/s.FACT Ltd., a Government of India Undertaking, invites Expression of Interest (EOI) from reputed Indian Chartered/Cost Accountant Firms (Partnership/Limited Liability Partnership) for empanelment as Internal Auditors for conducting Internal Audit in the Outstation Offices of Marketing Division for the year 2015-16.

The format of application along with Annexures on Major areas to be covered (Scope), Terms of Reference, List of Offices, Selection Criteria etc. are available at Website: [www.fact.co.in](http://www.fact.co.in) which can be downloaded. The same can also be obtained from the office of Deputy General Manager (Internal Audit), Head Office Bldg., FACT Ltd., Udyogamandal-683501, Kochi on all working days between 10 AM to 4 PM from 21/1/2015 to 05/2/2015. Any updates to the EOI Documents shall be hosted on our website. The interested firms are requested to ensure that all updates are considered while submitting the EOI.

Firms may send their applications in the prescribed format along with Annexure under sealed cover to the Deputy General Manager (Internal Audit), Head Office Bldg., FACT Ltd., Udyogamandal-683501, Kochi so as to reach this office latest by 11-02-2015.

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## NOTICE INVITING EXPRESSION OF INTEREST

### FORMAT OF APPLICATION

1. Name of the Firm:
2. Registration No. of the Firm :  
(Institute of Chartered/Cost Accountants of India)
3. Date of Registration of the Firm:
4. Details of Head Office & Branch Office (s):

#### Head Office

Address	Date of Establishment	Contact No.(s)/FAX	E-mail

#### Branch Office-1

Address	Date of Establishment	Contact No.(s)/FAX	E-mail

#### Branch Office-2

Address	Date of Establishment	Contact No.(s)/FAX	E-mail

#### Branch Office-3

Address	Date of Establishment	Contact No.(s)/FAX	E-mail

(Insert further Branch Office(s) if any)

5. Details of Partners in the Firm/Limited Liability Partnership:

Sl.No.	Name of the Partner	Membership No.	Membership Status ACA/ACMA/FCA/FCMA	CISA/DISA/ISA/or equivalent qualification	Date of joining the firm as Partner
1					
2					
3					
4					

## 6. Details of Qualified Assistants

Sl.No.	Name of the Assistant	Membership No.	Membership Status ACA/ACMA/FCA/FCMA CISA/DISA/ISA/or equivalent qualification	Date of joining the firm as Qualified Assistant
1				
2				
3				
4				

## 7. Details of Semi-Qualified Assistants

Sl.No.	Name of the Assistant	Whether Cost/Chartered Intermediate	Date of joining the firm as Semi Qualified Assistant

## 8. Details of other Experts

Sl.No.	Name of the Expert	Qualification	Date of joining the firm
1.			
2.			
3.			
4.			

## 9. Details of Experience in Public Sector

Sl.No.	Name of the Company/Unit	Year of Audit	Type of Audit – whether Statutory/Internal Audit/Others

## 10. Details of Experience other than Public Sector

Sl.No.	Name of the Company/Unit	Year of Audit	Type of Audit – whether Statutory/Internal Audit/others

## 9. Details of Experience in other Assignments

Sl.No.	Name of the Company/Unit	Year of Audit	Type of Audit

12. Readiness for Audit under IFRS compliance guidelines Yes/No

13. Income Tax Pan No. of the Firm :

14. Service Tax Registration No. :

15. Bank Details of EFT :

1.	Bank Name, Address and Telephone No.	
2.	Branch Name, Address & Code	
3.	Bank account Number with style of account, Savings/Current	
4.	IFSC Code No. of the Bank	
5.	A cancelled Cheque of the said Bank	

16. It is confirmed that all the requirements as per **Annexure-E** to the EOI documents have been complied with.

17. We confirm that we have not taken any deviation from the specified terms and conditions, of the EOI documents. A copy of complete EOI document duly signed and sealed on all pages as a token of acceptance of all terms and conditions is attached.

18. Our firm is not debarred/disqualified/black listed by any regulatory/statutory body or Government entity or any International/National agency for corrupt or fraudulent practices.

Signature of Partner with  
Name & Seal of the Audit Firm.

**ANNEXURE-A**

**MAJOR AREAS TO BE COVERED**

**I. Cash**

- 1) Physically verify
- 2) Cross check with manual register and SAP
- 3) Check not posted items if any
- 4) Take summary of expenditure account wise and see the nature, correctness of accounting, authority for payment, supporting documents, contracts etc if any,
- 5) Balance held on any day does it exceed the authorized limit.
- 6) Any large amounts held unnecessarily for long period.
- 7) See the employee vendor line items with Spl GL indicator for imprest and ensure that all entries are journalized regularly.
- 8) Any other item which requires Management's attention and corrective action.

**II. Bank**

- 1) Get Pass Book or view bank accounts and examine critically.
- 2) Note down time gap if any between receipt, deposit to bank, and credit by bank of instruments
- 3) Note down standing instructions failure ie, transfer of entire funds daily, whether amounts are received otherwise than by RTGS
- 4) Note down nature of receipts : RTGS/DD. RTGS is the preferred mode for collection.
- 5) Vendor accounts Analysis/unclaimed items.
- 6) Bank Payments - see the nature of expenditure and accounting etc as mentioned in 4 and cash payments.
- 7) Any other item which requires Management's attention and corrective action.

**III. Stock**

- 1) Compare physical stock quantities with SAP balances and with Godown Stock Register and note differences if any

- 2) Blocked stock representing shortage how much?
- 3) Any shortage / damaged stock not entered in blocked stock or entered in good stock?
- 4) SPD stock limit verify whether actual stock exceeds the limit by BG or Deposit.
- 5) Verify whether stocks are properly kept in a countable manner and stack cards are properly maintained.
- 6) Temporary godowns hired, approval, location in SAP, vacation after need is over Godown Utilisation etc etc
- 7) Any other item which requires Management's attention and corrective action.

**IV. Debtors**

- 1) See details of debit balances (if any) and reasons for outstanding
- 2) Note down any debits of recent sales (SAP) in addition to disputed/ disputed interest prior to SAP.
- 3) Is there any practice of accepting cheques? If so any outstation cheques?
- 4) Is any BG/FD received from the customers to cover the risk?
- 5) Is this limit approved by competent authority?.
- 6) Take out the sales summary dealer wise and product wise of major 10/15 dealers, compare the same with sales plan, and also previous year/ period summary and note down the changes in pattern and get reasons for the same.
- 7) Over due interest charging - any delays?.
- 8) Interest on FD / Trade advance see approvals/ circulars/ rate calculation etc Sales invoices, Delivery Challans, Price Changes.
- 9) Verify the pricing terms, trade terms etc with the latest circulars.
- 10) Rate of transport rebate fixed may be verified with the dealer master.
- 11) DD Rebate is not to be given.
- 12) Verify price change verify with circulars. See when system price is changed
- 13) Verify for huge quantity for sales just prior to price increase.
- 14) Verify the invoices just prior to and after the day of price change and see if the entered dates are backdated in any case
- 15) Any other item which requires Management's attention and corrective action.

**V. Purchases / service contracts etc.**

- 1) Verify the delivery challans (Outbound delivery) with invoices to find out any discrepancies and also to see the sequence and timing differences between the two
- 2) SO inspection frequency in SAP/manual inspection reports note down the frequency of inspection.
- 3) Clearing and transportation contracts, loading/unloading rates/ contracts
- 4) Stock receipt from HO/IDT/IRT and accounting.
- 5) Rake clearance Committee Reports.
- 6) Follow up on outstanding report
- 7) Whether all payments for regular services are routed through SAP System by raising the bills by creating Service Orders. Payments for rent, rake clearing, transportation, loading/unloading etc. are to be processed only through the above mode in SAP.
- 8) Any other item which requires Management's attention and corrective action.

**VI. Area Office**

- 1) A separate Audit Report for Area Office showing all the activities covered.
- 2) Comparison with current year sales performance of the Area with the corresponding previous year, along with Audit observations and comments.
- 3) Scrutiny of monthly VAT Collection Account at ROs and payment at Area Office.
- 4) Status of follow up regarding State Govt. certification to GOI on monthly sales for enabling FACT to claim balance 15% subsidy from GOI.
- 5) Ensure that all expenditures pertaining to Area Office are booked under the cost centers of Area Office only.
- 6) Other commendable activities of Area if any.
- 7) Rent agreements
- 8) Ensure that all the assets of the AOs are accounted and report regarding the unaccounted and/or damaged assets if any.



**VII. Regional Office**

- 1) A separate Audit Report showing all the activities of the Regional Office.
- 2) Comparison of current year sales performance of the Region with the corresponding previous year, along with Audit observations and comments.
- 3) Ensure that all the banks branches carry out fund transfer from Collection Account to HO main accounts on a daily basis leaving a NIL balance.
- 4) Report the delay in transfer of fund if any. Ensure that all bank branches continue the operation of Collection accounts with zero balance.
- 5) Ensure that interest claims are put up to bank for the delay in fund transfer and the same is informed to HO for further action.
- 6) The present status of Interest claims already lodged with collection bank branches.
- 7) Ensure that no bank charges are debited in our collection accounts with banks; as these are debited at HO Main account as per agreements with all banks.
- 8) Ensure that bank reconciliation statements are prepared in time
- 9) Scrutiny of Dealer/customer A/c and its transactions.
- 10) Ensure that all the receipts from Dealers/ SPDs are by RTGS only.
- 11) Scrutiny of Vendor A/c and its transactions
- 12) Sales pattern to Dealers/SPDs
- 13) Ensure that a) FD/BG as per rule are collected from all SPD's and Dealers. b) All the BGs are renewed in time. c) Confirmation of BGs from Banks. d) Only approved BG format received from HO is used.
- 14) Details of BGs encashed. Reasons for non-encashment of BGs if any.
- 15) Agreement with SPDs and its renewal, only approved format received from HO is used.
- 16) Agreement with Dealers and its updating, use only approved format
- 17) Ensure that ERP license fees and its yearly renewal fees are collected from all the SPDs regularly.

- 18) Monthly ASC/ SPD/ CWC/SWC Inspection carried out by Sales Officers/Manager Sales and the reports thereon on a monthly basis and the same was uploaded in SAP.
- 19) Check whether Income Tax, Service tax and all other statutory payments have been made within the time schedule
- 20) Overdue amount from customers if any.
- 21) Status of legal cases
- 22) Verification of imprest cash
- 23) Agreement with SPDs, Dealers
- 24) Ensure that all expenditures pertaining to Regional Offices are booked under the cost centers of ROs only.
- 25) Rent agreement and its updating.
- 26) Ensure that all the assets of the ROs are duly accounted and report regarding the details of unaccounted and/or damaged assets if any.
- 27) Ensure that daily clearing of transactions and posting are carried out consistently.

**VIII. ASC/SPD/CWC/AWC/MC**

- 1) A separate Audit Report on each of the ASC/SPD/CWC/AWC/MC
- 2) Maintenance of statutory registers and its updating
- 3) Stock balance – Whether physical stock and book balance are agreeing
- 4) Ensure that the stocks are stacked in a countable manner
- 5) Duly updated Stack cards are displayed on each stack
- 6) Imprest cash
- 7) Authorization to raise sale order
- 8) Collection of payment
- 9) Abnormal sales if any immediately prior to price revision
- 10) Storage capacity of godown, capacity stored
- 11) Hire charges of Temporary/Permanent godown
- 12) Condition of godowns
- 13) Ensure that all the assets of the ROs are accounted and report regarding the unaccounted and damaged assets if any.

- 14) Details of damaged stock stored in godowns.
- 15) Date and time of visit of Auditors
- 16) Verification of Inspection register maintained and report the adverse remarks if any therein.
17. Ensure that all transactions pertaining to ASC/SPD/SWC/AWC/MC etc. only booked under the above Cost Center.
18. Godown Occupancy Report in respect of each outstation godown in the format given.

**IX. Others**

- 1) Regular Review of the entire operations of the ASC/SPD/AWC/RMC.
- 2) Highlight significant areas of weakness in the existing policies and procedures, recommend changes where applicable.
- 3) Determine whether adequate controls are in place, whether they are operating effectively and recommend desired improvements.
- 4) The Audit will also identify areas where further improvement in systems or processes is required .
- 5) The Internal Auditor should report on the payment status of statutory dues.

**X.** In addition to above, System Anomalies (including SAP ERP) and/or serious observation which requires Management attention for corrective action to be reported immediately.

The above scope of the work is not exhaustive, which may change according to the requirement of the Management.

**ANNEXURE-B****TERMS OF REFERENCE OF INTERNAL AUDIT**

FACT sells its products through Agro Service Centres (ASC) spread over South India. The ASCs are grouped under Regional Offices (RO) and regional Offices are grouped under Area Offices (AO) for Kerala, Tamilnadu, Karnataka and Andhra Pradesh (including Telengana) separately. It is proposed to engage the services of Chartered Accountant/Cost Accountant Firms having expertise in SAP ERP System for doing the Internal Audit of ASCs. ROs and AOs.

The terms and conditions for conducting Internal Audit in the outstation offices of M/s.FACT Ltd., Marketing Division are indicated hereunder:-

**1. Audit Team**

The Auditors should deploy suitable teams for undertaking the audit, after a thorough perusal of the requirements of the appointment letter, terms and conditions contained therein. It should be ensured that the Audit Team is headed at all times by a Chartered/Cost Accountant (who may be a Partner) with CISA/DISA/ISA or equivalent qualification.

**2. Audit Report**

The authorized representatives of the firm shall visit the Area Offices/Regional Offices/Agro Service Centres(ASC)/ Stock Point Dealers(SPD)/ Storage Points etc at least once in a month and shall also record his/their presence in the Audit Inspection Register maintained there.

The visits are to be followed up by a Quarterly Internal Audit Report. Audit Reports based on the audit observations of each quarter are to be submitted on or before the end of the 15<sup>th</sup> day after the end of that quarter. However immediate Reports may be given regarding any serious irregularity like non-compliance of company rules, statutory requirements or omissions etc. which are observed during the course of audit. The report may be addressed to Deputy General Manager (Internal Audit) with 2 additional copies and a soft copy by email.

The Internal Audit Report is to be prepared in four parts as given below:-

Part-I	-	Management Summary and Suggestions
Part-II	-	Detailed Internal Audit Report (for Current Quarter)
Part-III	-	Action taken Report (Current / Previous)
Part-IV	-	Non-compliance with Previous Reports

Separate report should be furnished for each office. However, in case of common points applicable to all the same may be furnished at one place without repeating the same.

**3. Selection Criteria**

The selection is based on the basis of lowest Professional Fees offer submitted by the Firms. However, FACT reserves its right to reject any offer whether lowest or not and allot the contract to another party as deemed fit at its sole discretion and in the interest of FACT. The decision of FACT in this regard shall be final and binding.

**4. Payment of audit fees**

The Firm shall be eligible for 25% of the Annual Audit Fee on completion of audit for each quarter. Such fee shall be released only after submission of report of that quarter followed by the bill.

Taxes as applicable will be paid extra..

**5. General Terms and Conditions**

- a) Audit Firms having minimum experience of 5 years and above shall be considered for empanelment.
- b) The Audit firms that secure 70% and above marks as per criteria shall be considered for empanelment. The criterion for assigning marks is given in **Annexure-D**.
- c) This EOI is only for the purpose of shortlisting/empanelment of Firms and does not carry any assurance for allotment of Internal audit assignments.
- d) One Audit firm shall be assigned Internal Audit for any one of the Area or more (2,3,4 or 5)
- e) Only empanelled firms will be intimated about their selection in due course.
- f) The Company reserves its right to accept or reject any application/s without assigning any reasons. The decision of the Company for empanelment of the Firms will be final and binding upon the parties participating in the shortlisting/empanelment.
- g) The Internal Auditor will ensure that the information obtained in respect of the operation of the Unit is maintained in strict confidence and secrecy. A certificate towards maintaining confidentiality is to be provided by the Internal Audit at the time of acceptance of Audit assignment.

- h) The appointment of the audit Firm will be for one year ie. 2015-16.
- i) If progress/performance of the audit firm is not found satisfactory, FACT's Management reserves the right o terminate the appointment of the Firm.
- j) The Audit firm will be debarred from getting, in future, Internal Audit assignments in FACT in the following cases.
  - i) If the Firm obtains the appointment on the basis of false information/false statement at the time of submission of application/documents for the EOI.
  - ii) The Audit Firm is found to have sub contracted the work.
  - iii) If the Firm does not take up audit in terms of the appointment letter.

## LOCATION OF OFFICES

### LIST OF OFFICES OF AREA/REGIONAL/ASCs/AGENCY DEPOTS/SPDs&ASWL

#### KERALA AREA OFFICE – UDYOGAMANDAL

##### South Kerala Regional Office - Udyogamandal

1	Trivandrum ASC & Mixing Centre
2	Kottarakara ASC
3	Elamanoor (Paracode) ASC
4	Pathanamthitta ASC
5	Kayamkulam ASC
6	Alappuzha ASC & Mixing Centre
7	Chingavanam ASC & Mixing Centre
8	Kottayam ASC
9	Thodupuzha ASC
10	Muvattupuzha ASC
11	Aluva ASC
12	Anad FSCB – Agency Depot
13	Mylachal - Agency Depot
14	Kilimannur - Agency Depot
15	Edathua- Agency Depot
16	Umayattukara (Chengannur)- Agency Depot
17	Vadayar (Vaikom) - Agency Depot
18	Kattappana SCB- Agency Depot
19	Kattappana A.K.Raghavan- Agency Depot
20	Attingal - Stock Point Dealer
21	Karikkamancode (Vellarada) SCB – Agency Depot

##### North Kerala Regional Office - Palakkad

1	Thrissur ASC
2	ChitturASC
3	Palakkad ASC & Mixing Centre
4	Mannarkkadu ASC
5	Nilambur ASC
6	Perinthalmanna ASC
7	Kozhikode ASC
8	Kuthuparamba ASC
9	Kannur ASC
10	Kanhangad ASC
11	Alathur - Agency Depot
12	Mananthavady- Agency Depot
13	Kodungallur - Stock Point Dealer
14	Valancherry – Stock Point Dealer

## II. TAMILNADU AREA OFFICE - CHENNAI

### Chennai Regional Office

1	Vellore ASC
2	Villupuram ASC
3	Kancheepuram I– Hariharan & Co. Stock Point Dealer
4	Kancheepuram II– P.Kothandan & Co. - Stock Point Dealer
5	Tiruvallur – Stock Point Dealer
6	Thakkolam– Stock Point Dealer
7	Arakonam– Stock Point Dealer
8	Sankarapuram– Stock Point Dealer
9	Villupuram– Stock Point Dealer
10	Tiruvannamalai– Stock Point Dealer
11	Kallakurichy– Stock Point Dealer
12	Tindivanam– Stock Point Dealer

### Coimbatore Regional Office

1.	Coimbatore ASC
2.	Salem ASC
3.	Erode – Stock Point Dealer
4.	Udumalpet– Stock Point Dealer
5.	Attur– Stock Point Dealer
6.	Dindigul– Stock Point Dealer
7.	Gobichettipalayam– Stock Point Dealer
8.	Namakkal– Stock Point Dealer
9.	Dharapuram– Stock Point Dealer
10.	Oddanchathram– Stock Point Dealer
11.	Kanakkanpatti– Stock Point Dealer
12.	Kamapuram Pirivu– Stock Point Dealer
13.	Eriyodu– Stock Point Dealer
14.	Kallimandayam– Stock Point Dealer
15.	Athani Stock Point Dealer

### Trichy Regional Office

1	Trichy ASC
2	Thanjavur ASC
3	Ariyalur Selvam Trading Agency – Stock Point Dealer
4	Pudukottai – Stock Point Dealer
5	Aranthangi– Stock Point Dealer
6	Thottiyam– Stock Point Dealer



7	Thuraiyur– Stock Point Dealer
8	S.Vanithamani, Ariyallur– Stock Point Dealer
9	Villiannur– Stock Point Dealer
10	Embalam– Stock Point Dealer
11	Virudhachalam– Stock Point Dealer
12	Padalur– Stock Point Dealer
13	Perumbalur– Stock Point Dealer
14	Mayiladumthurai– Stock Point Dealer
15	Panrutti – Stock Point Dealer

**Madurai Regional Office**

1	Nagercoil ASC
2	Thirunelveli ASC
3	Madurai ASC
4	Theni ASC
5	Madurai – Stock Point Dealer
6	Theni– Stock Point Dealer
7	Usilampatti – Stock Point Dealer
8	Srivaikuntam –Thoothukudy - Stock Point Dealer
9	Tirunelveli – Stock Point Dealer
10	R.S.Mangalam – Stock Point Dealer
11	Melachinnanampatti– Stock Point Dealer
12.	Devakottai - Stock Point Dealer
13.	Ayankaisalkulam – Stock Point Dealer

### III. KARNATAKA AREA OFFICE - BENGALURU

#### Bangalore Regional Office

1	Mandya ASC
2	Tumkur ASC
3	Mysore ASC
4	Davengere ASC
5	Karnataka State Warehousing Corporation – Bangalore
6.	Karnataka State Warehousing Corporation - Kushalnagar

#### Belgaum Regional Office

1	Hubli ASC
2	Belgaum ASC

#### Hassan Regional Office

1	Hassan ASC
2	Shimoga ASC
3.	Central Warehousing Corporation, Mangalore
4.	Karnataka Stte Warehousing Corporation, Chickmangalore

#### Hospet Regional Office

1	Bellary ASC
2	Raichur ASC
3	Gulberga ASC
4	Karnataka State Warehousing Corporation- Gulberga
5	Karnataka State Warehousing Corporation - Koppal
6	Karnataka State Warehousing Corporation - Sindhanur

**IV. ANDHRA PRADESH AREA OFFICE - HYDERABAD**

**(Andhra Pradesh and Telengana)**

**Vijayawada Regional Office**

1	Vijayawada ASC
2	Guntur ASC
3	Tadepalligudem – Vijayaram Transports
4	Mandapetta – Sreekrishna General Stores
5.	Kakinada – Avanti Warehousing Services Ltd.
6.	Mandapeta – Andhra Pradesh State Warehousing Corporation

**Nellore Regional Office**

1	Nellore ASC
2	Ongole ASC
3	Nandyal - Avanthi Warehousing Services Limited
4	Kurnool - Avanthi Warehousing Services Limited
5	Kadappa- Avanthi Warehousing Services Limited
6	Ananthapur - Avanthi Warehousing Services Limited
7	Renigunta - Avanthi Warehousing Services Limited

**V. TELENGANA AREA OFFICE- HYDERABAD**

**(Andhra Pradesh and Telengana)**

**Hyderabad Regional Office**

1	Hyderabad ASC
2	Nizamabad ASC
3	Jadcherla - Avanthi Warehousing Services Limited

**Warrangal Regional Office**

1	Warangal ASC
2	Khammam ASC
3	Miriyalguda - Avanthi Warehousing Services Limited
4	Karimnagar - Avanthi Warehousing Services Limited
5	Khammam - Avanthi Warehousing Services Limited
6	Warrangal - Avanthi Warehousing Services Limited

**ANNEXURE-D****SELECTION CRITERIA (POINT ALLOCATION) FOR EMPANELMENT OF AUDIT FIRMS WILL BE AS FOLLOWS**

Sl. No.	Particulars	Points to be allocated	Maximum Points
1.	Year of Establishment of the Audit Firm/Limited Liability Partnership Firm	1 (one) per year in existence (fraction of the year to be ignored)	20 (Twenty)
2.	No. of Partners in the Firms / Limited Liability Partnership Firm who are with the Firm for a minimum period of one year as on date of application	a. 3 (three) for each Partner who is ACA/ACMA b. 5 (five) for each Partner who is FCA/FCMA	20 (Twenty)
3.	No. of Qualified Assistants (Chartered / Cost Accountants) employed with the Firm	2 (two) per Qualified Assistant	10 (Ten)
4.	No. of Semi-qualified Assistants (CA / Cost Intermediate) employed with the Firm	1 (one) per Semi-qualified assistant	10 (Ten)
5.	Experience of the Firm in Public sector preferably under Central/State Government as Statutory / Internal Audit / Physical Verification	4 (four) per year of Audit (fraction of the year to be ignored)	20 (Twenty)
6.	Experience of the Firm in sectors / industries other than Public Sector under Central / State Government as Statutory / Internal Auditors	2 (two) per year of Audit (fraction of the year to be ignored)	20 (Twenty)
	Total Points		100 (Hundred)

**ANNEXURE-E**

**GENERAL INSTRUCTIONS TO AUDIT FIRMS AND DOCUMENT LIST**

(A) Instruction to Audit Firms

1. Format of Application must be completely filled in. Incomplete applications will be rejected out-rightly.
2. Please ensure that date of opening of Registered Office, Branch Office, entrance dates of all Partners into the firm, date of joining firm as qualified & semi-qualified assistants should be invariably indicated in the application.
3. All EOIs will be evaluated on the basis of the documents furnished along with applications only. No further documents will be called for during the scrutiny of the EOIs. Any additional document received, after last date & time of receiving the EOIs as stipulated in the Notice Inviting EOIs, will not be entertained.
4. Since, all the applications will be evaluated strictly on the basis of Selection Criteria as per **Annexure-D**, please avoid attaching unsolicited information/documents to processing applications expeditiously.
5. All submitted documents should be signed by a Partner with his name and under the seal of the firm.
6. Applications must be submitted under sealed cover superscribing the EOI Notice No. & date and the words "Application for Empanelment of Internal Auditors for 2015-16" thereon. The name and address of the firm must also be indicated on the body of the envelope.
7. Application may be submitted in or by post/courier to the office of DGM(Internal Audit), FACT Limited, Head Office, Udyogamandal, Pin-683 501. FACT does not take any responsibility for loss of application in transit. Applications sent through Telegram, Telex, Fax or E-mail will not be considered.
8. Any application received after the stipulated date and time, due to any reason whatsoever, will be rejected out-rightly.

(B) List of documents to be submitted along with the applications/EOIs:

Interested audit firms are advised to go through contents of the EOI documents carefully and submit all attested copies of the following documents in proper sequence along with the EOIs as described hereinafter:

1. Registration certificate of the firm issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India. Information related to year of establishment of Head Office & Branch Office(s), addresses, details of partners and their membership nos. etc. as indicated in the Certificate will be treated as conclusive and final information for evaluation of EOIs.
2. Membership certificates of the qualified assistants issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India.
3. Certificates/mark sheets issued by the respective Institutes in evidence of qualifications of semi-qualified assistants.
4. Copies of appointment orders for statutory audit/Internal audit/physical verification in PSU/Govt./Scheduled Bank/others in evidence of experience.
5. Copy of PAN Card.
6. Copy of Service Tax Registration
7. A cancelled cheque form of the Bank to which Fee payments will be made.
8. A copy of complete EOI document duly signed and sealed as a token of acceptance of all terms and conditions.

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