

ANIIDCO LTD.

Tender Documents for Appointment of Internal Auditor in ANIIDCO Ltd.

1.	Introduction						
	Andaman and Nicobar Islands Integrated Development Corporation Ltd. (ANIIDCO) having an annual turnover of around`. 450 Crores is a Govt. Company and engaged in trading, manufacturing, tourism, industrial, financing, etc.						
2.	Tender document for appointment as Internal Auditor						
	<p>The Tender documents and terms and conditions may be downloaded from website https://eprocure.andaman.gov.in</p> <p>Tenderers downloading the tender document from the website may notify the Corporation so that any amendment in the tender document can be informed to all the prospective tenderers. If a tenderer does not notify the Corporation about downloading of tender document then the Corporation shall not be responsible for not informing amendments if any.</p> <table border="1"><tr><td>1.</td><td>Closing date & time for online submission of tender document</td><td>19/06/24 at 3:00 P.M</td></tr><tr><td>2.</td><td>Date & time for opening of Technical Bids</td><td>19/06/24 at 3:30 P.M</td></tr></table>	1.	Closing date & time for online submission of tender document	19/06/24 at 3:00 P.M	2.	Date & time for opening of Technical Bids	19/06/24 at 3:30 P.M
1.	Closing date & time for online submission of tender document	19/06/24 at 3:00 P.M					
2.	Date & time for opening of Technical Bids	19/06/24 at 3:30 P.M					
3.	Amendment of Tender Documents						
	<p>At any time prior to the deadline for submission of bids, the ANIIDCO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the Tender Document by amendment.</p> <p>The amendment will be notified in writing by email to all prospective Tenderer and notified the ANIIDCO, those who have received the Tender Documents and will be binding on them.</p>						
4.	Submission of Tender						
	<p>The tender should be filled online at https://eprocure.andaman.gov.in upto 3.00 p.m. The technical bid must be uploaded with following:</p> <ul style="list-style-type: none">i) Scan copy of Bid Securing Declaration as per Annexure-I.ii) Scan copy of Profile of Bidder as per Annexure-II.iii) Scan copy of documentary proof in support of eligibility criteria as per Clause – 6.iv) Scan copy of Balance Sheet and Income Tax Return for the last three years upto 31/03/2023.v) Details of past experience during last 5 years as on 31.03.2024 in brief.vi) Copy of Partnership deed/Registration/Incorporation Certificate of the Firm.vii) Copy of Proof of conducting Internal Audit of atleast 2 PSUs (Internal Audit).						

	<p>viii) Name and correspondence address of contact person with Telephone Nos. and its branch office at Port Blair.</p> <p>ix) Scan copy of PAN Number.</p> <p>x) Scan copy of Tender document duly signed and sealed by the tenderer as acceptance of the Terms and Conditions.</p>
5.	<p>Price bid:</p> <p>The Financial bid must contain quoting quarterly Internal Audit Fees for discharging the scope of work and assigned responsibilities mentioned at clause No. 9 & 10.</p> <p>The financial bid of only eligible firms will be opened and the date of opening shall be intimated subsequently.</p>
6.	<p>Pre-Requisites/Eligibility Criteria</p>
i)	The Chartered/Cost Accountant Firm must have experience of doing Internal Audit of atleast 2 PSU/Government Company during last 5 years as on 31-03-2024. (Copy of engagement letter and completion certificate must be enclosed)
ii)	Must have branch office in A&N Islands with minimum one full time Partner Declaration as per Annexure-III is to be enclosed.
	Copy of proof of meeting eligibility criteria must be enclosed falling which the bid would be rejected.
7.	<p>Earnest Money Deposit</p> <p>'Bid Security Declaration' as per Annexure-I must be added along with Tender.</p>
8.	<p>Force Majeure:</p> <p>In all cases where the delay or failure in performance of supply of order/contract is directly or indirectly caused by or due to acts of God, war, mobilization, requisition by /or interference from Govt. or local authorities, force majeure lockout, labour disturbance, trade disputes ,unavailability or shortage of materials, fires, riots, strikes and /or civil commotion or any events or circumstances what so ever beyond the control of the company, then in such case, the Tenderer shall be entitled only to an extension of time for performance of this contract for a period corresponding to the period of delay.</p>
9.	<p>Scope of work:</p> <p>1. The firm shall be required to be well conversant with the procedure, policies, rules and regulations of the Corporation. Checking of system of internal controls, process of flow of various activities of all divisions of the Corporation and suggest modification required.</p> <p>2. The firm shall examine the expenditure incurred by the Corporation that the same is authorized and is in accordance with the approved procedure, delegation of powers and within the sanctioned budget. It shall also identify and highlight cases of irregularities and possible frauds and shall comment on the existing mechanism of check and control on such irregularities and possible frauds.</p>

3. The firm shall ensure compliances of GST, VAT, Income Tax, P.F, Gratuity and Pension etc. It shall advise and assist the Corporation in the matter of deduction of Income Tax at source from salary of staff and other contractual payments. It shall also audit returns of tax deducted at source both from salary and other payments.
4. It shall examine the system of keeping service records, leave records and other records relating to business operation.
5. The firm shall examine the personal matters and about the observance of rules/regulations/guidelines by the Corporation. The personal matters include records relating to fixation of pay, increments, LTC, medical and other reimbursement\allowance, advances and their adjustment, EPF deductions and their management, Gratuity etc., and observance of rules and regulations in their maintenance.
6. The firm shall examine present ordering system in respect of purchases being carried out by the Corporation for its activities and check records for observance of purchase procedure (Contracts, tenders, petty expenses, and expenditure from contingency fund) and check if purchases during a particular quarter are in accordance with the rules and order and with the sanction of Competent Authority.
7. The firm shall undertake the verification of the tender and physical verification of the work done.
8. It shall examine all records pertaining to payment on telephone/electricity/water bills and highlight cases where economy\beneficial utilization of these facilities could be possible. Similarly, usage of staff, economy on the fuel and repair etc. shall be commented upon.
9. The Firm shall examine/check the accounts books of the Corporation to see if they are maintained properly, checked and balance periodically. It shall also check transactions of receipt and payments are in accordance with the rules and orders in force and brought to account under appropriate account. Verification and timely updating of books of accounts and subsidiary ledgers and reconciliation including bank reconciliation, shall also be undertaken by it.
10. The Firm shall examine and check all bank accounts of the Corporation to see if they are reconciled up to date and if there are any outstanding entries.
11. The Firm shall specially check/audit the cash management system and if it is maintained properly on daily and monthly basis. Comments about cash management shall be specially highlighted in the half yearly audit report along with appropriate suggestion.

	<p>12. Quantitative and financial reconciliation on Income & Expenditure shall also be done. Suggest Compliance of Accounting Standards and other pronouncements issued by ICAI and any other standard applicable for the company.</p> <p>13. The Firm shall provide professional advice and its assistance on Accounting, Taxation, and Corporate Affairs whenever required by the Corporation. The audit team will also carry out other activities as directed by the Corporation from time to time.</p> <p>14. The Outstanding liabilities shall also be scrutinized division wise in detail and the internal audit report would include the necessary remedial steps to be taken in this regard.</p> <p>15. To assist in preparation of Half Year/Annual Financial statements of Accounts and related schedules as per companies Act whenever necessary including reconciliation of various accounts if required.</p> <p>16. The Audit firm should also update and clarify the accounts team about the Direct Tax /Indirect Tax changes in various Act, rule, Circular and assist them for implementation of the same in the Corporation. Further they will suggest/clarify in written on any act of direct & indirect tax raised by accounts team. Time to time awareness of any New Laws/existing law changes made by Govt. of India to be demonstrated to Company.</p> <p>17. Firm must Surprise visit all units of the Corporation once in a quarter and signature of Incharge posted in the unit must be taken and submitted along with quarterly bill.</p> <p>18. For any new project/proposal/ assignment initiated by the Corporation, the auditor must review the project with respect to financial implication, delegation, and viability of the project administrative approval.</p>
10.	Assigned Responsibilities:
i)	The firm should undertake the Internal Audit initially for one year from the date of engagement and same may be extended further period of one year as per same terms and conditions and subject to approval of Board of Directors of ANIIDCO. Firm has to Submit Internal Audit Report on quarterly basis.
ii)	Internal Audit Party must consist of One Qualified Professional and atleast two semi qualified professional. Semi Qualified Professional means Audit staff who has not yet passed the final of CA/CMA But passed Inter media test ages of CA/CMA.
iii)	Before commencement of internal Audit work, the CA Firm must furnish the detailed Audit programme i.e. name of Auditors included in each Internal Audit Party, examinations (particularly the examinations conducted by Institute of Chartered Accountants of India/Institute of Cost Accountants of India Examinations e.g. Preliminary /Inter Final etc.)passed by each Member of Internal Audit Party to the undersigned, and schedule.

	iv)	Report to be submitted within two months from the end of concerned quarter.
	v)	The qualified Partner/CA /CMA should visit the Corporation at least 5 days in a quarter and semi qualified/other staff should carry out the work atleast 15 days per quarter. A declaration in This regard should be given while submission of bills.
	vi)	The audit team will also carry out other activities directed by the Corporation from time to time.
11.	Other Terms & Conditions	
	a.	ANIIDCO will make payment of Internal Audit Fees plus applicable GST on quarterly basis after deduction of applicable Tax.
	b.	In addition to the above. ANIIDCO will reimburse actual cost of food, other pocket expenses limited to Rs. 500/- per day for Audit staff and Rs.1000/-per day for the partners when they undertaken Tour for Audit for out of Port Blair area.
	c.	Conveyance and transportation charges like ship and bus/tax if are shall be reimbursed on actual basis from Port Blair to place of Business of ANIIDCO.
	d.	The firm shall submit a pre-receipted bill in accordance with the terms of the contract for releasing payment.
	e.	The payment shall be released on receipt of pre-receipted bill, on succeeding month.
	f.	The Corporation shall not provide the Audit team on duty with any accommodation/meals etc.
	g.	The firm shall not utilize or publish or disclose or part with any statistics, data/proceeding or information collected with the assignment. The firm shall be duty bound to hand over the entire records of assignment along with the software to the Corporation On completion of various phases of assignments.
	h.	The appointment of firm as Internal Auditor will be decided on the basis of the lowest financial offer of eligible firms i.e. quarterly Internal audit fees submitted by the eligible tenderer.
	i.	The proof in respect of eligibility criteria must be self attested and added with the offer.
	j.	No proceeding & show cause notice should be pending against firm by the Chartered Accountant Institute/ICMAI or CA&G office.
	k.	The financial offers of those firm who are not eligible will not be considered for appointment.
	l.	The tender firms hall comply all the Statutory Act/Rules including EPF Act. Service Tax and Minimum Wages Act etc. in respect of Their firm and its staff to be deployed in the ANIIDCO.
12.	Financial Offer	
	The quarterly audit fees excluding GST for discharging the scope of work and assigned responsibilities mentioned at Sl.No. 9& 10, must be submitted with the tender.	
13.	Validity of the offer	
	The offers should be valid for a period of 90 days from the date of opening of Technical Bid.	
14.	Assigning of Tender	

	The successful tenderer cannot assign or sub-contract the work awarded to them.
15.	Arbitration
	All disputes relating to this offer shall be referred to a sole Arbitrator to appointed by the Managing Director of the Company.
16.	Jurisdiction of Court
	All disputes arising out of this offer shall be subject to jurisdiction of Courts at Port Blair.
17.	Saving Clause
	In respect of any matter for which no provisions have been made in this tender the provisions contained in the general instructions of the Government on the subject shall apply.

Bid Securing Declaration

Date: _____

Tender No. _____

To

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a. have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

(Signature)

Authorized Signatory

Name: _____

Designation: _____

Office Seal: _____

Place: _____

Date: _____

Annexure-II

PROFILE OF THE BIDDER

Name (<i>Individual signing the document</i>) :	
Name of the Organization:	
Status of the Organization : (<i>Proprietor /Partnership/Company / Trust /Individual /Others</i>)	
Address for Communication:	
Nature of Business:	
PAN Number :	
GST Number:	
VAT Number (<i>if applicable</i>):	
E-Mail ID:	
Mobile No:	
Bank A/c No:	
Name of the Bank :	
Branch:	
IFSC Code of the Bank : (<i>Please enclose copy of cancelled cheque leaf</i>)	

Signature

(Name & Designation)

Declaration of engaging a full time Partner/ Chartered Accountant /CMA (paid Assistant)

.....

I Mr./Mrs.....Partner of M/s..... Chartered Accountant/Cost & Management Accountant certify that Mr. /Mrs..... Fulltime CA/CMA with Membership No.....is engaged in Port Blair office of our audit firm.

(Signature)

Name of the Partner:

Membership No:

Volume –II (To be upload in separate folder for Financial Bid)

Format of Financial Bid

Name of the Firm	All Inclusive Audit fees per annum excluding GST (In Rupees)	GST	Total Fees Including GST (In Rupees)

Signature of the Bidder along with seal