

ANDREW YULE & COMPANY LIMITED
(A Government of India Enterprise)
General Division
8, Dr.Rajendra Prasad Sarani
Kolkata - 700 001

NOTICE INVITING TENDERS

ANDREW YULE & CO. LTD. invites Tender from CMA Firms for conducting Cost Audit for the Financial Year 2019-20 in two-part system (**Techno-Commercial Bid and Financial Bid**), the details of which regarding eligibility criteria, scope of work, method of evaluation etc. are available in Annexures, specified in list of Annexures. Interested CMA Firms who comply with the eligibility criteria mentioned hereinafter, may quote as per the specified instructions furnished hereunder.

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B. Brief Background of the Company:

Andrew Yule & Company Ltd (AYCL) is an Indian manufacturing and industrial conglomerate, with majority shareholding by Government of India and headquartered in Kolkata (formerly Calcutta). It became a Central Public Sector Enterprise (CPSE) in 1979 and is presently having three major Divisions, viz., Engineering (having Factory near Kolkata), Electrical (having Factories in Kolkata and Chennai) and Tea (12 Estates in Assam and West Bengal). The Company maintains a Co-ordination Office in New Delhi. The Annual Turnover of the Company is around Rs.400 Crores and more than 50% of it is generated from Tea business and the rest through other businesses of the Company i.e. electrical equipment manufacturing as Transformer, AVR's, Industrial Fans etc. as well as various service activities.

Tea Division of the Company produces around 117 lakh KG CTC and Orthodox Tea annually which is mainly sold through Tea Auction. 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.

C. Schedule of Tender

1.	TENDER NO.	AYCL/Cost Audit/19-20/4 Dated:25.07.2019
2.	Date of availability of NIT to the Vendors for downloading	25th July, 2019 at 13.00 Hrs.
3.	Earnest Money Deposit & other documents	1. “Earnest Money Deposit” of Rs 5000/- may be paid by NEFT/RTGS favoring Andrew Yule & Co Ltd , payable at Kolkata . 2. Other documents as specified in Annexures
4.	Last date of submission of EMD and other documents to AYCL Ltd.	1st August,2019 at 18.00 Hrs.
5.	Date & time of Opening of Part-1 Techno- Commercial bid	2nd August, 2019 at 16.00 Hrs.
6.	Date & time of Opening of Part-2, Financial Bid	To be intimated to the eligible vendor separately by e mail to the technically eligible bidders only

D. Minimum eligibility criteria

- a) The prospective bidding Firm should be registered with ICMAI for at least last 5 Years as on due date of this Tender.
- b) The firm should have Cost Audit experience as per the following:
 - i) At least 2 years (as on due date of this Tender) in the Tea Cultivation, Production & Marketing Industry and
 - ii) At least 2 year (as on due date of this Tender) in Electrical equipment manufacturing and/or in other Engineering Industry
- c) The firm should have Net Average Annual Gross Revenue receipts of at least Rs 10 Lakhs in last 3 financial years (2016-17 to 2018-19).
- d) The firm should have minimum 3 full time Partners
- e) The Firm should not be banned/de-listed/barred from conducting any audit work in last three Fin. Yr. (2016-17 to 2018-19) by any Central/State PSU and/or Central/State Govt. Dept.
- f) The firm should have Head office in Kolkata. Branch office in Siliguri(W.B) and Dibrugarh (Assam) will have added advantage
- g) The Audit Firm should be free from any disqualification under sub-Section (3) of Section 141, read with rule 10, of the Companies Act,2013.

The bidders complying the Minimum Eligibility Criteria are only need to quote, both Technical & Financial Bid, needs to be submitted offline in a sealed covering envelope containing two separate sealed envelopes for both Technical and Financial Bid, super scribing on the envelopes with the words “Technical Bid “ and “Financial Bid”.

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

*** Financial Bid:-** Annexure-VI

Technical and Financial Bids are required to be sent offline to Mr. Rohit Jain, Manager (F&A), Andrew Yule, General Division, Head Office, 8 Dr. Rajendra Prasad Sarani, Kolkata 700001 Unit, in a sealed envelope super scribing as “Appointment of Cost Auditor for the Financial Year 2019-20,” before the closing date and time of bid submission as mentioned hereinbefore. Any non-compliance with the conditions will tantamount to rejection of the offer. As such, the documents mentioned as part of Technical Bid alongwith Price Bid should be sent well in advance so that the chances of bid rejection on account of any postal/communication delay can be avoided.

E. Our Bank Details for making Online EMD payment:

Bank Name and Address	UNITED BANK OF INDIA, 10, CLIVE ROW, KOLKATA WEST BENGAL - 700001
IFSC Code	UTBIONS122
Account No	0101050013341
Account Name	ANDREW YULE & COMPANY LIMITED

F. List of Annexure

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ANDREW YULE & COMPANY LIMITED
General Division
Important Instructions for Bidders
Ref. Tender No. AYCL/Cost Audit/19-20/4

1. The Price Bid of Only technically qualified bidders will be considered for opening.
2. After opening of Price Bid of all technically suitable bidders, the specified weightage will be applied and the price bids of bidders apart from lowest bidders will be normalized as per the general terms and conditions Clause no. 15 i.e. of Evaluation criteria.
3. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) shall be refunded by ANDREW YULE & COMPANY LTD. EMD to be paid along with the Document within the last date as mentioned in SOT. EMD submitted by the successful bidder will be converted into Security Deposit, refund of which (without any interest thereon) will be made only on successful completion of all jobs and the contractual period, unless forfeited for breach of any contract term or damage to AYCL as may be relevant to the contract.
4. Andrew Yule & Company Ltd. reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
5. No deviation of the terms and conditions of the tender document is acceptable.
6. All notices / corrigendum to the bidder(s) will be available at the website of the Company www.andrewyule.com during the process till finalization of tender, all the prospective bidders are requested to be in touch with the website.
7. ANDREW YULE & COMPANY LTD has the right to cancel this Tender without assigning any reason thereof.
8. Offers to be kept valid for acceptance for 180 days from the due date of the Tender or as may be extended mutually thereafter.

Andrew Yule & Company Ltd
 Ref. Tender No. AYCL/Cost Audit/19-20/4
Detailed Profile of the Intended Firms

(This document should be dully filled up and attached along with EMD)

Sl.No.	Particulars	Details
1	Name of the Firm	
2	Address Head Office	
3	Address of Branch, if any	
	a)	
	b)	
4	Phone. No.	
5	Email ID	
6	Name of the Authorized Signatory of the Bid	
7	Contact No. of the Authorized Signatory	
8	Firm Registration No.	
9	Date of Incorporation	
10	PAN of the Firm	
11	GSTN of the Firm	
12	No. of Partners along with the membership no. and name	
13	No. of qualified assistants with name and membership no.	
14	No. of semi qualified assistants, Article assistants and other Audit staff	
15	Bank details of the bidder for return of EMD to the unsuccessful bidders	Bank Name: Branch Name & Address: IFSC Code:

I/we hereby certify that the particulars furnished by me/us above are true to the best of my / our knowledge and belief and mis-representations of facts will render me/us liable to my/our action as may be deemed fit by Andrew Yule & Co. Ltd. (General Division) & have the sole discretion to reject or accept my/our candidature.

(Signature of the Authorized Signatory)
Office Stamp/Seal.

Place :

Date ;

Andrew Yule & Company Ltd

Ref. Tender No. AYCL/Cost Audit/19-20/4

Detailed Scope of Work

MAJOR AREAS OF AUDIT TO BE COVERED – 2019-20,

Detailed Scope of work

- i) To conduct Cost Audit of the Company in accordance with the provisions of the Companies (Cost Records and Audit) Rules, 2014 (including any enactments or amendments made as may be applicable from time to time) and Cost Audit Standards.
- ii) Timely submission of Cost Audit Report alongwith the Annexures to the Company, e-filing with MCA/ Government of India within scheduled time, manner and Format as specified/prescribed by MCA.
- iii) Verification & Certification of annexures to the Cost Audit Report
- iv) Verification & Certification of Cost proformas maintained by the Company as per the Companies (Cost Records and Audit) Rules,2014 (including any enactments or amendments made as may be applicable from time to time).

(Seal & Signature of the Bidder)

Andrew Yule & Company Limited
Ref. Tender No. AYCL/Cost Audit/19-20/4
General Terms & conditions

1. Firms are required to submit their detailed profile in the format enclosed in Annexure-II.
2. Firms fulfilling the minimum eligibility criteria and having the supporting documents as required as per Annexure-V, are only eligible to quote.
3. Any Firm already engaged in any type of Audit of Andrew Yule & Company Limited during the Financial Year, 2019-20 not to participate in this tender and in case of any such participation the same will not be considered (The term 'Firm' includes any or all of it's partners jointly and/or separately, if they are in profession in any other Name or Firm).
4. The assignment of Cost Audit shall be carried out by a team comprising of a qualified Cost Accountant & one semi qualified cost accountants, whereas the qualified CMA should be a partner in the Firm.
5. The financial bid should clearly mention the audit fee without GST in the prescribed format at Annexure-VI.
6. **Duration of the Contract:** Appointment of Cost Audit Firms will be for a period of One-year (FY 2019-20) subject to mutually extendable for one more year at same rate, terms and conditions.
7. Documents required as part of technical Bid alongwith Financial Bid **both needs to be submitted offline in a sealed covering envelope containing two separate envelopes for both Technical and Financial Bid** to Manager (F&A), M/s Andrew Yule & Company Limited, Yule House, 8, Dr. Rajendra Prasad Sarani, Kolkata-700001 subscribing on the envelope "Appointment of Cost Auditor for the Financial Year 2019-20" by 01.08.2019.
8. **Minimum Fee Quote:** - Minimum quote of Rs 1,50,000/- (Rupees One Lakh Fifty Thousand Only in totality for the Financial Year 2019-20) has been fixed for the Annual Assignment and the prospective bidders will not be able to quote below the same.
9. **Resolution of disputes:** In the event of any dispute, question of difference arising during the contractual period i.e. upto March 2020, efforts will be first made to settle the dispute by amicable settlement through discussion, failing which the decision of the Chairman and/or Director-Finance, Andrew Yule & Company Limited will be considered as final. All the disputes are subjected to Kolkata jurisdiction only.
10. **Assignment of Contract:** The bidder shall not assign the contract or any part thereof to anyone else.
11. **Obligations of the firm:**
 - a) The Firm undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Firm shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.
 - b) The Firm and his Personnel shall not, disclose any proprietary or confidential information relating to the Services, this Contract, or the Client's business or operations without the prior written consent of the Client during the term.
12. **Submission of report:** Cost Audit report should be prepared in strict compliance with the provisions of the Companies (Cost Records and Audit) Rules, 2014 (including any enactments or amendments made as may be applicable from time to time) and applicable Cost Audit Standard.

13. Cost Audit Report is to be submitted to Director(Finance) or his nominee latest by 31.08.2020 to ensure timely e-filing with MCA/ Government of India in the manner and Format as specified/prescribed by MCA
14. **Payment terms:** Bill is to be raised within a week of submission of Final Cost Audit report for the F.Y. 2019-20 to Corporate Finance Division and the same will be paid within 30 days.
15. **Evaluation Criteria:**
- a) Composite score will be calculated by adding the weighted technical and financial bid score by applying the weightage of 60% and 40% to technical and financial scores respectively.
 - b) The bidder securing the highest composite score will be considered as the most responsive bidder and will be earmarked as L-1 bidder for award of subject work However, AYCL here reserves the right for price negotiation with that Firm, if required. Calculation of Composite score will be as follows:

Cs=Ts X 0.60+ Fs X 0.40

Where:

 - i) Cs= Composite Score
 - ii) Ts= Technical Score
 - iii) Fs= Normalized Financial Score
 - iv) Ranks of Bidders of decided based on Composite Score.
 - c) Among the qualified bidders the bidder with lowest qualifying Financial bid will be awarded 100% financial score and financial score % of others will be reduced proportionately in comparison with their price quotes as against the lowest quote. Thus, Financial Scores for bidders other than L-1 will be evaluated using the formula mentioned below:

Fs (Normalized Financial score of the bidder) =
(Lowest Financial bid /Financial bid of the bidder) X 100 (adjusted to 2 decimal places)
16. In the event of the composite bid are in tie, the bidder scoring the highest Technical score will be adjudicated as the best value bidder for selection.
17. **Bid rejection terms and conditions:**
1. Bids received after the last date & time mentioned above.
 2. EMD of the abovementioned value not submitted along with the bid.
 3. Bidders not submitting the required documents as per the tender document.
 4. Bidders not fulfilling the minimum eligibility terms and conditions as specified under relevant Clause.
 5. Bidders banned/de-listed/debarred by any PSU/Govt. Dept. during last 3 years (included in Minimum Eligibility Criteria).
18. The bidders are required to give a declaration in Annexure-VII to the fact that the bidding Firm/Company has not been banned/de-listed/debarred by any PSU/Govt. Dept during last 3(three) years.
19. Offers to be kept valid for acceptance for 180 days from the due date of the Tender or as may be extended mutually thereafter.
20. The selected Firm or it's employees/representatives will not commit any criminal offence under the relevant Anti-Corruption Laws of India; further the selected Firm or it's Employees/Representatives will not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by AYCL as part of the Business relationship, regarding plans technical proposals and business details including information contained or transmitted electronically.

21. The selected Firms and/or it's employee/representatives shall maintain utmost confidentiality at all the times (even beyond the contract/service period) of Information and/or data obtained from or about AYCL in connection to this tender as well as the service provided/to be provided (unless demanded in writing by any Govt/Statutory/Court of Law Authority).

(Seal & Signature of the Bidder)

Technical/Un-priced Bid Scoring Sheet

Sl. No.	Technical Evaluation Criteria	Points	Max. Points	Documents to be submitted
1	Firm should be registered with Institute of Cost Accountants of India for at least 5 years	4 points per completed year beyond 5 years	20	Self certified copy of Firms registration certificate
2	The Firm should have Cost Audit experience of at least 2 years Specifically in Tea Cultivation, Production and Marketing Industry and at least 2 years in electrical equipment manufacturing and/or in other Engineering Industry.	<p>a) 3 points per year exceeding 2 completed years of Cost audit experience specifically in any Tea cultivation, production and marketing Industry</p> <p>b) 3 point per No. of Tea Company Audited beyond Minimum One Company</p> <p>c) 3 points per year exceeding 2 year completed years of Cost Audit experience in electrical equipment manufacturing and/or in other Engineering industry</p>	<p>a) 15</p> <p>c) 12</p> <p>c) 12</p>	<p>a)Self certified copies of Work Orders/ Job Completion Certificate</p> <p>b) Self certified copies of work orders /job completion certificates</p> <p>c) Self certified copies of work orders /job completion certificates</p>
3	The Firm should have Average Annual Gross revenue receipts of at least Rs 10 Lakhs in last 3 FYs (2016-17 to 2018-19)	4 points per Rs 5 lakhs on account of gross revenue receipts (not in part) beyond minimum Rs 10 Lakhs.	16	Certificate of said Net revenue receipts issued by a practicing Chartered Accountant other than a Partner/Associate/Employee of the bidding Firm.
4	Firm should have at least 3 Partners	5 point per partner exceeding 3 partner	15	A self-declaration signed by all Partners with Full Names, Membership No. & date from which his/her partnership is effective etc., affixing the Firm's official seal.
7.	No. of Qualified Assistants/ Associates with the Firm, who will be engaged in such Audit	1 point per such Assistant/Associate	4	Self certified letter mentioning the name of qualified assistant engaged in Audit.
8.	Branch in Siliguri and/or Dibrugarh	3 points per such Branch	6	Self certified copy of branch addresses alongwith details of the Partner heading the Branch
TOTAL			100	

Format for submission of Financial Bid (on the letter head of the Firm)**Cost Audit for the F.Y. 2019-20**

Sl. No.	Location	Amount (Rs in Lakhs)
1	Audit Fee	XXX
	Total	

(Total Rupees Only)

Signature: _____

Name & Designation of the Authorized Signatory: _____

Seal of the Firm: _____

Date _____ Place _____

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

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.

(Seal & Signature of the Bidder)
