

ANIIDCO LTD.

Tender Documents for Appointment as Internal Auditor in ANIIDCO Ltd.

1.	Introduction							
	Andaman and Nicobar Islands Integrated Development Corporation Ltd. (ANIIDCO) having an annual turnover of around ₹. 400 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><tr><td>1.</td><td>Closing date & time for online submission of tender document</td><td>05/12/22 at 3:00 p.m</td></tr><tr><td>2.</td><td>Date & time for opening of Technical Bids</td><td>05/12/22 at 3:30 p.m</td></tr></table>		1.	Closing date & time for online submission of tender document	05/12/22 at 3:00 p.m	2.	Date & time for opening of Technical Bids	05/12/22 at 3:30 p.m
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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 31/03/2022.v) Details of past experience during last 5 years 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).							

	viii) Name and correspondence address of contact person with Telephone Nos. and its branch office at Port Blair. ix) Scan copy of PAN Number. x) Scan copy of Tender document duly signed and sealed by the tenderer as acceptance of the Terms and Conditions.	
5.	Price bid: 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 . The financial bid of only eligible firms will be opened and the date of opening shall be intimated subsequently.	
6.	Pre-Requisites / Eligibility Criteria	
i)	The Chartered / Cost Accountant Firm must have experience of doing Internal Audit of atleast 2 PSU/ Government Company during last 5 years. (Copy of engagement letter 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 failing which the bid would be rejected.	
7.	Earnest Money Deposit ‘Bid Security Declaration’ as per Annexure – I must be added along with Tender.	
8.	Force Majeure:	
	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 whatsoever 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.	
9.	Scope of work:	
i)	Internal audit consisting routine checking of vouchers and records at our Corporate office.	
ii)	Checking of accounts: <ul style="list-style-type: none"> • Scrutiny of bills raised and payments made to contractors and Consultants. • Verification of purchase bills • Verification of invoices of sales • Cash & Bank book, Bank reconciliation statements • Revenue & receivables • Fixed Assets accounting • Scrutiny of ledgers relating to Vendors and customers. • Verification of various provision made. • Payroll accounting-Verifying the payroll & employees related expense including travel, conveyance etc. With their appointed terms and company guidelines. 	

	iii)	<p>Statutory Compliance & Verification:-</p> <ul style="list-style-type: none"> • Direct and indirect Taxation – Verifying statutory compliance with the following laws: <ul style="list-style-type: none"> – Income Tax Act, 1961 – GST – VAT – Compliance of all other applicable Laws to the Corporation • Labour Laws such as EPF & Misc. Act/Gratuity Act and local Legislations to the extent identified. • Compliance of Accounting Standards and other pronouncements issued by ICAI and any other standard applicable for the company. • Compliance of Board Directives from time to time • Verification and compliance with regards to irregularities, if any, pointed out by statutory auditors and CA&G auditors.
	iv)	Checking of system of internal control, process of flow of various activities of all divisions of the Corporation and suggest modification required.
	v)	To conduct surprise check of stores, materials, finished goods and cash at Head office & sales point at least once in a half year.
	vi)	All terms and conditions/process of finalization of major tender agreement and ensure codal formalities and comment thereon.
	vii)	For any new project/proposal/ assignment initiated by the Corporation, the auditor must review the project with respect to financial implication, delegation, viability of the project administrative approval.
	viii)	They should ensure that all claims, subsidy, revenue bill to various Govt./private parties has been claimed property and in time. Further, they should ensure revenue booking.
	ix)	The Audit firm should also update and clarify the accounts team about the changes in various Act, rule, Circular and assist them for implementation of the same in the Corporation. Further they will suggest/clarify any doubt on any act of direct & indirect tax raised by accounts team.
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 Intermediate stages 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 or 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 at least 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 ₹. 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/ taxi fare 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 alongwith 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 firm shall 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 has 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 :	
IFS 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)

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

(Signature)

Name of the Partner:

Membership No: