

**RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED  
( A JOINT VENTURE COMPANY OF NFL, EIL AND FCIL )**

**CIN No. U24100DL2015PLC276753**

**REGISTERED & CORPORATE OFFICE  
4<sup>TH</sup> FLOOR, MOHTA BUILDING, 4, BHIKAJI CAMA  
PLACE, NEW DELHI - 110066**

**TENDER NO: -A/RFCL/INTERNAL AUDIT /2019-20/1 DATED 13<sup>th</sup> August'2019**

***Tender Document for***

***Appointment as Internal Auditors of RFCL.***

***Last Date & Time of Receipt of Tender  
At***

***Venue:  
Corporate Office,  
3<sup>RD</sup> - 4<sup>TH</sup> FLOOR, MOHTA BUILDING, 4-BHIKAJI CAMA PLACE,  
NEW DELHI-110066***

***Bid submission Date and Time : 5<sup>th</sup> Sept.,2019 at 03:00 PM  
Date and Time of opening of Bid Documents : 5<sup>th</sup> Sept.,2019 at 03:30 PM***

***Phone: 011 – 26701400  
Fax No. 011 – 26180730***

## **AN OVERVIEW:**

As mandated by Government of India, a Joint Venture company of National Fertilizers Limited (2<sup>nd</sup> largest producer of fertilizers in India), Engineers India Limited (EIL) a Navratna premier engineering consultancy PSU and the Fertilizer Corporation of India Ltd. (FCIL) under the name & style of RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED has been incorporated on 17<sup>th</sup> Feb'2015 for setting up a new Gas based Ammonia-Urea complex with production capacity of 2200 MTPD of Ammonia and 3850 MTPD of Urea (1.27 Million MT Urea Per Annum) AT FERTILIZER CITY KARIMNAGAR, RAMAGUNDAM, TELANGANA.

Current Shareholding of RFCL is as under:

<b>S.No.</b>	<b>Particulars</b>	<b>% Shareholding</b>
1.	National Fertilizers Limited	26
2.	Engineers India Limited	26
3.	Fertilizer Corporation of India Limited	11
4.	State Govt. of Telangana	11
5.	Gail India Limited	14.3
6.	HTAS Consortium	11.7

Project for setting up of a new gas based Ammonia Urea Complex has taken off in right earnest. Engineers India Limited is also the EPCM consultant for the Project. After entering into contract with Licensors, Zero date of Project has been declared as 25<sup>th</sup> Sept'2015 and the Project is anticipated to be completed by 31<sup>st</sup> December 2019. Project is in advance stage and has achieved physical progress of 97.6% as on July '2019.

The total project cost envisaged is Rs.5920.55 Crores with Debt, equity ratio of 75:25. Project financial closure has been completed with tie up equity and debt. Loan Agreement for debt has been entered into with Consortium of 6 Banks lead by State Bank of India. Disbursement of debt commenced w.e.f. 4<sup>th</sup> Jul'2017.

## NOTICE INVITING BID

1. Sealed bids are invited from Firms of Chartered Accountants/ Cost Accountants for Appointment as Internal Auditors for Financial Year 2019-20 for RFCL.
2. General Terms & Conditions/clauses that are material to the process of award of Assignment and its execution are mentioned in **Annexure-A**.

*Bid Evaluation Methodology is given in **Annexure- B**.*

3. Detailed scope of work, extent and periodicity of checking for each area of audit, Reporting Format etc. are mentioned in **Annexure-C** enclosed. It may please be noted that the scope as given in enclosure is only inclusive and not exhaustive. The successful bidder may be asked to look into any other activity as may come to the notice during the course of audit and/or render any advice/opinion in the area of audit.
4. Assignment shall be given to one firm for both location i.e. Delhi Office & Ramagundam Telangana site.
5. Time schedule: The Internal Audit for the FY 2019-20 has to be conducted as per Internal Audit programme in the following 3 phases:

Phase	Period of Audit	Draft Audit Report by Auditors	Reply by the offices	Final Report to be Submitted by auditors
1 <sup>st</sup>	April to September	25-10-2019	02-11-2019	09-11-2019
2 <sup>nd</sup>	October to December	25-01-2020	02-02-2020	09-02-2020
3 <sup>rd</sup>	January to March*	10-04-2020	13-04-2020	17-04-2020

\*Internal auditor shall complete audit for period upto February'2020 by 15<sup>th</sup> March,2020.

6. Deployment of Minimum Staff & Period of Working Days for conducting Internal Audit and Annual Audit Fees

S. No.	Units/ Offices	Minimum number of staff to be deployed & No. of working days in each phase for each Unit/Office			Annual Audit Fees for FY 2019-20 (excluding GST)
			Ist Phase Total Mandays	IInd & IIIrd Phase Total Mandays (each phase)	
1.	Ramagundam Site	i) One Chartered/Cost Accountant	3	2	Rs. 1,50,000/-*
		ii) Two semi qualified persons/ article assistants	6	4	
2.	Corporate Office, Delhi	i) One Chartered/ Cost Accountant	6	4	
		ii) Two semi-qualified persons /article assistants	12	8	

\* For travel / out of pocket expenses refer Note-2 of Annexure C

The Senior Partner/Partner of the firm has to visit corporate office for 1 day during each phase audit for discussion of significant observations with the Finance Head and once in a year at Site.

The payment would be released on Phase basis, as under:

S. N.	Phase/ Period	% of Total Fee Payable
1 .	1st Phase.	50 %
2 .	2nd Phase	25%
3 .	3 <sup>rd</sup> Phase	25%

**7. Period of Contract:** The period of contract will be from date of issuance of work order till 31.05.2020. Date can be further extended at the sole discretion of RFCL.

**8. Method of Collection of Bid Documents & Submission of Bid:**

8.1 Collection of Bid Documents

The tender is available at following website and prospective bidder(s) can down load the same directly from this website:

[www.rfcl.co.in](http://www.rfcl.co.in)

or

Prospective bidders can collect hard copy of the bid document from the following address:

RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED  
3<sup>RD</sup>-4<sup>TH</sup> FLOOR, MOHTA BUILDING, 4, BHIKAJI CAMA PLACE,  
NEW DELHI-110 066

8.2 Method of submission of bid

**Sealed Envelope:** This shall contain duly signed & stamped Annexure-A to E. Bidder to ensure that all the said documents have been placed in this envelop.

**The envelop shall be super scribed with:**

**Tender Ref. No. : A/RFCL/INTERNAL AUDIT /2019-20/1 dated 13.08.2019**

The sealed envelopes must be sent /delivered **on or before 5<sup>th</sup> Sept.,2019 till 03:00 PM by hand/regd. Post/speed post at the following address:**

**Sr. Manager (F&A)  
Ramagundam Fertilizers and Chemicals Limited**

**Corporate Office:3<sup>rd</sup> - 4<sup>th</sup> Floor, Mohta Building,  
4-Bhikaji Cama Place,  
NEW DELHI-110066.**

**Email: rajatkwatra@rfcl.co.in  
Phone No. 011-26701000**

**9. The bids should be valid up to 15<sup>th</sup> October'2019.**

In case you require any other information, please feel free to contact the undersigned on any working day.

**(Rajat Kwatra)  
Sr. Manager (F&A)**

Encl:

1. *General Terms & Conditions* (**Annexure-A**)
2. *Evaluation Criteria* (**Annexure-B**)
3. *Scope of Internal Audit* (**Annexure-C**)
4. *Undertaking for acceptance of all terms & conditions of Tender Documents without any deviation (s).* (**Annexure-D**)
5. *Firm/Company Details* (**Annexure-E1 & E2**)

**GENERAL TERMS AND CONDITIONS**

**1 Requirements for Bid to be considered Valid.**

- 1.1 *Firm shall include LLP.*
- 1.2 *Incomplete offers would be summarily rejected.*
- 1.3 *Offers submitted against Tender documents only will be considered and the offer shall be in the name of the firm.*
- 1.3 *No extension of time shall be permitted for the collection of Tender Documents and/or Tender opening date.*
- 1.4 *Cutting or overwriting should be avoided in Financial Bid. However, in case of any cutting or overwriting, the same shall be duly signed & stamped by the Authorised Signatory of the bidder.*
- 1.5 *While submitting the bid, tenderers are requested to ensure that bids are in compliance with the regulations applicable under various statutes. Any fine, penalty or expenses due to breach arising thereon will be borne by the tenderer; RFCL will bear no financial implication on this account.*
- 1.6 *RFCL takes no responsibility for delays, loss or non-receipt of tender documents or any letters sent by post/courier either way and also reserve the right to reject any offer in part or full without assigning any reasons thereof.*
- 1.7 *RFCL shall always be at liberty to reject or accept any offer or offers or part thereof at its sole discretion. The submission of offer shall have no cause of action or claim against RFCL for rejection of offer. The bidder shall not be entitled to claim any costs, charges and expenses incidental to or incurred in connection with submission of offer or its consideration by RFCL, even though RFCL may opt to modify/withdraw the Invitation to Tender or does not accept the offer or cancel the tender as a whole.*
- 1.8 *No Firm engaged for Internal Audit work will be allowed to sub-contract the job awarded to it.*

**2. Bid Evaluation Process**

- 2.1 *Bids shall be evaluated as per Bid Evaluation Criteria given in Annexure-B.*
  - 2.1.1. *The contract shall be awarded to bidder securing maximum point as per Bid evaluation criteria given in Annexure-B.*
  - 2.1.2 *Blank*
- 2.2 *The bids should be unconditional. Conditional bids would be summarily rejected.*
- 2.3 *Evaluation of bids shall be done on the basis of Firm information along with supporting documents provided in the financial bid.*

2.4 The acceptance of tender will rest with RFCL and reserves itself full right to reject any or all tenders, without assigning any reason whatsoever.

2.5 The tenderer shall not be entitled to any compensation for the expenses incurred in connection with the preparation and submission of tenders.

2.6 Currency for payment shall be in Indian Rupees only.

### **3. Action against the Tenderer/ Successful bidder**

3.1 In case selected bidder refuses to take up the assignment after award of work, in addition to taking other appropriate action against the Firm as may be applicable, bidder shall be debarred from bidding in the Company for 2 years and next bidder(s) who secured maximum points shall be awarded the assignment.

3.2 Failure to act according to tender conditions, non-fulfillment of any or whole of the contract may entail debarring of the firm from bidding for 2 years, in addition to taking other appropriate action against the Firm.

3.3 If a tenderer resorts to any frivolous, malicious or baseless complaints/ allegations with intent to hamper or delay the tendering process or resorts to canvassing / rigging/ influencing the tendering process, RFCL reserves the right to debar such tenderer from participation in the present / future tenders up to a period of 2 years.

### **4. Arbitration:**

Except where otherwise provided in the contract, all matters, questions, disputes or difference whatsoever, which shall at any time arise between the parties hereto, touching the construction, meaning, operation or effect of the contract, or out of the matters relating to the contract or breach thereof, or the respective rights or liabilities of the parties, whether during or after completion of works or whether before or after termination shall after written notice by either party to the contract be referred to the arbitration of Chief Financial Officer, Ramagundam Fertilizers and Chemicals Limited or his/her nominee.

The Arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment there-of and the rules made there under.

The firm hereby agrees that it shall have no objection if the arbitrator so appointed is an employee of RFCL and had to deal with the matter to which the contract relates and that in the course of his duties as such he has expressed his views on all or any of the matter in dispute or differences.

Further, it is agreed by and between the parties that in case a reference is made to the Arbitrator or the Arbitral Tribunal for the purpose of resolving the disputes/differences arising out of the contract by and between the parties hereto, the Arbitrator or the Arbitral Tribunal shall not award interest on the awarded amount more than the rate SBI MCLR Rate applicable to RFCL on the date of award of contract.

### **5. Jurisdiction**

In respect of all tender conditions, the decision of RFCL shall be final and binding. The venue of the Arbitration shall be Delhi & Delhi courts will have exclusive Jurisdiction.

## **6. General**

*Bidder/Tenderer shall mean the firm who submits the tender and enters into contract with RFCL and shall include their executors, administrators and successors and permitted assignees.*

## Internal Audit 2019-20

### TENDER EVALUATION METHODOLOGY

**Criteria Notification** - Selection Criteria, which is proposed to be used in the tender evaluation process, to be included in the Conditions of Tender, together with the weightage to be assigned to each criterion is given below.

**Weightage** - When assigning weights, the Company will ensure that:

- all selection criterion to be used are assigned a weight;
- criteria weightage is outlined below; and
- the sum of all weights totals 100%.

The proposed Selection Criteria is as under:

1. Technical Criteria – 75% Weightage (Based on marks scored out of 100 in below given criteria for evaluation)
2. Presentation before Audit Committee – 25% Weightage (For 15-20 minutes' presentation before audit committee)
3. Top 10 firms scoring highest marks, out of below mentioned selection criteria for evaluation will be informed the day & time of meeting at their given mail IDs for presentation before Audit Committee. In the event, firm ranking at 10<sup>th</sup> based on selection criterial given below and other firms are also securing equal marks to firm having 10<sup>th</sup> ranking, in such case all such firms having marks equal to firm ranking at 10<sup>th</sup> shall also be called for giving presentation before Audit Committee. However, RFCL reserves right to call more than top 10 firms.

**The firm which has scored the maximum marks in Composite Score which is the sum of Weighted Technical criteria & Presentation Evaluation will be awarded the tender. The audit fee is fixed at Rs. 1,50,000 plus applicable GST.**

**No variation in fees is allowed. In case of any variation in fees by bidder, the bid shall be rejected out rightly.**

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#### **Technical Selection Criteria for Audit firm for evaluation will be as follows**

Sl. No.	Particulars	Points per criteria	Points	Supporting documents
1.	No. of years of firm experience (minimum 5 years)	5-10 years - 5 points 10-15 years - 10 points More than 15 Years - 15 points	15	Copy of certificate of firm's information issued by respective Institution i.e. ICAI / ICMAI
2.	No. of Full Time Partners	2 point for FCA/FCMA partner and 1 point for ACA/ACMA partner	12	Copy of certificate of firm's information issued by respective Institution i.e. ICAI / ICMAI

3.	No. of Qualified Information System Auditor (ISA) / Diploma in Information System Auditor (DISA) / Certified Information System Auditor (CISA) / Certified Internal Auditor (CIA) partner or employee	2 point per qualified full time partner or 1 point per employee	4	Copy of certificate of firm's information issued by respective Institution i.e. ICAI / ICMAI
4.	Experience of Statutory (financial or cost audit) / Internal Audit assignment in CPSEs (including JVs of CPSEs) in preceding 10 years till FY 2017-18. (No. of Assignments)	3 points per assignment (any five years shall be considered)	15	Appointment Letter issued by CPSE (including JVs of CPSEs) for Internal/ Cost Audit or C&AG for financial audit as applicable
5.	Experience of Statutory (financial or cost audit) / Internal Audit assignment of Companies having minimum annual turn-over of Rs.500 crores in preceding 10 years till FY 2017-18. ( No. of assignments)	3 points per assignment (any five years shall be considered)	15	Appointment Letter issued for Internal Audit or statutory audit or cost audit as applicable & Audited statement of Profit & Loss
6.	Experience of Statutory (financial or cost audit) / Internal Audit assignment of Urea manufacturing company or in cooperative sector / oil & gas sector, in preceding 10 years till FY 2017-18. (No. of Assignments)	3 points per assignment (any five years shall be considered)	15	Appointment letter issued by concerned company/ Organization/Cooperative Sector
7.	Professional Receipt of the firm (Minimum Rs. 25 lakhs) for F.Y. 2017-18	Rs. 25-50 lakh – 6 points  Rs. 50 -100 lakh --9 points  Above Rs.100 lakh – 12 points	12	Audited Profit & Loss signed by the Member stating Membership no. of such firm.
8.	Offices Situated in following locations: 1. Delhi including NCR 2. Telangana	Per Location – 6 point	12	Copy of certificate of firm's information issued by respective Institution i.e. ICAI / ICMAI.
	<b>Total Points</b>		<b>100</b>	

**RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED**  
**INTERNAL AUDIT – SCOPE OF WORK & AUDIT PROGRAMME**  
**FY 2019-20**

Sl. No.	Particulars of activities	Audit Plan
1.	<p><b>Internal Financial Control Systems</b>  Internal Auditor is required to report on Internal Financial Control Systems. The broad scope of work is defined as under:</p> <ol style="list-style-type: none"> <li>1) To check effectiveness of existing internal checks and financial control system for various activities of the Company and monitoring thereof.</li> <li>2) To check the adequacy of the existing Internal Financial Control System and update the same based on business requirement of the Company.</li> </ol>	Every Quarter
1.	<p><b>Contract / Procurement payments</b>  Principally, Auditor is to check that all payments have been made as per contract, verified, approved / authorised by Competent Authority and journalized properly in the books of account. To list some of the activities are:</p> <ol style="list-style-type: none"> <li>1) To check that claim of work is as per purchase/work order.</li> <li>2) To verify that advance payments, Running Bills and Final Bill payments to contractors/consultants/ engineer firms and architects are as per work order.</li> <li>3) To check Bank Guarantees have been kept valid and validity of Bank Guarantees has been monitored. Confirmation of issue of Bank Guarantees has been obtained directly from the Bank.</li> <li>4) To verify the deduction of security deposit, various statutory dues and other deduction under Price Reduction clause, non-conforming work etc.</li> <li>5) To check whether deviation statement has been prepared for each item of contract/work order. To verify proper account of expenditure.</li> <li>6) To check that the particulars of the bill agree with the purchase order with reference to the rates, specifications, date of supply, mode of transport, quantity ordered and where there are deviations these are supported by proper amendments.</li> <li>7) Check that GST has been paid on GST compliant invoices.</li> <li>8) To check the statutory deduction and its timely deposit.</li> <li>9) Check that advances to the suppliers has been allowed strictly in accordance with the terms stipulated in the Purchase Orders and advances are adjusted before bills for payment are passed.</li> <li>10) In case of Price Variation provisions of the contract, check that: <ol style="list-style-type: none"> <li>i) Price variation has been paid as per formula provided in the contract;</li> </ol> </li> </ol>	Every Quarter

	ii) Supporting documents to be furnished by the contractor, duly verified by the verifying authority in support of the Price variation claim(s).	
2.	<b>Contract capitalization upon completion</b> 1) Checking contract value, value considered for capitalization. Verification of proper approvals for any deviation. 2) Checking of documents required to be submitted on closure of contracts / compliances. 3) Checking of capitalization of contract value, allocation of EDC, allocation of interest cost. 4) Checking of classification of assets, arising on completion of contract is in compliance of relevant Ind AS and depreciation is applied to such assets as per accounting policies of Company.	Half yearly
3.	<b>Cash &amp; Bank</b> 1) Check that Bank books are prepared daily and signed by Incharge (Cash Section) 2) Review of Cash Office Operations for evaluating controls in bank receipts and disbursements, maintenance of records in the Department, no un-authorized corrections. 3) Checking of Bank Reconciliation Statement, dishonored/ stale cheques, if any. 4) Check the payments are as per the bank book with the relevant vouchers and verify that proper identification of the payees' Bank Account has been obtained for all payments. 5) All bank charges, interest received on Company's Investment have been accounted for promptly in the bank book and have been verified/checked and a suitable record of same is kept. 6) Bank Guarantees / FDRs and similar documents are kept in Safe Custody. 7) The cash payments/receipts, if any, do not exceed the limit as provided under Income Tax Act 1961. As a matter of practice all payments to suppliers, contractors should be made through "Accounts Payee" cheques/Drafts or through Electronic Clearing Systems. 8) Check that confirmation of issue of Bank Guarantee is obtained directly and reviewed regularly to ensure validity/renewal. 9) Check that available funds if any have been invested as per company's Investment Policy in fixed deposits or mutual funds etc.	Every Quarter – with verification of monthly bank reconciliation and investments.
4.	<b>Central Accounts</b> 1) Review of Assets ledger, Reconciliation of assets with reference to balances in asset ledger based on physical verification reports. 2) Review of accounts schedules and observations. Comment in particular on old out standings. 3) Review of depreciation rates and check the depreciation charged in accounts. 4) Check that TDS, Goods and Service Tax Returns are submitted in time. Check pending cases of dispute if any at different stages there under.	Every Quarter – with verification of timely submission of tax compliances.  Half yearly – Other than

	<p>5) Compliance with relevant Accounting Standards applicable to the company accounts.</p> <p>6) Check that change in accounting policy, which has a material effect has been disclosed to reflect the effect of such change in financial statement.</p> <p>7) Check that the nature and amount of extra ordinary items/Exceptional Items if any are disclosed in the Statement of Profit &amp; Loss Account as per the requirements of Companies Act.</p>	tax compliances
5.	<p><b>Borrowings from Consortium of Banks and IDC</b></p> <p>1) Review of drawal from Facility (Loan) agreement.</p> <p>2) Checking of interest paid to Lenders and LC charges as per agreed terms.</p> <p>3) Verification of any delay / default in payment of interest / charges to Lenders.</p> <p>4) Reconciliation of disbursement under Term Loan as per books of accounts with Bank Statement.</p>	Every Quarter – with verification of interest payment Half yearly – Other than interest payment
6.	<p><b>Review of Ledgers and Trial Balances</b></p> <p>1) Review of all sub-ledgers of vendors / contractors / service providers / employees on deputation-secondment.</p> <p>2) Review of main ledgers and trial balances for any abnormal transactions and reconciliation of main ledger balances with sub-ledger balances.</p> <p>3) Review of old balances in sub-ledgers for appropriate presentation / adjustments</p>	Every Quarter – with verification
7.	<p><b>Establishment Accounts</b></p> <p>RFCL is having around 200 employees on its payroll and about 200 employees shall be recruited in remaining period of current FY. In addition to it, some employees are on secondment / deputation basis from NFL/EIL respectively. Some Professionals/Support Staff have also been taken as Advisor / Consultant on contract with individual basis and some support staff from Agencies on contract basis.</p> <p>1) Payroll of the employees working in RFCL shall be prepared by RFCL. Internal Audit scope shall include checking of payroll, payroll related activities and other payment to employees viz medical bills, TA bill, Loans etc. on quarterly basis.</p> <p>2) Check the invoices of the salary bill with respect to secondment/deputation terms the controls and checks in force to prevent double/wrong payments.</p> <p>3) Tests check the absentee reports with the attendance records.</p> <p>4) Check that all statutory deductions such as, income tax and other recoveries i.e. leaves / securities, if any, are made regularly from the bills of parent companies.</p> <p>5) Review of TA bills and other payments made.</p> <p>6) Presently, salary of employees working in RFCL are on deputation / secondment from EIL / NFL, therefore scope of</p>	Half yearly

	checking of payroll is limited, as their salary is prepared by respective parent company and RFCL reimburse the expenses on actual basis.	
8.	<p><b>Insurance</b>  <b>To check that required Insurance Policies have been undertaken and are being maintained.</b></p> <ol style="list-style-type: none"> <li>1) To verify premium against Marine cum Erection All Risk policy obtained for the Project is paid in time.</li> <li>2) To check that Insurance Cover has been taken for all the other assets.</li> <li>3) To check that claims along with supporting documents are lodged as becoming due against the policies undertaken by the Company. Quarterly ageing of claims is also done.</li> </ol>	Half yearly
9.	<p><b>HR Department</b></p> <ol style="list-style-type: none"> <li>1) Check that proper records relating to payments of telephone bills, electricity &amp; water charges are maintained.</li> <li>2) Verify that appropriate registers are maintained for all assets under its charge.</li> <li>3) Verify that appropriate stock and issue registers are maintained for consumable items like toner, paper, etc.</li> <li>4) Scrutiny of files for award of various contracts of Personnel, Administration &amp; Public Relations Department and checking execution thereof.</li> <li>5) Check Maintenance of Time Office Records. Also check whether leave account of each employee is maintained properly as per rules of the Company.</li> <li>6) Check that the work orders of various contracts such as miscellaneous contracts, hiring of vehicles, canteen, sanitation horticulture etc. are awarded as per tendering procedure laid down by the Company.</li> </ol>	Every Quarter – Random checking for major expense heads
10.	<p><b>Contracts &amp; Purchase Department – Project activities</b></p> <ol style="list-style-type: none"> <li>1) To check randomly that work has been awarded as per procedure. To review that the tendering procedures and directives are properly followed. Check that subsequent amendments, if any, were imperative due to technical considerations and additional financial implication, if any, has the financial concurrence and approval of the competent authority.</li> <li>2) To check whether administrative, technical &amp; financial sanction had been obtained as per delegation of powers.</li> <li>3) To verify that the work has been awarded to the lowest tenderer. If not justification for awarding the work other than the lowest has been recorded, and financial concurrence/approval of Competent Authority obtained. The agreement on non-judicial stamp paper is executed wherever required.</li> <li>4) Check if limited tender enquiry in lieu of press tender has the approval of Competent Authority.</li> <li>5) Check whether the approved tender procedure / purchase manual for award of tender/ procurement of materials was followed.</li> <li>6) Review materials procurement contracts.</li> </ol>	Every Quarter – with verification

	<p>7) Review Compliance of delegation of power with regard to procurement procedure and report deviations, if any.</p> <p>8) Review adherence with authorisation procedures. Report deviations, if any.</p> <p>9) Review the comparative statements prepared for arriving at the L-1 vendor and report deviations, if any.</p> <p>10) Review of system followed for procurement, rate comparison and vendor selection.</p> <p>11) To check records of Earnest Money Deposit from bidders and its review on quarterly basis.</p>	
11.	Verification of procurement of services / goods by Site Office and HO are in accordance with approved norms / procedures. These contracts consist of security agencies, manpower agencies, maintenance contracts, vehicle hiring contracts, printing, advertisement etc.	Quarterly
12.	Verification of store inventory management by RFCL at Site (apart from direct procurement orders issued under EIL procedure, for which store is maintained by EPCM)	Quarterly

**Note :**

1. In performance of above scope of work, Internal Audit Team shall also be required to be deputed at Ramagundam Site, once during each phase for audit of similar activities being performed at site also.
2. For the purpose audit team deputed by IA Firm shall be entitled to travel by Rail-AC (Second) class travel upto Ramagundam. Local conveyance and arrangement for stay shall be made by RFCL for visit at Site by RFCL. However, Senior Partner of IA firm shall visit site once in a year for which Air Travel/Conveyance/Stay shall be arranged by RFCL.
3. The Senior Partner shall be required to present Internal Audit Report in Power Point Presentation with each Internal Audit Report to the Audit Committee of the Company during Audit Committee Meeting of the Company.

**(ON LETTER HEAD OF THE BIDDER)**

**ANNEXURE-D**

*THIS IS TO DECLARE THAT WE DO NOT HAVE ANY DEVIATIONS FROM THE STIPULATIONS OF YOUR TENDER REFERENCE A/RFCL/INTERNAL AUDIT/2019-20/1 DATED 1<sup>st</sup> August'2019 AND ACCORDINGLY ACCEPT ALL THE STIPULATIONS WITHOUT ANY RESERVATIONS WHATSOEVER.*

***Name & Signature of Authorised Signatory of Bidder  
Seal of the bidder***

**(ON LETTER HEAD OF THE BIDDER)**

**Annexure-E (1)**

**Subject: Tender for "Engagement of Internal Auditor in RFCL.**

**Reference : Tender Enquiry No. A/RFCL/Internal Audit/2019-20/1**

**FIRM/COMPANY DETAILS**

<b>Name of the Firm/Company</b>	
<b>Address</b>	
<b>Name of Authorised Partner / Proprietor / Associate / Others ( Specify)</b>	
<b>Date of Establishment</b>	
<b>Web Site Address, if any</b>	
<b>GST Registration No.</b>	
<b>PAN</b>	
<b>Tel / Mobile Nos.of authorized Signatory</b>	
<b>E-mail ID of firm</b>	

**Name & Signature of Authorised Signatory of Bidder  
Seal of the bidder**

**Subject: Tender for "Engagement of Internal Auditor in RFCL.**

**Reference: Tender Enquiry No. A/RFCL/Internal Audit/2019-20/1**

**INFORMATION TO BE FURNISHED BY BIDDER FOR EVALUATION FOR NON PRICE CRITERIA AS PER EVALUAION CRITERIA GIVEN IN THE TENDER**

- 1. Date of Registration of the Firm (Attach copy of Registration of the Firm duly certified by Authorised person)**

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- 2. Address of the firm (Attach copy of Registration of the Firm duly certified by Authorized person)**

Delhi including NCR Office	
Telangana	

- 3. Experience of Statutory (financial or cost audit) / Internal Audit assignment in CPSEs (including JVs of CPSEs) in preceding 10 years till FY 2017-18. (Attach copy of award duly certified by authorized person)**

<b>SI No</b>	<b>Name of Company</b>	<b>Status of firm Central/State PSU, JV of Central /State PSU</b>	<b>Statutory / Internal Audit</b>	<b>Year of Audit - Award letter No and Date</b>

- 4. Relevant Experience of Statutory/ Internal Audit (financial or cost audit) assignment of Urea manufacturing company or in cooperative sector / oil & gas sector, in preceding 10 years till FY 2017-18 (Attach copy of award duly certified by authorized person)**

<b>SI No</b>	<b>Name of Company</b>	<b>Statutory / Internal Audit</b>	<b>Year of Audit</b>	<b>Award letter No and Date</b>

5. Experience of Statutory/ Internal Audit (financial or cost audit) assignment of Companies having minimum annual turn-over of Rs. 500 crores in preceding 10 years till FY 2017-18.

<b>Sl No</b>	<b>Name of Company</b>	<b>Statutory / Internal Audit</b>	<b>Year of Audit</b>	<b>Award letter No and Date</b>

6. Professional Receipt of the firm (Minimum Rs.25 lakhs) for F.Y. 2017-18 (*Attach copy of Full Annual Accounts – Printed or copy duly certified by Authorized person*)

<b>Sl.No.</b>	<b>Financial Year</b>	<b>Annual Turnover(INR)</b>
<b>1</b>	<b>2017-18</b>	

7. No. of Full Time Partners (Copy of certificate of firm's information issued by respective Institution i.e. ICAI / ICMAI)

<b>Sl.No</b>	<b>Name of Partners</b>	<b>Membership Number</b>	<b>Date from which partner associated</b>	<b>Professional Qualification (ACA/FCA/ACMA/FCMA)</b>	<b>Date of Qualification</b>

8. No. of Qualified ISA/DISA/CISA/CIA partner or employee (Copy of certificate of firm's information issued by respective Institution i.e. ICAI / ICMAI)

<b>Sl.No</b>	<b>Name of Partners</b>	<b>Membership Number</b>	<b>Date from which partner/Employee</b>	<b>Professional Qualification (ISA/DISA/CISA/CIA)</b>	<b>Date of Qualification</b>

**Signature of Authorised Signatory with seal**