

**RPL/F-2110/**

**17/07/2017**

**EXPRESSION OF INTEREST INVITED FOR ENGAGEMENT OF INTERNAL  
AUDITORS IN RPL**

Expression of interest is invited from practicing 'Partnership firms /LLPs /Proprietorship firms of Chartered Accountants of India/Cost Accountants of India on or before 08/08/2017. For details: [www.rplkerala.com](http://www.rplkerala.com)

Managing Director

**EXPRESSION OF INTEREST INVITED FROM ELIGIBLE CA/CMA FIRMS FOR  
ENGAGEMENT OF INTERNAL AUDITORS IN REHABILITATION PLANTATIONS LIMITED**

**1. GENERAL**

**1.1.** Rehabilitation Plantations Limited (RPL) is a joint venture of Govt. of India and Govt. of Kerala set up in 1976 with the noble objective of rehabilitating the repatriates from Sri Lanka with its Registered Office at Punalur, Kollam District.

**1.2.** The Rubber Plantation Scheme for resettlement has its beginning in Kerala with the Kerala Forest Department. The Kerala Forest Department raised the plantation initially directly and later converted into a limited company, Rehabilitation Plantations Limited on 5<sup>th</sup> May 1976. The authorized capital of the company is ₹ 350 lakhs and the paid up capital as on date stood at ₹ 339.27 lakhs. RPL achieved the target of resettlement of 675 repatriate families of Indian origin from Sri Lanka during March 1983 and another 25 families were absorbed in 1990. RPL provides permanent employment to eligible family card members of each resettled repatriate family and the total number of workers now employed is about 1300.

**1.3.** Spread over approx. 2070 hectares of land, the RPL's plantations in Ayiranallur and Kulathupuzha in Kollam district are rated to be among the best in India. RPL is having a Latex Centrifuging Factory, Crumb Rubber Factory and a Rubber Sheetings Factory at Kulathupuzha.

**1.4.** RPL is India's first Plantation Company in Government sector to get ISO 9001 & 14001 Certification for Quality and Environment Management Systems.

## **2. Objectives of internal audit**

**2.1.** The major objectives of internal audit in RPL are:

1. Facilitate the effectiveness and efficiency of operations;
2. Ensuring the reliability of internal and external financial reporting;
3. Assisting in compliance with laws and regulations;
4. Helping to safeguard the assets of the organization;
5. Ensure maintenance of records that, in reasonable details, accurately and fairly to reflect the transactions and dispositions of the assets;
6. Provide reasonable assurance that transactions are recorded as necessary to permit preparation of financial statements in accordance with generally accepted accounting principles, and that receipts and expenditure are being made only in accordance with authorizations of management;
7. Provide reasonable assurance regarding the prevention or timely detection of unauthorized acquisition, use, or disposition of assets that could have a material effect on the financial statements;
8. Evaluate Internal control systems;
9. Evaluate organizational efficiency and effectiveness;

**2.2.** The summary of the Internal Audit observations and status of implementation are submitted to the Audit Committee of the Board of Directors on a quarterly basis. The status of implementation of the recommendations is reviewed by the Audit Committee on a regular basis and concerns, if any, are reported to the Board. The Audit Committee periodically interacts with the Internal Auditors and the Statutory Auditors and seeks their views to ensure quality and adequacy of the internal control systems in the Company.

### **3. GENERAL TERMS & CONDITIONS FOR SUBMISSION OF OFFERS**

- 3.1. Timely delivery of the application is the responsibility of CA / CMA firm. Telex / Fax / e-mail offers will not be accepted.
- 3.2. Evaluation that whether CA / CMA firm possesses all the prescribed qualification criteria would be done on the basis of the information/data/documentary evidences provided by the CA / CMA Firms.
- 3.3. RPL may at its discretion, seek from any or all CA/CMA Firm, clarification(s) on application submitted including technical information, document and materials for empanelment.
- 3.4. RPL reserves the right to accept or reject any application in part or full without assigning any reason whatsoever.
- 3.5. RPL may issue clarifications/amendments in the form of addendum / corrigendum during the period upto the date of submission of EOI in the website of the Company only. CA/CMA Firms shall take such addendum and corrigendum into consideration while submitting their application. CA / CMA Firms are requested to visit RPL's website from time to time for any corrigendum/ addendum.
- 3.6. Any application received by RPL after the scheduled closing date and time will not be accepted.
- 3.7. Matter relating to any dispute or difference arising out of present EOI, and subsequent contract based on the bid shall be subject to exclusive jurisdiction of courts at Punalur only.
- 3.8. The offer must be submitted in English language. All documents, correspondences or any other written material in connection with this work shall be in English language.
- 3.9. RPL will provide the service of a clerical staff (Assistant Grade ) solely for assisting in the Internal Audit work.
- 3.10. Audit fee for doing the Internal Audit Work on a quarterly basis shall be quoted separately in a sealed cover superscribed as "Financial Bid". The date of opening of financial bid will be intimated separately.

3.11. RPL will examine the applications to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Bids are generally in order.

### DISQUALIFICATIONS

4. The Firm would be disqualified if it suffers from any of the following situations:

- a. The Firm or any partner thereof has been cautioned or any action has been taken against the Firm or any partner by Institute of Chartered Accountants of India / Institute of Cost Accountants of India.
- b. Any court case or arbitration relating to disciplinary case pending against the firm or any of its partner.
- c. Any action / disqualification by Government Company / Govt. Body /Govt. Authority relating to financial transactions only.

### 5. 1. SELECTION CRITERIA FOR EMPANELMENT OF INTERNAL AUDITORS

<i>Sl. No.</i>	<i>Criteria for empanelment</i>	<i>Criteria</i>	<i>Points</i>	<i>Maximum points</i>
<b>1</b>	Year of establishment of the firm (minimum 3 years) <b>(A)</b>	3 to 5 years	5	<b>15</b>
		5 to 10 years	10	
		10 or more	15	
<b>2</b>	<b>Staffing (B)</b>			
2.1	Number of Partners	Per Partner	5	20
2.3	Number of CA/CMA Qualified Assistants	Per Qualified Assistant	3	15
	<b>(B)</b>			<b>35</b>
<b>3</b>	<b>Experience (C)</b>			

	<b>Experience in PSUs</b>			
3.1	Exposure of the firm as statutory/internal auditors of PSUs during the preceding financial year 2016-17	Per PSU	5	15
	<b>Experience -Others</b>			
3.2	Exposure of the firm as Statuoty/Internal Auditors during the preceding financial year 2016-17	Per Company	2	10
3.3	Experience of the firm as internal/statutory auditor in plantation sector companies in the last 3 years	Per Company	3	15
	<b>(C)</b>			<b>40</b>
<b>4.</b>	<b>Empanelment with C &amp; AG (D)</b>		5	<b>5</b>
<b>5.</b>	<b>Location/ Geography (E)</b>	Within 10 Km of RPL, Punalur	5	
		Within 50 Km	3	
	<b>(E)</b>			<b>5</b>
	<b>Total (A+B+C+D+E)</b>		<b>100</b>	<b>100</b>

5.2. The expression of interests submitted by interested CA/CMA firms will be scrutinized and evaluated and shortlisted based on the eligibility criteria. **Service of one clerical staff (Assistant Grade)** from RPL will be solely given to the Internal Audit firm for assisting in the Internal Audit works of RPL.

5.3. The bidder must score at least 60% in the technical evaluation to be declared as technically suitable bidder. In the event only one bidder qualifies RPL will have the right to

place the order with the single qualified bidder. In the event no bidder technically qualifies (i.e. all are below 60%) then RPL may choose to select the bidder from top 3 highest scorers.

## **6. FINANCIAL EVALUATION**

6. 1. All financial bids shall be scored on a scale of 1-50 with the lowest financial Bidder getting the highest score. Lowest bidder will be given 50 points. The score of other bidders will be calculated proportionately..

(Example: If two bids of amount x and y have been received, and x is the lowest bid, then x will be given 50 points. The point of other bidder y will be  $50 \cdot x/y$ . The total score shall be obtained by adding the technical and financial scores and the bidder having the highest score will be the successful bidder.)

## **7. PERIOD OF INTERNAL AUDIT ASSIGNMENT**

The period of internal audit assignment awarded will be initially for a period of one (1) year with provision to extend the term for a further period of two years (Overall 3 years), subject to satisfactory performance by the CA/CMA firm in the quarterly review conducted by Audit Committee of RPL notwithstanding this, RPL will have right to terminate the audit assignment even before completion of the initial period of one (1) year by issuing one weeks' notice if the CA/CMA firm do not provide services as stated in the engagement letter issued by RPL during any quarter of the year.

8. The offer shall be valid for a period of 4 months from the date of opening of the technical /financial bid

**APPLICATION FORM**

To

The Managing Director,  
Rehabilitation Plantations Limited  
Punalur-691 305.

Sr. No.	PARTICULARS		Supporting Documents required to be submitted along with this Form
1.	Name of the Firm & Registration No.		Firm Registration Certificate under ICAI / CMAI
2.	Addresses of the Firm:	Address:	Firm Registration Certificate under ICAI / CMAI
3.	Head Office	Phone No: Email: Mobile of Office In-charge along with His/her name:	
4.	Branch Office 1, 2, ... (Particulars of each branch to be given)	Phone No: Email: Mobile of Office In-charge along with His/her name:	
5.	Firm Income Tax PAN No.		Attach copy of PAN card
6.	Firm GST Registration No.		Attach copy of Registration
7.	Registration No. with ICAI		Registration Certificate issued by the ICAI/ICMAI
8.	Empanelment No. with C&AG		Attach proof of latest empanelment with C&AG for the year under Audit
9.	No. of Years of Firm Existence & Date of establishment of Firm		Attach copy of proof of establishment of the firm.



10.	Details of Partners along with Educational Qualification & Experience	As per enclosed format - (A) & (B)	Attested copy of Certificate of ICAI as on 01/04/2017
11.	Audit Experience of the Firm during last five Financial Years: No. of audit assignments of Internal /Statutory Audit of Corporate/ PSUs entities except Bank Branch Audit	As per enclosed format - (C) & (D)	Copy of appointment Letters

**(A) Details of Full Time Partners of the Firm (as on 01/04/2017)**

Sr. No	Name of Partner	Member ship No.	Whether FCA / ACA/FCMA/ACMA	Date of Joining the firm (full time)	Educational Qualifications	Area of Key Expertise	Relevant Experience

[Documentary proof, as previously indicated, to be submitted]

**(B) Details of Qualified & Semi-qualified Staff (including Articled Clerks etc) (as on 01/04/2017)**

Sr. No	Name of Staff	Length of Association with the Firm	Educational Qualifications	Area of Key Expertise	Relevant Experience

[Documentary proof, as previously indicated, to be submitted]

**(C) No. of Internal/ Statutory Audits of PSU Companies:**

Sr. No.	Financial Year	No. of Statutory / Internal Audit of PSUs done in last five years	Name of PSUs		Type of Audit (Statutory / Internal)
			Plantation Sector	Other than plantation Sector	
1.	2016-17				
2.	2015-16				
3.	2014-15				
4.	2013-14				
5.	2012-13				

**(D) No. of Internal/ Statutory Audits of companies other than PSU Companies:**

Sr. No.	Financial Year	No. of Statutory / Internal Audit done in last five years (other than PSUs)	Name of Company (Other than PSUs)		Type of Audit (Statutory / Internal)
			Plantation Sector	Other than Plantation Sector	
1.	2016-17				
2.	2015-16				
3.	2014-15				
4.	2013-14				
5.	2012-13				

I/We \_\_\_\_\_ on behalf of M/s \_\_\_\_\_ ( Name of Firm) having Registered Office at \_\_\_\_\_(Address) bearing Registration No. \_\_\_\_\_(Firm Reg. No.) do hereby solemnly state on oath that all the details mentioned herein above are true and correct. I / We have read & understood the terms and conditions of Expression of Interest for empanelment of Internal Auditor in RPL as put up on the website of RPL along with all annexures and furnish the aforementioned details in the prescribed Application Form along with Evaluation Method & Self Evaluation done as per the annexure. Audit fee for doing the Internal

Audit on a quarterly basis is enclosed separately in sealed cover superscribed as Financial Bid.

Encl.: As above

Signature along with Seal of CA/CMA Firm

(Duly authorized to sign the bid on behalf of the CA / CMA Firms)

Name

Designation

Membership No.

Date:

Place:

**EVALUATION OF EMPANELMENT WITH MARKS (FULL MARKS: 100) SHALL BE DONE  
AS PER THE FOLLOWING PARAMETERS & SELF EVALUATION BY FIRMS:**

RPL will evaluate and assign the marks to the Chartered Accountant / Cost Accountant Firms for empanelment for carrying out Internal Audit Work of RPL for FY 2017-18 & onwards as per the following methodology / criterion. The CA / CMAI firms should carry out self evaluation and submit the same:

<b>Sl. No.</b>	<b>Criteria for empanelment</b>	<b>Criteria</b>	<b>Points</b>	<b>Self evaluation points Scored</b>
<b>1</b>	Year of establishment of the firm (minimum 3 years) <b>(A)</b>	3 to 5 years	5	
		5 to 10 years	10	
		10 or more	15	
<b>2</b>	<b>Staffing (B)</b>			
2.1	Number of Partners	Per Partner	5	
2.3	Number of CA/CMA Qualified Assistants	Per Qualified Assistant	3	
	<b>(B)</b>			
<b>3</b>	<b>Experience (C)</b>			
	<b>Experience in PSUs</b>			
3.1	Exposure of the firm as statutory/internal auditors of PSUs during the preceding financial year 2016-17	Per PSU	5	
	<b>Experience -Others</b>			
3.2	Exposure of the firm as Internal Auditors during the preceding financial year 2016-17	Per Company	2	
3.3	Experience of the firm as	Per Company	3	

	internal/statutory auditor in plantation sector companies in the last 3 years			
	<b>(C)</b>			
<b>4.</b>	<b>Empanelment with C &amp; AG (D)</b>		5	
<b>5.</b>	<b>Location/ Geography (E)</b>	Within 10 Km of RPL, Punalur	5	
		Within 50 Km	3	
	<b>(E)</b>			
	<b>Total (A+B+C+D+E)</b>		<b>100</b>	

Date:

Signature along with Seal of CA/CMA

FINANCIAL BID

(To be submitted in a separate sealed envelop superscribed "Financial Bid" along with the cover containing the application form and other documents)

To

The Managing Director,  
Rehabilitation Plantations Limited,  
Punalur-691305

Name of the Bidder & Address

I/We have read all the terms and conditions of the EOI/tender carefully and hereby offer/quote our fee for internal audit of all functions of Rehabilitation Plantations Limited for the Financial year 2017-18 as Rs. -----(Rupees -----only) plus GST as applicable.

Signature of the Bidder with seal

Place:

Date