



ब्रेथवैट एण्ड कम्पनी लिमिटेड
(भारत सरकार का एक उपक्रम)

BRAITHWAITE & CO LIMITED
(A Government of India Undertaking)

HEAD OFF. & REGD. OFF. : 5, HIDE ROAD, CALCUTTA - 700 043,
TEL 2439-7415, 2439-4114, 2439-6613, 2439-7413.

E-mail : purchase@braithwaiteindia.com, FAX : 91 (033)2439 7632 / 2439 5607

Expression of Interest No. BCL / PUR / IA / 2015 / SKR - SSM / 15-16 Dated 08.01.2016.

"Expression of Interest are invited from Chartered Accountant / Cost Accountant Firms for engagement as Internal Auditor for BCL's three units as well as for Corporate Office as per scope of work" & terms , conditions given in the EOI document.

Sealed offer, addressed to **GM (MM), Braithwaite & Co. Ltd., 5, Hide Road, Kolkata - 700 043** may be dropped in our **Tender Box No. 1** (in case of hand delivery) or may be sent by Registered post but must reach us Positively within **28.01.2016. (due date) up to 14.30 hrs.** The sealed envelope shall be super scribed EOI No. & Description of the job. No offer shall be accepted after closing of the Tender Box in whatsoever mode of receipt. Offers shall be opened on **28.01.2016** at 15.00 hrs. Bidders may be present during opening of offers.

This document for EOI can also be downloaded from our website www.braithwaiteindia.com. Interested parties shall submit their offer in response to this Expression of Interest considering terms & conditions, scope of work and other details as given in this document.

Interested parties may visit BCL's Corporate Office at 5, Hide Road, Kolkata - 700 043 and contact concerned officials on Corporate Accounts Deptt. for understanding the job requirements before submission of offer against this Expression of Interest. No claim, whatsoever, shall be entertained afterwards.

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For Braithwaite & Co. Ltd.

Eligibility Criteria

Bidder should meet the following eligibility criteria:

1. Execution of Internal Audit job in companies manufacturing heavy engineering products and having Turnover of Rs.400 Crores to Rs. 450 Crores. Documents confirming job completion of the same is to be attached.
2. Experience in Internal Audit of at least 2 (Two) No. PSUs in the last 5(Five) years. Documents confirming job completion of the same is to be attached.
3. The Firm shall have a standing of at least 10 (Ten) years in the Profession.
4. The Firm should have at least 5 (Five) partners.
5. The Firm should have at least 10 (Ten) No. Audit staff including qualified and semi- qualified personnel, but excluding the partners.
6. The Firm should have been Peer-reviewed.
7. The Firm should have Registered / Head Office in or around Kolkata.

Bidder should submit relevant documents wherever required in support of fulfilling the above eligibility criteria. Bidders shall also submit required information as per standard format enclosed as Annexure "A" of this EOI document. Bidders fulfilling the above eligibility criteria will be shortlisted. After short listing, the eligible bidders shall be requested to submit Price Bid. Lowest bidder shall be considered for award if the quoted rate is found acceptable to BCL.

Scope of Internal Audit work in BCL

The internal auditor is engaged by BCL as an arm of the management with a view to suggest improvements thereto and add value to and strengthen the overall operational system of BCL by providing timely and value added services. It is not a fault finding mission, but a tool for constant improvement and better Governance at all levels. The audit will be carried out in Accordance with the relevant national standards of auditing, and will include such tests and controls, as the Auditor Considers necessary under the circumstances. The general scope of the internal Audit function includes the following besides the specific audit requirement of BCL. The Internal Audit Service will consider the adequacy of controls, necessary to secure propriety, economy, efficiency and effectiveness in all areas. It will seek to confirm that management have taken the necessary steps to achieve these objectives and manage the associated risks.

The scope of internal Audit work should cover all project, operational and management control and should not be restricted to the audit of systems and controls necessary to form an opinion on the financial statements.

This assignment of Internal Audit will be done on concurrent basis on a full time basis under control of at least one qualified chartered / Cost Accountant who can be replaced only with prior approval of BCL. The Audit compliance includes the 100% pre- audit of vendors' bill and complete & detailed pre audit verification of the final bill of the contractors for the project activity within the time frame as per BCL existing policy & procedures.

Internal audit is an independent management function, which involves a continuous and critical appraisal of the functioning of an entity with a view to suggest improvements thereto and add value to and strengthen the overall governance mechanism of the entity, including the entity's strategic risk management and internal control system. Internal audit, therefore, provides assurance that there is transparency in reporting, as a part of good governance.

The audit will be carried out in accordance with the relevant standards of auditing, and will include such tests and controls as the auditor considers necessary under the circumstances. The scope & responsibilities of the Internal Audit function includes the following both in the project phase and the operational phase.

1. To Monitor the achievement of organizational objectives.
2. To identify assess and suggest managing risks to those objectives
3. To review the Cost Records and Cost Data of the Company
4. To advise on, formulate and evaluate policy within the responsibilities of the Board of Directors
5. To ensure compliance with manuals, Policies delegation of power, laws and regulations including all statutory requirement.
6. To ascertain the integrity and reliability of financial and other information provided to management and stakeholders including that used in decision making
7. To review the efficacy, adequacy and application of accounting, financial and operating controls and thereby ensure the accuracy of the books of accounts.
8. Review of existing accounting and related internal control system and suggest improvement / modification, if any and its adequacy.
9. Verify that the system of internal check is effective in design and operation in order to ensure the prevention of and early detection of defalcations frauds, misappropriations and misapplications.
10. Capital Expenditure, Cash transactions, Bank transactions, Bank reconciliation statements, Refund / adjustments of EMD, Expenses of Power, vehicle (fuel consumption and other expenses) maintenance and repairs, advertisement and marketing expenses, telephone expenses, insurance, demurrage, freight and handling charges etc. Physical verification of cash, Material procurement / purchase, cash and credit purchase of raw materials and stores, their documentation, processing the bills of vendors / suppliers as per terms of Purchase Orders, the adjustments of suppliers' advance.
11. Identify areas of significant inefficiencies in existing systems and suggest necessary remedial measures.
12. To ensure that capitalization of assets is done accurately
13. To guide and support BCL for implementation of suitable ERP system and also to ensure adequate controls are developed within ERP system to be procured to serve the above objectives.
14. Conducting special assignments and investigations, if any on behalf of the Audit Committee / CMD / Director (Finance) into any matter or activity affecting the probity, interests and efficiency of the BCL.
15. To assist the Finance & Accounts Department of BCL in finalization of Accounts.
16. To involve in Physical verification of assets of the Company once a year.
17. To ensure adequacy of various manuals in the Company and advice suitable modifications to be the Management from time to time. Formulation & Introduction of Finance Manual.
18. To verify and scrutinize payments to contractors with reference to respective agreements and adjustment thereof while accounting for the work done by them and ensure that deduction in respect of mobilization & other advances, statutory deductions etc are correctly made from the bills. Also verify that all accounts are reconciled from time to time.
19. To verify work in progress with reference to field records such as interim payment certificates and certification of progress issued by the executive quantum of work- in- progress recorded should be compared with work orders/ contracts and subsequent approvals for variations to ensure that payments are duly authorized.
20. Checking of inter- unit transfer of materials including checking of disposal of scrap materials.
21. Verification of pay roll, attendance, leave position of employees, overtime its actual hours and equivalent hours of payment, incentive calculation and payments and other employees payments including salary fixations, arrears etc. in accordance with the rules, settlement of terminal benefits like PF, Gratuity and Leave etc.

22. Compliance of various statutory rules in respect of administration of PF, ESI Income Tax, Sales Tax, Excise Duty, Custom Duty, Service Tax etc. Maintenance of registers, Filling of returns etc, as per the provisions of Companies Act.
23. To check that adjustments for returns, shortages, damages and unserviceable stores and materials at sites are properly made.
24. To ensure that various statutory tax returns should be timely filed with all the direct and indirect tax authorities and also verify the facts and figures given in the tax returns.
25. To review terms and conditions of tender documents and agreements, verification of bank guarantee, insurance policies and specific emphasis to be given in the tax returns.
26. To plug loopholes, which might have crept in the system due to passage of time and complacency on the part of persons particularly, engaged in financial concurrences, release of payments updating accounting records authorizations as per Financial Accounting System etc.
27. Any other work as required to be done by the Internal Auditors for PSU like BCL as per requirements issued by Govt./ statutory Bodies from time to time.
28. Pre- Audit of all payments to suppliers & contractors and other parties other than employee related which will be checked / verified in normal course of audit. For the purpose of Pre- Audit, one representative at Bhadreshwar and at least two representative for Head Office to Cater to Clive Works & Victoria Works, should be present on all working days.

All work done by the internal audit service should be properly documented, evidenced and filled for any reference. The documentation shall comply with guidelines prescribed by ICAI. A detailed scope of work is given hereunder which is only illustrative and not exhaustive.

The Duties & Responsibilities of an Internal Auditor is as follows:-

Duties of Internal Auditor

1. The Internal Auditors are accountable to management and the audit committee to:
 - 1.1. Provide annually an assessment on the adequacy and effectiveness of the organization's processes for controlling its activities and managing its risks in the areas set forth under the purpose of work.
 - 1.2. Report significant issues related to the processes for controlling the activities of the organization and its affiliates, including potential improvements to those processes and provide information concerning such issues through resolution.
 - 1.3. Periodically provide information on the status and results of the annual internal audit plan and the sufficiency of department resources.
 - 1.4. Coordinate with and provide oversight of other control and monitoring committees and functions.
 - 1.5. Submission of Internal Audit report in a structured manner on a quarterly basis to the Operating agency and/ or Competent Authority within 15 days from the end of the relevant quarter.

Responsibilities of internal Auditor

1. The Responsibility of the internal auditor would be
 - 1.1. Develop a flexible annual internal audit plan using an appropriate risk – based methodology, including any risks or control concerns identified by management.
 - 1.2. Implement the annual internal audit plan, as approved, including as appropriate any special tasks or projects requested by management and the audit committee.
 - 1.3. Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this assignment.
 - 1.4. Issue periodic reports to the audit committee and management summarizing results of audit activities, including significant audit issues and management action plans.

- 1.5. Keep the audit committee informed of emerging trends and successful practices in internal auditing.
- 1.6. Assist in the investigation of significant suspected fraudulent activities, if any within the organization and notify management, the external auditors and the audit committee of the results.
- 1.7. Formulation of a Finance Manual for Braithwaite & Co. Ltd

Major areas to be covered during the course of Internal Audit

The Internal Audit shall be carried out in accordance with the Auditing Standards and Accounting Standards prescribed by Institute of Chartered Accountants of India and will include such tests and Controls, as the Auditor considers necessary under the circumstances. The Scope of Internal Audit encompasses the examination and evaluation of the adequacy and effectiveness of the organization's system of internal control with special emphasis on the following:-

1. Procurement Activity :- Tenders and allied matters at –
 - Pre- tender stage
 - Tendering process
 - Award of work
 - a) The tenders should be floated as per Guidelines for Tendering (GFT), and approval of the competent authority as per the delegation of power (DOP)
 - b) Ensure that the basis of preparation of estimates for work / package is realistic and logical (based on LAR, schedule of rates etc.) and has the approval of the Competent Authority as per DOP.
 - c) The Comparative Statement and the Briefing Notes should be vetted by Finance and their correctness should be checked based on random sampling method.
 - d) Tender Committee (TC) minutes should be verified to establish the reasonableness of rates (considering the special conditions, if any) and irregularities to be reported.
 - e) In the contracts, where client procedures are to be followed, ensure proper documentation and compliance of the same.
 - f) Letter of award (LOA) should be issued as per TC recommendations and only after finance vetting. An accepted copy of same should be verified to rule out any deviations / omissions.
 - g) Earnest Money provided should be kept in safe custody and to be checked for sufficiency and validity
 - h) Comparative study of the actual costs vis-à-vis sanctioned estimates, and major deviations are to be reported.
 - i) Analysis of variation orders executed, which is work done not expressly provided in the contract, certified and billed basis of rates billed, certified and approved and pending for approval.
 - j) Scrutinize present status of work that is still to be executed, with respect to the contract for any changes in BOM having material impact on the project, with acceptance from the client.
 - k) In cases, where extension of completion date of the contracts is required the delay should be properly justified and validated by approval from competent authority. Further, Liquidated Damages (LD) should also be imposed, as per the provisions of the contract, wherever required.
 - l) Any non- schedule item should be supported by proper approvals for Competent Authority.
 - m) In case of departmental work, realistic estimates of the work should be prepared and approved by competent authority. Further, material procured and consumed should be properly reconciled at frequent intervals.
2. Stores Activity :- Procurement of materials, recording of Receipts and issues
 - a. Ensure classification of all materials into major materials, semi- finished materials, and other materials like equipment and machinery spares, general stores and consumables, safety items, miscellaneous service items etc.
 - b. Checking of material receipt on the basis of Purchase Orders, delivery challans/ invoices, weigh slips with the goods receipt notes.
 - c. Compliance to quality control procedures
 - d. Checking issue of materials on the basis of issue slips, authorized signatory list etc.
 - e. Proper allocation of material issues to respective work orders.
 - f. In case materials are issued to subcontractors on recoverable basis, check correctness of recording the issues promptness of making recoveries and rates at which recoveries are made generally conforming to cost plus handling charges

- g. In case of material transfer between Units (Inter unit transfers) check the indents, gate passes, delivery challans confirmation from receiving sites and rates of recording transfers including reconciliation thereof.
- h. To check the contract recording of material receipts at the yearend cut-off dates
- i. Monthly quantitative reconciliation of major materials for computing the theoretical consumption based on work done and comparing the theoretical balance with actual physical balance and actual wastage with standard norms.
- j. Analysis of slow moving / non moving inventory
- k. Checking records of reusable items like shuttering materials safety equipments etc.
- l. Checking records of scrap with physical stock
- m. Inventory valuation
- n. Proper segregation between own materials and client materials.
- o. Proper control over free supply items like steel, wheel sets, Bearings etc issued by Railway Board at BCL premises, comprising the receipt and utilization of the same, in contract wise format.

3. Manufacturing Activity : Facilities & Procedure

i) Plant and Equipment

- A). Physical verification of equipments owned by BCL
 - B). Checking logbook to ensure proper record keeping
 - C). Analysis of fuel consumption and utilization of major plants through scrutiny of monthly MIS reports
 - D). Comparison of fuel consumption of similar equipments and actual with standard norms
 - E). Checking validity of rates of hired equipments compared to the market rates.
 - F). Cross verification of data of equipment- wise diesel consumption reported by plant section with diesel issues shown by the stores section.
 - G). Verification of system of capturing data and reporting for effective utilization of Furnace.
 - H). Verification of system of capturing data and reporting for effective utilization of power & fuel.
- #### ii) Sub- contracting

- A). Ensure the timely submission of performance guarantee, as per the provisions of the contract
- B). Mobilization plan (for plant & machinery, manpower etc.) submitted by the contractor should be as per provisions of the contract.
- C). Labour License requirements need to be verified
- D). Proper monitoring of the milestones achievements (Physical and financial both), as per the provisions of the contract.
- E). In cases, where BCL is providing the machinery, usage of the same needs to be verified with log books.
- F). Scrutinizing monthly running account (RA) bills of the subcontractors with respect to the work orders relating to the quantity work, rates, plant and mobilization advance, interest (if any), retention deposit, WCT, TDS material recoveries, deductions for services availed, liquidated damages etc.
- G). Ascertaining back to back recoveries from sub- contractors bills of deductions on account of work made by the client.
- H). Ensuring all work outsourced to third parties is supported by proper work orders / agreements & rules
- I). Proper upkeep and maintenance of measurement books (MB) of all outsourced work.
- J). Analysis of time taken for the clearance of bill and final payment from the date of submission of the bill.
- K). No claim certificate from sub-contractor should be obtained with final bill.
- L). Contractor & supplier ledger should be properly maintained.

4. Commercial Activity : Client billing and receivable

- A). Checking the billing terms and conditions, which are either defined in the MOU signed between client and BCL or as per the provisions of the contract
- B). Checking the billing of scrap sold, VAT and TCS as applicable
- C). Ensure that the timely bills are being raised as per provisions of the billing terms and conditions. Major deviations are to be reported.
- D). Collection from the Client with respect to the contractual collection period. Scrutiny of receipts in bank, otherwise than from cheques received from Clients.
- E). The review of the receivables has been carried out as per Guidelines issued by Company from time to time.
- F). Receivable ageing and realization analysis
- G). In case of final bill, ensure that it should include variation in quantity, non- schedule items, price escalation etc. if any.
- H). Checking calculation of escalation bills based on monthly indices released by RBI

- I) Check and report on availment of maximum possible MODVAT benefit / credit of Service tax as per the extent rules. To report whether the units have maintained proper records for the credit of Excise Duty/Service tax availed by them. To report any deviation in respect of classification into appropriate heads as per directions. Verification of Excise return/Service tax return, registers and to report any deviation. Various cases at various forums to be checked up for follow up action.
- 5. General Administration Activities :
 - i) Payroll
 - A). Checking of wages and salaries of different categories of employees including officers, contract staff, monthly and daily rated workers on the basis of their respective terms and conditions of employment.
 - B). Test Check a few individual files / records of personnel.
 - C). Ensure compliance of PF and ESIC laws in case of workers employed through sub- contractors
 - D). Surprise attendance verification of manpower deployment, if terms of payment are depending on actual attendance particularly in case of Security Guards and contract Labours.
 - E). Verify the records with special attention to LTC, Medical rules, Final Settlement, Travelling allowances, Staff Advances etc.
 - F). Verification of Last Pay certificates of the Deputationists
 - G). Verification of full and final settlements.
 - H). Review the process of deduction of TDS, Professional Tax and remittance thereof.
 - I). Review timely and accurate remittance PF/ ESI and other statutory deductions/ payments.

ii) Statutory registration, deductions and payments

- A). Check registration / renewals with different statutory authorities like labour department PF, ESIC, VAT, Service Tax, Professional Tax, Explosives licence, Pollution Control, Petroleum products, electricity and water supply authorities etc.
- B) Ensure correct deductions and recoveries of taxes and statutory levies like TDS, TCS WCT, VAT, Service Tax, PF, ESIC, Professional tax, labour cess etc.
- C) Ensure timely payment and deposit of taxes and other statutory levies
- D) Adherence to time limits in filling prescribed returns
- E) Verify system of availing input tax credit on Purchases and Service Tax against liability of VAT/WCT and Service Tax through a proper procedure of set-off
- F) Status of assessments before various tax authorities.
- G) Details of statutory disputes and cases pending before various authorities with financial implications for being treated as contingent liabilities

iii) Local Administration

A) Review of following expenses

- Car Hire
- Guest House
- Travel & Tours
- Office Rent
- Security Service
- Printing & Stationery
- Courier Service
- Communication Charges
- Cost of Press advertisement for tenders
- Legal and Professional Charges
- Maintenance
- Office Supplies
- Administrative Expenses
- Depreciation & Amortization

- B) Review of IT General Controls around data access data and Physical security, back up, help desk

C) Fixed Assets

- Capitalization of Assets
- Updating and Maintaining Fixed Assets register
- Calculation and Accounting of Depreciation
- Sale / Disposal / Transfer/Write of Assets
- Obtaining and Monitoring Asset Insurance
- Physical verification process
- Repairs & Maintenance of Assets
- Verification of actual utilization of the new addition vis-à-vis projection made in the "Capital Expenditure Authorization".
- Process of Identification of idle assets, if any
- Checking of fixed assets register and other records to ensure maintenance as per requirements of the Companies Act 2013 including details of cost, identification and locations of assets. The internal auditor will issue a certificate regarding physical verification of fixed assets at the end of the financial year.

D) Secretarial & Legal Department / Corporate Affairs

- Review of status of legal pending cases
- Empanelment of Lawyers and their payments
- Review of Systems and procedures to comply with the provisions of the Companies Act 2013 and DPE Guidelines on Corporate Governance
- Review of System for maintaining statutory registers and minutes
- Review of Despatch of Annual Reports within the specified period
- Review of CSR activities as per CSR committee guidelines

E) General / Prime / Interim / Other Consultancy charges

- Verification with Agreements
- Verification of Invoices and payments made after deduction of statutory and other deduction as per the contract
- Pre- audit of the payments made to General Consultants / Prime Consultants & Capitalization of the same
- Review of the performance of consultants as per the terms of the contract if instructed by BCL.

6. Finance Activities

A) CASH & BANK Review

- Cash Payment & Receipts
- Bank Payments & Receipt
- Custody of Physical Cash & Cheque books
- Physical Verification Process
- Obtaining and Monitoring Cash Insurance & Security
- Preparation of Bank Reconciliation Statement
- Defining and adhering to cash Levels & Holding
- Short term bank Loan and related interest repayment adherence

B) General Accounting

Verification of Cash, Bank and Journal vouchers to ensure that they are approved in accordance with laid down procedures and delegations, on selective basis. Periodical review of General ledger and subsidiary ledgers and annual financial results.

C) Advance

Review of advance i.e. LTC, Tour, Salary, House Building Advances from PF etc. to the employees. Systems and procedure of giving imprest to employee (including at sites) and control thereof.

D) Debtors and Creditors

Review of age wise analysis. Review of Old /doubtful debts / advance, Procedure for periodic reconciliation and confirmation of debts by parties etc. to be verified.

E) Fixed Deposits

Verification of FDR / Register, interest accrued & due on FDR, TDS on interest

F). Client Accounts

Review & Reconciliation of Clients Deposits Accounts, Advance fee Accounts, Security deducted, Security deposited etc.

G). Overheads

Review of procedures / systems for expenditure as per sanction, Analysis of expenses prorate with relation to work done / job completed / turnover. Verification of supporting vouchers etc. on test check- basis, but the Quantum of test check carried out to be indicated

H). Payment of contractors / suppliers

- a. Checking of Bills in respect of rates / security deposit / deductions and other terms specified in the LOI/ Agreement
- b. Checking of authorization in case of deviation in quantities, completion period etc. vis-a- vis agreement
- c. To report on maintenance of records
- d. Report if penalties have been correctly levied and deducted as per terms of the contract

I) Bank Guarantee / SD

- a. To report of maintenance of Bank Guarantee
- b. To check the validity of Bank Guarantees submitted by the party, its confirmation from bank and its subsequent release after NOC.
- c. To check the value of Bank Guarantee / Security Deposit / EMD's its accountal as per contract agreement.

J) TDS/ TCS Accounting, payment, submission of Returns and issuance of certificates

K) Internal Audit of Cost Records and Cost data maintained by the Company

L) Internal Control :

- * 100% checking of all type of the transactions / Bill etc with respect of financial and proprietary concepts, checking of all income / Expenditure / Assets and Liabilities account.
- * Adequacy of supporting documents as per nature of the payment
- * Adherence to Accounting practices and standards as per the ICAI
- * Approvals as per delegation of powers compliance to policies and standard operating procedures of BCL
- * Adherence to requirements of Companies Act, 2013, Foreign Exchange Management Act, 1999. Adherence to Chief Vigilance Commission guidelines and other applicable regulations on procurements and contracts, including evaluation of the bidding processes. Adherence to the Indian Contract Act, 1872. Adherence to Contractual obligations.
- * Will submit exception report with respect to deviation and non- compliances from / to prescribed existing rules / procedures / Guidelines / instructions / Circulars issued by Corporate Office

7. Profit and Loss Analysis

Comparing the actual expenses incurred with the budget estimates and analyzing the variances comments from the management

8. Assets and Liabilities

- Agening of advance and scrutinizing debit balances, including advance to staff, workers, suppliers, subcontractors, pieceworkers and other parties. Classification into recoverable and non –recoverable advances. Assessing the adequacy of provision of doubt advances. Matching advance against corresponding liabilities.
- Assessing the proper estimation and adequacy of provisions made at the year- end outstanding liabilities. Scrutinize all credit balance.
- Identifying pre-paid expenses
- Maintenance of Fixed Assets register, Physical verification and calculation of depreciation
- Physical verification of the FDR and Bank Guarantee to be done

9. Insurance Policies

- Insurance coverage of all the plants and equipments installed at the Company including Earthquake, fire & Burglary for Company's other non- movable assets
- Personal accident and workmen's compensation policy for all staff including contract labour engaged at the site.
- Cash insurance cover for cash in- transit between the bank and the project site and cash held in safe at the office.
- Ensuring that all accident and injury claims are claimed from the insurer

10. Miscellaneous Matters

- For arbitration, court cases and contingent, proper provisions should be calculated and booked
- Compliance made by the company upon comments made by the statutory Auditors in its report under sec. 143.
- Any material procured from Micro, Small and Medium Enterprises (MSME), provision of MSME Act to be followed.
- Review of the deposit with Govt. Departments such as Electricity, Water and Telephone etc.
- Comment on Risk assessment and risk mitigation mechanism in the Company.
- Detection of systemic flaws and suggestions for adopting corrective measures
- Irregularities of serious nature noticed during audit are to be reported to the Operating agency and/ or Competent Authority through a special report.

C. Extent and Coverage of Internal Audit

1. The Internal auditor shall exercise 100% per cent Audit of bills before the same being paid by Finance Division of BCL of all the awarded contracts within the monetary limits specified by BCL. The Pre-audit shall be completed in the same day for files submitted before 2 PM and for other files before 1 PM on the next day, on all working days of BCL.
2. The Auditor shall vouch 100% of payment vouchers, bank statement, Journal vouchers and transfer entry vouchers and to cover 100% of the transactions in each of the months.
3. Routine errors of omissions or commissions noted during the course of internal audit shall be rectified on the spot.
4. While conducting internal audit in a subsequent phase, the auditor will ensure that the compliance report on audit observations pointed out in the reports relating to earlier audit is made and corrective actions taken on those points are furnished in the Audit Report of the subsequent phase.
5. The Internal Auditor is required to carry out other jobs in terms of the laid down scope of work on a periodic / rotational basis.

Special Terms & conditions:

1. The selected firm would be engaged as the internal Auditors of Braithwaite as a whole (for three manufacturing units and Corporate Office) and would carry out the assignments as enumerated in the scope of work. It may be mentioned that BCL have 3 manufacturing units, namely Clive Works, Victoria Works & Angus Works. Clive Works & Victoria Works are located in Kolkata and Angus Works is located in Bhadreswar, Hooghly, W.B. BCL's Head Office & Corporate Office is located at 5, Hide Road, Kolkata – 700 043.
2. The reporting should be in a structured manner and on quarterly basis. However to make the Internal Audit procedure more effective, draft reports on monthly basis should be submitted to the Operating agency and / or Competent Authority.
3. The report on physical verification of fixed assets is to be submitted within one week from the closure of the financial year.
4. Proper deployment of manpower would be the essence for this assignment. As such at least three persons is required to be deputed on daily basis, one for our Angus works at Bhadreswar and the other two to be stationed at Head Office at 5, Hide Road, Kolkata- 700 043, to cater to our Internal Audit functions / pre-audit assignments of our Clive Works, Victoria Works and Corporate Office. The Firm should also deployed additional member as per requirements from time to time like quarterly / half yearly / annual closing of accounts etc.
5. Payment would be made against the bill submitted with the quarterly report and after acceptance of the report by the Audit Committee.
6. No out of pocket expenditure would be entertained and all such expenditure shall be borne by the Firm.
7. The appointment of the selected firm of Chartered / Cost Accountants would be for a period of 24 months from the date of placement of work order, of which the second year would be decided by BCL based on the satisfactory performance of the firm of Internal Auditors in the first 12 months of its appointment. BCL reserves the right to extend contract period for another 12 months after expiry of 24 months based on satisfactory performance of the firm and statutory provisions.

8. The operating authority would be the GM (Finance) -BCL.
9. The selected Firm shall have to maintain confidentiality of documents / information etc. during execution of awarded job as well as for future periods. The bidder should submit an undertaking along with their offer that they shall maintain confidentiality in respect of documents / information etc. during the course of execution as well as in future periods in the event their considered for award. The undertaking regarding confidentiality is necessary due to fact that the party has to deal with information, documents etc. some of which are proprietary, confidential and / or trade secret.
10. All Meals, Tiffin, Lunch, transport arrangements etc for the employees of the selected agency shall be borne by them and BCL shall have no liability in this regard.
11. **The price to be quoted for the job shall be exclusive of Service tax on quarterly basis. BCL will forward the price bid format to the eligible shortlisted bidders for quoting their rates after evaluation of offers against this EOI.**
12. For working at BCL's premises, all infrastructure facilities i.e. office premises, computer, electricity, drinking water etc. will be provided by BCL.
13. The selected Firm shall execute the job such that the reporting pattern would be unique and critical time spent on liasoning would be reduced.

General Terms & Conditions:

1. The selected agency shall not off-load or assign the awarded job or any part thereof to other agency.
2. Payment terms: BCL will make payment after acceptance of the report by the Audit Committee and based on duly certified bills by the Operating Agency or his authorised representative.
3. Risk Purchase: In the event of failure or delayed execution within a reasonable period, the order may be cancelled and BCL reserves the right to get the job done by other Agency / Agencies on Risk Purchase basis and shall recover the extra cost thereof, if incurred from the selected agency. BCL reserve the right to forfeit the Security Deposit also of the defaulting firm.
4. Statutory Obligations: Selected agency shall comply with all statutory obligations for the awarded job and for their employees at their cost & arrangement. BCL shall have no liability in this regard.
5. Arbitration: All questions, dispute or difference whatsoever shall arise between the BCL and the selected agency upon or in relation to or in connection with the contract either may forthwith give to the other notice in writing of the existence of such question, dispute of difference and the same shall be referred to the adjudication of sole arbitrator. CMD - BCL shall have the right and authority to appoint an Officer not below the rank of a General Manager who is not directly connected with the Purchase Order.

Such a reference submitted to the Arbitrator shall be deemed to be the submission to the Arbitrator within the meaning of the Arbitration and Conciliation Act, 1996 statutory modification thereof. The proceeding the arbitration shall be held in Kolkata.

Any legal dispute that may arise will be settled within jurisdiction of court of Kolkata.

Braithwaite & Co Limited reserves the right to:

- Postpone the above-mentioned due date of submission and / or cancel the EOI.
- May ask for further documents / information / clarifications during scrutiny of offers received.
- BCL shall not be responsible for any delay, loss, damage for offers sent by post.
- BCL shall not be liable for any expenses incurred by bidder in preparation of offer irrespective of whether it is accepted or not.
- Canvassing i.e. soliciting favour, seeking advantage etc. in any form is strictly prohibited and any bidder found to have engaged in canvassing shall be liable to have his offer rejected summarily.
- If the bidder deliberately gives any wrong information in his offer to create a circumstance for the acceptance to his offer, Braithwaite reserves the right to reject such application / offer.

Standard format for submission of Technical details (To be submitted in letter head of the Firm duly signed)**I. Basic Details (Provide Documents as applicable)**

- a) Name of the firm :
 b) Base Location and Full Address :
 c) Registration No. :
 d) Date of Registration :
 e) Age of Firm in Years (cut-off date 31/12/2015) :
 f) Average turnover for last 3 years (in Rs. Cr.) :

Year	Turnover from professional services (in Rs. Cr.)
2015	
2014	
2013	

II. Manpower Details

- h) Details of Partners: Total..... No. of Partners

S. No.	Name	FCA / ACA/ FCMA/ ACMA	Membership No. and Member since	Date of Joining the firm
1.				
2.				
3.				
4.				
5.				

- i) Details of Other Audit Staff : Total.....no. of Audit Staff out of which.....no. are CA/CMA

S. No.	Name	Qualification	Whether CA/CMA	Date of Joining the firm
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

III. Details of Professional Experience in last five years: For Turnover of client, provide Annual report

- j) Internal Audit

S. No.	Name of the Company	Operating turnover in Rs. Cr.(in the year of assignment)	Industry (Heavy Engineering Products /Other)	Period of the assignment
1.				
2.				
3.				

IV. Firm Details (Provide Documents as applicable)

- k) Service Tax Registration No. :
- l) PAN & Income Tax returns of Last
3 (Three) Years ended 31-03-2015 :
- m) Trade License or Constitution Certificate
of concerned Authority :
- n) Audited Balance Sheet & Profit and loss
Account of last 3 (Three) Years ended
31-03-2015 :

V. Whether Firm Already worked as Internal Auditors / Statutory Auditor / Professional Consultant of

BCL: If yes, provide the details

VI. Whether the Firm has been Peer-reviewed: If yes, provide the details

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Braithwaite & Co. Ltd