

**Andrew Yule & Company Limited**  
**[A Government of India Enterprise]**  
Yule House, 8, Dr. Rajendra Prasad Sarani, Kolkata-700001

***Appointment of Internal Auditors for the Financial Year 2018-19 & 2019-20***

**Offers are invited separately from firms in West Bengal & Assam for conducting Internal Audit of the following Divisions of the Organization:**

- 1. Electrical Division, Kolkata**
- 2. Engineering Division, Kalyani, West Bengal**
- 3. Tea Gardens in Assam :**
  - 1) Khowang Tea Estate**
  - 2) Bhamun Tea Estate**
  - 3) Hingrijin Tea Estate**
  - 4) Basmatia Tea Estate**
  - 5) Desam Tea Estate**
  - 6) Tinkong Tea Estate**
  - 7) Rajgarh Tea Estate**
  - 8) Hoolungoorie Tea Estate**
  - 9) Murphulani Tea Estate**
  - 10) Bogijan Tea Estate**
- 4. Tea gardens in Dooars & Darjeeling:**
  - 1) Karballa Tea Estate**
  - 2) Banarhat Tea Estate**
  - 3) New Dooars Tea Estate**
  - 4) Coonabhuti Tea Estate**
  - 5) MIM Tea Estate**

**General terms & conditions will be as follows:**

1. Bids are to be submitted in two parts viz Technical Bid and Price Bid in a sealed envelope containing two separate sealed envelopes of each of the bids.
2. Firms are required to submit their detailed profile.
3. The Firm should be registered with ICAI/ICMAI for more than 10 years.
4. The Firm must have more than 5 partners.
5. The Firm must have at least 5 years of experience.
6. The firm should have revenue receipts of more than Rs10 Lakhs duly authenticated by a declaration and supported by the copy of Income Tax return.
7. The Firm should have branch in the respective State/City
8. The assignment of Internal Audit shall be carried out by a team comprising of a Chartered Accountant/ Cost Accountant & two semi qualified accountants.
9. Audit is to be conducted in 2 phases covering the Financial years, first phase to be completed in the month of October and second phase in the month of April within a period of 15 days in each phase.
10. The financial bid should clearly mention the audit fee without GST for the Division/Units applied for, along with pre-determined out of pocket expenses (if any).
11. Appointment of Internal Audit Firms will be for a period of two years.
12. Applications should be addressed to Mr. Rohit Jain, Manager (F&A), Andrew Yule & Company Limited, Yule House, 8, Dr. Rajendra Prasad Sarani, Kolkata-700001 subscribing on the envelope "Application for Internal Audit of Name of the Unit/Division" by 21.05.2018, 6:00PM, along with EMD of Rs1000/- for Electrical & Engineering Division, Rs 4000/- for 10 tea gardens of Assam, Rs 2000/- for 5 tea gardens in Dooars & Darjeeling and in case any Firm quote for all the Divisions comprising of Electrical, Engineering and Tea should submit a EMD of Rs 7000/- through DD/Cheque.

## **Annexure-I**

<b>Sl. No.</b>	<b>Eligibility Criteria</b>	<b>Supporting Documents</b>
<b>1</b>	<b>2</b>	<b>3</b>
<b>1</b>	<b>Firm should be registered with ICAI/ICMAI for more than 10 years</b>	Copy of Firms Registration Certificate
<b>2</b>	<b>The Firm should have an experience of more than 5 years</b>	Self-Certification
<b>3</b>	<b>The Firm should have revenue receipts of more than Rs 10Lakhs duly authenticated by an undertaking and supported by the copy of Income tax return</b>	Copy of Tax Return
<b>4</b>	<b>Firm should have more than 5 Partners</b>	Copy of Firms Registration Certificate
<b>5</b>	<b>Internal Audit Experience as on 01.04.2018</b>	Self-Certification

- Supporting documents mentioned above in Column no. 3 are required to be submitted along with technical bid.
- Apart from the above Firms should enclose copy of PAN.

**Annexure-II****Format for submission of Price Bid****For Electrical Division**

<b>Sl. No.</b>	<b>Fee</b>	<b>Travelling &amp; Out of Pocket Expenses(If any)</b>	<b>GST</b>	<b>Total</b>

**For Engineering Division**

<b>Sl. No.</b>	<b>Fee</b>	<b>Travelling &amp; Out of Pocket Expenses(If any)</b>	<b>GST</b>	<b>Total</b>

**For Tea Division**

<b>Sl. No.</b>	<b>Fee</b>	<b>Travelling &amp; Out of Pocket Expenses(If any)</b>	<b>GST</b>	<b>Total</b>

**For all the Divisions**

<b>Sl. No.</b>	<b>Fee</b>	<b>Travelling &amp; Out of Pocket Expenses(If any)</b>	<b>GST</b>	<b>Total</b>

- **For Audit of Tea Gardens Local conveyance, Boarding and Lodging will be provided by the Company.**