



रामागुण्डम फर्टिलाइजर्स एण्ड केमिकल्स लिमिटेड

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

CIN No. U24100DL2015PLC276753

**CORPORATE OFFICE
4TH FLOOR, KRIBHCO BHAWAN, SECTOR-I, NOIDA
UTTAR PRADESH - 201301**

TENDER NO: -A/RFCL/INTERNAL AUDIT /2021-22/1 DATED: 01.10.2021

e-TENDER NO: RFCL-174

Tender Document for

Appointment as Internal Auditors of RFCL.

At

***Corporate Office,
4TH FLOOR, KRIBHCO BHAWAN, SECTOR-I,
NOIDA UTTAR PRADESH – 201301***

***Bid submission Date and Time :
Date and Time of opening of Bid Documents :***

***12.10.2021 at 15:30 Hrs
12.10.2021 at 15:45 Hrs***

Phone: 0120 – 2553600

AN OVERVIEW:

As mandated by Government of India, a Joint Venture company of National Fertilizers Limited (2nd 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 17th 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:

S.No.	Particulars	% Shareholding
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 25th Sept'2015 and the Project is operational from 22nd March,21.

The total project cost envisaged is Rs.6338.16 Crores with Debt up to Rs. 4453.87 crores and equity upto Rs. 1890.25 crores. Project financial closure has been completed with tie up of equity and debt. Loan Agreement for debt has been entered into with Consortium of 5 Banks lead by State Bank of India. Loan Agreement for working capital has also been entered into with State Bank of India and Union Bank of India. Disbursement of debt commenced w.e.f. 4th Jul'2017 and company is yet to start availing disbursement of working capital.

NOTICE INVITING BID

1. Sealed bids are invited from firms of Chartered Accountants primarily having office in Hyderabad, Telangana and also having office/branch in Delhi/NCR for Appointment as Internal Auditors for Financial Year 2021-22 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 having offices at both location i.e. Hyderabad and Delhi Office.**
5. Time schedule: The Internal Audit for the FY 2021-22 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 st	April to September	25-11-2021	02-12-2021	09-12-2021
2 nd	October to December	25-01-2022	02-02-2022	09-02-2022
3 rd	January to March*	10-04-2022	13-04-2022	17-04-2022

*Internal auditor shall complete audit for period upto February'2022 by 15th March,2022.

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	Total Mandays (each phase)	Annual Audit Fees for FY 2021-22 (excluding GST)
1.	Ramagundam Site	i) One Chartered Accountant	4	Rs. 2,00,000/-*
		ii) Four semi qualified persons/ article assistants	16	
2.	Corporate Office, Delhi	i) One Chartered Accountant	2	
		ii) Two semi-qualified persons /article assistants	4	

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

Note – The period included in 1st phase is 6 months, hence double manpower as stated above will be deployed by the firm in 1st phase.

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 each phase audit 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 rd Phase	25%*

*Payment will be released after presentation of report in Audit Account & Finance Committee.

7. Period of Contract: The period of contract will be from date of issuance of work order till presentation of 3rd phase report in Audit Account & Finance Committee to take care of completion of audit assignment / reports / replies / Audit Committee Meeting etc. Contract can be further extended for another 1 year at the sole discretion of RFCL.

8. Availability of Bid Documents & Submission of Bid:

8.1 Availability 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

9. Mode of Tendering:

The NIT will be posted on website www.tenderwizard.com/RFCL from where the registered vendors will be able to download the tender documents for participation in the tender and submit their bids online. The tender submission, tender closing and opening will be done electronically and online. The NIT shall also be posted on company's homepage i.e, www.rfcl.co.in

RFCL has appointed **M/s. Antares Systems Limited, Bangalore** as service provider for carrying out e-Procurement. Also, as per IT ACT 2000, use of digital signature certificate shall be mandatory for participating in e-tendering process.

It is presumed that accordingly, you can submit your bid and participate in this tender as per the requirements of the system. However, in case of any help/clarification, you may contact any one of the following:

a) RAMAGUNDAM FERTILIZERS AND CHEMICALS LTD-

1) Mr. Rajat Kwatra, CM (F&A) RFCL, Corporate Office, 4 th Floor, KRIBHCO Building, SECTOR-1, NOIDA-201301 Mob No. 0120-2553611 E mail: rajatkwatra@rfcl.co.in

M/s. Antares Systems Limited, New Delhi

1	e-Tendering Registration/ Sign Up Queries	Registration Help Desk	011-49424365	twhelpdesk680@gmail.com
2	DSC Queries	Help Desk	011-49424365	twhelpdesk377@gmail.com
3	For e-Tendering Support	Help Desk	011-49424365	rfcleprochelpdesk@gmail.com
4		Mr. Kamal Mishra	8800115821	kamalmishra@antaresystems.com

		Mr. Shankar Kumar	8800378610	shankar.k@antaressystems.com
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10. (a) Pre-Requisites for System using e-Procurement sites:

- Windows 7, 8, 10 professional or higher version
- A computer system with at least 1 GB RAM and Internet Connectivity.
- Internet Explorer 8.0, 9.0 and above or Mozilla Firefox 51 and above.
- Google Chrome Version 42 and above.
- Internet Connectivity with at least 2Mbps speed.
- Java Run Time Engine (JRE – 1.8.0) or higher.
- Microsoft Office 2003 with MS Word and MS Excel
- Adobe Acrobat Reader, PKI Installation Driver for Digital Signature

(b) Pre-Requisites for DSC Registration:

- The Vendor becomes a valid Vendor only after the registration of the DSC
- Vendors need to possess a valid DSC for participating in e-Tendering (class II/III DSC)
- Vendors need to procure DSC 24 hrs prior to DSC Registration.
- It can be procured from any of the Certifying Authority registered under CCA India.eg Sify, nCode, eMudra etc
- DSC can also be procured from the e-tendering service provider i.e. M/s Antares Systems Limited.
- Respective DSC Drivers needs to be installed.
- DSC needs to be physically inserted into the system.
- DSC should appear in the Browser.
- DSC of the Vendor will mapped with their User Id once they Login first time.

Note - For more details, refer User Manual section on Home Page of e-procurement portal i.e. www.tenderwizard.com/RFCL

(c) Pre-Requisites for Login Credentials:

- For Login credentials, Vendor need to register/ Sign-up on the e-procurement portal by clicking on Sign Up link available at home page.
- Vendor shall safely keep their User ID and password, which will be issued by the service provider upon registration/ Sign-up.
- Vendors are advised to change the password immediately on receipt from the e-Procurement portal.
- Vendor shall not disclose their User ID as well as password and other material information relating to the bidding to any one and safeguard its secrecy

11. All the vendors participating in the online e-procurement have to abide by the process involved in the entire workflow of the e-procurement.
12. RFCL is not responsible for any mistake made by the vendor at the time of bidding process. In case any vendor submits an invalid bid due to any reason including typing mistake / human error, such invalid bid will be disqualified and such vendor shall not be allowed to further participate in that tender. The remaining process shall be completed considering the other valid bids.
13. For submitting price bid through e-Auction, the successful Pre-qualified Vendors will have to use a Class III Digital Signature Certificate issued by any India CA approved by CCA of India as per IT Act 2000.
14. It is mandatory for the vendors to use the digital certificate in all their bidding Process.

15. It is the entire responsibility of the vendors to protect their own login id and Password and keep their digital certificate safe so that is not misused by any other person.

16. **Tender Schedule:**

The notice of issue of enquiry and detailed schedule for downloading the NIT documents, submission of bids, tender closing, tender opening, and subsequent clarification/amendment in schedule etc. shall be available on the above mentioned website against this tender.

Tender Schedule for "Appointment of Internal Auditor for FY 2021-21" is –

Sr. No.	Tender Stage	Date & Time
1	Start Tender Document Download	01.10.2021 at 10:00 hrs.
2	End Tender Document Download	12.10.2021 at 15:00 hrs.
3	Due/ last date of submission Bids	12.10.2021 at 15:30 hrs.
4	Techno-commercial Bids Opening	12.10.2021 at 15:45 hrs.
5.	Price Bid Opening	To be intimated

Note: After expiry of date & time for a particular activity as mentioned above, that particular activity cannot be done unless the schedule for the same is extended/ amended. Similarly, no activity can be done before start date & time specified for that particular activity unless the schedule for the same is preponed/amended.

9. The activity defined for vendors are Download of Tender document, Bids Preparation, Uploading of bids electronically.

10. During the Download sequence, the vendors who have been invited will be able to download the main tender document and the supporting documents.

11. **Tender Opening:**

The tenders will be opened electronically by us from our NEW DELHI office in the presence of representatives of Vendors who wish to attend the price bid opening. The submission of bids may however be done by vendors from their office or from place of their choice or they can visit our NEW DELHI office and use RFCL's facilities for preparation and submission of their bids. However, bids can't be submitted after the bid submission due date & time as per the schedule.

12 RFCL takes no responsibility for delay, loss or non-receipt of EMD sent by post/courier.

13. RFCL reserves the right to reject or accept any tender without giving any reason.

14. The bids not accompanied with the requisite Earnest Money may not be opened.

15. **SYSTEM FAILURES AND REMEDIAL MEASURES THEREOF/COURSE OF ACTION TO BE FOLLOWED**

RFCL shall make all out efforts to rectify the problem(s) leading to system failure during the live tendering. However, in case the system could not be restored within the reasonable time period as deemed fit by RFCL, the following remedial measures shall be taken under such an eventuality:

1.	Tender is prepared and released but vendors are not able to submit their bids.	The due date of closing/opening shall be extended suitably.
2.	Bids have been submitted but the same cannot be opened by RFCL.	The due date of opening shall be extended suitably.

17. **Payment Mode:**

Payment shall be released by ECS (Electronic Clearing System) or EFT (Electronic Fund Transfer). Successful vendors shall provide the requisite details of their Account No., Name & Branch code of Bank, Acceptance/request for release of payment by ECS/EFT, along with their 'Bank mandate form and cancelled cheque', within 10 days of issue of LOI/PO to the Finance deptt of RFCL, Ramagundam Plant.

18. **GST Nos.**

Unit	GST NO.
RFCL, NOIDA	09AAHCR2335P1ZV

19. The offers submitted by MSE, shall be considered in Accordance With Public Procurement Policy for MSEs of March 2012. The parties claiming benefits Under MSEs policy must enclose requisite valid Registration Certificate as per said policy along with their offer. Please also indicate whether the MSEs owned by SC/ST Entrepreneurs. If yes, please attach relevant certificate issued by authorities concerned. However, RFCL reserve the right to cancel the order (if any) and blacklist/debar a firm in case it is determined that the firm benefitted wrongly from the Public Procurement Policy. Few Highlights of the benefits proposed to MSMEs are as under:

- *There is an exemption from payment of earnest money to registered MSEs (Applicable only for Manufacturers and not to dealers).*
- *MSEs quoting price within price band L-1 + 15%, when L1 is from someone other than MSE, shall be allowed to supply at least 20% of tendered value at L-1 subject to lowering of price by MSEs to L-1.*

20. The BIDs should be quoted as per enquiry only. Quotation should be valid for a minimum period of 120 **days** from the date of opening of the tender (Technical bid) and should be on FOR **RFCL Ramagundam** (Telangana), **including transit insurance**. Transit Insurance shall be covered by supplier. The rates should be quoted both in figures and in words.

21. Your GST Registration No. and Permanent Account No., allotted by the concerned Department should be mentioned in the quotation positively.

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

(Rajat Kwatra)
Chief 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 submission of Tender Documents.
- 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.
- 2.2 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 bidder/ 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 2021-22

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 – 100% Weightage (Based on marks scored out of 100 in below given criteria for evaluation)
2. In case of score tie between the firms, the firm with higher experience in terms of its registration will be selected.

The firm which has scored the maximum marks in Technical criteria will be awarded the tender. The audit fee is fixed at Rs. 2,00,000 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
2.	No. of Full Time Partners	2 point for FCA partner and 1 point for ACA partner	12	Copy of certificate of firm's information issued by respective Institution i.e. ICAI
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

4.	Experience of Statutory (financial audit) / Internal Audit assignment in CPSEs (including JVs of CPSEs) in preceding 7 years till FY 2020-21. (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 Audit or C&AG for financial audit as applicable
5.	Experience of Statutory (financial audit) / Internal Audit assignment of Companies having minimum annual turn-over of Rs.500 crores in preceding 7 years till FY 2020-21. (No. of assignments)	3 points per assignment (any five years shall be considered)	15	Appointment Letter issued for Internal Audit or statutory audit as applicable & Audited statement of Profit & Loss
6.	Experience of Statutory (financial audit) / Internal Audit assignment of Urea manufacturing company or in cooperative sector / oil & gas sector, in preceding 7 years till FY 2020-21. (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. 2019-20	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 – Hyderabad Office	Per Location – 6 point	12	Copy of certificate of firm's information issued by respective Institution i.e. ICAI.
Total Points			100	

RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED
INTERNAL AUDIT – SCOPE OF WORK & AUDIT PROGRAMME
FY 2021-22

Sl. No.	Particulars of activities	Audit Plan
1.	<p>Internal Financial Control Systems 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"> 1) To check effectiveness of existing internal checks and financial control system for various activities of the Company and monitoring thereof. 2) To check the adequacy of the existing Internal Financial Control System and update the same based on business requirement of the Company. 	Every Quarter
2.	<p>Contract / Procurement payments 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"> 1) To check that claim of work is as per purchase/work order. 2) To verify that advance payments, Running Bills and Final Bill payments to contractors/consultants/ engineer firms and architects are as per work order. 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. 4) To verify the deduction of security deposit, various statutory dues and other deduction under Price Reduction clause, non-conforming work etc. 5) To check whether deviation statement has been prepared for each item of contract/work order. To verify proper account of expenditure. 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. 7) To verify that all the direct / indirect tax liabilities are being complied and necessary inputs / incentives / subsidies are claimed. 8) Check that GST has been paid on GST compliant invoices. 9) To check the statutory deduction and its timely deposit. 10) 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. 11) In case of Price Variation provisions of the contract, check that: <ol style="list-style-type: none"> i) Price variation has been paid as per formula provided in the contract; ii) Supporting documents to be furnished by the contractor, duly verified by the verifying authority in support of the Price variation claim(s). 	Every Quarter
3.	<p>Contract capitalization upon completion</p> <ol style="list-style-type: none"> 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. 	Every Quarter

	<ul style="list-style-type: none"> 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. 	
4.	<p>Cash & Bank</p> <ul style="list-style-type: none"> 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. 	<p>Every Quarter – with verification of monthly bank reconciliation and investments.</p>
5.	<p>Central Accounts</p> <ul style="list-style-type: none"> 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. 5) Compliance with relevant Accounting Standards applicable to the company accounts. 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. 7) Check that the nature and amount of extra ordinary items/Exceptional Items if any are disclosed in the Statement of Profit & Loss Account as per the requirements of Companies Act. 	<p>Every Quarter – with verification of timely submission of tax compliances.</p> <p>Half yearly – Other than tax compliances</p>
6.	<p>Borrowings from Consortium of Banks and IDC</p> <ul style="list-style-type: none"> 1) Review of drawal from Facility (Loan) agreement. 2) Checking of interest paid to Lenders and LC charges as per agreed terms. 3) Verification of any delay / default in payment of interest / charges to Lenders. 4) Reconciliation of disbursement under Term Loan as per books of accounts with Bank Statement. 	<p>Every Quarter – with verification of interest payment</p> <p>Half yearly – Other than interest payment</p>

7.	<p>Review of Ledgers and Trial Balances</p> <ol style="list-style-type: none"> 1) Review of all sub-ledgers of vendors / contractors / service providers / employees on deputation-secondment. 2) Review of main ledgers and trial balances for any abnormal transactions and reconciliation of main ledger balances with sub-ledger balances. 3) Review of old balances in sub-ledgers for appropriate presentation / adjustments 	Every Quarter – with verification
8.	<p>Establishment Accounts</p> <p>RFCL is having around 300 employees on its payroll and about 100 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> <ol style="list-style-type: none"> 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. 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. 3) Tests check the absentee reports with the attendance records. 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. 5) Review of TA bills and other payments made. 6) Presently, salary of employees working in RFCL are on deputation / secondment from EIL / NFL, therefore scope of checking of payroll is limited, as their salary is prepared by respective parent company ad RFCL reimburse the expenses on actual basis. 	Half yearly
9.	<p>Insurance</p> <p>To check that required Insurance Policies have been undertaken and are being maintained.</p> <ol style="list-style-type: none"> 1) To verify premium against Marine cum Erection All Risk policy obtained for the Project is paid in time. 2) To check that Insurance Cover has been taken for all the other assets. 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. 	Half yearly
10.	<p>HR Department</p> <ol style="list-style-type: none"> 1) Check that proper records relating to payments of telephone bills, electricity & water charges are maintained. 2) Verify that appropriate registers are maintained for all assets under its charge. 3) Verify that appropriate stock and issue registers are maintained for consumable items like toner, paper, etc. 4) Scrutiny of files for award of various contracts of Personnel, Administration & Public Relations Department and checking execution thereof. 5) Check Maintenance of Time Office Records. Also check whether leave account of each employee is maintained properly as per rules of the Company. 	Every Quarter – Random checking for major expense heads

	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 procure laid down by the Company.	
11.	<p>Contracts & Purchase Department – Project activities</p> <ol style="list-style-type: none"> 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. 2) To check whether administrative, technical & financial sanction had been obtained as per delegation of powers. 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. 4) Check if limited tender enquiry in lieu of press tender has the approval of Competent Authority. 5) Check whether the approved tender procedure / purchase manual for award of tender/ procurement of materials was followed. 6) Review materials procurement contracts. 7) Review Compliance of delegation of power with regard to procurement procedure and report deviations, if any. 8) Review adherence with authorisation procedures. Report deviations, if any. 9) Review the comparative statements prepared for arriving at the L-1 vendor and report deviations, if any. 10) Review of system followed for procurement, rate comparison and vendor selection. 11) To check records of Earnest Money Deposit from bidders and its review on quarterly basis. 	Every Quarter – with verification
12.	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
13.	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
14.	<p>Revenue Accounting</p> <p>Reconciliation of invoices generated by RFCL are recorded in accounting system.</p> <p>Recognition and reconciliation / filing of subsidy claims for product / freight subsidy.</p> <p>Compliances of correct tax computation over invoices.</p> <p>Timely deposits of taxes charged from customers.</p> <p>Issues of debit/credit notes on variation of quantity/rates etc.</p> <p>Verification of Calculation of Revenue recognition of subsidy on urea sales.</p>	Quarterly

Note:

1. In performance of above scope of work, Internal Audit Team shall be primarily required to be deputed at Ramagundam Site, during each phase for audit of majority of activities being performed at site.
2. For the purpose, audit team deputed by IA Firm shall be entitled to travel by Rail-AC (Second) class travel from Hyderabad to 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 Delhi Office in each phase for which Air Travel/Conveyance shall be arranged by RFCL, if job assigned to primarily Hyderabad based CA Firm.

3. The Senior Partner shall be required to present Internal Audit Report in Power Point Presentation with each Internal Audit Report to the Account & Audit Committee of the Company during each Account & 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/2021-22/1 DATED _____ 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/2021-22/1

FIRM/COMPANY DETAILS

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

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/2021-22/1

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 – Hyderabad Office	

3. **Experience of Statutory (financial audit) / Internal Audit assignment in CPSEs (including JVs of CPSEs) in preceding 7 years till FY 2020-21. (Attach copy of award duly certified by authorized person)**

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

4. **Relevant Experience of Statutory/ Internal Audit (financial audit) assignment of Urea manufacturing company or in cooperative sector / oil & gas sector, in preceding 7 years till FY 2020-21 (Attach copy of award duly certified by authorized person)**

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

5. Experience of Statutory/ Internal Audit (financial audit) assignment of Companies having minimum annual turn-over of Rs. 500 crores in preceding 7 years till FY 2020-21.

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

6. Professional Receipt of the firm (Minimum Rs.25 lakhs) for F.Y. 2019-20 (*Attach copy of Full Annual Accounts – Printed or copy duly certified by Authorized person*)

Sl.No.	Financial Year	Annual Turnover(INR)
1	2019-20	

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

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

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)

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

Signature of Authorised Signatory with seal