

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

CIN No. U24100DL2015PLC276753

**CORPORATE OFFICE
4TH FLOOR, MOHTA BUILDING, 4, BHIKAJI CAMA
PLACE, NEW DELHI - 110066**

**REGISTERED OFFICE
SCOPE Complex, Core-III,
7, Institutional Area,
Lodhi Road,
New Delhi-110003**

TENDER NO: -A/RFCL/INTERNAL AUDIT /2018-19/6 DATED 16TH MAY'2018

Tender Document for

Appointment as Internal Auditors of RFCL.

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

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

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

**06.06.2018 at 03:00 PM
06.06.2018 at 03:30 PM**

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

AN OVERVIEW:

As mandated by Government of India, a Joint Venture company of National Fertilizers Limited (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
4.	Others (Un-tied)	26

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 anticipated to be completed by 31st March 2019. Project is in advance stage and has achieved physical progress of 80.4% as on 15th April'2018.

The total project cost envisaged is Rs.5254.28 Crores with Debt, equity ratio of 75:25. Debt for an amount of Rs.3941 Crores has been lined up and Loan Agreement has been entered into with Consortium of 6 Banks lead by State Bank of India. Disbursement of debt commenced w.e.f. 4th Jul'2017.

NOTICE INVITING BID

1. Sealed bids are invited from Firms of Chartered Accountants/ Cost Accountants for Appointment as Internal Auditors for Financial Year 2018-19 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**.

Financial Bid Format is as per **Annexure-F** (To be kept under Sealed Cover).

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. **Time schedule:** The Internal Audit has to be conducted as per Audit Program of RFCL (**Placed at Annexure C**) in the following three phases:

Phase I	April to June
Phase II	July to September
Phase-III	October to December
Phase IV	January to March

The Audit Reports are required to be submitted as per schedule.

Indicative Time Schedule for submission of Audit Reports and Replies of RFCL			
Period of Audit	Draft Audit Report by Auditors	Reply by RFCL	Final Report to be Submitted by auditors
April 2018 to June'2018	23-07-2018	26-07-2018	31-07-2018
July 2018 to September 2018	20-10-2018	24-10-2018	30-10-2018
October 2018 to December 2018	18-01-2019	24-01-2019	30-01-2019
January 2019 to February 2019	12-03-2019	15-03-2019	18-03-2019
March'2019	08-04-2019	10-04-2019	12-04-2019

Audit Report (s) will be finalized & Issued by a Senior Partner of the firm. The Senior Partner shall be required to give Power Point Presentation of their quarterly reports to Audit Committee of the Company.

5. The selected firms would have to deploy following minimum staff/ Days for conducting Internal Audit. Audit to be conducted in RFCL Corporate Office. All records will be provided at Corporate Office. However, Auditors will have to visit Site Office at Ramagundam once during the year and for visit to Site office, Company shall arrange for Guest House accommodation at Site and local transport from Guest House to Site Office and back and within Site office only .



Deployment of Minimum Staff & Period of Working Days , for conducting Internal Audit			
S. No.	Location	Minimum number of staff to be deployed	Minimum number of working days
1.	Corporate Office, New Delhi	i) One Chartered / Cost Accountant ii) (Two Semi qualified persons / Article Assistants	Minimum 5 working days in each phase (as per schedule, mentioned at Para 4).

- 6. Payment Terms:** The payment of audit fee would be made in terms of percentage specified below on submission of final audit report and Invoice, Phase- wise (as mentioned at Para 4). The payment will be released subject to deduction of Income – Tax at source as applicable.

GST as applicable shall be paid extra against taxable invoice, as per contract. The payment would be released phase wise as under:

S. No.	Phase/ Period	%age of Total Fee Payable
1.	1st Phase (April 2018 to Jun 2018)	25 %
2.	2 nd Phase (Jul 2018 to Sept 2018)	25%
3.	3 rd Phase (Oct 2018 to Dec 2018)	25%
4.	4 th Phase (Jan 2019 to Feb 2019 & March 2019)	25%

- 7. Period of Contract:** The period of contract will be from date of issuance of work order till 31.05.2019. Date can be further extended at the sole discretion of RFCL.

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

8.1 Collection of Bid Documents

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

www.nationalfertilizers.com

or

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

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

8.2 Method of submission of bid

Sealed Envelop 1: This shall contain duly signed & stamped Annexure-A to F. Bidder to clearly indicate Quoted / Not Quoted in the Price Column in the unpriced price Schedule (Annexure F). Bidder to submit Price Part of above Price Schedule (Annexure F) in their price bid and unpriced part with the unpriced bid. Bidder to ensure that all the said documents have been placed in this envelop. Price bid of those bidders shall not be opened who failed to submit said Annexures duly signed & stamped.

Sealed Envelop 2: This shall contain ONLY Financial Bid (Annexure-F. No conditions/deviations shall be mentioned in the Financial Bid. In case of mentioning of any deviation/condition in the Financial Bid, the bid shall be summarily rejected.

Both these envelops i.e. Envelop No. 1 & Envelop No. 2 shall be sealed in outer Envelop. All the envelops shall be super scribed with:

Tender Ref. No. : A/RFCL/INTERNAL AUDIT /2018-19/6 dated 16.05.2018

The sealed envelopes must be sent /delivered on or before 06.06.2018 till 03:00 PM by hand/regd. Post/speed post at the following address:

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

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

**Email: sanjaygrover@rfcl.co.in
Phone No. 011-26701432**

9. The bids should be valid up to 31st July'2018.

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


**(Sanjay Grover)
Dy. Manager (F&A)**

Encl:

- 1. General Terms & Conditions (Annexure-A)**
- 2. Evaluation Criteria (Annexure-B)**
- 3. Scope to Internal Audit of Corporate Office (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)**
- 6. Financial Bid Format (Annexure - F).**

GENERAL TERMS AND CONDITIONS

1 Requirements for Bid to be considered Valid.

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

2. Bid Evaluation Process

- 2.1 *Bids shall be evaluated as per Bid Evaluation Criteria given in Annexure-B.*
 - 2.1.1. *The contract shall be awarded to bidder securing maximum point as per Bid evaluation criteria given in Annexure-B.*
 - 2.1.2 *In case selected bidder refuses to take up the assignment after award of work, the Proprietor/Firm shall be delisted in addition to taking other appropriate action against the Firm.*
- 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 and rates quoted in the financial bid.
- 2.4 The day for opening of Financial Bids shall be intimated separately.
- 2.5 If some discrepancies are found between the rates given in words & figures the rate as quoted in words shall be adopted.
- 2.6 Should there be a tie in the quotations received from different bidders; preference would be given to the Firm whose technical points are higher for award of contract. In case of tie again, bidder having older registration date shall be considered for award of contract.
- 2.7 The acceptance of tender will rest with RFCL and reserves itself full right to reject any or all tenders, without assigning any reason whatsoever.
- 2.8 The tenderer shall not be entitled to any compensation for the expenses incurred in connection with the preparation and submission of tenders.
- 2.9 Currencies for bid and payment shall be in Indian Rupees only.

3. Action against the Tenderer/ Successful bidder

- 3.1 Failure to act according to tender conditions, non-fulfillment of any or whole of the contract may entail de-listing of the firm in addition to taking other appropriate action against the Firm.
- 3.2 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.



Annexure - B**TENDER EVALUATION METHODOLOGY – Internal Audit 2018-19**

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

Weightage - Company will assign weights as under:

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

The Selection Criteria is as under:

Sr. No.	Range	Weight	Criteria	Points	Max points	Weightage
1	Non-Price	60 %	Overall Experience – Firm's Age – Date of Registration of Firm. (As on closing date of Tender)	2 points per year for experience above 10 years	10	12.5%
2			Relevant Experience – Experience of statutory /Internal Audit assignment in Central/ State PSU / Joint Venture of Central/State PSU in last five preceding year commencing from FY 2013-14	1 point per assignment	10	10%
3			Relevant Experience – Concerned Industry Audit - Experience of statutory /Internal Audit assignment in Fertilizer Industry in last five preceding year commencing from FY 2013-14	2 points per assignment	10	12.5%
4			Past Performance – Firm's Annual Turnover from professional services – of last three preceding financial years 2014-15 2015-16 2016-17 (Minimum Average Annual Turnover required INR 20 Lakhs)	1 point for every Rs.10 Lakhs over and above average annual turnover of INR. 20 Lakhs	10	7.5%
5			Technical & Audit Skills – No. of Partners –over and above One partner (All Partners being ACA/FCA / ACMA/FCMA – as on closing date of Tender)	2 points for each partner over & above one partner	10	10%

6			<i>Resources – Qualified and Semi-qualified Staff above</i> <i>-No. of qualified CA/CMA employees</i> <i>-No. of Semi-Qualified Assistants</i> <i>As on the closing date of Tender.</i>	<i>2 point per qualified employee over and above 2 qualified employees and 1 point per Semi qualified employee over and above 5 semi-qualified employees.</i>	10	7.5%
	Quoted Price	40%				

TENDER EVALUATION

A Tender Evaluation Committee will assess the tender bids in accordance with the procedures noted below.

The tenders are scored according to the information provided. Only information submitted at the time of close of tender and lodged with the tender bid shall be used in the evaluation.

Scoring "Non-Price" Criteria

The evaluation procedures are as follows:

1. Add the individual scores for each non-price criterion. Each criterion is given a point score from 0 (poor) to 10 (excellent).
2. Weigh the individual scores for each non-price criteria according to the pre-determined weightings. The weighted score is calculated by multiplying the score by the weight.
3. The sum of non-price scores for each tender is then normalised to 10. Normalising is a transformation applied uniformly to each element in a set of data so that the set has some statistical property.
4. The following formula is applied to normalise the non-price scores:

$$= \frac{\text{Sum of non-price score for each tender} \times 10}{\text{Highest sum of non-price scores}}$$
5. This score is then adjusted for the total weighting of all the non-price criteria to obtain the overall weighted non-price score.

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The example below shows how the weighted score is calculated and to normalise non-price scores:

		Tender 1	Tender 2	Tender 3
Criteria 1, weight 12.5%	Score	6.00	8.00	10.00
	Weighted score	0.75	1.00	1.25
Criteria 2, weight 10%	Score	4.00	6.00	8.00
	Weighted score	0.40	0.60	0.80
Criteria 3, weight 12.5%	Score	2.00	4.00	6.00
	Weighted score	0.25	0.50	0.75
Criteria 4, weight 7.5%	Score	6.00	8.00	10.00
	Weighted score	0.45	0.60	0.75
Criteria 5, weight 10%	Score	2.00	8.00	10.00
	Weighted score	0.20	0.80	1.00
Criteria 6, weight 7.5%	Score	3.00	5.00	10.00
Total weighted sum = 60%	Weighted score	0.23	0.38	0.75
Total non-price criteria		2.28	3.88	5.30
Normalised non-price		$2.28 \times 10/5.30$	$3.88 \times 10/5.30$	10.00
		4.30	7.32	10.00
Weighted non-price	60%	2.58	4.39	6.00

The highest non-price total score is given a score of 10 and the other sums are ranked accordingly in proportion.

Scoring Price

Scores for price are based on the following method: (Note that the lower the price, the higher the score.)

$$\text{Normalised price score} = \frac{\text{lowest tender price} \times 10}{\text{Tender price}}$$

Tenderer	Tenders (in ascending order)	Normalised Price
Tender 1	Rs.50,000	10
Tender 2	Rs.80,000	6.25
Tender 3	Rs.1,00,000	5.00

Handwritten signature

Total Scores:

Criteria	Weight	Tender-1		Tender-2		Tender-3	
		Actual Score	Weighted Score	Actual Score	Weighted Score	Actual Score	Weighted Score
<u>Non-Price Criteria</u>							
Firm's Age	12.5%	06	0.75	08	1.00	10	1.25
Experience of PSU Audit	10%	04	0.40	06	0.60	08	0.80
Experience of Fertilizer Industry Audit	12.5%	02	0.25	04	0.50	06	0.75
Firm's Turnover	7.5%	06	0.45	08	0.60	10	0.75
No. of Partners	10%	02	0.20	08	0.80	10	1.00
Qualified and Semi-qualified Staff	7.5%	03	0.23	05	0.38	10	0.75
Total Non-Price Criteria	60%	23	2.30	39	3.88	54	5.30
Normalized Non-Price Score			4.30		7.32		10.00
Weighted Non-Price Score			2.58		4.39		6.00
<u>Price Criteria</u>							
Actual Price Bid		50,000		80,000		1,00,000	
Normalized Price Score	40%		10.00		6.25		5.00
Weighted Price Score			4.00		2.50		2.00
TOTAL SCORE			6.58		6.89		8.00

RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED
INTERNAL AUDIT – SCOPE OF WORK & AUDIT PROGRAMME
FY 2018-19

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 that internal checks and control system for various activities of the Company and monitoring of such systems, is in place in the Company. 2) To check the adequacy of the existing guidelines / procedures and Internal control system and suggest measures for their improvement / streamlining. Internal Auditor is required to report on Internal Financial Control Systems. 	Every Quarter
1.	<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) Check that GST has been paid on GST compliant invoices. 8) To check the statutory deduction and its timely deposit. 9) Check that advances to the suppliers has been allowed strictly in accordance with the terms stipulated in the Purchase Orders and advances are adjusted before bills for payment are passed. 10) 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
2.	<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. 3) Checking of capitalization of contract value, allocation of EDC, allocation of interest cost. 	Half yearly

	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.	
3.	Cash & Bank <ol style="list-style-type: none"> 1) Check that Bank books are prepared daily and signed by In charge (Cash Section) 2) Review of Cash Office Operations for evaluating controls in bank receipts and disbursements, maintenance of records in the Department, no un-authorized corrections. 3) Checking of Bank Reconciliation Statement, dishonored/ stale cheques, if any. 4) Check the payments are as per the bank book with the relevant vouchers and verify that proper identification of the payees' Bank Account has been obtained for all payments. 5) All bank charges, interest received on Company's Investment have been accounted for promptly in the bank book and have been verified/checked and a suitable record of same is kept. 6) Bank Guarantees / FDRs and similar documents are kept in Safe Custody. 7) The cash payments/receipts, if any, do not exceed the limit as provided under Income Tax Act 1961. As a matter of practice all payments to suppliers, contractors should be made through "Accounts Payee" cheques/Drafts or through Electronic Clearing Systems. 8) Check that confirmation of issue of Bank Guarantee is obtained directly and reviewed regularly to ensure validity/renewal. 9) Check that available funds if any have been invested as per company's Investment Policy in fixed deposits or mutual funds etc. 	Every Quarter – with verification of monthly bank reconciliation and investments.
4.	Central Accounts <ol 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. 	Every Quarter – with verification of timely submission of tax compliances. Half yearly – Other than tax compliances
5.	Borrowings from Consortium of Banks and IDC <ol 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. 	Every Quarter – with verification of interest payment Half yearly – Other than

		interest payment
6.	Review of Ledgers and Trial Balances <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
7.	Establishment Accounts <p>RFCL does not have any employees in their payroll. All employees are on secondment / deputation basis from NFL/EIL respectively. However, some Professionals/Support Staff have 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) Check the invoices of the salary bill with respect to secondment/deputation terms the controls and checks in force to prevent double/wrong payments. 2) Tests check the absentee reports with the attendance records. 3) 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. 4) Review of TA bills and other payments made. 5) 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 and RFCL reimburse the expenses on actual basis. 6) Company envisages that shortly the Company shall be appointing employees in its payroll. Payroll of the employees working in RFCL shall be prepared by RFCL during FY 2018-19. 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. 	Half yearly
8.	Insurance <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
9.	HR Department <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. 	Every Quarter – Random checking for major expense heads

	<p>5) Check Maintenance of Time Office Records. Also check whether leave account of each employee is maintained properly as per rules of the Company.</p> <p>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.</p>	
10.	<p>Contracts & Purchase Department – Project activities</p> <p>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.</p> <p>2) To check whether administrative, technical & financial sanction had been obtained as per delegation of powers.</p> <p>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.</p> <p>4) Check if limited tender enquiry in lieu of press tender has the approval of Competent Authority.</p> <p>5) Check whether the approved tender procedure / purchase manual for award of tender/ procurement of materials was followed.</p> <p>6) Review materials procurement contracts.</p> <p>7) Review Compliance of delegation of power with regard to procurement procedure and report deviations, if any.</p> <p>8) Review adherence with authorisation procedures. Report deviations, if any.</p> <p>9) Review the comparative statements prepared for arriving at the L-1 vendor and report deviations, if any.</p> <p>10) Review of system followed for procurement, rate comparison and vendor selection.</p> <p>11) To check records of Earnest Money Deposit from bidders and its review on quarterly basis.</p>	Every Quarter – with verification
11.	Verification of procurement of services / goods by Site Office and HO are in accordance with approved norms / procedures. These contracts consist of security agencies, manpower agencies, maintenance contracts, vehicle hiring contracts, printing, advertisement etc.	Quarterly

Note :

1. In performance of above scope of work, Internal Audit Team shall also be required to depute Team at Ramagundam Site, once during the year for verification of assets.
2. The Senior Partner shall be required to present their Internal Audit Report in Power Point Presentation with each Internal Audit Report to the Audit Committee of the Company during Audit Committee Meetings 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/2018-19/6 DATED 15TH MAY'2018 AND ACCORDINGLY ACCEPT ALL THE STIPULATIONS WITHOUT ANY RESERVATIONS WHATSOEVER.

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

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line.

(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/2018-19/6

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	

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

(Handwritten mark)

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

Reference : Tender Enquiry No. A/RFCL/Internal Audit/2018-19/6

INFORMATION TO BE FURNISHED BY BIDDER FOR EVALUATION FOR NON PRICE CRITERIA AS PER EVALUATION 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. Relevant Experience of Central /State PSU, Joint Venture of Central / State PSU from FY 2013-14 (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

- 3. Relevant Experience of Fertilizer Industry -from FY 2013-14 (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

- 4. Firm's Annual Turnover from professional services (Attach copy of Full Annual Reports – Printed or copy duly certified by Authorised person_**

Sl.No.	Financial Year	Annual Turnover(INR)
1	2014-15	
2	2015-16	
3	2016-17	
	Average of 3 years	

5. Name of Partners as on closing date of Tender with their qualification (Attach documentary evidence of partnership and qualification)

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

6. Resources – Professionally Qualified / Semi Qualified employees of the Firm as on closing date of Tender.

Sl.No.	Name of Professionally Qualified Employees	Membership Number	Qualification CA/CMA

Sl.No.	Name of Semi- Qualified Employees	Qualification

Signature of Authorised Signatory with seal



Annexure- F

Tender Enquiry No. A/RFCL/Internal Audit/2018-19/6

**Financial Bid for Internal Audit of Ramagundam Fertilizers And Chemicals Limited
for Financial Year 2018-19**

(Rupees)

S. No.	Location	Audit Fee for full year	GST		Total Amount incl. GST (In Figures)	Total Amount Incl. GST (In Words)
			%	Amount		
1.	CORPORATE OFFICE, DELHI					

Bidders are required to mention percentage of GST in the respective column.

In case of difference in quoted fee in figures & words, the fee mentioned in words shall be considered.

1. It is certified that above prices are valid till 31st of JULY'2018.
2. I/ WE undertake that terms and conditions of NIT & Annexure to NIT is acceptable to us without reservations and no deviation to NIT has been taken while making the offer.

(Signature of Authorised Signatory with seal)

