



**Ministry of Textiles,
Government of India,
OFFICE OF THE JUTE COMMISSIONER,
3rd MSO Building, CGO Complex,
DF-Block, E & F Wing, 4th Floor, Sector-I,
Salt Lake City, Kolkata – 700 064.**

Invitation of Bids

File No. Jute (CA)/5/2016

Date:18/8/2016

Due date & time for submission of Bid: Within **29th August, 2016 upto 1.pm.**

TO BE SUBMITTED IN SEALED COVER AT O/o JUTE COMMISSIONER AND DEPOSITED IN DROP BOX

Technical Bid and Financial Bid to be in 2 different sealed cover. Both the Bids should then be put in another sealed envelope and then be submitted. Open Bids will be rejected.

IMPORTANT NOTE

Applicants are requested to submit their Bid in a sealed cover with BID reference and should reach Jute Commissioner, 3rd MSO Building, CGO Complex, DF-Block, E & F Wing, 4th Floor, Sector-I, Salt Lake City, Kolkata – 700 064

Scope of Work

Appointment of Chartered Accountant Firm for conducting internal/forensic audit of various returns, bills vouchers etc submitted by Jute Mills/Importers/Traders at the O/o Jute Commissioner, comparing data filled up in various formats or returns with standards as set by norms and with annual accounts (Balance Sheet).

Terms and Conditions

1. CA Firm appointed has to carry out the work themselves and not resort to any kind of outsourcing whatsoever. In case, it is subsequently revealed at any stage of the appointment process / post appointment that outsourcing has been resorted to, the appointment is liable to be summarily cancelled with immediate effect and no payment would be made.
2. The appointment is for a period of one years, on the quality and price quoted, (subject to satisfactory performance in the first year).
3. Firms should qualify the Technical Parameters. After qualifying the Technical Parameters the lowest price quoted by Firm would be selected.

(On Letter head)

Format for submission of Technical Bid (in sealed cover)

Sl.No	Heading	Details to be written	Supporting Documents for the same along with enclosure Srl. No
1	Compulsory Condition		
(a)	Existence of Firm for a minimum period of 10 years (Copy of Incorporation Certificate to be provided)		
(b)	Annual Turnover of last 3 years (2013-14, 2014-15, 2015-16) should be at least Rs. 50 Lakhs (i.e. each year minimum turnover should be Rs. 50 lakhs at least) (Copy of Audited B/s & P&L to be provided) For Turnover limit is income through audit, consultancy (without tax) should only be taken, income through FD, refund of tax, not to be considered) (Turnover details should be broken up in details to understand the type of income comprising turnover duly certified by auditor)		
(c)	Forensic Audit minimum period 5 Years experience or 10 Forensic Audit Exp (Copy of Both Appointment Letter and Completion letter to be provided)		
(d)	Internal Audit minimum period 5 Years (Complete years) (Copy of Both Appointment Letter and Completion letter to be provided)		
(e)	HO should be in Kolkata (Copy of Trade Licence, PAN, and documents to prove headquarters in Kolkata to be provided)		
	Those not fulfilling compulsory condition will be rejected		
2	Date of Incorporation of Firm (dd/mm/yyyy)		
3	Age of Firm as on 31.3.2016		
4	Number of Partners in CA Firm		
5	Number of Partners who are FCA		
6	Number of Partners who are ACA		

7	Head Office of CA Firm		
8	Empanelment with CAG of CA Firm		
9	Experience of CA Firm in conducting forensic audit (in Years)		
10.	Annual average turnover* for last 3 years (2013-14 to 2015-16) of the CA Firm * For Turnover limit income through audit, consultancy (without tax) should only be taken, income through FD, refund of tax, not to be considered)		
	Copy of Documents should be furnished for Sl. No. 1 to 10 to check the correctness claimed. (Any incorrect or false declaration found in future even after appointment, will lead to cancellation of appointment without any payment.		

Seal of the Firm

(Signature of Authorised Signatory of the Firm)

Date:

(On Letter head)

Format for submission of Financial Bid (in sealed envelope)

Proforma for Financial/Price Bid (for conducting Forensic Audit & Internal Audit of documents submitted by various Jute Mills to the O/o Jute Commissioner)

Sl.No	Particulars	Rate	Amount in Words
1.	Fees for Forensic Audit & Internal Audit		
2.	Service Tax as applicable		
3.	Total Amount		

Any other statutory Tax if made applicable by Government would be reimbursed.

Seal of the Firm

(Signature of Authorised Signatory of the Firm)

Date:

Technical Evaluation Criteria

Sl No	Heading	Criteria for point allotment	Maximum Point
1.	Age of Firm as on 31.3.2016	>15 yrs=15 >10 upto 15=10 Below 10=5	15
2	Number of Partners in CA Firm	>15=15 >10 upto 15=10 Below 10=5	15
3	Number of Partners who are FCA	>15=15 >10 upto 15=10 Below 10=5	15
4	Head Office of CA Firm	Kolkata=10 Other Place =0	10
5	Empanelment with CAG of CA Firm	Empanelled=10 Not Empanelled=0	10
6	Experience of CA Firm in conducting forensic audit (in Years) or No of Forensic Audit	5 yrs or More=15 Less than 5 yrs =0 OR 10 or More Forensic Audit =15 Less than 10 Forensic Audit=0 (If any firm complies both any one will be considered for providing points)	15
7	Experience of CA Firm in conducting Internal Audit	> 10 Years Exp= 10 > 5 Yrs below 10 yr =8 Below 5 yrs = 0	10
8	Annual average turnover* for last 3 years (2013-14 to 2015-16) of the CA Firm	> 4 Core = 10 > 2 Core upto 4crore =8 1 crore upto 2 crore=5 Below 1 crore=0	10
	Total Points		100