

O/o Jute Commissioner, Ministry of Textiles, Government of India, Government of India  
3<sup>rd</sup> MSO Building, CGO Complex, DF-Block, E & F Wing, 4<sup>th</sup> Floor, Sector-I, Salt Lake City,  
Kolkata – 700 064.

#### Invitation of Bids

File No. Jute (CA)/4/2016

Date: 1<sup>st</sup> September,2016

Due date & time for submission of Bid: Within **15<sup>th</sup> September, 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, 3<sup>rd</sup> MSO Building, CGO Complex, DF-Block, E & F Wing, 4<sup>th</sup> Floor, Sector-I, Salt Lake City, Kolkata – 700 064

#### **Scope of Work**

Appointment of Chartered Accountant or Cost Accountant Firm for conducting internal audit of various returns, data, bills, vouchers etc submitted by Jute Mills (approx 70 to 90) /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 or Cost 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 year, 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)	Internal Audit minimum period 5 Years (Complete years) (Copy of Both Appointment Letter and Completion letter to be provided)		
(d)	HO or Branch should be in Kolkata (documents to prove headquarters or branch in Kolkata to be provided)		
(e)	Copy of Trade Licence, PAN, to be provided		
	<b>Those not fulfilling compulsory condition will be rejected</b>		
2	Date of Incorporation of Firm (dd/mm/yyyy)		
3	Age of Firm as on 31.3.2016		
4	Number of Partners in Firm		
5	Number of Partners who are Fellow Member		

6	Number of Partners who are Associate Members		
7	Head Office of Firm		
8	Branch Office of Firm in Kolkata		
9	Experience of Firm in conducting Internal audit (in Years)		
	<p>Copy of Documents should be furnished for Sl. No. 1 to 9 to check the correctness claimed.</p> <p>(Any incorrect or false declaration found in future even after appointment, will lead to cancellation of appointment without any payment.</p>		

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 Internal Audit of documents submitted by various Jute Mills/ Importers/Traders to the O/o Jute Commissioner)

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

\*Fees is inclusive of all expenses, no extra amount would be paid.

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

Seal of the Firm

(Signature of Authorised Signatory of the Firm)

Date:

(Payment would be made half yearly, only on satisfactory completion of work duly authorised by competent authority)

### Technical Evaluation Criteria

Sl No	Heading	Criteria for point allotment	Maximum Point
1.	Age of Firm as on 31.3.2016	More than 10 years =10 Below 10 years =5	10
2	Number of Partners in Firm	8 and above =10 Below 8=5	10
3	Number of Partners who are Fellow Members	Six and above =10 Below Six =5	10
4	Head Office of Firm	Kolkata=10 Other Place =5	10
5	Experience of Firm in conducting Internal Audit	More than 10 Years Exp= 10 More than 5 Yrs below 10 yr =7 Below 5 yrs = 0	10
	Total Points		50