

**NATIONAL JUTE BOARD
(A Statutory Body,
Ministry of Textiles,
Govt. of India)
3A & 3B, PARK PLAZA,
71, PARK STREET,
KOLKATA-700 016**

Phone : 2217-2107 / 2540
2226-3438
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E-mail : jute@njbindia.in
Website : <http://www.jute.com>

INVITATION FOR BIDS

NIT No. 07/NJB/BID/IA/2015-16

Date : 30.09.2015.

Due date & time for submission of Bid : **Within 30th October, 2015 [at 2.00 p.m.]**

TO BE SUBMITTED IN SEALED COVER IN SPEED POST / REGISTERED POST / COURIER

IMPORTANT NOTE

Applicants are requested to submit their Bid in a sealed cover with BID reference and should reach Secretary, NJB, 3A & 3B, Park Plaza, 71, Park Street, Kolkata-700 016.

Total pages : 11

Invitation for BID : Covering letter

Terms & Conditions – Annexure-1

Scope of work for Internal Auditors – Annexure-2

Format for submission of BID – Annexure 3A & 3B (Technical Bid) and Annexure-4 (Financial Bid)

Evaluation table for Technical Bid– Annexure-5

Bid submission format and all Annexure are available at NJB's website <http://www.jute.com>

Sub : Request for submission of BID

National Jute Board (NJB) is a autonomous statutory body under the Administrative control of the Ministry of Textiles, Govt. of India and have their head office at Kolkata and 3 (three) branches at New Delhi, Chennai and Hyderabad. NJB is a promotional body for promotion of Indian Jute in India and abroad. It prepares Receipts and Payments A/c., Income and Expenditure A/c. and Balance Sheet, since it is a non-profit seeking organization. It is fully funded by the Ministry of Textiles, Govt. of India from the cess collected by Govt. of India from the manufactures of jute products.

2. NJB invites Bid in the enclosed format from Chartered Accountant (CA) firms for appointment as Internal Auditors for its HO and 3 (three) branch offices for carrying out the Internal Audit function for each HO and Branch offices separately for the period from 1st April 2015 to 31st March, 2017.

3. Interested Chartered Accountant (CA) firms may please fill in the enclosed formats (please note that only the enclosed formats must only be used) and send us the same so as to reach latest on or before **30th October, 2015 [2.00 p.m.]** to the following address :

**The Secretary,
National Jute Board
3A & 3B, Park Plaza,
71, Park Street,
Kolkata - 700 016.**

4. Bid proposal as per the format enclosed duly filled in and signed should reach us on or before due date and time in a sealed cover duly super scribed with our Bid No. and date and "**Appointment of Internal Auditors**". The offers received in any other mode E Mail/Fax will not be considered as valid offers for evaluation and summarily rejected. Responses received after due date and time shall not be considered and no further correspondence on such responses shall be entertained. NJB will not be responsible for any loss or delay in respect of Bid response. LATE RESPONSES SHALL NOT BE CONSIDERED AND OPENED.
5. Bid response should be free from correction, over writing, erasures etc. Each page should be numbered. This should be ink signed by authorized signatory indicating name and designation with Office seal.
6. The offers received in time are considered as valid and shall be opened on **30th October, 2015 [at 4.00 p.m.]** in NJB, Kolkata. The interested applicants who desire to witness the opening of responses may attend the session along with their identity and signed authorization letter.
7. Canvassing by respondents in any form, including unsolicited letters on Bid submitted or post corrections shall render their Bid response liable for summarily rejection.
8. The cost or charges incurred in preparation and submission of Bid response shall not be entitled by any respondent.
9. Conditional offers will be summarily rejected.
10. NJB is not bound to accept any response or part of the response and the decision of NJB is final in this regard.
11. Disregard of any instruction may result in offer being ignored.

This Bid is governed by TERMS AND CONDITIONS (Annexure-1) as attached in the NJB's website.

No Agent / Agents or third party / parties are engaged by NJB in this process.

NJB is also not responsible for any person / firm expression or representing to express himself / herself / themselves to be the agent or third party representing NJB in this process.

It is advised to deal directly with NJB representative who is the signatory to this document.

For general correspondence, kindly make use of e-mail ID : jute@njbindia.in

and 2217-2107 / 2540, 2226-3438 and Fax : 33-2217-2456

Yours faithfully,

**Secretary
National Jute Board**

Annexure - 1

TERMS AND CONDITIONS

These terms and conditions are applicable to Bids and Scope of Work.

In the interest of equity of treatment, Bid will be processed strictly as per standard prescribed format enclosed at **Annexure - 3A & 3B (Technical Bid) & Annexure - 4 (Financial Bid)**.

Non-adherence to the formats shall lead to rejection of such bids. Further correspondence in respect of non standard bids will not be entertained.

1. CA firms, appointed, will have to do the Audit 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.
2. The appointment, for internal audit, is for a period of two years, on the quality and cost based selection (QCBS) subject to satisfactory performance in the first year.

The selection of firm shall be on a Quality and Cost Based Selection (QCBS) system i.e. 70:30 (Technical Score : Financial Score) and procedure as prescribed below :

In final evaluation, the weightage of the Technical Bid would be 70% and weightage of the financial Bid would be 30%. The Financial Marks would be determined by the formula :

$$\text{Financial Marks (F)} = 100 \times \frac{\{\text{Financial Index given by the Lowest Bidder}\}}{\text{Financial Index Given by the Bidder}}$$

The Bids would be finally evaluated on Total Marks determined by following formula

$$\text{Total Marks (M)} = (0.7 \times T) + (0.3 \times F)$$

Where T = Technical Marks (out of 100) awarded against guidelines described in Annexure-1 and F = Financial Marks

The bidder obtaining highest Total Marks would be selected.

3. Procedure for submission of Bids

The offers are to be submitted in **one sealed cover enclosing two sealed covers (Technical Bid and Financial Bid)** and all the documents should have page number, total pages and signature of the authorized persons from the bidder as follows :

First Cover - Technical Bid : (As per Annexure 3A & 3B)

Second Cover - Financial Bid : (As per Annexure-4)

4. CA firm quoting the financial bid should follow the following instructions while submitting their financial bid.
 - I. Internal Audit Fees (including applicable taxes) should be quoted per annum and payment would be on annual basis.
 - II. Taxes on the Audit Fees will be treated as follows :
 - a. TDS on Income Tax at applicable rates will be deducted from the Quoted Fees invoiced.
 - b. Service Tax will be paid additionally upfront, as invoiced, at the applicable rates.
 - c. Levy of taxes not existing in the legislation so far will be reimbursed / paid additionally from the date they come into effect.
 - III. Payment of Audit Fees will be against submission of the Half yearly and Annual Audit report and invoice pertaining to the same.
 - IV. Audit fees per annum should be quoted at consolidated rate for HO and 3 branch offices.
 - V. Expenses for visit of any branch offices will be reimbursed (if the CA firm does not have offices at New Delhi, Chennai and Hyderabad).
5. The scope of the Internal Audit is as indicated at **Annexure - 2**.
6. The internal Audit is expected to be based on sufficient verification of the aspects covered in the scope of audit and not be on mere confirmations obtained from the Finance and other related departments.
7. It is expected that the Audit will be undertaken in accordance with the Internal Audit Standards issued by the ICAI to the extent they are applicable to the given scope.
8. The Internal Audit report is to be submitted with stipulated period following the close of each half year. The Internal Auditor is expected to draw up the Audit Program in consultation with the Chief Finance Officer for this purpose in order to stick to the prescribed date for the submission of the report.
9. The report is to be submitted in three hard copies. Additionally, soft copy of the report would be required. The distribution will be indicated later. Soft copy may be either in Word or PDF files and may have tables in Excel on a CD.
10. The Audit Reports would be addressed to the Secretary, NJB.
11. Bid should be submitted in relevant formats for technical bid (Annexure 3A & 3B) enclosed only. No other format will be accepted. Financial bid to be submitted as per (Annexure-4) enclosed only. Other supporting documents are to be enclosed along with the formats.

SCOPE OF WORK FOR INTERNAL AUDITORS

The Internal Audit will be carried out of the following offices / branches of NJB as per agreed audit plan :

Offices / Units	Nos.	Locations	Frequency of audit / visit	Submission of report
Head Office	1	Kolkata	Half Yearly	30.11.2015 15.05.2016
Branch Offices	3	New Delhi, Chennai and Hyderabad	Annually	15.05.2016

The illustrative (but not exhaustive) list of tasks to be performed for Internal Audit by Practicing Chartered Accountants (CA) Firm Partnership / Proprietorship / Individual is given as under :

Following would be the scope covered for Head Office and Branch Offices.

Functions	Areas	Review of Sub-Processes
Marketing	Market Promotion Activities	<ul style="list-style-type: none"> - Fairs (Domestic & International) - Schemes of Marketing - Promotion of Indian Jute - Other activities of marketing
Agriculture	Promotion & Development of Raw Jute	<ul style="list-style-type: none"> - Promotion of Raw Jute - Schemes related to Raw Jute
Technical	Technical activities	<ul style="list-style-type: none"> - Technical studies - All Schemes of NJB - Research & Development activities
Operational	Fixed Assets	<ul style="list-style-type: none"> - Procurement of Assets - Capitalization of Assets - Updating and Maintaining Fixed Assets Register - Calculation and Accounting of Depreciation - Sale/Disposal/Transfer/Write-off of Assets - Obtaining and Monitoring Asset Insurance - Physical verification process - Repairs & Maintenance of Assets - Process of Identification of idle assets, if any

	HR & Payroll	<ul style="list-style-type: none"> - Updation and maintenance of Employee personnel Files & Service Books - Recruitment & Selection - Separation/Transfers - Attendance & Leave Records - Preparation and adhering to Training activities - Payroll Processing Process - Process of Fixation and calculation of arrears as per revision of pay scale, if any
	Cash & Bank	<ul style="list-style-type: none"> - Cash Payments & Receipts - Bank Payments & Receipt - Custody of Physical Cash & Cheque Books - Physical Verification & Reconciliation Process - Obtaining and Monitoring Cash Insurance & Security - Preparation of Bank Reconciliation Statement - Defining and adhering to Cash Levels & Holding - Short Term and Long Term Deposits and related interest review - Test checking of transactions, vouchers etc. - Maintenance of Accounts and Statements as per statutory body guidelines - Maintenance of books of accounts as per statutory body guidelines
	Administration	<ul style="list-style-type: none"> - Review of following expenses : - Car Hire - Repair & Maintenance - Guest House - Travel & Tours - Office Rent - Security Service - Printing & Stationery - Courier Service - Communication Charges
Regulatory	<p>Law Department</p> <p>EDP Department</p> <p>Hindi Department</p>	<ul style="list-style-type: none"> - Review of status of legal pending cases - Empanelment of Lawyers and their payments - Review of IT General Controls around data access, data and physical security, back up, help desk - Compliance to Regulatory requirements of Annual program for transacting the official work of the union in Hindi issued by the Department of Official Language

: 7 :

	Statutory Compliances Secretarial Department	<ul style="list-style-type: none">- Timely deposit of dues and returns i.e. TDS, Service Tax etc.- Review of the following :- Despatch of Annual Reports within the specified period- Maintenance of registers, records etc.
Others	Advertisements & Tenders	<ul style="list-style-type: none">- Advertisements release process and their payment- Tender release process and their payment

(On letter head of the Firm)

Format for submission of Technical Bid

(A) Name of the firm :

(B) Number of Partners :

Sl. No.	Name	Qualification	Associate / Fellowship	Membership No.	Certificate of practice No.	Supporting Documents

(Enclose copy of constitution certificate issued by the Institute of Chartered Accountants of India).

(C) Date of formation :

(As per constitution certificate issued by The Institute of Chartered Accountants of India).

(D) Full Postal Address of Head Offices / Branch Offices :

(This may be given on a separate sheet of paper attached)

(E) Name of contact person along with landline and mobile numbers :

(F) Permanent Accountant Number (PAN) of the firm :

(For information only)

(G) Service Tax Registration No. :

(For information only)

I authorized partner of the firm certify that the above information is true & genuine. If appointed as internal auditor, my firm will abide by the rules of the company in respect of maintaining secrecy of data/information.

Signature of Authorized Signatory of the Firm

Seal of the Firm

Date :

Time :

(On letter head of the Firm)Format for submission of Technical Bid

Sl. No.	Heading	Details to be written	Supporting documents for the same along with enclosure Srl. No.
1.	<u>Compulsory conditions :</u> (i) Existences of the firm for a minimum period of 5 years (ii) Annual average turnover for last 3 years of the firm should be at least Rs.30 lakhs (iii) Internal audit minimum experience of 3 years of statutory body/Govt. organization/PSU (iv) HO/Branch office of the firm should be in Kolkata (Those firms not fulfilling the compulsory conditions will be rejected).		
2.	Age of CA Firm		
3.	Experience of CA Firm in conducting internal audit of statutory autonomous organization / Govt. Organization / PSU		
4.	Empanelment with CAG of the CA Firm		
5.	Number of partners of the CA Firm		
6.	Numbers of partners who are FCA		
7.	Head Office of the CA Firm		
8.	Places of Branch Offices of the CA Firm		
9.	Annual average turnover for last 3 years of the CA Firm		

Seal of the Firm(Signature of Authorized Signatory of the firm)

Date :

Time :

Annexure - 4

(On letter head of the Firm)

Format for submission of Financial Bid

Proforma for Financial/Price Bid (for conducting Internal Audit of NJB for the Financial Year 2015-16).

Sl. No.	Particulars	Rate	Amount in words
1.	Fees for audit work for the period (a) Head Office – (i) Kolkata (b) Branch Office – (i) New Delhi (ii) Chennai (iii)Hyderabad (Firms need to quote for individual offices of NJB)		
2.	Out of pocket expenses payable at actual subject to NJB travelling rules	Not to quote	
3.	Service Tax as applicable		
4.	Total amount		

Seal of the Firm :

(Signature of Authorized Signatory of the firm)

Date :

Time :

Technical Evaluation Criteria**[Total Marks = 100]**

Sl. No.	Heading	Description	Criteria for point allotment		Maximum points
1.	Age of CA Firm	Age of CA Firm should be given	All Categories	>15 years = 15 >10-15 years = 10 5-10 years = 5	15
2	Experience of CA Firm in internal audit of Statutory Autonomous Body / Govt. Organization / PSU	Internal Audit experience in Statutory Autonomous Body / Govt. Organization / PSU	All Categories	>15 years = 15 >10-15 years = 10 >5-10 years = 5 3-5 years = 3	15
3	Empanelment of CAG of the CA Firm	Empanelment with CAG	All Categories	Empanelled = 15 Not Empanelled = 0	15
4	Number of partners of the CA Firm	Number of partners	All Categories	11-20 = 15 6-10 = 10 1- 5 = 5	15
5	Partners who are FCA of the CA firm	Number of FCA as partners	All Categories	11-20 = 10 6-10 = 8 1- 5 = 5 0 = 0	10
6	Head Office of the CA Firm	Place of the HO of the CA Firm	All Categories	Kolkata, HO = 10 In W.B. (but not in Kolkata) = 5 Outside W.B. = 3	10
7	Places of Branch Offices of the CA Firm	Places of Branch Offices of the CA Firm	All Categories	N. Delhi = 2.5 Chennai = 2.5 Hyderabad = 2.5 Kolkata = 2.5	10
8	Annual average turnover for last 3 years of the CA Firm	Annual average turnover for last 3 years of the CA Firm	All Categories	> Rs.4.0 Crore = 10 > Rs.2.0 – Rs.4.0 Crore = 7 Rs.>1.0 Crore = 5	10