



## **NATIONAL JUTE BOARD**

(A Statutory Body Ministry of Textiles, Govt. of India)

5 & 6 Floor, Patsan Bhawan, Block-CF, Action Area, New Town Kolkata-700 156

Tel: +91-33-2202 1150, 2324 0013, 2324 0014,

E-mail: [jute@njbindia.in](mailto:jute@njbindia.in), Website: [https:// www.jute.com](https://www.jute.com)

### **INVITATION FOR BIDS**

**NIT No. 3/NJB/INT. AUDIT/SELECTION/2022-23/2025-26**

**Date: 26/08/2025**

**Last date & time for submission of Bid: Within 7 Working Days i.e. 3<sup>rd</sup> September, 2025 (at 3.30 p.m.)**

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

### **IMPORTANT NOTE-**

Applicants are hereby instructed to submit their bids in a properly sealed envelope, clearly superscribed with the Bid Reference. The same must be addressed to **the Secretary, National Jute Board, and reach the office at 5th & 6th Floor, Patsan Bhawan, Block-CF, Action Area-I, New Town, Kolkata – 700156**, within the stipulated time

1. The National Jute Board (NJB) is an autonomous statutory body functioning under the administrative control of the Ministry of Textiles, Government of India. The Head Office of NJB is located in Kolkata, with its Branch Office in New Delhi. As a promotional agency, NJB is mandated to promote Indian Jute and Jute products both within the country and overseas. Being a non-profit organization, it prepares its Receipts and Payments Account, Income and Expenditure Account, and Balance Sheet on an annual basis. The Board is fully funded by the Ministry of Textiles, Government of India.
2. The National Jute Board (NJB) invites Bids, in the prescribed format, from Chartered Accountant (CA) firms based in Kolkata for appointment as Internal Auditors for its Head Office and Branch Office(s). The selected firm will be required to carry out the Internal Audit of the Head Office and each Branch Office separately for the financial year commencing from 1st April, 2025 to 31st March, 2026. Subject to satisfactory performance, the tenure of engagement may be extended for a further period of one year at the discretion of the Board.

3. Interested Chartered Accountant (CA) firms are requested to duly fill in the enclosed formats (kindly note that only the prescribed formats shall be accepted) and submit the same in a sealed cover, so as to reach the undersigned on or before 3<sup>rd</sup> September, 2025 by 3:30 p.m. at the following address:

**The Secretary**  
**National Jute Board**  
**5th & 6th Floor, Patsan Bhawan**  
**Block-CF, Action Area-I**  
**New Town, Kolkata – 700156**

4. The Bid proposal, duly filled in and signed as per the enclosed format, must be submitted in a sealed cover, superscribed with the Bid No., date, and the caption **‘Appointment of Internal Auditors’**. The Bid must reach the undersigned on or before the stipulated due date and time. Bids submitted through any other mode, including e-mail or fax, shall not be accepted and will be summarily rejected. Likewise, responses received after the due date and time shall not be considered, and no correspondence in this regard will be entertained. The National Jute Board shall not be held responsible for any loss, delay, or non-receipt of Bid responses. **Late submissions will not be accepted or opened under any circumstances.**
5. The Bid response must be free from corrections, overwriting, erasures, or alterations of any kind. Each page of the Bid document should be serially numbered and duly ink-signed by the authorized signatory, clearly indicating his/her name, designation, and affixing the official seal of the firm.
6. The offers received in time are considered as valid and shall be opened on **3<sup>rd</sup> September**, 2025 (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 in any form by the respondents, including submission of unsolicited letters relating to the Bid or attempts to make post-submission corrections, shall render the Bid liable to outright rejection without further consideration
8. Any cost or expenditure incurred by the respondents in the preparation and submission of the Bid shall be borne by them entirely, and no claim whatsoever in this regard shall be entertained by NJB.
9. Conditional offers shall not be accepted and will be summarily rejected without any further correspondence.
10. The National Jute Board (NJB) shall not be bound to accept any Bid response, in whole or in part, and reserves the right to reject any or all responses without assigning any reason thereof. The decision of NJB in this regard shall be final and binding.

11. Non-compliance with any of the instructions stipulated in this document may result in the Bid being disregarded and excluded from consideration.

*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](mailto:jute@njbindia.in) and +91-33-2202 1150, 2324 0013, 2324 0014.*

Yours truly,

Secretary, National Jute Board

## TERMS AND CONDITIONS

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

In the interest of equity of treatment, bids will be processed strictly as per the standard prescribed formats enclosed at Annexure-3A & 3B (Technical Bid) and 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. The Selected CA Firms should have its Head Office in Kolkata and should work from the premises of National Jute Board Head Office.
2. CA firms, once appointed, will have to conduct the Audit themselves and shall 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.
3. The appointment for internal audit is for a period of one year, on the basis of Quality and Cost Based Selection (QCBS), subject to satisfactory performance in the first year.

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

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

**Financial Marks (F) =  $100 \times (\text{Financial Index given by the Lowest Bidder} / \text{Financial Index given by the Bidder})$ .**

The bids will finally be evaluated on Total Marks determined by the following formula:

**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 the highest Total Marks will be selected.

#### 4. Procedure for submission of Bids

The sealed tender must be submitted in one large envelope superscripting "*Internal Auditor for NJB*" containing two separately sealed small envelopes, one for "*Technical Bid*" and another for "*Financial Bid*", superscribed accordingly, and addressed to **The Secretary, National Jute Board, 5th & 6th Floor, Patsan Bhawan, Block-CF, Action Area, New Town, Kolkata – 700156**, on or before **3<sup>rd</sup> September, 2025 at 3:30 P.M.**

The Technical Bid envelope must contain the technical bid format in the prescribed Proforma as per Annexure-3A & 3B along with an Earnest Money Deposit (EMD) of Rs. 5,000/- (non-interest bearing) in favor of NJB and payable at Kolkata, with all relevant documents in support of eligibility and experience criteria.

The Financial Bid envelope must contain only the financial bid format as per Annexure-4. The financial bid shall include professional fees/charges for both Head Office and Regional Offices. In addition, TA/DA will be reimbursed as per company norms for visits to Regional Offices. NJB will not accept any claim other than the professional fees/charges specified in the financial bid.

The Technical Bid will be opened at NJB, Kolkata (Accounts Department) on **3<sup>rd</sup> September, 2025 at 16:00 Hrs** in the presence of the bidders who wish to attend. The Financial Bid will be opened on a date that will be communicated only to those bidders who are found technically qualified, after evaluation of eligible technical bids as per the selection criteria provided. Any further clarifications can be sought from **Smt. Sarmistha Dutta, Director (Finance), NJB.**

5. CA firms quoting the financial bid should follow the instructions below while submitting their financial bid:

- i. Internal Audit Fees (including applicable taxes) should be quoted per annum, and payment will be made on an 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) GST will be paid additionally, upfront, as invoiced, at 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 branch offices.

5. The scope of the Internal Audit is as indicated in 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 merely on 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 within the stipulated period following the close of each half year. The Internal Auditor is expected to draw up the Audit Program in consultation with the Director (Finance & Economics Services) and any other officer as informed by NJB for this purpose, in order to adhere to the prescribed date for submission of the report.
9. The report is to be submitted in three hard copies. Additionally, a soft copy of the report will be required. The distribution will be indicated later. The soft copy may be either in Word or PDF format and may include tables in Excel, to be provided on a CD.
10. The Audit Reports shall be addressed to the Secretary, NJB.
11. Bids should be submitted in the relevant formats for the Technical Bid (Annexure-3A & 3B) enclosed only. No other format will be accepted. The Financial Bid must be submitted as per Annexure-4 enclosed only. Other supporting documents are to be enclosed along with the prescribed formats.

**Scope of Work**

	HR & Payroll	<ul style="list-style-type: none"> <li>- Updation and maintenance of Employee Files &amp; Service Books</li> <li>- Recruitment &amp; Selection</li> <li>- Separation/Transfers</li> <li>- Attendance &amp; Leave Records</li> <li>- Preparation and adherence to Training activities</li> <li>- Payroll Processing</li> <li>- Process of fixation and calculation of arrears as per revision of pay scale (if any)</li> </ul>
	Cash & Bank	<ul style="list-style-type: none"> <li>- Cash Payments &amp; Receipts</li> <li>- Custody of Physical Cash &amp; Cheque Books</li> <li>- Bank Payments &amp; Receipts</li> <li>- Physical Verification &amp; Reconciliation Process</li> <li>- Obtaining and monitoring Cash Insurance &amp; Security</li> <li>- Preparation of Bank Reconciliation Statement</li> <li>- Defining and adhering to Cash Levels &amp; Holding</li> <li>- Short Term &amp; Long-Term Deposits and Interest Review</li> </ul>
	Administration	<ul style="list-style-type: none"> <li>- Test checking of transactions, vouchers etc.</li> <li>- Maintenance of books of accounts as per statutory guidelines</li> <li>- Review of the following expenses: Car Hire, Repair &amp; Maintenance, Guest House, Travel &amp; Tours, Office Rent, Security Services, Printing &amp; Stationery, Courier Services, Communication</li> </ul>

		Charges, and all other expenses not detailed above
Regulatory	Law Department	<ul style="list-style-type: none"> <li>- Review of status of pending legal cases</li> <li>- Empanelment of Lawyers and their payments</li> <li>- Review of IT General Controls around data access, data and physical security, back-up, help desk</li> </ul>
	Hindi Department	- Compliance with regulatory requirements of the Annual Program for transacting the official work of the Union in Hindi issued by the Department of Official Language
	Statutory Compliances	- Timely deposit of dues and returns (i.e. TDS, GST, etc.)
	Secretarial Department	<ul style="list-style-type: none"> <li>- Dispatch of Annual Reports within the specified period.</li> <li>- Maintenance of registers, records, etc.</li> </ul>
Other	Advertisement & Tenders	- Advertisement release process and their payments.
	CAG Query List	- Closed CAG query accounting entries for FY 2022-23 and previous years, as applicable.
Audit of JMDC Staff Provident Fund Accounts	<ul style="list-style-type: none"> <li>- Audit of individual fund accounts along with interest calculation.</li> <li>- Investment of JMDC staff provident fund</li> </ul>	<ul style="list-style-type: none"> <li>- Review and examination of entire accounts, including individual account balances and investment of available funds.</li> <li>- Comment on the effectiveness and adequacy of internal control for the organization as a whole.</li> <li>- Audit of accounts of JMDC staff PF for 2023-24.</li> </ul>



**The selected Auditor should function in a way, so that following are achieved.**

1. Structured audits with focus on identifying control gaps.
2. Follow-up for timely resolution of findings.
3. Inclusive scope covering all branches (including Delhi).
4. Periodic risk-based audit planning to prioritize high-risk areas and optimize resources.
5. Monthly clearance of suspense accounts.
6. Maintain complete tender documentation.
7. Use GRNI for assets received before invoicing.
8. Set off accrued vs. received interest properly.

The above list (as per NJDP Scheme) is indicative and not exhaustive.

***(On letterhead of the Firm)*****Format for Submission of Technical Bid**

(A) Name of the Firm:

(B) Number of Partners:

S. No.	Name	Qualification	Associate / Fellowship	Membership No.	Certificate of Practice No.	Supporting Documents

(Enclose a copy of the 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 Office / Branch Offices:  
(This may be given on a separate attached sheet.)

(E) Name of Contact Person along with landline and mobile numbers:

(F) Permanent Account Number (PAN) of the Firm: (For information only)

(G) GST Registration No.: (For information only)

I, ....., an authorized partner of the firm, certify that the above information is true and genuine. If appointed as Internal Auditor and JMDC Staff Provident Fund Auditor, my firm will abide by the rules of the company with respect to maintaining secrecy of data/information.

Seal of the Firm

Signature of Authorized Signatory 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 Sl. No.
1	Compulsory conditions: Existence of the firm for a minimum period of 5 years; Annual average turnover for last 3 years of the firm should be at least Rs. 50.00 lakhs;  Internal audit minimum experience of 3 years of statutory body/Govt. organization/PSU/Head Office/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 FirmDate:

Place:

**Annexure-4**

(On letter head of the Firm)

Proforma for Financial/Price Bid (for conducting Internal Audit and JMDC Provident Fund  
of NJB for the Financial Year 2022-23)

Sl. No.	Particulars	Rate	Amount in Words
1	Fees for audit work for the period..... (a) Head Office – Kolkata including JMDC Staff PF (b) Branch Office – New Delhi (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	GST as applicable		
4	Total Amount		

Seal of the Firm

Signature of Authorized Signatory of the Firm

Date:

Place:

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

<b>Sl. No.</b>	<b>Heading</b>	<b>Description</b>	<b>Criteria for Point Allotment</b>		<b>Maximum Points</b>
1	Age of CA Firm	Age of CA Firm should be given	All categories	>15 years – 15>10–15 years – 105–10 years – 5<5 years – 0	20
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 – 20>10–15 years – 105–10 years – 5<5 years – 0	20
3	Empanelment with CAG	Empanelment of the CA Firm with CAG	All categories	Empanelled = 15  Not Empanelled = 0	20
4	Number of Partners of the CA Firm	Total number of partners	All categories	11–20 = 15  6–10 = 10  1–5 = 5	20
5	Partners who are FCA	Number of FCA partners	All categories	11–20 = 10  6–10 = 8  1–5 = 5  0 = 0	10
6	Head Office of the CA Firm	Place of Head Office at Kolkata	All categories	Kolkata, HO = 10	10