



**M/s NORTH EASTERN REGIONAL AGRICULTURAL MARKETING
CORPORATION LTD. (NERAMAC)**

(A GOVERNMENT OF INDIA ENTERPRISE)

**REGISTERED OFFICE AT 9, RAJABARI PATH, G.S ROAD, GANESHGURI,
GUWAHATI 781005,**

**BID FOR SELECTION AND APPOINTMENT
OF
INTERNAL AUDITOR FOR THE FY 2019-20 & 2020-21**

REGISTERED OFFICE:

**NERAMAC LTD.
9, Rajbari Path, Ganeshguri,
Guwahati- 781005, Assam**

NERAMAC invites BID for selection and appointment of Sole proprietor/partnership firm/LLP of Auditors for the Internal Audit for the FY 2019-20 and FY 2020-21. Interested party / Firm having relevant experience with sound financial condition may download the BID document/Form from NERAMAC's website: <https://NERAMAC.com>

Important Dates:

Last date and time for the submission of Bid : **15.02.2021 at 14.00 hrs**

Date of opening of Bids : **15.02.2021 at 16.00 hrs**

Submission and Place of opening of Bids : **NERAMAC HEAD OFFICE
9, Rajbari Path, Ganeshguri,
Guwahati- 781005, Assam**

In case the date opening falls on a holiday, the bids shall be opened on next working day at the same time and it will be binding on the Tenderer / Bidders for acceptance.

Contact person:-

Name : **Mr. Sanjiv Kumar Rai**
Designation : **Company Secretary**
Phone No : **99541-72236**
Email : **secretary.neramac@gmail.com**

INTRODUCTION:-

M/s North Eastern Regional Agricultural Marketing Corporation Ltd (hereinafter referred to as “NERAMAC” for brevity) a Government of India Enterprise, under Ministry of Development of North Eastern Region having paid-up share capital of Rs. 7.62 crore. Registered/Head office of the Company situated in Guwahati and having zonal offices in different states of North-Eastern Region.

A. GENERAL TERMS & CONDITIONS

1. Firm of the Chartered Accountants having minimum experience of five years and having experience of conducting Internal/Statutory Audit of the Public Sector Enterprises.
2. Having place of business in Guwahati, Assam.
3. Appointment of the Internal Auditor shall be valid for the FY 2019-20 and 2020-21 only.
4. The Internal Auditor shall be responsible for carry out the Internal Audit of the Company for the FY 2019-20 and FY 2020-21 and to verify the compiled accounts for the said financial year.
5. During the course of Audit sufficient staff of the Internal Auditor/Internal Audit firm shall be available at the disposal of the Company.
6. The Internal Audit shall be a time bound programme and must be completed **within one month** from the date of issue of work order.

B. ELIGIBILITY CRITERIA/MANDATORY DOCUMENTS

1. The BIDDER should be any individual or firm of Chartered Accountants or LLP with relevant experience as aforesaid.
2. The BIDDER should have adequate, qualified & experienced manpower.
3. Copies of Certificate of practice, firm constitution certificate, PAN and GST must be furnished.
4. Details of the major works executed during last three years with details of clients.
5. Preference shall be given to bidder having experience of Public Sector Enterprises.

c. SCOPE OF WORK

(A) Internal Audit:

1. Vouching of Cash Book & Journal, checking of General Ledger, Subsidy Ledgers, Purchase & Sales Registers, Stores & Spares etc. including verification of statutory payments like CPF.
2. Checking of Balance Sheet, P&L Account in compliance with Accounting Standards and recommending necessary rectifications, if any prior to Statutory and CAG Audits.
3. Checking of applicability of various taxes like Income Tax, GST, Customs Duty, Octroi, Cess Duty, Labour Cess etc. and ensuring compliance o various provisions thereof.
4. Verification of administrative expenses at all offices of NERAMAC Ltd. to curtail excessive and unproductive expenditure to reduce financial burden on NERAMAC. Pointing out excessive expenses incurred by Zonal and unit offices of NERAMAC and officers and staff personal advance money taken from NERAMAC office but outstanding by March 2018 & March,2019.Pointing out excessive expenditure without head office approval without regards to austerity measures circulated well in time.
5. Verification of implementation of standard system of payments to parties, tax authorities, transfer of funds to and fro head and zonal offices without keeping loop holes for frauds and mischief.

Signature of Applicant with Seal

6. Checking of stock books at all the zonal/unit offices and stocking points in each state. Physical verification of stocks available in the warehouses/plants/rented godown etc and pointing out physical shortages in the stock.
7. Checking of monthly Bank Reconciliation Statements.
8. Analysis of any over payments, payment without approval by any NERAMAC officers.
9. Certification required for the purpose of MoU performance evaluation of financial & non-financial parameters.
10. Checking age wise list debtors without recovery by NERAMAC officers from private parties/ individuals/traders for the past 10 years. Pointing out involvement of officers and staff providing goods/products on credit without sufficient security for payment. Reporting of any fraud/physical and money shortages at any office within immediately after revelations of misappropriation. The internal auditors should have to visit each NERAMAC offices in all eight states of NE regions at least twice in a year with gap in two visits minimum four months for carrying out internal audit on above points and submit the report to Managing Director within 15 days of completion of visit to offices/units.

(B) Listed Duties:

1. Streamlining of standard procedures of accounting including imprest cash system, certification of bills by officers and staff, inventory control, physical verification of stock twice annually.
2. Checking evaluation of proposals from other departments specially purchases of products, material, long term business proposals, agreements with financial implications etc. and providing training to officers and staff on how to evaluate business proposals and judge financial implications thereof.
3. Identifying & appraising NERAMAC management of the critical areas where austerity measures may be taken in the day-to-day operations.
4. Setting up of standard procedure to follow standard finance and accounting policies to minimize frauds, stock shortages, timely accounting, timely payments, tax reimbursement, filling tax returns and avoiding financial liability on NERAMAC due to delay in filling returns annually and keeping all statutory information on record for audit.
5. Create awareness amongst the officers & staff on maintenance of important finance and accounts records for various statutory requirements & verification by auditors and other statutory authorities. Internal Auditors may require visiting each of NERAMAC unit offices in a financial year for which train/bus fare will be reimbursed along with Boarding & Lodging expenses as per rule.
6. Preparation of standard procedures & guidelines for circulation and implementation to all the unit office and monitoring their implementation.
7. Any other important work assigned by Managing Director, NERAMAC audit committee and board time to time.
8. Guide and Assist in house employees of NERAMAC for asset and stock verification process.

Apart from the duties and responsibilities given at (A) & (B) above, the Internal Auditors may require to perform other important works as assigned by the Management of **NERAMAC** Ltd. from time to time.

D. PROCEDURE FOR SELECTION:-

All the applications received in response to BID will be scrutinized by the Committee to be formed by NERAMAC LTD. in two phase evaluation process. The decision of the Committee in the evaluation of the Bids shall be final.

The appointment of the Internal Auditor shall be subject to the approval of the Audit Committee of the Board of Directors of NERAMAC Ltd.

Phase-I:

All the proposals received will be scrutinized to assess their eligibility based on the qualifying criteria. Proposals which do not meet the qualifying criteria will be rejected. On fulfilling the eligibility criteria NERAMAC will finalize firm on the basis of the following evaluation criteria.

Sl.no	Description	Scores
1.	Experience of five years	10
2.	Experience in Public Sector Enterprise	20
3.	Number of partners	10
4.	Number of manpower including interns	10
TOTAL		50

Phase-II:

Shortlisted firms will be accessed based on the financial bid submitted as follows:

Sl.no	Description	Scores
1.	Fees quoted for Internal Audit of Accounts for the FY 2019-20	50
	Fees quoted for Internal Audit of Accounts for the FY 2020-21	
TOTAL		50

Selection of the successful bidder(s) for empanelment shall be on the basis of the highest scores.

E. ISSUE OF WORK ORDER:

Successful bidders shall be favoured with a Letter of Acceptance of bid. On acceptance of offer, work order will be issued.

F. PENALTY

In case of default to submit the Internal Audit Report with the time period allotted in the work order, penalty in the form of deduction from the fees may be imposed on the Internal Auditor/ Internal Audit Firm.

G. UNDERTAKING:

I/we have gone through the BID Documents and accepted all the terms and condition of the BID and bound by the conditions given in the document as well as in the general terms and conditions.

We agree that any BID may be rejected if the competent authority feels that the response to BID is not qualified enough for the selected bidder to execute the work.

Read Seen & Accepted

BID FORM

To,

**The Managing Director,
NERAMAC LTD.
9, Rajbari Path, G.S Road,
Guwahati – 781005, Assam,**

Subject: BID for selection and appointment of firm/LLP of Auditors for the Internal Audit for the FY 2019-20 & 2020-21

Dear Sir,

Undersigned having read and examined in detail the BID documents and terms and conditions thereof, do hereby express the interest to do the work as specified in the document.

S.No.	Information	Details
1.	Name of the Bidder (In capital letters)	
2.	Status (Sole proprietorship/registered Firm, Partnership Firm/LLP) with details and proof thereof	
3.	Office Address	
4.	Telephone No	
5.	Email/Website address :	
6.	PAN No :Copy to be enclosed	
7.	GST No. Copy to be enclosed	
8.	Firm Registration Number : Copy to be enclosed	

We enclose herewith the following documents:

1. Copies of firm constitution certificate, certificate of practice.
2. Self attested copy of PAN/TAN card, and GST registration of the Bidders.
3. Duly signed Bid Documents.
4. Self Attested copies of Supporting Documents.

CERTIFICATE

I/We hereby declare that I/we have carefully read and understood the terms and conditions of the BID and I/We confirm my/our acceptance to the Terms and Conditions stipulated.

It is hereby confirmed that I/We are entitled to act on behalf of our firm empowered to sign this document as well as such other documents, which may be required in this connection. In the event of my/our failure to abide by any of the Terms and Conditions, my selection/appointment shall be forfeited without prior notice.

Date:

(Signature of the Bidder)
Along with seal/stamp

Name :
Designation:

ANNEXURE-A**TECHNICAL BID BORM**

S.No	Description	Document Attached as Annexure	Yes / No Deviation, if any
1.	Name of the Proprietorship Firm/Partnership firm		
2.	Office address		
3.	Telephone & Mobile No.		
4.	Email Id		
	Details of Person who shall serve as the contact person for NERAMAC (Name, Residential Address, Mobile, Email Id)		
6	Name of qualified partners with membership no and post qualification experience.		
7	Number of Staff/intern at present		
8	Power of Attorney if applicable		
10	Minimum Five Year experience		
	PSE experience		
	Brief details of nature of work performed		
11	Any other point like to be added		

To,
The Managing Director,
NERAMAC LTD.
9, Rajbari Path, G.S Road,
Guwahati – 781005, Assam,

FINANCIAL BID FORM

Subject: BID for Selection and appointment of Internal Auditor for FY 2019-20 & 2020-21

Dear Sir,

With reference to your BID we submit herewith our financial bid as per the Terms and Conditions provided by you on the following rates.

Sl. no.	Description	Fee exclusive of GST (INR)
1.	Fees for 2019-20	
2.	Fees for 2020-21	

I/We have carefully read the terms and conditions of the BID and are agreed to abide by these in letter and spirit.

Date:

(Signature of the Bidder)
Along with seal/stamp

Name :

Designation: