

Central Coalfields Limited
सेंट्रल कोलफील्ड्स लिमिटेड
Internal Audit Department
आंतरिक अन्वेषण विभाग



कोल इण्डिया लिमिटेड
Coal India Limited
भारत सरकार का उपक्रम
Government of India Undertaking
एक कर्नाल कंपनी A Maharatna Company



No. IA/CCL/Apptt./OS Firm/Stores/18-19/2564

Date : 29/10/2018

EXPRESSION OF INTEREST

EMPANELMENT FOR THE APPOINTMENT OF CHARTERED ACCOUNTANTS / COST ACCOUNTANTS PARTNERSHIP FIRMS / LLP / PROPRIETORSHIP FIRMS FOR PHYSICAL VERIFICATION OF CENTRAL / REGIONAL / CHARGED OFF STORES OF CCL AS ON 31.12.2018 & NL/PL RECONCILIATION OF CENTRAL STORES BARKAKANA AS ON 31.12.2018

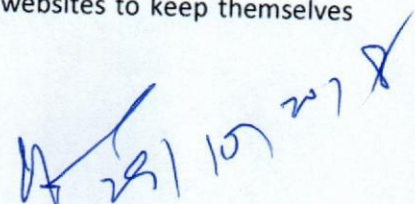
Central Coalfields Limited, a subsidiary of Coal India Limited invites an Expression of Interest from Chartered Accountants / Cost Accountants Partnership Firms / LLP / Proprietorship Firms for empanelment and appointment for conducting physical verification of stores and NL / PL reconciliation in CCL as on 31.12.2018.

Eligible candidates may send their application in the prescribed format with details of required documents in a sealed envelope superscribed "EOI for empanelment of Auditors for physical verification of stores as on 31.12.2018" through Registered / Speed Post or courier service so as to reach GM (Fin/Internal Audit), Central Coalfields Limited, Internal Audit Department, 2nd Floor, Kaveri Building, Darbhanga House, Jharkhand, Ranchi – 834001 latest by 26th November, 2018 at 04:00 P.M. No offer will be entertained, if it is received after due date and time.

All relevant documents duly signed and sealed must be enclosed with the application. In absence of documentary evidence, no marks will be accorded to a particular criterion, without assigning any reason. All the terms and condition laid down in brief EOI available in websites, bound to be accepted by the firm after assigning the above work to them. Filled up application should be clear and should be readable. In case of any correction, the same should be authenticated by the partner.

Central Coalfields Limited reserves the right to reject or accept or withdraw the EOI in full or part, as the case may be, without assigning any reasons thereof. No conditional offer will be accepted.

The brief detail of EOI is available on the websites: www.centralcoalfields.in / www.tenders.gov.in / www.eprocure.gov.in. Further all corrigenda, addenda, time/due date of extension etc. if any, to Expression of Interest (EOI) will be hosted/notified on the above websites and will not be published in the newspapers. The firms are requested to visit regularly the above websites to keep themselves updated.


GM (Fin/IAD)
CCL HQ, Ranchi

(A) SCOPE OF WORK

➤ **PHYSICAL VERIFICATION OF STORES & SPARES :-**

The Scope of work of physical verification of stores & spares:-

- 1) The physical verification shall be done at Central / Regional stores as well as site / colliery stores including diesel & lubricants depot and Medical stores.
- 2) Audited physical balance statement as on 31st March, of the previous year if any, shall be taken as opening balance.
- 3) Checking and verification of physical balances as on the day of verification, which includes counting / measuring / weighing etc.
- 4) Tracking the receipt and issue of the material between the intervening period with reference to Cardex / Bin Card / Stores Ledger along with necessary adjustment to arrive at the derived physical balance as on the date of verification.
- 5) Item-wise discrepancies, if any, between book balance as on the date of verification, and derived physical balance as on the date of verification, to be submitted to the Depot officer for verification and acceptance.
- 6) List of stores and spares for which no D.S.R / D.R.R has been prepared as on the date of physical verification is to be submitted separately with reasons thereof.
- 7) Whether action taken by the management against the discrepancies observed in the physical verification report of last year is to be reported by the auditor.
- 8) Statement of physically verified obsolete / non-moving stores and spares beyond three years and five years, if any, to be reported separately along with last date of movement.
- 9) Whether the records maintained in respect of scrap material are satisfactory and complete is to be reported.
- 10) To report the status of recovery of store materials issued on loan, if any, to the employees and contractors.
- 11) Statement of insurance claims lodged with insurance company for shortage / damaged material received in store should be submitted.
- 12) The auditor has to report whether the materials lying in the stores have been properly stored to avoid damage and pilferage.

➤ **RECONCILIATION BETWEEN NUMERICAL STORES LEDGER & PRICED STORES LEDGER OF CENTRAL STORES BARKAKANA:**

- (1) Reconciliation of the difference in quantity between the Cardex / Numerical Ledger (NL) and Stores Price Ledger (PL) as well as difference in value between NL & PL as on 31.03.2018 with a suggested accounting entry for such reconciliation.
- (2) Verification of the Cardex / Numerical Ledger(NL) in respect of the receipt of the Materials with the help of Daily Receipts Register (DRR) and Depot Transfer Receipt (DTR) strictly as per Material Code and the corresponding checking of the same into the Stores Price Ledger(PL).
- (3) Verification of the Cardex / Numerical Ledger(NL) in respect of issue of the materials with the help of Daily Issue Voucher (DIV) and Depot Transfer Issue (DTI) as per Material Code and the corresponding checking of the same into the Stores Price Ledger (PL).
- (4) Preparation of statement of differences arising out of such reconciliation in quantity, price and material code between the Cardex / Numerical Ledger (NL) and Stores Price Ledger (PL) with corrective accounting entries.

(B) AUDIT FEES, TA, BOARDING, LODGING & LOCAL TRANSPORTATION AND OTHER FACILITIES

(I) AUDIT FEES:

- 1) Fees for physical verification of stores Rs.4.50 per live card (i.e. excluding nil balance items) excluding boarding and lodging and transportation.
- 2) Fees for NL/ PL reconciliation Rs. 4.70 per item / per card excluding boarding and lodging and transportation.
- 3) GST will be paid extra by CCL to the Audit Firm along with the professional bills, against documentary evidence.

(II) TRAVELLING ALLOWANCE:

Partner will be entitled for rail fare by AC 1st class or Air Fare by economy class, Qualified Assistants by AC 2nd Class and Semi-qualified assistant by AC 3rd class on submission of proof of journey, for to and fro journey undertaken once during the audit period. For this purpose, journey will be considered from the firm's nearest office given in the profile to the place of audit. In case of journey by mode other than above, TA will be limited to entitled class or actual fare, whichever is lower, subject to production of documentary evidence.

(III) BOARDING, LODGING AND LOCAL TRANSPORTATION :

The Company will provide free boarding, Lodging and local transport facility to the Audit Team and Partner.

(C) AUDIT TEAM:

- 1) A practicing Chartered Accountants or Cost Accountants Partnership Firms / LLP / Proprietorship Firms registered with the Institute of Chartered Accountants of India / Institute of Cost Accountants of India, appointed to conduct Audit should depute audit team in the HQ/ Area/Units.
- 2) The Audit Team should consist of one qualified CA/CMA and three Inter CA (IPCC) / Inter CMA semi qualified assistants.
- 3) Normally the composition of audit team should not be changed. However, under certain circumstances beyond control of the Audit Firm, if the same needs to be changed in any manner, it may be done under intimation to GM/HOD (Internal Audit), CCL (subject to verification of credentials of the new incumbent to be sent alongwith the intimation with photo proof of qualification, PAN card, Aadhar Card and a brief profile). The audit team members should carry Photo ID issued by the Audit Firm, PAN Card, Aadhar Card and other credentials.
- 4) The Partner of the firm or a senior Chartered Accountant / Cost Accountant with minimum 5 years post qualification experience should visit at the time of the start of the work and also at the time of finalizing the audit report.
- 5) The audit team will conduct the audit as per Manual, rules and regulations, guidelines, instructions, delegation of power etc. and in consultation with concerned officials at HQ/Project/Unit as the case may be.
- 6) The audit team shall commence the work within 7 (seven) days from the issue of the appointment letter and the job is to be completed in all respect along with the audit report within the specified period mentioned as under from the date of commencement:
 - (i) Physical verification of Stores in Central Stores, Barkakana..... 45days
 - (ii) NL/PL reconciliation in Central Stores, Barkakana..... 45 days
 - (iii) Physical verification of other Regional / Charged off Stores..... 30 days

- 7) The Audit Firms shall submit their reports both in soft and hard copy to CGM/GM of the area and in the case of HQ, to the GM (S&IC), CCL. The Audit Firms are required to submit the copy of the audit report (both in soft copy and hard copy) of the H.Q./Area/Unit to GM (F/IA) & GM (F-A) and also to Depot Officer & AFM of the respective area of CCL.

(D) TERMS OF REFERENCE:

- 1) A firm which has been appointed as Internal Auditor in Coal India Limited or any of its subsidiary companies and served last three consecutive years or part thereof (i.e. F.Y. 2015-16 to 2017-18) would not be considered for appointment of Store Auditor in CCL.
- 2) The firms which have been appointed by CIL or any of its subsidiaries for the year 2018-19 as Internal Auditor / Cost Auditor / Statutory Auditor, must restrain themselves from submission of their profiles, as the same will not be considered.
- 3) The firm which have been removed from the assignment of internal audit / statutory audit / store audit / cost audit from CIL or its subsidiaries during F.Y. 2012-13 to 2017-18, or have been held guilty by the ICAI disciplinary process in the last 10 years or who is under investigation or has been charge sheeted or punished for any legal default with imprisonment will not be considered for appointment.
- 4) The Audit Firms, who had previously refused to accept the appointment of audit work in CCL will be debarred for empanelment.
- 5) The Audit Team will work in strict confidence and will ensure that the information in respect of the operation of the Area/Unit is dealt in strict confidence and secrecy. A certificate towards maintaining confidentiality is to be provided by each member of the Internal Audit team before commencement of the audit.
- 6) Dispute / difference, if any, shall be mutually settled with CGM/GM of the Area/Unit/HQ. If the dispute could not be settled at CGM/GM level, it will be forwarded to the CMD for decision, which will be final and binding to all concerned.

- 7) CCL reserves right to terminate the appointment after serving notice of one month in advance.
- 8) No advance against fees shall be made.
- 9) Provision for TDS under Income Tax Act is applicable as per IT rules and PAN should be communicated to concern paying authority.
- 10) GST registration number, Bank Account number with details of name of the Bank, Bank Mandate (For electronic fund transfer), Branch address, Branch Code & Cancel Cheque etc. must be communicated to concerned paying Authority.
- 11) The Audit Firm must not sub-contract the work. Only partners of the firm or employees or qualified associates whose bio data is provided at least 7 days in advance can take up the audit.
- 12) Time is the essence of the contract. If the work cannot be commenced and completed as per schedule, the company may terminate the contract without assigning any reason whatsoever for the same.
- 13) It may be noted that adverse performance, specially due to delay in submission of report or abandoning the work altogether will be viewed seriously and the firm will not be considered for appointment in subsequent three years.
- 14) The work with accuracy is of paramount importance.
- 15) Bill for audit fees will be paid only after completion of audit and submission and acceptance of report in all respect.
- 16) The store audit assignment will be terminated and the audit firm will also not be considered for appointment of store audit in CCL, in the following cases :
 - (a) If the firm obtains the appointment on the basis of false information / false statement.
 - (b) If the firm does not take up audit in terms of appointment letter within one month.
 - (c) If the firm does not submit the Audit Report, complete in all respect, in terms of appointment within stipulated time.

- (d) If performance of the firm is not found satisfactory.
- (e) If any fraud / embezzlement is detected subsequently and not reported by Internal Auditor.
- (f) If a firm is appointed as Internal Auditor in CIL or any of its subsidiaries, neither the firm nor any other firm or partners related in any manner will not be appointed as Store Auditor in CCL for the year 2018-19.

17) All the pages of Expression of Interest should be numbered and binded in well manner.

(E) DECLARATION:

The declaration must be provided alongwith the application/EOI with signature and seal of the managing partner of the firm containing the following information:

- 1) All the terms and condition of EOI has been accepted unconditionally.
- 2) The persons of the firm are not related in any manner whatsoever with any existing or past audit firm or past and present employee of Coal India or any of its subsidiaries or Directors or any person who is employed with Government of India. Past association upto last three years of personal or financial or any other association of any kind now or in last three years is prohibited.
- 3) All the information furnished with the Expression of Interest are true and correct.
- 4) Our firm has not been appointed as Internal Auditor / Statutory Auditor / Cost Auditor for the financial year 2018-19 or part thereof.
- 5) Name of the partner / qualified assistant / semi-qualified assistant given in the profile are working in the firm as on 01.01.2017 and continuing thereafter.
- 6) Our firm having registered / branch offices as on 01.01.2017 and continuing thereafter within the state, in which head quarter of CCL is situated or having its mining operation.

(F) SELECTION CRITERIA :

Sl. No.	Criteria	Basis of Marks	Max Marks
1	Experience of the Firm: Shall be reckoned from the date of joining of an existing partner with the Firm and having the longest association with the firm.	1.5 mark per year (fraction of the year to be ignored)	15
2(A)(i)	Number of full time partners / full time qualified persons having more than 5 years' experience in practice in the firm/Limited Liability Partnership who is in the firm as on 01.01.2017 and continuing thereafter.	3 marks for each partner/person who is ACA/ACMA. 4 marks for each partner/person who is FCA/FCMA.	25
2(A)(ii)	Number of full time partners / full time qualified person having more than 5 years' experience in practice in the firm/ Limited Liability Partnership having DISA/CISA who is in the firm as on 01.01.2017 and continuing thereafter.	2 marks for each partner/person having DISA/CISA	5
2(B)	Association of the full time Partner/ full time qualified person with more than 5 years' experience in practice with the same firm (who is in the firm as on 01.01.2017 and continuing thereafter).	4 marks for each partner/person above 20 years. 3 marks for each partner /person above 15 years. 2 marks for each partner/person above 10 years. 1 mark for each partner/person below 10 Years but above 5 Years. (fraction of the year to be ignored)	10
3.	Number of full time qualified assistants who is an ACA/ACMA having experience of 5 years or less and is working with the firm as on 01.01.2017 and continuing thereafter.	1.5 marks for every qualified assistant	10
4	Number of full time semi-qualified assistants (Inter Cost/ Inter Chartered - IPCC - both group) & is working full time with the firm as on 01.01.2017 and continuing thereafter.	0.75 mark per semi-qualified assistant	5
5	Experience of the firm during last 10 years in conducting – ⇒ Statutory / Internal Audit ⇒ Physical verification of Stores in PSU / Govt. Companies /large companies with turnover of at least Rs. 100 crore during the last 10 years. ⇒ Concurrent Audit in PSU Banks during the last	2 marks per year of audit.	20

	10 years.		
6(A)	Audit firms having Registered Office / Branch Office within the state as on 01.01.2017 and continuing thereafter, in which company headquarter is situated or having its mining operation.		10
TOTAL MARKS			100

Note :

- 1) In case of tie in the marks scored, firm having seniority w.r.t. "Experience of the Firm" (As per Sl. No. 1 of Selection Criteria), will be preferred.
- 2) No marks will be given for the audit experience for the F.Y. 2018-19.
- 3) Panel will be prepared based on the highest marks to the lowest marks, however in case of tie among the firms scoring same marks, then priority will be given to the experience of the firm (as per Sl. No. 1 of Selection Criteria).
- 4) The registered / branch office mentioned in the latest firm's registration / constitution certificate issued by the Institute of Chartered Accountants of India (ICAI) / Institute of Cost Accountants of India (ICAI) will only be considered.

(G) FORMAT FOR SUBMISSION OF APPLICATION :

Sl. No.	Particulars	Details
1.	Name of the Firm with Registration no.	
	Registration No. and date of Registration of the firm	
2.	Registered Office Address & date of establishment	
3.	Branch Office Address & date of establishment	
4.	Contact No. of the Partner	
5.	Fax Number	
6.	Email address & website	
7.	Name, Membership No. and date of joining of existing partner with the Firm having the longest association. Ref : Selection Criteria : Sl. No. 1	
8.	Name and Membership No. of the full time partners and full time qualified persons having more than 5 years' experience in practice in the firm whether ACA / ACMA / FCA / FCMA as on 01.01.2017. Ref : Selection Criteria : Sl. No. 2(A)(i)	
9.	Name and Membership No. of the full time partners and full time qualified persons having more than 5 years' experience in practice in the firm as on 01.01.2017 having DISA / CISA. Ref : Selection Criteria : Sl No. 2(A)(ii)	
10.	Name, Membership No. and joining date of the full time partners / full time qualified persons with more than 5 years' experience in practice with the same firm as on 01.01.2017. Ref : Selection Criteria : Sl No. 2(B)	
11.	Name, Membership No. and joining date of full time qualified assistants who is an ACA / ACMA having experience of 5 years or less and is working with the firm as on 01.01.2017. Ref : Selection Criteria : Sl No. 3	
12.	Name and date of joining of semi-qualified assistants (Inter Cost / Inter Chartered – IPCC – Both Group) & is working full time with the firm as on 01.01.2017. Ref : Selection Criteria : Sl No. 4	
13.	Year wise experience of the firm in conducting Statutory / Internal Audit / Concurrent Audit / Physical verification of Stores in last 10 years: a) Name of PSU / Govt. Companies / PSU Banks b) Other large companies having turnover at least Rs. 100 crores during last 10 years. Ref : Selection Criteria : Sl No. 5	

Note : Following documentary evidence to be submitted with the application –

- 1) Latest Firm Registration / Constitution certificate not before the date of publication of notice inviting Expression of Interest (EOI) issued by the Institute of Chartered Accountants of India (ICAI)/the Institute of Cost Accountants of India(ICAI) must be enclosed(Application format – Sl. No 1, 2, 3, 7& 10).

- 2) Details of full time partners in the firm as on 01.01.2017 and continuing thereafter / full time qualified persons, having more than 5 years' experience in practice in the Audit Firm as on 01.01.2017 and continuing thereafter must be supported by document of constitution certificate or COP (Certificate of Practice) or any other document issued by ICAI for counting of no. of years' experience(Application format – Sl. No 8).
- 3) Details of full time partners having DISA/CISA who is in the firm as on 01.01.2017 and continuing thereafter / full time qualified persons having more than 5 years' experience in practice in the firm having DISA / CISA who is in the firm as on 01.01.2017 and continuing thereafter must be supported by DISA/CISA certificate issued by ICAI (Application format – Sl. No 9).
- 4) Details of full time qualified assistants who is an ACA / ACMA / FCA / FCMA and having experience of 5 years' or less and is working with the firm as on 01.01.2017 and continuing thereafter must be supported by membership certificate for consideration or mentioned in the supported constitution certificate issued by ICAI (Application format – Sl. No 11).
- 5) Details of semi-qualified assistants (Inter Cost / Inter Chartered – IPCC – Both Group) & is working full time with the firm as on 01.01.2017 must be supported by mark sheet of both group or inter/IPCC qualified certificate issued by ICAI (Application format – Sl. No 12).
- 6)
 - (i) Year wise experience of the firm in conducting Statutory Audit / Internal Audit / Physical verification of stores & spares during last ten years :-
 - (a) PSU/Govt. companies.
 - (b) Other large companies having turnover of atleastRs. 100 crores during the last ten years.
 - (ii) Year wise experience in conducting Concurrent Audit in scheduled bank during last ten years
For consideration of experience, Appointment Letter issued by competent authority duly signed in all respect or statement of accounts audited and duly signed by management of concerned company as well as partner of the firm, must be enclosed with the application (Application format – Sl. No 13).
- 7) All the documents should be signed of the managing partner with seal of the firm alongwith the application.

** ICAI means Institute of Chartered Accountants of India / Institute of Cost Accountants of India.