

INVITATION OF EXPRESSION OF INTEREST FOR APPOINTMENT OF STORE AUDITORS

Eastern Coalfields Limited invites Expression of Interest [EOI] for empanelment of 4 nos. of practicing firms of Chartered Accountants /Cost Accountants for conducting “Physical verification of store and spares and Reconciliation of Store ledgers with Financial ledgers on annual basis” of all of its 24 nos. of Stores of Areas/Units/workshops and HQ located in the states of Jharkhand and West Bengal for the FY 2018-19.

Eligible firms may send their EOI in prescribed format in a SEALED COVER through Hand delivery /Speed post or Courier services, so as to reach the office of **“The HOD, Internal Audit Department, Eastern Coalfields Ltd., CMD Office, Technical Building, IInd Floor, Sanctoria, P.O. Dishergarh 713333 ” within 10 days from the date of publication of this advertisement.** The prescribed format of EOI containing detailed terms & conditions can be downloaded from the website: www.easterncoal.nic.in.

Date of Closing – 21/03/2019 (4.00 PM)

Date of Opening EOI – 25/03/2019 (11.00 AM)

EASTERN COALFIELDS LIMITED**A. PROFILE OF THE AUDIT FIRM**

- 1 (i) Name / Title of the Firm :
(ii) Year of Establishment :
(iii) Status of Firm (Proprietor/Partnership) :
(iv) Details of Partners/Proprietor :
- 2 Registration no. of the Firm
(Please enclose the copy of certificate of Registration issued by the institute of Chartered Accountants of India/Institute of Cost Accountants of India in evidence of informations at Sl.no 1&2.)
- 3 Name of Qualified Assistants with Membership No. :
(Please enclose copy of the Membership Certificate issued by the respective institute.)
- 4 Name of semi – Qualified Assistants :
(Please enclose copies of the marksheet/certificate)
- 5 Audit Experience in Coal Industry :
(Please enclose copies of the appointment orders)
(i) Name of the Company :
(Please enclose copies of the Appointment orders)
(ii) Nature of Audit :
(iii) Year of Audit :
- 6 Audit Experience in other Public Sector Undertakings
(i) Name of the Company :
(Please enclose copies of the Appointment Orders)
(ii) Nature of the Audit :
(iii) Year of the Audit :
- 7 GST Registration no. :
(Please enclose copy of the Service Tax Registration)
- 8 PAN :
(Please enclose copy of the PAN card)
- 9 (i) Address of the Head Office :
(ii) Telephone no. (Land line/Mobile no.) :
(iii) Fax no. :
(iv) Email id :
- 10 (i) Address of the Branch Office (if any) within 100 km from Asansol, :
Distt. Paschim Bardhaman (WB), Pin – 713333. For Rajmahal & SP Mines Areas, it should be located within 150 Kms from the :
respective Area offices. :
(ii) Telephone No. (Land line/Mobile): :
(iii) Fax no. :
(iv) Email id :
- 11 Bank A/C Details for EFT :
(i) Name of Bank :
(ii) Account no. :
(iii) Name/ Style of Account :
(iv) Nature of Account :
(v) Branch Address :
(vi) RTGS/IFC no. :

Place :

Date :

Signature of Partner with Name
and Office Seal

B. CRITERIA FOR APPOINTMENTS OF AUDITORS FOR PHYSICAL VERIFICATION OF STORE & SPARES

SL. No.	PARTICULARS	CRITERIA FOR STORES AUDIT	MAXIMUM POINTS
1.	Year of Establishment (Maximum 10 Years)	2 Points per year up to 10 points in Maximum for firms having age up to 10 years. Firms formed more than 10 years will be given a maximum of 5 points only. (see note 1)	10
2.	No. of Partners (Maximum 4 Partners.)	1 Point per Partner (up to 4 Partners) Maximum 2 Points if partners are more than 4 in number . (see note 3)	4
3.	No. of Qualified persons Employed (CA / ICWA)	1 Point per Qualified Person	3
4.	Experience in Public Sector as Internal / Wages / Stores Auditors	1 Point per year.	5
5.	The Firm is required to have an office located within a radius of 100 Kms from Asansol , Distt. Bardhaman EXCEPT for Rajmahal and SP Mines Areas. For Rajmahal and SP Mines Areas , the said distance of 150 Kms will be considered from location of the respective General Manager / Area Offices at Rajmahal, Distt. GODDA Pin code: 814133 and S.P.Mines, Chitra : 815351 respectively.		8
TOTAL			30

1. In order to encourage members of the Cost Institute, atleast Two(2) Cost Accounting Firms will be considered for appointment.
2. A firm, if presently associated with ECL in any manner (as on date) or is already allotted any other type of audit in ECL viz. Wages Audit, P & M Audit, Internal Audit, Statutory Audit etc., will not be considered for appointment for Stores Audit. Therefore, a firm can be considered for appointment for only one type of Audit in ECL, for a particular year.
3. In order to give encouragement, newly established firms having started their profession recently and having 4 (four) or lesser number of partners, will be given preference.
4. A total of 4 (Four) firms will be appointed.

C. TERMS OF APPOINTMENT AND SCOPE OF WORK FOR STORES & SPARES AUDIT

1. The Store Audit will be done at all Central stores, Regional stores, Area stores, Sodepur & Neamatpur Central Workshops, Ratibati, Ukhra & Poniati Workshops, Mugma Workshop and Barakar Engg. & Foundry Workshop, for all stores and spare items including diesel & lubricants. [A list of units are given in point 15 below].
2. Balance of Store & spares as per the respective area/ units' Audited Balance sheet as on 31.03.2018 and Inventory Schedules (forming annexures/ notes thereto) shall be taken as the Opening balance as on 01.04.2018
3. Checking and verification of physical balances will involve counting/ measuring/ weighing as applicable for a particular store item.
4. Tracking receipt and issue of materials between the intervening periods with reference to kardex/ bin card/ stores ledger along with necessary adjustments, will constitute the procedure in order to arrive at the derived physical balances as on 31st March, 2019.

5. Itemwise discrepancies between the book balance and derived physical balance (if any) as on 31st March, 2019 is 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 date of physical verification, is to be submitted separately with reasons thereof.
7. Actions taken by the management against discrepancies observed in physical verification report (if any) of last year (i.e. 31.03.2018) is to be reported by the auditor.
8. Statement of physically verified obsolete/ non moving stores & spares, lying for periods beyond three years and five years are to be reported separately indicating last dates of their movement.
9. Whether records maintained in respect of scrap materials are satisfactory and complete is to be reported.
10. Status of recovery of store materials issued on loan (if any) , to the employees or contractors is to be reported.
11. Agewise reporting of claims lodged with insurance companies, in respect of shortage, pilferage or damaged materials in stores and their current status is required.
12. The auditor is required to comment on the system and adequacy of mode of storage of materials in order to avoid damages and pilferage of materials.
13. All stock and store materials with reference to Nil Kardex balances or Non existing Kardexes are to be physically verified and commented upon. 'Nil' cards having physical balances will be additionally paid for.
14. Discrepancies in respect of deficit/ excess in physical stock and book stocks will be reconciled by going into details of transactions and physical balance will be required to matched with kardex balance & tallied with priced stores ledger.
15. Units to be audited :

No. of firms	UNIT / STORE	Location	KARDEX Nos.	FEES Rs.	Total Rs.	GROUP
1	ECL HQ CEN.STORE	Sodepur, Near Kulti, Paschim Bardhaman (WB), 713360	16425	73913	89910	A
	SODEPUR		3104	13968		
	SODEPUR CEN/WS		451	2030		
2	JHANJRA	Jhanjra, Bardhaman (WB). 713385	1233	5549	82314	B
	BANKOLA	Bankola, Ukhra, Bardhaman (WB), 713363	660	2970		
	UKHRA REG /WS	Ukhra, Bardhaman (WB), 713363	2400	10800		
	PANDAVESWAR	Pandaveswar, Bardhaman (WB), 713346	526	2367		
	KENDA	Banbahal, Haripur, Bardhaman(WB), 713378	1300	5850		
	KAJORA	Kajoragram, Burdhaman (WB), 713338	3985	17933		
	JK ROPEWAYS	Kajoragram, Burdhaman (WB), 713338	500	2250		
	SONPUR BAZARI	Bahula, Bardhaman (WB). 713322	5828	26226		
KUNUSTORIA	Kunustoria, Toposi, Bardhaman(WB), 713362	1860	8370			
3	RAJMAHAL	Rajmahal, Barasimra, Godda (Jharkhand), Pin - 814133	11804	53118	71172	C
	S P MINES	Chitra, Deoghar (Jharkhand) 815351	4012	18054		
4	MUGMA	Mugma, Dhanbad (Jharkhand) 828204	2782	12519		D
	BEFW WS STORE		610	2745		
	MUGMA REG/ WS		2676	12042		
	SALANPUR	Lalganj, Bardhaman(WB) 713359	3449	15521		

	KALL HOSPITAL	CH Kalla, Asansol (WB), 713340	1000	4500	
	NEAMATPUR CENTRAL WS	Neamatpur, Asansol (WB), 713359	850	3825	
	SATGRAM	Devchand Nagar, Bardhaman (WB) 713332	1979	8906	
	RATIBATI WS	Kalipahari, Bardhaman (WB) 713339	341	1535	
	SRIPUR	Sripur Bazar, Bardhaman (WB), 713373	1463	6584	
	PONIATI WS	Jamura Hat, Bardhaman, (WB), 713336	1000	4500	72675

16. PERIOD OF WORK:

The physical verification work is to be started at the earliest possible date and to be completed latest by 10.04.2019.

Final report should be submitted by 15.04.2019. Detailed audit programme is to be drawn up by the Auditors in consultation with HoD of the Concerned Area stores / Workshops.

While drawing the programme, Area should confirm the completion of Price Ledger to be handed over Auditors and make suitable provisions for free Lodging & Boarding for Auditors.

17. SUBMISSION OF REPORT:

A detailed report (Five copies) of above reconciliation will be prepared and submitted to the following:

- HoD/ Depot Officer/Officer in charge of the concerned Regional Store/Area Store/Central Works Shop/ Central Stores/ Works Shops.
- General Manager / Area Finance Manager – Concerned Area/Unit.
- General Manager MM (Stores) ECL, H.Q. Sanctoria.
- Chief of Internal Audit, ECL, Sanctoria.

18. REMUNERATION:

- Rs. 4.50 (Rupees Four & paise fifty only) per Card having transactions during the year including cards having same balances on Opening and Closing dates.
- Rs. 2.25 (Rupees Two and paise twenty five only) per Card for NL/PL Reconciliation for Regional Store for cards in which the balance as per Store ledger differs with Kardex/ Bincards as on the date of verification.
- Boarding , Lodging will be provided free of cost by the Area. Where only Lodging is provided by the Area, the expenditure for Boarding per person per day shall be restricted to a maximum of Rs. 150.00 (One hundred fifty) only.
- As per existing norms, local conveyance to commute within the area of audit ,will be arranged by the respective Areas.
- The Audit firms, who could not be provided boarding, lodging and local conveyance facilities by the Area, will be paid an Additional amount limited to 25 % of the above fees.

19. PAYMENT TERMS:

- Payments will be made on the basis of actual number of cards/ items physically verified excluding cards having no physical balance. More than one card for the same material are to be treated as one card only for the purpose of report and also for payment.
- Area will not make any advance or on account payment to the firm while conducting Stores Audit.
- Bills of audit fees will be submitted at the concerned area on prescribed format in *quadruplicate* for payment from their end.

The following documents will be enclosed along with the bill :

- (i) Pre-receipted bills in triplicate.
- (ii) A Certificate from Depot officer indicating number of items physically verified.
- (iii) GST registration Certificate.
- (iv) Copy of PAN Card.
- (v) Bank Account Details with IFS Code.
- (vi) A Certificate from AFM that all the discrepancies pointed out have been accepted for rectification.

20. PAYING AUTHORITY:

The Paying Authority will be General Manager/HoD of concerned Area/Unit/HQ/ workshop.

Form SV- I

EASTERN COALFIELDS LIMITED

Summary of items wise Physically Verified Stock/ Stores position as on 31/03/2019

Name of Area:

Name of Store Depot:

Name of Store Keeper:

Sl. no.	Short Description	Material code	Material Part no.	Unit of measurement	Date of verification	Physical balance	Less Receipt after 31/03/19	Add Issue after 31/03/19	Derived Physical Balance as on 31/03/19	Kardex Balance as on 31/03/19	Difference	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

Signature of Store Keeper

Signature of Head of Deptt.

Signature of Stock Verifier

Form SV- II

EASTERN COALFIELDS LIMITED

Discrepancy Statement Showing Difference Between Physically Verified Stock/ Stores as on 31/03/2019 of Kardex and Price Ledger

Name of the Area :

Name of Store/ Depot:

Sl.no.	Short Description	Material code	Material Part no.	Unit of measurement	Priced Ledger Balance	Kardex Balance as per Col.11 in Form SV-I	Difference (6)-(7)	Price per Unit as per Price Ledger	Value of Difference (8)X(9) Shortage(-)/ Excess(+)	Remarks if any
1	2	3	4	5	6	7	8	9	10	11

Signature of Depot Officer

Signature of Area Finance Manager

Signature of Auditor

Head of Department