



**THE JHARKHAND STATE COOPERATIVE MILK
PRODUCERS' FEDERATION LTD.,**

FTC CAMPUS, SEC-2, DHURWA, RANCHI – 834004

PHONE: (0651) 2543062, MOB: 7360035219, EMAIL: PURCHASE@JMF.COOP

TENDER / BIDDING DOCUMENT

TENDER FOR APPOINTMENT/ EMPANELMENT OF

**C.A. Firm for Internal (Post) Audit of
'Jharkhand State Milk Producers' Co-operative
Federation Ltd (JMF)', Ranchi for FY-2020-21**

DoR:23.05.2020



Cost of tender document – Rs. NIL/-

Submission of filled in Tender Document:

On or before 02.30 P.M.

Dt. 05.06.2020

Opening of Tender at 03.30 P.M

**On 05.06.2020 at Medha Dairy Hotwar Plant,
(Khelgaon), Ranchi, Jharkhand – 835217**

Name of Tenderer/ Firm: _____

Address: _____

Tel./ Mob. no: _____

Email: _____

Regd. /Head Office:

Near FTC Campus, Sec-II, H.E.C., Dhurwa, Ranchi – 834004, Jharkhand

Ph: 7544003404/7360035219/0651-2443055/62,

Email: purchase@jmf.coop

TENDER INVITATION DETAIL

The Jharkhand State Milk Producers' Co-operative Federation Ltd (JMF)', Ranchi popularly known as MEDHA DAIRY, registered under Jharkhand State Co-operative Societies Act for our Head Office at Dhurwa and Plant at Hotwar, Ranchi is engaged in milk procurement activities from around 600 Milk Pooling Points through 20000 village milk producers across 15 districts of Jharkhand and marketing of milk and milk products under brand name "Medha", processed through its processing plants at Hotwar, Deoghar, Koderma, Latehar and Lohardaga. JMF also has one Cattle Feed Plant of 50 MT/Day capacity and one Mineral Mixture Plant of 12 MT/Day capacity at Hotwar which produces and supplies high quality Bypass Cattle feed and Mineral mixture respectively. JMF is an apex body of Govt. of Jharkhand State and presently managed by the National Dairy Development Board.

We wish to **appoint Chartered Accountant (C.A.)** Firm for the purpose of Internal (Post) Audit of The Jharkhand State Milk Producers' Co-operative Federation Ltd (JMF) for the FY 2020-21 and is therefore tenders/ offers are invited in **single stage (02) two envelope system** i.e. Pre-Qualification/Technical Bid (Envelope-1) and Financial Bid (Envelope-2) as below and both the envelopes to be put in a third envelop.

Envelope 1: The bidder should submit the firm's details with requisite documents as required in the Technical Bid Envelope and the envelope be superscribed with 'Technical Bid'.

Envelope 2: The bidders should quote the prices in Indian Rupees in price bid format enclosed as Annex-II in the Commercial Bid Envelope and the envelope be superscribed with 'Commercial Bid'.

The third envelope should be superscribed with "**Tender for Appointment of Auditor(s) for Internal Audit of JMF for FY 2020-21**".

Any corrigendum, updates etc. relating to this tender will be published only in our web site and not in any other media including newspaper. Therefore, interested bidders may regularly visit our website or contact the undersigned.

1. Tender document cost: Rs. NIL/-
2. Earnest Money Deposit: NIL/-
3. Last date for receipt of Tender.: **On or Before - 05.06.2020 by 02.30 P.M.**
4. Date & Time of tender Opening: **At 03.30 P.M. on 05.06.2020.**
5. Place of submission & opening of Tender:

Medha Dairy Plant
(A Unit of Jharkhand State Co-Op. Milk Producers' Federation Ltd.)
Near Birsa Munda Central Jail, Hotwar, Ranchi – 835217
(Contact No. 7544003404/ 7360035219)

The Federation reserves the right to reject any or all the tenders without assigning any reason thereof.

Managing Director
Jharkhand State Cooperative Milk
Producers' Federation Ltd

Scope of Audit:

A. General:

1. Audit of all financial transactions as per delegation of powers and necessity/utility to the Federation and subject to prudent accounting policies and statutory provisions.
2. Verification of books of accounts such as cash book, bank book, journal, purchase and sales registers and scrutiny of ledgers.
3. Verification of Statutory payments and compliances
4. Review of reconciliation of Sales, Vendors, BRS and Stores & Purchase.
5. Conduct physical verification of Inventories, Fixed Assets and other Valuables periodically (Monthly/Quarterly) at all operational areas.

Audit of periodical reports and financial/cost statements including operational results

B. Specific Areas:

1. Random Audit of Procurement, Plant & Marketing related activities alongwith verification of Mass Balancing Report of Plant.
2. Audit of Capital Expenditure & Fixed Assets Register
3. Verification of Final Accounts
4. Audit of the various Project related Operational/Financial activities undertaken by JMF and Fund Utilisation Statements of Project Funds.
5. Audit of Governance and Identification of Process Gaps.

Deployment of Staff:

Three audit staffs (Preferably Inter CA with 2-3 years of experience) should be deployed at HO (Dhurva) & Plant (Hotwar) daily on full time basis during office hours under supervision of a Qualified CA. Adequate staffs shall be required during Physical verification across all locations.

Audit Reporting:

1. Internal Audit Report on Quarterly basis to Chairman, JMF Management Committee.
2. Internal Audit Findings & Suggestions on Monthly basis to MD – JMF.

Interested firms may send their profile in attached format (Annex-II) and quote audit fees on or before the due date of submission of tender.

ELIGIBILITY & QUALIFICATION CRITERIA:

The firm should submit the details & following requisite documents in the technical bid envelope (Envelope-1):

Technical Qualification Parameters	
1	Name of the CA Firm with Registration Number
2	Constitution of Firm (Proprietorship/Partnership)
3	PAN details (Enclose a copy of PAN)
4	GST Registration Number (Enclose a copy of the Registration Certificate)
5	Communication Address
6	Firm's Profile (Enclose copies) - Annex- I (duly filled, stamped & signed) with supporting documents
7	Areas of Service
8	No of Partners
9	Staff Strength
	(i) Qualified Professionals -CA/CMA
	(ii) Semi Qualified Professionals -CA/CMA
	(iii) Others
	(Enclose a list of staff strength showing their qualification, experience, length of service with the Firm, etc.)
10	Years of Experience in Internal Audit (Enclose List of Companies/Organization)

Tender should be submitted in a sealed cover with all documentary evidence of the qualifying requirements, Price bid superscribing the name of work, Tender date & Due date of Opening.

TERMS AND CONDITIONS:

1. The tender shall be sealed and addressed to 'The Jharkhand State Cooperative Milk Producers' Federation Ltd. (JMF)' superscribing "**Tender for Appointment of Auditor(s) for Internal Audit of JMF for FY 2020-21**" in the format provided in Tender document and must be submitted by **2.30 P.M. on 05.06.2020.**
2. The interested Party/ bidder should submit its Company's Profile in the format enclosed as **Annex-I.** duly signed & stamped.
3. The rate should be quoted in the format enclosed as **Annexure-II.**
4. The rate to be quoted in Indian Rupees only.
5. Scope of Work as mentioned in the tender document is mandatory to be followed by the Agency/ firm on award of the contract or order.
6. The Payment shall be made on monthly basis after completion of the job within 30 days on submission of original bills through NEFT/RTGS.

7. Duration and termination of Appointment

The appointment is with effect from **1st April, 2020 to 31st March, 2021** and may be renewed on approval by the Management Committee and on such terms and condition as may be agreed upon at the time of such renewal. The appointment can, however, be terminated by giving one month notice in written on either side.

8. Fees and Reimbursement of expenses

With reference to the Regulations of ICAI, the tentative fees would be Rs. **60,000.00** (Sixty thousand only) per month plus GST as applicable. The above fee includes out of pocket expenses, conveyance charges etc. Further, for any outstation visit in connection with the audit or physical verification of the units of JMF, necessary arrangements shall be made for the travel, boarding and lodging.

9. JMF reserves the right to accept or reject any or all the offers without assigning any reason thereof. Managing Director, JMF shall be Arbitrator in case of any disputes and his decision will be final and binding on both the parties. For all legal matters & dispute Ranchi court shall be our Jurisdiction.

Managing Director
Jharkhand State Cooperative
Milk Producers' Federation Ltd

ANNEX- II

PRICE / FINANCIAL BID FORMAT

**Opening of Tender: at
03.30 P.M On 05.06.2020**

Tender for Appointment/ Empanelment of C.A. Firm for Internal (Post) Audit of 'Jharkhand State Milk Producers' Co-operative Federation Ltd (JMF)', Ranchi for FY-2020-21

Name of Bidder/ Firm:

Sl. No.	Description of Work	Total Fees (Rs.)	GST %	GST Amt. (Rs.)	Grand Total (Rs.)
1	Internal Audit of The Jharkhand State Milk Producers' Co-operative Federation Ltd (JMF) for the FY 2020-21				

The total amount should include all charges inclusive of GST and all other charges.

Date:

Seal & Signature of the Bidder/ Firm