

**THE FERTILIZER CORPORATION OF INDIA LTD.  
(A Government of India Undertaking)**

**CORPORATE OFFICE  
A-14, PDILBhawan, 5<sup>th</sup> Floor, Sector-1,  
NOIDA-201301**

**REGISTERED OFFICE  
SCOPE COMPLEX, CORE - III,  
7, INSTITUTIONAL AREA, LODHI ROAD,  
NEW DELHI - 110003**

**Tender Document for**

**Pre-qualification and Appointment as Internal Auditors of FCIL's  
Corporate Office, Noida (including Sindri Unit, Gorakhpur Unit,  
Ramagundam Unit, Talcher Unit & Korba Div.)**

**Bid Closing Date : 01.04.2016 by 3.30 PM**

**Bid Opening Date : 01.04.2016 at 4.00 PM**

**Phone: 0120 – 2530023/ 28, 2443920,2519783**

**Fax No. 0120 – 2537613**

**Website: [www.fertcorpindia.nic.in](http://www.fertcorpindia.nic.in)**

**The Fertilizer Corporation of India Limited (FCIL)** is a Govt. of India Undertaking, under the Ministry of Chemicals & Fertilizers, Department of Fertilizers, Gol.

FCIL has its Units at Sindri, Gorakhpur, Ramagundam, Talcher & Korba in the States of Jharkhand, Uttar Pradesh, Telangana, Odisha, Chhattisgarh and Corporate Office at NOIDA (U.P).

**The Fertilizer Corporation of India Ltd (FCIL)**, Govt. of India Undertaking, under Department of Fertilizers is a public sector Company. It was referred to BIFR in 1992 after its net worth became negative. Govt of India decided to close down the company in the year 2002-03 and release its all employees in VSS. However, skeleton staff has been retained to look after the safety and security of the Plants, township and look after the closing activities. In the year 2013, CCEA approved on the revival of the Company by waiving off GOI Loan and Interest to make FCIL a positive net worth company. At present, there are 9 employees on roll. There is no production in any of the Plants. The employees are looking after the safety and security of the plants and revival activities of the Corporation. The company has its Corporate Office at Noida, Uttar Pradesh. The Company is having Units and Division located at Noida, Sindri, Ramagundam, Talcher, Gorakhpur and Korba. The unit-wise Books of Accounts are being maintained and kept at respective Units. The Books of Accounts of units are consolidated at corporate office, Noida. During the year 2014-15 the Company incurred a net profit of Rs19098.38 lakhs with cumulative loss of Rs.52594.68 lakhs. The above profit is arrived after selling unusable assets and inventory in the year 2014-15 of Ramagundam and Talcher.

<b>S.No.</b>	<b>Units</b>	<b>INCOME (Rs. in Lakhs) 2014-15</b>	<b>No. of employees on Roll as on date</b>
1.0	Corporate Office, Noida	414.98	2 *
2.0.	Sindri (Jharkhand)	-58.33	2*
3.0	Gorakhpur (Uttar Pradesh)	-162.22	2 *
4.0	Ramagundam (Telangana)	10455.61	1*
5.0	Talcher (Odisha)	8931.11	2*
6.0	Korba ( Chhatishgarh)	-68.70	Nil
7.0	Marketing Divn.	91.00	Nil
	<b>Total</b>	<b>19098.38</b>	

\*And are being assisted by supporting staff engaged on contract basis.

1. Sealed bids are invited by The Fertilizer Corporation of India Ltd. from the Firms of Chartered Accountants for Pre-qualification and Appointment as Internal Auditors for Financial Year 2015-16 at following locations:

- 1.1 Corporate Office, Noida.
- 1.2 Sindri Unit in Jharkhand.
- 1.3 Gorakhpur Unit in Uttar Pradesh.
- 1.4 Ramagundam Unit in Telangana.
- 1.5 Talcher Unit in Odisha
- 1.6 Korba Division in Chhattisgarh

Pre- qualified firms would remain on Panel for a period of three years.

2. **Eligibility Criteria for pre-qualification:**

Minimum Eligibility Criteria for pre-qualification of Chartered AccountantsqFirms as Internal Auditors is given below:

- a) The firm should be in practice of audit for the past ten years as on 31.12.2015. (Supported by Date of Incorporation Certificate issued by Institute of Chartered Accountants of India).
  - b) The firm should have at least three full time partners, out of which minimum two should be FCA as on 31.12.2015 (supported by copy of Constitution certificate of the firm issued by Institute of Chartered Accountants of India).
  - c) The Firm should have minimum eight article assistants/ Audit staff (List duly signed to be enclosed).
  - d) The firm should have experience in conducting Statutory Audit or Internal Audit for minimum thirty companies (registered with Registrar of Companies under Companies Act 1956/ 2013) as on 31.12.2015 (List duly signed to be enclosed giving Registration No. / CIN of the Companies).
  - e) The firm should have minimum turnover of not less than Rs. 20.00 lakh averaging in last three years ending on 31.03.2015. Copy of audited account of last three years to be attached.
  - f) The firm should be duly empanelled with C&AG for the year 2015-16. Documentary evidence to be attached.
3. Detailed scope of work, extent and periodicity of checking for each area of audit, Reporting Format etc. are mentioned in Annexure-I enclosed. It may please be noted that the scope as given in enclosure is only indicative and not exhaustive. The firm may be asked to look into any other activity as may come to the notice

during the course of audit and/or render any advice/opinion in the area of audit. Unit-wise Audit Report is required to be submitted.

4. **Time schedule:** The Internal Audit has to be conducted as per the following Audit Programme of FCIL and required to be submitted as per following schedule:

Period of Audit	Report to be Submitted by auditors
April to March	Within sixty days of award of contract.

The *Internal* Audit Report will be submitted and finalized after preliminary discussion with the Audit Committee of FCIL and senior partner of the Audit Firm.

5. The selected firm would have to deploy following minimum staff & No. of days of deployment are indicative for conducting Internal Audit:

Deployment of Staff & Period of Working Days, for conducting Internal Audit			
No.	Units	Minimum number of staff to be deployed	Indicative number of working days
1.	<b>Corporate Office, Noida</b>	One Chartered / Two semi-qualified persons / article assistants.	10 working days (as per schedule, mentioned at Para -4 for each office).
2.	<b>Sindri Unit</b>	One Chartered/ Two semi qualified persons/ article assistants.	10 working days (as per schedule, mentioned at Para -4 for each office).
3.	<b>Gorakhpur Unit</b>	One Chartered/ Two semi qualified persons/ article assistants.	10 working days (as per schedule, mentioned at Para -4 for each office).
4.	<b>Ramagundam Unit</b>	One Chartered/ Two semi qualified persons/ article assistants.	10 working days (as per schedule, mentioned at Para -4 for each office).
5.	<b>Talcher Unit</b>	One Chartered/ Two semi qualified persons/ article assistants.	10 working days (as per schedule, mentioned at Para -4 for each office).

6.	<b>Korba Divn.</b>	One Chartered/ Two semi qualified persons/ article assistants.	10 working days (as per schedule, mentioned at Para -4 for each office).
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6. **Payment Terms:** The payment of audit fee would be made in terms of percentage specified below on submission of Audit Report along with Invoice.

**Statutory Taxes etc:** All the other taxes or other statutory levies etc shall be paid extra.

The payment would be released as under:

S. No.	Phase/ Period	% age of Total Fee Payable
1.	April. March On completion and submission of the Internal Audit Report.	70 %
2.	On acceptance of Internal Audit Report by the Audit Committee.	30%

7. **Period of Contract:** The period of contract will be from the date of acceptance of work order and the audit should be started within 15 days of acceptance.
8. **Price Reduction clause:** The non-deployment of minimum number as stated in the NIT elsewhere will attract price reduction clause @ Rs.2500/- per day or part thereof. In case of delay in submission of final report, further reduction @ 0.50% of the fee per week or part there of shall be applicable for the reasons attributable to the bidders.
9. The Applicant firms are required to quote Professional fee (includes internal audit fee) in the enclosed SoR. FCIL will not pay any extra amount other than applicable taxes.
10. The work will be awarded to L-1 bidder based on professional fee i.e. Internal Audit fee.
11. **JOURNEY FARE/LODGING & BOARDING:** FCIL shall pay up to actual 2<sup>nd</sup> AC journey fare for CA (Gr-I officer) & up to actual 3<sup>rd</sup> AC journey fare for Assistant (Gr-2 officer) for journey to units/division for a single audit visit. Payment for lodging & boarding in outstation will be arranged by FCIL.
12. The bid may be submitted to our Noida Office by addressing to the Financial Advisor, The Fertilizer Corporation of India Ltd., A-14, PDIL Bhawan, (5<sup>th</sup> Floor) Sector . 1, Noida-201301, Distt. Gautam Budh Nagar, (UP). For delay in

submission of bid for any reasons whatsoever, FCIL shall not be responsible for late receipt and such bids shall not be opened.

13. **JURISDICTION:** This contract shall be deemed to have been entered into at Noida and all cases of action in relation to the contract shall, therefore, be deemed to have been assigned within the jurisdiction of Noida, Distt. Gautam Budh Nagar (UP)
14. **TERMINATION :** In case the services are not considered satisfactory, FCIL reserves the right to cancel part or whole of the contract after giving notice in writing and make alternate arrangement at any time during currency of contract at risk & costs of bidder.
15. The bid documents complete in all respects duly signed with seal, by authorized person, shall be submitted by the bidder in two sealed separate envelopes as at (a) & (b) below. These two sealed envelopes should be kept under another sealed envelope and must be sent /delivered clearly super scribing %Application for Pre-qualification and Appointment of Internal Auditor+and Tender No. %
  - (a) **Cover-1, “Bid documents along with related Annexure for Pre-qualification and Appointment for Internal Audit for the year 2015-16”**
  - (b) **Cover-2, “Financial Bid for Internal Audit 2015-16” as per SoR format enclosed.**

**Schedule of Rates (SoR):-**

Sl. No.	Particulars	(Rs.)
1.	Professional Fee (Includes Audit Fees)	-
2.	Service tax	As per applicable rates
3.	Total	

## Annexure

**THE FERTILIZER CORPORATION OF INDIA LTD**  
**(Job to be performed as Internal Auditors and extent of checking)**

<b><u>Sl. No.</u></b>	<b><u>PARTICULARS</u></b>	<b><u>EXTENT OF CHECKING</u></b>
1	<b><u>General</u></b>	
i)	Review of prevailing accounting practices/procedures/policies and compliance of applicable Accounting Standards issued by ICAI.	
ii)	Suggest the areas of cost control, improvements in cost saving, revenue generation etc.	
iii)	Review the system and procedures of various activities and suggest of improvements in internal control.	
iv)	General Ledger Scrutiny.	
v)	To suggest methods exploiting the company's resources most profitably and economically.	
vi)	To optimize profitability under existing circumstances.	
vii)	To cover all Divisions, units, Offices etc. including Corporate Office at Noida.	
2	<b><u>Physical verification of Fixed Assets and Inventories.</u></b>	
3	<b><u>Award of Contracts : (Compliance of procedure regarding pre-award and post award of contracts)</u></b>	
i)	Award of Contracts:	
	(a) Rupees Ten thousand and above	100%
	(b) Less than Rupees Ten thousand	50%
ii)	Payment / Receipt vouchers in respect of above	100%
4	<b><u>Procurement : (Compliance of procedure regarding pre-procurement and post procurement)</u></b>	
i)	Procurement with value more than Rs. 10,000.00	100%
ii)	Procurement below Rs. 10,000.00 (including the procurement contracts awarded on account of own or against advance / deposit from clients)	50%
5	<b><u>Accounts: Finance</u></b>	
i)	Vouching Sales & Payments	100%
ii)	Cash, Bank Payment	100%
iii)	Journals	100%
iv)	Others	100%

6	<b><u>Establishments</u></b>	
	Checking of the attendance records, leave records, personnel records, hiring of vehicles and equipment, etc.	100%
7	<b><u>Others</u></b>	<b>100%</b>
i)	Checking and insisting accurate and timely payment of all statutory dues.	
ii)	Review of sundry debtors, advances, deposits and creditors.	
iii)	Verification of filing of all statutory returns.	