



**TSD-550 TIRUVANNAMALAI DISTRICT CO-OPERATIVE MILK
PRODUCER'S UNION LIMITED, VENGIKKAL,
TIRUVANNAMALAI.606 604.**

**TWO PART Tender for
Appointment of Internal Auditor
for FY 2023-25**

Tender No.: 4049/ACCOUNTS/2023

**FOR 24 MONTHS FOR THE YEAR 2023-2025
APPROXIMATE TENDER VALUE – RS.12.00 LAKHS**

PART-I

TECHNICAL BID

The details of the tender document are available on website <http://www.tntenders.gov.in> The corrigendum / addendum to this tender, if any, shall also be uploaded on the above website.

Contact Details:-

THE GENERAL MANAGER,
TDCMPU LTD,
NEAR COLLECTORATE,
VELLORE ROAD,
VENGIKKAL,
THIRUVANNAMALAI-606 604. Email Id:acctsaavintvmalai@gmail.com

1. *TWO PART TENDER APPLICATION*

From
M/s.

To
M/s. The General Manager,
T..D.C.M.P.U. Limited.,
Vengikkal,
Tiruvannamalai-606604.

Sir,

Sub: Two part tender for Appointment of Internal Auditor 24 -MONTHS FOR THE YEAR 2023-2025 APPROXIMATE TENDER VALUE – RS.12.00 LAKHS - submission of tender documents- Regarding.

Having examined the two part tender documents consisting of Part I pertaining to Pre-Qualification/Technical Bid and Part II Commercial Bid with price quote, I/we hereby submit all the necessary documents and relevant information for bidding the above mentioned tender.

The application is made by me/us on behalf of
in the capacity of duly authorized to submit this two part tender offer.

Necessary evidence admissible in law in respect of authority assigned to me on behalf of the bidding firm is herewith attached to us / me on behalf of the bidding firm is herewith attached.

I submit the documents herewith taking into consideration of all the instructions, terms and conditions in the detailed two part tender notice.

I/We understand that the The General Manager,T..D.C.M.P.U. Limited., Vengikkal,Tiruvannamalai-606604 reserves the right to reject any tender offer fully or partly without assigning any reasons thereof.

I / We hereby agree to hold the tender offer valid for acceptance for a period 180 days from the date of opening of Part –I Technical bid.

Enclosures:

1. Evidence of authority to sign
2. Part I pre-qualification – Technical bid.
3. Part-II Commercial bid with price quote.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

2.Salient features of tender document

Start date and time of submission of Bids	2.00 PM. on 22 /08/2023
Pre-Bid Conference	THIRUVANNAMALAI DISTRICT COOPERATIVE MILK PRODUCER'S UNION LTD., POLUR ROAD, NEAR COLLECTORATE, VENGIKKAL.,THIRUVANNAMALAI-606 604. 12.00 PM. on 28 /08/2023
Last date and time of submission of Bids	10.00 AM. on 05/09/2023
Mode of submission-	THROUGH ONLINE http://www.intenders.gov.in
Opening of Technical bids	11.00 PM. on 06 /09/2023
Venue for opening of Tender	THIRUVANNAMALAI DISTRICT COOPERATIVE MILK PRODUCER'S UNION LTD., POLUR ROAD, NEAR COLLECTORATE, VENGIKKAL., THIRUVANNAMALAI-606 604.
EMD	Rs.12,000/- (Twelve Thousands Only)Payment Through Online Mode

Noted and agreed to the above

SIGNATURE OF THE TENDERER

3. Bidder's general information

1 Bidder Name: _____

2 a. Date of registration / incorporation: _____

b. Age of Firm (Completed years upto 31/03/23) _____

3 Address of registered office:

4 Address of Local Office In Thiruvananthapuram:

5 Telephone No. _____

6 E-mail address _____

7 Website _____

8 Fax number _____

9 Firm registration number _____

10 GST registration no. _____

11 Permanent Account Number (PAN) _____

Stamp and signature of bidder: _____

Name of authorized person:

Noted and agreed to the above

SIGNATURE OF THE TENDERER

4. Eligibility Criteria:

4.1. Basic Criteria:

S. No	Location	Basic Criteria
1	Tiruvannamalai District Co Operative Milk Producers Union Limited, 01, Vengikal, Tiruvannamalai.	<ul style="list-style-type: none">➤ Firm with a minimum of 3 partners and at least one partner should be an FCA.➤ Firm's standing should be of at least 4 years➤ The firm should have minimum Internal Audit experience of 2 years in Aavin or Other Milk Producers Societies➤ Turnover of the firm should be 50 Lakhs or more in the previous year➤ The Tender document without EMD as mentioned in SL.NO.5.1. Will be rejected.➤ The General Manager T.D.C.M.P.U.Ltd., reserves the right to reject the offer of a tenderer who had been blacklisted or terminated non performance of any work either in part or full in the federation or district union previously during the last 3-years .➤ Tender will be evaluated as per TTTT act.

4.2. Disqualifications: The Chartered Accountants Firm shall not be eligible to apply if:

- The Chartered Accountants Firm or any of its partners have been declared guilty of any professional and/or other misconduct under the provisions of the Chartered Accountants Act, 1949 during the current year and immediate past five years.

Declaration:

The Chartered Accountants Firm, while expressing their interest, shall be required to submit a declaration that they do not suffer from any of the above disqualifications and the details furnished in this regard are true and correct. Any incorrect information furnished will lead to rejection of the application.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

5. Scope of Work:

5.1. This appointment is effective from 01.09.2023 to 31.08.2025.

5.2. The Firm will conduct the internal audit for the period from 01.09.2023 to 31.08.2025 as per the scope defined here in and certify it is as per the Indian Accounting Standards and Statutory Regulations applicable to Co Operative Societies.

5.3. Other scope of Internal Audit includes 100% verification of major transactions and sampling verification of certain area of the Union, on daily basis. Some of the transactions (not exhaustive/all inclusive) are indicated below:

- a) Design, Standardisation, implementation and monitoring of accounting system and practices to ensure compliance with the accepted system of accounting of our Coop Audit authorities.
- b) Preparation of Day Book finalisation of accounts on monthly, quarterly and yearly basis and timely preparation of financial statements and financial performance indicators in accordance with applicable standards issued from time to time.
- c) Building and strengthening of Internal control & auditing system and various conducting periodical reconciliation procedures.
- d) Preparation of Annual Budgets estimates and Budget execution .
- e) Preparation of Monthly Profit and Loss Account and Annual Trading, Profit & Loss account and Balance Sheet and all reports which required for Final Audit Memorandum.
- f) Scrutinising and verification of all kinds of Bills and supporting vouchers for Payment. Scrutinising all Financial commitment file for payment.
- g) Verification of Bank Reconciliation statements on periodical basis.
- h) Reconciliation of inter-union and Federation transactions .
- i) Monthly calculation of the payment of the Tax deducted / Collected at source.
- j) Providing periodic guidance on the tax to be deducted / collected at source.
- k) Ensuring the periodic filing of GST Returns (GSTR3B, GSTR1, GSTR7, GSTR9, GSTR9C) Income Tax, Income Tax TDS (24Q, 26Q) and TCS returns and compliance.
- l) Union Employees Salary Income Tax Computation, verification and filing.
- m) Preparation of MIS reports such as Statement of Statutory Deductions, Investment Report, Budget Utilization Report, Budget Expenditure Control Report, Revenue Trend Analysis and other necessary reports.
- n) Provide oversight and professional advice on key financial issues and all other accounting data, reports which required by Federation and statutory authorities as and when needed.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

6. Milk Purchase:

6.1.Periodic reconciliation of the Daily Milk Receipts (DMR) produced by the primary cooperatives with the acknowledgement received from our receipt centers.

6.2.Verifying the recoveries made to the primary cooperatives in regard to the mineral mixtures, cattle feeds and other AI deductions.

6.3.Quantity wise reconciliation of milk received and milk dispatched.

7.Milk and Products Sales:

7.1. Verifying the sales made is correct with the invoices, delivery challans

7.2. Periodic reconciliation of the receipts and disbursement of the products to the dealers and verification of statement of accounts.

7.3. Verifying the calculation of commission to agents, tax deducted at source under section 194H of the Income tax act, 1961

7.4. Periodic verification of purchases and sales of products made from the other unions and payments and stock verification of the products once in a month.

8.Transport Bills:

8.1 .Verification of the bills produced and the correctness of the bills made in regard to the no of kilometers and rate allowed for that route and vehicle.

8.2.Deduction of Tax deducted at source for the transportation bills.

9. Earnest Money Deposit (EMD) and Performance Guarantee

9.1.EMD of Rs. 12,000/- (Rupees Twelve Thousands Only) is payable through online mode only .

9.2.EMD of the bidder will be forfeited if the bidder revokes tender within the validity period or modifies bid after opening of the tender.

9.3.EMD will be refunded to unsuccessful bidders.

9.4.Tender form application / documents complete online at www.tenders.tn.gov.in, www.tntenders.gov.in upload all details using DSC (Digital Signature Certificate) and pay 1% VALUE OF TENDER Rs.12000/- to Union Canara Bank Account NO. 110112937501 in favor of The General Manager, Tiruvannamalai D.C.M.P.U Ltd., Its post is also notified UTR No._____

Noted and agreed to the above

SIGNATURE OF THE TENDERER

10.SECURITY DEPOSIT:

10.1) After evaluation and finalization of Part I Technical bids and Part II Commercial bids, selected tenderer shall furnish a Security Deposit amount at 5% of the order value (excluding 1% EMD already paid) drawn by means of Bank Draft in favour of The General Manager, Tiruvannamalai D.C.M.P.U.Ltd. payable at Tiruvannamalai within 15 days from the date of work order.

10.2) The EMD paid already along with the tender shall be adjusted against security deposit to be paid by the successful tenderer.

10.3) No exemption will be given from payment of Security deposit under any circumstances as per TNTT Act.

10.4)The security deposit is liable to be adjusted against any loss or damage caused by the tenderer to the Tiruvannamalai Union by his violation of the tender conditions.

10.5)The security deposit will be refunded only after the expiry of 6 months from the date of satisfactory completion of the contract and satisfactorily complying with the scope of work and the conditions thereof.

10.6)No interest shall be paid on the earnest money deposit or security deposit.

11)Payment Terms:

“The Firm will submit the internal audit report to the General Manager on or before 10th of every month” for payment of Monthly Audit fees.

12) AGREEMENT

The successful Tenderer shall execute an agreement on Rs.100/-stamp paper incorporating the terms and conditions of the contract and scope of work within 15 days from the date of intimation of the acceptance of the order . In case of default of either of these conditions (i.e.) remitting the security deposit and execution of the agreement (within the time allowed),the E.M.D paid will be forfeited.

The validity of the Contract is for one year from the date of execution of work and it is extendable further for another three months in the event of delay in finalisation of new tender.

13) Other Terms & Conditions:

13.1.Interested firms of Chartered Accountants which meet the pre-qualification criteria may furnish their Expression of Interest at the following mail ID: acctsavintvmalai@gmail.com Phone No. 9789294296.

13.2.The application for the said assignment shall be applied through www.tntenders.gov.in .

Noted and agreed to the above

SIGNATURE OF THE TENDERER

10) TECHNICAL BID-CHECK LIST

1.	Whether the EMD amount of Rs.12,000/- is paid in the online mode.	Yes/No
2.	Whether the tenderer have minimum Internal Audit experience of 2 years in Aavin or Other Milk Producers Societies.	Yes/No
3.	Whether copies of PAN card/GST certificate attached	Yes/No
4.	Whether all the pages in the tender formats Part I (Tech Bid) and Part ii(Commercial Bid) have been duly signed by authorized signatory.	Yes/No
5.	Whether the Commercial Bid is filled in detail in the prescribed format	Yes/No

Noted and agreed to the above

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MILK PRODUCER'S UNION LIMITED, VENGIKKAL,
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PART-II COMMERCIAL BID

PART-2: COMMERCIAL BID

Name of Job/ services: Appointment of Internal Auditor for FY 2023-25

Name of Organization: THIRUVANNAMALAI DISTRICT COOPERATIVE MILK PRODUCER'S UNION LTD.,

TENDER NO.: 4049/ACCOUNTS/2023

Name of Bidder:

Sl. No.	Description of Work	Unit	Amount (in Rs.)
1.	Consolidated fees for services as per Clause 3 'Scope of Work'	MONTHLY	
	Total Rs.		
	Total Rs. in words:		

Note: The above rates shall be exclusive of GST.

Signature	
Name of signatory	
Designation of signatory	
Official seal	

Note: **Please note that the Commercial Bid must not be put / mixed with Technical Bid.**
The Bidder shall submit through online subscribed with "Tender for Appointment of Internal Auditor for FY 2023-25."

Noted and agreed to the above

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