

 		<p><b>Eastern Coalfields Limited</b>  (A Subsidiary of Coal India Ltd)  Internal Audit Department  Sanctoria, PO. Dishergarh  Dist. Burdwan 713333  <b>ईस्टर्न कोलफिल्ड्स लिमिटेड</b>  (कोल इंडिया का एक उपक्रम)  सांक्तोडिया, पो: डिसेरगढ़  जिला: बर्धवान ७१३३३३  <b>ईमेल: iadeci@yahoo.in</b></p>
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RefNo:- ECL / IAD / Stores Audit/2024/155

Date:08/02/2024

### CORRIGENDUM

Name of Work:- "For Empanelment & Appointment of Auditor for conducting physical verification of Stores & Spares Audit for the F.Y.2022-23 to 2024-25.

**Ref: ECL/IAD/Stores Audit/2024/153**      **dated 05/02/2024**  
**Tender ID: - 2024\_ECL\_300610\_1.**

The Critical date of the above referred tender is hereby re-scheduled as below due to unavoidable circumstances: -

Particulars	Existing Date & Time of Tender	Revised Date & Time of Tender
e-Publishing	08.02.2024 from <b>11.00 Hours</b> [IST]	08.02.2024 from <b>14:00 Hours</b> [IST]
Downloading of Tender Document		
(i) Starts on	08.02.2024 from <b>11.00 Hours</b> [IST]	08.02.2024 from <b>14.00 Hours</b> [IST]
(ii) Closes on	24.02.2024 from 14.00 Hours [IST]	24.02.2024 from 14.00 Hours [IST]
Seeking Clarification		
(i) Starts on	08.02.2024 from <b>11.00 Hours</b> [IST]	08.02.2024 from <b>14:00 Hours</b> [IST]
(ii) Closes on	14.02.2024 from 14.00 Hours [IST]	14.02.2024 from 14.00 Hours [IST]
Online Submission of Offers		
(i) Start Date and Time	09.02.2024 from 10.00 Hours [IST]	09.02.2024 from 10.00 Hours [IST]
(ii) Last Date and Time	24.02.2024 from 14.00 Hours [IST]	24.02.2024 from 14.00 Hours [IST]
Due date of Opening of Tenders	26.02.2024 from 11.00 Hours [IST]	26.02.2024 from 11.00 Hours [IST]

All other terms & conditions of the above NIT & tender document will remain unchanged.

  
**HOD (IAD)**

# Eastern Coalfields Limited

Ref.No. ECL/IAD/Stores Audit/2024/153

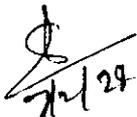
dated 05/02/2024

Open e-Tender

## Tender Document

**For Empanelment & Appointment of Auditor  
for conducting physical verification of Stores  
& Spares Audit for the F.Y.2022-23 to 2024-  
25.**

**Internal Audit Department,  
Eastern Coalfields Limited,  
Office of the Chairman cum Managing Director,  
Sanctoria,  
P.O. Dishergarh, Paschim Bardhaman, W. B.  
Pin-713333 Phone: 9434795224, 9434796746,  
9434795244  
E-mail ID: hodiad.ecl@coalindia.in**

  
7/2/24

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*S*  
*12/24*

### **Invitation for Bids (IFB) (Annexure - 1)**

Eastern Coalfields Limited, (A Govt. of India Undertaking) having its registered office at **Sanctoria, P.O. Dishergarh, Paschim Bardhaman, W. B. Pin 713333**, India, invites online bids through e-tender on CIL's e-procurement portal (<https://coalindiatenders.nic.in>) for empanelment and appointment of Practicing Chartered Accountant or Cost Accountant or a Firm / LLP of Chartered Accountants / Cost Accountants registered with the Institute of Chartered Accountants of India / Institute of Cost Accountants of India for conducting physical verification of Stores & Spares, in respect of Projects/Units/Headquarter Units of the Company for which 04(four) number audit firms will be considered for selection. The selected audit firms have to conduct audit as specified in Scope of Audit and Terms of Reference under Expression of Interest.

**Note: -Audit Firms having more than two partners are not eligible to bid and hence need not apply.**

- 1) All supporting documents regarding Application Format (**Annexure-B**), such as Firm Profile, Latest Firm Registration Certificate/Constitution Certificate, Certificate of Practice, Membership Certificate, Mark Sheets/Certificate of IPCC/Inter Examination, **Certificate of SAP experience/qualification, certificate of technical qualification/experience**, Appointment letters along with audit completion certificates in favour of the Audit Firm, issued by Auditee Co. duly signed with seal with requisite docketing no. must be enclosed, in support of their experience.  
In absence of proper documentary evidence, no marks will be accorded on a particular qualification criterion, without assigning any reason, whatsoever.
- 2) A declaration to the effect that all the terms and conditions of tender have been accepted unconditionally must be submitted along with the application.
- 3) The complete offer including Application Format, indicating current status of the firm as on the date of submission of tender, preferably typed in the letter head of the firm should be submitted. No hand- w r i t t e n offer will be accepted.
- 4) Overwriting /corrections/erasing and use of white ink should be avoided. However, if any correction is inevitable, the same should be preferably authenticated with signature and seal.
- 5) Eastern Coalfields Limited reserves the right to reject or accept or withdraw the tender in full or part, as the case may, without assigning any reasons thereof. No conditional offer will be accepted.



- 6) The complete tender document shall be available in the CIL's e-procurement portal <https://coalindiatenders.nic.in> for downloading and submission of offer. The complete tender document shall also be available on Eastern Coalfields Limited website <https://www.easterncoal.nic.in/> and Central Public Procurement portal (<http://eprocure.gov.in>) **for downloading only.**
- 7) There will be no physical/manual sale of tender document. There is no Tender Fee and the bidders can download tender document free of cost from any of the websites mentioned above.
- 8) Details of tender: -

1	Tender No.	Tender No.:ECL/IAD/Stores Audit/2024/153 Dated.05 /02/2024
2	Type of Tender	Open Tender
3	Estimated value of Tender	Rs.64,94,730.00/-
4	Tender Fee	NIL
5	Earnest Money Deposit	Not Applicable
6	Subject of Tender	Empanelment and Appointment of auditors for conducting physical verification of Stores & Spares for F.Y.2022-2023, 2023-24 & 2024-25
7	e-Publishing date of Tender	08.02.2024 from 11.00 Hours [IST]
8	Downloading of Tender Document	
	(i) Starts on	08.02.2024 from 11.00 Hours [IST]
	(ii) Closes on	24.02.2024 from 14.00 Hours [IST]
9	Seeking Clarification	
	(i) Starts on	08.02.2024 from 11.00 Hours [IST]
	(ii) Closes on	14.02.2024 from 14.00 Hours [IST]
10	Online Submission of Offers	
	(i) Start Date and Time	09.02.2024 from 10.00 Hours [IST]
	(ii) Last Date and Time	24.02.2024 from 14.00 Hours [IST]
11	Due date of Opening of Tenders	26.02.2024 from 11.00 Hours [IST]

9) The offers have to be submitted online through the CIL's e-procurement portal <https://coalindiatenders.nic.in>. The tenderer has to get themselves enrolled on the above portal and follow the procedure laid therein for submission of offer. The Online Bidder Enrolment is free of cost and one-time activity only.

10) There is no provision to take out the list of parties who have downloaded the tender document from the above referred website. As such, bidders are requested to visit the website once again

*Handwritten signature/initials*

before the last date of submission of offer/due date of tender opening to ensure that they have not missed out any corrigendum issued against the said tender after they have downloaded the tender document. The responsibility of downloading the corrigendum, if any, will be of the bidder. No separate intimation in respect of corrigendum to the NIT (if any) will be sent to the bidders who have downloaded the tender document from website.

- 11) The bidders, in their own interest, are requested not to wait till the last moment for submission of bid to avoid last minute rush and local problems related to internet connectivity, law and order, strike, bandh etc. The Company shall not be responsible, if bids could not be uploaded due to such local problems at the bidder's end.
- 12) The interested bidders may obtain further information from the office of Chief of Internal Audit as under: -

Chief of Internal Audit  
Internal Audit Department  
Eastern Coalfields Limited  
PO- Dishergarh  
Distt- Paschim Bardhaman  
State-WB, PIN-713333  
Mobile: - 9434795224/9434796746/9434795244  
Email address: hodiad.ecl@coalindia.in



## Instructions to Bidders (ITB) (Annexure - 2)

### **1. Requirements for participation in e-tender:**

In order to submit the online offer on CIL's e-Procurement portal <https://coalindiatenders.nic.in> the bidders should meet the following requirements:

- a) PC connected with Internet (For details, visit link –Bidders Manual Kit|| on home page of CIL's e-Procurement portal <https://coalindiatenders.nic.in>). It will be the bidder 's responsibility to comply with the system requirements i.e. hardware, software and internet connectivity at bidder 's premises to access the e-Procurement website. Under no circumstances, the Company shall be liable to the bidders for any direct/indirect loss or damages incurred by them arising out of incorrect use of the e-Procurement system or internet connectivity failures.
- b) Enrolment with CIL's e-Procurement portal <https://coalindiatenders.nic.in> , the online enrolment of the bidders on the portal is free of cost and one time activity only. The registration should be in the name of bidder whereas DSC holder may be either bidder himself or its duly authorized person having DSC indicating name of firm as that of bidder. It shall be the responsibility of the bidder to ensure that they get registered with the CIL's e-Procurement portal well in advance and download the documents before the last date and time for the same.
- c) Class II or Class III Digital Signature Certificate (DSC) issued by a Certifying Authority authorized by Controller of Certifying Authority (CCA) and which can be traced up to the chain of trust to the Root Certificate of CCA.

### **2. Help for participating in e-tender:**

The detailed method for participating in the e-procurement is available on links –Help for Contractor|| and –Bidders Manual Kit|| in CIL's e-Procurement portal. The bidders may also seek help from the help-desk on the numbers available on CIL's e-Procurement portal. All queries will be answered in English / Hindi only.

### **3. Communication:**

The bidder must provide complete address, corporate e-mail id and mobile number to enable ECL to communicate through e- mail/SMS, if



necessary, which shall be deemed as valid communication.

**4. Cost of Bidding:**

The bidder shall bear all costs associated with the preparation and online submission of bid and the Company will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**5. Clarification of Bid Documents and Last date for submission of Bid:**

A prospective bidder may seek clarification online through CIL's e-procurement portal after e-Publication of the NIT. The Company will respond to such requests for clarification of the Bid Documents, which are received not later than 10 (Ten) days prior to the deadline for the online submission of bid. Company's response shall also be put on the CIL's e-procurement portal. Bids must be submitted along with all supporting documents in the CIL e-procurement portal online on or before to the scheduled time and date as mentioned in ITB.

**6. Due date of opening of Bid:**

Bids will be opened online at the scheduled time on the due date of opening as mentioned in IFB. In the event of the scheduled due date of opening of bids being declared as a closed/holiday for ECL office or due to Force Majeure reasons, the due date for opening of bids will be the next working day at the scheduled time.

**7. Extension of due date of tender:**

Eastern Coalfields Limited reserves the right to extend the due date of tender as deemed fit on case to case basis by issue of corrigendum through portal. Further, if at least 3 bids are not received within originally stipulated due date, the due date shall be extended by 4 (four) days by the portal automatically. If, even after granting extensions (4 days), less than 3 bids are received, the tender shall be opened without further extension. Separate paper publication of corrigendum for extending the due dates shall not be made.

**8. Language:** The language of the bid shall be English. All documents enclosed should also be in English language. In case the original document is in a different language, self-attested English translation with signature and stamp of the authorized signatory of the bidder who has signed the LOB shall be furnished.

**9. Earnest Money Deposit:** Not Applicable

**10. Letter of Bid (LOB):** The format of Letter of Bid (LOB) as given at Annexure- C will be downloaded by the bidder and will be printed on



Bidder's letter head and duly Signed by a person competent and having the Authority/ Power of Attorney to bind the bidder. Scanned copy of such a Signed & Stamped with the seal of the company LOB along with Authority /Power of Attorney are to be uploaded during bid submission in Cover- I. This will be the covering letter of the bidder for the submitted bid.

The content of the Letter of Bid uploaded by the bidder must be the same as per the format downloaded from website and it should not contain any other information. If there is any change in the contents of Letter of Bid uploaded by bidder as compared to the format of Letter of Bid uploaded by the department with NIT document, then the bid may be liable for rejection. These documents are to be uploaded online in the specified folder provided in the e procurement portal.

**Note:** The person, who signs the Letter of Bid physically, should bid online while submitting the offer with his own DSC mapped in the name of bidder. In case the person who has signed LOB is not bidding himself and has authorized another person who uses his DSC is mapped in the name of bidder, to bid online, then authorization on non-judicial stamp paper duly notarized (as per **Annexure-D**) by the person signing the LOB in favour of person bidding online is required to be uploaded. This document is to be uploaded online in the specified folder provided in the e-procurement portal.

#### **11. Methodology for online Submission of Bids**

The offers are to be submitted online through CIL's e-procurement portal in 1 (one) cover (Cover - I \_Technical Bid'). Authenticated and Scanned copies of documents shall be uploaded online in the specified folder provided in the e procurement portal.

The Cover -I \_Technical Bid 'is to be uploaded in e-procurement portal before the last date and time for submission of online bid. No offline bid shall be accepted. Offer received through Post, Courier, Fax or E-mail or **any social media** will not be considered.

#### **12. Evaluation of Bids**

- i. After opening of the bid, the documents submitted by firms will be downloaded and shall be put up to the evaluation Committee. The Committee will examine the uploaded documents against information/declarations furnished by firms online. If it confirms to all of the information/ declarations furnished by the firm online, then the firm will be considered eligible.
- ii. Bids which have not been submitted with valid documents will not be considered for evaluation.

After evaluation of the uploaded documents, shortfall documents in



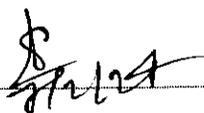
connection with the uploaded documents, if required, shall be sought from the bidders by the evaluation Committee. For this purpose, maximum 1(one) chance shall be given. The time period for clarification will be considered for 7 days. The firm will get this information on their personalized dash board under —Upload confirmatory document link.

Additionally, information shall also be sent by system generated email and SMS. It will be the firm's responsibility to check the updated status/information on their personalized dash board regularly after opening of bid. No separate communication will be made in this regard. Non- receipt of e- mail and SMS will not be accepted as a reason of non-submission of documents within prescribed time. The firm will upload the scanned copy of all those specified documents in support of the information/ declarations furnished by them online within the specified period.

- iv. The offers will be evaluated in accordance with the Selection Criteria mentioned in **Annexure-E** on the basis of documents uploaded by firm online. The firm is not required to submit hard copy of any document through offline mode. Any document submitted offline will not be given any cognizance in the evaluation of offer.
- v. In case the firm submits requisite documents online as per tender document, then the firm will be considered eligible.
- vi. In case the firm fails to submit requisite documents online as per tender document or if any of the information/declaration furnished by firm online is found to be wrong by Committee during evaluation of scanned documents uploaded by firm, then his bid shall be rejected.
- vii. In case none of the firms complies the technical requirement, then necessary action as deemed fit by management will be taken.
- viii. It is responsibility of firms to upload legible/clearly readable scanned copy of all the required documents as mentioned above.

**13.** Scanned copy (PDF) of supporting documents duly signed and stamped should be uploaded in the Folder provided for this purpose. However, ECL reserves the right to verify such documents with the original, if necessary. Bidder has to provide the originals to ECL on demand.

**14.** The offer should be submitted strictly as per the terms & conditions laid down in the tender document, failing which the offer will be liable for rejection. No deviation of the terms and conditions of the tender document is acceptable.



15. ECL reserves the right to reject or accept or withdraw the tender in full or part as the case may be without assigning reason thereof.
16. ECL also reserves the right to short close the contract in case of breach of terms and conditions of the contract by the tenderer.
17. The bidders are required to ensure that their corporate e-mail id is provided / updated during the registration of vendor with e-procurement portal. Bidders are also requested to indicate their valid corporate e-mail id and mobile no. of authorized representative at Instruction to Bidders for communications through e-mails / SMS alerts (if any).
18. Modification of the submitted bid shall be allowed online and the bidder may modify and resubmit the bid online as many times as he may wish only before the deadline of submission of tender. Bidders may withdraw their bids online within the last date and time of bid submission. Hence, the last documents received shall be considered for evaluation.
19. Modification of the bid or any form of communication with ECL or submission of any additional documents, not specifically asked for by ECL, will not be allowed and even if submitted, same will not be considered by the ECL.
20. In case of any technical mistake in online offer and NIC confirming that there is no fault from their side, then ECL will not be held responsible for the consequences and no cognizance will be given by ECL on any correspondence made in this regard.
21. General terms and conditions mentioned at **Annexure-A** must be signed by the partner of the audit firm mentioning name of the partner, membership number and firm registration number. No deviation of the general terms and condition is acceptable.

Encl.: **Annexures**

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The Scope of the work of Physical Verification of Stores & Spares will be as under:

**A. Physical verification of stores and spares:**

1) To report whether the opening balances in the relevant Kardex/Bin cards/stores ledger of the current year has been verified from the audited physical and book balances statement of the previous year. If not tallied, should be reported. **The physical verification shall be done at Central/Regional Stores as well as Area/Site/Colliery stores including diesel & lubricants at depot.**

2) To examine and report whether all receipts and issues during the intervening period of audit (i.e., period of actual date of Physical verification from 1<sup>st</sup> April'2023, along with receipts and issues of stores & spares made during the F.Y. 2022-23) were duly entered into the Bin Card/Kardex/Store ledger and verify the same with basic records. Deviations, if any, on such examination should be reported.

3) To examine and report whether derived physical balances as on 31<sup>st</sup> March'2023 (with due adjustment of all receipts and issues during the intervening period as discussed in point no.1), is tallied with Kardex /Bin cards/Stores ledger as on 31<sup>st</sup> March'2023. In case of any deviation, item wise discrepancies should be reported to Depot officer for verification and acceptance. Copy of such report shall also be submitted to Staff officer (MM) and Area Finance Manager of the concerned project/unit. Reconciliation for the difference to be done by the store auditor.

**4) List of stores and spares for which no D.T.R. / D.R.R. has been prepared as on date of physical verification is to be submitted separately with reason thereof.**

**5) To report the status of recovery of store materials issued on loan, if any, to the employees and contractors.**

6) Age wise insurance claims lodged with insurance company for shortage/ damaged materials received in stores and their current status should be submitted, if any.

7) Considering the quantity, value, diversity of physical storage & declining % of closing stock, ABC analysis will be as follows :

Items	Cost per unit	% of Physical Verification
-A	Rs 10,000/- & more	100 %
Safety Items	All Items	100 %
-B	Rs 2000/- to 9999/-	25 %
-C	Less than Rs 2000/-	5 %

The above details of % covered in physical verification in terms of ABC analysis should be ensured as per **Annexure-II(A)**

**8) Details of percentage coverage in physical verification in terms of ABC Analysis including Safety items are to be mentioned in the report as follows:-**

Items	Quantity	% covered	Value	% covered
<b>A</b>				
<b>Safety Items</b>				
<b>B</b>				
<b>C</b>				

9) To examine and report whether any stores and spares verified physically but no

entry was found in the Bin card/Kardex/stores ledger (**Annexure-II(B)**). If so, detail of such stores and spares to be furnished with the explanation of the management.

- 10) To report whether the materials lying in the stores
  - a) are properly stored to avoid damage and pilferage,
  - b) of similar nature are stored together,
  - c) are segregated between stores and spares which are regularly consumed and stores and spares which are not regularly consumed, i.e., slow/non-moving in nature (if any)
- 11) To report whether FIFO basis is followed in case of physical issue of stores and spares.
- 12) To report whether the system of ABC analysis of stores is followed. Excess stock of 'A' category items found, if any, and length of time of such excess stock is also to be reported.
- 13) To report whether the stores and spares physically verified are found at the location mentioned in the software system.
- 14) To report about the treatment made in the Bin cards/Kardex/stores ledger regarding shortfall in the physical balances. All stock and stores are to be physically counted, even if, quantity in Kardex is nil. Nil card having physical balance will be paid.
- 15) To examine on sample basis and report whether Kardex/Bin cards/stores ledger are maintained properly and all receipts/issues are duly authenticated. Any deviations should be reported in detail.
- 16) To comment on the action taken report submitted by the management on discrepancies given in the earlier reports.
- 17) **Procedure for physical verification of obsolete and non-moving items:**
  - a) To examine the report prepared by the company for the obsolete/non-moving Idle stores and spares lying beyond three years and five years (if any). This is to be reported separately grouping the items under type of materials like Rubber (including Tyre and Tube), Iron and Steels, Lubricants, Battery etc.
  - b) Reports should also indicate the last date of movement of the indented items.
  - c) To report whether full provision of obsolete stock is made.
  - d) **Proper categorization of obsolete and non-moving items.**
  - e) **Separate and proper storage of obsolete and non-moving items.**
  - f) **Proper and timely disposal of obsolete stores.**
  - g) **Intimation to other mines and subsidiaries before declaring any stores items as obsolete.**
- 18) To examine the report prepared by the company on the maintenance of scraps materials. **The report should indicate the value and quantity of scrap sold and the items wise grouping of scrap indicating the opening balances, addition, disposal and closing balances.**
- 19) It should be ensured that at least 70 % of value of closing stock should be verified by Store Auditor.



20) The following criteria may be considered for ascertaining Obsolete & Non Moving Stores

- a) Where there is no movement in the stock of Stores & Spares in the Bin for a period of 5 years & more may be treated as —Obsolete Stock|| **(Annexure - II (D))**
- b) Where there is no movement in the stock of Stores & Spares in the Bin for a period of 3 years & more may be treated as —Non Moving Stock|| **(Annexure - II (C)).**

21) The following criteria may be considered for physical verification of Slow Moving /Obsolete Stock:-

- a) 100 % physical verification for —A|| category Obsolete / Slow Moving items by Store Auditor,
- b) 20 % physical verification for —B|| category Obsolete / Slow Moving items by Store Auditor on rotation basis.

22) The details of Scrap Materials are to be maintained by store officer regularly. The Store Auditor will examine the records of scrap & will submit his report in the prescribed format as per **Annexure II (E).**

All the Annexures i.e. **Annexure - I (Audit Coverage), Annexure II (A), Annexure II (B), Annexure II (C), Annexure II (D), Annexure II (E)** shall be prepared and to be signed by Store Keeper, Head of Department & Store Auditor of all the Central Works Shop/ Central Stores / Regional Stores/Works Shops of ECL, as the case may be.

**Annexure-II (Audit Coverage)** shall be prepared and to be signed by the **General Manager, Area Finance Manager and Auditor of the respective projects/units/HQ of ECL.**

**NOTE: The above points are illustrative but not exhaustive.**



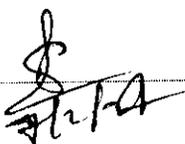
## TERMS OF REFERENCE OF AUDIT

Annexure -G

The Institute of Chartered Accountants of India (ICAI) has issued Standards on Internal Audit (SIA). The Auditors shall follow these Standards to the extent applicable in the matter of Planning, Audit Procedures (Sampling, Analytical Procedures etc.), Documentation and Reporting. The Auditor is expected to apply his judgment to decide the applicability of these standards w.r.t. scope of work and reporting requirements.

### **AUDIT TEAM**

- 1) A practicing Chartered Accountant or Cost Accountant or a Firm/LLP of Chartered Accountants/Cost Accountants 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/Project/Units.
- 2) The Audit Team should consist of one qualified CA/CMA and two Inter CA (IPCC) / Inter CMA semi qualified assistants. **At least one of the Audit Team members must have the SAP(ERP) experience/qualified person. In addition, at least one of the team members should have the experience of Stores audit/Inventory audit.**
- 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 CGM/GM of the Project and GM/HOD (Internal Audit), ECL (subject to verification of credentials of the new incumbent to be sent along with the intimation with photo proof of qualification, PAN card, Aadhaar card and a brief profile). The audit team members should carry Photo ID issued by the Audit Firm duly attested by the CGM/GM of the project or GM/HoD (Internal Audit) ECL.
- 4) The partner of the audit firm should visit at the start of the audit work and also at the time of finalizing the audit report. The attendance of the team members will be maintained by the auditee project/unit/HQ.
- 5) The Audit team will conduct the audit as per Manual, Rules and



Regulations, guidelines, instructions, delegation of powers etc. and in consultation with the concerned officials at Projects/Units/HQ.

- 6) The number of Audit firms may vary according to the number of mines,
- 7) Manpower, Production and Dispatches of a particular Project/Unit as decided by the management.

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No. of Firms	Unit/Store	Location	Estimated No. of Bincards	Group
1	Sodepur Central Store	Sodepur, Near Bardhaman	Kulti, Paschim 14789	A
	Sodepur Regional Store	Sodepur, Near Bardhaman	Kulti, Paschim 10993	
	Neamatpur Excavation Store	Neamtpr, Near Bardhaman	Kulti, Paschim 2472	
2	Jhanjra	Jhanjra, Bardhman	1964	B
	Bankola	Bankola, Ukhra, Bardhman	2356	
	Salanpur	Panchgachia, Salanpur	2466	
	Sonepur Bazari	Bahula, Bardhman	6608	
3	Rajmahal	Rajmahal, Barasimra, Godda, Jharkhand-814133	12504	C
	S.P. Mines	Chitra, Deoghar, Jharkhand-815351	5028	
	Mugma (Regional Store)	Mugma, Dhanbad, Jharkhand	7720	
4	Pandveswar	Pandveswar, Bardhman (WB)	3552	D
	Kenda	Banbahal, Haripur, Bardhman	2739	
	Kajora	Kajoragram, Bardhman	5166	
	Kunustoria	Kunustoria, Toposi, Bardhman	3057	



	Satgram-Sripur	Devchandnagar, Bardhaman (WB)-713332	8243	D
1	Sodepur WS/Store	Sodepur, Near Kulti, Paschim Bardhaman	0	A
1	Neamtpur WS/Store	Neamtpur, Near Kulti, Paschim Bardhaman	659	A
2	Ukhra Regional Workshop	Ukhra, Bardhaman	3516	B
2	Poniati Workshop	Jamuria Hat, Bardhaman	1293	B
3	Mugma Regional WS	Mugma, Dhanbad, Jharkhand	2610	C
3	BEFW(Store)	Mugma, Dhanbad, Jharkhand	265	C
4	Kalla Hospital	CH Kalla, Asansol (WB)-713340	0	D
4	J.k.Ropeways	Kajoragram, Bardhaman	0	D
4	Ratibati WS	Kaliphari, Bardhaman. WB-713339	405	D
		Total no. of Kardex	98405	
	Estimated amount for Physical verification of Bincard	98405 X 20.00	19,68,100/-	
	Estimated amount for N/L & P/L reconciliation	98405 X 20% X 10.00	19,68,10/-	
	Total estimated budget required for the audit during F.Y. 2022-23 (in Rs.) (Applicable taxes will be extra)		21,64,910/-	
	Additional amount for subsequent 2 years on renewal i.e. FY 2023-24 and 2024-25 (Applicable taxes will be extra)	21,64,910 x 2	43,29,820/-	
	<b>Total Estimated Amount for 3 years i.e. FY 2022-23 to 2024-25 (in Rs.) (Applicable taxes will be payable extra)</b>	<b>21,64,910 x 3 (i.e. Rupees Sixty-four lakh ninety-four thousand seven hundred thirty only)</b>	<b>64,94,730/-</b>	

## **AUDIT REPORT**

The Audit report should cover the scope as well as contain the annexures mentioned in the scopethereof. Draft audit reports must be discussed thoroughly with AFM/ HOD/GM of the concerned Project and Chief of Internal Audit, ECL well before submission of the Final Report.

The individual audit report for each project/unit should be signed by the partner of the audit firm and should be submitted in five copies. One copy of the report shall be submitted as follows: -

- 1) One copy to GM/Project/unit concerned
- 2) One copy to Depot Officer/Project/Unit
- 3) One copy to AFM-Project/Unit
- 4) One copy to GM (Finance) In charge, ECL, Sanctoria, WB,
- 5) One copy to Chief of Internal Audit, ECL, Sanctoria, WB.

The scanned copy/soft copy of the audit report should be given to the mail address of the respective project authority and the Chief of Internal Audit.

Audit Report should be signed by the partner of the Firm mentioning Name of the Partner, UDIN, Membership No. and Firm Registration No.



## **AUDIT FEE**

### **A. Remuneration**

**(I)** For carrying out the **Physical Verification of Stock of Stores & Spares**, the Auditors may be paid remuneration of Rs 20/- per verified Bin Card. No fees may be payable for Bin Card having Nil stock on the date of Physical Verification. Further for reconciliation of Numerical Ledger (NL) with Priced Ledger (PL), an additional fee @ 50 % of the Rate per Live Card may be paid.

### **B. Travelling Allowance:**

Partner will be entitled for rail fare by AC 1<sup>st</sup> class or Air Fare by economy class, Qualified Assistant by AC 2<sup>nd</sup> Class and Semi-qualified assistant by AC 3<sup>rd</sup> class on submission of proof of journey, for to and fro journey undertaken. 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 rail/Air, TA will be limited to entitled class or actual fare, whichever is lower, subject to production of documentary evidence.

The Company will provide a good quality, Food & Lodging and local transport facility to the Audit Team and Partner.

**C. TAXES:-** All applicable taxes will be paid extra.

### **D. PAYMENT OF AUDIT FEE**

The GST invoice/Bill for conducting audit and TA bills will be paid upon submission of Reports. The paying authority in case of project/unit will be Area Finance Manager of respective Project/units and in case of Head Quarter, General Manager (Finance). The GST invoice/Bill in triplicate, duly certified by the respective authority of Area/unit/project and in case of head quarter, GM/HOD (IA) along with reports and attendance, shall be submitted for processing of payment.

### **E. Tentative Audit Fees for the Store Audit**

The tentative audit fees for store audit (physical verification of stores & spares), for the financial year 2022-23 are being tabulated under Page:-17, above.

The auditors to be appointed for physical verification of stores, spares audit for the FY2022-23 shall be governed by their respective scopes, mentioned under the head scope of audit. The remuneration mentioned in the aforesaid table may vary during the conduct of audit, depending upon the number of live cards in case of physical verification of stores and spares.

The audit firms which secures highest marks in the descending order of merit list shall be allotted audit work viz. physical verification of stores, spares audit for the FY2022- to be reckoned as per the chronological order.



## **Audit Period**

### **a) Time and Duration of the physical verification of store, spares: -**

(i) The physical verification of Store & Spares shall be done on balance as on 31<sup>st</sup> March'2023 for Central/Regional Stores as well as Area/Site/Colliery stores including diesel & lubricants depot.

ii) In respect of above, the auditor shall start the audit at the earliest, upon the receipt of the appointment letter and finish the job within (thirty) 30 days and submit the report within (five) 05 days thereafter holding discussion at Project/Unit/HQ of ECL. However, the start date, finish date and report submission date of the audit assignment will be mentioned in appointment letter.

**iii) "The appointment of the Audit Firm will be for the year 2022-23 and may be considered for renewal in the subsequent years 2023-24 and 2024-25 based on satisfactory performance of the Firm."**

**iv) "In case of renewal of the appointment in subsequent year the present place of audit of Area/ Unit may be changed except in case, where the unit is situated in a place where it is not feasible due to place constraint."**



## Annexure-A

### **GENERAL TERMS AND CONDITIONS.**

1. 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. The firms will have to declare that they 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 3 years of personal or financial or any other association of any kind now or in last 3 years is prohibited.
2. The audit team will work in strict confidence and will ensure that the information in respect of the operation of the Area/Unit/Project 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 Audit.
3. The members of the audit team should be in employment of the firm or professionally engaged for specialized review, in a transparent contract (without financial terms disclosure) to be shared and approved by the respective company based on special expertise or experience of such person.
4. The information provided in the application by the firm must be current, relevant and free from mis-statements on the date of application.
5. Partner of the firm must not be related to Managing Director/whole time Director or part time Director of company to be audited within the meaning of section 2 (77) of the Companies Act, 2013.
6. **Neither the firm nor its partner or Associates should have any interest in the business of ECL.**
7. The auditor will be required to issue certificate of Independence.
8. Audit Firms shall have primary responsibility to ensure that the limits specified under section 141(3)(g) of the Companies Act, 2013 are not violated.
9. The auditor/ firm must be free from any disqualification as per provisions of the Companies Act, 2013. In addition to this, the Auditor/Firm must not be holding any assignment as Statutory Auditor/ Internal Auditor / Cost Auditor of CIL and its Subsidiaries as on the date of appointment and during the continuity of the Audit.
10. Where a Chartered accountant/Cost Accountant is a partner / proprietor of more than one firm, in such case, only one firm shall be allowed to take part in the **selection process of ECL. If it is found that more than one Firms having common partners makes application in the EOI initiated by ECL,** then applicant with highest marks among the firms (having common partners) shall only be considered and applications of other firms (having common partners) shall stand cancelled.
11. Any other compliance/declaration, if any, required under Companies Act, 2013 shall be complied /furnished by the Auditors.
12. If progress/performance of the audit team is not satisfactory, the management reserves the right to terminate the appointment of the Firm with prior notice of one month.
13. Dispute/difference, if any, shall be mutually settled with CGM/GM of the Area/unit/Project/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.
14. ECL reserves the right to reject or accept or withdraw the tender in full or part as the case may be without assigning reason thereof.



15. ECL also reserves the right to short close the contract in case of breach of terms and conditions of the contract by the tenderer.
16. The Audit Assignment will be terminated and the audit firm will also not be considered for appointment/re-appointment 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 stipulated period.
  - (c) If the firm does not submit the Audit Report, complete in all respects, as per terms of appointment within the stipulated time.
  - (d) If performance of the firm is not found satisfactory.
  - (e) If any fraud / embezzlement is detected subsequently and not reported by Auditor.
  - (f) The firm has to maintain the confidentiality requirement in terms of professional code of conduct and they shall not appoint/utilize the services of those who are not employee/partner/director of the firm.

Note 1: The term "firm" will also include a proprietary firm and will also have the meaning as assigned to it in the Indian Partnership Act, 1932 and a partnership as defined in the Limited Liability Partnership Act, 2008 with having adequate qualified partners and full time qualified employees and Article trainees / semi qualified employees (a self-certified profile will be provided by all firms clearly indicating their manpower, office infrastructure, software, hardware and other resources. No existing firm of internal auditors/statutory/cost auditors can be appointed.

Note 2: ECL reserves the right to check the details and to ask for supporting evidence at any time.

Note 3: Disqualification of Auditor as per section 141(3) of the Companies Act 2013 will be applicable.

Date:  
Place:

Signature with seal  
Name of the Partner  
Membership No.  
Name of the Firm  
Firm Registration No.

A handwritten signature in black ink, followed by the date '31/12/24' written below it.

## Annexure-B

**APPLICATION FORMAT**

SI No.	Particulars	Details
1.	Name of the Firm	
	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.	Bank Details (for EFT) of bidder. a) Account Name/Beneficiary name b) Banker's Name c) Branch d) Address, City/Town, District, State e) Nature of Account(Cash, Credit, Current, Saving) f) IFSC Code g) Account No.	
8.	Name, Membership No. and date of Joining of existing partner with the Firm having the longest association. Ref : Selection criteria: SI No. 1	
9.	Name and Membership No. of the full time partners /proprietor having experience in practice in the firm whether ACA/ ACMA, FCA/FCMA as on 01.01.2024 and continuing thereafter. Ref : Selection criteria: SI No. 2(i)	
10.	Name and Membership No. of the full-time partners/proprietor and full-time qualified persons having experience in practice in the firm as on 01.01.2024 having DISA/CISA and continuing thereafter. Ref : Selection criteria: SI No. 2(ii)	
11.	<b><u>Qualification certificate issued to Partner/Qualified-Semi Qualified Assistants by SAP Authorized training institute preferably with exposure in MM Module, or Experience certificate issued by a Company (Regd. under Co.'s Act, 2013) for working in SAP environment with the exposure preferably in MM Module.</u></b> Ref : Selection criteria: SI No. 3(i)	
12.	<b><u>Certificate on technical qualification issued to the partner/ assistant associated with the firm issued by any Technical Institute or Experience certificate issued to partner/ assistant /technically qualified person associated with the firm by a Company (Regd. under Co.'s Act, 2013) preferably exposure in Material Management.</u></b> Ref : Selection criteria: SI No. 3(ii)	
13.	Name, Membership No. and joining date of full-time qualified assistants who is an ACA/ACMA having experience working with the firm as on 01.01.2024 and continuing thereafter. Ref : Selection criteria: SI No. 3(iii)	

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14.	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 01.01.2024 and continuing thereafter. Ref : Selection criteria: SI No. 4	
15.	Experience of the firm in conducting (A) Statutory/Internal Audit in PSU/Govt. Companies/Listed Companies (B) Statutory/Concurrent audit in PSU Banks, (C) Physical verification of Stores & Spares/Fixed assets /Perpetual inventory audit etc. in PSU/Govt. Companies/Listed Companies Ref: Selection criteria: SI No. 5	
16.	Audit firms having Registered Office/Branch Office within the state as on 01.01.2024 and continuing thereafter, wherein the Head quarter of the Eastern Coalfields Limited is situated or is having its mining operation (West Bengal/Jharkhand) Ref: Selection Criteria: SI No.6	

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Further, the following documents are required to be submitted online:

1. Self-attested copy of Latest Firm Registration Certificate/Constitution Certificate downloaded from the website of Institute of Chartered Accountants of India/Institute of Cost Accountants of India, not earlier than the date of publication of EOI, showing proof of registered office/branch office within the state.
2. Self-attested copy of membership certificate of Partners and full-time qualified persons issued by Institute of Chartered Accountants of India/Institute of Cost Accountants of India.
3. Self-attested copy of Certificate of Practice of Partners and full time qualified persons issued by Institute of Chartered Accountants of India/Institute of Cost Accountants of India.
4. Self-attested copy of DISA/CISA of Partners and full time qualified persons issued by Institute of Chartered Accountants of India/Institute of Cost Accountants of India.
5. Self-attested copy of Mark sheets/Certificate of IPCC/Inter Examination issued by Institute of Chartered Accountants of India/Institute of Cost Accountants of India.
6. Self-attested copy of Latest Registration Certificate of PCA/Firm/LLP issued by Institute of Chartered Accountants of India/Institute of Cost Accountants of India.
7. Self-attested copy of PAN Card of PCA/Firm/LLP.
8. Self-attested copy of GST Registration Certificate (if applicable), or, Proof of Annual Turnover, if, <Rs.20.00 Lakhs, covered with certificate of a practising CA/CMA issued with UDIN.
9. (a) Self-attested copy of work order/appointment letter **along with work completion certificate of the same** issued on Statutory/Internal Audit issued by PSU/Govt. Companies/Listed Companies.  
(b) Self-attested copy of work order/appointment letter **along with work completion certificate of the same** issued on Statutory/Concurrent Audit in PSU Banks.  
(c) Self-attested copy of work order/appointment letter issued on Physical verification of Stores & Spares **along with work completion certificate of the same** in PSU/Govt. Companies/Listed Companies.

10. All documents including EOI should be duly authenticated / signed by the partners with seal of firm as token of unconditional acceptance of all term of reference/general terms and conditions. In absence of the above documents, the offer will be rejected. The documents uploaded online a n n e x e d to the offer must be serially numbered and duly signed by the bidder with official seal.

Note: - The participants must provide the copy of complete pages of Work Order/ appointment letter and **work completion certificate** (including last page thereof reflecting the signature of issuing authority) for Sl. No 9.

Date:  
Place:

Signature with seal  
Name of the Partner  
Membership No.  
Name of the Firm  
Firm Registration No.



**Annexure-C**

**Letter of Bid**

To  
Eastern Coalfields Limited,  
Sanctoria, P.O. Dishergarh,  
Paschim Bardhaman, W. B.,  
Pin - 713333.

Dear Sirs,

**Sub: Tender No. :-**

1. Having examined the Tender Document including Addenda/Corrigenda, if any (insert numbers), we, M/s. (..... name of the bidder firm. ) represented by the undersigned, Mr/Ms..... Employee/ Partner /Legal Attorney / Proprietor /Accredited Representative, offer to supply and deliver (Audit Services on verification of Stores & Spares) vide our offer No.....dated in conformity with the said Tender Document.
2. We confirm to accept all terms and conditions contained in the tender document unconditionally.
3. We agree to abide by this bid for a period of 180 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We confirm that until a formal appointment order is issued, this bid together with your written acceptance thereof and your Notification of Award, shall constitute a binding Contract between us.
5. We understand that you are not bound to accept the lowest or any bid you may receive.
6. We confirm that the contents of the offer are given after fully understanding and all information furnished by us are correct and true and complete in every respect.
7. We confirm that all information/ documents / credentials submitted along with the tender are genuine, authentic, true and valid.
8. We confirm that if any information or document submitted is found to be false / incorrect forged/tampered in any way, the said offer shall be considered absolutely null & void and action as deemed fit may be taken against us including termination of the contract, forfeiture of all dues and Banning of our firm along with all partners of the firm as per provisions of tender document/Purchase Manual of CIL/Provisions of law in force.
9. We are not holding any assignment as Statutory /Cost/Internal/Stores Auditor of CIL and its subsidiaries as on the date of appointment and during the continuity of Audit.



10. We confirm that, our 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 3 years of personal or financial or any other association of any kind now or in last 3 years is prohibited.
11. We have never been banned or delisted by any Government or Quasi- Government Agency or any Public Sector Undertaking in India.

OR

We were banned by the organization named \_\_\_\_\_  
for a period of year(s) effective from \_\_\_\_\_ to \_\_\_\_\_ for (the reasons to be mentioned) \_\_\_\_\_

Dated this \_\_\_\_\_ day of 20 \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Designation \_\_\_\_\_ Seal \_\_\_\_\_

Duly Authorized to sign bid for and on behalf of \_\_\_\_\_

**Note:**

1. This letter of bid should be on the letterhead of the Bidder and should be signed by a person competent and having the authority to bind the Bidder. The said document conferring authority upon the person should be submitted by the Bidder along with the LOB. If the said document conferring the authority is Article of Association of Company, Partnership Deed of a Registered Firm or any resolution of the company, then the notarized copy of the same should be uploaded. In other cases, the letter of authority should be a Power of Attorney sufficient to bind the bidder.
2. Power of Attorney should be on non-judicial stamp paper and sufficiently stamped.
3. **Signature & Seal of the PUBLIC NOTARY**

In case the person who has signed LOB is not bidding himself and has authorized another person whose DSC is mapped in the name of bidder, to bid online on his behalf, then the further authorization on non-judicial stamp paper duly notarized (as per Annexure-D) by the person signing the LOB in favour of person bidding online is required to be uploaded.

Date:  
Place:

Signature with seal  
Name of the Partner  
Membership No  
Name of the Firm  
Firm Registration No.



**Annexure - D**

**Format for Authorization to DSC holder Bidding Online by the person  
who has signed Letter of Bid**

**(On NON-JUDICIAL STAMP PAPER)**

We do hereby authorize M/s./Mr. \_\_\_\_\_

Address \_\_\_\_\_,

whose DSC is mapped in the name of the bidder, for online bidding on  
behalf of us for Tender No. \_\_\_\_\_ dated \_\_\_\_\_ invited  
by ECL on <https://coalindiatenders.nic.in>.

Name, Signature & Seal of the person who has signed Letter of  
Bid and is Authorizing the DSC Holder for online  
bidding.

Name, Signature & Seal of the DSC Holder having DSC mapped in  
the name of the bidder, Authorized for online bidding



**Annexure-E**

<b>Selection criteria for engaging Auditors for Eastern Coalfields Limited</b>			
<b>SL. No.</b>	<b>CRITERIA</b>	<b>BASIS OF MARKS</b>	<b>MAXIMUM MARKS</b>
1	Experience of the Firm: Year of the establishment of the audit firm and for each year 's experience they would get 2.5 marks. Shall be reckoned from the date of joining of an existing partner with the Firm and having the longest association with the firm.	2.5 mark per year (fraction of the year to be ignored)	10
2(i)	Number of full time partners / Proprietor having experience in practice in the firm/Limited Liability Partnership, who is in the firm as on 01.01.2024 and continuing thereafter.	3 marks for each partner/proprietor who is ACA/ACMA. 4 marks for each partner/proprietor who is FCA/FCMA.	8
2(ii)	Number of full time partners /proprietor and full time qualified person having experience in practice in the firm/ Limited Liability Partnership having DISA/CISA who is in the firm as on 01.01.2024 and continuing thereafter.	3 marks for each partner/person having DISA/CISA	5
3(i)	<b><u>Number of partner/ qualified &amp; semi-qualified assistant having SAP experience/SAP pass out certificate issued by authorized institution/university/Body (preferably in MM Module)</u></b>	<b><u>3 marks for each partner/person having SAP experience/ qualification</u></b>	9
3(ii)	<b><u>Number of persons/assistants with technical certificate preferably having experience in Stores/ Inventory audit or exposure in material management</u></b>	<b><u>2.5 marks for each person/assistant with technical certificate preferably having experience in Stores/ Inventory Audit</u></b>	5
3(iii).	Number of full-time qualified assistants who is an ACA/ACMA and is working with the firm as on 01.01.2024 and continuing thereafter.	3 marks for every qualified assistant	12

4	Number of full time semi-qualified assistants (Inter Cost/ Inter Chartered - IPCC - both group) & is working full time with the firm as on 01.01.2024 and continuing thereafter.	2 mark per semi-qualified assistant	8
5	<b><u>Experience of the firm in conducting</u></b> (A) <b><u>Statutory/Internal Audit in PSU/Govt. Companies/ Listed Companies.</u></b> (B) <b><u>Statutory/Concurrent audit in PSU Banks.</u></b> (C) <b><u>Physical verification of Stores &amp; Spares/Fixed assets/ Perpetual inventory audit in PSU/Govt. Co./Listed Co.</u></b>	<b><u>A) 2 marks per year per entity for statutory/Internal audit of PSU/ Govt. Co./Listed Co.</u></b> <b><u>B) 1 mark per year per entity for Statutory/Concurrent audit in PSU Banks.</u></b> <b><u>C) 3 Marks per year per entity for Physical verification of Stores &amp; Spares/Fixed Assets/Perpetual inventory audit in PSU/Govt. Co./Listed Co.</u></b>	18
6	Audit firms having Registered Office/ Branch Office within the state as on 01.01.2024 and continuing thereafter, wherein the Head Quarter of the Eastern Coalfields Limited is situated or is having its mining operation (West Bengal / Jharkhand.		25
<b><u>TOTAL MARKS</u></b>			100

Note:

- 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. If still there is a tie in the marks scored, firm having highest score with respect to S.No. 5 of selection criteria will be given preference. Again, if the tie persists, then Sl no 3{(i),(ii) & (iii)} will be given preference.
- Fraction of the year to be ignored while evaluation against Sl.no. 1 to Sl.no. 6.
- The cutoff date will be 01.01.2024 and continuing thereafter with respect to selection criteria (Sl.no. 1 to Sl.no. 4 and Sl.no.5).
- A firm which had conducted audit as Internal Auditor/Cost Auditor/Statutory auditor/stores & spares ECL for a period of three years consecutively or **any period** (i.e. of F.Y. 2020-21 to F.Y. 2022-23) would not be considered for appointment for next three years due to cooling off period.
- Audit firms appointed for Internal Audit, Statutory Audit and Cost Audit at CIL and its Subsidiaries for the F.Y.2022-23 will not be considered for appointment.
- Expression of Interest (EoI) of audit firms, who had previously refused to accept the appointment of audit of ECL during F.Y.2020-21 to F.Y.2022-2023, will not be considered for appointment.
- Appointment of smaller audit firms of Cost Accountants/Chartered Accountants having two or less partners shall only be eligible.**

8. The audit firms which secures highest marks in the descending order of merit list shall be allotted audit work viz. physical verification of stores, spares audit for the F.Y.2022-2023 accordingly, which shall only be reckoned in chronological order as per the qualification criteria shown in the table placed at **Annexure - E** under the head Audit Fee.
9. Reserve Panel: After appointment of 04 ( four) audit firms as per the merit list, the rest of the eight audit firms in their descending order of marks secured will be placed in the reserve panel.

Date:  
Place:

Signature with seal  
Name of the Partner  
Membership No.  
Name of the Firm  
Firm Registration No.



**Annexure-I (Audit Coverage)**

Sl.No	Physical verification of Stores & Spares, Obsolete & non-moving stock and Scrap Material	Audit Observation															
1	To report whether the opening balances in the relevant Kardex/Bin cards/stores ledger of the current year has been verified from the audited physical and book balances statement of the previous year. If not tallied, should be reported. The physical verification shall be done at Central/Regional Stores as well as Site/Colliery stores including diesel & lubricants depot.																
2	To examine and report whether all receipts and issued during the intervening period(Period of actual date of Physical verification from 1 <sup>st</sup> April'2022 to 31 <sup>st</sup> March'2023) were duly entered into the Bin Cards/Kardex/Store ledger and verify the same with basic records. Deviations, if any, on such examination should be reported.																
3	To examine and report whether derived physical balances (with due adjustment with all receipts and issues after the intervening period) as on 31 <sup>st</sup> March'2023 is tallied with Kardex /Bin cards/Stores ledger as on 31 <sup>st</sup> March'2023.In case of deviation, item wise discrepancies should be reported to Depot officer for verification and acceptance. Copy of such report shall also be submitted to Staff officer (MM) and Area Finance Manager of the concerned project/unit. Reconciliation for the difference to be done by the store's auditor.																
4	List of stores and spares for which no D.T.R. / D.R.R. has been prepared as on date of physical verification is to be submitted separately with reason thereof.																
5	To report the status of recovery of store materials issued on loan, if any, to the employees and contractors.																
6	Age wise insurance claims lodged with insurance company for shortage/ damaged materials received in stores and their current status should be submitted.																
7	<p>Considering the quantity, value, diversity of physical storage &amp; declining % of closing stock, ABC analysis will be as follows :</p> <table border="1" data-bbox="330 1628 1237 1849"> <thead> <tr> <th data-bbox="330 1628 620 1683">Items</th> <th data-bbox="620 1628 921 1683">Cost per unit</th> <th data-bbox="921 1628 1237 1683">% of Physical Verification</th> </tr> </thead> <tbody> <tr> <td data-bbox="330 1683 620 1749">-A</td> <td data-bbox="620 1683 921 1749">Rs 10,000/- &amp; more</td> <td data-bbox="921 1683 1237 1749">100 %</td> </tr> <tr> <td data-bbox="330 1749 620 1782">Safety Items</td> <td data-bbox="620 1749 921 1782">All Items</td> <td data-bbox="921 1749 1237 1782">100 %</td> </tr> <tr> <td data-bbox="330 1782 620 1816">-B</td> <td data-bbox="620 1782 921 1816">Rs 2000/- to 9999/-</td> <td data-bbox="921 1782 1237 1816">25 %</td> </tr> <tr> <td data-bbox="330 1816 620 1849">-C</td> <td data-bbox="620 1816 921 1849">Less than Rs 2000/-</td> <td data-bbox="921 1816 1237 1849">5 %</td> </tr> </tbody> </table> <p>The above details of % covered in physical verification in terms of ABC analysis should be ensured as per Annexure-II(A)</p>	Items	Cost per unit	% of Physical Verification	-A	Rs 10,000/- & more	100 %	Safety Items	All Items	100 %	-B	Rs 2000/- to 9999/-	25 %	-C	Less than Rs 2000/-	5 %	
Items	Cost per unit	% of Physical Verification															
-A	Rs 10,000/- & more	100 %															
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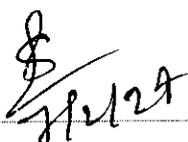
8	<p>Details of percentage covered in physical verification in terms of ABC Analysis including Safety items are to be mentioned in the report as follows:-</p> <table border="1" data-bbox="318 283 1232 444"> <thead> <tr> <th data-bbox="318 283 613 316">Items</th> <th data-bbox="613 283 769 316">Quantity</th> <th data-bbox="769 283 926 316">% covered</th> <th data-bbox="926 283 1083 316">Value</th> <th data-bbox="1083 283 1232 316">% covered</th> </tr> </thead> <tbody> <tr> <td data-bbox="318 316 613 349">A</td> <td data-bbox="613 316 769 349"></td> <td data-bbox="769 316 926 349"></td> <td data-bbox="926 316 1083 349"></td> <td data-bbox="1083 316 1232 349"></td> </tr> <tr> <td data-bbox="318 349 613 382">Safety Items</td> <td data-bbox="613 349 769 382"></td> <td data-bbox="769 349 926 382"></td> <td data-bbox="926 349 1083 382"></td> <td data-bbox="1083 349 1232 382"></td> </tr> <tr> <td data-bbox="318 382 613 415">B</td> <td data-bbox="613 382 769 415"></td> <td data-bbox="769 382 926 415"></td> <td data-bbox="926 382 1083 415"></td> <td data-bbox="1083 382 1232 415"></td> </tr> <tr> <td data-bbox="318 415 613 444">C</td> <td data-bbox="613 415 769 444"></td> <td data-bbox="769 415 926 444"></td> <td data-bbox="926 415 1083 444"></td> <td data-bbox="1083 415 1232 444"></td> </tr> </tbody> </table>	Items	Quantity	% covered	Value	% covered	A					Safety Items					B					C					
Items	Quantity	% covered	Value	% covered																							
A																											
Safety Items																											
B																											
C																											
9	<p>To examine and report whether any stores and spares verified physically but no entry was found in the Bin card/Kardex/stores ledger. If so, detailed of such stores and spares to be furnished with the explanation of the management.</p>																										
10	<p>To report whether the materials lying in the stores</p> <ol style="list-style-type: none"> <li>are properly stored to avoid damage and pilferage,</li> <li>of similar nature are stored together,</li> <li>are segregated between stores and spares which are regularly consumed and stores and spares which are not regularly consumed (i.e. Slow/Non-moving items).</li> </ol>																										
11	<p>To report whether FIFO basis is followed in case of physical issue of stores and spares.</p>																										
12	<p>To report whether the system of ABC analysis of stores is followed. Excess stock of 'A' category items and length of time of such excess stock is also to be reported.</p>																										
13	<p>To report whether the stores and spares physically verified are found at the location mentioned in the software system</p>																										
14	<p>To report about the treatment made in the Bin cards/Kardex/stores ledger regarding shortfall in the physical balances. All the stock and stores are to be physically counted even if quantity in Kardex is nil. Nil card having physical balance will be paid</p>																										
15	<p>To examine on sample basis and report whether Kardex/Bin cards/stores ledger are maintained properly and all receipts/issues are duly authenticated. Any deviations should be reported in detail.</p>																										
16	<p>To comment on the action taken report submitted by the management on discrepancies given in the earlier reports.</p>																										
17	<p>Procedure for physical verification of obsolete and non-moving items:</p> <ol style="list-style-type: none"> <li>To examine the report prepared by the company for the obsolete/non-moving idle stores and spares lying beyond three years and five years (if any). This is to be reported separately grouping the items under type of materials like rubber (including tyre and tube), iron and steels, lubricants, battery etc.</li> <li>Reports should also indicate the last date of movement of the indented items.</li> <li>To report whether full provision of obsolete stock is made.</li> </ol>																										

*Handwritten signature/initials*

	<p>d) Proper categorization of obsolete and non-moving items.</p> <p>e) Separate and proper storage of obsolete and non-moving items.</p> <p>f) Proper and timely disposal of obsolete stores.</p> <p>g) Intimation to other mines and subsidiaries before declaring any stores items as obsolete</p>	
18	To examine the report prepared by the company on the maintenance of scrap materials. The report should indicate the value and quantity of scrap sold and the items wise grouping of scrap indicating the opening balances, addition, disposal and closing balances.	
19	It should be ensured that at least 70 % of value of closing stock should be verified by Store Auditor	
20	<p>The following criteria may be considered for ascertaining Obsolete &amp; Non Moving Stores</p> <p>a) Where there is no movement in the stock of Stores &amp; Spares in the Bin for a period of 5 years &amp; more may be treated as –Obsolete Stock  </p> <p>b) Where there is no movement in the stock of Stores &amp; Spares in the Bin for a period of 3 years &amp; more may be treated as –Non Moving Stock  </p>	
21	<p>The following criteria may be considered for physical verification of Slow Moving /Obsolete Stock:-</p> <p>a) 100 % physical verification for –A   category Obsolete / Slow Moving items by Store Auditor,</p> <p>b) 20 % physical verification for –B   category Obsolete / Slow Moving items by Store Auditor on rotation basis.</p>	
22	The details of Scrap Materials are to be maintained by store officer regularly. The Store Auditor will examine the records of scrap & will submit his report in the prescribed format as per	
23	Any other suggestions and comments	

Date:  
Place:

Signature with seal  
Name of the Partner  
Membership No.  
Name of the Firm  
Firm Registration No.



**Annexure-II(A)**

**Statement of stock of stores and spares as on 31<sup>st</sup> March'2023 (to be prepared by management) "A"**

**Category items Name of Area:- Name of Col/Unit:- Name of store keeper:**

S/n	Description of material	Material Code	Material part no	Unit of Measurement	Date of Verification	Physical Balance as on date of Verification	Less Receipt after 31 <sup>st</sup> March'23	Add Issue after 31 <sup>st</sup> March'23	Derived physical balance as on 31 <sup>st</sup> March'23	Kardex balance as on 31 <sup>st</sup> March'23	Difference	Reason for difference	Remarks of the auditor if any	Auditors to comment whether any adjustment is required in the books of accounts	Auditors to comment whether the items are properly stored and segregated	Comments/Response of the concerned officer of the company on deficiency

Signature of store keeper

Signature of HOD

Signature of store auditor

**Statement of stock of stores and spares as on 31<sup>st</sup> March'2023 (to be prepared by management) "B"**

**"B" Category items Name of Area:- Name of Col/Unit:- Name of store keeper:**

S/n	Description of material	Material Code	Material part no	Unit of Measurement	Date of Verification	Physical Balance as on date of Verification	Less Receipt after 31 <sup>st</sup> March'23	Add Issue after 31 <sup>st</sup> March'23	Derived physical balance as on 31 <sup>st</sup> March'23	Kardex balance as on 31 <sup>st</sup> March'23	Difference	Reason for difference	Remarks of the auditor if any	Auditors to comment whether any adjustment is required in the books of accounts	Auditors to comment whether the items are properly stored and segregated	Comments/Response of the concerned officer of the company on deficiency

Signature of store keeper

Signature of HOD

Signature of store auditor

**Statement of stock of stores and spares as on 31<sup>st</sup> March'2023 (to be prepared by management) "C"**

**"C" Category items Name of Area:- Name of Col/Unit:- Name of store keeper:**

S/n	Description of material	Material Code	Material part no	Unit of Measurement	Date of Verification	Physical Balance as on date of Verification	Less Receipt after 31 <sup>st</sup> March'23	Add Issue after 31 <sup>st</sup> March'23	Derived physical balance as on 31 <sup>st</sup> March'23	Kardex balance as on 31 <sup>st</sup> March'23	Difference	Reason for difference	Remarks of the auditor if any	Auditors to comment whether any adjustment is required in the books of accounts	Auditors to comment whether the items are properly stored and segregated	Comments/Response of the concerned officer of the company on deficiency

Signature of store keeper

Signature of HOD

Signature of store auditor

*Handwritten signature*

## Annexure-II(B)

Statement of physically verified stores & spares not entered in bin card/kardex

Name of Area:

Name of Store Depot:

Name of store keeper:

Sino	Descripti on Of material	Mater ial Code	Material part no	Unit Of Measurement	Verification date	Physical Balance	Reasons for non entry	Remarks of the auditors if any	Comments/respo nse of the concerned officer of the Company on deficiency

Signature of store keeper

Signature of HOD

Signature of store auditor

*Handwritten signature and date*  
5/12/24

**Annexure-II(C)**

Physically verified stores& spares(slow/non-moving) lying for more than 3years but less than 5 years(sample basis)

Name of Area:

Name of Store Depot:

Name of store keeper:

Sino	Descripti on Of material	Mater ial Code	Material part no	Unit Of Measurem ent	Last date of receipt	Last date of issue	Balance as on March'2023	Difference	Remarks of Auditors	Managem ent response

Signature of store keeper

Signature of HOD

Signature of store auditor



## Annexure-II(D)

Physically verified stores& spares(obsolete) lying for more than 5years (sample basis)

Name of Area:

Name of Store Depot:

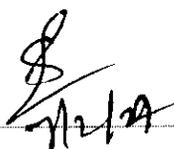
Name of store keeper:

Sno	Description Of material	Material Code	Material part no	Unit Of Measurement	Last date of receipt	Last date of issue	Kardex Balance as on March'2023	Difference	Remarks of Auditors	Management response

Signature of store keeper

Signature of HOD

Signature of store auditor



## Annexure-II(E)

Statement of item wise grouping of scrap as on 31<sup>st</sup> March'2023.

Name of Area:

Name of Store Depot:

Name of store keeper:

Slno	Description of material	Material Code	Material part no	Unit Of Measurement	Opening balance Qty	Addition during the period Qty	Disposal during period		Closing Balance Qty
							QTY	Amount(Rs)	

Signature of store keeper

Signature of HOD

Signature of store auditor

