

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF PARTNERSHIP/LIMITED LIABILITY PARTNERSHIP FIRMS OF CHARTERED/COST ACCOUNTANTS FOR CONDUCTING INTERNAL AUDIT IN THE OUTSTATION OFFICES OF MARKETING DIVISION OF M/s.FERTILISERS AND CHEMICALS TRAVANCORE LIMITED, UDYOGAMANDAL, KOCHI, KERALA**

**EXPRESSION OF INTEREST (EOI)**

M/s.FACT Ltd., a Government of India Undertaking, invites Expression of Interest (EOI) from reputed Indian Chartered/Cost Accountant Firms (Partnership/Limited Liability Partnership) for empanelment as Internal Auditors for conducting Internal Audit in the Outstation Offices of Marketing Division for the year 2016-17 and extendable to another two years at the option of FACT based on satisfactory performance.

The format of application along with Annexures on Major area to be covered (Scope), Terms of Reference, List of Offices, Selection Criteria, General Instructions etc. are available at our Website: [www.fact.co.in](http://www.fact.co.in) which can be downloaded. Any updates to the EOI Documents shall be hosted on our website. The interested firms are requested to ensure that all updates are considered while submitting the EOI.

Firms may send their application in the prescribed format along with Annexures under sealed cover superscribing the words “**Application for Empanelment of Internal Auditors for 2016-17 and extendable to another two years**” thereon to the General Manager (Internal Audit), Head Office Bldg., FACT Ltd., Udyogamandal - 683 501, Kochi so as to reach this office latest by 14-01-2016. Application received after the 14-01-2016 will not be considered.

## NOTICE INVITING EXPRESSION OF INTEREST

### TABLE OF CONTENTS

Sl No.	Description	Page No.
1.	Format of Application	3-5
2.	Annexure-A Major Area to be covered (SCOPE)	6-11
3.	Annexure-B Terms of Reference of Internal Audit for M/s.FACT Ltd.	12-14
4.	Annexure-C Location of Offices	15-21
5.	Annexure-D Selection Criteria for engaging Internal Auditors for M/s.FACT Ltd.	22
6.	Annexure-E General instructions to Audit Firms and Document List	23-24

## NOTICE INVITING EXPRESSION OF INTEREST

### FORMAT OF APPLICATION

1. Name of the Firm:
2. Registration No.of the Firm:  
(Institute of Chartered/Cost Accountants of India)
3. Date of Registration of the Firm:
4. Details of Head Office & Branch Office (s):

#### Head Office

Address	Date of Establishment	Contact No.(s)/FAX	E-mail

#### Branch Office-1

Address	Date of Establishment	Contact No.(s)/FAX	E-mail

#### Branch Office-2

Address	Date of Establishment	Contact No.(s)/FAX	E-mail

#### Branch Office-3

Address	Date of Establishment	Contact No.(s)/FAX	E-mail

(Insert further Branch Offices(s) if any)

5. Details of Partners in the Firm/Limited Liability Partnership:

Sl. No.	Name of the Partner	Membership No.	Membership Status ACA/ACMA/FCA/FCMA	CISA/DISA/ISA/or equivalent qualification	Date of joining the Firm as Partner
1.					
2.					
3.					
4.					

## 6. Details of Qualified Assistants

Sl. No.	Name of the Assistant	Membership No.	Membership Status ACA/ACMA/FCA/FCMA CISA/DISA/ISA/or equivalent qualification	Date of joining the Firm as Qualified Assistant
1.				
2.				
3.				
4.				

## 7. Details of Semi-Qualified Assistants

Sl. No.	Name of the Assistant	Whether Chartered/Cost IPCC/Intermediate	Date of joining the Firm as Qualified Assistant
1.			
2.			
3.			
4.			

## 8. Details of other Experts

Sl. No.	Name of the Expert	Qualification	Date of joining the firm
1.			
2.			
3.			
4.			

## 9. Details of Experience in Public Sector

Sl. No.	Name of the Company/Unit	Year of Audit	Type of Audit - whether Statutory/Internal Audit/Others
1.			
2.			
3.			
4.			

## 10. Details of Experience other than Public Sector

Sl. No.	Name of the Company/Unit	Year of Audit	Type of Audit - whether Statutory/Internal Audit/Others
1.			
2.			
3.			
4.			

## 11. Details of Experience in other Assignments

Sl. No.	Name of the Company/Unit	Year of Assignment	Type of Assignment
1.			
2.			
3.			
4.			

12. Readiness for Audit under IFRS compliance guidelines Yes/No

13. Income Tax Pan No. of the Firm :

14. Service Tax Registration No. :

15. Bank Details :

a.	Bank Name	
b.	Branch Name, Address & Code	
c.	Bank Account Number with style of account, Savings/Current	
d.	IFSC Code No. of the Bank	
e.	A cancelled Cheque of the said Bank	

16. It is confirmed that all the requirements as per **Annexure-E** to the EOI documents have been complied with.

17. We confirm that we have not taken any deviation from the specified terms and conditions, of the EOI documents. A copy of complete EOI document duly signed and sealed on all pages as a token of acceptance of all terms and conditions is attached.

18. Our firm is not debarred/disqualified/black listed by any regulatory/statutory body or Government entity or any International/National agency for corrupt or fraudulent practices.

Signature of Partner with  
Name & Seal of the Audit Firm

**ANNEXURE-A****MAJOR AREAS TO BE COVERED, SCOPE OF WORK ETC.****I. Cash**

- 1) Physically verify
- 2) Cross check with manual register and SAP
- 3) Check not posted items if any
- 4) Take summary of expenditure account wise and see the nature, correctness of accounting, authority for payment, supporting documents, contracts etc. if any
- 5) Balance held on any day does it exceed the authorized limit
- 6) Any large amounts held unnecessarily for long period.
- 7) See the employee vendor line items with Spl GL indicator for imprest and ensure that all entries are journalized regularly.
- 8) Any other items which requires Management's attention and corrective action.

**II. Bank**

- 1) Get Pass Book or view bank accounts and examine critically.
- 2) Note down time gap if any between receipt, deposit to bank, and credit by bank of instruments.
- 3) Note down standing instructions failure ie. transfer of entire funds daily, whether amounts are received otherwise than by RTGS.
- 4) Not down nature of receipts : RTGS/DD. RTGS is the preferred mode for collection.
- 5) Vendor Accounts Analysis/unclaimed items
- 6) Bank Payments - see the nature of expenditure and accounting etc. as mentioned in 4 and cash payments.
- 7) Any other item which requires Management's attention and corrective action.

**III. Stock**

- 1) Compare physical stock quantities with SAP balances and with Godown Stock register and note differences if any
- 2) Blocked stock representing shortage how much?
- 3) Any shortage/damaged stock not entered in blocked stock or entered in good stock?
- 4) SPD stock limit verify whether actual stock exceeds the limit by BG or Deposit.
- 5) Verify whether stocks are properly kept in a countable manner and stock cards are properly maintained.
- 6) Temporary godowns hired, approval, location in SAP, vacation after need is over Godown Utilisation etc. etc.
- 7) Any other item which requires Management's attention and corrective action.

**IV. Debtors**

- 1) See details of debit balances (if any) and reasons for outstanding
- 2) Note down any debits of recent sales (SAP) in addition to disputed/disputed interest prior to SAP.
- 3) Is there any practice of accepting cheques? If so any outstation cheques?
- 4) Is any BG/FD received from the customers to cover the risk?
- 5) Is this limit approved by competent authority?
- 6) Take out the sales summary dealer wise and product wise of major 10/15 dealers, compare the same with sales plan, and also previous year/period of summary and note down the changes in pattern and get reasons for the same.
- 7) Overdue interest charging - any delays?
- 8) Interest on FD/Trade Advance see approvals/circulars/rate calculation etc. Sales Invoices, Delivery Challans, Price Changes.
- 9) Verify the pricing terms, trade terms etc. with the latest circulars.
- 10) Rate of transport rebate fixed may be verified with the dealer master
- 11) DD Rebate is not to be given

- 12) Verify price change with circulars. See when system price is changed
- 13) Verify for huge quantity for sales just prior to price increase.
- 14) Verify the invoices just prior to and after the day of price change and see if the entered dates are backdated in any case
- 15) Any other item which requires Management's attention and corrective action.

**V. Purchase / Service contracts etc.**

- 1) Verify the delivery challans (Outbound delivery) with invoices to find out any discrepancies and also to see the sequence and timing differences between the two.
- 2) SO inspection frequency in SAP/manual inspection reports note down the frequency of inspection.
- 3) Clearing and transportation contracts, loading/unloading rates/contracts.
- 4) Stock receipt from HO/IDT/IRT and accounting.
- 5) Rake clearance Committee Reports.
- 6) Follow up on outstanding report
- 7) Whether all payments for regular services are routed through SAP System by raising the bills by creating Service Orders. Payments for rent, rake clearing, transportation, loading/unloading etc. are to be processed only through the above mode in SAP.
- 8) Any other item which requires Management's attention and corrective action.

**VI. State Office**

- 1) A separate Audit Report for State Office showing all the activities covered.
- 2) Comparison with current year sales performance of the State with the corresponding previous year, along with Audit observations and comments.
- 3) Scrutiny of monthly VAT Collection Account at Zonal Offices and payment at State Office.
- 4) Status of follow up regarding State Govt. certification to GOI on monthly sales for enabling FACT to claim balance 15% subsidy from GOI.
- 5) Ensure that all expenditures pertaining to State Office are booked under the cost centres of State Office only.



- 6) Other commendable activities of 'State' if any.
- 7) Rent agreements - validity, renewal etc.
- 8) Ensure that all the assets of the State Offices are accounted and report regarding the unaccounted and / or damaged assets if any.
- 9) Physical Verification of Fixed Assets and comparison with the SAP Fixed Assets Register.
- 10) Check whether Asset Identification Number (AIN) is there on all Fixed Assets and whether it is in agreement with the SAP Fixed Asset Register

## VII. Zonal Office

- 1) A separate Audit Report showing all the activities of the Zonal Office.
- 2) Comparison of current year sales performance of the Zonal with the corresponding previous year, along with Audit observations and comments.
- 3) Ensure that all the banks branches carry out fund transfer from Collection Account to HO Main accounts on a daily basis leaving a NIL balance.
- 4) Report the delay in transfer of fund if any. Ensure that all bank branches continue the operation of Collection accounts with zero balance.
- 5) Ensure that interest claims are put up to bank for the delay in fund transfer and the same is informed to HO for further action.
- 6) The present status of Interest claims already lodged with collection bank branches.
- 7) Ensure that no bank charges are debited in our collection accounts with banks; as these are debited at HO Main account as per agreements with all banks.
- 8) Ensure that bank reconciliation statements are prepared in time.
- 9) Scrutiny of Dealer/Customer A/c and its transactions.
- 10) Ensure that all the receipts from Dealers/SPDs are by RTGS only.
- 11) Scrutiny of Vendor A/c and its transactions.
- 12) Sales pattern to Dealers/SPDs.
- 13) Ensure that a) FD/BG as per rule are collected from all SPDs and Dealers. b) All the BGs are renewed in time. c) Confirmation of BGs from Banks. d) Only approved BG format received from HO is used.
- 14) Details of BGs encashed. Reasons for non-encashment of BGs if any.

- 15) Agreement with SPDs and its renewal, only approved format received from HO is used,
- 16) Ensure that the Agreement with Dealers and its updating, is only on approved format.
- 17) Ensure that ERP license fees and its yearly renewal fees are collected from all the SPDs regularly.
- 18) Monthly ASC/SPD/CWC/SWC Inspection carried out by Sales Officers/Manager Sales and the reports thereon on a monthly basis and the same was uploaded in SAP.
- 19) Check whether Income Tax, Service tax and all other statutory payments have been made within the time schedule.
- 20) Overdue amount from customers if any.
- 21) Status of legal cases.
- 22) Verification of imprest cash
- 23) Agreement with SPDs, Dealers
- 24) Ensure that all expenditure pertaining to Zonal Offices are booked under the cost centers of Zonal Offices only.
- 25) Rent agreement and its updating.
- 26) Ensure that all the assets of the Zonal Offices are duly accounted and report regarding the details of unaccounted and/or damaged assets if any.
- 27) Ensure that daily clearing of transactions and posting are carried out consistently.
- 28) Physical Verification of Fixed Assets and comparison with the SAP Fixed Assets Register.
- 29) Check whether Asset Identification Number (AIN) is there on all Fixed Assets and whether it is in agreement with the SAP Fixed Asset Register

#### **VIII. ASC/SPD/CWC/SWC/MC**

- 1) A separate Audit Report on each of the ASC/SPD/CWC/SWC/MC
- 2) Maintenance of statutory registers and its updating
- 3) Stock balance - Whether physical stock and book balance are agreeing
- 4) Ensure that the stocks are stacked in accountable manner

- 5) Duly updated Stack cards are displayed on each stack
- 6) Imprest cash
- 7) Authorization to raise sale order
- 8) Ensure that the Collection from Dealers are by RTGS mode only
- 9) Abnormal sales if any immediately prior to price revision
- 10) Storage capacity of godown, capacity stored
- 11) Hire charges of Temporary/Permanent godown
- 12) Condition of godowns
- 13) Ensure that all the assets of the Office are accounted and report regarding the unaccounted and damaged assets if any.
- 14) Details of damaged stock stored in godowns
- 15) Date and time of visit of Auditors
- 16) Verification of Inspection Register maintained and report the adverse remarks if any therein.
- 17) Ensure that all transactions pertaining to ASC/SPD/CWC/SWC/MC etc. only are booked under these Cost Centres.
- 18) Godown Occupancy report in respect of each outstation godown in the format given.
- 19) Physical Verification of Fixed Assets and comparison with the SAP Fixed Assets Register.
- 20) Check whether Asset Identification Number (AIN) is there on all Fixed Assets and whether it is in agreement with the SAP Fixed Asset Register

#### **IX. Others**

- 1) Regular Review of the entire operations of the ASC/SPD/CWC/SWC/MC etc.
- 2) Highlight significant areas of weakness in the existing policies and procedures, recommend changes where applicable.
- 3) Determine whether adequate controls are in place, whether they are operating effectively and recommend desired improvements.
- 4) The Audit will also identify areas where further improvement in systems or processes is required.
- 5) The Internal Auditor should report on the payment status of statutory dues.

- X. In addition to above, System Anomalies (including SAP ERP) and/or serious observation (like shortage in physical stock found out during physical verification etc.) which requires Management attention for corrective action to be reported immediately.

The above scope of the work is not exhaustive, which may change according to the requirement of the Management.

**ANNEXURE-B****TERMS OF REFERENCE OF INTERNAL AUDIT**

FACT sells its products through Agro service Centres (ASC) spread over South India. The ASCs are grouped under Zonal Offices(ZO) and Zonal Offices are grouped under State Offices (SO) for Kerala, Tamilnadu, Karnataka and Andhra Pradesh (including Telengana) separately. It is proposed to engage the services of Chartered Accountant/Cost Accountant Firms having expertise in SAP ERP System for doing the Internal Audit of ASCs, ZOs and SOs.

The terms and conditions for conducting Internal Audit in the outstation offices of M/s.FACT Ltd., Marketing Division are indicated hereunder:-

**1. Audit Team**

The Auditors should deploy suitable teams for undertaking the audit, after a thorough perusal of the requirements of the appointment letter, terms and conditions contained therein. It should be ensured that the Audit Team is headed at all times by a Chartered/Cost Accountant (who may be a Partner) with CISA/DISA/ISA or equivalent qualification.

**2. Audit Report**

- (a) One of the most important conditions of this assignment is that the authorized representatives of the firm shall visit the State Offices/Zonal Offices/Agro Service Centres (ASC)/Stock Point Dealers(SPD)/Storage Points etc. at least once in a month and shall also record his/their presence in the Audit Inspection Register maintained there.
- (b) The above mentioned visits for audit are to be followed up by a Quarterly Internal Audit report, Audit Reports based on the audit observations of each quarter are to be submitted on or before the end of the 15<sup>th</sup> day after the end of that quarter. However immediate Reports may be given regarding any serious irregularity like shortage of stock, non-compliance of company rules, statutory requirements or omissions etc. which are observed during the course of audit. The report may be addressed to General Manager (Internal Audit) with 2 additional copies and a soft copy by Email.

The Internal Audit report is to be prepared in four parts as given below:-

Part-I	-	Management Summary and Suggestions
Part-II	-	Detailed Internal Audit report (for Current Quarter)
Part-III	-	Action Taken Report (Current/Previous)
Part-IV	-	Non-compliance with Previous Reports

Separate report should be furnished for each Office. However, in case of common points applicable to all the same may be furnished at one place without repeating the same.

### 3. Selection Criteria

The selection is based on the basis of lowest Professional Fees offer for each State submitted by the shortlisted Firms. However, FACT reserves its firm right to reject any offer whether lowest or not and allot the assignment to another party as deemed fit at its sole discretion and in the interest of FACT. The decision of FACT in this regard shall be final and binding.

### 4. Payment of audit fees

- (a) The Firm shall be eligible for 25% of the Annual Audit Fee on completion of audit for each quarter. Such fee shall be released only after submission of report of that quarter followed by the bill.
- (b) In case there is any shortfall in the visits for audit as mentioned in 2(a) above, proportional deduction from the fee payable will be made.

Taxes as applicable will be paid extra.

### 5. General Terms and Conditions

- a) Audit Firms having minimum experience of 5 years and above only shall be considered for empanelment.
- b) The Audit firms that secure 70% and above marks as per criteria shall be considered for empanelment. The criterion for assigning marks is given in **Annexure-D**.
- c) This EOI is only for the purpose of shortlisting/empanelment of Firms and does not carry any assurance for allotment of internal audit assignments.
- d) One Audit firm shall be assigned Internal Audit for any one of the Area or more (2,3,4 or 5).
- e) Only empanelled firms will be intimated about their selection in due course.

- f) The Company reserves its right to accept or reject any application/s without assigning any reasons. The decision of the Company for empanelment of the Firms will be final and binding upon the parties participating in the shortlisting/empanelment.
- g) The Internal Auditor will ensure that the information obtained in respect of the operation of the Unit is maintained in strict confidence and secrecy. A certificate towards maintaining confidentiality is to be provided by the CA/CMA firms at the time of acceptance of Audit assignment.
- h) The appointment of the audit Firm will initially be for one year ie. 2016-17 extendable to another two years at the option of FACT based on satisfactory performance.
- i) If progress/performance of the audit firm is not found satisfactory, FACT's Management reserves the right to terminate the appointment of the Firm.
- j) The Audit firm will be debarred from getting, in future, Internal Audit assignments in FACT in the following cases.
  - i) If the Firm obtains the appointment on the basis of false information/false statement at the time of submission of application/documents for the EOI.
  - ii) The Audit Firm is found to have sub contracted the work.
  - iii) If the Firm does not take up audit in terms of the appointment letter.

**ANNEXURE-C****LOCATION OF OFFICES****I. KERALA****KERALA STATE OFFICE - UDYOGAMANDAL****South Kerala Zonal Office – Udyogamandal**

1.	Trivandrum ASC & Mixing Centre
2.	Pathanamthitta ASC
3.	Alappuzha ASC & Mixing Centre
4.	Chingavanam ASC & Mixing Centre
5.	Kottayam ASC
6.	Thodupuzha ASC
7.	Muvattupuzha ASC
8.	Aluva ASC
9.	Anad Agency Depot - Anad FSCB
10.	Ottasekharamangalam Agency Depot - Mylachal FSCB Ltd.
11.	Kilimannur - Agency Depot - Pazyakunnumel SCB Ltd.
12.	Edathua - Agency Depot - Edathuva SCB Ltd.
13.	Vaikom - Agency Depot, Vadayar Karshaka SCB Ltd.
14.	Kattappana - Agency Depot, Kattappana SCB Ltd.
15.	Kattappana - Agency Depot, A.K.Raghavan
16.	Karikkamancode - Agency Depot, Karikkamancode SCB
17.	Attingal - SPD - Rekha Vijayakumar
18.	Mudickall, Marampilly - SPD - Rubbermark
19.	Parakkode KSWC
20.	Kottarakkara KSWC

**North Kerala Zonal Office - Palakkad**

1.	Thrissur ASC
2.	Chittur ASC
3.	Palakkad ASC & Mixing Centre
4.	Mannarkkadu ASC
5.	Nilambur ASC
6.	Perinthalmanna ASC
7.	Kannur ASC
8.	Kanhangad ASC
9.	Kozhikode ASC



10.	Alathur - Agency Depot - Alathur SCB Ltd.
11.	Mananthavady - Agency Depot - Mananthavady Farmers SCB Ltd.
12.	Kodungallur - SPD - T.S.Balan
13.	Valancherry - SPD - Sudheer P.
14.	Kozhikode CWC
15.	Iritty KSWC

State Office	1
Zonal Office	2
ASC & MC	4
ASC	13
Agency Depot	10
SPD	4
CWC	1
SWC	3
Total	38

## II. TAMILNADU

### TAMIL NADU STATE OFFICE - CHENNAI

#### Chennai Zonal Office

1.	Vellore ASC
2.	Villupuram ASC
3.	Kancheepuram I - SPD - Hariharan & Co.
4.	Kancheepuram II - SPD - P.Kothandan & Co.
5.	Tiruvallur - SPD - Suryakumari Stores
6.	Thakkolam - SPD - Shaik Meera Agencies
7.	Arakonam - SPD - Tamil Nadu Agro Service Centre
8.	Sankarapuram - SPD - Janani Agencies
9.	Villupuram - SPD - T.Natarajan - Srisakthi Ferts.
10.	Tiruvannamalai - SPD - Navarang Agro Chemicals
11.	Kallakurichy - SPD - Karpaga Vinayager Traders
12.	Tindivanam - SPD - Vijayaganapathi Fertilisers

#### Coimbatore Zonal Office

1.	Coimbatore ASC
2.	Salem ASC
3.	Erode - SPD - Sri. Venkatachalapathy Manure Mixing Works
4.	Udumalpet - SPD - Universal Fertiliser Corporation
5.	Attur - SPD - Selvalakshmi Stores
6.	Dindigul - SPD - S.Annamalai
7.	Gobichettipalayam - SPD - Universal Fertiliser Corporation
8.	Namakkal - SPD - Jayam Traders
9.	Dharapuram - SPD - S.Chellamuthu
10.	Oddanchathram - SPD - Senthil Agencies
11.	Kanakkanpatti - SPD - Sellamuthu Traders
12.	Kamalapuram Pirivu - SPD - Gnanasuryapraksh Traders
13.	Eriyodu - SPD- M.Natarajan
14.	Kallimandayam - SPD - Mahalakshmi Traders
15.	Athani - SPD - Nanjappa Gounder
16.	Gudalur - NCMS Warehouse
17.	Mettupalayalam - NCMS Warehouse

**Trichy Zonal Office**

1.	Trichy ASC
2.	Thanjavur ASC
3.	Ariyalur SPD - Selvam Trading Agency
4.	Pudukottai - SPD - N.Krishnamurthy
5.	Aranthangi - SPD - R.Murugaiyan & Co.
6.	Thottiyam - SPD - M.Murugan
7.	Thuraiyur - SPD - M.Bhasker Stores
8.	Ariyalur - SPD - S.Vanithamani
9.	Villiannur - SPD - Murugan & Co.
10.	Embalam - SPD - Kumaran Agencies
11.	Virudhachalam - SPD - Popular Traders
12.	Padalur - SPD - Sri Krishna Trading Co.
13.	Perumbalur - SPD - V.Venugopal
14.	Mayiladuthurai - SPD - Renga Fertiliser Co.
15.	Panrutti - SPD - Sri.Selvavinayagar Store
16.	Karur - TNWC Warehouse

**Madurai Zonal Office**

1.	Nagacoil ASC
2.	Madurai ASC
3.	Theni ASC
4.	Theni - SPD - P.S.Veluchamy Gowder & Sons
5.	Madurai - SPD - O.K.M.K. Natarajan
6.	Usilampatti - SPD - R.Chandra Bose
7.	Thoothukudy - SPD - Sri.Arulmani Fertiliser Agency
8.	Tirunelveli - SPD - Arulmoni Agency
9.	R.S.Mangalam - SPD- Haji NS Bakurudeen
10.	Melachinnanampatti - SPD - Vijaya Varman Urakkadai
11.	Devakottai - SPD - S.Gopalan
12.	Ayankaisalkulam - SPD - A.Mariappan

State Office	1
Zonal Office	4
ASC	9
SPD	45
Warehouse	3
Total	62

### III. KARNATAKA

#### KARNATAKA STATE OFFICE - BENGALURU

##### Bengaluru Zonal Office

1.	Mysore ASC
2.	Davangere ASC
3.	Mandya ASC
4.	Mandya - Karnataka State Warehousing Corporation
5.	Kushalnagar - Karnataka State Warehousing Corporation
6.	Bengaluru - Sri Srinivasa Transports, Whitefield
7.	Tumkur CWC

##### Belgaum Zonal Office

1.	Hubli ASC
2.	Belgaum CWC

##### Hassan Zonal Office

1.	Hassan ASC
2.	Mangalore CWC
3.	Chickmangalore - Karnataka State Warehousing Corporation
4.	Shimoga - Karnataka State Warehousing Corporation
5.	Shimoga CWC

##### Hospet Zonal Office

1.	Bellary ASC
2.	Gulberga - Karnataka State Warehousing Corporation -
3.	Koppal - Gangavathy - Karnataka State Warehousing Corporation
4.	Sindhanur - Karnataka State Warehousing Corporation
5.	Raichur - Balaji Warehousing Co.Pvt.Ltd. -

State Office	1
Zonal Office	4
ASC	6
Warehouse	13
Total	24

#### IV. ANDHRA PRADESH

##### ANDHRA PRADESH STATE OFFICE - HYDERABAD

##### Vijayawada Zonal Office

1.	Guntur ASC
2.	Tadepalligudem Warehouse - Vijayaram Transports
3.	Mandapeta Warehouse - Sreekrishna General Stores
4.	Mandapeta- Andhra Pradesh Warehousing Corporation
5.	Kakinada - Avanthi Warehousing Services Ltd.

##### Nellore Zonal Office

1.	Ongole ASC
2.	Nandyal - Avanthi Warehousing Services Ltd.
3.	Kurnool - Avanthi Warehousing Services Ltd.
4.	Kadappa - Avanthi Warehousing Services Ltd.
5.	Ananthapur - Avanthi Warehousing Services Ltd.
6.	Renigunta - Avanthi Warehousing Services Ltd.
7.	Nellore - Avanthi Warehousing Services Ltd.

State Office	1
Zonal Office	2
ASC	2
Warehouse	10
Total	15

**V. TELENGANA**

**TELENGANA STATE OFFICE - HYDERABAD**

**Hyderabad Zonal Office**

1.	Hyderabad ASC
2.	Nizamabad ASC
3.	Jadcherla - Avanthi Warehousing Services Ltd.

**Warrangal Zonal Office**

1.	Warrangal ASC
2.	Warrangal - Avanthi Warehousing Services Ltd.
3.	Khammam ASC
4.	Khammam - Avanthi Warehousing Services Ltd.
5.	Miriyalguda - Avanthi Warehousing Services Ltd.
6.	Karimnagar - Avanthi Warehousing Services Ltd.

Zonal Office	2
ASC	4
Warehouse	5
Total	11

## ANNEXURE-D

## SELECTION CRITERIA (POINT ALLOCATION) FOR EMPANELMENT OF AUDIT FIRMS

Sl.No.	Particulars	Points to be allocated	Maximum points
1	Year of Establishment of the Audit Firm/Limited Liability Partnership Firm	1 (one) per year in existence (fraction of the year to be ignored)	20(Twenty)
2	No. of Partners in the Firms/Limited Liability Partnership Firm who are with the firm for a minimum period of one year as on date of application.	a. 3 (three) for each Partner who is ACA/ACMA b. 5 (five) for each Partner who is FCA/CFMA	20(Twenty)
3	No. of Qualified Assistants (Chartered / Cost Accountants) employed with the Firm	2 (two) per Qualified Assistant	10(Ten)
4	No. of Semi-qualified Assistants (CA IPCC / Cost intermediate) employed with the Firm	1 (one) per Semi-qualified Assistant	10(Ten)
5	Experience of the Firm in Public Sector preferably under Central/State Government as Statutory / Internal Audit / Physical Verification	4 (four) per year of Audit (fraction of the year to be ignored)	20(Twenty)
6	Experience of the Firm in sectors/ industries other than Public Sector under Central/State Government as Statutory / Internal Auditors	2 (two per year of Audit (fraction of the year to be ignored)	20(Twenty)
	Total Points		100(Hundred)

**ANNEXURE-E****GENERAL INSTRUCTIONS TO AUDIT FIRMS AND DOCUMENT LIST****(A) Instructions to Audit Firms**

1. Format of Application must be completely filled in. Incomplete applications will be rejected out-rightly.
2. Please ensure that date of opening of registered Office, Branch Office, entrance dates of all Partners into the firm, date of joining firm as qualified & semi-qualified assistants should be invariably indicated in the application.
3. All EOIs will be evaluated on the basis of the documents furnished along with applications only. No further documents will be called for during the scrutiny of the EOIs. Any additional document received, after last date & time of receiving the EOIs as stipulated in the Notice Inviting EOIs, will not be entertained.
4. Since, all the applications will be evaluated strictly on the basis of Selection Criteria as per Annexure-D, please avoid attaching unsolicited information/documents.
5. All submitted documents should be signed by a Partner with his name and under the seal of the firm.
6. Applications must be submitted under sealed cover superscribing the words "Application for Empanelment of Internal Auditors for 2016-17 and extendable to two years" thereon. The name and address of the firm must also be indicated on the body of the envelope.
7. Application may be submitted By Post/Courier to the Office of GM(Internal Audit), FACT Limited, Head Office, Udyogamandal, Pin – 683 501. FACT does not take any responsibility for loss of application in transit. Applications sent through Telegram, Telex, FAX or E-mail will not be considered.
8. Any application received after the stipulated Date and Time, due to any reason whatsoever, will be rejected out-rightly.



(B) List of documents to be submitted along with the applications/EOIs:

Firms are advised to go through contents of the EOI documents carefully and submit all **Attested Copies** of the following documents in proper sequence along with the EOIs as described hereinafter:

1. Registration Certificate of the firm issued by the Institute of Chartered Accountants of India and/or Institute of Cost Accountants of India. Information related to year of establishment of Head Office & Branch Office(s), Addresses, Details of Partners and their Membership Nos. etc. as indicated in the Certificate will be treated as conclusive and final information for evaluation of EOIs.
2. Membership Certificate of the qualified assistants issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India.
3. Certificates/mark sheets issued by the respective Institutes in evidence of qualifications of semi-qualified assistants.
4. Appointment orders for Statutory Audit/Internal Audit/Physical Verification etc. in Public Sector/other than public sector/other assignments for each item specified under Sl.No.9,10, and 11 of Application (Page No.4 and 5)
5. PAN Card
6. Service Tax Registration details
7. A cancelled Cheque form of the Bank to which Fee payments will be made.
8. A copy of complete EOI document duly signed and sealed as a token of acceptance of all terms and conditions.