

**REQUEST FOR PROPOSAL**  
**FOR EMPANELMENT OF CONCURRENT AUDITOR FOR**  
**A PERIOD OF THREE FINANCIAL YEARS 2017-18 &**  
**2018-19 AND 2019-20 FOR VERKA DAIRIES MOHALI,**  
**LUDHIANA & JALANDHAR.**




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**Phulo Phalo. Pure Khaos Piyo.**

**THE PUNJAB STATE COOPERATIVE MILK PRODUCERS' FEDERATION LIMITED**  
**VERKA CORPORATE OFFICE**

S.C.O. No. 153-155, SECTOR 34-A, CHANDIGARH – 160022

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**REQUEST FOR PROPOSAL (RFP) DOCUMENT FOR EMPANELMENT OF CA FIRM AS CONCURRENT AUDITOR FOR A PERIOD OF THREE FINANCIAL YEARS 2017-18, 2018-19 AND 2019-20 FOR VERKA MOHALI, LUDHIANA AND JALANDHAR DAIRY**

**1. INTRODUCTION**

The Punjab State Cooperative Milk Producers' Federation Ltd, popularly known as Milkfed Punjab, came into existence in December 1973 to boost the dairy farming in the state. The objectives of the Federation were to provide a remunerative market to the Milk Producers in the State through value addition and effective marketing of the produce. The other objective was to provide technical inputs to the milk producers for enhancement of milk production.

Although the federation was registered much earlier, it took its current bigger role, in year 1983 when all the milk plants of the erstwhile Punjab Dairy Development Corporation Limited were handed over to Cooperative sector under Operation Flood, to give the farmers a better deal and customer's better products. The setup of the organization is a three tier system, Milk Producers Cooperative Societies at the village level, Milk Unions at District level and Federation as an Apex Body at State level. MILKFED Punjab has continuously advanced towards its coveted objectives well defined in its byelaws. Currently Milkfed Punjab has around 7500 village milk producers' cooperative societies, with over 4,00,000 members. These village level cooperatives work under 11 district milk producers' unions with 10 milk plants having a consolidated milk handling capacity of around 18,00,000 litres per day.

The Federation is mandated for the milk procurement aligned with quality processing of milk & its products as well as marketing them under the brand name "Verka". A trusted brand, Verka has become a household name and bringing newer products to the table to its loyal customers Milkfed has consolidated its brand strength by not only retaining its unique quality features of the existing products but has innovated and launched various new products.

The Federation also runs two cattle feed plants with a capacity of 500 MT's per day, One Frozen Semen Station and One Fodder Seed Processing Unit. MILKFED also manufacture different types of cattle feed like ISI Type II, High energy & By-pass etc. to meet the diverse requirement of milk producers. Besides, Milkfed has also introduced buffalo feed, which has rich fat contents and meets the nutritional requirement of buffaloes.

**The empanelment of Concurrent Auditor will be for a period of three financial years 2017-18 & 2018-19 and 2019-20 . The Concurrent Audit will be for the financial year 2017-18, 2018-19, 2019-20.**

## 2. AVAILABILITY OF RFP

The RFP document is available at MILKFED Punjab website [www.verka.coop](http://www.verka.coop). Prospective CA Firms desirous of participating in this RFP may view and download the RFP document from the above website. In case tender document is downloaded from our website, Cost of tender of Rs.500/- (non-refundable) in shape of Cash/Demand draft in favour of "The Punjab State Cooperative Milk Producer's Ltd." will be deposited alongwith the tender.

## 3. SCHEDULE OF DATES :-

Sr.No	Events	Date
1	Date of issue of RFP	02.06.2017
2	Last date and time for Proposal submission Separately of Technical and Financial Bid	16.06.2017 at 3.00 PM
3	Date and time for opening of technical bids	16.06.2017 at 3.30 PM
4	Date and Time for opening of Commercial Bids	21.06.2017 at 3.00 PM

## 4. CATEGORIZATION OF VERKA DAIRIES MOHALI, LUDHIANA AND JALANDHAR:

For the purpose of Concurrent Audit, categorization Milk Unions are given here under:

Category	Name of Units
A	Verka Mohali, Ludhiana and Jalandhar Dairies.

## 5. ELIGIBILITY CRITERIA:

Chartered Accountants Firms must qualify the following minimum criteria:

1	Number of full time partners associated with the firm for not less than 5 years and shall be member of the Institute of Chartered Accountants of India	2
2	Turnover of the firm (Average of last three years)	Rs 50 lacs per Annum
3	No of years of firm's existence. The firm should have adequate Articles.	Not less than 5 yrs
4	Number of assignments of Concurrent Audit of Private/Govt/Semi Govt/Board/ corporation/	At least 3 nos

	<p>PSUs/Cooperative institutions having turnover of not less than Rs.200 crore per annum.</p> <p>The experience of the firm preceding 5 years shall only be considered. (01.04.2012 – 31.03.2017)</p> <p>The experience of the CA firm in concurrent audit in one Company/PSU/ Corporation/ Cooperative Institutions for more than one year will be considered as one assignment only. However the Bank branch Audit Assignments shall be not be considered for this purpose.</p>	
5	The Firm should have Head Office/Branch Office in the respective area.	For at least 2 years

**6. EVALUATION CRITERIA FOR EMPANELMENT OF THE CHARTERED ACCOUNTANTS FOR CONDUCTING CONCURRENT AUDIT OF VERKA MOHALI & LUDHIANA AND JALANDHAR DAIRIES.**

**TECHNICAL EVALUATION:**

The evaluation criteria for selecting the Chartered Accountant's Firm is mentioned below:

<b>Sr.No</b>	<b>Evaluation Criteria</b>	<b>Maximum Marks</b>
1	Partners should necessarily be a member of Institute of Chartered Accountants of India) (2.5 marks for each additional partner for above 2 partners, 2 partners with 10 marks).	15
2	The firm should have Articles (As per ICAI records) to undertake audit work. 2 marks per Article.	15
3	Number of professionally qualified staff (with associate/fellow membership of ICAI : 2.5 marks for one member with maximum of 10 Marks. In addition, if firm has Cost Accountant from ICAI for which 5 marks will be given.	15
4	Turnover for last three years of the firm : More than Rs.50 lacs and upto 75 lacs per annum – 2 marks for each year More than Rs.75 lacs and upto 1 crore per	15

	annum – 3 marks for each year. More than 1 crore and above – 5 marks for each year.	
5	Number of concurrent audit undertaken during the last 5 years in Govt/Semi Govt/Private/ Board/ corporation/ PSUs/ Cooperative Institutions whose turnover is more than Rs 200 Crore. The Experience of the Firm in one company for more than one year will be considered as one Assignment only. (4 marks for each assignment & 6 marks for having experience in processing industry, to a maximum of 40 marks).	40
	<b>Total</b>	<b>100</b>

The minimum qualifying marks shall be 70% on technical evaluation.

#### **7. SUBMISSION OF THE PROPOSAL :**

The interested firm shall submit the Technical and Financial proposal duly bound and containing the index/table of content with all pages numbered. The proposals may be submitted in sealed cover by post/courier or by hand at **Verka Corporate** Office SCO 153-155, Sector 34, Chandigarh on or before the scheduled date and time.

#### **8. OBJECTIVES OF CONCURRENT AUDIT:**


Objectives proposed to be achieved through the Concurrent Audit broadly are as under:-


- a) To ensure that the accounting and financial management systems are reliable and effective in design and give a true and fair view of the state of affairs of the Milk Unions and to assess the extent to which they are being followed as per Bye Laws of Milk Unions.
- b) To review the efficiency, adequacy and application of accounting, financial and operating controls and thereby ensuring the accuracy of transactions/books.
- c) To verify that the system is effective in operation in order to ensure the prevention of and early detection of deficiencies, misappropriations, frauds and misapplications, if any.
- d) To identify areas of inefficiencies, if any, in existing systems and to suggest necessary remedial measures to improve performance.

- e) To improve accuracy and timeliness of Financial Reporting.
- f) To ensure compliance with the laid down systems, procedures and policies as per Bye Laws.
- g) To assess and improve overall internal control systems prevailing in all Sections of Verka Dairies.

## 9. SCOPE OF WORK OF CONCURRENT AUDITOR :

- 9.1 **Statutory Compliance:** Review and recommendations on the system for deduction and timely deposit of statutory dues i.e. E.P.F., TDS, Service Tax, etc. and timely filing of relevant returns ; Compliance of statutory laws i.e. VAT/CST/GST, Income Tax, Service Tax and other Law matters etc.
- 9.2 **General Accounting:** 100% verification of cash, bank and journal vouchers to ensure that they are approved in accordance with laid down procedures and delegations. Review of General ledger and Subsidiary ledgers and annual financial results on regular basis.
- 9.3 **Tender process :** Tender evaluation and award of Civil project, purchase of raw material, packing material and other works to Contractor /Suppliers /Consultants, Checking of comparative statements through which award of work made, checking of terms and conditions, system of revision of rates etc. with the job order/work order.
  - a) Bills approval procedures, control on advances to suppliers, system of verification.
  - b) Engagement/empanelment of Architects, Consultants etc.
  - c) Review of suppliers/contractors selection and their rating and systems.
  - d) Reporting on Issues of Purchase order/work orders/Hiring of Tankers, Tempos and Cars as Taxies/ job orders and to comment on the purchase process to be followed by the Milk Unions/Milk Plants for hiring the service of Consultants and purchases for the respective Milk Unions.
  - e) Time Extension and applicability of liquidated damages as per provision of contract.
  - f) Review of project files regarding progress of work, dues to & from contractors.

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- 9.4 **Fixed Assets:** Procedures/systems for sanctioning, procurement of Fixed Assets; Fixed Assets Register (FAR) to be verified, physical verification on perpetual basis. 100% Verification of supporting vouchers etc.
- 9.5 **Loan and Advances:** Review of advances i.e. Salary and General Advances etc. to the employees.
- 9.6 **Cash/Bank:** Verification and reconciliation on regular basis of cash in hand and bank reconciliation statements.
- 9.7 **Debtors and Creditors:** Review of age wise analysis. Review of old/doubtful debts/advances. Procedure for periodic reconciliation and confirmation of debt by parties etc. to be verified and also verify the cash and carry sale procedure.
- 9.8 **Insurance:** Adequacy of insurance of fixed assets etc. at Verka Dairies level. Renewal of insurance policies to be periodically reviewed. Settlement of claims.
- 9.9 **Production Costing:** Review and report on cost sheets and formulae for production of Milk and Milk products and other products etc. To report whether internal controls exist at plant level at all stages of production to minimize the production losses. To suggest ways and means to reduce the productions wastages/reduction of overheads.
- 9.10 **Inventory Management:** Review and report of storage and maintenance of raw material in technical and raw material stores. Whether stock levels are maintained at desired levels to avoid blockage of funds and inventory carrying costs. Report on consumption of raw material.
- 9.11 **General:**
- a) Timely updating Milkfed with regard to latest changes in provisions of various Statutory Acts applicable to Milkfed and its affiliated Milk Unions properly.
  - b) Thorough checking/verification of various types of Inputs vis-à-vis outputs and wastages/breakages has been carried out by Milk Union/Unit and also suggest ways and means to reduce the wastages.
  - c) Review of unit accounts and expenditure incurred by the units.
  - d) Certification of statement of expenditure.
  - e) Audit of Financial Statements of Unions.


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- f) Comparison between financial and physical performance and analysis.
  - g) Any other issue/assignment assigned by the Management from time to time.
  - h) Audit of long term and short term loans, Reserve Fund, Appropriation of Funds, Exports, marketing, procurement, utilization of grants and subsidies from govt. etc.
  - i) Calculation of Interest of cash credit limits
  - j) Payments made to transporters / Timely recovery from transporter.

## **General Terms & Conditions for empanelment of Auditors/CA firms .**

### **Terms & Conditions**

1. To carry out the Concurrent Audit of Verka Mohali, Ludhiana & Jalandhar Dairies. For concurrent audit the prospective CA firm will have to constitute a team headed by qualified Chartered Accountant. The size of the team should be one CA plus two staff members in case of Verka Dairies Mohali & Ludhiana and Jalandhar each. The concurrent audit will commence w.e.f. 01.04.2017. This team will have to be stationed at premises of Milk Union.
2. The Firm shall submit the proposal in two parts, 1<sup>st</sup> part comprising of “Technical Proposal” and 2<sup>nd</sup> part will comprise of “Financial Proposal” and both the proposals shall be placed in two separate sealed envelopes clearly marked “Technical Proposal” and “Financial Proposal” respectively followed by the name and reference number of the RFP. If the proposal is not submitted in sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive. The Proposals shall be signed by authorized person of the firm. All pages of the proposal, where entries or amendments have been made, shall be initialed by the person or persons signing the Proposal. All signatures on the letters / certificates attached with the Bid document shall be dated suitable.
3. The Firm shall furnish, as part of its bid, a refundable EMD comprising of demand draft of INR 50,000/- (Fifty thousand Rupees Only) for each of three Dairies for Concurrent Audit. The demand draft should be drawn on a nationalized / scheduled bank valid for 180 days and in favour of “The Punjab State Cooperative Milk Producers Federation Ltd.”, Payable at Chandigarh. The technical bid will disqualify if EMD is not submitted along with the technical bid. Unsuccessful firm’s bid security will be discharged /





returned as promptly as possible but not later than 60 days after the award of the contract to the successful firm. The EMD of the successful bidder will be retained and converted into security.

4. The prospective firms, who will qualify the technical criteria, shall only be considered for further evaluation of their commercial bids.
5. One firm will be eligible for the allotment of either of concurrent or statutory audit. If any firm applies for empanelment of concurrent audit as well as statutory audit, its financial bid will be considered only for Concurrent or statutory audit at the option of the firm. The fee for concurrent or statutory audit will be offered by the firm on yearly basis.
6. **Technical bids :**
  - a. The firm should be registered with the institute of Chartered Accountants of India & registered with the Service Tax Authorities and operation for the last five years.
  - b. The Firm should have a minimum average turnover of 50 lacs per annum in the last 3 years. Firm will need to submit the audited balance sheets, profit & loss account statements and Income Tax returns for each of the last three financial years.
  - c. A power of attorney in the name of the person signing the bid.
  - d. The Firm should have minimum 2 number full time partners associated with the firm for not less than 5 years and shall be member of the institute of Chartered Accountant of India.
  - e. Number of assignment of Concurrent Audit of Private/Govt/Semi Govt/Board/Corporation/PSUs/Cooperative institutions having turnover of not less than Rs. 200 crore. The experience of the firm preceding 5 years shall only be considered. The experience of the CA Firm in Concurrent Audit in one Company/PSU/Corporation for more than one year will be considered as one assignment only. The Bank Branch Audit Assignment shall not be considered for this purpose.
  - f. No Partner / Chartered Accountant employee of the firm has been held guilty of professional misconduct by the Institute of chartered Accountant of India.
  - g. The firms shall provide all the necessary documents, samples and reference information as desired by the committee. The firms shall also assist the committee in getting relevant information from the firms' references.
  - h. Depending on the evaluation methodology mentioned above, each Technical Bid will be assigned a technical score (TS) out of a maximum of 100 points as per the Technical Evaluation Criteria. The minimum technical score required to qualify for the financial evaluation is 70.
  - i. Seeking clarifications cannot be treated as acceptance of the proposal. Evaluation Committee may seek any additional information in writing which has to be

supplied by the firm is writing. For verification of information submitted by the firms, the committee may visit firm's offices.

- j. Evaluation Committee may, at its discretion, call for additional information from the firm(s). Such information has to be supplied within the set out time frame, otherwise Evaluation Committee shall make its own reasonable assumptions at the total risk and cost of the firms and the proposal is liable to be rejected.

7. **Financial Evaluation (For empanelment of firms):**

- a) Financial Proposals of only those firms would be opened who qualify the technical evaluation. The financial proposals of all unqualified firms would not be opened.

- b) The commercial scores for each of the firm will be calculated as follows:

$$F_n = F_{min} / F_{bid} * 100$$

Where

$F_n$  = Normalized financial score of the firm under consideration

$F_{bid}$  = Evaluated cost for the firm under consideration

$F_{min}$  = Minimum evaluated cost for any firm

- c) Final evaluation would be done using Quality and Cost Based Selection (QCBS). An overall score will be calculated based on the technical and financial scores of each firm as detailed below.

$$B_n = (W_{tech} * T_b) + (W_{fin} * F_n)$$

Where

$B_n$  = Overall score of firm under consideration

$T_b$  = Absolute Technical score for the firm under consideration

$F_n$  = Normalized Financial score of the firm under consideration


$W_{tech}$  = 0.70

$W_{fin}$  = 0.30

8. The Auditors should intimate their acceptance of the Audit/Inspection assigned to them, within a week of receipt of the appointment letter from the Milkfed.
9. The auditors shall act with independence, integrity and objectivity. They shall undertake all audit works with an independent open mind and shall not come under any influence of anybody In case of direct or indirect association with any unit of Milkfed or its affiliated Milk Unions in any capacity, it should be disclosed in the application for empanelment.
10. The firm has to give declaration that no partner/Chartered Accountant employee of the firm of auditors has been held guilty of professional misconduct by the Institute of Chartered Accountants of India.



11. The firm has to give a declaration / undertaking that :
  - a. The audit team shall consist of Minimum staff as mentioned in eligibility criteria, of which one should necessarily be a partner of the firm. The audit would not be done by a person who is neither a partner nor an articled of the CA firm to which the audit has been allotted.
  - b. The partners, employees and other personnel of the firm will not divulge any information that has come to their possession during the course of audit to any person other than the authorized officials of the Milkfed and its affiliated Unions.
12. Empanelment with the Milkfed does not automatically guarantee assignment of audit. Assignment of audit would be done, as per the requirements of the Milkfed.
13. The firm(s), which fulfill the empanelment criteria would be short-listed and empanelled for the financial year 2017-18 to 2019-20 which can be extended for further a period of one year on mutually agreed terms. The decision of the Managing Director, Milkfed Punjab, regarding the selection, constitution and size of the panel would be final.
14. In case of any change in the constitution of the firm on account of merger, de-merger or for any other reason the same would be brought to the notice of the Milkfed.
15. The appointment of Concurrent auditors shall be subject to approval of BOD's/AGM of respective Verka Dairies.
16. The methodology adopted for conducting the concurrent Audit should be as mentioned below:
  - a) A monthly status report is expected from the auditors stating the progress of audit of each Plant/Unit allotted to them.
  - b) After the completion of Audit the Auditor would be required to submit the Audit Reports in Hard (two copies) and in soft form within 15 days.
  - c) The firm will quote lump sum fee dairy wise to be payable by concerned dairy inclusive of all. All taxes/statutory deductions/ TDS will be deducted by the Dairy as per the provisions of Income Tax Act, 1961.
  - d) It will be mandatory on part of the agency to give the certificate that after through checking/reconciliation and Concurrent Audit of Milk Union Mohali & Ludhiana and Jalandhar which has been allotted that accounts have been properly

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- maintained by the concerned. If at any later stage the anomaly surfaces the agency will be held responsible for the financial implication, which includes imposition of penalty and withholding of the dues of the agency, apart from other legal remedy.
- e) The selected firm has to become nominal member of Milkfed as per Milkfed's bye-law clause 5.2, after deposit of membership fee of Rs.1000/- (One Thousand Rupees only) once for all (non-refundable) along-with the prescribed format.
  - f) MILKFED and the firm shall make every effort to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with the Contract. If, after thirty (30) days from the commencement of such informal negotiations, the Client and the firm have been unable to amicably resolve dispute, the same shall be referred to the Arbitration i.e the Registrar, Cooperative Societies Pb. Chandigarh or his nominee, whose decision shall be firm & binding to both the parties. In this regard, provisions of Arbitration & Conciliation Act, 1996 & The Punjab Cooperative Societies Act, 1961 amended up-to-date shall be applicable.
  - g) The Court of Chandigarh will be jurisdiction for any dispute arising out of these contents.
  - h) The firm shall have to execute an agreement with Milkfed on non-judicial stamp paper worth Rs.100/- upon selection as per Annexure-II.
17. QCBS for Statutory or Concurrent Auditors will be made each for its units, Milk Union Jalandhar, Ludhiana & Mohali. The Firm may quote fees/rates separately for each on yearly basis as required in annexed Performa for financial bid. The turnover of Milk Union Ludhiana & Mohali and Jalandhar will be around Rs.700/- Crores and Rs.800/- Crores and Rs.250/- Crores respectively for financial Year 2015-16.
18. **Removal/de-empanelment of auditors:**
- Milkfed reserves the right for the removal/de-empanelment of any auditor/firm, in case work is not found satisfactory or there is any breach of contract/misconduct by the firm with a prior one month notice in writing.



**REQUEST FOR PROPOSAL FOR INVITING BIDS FOR CONCURRENT AUDIT & STATUTORY AUDIT  
VERKA CORPORATE OFFICE, SCO NO. 153-155, SECTOR 34A, CHANDIGARH**

The Punjab State Cooperative Milk Producer's Federation Ltd. (MILKFED) invites tenders from Chartered Accountant Firms for carrying out the Concurrent Audit of Verka Dairies Mohali, Ludhiana and Jalandhar for the year 2017-18 to 2019-20 and Statutory Audit of Verka Jalandhar Dairy for the year 2017-18 to 2019-20. Minimum fee will be Rs.2.00 lac per annum per Dairy for Concurrent Audit and Rs.0.50 lac per annum for Statutory Audit. Technical bid may be submitted along with EMD of Rs.50000/- for each of the three Dairies for Concurrent Audit and Rs.20000/- for Statutory Audit. Technical and Financial bids must be furnished in separate sealed envelopes. Interested parties may download detailed tender document from our website [www.verka.coop](http://www.verka.coop). The tender should reach this office on or before 16.06.2017 upto 3.00 PM and will be opened on the same date at 3.30 PM. Milkfed reserves the right to alter, change and amend any of the terms and conditions of the RFP without any further notice.

MANAGING DIRECTOR

## ANNEXURE –I

### **CONCURRENT AUDITORS/AUDITOR FIRM'S LETTERHEAD APPLICATION FORMAT FOR EMPANELMENT AS CONCURRENT AUDITOR**

The Managing Director,  
Milkfed, Punjab,  
Chandigarh.

I/we hereby apply for empanelment Concurrent Auditor and furnish hereunder the requisite bio data / information / documentation for your consideration:

1. Name of the Applicant
2. Constitution Individual / Proprietorship / Partnership Firm
3. Firm's Details
3.a Address
3.b Phone No.
3.c Email
3.d Date of establishment
3.e Membership/ affiliation details with Institutes of Chartered Accountants of India
Name of the Body
Membership Since
Membership Type
Membership No.
3.f Firm's PAN / TAN
3.g Practicing as auditor since
3.h Details of present set up / infrastructure available to deal with Concurrent audit works
3.i Details of existing empanelment
3.j Names of proprietor / all partners (also mention managing/key/senior partner)
1
2
3
4
4. Gross Income in last three years
5. Details of Branches, if any, contact Nos, of branch, Name of the person-in-charge of the branch.



**Undertakings / Declarations:**

- a. I/We have gone through the RFP document for the empanelment of CA and scope of work mentioned therein and undertake that [strike out which is not applicable]I/we/none of our employees are ex-employees of your Milkfed, Punjab, Chandigarh and its affiliated Dairies. OR I/... of our partners/... of our employees was/were ex-employees of the Milkfed & its affiliated dairies (give details, viz. Name, Position and Date of retirement/resignation) but ceased to be under your employment, since last 3 years AND I/We shall not induct/employ any partner/employee during the tenure of our empanelment as an Auditor who is/are within the above mentioned period of 3 years from the date of retirement/resignation.
  
- b. I/We do hereby solemnly declare and affirm that:
  - i. I/We have not been removed/dismissed from service/employment earlier,
  - ii. I/We have not been convicted of any offence and sentenced to a term of imprisonment,
  - iii. I/We have not been found guilty of misconduct in professional capacity,
  - iv. I/We have not been convicted of an offence connected with any proceeding under the I.T. act 1961 &/or W.T. Act 1957 &/or G.T. Act 1958,
  - v. I/We am/are not undischarged /insolvent(s),
  - vi. There are no complaints against me/us, registered with CBI/SFIO/Police/Courts of law
  - vii. I/We have not been blacklisted/depenalled by any Company/Bank/FI/IBA/others in the past.
  
- c. I/We solemnly declare that the information furnished above is complete and entirely true and Nothing has been concealed. I/We also affirm that terms & conditions of Milkfed Punjab/ Verka Dairy \_\_\_\_\_ relating to empanelment of concurrent auditors are acceptable to us and I/We also undertake to keep Verka Dairy\_\_\_\_\_ informed of any events /happenings which would make me/us ineligible for empanelment / remaining empanelled as Concurrent auditor.
  
- d. Additional information, if any

For & on behalf of ..... (Firm)

(Signature)	(Signature)	(Signature)	(Signature)
Name	Name	Name	Name
Designation	Designation	Designation	Designation

[All partners to subscribe their signatures]

Date:

Place:



**Self-attested documents to be provided along with the application:**

1. Identity and address proof of the applicant Concurrent Auditors firm/proprietor/all partners.
2. Copy of registered partnership deed (in case of partnership firms).
3. Copies of PAN/TAN Card of the applicant concurrent auditor/proprietor/all partners.
4. IT returns of last 3 financial years.
5. Copies of empanelment with Controller and Auditor General of India (CAG) as Auditor/proprietor/ partners.
6. Evidences of professional qualifications and experience of the applicant Concurrent auditor/proprietor /all partners.
7. Evidences of experience as a Concurrent auditor.
8. Evidences of existing empanelment, if any, with other companies in Government Authorities/departments etc.
9. The firm should be Registered with the Institute of Chartered Accountant of India and with Service Tax Authorities – Registration Certificate.



## ANNEXURE –II

[To be executed on non-judicial stamp paper worth `100/- upon selection by Empanelment Committee and name of selected Concurrent auditor will be enlisted only upon execution]

### AGREEMENT WITH THE CONCURRENT AUDITOR ON THE APPROVED PANEL

This Agreement made at ..... on this ..... day of ..... 20\_\_,  
between

\_\_\_\_\_ of \_\_\_\_\_  
(hereinafter called the 'Concurrent Auditor') of the One Part and e.g. The Ludhiana District Cooperative Milk Producers' Union Ltd., Ludhiana, Punjab, herein after referred to as Verka Dairy Ludhiana, having its Corporate Office at **SCO 153-154, Sector 34A, Chandigarh** (hereinafter called Milkfed, which term shall unless repugnant to context include its successors and assigns) of the Other Part. Whereas on the request of the Concurrent Auditor, Verka Dairy \_\_\_\_ has empanelled the Concurrent Auditor to undertake audit of books of accounts of Verka Dairy\_\_\_\_ and other service in the nature of opinion/advise/consultancy/certification, as may be requisitioned by Verka Dairy\_\_\_\_ from time to time.

Whereas the Concurrent Auditor has agreed to render his/her/its services inter-alia on the terms and conditions mentioned hereunder;

#### NOW THIS AGREEMENT WITNESSETH AS UNDER:

1. That the Concurrent Auditor agrees to undertake audit of books of accounts as per requisition made by Verka Dairies from time to time, through job specific letter of engagement/assignment, with terms of engagement and accept fee as prescribed / decided by Verka Dairy \_\_\_\_\_.
2. That the Concurrent Auditor shall not sub-contract the work, when requisitioned by Verka Dairy\_\_\_\_\_, to any other auditor.
3. That the Concurrent Auditor will personally inspect the books of accounts and relevant documents in respect that in connection with the audit of the same.
4. That the Concurrent Auditor shall maintain secrecy of Milkfed Punjab/ Verka Dairies and their assets/liabilities.
5. That the Concurrent Auditor shall act with independence, integrity and objectivity and shall not come under influence of anybody.
6. That the empanelment does not carry assured engagement/appointment of Concurrent Auditor and it is Verka Dairy\_\_\_\_ prerogative to engage the services of the Concurrent Auditor from the panel.



7. That in case constitution of the Concurrent Auditor undergoes any change, the same shall be informed to Verka Dairy immediately.
8. That if for any reason whatsoever Verka Dairy\_\_\_\_ may not maintain any panel or discontinue the panel, the Concurrent Auditor shall have no grievance against Verka Dairy\_\_\_\_ and Verka Dairy\_\_\_\_ shall to be liable in any manner whatsoever.
9. That in case services of Concurrent Auditor are not found satisfactory and their audit reports are unworthy of being acted upon, Verka Dairy\_\_\_\_ may delist/de-panel the Concurrent Auditor's name from the approved panel of Verka Dairy\_\_\_\_ after issuance of show-cause notice.
10. That Verka Dairy reserves the right to take appropriate legal action including filing / lodging complaint to the professional body, if there is any misconduct on the part of the Concurrent Auditor or audit report submitted by the Concurrent Auditor to Verka Dairy\_\_\_\_ is incorrect or false. This shall be without prejudice to Verka Dairy's\_\_\_\_ right to delist/de-panel the Concurrent Auditor from its panel.
11. That the Concurrent Auditor agrees and hereby gives consent to exchange information with other parties directly or through the other medium about particulars (name, address and other details) of Concurrent Auditor, performance as well as cause for delisting / de-paneling, if any.

In witness whereof, the parties hereto have set their hand on the day, month and year mentioned herein above.

\_\_\_\_\_  
Concurrent Auditor (signature with Membership/Registration No.)  
[In case of partnership firms all the partners to subscribe their signatures]

For e.g. The Ludhiana District Cooperative Milk Producers Union Ltd., Ludhiana

\_\_\_\_\_  
Authorized Signatory



## PROFORMA FOR FINANCIAL BID

**Financial bid for empanelment as Concurrent audit for a period of three financial years 2017-18 & 2018-19 and 2019-20.**

<b>Particulars</b>	<b>Amount in Rs</b>
	<b>Concurrent Audit fee on yearly basis</b>
Fees for empanelment of Concurrent auditor for :  Milk Union Ropar (Mohali)  Milk Union Ludhiana  Milk Union Jalandhar	
Service Tax	
<b>Total</b>	

Note:

1. Taxes and other statutory levies will be paid on actual basis. However present rates of applicable taxes and levies may be indicated by the tenderer.
2. TDS will be deducted at the applicable rates.
3. The tender is deemed to have thoroughly studied and examined the technical specifications, important instructions and general terms and conditions of the tender documents.