

**INDORE SAHAKARI DUGDHA SANGH MARYADIT
CHANDA TALAWALI, MANGLIA INDORE 453 771**



An ISO 9001: 2000 Certified Organization Plant
E-Mail: indoreds@rediffmail.com, sanchimsids@gmail.com
Phone: 0731 – 2811162 Fax : 2811559

Ref No: ISDSM/FIN/0818

Date: 18/02/2019

The tender notice, tender documents, containing the terms and conditions can be purchased online & downloaded through following website <http://www.mptenders.gov.in>

SHORT TERM E-TENDER FOR 'APPOINTMENT OF CHARTERED ACCONTANT' FOR THE YEAR 2019-20 & 2020-21

TENDER DOCUMENT

Schedule- I	:	General Terms & Conditions.
Schedule- II	:	Scope of work
Schedule- III	:	Form A
Schedule- IV	:	Price Schedule
Tender Cost	:	Rs. 500/- (Rupees Five Hundred only)
Tender Document Download/Sale Start Date	:	19/02/2019 Time 11:00 AM Onwards
Tender Document Download/Sale End Date	:	05/03/2019 Time 02:00 PM
Bid Submission Start Date	:	19/02/2019 Time 12:00 NOON Onwards
Bid Submission End Date	:	05/03/2019 Time 02:00 PM
Bid Opening Date	:	06/03/2019 Time 03:00 PM
Place of opening of Tender	:	Office of the Indore Sahakari Dugdha Sangh Maryadit, Indore.
Address for Communication	:	The CEO, Indore Sahakari Dugdha Sangh Maryadit, Chanda Talawali, Manglia, Indore 453771.

CHIEF EXECUTIVE OFFICER

SCHEDULE - I

General Terms & Conditions for tender submission & Chartered Accountant services

Indore Sahakari Dugdha Sangh Mydt, Indore (ISDSM), an ISO certified cooperative organization, invites e-tender from bonafide Chartered Accountants for the services of Chartered Accountant for the two financial years 2019-20 & 2020-21 , strictly in adherence to the detailed specifications given in the schedule-II of the tender documents.

The CEO Indore Sahakari Dugdha Sangh Mydt., Indore, reserves the right to accept or reject any or all tenders, which in their opinion justify such actions, without further explanation to the tenderers.

1.0 DECLARATION :

The submission of a tender by a tenderer implies that he/she has read the notice and conditions of the tender and the terms and conditions of contract and has made himself/herself aware of scope and specifications of the work to be made and the destination where the work have to be done and satisfied himself/herself regarding the quality and specifications of the articles.

2.0 TENDER SUBMISSION:

- 2.1 Tenders received by e-mail will not be considered. However, amendments by e-mail to a tender sent will be considered, provided the same are received before the opening of the tender and confirmed by post.
- 2.2 Individuals signing on the tender and other related documents must specify in which capacity of the firm he/ she has signed the documents. (Copy to be uploaded – mandatory)
- 2.3 The tenderer(s) should clearly state in their offer the address, telephone, fax, e-mail, PAN and GST. Any change in the address should immediately be communicated to the Chief Executive Officer, Indore Sahakari Dugdha Sangh Mydt, Indore and correspondence thereafter will be made at the changed address.
- 2.4 Negligence on the part of tenderer in filling the tender form offers him/her no right to withdraw the tender after it has been opened.
- 2.5 The acceptance of the tender and award of the work order will be the sole right of the Chief Executive Officer, Indore Sahakari Dugdha Sangh Mydt. Indore who does not bind himself to accept a tender in whole or in part or reject any or all the tenders received without assigning any reasons and no explanation can be demanded of the cause of rejection of the tender by any tenderer.
- 2.6 The Chief Executive Officer, ISDSM reserves the right to place order for whole requirement with any tenderer or split the orders among one or more tenderers or not to consider any firm even after rate approval.
- 2.7 Each tender should be accompanied with copy of PAN, Income Tax Return of the Last five financial year, GSTIN, Registration certificate and partnership deed (if any) without which the tender may not be entertained. (Copy to be uploaded – mandatory).

- 2.8 The Tenderers should submit the tender rates in the Schedule IV only. The conditional tenders are liable to be rejected.
- 2.9 No person or firm is permitted to submit more than one tender under different names.
- 2.10 The tenderer shall not sublet the contract or assign to any other party or parties, the whole or any portion of the contract without prior written permission of Chief Executive Officer, ISDSM during the service.
- 2.11 Tenderer shall fill all the details of the unit in the enclosed form- A in schedule-III. (copy to be uploaded – mandatory).

3.0 EARNEST MONEY DEPOSIT:

3.1 All the tenderers are required to deposit Earnest Money Rs. 5000/- (Rs. Five thousand only), in the form of Demand Draft in favour of 'Indore Sahakari Dugdha Sangh Mydt', payable at Indore. EMD should be reach at Indore Sahakari Dugdha Sangh, Manglia, Indore, PIN – 453771 before the tender opening time & schedule. Submissions of earnest money by any other mode than specified above shall not be acceptable and the related tender shall not be eligible for consideration.

Security Deposit :- After the appointment the firm will have to deposit the security amount of Rs. 200000/- (Rs. Two lakh only), which will be refundable without any interest after the successful completion of tenure.

- 3.2 Any tender which is not accompanied by Earnest Money deposit are liable to be rejected. Earnest money deposit of unsuccessful tenderers will be returned within 45 days from the date of opening of the tender. The earnest money deposit of the Successful tenderer/s will be released on completion of work as the case may be within the stipulated period without any interest amount.
- 3.3 No interest will be paid on the earnest money for the period during which (the EMD) lying in deposit with Indore Sahakari Dugdha Sangh Maryadit.

4.0 PRICES:

- 4.1 Rate should be quoted for the services as per the specifications given in the schedule II of the tender document. In case of any doubt as to the meaning of any of the terms & conditions or the specifications, the tendering firm may set forth the particulars thereof and submit them to the Indore Sahakari Dugdha Sangh Mydt, in writing that such doubts may be cleared before submitting the tender.
- 4.2 Prices offered by the tenderers should be firm and free from all escalations and shall be valid at least for a period of 24 months from the date of approval of rates. We would communicate our rate approval within 30 days of opening of tender.
- 4.3 If needed, negotiations will be done for prices and as well as terms & conditions of services only with the party which offers the lowest rate.
- 4.4 The prices charged for the services under the contract by the firm in no event shall exceed the lowest price at which the firm provides the services of identical tender

description to any other persons/ firms during the period and until the execution of all services during contract period.

4.5 The lowest rate shall not be the only criteria for approve the tender.

4.6 If the tenderer fails to give services as per work order without any valid reason, the order would be treated as cancelled and the firm may be blacklisted for future dealings and EMD also would be forfeited by the management.

5.0 **PAYMENT:**

Payment will be done on quarterly basis after submission of audit reports.

6.0 **CONSEQUENCES OF BREACH OF AGREEMENT:**

If any firm under the contract commits breach of any of the conditions, it shall be lawful for the Chief Executive Officer, Indore Sahakari Dugdha Sangh Mydt. To cancel the contract and to give it to other firm from any other alternate sources on the risk and cost of the defaulting unit.

7.0 **DISPUTE ARBITRATION & FINAL AUTHORITY:**

7.1 It should be clearly understood that in the event of a successful tenderer failing to accept and execute the work order, then decision of the Chief Executive Officer, Indore Sahakari Dugdha Sangh Mydt., in this respect will be final and binding on the successful tenderer.

7.2 For all matters of dispute, the decision of the Honorable Chairman, Indore Sah. Dugdha Sangh Mydt. Under Arbitration and Conciliation Act. 1996 shall be final and binding on all the concerned.

7.3 For all disputes, the venue for legal course shall be at Indore.

7.4 If the tender opening date become any govt. holiday then the next day may considered for tender opening.

Special Terms & Conditions for Chartered Accountant services

The following Qualification, Experience and Status is required from Chartered Accountant Firms for eligibility to assign the Audit for the year 2019-20&2020-21

1. The Chartered Accountant firm must be registered with the Institute of Chartered Accountants of India for **at least 10 Years**.
2. The Head Office of the Chartered Accountant firm must be at Indore and at least 3 skilled and experienced CA must be posted at the office.
3. The Chartered Accountant firm must be Registered with Co-Operative panel Government of MP with at least grade 'B'.
4. The Chartered Accountant firm must have the experience of at least 3 years of Internal Audit & Pre Audit of concern(s) Registered under Co-Operative Societies Act /company act with an annual **Turnover of Rs. 200 Crores** and above. The turnover of CA firm must be **50 lakhs or above** for the last 3 years.
5. The Firm of Chartered Accountant who fulfills the above criteria and found suitable, then our appointed Committee will visit their office for inspection of their set up and verification of information submitted, before taking decision for appointment of Auditor.
6. The offers of firms of Chartered Accountant who fulfils the above conditions will be eligible for participating in the Tender and for considering their Offers for appointment as Auditor on Merits.
7. For the pre audit sales and all other related works, at least 1 full time Chartered Accountant should be posted in our office (10:30am to 5:30pm) regularly .
8. At least 2 visits per month in Mini dairy plants and quarterly visits to other Chilling Centers must be paid by auditor.
(T.A. Bills of all the visits will be reimbursed by the ISDSM as per norms.)
9. The appointment of firm will be for 2 financial years (2019-20 & 2020-21) .If the ISDSM is satisfied with the work of Chartered Accountant firm then the management of ISDSM may extend the work further which may be for a period of 1 year up to 2 years.
10. After assigning the audit Work, the Chartered Accountant firm will be required to commence the work immediately.
11. The Offers of eligible firms of Chartered Accountants will be opened by the Audit Committee in presence of the Representatives of Chartered Accountant firms on the date and time specified.
12. The Chief Executive Officer reserves the Right to accept or reject the offer of Rates And/or criteria of allotment of work to any chartered Accountant firm, without assigning reasons whatsoever.

13. Financial and legal obligations will be imposed on the C.A. firm in case of any kind of damage caused to ISDSM due to negligence in its duties and the ISDSM shall be competent to debar/blacklist the unit from further business.
14. The firm should not be involved / guilty in any kind of embezzlement .In relation to this; the firm should produce an affidavit on stamp of Rs. 100.
15. The scope of Audit work as broadly as per schedule-II

Chief Executive Officer

Indore Sahakari Dugdha Sangh Mydt. Indore

**INDORE SAHAKARI DUGDHA SANGH MARYADIT
CHANDA TALAWALI, MANGLIA INDORE 453 771**



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SCHEDULE - I I
-Scope of Work-

This function executed in following division under control chief Executive Officer.

1. Finance Section
2. Administration Section
3. marketing Section
4. Purchase Section
5. Field-operation Section
6. Production Section
7. Engineering Section
8. Quality Control Section
9. General Store, DCS Store, Engineering & Finished Product Store
10. Civil Engineering Section
11. Transport Section
12. Security

THE SCOPE OF AUDIT IS GIVEN BELOW

1. FINANCE DIVISION :-

1. Pre-audit of all payments, receipt and accounting adjustments. This includes verification of bank guarantees and other documents of security.
2. Ensure that provision of various statutes as co- operative societies act; PF act, income tax, Goods & Service Tax, Sales tax, Excise & Customs Law, Motor vehicles act; professional tax act (Including submission of timely returns) act, as well as any regulation sales notification etc, formal under the aforementioned statutes are adequately complied with.
3. While ensuring compliance of various laws, it may please be seen that concession, if any, are fully availed.
4. Ensure that amounts recoverable from employees are properly billed and collected; also ensure proper recoveries of dues from other agencies.
5. The following types of Reconciliation are to be checked.
 - a) Bank Reconciliation statement
 - b) Reconciliation of accounts with different ISDSM, M.P Dairy federation and NDDB.
 - c) Reconciliation of assets as per accounts and records kept by the concerned holding division.
6. The following events/occurrences should be reparsed specifically :-
 - a) If you came across losses due to theft, negligence, fraud, breach of trust, adverse legal decision etc.
 - b) Large idle balances with banks in current & other account.
 - c) Delay in processing of payment, if found, 30 days from date of receipt of bill.
 - d) Bank guarantees expired before settlement/ not honored on presentation.
 - e) Delay in recovery of dues from debtors
 - f) Improper/ inadequate utilization of funds by units.
 - g) Rejection of claims due to delay in lodging claim/ISDSM compliance of procedural requirements.
7. Regular Scrutiny of cash book, Bank book, Journal Book, sale/purchase Register, Ledgers, Trial balance, periodical account etc. Should be carried out with particulars reference to large outstanding recoveries from suppliers/ contractors/ debtors /transporters, for security refunds etc.
8. Checking of interest including penal interest.
9. Checking of item-wise expenditure statements received from the project implementing agencies.
- 10. Certification of fund utilization report as per norms.**
11. The internal control systems including working method may be constantly reviewed and practical suggestions for improvement may be given from time to time.
12. A quarterly /half yearly reviews of compliance with regard to post facto approvals and assurance contained in the audit relied should be sent.

13. Any other work pertaining to internal audit and investigation of any matter as may be desired by the management from time to time.
14. **To audit all payment voucher & receipt of payment.**
15. **To help in preparation of Final Accounts and balance sheet and To audit Final Accounts and balance sheet**
16. To audit salary & wages, advances, medical bills, T.A bills, conveyance and any other personnel's claims etc.
17. To ensure timely computation, Deposition/Filing and Assessment of commercial Tax, income tax deduction at source, TCS and Audit for the above stipulated
18. To ensure monthly computation, deposition and filing of Goods and service Tax (avoiding delay) like GSTR-1/2/3-B etc.
19. Ensuring any half yearly/ yearly Returns related to GST and finalizing the assessment.
20. Informing the ISDSM about the any latest amendments about The Act and any other law in which the ISDSM falls.
21. All the payment will be made after pre audit except advance payment on behalf of party and miscellaneous. Advances to staff for ISDSM work.

2. ADMINISTRATION SECTION:-

1. Pre- Audit of data in respect of Employees with regard to leave attendance, LTC, Transfer from one place to other place, salary increments, Sanction of Loan etc. once as well as twice in an year.
2. To Audit medical bill as per MPCDF/ISDSM rules.
3. To Audit labour contract bill/security contractor bill as per rate approved by the management.
4. To Audit the security/Bank guaranty deposit by contractor as per terms & conditions.
5. To Audit gratuity as per Gratuity act.
6. To Audit Bonus as per Bonus Act.
7. Ensure that E.P.F. and ESI deduction of labour and security contractor be deposited to concerning departments properly before payment of contractor bills.
8. To Audit staff bus bill as per rate approved by Management and as per term and condition.

3. MARKETING SECTION:-

1. To Audit the receipt of finished goods and reconcile with production division to check the receipt of demands and reconcile with the supply.

2. To Audit the record of receipt with production division report, issue with demand and challans.
3. To Audit the Bill/challan as per approved rates of product.
4. Sale of milk & milk product for dairy plant (As per quantity issued from store) & all milk chilling centers of Indore Sahakari Dugdh sangh maryadit, Indore to be reconciled with the actual cash book/ bank receipt as per financial book of accounts.
5. Amount of milk & milk product sale (local) to be reconciled with tally software as per D.M. issued by marketing section (Distribution Section) on Daily basis.
- 5.1 To ensure advance card amount deposited by milk distributors is deposited before the due date and reconciling it with the per day advance cards.
- 5.2 Reconciliation of interstate sale (milk and milk product) with related party ledger (Monthly).
- 5.3 Checking the per day milk sale margin of advance card and cash sale in Indore city/Upcountry(Other than indore city).
6. The supply of milk & milk product from plant to dealers reconciled with marketing division & MIS report.
7. All the payment pertaining to this division will be made after pre-audit, the sales of milk & milk product against receipt of cash/DD/Cheque.
8. The Auditor has to check the realization of payment of credit sale in due period.
9. The audit will also point out the receivable amount from ISDSM and institution. (Month wise)
10. Checking of all invoice/Debit Note/ Prepared by marketing division.
12. Checking of dishonored Cheque amount to be deposited with penalty by parties and to reconcile with finance section.
13. To maintain record of Bank guarantee issued/received and intimate timely regarding renewal/release.

4. PURCHASE SECTION:-

1. To Audit all the purchase of packing material, Engineering, DCS, Stationery, Equipment, Milk can, Stationery & Misc etc. made through tenders or as per approved purchase rule of MPCDF Bhopal.
2. To Audit purchase orders with approved rates.

3. To check commodity & quantity with stores Good Receipts and records as well as Purchase Orders, its calculation with approved rates reconciled with finance and store section records and ledgers;
 - To check commodity wise, P.O. wise and party wise list and records
 - To check with “Quality Control” analysis reports and as per tenders terms & condition.

5. FIELD-OPERATION SECTION:-

1. To check milk collection transportation bill with approved rate by CEO.
2. Sour milk & curdle milk deduction as per quality control report (Sour /curdle milk deduction prepare by finance section)
3. To Audit milk collection route KM distance are approved by committee and approval of CEO.
4. All expenditure payment of field operation after pre-audit.
5. Purchase of liquid nitrogen & semen bills amount reconcile with DCS deduction statement.
6. Purchase of medicine bill to be audit as per rate approved by CEO.
7. To Audit deduction list of liquid nitrogen & semen veterinary medicine etc

6. PRODUCTION SECTION -

1. To audit quantity, fat & SNF from DCS/chilling centre/other ISDSM as per milk collection sheet & delivery Challan.
2. To Audit the receipt of the packing material from stores. To audit the consumption of packing material, electricity, coal, other stores material and spares .The audit of production as per capacity and norms of machine.
3. To Audit the staff overtime and justification.
4. To Audit the engagement of daily wages labour and its justification.
5. To audit the receipt of production & compare with the consumptions of raw material.
6. **To audit the handling losses as per norms of NDDB.**
7. To audit the supply of milk and milk product for sale to reconcile with the records of marketing divisions.
8. To check the monthly/yearly statements and MIS reports.

9. To Audit milk receipts & disposals registers.
10. To audit production of milk & milk product record keeping.

7. ENGINEERING SECTION:-

1. To Audit the purchase of spare parts, engineering goods as per approved purchase (as per rule of MPCDF) Rule.
2. To check receipts of goods as per PO and issues as per indent
3. To Audit the repairs and maintenance of Bills and its justification.
4. To audit sale of scrap as per scrap stock register and proper procedure (As per MPCDF purchase rule)
5. To audit the maintenance bill of plant & machinery.
6. To audit the consumption of diesel, oil and grease and its receipts, markets and entry in log Book and stock book.
7. To audit the civil work, construction tender as per approved purchase procedures and policies (As per MPCDF & PWD rule) and its record keeping, other maintenance work of civil and plant.
8. To audit the gardening expenditure and its records keeping.
9. The payment of all the bills will be made after pre audits.
10. The bill of emergency expenditures will be put up for audit as early as possible.
11. Ensure that fixed assets as appearing in ISDSM book are registered in name of Indore Sahakari Dugdh Sangh Maryadit Indore proper as records are maintained by the engineering division/ finance division.
12. Proper and timely accounting of material/assets shifted from one location to another location should be ensured.
13. Ensure the unusable stores/commodities and discarded assets are disposed off only after approval of the competent authority.
14. Verification of coal, spare parts, grease, etc as per stock register.

8. QUALITY CONTROL:-

1. To Audit the lab analysis report of milk & milk product, finished good & packing material as per approved norms.

2. To audit the purchase of lab chemical, glasses, wearables and equipment as per purchase procedures and policies.
3. To check the quality of purchase material as per tenders terms & Conditions.
4. To audit the lab analysis expenditure.
5. To audit the BIS expenditure.
6. To audit any other expenditure pertaining to this division.
7. To reconcile the expenditure with finance division records.

9. GENERAL STORES, DCS STORES, ENGINEERING & FINISHED PRODUCTS:-

1. To Audit sale of ghee/cattle feed/DCS equipments & stationary etc. to DCS to be reconciled with the deduction statement/books of finance division.
2. To audit all receipt of packing material/sugar/spare parts/stationary/miscellaneous articles etc and its consumption.
3. To check the material as purchase order/challans/transport billties outside weigh slip as well as with security records and its calculation and book keeping.
4. To audit material issues to production as per indent.
5. To check the methods of stock valuation and its record keeping.
6. To audit the monthly and yearly physical verification reports of committee and book.
7. To check the monthly stock statement (MIS) of raw materials and other goods.
8. To reconcile receipt of packing material/spare parts/sugar/stationary /DCS equipment etc with finance division records.
9. Verification of all stock register.

10. CIVIL ENGINEERING SECTION:-

1. To Audit the purchase of cement/iron/sand etc. made through tenders as from local market principally and financially as well as per MPCDF purchase rule/MP PWD rule.
2. To Audit purchase orders with approved rates of CEO.
3. To check Quantity with stock register.
4. To Audit Measurement Book (MB) of each construction site/building etc.
5. All the bills pertaining to this division will be pre-audited before payments.
6. To audit the all maintenance bill of civil work with MB.

7. To audit the civil work constructions tenders, as per approved procedure and policy and its record keeping, other maintenance work of civil plants.

11. TRANSPORT SECTION:

1. To Audit Fuel consumption in each vehicle as per norms & K.M. running and reconcile with log book.
2. All maintenance bill of transport section will be made after pre audit.
3. To audit purchase of Tyre & Tubes as per purchase rule of MPCDF.
4. To audit the maintenance bill of ghee, butter van and other vans
5. To audit vehicles Tyre & Tubes replacement as per norms.
6. To check after replacement (spares in vehicles) that the old parts have been deposited back to transport section.
7. T.A. Bills of drivers verified by vehicles log book .To audit all log books of ISDSM's vehicles, proper entry of log book and daily signature in log book by drivers/Users and in-charge transport.

12. SECURITY:-

1. To audit security records of Raw material in General store, Engineering stores, DCS store & Finished Product store with returnable challan and any other incoming function.
2. To audit outgoing records with sale of milk & milk product delivery memo/bill and any outgoing function with security personnel records.
3. To audit incoming milk from DCS (Quantity, Fat & SNF) reconcile with quality control records & finance division milk bill payment records.

MINI DAIRY PLANTS JHABUA, BADWANI KHARGONE, BURHANPUR, SENDHWA, KHANDWA

CHILLING CENTRES Petlawad, Phoolgawdi, Dudhi, Badwah, Chapda, Tonk Khurd, Kannod, Ambua, Sonkatch & Sadalpur.

To Audit all activities of dairy plant & chilling center as: - marketing, Production store & security section etc.

1. Audit of each Mini Dairy plant unit be carried out once in a month and quarterly in each Chilling Center.
2. To audit all material receipt from main dairy plant as stationary, milk product with issue of main dairy plant records. (Stores, production, engineering section etc.)
3. To audit the receipt of milk from DCS (Quantity, fat & SNF) with receipt & disposal register.
4. To audit the receipt of demands for milk & milk product supply & reconcile with supply records.
5. To audit the bills/challans as per approved sale rate of CEO.
6. TO reconcile the sale of milk & milk product passbook.(daily/monthly basis)
7. To sale of stationary, DCS equipment, cattle feed, fodder seed, medical, mineral mixer, milk can etc, to our DCS to be reconciled with deduction register.
8. Sales milk & milk product for dairy plant/chilling center (as per quantity issued from store/production section) to be reconcile with the cash/bank receipt as per financial books off account.

Any Other activities of any decision of instructed by management

INDORE SAHAKARI DUGDH SANGH MYDT, INDORE UNIT CATTLE FEED FACTORY, MANGLYA INDORE.

All the bills pertaining to this will be pre-audited before the payment

PRODUCTION & ENGINEERING DIVISION: To Audit the receipt of the machinery and packing material issued from stores .To audit the consumptions of material/molasses as per quality control's formulas. To audit the consumptions of bags, furnace oil, electricity, stores and spares .To audit the rate of production per capacity and norms of machine. to Audit the overtime and justification .audit the engagement of daily wages labour and its justification .To audit receipt of production & compare with the consumptions of raw material and molasses .The audit handling losses (Weight losses) .To audit the record of day production books and reconcile with the records of marketing divisions .check the monthly/yearly statements and MIS reports.

To Audit the purchase of store material and spares parts, engineering goods as per approved purchase procedures policy and tenders .To check receipt of goods as per PO and issues as per indent and its record keeping .To check Repairs and maintenance of machine etc with bills and its record keeping justification.

To audit sale of scrapes .To audit the consumption of diesel, oil and grease and entry in log books and stock books.

To audit the civil work construction tenders, as approved procedures and and policy and its record keepings. Other maintenance work of civil and plants.

To audit the agriculture and gardening expenditure and records keeping . The receipt from agriculture to reconciles all the expenditure and revenue from finance division records.

The payment of all the bill will be made after pre-audit.

The bill of emergencies expenditures will be put up for audit as possible.

QUALITY CONTROL:- To Audit the lab analysis report of raw materials, finished goods as per approved norms. To audit the purchase of lab chemical, glasses wear and equipment as per purchase procedures and policies. To audit the quality deduction from purchase division's final bills .To audit the records of issue, balances and valuation of record keeping and its methods .To audit the BIS expenditure. To audit other expenditure pertaining to this division .To reconcile the expenditure with finance division records. To audit the MIS reports.

The payment expenditures pertaining to this division will be made as per audit.

MARKETING SECTION:- to Audit the receipt of finished goods and reconcile with production division. To check the receipt of demands and reconcile the supply. To Audit the records of receipt with production division report, with demand and challan. To Audit the bills/challans as per approved rates of products. The factory is selling the product on ex-factory rates. No transportation outward has to borne by factory. If any expenditure pertaining to transport that has to brought in to the knowledge of management immediately.

To reconcile the sale of finished goods and its receipt with finance division (Dairy/Monthly basis) and Plant sale of cattle feed to dealers on credit basis also. The auditor has to check the realization of payment of credit sale in this period. To audit the record keeping its receipt, issues, balances (Product wise valuation and its correct method. The auditor will also point out the balance demands lying with marketing division with reasons. The auditor will also point the receivable amounts from ISDSM and Dealers (month wise). To audit monthly/yearly statement of marketing division & MIS report. If selling cost will be more then selling rates, the auditor will have to immediately bring into knowledge of management. Audit the labour contractor's bill as per agreement and approved rate.

All the payment pertaining to this division will be made after pre-audit. The sales against cash/DD/Cheque will be daily reconciled with finance division.

FINANCE DIVISION :- Audit all payment vouchers & receipt of payments. To audit the cash book, ledgers, subsidiaries books of accounts. Audit the Bank Transaction and reconciliation statements. Reconciliation the ledgers and records with function of all division of factory, pertaining with them.

To audit Salary & wages, advance bill T.A. bill, medical bills, conveyance any other personnel's claims.

To audit security Arrangements bill as per agreement and approved rate and records.

To audit Monthly costing, MIS And other report.

To audit Final Accounts and balance sheet.

To Audit computation of commercial Tax, Entry Tax, Income Tax deduction at source contractors & suppliers, computation and deposit monthly/quarterly and yearly returns.

All the payment will be made after pre audit except transportation payment on behalf of party and advances.

SECURITY:- Audit Security records : Incoming with raw material stores, engineering store and with returnable challan and any other incoming functions. Audit outgoing records with sales challans, old gunny bags challans any other out going function. Security personnel records.

NOTE:- To Follow any other activity of any decision as instructed by ISDSM

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CHANDA TALAWALI, MANGLIA INDORE 453 771**



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SCHEDULE – III
(To be submitted along with the offer)
Form – A

Chief Executive Officer
ISDSM,
Indore

Date:

Dear Sir,

I/We hereby furnish below some particulars about our company which will form a part of our offer submission:

1. Name of the Company : _____
2. Address of the Company: _____

3. Telephone Nos. (With STD Code): _____
FAX No. : _____
Email ID : _____
4. Name of the CEO/Proprietor/ Partner : _____
5. Name and designation of other _____
authorized signatory of the Company.
6. Particulars of Regn. Certificate : _____
Issued by the competent authority
(Regn. No. & Date)
7. GST NO. _____ Dated _____
8. Details of PAN CARD (Enclosed Copy): _____
9. Income Tax return (Enclose Copy): _____
Last three financial year
10. Name of Bank & DD No.: _____
Enclose cancelled cheque: _____
11. Have your Company or its sister concern ever been black listed/debarred by ISDSM or its sister Milk ISDSMs
or GOI /GOMP & its undertaking?

YES / NO

I/WE HAVE READ THE TERMS AND CONDITIONS OF THE TENDER DOCUMENT. WHICH ARE ACCEPTABLE TO ME/US. NO ADDITIONAL CONDITION/DEVIATION OR POINT OF DIFFERENCE HAS BEEN GIVEN BY ME/US.

I AM PROPRIETOR / MANAGER/ DIRECTOR _____ OF THE TENDERING FIRM AND HAVE BEEN AUTHORISED TO SUBMIT THE AUTHORITY LETTER IN THIS REGARDS IS ENCLOSED HEREWITH.

DATE:

SEAL AND SIGNATURE OF TENDERER

NAME OF SIGNATORY

DESIGNATION

**Seal & Signature of the
Authorised Signatory of the Company**

**INDORE SAHAKARI DUGDHA SANGH MARYADIT
CHANDA TALAWALI, MANGLIA INDORE 453 771**



As ISO 9001: 2000 Certified Organization Plant

E-Mail: indoreeds@rediffmail.com, sanchimsids@gmail.com

Phone: 0731 – 2811162 Fax : 2811559

SCHEDULE – IV
FORMAT FOR QUOTING ITEM WISE RATES

S. No.	Particulars	Rate (annual) offered by Company/CA Firm/Tenderer (Rs.) (Exclusive GST)
1	Pre Audit & Audit of all transactions at Dairy Plant, Manglia	
2	Pre Audit & Audit of all Transactions at Cattle Feed Plant, Manglia	
3	Internal Audit of Transactions of all Dairy Plants at Barwani, Jhabua, Khargone, Burhanpur, Sendhwa & Khandwa	
4	Internal Audit of Transaction at all Milk Chilling Centres at Petlawad, Phoolgawdi, Dudhi, Badwah, Chapda, Tonk Khurd, Kannod, Ambua, Sonkatch & Sadalpur.	
5	Pre Audit of Medical Bills of DCS Personnel	
6	Income Tax Matters up to Assessment level	
7	Goods & Service Tax Matters up to assessment Level	

(SIGNATURE OF TENDERER)