



टोंक जिला दुग्ध उत्पादक सहकारी संघ लि० टोंक  
F 126, 128 रीको इण्डस्ट्रीयल एरिया, जयपुर बाईपास रोड, टोंक, पिन कोड: 304001



क्रमांक:— संस्था / 2023-24 / १०१०

दिनांक:— 06.07.2023

श्रीमान मैनेजर सिस्टम,  
आरसीडीएफ जयपुर।

विषय:— इन्टरनल आडिटर की नियुक्ति हेतु बिड सूचना आरसीडीएफ की वेबसाईट पर प्रकाशित करने के क्रम में।

महोदय,

उपरोक्त विषय में निवेदन है कि दुग्ध संघ टोंक के पत्रांक 1009 दिनांक 05.07.2023 द्वारा वर्ष 2022-23 हेतु इन्टरनल आडिटर की नियुक्ति हेतु बिड सूचना का प्रकाशन आरसीडीएफ की वेबसाईट पर करवाने का कष्ट करें।

संघन्यवाद

संलग्न:— ३ म्त्र।

— उमेश  
6.7.2023  
१ (सुबेदीन खान)  
प्रबन्ध सचालक



**TONK ZILA DUGDH UTPADAK SAHKARI SANGH LTD.TONK**

F126-128 RIICO Industrial Area JAIPUR BY PASS ROAD, TONK, Pin code: 304001 E-MAIL:- tonkdairy@yahoo.co.in



No:- 100

Date :- 5/7/23

**LIMITED BID NOTICE**

**BIDS INVITED FROM EMPALLED CHARTERED ACCOUNTANT FIRMS OF  
REGISTRAR CO OPERATIVE SOCIETIES RAJASTHAN JAIUR IN THE PENAL  
PUBLISHED BY RCS FOR 2021-2024 EXPRESSION OF INTEREST FOR  
APPOINTMENT OF INTERNAL AUDITOR FOR MILK UNION TONK For The  
Year 2023-24 (01.08.2023 to 31.07.2024)**

**ALL REGISTERED EMPALLED C.A. FIRMS OF REGISTRAR  
CO OOOPERATIVE SOCIETIES RAJASTHAN JAIPUR**

Milk Union Tonk intend limited Bid proposal for Internal Audit of Head Quarter and its Units from empalled Chartered Accountant firms registered in the penal of CA firms of the Registrar Co operative Societies Rajasthan Jaipur for the year 2021-2024. Appoint pf Internal Auditor shall be for a period of one year which may be extended for another one year.. The details of the Bid Document are enclosed which is uploaded on Rajasthan State Public Procurement Portal spprajasthan.gov.under Rule 16 of RTPP Act 2012&Riles 2013 and website of the milk union:-www.tonk.sarasmilkunions.in

**(Subedeen Khan)  
Managing Director**



No:- 1009

Date :- 5/7/23

**LIMITED BID FOR EXPRESSION OF INTEREST FOR APPOINTMENT OF  
INTERNAL AUDITOR FOR Milk Union Tonk**

**ALL REGISTERED EMPALLED C.A. FIRMS OF  
REGISTRAR CO OOOPERATIVE SOCIETIES RAJASTHAN  
JAIPUR**

Milk Union Tonk intend to appoint Internal Auditor for Head Office & its Units for a period of one year which will further be extend for another period of one year based on the performance of the Firm for the year 2023-24 (01-08-2023 to 31-07-2024)

. The name of Milk Union and its allied chilling centers are as as under :

1. Name of the Milk Union Tonk
2. Name of the allied chilling centers Malpura

All the C.A . Frims registered in the Panel of the Registrar Co operative Societies Rajasthan for the year 2021-2024 are eligible for appointment shall be the registered empanelled firm may submit Physically their proposal in prescribed format (Annexure A) with latest updated profile of the firm before DT 18-07-2023 to PM 02.00 In the office of M.D. of the Milk Union. & Open on 18-07-2023 to 5.00 PM The terms of Reference (TOR) is as per Annexure B.&C The decision of the Committee constituted for this purpose shall be final .The committee reserves the right to add/alter the terms and conditions in force at present.

(Subedeen Khan)  
Managing Director



( To be submitted on the letter Head Of the CA Firm )

**Annexure A**

Application for appointment of Internal Auditor at Milk Union

1. Name of the CA Firm :: \_\_\_\_\_

2. RCS Penal No for Penal :: \_\_\_\_\_

2021-2024 notified by

RCS on -----

SNO	Summarized Profile Details	Details
1	Name of the CA Firm with complete Postal Address , Email ID. Land Line No ,Mobile No	
2	Date of Incorporation of Firm	
3	Name of Concerned person of Firm	
4	Name of the working partners/ proprietor ( Self attested I.D. Be Enclosed )	
5	Number of working Articles	
6	Name of the Branches of the Firm with complete Postal Address , Email ID. Land Line No ,Mobile No	
7	List of Internal Audit done for Co operative Societies Sector	
8	Whether ever debarred by any institution for audit	
9	List of presently working as Internal Auditor and Statutory Auditor in Co operative Societies Sector	
10	Whether the firm is dealing with the TDS/GST and other taxation matters	



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I/ We agree with the terms and conditions / TOR for this proposal. We further undertake that our firm shall be responsible and agree for the due requirement / modification for the best purpose of Internal Audit / pre check system.

( Signatures )

**Name of Partner / Proprietor of the CA**

**Firm ::**

**Member Ship NO**

**FRN NO**

**Pan No**

**GST NO**



### **Annexure B ( Terms of Reference ( TOR )**

1. CA Firm will have to engage one Chartered Accountant or an article( CA Inter ) of the CA firm having Tally ERP-9 Software experience of at least three years, who is required to attend office of the Milk Union on daily basis and pre audit all the files , purchase orders, payment and receipt vouchers , Sales bills, Purchase bills , entries pertaining to interest on FDR's and SB A/c etc., stock entries and cash book and bank book Checking and applicability of TDS

, TCS , GST etc. and establishment / service matters of the employees. The Bio Data of the Auditor should be submitted to the M.D Milk Union of the Unit to ensure qualification of the article.

Following procedure is to be adopted by the Unit while submitting the Vouchers and files to the Internal Auditor for Pre-Audit.

- a. Bill passing register indicating the Budget , name of the party , to whom the payment is released, name of the account head and amount payable
- b. The Accounts / stores incharge should prepare a pre-check list in which following column are to be filled by him at the time of submitting the Voucher alongwith the pre -check slip to the Internal Auditor for Pre Audit.

Format for Pre-check Slip should contain ::Account head ,Applicability of TDS / GST / SNO of the Bill passing register ,Amount of Budget Sanctioned for the same , and amount payable to the party. On receipt of the pre check slip the internal auditor should sign the voucher and the pre check slip and should sign the same and report observation on the slip if any is to be reported.

2. The proprietor / partner of the firm have to visit to Milk Union once in a month to over see the on going internal audit and discuss the major issue with the M.D. of the Milk Union failing which an amount of Rs 2000.00 will be deducted from the fees payable to the firm on account of penalty for non compliance of the condition..
3. The scope of Audit will be as per the enclosed guidelines **Annexure "C"**. It is expected from the Internal Auditor that in no case restricts

them to audit other areas of financial management suggest measure/ entries for improvement in a sustained manner. Further suggest entries for declaring the BAD Debts of the amounts for which the chances of recovery are not forthcoming as per the age wise

4. classification of the debtors ( including the advances given to parties and staff ) complete checking of the Receipt / payment Vouchers as per the provision of the GST Act. Reconciliation of Sales and Purchase Accounts with Store Books on monthly basis and to report short comings in the Report.
5. The payment will be released by M.D. Milk Union on receipt of Internal-Audit Report along with your professional bill on monthly basis to Milk Union Tonk.
6. In case of non fulfillment of the requirement as per guide lines and content of this appointment letter Milk Union Tonk reserves the right to Cancel the above appointment without giving any opportunity and the decision taken by the Milk Union will be final and binding on the Firm.
7. Milk Union also reserve the right to suggest you to change the representative deputed for pre audit work in case Management of Milk Union is not satisfied with the working of the representative and such conditions you have to replace the representative on decision of Milk Union Tonk.
8. In case if the firm to whom the work of Internal Audit is allotted wishes to discontinue the audit work the firm is required to give one month notice to Milk Union Tonk in such case. Milk Union reserves right to forfeit the two month fees payable to the firm or allowed this period to audit work in such instance.



(Subedeen Khan)  
Managing Director



No:-

Date :-

**Annexure "C":****SCOPE OF WORK OF INTERNAL AUDITORS FOR Milk Union Tonk**

*The Internal Auditors are free to look into all the aspects of working which affect the financial management of the Tonk Milk Union and any abnormality noticed by them whether covered by the guidelines or not may please be reported to the management.*

*With effect from 1<sup>st</sup> April, 2009 a Uniform Accounting System is being introduced on Tally, ERP-9 software package. Hence, internal Auditors, working experience on Tally, ERP-9 Software Package have to implement such accounting system at the place where they have to undertake the job of internal audit system.*

*Internal Auditors have to visit Milk Union Tonk once in a month and discuss issues related to audit with Milk Union, failing which a penalty of Rs. 2,000/- per visit will be imposed and deducted from the monthly bill of remuneration payable to CA Firm .*

**1.0 PURCHASES EFFECTED BY PURCHASE / P&I/ STORES AND OTHER SECTIONS AS WELL AS FOR Tonk Milk Union**

1.1 All purchase proposals to be pre-audited and examined critically with a view to check that:

- a) The requirement of purchases must be as per production plan, consumption pattern and as per minimum/maximum order level.
- b) Budget provision exists.
- c) Proper procedures have been followed.
- d) Full justification for recommendation is given.



- e) In case of all inclusive rates, prevailing rates of taxes/duties are indicated in the proposal.
- f) In case of repeat orders, any change in rates/taxes should be brought out in the proposal.
- g) Complete examination of Tender files , Rate revision File for , Packing Material All type and all other tender related files ( including Security services and Manpower contract files etc )
- h) Proper procedure as per as per the Provisions of Rajasthan Transparency and Public Procurement Act 2012 and Rules 2013 is followed during the course of Inviting the tenders for procurement, labour and manpower services .

1.2 Pre-audit of purchase orders and contracts (including amendments) and verify that they are within budget estimates and as per delegation of powers. While approving any amendments the financial implication should clearly be mentioned in the proposal.

1.3 Pre-audit of all payments including verification of bank guarantees and other documents of security etc. It should be ensured that all the terms and conditions of Purchase order are fulfilled. The CMR's in support of supply of material should clearly certify the quality and quantity of the material as per the order.

## **2.0 FIXED ASSETS/STORES & INVENTORY**

2.1 Besides Pre-auditing the transaction for purchase of materials/assets, it should be verified that material/assets including that shifted from one project to another are accounted properly and without delays.

2.2 Verify that all Assets, materials and stores including cash have been properly and adequately insured.

2.3 Verify that all the fixed assets appearing in Milk Union books are registered in the name of Milk Union Tonk and proper Asset Records are maintained by the operating division and are duly reconciled. Physical verifications should be carried out at least once a year & acknowledgement of material lying with suppliers/contractors or those given on loan should be verified.

2.4 Stock registers for stocks and materials are maintained and these are stocked properly and are physically verified once a year. Non/Slow moving items should be reported.

2.5 Verify that unusable stores/commodities, discarded/dead stock are disposed off only after approval of the proper authority, Cladding of cement and rusting of steel should be specifically reported for disposal of the same well in time as per the PV Report of the last year..

2.6 Cement/Steel/Coal account reconciliation statements to be checked.



### **3.0 ACCOUNTS**

- 3.1 All payment/receipt/adjustment vouchers should be pre-audited and full vouching done.
- 3.2 Prior period expenditure/income should be accounted for as such.
- 3.3 Audit the Bank Reconciliation statements and report unadjusted items and any delays in preparation of the same.
- 3.4 Examine that instruction for renewal or encashment of investments such as FDR's etc. are made in time and there is no loss of interest.
- 3.5 Regular scrutiny of cash book, Bank books, journal, ledgers, trial balances, periodical accounts etc. Should be carried out with particular reference to large/old outstanding recoveries from suppliers/contractors/debtors/railways insurance/transporters/cement companies for refund etc. Cash should be physically checked at least once a month.
- 3.6 To verify that balances are got confirmed from all parties and age-wise break up of debtors is available and to assess about the recovery of the amount from the parties in case the chances of recovery / adjustment are rare provision for bad and doubtful debts may be suggested and accordingly the entries may be ensured in the books of the Units concerned. Same procedure is to be followed in respect of the advances given to the staff .
- 3.7 Inter-Unit/Union reconciliations should be checked and all the differences and items outstanding for more than 3 months reported.
- 3.8 All calculation of interest, including penal interest should be checked.
- 3.9 To verify whether all liabilities towards repayment of loans from NDDB/Banks or other institutions are discharged in time.
- 3.10 To verify whether provision for all liabilities is made in the accounts and to ensure that the accounts are maintained on generally accepted accounting principles.
- 3.11 To verify whether compliance report of the entire audit reports (statutory as well as internal) is prepared and put up to the management.
- 3.12 To verify whether royalties/ stamp duty and management fee etc. is recovered in time.
- 3.13 The following events/occurrences should be reported specifically:
  - a) Losses due to theft, negligence, fraud, breach of trust.
  - b) Large idle balances with bankers in current account.
  - c) Delays in processing payments beyond 90 days from date of receipt of bill.
  - d) Bank guarantees expired before settlement/not honored on presentation.
  - e) Delays in collection of funds.
  - f) Improper/inadequate utilization of funds received for specific purposes.



- g) Rejection of claims due to delay in lodging claim/non-compliance of procedural requirement.
- h) Equipments not installed and commissioned within warranty period.
- 3.14 It is the prime duty of the Internal Auditor to give concrete opinion in the matter of Deduction of TDS/ TCS/ Service Tax on the payments made are as per the required rates prescribed as per the Acts
- 3.15 Checking of Monthly Trial Balance (reconciliation with manual books of accounts with Tally) and to report discrepancy noticed if any.
- 3.15 **PROJECT PAYMENTS** : Internal Auditor is suppose to check the MB's and Bills related to Civil Works and to ensure that the Deductions / Recovery on account of Royalty, Stamp Duty, Building Welfare Cess, Income Tax, Service Tax is made out of the bills as per the norms :
- 3.16 **Scheme Accounts** : Internal Auditor is suppose to check the Utilization Certificates being prepared by the FO&AH Section, BD Section and as also in the case of Units where the funds are received under various schemes of GOI / GOR. It is to be ensured that all the scheme payments are made through the designated Bank Accounts jointly under the signatures of M.D. of the concerned Milk Union and Financial Advisor RCDF
- 3.17 **Service Records of Employees** :: Internal Auditor is suppose to check the Service Records of the employees at the time of sanction of Annual Grade Increment and report discrepancy if any in the record.

#### **4.0 TRADING ACTIVITIES**

- 4.1 In addition to the general checks, trading transactions related to sale/purchase of milk, milk products, raw materials, packing materials etc. should be critically examined from commercial angle.
- 4.2 To check all the purchase Contracts, Sales Contracts, Go down Issue Vouchers, receipt Vouchers and all other Vouchers, Documents, Books and records supporting the payment, receipt, issue and other movement of materials.
- 4.3 To further verify that proper procedures are followed for all purchases and Sales contracts.
- 4.4 To verify that stocks are covered adequately through insurance and regular physical verification of stocks are carried out ensuring that stocks are identifiable and are stored separately and properly.
- 4.5 To verify that all materials consumed/received are booked as purchases.



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- 4.6 To verify that proper actions have been taken and adjustments made in respect of normal and abnormal shortages in the materials after verification of the reasons for shortages.
- 4.7 To verify that the system for appointment of distributors and payment of commission etc. and other charges are being followed properly.
- 4.8 To verify that advances received from the buyers are properly accounted and that payments towards purchases are adjusted/released in accordance with the terms of the contracts duly supported by stores documentation including the adjustment of rebates/recoveries wherever applicable.
- 4.9 To periodically review the truck routes and report any unviable routes or other irregularities.
- 4.10 To verify that working capital finance if any is utilized only for specified purposes and in the specified manner.
- 4.11 To ensure that proper periodical operating statements are being furnished to the management specifically looking into the following issues every month.
  1. Transit losses/storage losses.
  2. Production losses.
  3. Non filing of Insurance claims for losses.
  4. Rejection of claims by carriers/under-writers.
  5. Difference in reconciliation of physical/book stock.
  6. Delays in invoicing and refund to parties.
  7. Delays in adjustment/payment to suppliers.
  8. Delays in producers payments.
  9. Reconciliation of Sales bills / Purchase bills from the Stores Ledgers and to ensure that the proper booking is made in the Accounts and Stores ( specially where the sale of goods is made in cash / or through bank ( by way of NEFT / RTGS )
- 4.12 Verify that all purchase/sales transactions are properly and timely accounted for and checked.
- 4.13 Verify that all debit notes/demand notes/credit notes are timely raised and settled.
- 4.14 In the case of Earnest Money / Security Deposits / Misc and other deposits age wise classifications is to be ensured and in case if it is found that no claims are produced by the parties by one or other reasons recommendations be made for forfeiture of these deposits and accordingly the entries may be suggested by the internal auditor.
- 4.15 Reconciliation of Unit/ Union and Head Office accounts is to be ensured by the Internal Auditor and the pending entries may be checked and corrective measures be suggested accordingly .



- 4.16 All type of Grants accounts are specifically checked and the Utilization certificates issued to various government agencies are to be pre audited after ensuring the amount of Utilization mentioned in the Utilization certificates tallies with the amount as per the ledger of the concerned head of grant.
- 4.17 A statement showing the details of the expenditure in excess with the approved budget of the Unit is to be given in the Monthly Internal Audit report.

**5.0 LEGAL COMPLIANCES & OTHER ITEMS**

- 5.1 Verify that rules, regulations, procedures (including clarifications issued by the management) are complied with and to ensure contingent liability provision for the Court Cases which are pending before the various court of law.
- 5.2 Verify that provisions of various statutes such as bye-laws, Co-operative laws, PF Act, Income-Tax, Sales-Tax, Excise and Customs law, Motor Vehicles Act, Professional Tax (including submission of timely returns) etc. as well as any regulations, rules, notifications, etc. framed under the aforementioned statutes are adequately complied with.
- 5.3 Verify that concessions, if any, available are fully availed and all statutory dues are paid in time. All cases of defaults and charging of interest/penalties should be specifically reported.
- 5.4 To verify that all taxes as required under law are deducted at source (TDS, Service Tax etc.) and deposited in time Internal Auditor is suppose to give the details of the tax deposited in the Monthly Internal Audit Report .
- 5.5 To verify that all advances (TA/Misc.) taken by employees are got settled within stipulated time and unspent balance if any refunded in time.
- 5.6 Pre-audit of data in respect of employees with regard to leave, attendance, LPC, transfer from one place to other, salary, increments, sanction of loan etc.
- 5.7 To verify that No Liability Certificate is obtained from all the concerned Groups before settling the final claim of an employee.
- 5.8 The internal control systems including working methods may be constantly reviewed and practical suggestions for improvement given from time to time.
- 5.9 A quarterly/half-yearly/Annual review of compliances with regard to post facto approvals and assurances contained in the audit replies may be reported.
- 5.10 Pre-audit of leave records. Whether the leave sanctioned are properly accounted and the leave order should be pre-audited
- 5.11 Checking of receipt / payment vouchers and invoices inward and out ward in terms of GST Act.



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- 5.12 Reconciliation of Challan with the gate pass and bills for the material received with the GR and stock registers maintained on random basis in a month .
- 5.13 Any other work as directed by Management from time to time.
- 6.00 Milk Union Tonk Reserves the right to cancel the appointment of the Chartered Accountant Firm appointed as Internal Auditor in the case the services of the CA firm are not found satisfactory as per the laid – agreed terms and conditions of appointment order .

Subedeen Khan

(Subedeen Khan)  
Managing Director



### Annexure "D"

Fee Structure for payment of Fees to the CA Firms appointed as Internal Auditor ::

s.no.	Turnover in crores	Per month fee payable to the internal Auditor working at Milk Union w.e.f. 01-08-2019
1.	Rs 500 Crore and Above	Rs 32500+ Service Tax
2.	Rs 200 to 499 Crore	Rs 27500+GST
3.	Rs 150 to 199 Crore	Rs 17500+GST
4.	Rs 125 to 149 Crore	Rs 17500+GST
5.	Rs 100 to 124 Crore	Rs 17500+GST
6.	Rs 75 to 99 Crore	Rs 17500+GST
7.	Rs 50 to 74 Crore	Rs 17500+GST
8.	Rs 25 to 49 Crore	Rs 12500+GST
9.	Rs 15 to 24 Crore	Rs 12500+GST
10.	Rs 05 to 14 Crore	Rs 12500+GST

(Subedeen Khan)  
Managing Director