

U.O. Note

**Sub. :- To Publish the BID Doc. for expression of Interest by the
CA firms for appointment of Statutory Auditor for RCDF
& its Units for the F.Y. 2023-24.**

Kindly find enclosed herewith the BID Doc. to publish on the SPP Portal for calling the profiles from the CA firms empanelled with Registrar Co-Operative Societies, Rajasthan.

Details required are as under :-

Date of Publication of the BID Doc. 06.10.2023


Date of receipt of Profiles and documents 20.10.2023

required as per Bid Doc.

Closing date of receipt of the profiles 20.10.2023 by 05 PM at RCDF

Estimated Cost of the work/fees payable to Rs. 300000/-
the CA Firms

Encl.: As Above


(Lalit Kumar Morodia)
Financial Advisor

Manager (Systems)
RCDF Ltd., Jaipur

No. : RCDF/Acctt./F.2/2023-24/ **322**
Date : 06.10.2023



राजस्थान को-ऑपरेटिव डेयरी फेडरेशन लिमिटेड
Rajasthan Co-Operative Dairy Federation Limited

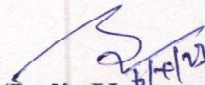
No. F.2/ RCDF/ Acctt. (Stat.Aud. RCDF)/2023-24 /

Dated : 06.10.2023

**LIMITED BID NOTICE INVITED FROM EMPANELLED CHARTERED
ACCOUNTANT FIRMS OF REGISTRAR CO OPERATIVE SOCIETIES
RAJASTHAN JAIPUR IN THE PENAL PUBLISHED BY RCS FOR 2021-
2024 EXPRESSION OF INTEREST FOR APPOINTMENT OF
STATUTORY AUDITOR FOR THE FINANCIAL YEAR 2023-2024**

**ALL REGISTERED EMPANELLED C.A. FIRMS OF
REGISTRAR CO OPRETIVE SOCITIES RAJASTHAN
JAIPUR**

RCDF intend limited Bid proposal for Statutory Audit of Head Quarter and its Units from Empanelled Chartered Accountant firms registered in the penal of CA firms of the Registrar Co Operative Societies, Rajasthan, Jaipur for the Year 2021-2024. Appointment of Statutory Auditor for the Financial Year 2023-2024 shall be for a period of one year which may be extended for another one year as per the provisions laid under the Co operative Societies Act. The details of Bid Document is enclosed and displayed.


(Lalit Kumar Morodia)
Financial Advisor

“SARAS SANKUL”, J.L.N. MARG, JAIPUR – 302 017

Phone No.: 2702501-508 : Fax : 0141-2702537 : Gram : Dairyfed : E-mail: farcdf@gmail.com

Email : fa-rcdf@rajasthan.gov.in : Website : www.sarasmilkfed.rajasthan.gov.in



राजस्थान को-ऑपरेटिव डेयरी फ़ेडरेशन लिमिटेड Rajasthan Co-Operative Dairy Federation Limited

No. F.2/ RCDF/ Acctt. (Stat.Audit RCDF)/2023-24 /

Dated : 06.10.2023


LIMITED BID FOR EXPRESSION OF INTEREST FOR APPOINTMENT OF STATUTORY AUDITOR FOR RCDF UNITS

**ALL REGISTERED EMPANELLED C.A. FIRMS OF
REGISTRAR CO OPRETIVE SOCITIES RAJASTHAN
JAIPUR**

RCDF intend to appoint Statutory Auditor for Head Office & Its Units for a period of one year on the basis of experiance of Statutory Audit of Coperative Insititutions (one mark for one statutory Audit) which will further be extended for another period of one year based on the performance of the Firm. The Name of Units of RCDF are as under :-

1. RCDF Head Office, Jaipur
2. Liasion Office, New Delhi.
3. Cattle Feed Plant, Ajmer
4. Cattle Feed Plant, Bikaner
5. Seed Processing Plant, Bikaner
6. Rojari Dairy Farm, Chattargarh (Bikaner)
7. Cattle Feed Plant, Jodhpur
8. Germ Plasm Station, Narwa (Jodhpur)
9. Cattle Feed Plant, Lambiyakalan (Distt. Bhilwara)
10. Cattle Feed Plant, Nadbai
11. Cattle Feed Plant, Pali
12. Exeotic Neclues Farm, Bassi
13. Frozen Semen Bank, Bassi
14. Metro Dairy Plant, Govindgarh, Jaipur

All the C.A. Firms empanelled with Registrar Co-Operative Societies, Rajasthan for the Year 2021-24 are eligible for appointment. The Registered/ Empanelled Firm may submit their proposal Physically in prescribed format (**Annexure-A**) with latest updated profile of the firm for the selection and appointment as Statutory Auditor on or before 20.10.2023 by 05.00 PM in the office of RCDF Ltd., Jaipur. The Terms of Reference (TOR) is as per **Annexure-B**. 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.


(Lalit Kumar Morodia)
Financial Advisor

“SARAS SANKUL”, J.L.N. MARG, JAIPUR – 302 017

Phone No.: 2702501-508 : Fax : 0141-2702537 : Gram : Dairyfed : E-mail: farcdf@gmail.com

Email : fa-rcdf@rajasthan.gov.in : Website : www.sarasmilkfed.rajasthan.gov.in



राजस्थान को-ऑपरेटिव डेयरी फेडरेशन लिमिटेड Rajasthan Co-Operative Dairy Federation Limited

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

Annexure-A

Application for appointment of Statutory Auditor at RCDF Ltd.

1. Name of the CA Firm : _____
2. RCS Penal No. for Penal : _____
2021-24 notified by RCS _____

S.No.	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 Proprietor/Partner 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 in Rajasthan of the Firm with complete Postal Address, Email ID, Land Line No., Mobile No.	
7	Experience of Statutory Audit done for Co-operative Institutions (details should be enclosed)	
8	Whether ever debarred by any institution/RCS for Audit	
9	List of presently working as Statutory Auditor in the Milk Union and Internal Auditor in Milk Union/RCDF Units or in any Co-operative Societies Sector	
10	Whether the firm is dealing with the TDS/GST and other taxation matters.	

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 Statutory Audit as per the requirement of Section 54(1) and as per the procedure laid under Section 73(7) to 73(12) of Rajasthan Co-Operative Societies Act/Rules 2001 (as amended 2016) and in the format prescribed by the RCS vide Letter No. F.40(19)/Savra/Audit/MPR/2015 Dated 18.12.2015 read with Circular Date 28.05.2013.

(Signatures)

Name of Partner/Proprietor of the CA Firm -

Member Ship No. -

FRN No. -

PAN No. -

GST No. -

“SARAS SANKUL”, J.L.N. MARG, JAIPUR – 302 017

Phone No.: 2702501-508 : Fax : 0141-2702537 : Gram : Dairyfed : E-mail: farcdf@gmail.com

Email : fa-rcdf@rajasthan.gov.in : Website : www.sarasmilkfed.rajasthan.gov.in



राजस्थान को-ऑपरेटिव डेयरी फ़ेडरेशन लिमिटेड Rajasthan Co-Operative Dairy Federation Limited

Annexure-B

(Terms of Reference (TOR))

1. The Appointed CA Firm will have to depute one Chartered Accountant and two articles of the CA Firm having Tally Prime Software experience of at least three years for conducting the Statutory Audit.
2. The deputed Authorized person of the firm is required to 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 and GST etc. and establishment/Service matters of the employees.
3. To identify/suggest measure/entries for improvement in a sustained manner and also to suggest entries for declaring the BAD Debts of the amounts which the chances of recovery are rare as per the age wise 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.
4. The Statutory Audit report is to be prepared in HINDI only in the format already prescribed by the RCS as per the provisions of the Co-operative Societies Act./Rules on the basis of the observations noticed during the course of Audit of RCDF Units and based on the Consolidate Final Accounts of RCDF for the year 2023-2024.
5. The Statutory Auditor is required to check the balances of store/stock ledger from the Physical Verification report and to report the Process loss in the case of CFP's and in case of other Units shortages noticed need to be reported fixing the responsibilities of the person concerned.
6. No advance payment will be made to the CA Firm.
7. The Purchase vouchers are need to be checked by the Statutory Auditor and the deductions of Short Supply/Late Supply and on account of quality deductions is also required to be checked and reported in the Statutory Audit report.
8. While performing Statutory Audit of RCDF Units namely as : RCDF Head Office, Cattle Feed Plant, Ajmer, Bikaner, Jodhpur, Nadbai, Lambiyakala (Distt. Bhilwara), Pali, Exeotic Neclues Farm, Bassi, Frozen Semen Bank, Bassi, Seed Processing Plant, Bikaner, Rojari Dairy Farm, Chattargarh (Bikaner), Germ Plasm Station, Narva (Jodhpur), Liaison Office, New Delhi and Metro Dairy Plant, Govindgarh Statutory Auditor is required to check booking of the Depreciation as per the provisions of the Income Tax Act, 1961 (as amended) and the depreciation charged on the assets acquired out of grant is to be transferred in the respective Grant Account as per the laid down principles of the Income Tax Act.

"SARAS SANKUL", J.L.N. MARG, JAIPUR – 302 017

Phone No.: 2702501-508 : Fax : 0141-2702537 : Gram : Dairyfed : E-mail: farcdf@gmail.com

Email : fa-rcdf@rajasthan.gov.in : Website : www.sarasmilkfed.rajasthan.gov.in

Dr. Ajay Wadhwa/Singhania 2023-2311.0110

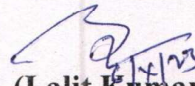


राजस्थान को-ऑपरेटिव डेयरी फ़ेडरेशन लिमिटेड Rajasthan Co-Operative Dairy Federation Limited

9. Statutory Auditor is required to check the booking of the TDS & TCS with the AS-26 and should ensure that all the payments are booked in the Final Accounts.
10. Statutory Auditor is required to check the booking of the GST with th GST Portal.
11. Statutory Auditor is required to report the matter of Theft and Embezzlement separately in the Audit Report.
12. The payment of fees will be released by Financial Advisor, RCDF on receipt of Statutory Audit Report along with your professional bill only after the same approved by the AGM of RCDF and uploaded on "RAJSAHAKAR APPLICATION" in compliance of RCS order No. F ()Savra/Audit/Empallment/Vibha.Audit/2019-20 Dated 04.06.2019.
13. No Vehicle facility/conveyance expenses and other expenses will be reimbursed to the Statutory Audit CA firm by RCDF.
14. The fee payable for the Statutory Audit/Tax Audit work will be as under :

Statutory Audit Fees Rs. 55000/- + GST	TA, DA and Out of pocket allowance (Maximum Rs. 55000/- + GST)
Tax Audit Fees Rs. 55000/- + GST	Transfer pricing policy report under Section 10E/I.C.D.S. Report Rs. 50000/- + GST (in case the provision as per Income Tax Act 1961 is applicable on RCDF)

Note : TDS will be decucted as per rules on payment of Fees.


(Lalit Kumar Morodia)
Financial Advisor

“SARAS SANKUL”, J.L.N. MARG, JAIPUR – 302 017

Phone No.: 2702501-508 : Fax : 0141-2702537 : Gram : Dairyfed : E-mail: farcdf@gmail.com

Email : fa-rcdf@rajasthan.gov.in : Website : www.sarasmilkfed.rajasthan.gov.in