



Burn Standard Company Limited
(A Govt. of India Undertaking)
Ministry of Railways
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Tender No. MM/ CS/HO/11-12/141

02.01.12

To,

Sub: Notice inviting tender for engagement of Chartered Accountant/ Cost Accountant firms for Head Office, Howrah and Burnpur Works of BSCL for,

- i. Updating back log and streamlining of Stores Accounting by Chartered Accountant (CA) or ICWA firms.**
- ii. Internal Audit and Pre- Audit of expenses for 2012-13 by Chartered Accountant (CA) firms**
- iii. Compliance with the Companies (Cost accounting records) Rules, 2011 by ICWA firms**

Last date and time of submission of Tender: 09.01.12 by 2.30 PM

Date and time of opening of Tender: 09.01.12 by 3.00 PM

Sealed Tenders are invited from the reputed and experienced Chartered Accountant/ Cost Accountant firms for the above assignments, in two part (Part-I containing number of Partners, number of Staffs, their qualification, list of clients, credentials with proof and major exposure in factories/ workshops (for item 1 & 3) and Part-II stating fees only. Tenderer to quote their fees separately for Howrah, Burnpur and Head Office. The detailed scope of work is indicated below:-

1. Updating Backlog and Streamlining of Stores Accounting at Howrah Works:-

- i. Preparation of the left out GRNs from 01.06.11 and attaching them with related Challan.
- ii. Putting the rate of items in the Challans as per P.O.
- iii. Preparation of Pending Stores Issue Requisition from 01.06.11 (on the basis of records maintained).
- iv. Sending the above documents to Accounts Department for preparation of Stores Ledger.
- v. Physical verification and recording of Inventory of around 3,000 items.
- vi. Correction in codification, as may be required.
- vii. Setting out the procedure and streamlining the inventory management in different stores and accounting thereof in Accounting Department for future operations smoothly without any pendency.

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vii. Maintenance of Cost accounting records for Cost Accounting and cost control both at Howrah Works and Burnpur Works in compliance with the newly promulgated subject rules, which are made applicable from 0.04.11 and obtaining a certificate in the prescribed format on yearly basis starting from 2011-12.

2. **For Internal Audit (IA) and Pre Audit of expenses:**

Job comprising submission of quarterly Internal Audit Report on examination of contracts entered by different units taking cognizance of procedure prescribed in Purchase Manual and DAF & P Rules of the Company and scope of contracts. Inventory Control and its accounting, periodical verification of stores and production oriented reporting, in addition to reporting on the following areas:-

Scope of Internal audit shall consist, review of :-

- i. Accounts, accounting system and related internal control and suggest improvement/modification, its adequacy etc.,
- ii. Capital expenses,
- iii. Debtors & other receivable,
- iv. Cash transactions, Bank Accounts, Bank Reconciliation statements particularly Cash Credit Accents with banks, interest charges, processing of sale of Scraps and Surplus materials, refund/ adjustment of EMD,.
- v. Inter Unit transfer of fund,
- vi. Expenses on Power,
- vii. Vehicle (fuel consumption and expenses), maintenance and repairs,
- viii. Advertisement and marketing expenses, telephone expenses,
- ix. Insurance, demurrage, freight and handling charges etc,
- x. Physical verification of cash,
- xi. Audit of unclaimed salary and wages,
- xii. Expenses on PF, PF Loan, FPF, Gratuity, VR Compensation etc., and unclaimed etc,
- xiii. Review of advances/ other receivable,
- xiv. Accounts of advances/ other receivables,
- xv. Accounts with other Subsidiaries and holding Company,
- xvi. Material procurements/ purchases, cash and credit purchase of raw materials and stores, their documentation, processing of bills of vendors/ suppliers as per terms of Purchase Orders, the adjustments of supplier's advance,
- xvii. Product wise consumption vis-à-vis standard specified consumption norms, variance analysis and material accounting,
- xviii. Product wise costing,
- xix. Checking of inter unit/ wagon builders transfer of Railway Materials (free supply items), including checking of disposal of scrap materials,

Contd. P/3

- xx. Verification of pay roll, attendance, leave position of employees, overtime, its actual hours and equivalent hours for payment, incentive calculation and payments and other employees payments, including Salary fixations, arrears etc. in accordance with the rule,
- xxi. Payment to suppliers and contractors/ other parties.
- xxii. Review of MIS system.
- xxiii. Settlement of terminal benefits like PF, Gratuity, leave pay etc.
- xxiv. Sales Tax, Excise Duty (wherever applicable) and TDS under IT rule.
- xxv. Physical verification of Inventory, fixed Assets at the locations/ sites.
- xxvi. Compliance of various statutory rules in respect of administration of PF, ESI, Income Tax, Sales Tax, Excise Duty, Customs Duty, FBI, Service Tax etc.
- xxvii. Maintenance of registers, filing of Returns etc. as per the provisions of the Company's Act.
- xxviii. Compliance of requirement of CARO 2003 U/S 217 of the Company's Act, 1956 and other applicable Accounting Standards.
- xxix. Pre audit of all payments to ascertain property of transactions other than employees related payments which will be checked/ verified every quarterly in normal course of internal audit.
- xxx. Any area that needs Management attention for plugging in efficiency and for betterment of operation of the Company.

NOTE:

- i. The interested firms may visit the Works on 06th January 2012 between 10 AM to 4 PM (excluding break time) with prior appointment for assessment/ appraisal of Job.
- ii. Firms interested to participate in more than one job have to quote separately for each job.

3. Compliance with the Companies (Cost accounting records) Rules,2011

The Scope of work includes:-

- i. Maintenance of Cost Accounting Records and for Cost Accounting and Cost Control both at HW and BW, in compliance with the newly promulgated subject Rules, which are made applicable from 01.04.11 and obtaining a certificate in prescribed format on yearly basis starting from 2011-12.
- ii. Maintaining of product-wise cost accounting, monthly, quarterly and yearly cost incurred for final products of different varieties, Foundry Costing, Marginal Costing of products, Standard Costing and variance analysis on monthly basis. Besides Cost ascertainment, the areas of Cost Control to be suggested and reconciliation of cost accounts with financial accounts on periodical basis.

Thanking You,

Yours faithfully,
For Burn Standard Company Limited,

(S.K. CHATTERJEE)
Dy. General Manager (C & MM)