



No. 4191A

Haryana State Roads & Bridges Development Corporation Ltd.
(A State Govt. Undertaking)
Bays No. 13-14, Sector-2, Panchkula. Ph: 0172-2585265



Dated: 12/09/19

Sub: Details of Notice inviting bid for engagement of Internal Auditors for the period 01.10.2019 to 31.03.2021

- 1.01 Sealed tenders in 2 separate envelopes titled 'Technical Bid' & 'Financial Bid' are invited for conducting Internal Audit of HSRDC and its 30 field offices, from Chartered Accountants/ CA Firms having their offices at Chandigarh/Panchkula/Mohali only. Last date for submission of bids is 04.10.2019 at 5:00 p.m.
- 1.02 **Eligibility Criteria:**
In order to place bid for conducting Internal Audit of Haryana State Roads & Bridges Development Corporation Limited and its field offices (hereinafter collectively referred to as 'HSRDC'), the registered firms of Chartered Accountants shall meet the following criteria:-
- The firm must have at least 3 full-time Chartered Accountants as partners or employees.
 - The firms of Chartered Accountants should have been registered with the ICAI at least Five years before the date of submission of quotations.
 - Firms having experience of Internal Audit / Statutory Audit of minimum 3 PSU(s) will be preferred.
- 1.03 **Period of Service:**
Period of service will be 01.10.2019 to 31.03.2021. The assignment will be purely on contract basis.
- 1.04 **Frequency of internal audit:**
The said audit shall be conducted 4 times during a year i.e. on quarterly basis. The Internal Audit for every quarter shall commence in the 1st week of month following the end of quarter. The report, thereof, is to be submitted positively by 30th of month following end of the quarter. The Internal Audit will be conducted as per Guidelines of HSRDC/Audit Scope provided at Annexure-A enclosed herewith.
- 1.05 **Quotation:**
Fee is to be quoted for HSRDC and its field offices collectively. The quotation shall be exclusive of GST as the same will be paid extra as applicable. TDS will be deducted as applicable. The said fees will be paid only on completion of the assignment in timely manner to the satisfaction of CA, HSRDC & on submission of the bill.
- 1.06 **Out of pocket expenses :**
Travelling allowance shall be paid as under:
TA: Actual Bus fare/Train fare & Taxi fare shall be reimbursed on submission of bill subject to rules of Government of Haryana.
- 1.07 **Mode of Payment:**
All payments shall be made either through RTGS/NEFT transfer or A/c payee cheque.
- 1.08 **Criteria for selection shall be in the order of :-**
- i) Fee quoted by the firm.
 - ii) Number and nature of Audit undertaken by the firm during last three years
 - iii) Length of experience of the firm
 - iv) Number of Partners in the firm
 - v) Experience of Internal audit of similar PSU(s)
- 1.09 **Restrictions on sub-contracting:**
The Audit firm appointed by HSRDC shall not sub-contract the work.
- 1.10 **Undertaking by applicants:**
Firms selected by HSRDC shall have to give an undertaking to follow all ethics of faith. The information provided by HSRDC shall be kept strictly confidential. The Firm shall comply with all the applicable rules and regulations as prescribed under the law.
- 1.10 **Other details:**
- HSRDC has the right to accept or reject any/all of the offers without assigning any reason thereof. HSRDC reserves the right to split the job in one or more agencies without assigning any reason thereof. No claim on this account shall be entertained by HSRDC.
 - Corrigendum/ addendum, if any, shall be displayed on HSRDC website only i.e. www.hsrdc.org.in and same shall be binding on all the agencies.

- In case of dispute, the jurisdiction will be at Haryana.
- Quotations, in the under mentioned format, marked "**QUOTATION FOR APPOINTMENT OF INTERNAL AUDITORS FOR HSRDC**", addressed to Haryana State Roads & Bridges Development Corporation Ltd., Bays No. 13-14, Sector-2, Panchkula-134112 should reach on or before **04.10.2019 up to 5:00 PM. The technical bid (envelop-1) will be opened on 09.10.2019 at 11:00AM** at our Corporate Office. **The financial bid of only those tenders will be opened on 10.10.2019 at 11:00AM whose technical bids will be found in order.**
- Bidders willing to attend the opening of bids may send their authorized representative with authority letter. Only one representative shall be allowed to attend the opening of bids.
- List of successful bidders will be placed on HSRDC website i.e. www.hsrdc.org.in
- **Financial Bid:** Internal Audit Fees for a period of one and a half year i.e. from 1st Oct., 2019 to 31st March, 2021 should be quoted in the Financial Bid sealed in separate envelope (envelope-2) and attached at Part-II exclusive of GST as the same will be paid as extra, if applicable.
- Managing Director, HSRDC reserves the right to accept or reject any or all the bids without assigning any reason thereof.

1.11 **Submission of Offer:** The Tender documents complete in all respect shall be submitted in 2 (Two) parts i.e.

- **Part-I (Technical Bid)** comprising profile, credentials and signed copy of tender document as token of acceptance of conditions) and
- **Part-II (Financial Bid)** sealed in 2 (Two) separate envelopes clearly superscribing "**Technical Bid**" & "**Financial Bid**" on the respective envelopes.
- Both the Bids i.e. Technical Bid and Financial Bid shall be sealed in a **separate envelope** with complete tender details superscribing tender No. & Date, Name & address of the Bidder.

S.No.	PARTICULARS	PARTICULARS
1	Name and full address of the firm (With e-mail, Mobile, FAX, PAN, GSTR No.)	:
2	No. and date of registration of the firm with ICAI (Proof to be attached)	:
3	Name and Membership No. of the full time partners of the firm. (Proof to be attached)	:
4	Details of audit undertaken during last three years (Details to be attached)	:
5	Experience of Internal Audit / Statutory Audit in Construction PSU(s) (Proof to be attached)	:

S No.	Name of the Office	Internal Audit to be conducted at	Audit Fee quoted per quarter (Rs. In fig. & words)
1	HSRDC	CORPORATE OFFICE & FIELD OFFICES	To be quoted in Financial Bid Part-II

**PART-ITECHNICAL BID
PROFORMA FOR SUBMISSION BY TENDERER**

S.No.	Particulars	
1.	Name of the CA Firm	
2.	ICAI Registration Number of Firm (Proof to be Attached)	
3.	Year of establishment	
4.	Complete postal Address with PIN code of the Head Office and Branch Office of the Firm (Branch Office will be treated as per certificate of the institute).	
5.	Contract details: Address of the Firm with the following details (Branch office will be considered. As per details available in the Certificate of practice). i) Phone/ Mobile/ Fax No(s) ii) E-Mail ID(s)	
6.	Details of Chartered Accountants/Number of partners. a. Name of Partners with ICAI Membership & COP No. (Proof to be attached) b. Details of Audit/ Audit experience of the Firm. Name and location of Major clients for Internal Auditors/Statutory Audit in construction PSU(s) (proof mandatory)	
7.	Details of Audit undertaken during last three years i.e. (Details to be attached)	
8.	PAN of the firm	
9.	GST Registration No.	

Declaration:

I/We hereby certify that:

- (a) **All partners whose names are mentioned at point no.-6 above are whole-time partners in the firm.**
- (b) We do not violate the limits specified under the Companies Act. 2013.
- (c) All information and attachments submitted in this application are correct and true to the best of my/our knowledge.
- (d) I/We are aware that any false information provided herein will result in rejection of the application and suspension of registration.
- (e) I/We hereby accept all terms & conditions of the Tender document.

**Place:
Date:**

Signature of the bidder with seal

Note:

1. Documentary evidences of all the information as stated above are to be furnished along with the offer.
2. All the pages of the terms & conditions and documents submitted are to be signed and affixed with the seal of the firm.

PART-II FINANCIAL BID

Subject: Quotation for Internal Audit of Haryana State Roads & Bridges Development Corporation Limited

Name of the Bidder & Address:

I/We have read all terms and conditions of the Tender carefully and hereby offer/quote our price for Internal Audit Fees for a period of last 6 months of F.Y. 2019-2020Rs.....(Rupees in words _____) exclusive of GST*. *(GST will be paid extra as applicable).

Place :

Date :

Signature of the bidder with seal

TENDER FOR APPOINTMENT FOR INTERNAL AUDITORS FOR HSRDC

Annexure-A

BANK ACCOUNT PARTICULARS FOR REFUND OF EMD THROUGH ELECTRONIC MODE

S. No.	Description	Particulars
1.	Name of the Beneficiary	
2.	Bank Name	
3.	Bank Address	
4.	Bank Branch code	
5.	Account No.	
6.	IFSC Code	
7.	MICR No.	

Date:
Place:

Signature & Seal of the Applicant

Scope of work of quarterly internal audit of Head office at Panchkula and all field offices**1. Contents of the report**

The report should be in two parts:-

Part I – Details of outstanding irregularities/paras of previous quarterly report

- Part II –
- (a) Major observations/irregularities
 - (b) Other observations/irregularities
 - (c) Report on physical verification of cash
 - (d) General observations/irregularities.

2. Scope of work

Scope of work			
i)	100% checking of manual cash book i.e. checking w.r.t. opening balance on every day, entries made on the receipts side of the cash book, entries made on the payments side of the cash book and checking of closing balance on every day.		
ii)	Checking of computerized cash book maintained on Tally software.		
iii)	Comparison of manual cash book with computerized cash book and report on differences noticed, if any, between the two books.		
iv)	To report whether the bank accounts shown in the cash book have been segregated or not.		
v)	Checking of cash vouchers i.e. whether correct head of account has been debited/credited, whether correct amount has been entered in the voucher, its linking with the supporting bills/cash memos/documents and also whether the voucher has been passed by the competent authority as per the delegation of powers approved by the office.		
vi)	Checking of journal vouchers as well as bank vouchers and to report on aspects mentioned in point no. (v) above.		
vii)	Checking of general ledger with specific reference to correct debit/credit amount in the respective head of account.		
viii)	Reporting on timely up-dation of various books of accounts mentioned above namely manual cash book, computerized cash book, journal, bank book and general ledger.		
ix)	Thorough checking of bank reconciliation statements with specific reporting of cheques pending encashment for more than 3 months, cheques pending realization for more than 1 month, bank charges debited by bank but not posted by office in the books of account and differences noticed in deposits/withdrawals in the bank statements as compared to the books of account.		
x)	To report on non-making of recoveries in old debtor accounts along with specific comments on action taken by the office to effect recoveries in these accounts.		
xi)	To report on stagnant staff advances along with specific comments.		
xii)	To report on non-adjustment of imprest advance sanctioned/given to staff members		
xiii)	Checking of Trial balance generated out of Tally software		
xiv)	To report on accounts with credit balance but being shown under the head "Sundry Debtors"		
xv)	To report on accounts with debit balance but being shown under the head "Sundry Creditors"		
xvi)	To report on maintenance and up-dating of fixed assets register.		
xvii)	To give comments on suspense account, if being shown in the Trial balance.		
xviii)	To report on late deposit of tax deducted at source (on a monthly basis)		
xix)	To report on late deposit of TDS returns		
xx)	To report on current status of the project (applicable to field units) is to following format		
	Sr. No.	Name of the Project	Administrative sanction No. (AES) and sanctioned amount
			Amount incurred till end of the quarter

	(Rs.)	(Rs.)
xxi)	To report on cash payments made, if any and the circumstances under which they have been made.	
xxii)	To report on validity of bank guarantees obtained by the office and verification of the same, from the concerned bank, preferably by registered post.	
xxiii)	To provide expert opinion/advice on financial matters, whenever sought.	
xxiv)	To check narration of each and every entry in the books of account and guide the tally accountants to provide the narration, if missing for any entry.	
xxv)	To ensure that a proper accrual system of accounting is followed	
xxvi)	To ensure that all applicable statutory compliances are complied with at Head Office and all field offices. e.g Income Tax & GST related provisions	
xxvii)	To ensure that tally data is corrected as per Internal Audit observations	
xxviii)	To ensure that only corrected tally data as per above point is carried forward at the start of each quarter	
xxix)	To ensure that no back-dated tally entries are made without proper authorization from Internal auditor and Head Office	
xxx)	Checking of compliance reports submitted by various offices and giving comments on the same.	
xxxi)	Discussion of internal audit queries with CA,HSRDC after receiving replies of previous quarter's Internal Audit report from every field office, before commencement of internal audit for next quarter	
Additional points (applicable only for Head office)		
a.	Comments on deposit of advance tax on/before the stipulated date(s) to avoid payments of interest on the same.	
b.	Test check of interest application on FDR's made/renewed with various banks.	
c.	Checking of maintenance and updating of fixed Asset register.	
d.	Compliances of GST in field offices.	
e.	Audited Trial Balance to be submitted with the Head office on quarterly and yearly basis on the below mentioned dates.	
	Particulars	Date
	June Quarter	July 30
	September Quarter	October 30
	December Quarter	January 30
	March Quarter	April 30
	For the Financial year	May 30
		Quarterly/Yearly
		Quarterly
		Quarterly
		Quarterly
		Quarterly
		Quarterly
f.	Non-reconciled balances of Trial Balances to be provided.	
g.	Reconciliation of Fixed Deposit along with interest and interest accrued to be provided.	