

**FOR APPOINTMENT/ENGAGEMENT OF CA/CMA/CA,CMA- FIRM  
FOR CONDUCTING ENTIRE INTERNAL AUDIT ACTIVITIES OF NEPA  
LIMITED (CPSU).**

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## NOTICE INVITING BID

### **For Appointment/Engagement of CA/CMA/CA,CMA- firm for conducting entire Internal Audit Activities of Nepa Limited (CPSU).**

NEPA LIMITED is a CPSU engaged in manufacture and selling of Newsprint, under the control of Ministry of Industry and Public Enterprises, DHI, Recently Government of India has approved Company is implementing Revival and Misc Development Plan. More details about the Company are available on Co's web-site [www.nepamills.nic.in](http://www.nepamills.nic.in)

The details of Scope of Work, Eligibility, Evaluation Criteria and Terms and conditions have been outlined. Interested CA/CMA/CA, firm may submit application giving details about his/her /their qualification, work-experience etc. along with **EMD Rs.5000/- payable to NEPA LIMITED** amount to be deposited through online details of the Bank is as under :-

<b>Name of Bank</b>	<b>N.E.F.T. A/c. No.</b>	<b>Branch Name</b>
<b>SBI</b>	<b>32212167441</b>	<b>Nepanagar</b>
<b>BOI</b>	<b>95182011000022</b>	<b>Nepanagar</b>

on or before **29.09.17** till **3.00 PM** to Company Secretary, NEPA LIMITED, Nepanagar. Tender document cost is **Rs.500.00** (Rupees Five Hundred only). Interested Person/ CA/CMA/CA,CMA- firm on his/ her/their own, if desirous may visit the Company's office in working days till **29.09.2017 03.00 PM** for clarification etc.

<b>Sr. No.</b>	<b>Activity</b>	<b>Date</b>
01.	Last Date Submission of Application	29/09/2017 (till 3.00PM)
02.	Opening of Part "A" Bid	04/10/2017 (3.30 PM)
03.	Opening of Part "B"	The date of opening of Price Bid for eligiable vendors will be intimated separetly.

Application should be submitted on or before **1500 hrs on 29.09.2017** to Company Secretary, NEPA LIMITED at the Head Office at Nepanagar – 450221 (Madhya Pradesh).

Company Secretary

**Person/Consultant to whom Company is looking for :**

**Qualification: CA/CMA/CA,CMA-firm /THE COST AND MANAGEMENT ACCOUNTANTS(CMA).**

**Experience:** The Persons/ firm should be a qualified Chartered Accountant with a minimum of 5 years post qualification experience of conducting Audit of large professionally managed organizations of repute , preferably in paper manufacturing sector and capable of handling Internal Audit Section independently.

**Job Knowledge :** Audit team should have sound knowledge of Finance, Costing, Plant/Project Accounting, Management Accounting, Budgetary Control, MIS, Taxation, Corporate Finance, Export & Import Finance , Material Management, logistics, Stores identification, Assets verification etc with good analytical skills and exposure in areas of Cost Control and Performance Monitoring. The knowledge includes identifying internal control with excellent communication skill.

Audit team should have Good Computer literacy i.e. Knowledge of MS Word Excel and familiar with ERP and Project Management Softwares.

**Areas of Responsibility :**

- To study the existing practices/procedure of the Company and mapping it/these with standard policies/procedures and compare the same for root cause analysis of the gaps/deviation.
- To develop an annual audit plan and checklist separately for each operation/section using input from different sections, identify priorities and resource requirements. Annual audit plan must cover all activities/officers of NEPA LIMITED (Headquarters and its Regional Offices)
- To meet and discuss with Officers, Managers, HOD and Directors about needs/requirements of Internal Audit.
- To ensure that plans are successfully carried out to meet the Audit Committee's expectations.
- To ensure timely Operational/Sectional/Departmental audit in line with Monthly/Quarterly/Half-Yearly/Yearly defined Plan for effective and efficient use of resources.
- To report to the Audit Committee at the required intervals on Internal Audit assignments including planned reviews, investigations, risk advisory work and any other ad-hoc activity as may be required.

- Should be able to carry out in-depth audit to evaluate the adequacy and effectiveness of systems and business process controls, compliance with corporate policies and procedures.
- Periodical Review and Report on Implementation Status of action.
- To carry out surprise verifications as per Internal Audit requirements and to articulate audit observations.
- To review transactions, documents, records, reports and policies and procedures for accuracy and effectiveness of Mill's-operations.
- To Ensure timely completion of assignments and issue of final internal audit reports after discussion with functional HOD and obtaining agreed action plans.
- To evaluate contracts (from a financial aspect) and suggest solutions in order to optimize contracts.
- To verify assets ( fixed & Current ) and evaluate valuation of these assets.
- To execute detailed audit procedures, including reviewing transactions, documents, records, reports and policies and procedures for accuracy and effectiveness of operations.

### **Major activities**

1. Prevention and detections of errors causing losses to the company on the basis of Internal Checks while functioning and carrying out operations/assignments by different Departments.
2. To check the accuracy of the transactions recorded and also to check that Annual and Periodical accounts are correctly prepared.
3. To ensure that Proper accounts are maintained.
4. To ensure that rules, regulations and instructions issued by the Company are followed and also to suggest improvement if the existing ones are found inadequate and lacking.
5. To locate weak spots in the organization and suggest measures for strengthening of systems/procedures.
6. To conduct investigation of special nature with a view to streamlining the systems & procedures.
7. To carry out physical verification of inventories and other assets held by the company and other offices of the Company.

8. To detect irregularities and suggest preventive and remedial measures.
9. To review the transactions periodically from Audit angle and to suggest ways and means for effecting economy.
10. To bring to the notice of Audit Committee/CMD/Management/Director (Finance) Competent Authority about the major cases of wasteful and avoidable expenditure and losses.
11. To bring to the notice of the Chief Vigilance Officer any information gathered during Internal Audit which might call for investigation from vigilance angle, and to seek his advice for further action.
12. To coordinate with Statutory/Government Auditors for smooth and timely completion of Audit and to furnish the replies of different Departments to Audit observations .
13. To carry out an Annual Review of the Company's operations.
14. To attend Audit team shall visit the Administrative/Factory site every month and conduct audit as per SCOPE OF WORK and Sample Check list so specified in Tender documents at least 7-10 days in a month. The attendance of the team will be maintained by the Administrative office.
15. To attend to other jobs including pre-audit of certain important transactions which are assigned by Audit Committee / Competent Authority time to time.

**Scope of Work :**  
**Quantum & Periodicity**

Quantum and periodicity of audit of various Sections will be as follows :

Sr. No.	Department /Nature of Audit	Periodicity	Remarks/ Quantum
1.	<b><u>FINANCE DEPARTMENT</u></b>		
	<b><u>A. RAW MATERIAL SECTION.</u></b>		
	• Raw material Journals / Vouchers .	Quarterly	20 %
	• Raw Material S.D. & EMD.	Quarterly	10%
	• Scrutiny of liabilities.	Yearly	15 %
	• Scrutiny of debit balance of parties at year end.	Yearly	20%
	• Checking of any other record as per Internal Audit requirement.		
	<b><u>B. ESTABLISHMENT.</u></b>		
	• Medicals Bills (Local and Outside). • Personal Accounts.	Quarterly	Any one month
	• Payment of Conveyance Allowance. • Personal Accounts.	Quarterly	Any one month
	• T.A. Bills & T.A. Adv. register.	Half Yearly	Any one month
	• L.T.C. Encashment.	Yearly	100 %
	• Checking of any other record as per Internal Audit requirements.		
	<b><u>C. PURCHASE BILLS SECTION.</u></b>		
	• Purchase Bill Journals / Vouchers.	Quarterly	15%
	• Security Deposit and E.M.D.	Quarterly	10%
	• Debit & Credit balance.	Quarterly	10%
	• Checking of bills Paid.	Quarterly	15%
	• Checking of any other record as per Internal Audit requirements.		
	<b><u>D. STORE ACCOUNT SECTION</u></b>		
	• Pricing of receipt of M.R.R.	Half year	10%
• Posting of Requisition.	Quarterly	2%	
• Stores ledger.	Half year	Adhoc	
Reconciliation of Deviation “physical vs book stock “.	Half year	Adhoc	
<b><u>E. MARKETING BILL SECTION.</u></b>			
• Sales Bill Journal / Voucher , Invoice, D.O.	Quarterly	20 %	
• Cash / credit Sale of Newsprint.	Quarterly	10%	

	<ul style="list-style-type: none"> <li>Party Ledger &amp; age analysis of due payments.</li> </ul>	Quarterly	20 %
	<ul style="list-style-type: none"> <li>Checking of any other record as per Internal Audit requirements.</li> </ul>		
	<b>F. MISC. BILL SECTION.</b>		
	<ul style="list-style-type: none"> <li>Contractors Bills, ( Civil Work , Loading/ Unloading , Shifting &amp; Transporting of Newsprint, Coal Cinder , Coal and other stores material etc. ).</li> </ul>	Quarterly	20 %
	<ul style="list-style-type: none"> <li>Insurance claims / Transit Insurance etc.</li> </ul>	Half yearly	20 %
	<ul style="list-style-type: none"> <li>Checking of deduction against penalty imposed on Waste Paper ,Coal Unloading , and other works.</li> </ul>	Half yearly	15 %
	<b>G P.F. Section</b>		
	Checking of various returns under the provisions of the Provident Fund Act. and properly deposited with proper concern department (Taxation).	Half yearly	Adhoc
	<ul style="list-style-type: none"> <li>Checking of any other record as per Internal Audit requirements.</li> </ul>		
	<b>H. LEDGER SECTION.</b>		
	<ul style="list-style-type: none"> <li>Bank reconciliation statement.</li> </ul>	Quarterly	10 %
	<ul style="list-style-type: none"> <li>Physical verification of Assets.. (EVERY SECOND YEAR).</li> </ul>	Yearly	100 %
	<ul style="list-style-type: none"> <li>General ledger.</li> </ul>	Quarterly	10%
	<ul style="list-style-type: none"> <li>Contingency Advance.</li> </ul>	yearly	20 %
	<ul style="list-style-type: none"> <li>Pay Sheet i.e. pay and all types of allowance.</li> </ul>	Quarterly	20 %
	<ul style="list-style-type: none"> <li>Gratuity payment Company accumulation premium. Accounting of Claims etc.</li> </ul>	yearly	15 %
	<ul style="list-style-type: none"> <li>To check payment of Conveyance Allowance.</li> </ul>	Quarterly	20%
	<ul style="list-style-type: none"> <li>To check whether Excise duty/ Cess is regularly deposited in the prescribed manner.</li> </ul>	Half yearly	10 %
	<ul style="list-style-type: none"> <li>To check whether end use certificate has been deposited with concerned excise/custom authorities within time.</li> </ul>	Yearly.	100%
	<ul style="list-style-type: none"> <li>To check each name of employee in pay bill with attendance records received from Time Office and the Departments concerned.</li> </ul>	Quarterly	10%
	<ul style="list-style-type: none"> <li>Checking of any other record as per Internal Audit requirements.</li> </ul>		
	<b>I. COSTING</b>		
	<ul style="list-style-type: none"> <li>Cost sheets and concerned sub-ledgers.</li> </ul>	Half Yearly	10 %
	<ul style="list-style-type: none"> <li>Checking of all records of tax deposited.</li> </ul>	Half Yearly	10 %
	<ul style="list-style-type: none"> <li>Checking of any other record as per Internal Audit requirement.</li> </ul>		

	<b>K. CASH SECTION.</b>		
	• Cash Book and vouching.	Quarterly	10 %
	• Bank book and vouching.	Quarterly	20 %
	• Bank Book reconciliation.	Quarterly	10%
	<b>L. SALARY SECTION.</b>		
	• Personal Accounts.	Yearly	Input data for any one month.
	• PL/LTC/Conv. /House Rent allowances.	Half year	Input data for any one month.
2	<b>Marketing Department.</b>		
	• Checking of records for Sale of Newsprint. • Checking Invoices.	Quarterly	15 %
	• Checking of outstanding liability of parties. • Customer A/c.	Quarterly	10 % 10 %
	• Checking of Sale policy of Nepa Ltd.	Half Yearly	
	• Checking of credit sale.	Quarterly	20 %
	• Checking of any other record as per Internal Audit requirement.		
3.	<b>COMMERCIAL (PURCHASE DEPTT)</b>		
	• Purchase order.	Quarterly	<b>(a)</b> Above Rs.10 lacs & 20%. <b>(b)</b> Rs. 5 to 10 lacs 20 % <b>(c) Rs.1 lacs to 5 lacs 20%</b> <b>(d)Less than 1 lac Adhoc</b>
	• Checking of purchase through Tender.	Quarterly	10 %
	• Checking of purchases of Pulp, OINP,Waste Paper,ONP and major Chemicals etc.	Quarterly	10%
	• Checking of Import Purchases.	Quarterly	10 %
	• Whether any tender has been invited, if so it is a public tender, limited tender and single tender. Study the Delegation of powers of tender opening and ensure that proper tender procedure is followed as per Delegation of Authority.	Half Yearly	10 %
	• Checking of any other record as per Internal Audit requirements.		



4.	<b>ESTATE DEPARTMENT.</b>		
	<ul style="list-style-type: none"> <li>• Checking of recoveries against plots, water, Gumtee etc.</li> </ul>	Quarterly	10 %
	<ul style="list-style-type: none"> <li>• Checking of House Rent recovery .</li> </ul>	Quarterly	10 %
	<ul style="list-style-type: none"> <li>• Checking of records of Guest House.</li> </ul>	Quarterly	15 %
	<ul style="list-style-type: none"> <li>• Checking of sale of fuel at Petrol pump.</li> </ul>	Quarterly	100%
	<ul style="list-style-type: none"> <li>• Checking credit sale and recovery of fuel sold to Govt. Deptt.</li> </ul>	Quarterly	100%
	<ul style="list-style-type: none"> <li>• Checking of Bills relating to Street light etc.</li> </ul>	Half yearly	20%
	<ul style="list-style-type: none"> <li>• To examine the Register of furniture and note that all the furniture given on hire is properly recorded therein. Also check the bills for furniture hire and note that they are in accordance with the register of furniture and recoveries are promptly made.</li> </ul>	Half yearly	15 %
	<ul style="list-style-type: none"> <li>• Checking of any other record as per Internal Audit requirement.</li> </ul>	.	
5.	<b>GENERAL SECTION.</b>		
	<ul style="list-style-type: none"> <li>• Checking of stock of printed stationary and other items.</li> </ul>	Half yearly	20%
	<ul style="list-style-type: none"> <li>• Checking of Telephone / Mobile bills.</li> </ul>	Quarterly	20 %
	<ul style="list-style-type: none"> <li>• Checking of local / outside cash purchase.</li> </ul>	Quarterly	10 %
	<ul style="list-style-type: none"> <li>• Checking of tender advertisement bills.</li> </ul>	Half yearly	20 %
	<ul style="list-style-type: none"> <li>• Checking of stock register.</li> </ul>	Half yearly	15 %
	<ul style="list-style-type: none"> <li>• To see that materials issued to outside parties on loan are duly approved by a competent authority and issued against some security.</li> </ul>	Half yearly.	20 %
	<ul style="list-style-type: none"> <li>• Checking of any other record as per Internal Audit requirements.</li> </ul>	.	
6.	<b>LEGAL DEPARTMENT.</b>		
	<ul style="list-style-type: none"> <li>• Review pending Arbitration cases.</li> </ul>	Half yearly	20 %
	<ul style="list-style-type: none"> <li>• Review pending legal cases &amp; expenses made against each case.</li> </ul>	Half yearly	25 %
	<ul style="list-style-type: none"> <li>• Checking the records for fee of court / Advocate (s) .</li> </ul>	Half yearly	10 %
	<ul style="list-style-type: none"> <li>• Checking of any other record as per Internal Audit requirement.</li> </ul>		

7.	<b>HIGH SCHOOL.</b>		
	• Checking of Fees collection.(All types).	Half Yearly	10 %
	• Checking of Cash purchases of all kind of Electronic items.	Yearly	20 %
	• Checking of records pertaining to New Purchases.	Quarterly	10 %
	• Checking of all records pertaining to Allotment of all types of work to the contractor.	Half yearly	10 %
	• Checking of Library books.	Yearly	100 %
	• Checking of Sports materials.	Half yearly	100 %
	• Checking of Equipments and printing stationary etc. • Checking of any other record as per Internal Audit requirements.	Quarterly	15 %
8.	<b>HOSPITAL.</b>		
	• Checking of medicines.	Half yearly	100 %
	• Checking of X-ray films.	Half yearly	100 %
	• Checking of Hospital charges from outsiders.	Quarterly	100 %
	• Checking of eatable contracts i.e Milk Bread etc.	Quarterly	100 %
	• Vehicle log books.	Quarterly	10 %
	• Checking of imprest Accounts. • Checking of any other record as per Internal Audit requirements.	Quarterly	100 %
9.	<b>B&amp;R DEPARTMENT.</b>		
	• Checking of stock, tools issued to Contractors.	Half yearly	20 %
	• Checking of contractor's bills.	Half yearly	25 %
	• Physical verification of stock of Cement, Steel and Paint etc.	Half yearly	25 %
	• Checking of any other record as per Internal Audit requirements.	Half yearly	20 %
	• Checking of Imprest A/c.	Quarterly	100 %
10	<b>LABOUR AND WELFARE OFFICE.</b>		
	• Checking of cash purchase of misc. items.	Half yearly	25 %
	• Checking of All kinds of funds.	Half yearly.	100 %
	• Checking of Sports material.	Yearly	100 %
	• Contract labour payment.	Half yearly	25 %
	• Checking of any other record as per Internal Audit requirements.		

11	<b>SECURITY / FIRE FIGHTING DEPARTMENT.</b>		
	<ul style="list-style-type: none"> <li>• Checking of Gate Passes for out going material from factory.</li> </ul>	Half yearly	10%
	Checking of any other record as per Internal Audit requirements.		
12	<b>TRANSPORT (BMT)</b>		
	<ul style="list-style-type: none"> <li>• Checking of bills for unloading /shifting / transportation of ONP/ OINP / Pulp and other Waste Paper material etc.</li> </ul>	Half yearly	20 %
	<ul style="list-style-type: none"> <li>• Checking of claims with Railway, Transporters etc.</li> </ul>	yearly	100 %
	<ul style="list-style-type: none"> <li>• Checking of demurrage ( all type ) paid during the year.</li> </ul>	Half Yearly	100 %
	<ul style="list-style-type: none"> <li>• Checking of any other record as per Internal Audit requirement</li> </ul>		
13	<b>GARAGE.</b>		
	<ul style="list-style-type: none"> <li>• Verification of Vehicle performance Jeep,Car,Truck,Tractor etc.</li> </ul>	Half yearly	25 %
	<ul style="list-style-type: none"> <li>• Consumption of fuel Vehicle – wise .</li> </ul>	Half yearly	5%
	<ul style="list-style-type: none"> <li>• Checking of vehicle log book.</li> </ul>	Half yearly	25%
	<ul style="list-style-type: none"> <li>• Checking of vehicle standing idle, unserviceable condition.</li> </ul>	Half yearly	100 %
	<ul style="list-style-type: none"> <li>• Checking documents of Insurance coverage of vehicles.</li> </ul>	Yearly	100 %
	<ul style="list-style-type: none"> <li>• Checking of contract for hired vehicle.</li> </ul>	Yearly	100 %
	<ul style="list-style-type: none"> <li>• Checking of Cash/spot purchases.</li> </ul>	Half yearly	20 %
	<ul style="list-style-type: none"> <li>• Checking of any other record as per Internal Audit requirements.</li> </ul>		
14.	<b>POWER HOUSE.</b>		
	<ul style="list-style-type: none"> <li>• Checking of Coal and Coal- Cinder handling bills as per contract.</li> </ul>	Half yearly	20 %
	<ul style="list-style-type: none"> <li>• To examine the Monthly operating reports and compare the budgeted power generation with actual. The reasons for variations be checked.</li> </ul>	Half yearly	10%
	<ul style="list-style-type: none"> <li>• Examine consumption of fuel per tone of steam and steam per K.W. of power generation with budget allocation and past performance.</li> </ul>	Quarterly	10%
	<ul style="list-style-type: none"> <li>• Physical verification of stock of Coal.</li> </ul>	Half yearly	100 %
	<ul style="list-style-type: none"> <li>• Checking of any other record as per Internal Audit requirements.</li> </ul>		

15	<b>EFFLUENT TREATMENT PLANT</b>		
	<ul style="list-style-type: none"> <li>• Checking of Bills of contract for sludge and other waste materials.</li> </ul>	Half yearly	100 %
	<ul style="list-style-type: none"> <li>• Surprise check of E.T. plant sludge for lifting of Sludge and bed cleaning by contractors.</li> </ul>	Half yearly	100 %
	<ul style="list-style-type: none"> <li>• Checking of any other record as per Internal Audit requirements.</li> </ul>		
16.	<b>MATERIAL DEPARTMENT</b>		
	<ul style="list-style-type: none"> <li>• Physical verification of stock of store items in the Central Stores.</li> </ul>	Yearly	10 %
	<ul style="list-style-type: none"> <li>• Physical verification of A&amp; B Class items.</li> </ul>	Quarterly	100 %
	<ul style="list-style-type: none"> <li>• Physical verification of bulk items.</li> </ul>	Half yearly	100 %
	<ul style="list-style-type: none"> <li>• Reconciliation of A&amp;B Class items.</li> </ul>	Quarterly	100%
.	<ul style="list-style-type: none"> <li>• Checking of procedure, documents etc. relating to disposal of waste material. (may be through Auction /e-Auction)</li> </ul>	Half yearly	20%
	<ul style="list-style-type: none"> <li>• Scrap &amp; unused material – Checking of procedures, documents, etc. relating to disposal of waste-material(may be through E-auction).</li> </ul>	Half yearly	10%
17	<b>I.T. SECTION .</b>		
	<ul style="list-style-type: none"> <li>• System of IT sectional operation.</li> </ul>	Half yearly	10 %
	<ul style="list-style-type: none"> <li>• Demand and purchase of Computers, Printers and other Articles.</li> </ul>	Half yearly	20 %
	<ul style="list-style-type: none"> <li>• Requirement and replacement policy of Spares, Hardware and software etc.</li> </ul>	Half yearly	20 %
	<ul style="list-style-type: none"> <li>• Consumption of all stationary.</li> </ul>	Half yearly	10 %
	<ul style="list-style-type: none"> <li>• Disposal of old, surplus, and scrap and others items.</li> </ul>	Half yearly	100 %
	<ul style="list-style-type: none"> <li>• Services contract of PC.</li> </ul>	Half yearly	20 %
	<ul style="list-style-type: none"> <li>• Checking of any other record as per Internal Audit requirements.</li> </ul>	Half yearly	
18	<b>PERSONAL OFFICE AND TIME OFFICE</b>	Yearly	
	<ul style="list-style-type: none"> <li>• Checking of PL &amp; CL A/c.</li> </ul>	Yearly	15%
	<ul style="list-style-type: none"> <li>• Encashment of PL</li> </ul>	Yearly	25 %
	<ul style="list-style-type: none"> <li>• LTC availment /encashment</li> </ul>	Yearly	10%
	<ul style="list-style-type: none"> <li>• Attendance and absenteeism A/c.</li> </ul>	Yearly	Any one month record 10 %
19.	<ul style="list-style-type: none"> <li>• Assets Verification.</li> </ul>	Every second Year	100 %

20	<b>OTHER JOBS</b>		
	<ul style="list-style-type: none"> <li>To attend to Govt. Auditors (CAG) &amp; to Co-ordinate various departments with them.</li> </ul>	As per requirement	100 %
	<ul style="list-style-type: none"> <li>Issue reminder, if reply not received in time.</li> </ul>		100 %
21.	<b>AUDIT COMMITTEE MEETING.</b>		
	<ul style="list-style-type: none"> <li>To attend Audit committee meeting (time to time as or when required by the management) and check whether decision of board has been implemented within time.</li> </ul>	Quarterly	100 %
22	<b>REGIONAL OFFICES</b>		
	<b>Rail, Air booking/cancellation , refund , log book of vehicle and tele</b>		
	<b>Mobile exp.</b>		
	<ul style="list-style-type: none"> <li>Delhi Office.</li> </ul>	Yearly	25 %
	<ul style="list-style-type: none"> <li>Mumbai Office.</li> </ul>	Yearly	20%
	<ul style="list-style-type: none"> <li>Bhopal Office.</li> </ul>	Yearly	25%
	<ul style="list-style-type: none"> <li>Kashipur Office.</li> </ul>	Yearly	20%
23.	<b>PROJECT DEPTT.</b>		
	<ol style="list-style-type: none"> <li>Checking scheduling and progress of Project activities.</li> <li>Checking of tenders and award of works.</li> <li>Checking of execution progress of the work as for terms of award.</li> <li>All other relevant issues/matters.</li> </ol>	Quarterly	100%

## **METHODOLOGY & SAMPLE OF CHECK LIST ( Section wise ).**

### **Cash Section :**

- To check that the cash chest keys are not handled by a single person only.
- Duplicate set of keys , if any , are kept with head of Finance Deptt. this be checked one in a year and sealed a-fresh.
- The payments received by Cheques / Drafts are promptly deposited into the bank and realized also.
- To check whether there is any delay in making entries of the paid vouchers in the Cash Book.
- The Cash Book is written , checked and closed on daily basis under the initials of the officer-in-charge with date and time. Further if there is any interpolation, overwriting and error seen it has to be rectified promptly but should duly be attested / signed by the officer-in-charge.
- To check that cash is physically verified by the officer-in-charge at least once in a week. The results of physical verification should be recorded by the officer-in-charge of Cash section in the Cash Book with full denominations under his / her signature with time and date.
- To check the cases where cheques though have been deposited in Company's bank account but have not been credited for a considerable period, and to ensure that in respect of cheques lost or dishonored prompt, action has been taken to obtain the amount.
- To check that register of cheque book are properly maintained.
- The payment made against the expenditure / advance has proper approval of the authority competent to sanction it.
- The sum acknowledged is written both in words and figures in the vouchers and are stamped as PAID even on enclosures.
- Revenue stamps are affixed on vouchers for sums as per statutory provisions.
- When the signature on a voucher is given by a thumb impression, it is attested by some responsible officer / official of the company.
- It should also be checked that cash payments do not exceed Rupees 2,5000/- at one time to one person. As a matter of practice, payment to suppliers should be made through A/c. payee cheques only.
- Check the unpaid wages / salaries and see that they are properly accounted for.
- Income Tax has been deducted from contractor's bills as per prevailing tariff rules pronounced by the GOVT.
- It should be seen that Term Deposit Receipt (TDR) register is properly kept and TDRs are kept safely in the chest.
- Interest on TDR(s) is calculated in time and they are presented immediately on maturity.
- Cash should be checked, jointly by Internal Audit and Vigilance

Department, at least once in a Quarter on surprise check basis .

- See that insurance policy for holding cash in chest and cash in transit are kept alive.
- That the vouchers are sent timely to books section.

**Import .**

- To check that Purchase Orders have been properly vetted in accordance with Import Policy & Procedures and their terms and condition are not against the Company's interests.
- To check that documents are retired in time and passed.
- To check that ocean freight and Insurance charges are paid in case of FOB contracts only.
- To check that Insurance declaration is given in time for goods supplied by suppliers.
- To check that Overseas Purchase Expenses is correctly calculated / determined and is approved by Competent Authority
- To check that reports / returns including END-USE Certificate to the Ministry / Other Departments, Organizations are sent in time.
- To check that shortages / damages of consignment in transit or after receipt are debited and the claims are lodged in time and pursued.

**Works .**

- To check that no work has been taken up without Administrative Approval, technical sanction, financial sanction and budget provision.
- To check that in case tenders are called, it should be in accordance with the prescribed procedure after giving due publicity.
- To check that Comparative Statement is correctly compiled in the prescribed form.
- To check that work is not awarded to other than the lowest bidder without justifying reasons and has the approval of Competent Authority.
- To check that time for execution of jobs , is reasonable keeping in view the urgency of the work and time prescribed under work order.
- To check whether proper agreement is executed with the contractor.

**Stores accounts /purchase Bill :**

- To check that the particulars of bills raised by party are in accordance with the purchase order terms in reference to the rates, specifications date of supply, mode of transport and the quantity ordered and where there are deviations these are supported by proper amendment.
- To check that bills are supported with Delivery Challan & Invoice of the Party, Stores Receipt Voucher of the company duly recommended and signed by competent persons.

- To check that incoming consignment has the coverage for transit insurance ( incoming material ) .
- To check that arithmetical calculations are correct.
- To check that Lorry / Railway credit notes are accounted for timely to keep track of General Purchase Expenses.
- The penal clauses ( like penalty , SD forfeiture etc. ) mentioned in the purchase orders are adhered to and invoked timely wherever needed.
- To check that extension of time allowed has proper justification and approval.
- To check whether discount offered by supplier has been availed of.

**Establishment.**

- To check whether first salary ( new appointment ) paid to individual is supported with joining and medical fitness report and the salary / wages has been allowed in accordance with terms of Appointment.
- To check that no employee is released / discharged (Retirement / Resignation / Death or otherwise) without payment of Company's dues and NO DUES CERTIFICATE issued from all Departments.
- To check that rules of the Company with regard to Traveling, LTC, holiday facility, medical re-imburement etc. have been correctly complied with.
- To check that no pay and allowances have been permitted / admitted beyond the day of official's death, and payment to the claimant is made on production of legal authority.
- To check that all changes on account of promotion, reversion, grant of increment, absence on leave etc. have been done in accordance with the approval of competent Authority within approved rules prevailing in the company and are entered in the records / registers.
- To check that the payment of conveyance allowance charges have been made as per existing rules.
- To check that payments ( all types) are not made to other persons without proper authorization from the actual payee.
- To check that provision of Factories Act, Payment of wages Act. Minimum wages Act, Bonus Act, Gratuity Act, other applicable ACTs, PFT ACTs, etc. are strictly followed and not contravened.
- To check that Tour journeys should be strictly for approved business of the Company and the purpose of journey should be clearly indicated in the Tour Approval form / TA Advance form / TA claim bills ( which should be accompanied by tour report ).
- To check that TA has been paid for the shortest route unless or otherwise the longer route has been approved as a special case by the competent authority.
- To check that Traveling by higher Rly. Class/Air should be approved by Competent Authority.



- To check that actual expenses ( in TA claim ) are not claimed by various officers for the same mode transport / vehicle individually while undertaking journey together (specially in hired Taxi and Local conveyance charges ).
- To check that distance for road journey between the same station does not vary in different cases.

#### **Medical reimbursement Bills.**

- To check that the medical bills are passed on forms prescribed for the purpose. Further, cash memos attached are original ones.

#### **Salary and wages (Pay Roll )**

- To check that recoveries on account of PF, Income tax, Insurance etc. are deposited in time with the respective Authority .
- To check that Gratuity and Death gratuity are paid correctly and calculated as per entitlement.
- To check that advances , If any , are sanctioned by delegated / competent authority.
- To check that advances paid against Medical, TA etc., lying in the names of employees for longer period , should be recovered immediately.

#### **Cost Accounts Section.**

- To check that estimates prepared for Newsprint production and the assumptions made are reasonable and correct taking into consideration the present and past trends.
- To check the method for booking of idle hours in different groups and calculating rate per unit on cost sheet.
- To check that contractual jobs have been correctly accounted for and also the cases where work orders are found incomplete for longer period and the reasons thereof.
- To test check the calculation for valuation of work-in-progress and finished stock and the formula applied in valuation.
- To check that all adjustments due to wrong pricing, transfers, write backs, etc. are promptly carried out.
- To check the accounts of Contractors for material supplied to them

**Records maintained by Book Section :**

- To Check the Asset Registers for correct and complete details of Plant and Machinery etc. and are properly recorded therein.
- To check that the records of surplus machines and capital items in stock are kept separately and also to check that items declared surplus and lying un-used are depreciated at approved rates. (To test check the depreciation charged and ensure that it is correctly worked out at the approved rates).
- To check whether Bank Reconciliation Statements are timely prepared and related working sheets are kept preserved ( for Budgets, Quarterly Financial Review and for other statistical data) .To check that schedules and groupings of balance sheet are kept properly and in easy available form.

**Time Office**

- To check (test check basis) whether proper system / arrangement is there to ensure that employees marked present , on a particular date , were really present.
- To check the Registers, on test check basis, for recording of late arrivals and early departures including departures in-between.
- To test check the passes issued to Plant employees visiting to Admn.
- Building whether their entries are recorded at Admn. Building Security Gate and vice versa for Admn. Building employees visiting Factory.
- To check whether absentee statements are prepared and sent by Time Office ( both at Admn & Factory ), on daily basis, to respective Departments in time and reports duly filled-in are sent back to time office .
- To check that postings of leaves with leave applications are made immediately and records are updated.
- To check leave accounts record of individual employee with leave record (viz.-leave availed, Leave credited etc.) maintained in P & A section.

**Vehicles .**

- To check whether separate log book is maintained for each vehicle.
- To check the log book of individual vehicle whether the petrol & Oil consumption are recorded therein.
- To check whether Insurance for vehicles is renewed in time.
- To check whether Road Tax has been paid and updated in time and all such entries are noted in the Registration Certificate Books and are kept in proper custody.
- To check whether Ownership of the Vehicle in the name of the company is mentioned in RC Book.
- To check whether required tools, special equipment have been provided to each vehicle.

- To check whether Consumption of Petrol / Diesel per KM running (vehicle wise) are reviewed periodically and reasons for variations over the period are noted.
- To check whether periodical servicing and maintenance are done and necessary entries are made in the log book.
- To check whether Trip Sheets of each vehicle that the trips are used for official purposes only and deviation if any, has got approval of Competent Authority.
- To check whether steps have been taken for disposal of vehicles which are lying idle for longer periods and if not, reasons thereof.
- To check that parts replaced are received back from repairers.

### **Guest House.**

- To check that following records are kept properly in the guest house.
  1. Visitors Register having proper identification of each VISITOR.
  2. Stock Register of crockery /utensils.
  3. Stock register of costly revenue items ( Bed, Bed sheet etc.)
  4. Stock register of capital items. ( Fridge, AC , Furniture etc.)
- To check, Visitors Register maintained by the guest house, that no unauthorized person has occupied the guest house and amounts so collected from them on account of occupation & food charges are at approved rates and are deposited in accounts in time without making any adjustments.
- To check that the replacements for crockery and cutlery are reasonable and the breakages have been approved by the Competent Authority.
- To check and calculate the cost per guest per day and suggest economy.

### **Register/Expenditure on postage, Telephone/Mobile etc.**

- To check that the Postage Register is maintained for all dispatches and no personal letter is sent through Company's dispatch.
- Check that no penalties are levied for late payment of bills of Telephones and Mobiles and no payment is made more than once.

### **Hospital :**

- To check that medicines purchased and kept safely in stock either at Hospital or at central Stores and medicine so purchased are not expired.
- To check ( on test check basis ) that Cash Memos submitted by employees for making slips for reimbursement are original ones and within time limit.
- To check and verify the fixed Assets maintained by Hospital and whether records are properly kept.
- To check the cases of treatment of non-entitled persons and action taken for recovery of charges.
- To check whether the "Deaths and Births" registers are maintained as per rules.

- To check whether condemnation of items is done with proper accounting.
- To check the register of Milk and Food (bread) being provided to in – door patients (whether as per attendance – date wise)
- To check the collections made from outsiders against the treatment received by them “ whether as per approved rates”.
- To check ( surprise ) CASH held with Hospital.

#### **IT SECTION .**

- System of IT sectional operation.
- Demand and purchase of Computers, Printers and other Articles.
- Requirement and replacement policy of Spares, Hardware and software etc.
- Consumption of all stationary.
- Disposal of old, surplus, and scrap and others items.
- Services contract of PC.
- Checking of any other record as per Internal Audit requirements.

#### **Canteen :**

- To check the procedure adopted for sale of items on day to day basis even though out sourced ).
- To check shortage / damages of utensils whether properly authorized by competent authority.,
- To check whether proper records are maintained as required by the Sales Tax / Excise Authorities.

#### **School :**

- To Check requirements of FSSAI Act are being complied with.
- To check the delegation of power empowered to School Managing Committee and ensure that purchases / repair works are taken up within the delegation of powers ( limit ) or / else with the approval of Competent Authority.
- To check that the budget estimates of the school for different expenditure are approved by School Management Committee / Competent Authority .
- To check that collections / recoveries on account of Fees etc. are made from the students and the same are deposited / invested with financial Institutions.
- To check that duties of the Secretary and the Principal have been well-defined specifying their area of activities and responsibilities.
- To check the Asset Registers whether maintained properly for all the assets and the same are physically verified.
- To check whether suggestions/complaint Register is maintained for citing grievance / suggestions by teacher / student / general person.

#### **Civil Maintenance Departments.**

- To check whether construction / repair works taken up through contractor has the approval of competent authority.

- To check whether Notice Inviting Tender is within the existing policy and procedure of the company and also to check correctness of comparative statements compiled by Department after receipt of offers.
- To check that the agreements with the contractors have been made after financial vetting and award of contract .
- To check the bills raised by contractor for jobs done by them are in accordance with the terms and conditions of work order and records made / posted in the measurement books maintained by Department..
- To check that the materials issued to contractors have been correctly deducted from their bills or accounted for or unused balance material returned to Department.
- To check that extension of time to the contractor is allowed only after the approval by the competent authority or penalty is imposed and recovered for delay in completion of the works.
- To Check that periodical maintenance of electrical, mechanical and civil works in the plant as well as in the township is carried out as per schedule.

#### **Production Department .**

- To check that production programme issued by Works has been fulfilled and the reasons for short fall in the production are duly investigated and recorded.
- To check that jobs undertaken by plants / shops are duly authorized by Competent Authority.
- To check whether due care is taken for inspections of finished goods.
- To check whether reasons are recorded for rejection of manufactured finished goods.
- To check the records of instruments/tools used in laboratories whether properly maintained.
- To review the machine utilization in various departments for abnormalities if any and to check whether suitable remedial action is taken up to keep the idle machine hours to minimum.
- To review the norms for consumption of materials so fixed by Production Deptt / Costing Deptt. and to check variations , if any , between the norms fixed and the actual.
- To review the procedure / arrangement for control of movement of material issued from Stores and Shops including inter / intra shop transfer.
- To check the cases of break “ in production “ involving losses of production and also to check that there is no fault / default of the maintenance department.

### **To Check records maintained by Material Department /Wing.**

- Purchase order files including files for running contracts.
- Contracts with clearing agents, transporters.
- Shipment files.
- Insurance files and claims for Insurance, Railways Port Trust, Custom etc.
- Suppliers Register, list of suppliers duly up dated from time to time.
- Material Purchase Requisition, Cash Purchase Requisition, Payment to party Register, Goods Inwards Register etc.
- Receipt Challan / Voucher, Direct Receipt Voucher, Material Return Note /Voucher and Material Withdrawal Slip.
- Bin Cards/ Cardex Cards.
- Master Register for purchase orders placed.

### **Check points in material wing.**

- To check that the purchases have been effected as per the procedure and policy existing in the Company.
- To check whether list of suppliers have been maintained and are updated from time to time.
- See that rate contracts have been entered into in respect of the items which are required frequently. (This is essential to obtain the quantity rebate).
- To check that advances paid to suppliers in respect of the items which have been rejected , are recovered or adjusted and also to check whether proper link exists between Stores, Purchase and Stores Accounts Deptt.
- To check whether proper follow up has been done for Material Ordered and whether penalty as per terms for delays / partial quantity supply, if any, has been levied or waived under approval of the Competent Authority.
- To check whether Transit Insurance with full amount coverage as to the nature of risks, has been done.

### **Disposal :**

- To examine the procedure followed for the disposal of surplus stores/ plant and machinery and also to check “whether company’s interest has been properly protected” while placing Orders to parties for purchase of surplus stores/ plant and machinery.
- To see that inventory control measures have been implemented.
- To see that slow moving stores, dead stores have been segregated and action is taken as per procedure existing in the company.

### **Purchase – Commercial :**

- To check that the offers submitted by BIDDERS are within the accepted norms laid down by the Company.

- To check that additional terms and conditions mentioned in the offer(s) submitted by Tenderers are in accordance with the standard terms and conditions and acceptable to the Company. To check that any deviation from the standard terms and conditions has the approval of Competent Authority.
- To check that the claims for custom duty concession in respect of IMPORTS have been lodged within the prescribed time.
- To check that penalty as per terms for short supply or delayed supply or for any other reasons, has been charged or with held and if not, the reasons thereof.
- To check whether all the enquiries sought / asked by Parties have been answered promptly.
- To check whether proper control has been marked in Purchase Order for any delay in execution of agreed / ordered quantity.
- To check whether amount due to be recovered from the Party / parties has been collected with least delay.
- To Check whether orders placed are within the approved estimates and are covered by the delegation of powers .

#### **Quality Control Section .**

- To check Stock Registers for test Equipments , Instruments and Chemicals whether properly maintained.
- To check the Registers maintained by Department in respect of checking made and test reports prepared whether entries are updated date wise / regular basis.
- Files containing copies of Purchase Orders and Inspection Certificates.

#### **Position Summary :**

- Person will report to the (as the case may be).
- Person will be responsible for entire functions/activities of Internal Audit independently.
- Person will be responsible facilitating and Supervising the work of Audit Agencies.

#### **PROJECT DEPTT.**

- Checking scheduling and progress of Project activities.
- Checking of tenders and award of works.
- Checking of execution progress of the work as for terms of award.
- Plant-wise accounting of Capital expenditure.
- All other relevant issues/matters.

## **ELIGIBILITY CRITERIA FOR THE BIDDER.**

The interested Practicing CA/CMA /Firm/LLP is advised to read and understand the eligibility criteria mentioned herewith before submitted their tender :-

1. Practicing CA/CMA /Firm/LLP should have at least experience of Five (5) year from the date of registration (copy of self attested registration certificate is required be submitted).
2. Practicing CA/CMA /Firm/LLP should have at least four (4) CA/ CMA as employee as on the date of tender (Copy of self attested documents from ICAI/ICMA is required to be submitted).
3. Practicing CA/CMA /Firm/LLP should have conducted either Statutory Audit and/ or internal Audit of the three PSUs/Limited Company /Autonomous Bodies /Educational Institution with minimum annual turnover of Rs. 50 Crores each with multi locations/offices/branches/units on or after financial year 2011-12, as per their Audited Financial Statements for any financial year from **2011-12 to 2016-17**. In case they have carried out the statutory audit/ internal audit for a branch, than the turnover of only of that branch will be considered (the copy of self attested appointment letters from above organisations is required to be submitted).
4. Practicing CA/CMA /Firm/LLP should have conducted of at least one manufacturing unit, whether PSUs/Limited/Company/ Autonomous Bodies/Educational Institution/with minimum annual turnover of Rs. 50 Crores with multi locations/offices/branches/units on or after financial year **2011-12**.
5. Practicing CA/CMA Associates/Firm/LLP should not have been debarred/black listed by any Govt. Agency/ PSU/ Autonomous Bodies/ Education Institution/ Limited Company.



### **Terms and Conditions.**

Sealed tenders are invited under Two-Bid system from reputed CA/CMA/CA,CMA-firm either by an individual or as a joint venture/consortium/partnership having capacity to provide the required number of trained Auditors for Internal Audit Activities of **NEPA LIMITED** for a period of two years on contract basis/outsourcing basis through **e-tendering or open tender basis**.

1. Last date for submission/receipt of Tender/Bid is **29.09.2017 at 15.00** Hrs and will be opened by the Tender Committee in the presence of attending tenderers or their authorized representatives ( who wish to be present on the same ) on same day at 15.30 Hrs. in the Conference Office at Admn. Building of the company.

- Appointment/Engagement will be initially for a period of **two** years which can be further extended considering his/her/their work performance.
- Debar /Black listed by any PSU or Govt.Deptt.
- Bidder should submit copies of required documents duly self-attested, along with technical bid of the tender.

2. Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

3. The bidder is required to provide Internal Audit services to this Company and is advised to visit and acquaint himself/themselves with the operational systems.

4. The bidder shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs.5000/- in favour of NEPA LIMITED. (**S.B.I.- N.E.F.T & R.T.G.S. A/c. No.32212167441) B.O.I.-N.E.F.T & R.T.G.S. A/c. No. 95182011000022) Nepanagar-450221.**

5. The Bid Security (EMD) will remain valid for a period of 90 days. Bid Security of unsuccessful bidders will be returned to them at the earliest / after 30<sup>th</sup> day after the award of the contract.

6. The bidder shall submit the Pre-qualification Bid and Technical Bid ( as per Annexure-I ) in a separate sealed cover and the Price Bid ( as per Annexure-II ) in another sealed cover duly super-scribed and all these two sealed covers are to be put in a separate bigger cover which should also be sealed and duly super scribed.

7. The bidder must attach/enclose copy of the following documents self attested along with PART-I BID:

- Two recent passport size photograph(s) of the applicant or the authorized person(s) of the firm applying for the bid.
  - Name, Address, Telephone Numbers, Email id etc.
  - Bank Account No. and Last three years INCOME TAX return
  - PAN No.
  - **GST** Registration Number;
  - Valid Registration No. of the CA/CMA/CA,CMA- firm /Consultancy;
- 8- The rates may be quoted in quarterly basis inclusive of everything's i.e. all taxes, **GST** etc and TA & DA, as such no other charges are payable by NEPA Limited. However, company may reimburse the ticket/ fare for attending Audit Committee Meeting at a place other than Nepalgarh. Company will provide boarding lodging facility also for the same.
9. The Company has the right to accept/reject any/all tenders without assigning any reason. Consequent upon appointment if it is proved that participant had given false declaration; action will be taken against them by the company.
10. The Audit is to be conducted within stipulated time frame i.e. within **60** days from close of the quarter.
11. The payment for the same will be made on the submission of the bill after issuance of Internal Audit Report.

## 12. **Opening of Bid (s)**

- The authorized representatives of the Company will open PART-A the "Technical & Commercial Bids" in the presence of the Bidders or of their representatives who choose to attend at the specified / appointed place and time.
- The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be rejected.
- Conditional bids will also be rejected.
- PART-B BID(s) i.e. Price Bid shall be opened for only those bidders who shall qualify in PART-A BID(s) i.e. Technical & Commercial Bid. The evaluation of PART-A BID(s) shall be done by **NEPA LIMITED** which shall be final and binding to all participating bidders.

## 13. **Right to accept any Bid and to reject any or all Bids**

NEPA LIMITED / The Company is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.

NEPA LIMITED / The Company may terminate the contract if it is found that the contractor is black listed.

#### **14. Evaluation of Bids.**

Evaluation will be made on the basis of fulfilment of eligibility criteria. Company will evaluate and compare only the Bids which fulfils the terms stipulated in bidding documents. The bids which do not fulfil the terms stipulated in the bidding documents will be rejected by the company at its sole discretion.

#### **15. Award of Contract:-**

- NEPA LIMITED / The Company will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the jobs satisfactorily as per the terms and conditions incorporated in the tender document.
- The Company will communicate the successful bidder by letter through Registered post.
- The successful bidder will be required to submit an undertaking with the Company within a period of 7 days from the date of issue of Letter of appointment / engagement as per Annexure-III.
- The CA/CMA/CA,CMA- firm /Consultant will deploy Trained Auditors as per the need and SCOPE of WORK.

#### **15. Force Majeure**

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations.

#### **16. Accommodation:**

The Company shall not be responsible for providing residential accommodation to any of the Auditor / Employee of the CA/CMA/CA,CMA- firm. /Consultant. However, Company may provide accommodation on rent basis subject to availability.

#### **17. Termination for Default**

Company (Nepa Limited) without prejudice to any other remedy for breach of Contract, by written notice of default sent to Internal Auditor may terminate the Contract in whole or in part,

- i) If the Internal Auditor fails to perform obligations(s) under the Contract.
- ii) If the Internal Auditor in the judgment of Company has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

iii) In the event Company terminates the Contract in whole or in part, Company may procure similar services, upon such terms and in such manner as it deems appropriate and the Internal Auditor shall be liable to Company for any excess costs for such similar services. However, the Internal Auditor shall continue performance of the Contract to the extent not terminated.

#### **18. Selection of another Internal Auditor**

In the event of failure of the Internal Auditor to perform the services as per the contract, Company reserves the right to engage any other Internal Auditor to undertake the services detailed in the contract at the risks and cost of the defaulting Auditor.

#### **19. Dispute Resolution**

- Any dispute and or difference arising out of or relating to this job will be resolved through joint discussion. However, if the disputes are not resolved by joint DISCUSSION / CONCILIATION , then the matter will be referred for adjudication to a sole Arbitrator appointed by CMD , NEPALIMITED ( the COMPANY ) .
- The cost of Arbitration shall be borne by the respective parties in equal proportions.

#### **20. Jurisdiction of Court**

The courts at BURHANPUR shall have the exclusive jurisdiction to try all disputes, if any, arising out of this CONTRACT between the parties.

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**Annexure-I**  
**( Part-A for Technical and Commercial Bid )**  
**NEPA LIMITED , Napanagar -450221 (MP)**

**Tender Form for providing Internal Services.**

1. (A) Tender Cost: **(500/- Rupee Five Hundred only)**
1. (B) Due date for tender : DD/MM/YYYY.
2. Opening time and date of PART-A of Bid/Tender \_\_\_\_\_
3. Names, address of CA/CMA/CA,CMA-Firm. \_\_\_\_\_  
and Telephone numbers. \_\_\_\_\_  
\_\_\_\_\_
4. Membership No./Certificate of  
Practice/Firm's Registration No. \_\_\_\_\_
5. Please specify as to whether  
Bidder is sole proprietor/ Partnership Firm \_\_\_\_\_
6. Copy of PAN card issued by Income Tax Department and Copy of previous  
Financial Year's Income Tax Return.
7. Any other information: \_\_\_\_\_
- 8.EMD details NEFT/RTGS/D.D. TFR No. \_\_\_\_\_  
Date \_\_\_\_\_ Amt. \_\_\_\_\_
9. Declaration by the bidder: \_\_\_\_\_

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake my self / ourselves abide by them.

(Signature of the bidder)  
Name and Address  
(with seal)

**Annexure -II**  
**(Part –B for Price Bid)**  
**NEPA LIMITED , Nepanagar -450221 (MP)**

**Tender form for providing Internal Audit services.**

1. Due date for tender \_\_\_\_\_
2. Opening time and date of PART-B of Bid/Tender \_\_\_\_\_
3. Names, address of CA/CMA/CA,CMA- firm.  
& Telephone numbers. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Consideration fees @ Rs. \_\_\_\_\_ Per Quarterly Report (including all taxes)  
(In words \_\_\_\_\_)

5. Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake my self / ourselves abide by them.

(Signature of the bidder)  
Name and Address  
(with seal)

**ANNEXURE-III**

**(ON A STAMP PAPER of Rs.100/-)  
UNDERTAKING FOR PROVIDING INTERNAL AUDIT SERVICES**

To  
M/s NEPA LIMITED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of the CA/CMA/CA,CMA- firm /Consultant -----  
-----

Due date:\_\_\_\_\_

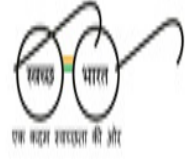
Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
5. I/We shall provide minimum ----- TRAINED AUDITORS for ----- working days in a month for carrying out all the activities of INTERNAL AUDIT OF NEPA LIMITED as specified in SCOPE OF WORK (ANNEXURE-III ) of this tender document.

(Signature of the Bidder)  
Name and Address of the Bidder.  
Telephone No.



**NEPA LIMITED**  
(A Govt. of India Undertaking)  
Regd. Office: Nepanagar, Dist: Burhanpur, Madhya  
Pradesh – 450221  
CIN: U21012MP1947GOI000636



Tender No.CS/XX/IA-CA/01/2017

Date 12.09.2017

### **NOTICE INVITING BID**

Sealed bids, under Single Stage Two Bid System (Techno-Commercial and Price) are invited for engagement of CA/CMA/CA, CMA – Firm for conducting Internal Audit activities of the Company from renowned CA/CMA/CA, CMA – Firm having sound knowledge and minimum 5 years experience in the field with proven track-record.

**Due Date(s):**

1. Last Date Submission of Application 29.09.2017 (till 3.00 PM)
2. Opening of part “A” Bid on 04.10.2017 (3.30 PM)
- 2-A Opening of online received Bid Part “A” 04.10.2017 (3.30 PM)**
3. Opening of part “B” Bid - will be informed separately to the technically successful bidders only.

Details/Tender Documents are available on Websites [www.nepamills.co.in](http://www.nepamills.co.in) & [www.tender.gov.in](http://www.tender.gov.in). Bidders should regularly visit the above websites to keep themselves updated.

Sd/-  
**Company Secretary**



