

National Projects Construction Corporation Limited

(भारत सरकार का उद्यम)

(A Govt.of India Enterprise)

प्लॉट नं.148, सेक्टर-44, -122003 (हरियाणाI)

Plot No.148, Sector-44, Gurugram 122003(Haryana)

केंद्रीय कार्यालय Corporate Office

PH. 0124-2385222 Ext. -222.

Ref. No. 400782/Apptt./IA/ 17-18/60

Dated: 18.08.2017

Sub: Quotation for Appointment of Internal Auditors for the years 2017-18 & 2018-19.

- 1.01 Sealed quotations in **two envelop** are invited, for conducting Internal Audit at our Zones/Units and Corporate Office, from registered firms of Chartered Accountants/Cost Accountants having **minimum Eight full time practicing Chartered Accountants/Cost Accountants as partners & minimum ten Chartered Accountants/Cost Accountants employed full time with the firm other than partners.** The firms of Chartered Accountants/Cost Accountants should have been registered with the ICAI/ICWAI at least **Fifteen years** as on 31.03.2017. Firms having experience of **Internal Audit / Statutory Audit in PSU(s) or in construction companies having a turnover of more than Rs. 500 crores only be considered.** The Bidder should meet the minimum eligibility criteria for technical evaluation as per clause No. 1.22 of this tender and thereafter for opening of their financial bids.
- 1.02 The offer shall be valid for a period of sixty days from the date of submission.
- 1.03 Internal Auditor(s) will be appointed for a period of Two financial years i.e. 2017-18 & 2018-19. However Management reserves the right to reduce the assignment without assigning any reasons.
- 1.04 Frequency of Internal audit will be twice in a year on half yearly basis. Internal Audit for the first six month period (April to Sep.) will be conducted in the month of October and Internal Audit of the balance period (i.e. from Oct. to March) will be conducted in the month of March/April. Internal Audit will be conducted as per Audit Scope mentioned in enclosed annexure 'A'.
- 1.05 Fee is to be quoted Zone wise/Corporate Office considering number of Units/Projects/Offices under the Zone as listed here below. Fee is to be quoted excluding Taxes. TDS will be deducted as applicable. GST will be paid extra as applicable. Further the Invoice should be raised as per the rules of G.S.T. In case the Corporation is not able to get the input credit of GST paid to Audit Firm, the same shall be recoverable from the Audit Firm.
- 1.06 **The boarding & Lodging shall be arranged by the Corporation for Audit firms wherever required as per rules of the Corporation. Hence No separate TA/DA/ other expenses (except Audit fees) will be payable by the Corporation to Audit firms undertaking Internal Audit work. Further the Audit firms shall make arrangement for reaching to the Zones/Units. Reimbursement of the actual fare shall be made by NPCC to the Audit firms as per policy of the Corporation as applicable to statutory Auditors whichever is lower on submission of original tickets.**
- 1.07 Payment of audit fee will be made by Electronic mode (as per the bank details mentioned on the bill submitted to NPCC) by the respective Zonal Offices/Corporate Office after submission of bill or submission of final audit report whichever is later.
- 1.08 The Audit firm appointed by NPCC shall not sub-let the work.
- 1.09 Firms selected by NPCC shall have to give an undertaking to follow all ethics of faith and the information provided by NPCC shall be kept strictly confidential. The Firm shall comply with all the applicable rules and regulations as prescribed under the law.

- 1.10 NPCC has the right to accept or reject any/all of the offers without assigning any reason thereof. NPCC reserves the right to split the job among one or more agencies without assigning any reason thereof. No claim on this account shall be entertained by NPCC.
- 1.11 Corrigendum/addendum, if any, shall be displayed on NPCC website only i.e. www.npcc.gov.in and same shall be binding on all the agencies.
- 1.12 In case of dispute, the jurisdiction will be at New Delhi.
- 1.13 **All the bidders are required to submit Two separate Drafts/Banker cheques for Rs.10000/- (Rs. Ten Thousand only) being E.M.D. (refundable) and Rs 1000/- (Rs. One thousand only) being processing charges (Non refundable) favoring National Projects Construction Corporation Limited. Drawn on any scheduled Bank payable at par at Gurugram shall have to be enclosed along with the bid.**
- 1.14 Bids submitted without Demand Drafts/Banker cheques of Rs. 10000/- towards EMD and Rs. 1000/- towards processing charges shall not be considered and will summarily be rejected.
- 1.15 EMD of unsuccessful bidders will be refunded through Electronic Mode within a period of 30 days from the date of award of work to successful bidders. Bidders should submit the particulars of their Bank i.e. Name and address of the Bank/Branch, Bank Account No. IFSC code as per **Annexure-B**. EMD of successful bidders will be retained as Initial Security Deposit and 50% of EMD shall be refunded with Audit fee for the year 2017-18 and balance 50% shall be refunded with audit fee for the year 2018-19.
- 1.16 Quotations, in the under mentioned format, marked **"QUOTATION FOR APPOINTMENT OF INTERNAL AUDITORS"** addressed to Internal Audit Division, NPCC Ltd., Plot No. 148, Sector-44, Gurugram (Haryana) Pin-122003 should reach on or before 11.09.2017 **up to 5.00 PM**. **The bids should be submitted in hard copy only. The bids received after the date and time will be summarily rejected. The technical bid (envelop-1) will be opened on the next day i.e. on 12.09.2017 at 11.00 AM at our Corporate Office. The financial bid to be opened only after the technical evaluation as per para 1.22. Please note that bids with any conditionality shall be summarily rejected.**
- 1.17 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.
- 1.18 **Internal Audit Reports in prescribed format or as Modified from time to time along with comments of Zonal Manager/Manager (F) (in case of CO.) shall be submitted in two sets separately one addressed to Chairman & Managing Director & second addressed to The Director (Finance), NPCC Ltd., Corporate Office, Plot No. 148, Sector-44, Gurugram (Haryana) Pin-122003 latest by 30th October for the first six months of Audit and 25th April for the balance six months. One copy of Internal Audit report will be submitted at concerned Zonal office,**
- 1.19 List of successful bidders will be placed on NPCC website i.e. www.npcc.gov.in
- 1.20 **Financial Bid:** Internal Audit Fees per year should be quoted in the Financial Bid sealed in separate envelope (envelope-2) and attached at Part-II excluding of GST. GST will be paid as extra, if applicable.
- 1.21 **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, EMD), processing fee and signed copy of tender document as token of acceptance of conditions) and **Part-II (Financial Bid)** sealed in 2 (Two) separate envelopes clearly super scribing "**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 super scribing tender No. & Date, Name & address of the Bidder.

1.22 PROPOSAL FORMAT & TECHNICAL EVALUATION CRITERIA

The short listing of the Internal Auditor shall be based on the following Technical evaluation.

Category	Particulars	Minimum Requirement	Weight age
A	<u>Firm Profile & structure</u> (1) Profile of the Organization (2) Year of Establishment of the Firm (3) Local presence (HO/Branches)	15 years old (cut off Date 31.03.2017).	25
B.	<u>Man Power</u> (1) Number of Partners. (2) Number of CA/ICWA full time employed with the Firm (other than partners).	8 (Eight) 10 (Ten)	40
C	<u>Experience & capability.</u> (1) Average turnover from professional services for last three years (2) PSU Audits (Statutory/Internal Audit) in last Three years. (3) Experience in construction company having a turnover of more than Rs. 500 crore (Statutory/Internal Audit in last three years).	Not less than Rs. 75.00 lacs. 3 Audits 1 Audit	35
	Total marks allocable	Total	100

1.23 Threshold for short listing the Bidders for technical evaluation will be a minimum 70% and only technically qualified shortlisted Bidders shall be considered for evaluation of financial bid.

1.24 Procedure for selection of Internal Auditors.

- a.. The Evaluation Committee would evaluate the Bidders on the criteria mentioned in paragraph 1.22 and shortlist them for the purpose of opening of their Financial Bids. Only bidder scoring minimum of predetermined marks (as para 1.23) will be considered technically short listed.
- b.. After the short-listing of Bidders the Financial Bids of shortlisted bidders will only be opened. The technically qualified bidder quoting the lowest fee shall be ranked L1, the second lowest bidder as L2 and so on in that order.
- c. In case of a tie, the bidder scoring higher marks in technical evaluation will be treated as L1.
- d. The L1 bidder will be considered for award of the assignment.

TECHNICAL BID PART-I
PROFORMA FOR SUBMISSION BY TENDERER

S.No.	Particulars			
1.	Name of the CA Firm/Cost Accountants Firm (Tick which ever is Applicable)			
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 of Branch Offices of the Firm (Branch Office will be treated as per certificate of the institute). Please also mention no. of branches, places and location.			
5.	Contact details: Address of the Firm with the following details i) Phone No(s) ii) Mobile No(s) iii) Fax No(s) iv) E-Mail ID(s)			
6.	Details of Chartered Accountants/Cost Accountant full time partners: a. Number of partners. FCA/FCMA ----- b. Name of Partners ACA/ACMA ----- Please state ICAI Membership number and year of starting practice against each). (Proof to be attached)			
7.	Number of full time Chartered Accountant/Cost Accountant with the firm.(other than partners) FCA/FCMA--- ACA/ACMA---- (Membership certificate issued by the Institute to be attached.)			
8.	Details of Audit undertaken during last three years i.e. 2016-17,2015-16 & 2014-15 in PSU(s)/ and in construction Company with turnover > Rs. 500 crores. (proof to be attached)			
9.	Average turnover of the firm from professional services for last 3 years (proof to be attached).			
10.	PAN of the firm			
11.	Service Tax Registration No.			
12.	Bank Account Number with details of Name of the Bank, Branch Address, Bank code, IFSC code (As per Annexure-B,			
13.	Details of EMD & processing charges Two DD should be submitted in favour of National Projects Construction Corporation Limited payable at Faridabad (Haryana)/ New Delhi. EMD (INR 10000.00 (Ten Thousand only & Rs. 1000.00 (One Thousand only) for processing charges	Amount	DD No. & Date.	Name of the issuing Bank

14. 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) All Chartered Accountants/Cost Accountants whose name are mentioned at point No.-7 above are full time employed with the firm.
- (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.

Signature of the bidder with seal

Place:

Date:

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.

Financial Bid Part-II

S N	ZONES & UNITS UNDER THE ZONE	INTERNAL AUDIT TO BE CONDUCTED AT	EXPECTED VALUE OF WORK DONE DURING 2017-18 (RS. IN LAKHS)	AUDIT FEE QUOTED PER YEAR (RS. IN FIGURES & WORDS)
1.	CORPORATE OFFICE, GURUGRAM	C.O. GURUGRAM	NIL	
	CENTRAL STORE & WORK SHOP UNIT FARIDABAD (CLOSED).	CENTRAL STORE FARIDABAD	NIL	
	ALL CLOSED UNITS (03 NOS) UNDER THE CORPORATE OFFICE.	C.O. GURUGRAM	NIL	
2.	JHARKHAND ZONAL OFFICE-RANCHI	ZONAL OFFICE, RANCHI	15000	
	ALL CLOSED UNIT (01 NO) UNDER THE ZONE.	ZONAL OFFICE, RANCHI	NIL	
3.	NORTHERN (W) ZONAL OFFICE, DEHRADUN	ZONAL OFFICE, DEHRADUN	-	
	RUSA UNIT	ZONAL OFFICE, DEHRADUN	700	
	NEW HATHIARI HEP UNIT	ZONAL OFFICE, DEHRADUN	3500	
	ALL CLOSED UNITS (03 NOS) UNDER THE ZONE.	ZONAL OFFICE, DEHRADUN	NIL	
4..	BIHAR ZONAL OFFICE, PATNA	ZONAL OFFICE, PATNA	1000	
	PMGSY PROGRAMME FUND	ZONAL OFFICE, PATNA	2000	
	RAU PUSA SAMASTIPUR	ZONAL OFFICE, PATNA	4000	
	IGNOU WORKS PATNA	ZONAL OFFICE, PATNA	1000	
	ALL CLOSED UNITS (04 NOS) UNDER THE ZONE.	ZONAL OFFICE, PATNA	NIL	
5.	CHHATTISGARH ZONAL OFFICE, RAIPUR-	ZONAL OFFICE, RAIPUR	5398	
	SIPAT UNIT	ZONAL OFFICE, RAIPUR	NIL	
	ALL CLOSED UNITS (04 NOS) UNDER THE ZONE.	ZONAL OFFICE, RAIPUR	NIL	
6..	NER (C) ZONAL OFFICE, SHILLONG (MEGHALAYA)	ZONAL OFFICE, SHILLONG	15000	
7.	HYDERABAD ZONAL OFFICE	ZONAL OFFICE, HYDERABAD.	5230	
	BHUBANESWAR OFFICE.	ZONAL OFFICE, , HYDERABAD	1895	
	NTPC SIMHADRI	ZONAL OFFICE, , HYDERABAD	NIL	
8.	DELHI ZONAL OFFICE, GURUGRAM.	ZONAL OFFICE, GURUGRAM	4148	
	DMRC, UNIT JODHPUR (RAJASTHAN)	ZONAL OFFICE, GURGAON	86	
	NEW PUSA UNIT, DELHI	UNIT OFFICE DELHI	500	
	CONCOR (CRPF)	UNIT OFFICE DELHI	1272	

9.	NER (IBBW) ZONAL OFFICE, SILCHAR	ZONAL OFFICE, SILCHAR	20500	
	LIAISON OFFICE, AGARTALA	LIAISON OFFICE, AGARTALA	400	
10.	WESTERN ZONAL OFFICE, MUMBAI	ZONAL OFFICE, RAIPUR.	5192	
	ALL CLOSED UNITS (10 NOS) UNDER THE ZONE.	ZONAL OFFICE, RAIPUR.	NIL	
11.	SOUTHERN ZONAL OFFICE, BANGALORE	ZONAL OFFICE, BANGALORE	7000	
	CRIW UNIT, NAGAMANGALA	ZONAL OFFICE, BANGALORE	2000	
	ALL CLOSED UNIT (01 NO) UNDER THE ZONE.	ZONAL OFFICE, BANGALORE	NIL	
12.	EASTERN ZONAL OFFICE, KOLKATA	ZONAL OFFICE, KOLKATA	12920	
	TEESTA /MATIGARA BASE WORK SHOP, MATIGARA.	ZONAL OFFICE, KOLKATA	200	
	ALL CLOSED UNITS (02 NOS) UNDER THE ZONE.	ZONAL OFFICE, KOLKATA	NIL	
13.	U. P. ZONAL OFFICE, NOIDA	ZONAL OFFICE, NOIDA	4706	
	PNB MEERUT	ZONAL OFFICE, NOIDA	1350	
	CRI(H)NOIDA/NCHMCT	ZONAL OFFICE, NOIDA	24	
	CCRUM/PVNNL	ZONAL OFFICE, NOIDA	962	
	ESI AGRA	ZONAL OFFICE, NOIDA	11	
	ESI VARANASI	ZONAL OFFICE, NOIDA	704	
	ALL CLOSED UNITS (18 NOS) UNDER THE ZONE.	ZONAL OFFICE, NOIDA	NIL	
14.	NORTHERN ZONAL OFFICE, JAMMU-INDO CHINA BORDER ROAD LEH WORKS	ZONAL OFFICE, JAMMU (J &K)	16000	
	ALL CLOSED UNIT (01 NO) UNDER THE ZONE.	ZONAL OFFICE, JAMMU (J &K)	NIL	
15.	NER(W) ZONAL OFFICE-GUWAHATI /GUWAHATI WORKS INCLUDING PASIGHAT	ZONAL OFFICE, GUWAHATI	5328	
	DOLAITHABI BARRAGE UNIT	ZONAL OFFICE, GUWAHATI	120	

Signature of the bidder with seal.

Place:

Date:

INTERNAL AUDIT SCOPE
GENERAL

1. Internal Auditor will ensure that the accounts are maintained in prescribed formats, correctly and that rules, regulations and orders / directions issued by the Competent Authorities from time to time having financial bearings are observed by all wings / sections / departments.
2. Internal Auditor will scrutinize all transactions accounted for in the books with reference to the initial documents like Purchase Orders, Work Orders, Receipt Vouchers, Issue Indents, Cash Vouchers, Bank Vouchers, Pay Rolls, Sales Invoices, Bills of Contractors, Journal Entries etc and to ascertain that the expenses are reasonable, supported by proper bills, properly authorized etc.
3. All zones are required to maintain accounts on TALLY package. Internal Auditors shall check books of account in tally itself. However they are also required to comment on the requirement of subsidiary records and its proper maintenance. Internal auditors shall check all the books of accounts and subsidiary records whether maintained on Tally Package or otherwise including the Schedules, Measurement Books, Agreement with the Sub contractor (s) and with the Project Authority (s).
4. Internal Audit shall ensure the various rules and regulations of the Corporation like Manual of orders, delegation of power, tendering guidelines are followed and all the payments and decision are made after adhering to due procedures.
5. Internal Auditors shall have to report on all the points of audit scope mentioned hereunder and will report on each point.
6. The Internal Audit report will be furnished in the format provided by the Company in due course.
7. Internal Auditor will review previous statutory Audit/CAG reports.

FINANCE & ACCOUNTS

1. Whether necessary compliance has been done on the serious audit observations made by Internal Auditor in their Audit Report of immediate preceding period. Whether the same deficiency is still being repeated.
2. Checking of Cash Book, safety of cash viz cash chest arrangement, and Insurance coverage of cash in hand and in transit. Steps taken by the Zone/Unit to minimize cash payment with the intension to eliminate cash transaction in phased manner.
3. Physical verification of cash and certificate of actual cash in hand and cash as per cash book on the day of Internal Audit. Whether cash verification is carried out at regular intervals.
4. Fund management is being done properly. Whether funds are being invested in a manner so as to earn better interest rates. Whether DPE guidelines are being followed. Whether there is idling of funds. Whether all the current accounts are having into "Multiple Option Deposit" (MoD) facility. Where substantial balance is being maintained.

5. Whether physical verification of Fixed Deposit has been done. Whether fixed deposits are renewed in time. Whether cheques / demand draft received have been deposit immediately in bank account of the Corporation without delay.
6. To check whether all allowances are claimed as per the policy of the company such as Travel allowance, telephone expenses etc. and wherever applicable, the supporting are obtained and claims are properly authorized by the Competent Authority.
7. To check whether advances given are properly adjusted from the salary within the time specified as per the policy manual.
8. Whether Deposit and EMD received by the company are timely settled. Whether deposit and EMD paid by NPCC received by the company in time
9. Whether calculation of salary / other personnel benefits are being paid as per rules. Whether terminal benefits paid/payable to the employees on leaving the services of the Corporation due to superannuation/VRS/expired are in order.
10. Compliance in respect of applicability of central, state and local Laws / Acts viz Income Tax, Service Tax, Sales Tax / VAT, EPF Act, Labour Act, Professional Tax etc. Ensure that TDS is being deducted wherever applicable as per provisions of Income Tax Act. and same is being deposited in time. Payment of statutory dues like PF, VAT, Service Tax etc. remittances are made on due dates. To check that all the statutory returns are submit in time.
11. Whether all TDS certificates , pertaining to previous years, have been received from the client and are sent to Corporate Office.
12. Whether Accounting Standards issued by the ICAI/ Generally Accepted Accounting or Commercial Principles are being complied with. To indicate the deviation.
13. .Whether proper records are kept for Fixed Assets and Fixed Assets register is kept updated at all times. Impairment of Fixed Assets.
Whether Physical verification of Fixed Assets are being done periodically and excess/shortages are accounted for. To indicate date of last such physical verification
14. Review controls over receipts, issue and consumption of items in stock. Whether periodic physical verification / reconciliation of physical stocks with stocks as per book is being done. Whether scrap stock / store is disposed off in time.
15. To check and verify whether i) bills are properly and timely raised on the client and a proper bill register is maintained ii) Whether bill register tallies with the amount of Debtors as appearing in books of account iii) Ageing / classification of sundry debtors will be reported iv) To check that amounts are realized from debtors within a reasonable time, there is regular follow-up for its speedy recovery and v) doubtful debtors, if any, are adequately provided for.

16. Whether Debtors include any amount which is not billed to the client so far. if yes, then to furnish details thereof with reason thereof.
17. Aging / classification of sundry creditors will be reported. Furnish details of amount paid to creditors (Sub – contractors) amount of which was booked as expenditure two years before.
18. Whether bank reconciliation statements are being prepared on monthly basis. To indicate month of last bank reconciliation done. Details of stale cheques be furnished.
19. Whether Staff Advances are recovered periodically. Details of Staff Advance pending more than 6 months.
20. Whether Reconciliation of balances of Debtors , Creditors , Deposits are periodically done and necessary entries are passed.
21. Whether Inter unit balances are reconciled.
22. Whether various provisions created in previous years are reviewed and necessary entries passed.
23. Review details and validity of bank guarantees issued by sub-contractor in favour of NPCC as well as issued by NPCC to Department. Whether bank guarantees are validated in time as per contract's requirements.

CONTRACT, MARKETING & WORKS / TENDER DEPARTMENT

24. Whether while tendering and appointing sub-contractors / agencies, zone / HO has followed respective guidelines of the company i.e. i) Delegation of Powers ii) Tendering Guidelines of NPCC iii) Works Manual of NPCC including CVC guidelines are complied with for tendering process as well as issuance of work order. Whether proper financial / legal vetting is done before issue of work order / signing of an Agreement. Comments on the compliance on the tender documents floated, work order issued, legal agreements signed during the period of audit.
25. Whether process of participating in tenders with Departments/ client is in order. Whether defined delegation of power and procedure are followed while bidding for the work. To view reasons of not being LI after opening of price bids. Whether zones maintain bidding register indicating summary of bids quoted and outcome of the bid.
26. Whether company's Delegation of Powers and Tendering Guidelines are strictly followed while awarding the work to sub-contractors / agencies.
27. Whether tender opening register is maintained and properly updated. Whether all due procedures are followed as per tendering guidelines of the company. Whether tenders are approved at all stages by the respective competent authority.
28. Whether General Conditions of Contract / Special condition of contract is finalized as per Standardized format of conditions issued by CMW division of HO while finalizing agreement

with the Sub-Contractors. Whether any deviation in the conditions are having approval of the competent authority.

29. Whether agreement with the client is as per the bid documents. Whether all the relevant clauses have been incorporated. Whether it has been finalized with proper finance / legal vetting and has been signed by the authorized person of the corporation.

PERSONNEL & ADMINISTRATION

30. Whether appointment of regular employees is made after following due procedure of the corporation. Whether necessary approval of the competent authority is taken.
31. Whether there is a proper system of recording daily attendance of employees;
a. Whether attendance marked is being verified by the competent authority.
b. Whether monthly absentee statement is being sent to Accounts Section.
32. Whether there is a proper system of Recording of leave taken by employees;
a. Whether leave has been sanctioned by the competent authority.
b. Proper entry of leave taken by the employee is being made in history sheet.
33. Whether proper history sheet is maintained for all the employees, entries of all events in the official career of employees are duly and promptly made in history sheet and attested by Competent Authority.
34. To examine and to see whether all rate charges are reflecting promotions, reversion, grant of increments, etc. are in order and to see that they are processed in accordance with the rules applicable to them, approved by the competent authorities, entered in the prescribed records and that such entries are duly authenticated.
35. Review of legal cases filed by and against the Corporation and advice on the same.

MECHANICAL & PROCUREMENT

36. Whether all the purchases are made in accordance with the rules and procedure laid down in Manual of Orders. Whether approval of competent authority is obtained before issuance of work order.
37. Whether all miscellaneous materials / items are purchased at competitive and reasonable rates after call of proper quotations. To review all such Purchases of items like Tools, Plant & Machinery, Vehicles, Office Furniture and Office Equipments etc.
38. Whether there is a proper system of maintenance of log book register in the prescribed form for each machine and transport vehicle. Entries in the log books in respect of machines should be verified with reference to the "working Hours statement". Consumption of POL's in the running of machines and vehicles should be checked with reference to provisions in the sanctioned job estimates.

39. Whether there is adequate insurance cover for all the assets, covering all types of risks, policies as required in the zone / HO . Whether existing insurance policies are extended / renewed in time.

Other Issues

40. Any other point Internal Auditor desires to highlight for the information of the Management.

TENDER FOR APPOINTMENT FOR INTERNAL AUDITORS FOR CORPORATE OFFICE.

Annexure-B

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.