

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA**  
**G T Road, Naramau, Kanpur – 209217**  
**“TENDER DOCUMENT”**

**Tender No. Internal Audit/21-22/dated: 11/10/2021 Due on 01/11/2021 at.15:00 Hrs**

**Date :**

To,  
M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

Artificial Limbs Manufacturing Corporation of India (herein after referred to as “ALIMCO”) wishes to engage partnership firms of Chartered Accountants/ Cost Accountants as “Internal Auditors” for an initial period of second half of 2021-22 and for further period of 02 financial years, on assessment of performance by Audit Committee.

ALIMCO’s Head Office and main manufacturing plant is in **Kanpur**. Apart from this, the corporation has Auxiliary Production Units at **Mohali (Punjab), Bhubaneshwar, Jabalpur, Bangalore** and **Ujjain** with Marketing Centers at **Delhi, Mumbai, Kolkata, Hyderabad and Guwahati**. Its new Unit is also under construction at **Faridabad**.

The proposed Internal Audit requirement is for the corporation’s Head Quarter at Kanpur and for Auxiliary Production Centers and Marketing Centers. The assignment of internal audit is required to be quoted for each of the above base stations separately. **No travelling or Daily allowances (including Stay Charges) are payable and hence the quote should accordingly be given.**

Sealed quotations are invited under Single Bid (Price Bid) System. On the sealed envelope, the Name of the Tenderer/Firm, Tender No., Tender Due Date and “Bid for Internal Audit” on envelope containing such bid should be clearly mentioned and addressed to The Manager(Finance), ALIMCO, G T Road, Naramau, Kanpur(UP)-Pin 209217 so as to reach by 14.30 Hrs on the Tender Opening Date mentioned above. All offers received in time will be opened at 15.00 hrs on the same day at Corporation’s HQ, Kanpur in the presence of representatives of tenderers who may like to be present.

The corporation shall not be responsible for any postal delay and no tenders shall be accepted after the due date and time.

**1.0 SCOPE OF WORK:**

1.01 The suggested check list for conducting internal audit is enclosed at **Annexure “A”**. This list is only a suggested list and not an exhaustive list. The intention is to audit all the business systems to have a reasonable assurance of the systems being in place and being followed in all the activities of the corporation.

1.02 The Internal Auditor firm selected shall have to place adequate manpower who is required to come to the offices of the corporation on all working days and shall perform pre-audits and shall check each accounting voucher as per limit prescribed. Apart from the above, the Internal Audit firm is also required to make assessments for the efficacy of internal control visiting the departments within the corporation. In order to fulfill the entire scope, regular physical attendance of auditor’s articles and other staff is a pre-requisite. The minimum annual fee has accordingly been fixed considering the scope above.

**Limits of vouchers that requires pre-audit of transactions and checking on a day to day basis in the following centers for each vouchers as limits given below:**

<b>Name of the Center</b>	<b>Value</b>
HQ Kanpur	Transactions above Rs. 0.50 Lakhs
AAPC Bangalore	Transactions above Rs. 0.30 Lakhs
AAPC Jabalpur	Transactions above Rs. 0.30 Lakhs
AAPC Mohali (Punjab)	Transactions above Rs. 0.30 Lakhs
AAPC Bhubaneswar	Transactions above Rs. 0.30 Lakhs
AAPC Ujjain	Transactions above Rs. 0.30 Lakhs
RMC New Delhi	Transactions above Rs. 0.20 Lakhs
RMC Hyderabad	Transactions above Rs. 0.20 Lakhs
RMC Mumbai	Transactions above Rs. 0.20 Lakhs
RMC Kolkata	Transactions above Rs. 0.20 Lakhs
RMC Guwahati	Transactions above Rs. 0.20 Lakhs

**Each voucher within the above limit has to be audited and checked; and should bear the signatures of the representative of internal auditor.**

1.03 In order to ensure that the above is attended to religiously , minimum fees as under has been fixed for each center

<b>Sl. No.</b>	<b>Units of the Corporation</b>	<b>Minimum Annual Fees (Excluding GST)</b>
1	Head Quarter, Kanpur	2,40,000.00
2	Bhubaneswar	1,20,000.00
3	Jabalpur	1,20,000.00
4	Bangalore	1,20,000.00
5	Mohali (Punjab)	1,20,000.00
6	Ujjain	1,20,000.00
7	New Delhi	50,000.00
8	Mumbai	30,000.00
9	Kolkata	50,000.00
10	Hyderabad	30,000.00
11	Guwahati	50,000.00

The quotes of the CA/CMA firms quoting below the minimum amount shall not be considered. This has been done to ensure the quality of audit.

1.04 For AAPCs and RMCs, the firms should co-ordinate with Unit In-charge whereas for Head Office, the co-ordination shall be handled by Manager (Finance). Overall co-ordination shall be done by Manager (Finance) in Head Office.

1.05 The Internal Auditors are required to give quarterly reports for each center covering the entire scope and as per check list provided.

- 1.06 During the course of audit, discrepancies must necessarily be communicated to the Unit In-charge in writing and finally reported after due care has been taken for typographical error for posting clerical errors. Findings should be discussed with Unit Head and the Report should have an endorsement of such discussions.

## **2.0 TENDER PAPERS:**

- 2.01 The sealed envelope marked "Bid for Internal Audit" is required to submit tender papers as per details filled in Annexure "B" by the firm. All supporting documents relating to the information as per Annexure "B" is required to be given on the first instance. Since this is a single tender, documents once submitted shall be final and binding. Tenders with incomplete documents are liable to be rejected.

## **3.0 INSTRUCTIONS TOTENDERERS:**

- 3.01 The rates are required to be quoted for each center separately **as per Format- "A"**. Any person desiring to quote for more than one center can do so provided he has sufficient manpower and resources to conduct the audits and give the report within the timeframe.
- 3.02 The quote to be submitted should indicate professional fee and taxes as indicated in the format.
- 3.03 Price Bids below the minimum annual fees will be out rightly rejected.

## **4.0 Criteria for declaration of selected party:**

- 4.01 L-1 STATUS shall be decided location-wise on the basis of Cost to Company (net of GST – as GST is available as input credit). Quotes below the minimum annual fees shall not be considered for deciding L-1 status.
- 4.02 In case more than one L-1, the corporation shall resort to Tie-Breaker formulae to decide L-1 quotee for each location.
- 4.03 **Tie Breaking formulae**

In case there are more than 1 tender quoting minimum charges or L-1 charges above minimum, the criteria for selecting L-1 through tie breaker shall be as follows:-

- a) Firm having experience of Internal Audit in maximum CPSUs shall be preferred. For calculating this criteria, the papers submitted in support of Sl. 8 (a) of Annexure B shall be considered.
- b) In case, tie still exists, Firm having experience of Internal Audit in maximum State PSUs shall be preferred. For calculating this criteria, the papers submitted in support of Sl. 8 (b) of Annexure B shall be considered.

The firm is required to submit appointment letters/contract agreements for the audit assignment **and a completion certificate** from the PSUs clearly mentioning the

reference no. & date of the letter vide, which the assignment was allotted to the firm along with Annexure "B". Concurrent Audit/Revenue Audit/Stock Audit of the Bank will not be considered in the experience. Further in case, the firm has conducted Internal audit in an CPSU/State PSU for more than one financial year, the same shall be counted as a single CPSU/State PSU for the purpose of evaluation.

4.03 In Case more than one firm meet the norms mentioned in Note No. 4.02 then preference will be given to firm having Head Quarter in such location.

c) In case tie still exists , preference will be given to the firm having maximum average turnover in last 3 years i.e. Financial Year 2018-19, 2019-20 & 2020-21 This shall be calculated on the basis of Sl. 10 of Annexure B.

d) Further, the tie shall be broken by the following criteria:-

- firm having maximum nos. of practicing Partners.
- Year of establishment of the firm

4.04 The tie breaking formula is an integral part of this tender and since it is being pre-disclosed, no representation after opening of the tender shall be entertained.

4.05 In case of contradiction in words & figure, amount in words will be final and binding

## **5.0 SECURITY DEPOSIT:**

5.01 For fulfillment of the contractual obligation of Internal Audit assignment, the successful firm shall deposit Security Deposit of 3% of the total value of job awarded.

5.02 The Security Deposit will be deposited within 7 days after the allotment of work order.

5.03 The Security Deposit shall be refunded on successful completion of the assignment.

## **6.0 VALIDITY OF OFFER/QUOTATION:**

6.01 The offer/quotation submitted against this Tender shall be valid up to 90 days from the date of opening of the "Price Bid".

6.02 The Tenderers shall be bound by terms of this tender document, if notification of acceptance of the offer against this tender is issued within the validity period.

## **7.0 PAYMENTS & OTHER TERMS:**

7.01 The Bills submitted by the Professional (along with GST No. of ALIMCO) should be duly verified by the concerned Unit In-charge (along with Accounts person) and Concerned officer of finance Department in case of Head Office.

7.02 The expenses, if incurred by the corporation shall be monetized and shall be considered as a part of reimbursement and shall be deducted from the Bill. Deficiency in terms of

covering all the matters within the scope shall be referred to the Audit Committee whose directions shall be final and binding.

- 7.03 Payments terms are within 30 days of submission & admission of Report along with the Bill.
- 7.04 Payment shall be made through RTGS/NEFT for which RTGS/NEFT details (along with one copy of blank cancel Cheque) of Firms required at the time of submitting tender.
- 7.05 GST portion in the bill shall be payable on reflection of Input in GST Portal against our GST Number and availing input credit. GST No. is 09AABCA8899F1Z6 (ALIMCO HQ, Kanpur).

## **8.0 GENERAL TERMS & CONDITIONS OF TENDER:**

- 8.01 The time is the essence of the contract. The quarterly report has to be ensured. First Report shall be of second half of 2021-22 which should be given by 30<sup>th</sup> April 2022 and then for each quarter, the internal Audit report should be given by 20<sup>th</sup> of the next month.
- 8.02 The liquidated damages shall be levied for delay from the above timelines which shall be 0.5% every week subject to a maximum of 10%+ GST @18%.
- 8.03 Any offer submitted against this tender in deviation from the terms of this tender will stand rejected.
- 8.04 Ensuring adequate manpower seeing the volume of the work and ensuring exhaustive coverage with quality of audit shall be the responsibility of the internal auditor and shall have a bearing on continuity.
- 8.05 The successful firm shall not sub - contract the internal audit assignment.
- 8.06 All entries in the offer shall be either typed or neatly hand written. Tenders having over writings/fluid application/cutting etc. without proper authentication will be rejected.
- 8.07 Conditional Offer / Quotation shall not be acceptable.
- 8.08 GST needs to be mentioned with applicable rate and whenever rate of taxes will be amended by Govt., it will be paid on actual basis.
- 8.09 The firm should ensure the required scope of reasonable assurance is met and should deploy the manpower accordingly.
- 8.10 **Price Bids below the minimum annual fees will be outrightly rejected.**
- 8.11 **The firm shall also submit the Annexure "B" with the Tender. Documents once submitted are final & binding. There will be no opportunity given for submitting additional documents after last date of submission the tender.**
- 8.12 **The firms will mandatorily submit an affidavit on a stamp paper of Rs. 100/- stating that: "It is to certify that the firm has not been blacklisted by any CPSU/State PSU. In case it is found that the firm has submitted false documents, the firm shall be debarred from participating in any bid of ALIMCO for a period of five years."**
- 8.13 **In case above affidavit not submitted by the firms, the Bids shall be summarily rejected.**

**9.0 ARBITRATION:**

- 9.01 If any dispute/question or controversy arises in respect of or arising out of the assignment / Job Work Contract, the matter in dispute shall be referred to the arbitration of the Chairman & Managing Director of ALIMCO or its nominee and the decision of the Chairman and Managing Director or nominee shall be final and binding on both the parties.
- 9.02 The provision of the ARBITRATION & CONCILATION ACT, 1996 as amended from time to time shall apply to such arbitration proceedings.
- 9.03 Arbitration proceedings shall be held at Kanpur only and the Kanpur City Court will have the jurisdiction in the matter.

**Manager (Finance)  
ALIMCO, KANPUR**

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA**  
**G T Road, Naramau, Kanpur –209217**  
**Format “A”**

**To the Tender for Internal Audit for the Purpose of Quoting Rates**

Sl. No.	Location* for which quote is being submitted	Minimum Annual Fees (Excluding GST)	Professional Fee (Rs.) Quoted	GST@_ %(Rs.)	Total Amount In figure (Rs.)	Total Amount in words (Rs.)
1	Head Quarter, Kanpur	2,40,000.00				
2	Bhubaneswar	1,20,000.00				
3	Jabalpur	1,20,000.00				
4	Bangalore	1,20,000.00				
5	Mohali (Punjab)	1,20,000.00				
6	Ujjain	1,20,000.00				
7	New Delhi	50,000.00				
8	Mumbai	30,000.00				
9	Kolkata	50,000.00				
10	Hyderabad	30,000.00				
11	Guwahati	50,000.00				

Note: -

1. GST needs to be mentioned with applicablerateand whenever rate of taxes will be amended by Govt., it will be paid on actual basis.
2. The firm should ensure the required scope of reasonable assurance is met and should deploy the manpower accordingly.
3. **Price Bids below the minimum annual fees will be outrightly rejected.**
4. **The firm shall also submit the Annexure “B” with the Tender.**
5. **Documents once submitted are final & binding. There will be no opportunity given for submitting additional documents after last date of submission the tender.**
6. **The firms will mandatorily submit an affidavit on a stamp paper of Rs. 100/- stating that: “It is to certify that the firm has not been blacklisted by any CPSU/State PSU. In case it is found that the firm has submitted false documents, the firm shall be debarred from participating in any bid of ALIMCO for a period of five years.”**
7. **In case above affidavit not submitted by the firms, the Bids shall be summarily rejected.**

I have gone through the Tender Documents and agree to abide by the terms and conditions of the Tender and have attached all the documents required.

(Authorized Signatory)  
Seal of the firm mentioning Registration Number

**Annexure-A**  
**Internal Audit check list**

**A.COMPLIANCE WITH THE PROVISIONS OF LAW:**

S.No.	Particulars	YES/NO/NA	Comments
<b>1.</b> <b>GST</b>	Is GST return filled within due date? a) GSTR-1 b) GSTR-3B c) GSTR-7 d) GSTR-9 e) GSTR-9C		
<b>2</b>	Is Monthly GSTR-3B returns reconciled with GSTR-2B returns? If not provide the details of pending entries month wise format? Please give details in format for the following: a) Current month entries in tally but not in 2B. b) Previous month entries in 2B but not in tally. c) GSTR 1 Match with GSTR 3B (Month wise).		
<b>3</b> <b>Income Tax &amp; TDS</b>	Is TDS deducted as per Income Tax Act, 1961? a) Is TDS deposited with in due date? b) Is TCS deposited within due date? c) Is form 16 issued within due date? d) Is form 16A issued within due date? e) Is form 27D issued within due date?		
<b>4</b>	Is TDS Return filled within due date? a) Form 24Q b) Form 26Q c) Form 27 Q d) Form 27EQ		
<b>5</b>	Are All the statutory liability has been shown under the proper head of ledger by the corporation?		
<b>6</b>	Is the reconciliation made between the tax deducted and tax deposited? If deviation please notify		
<b>7</b> <b>PF</b>	Whether PF amount (regular employees) is monthly deposited as per rules.		
<b>8</b>	Is Provident fund amount is monthly deposited with in due date?		

**Annexure-A**  
**Internal Audit check list**

<b>9</b>	Is EPS amount is monthly deposited as per EPF ACT?		
<b>10</b>	Is EPS amount is deposited within due date?		

**Annexure-A**  
**Internal Audit check list**

**B.RAW MATERIALS, STORES, SPARES AND PACKING MATERIALS**

S.No.	Particulars	YES/NO/NA	Comments
1	Are the indent raised as per the requirement by the department?		
2	Is the Tender Procedure matched with the Purchase Policy of the corporation?		
3	Is all the material received are linked to purchase order/CPP?		
4	Is all SCN, MIN & SAV are properly entered in Bin Card and PSL?		
5	Is payment released to supplier is as per PO/CPP payment terms and conditions?		
6	Are the intimations for the rejected materials communicated with the vendors within stipulated time period?		
7	Are the rejected materials lifted by the vendors within stipulated time period after intimation to the vendors?		
8	Is reasonable action taken by the corporation, if the rejected materials not lifted by the vendors.		
9	Are the materials consumed as per the standards laid down in the corporation?		
10	Is the issue of materials for job work and received after completion of job work is recorded properly?		
11	Is the confirmation for the received of the materials by the job worker taken on the periodically basis?		
12	Are materials shown in stock register/bin card matched with perpetual physical stock after considering effect of stock audit report of the previous year?		
13	Is reporting system for checking the perpetual inventory being carried out by the Store keeper or any other Official authorized for the purpose, reasonable?		
14	Is inventory level maintained with the need of production?		
15	Are the list of slow moving and non-moving items maintained on the basis of stock report		

**Annexure-A**  
**Internal Audit check list**

	of previous year submitted by stock auditor?		
16	Whether all Purchase order (PO) Raised by Alimco HQ, Kanpur is Timely feed in Computer by System Deptt? If any deviation, please notify.		
17	Are Goods Receipt Note (GRN) are timely prepared for material / components/ spares received by Shipping Department?, if any deviation, please notified.		
18	Are all the PO's tenders above than Rs. 10.00 Lakhs issued after following due procedures from indenting to placing of purchase order? If any deviation, please notify.		
19	Are all CPP prepared by MM Dept. along with bill, ION, CPP & Indent copy?		
20	Are all CPPs & GRNs posted in store ledger? If not, please provide details.		
21	Please confirm there is no negative balance in stores ledger?		
22	Regarding Bank Guarantee:- <ol style="list-style-type: none"> <li>1. Are all Bank Guarantee received by Corporation maintained in register?</li> <li>2. Is confirmation received from issuing bank in respect of all Bank Guarantees?</li> <li>3. Are all expired Bank Guarantee returned to user department within stipulated time?</li> </ol>		

**Annexure-A**  
**Internal Audit check list**

**C, SALE OF FINISHED GOODS, FABRICATED ITEMS AND SCRAP**

<b>S.No.</b>	<b>Particulars</b>	<b>YES/NO/NA</b>	<b>Comments</b>
1	Are the sales reconciled with quantity and rate? If any deviation please notify.		
2	Is the process of booking order and dispatched planning streamlined?		
3	Are the bills issued with Pro-forma invoice, submitted earlier to the customer? If not, Please notify.		
4	Is the assessment report raised by fabricating agencies matched with the distribution certificate?		
5	Are the fabricating bills raised timely by fabricating agencies? If any deviation please notify.		
6	Is the Scrap Disposal record maintained appropriately? If any deviation please notify.		
7	Are the camp expenses incurred in assessment/distribution camp within approved limit of expenses? If any deviation, Please notify.		
8	Are the expenses related to transporter passed by matching the bills vouchers with approved rates? If any deviation please notify.		
9	Are the sales invoices matched with the invoices booked in accounting ledger? If any deviation please notify.		
10	Are the quantity shown in sale invoices related to fabricating items matched with the related camp fabricating purchase bills? If any deviation please notify.		
11	Are the fabricated bills having the same price as approved by the corporation?		

**Annexure-A**  
**Internal Audit check list**

**D. Grant Utilization and Grant Accounting:**

<b>S.No.</b>	<b>Particulars</b>	<b>YES/NO/NA</b>	<b>Comments</b>
1	Is the receipt of Grant-in-aid at Head Quarter matched with the sanction order received from the Ministry? If any deviation please notify.		
2	Whether the ADIP/SSA Grant has been properly utilized as per the norms given in the ADIP Scheme notified by the Ministry of Social Justice & Empowerment, Government of India? If not, Please notify.		
3	Are the entries as shown in Bank Account is consonance with the claim raised?		
4	Is the DPS raised as per the ADIP & ADIP SSA assessment report? If not, Please notify.		
5	Are the Utilization Certificates of ADIP & ADIP SSA camps matched with the utilization certificates submitted by the marketing department? If not, Please notify.		
6	Are the Utilization Certificates vouchers matched with the excel sheet maintained by marketing accounts cell? If not, Please notify		
7	Is the amount of Utilization certificates vouchers matched with the corresponding withdrawal of grant from ADIP Accounts? If not, Please notify.		
8	Are the distribution camps completed after the materials dispatched with in stipulated time period? If not, Please		
9	Are all utilization certificates checked by the internal auditor?		

**Annexure-A**  
**Internal Audit check list**

**For Vayoshri Yojana:**

S.No.	Particulars	YES/NO/NA	Comments
1	Is the receipt of GIA at HQ matched with sanction order received from the Ministry?		
2	Whether the RVY Grant has been properly utilized as per norms given in RVY Scheme?		
3	Is the DPS raised as per the ADIP & ADIP SSA assessment report? If not, Please notify.		
4	Are the Utilization Certificates of RVY camps matched with the utilization certificates submitted by the marketing department? If not, Please notify.		
5	Are the Administrative charges & PMU (Project Monitoring Unit) charges for the RVY camp (assessment & Distribution) as per the norms of the RVY Scheme?		
6	Are all utilization certificates checked by the internal auditor?		

**For CSR Camps:**

S.No.	Particulars	YES/NO/NA	Comments
1	Are the assessment & distribution camp conducted as per the terms and Conditions of the MOU		
2	Is the claims related to CSR camps, raised as per the terms & condition of MOU by Marketing cell?		
3	Are the claims settled with the CSR parties after the completion of camps?		
4	Is there age wise analysis with the CSR party wise outstanding? If not, Please provide.		
5	Are the Utilization certificates provided to CSR Customers after the completion of camps?		
6	Is the amount of administration charges, charged in final bill, matching with percentage specified the terms of MOU?		
7	Is there any delay to raising bills to CSR/PSUs Clients?		
8	Are the payment received by the corporation		

**Annexure-A**  
**Internal Audit check list**

	matched with the tranches specified in MOU?		
9	Is payment advice including the deduction of amount has timely received from CSR clients?		
10	Is the payment reconciled with the Units against the materials supplied by the HQ?		
11	Is Unit wise allocation of camps made?		
12	Is the RMC/HQ/AAPCs received payment as per MOU terms & Conditions?		

**Advance from Customers**

S.No.	Particulars	YES/NO/NA	Comments
1	Is the Dispatch Planning Sheet (DPS) made as per the party requisition?		
2	Is the party wise outstanding made?		
3	Are the details of advance received from customers against the supply, made age wise?		
4	Are the details of materials pending for supply against the advance from the customers, made age wise?		
5	Are the advances and Debtors duly approved by competent authority as per DOP?		
6	Are the details related to point no.01 to 04 made timely basis?		

**E. Loans & Advances**

S.No.	Particulars	YES/NO/NA	Comments
1	Is there any system implemented in the department to control the advances received against the project from the ministry?		
2	Is the advance release against the project items with proper check & balance after the submission of expenditure/purchase bills?		
3	Is the progress in case of project advances monitored properly?		
4	Are the project advance and other advances		

**Annexure-A**  
**Internal Audit check list**

	given after proper control of bank guarantee?		
5	Are the TA/DA bills passed as per the rule of the corporation?		
6	Are the TA/DA advances adjusted after the passing of TA/DA Bills?		
7	Is the age wise analysis of the advances made properly?		
8	Is any advances given by the corporation, not recovered? Please provide the details.		
9	Is there any system of the confirmation advance given and disposal of advances?		

**F. CASH/ BANK LIMIT:**

S.No.	Particulars	YES/NO/NA	Comments
1	Is cash balance as per cash book, verified physically during the audit?		
2	Is there any system of checking bank interest? If any discrepancies, please inform.		
3	Is there any system of checking bank charges? If any discrepancies, please inform.		
4	Is bank reconciliation prepared on weekly basis?		
5	Is the adjustment entry showing in the bank reconciliation passed without delay?		
6	Are proper records of fixed deposit receipt made?		
7	Are the records for FDRs physically checked and duly confirmed?		
8	Is the calculation of accrued interest appropriate?		
9	Are the records of bank guarantee, FDR Hypothecation kept properly?		
10	Are the FDRs placed at optimal rate?		

**Annexure-A**  
**Internal Audit check list**

**G.Creditors/ Payables**

S.No.	Particulars	YES/NO/NA	Comments
1	Are the payments regularly being made without any significant delays?		
2	Are the records related to creditors maintained properly?		
3	Is the dispute between the creditors and Corporation settled ?if any		
4	Is the EMD (Earnest money deposit) & SD (Security Deposit) verified with the credential in the document?		
5	Are the old balances lying against EMD & SD, settled?		
6	Is the advance paid to supplier adjusted with supply of goods?		
7	Is the age wise list prepared for outstanding advances?		

**H. Project Accounting and Control**

S.No.	Particulars	YES/NO/NA	Comments
1	Are proper books of account maintained for project accounting & Control?		
2	Are the proper bills passing recommended by the project department?		
3	Is the payment made to the contractor on the basis of actual work done?		
4	Are all the Put to Use certificate received after completion/ installation of work/Machine?		
5	Is the accounting entries properly recorded with proper documents for additions/ adjustments in modernization?		
6	Is the modernization grants properly recorded?		
7	Is the capital work in progress is booked properly in books of account, based on proper documentation and PO's/contracts?		
8	Is the long pending CWIP reviewed due to not capitalized timely?		

**Annexure-A**  
**Internal Audit check list**

**I. Payroll and Expenditure Booking**

<b>S.No.</b>	<b>Particulars</b>	<b>YES/NO/NA</b>	<b>Comments</b>
1	Whether increments granted to staff are being sanctioned as per the power delegated.		
2	Whether proper accounting for wages & salaries is done.		
3	Is salary expenditure booked on timely basis?		
4	Are Un-paid wages paid only after obtaining application and sanction and verification?		
5	Are attendance records checked? If any deviation, please inform.		
6	Is proper deduction being made for Late entry?		
7	Are service books properly maintained?		
8	Is surprise check of persons actually present in comparison to attendance, done properly?		
9	Are the final summary statements relating to payroll checked properly?		
10	Are the workers getting the c/off as per the corporation rules?		
11	Is canteen subsidy being passed as per corporation rules?		
12	Is local conveyance being passed as per corporation rules?		
13	Is canteen subsidy and local conveyance being passed within reasonable time?		
14	Are the c/off utilized by the worker as per the corporation rules? If deviation, please notify.		
15	Is EL Encashment paid to employees calculated correctly and payment made after deduction of applicable TDS?		
16	Is full and final payment of retired/resigned employees calculated correctly?		
17	Is LIC pension being timely deposited?		
18	Is TA/DA passed as per corporation rules?		
19	Is approval made by competent authority for the excess TA/DA expenditure over eligible amount as per rules of the corporation?		

**Annexure-A**  
**Internal Audit check list**

20	Is medical expense booked as per corporation rules?		
21	Is approval made by competent authority for the excess medical expenditure over eligible amount as per rules of the corporation?		
22	Is cash register being maintained properly & balance reconciled with tally on daily basis?		
23	Are personal files being maintained in accordance with corporation record retention policy?		
24	Is HPL balance correctly calculated in leave register?		
25	Is EL balance correctly calculated in leave register?		
26	Are leaves being applied and sanctioned as per corporation leave rules?		
27	Are leaves supporting documents maintained properly?		
28	Is CPF of contractual employees deposited on timely basis?		
29	Is ESIC of contractual employees deposited on timely basis?		
30	Is TDS on salary calculated as per Income Tax Act-1961		
31	Are the power bills containing any additional charges for earlier period?		
32	Are the power bills generated for the related period?		
33	Is the power bill as per tariff and other applicable rates? If not please comments thereon.		
34	Are the transport bills made as per the transport contracts?		
35	Are the Recoveries for late delivery, damaged goods-in-transit, made as per terms and conditions of transport contracts?		
36	Is the insurance cover in respect of cash in transit, all the asset and late deliveries in making of insurance claims?		
37	Is the monthly declaration to insurance policies, reported to insurance company on		

**Annexure-A**  
**Internal Audit check list**

	timely basis?		
38	Are the regular expenditure accounted for on monthly basis?		
39	Are the expenditures accounted for on accrual basis? If not, please notify.		

**J. MIS and Reporting systems**

S.No.	Particulars	YES/NO/NA	Comments
1	Is the system of reporting free from any material misstatements?		
2	Is the information reasonably accurate and reliable from Books of accounts?		
3	Is the MOU review during the intermittent period in line with the MOU signed with the Administrative Ministry?		
4	Is the data uploaded at various websites authenticated?		
5	Is the data uploaded at various websites matched with Marketing Data?		
6	Is the Inventory Management system efficiently implemented for working conditions? If not, please suggest the improvement procedure?		
7	Are the non-moving items managed as per liquidation plans?		
8	Is the perpetual inventory system well maintained in the corporation?		
9	Are the fixed assets verified physically in continuing time-interval?		

**K. FIXED ASSETS:**

S.No.	Particulars	YES/NO/NA	Comments
1	Are the fixed asset registered in system, maintained and updated timely as per the Companies Act'2013. If not, please notify.		
2	Are the fixed assets capitalized on quarterly basis with various reports? If not please notify.		

**Annexure-A**  
**Internal Audit check list**

<b>3</b>	Is the depreciation worked out for the Opening balance? If not, please notify.		
<b>4</b>	Is the depreciation worked out and the current year additions? If not, please notify.		
<b>5</b>	Whether all condemned assets and its disposal have taken place and accounted properly, if any deviation, please notify?		
<b>6</b>	Are all unused assts and its disposal have taken place and accounted properly, if any deviation, please notify?		
<b>7</b>	Are fixed assets disposed and removed from fixed assets register? If not, please notify.		
<b>8</b>	Are the fixed asset records maintained as per IND AS 16 norms?		
<b>9</b>	Is the compliance of The Companies (Auditor's Report) Order, 2003 followed by the company?		

**L. General**

<b>S.No.</b>	<b>Particulars</b>	<b>YES/NO/NA</b>	<b>Comments</b>
<b>1</b>	Is the improvement taken as per the CAG Comments of last year? If not please notify.		
<b>2</b>	Are the improvement taken on points raised by Statutory Auditors? If not please, notify.		
<b>3</b>	Is Overall system effective and improve with suggestions given by the auditors? If not, please notify.		
<b>4</b>	Is the Value-addition, made as per the proposals observed during the audit? If not please notify.		

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**ANNEXURE-'B'****Tender No. Internal Audit/21-22/dated:11/10/2021**

<b>S.No</b>		<b>Document/Discription</b>	<b>Folio/SI. No.</b>	<b>Remarks</b>
1	Name Of The Firm			
2	GSTN No.			
3	Pan Of The Firm			
4	Registration Certificate With ICAI/ICWAI			
5	Affidevit On Rs. 100/- Stamp Paper			
6	Contact No., E-Mail Id			
7	Profile Of The Firm			
8a	No. Of CPSUs Handled As An Internal Auditor			
8b	No. Of State PSUs Handeled As An Internal Auditor			
9	Head Office & Branches Details			
10	Turnover Certificate for the FY 2017-18, 2018-19 & 2019-20			
11	Details Of Partners Of The Firm With Certificate of practice			
12	Firm Establishment Date			
13	Bank Details			

**Note:**

1	<b>Please submit the details alongwith all supporting documents. Details without necessary supporting documents will not be considerable for deciding L-1 factor.</b>
2	<b>Documents once submitted is final &amp; binding. There will be no opportunity given for submitting additional documents after last date of submission the tender.</b>
3	<b>The firms will mandatorily submit an affidavit on a stamp paper of Rs. 100/- stating that: "It is to certify that the firm has not been blacklisted by any CPSU/State PSU. In case it is found that the firm has submitted false documents, the firm shall be debarred from participating in any bid of ALIMCO for a period of five years." In case above affidavit not submitted by the firms, the Bids shall be summarily rejected.</b>