



**ORDNANCE FACTORY TIRUCHIRAPPALLI  
ADVANCED WEAPONS AND EQUIPMENT INDIA LIMITED  
(A GOVERNMENT OF INDIA ENTERPRISE)**

**MINISTRY OF DEFENCE**



**REQUEST FOR PROPOSAL  
FOR  
HIRING OF SERVICES FOR PREPARATION OF  
ACCOUNTS AND FINANCIAL STATEMENTS  
AS PER COMPANIES ACT, 2013**

**FOR AWEIL (OFT), TRICHY**

**ADVANCED WEAPONS AND EQUIPMENT INDIA LIMITED  
(A GOVERMENT OF INDIA ENTERPRISE)**

CINNo.U29270UP2021GOI150734

## Contents

<b>Para No.</b>	<b>Particulars</b>	<b>Page No.</b>
1	Introduction	3
2	Scope of Work	3
3	Qualification/Evaluation Criteria	5
4	Bid Submission	5
5	Procedure for selection of Financial consultant	6
6	Terms of Remuneration	6
7	Terms of Payment	7
8	Detailed Terms & Condition	7
9	Compliances/Declarations/Certificates by firm	8
10	Debarring Provision	8
11	Action against the Tenderers	8
12	Arbitration	9
13	General	10
14	Annexure I	12
	Annexure II	13
	Annexure III	14
	Annexure IV	

# 1. Introduction

Advanced Weapons and Equipment India Limited (AWEIL) is a newly formed Government Company incorporated on 14/08/2021, having its registered office at AWEIL Corporate Office, Ordnance Factory Kanpur, Kalpi Road, Kanpur-208009, Uttar Pradesh. AWEIL is one of the seven new Government of India enterprises, under Ministry of Defence, formed by converting 41 Ordnance Factories under Ordnance Factory Board into 07 DPSUs (100% Government owned) corporations. The turnover of AWEIL for FY 2024-25 is Rs. 2531 Crores.

AWEIL (OFT), Trichy is one of the 8 production units (3 at Kanpur, 2 at Kolkata and 1 each at Korwa, Jabalpur and Trichy) of AWEIL.

Bids are invited by Ordnance Factory Tiruchirappalli (OFT), AWEIL from Practicing Chartered Accountant (CA)/ Cost and Management Accountant (CMA) Firms to provide services for preparation of Accounts and Financial Statements as per Companies Act, 2013 for AWEIL (OFT), Trichy

## 2. Scope of work for Consultant

The CA/CMA firm at Trichy shall assist in preparation of accounts and Financial Statements of the unit, assist in audit of financial statements of the unit by the Branch auditors appointed by C&AG, preparing reply to the comments of Branch Auditors/ C&AG Auditors, handling of Tax, TDS and GST matters including preparing & filing of periodical TDS/ GST returns etc..

Details of work, for the period of **4 months** from 15<sup>th</sup> Jan' 2026 or from the date of acceptance of supply order by the firm whichever is later, are as below:-

<i>Sr. No.</i>	<i>Work Description</i>	<i>Place</i>	<i>*All-inclusive remuneration plus GST (as applicable) extra, for the period mentioned above from 15.01.2026 or date of acceptance of supply order, whichever is later</i>	<i>Location of the firm</i>
i)	<b>Hiring of Services for preparation of accounts and Financial Statements of AWEIL (OFT), Trichy as per Companies Act, 2013 As per scope of work</b>	AWEIL (OFT), Trichy	<b>Rs.70000/- (Rupees Eighty thousand only) for the period + GST Extra</b>	Trichy and within 100 Kms of Trichy. No TA/DA will be given to visit at AWEIL (OFT), Trichy. Further, firm shall have registered office or local branch office at Trichy.

**AWEIL (OFT), Trichy intends to hire the services of a CA/CMA firm for:**

1. Guiding and conducting all Finance and Accounts operations of AWEIL (OFT), Trichy

covering recording, maintaining and reconciliation of books of Accounts of AWEIL (OFT), Trichy including data entry in Tally ERP etc. and handling of Tax, TDS and GST matters including preparing & filing of periodical TDS/ GST returns of AWEIL (OFT), Trichy with the help of employees including Fixed Term Employees (FTE) engaged by the unit.

2. Preparation of Annual Financial Statements of AWEIL (OFT), Trichy as per Companies Act, 2013 and Ind-AS, preparation of quarterly unaudited Financial Statements, scrutiny of trial balance/ ledgers of the units and taking corrective action, Inter unit reconciliation, ensuring action on the audit observations, preparation of Income Tax Audit data for unit, monitoring statutory compliances e.g. TDS, GST etc.
3. The firm shall be required to deploy 01 No. Chartered Accountant Professional (CA)/ Cost and Management Accountant (CMA) who is having the experience of practicing as CA/CMA for atleast 5 years (experience certificate of CA/CMA to be submitted at time of deployment). The role of CA/CMA will be to mainly supervise (also perform wherever necessary) the activities as per terms and conditions of the contract and to be a single point of contact for interaction with management of AWEIL (OFT), Trichy and rendering financial advice to the management of unit. The CA/CMA need not to be present at AWEIL (OFT), Trichy on full time basis. He/She will present himself/herself at AWEIL (OFT), Trichy for atleast 4 working days in each month (preferably once a week) to provide services as per scope of work and also at the time of preparation of financial statements, during Statutory audit & CAG audit and discussion on any finance matter with the unit or 'HQ through VC' as per requirement from time to time. He shall also be available on phone all the times and for periodical meeting through video conferencing.
4. Providing comments/ draft reply in response to unit's queries as per requirement of AWEIL (OFT), Trichy Finance division. Especially expert opinion in the field of accounting or finance or export/ import procedures.
5. Facilitation at the time of Audit by Statutory Auditors, CAG Auditors and other External/Internal auditors and prepare replies to the queries raised during the Statutory Audit and CAG Audit and assist AWEIL (OFT), Trichy in preparation of annual financial statements and audit of annual financial statements, responding to the queries (*Even if the Contract period is over*). *As such the Contract will be completed on issuing of final Job completion certificate, only after the closure/ completion of Statutory Audit of annual financial statements and CAG Audit of unit and at Corporate office for the company as a whole.*
6. Handling of Tax, TDS and GST matters including preparing & filing of periodical TDS/ GST returns of the unit, reply to the queries raised by unit on tax matters and providing updates on various applicable tax laws. Preparing reply to the notices received, if any, from the tax authorities and appear before dept. assessing/ appellate tax authorities to represent AWEIL (OFT), Trichy. Assist in maintenance of GST related documents, availment and reconciliation of GST ITC etc.

7. Advising and assisting to ensure compliance to all statutory requirements under the relevant Accounting Standards (Ind AS) as required by the Companies Act.
8. Assisting to ensure compliance to the observations raised by Statutory Auditors of the company and C&AG Auditors on annual accounts of last year and by the Branch Auditors of the unit.
9. After completion of contract, firm shall brief the details of pending issues to Unit's representatives or consultant engaged on new contract and hand over all the documents relating to AWEIL (OFT), Trichy.
10. Any other related activity, as may arise during the period of engagement.

### **3. Qualification/Evaluation Criteria**

1. The Consultant should be a qualified Chartered Accountant/ Cost and Management Accountant having valid certificate of practice from the ICAI/ICMAI with 05 years of experience as practicing CA/CMA.
2. Chartered Accountant/ Cost and Management Accountant either be proprietors or a partnership firm.
3. To have at least 01 no. of qualified CA/CMA and 02 no. of semi qualified CA/CMA.
4. **Selection of the bidder:**

The following sequence shall be adopted for selection:

- 4.1 The CA/CMA Firm having longer experience (year of establishment/ registration of the firm with Institute) will be given preference based on the year of establishment.
- 4.2 The CA/ CMA firm with a higher number of fellow members of the Institute of Chartered Accountants as partners will be considered.
- 4.3 The CA/CMA firm with a higher number of Associate Members of the Institute of Chartered Accountants as partners will be considered.

For the purpose of selection of the CA/CMA Firm(s), only clause 4.1 of para 4 above will be considered. However, in a situation where even after considering clause 6.1, the tie continues, the remaining clauses i.e. 4.2 to 4.3 will be considered individually in sequence until the tie is broken. In case, the tie still persists, OFT shall choose the firm at its discretion and decision of OFT shall be final and binding on all the bidders.

### **4. Bid Submission**

Proposals are to be submitted as per the following directions:

## Technical bid

1. Technical Bid along-with all schedules, certificates & Annexure, duly filled & signed, by authorized signatory of Bidder as per Format at **Annexure-I**.
2. Consent Letter by Firm as per Format at **Annexure-II**
3. Confidentiality Undertaking in the Format at **Annexure-III**
4. Certificate on unconditional bid in the format at **Annexure-IV**. Please note that bids with conditionality shall be summarily rejected.
5. Bidder is required to upload/enclosed a copy of its valid (a)PAN Card (b) GST Registration certificate.
6. A copy of certificate of Firm/LLP/Proprietary registration with ICAI/ICMAI. Registration Certificate should be before the Bid opening date.
7. The name and membership number of ICAI/ICMAI of the partner who shall carry out the subject work.

## 5. Procedure for selection of Financial consultant

1. Remuneration is pre-fixed as per para-3 above.
2. The Selection Committee would evaluate the Bidders on the criteria mentioned in paragraph-3&4 above.
3. The selected bidder will be considered for award of the assignment.

## 6. Terms of remuneration

1. Rs.70000/- (Eighty thousand only) plus applicable GST, all-inclusive remuneration is fixed for the period and scope of work mentioned above, subject to deduction of TDS as applicable.
2. The Fee shall remain FIXED till successful completion of transaction.
3. The fee accepted by bidder shall be unconditional.
4. The Bidders will be liable to pay all taxes applicable as per law. GST as per invoice will be reimbursed by company.
5. The prescribed Fee includes all expenses like TA/DA, out of pocket expenses, Hotel charges etc. No other reimbursement of expenses apart from Audit fees plus GST will be applicable.
6. TDS as applicable will be deducted by company.

## 7. Terms of Payment

50% payment will be made at the end of the term based on invoice received and Job Completion certificate issued by Finance Head of the unit for the said period and balance 50% payment will be made based on invoice received and Final Job Completion certificate issued by Finance Head of the unit. ***As such the Contract will be Completed on issuing of final Job completion certificate, only after the closure/ completion of Statutory Audit of annual financial statements and CAG Audit of unit and at Corporate office for the company as a whole.***

## **8. Detailed Terms & Conditions**

1. The tenure of appointment shall be at the sole discretion of the unit.
2. The Firm/LLP/Proprietary should have provided consultancy service to any Company/Factory/entity in any of the last five years ending on 31<sup>st</sup> March 2025.
3. The company reserves the right to accept/reject any or all the offers without assigning any reason whatsoever therefore.
4. Documentary evidence(s) in respect of all the information above by the applicant firm(s) /LLP/Proprietary must be furnished along with the proposal.
5. All the pages of the proposal document shall have to be signed by the applicant firm(s) /LLP/Proprietary with the firm's seal and documents submitted along-with the offer shall also have to be authenticated by the authorized signatory of the applicant firm(s) with the firm's seal.
6. The proposal should be submitted strictly as per the terms & conditions laid down in this document.
7. The Company reserves the right to accept or reject any or all responses and to request additional submission or clarification from one or more applicant(s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.

## **9. Compliances/ Declarations/ Certificates by firm(s) on appointment**

The CA/CMA firm(s) shall have to comply with and furnish declarations and certificates as required under statutory/company rules, upon appointment as consultant, as under:

1. The CA/CMA firm shall not sub-contract the consultancy work.
2. The CA/CMA firm will work in strict confidence and will ensure that the finance and accounts related information and any other information in respect of the operation of the location/work center/Company is dealt with in strict confidence and secrecy. A certificate towards maintaining confidentiality shall have to be provided by the CA/CMA firm on receipt of appointment letter from the Company or before commencement of consultancy service , as may be required.
3. No partner of the CA/CMA firm should be related to either Managing Director or any whole time Directors or Part time Directors of the Company within the meaning of section 2 (77) of the Companies Act,2013.
4. Neither the CA/CMA firm nor its partner(s) or associates should have any material interest in the business of the Company.
5. The CA/CMA firm(s) shall be free from any disqualification under sub-section

(3) or/sub section (4) of section 141 of the Companies Act, 2013. In addition to this, the CA/CMA firm(s) must not be holding any assignment as Statutory Auditor(s) or Internal Auditor(s) of the Company.

## **10. Debarring Provisions:**

The CA/CMA Firm will be debarred from getting any orders from the units of AWEIL:

1. If the Firm obtains the appointment on the basis of false information/mis-statement.
2. If the Firm does not take up services in terms of appointment letter.
3. If the Firm fails to maintain/ honour confidentiality and secrecy of the finance and accounts related information.

## **11. Action against the Tenderers**

Failure to act according to tender conditions, non-fulfillment of any or whole of the contract may entail de-listing of the firm in addition to taking other appropriate action against the Firm.

If a tenderers resorts to any frivolous, malicious or baseless complaints/ allegations with intent to hamper or delay the tendering process or resorts to canvassing/ rigging the tendering process, OFT reserves the right to debar such tenderers from participation in the present/ future tenders upto a period of 5 years.

## **12. Arbitration**

Except where otherwise provided in the contract, all matters, questions, disputes or difference whatsoever, which shall at any time arise between the parties here to, touching the construction, meaning, operation or effect of the contract, or out of the matters relating to the contract or breach thereof, or the respective rights or liabilities of the parties, whether during or after completion of works or whether before or after termination shall after written notice by either party to the contract be referred to the arbitration of Chief General Manager, OFT.

The Arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment there-off and the rules made there under. The firm hereby agrees that it shall have no objection if the arbitrator so appointed is an employee of OFT and had to deal with the matter to which the contract relates and that in the course of his duties as such he has expressed his views on all or any of the matter in dispute or differences.

Further, it is agreed by and between the parties that in case a reference is made to the Arbitrator or the Arbitral Tribunal for the purpose of resolving the disputes/ differences arising out of the contract by and between the parties hereto, the Arbitrator or the Arbitral Tribunal shall not award interest on the awarded amount more than the rate SBI PLR/BaseRate applicable to OFT on the date of award of contract.

## **13. General**

Jurisdiction for all the matters that may arise will be at Tiruchirappalli.

Bidder/Tenderers shall mean the firm who submits the tender and enters into contract with OFT and shall include their executors, administrators and successors and permitted assignees.

The EOI with all the relevant documents should be submitted to:

The Chief General Manager,  
Ordnance Factory Tiruchirappalli,  
Tiruchirappalli-620016

**TECHNICAL PARTICULARS**

1.	Name of Bidder Firm					
2.	Postal address of regd. Office of firm with Telephone/fax No./official e-mail for communication					
3.	Name, address, telephone/fax No./e-mail with whom reference may be made					
4.	Please confirm that you are a CA/CMA Firm registered with (ICAI/ICMAI) <u>(Documentary evidence to be attached)</u>				Copy of registration certificate of practice from ICAI/ICMAI	
5.	No of work orders completed in last 5 years ending 31.3.2025 for providing consultancy service to a company. (Contract with one company for more than one year will be considered as one contract).				No. of Contracts _____. Copy of contract/ Work Order and Work Completion certificate/ invoice/ any proof that Work order of services has been completed.	
6.	No. of Fellow members as partner in CA/CMA firm					
	Name	Date of joining the firm	Location	Date of enrollment as FCA/FCMA	Membership No. (Certificate to be enclosed)	
7.	No. of Associate members as partners in CA/CMA firm					
	Name	Date of joining the firm	Location	Date of enrollment as ACA/ACMA	Membership No. (Certificate to be enclosed)	

8.	Confirm that you meet the eligibility criteria and How. (Attach documentary evidences in supporting your claim meeting eligibility criteria)	
9.	Confirm that all technical and commercial terms and Conditions are acceptable.	
10.	Any other information the bidder may desire to furnish:	

Verified that to the best of my knowledge and belief all the above information is correct and nothing has been concealed.

Seal with Signatures of the authorized signatory of the bidder

**(On the letter head of the CA Firm)**

**Consent Letter by Firm proposed to be appointed as consultant by the Company**

To  
The Chief General Manager  
Ordnance Factory Tiruchirappalli  
Tiruchirappalli-620026

Sub.: Services for preparation of Accounts and financial statements as per companies act, 2013

Our firm is a firm of Chartered Accountants/Cost and Management Accounting within the meaning of Chartered Accountants Act, 1949/ Cost Accountants Act 1959 and all the Partners of our Firm are in full time practice, holding valid certificate of practice issued by the ICAI/ICMAI .

Our Firm's Regd.no. \_\_\_\_\_,  
PAN no. \_\_\_\_\_ & GSTNo. \_\_\_\_\_

We give our consent for the appointment as consultant of your Company for the period from 01.01.2026 to 30.04.2026,if appointed.

In this regard, we here by certify that:

- (a) We are eligible for appointment and are not disqualified for appointment;
- (b) The proposed appointment is within the laid down limits; and
- (c) We confirm that there are no orders or proceedings pending against our firm or any of our partners relating to professional matters of conduct before the ICAI/ICMAI or any court.
- (d) Further, we certify that we are an independent firm of CA/CMA and are maintaining an arm's length relationship with Advance Weapons and Equipment India Limited.

Yourssincerely

Signature

Date: (Name)

MobileNo.

Place: (Firm Name CA/CMA)

(It may kindly been sured that PAN and GST nos. Are quoted in this certificate)

**Certificate towards Maintaining Confidentiality**

It is certified that the documents/ data/ information pertaining to **Advanced Weapons and Equipment India Ltd.**, which will be provided to [Name of the bidder] for consultancy service or otherwise related to it shall be treated as strictly confidential and will not be disclosed or handed over by [Name of the bidder] to any outside agency/ person without prior written permission of Company.

It is further certified that the any audit reports and other relevant documents, which are to be submitted by [Name of the bidder] to the Company will not be disclosed to any other agency/ person without prior written permission of Company.

Seal with Signatures of the authorized signatory of the bidder

**FORMAT OF UNCONDITIONAL BID ON THE LETTER HEAD OF THE BIDDER**

To  
The Chief General Manager  
Ordnance Factory Tiruchirappalli  
Tiruchirappalli-620026

Dear Sir,

This is to certify that we agree unconditionally to the remuneration prescribed in the tender and the bid submitted by us for engagement as "Consultant", for Ordnance Factory Tiruchirappalli is in accordance with the Terms and Conditions laid down in the Bid and is unconditional.

Seal with signatures of authorized signatory of the Bidder