



CEMENT CORPORATION OF INDIA LIMITED
(A Government of India Enterprise)

सीमेंट कॉर्पोरेशन ऑफ इंडिया लिमिटेड

(भारत सरकार का एक उद्यम)

CIN U74899DL1965GOI004322

**APPOINTMENT OF FIRMS OF CHARTERED / COST ACCOUNTANTS
FOR INTERNAL AUDIT FOR FINANCIAL YEAR 2023-2024 & 2024-25**

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**NOTICE INVITING EXPRESSION OF INTEREST (EOI)
FOR EMPANELMENT/APPOINTMENT OF FIRMS OF CHARTERED / COST
ACCOUNTANTS FOR CONDUCTING INTERNAL AUDIT IN CCI
FOR FINANCIAL YEARS 2023-24 AND 2024-25**

Cement Corporation of India Limited (CCI Ltd.) invites Expression of Interest (EOI) for Empanelment/ Appointment of firms of Chartered / Cost Accountants for conducting Internal Audit in CCI for the financial years 2023-24 and 2024-25. The scope of work has been given at point no. 3 of the tender document along with detailed terms & conditions and schedule of fee together with Annex-I & II are available at the website www.ccilttd.in which can be downloaded. The empanelment/selection of the firms of Chartered / Cost Accountants shall be based on qualifying criteria given in EOI document.

Interested firms having requisite experience in Internal Audit may submit their application in prescribed format through electronic form with subject heading “Expression of Interest (EOI) for Empanelment/Appointment of firms of Chartered / Cost Accountants”. All the documents should be signed with the seal of the firm and scanned subsequently into one PDF file and emailed to ss.hussain@ccilttd.in

Last date for submission of application is **29.09.2023**. Application received after this date shall be rejected. In case of any query, please contact **Mr. S.S. Hussain (Fin) Mob No 8889412671**

**INVITATION OF EXPRESSION OF INTEREST (EOI)
FOR EMPANELMENT/APPOINTMENT OF FIRMS OF CHARTERED / COST
ACCOUNTANTS FOR CONDUCTING INTERNAL AUDIT IN CCI
FOR FINANCIAL YEARS 2023-24 AND 2024-25.**

1. Introduction:

Cement Corporation of India Limited (CCI Ltd.) a Public Sector Enterprise of the Govt. of India with an authorised share capital of ₹ 800 Crore which is the only Central PSU in the country for manufacturing of Cement.

CCI is presently having three operating Units, with annual installed capacity of 14.46 lakh MT per annum. The plants are situated at Tandur (Telengana) with installed capacity of 1 million tonne, Bokajan (Assam) with capacity of 1.98 lakh MT per annum and Rajban (Himachal Pradesh) with 2.48 lakh MT per annum capacity.

2. CCI Units for which Firms of Chartered / Cost Accountants are to be empanelled.

Company intends to empanel/appoint Firms of Chartered / Cost Accountants for F.Y. 2023-24 and F.Y. 2024-25 for it's units mentioned below.

S. NO.	Unit/Plant	State	Remarks
1	Corporate office	Delhi	Head Office
2	Tandur	Telangana	Operating unit
3	Rajban	Himachal Pradesh	Operating unit
4	Bokajan	Assam	Operating unit
5	Adilabad	Telangana	Non-Operating Unit
6	Akaltara	Chhattisgarh	Non-Operating Unit
7	Mandhar	Chhattisgarh	Non-Operating Unit
8	Kurkunta	Karnataka	Non-Operating Unit
9	Nayagaon	Madhya Pradesh	Non-Operating Unit
10	Charkhi Dadri	Haryana	Non-Operating Unit

3. SCOPE OF WORK:

Reliability and Integrity of Information: The internal auditor should review the reliability and integrity of financial and operating information and examine the effectiveness of the means used to identify, measure, classify, and to report such information.

Compliance with Policies and Procedures: The systems and procedure also have considerable impact on the operation of the business enterprise. The internal auditor should gauge the effectiveness and impact of such systems and report thereon.

Safeguarding the Assets: The internal auditor should review the existing system for safeguarding the assets and if necessary should verify the existence of such assets.

Economical and Efficient Use of Resources: The internal auditor should also appraise the economy and efficiency with which the resources are employed. Further the internal auditor should identify the conditions, which would prevent the economical use of resources. They are as follows:

1. Underutilization of capacity.
2. Non-productive work.
3. Procedures, which are not cost, justified.
4. Over staffing or under staffing.

Accomplishment of the Established Objectives and Goals: The internal auditor should make a review of the operations or programmes of the enterprise and should ascertain whether the results are not inconsistent with the established goals and objectives of the enterprise. He should also ascertain whether the programmes are carried out as per plan. In addition, Internal Audit may perform special reviews requested by the senior management or the Audit Committee. When plans are changed for such reviews, this is reported to the Audit Committee so that it clearly understands the implications on resources and for the assurance it requires about internal controls, and any impact on the delivery of agreed plans

Role and mandate of Internal Audit: Internal Audit areas of focus include: • Internal control effectiveness; • Statutory, procedures and control compliance; • Implementation of recommendations; • Corporate governance; • Systems development; • Process improvement; and • Value for money and Best Value • The primary role of internal audit should be to help the board and executive management to protect the assets, reputation and sustainability of the organization. • Internal audit should be assessing whether all significant risks are identified and appropriately reported by management to the board and executive management as well as assessing whether they are adequately controlled. • The board, its committees and executive management should set the right 'tone at the top' to ensure support for, and acceptance of, internal audit at all levels of the organization.

DETAILED SCOPE OF WORK SHALL BE AS UNDER:

A. Internal Audit Scope (Financial Audit)

Scope of Service includes the following areas related to three operational Units as well as Non-Operating units as per the applicability and shall be covered by the Internal Auditors while undertaking the audit assignment in CCI for F.Y. 2023-24 & F.Y. 2024-25.

1.0 Internal Audit

- 1.1** Financial Aspects and Sub Ledgers, Fixed Assets Register and its physical verification and accounting transactions to ensure proper accounting of various transactions in accordance with the established Generally Accepted Accounting Principles as well as under different rules/policies of the CCI along with 100% vouching of Cash & Bank Vouchers.
- 1.2** Scrutiny of Accounting of Capital Expenses in compliance to AS Standards in preparation of financial statements & verification of capitalization of assets
- 1.3** Review the accounting policies, accounting standards, compliances under Companies Act and applicability of the provisions under other related acts/rules.
- 1.4** Identification of areas of weakness in internal control, losses, wastage and remedial measures thereof.

2.0 Revenue Analysis, Investment & Loan etc.:

- 2.1 Verification of revenue recognition in books & sale accounting of assets classified for sale.
- 2.2 Scrutiny of Debtor account, payment mechanism and statutory compliances.
- 2.3 Treasury Management Investment of Surplus Funds, compliances under the approved policy.
- 2.4 Verification of accounting of Interest on Investment and TDS from such interest.
- 2.5 Bank Guarantee/letter of credit, provided by the CCI.
- 2.6 Cash Flows and liquidity forecasts and Cash Management.
- 2.7 Bank Reconciliations and confirmation of FDR and Cash Balances, Verification of generation of scrap/Income from sale of scraps, interest on employees' advances/loans, other receipts and ensuring with the rules and procedures of the CCI.

3.0 Expenditure Management:

- 3.1 Review sanctions issued by various level of management with reference to delegations of powers, rules, procedure & as per the prescribed budget estimate.
- 3.2 Verify the genuineness of the salary, extra wages and overtime wages paid to the employees.
- 3.3 Comment with reasoning the Income Tax, GST, PF deposits and all statutory deductions & deposits.
- 3.4 Verification of bills of contractors / suppliers to ensure compliances as per contract / agreement.
- 3.5 Review of activities of the consultants engaged in the construction of the project and that the fees and benefits reimbursed are in accordance with the terms and conditions of the contract.

4.0 Contract Management:

- 4.1 Quarterly sample verification of operational and capital contracts related to operational units & projects.
- 4.2 Review of works contracts to ensure that the contracts have been awarded on the basis of lowest ultimate cost or as per the terms of the tender invited as well as in accordance with the rules and regulations of the corporation.
- 4.3 Compliances of all the conditions, guarantees, warranties & clearances of each contract awarded.
- 4.4 Review of the Bank Guarantees received from the contractor's/service providers and verification from time to time.
- 4.5 Review of sourcing manual and suggestion for changes.

5.0 Taxation:

- 5.1 Scrutiny of records & reporting on compliances under Income Tax, GST & other tax acts as applicable.
- 5.2 Suggestion on tax planning under above Laws.

6.0 Budget:

- 6.1 Comment on effectiveness of budgetary control.
- 6.2 Critically examine the deviations from the budget and control lapses.

- 6.3 Verification of re-casting of budget with actual expenditure.
- 7.0 **Procurement of Coal, power & other Raw materials:**
 - 7.1 Procurement and its accounting.
 - 7.2 Consumption of raw materials
 - 7.3 Coal sampling processes.
 - 7.4 Weighment and equality.
 - 7.5 Examination of coal procurement, sampling, weighment and quality as per agreement and suggest some remedial measures if required.
- 8.0 **Procurement & Warehousing:**
 - 8.1 Review all purchases above INR 5.00 lakh and 20% of other purchase orders for ensuring that the purchases have been based on the basis of overall lowest cost & have been made in accordance with the rules & regulations of the corporation.
 - 8.2 Review of stores receipt & issues to ensure proper stock charging of materials & proper accounting of issues.
 - 8.3 Comment on the stores management including slow moving & non-moving analysis, absolute stock and physical verification.
 - 8.4 Review of issue of materials to user department, utilization and balance in Sub-stores.
- 9.0 **Statutory Compliances and Certifications:**
 - 9.1 Review of all compliances to the Govt. and Statutory authorities.
 - 9.2 Comment on compliances as per Companies Act, 2013.
- 10.0 **Control System:**
 - 10.1 To review and appraise the soundness, adequacy, effectiveness, application of accounting, financial and other operating controls as well as Corporate Management Policies and proposing effective control at reasonable cost.
 - 10.2 Ascertaining the compliance and established rules, regulations, policies, procedures, administrative instructions and guidelines to all concerned and suggest for improvement in the system whenever required.
 - 10.3 To ascertain the extent to which CCI's assets are properly safeguarded and accounted and to highlight the areas of financial impropriety, wasteful and uneconomic transactions for ensuring effective control.
 - 10.4 To ascertain the reliability of data furnished to the management for decision making and to recommend/suggest operational improvements on all matters.
 - 10.5 To ascertain uniform application of HRD policy with reasonable consistency.
 - 10.6 Review of transactions to ensure that propriety has been observed.
 - 10.7 Review of internal control system & procedure to ensure the adequacy, effectiveness & efficiency.
 - 10.8 Review the Marketing, MM and other SOPs and report the deviations from SOPs, if any.
 - 10.9 To ascertain and ensure reliability of computerized outputs under different packages and existence of adequate reliable safety to database files and software packages.
 - 10.10 To timely compliance of all statutory provisions and returns under applicable laws.

10.11 As an IT Auditor, or Information Systems Auditor, is responsible for ensuring the quality of an organization's IT systems or databases. Their duties include setting audit objectives, gathering data by interviewing department employees or comparing current procedures to IT department standards and creating actionable plans to improve IT systems.

11.0 CSR Expenses:

11.1 Review of CSR activities of the CCI in line with policy procedures and Companies Act.

12.0 Risk base Audit:

12.1 Perform risk assessment on the basis of experience at CCI.

- a) Studying of all relevant documentation (contracts, agreements, policies, financial reports, accounts etc.) related to the areas of risk assessed.
- b) Understand the key business drivers and objectives.
- c) Identify key risks on each process areas of the business.
- d) Analysing two dimensions of each risk (potential impact on achieving business unit objective, and likelihood of occurrence).
- e) Charting the outcome and establishing the "High risk Zone" for risks.
- f) Prepare a detailed Risk Model/Risk Map for the business.

12.2 Prioritize the risks and efforts required to address the risk.

12.3 Preparation of risk report & present to the management / audit committee / board on the risk model / risk map for the business during 3rd and 4th quarter audit.

13.0 Other Works:

13.1 Timely certification of different financial reports as required from time to time. Transfer and recovery of expenses incurred on behalf of Units of CCI.

14.0 Attending formal meetings with the Company's management, Audit Committee/Board of Directors of the Company in connection with the Internal Audit Work.

15.0 Time Schedule of Internal Audit Reporting for the F.Y. 2023-24 & F.Y. 2024-25:

Sl. No.	Particulars	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
1	Commencement of Audit	1 st July.	1 st Oct.	1 st Jan.	1 st Apr.
2	Draft Report	20 th July	20 th Oct.	20 th Jan.	10 th Apr.
3	Compliance of Report	25 th July.	25 th Oct.	25 th Jan.	12 th Apr.
4	Final Report	30 th July.	30 th Oct.	30 th Jan.	15 th Apr.

16.0 Reporting:

16.1 All reports should deal with a chapter regarding compliances up to the previous report.

16.2 There shall be an executive summary to have quick glance through the observation.

16.3 Detailed reporting should be covered on all important aspects of the observations.

16.4 The report should contain the auditor's comments on all such irregularities or occurrences which the auditors desire to bring it to the notice of management,

along-with their financial implications, if any.

- 16.5 The report should also bring out deviations (non - compliances) by units from (with) policies, systems and procedures prescribed by CCI and also non-compliance to any regulatory requirements.
- 16.6 The reports shall be discussed in the working level as well as in the review meetings where the internal auditors are required to present the gist fact of the case.
- 16.7 The report should also contain references to areas where no adverse observations have been noted. In respect of other areas, specific suggestions for improvement, if any, may also be highlighted for each area.
- 16.8 The Unit-wise reports are to be submitted in single hard copy for each phase of audit to the Corporate Finance Department of CCI at Corporate Office, New Delhi.

B. IFC Audit Scope:

Scope of Service including the following areas shall be covered by the Internal Auditor while undertaking the audit assignment in CCI for F.Y. 2023-24 & F.Y. 2024-25.

1. Study of the existing system, process and controls framework of CCI and certification of Internal Financial Control in place and its operative effectiveness of such controls, (IFC) of CCI. It shall be based on requirement under Section 143 (3) (i) of the Companies Act 2013, and subsequent amendments if any, which inter alia includes policies and procedures adopted for ensuring orderly and efficient conduct of the business accuracy and completeness of the accounting records and timely preparation of reliable financial information etc. IFC Auditor certificate/report to be guided by & in compliance to the Guidance Note issued by ICAI in this regard.

The designed scope of service enlisted here is indicative only. The auditor is expected to discharge his duties with due diligence and best of his intelligence and ingenuity overall interest of the CCI and its stake holders

4. Internal Audit Team

Internal Audit team should consist of adequate number of qualified/semi-qualified assistants (Chartered / Cost Accountants) led by a partner of the Firm for the Internal Audit work of respective unit. The selected firms would have to deploy sufficient number of Chartered /Cost Accountants, semi- qualified persons and article assistants / Audit staff for reasonable duration of time for conducting and completion of each Audit report. The Head of Finance of the units will coordinate with the Audit Team for smooth functioning of the audit. It should be ensured that the audit team is headed at all times by a Chartered / Cost Accountant with a team member comprising technical person having prior experience of auditing on ERP platform. The senior partner of the firm will be required to attend quarterly Audit Committee meetings (generally held at CCI Corporate Office at New Delhi) to brief the significant matters covered under Audit reports issued

5. Internal Audit Fees:

5.1 Audit Fees shall be as decided by the Company from time to time. Details of Audit fee for each unit are as follows:

Sl. No.	Unit	Frequency of Audit	Annual Fees for F.Y. 2023-24 & F.Y. 2024-25 Excluding GST (Price in ₹)
1	Corporate office	Half-Yearly	₹22,200/-
2	Tandur	Quarterly	₹85,000/-
3	Rajban	Quarterly	₹42,000/-
4	Bokajan	Quarterly	₹47,500/-
5	Adilabad	Annually	₹22,000/-
6	Akaltara	Annually	₹22,000/-
7	Mandhar	Annually	₹22,000/-
8	Kurkunta	Annually	₹22,000/-
9	Nayagaon	Annually	₹14,500/-
10	Charkhi Dadri	Annually	₹14,500/-
	Sub-Total (A)		₹3,13,700/-
11	IFC Audit (B)	Annually	₹50,000/-
	Grand Total (A+B)		₹3,63,700/-

5.2 Travelling & Daily Allowance shall be paid extra and the same shall be regulated based on actual amount incurred subject to the followings as per CCI's TA rules :

Partners : **Director level**

Qualified assistants : **Manager Level (E3)**

Other : **Executive Level (E1)**

Lodging and Boarding will be provided at unit without any charge. One time travelling allowance / fare (To & Fro) will be reimbursed limited to max 2 persons.

5.3 Statutory Taxes/levies & duties shall be paid extra, as applicable.

5.4 In case, CCI takes manpower from the empaneled firm, the monthly remuneration for one person with qualification of CA/CMA (Intermediate) with one year post qualification experience shall be ₹ 30,000/- or CA/CMA (Final) ₹ 60,000/- inclusive of all. No other charges (viz EPF/ESI, Medical) etc shall be paid by CCI. However, GST as applicable shall be paid extra. This rate shall be applicable for the financial year 2023-24 & 2024-25. Further, CA/CMA (Final or Intermediate) may be entitled to 01 day casual leave/sick leave in a month. They should not be entitled to any other kind of leave.

6. Selection Criteria

6.1 The selection of the Internal Auditor shall be as per qualitative criteria, which is based on the overall suitability of the firm and its experience in the Internal Audit of Central/State manufacturing and/or power sector PSUs. The following criteria will be the basis of marks assigned to the firms and selection will be made on the basis of attainment of highest marks.

Sl. No.	Selection Criteria	Minimum Criteria	Basis of Marks	Marks per criteria	Maximum marks
1.	Period of establishment of the Firm of Chartered/Cost Accountants Period of establishment of the Firm since date of registration with the Institute of Chartered Accountants of India (ICAI)/ Institute of Cost Accountants of India (ICAI).	At least 5 Years of standing in Profession as on date of tender.	No. of years	2 marks per full year of existence	25
2	No. & Experience of Partners No. of Partners associated with the Firm for a minimum period of three years as on the date of tender. (The partners must be holding certificate of practice issued by Institute of Chartered Accountants of India (ICAI)/ Institute of Cost Accountants of India (ICAI) and should be in whole time practice).	2 Partners having experience of minimum 3 years.	No. of Partners	i) 2 marks for every Partner in practice for more than 10 years ii) 1.5 marks for every partner in practice for more than 5 years and upto 10 years. 1 mark for every partner in practice for 3 to 5 years.	25
3	Experience of the Firm in PSUs. No. of Internal Audit assignment completed in PSUs in last 3 F.Y. (The PSUs concern should have minimum annual turnover of ₹ 300 Crore in the year for which audit assignment was given).	1 Assignment (Company-wise per year of Audit)	No. of Internal Audit assignments	2 marks per assignment (Company-wise per year of Audit)	25
4	Experience of the Firm in other than PSUs No. of Internal Audit assignment completed in last 3 FY. (The Company concern should have minimum annual turnover of ₹ 300 Crore in the year for which audit assignment was given).		No. of Internal Audit assignments	2 marks per assignment (Company-wise per year of Audit)	25
				Total	100

6.2. From the EOI received by the Company, a panel of firms of Chartered/Cost Accountants who secures at least 50 marks as per qualifying criteria given above shall be prepared and maintained in descending order on the basis of attainment of highest marks. In other words, the Firm of Chartered / Cost Accountants securing highest marks shall be kept at no.1 in the list. The firm with highest rank in a panel shall be awarded the work. In case of refusal by highest ranking firm, the same shall be awarded to the firm with next highest rank & so on.

6.3. In case of a tie, the following sequence shall be adopted for selection:

- a) Firm of Chartered / Cost Accountants with longer experience shall be given preference based on the date of registration.

- b) Firm with a higher number of Fellow and/or Associate Members of the Institute of Chartered Accountants of India / Institute of Cost Accountants of India as partners shall be given preference.

6.4. Pre-requisites for considering rankings:

Requisite documentary evidence(s) in support of Criteria at 6.1 (1 to 4) mentioned in table above is required to be submitted. Proposals without the required documentary evidence(s) shall not be considered for evaluation.

6.5. Empanelment of Firm of Chartered / Cost Accountants for appointment as Internal shall remain valid for 2 financial years.

7. Terms and Conditions:

- i. The tenure of appointment shall be at the sole discretion of the Company. The tenure shall be for a maximum of two years. However, it is expressly stated here that the said tenure is not to be construed as assured and the Company reserves the right not to reappoint a particular firm its sole discretion without assigning any reason therefore.
- ii. Maximum tenure of appointment of Internal auditor shall be a continuous period of two (2) years. After that Chartered / Cost Auditor shall be considered for reappointment after the cooling period of two years.
- iii. The Company reserves the right to accept / reject any or all the offers without assigning any reason whatsoever therefore.
- iv. Firms who have served in the capacity of Internal Auditor of the Company upto F.Y. 2022-23 for consecutive two or more years shall not be considered for appointment as Internal Auditor.
- v. Overwriting/correction/erase and/or use of white ink should be avoided in the offer. However, if any overwriting/correction/erase is inevitable, the same should be authenticated with the signature & seal of authorised person of applicant firm.
- vi. Information related to Firm of Chartered / Cost Accountants and selection criteria shall be submitted in the Annexure-I.
- vii. Declaration that Firm of Chartered / Cost Accountants have not been banned/de-listed/debarred from business by any PSU/Govt. Department during last 03 (three) years shall be submitted in Annexure-II.
- viii. Company shall deduct TDS/any other tax/levy as per prevailing rules/rates.
- ix. All the pages of the proposal document shall have to be signed by the applicant firm(s) with the firm's seal and documents submitted along-with the offer shall also have to be authenticated by the authorised signatory of the applicant firm(s) with the firm's seal.
- x. The offer should be submitted strictly as per terms and conditions laid down in the document. The Invitation of offer in the Prescribed Format at Annexure – I & II shall be submitted through electronic form i.e. e-mail with subject heading “Expression of Interest (EOI) For Empanelment/Appointment of firms of Chartered / Cost Accountants”. All the documents should be signed with the seal of the firm and scanned subsequently into one PDF file and emailed to ss.hussain@ccilttd.in. Last date for submission of application is **31.08.2023**.
- xi. No application shall be entertained after this date.

8. Compliances / Declarations /Certificates by firm(s) on appointment:

- i. The Internal Audit Firm shall not sub-contract the assigned Internal Audit work,
- ii. The Internal Audit team shall work in strict confidence and shall ensure that the Internal audit data and any other information in respect of the operation of the units is dealt with in strict confidentiality and secrecy.
- iii. Assigned Internal Audit work of the corporation shall be completed within time frame specified by the Company.
- iv. No partner of the Internal Audit firm should be related to either Chairman and Managing Director or any Whole Time Directors or Part Time Directors of the Company within the meaning of the Companies Act, 2013,
- v. Neither the Internal Audit firm nor its partner(s) or associates should have any interest in the business of the Company,
- vi. The Internal auditor will be required to submit a certificate that:
 - a. the individual or the firm, as the case may be, is eligible for appointment and is not disqualified for appointment under the Companies Act 2013, The Chartered Accountants Act, 1949, The Cost and Works Accountants Act, 1959 and the rules or regulations made there under;
 - b. The list of proceedings against the Internal auditor or audit firm or any partner of the audit firm pending with respect to professional matters of conduct, as disclosed in the certificate, is true and correct.
- vii. If appointed, Internal Audit firm(s) shall have prime responsibility to ensure that the maximum number of audit limits specified under Companies Act, 2013 if applicable, are not violated.
- viii. The Internal Audit firm(s) shall be free from any disqualification under The Companies Act, 2013 if any.
- ix. The partners holding Certificate of Practice issued by Institute of Chartered Accountants of India / Institute of Cost Accountants of India are in whole time practice.
- x. The Internal auditor shall ensure that data given to the Auditor by company and any information generated from the data provided shall not be used by the Auditor for any other purpose.

9. Debarring Provisions:

The Audit Firm will be debarred from getting, in future, the Internal Audit of CCI Ltd:

- i. If the Firm obtains the appointment on the basis of false information/misstatement.
- ii. If the Firm does not take up audit in terms of appointment letter.
- iii. If the Firm fails to maintain/honour confidentiality and secrecy of the Company's data and information.
- iv. If the Firm fails to comply with any of condition laid down in clause 7 & 8 above.

Format of the offer

1. Detail of Establishment

Name of the Firm of Chartered / Cost Accountants	
Registration No. of the Firm:	
Date of Registration of the Firm:	
PAN No. of the Firm:	
GST Registration No. :	

2. Detail of Head Office and Branch Office

	Address	Date of Establishment	Contact Person/Mobile No. /other contact Nos.	E-mail	Supporting document
Head Office					
Branch Office 1					
Branch Office 2					

3. Detail of Partners

Sl. No.	Name of the Partner(s)	Membership No.	Date of joining the firm as Partner	No. of years completed in full time practice	Supporting document

4. Details of Experience of Internal Audit in Public Sector Enterprises (PSEs) last three financial years.

Sl. No.	Name of the Public Sector Enterprises	Fin. Year of Audit	Turnover of the PSEs (Rs. in Crore)	Supporting document

5. Details of Experience other than Public Sector Enterprises (PSEs) last three financial years.

Sl. No.	Name of the Company	Fin. Year of Audit	Turnover (Rs. in Crore)	Supporting document

Notes:-

- 1) All supporting proofs/ documents in respect of evaluation criteria must be submitted with the application. Firms of Chartered / Cost accountants will be shortlisted strictly on the basis of documents submitted.
- 2) List of documents to be submitted along with the applications/ EOIs:
 - a. Latest registration certificate of the firm issued by The Institute of Chartered Accountants of India / The Institute of Cost Accountants of India w.r.t the information related to the year of establishment of Head Office, Branch Office(s), address(es), details of partners along-with their membership nos. etc. Particulars as indicated in the Certificate(s) will be treated as conclusive and used for the purpose of evaluation of EOIs.
 - b. Copy of PAN card.
 - c. Copy of GST Registration.
 - d. Certificate of practice issued by The Institute of Chartered Accountants of India / The Institute of Cost Accountants of India to partners/ firm.
 - e. Copies of appointment letters for Internal Audit in PSUs / manufacturing / power sector companies in evidence of experience.
 - f. Firms with experience in PSUs have to submit a certificate to the effect that the annual turnover of the auditee for the relevant financial years were Rs 300 Crores or more along with self-attested copies of published accounts showing turnover for the relevant years/ CIN and other relevant web links to verify the turnover or certificate giving year- wise turnover details issued by the company.
- 3) A copy of complete EOI document duly signed as a token of acceptance of all terms and conditions and sealed.
- 4) All the pages of offers and documents are to be signed by the partner/owner of the firm along with seal of the firm.

Declaration:-

I, _____ Partner / owner of the Firm _____, hereby declare that the above information furnished is true & correct to the best of my knowledge and I will abide by the Terms & Conditions set by the company for the Appointment of firms of Chartered / Cost Accountants

Signature and seal of the firm

**Declaration of Ineligibility
(By the Internal Audit Firm)**

I/ We, M/s (Name of Internal Audit Firm) hereby certify that I/we have not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last 03 (three) years.

(Signature and seal of the firm)