



HSCC (INDIA) LTD
(A Subsidiary of NBCC (India) Limited)
(A Government of India Enterprises)
E-6(A), Sector-1, Noida (U.P)-201301

Notice Inviting Tender

FOR

"INTERNAL AUDIT OF HSCC (INDIA) LTD FOR FY 2024-25"

VOLUME – I

- Notice Inviting Bids
- Pre-Qualification
- General Instructions to Bidders

HSCC (INDIA) LIMITED
A Subsidiary of NBCC (India) Ltd.
A Govt. of India Enterprises
E-6(A), Sector-1,Noida-201301

Tender No. HSCC/Tender/Internal Audit/2024-25/1

Dated 05.07.2024

Offline bids are invited by HSCC (India) Ltd from eligible CA/CMA firms based at Delhi/NCR for Internal Auditor of HSCC for the F.Y-2024-25 ,who fulfil qualification criteria as stipulated in NIT documents of HSCC (India) Ltd. Tender details available online from 05.07.2024. The pre-bid meeting will be held on 12.07.2024 for any clarification. Last date of submission of Bids is 19.07.2024 **(2.00 PM)**. Estimated Fees is Rs.4.50 Lakhs for Internal Auditor. The bid will be opened on 19.07.2024 at **3.00 PM** in the presence of bidder and committee members. Price bid shall be opened only for prequalified bidders the same shall be intimated through phone/ email.

The detailed NIT will be available on HSCC website <https://www.hsccltd.co.in>. and <https://www.eprocure.gov.in>. Corrigendum to the publication, if any, would appear only on said website <https://www.hsccltd.co.in>.

For Any query/clarifications, you can contact Manager (F&A), Audit, HSCC India Limited, E6(A), Sector-1,Noida (UP)-201301.

HSCC (INDIA) LIMITED
(A Subsidiary of NBCC (India) Limited)
E-6 (A), Sector 1, NOIDA -201301 (UP)
Notice Inviting e-Tender (Detailed - NIT)

Tender No. HSCC/Tender/Internal Audit/24-25/1

Dated: 05.07.2024

HSCC India Ltd., a Mini Ratna PSU intends to invite offline bids through e-tendering from eligible CA/CWA firm based at Delhi/NCR, done Statutory Audit/Internal Audit of Navratna/ Mini Ratna PSU having experience of Statutory/Internal Audit of Construction Company of minimum turnover of Rs. 500.00 crore.

Name & description of the work	Last date to fill/upload the tender through e-Tendering.	Bid Security/ EMD amount (in Rs.)
Engagement of firm of Chartered Accountants/Cost Accountants as Internal Audit of HSCC (India) Ltd for Financial Year 2024-25	19.07.2024 upto 1400 hrs. & Opening at 1500 hrs. on 19.07.2024	Rs. 10,000/-

The bid document is available online from 05.07.2024. The bidder would be required to submit the hard copy of requisite documents for technical bid along with EMD amount of Rs. 10,000/- (Rs. Ten thousand only) in form of DD/Banker's Cheque (original) from Scheduled Bank in favour of "HSCC (India) Ltd." in one envelope by quoting technical bid on the top of the envelope and another envelope should contain the price bid by stating financial bid on the top of the envelope. Both the enveloped should be in big envelope by stating "Tender for Internal Audit of HSCC India Limited 2024-25 and to be deposit latest by upto 2:00PM on 19.07.2024 address to Manager (F&A) Audit, HSCC India Limited, E-6(A), Sector-1, Noida (UP), either by registered post or by hand before the date and time fixed for submission of bid failing which the bid will be declared non-responsive(c) Form of Bid / Letter of Application (Form - A) duly signed & stamped and filled.

The documents to be submitted in hard copy are listed at checklist -**Form-B- of Vol-I**

Complete set of Bid documents comprising of NIT/ PQ Form-C and its Annexure & Price Schedule/ FORM-D has been made available at HSCC website <https://www.hsccltd.co.in> and <https://www.eprocure.gov.in>. The interested bidders/firms may download the bid documents. HSCC reserves the right to accept or reject any bid without assigning any reason or incurring any liability whatsoever.

Pre-Bid Meeting will be conducted at HSCC head office on **12.07.2024** at 11:30 hrs. Query may also be sent by mail prior to this meeting if required.

Prospective bidders are advised to regularly scan through HSCC website <https://www.hsccltd.co.in> as corrigendum/amendments etc., if any, will be notified on this portal only.

-sd/-
Manager (F&A),
Audit Division
HSCC (India) Ltd.

**INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR TENDERING FORMING
PART OF BID DOCUMENT**

1. The intending bidder must read the terms and conditions of **Notice Inviting Bids and the Bid documents** carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required and all documents are required to be submitted in technical envelope except price bid. All the documents should be signed and stamped.
2. Information and Instructions for bidders posted on website shall form of bid document.
3. The bid document and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from HSCC website <https://www.hsccltd.co.in>.
4. On opening date, the bidder / firm can attend the office to see the bid opening process.
5. The firm shall undertake not to sub-contract the work.
6. The HSCC reserves the right to reject any prospective application without assigning any reason.

Sd/- _____
Manager (F&A)
Audit Division
HSCC (India) Ltd.

PREQUALIFICATION DOCUMENT

NAME OF WORK: **“Tender for Internal Audit of HSCC (India) Ltd for F.Y. 2024-25”**

Validity of Bid: Bid should be valid 45 days from the last date of submission date.

PERIOD OF CONTRACT: **This Contract shall be valid for a Period of One Year which may be further extended for one year, if required.**

EMPLOYER: HSCC (India) Ltd., E-6(A), Sector-1, Noida, U.P.-201301

1.0 Minimum Prequalification Criteria for Internal Audit for Financial year 2024-25:	
Firms Qualification/ experience	1.1 CA/CWA firm must have done Statutory/Internal audit of Central PSU Construction Company which have turnover above Rs.500.00 crore and Net worth above RS. 100.00 crore. 1.2 Year of incorporation should be 10-year-old. 1.3 Audit of minimum 1(one) Central PSU in preceding last 5 years.
Firms Location	1.4 CA/CWA firm should be based in Delhi/NCR.
Strength of Firm	1.5 Minimum number of partners should be 3. 1.6 Minimum audit staff 10 numbers in the firm (Excluding Partners).

2.0 Following confirmation required from bidding CA/CWA firm:

2.1 100% checking of all type of transaction/bill etc. as per scope of work.

2.2 One Sr. Qualified CA/CWA with a team of two to three senior assistant on regular basis.

2.3 Submission of Report on six monthly basis within 30 days from the end of each six month audit.

3.0 SUBMISSION OF APPLICATION:

3.1 Technical Package Part-I must be submitted complete in all respect in sealed envelopes which must be either delivered by hand or by registered mail, to Manager (F&A), Internal Audit Division, HSCC (India) Ltd, Plot No. 6(A), Block-E, Sector-1, NOIDA, U.P. - 201301, so as to reach not later than **19.07.2024** before **1400 Hrs.** and be clearly marked.

“Tender for Internal Audit of HSCC (India) Ltd for F.Y. 2024-25”.

3.2 The name and mailing address of the Applicant should be clearly marked on the envelope.

- 3.3 All the information asked for pre-qualification and tender shall be answered in the ENGLISH language by all the agencies/firms.
- 3.4 Failure to provide information in the stipulated format enclosed or to provide timely clarification or substantiation of the information supplied (considered essential to evaluate the Applicant's qualification) may result in disqualification of the Applicant.

NOTE:

1. Application Format provided above along with the necessary attachments has to be sent to Manager (Finance), Audit Division, HSCC E6(A), Sector-1, Noida-201301 before or on the last date of submission mentioned above.
2. Only those applications will be considered where application formats are duly signed and received in hard copy at the above mentioned address before or on the last date of submission along with relevant supporting documents/backup.
3. It has to be ensured that all attachments in support of the application are legible. Further it has to be ensured that page numbers of the relevant annexure have been clearly mentioned along with their respective points in the application format.

4.0 Price

Price to be quoted in prescribed Price Schedule (Form-D) on all-inclusive basis. Applicable GST will be payable extra.

5.0 Terms of Reference

- 5.1 Manpower: One Sr. Qualified CA/CWA with a team of two to three senior assistant on regular basis. In case full time Chartered Accountant/Cost Accountant is not provided the audit shall be liable to be suspended. One qualified CA/CWA must have to visit ,minimum 4 days a month.one Sr. Assistant must have to visit minimum 15 days a month. Attendance will be recorded and deduction of Rs. 600/- Per day for assistance & Rs. 2,500/- for CA/CWA will be made if attendance is short
- 5.2 Reporting: The report is to be submitted Six monthly within one month of the end of Six month. & Same may be extended for one more year if any. Report must specify the areas covered and to ensure that the areas specified in Scope of work are covered.
- 5.3 Appointment: The appointment of Internal Auditor shall be for one financial year i.e. 2024-25.The same may be extended for one year (if required). No changes in terms of reference for fee shall be allowed and in case the same is sought it will be considered non-compliance of TOR and the performance security shall be forfeited.
- 5.4 HSCC reserves the right to accept or reject any or all the tender received without assigning any reason.

- 5.5 Performance Guarantee of Rs.30,000/- (Rs. Thirty thousand only) to be submitted by the agency to whom work of Internal Audit is awarded. Performance Guarantee will be refunded after 03 months of submission of Last half yearly report. The performance Guarantee will be forfeited on Non compliance of work as per tender condition.
- 5.6 The Audit firm shall undertake not to sub-contract the work
- 5.7 **Firms which have conducted internal audit during any of the financial year In block of 2022-23 to 2023-24 at Head Office of HSCC, shall not be considered for internal audit assignment, however these firms may be considered for other work (if any) during the proposed period.**
- 5.8 If CA firm is appointed as Internal Auditor, it should not be breach any of the provision as per companies Act,2013.
- 5.9 To attend meeting and comments of Statutory Auditor.

6.0 SCOPE OF WORK: INTERNAL AUDIT

Internal audit is an independent management function, which involves a continuous and critical appraisal of the functioning of an entity with a view to suggest improvements thereto and add value and strengthen the overall governance mechanism of the entity, including the entity's strategic risk management and internal control system. Internal audit, therefore, provides assurance that there is transparency in reporting, as a part of good governance. Accordingly, internal auditor must ensure the above while performing the audit work.

The Functionality of Head office is divided between Various Divisions/ Departments as follow:

A) HRM & Admin

B) Finance Department comprising of (i) Banking Division (ii) Admin/Salary Division (iii) Compilation & Taxation (iv) Project closure Division (v) Project Finance Division

C) Law Division

D) Information Technology & ERP Division

E) Business development Group

F) Project Management Group

G) Central Procurement Group

H) Board Division

Internal auditor is expected to review all the current procedures, processes and transactions for each and every Financial and Non-Financial activity followed in various divisions and evaluate the same for internal control to identify the risk areas and to suggest mitigation measures in order to prevent fraud/errors/misrepresentation/misappropriations/revenue leakages/non-compliance to SoPs of HSCC and other statutory guidelines. The Internal Audit shall be carried out in accordance with the Auditing Standards and Accounting Standards prescribed by the Institute of Chartered Accountants of India and will include such tests and controls, as the Auditor considers necessary under the circumstances. In addition to the above, Internal auditor is expected to extensively verify all the applicable central/state laws,

rules, approval of Boards, Guidelines of concerned Ministry/ Dept. /C&AG/CVC etc, are followed by every Division of HO. In case of any deviation the same may be informed to the HSCC immediately.

The scope of Internal Audit encompasses the examination and evaluation of the adequacy and effectiveness of the organization's system of internal control with special emphasis on the following:

A. HRM & Admin Division:

HRM division handles all the activities for providing HSCC's diverse workforce with a stimulating environment to aid both their personal and professional development. It is also responsible for Framing Progressive policies such as mentoring and skill development programmers for junior employees and special leadership development programs for senior employees.

Administration division is responsible for procurement of Goods & Services for the Head office as per approved budget & policy.

Following areas of HRM & Administration Division must be covered during the course of Audit: -

I. Human Resource Management

- a) Scrutiny of Employee master data in terms of their categorization in Executive/Non-Executive, pay scale, seniority. The same must be reconciled with the data of payroll division.
- b) To verify the records for new appointments (including pay fixation) in light of the company guidelines, recruitment advertisement, approvals, submission of proper documentation, account authorizations etc.
- c) Review the rules & procedure of probation clearances for new employees as well as promoted employees, including their pay fixation on probation clearances.
- d) Review of expenses incurred and reimbursed in respect of transfer of Employees and in respect of prospective candidates applying for the company, in line with the company policy.
- e) Evaluation of current procedure followed for updating Employee master data (E.g. DOB, DOJ, Employee Status, PAN, Transfer actions, Aadhar, Retirement action etc.) and its effectiveness. It may further be ensured that the trail of such an update is in place and running effectively. Ambiguities & risks, if any in current procedures may be specifically highlighted. Check whether all these information is updated in the employee's master data till the audit date.
- f) Review of Leave Accrual/Credit, availment along with required approvals, deductions and encashment in line with company policy and guidelines. Review and reconciliation of Leave Record as per ERP and Service Book. Further, Official Tours, Travels and Accommodation approved and booked as per the official entitlement.
- g) Review the cancellation of leaves for the Financial Year and its impact thereon.

- h) Checking of attendance record to ensure that attendance data is duly approved by HOD. Further, also ensure that intimation of both Leaves and Tours & Travels is given to HRM with HOD Approval in a timely manner as per defined timelines. Also ensure that monitoring of presence, absence and late sittings of employees through a biometric system ensures its effectiveness and efficiency in conformation with the Leaves, Official Tours, on Duty outside official assignments and overtime being intimidated to HRM.

Further, analysis of Staff welfare and Local conveyance bills and necessary approvals.

- i) Review of updated status of Employee service book and its updation in the employee master data.
- j) Review of employee benefits (Including HRA, Housing Subsidy, Retirement benefits, Perks, various Insurance policies, PRP etc.) in light of Corporation & DPE guidelines.
- k) Review of employee benefits other than above in line with the Company Policy i.r.o. Laptop, Mobile Phones, Mobile Connections & Plans, Network dongle, Car facility and other assets & services being provided by the company to its Employees.
- l) Assessment of full & final settlement of retired/terminated employees/resigned employees including gratuity, PRP and other post-retirement benefits with special observance given on Proper deduction of leaves, transfer of leaves for resigned employee, Encashment of balance leaves and assure that employee who retire during the calendar year should be credited with proportionate leaves. Further, verifying the defined timelines followed for full and final settlement for cases of employees leaving the organization other than superannuation.
- m) In case of re-employment of retired employees on contract basis, as consultant or experts, auditors may ensure the compliance of HSCC's Rule of Re-employment of retired officials as consultant/advisors & guidelines and standard terms & conditions for appointment of an employee on contract basis.
- n) Review of report of exit interview to identify and compile the common reasons for tendering resignations.

II. Administration Division

- a) Review of all the procurements (Material & Services) /Contracts /proposals for various events awarded by Admn. Division to ensure that these are in accordance with approved procurement policy, Sub Delegation of power (SDoP) & Government guidelines. The bills on account of such contracts must also be verified to ensure payment made in line with the contract conditions.

- b) Evaluation of efficiency of record management system currently used in Admin Division. Special observance may be given to identification & movement of procured goods till its disposal.
- c) Extension of current agreement or LOA should be approved by competent/delegated authority and must be in accordance with prevailing procurement policy.
- d) Effectiveness of existing control mechanisms to prevent submission of fake bill, duplicate bills, payment of unauthorized procurements etc.
- e) Maintenance of records for receipt, issue, return, repair & maintenance and disposal of Store items & fixed assets including assets on hire along with necessary approvals.
- f) Assets have been insured in a timely manner with proper sum coverage along with necessary approvals as per SDoP.
- g) Actual expenditure to be checked with reference to conditions of contract for maintenance work.
- h) Review of uses of departmental / outsourced vehicles as per HSCC policy/DPE Guidelines,
- i) Review report on usance of hired vehicles by the vendor / vehicle supply agency.

B. Finance & Accounts Department: It handle company's Treasury & Fund management, Taxation compliance, preparation of accounts as per IND AS & SEBI guidelines, Payroll Management, PCD and other finance related activities like giving concurrence of all proposals having financial implication. Finance Department work is divided into various subdivisions. Division wise scope of audit is defined below:

I. Banking Division-

Auditor is expected to review the existing procedures and transactions during the current financial year with respect to the following: -

- a) Investment of surplus fund as per Investment policy and approval of Competent/delegated Authority. Correctness of accounting of interest etc.
- b) Effectiveness of Current Policy & procedure followed for opening, operating, closing and updating of signatories in pool, as well as Dedicated Bank accounts.
- c) Review of procedures followed for Issue, extension & Cancellation of such Bank guarantees including risk analysis (if any) of those BGs which are expired but not cancelled by Bank. Further apportionment of BG Commission should also be reviewed

- d) Review the Empanelment of Banks for investment of surplus fund as per applicable guidelines
- e) Balance confirmation of Debtors & Creditors & review of old balances.
- f) To ensure that intra bank transfers are genuine and are supported by documentary backup as well as necessary approvals.
- g) Utilization of funds from bank accounts as per MOU conditions and reconciliations of such accounts. To review the payment/ credit of interest earned on the client advance in case of separate bank account to the client ledger on timely basis in the books of accounts as per the agreement.
- h) Effectiveness of current procedures followed in identifying funds received from clients in HO bank accounts on behalf of various projects including their transfer to respective client account and its utilization in line with MoU with the client.
- i) Reconciliation of various Bank accounts maintained with the bank statements. Review of dormant accounts, if any.
- j) Checking accuracy and authenticity of the accrued interest on bank deposits, TDS including effectiveness of procedures adopted for remittance of interest (Including compliance of TDS) to client as per the MOU/agreement.

II. Salary/Admin Division

This division is in charge for preparation & disbursement of salary, payment of leave encashment, liveries, PRP, Superannuation benefits and terminal dues, various advances & other employee benefits as per policies issued by HRM division. The recoveries against various facilities and adjustment of various advances as per the office order issued by HRM. Thus following areas may also be covered during the audit:

- a) Effectiveness & reliability of granting of various type of loan & advances to employees and its recoveries as the same should be as per HR & Finance policies. Effectiveness of current procedure for maintaining Employee wise records of such advances & recoveries.
- b) Preparation and Payment of salary to employees as per HR Employee Master Data, updation of bank account details, and adjustment of various recoveries viz. TDS, PF, facilities, advances etc. Timely deposit of TDS & filling of return along with Month on Month reconciliation of Salary of Employees.
- c) Payment of PRP, superannuation benefits and terminal dues as per policy and HRM office order. Special consideration on sufficiency of currently available Provisions (E.g. Leave encashment, benevolent funds, gratuity, PF , PRP etc) may be taken. Verification of computation & accounting of gratuity, provident funds, pension fund, benevolent fund, Medical Corpus fund etc.

- d) Test check of Master data of Payroll and HRM division to ensure accuracy of the salary components especially w.r.t. Basic Pay, Allowances, Perks, Medical insurance recovery etc. prepared by the division.
- e) Test check of the salary of the superannuated employees/resignation cases to ensure accuracy of recoveries viz. bond money, notice pay, leave encashment, etc.
- f) Test checks the final settlement process of death cases to ensure accurate and timely payment to the dependents.
- g) To verify the employee related proposal especially w.r.t. pay fixation, recoveries etc. concurred by the division.
- h) Review of working of Pension and PF trust, including vouchers, payments etc., Loans withdrawal & recovery of loans procedures from PF etc.
- i) Checking the unpaid amount to employees (like Salary, Bonus, perks, PRP) and action taken during Audit period.
- j) Detailed review of Fixed Asset Register in terms of Companies Act & Ind AS to ensure that format of fixed asset register must provide all the details regarding its cost, depreciation, location, accumulated depreciation, WDV etc. Further evaluation of effectiveness of current procedure follow for verification of fixed assets. Recommendations for Improvement of FAR must be provided.
- k) Ensure the effectiveness of procedures for Physical verification of fixed assets including its records, reconciliation if any and further actions recommendations.
- l) Checking of all employee's payment like TA/DA, Conveyance/Advances etc.
- m) Checking of all Administrative related payments.

III. Compilation & Taxation Division

This division is entrusted for preparation of Standalone & Consolidated Financial statement of HSCC, creations of various provision as required in Companies' Act 2013/ Ind AS/other Statues, finalization of quarterly financial statement of HSCC for onward submission to NBCC.

Following area may be covered during the course of audit:

- a) To test check the creation & reversal of various provisions (E.g., ECL, Warranty, Gratuity, leave encashment (as per actuarial), etc. as per prevailing statutes, accounting policies and accounting standards in terms of necessity and sufficiency.

- b) To ensure the effectiveness of mechanism towards inter-company reconciliations at Head Office level on regular basis.
- c) Ensure, the procedures & policies are in compliance of Company (Auditor's Report) Order, 2020 (CARO) and suggestion if any for improvement has been complied with?

Taxation Division

Taxation Division is responsible for computation of advance tax & timely deposition, computation of current tax, deferred tax, provision for tax, assessment and various other compliance of Direct & Indirect taxation.

- a) Assessment of mechanism for filing and revision of TDS Returns.
- b) Scrutiny of Income Tax computations with special adherence to disallowed items, deferred tax calculations, compliance of advance tax and adjustment of profit/loss of subsidiary companies.
- c) Assessment of Advance Tax Planning and its quarterly payment as compared to Total Tax Payable for the year, keeping in view the unnecessary blockage of company funds/liquidity.
- d) Review of mechanism of all GST Compliances i.e, filing & reconciliation of Returns; Availment, claim and reversal of ITC, GST Audit, by all RBG/SBGs.
- e) Evaluation of mechanism adopted for reconciliation of 26AS & Books of accounts and its effectiveness.
- f) Appraisal of guidelines for issue, management and validity of circulars.
- g) Ensure the effectiveness of policy & system currently followed for identifying tax cases/ scrutiny/assessments pending against and filed by HSCC at any forum and suggestions if any for improvements.

IV. Project Financial Closure Division

The division is responsible for financial closure of projects after its physical completion. For this purpose, Division maintains project & Contract wise data. The division also liaison with ZONE'S offices and monitor closure of projects. Following areas may be checked during Internal Audit:

- a) List of projects financially closed during the audit period, for HSCC as a whole and verification of its proposals and approvals as per SDoP.
- b) Review the Targets vs Actual closure of projects financially during the period and the review of differences along with its reasons if any.
- c) Review of Details of Physical & Financial Closure of projects as per ERP and reconciliation of the same with PCD MIS & Suggestions for improvising the same.
- d) Cases where projects which are classified as financially closed but balances are still appearing in Project balance sheet and existence of pending CAG audit, Internal Audit paras

- e) Test verification of projects which are financially closed but balances still appearing in ERP or salary expenses are still allocated & reasons for the same.
- f) Checking of approvals for write off/write back of balance appearing in Trial Balance for projects financially closed during the year.

V. Project Finance Division

Internal Auditor will brief about the projects for which audit has been done.

It will include:

- a) Name of Project / work,
- b) Name of the Client,
- c) Value and Date of sanction letter from the clients,
- d) Prime Cost as per sanction letter of the clients,
- e) Date of signing of agreement/MOU with clients,
- f) Completion period of the project as per agreement with clients,
- g) Date of start and date of completion of work as per agreement with clients,
- h) Name of the contractor/s,
- i) Value of LOI and date,
- j) Date of signing of agreement with contractor/s,
- k) Completion period of the work as per agreement signed with contractor/s,
- l) Date of start/completion of work as per agreement with the contractor/s,
- m) Actual Date of Start of work
- n) If work is delayed from contractual completion date, extended date of completion agreed by the clients,
- o) Likely date of completion of the work,
- p) Financial Completion of work in %,
- q) If value of work exceeds from original Prime Cost of Sanction letter of clients, Value and date of further increased Sanction letter from clients,
- r) Whether separate/dedicated account is opened for the specific project in line with MOU with client.
- s) Whether the milestones mentioned in the tender agreement/agreed with the contractor have been achieved. If not, action taken by the E-I-C in this regard.

Any other information regarding clients, contractor/s, work/project & etc., if required to disclose. The auditors may physically visit the projects sites on random basis.

A). Contracts (Civil / Others) of HSCC

1. Checking of bills of the contractor in terms of the conditions of contract.
2. Grant of extension of time for the contract to be correlated with the records / approvals of the Company.
3. Principal approval for extra, substitute and deviated items, escalation in the contract from the appropriate authority.
4. Checking of Performance BG, Mobilization Advance, Insurance Policies (CAR, WC, Third party), Secured Advance, Security Deposit, Labour Laws, Time

Schedule & Extension of Time (EOT), Taxes & Statutory Registrations, Escalation of bills etc. as per terms and conditions of the Contract.

5. SOE and tally with ledger and sanction and reconciliation thereof.
6. Booking of Turnover.
7. Reconciliation of Client Deposit Accounts.

B). Project and Procurement Accounting

1. Checking of bills of the contractor in terms of the conditions of contract. Raising of Consultancy Fee as per contract at Functional Department level.
2. SOE and tally with ledger and sanction and reconciliation thereof.
3. LC Operations.
4. Booking of Turnover.
5. Reconciliation of Client Deposit Accounts.

C). Consultancy Income and Other Income Recognition

1. Checking of consultancy fee Bills including GST thereof on completion of activities/Job by Functional Departments as per terms of agreement with clients and TDS by clients.
2. Checking of Income Recognition, billing system and procedure of accounting to ensure timely and correct recording and compliance of Consultancy Income Recognition review.
3. Other Income recognition review and checking of the calculations thereof.

D). Others

1. 100% Vouching of all the vouchers including but not limited to Bank Vouchers, Cash Vouchers, Journal Vouchers, Project Accounting Vouchers.
2. To check the authorization for the payments is in compliance with Delegation of Powers.
3. To check the compliance of payment instructions as per recommendation made.
4. Periodical review of General ledger and Subsidiary ledgers and annual financial results.
5. Reconciliation of Trial Balance on Monthly basis and to report, mismatch, if any.
6. Review of Budget and Actual Expenditure.

VI. Law Division

This Division is entrusted to manage the legal cases of HSCC. Following areas may be covered in the course of audit:

- a) Review of Procedures of appointment of advocates and Criteria for fixing & payment of their fees.
- b) Effectiveness of system currently followed for reporting cases decided/pending cases against and filed by HSCC at any forum,
- c) Effectiveness of policy & system currently followed for Data & record management system of all running & closed cases.
- d) Status of cases duly bifurcated in filed by HSCC on Client, Contractor & others (specific details) & vice versa.
- e) Status of realization of awards decided in favour of HSCC, reasons for delay if any.
- f) Status of action taken for award decided in against of HSCC, further actions taken.

VII. Information Technology & ERP Division

The Division is responsible for complete IT environment of HSCC including maintenance, HSCC website, E-office, various portals, technical supports and Networking environment etc.

The following areas must be covered in IT function:

- a) Analysis of IT Security aspects level of all the database to assure that data can only be accessible by authorized user only. Review of Authorization matrix in line with the mechanism for providing access and updation of the same at regular intervals for various executions.
- b) Review the system of Creation & updation of data back-up considering its safety and retrieval in line with IT Policy.
- c) Review of changes/additions in master data & modules along with the efficiency of the modules on ERP and ensure necessary approvals for such addition/changes obtained from concerned Division Head.
- d) Reviewing the ERP Authorization provided to all departments at HO. Whether the authorization provided by default or any specific authority is needed? Reviewing the present authorization provided to staff.
- e) Review of deletion/closure of email ids/ account for retired employees from Email @Gov portal and e-office portal of HSCC.
- f) Review of efficacy of HSCC in-house ERP system and suggestions on area of improvements.

- g) Ensure the Backup of Important data regularly taken/stored, frequency of such backup taken, data storing place/location, is it offline or online.
- h) Ensure the physical verification of computer hardware/software.
- i) Review of the expenditure made for purchase of Software.
- j) Review of Audit Trail as per MCA guidelines.

VIII. Business Development Cell And Overseas Projects

Business Development cell is entrusted with task to secure business for HSCC as well as acquisitions of companies. Following areas must be covered during the course of audit:

- a) Detailed report of EMD (In form of Bank Guarantees/ Demand Draft/Other forms) submitted to Client for securing of tender.
- b) Review of Standard format of MOU entered into with clients.
- c) Review of reasons for disqualification of HSCC in acquiring projects and actions undertaken to correct/ improve those aspects, if possible.
- d) Review of participation process in Bidding/Tendering done through HO
- e) Ensure the procedures for securing overseas projects.

IX. Project Management Group

PMG division is responsible to compile client, vendor, and project master data. The division also review the progress of various projects and provide MIS to the management.

Following areas must be covered during the audit for PMG area:

- a) Review of current mechanism followed for monitoring of various projects and provides suggestion for improvising the same. Special adherence to updation of master data in terms of revised cost and completion time.
- b) Reconciliation and reasoning for differences in Reported and Actual Turnover.

X. Central Procurement Group

The division is responsible for floating tender on behalf of Zones/HOD. Accordingly, CPG division arranges to publish the NIT, receive, open, scrutinize and award the tender as per the Guidelines for Tendering for contractors. The records for EMD received in CPG Division and its safe custody (in case of BG) or in banks (in case of DD, if any) is also available in CPG Division.

Following areas may be covered during the audit:

- a) Approvals are obtained at each level of tendering as per the prevailing SDoP. Special adherence should be given to approved tender documents as per GCC as applicable.
- b) Review of tender scrutiny documents and technical evaluation sheet.

- c) Review of Records maintained for Tender Fee and EMDs received in the Bank Account of CPG division & Refund of EMDs. Entering & authorisation of Tender Fee & EMD in the books of accounts.
- d) Sufficiency & effectiveness of records maintained in CPG with special adherence to EMD and its timely intimation (to respective Zone or refund as the case may be).
- e) Confirmation of Bank guarantees as per GCC as applicable. Mechanism for ensuring safekeeping of the same.
- f) Review of Internal control on uploading of tenders on e-Nivida & E procurement portal of GOI.
- g) Test checking of few proposals for award of contracts assignments to ensure that procedures are in line with SoPs defined in Works manual and approvals have been obtained as per SDOP.

The Tender procedure may be reviewed under light of “Technical Guide on Internal Audit of Tendering Process issued by ICAI” and various statutory guidelines.

XI. Board Division

- a) To ensure the Compliance on Corporate Governance.
- b) Check whether the records of all board meetings and other meetings with Board Members are being maintained properly with due diligence.

Serious Irregularities:

Irregularities of serious nature viz. Fraud, Divergence of funds, Misappropriation of assets/funds, serious mistakes noticed during internal audit are to be reported to the Chief Internal Auditor through a Special Report.

Note:

- The above-mentioned details are not to restrict the scope of Internal Audit team but are only to meet the minimum specific requirements for the internal audit.
- The Internal Audit Team shall also ensure that all the amendments in relation to statutes like, Income Tax Laws, Indirect Tax Laws, Companies Act and other applicable laws are being complied by the company in due course.
- Internal Audit team is encouraged to suggest solutions to rectify the errors or deficiencies and not merely confine to making observations.

Internal Audit team should also give suggestions for system improvement and ensure compliance of the audit observations at the concerned division itself in their presence.

- 7.0 Even though the Applicants meet the minimum PQ criteria, they are subject to be disqualified, if they have:
- made misleading or false representation in the form, statement and attachments submitted; /or

- record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc. /or
 - The performance of any agency already worked/ working with HSCC is not found satisfactory/or
 - found to have been black listed, debarred or non-performer in any of the works as on date of submission of bid.
 - Non-response or non-submission of clarifications within specified time
- 8.0 The applicants are advised to visit the Office location to get first-hand information as regards its approach, accessibility, site conditions, etc. and other matters affecting cost and work. All costs incurred in connection with submission of the pre-qualification application shall be borne by the applicant irrespective of the outcome.
- 9.0 If any information furnished by the applicant is found incorrect at a later stage, applicant shall be liable to be debarred from tendering in HSCC. The department reserves the right to verify the particulars furnished by the applicant independently.
- 10.0 HSCC may ask for any additional information and/ or clarification from the applicant. The applicant shall submit such additional information and/ or clarification as requested by HSCC within the time specified in the communication.
- 11.0 The competent authority to pre-qualify shall have the power to relax any condition/criterion for pre-qualification if it considers expedient to do so.
- 12.0 Even though the agency meets all the criteria, the Employer reserves the right to accept or reject any applicant/disqualify any agency without assigning any reason whatsoever.
- 13.0 **GENERAL**
- 13.1 Financial bid of only firms who have been pre-qualified, will be opened.
- 13.2 The Employer reserves the right to:
- (a) Reject or accept any application without assigning any reason or incurring any liability thereof
 - (b) Cancel the pre-qualification process and reject all applications
- 13.3 No correspondence either from successful / pre-qualified applicant or unsuccessful applicant will be entertained in this regard.

General Instructions to Bidders

1.0 BID Documents:

- (a) Contents of BID Documents
BID Document shall consist of the documents listed in this document along with any schedules, addendum or corrigendum etc. issued by HSCC for the purpose.
- (b) Bid document consists of:
 - I. Volume – I (NIT & PQ and ITB)

II. Volume –II (Price Schedule/ FORM -D)

III. All amendments(s)/ corrigendum, if any.

1.1. Bid security (Earnest Money Deposit) (EMD):

Tenderers shall have to deposit EMD of Rs. **10,000/-** (Rs. Ten thousand only) in the form of Crossed Demand Draft/Banker's Cheque/Pay Order only in favour of "HSCC (India) Ltd" drawn on any scheduled bank payable at Noida/New Delhi, along with their tenders. Any Tenders not accompanied by an acceptable Bid Security will be straightaway rejected. No deviation shall be permitted from this. Non-submission of tender fee & documents will result in rejection of tender. No interest would be paid on the Earnest Money Deposit.

The Bid Securities of unsuccessful Bidders will be returned as promptly as possible. No interest would be paid on the Earnest Money Deposit.

The Bid Security may be forfeited

- a) If a Bidder withdraws his Bid during the period of Bid validity.
- b) In the case of successful Bidder(s), if he does not:
 - (i) enter into the Contract, or
 - (ii) agree to arithmetic corrections made as per terms of Bid documents.
 - (iii) Submitted any misleading information.

1.2. Preparation of Bid:

a) Bidder's responsibility:

- i. The Bidder is solely responsible for the details of his Bid and the preparation of Bids.
 - ii. The Bidder is expected to examine carefully all the contents of BID document as mentioned in Notice Inviting Bids including instructions, conditions, forms, terms, etc and take them fully into account before submitting his offer. Bids, which do not satisfy all the requirements, as detailed in these documents, are liable to be rejected as being unresponsive.
 - iii. The Bidder shall be deemed to have inspected the Site and its surroundings and taken into account all relevant factors pertaining to the Site, while preparing and submitting the Bid.
- b) Documents Comprising the Bid
Bidder shall submit their Bids **OFFLINE ONLY** in two packages namely the Technical Package and the Financial Package. The contents of the technical and financial package are as mentioned hereinafter i.e. Clause 1.3.1 & 1.3.2.

1.3.1 Contents of Technical Package:

The technical package, clearly labeled as "**TECHNICAL PACKAGE**", has to be submitted in two parts.

Technical Package; shall be submitted in HARD COPY in Envelope and

shall comprise the following:

- i. Original Refundable Demand Draft/Banker's Cheque of EMD as mentioned in detailed NIT. The EMD/ Bid Security will be in the form of Demand Draft/Banker's Cheque of a scheduled bank issued in favour of "HSCC (India) Ltd." payable at Noida/ New Delhi
- ii. **Form of Bid / Letter of Application (Form - A) duly signed & stamped and filled.**

Following documents shall be submitted :

- a) FORM - B (Checklist)
 1. Prequalification Documents (Form -C)
 2. CA/CWA firm should be based in Delhi/NCR (Annexure-2 to FORM - C)
 3. Experience of Execution of work— Work order / completion certificate.
 4. To submit complete Bid documents, as listed in Notice Inviting Bids i.e. (NIT / PQ & ITB) **excluding the Price Schedule / Form - D** but including all amendment(s)/addendum(s)/ Corrigendum(s) /Clarification(s) issued, if any.

1.3.2 Contents of Financial Package

- a) The financial package (**FORM - D**) should be submitted **in separate envelope**. These prices should inclusive all charges (Applicable GST Will be payable extra).

2. Sealing, marking and submission of bid:

The bid shall be submitted along with documents and mode of submission mentioned at clause no. 1.3.1 and clause no. 1.3.2 and also mentioned in Check List (Form-B).

Please note that the price should not be indicated in any of the documents except in Form-Din separate envelope.

All bidders are required to submit unconditional bids. Conditional bids if submitted may be rejected and no correspondence in this regard shall be entertained.

Sealed Envelope of Technical Package & sealed envelope of financial package to be packed in one separate envelope with clear marking on the top of envelope "INTERNAL AUDIT OF HSCC" to be addressed to the MANAGER (F&A) INTERNAL AUDIT DIVISION, HSCC (India) Ltd, E-6(A), Sector-1, Noida, Distt. Gautam Budh Nagar, Uttar Pradesh, Pin - 201301, and should be delivered **latest by 19.07.2024 up to 14:00 hrs** positively.

Request for extension of submission date of tenders will not be considered.

All recipients for the purpose of submitting a bid, shall treat the contents of the documents as private and confidential.

3 Deadline for submission of bids:

Bids must be received by the Employer at the address specified above not later than the designated date and time.

The Employer may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.

4 Late bids:

Any bid received by the Employer after the deadline prescribed shall not be considered and will be returned unopened to the bidder.

5 Modification and withdrawal of bids:

The bidder may modify or withdraw his bid by giving notice in writing before the deadline for submission of bids.

No bid may be modified after the deadline for submission of bids.

Withdrawal of bid between the deadline for submission of bids and the expiration of the original period of bid validity specified in the Form of Bid may result in the forfeiture of the bid security pursuant to relevant Clause.

6 Bid validity:

Bids shall remain valid for a period of 45 days after the last date of submission of bid.

Tender Opening and Evaluation

7 Bid opening:

Bids shall be opened in the office of HSCC (I) Ltd., at Plot - 6 (A), Block - E, Sector - 1, Noida, Uttar Pradesh - 201301 on 19.07.2024 in presence of the Bidders' representatives who may wish to be present. Technical Package Envelope shall be opened first. If the Bid Security is not found as prescribed, the Bid shall be summarily rejected. Bids of parties who do not accept the conditions laid above in the Bid documents are also liable to be rejected.

The Employer will examine the Bids to determine whether they are complete, whether the requisite bid securities have been furnished, whether the Bids have been properly signed and stamped and whether the Bids are generally in order. If any documents found short/not available then HSCC may ask to fulfil the shortcoming if think fit.

The Bidder's names, general technical details, the presence of the requisite Bid Security and such other details as the Employer, at his discretion may consider appropriate will be announced at the Bid opening.

Price bid in Form-D shall be opened for only those bidders whose bid is found to be generally in order and substantially responsive shall be opened either at the Bid opening or at a subsequent date to be intimated in advance to such eligible prequalified Bidders.

Only summary of prices quoted by the Bidders will be read out.

The Bid of any Bidder who has not complied with any of the instructions contained herein may not be considered.

- 8.** It is the responsibility of the Tenderer's to see that the completed bidding documents are submitted by the time and date stipulated for opening of tender failing which the tender would be considered late and rejected.

10. The bidders are advised to read the terms and conditions of the Tender as indicated in this form and satisfy themselves about their fulfilling these conditions as also meeting with the requirements of documents and other issues as mentioned in the Tender form before submitting the Tender.
11. HSCC (India) Ltd. reserves the right to accept or reject any bid and amend the bidding process and reject all the bids at any time prior to award of contract without thereby incurring any liability to the affected bidder/bidders or any obligation to inform affected bidder/bidders on the ground of the action of the authority. The authority is not bound to accept the lowest or any bid. Letter of Appointment would be issued to successful bidder.
12. **Payment Terms**
 - i. Price to be quoted offline in prescribed Price Schedule (Form-D) on all-inclusive basis (Applicable GST will be payable extra).
 - ii. Payment shall be made on completion of half yearly Audit work i.e., (April'24 to Sept'24) & (Oct'24 to March'24).
 - iii. No escalation in the fee during the tenure of work shall be entertained.
 - iv. The party shall submit the consolidated bill.
 - v. Deductions relating to IT and GST TDS and any other Govt. levies applicable on bills will be made as per Govt. of India instructions issued from time to time.
 - vi. Penalty will be charged in the event of damage or loss in connection with the work given to the agency.
13. **APPLICABLE LAW:** The contract shall be interpreted in accordance with the laws prevalent in India.
14. Pre-Bid Meeting will be conducted at HSCC head office on **12.07.2024** at 11:30 AM.
15. Disputes, if any, subjected to the jurisdiction of the courts in Delhi only.

MANAGER (F&A)
(INTERNAL AUDIT DIVISION)
HSCC (India) Ltd.

FORM OF BID / LETTER OF APPLICATION

[NOTE: On the letterhead paper of the applicant including full postal address, telephone no., e-mail etc]

Date: _____

To,
 MANAGER (F&A)
 INTERNAL AUDIT & CAG COORDINATION
 HSCC (INDIA) LTD.
 E-6(A), Sector-1, Noida (U.P.)-201301

Sir,

- Being duly authorised to represent and act on behalf of (Hereinafter referred to as “the Applicant”) and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby apply to be pre-qualified by yourselves as a bidder for the **“Tender for Internal Audit of HSCC (India) Ltd”**

Tender Number	Client Name
Tender No. HSCC/Tender/Internal Audit/2024-25/1	HSCC (India) LTD. E-6(A), Sector-1, Noida (U.P.)-201301

- Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization or any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
- Your agency and its authorized representatives may contact the following persons for further information:

General, Personnel, Technical and Financial Enquiries	
Contact 1: Name and Designation:	Telephone 1:
Contact 2: Name and Designation:	Telephone 2:

- This application is made in the full understanding that:
 - Bids by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification at the time of bidding
 - Your agency reserves the right to:
 - amend the scope and value of the contract / bid under this project; in such event, bids will only be called from pre-qualified bidders who meet the revised requirements; and
 - reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons or incurring any liability thereof; and

(c) Your agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant.

5. The undersigned declare that statements made and the information provided in the duly completed application are, true and correct in every detail.

Sealed & Signed
Name
For and on behalf of

GENERAL INFORMATION

All individual firms applying for qualification are requested to complete the information in this form. Information to be provided for all owners or APPLICANTS who are partnerships or individually-owned firms.

1.	Name of firm
2	Head office address
3	Telephone Contact
4	E-mail .
5	Place of incorporation/ Registration Year of incorporation/ registration

1. PAN OF FIRM/LLP :

2. GST REGISTRATION NO.:

3. BANK DETAILS:

A	Bank Name	
B	Bank Address and Telephone	
c	Branch Code	
d	Type of Account	Saving /Current
e	Bank Account Number	
f	IFSC Code of the Bank	

Authorized Signatory of bidder

Check-List

DOCUMENTS TO BE SUBMITTED WITH THE BID

TECHNICAL PACKAGE

S.No	Name of Document	Mode of submission	Page No.
1.	Form of Bid (Form A) with Annexure	In Original	
2	Bid Security/EMD - Demand Draft of Rs 10,000/- (Rs. Ten thousand only)	In Original	
3	Checklist for the enclosed documents as per the format attached (Form B)		
4.	Prequalification Documents (Form C)		
5.	Firm should have been done Audit on ERP System at least one central PSU construction company in India in last 05 years Turnover of such company should not below the Rs.500 Crores in the year in which work was awarded/completed(Annexure-1 to Form C)		
	To be submit complete Bid documents, as listed in Notice Inviting Bids i.e. (Terms & Condition of Contract) excluding the Price Schedule / FORM -D but including all amendment(s)/addendum(s)/ Corrigendum(s) /Clarification(s) issued, if any.		

*

FINANCIAL PACKAGE

S.N	Name of Document	Mode of submission	Page No.
1.	Price Schedule (Form D)	Hard copy in original	

The bidders are required to submit all above documents duly authenticated only. **Hard copy** of the documents is required to be submit, before date and time fixed for opening of bid either by registered post or by hand failing which the bid will be declared non-responsive.

Authorized Signatory of bidder

PREQUALIFICATION DOCUMENTS

STRUCTURE AND ORGANIZATION:

1. Name & address of the applicant
2. Telephone No. / e-mail.
3. Legal status of the applicant (attach copies of original document defining the legal status):
 - (a) A proprietor firm
 - (b) A firm in partnership
 - (c) A Limited Liability Partnership
4. Name and Titles of Partners & Employees with designation to be concerned with this work.
5. Designation of individuals authorised to act for the organisation
6. Has the applicant ever been debarred / black listed for tendering in any organisation at any time? If so, give details.
7. Has the applicant ever been convicted by a court of law? If so, give details.
8. Any other information considered necessary but not included above.
9. Following confirmation required from bidding CA/CWA firm:
 - a. Audit work on ERP System. **Yes / No**

Authorized Signatory of bidder

A. Details of Experience in any Indian Company in last 05 years as on date:

Sl. No.	Name of the Company/ Unit	Turnover InRs. Cr. (in the year of assignment)	Year of Work	Type of Audit/Statutory Audit/Internal Audit.	Ref. Page no. of Supporting Documents (Award Letter, Experience Cert)

B. CA/CMA FIRM SHOULD BE BASED IN DELHI / NCR

Please provide the address of Office at Delhi / NCR and enclose the relevant supporting.

Firm Reg. No.& Date:

(Please enclose the supporting)

Authorized Signatory of bidder

Price Schedule		
“Tender for Internal Audit of HSCC (India) Ltd for F.Y. 2024-25”		
Name of Bidder		
Item No.	Description	Amount (Rs.)
1	2	3
The tenderer shall quote rates in figures and in words under column 3		
1	Annual Fee (All-inclusive basis (except outstation TA/DA). Applicable GST will be payable extra.) Total Amount (in figures)	
	Total Amount (in words)	

- Fee in figure will be prevail.

Applicable GST will be payable extra not to be included in above price
Outstation TA/DA will be paid extra as per HSCC Rules.

Signature & Seal of Authorized Signatory.