



**Hindustan Shipyard Ltd.
(A Govt. of India Undertaking)
Ministry of Defence)
(An ISO 9001:2015 Company)**

EOI No. HSL/IA/2021-22/EOI./01 dtd.15.02.2022.

EXPRESSION OF INTEREST

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF CHARTERED ACCOUNTANTS / COST ACCOUNTANT PROPRIETOR/PARTNERSHIP/LLP FIRMS FOR CONDUCTING INTERNAL AUDIT IN HINDUSTAN SHIPYARD LIMITED (HSL) FOR THE FINANCIAL YEARS 2022-23, 2023-24 & 2024-25.

HINDUSTAN SHIPYARD

LIMITED (HSL) CIN:

U74899AP1952GOI076711

GST: 37AAACH4275P1Z2

OFFICE ADDRESS: Gandhigram

Visakhapatnam, AP- 530 005 (INDIA)

Website: www.hslvizag.in

ABOUT HINDUSTAN SHIPYARD LIMITED (HSL)

Hindustan Shipyard Limited (HSL), a DPSU was founded in 1941 by Sri Walchand Hirachand under the name of “Scindia Steam Navigation Company Limited” at Visakhapatnam. Subsequently, the company was acquired by the Government of India (GOI) in the year 1952 and it was renamed as “Hindustan Shipyard Limited”.

The Shipyard is strategically located on the Eastern Coast of the nation at Visakhapatnam, Andhra Pradesh. Its direct sea access, infrastructure and skilled work force are critical advantages. The Shipyard garnered significant expertise and experience over the years through the building of 200 vessels and repair of 2000 vessels of various types. Based on the recommendations of the Group of Ministers constituted by the Government of India in 2005-06 to meet the defence requirement of the Nation, the Shipyard was brought under the administrative control of the Ministry of Defence (MoD) in 2010.

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INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF INTERNAL AUDITOR

EOI No. HSL/IA/2021-22/EOI/01 dated. 16.02.2022	EOI available for download :- from 16.02.2022 to 25.02.2022 (upto 11:00 hrs) Last date & time of submission of EOI :- 25.02.2022 (upto 11:00 hrs) Date of Opening of EOI :- 25.02.2022 at 15:00 hrs
<p>HSL, invites EOI from Chartered Accountant / Cost & Management Accountant proprietor/ partnership / LLP Firms (Firms) registered with The Institute of Chartered Accountants of India / The Institute of Cost & Management Accountants of India and having its office and practice in Visakhapatnam for atleast 05 Years, for Empanelment as Internal Auditor of Hindustan Shipyard Limited for a period of 3 years. Appointment as Internal Auditor will be from the empaneled firms, initially for a period of one Year i.e for Financial Year 2022-23, which can be renewed for a period of Two Years i.e. 2nd and 3rd Year (one year at a time), for 2022-23 and 2023-24 respectively, subject to satisfactory conduct of audit by the Firms.</p> <p>Interested and eligible firms may submit their applications as per format at “Annexure 1” (Format for Application) duly filled and signed along with requisite self attested documents to the office of –</p> <p style="padding-left: 40px;">GM (Commercial), Hindustan Shipyard Limited Gandhi gram Visakhapatnam - 530 005 (INDIA)</p> <p>so as to reach, on or before 25.02.2022 (upto 11:00 Hrs.). EOI opening on 25.02.2022 at 15.00 hrs.</p> <p><u>Applications must be submitted in two sealed envelopes i.e. Part-I(Application form with all enclosures as per EOI) and Part-II (Price Bid) superscribing on the envelope the EOI Notice No. HSL/IA/2021-22/EOI/01 dtd 16.02.2022, last date & time of submission of EOI 25.02.2022 (upto 11:00 hrs) , Date of opening of EOI 25.02.2022 at 15:00 hrs and the words “Application for Empanelment of Firms for conducting Internal Audit for Financial years 2022-23, 2023-24 and 2024-25”. The name and address of the firm must also be indicated on the body of the envelope which shall be submitted or deposited in the Commercial Tender Box kept in the Reception, Hindustan shipyard Limited, Gandhigram, Visakhapatnam, AP-530 005 (INDIA). The EOI may also be forwarded by way of Registered Post/speed Post/ courier to HSL and addressed to Addl General Manager (Finance) – Hindustan Shipyard Limit, Gandhigram, Visakhapatnam - 530 005 (INDIA), which on receipt at HSL will be deposited in the tender box. No application will be entertained if it is received after due date and time of tender.</u></p> <p>Terms and Conditions:</p> <ol style="list-style-type: none"> 1. EOI should be submitted in the prescribed format only. Submissions in any other format will not be acceptable. 2. EOI received after due date and time will be summarily rejected and will be returned unopened. No further correspondence on such responses will be considered. 3. Firms who participate in this EOI, if so desire, may take part in ‘EOI Opening’ process on production of authorization / Identity certificate. Only one person from each firm will be allowed to be present. 	

However if any correction is inevitable, the same should be authenticated with signature and seal of the firm.

5. All information/ details required shall be properly filled in EOI and no column should be left blank or filled with ambiguous/ incorrect details.
6. Each page of the Bid and EOI (**including Annexures**) should be dated and signed and office seal of the firm should be affixed.
7. Canvassing in any form shall render the submitted EOI liable for rejection.
8. HSL reserves the right to accept or reject any or all the applications received, at its discretion without assigning any reason.
9. The applicant firm may withdraw or modify its EOI application after EOI submission date but before the last date of submission, provided the same is received at HSL prior to the deadline for submission of EOI.

For any query please contact: HSL Finance Department at 949379 2135/2138; during office hours or email at agmfinance@hslvizag.in or pre-audit@hslvizag.in. Query if any shall be sent immediately but in any case not later than 5 (Five) days to the due date of closure of EOI.

Important Note:

- I. For the purpose of this EOI '**Firm**' means a proprietary/ partnership/ LLP firm of CA/CMA having its head office and practice in Visakhapatnam for a period of at least 05(Five) years as on 31.12.2021.(hereafter referred to as Firms)
- II. Interested firms may download the EOI from HSL website link https://hslvizag.in/content/31_1_FreshTenders.aspx or <https://eprocure.gov.in/cppp/> and submit hard copies duly filled and signed application in the format prescribed in EOI, along with all supporting documents
- III. Applicants may regularly visit the above website to keep themselves updated regarding clarification/amendments/time extension etc, if any against the above EOI. **No separate intimation/advertisement in this regard will be given or published.**

For Hindustan Shipyard Limited

Sd/-

Addl. General Manager(Finance)

FORMAT OF APPLICATION FOR EOI

1. Name of the Firm:
2. Registration No. of the Firm:
3. Date of Registration of the Firm:
4. Details of Head Office & Branch Office (s):
(Enclose Self attested copy of Registration/Constitution)

Head Office:

Address	Date of Establishment	Contact Person/Mobile number/Landline Nos./Fax	E- mail

Branch Office 1:

Address	Date of Establishment	Contact Person/Mobile number/ Landline Nos./Fax	E- mail

(Insert information for additional Branch office(s), if any)

5. Details of Proprietor/existing CA/CMA qualified Partners:

Sl No.	Name of the Proprietor /Partner(s)	Membership No.	Membership Status ACA/ACMA/ FCA/ FCMA	Date of joining the firm as Partner
1.				
2.				
3.				

Indicate the details of CA/CMA qualified partner with longest association with the firm as below:

6. Details of CA/CMA Qualified Assistants:
(Enclose self attested copies of qualification certificate issued by (ICAI/ICMAI)*)

Sl No.	Name of the Assistant	Membership No	Qualification	Date of joining the firm
		EOI No. HSL/IA/2021-22/EOI./01		dtd: 16.02.2022
1.				
2.				
....				

*ICAI- The Institute of Chartered Accountant of India

ICMAI- The Institute of Cost & Management Accountants of India

7. Details of CA/CMA Inter Qualified Assistants:

(Enclose self attested copies of qualification certificate issued by ICAI/ICMAI)

Sl No.	Name of the Assistant	Qualification	Date of joining the firm
1.			
2.			
....			

8. Details of employee with Full time Campus B.Com/M.Com:(Enclose self attested copies of B.Com/M.Com issued by University)

Sl No.	Name of the Assistant	Qualification	Date of joining the firm
1.			
2.			
....			

9. Details of Experience of firm as a Statutory Auditors/ Internal Auditors/GST Auditors/Cost Auditors.

(Enclose self attested copy of Documents evidencing/declaration of professional fees with respect to audit assignments from PSUs/Private Companies and self attested copies of appointment letter issued by the Auditee Company).

Sl No.	Name of the Company/ Unit	Year of Audit	Scope of Audit	Period of Audit	Type of Audit - whether Statutory / Internal Audit/Cost Audit/ Bank concurrent Audit	Audit Fees
1.						
2.						
....						

Note: Firm with audit experience in PSU/private company Limited, auditee entities having minimum annual turnover of Rs 100 crores and above during the year of audit would only be considered and for that the firm have to give a self declaration of turnover for the same.

10. Turnover of Audit Firm (preceding three years)

(Enclose self attested copy of annual returns filed for previous three Years, I&E Account and Balance Sheet)

11. PAN No. of the Firm:

12. GST Registration No. of Firm:

Date:

Place:

Signature of the Authorized Signatory of the Firm with seal and date.

Annexure – A of EOI No.
HSL/IA/2021-22/EOI./01 dtd.16.02.2022

SCORING AND SELECTION CRITERIA (POINT ALLOCATION) FOR EMPANELMENT OF AUDIT FIRMS WILL BE AS FOLLOWS:

SL. NO.	PARTICULARS	POINTS TO BE ALLOCATED	MAXIMUM POINTS
1	No. of years in practice since establishment of the Partnership Firm/ Proprietary Firm /Limited Liability Partnership.	1 (one) per year of existence reckoned as on 31.12.2021 (fraction of the year i.e. <six month to be ignored)	10 (Ten)
2	No. of CA/CMA qualified Partners/Employee of the Firm who has been with the applicant Firm for a minimum period of one year as on the date of application.	3 (three) - for each Partner/Employee who is ACA/ACMA. 4 (four) for each partner who is FCA/FCMA Reckoned as on 31.12.2021	7 (Seven)
3	Number of branch offices (excluding head office)	1 (one) per branch	02 (Two)
4	No. of Qualified Assistants (Chartered/Cost Accountants) employed with the Firm	3 (Three) per Qualified Assistant	12 (Twelve)
5	No. of CA/CMA Inter qualified Assistants employed with the Firm	2 (Two) per CA/CMA Inter qualified assistant	12 (Twelve)
6	No. Of B.Com/M.Com qualified employees with the Firm	1 (One) per employee	6 (Six)
7	Statutory Audit carried out under Companies Act/ PSUs/ private company Limited/ Government. (Including stock audit/ Concurrent audit/Bank Audit) and Cost Audit carried out under section 148 of Companies Act of PSUs/ private company Limited. (restricted to last five years w.e.f FY-2016-17)	3(three) per assignment	18(Eighteen)
8	Internal Audit assignment of PSUs/ Private Company Limited. (restricted to last five years w.e.f FY-2016-17)	3(three) Per assignment	24(Eighteen)
9	GST Audit assignment of PSUs/Banks/ Private Company Limited. years w.e.f July 2017	2(two) Per assignment	6 (Six)
10	Average annual professional	>Rs. 1.5 Lakh to below Rs.5	3 (Three)

Fee of Audit Firm (Preceding three Years)	Lakh[1 (one) Points] >Rs. 5 Lakh to Rs. 10 Lakh[2 (two) Points] >Rs. 10 Lakhs [3 (three) Points]	
TOTAL POINTS		100 (One hundred)

Note:

- I. In case where firm's experience is in private sector/PSUs as mentioned at Sl. No. 7, 9 and 10 above (scoring and selection criteria for empanelment of Audit Firms) of this EOI, auditee entities with minimum annual turnover of Rs 100 Crores and above during the year of audit would only be considered.

- II. In case at Sl. No. 1 above (scoring and selection criteria for empanelment of Audit Firms) of this EOI, the firm should have its office and practice in Visakhapatnam for a minimum period of at least 5 years as on 31.12.2021.

Date:

Place:

**Signature of the Authorized Signatory
of the Firm with seal**

**Annexure – B of EOI No.
HSL/IA/2021-22/EOI./01 dtd.16.02.2022**

Instructions & list of document to be submitted

A. Instructions to Audit Firms:

1. Format of Application shall be filled in and completed in all respects. Incomplete applications will be rejected.
2. As the applications are evaluated on the basis of the Selection Criteria as per Annexure-A (scoring and selection criteria for empanelment of Audit Firms), attaching any other information/ documents other than as required may be avoided.
3. All the documents submitted should be dated and self-attested by a Partner with his / her name and under the seal of the firm.
4. Applications must be submitted in two sealed envelopes i.e. Part-I(Application form with all enclosures as per EOI) and Part-II (Price Bid) superscribing on the envelope the EOI Notice No. HSL/IA/2021-22/EOI/01 dtd 15.02.2022, last date & time of submission of EOI 25.02.2022 (upto 11:00 hrs) , Date of opening of EOI 25.02.2022 at 15:00 hrs and the words "Application for Empanelment of Firms for conducting Internal Audit for Financial years 2022-23 and 2023-24,2024-25". The name and address of the firm must also be indicated on the body of the envelope which shall be **submitted or deposited** in the Tender Box kept in the Commercial Department, Hindustan shipyard Limited, Gandhi gram, Visakhapatnam - 530 005 (INDIA). The EOI may also be forwarded by way of Registered Post/speed Post/ courier to HSL and addressed to General Manager (Commercial), Hindustan Shipyard Limit, Gandhigram Visakhapatnam, AP - 530 005 (INDIA), which on receipt at HSL will be deposited in the tender box.
5. Any application received after the due date & time, due to any reason whatsoever, will not be considered. HSL does not take any responsibility for the loss of application in-transit. Application sent through Fax or email will not be considered.
6. Empanelment of firms will be as per the ranking based on total marks secured by the CA/CMA firms as per selection criteria. Minimum score of 50 and above only will be considered for Empanelment and Part-II (Price Bid) of such firms will only be opened. Audit firm quoting the lowest fee will be assigned the work. However, firm's shall quote a minimum fees of Rs.4,50,000/- and in case fee is quoted by a firm is lower than Rs.4,50,000/-, a minimum fee of Rs.4,50,000/-will be considered for evaluation.
7. In the event of a tie, firms scoring higher marks in selection criteria at Sl. 4 to 9 of Annexure-A (scoring and selection criteria for empanelment of Audit Firms) of this EOI will be preferred. Further, the empanelment will be at the discretion of HSL.
8. Firms who have been appointed to conduct Internal Audit assignment for previous three(3) years i.e. FY 2018-19, 2019-20 & 2020-21 in HSL are not eligible to apply for empanelment under this EOI.

9. HSL may at its discretion change the audit assignment of the firms on a rotational basis or deploy other firms from the Empanelled list.

B. List of documents to be submitted along with the applications/ EOIs:

Interested firms are advised to go through the contents of the EOI documents carefully and submit **self attested copies** of the following documents in proper sequence along with the EOIs duly **stamped and signed on all pages as below:**

1. Latest registration certificate and constitution 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.
2. Certificates issued by the respective Institutes (self attested) as proof of qualification of qualified CA/CMA and semi-qualified CA/CMA assistants.
3. Certificates issued by the University (self attested) as proof of qualification of B.Com/M.Com employee.
4. Copies of appointment letters (self attested) for Statutory audit/ Internal audit/Cost audit/GST Audit in PSUs/ Government(s) Central / State / Private Sector as proof of experience.
5. Firms with experience of internal audit / statutory audit/Cost audit in private sector in Private Limited Company /PSU have to submit a self declaration of turnover certificate to the effect that the annual turnover of the auditee during the year of audit was Rs 100 Crores and above.
6. Certificate of undertaking & compliance Certificate as per Annexure E of this EOI on Applicant's Letter Head.
7. Non-disclosure undertaking as per Annexure-F of this EOI.
8. Self attested copy of PAN card of Firm.
9. Self attested copy of GST Registration of Firm.
10. A copy of complete EOI document duly signed by the partner/proprietor of the firm as a token of acceptance of all terms and conditions.

Date:
Place:

**Signature of the Authorized Signatory
of the Firm with seal and date**

Annexure – C of EOI No. HSL/IA/2021-22/EOI./01 dtd.16.02.2022**Scope of Work for Internal Auditors**

Auditor while ensuring the complete coverage of the scope of Internal Audit should prioritize/provide relative emphasis between different areas based on the professional assessment of the risk profile of different areas and exercise professional judgment in case of audit requiring test check. Internal Auditors shall apply their expertise in bringing out the deviations /irregularities and/Suggestions.

Based upon HSL requirements & working, following are the broad Scope of Work for Internal Auditors.

HSL may add/delete/modify the scope of any of these areas of work.

- A. Transaction Audit
- B. Physical verification of fixed assets
- C. Physical verification of Inventory

FY-2022-23	FY-2023-24	FY-2024-25
Transaction Audit	Transaction Audit	Transaction Audit
Inventory Audit	Inventory Audit	Inventory Audit
Fixed Asset Audit	Fixed Asset Audit	Fixed Asset Audit

A. TRANSACTIONS AUDIT

The broad objective of the Transactions Audit inter alia includes examination, evaluation and reporting to the Management on the adequacy and effectiveness of components of the accounts & internal control systems as well as areas of difficulties and measures. Auditors shall review the System, transaction, certification and internal control in the following areas.

Audit should prioritize/provide relative emphasis between different areas based on the professional assessment of the risk profile of different areas and exercise professional judgment in case of audit requiring test check.

Areas to be covered are:

- I. Treasury:(100%)
 - a. Calculation of the interest earned on various Deposits.
 - b. Regularity and timeliness of receipt of interest on Fixed Deposit.
 - c. Bank reconciliation statements and review of long outstanding entries.
 - d. Overdraft/Loan against FD, interest calculation.
 - e. Verification of cash and bank payments & receipt vouchers
 - f. Verification of all imprest accounts.
 - g. Verification of Bank Guarantee Charges charged by the Banks and refunds for the BGs returned within the claim period.
- II. Investments:
 - a. To verify the new investments/maturity proceeds of investments during the year with reference to the investment policy and delegation of powers.
 - b. To verify whether the interest income is accounted correctly, received on time and as per the terms of the investment. The audit report should bring out if there is any revenue leakage or gaps in investment.

- III. Borrowings:
To verify whether the interest on borrowings is charged as per the sanction letter and it is calculated and accounted accurately.
- IV. Payments to Vendors / Sundry Creditors:
- a. Test check of Subcontractors Bills, Outsourcing, Admin, Ship Repair, Yard and Colony Maintenance Bills on random basis for value below Rs.10 Lakhs (15%) and value above 10 lakh (20%).
 - b. Test checks of Indigenous Purchase bills- vis-a- vis purchase order for value above Rs. 10 lakhs. (10%)
 - c. Vouching on random basis of administrative Overhead expenses, Advertisements, transportation charges, Clearing and forwarding bills and hiring of taxies vis-a-vis purchase order/approval.
 - d. Advance paid to Suppliers / Payment to creditors' and review of old and outstanding advances exceeding one Year.
 - e. To review of Vendor Suspense Accounts.
 - f. To verify Civil Engineering pre-final/final bills in respect of repairs and maintenance works and Capital/infrastructure related works by
 - (i) Tracing the Bill of Quantities from the measurement of books.
 - (ii) 100% check arithmetical calculations of the quantities of measurement books.
 - (iii) Checking of bills with contract agreements and approvals.
 - g. Verification of Bank Guarantee Register maintained at Commercial and Finance department.
- v. Review of General ledger on random basis i.e. ledger scrutiny of expenses ledger with document to ensure entries are properly accounted.
- VI. Insurance
- a. Verification of Insurance policies on Property / Fixed Assets, Ships under construction/repair, stock and current assets. Adequacy of Insurance coverage. (100%)
 - b. Timeliness of payment of premium. (100%)
 - c. Insurance claims lodged and realized/outstanding.(100%)
 - d. Test check of Marine insurance declaration.
- VII. Invoicing / Billing (100%)
- a. Verification of bills raised by HSL, Bill value exceeding Rs. 10(Ten) lakh each raised during each Quarter with regard to:
 - (i) New Construction
 - (ii) Ships Repair
 - (iii) Submarine Division
 - (iv) B&D Spares and other miscellaneous income
 - b. Statement of Invoices raised during each quarter and debtors.
 - c. Verify whether the income and accounting of sales is recognized accurately.
 - d. Realization of Debtors.
 - e. Review of debtors outstanding for more than six months and seek clarification for the delays in realization and action proposed to be taken to liquidate the long pending receivables
- VI. Compliance of Statutory Requirement: Verification of all regulatory and statutory compliances including those with respect to direct and indirect taxes.
- a. GST payment, filing of GST Returns on due dates, Availment of Input tax Credit (GST), TDS as per GST and GST ITC reconciliation.

- b. Corporate Advance Tax payment.
- c. TDS Recovered by HSL other than from salary like Subcontract bills, Rents, Professional fee etc. and remittance thereof and filing of Returns on due date.
- d. TCS on Scraps- remittance and filing of Returns.
- e. Whether TDS recovered by the Customers of HSL in respect of the Financial years where Income Tax assessment is completed has been received from IT Dept or not.

VII. Import

- a. Review of LC's (Letters of Credit) Opened.
- b. Charges paid for opening of LC's.
- c. Review of import bills retired and control thereof.
- d. Review of LC amendments issued.
- e. Review of Demurrages paid if any on Import clearing.

VIII. Payroll

- a. Loans & Advances paid to employees and recovery thereof.
- b. TDS, recovery & remittance thereof.
- c. Filing of TDS, ESI & PF returns.
- d. Expense related to Temporary duty & advance, on test check basis with supporting documents.
- e. Test check of basic pay, dearness allowance, increments & promotions.
- f. ESI & PF:- Test check of recovery and remittance thereof of ESI / PF dues to ensure that it is in compliance with the provisions of ESI and PF Act.
- g. Test check of 20% Terminal Benefit settlements.

IX. Review of departmental internal controls, systems

a. Commercial Department

Complete review of Stores, Outsourcing, Disposal, Purchase, etc with due emphasis on terms of contracts, delegation of powers, following of efficient procurement policies, etc .
Special focus to be laid on:

- (i) Verification of Priced Stores Ledger (PSL) vis-à-vis Bin Card balances. Discrepancies are to be specifically brought to the notice of the management.
- (ii) Verification of adjustment of advances made for purchase of materials, equipment, etc and advances kept unadjusted even on receipt of materials to be brought to the notice of management.
- (iii) Review of the system of generation of Goods Receive Notes (GRNs) with regard to materials & equipment and posting of issues thereof in the computerized/ERP system.

b. Ship Repair Division: Review of procurement, stores and Finance divisions.

c. Security and Administration Departments: Complete review with regard to internal controls, systems and processes including specific focus on security of the yard/premises. Review of records of Housing Estate, verification of agreements of commercial shops, banks, etc., and pending dues realization.

d. Planning: Review and verification of the records, internal controls, systems, etc.,.

e. IT Department: Review and verification of records, systems and processes and controls (preventive, detective and corrective) with special focus on cyber security.

f. Medical Department: Complete review of the records with emphasis on Verification of bills paid under Medical Reimbursement scheme and referral hospitals for workmen, staff and Officers and to Medical shops.

x. Financial Concurrence:

- a. Verification of contracts valuing more than Rs.1 Cr are awarded inline with the tender terms & conditions (100%).
- b. Whether approved terms & conditions as per the CA approval and PNC minutes were incorporated in the contract awarded to the vendors/contractors.

XI. Nomination Purchase/Work Orders: All the Purchase Orders/Work orders awarded on nomination basis have to be reviewed w.r.t. the delegation of powers, approved terms & conditions, etc.,

XII. Others

- a. Review of payments made towards Technical Knowhow, technical services and Royalty, R&D payments etc., and matters relating to TDS on such payments and collaborator's payments.
 - b. Evaluation of Internal Control systems and suggestions for improvement.
 - c. 100% verification of all journal vouchers.
 - d. Review and advice on Arbitration claims.
 - e. Ledger scrutiny of Trial Balance on quarterly basis.
 - f. Verification of compliance with various accounting standards issued by ICAI and established systems of accounting in day-to-day functioning and reporting of deviations.
 - g. Verification of draft P&L Account, Balance Sheet, Schedules, Notes forming part of accounts, and rendering necessary assistance till completion of Annual accounts and Audit by the Government.
 - h. Verification and notification of any other item, which is important from the view of internal audit and/or in the interest of the Company.
 - i. Any other work assigned by the Board of Directors/Audit Committee.
 - j. Review of the existing ERP (SAP) which is under implementation. Identify deficiencies and suggest improvements in systemic controls of efficient utilization of ERP.
- XI. Internal Control Systems and Suggestions.
- XII. Assist in the investigation of significant suspected fraudulent activities if any reported within the organization and notify management.
- XIII. Report to the management on any serious weakness, significant fraud or major accounting breakdown discovered during the normal course of audit.

B. PHYSICAL VERIFICATION OF FIXED ASSET:

The broad objective of the Fixed Asset Audit is to give an assurance to the Management that the Assets as recorded in the Asset Register Physically exist in the location as indicated in the system. Where the location code in the system is different from the actual location code the auditor should ensure that the location code is corrected to enable physical verification of the assets on continuous basis.

Areas to be covered are:

- a. Physical verification of Fixed Assets of HSL and tagging thereof.

Coverage:

Physical verification of assets which include Building, Plant & Machinery, Furniture & Fixtures (including Office equipment) other than the Assets at Delhi Office. The auditors are required to physically verify the assets at different locations. All assets capitalized prior to FY 2022-23 with individual assets having Unit WDV above Rs. 1000/- to be physically verified so as to complete the physical verification over a period of three (3) years.

- b. To verify assets disposed of during the year. To check whether the depreciation is calculated correctly till the date of disposal and the profit/loss is booked properly.
- c. To review CWIP.

- d. Physical verification of all Assets which are capitalized during the course of FY 2022-23, 2023-24 and 2024-25.
- e. In case of discrepancies if any, Auditor shall suggest rectification in accounting records. A separate Report on Impairment of assets if any with recommended action shall be suggested by Auditor.
- f. Asset Register maintained by the Custodian of asset.
- g. Action Taken Report (ATR) on previous Audit Reports.
- h. Internal Control Systems and Suggestions

C. PHYSICAL VERIFICATION OF INVENTORY/STOCKS:

The broad objective of the Inventory Audit is to ensure that physical stock is in conformity with the system stock at any given time.

Areas to be covered are:

- a. Physical verification of stock in conformity with Inventory as it appears in SAP ERP including project items in stores at HSL and other inspection locations at which inventory are stored. Extent of coverage of the Physical Verification of Stock in each quarter should be

SI No.	Description	Extent of coverage
I	Inventory with Value exceeding Rs 25 Lakh	100 %
ii	Inventory with Value exceeding Rs 5 to 25 Lakh	75 %
iii	Inventory with Value above Rs. 50,000 and less than Rs. 5 lakh.	5 %
iv	Inventory less than Rs. 50,000	Random basis.
v	General stock items.	

- b. Materials issued on chargeable basis to sub contractors against service order and billing thereof.
- c. Review of Status on disposal / issue /utilization of Surplus Inventory as per SAP ERP stock records.
- d. Evaluation of Internal Control systems and suggestions for improvement and observations related to following point-
 - i. Verify the proper location of stock/store in line with SAP Record.
 - ii. Verify whether the system of receipt and inspection of material is adequate.
 - iii. Verify whether the system of issue and storage of materials is adequate.
 - iv. Verify the effectiveness of perpetual inventory control.
 - v. Verify whether the issue of material is duly authorized by the competent authority.
 - vi. Verify whether there are any factors which pose hazard to the safety of Stocks e.g. Proximity to a place where inflammable articles are stored, exposure to rain or other weather conditions.

Date:

Place:

Signatory of the Firm with seal and date

Signature of the Authorized

ESSENTIALS FOR CONDUCTING INTERNAL AUDIT.

The terms and conditions for conducting Internal Audit in HSL are detailed hereunder:

1. AUDIT TEAM

- a. The Audit Team should comprise adequate number of Audit staff headed by qualified CA/ CMA.
- b. The Audit Team should interact with officials of various sections/departments in HSL in the course of audit and may be required to conduct the audit for a minimum period of fifteen mandays in each quarter. The attendance of the team members will be maintained in HSL Internal Audit Department. Attendance registers to be signed by each audit assistant/audit chief as and when they visit HSL for audit.
- c. Audit work shall be supervised by one partner/Proprietor of the firm besides deploying suitable team of assistants, to guide the audit team and for discussion with the Management / Department head / IA and with various HSL officials.
- d. The Audit team will conduct audit with reference to Manuals, rules and regulations, guidelines, instructions, delegation of power, policies at HSL and in consultation with concerned officials of HSL.
- e. Audit Firm shall not sub-contract the Audit work to any other third party.
- f. Auditor may be called to be present during Audit Committee Meetings.

2. AUDIT REPORT

- a. Audit committee Meetings are held on quarterly basis and the Audit Report are required to be placed before the Audit committee. The audit firm should program its audit as per schedule given below. An Audit program / plan for audit of each quarter is to be furnished to HSL Internal Audit Department before commencement of the **Audit for timely execution of the audit as per the Schedule given here in below.**

Sl No	Quarter	Period	Audit Required to be commenced by*	Audit Required to be completed by*	Final Report to be submitted by*
1.	Ist Qtr	April to June	5 th August	20 th August	31 th August
2.	IInd Qtr	July to Sept	5 th October	20 th October	30 th October
3.	IIIrd Qtr	Oct to Dec	5 th January	20 th January	31 st January
4.	IVth Qtr.	Jan to Mar	15 th March	10 th April	20 th April

* Prior intimation will be given for any changes and Audit to commence/complete as per the intimation.

- b. Three reports are required to be submitted every quarter:
 - (i) A detailed report to the Management of the company covering various aspects of the internal audit; and
 - (ii) An executive summary of the internal audit report (to be place before the Audit Committee). The Report of summary should cover the following aspects:
 - (a) Physical progress of the ongoing projects with reference to MoU Targets.
 - (b) Actual financial performance vis-à-vis budgeted financial performance (financial performance shall be a comprehensive study of all financial parameters which shall

include movement of inventory, debtors and realization of dues, creditors and their ageing and other parameters of the MoU, as relevant).

- (c) Ageing of Receivables and Advances.
 - (d) Obsolete, Slow moving, non-moving items along with their ageing with regard to perpetual inventory.
 - (e) Status of Contingent liabilities and its impact
 - (f) Status of GRNs.
 - (g) Procedural lapses and errors, remedial suggestions thereon.
 - (h) Statutory compliances
 - (i) Report on the effectiveness of internal control system including specific comments on any serious lapses, accounting failures and /or weaknesses.
 - (j) Detail of pending arbitration, court cases for and against the company.
 - (k) Details of taxation issues with various appellate authorities.
 - (l) Savings/Recoveries accrued out of the suggestions of Internal Auditors.
- (iii) A Report is to be submitted on nomination Purchase/Work orders to the Audit Committee.
- c. The Audit teams, during the course of audit and after completing the audit for the quarter, should discuss their observations/findings with concerned officials and head of the concerned department before finalization of the QUARTERLY Draft Audit Report. The Quarterly Audit Report shall be submitted to the HSL Internal Audit Department.
 - d. The Quarterly Report in respect of unresolved draft observations along with the HSL Internal Audit management replies/comments shall be submitted to Department as a Final Report.
 - e. 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.
 - f. The reports are to be submitted in two copies for each Quarter of audit to the Internal Audit Department in both Hardcopy and Softcopy. Hardcopy of the Internal Audit Report should be signed by the partner/proprietor of the Firm i.e. CA/CMA with UDIN number.
 - g. The Auditor should also give their observation about the effectiveness of internal control system existing in the Company.
 - h. Audit team shall interact with Finance team to deliberate the draft Audit observations on quarterly basis.

3. AUDIT FEE

- a. Audit fee payable to the Audit Firm will be at the minimum of Rs.4,50,000/- on yearly basis and GST payable extra as applicable. Accordingly, the firms are required to quote the Audit fee not less than Rs.4,50,000/-(excluding GST). Price Format in this regard is placed at Annexure-

4. PAYMENT OF AUDIT FEES

- a. The fees are payable proportionately on quarterly basis per quarter plus applicable GST on satisfactory completion of each quarter Audit.
- b. The Audit fees will be payable only after acceptance of Audit Report by the Management.
- c. The bill for Professional Service rendered by the audit firms will be paid on **quarterly basis** based on the records in the attendance register in HSL and certified by Internal Auditor of HSL after submission of Quarterly Audit Report. The Audit Firm shall raise the bill only after submission of the Final Audit Report.
- d. Visiting Audit Personnel is required to sign the said register before commencing the work and while leaving HSL on daily basis.
- e. The Audit Firm should raise bill with all mandatory details like GSTN, amounts with respect to professional fees.
- f. The Audit Fee will be credited to the bank Account as mentioned in mandate form (Bank details) as per the format enclosed at **Annexure – G**(Electronic Payment system Mandate Form) of this EOI.
- g. TDS as applicable shall be deducted.

5. RESPONSIBILITY:

The responsibility of the Internal Auditor would be as under:

- a. Develop a flexible annual internal audit plan using an appropriate risk based methodology, including any risks or control concerns identified by management.
- b. Implement the internal audit plan including as appropriate any special tasks or projects requested by management.
- c. Keep the management informed of emerging trends and successful practices in internal auditing.
- d. In the Audit areas where Test check is to be done as per the scope of audit, number of cases checked shall be provided in tabular format.

6. EVALUATION METHODOLOGY AND GENERAL TERMS AND CONDITIONS OF APPOINTMENT

- a. Empanelment of firms will be as per the ranking based on total marks secured by the CA/CMA firms as per selection criteria. Minimum score of 50 and above only will be considered for Empanelment and Part-II (Price Bid) of such firms will only be opened. Audit firm quoting the lowest fee will be assigned the work. However, firm's shall quote a minimum fees of Rs.4,50,000/- and in case fee is quoted by a firm is lower than Rs.4,50,000/-, a minimum fee of Rs.4,50,000/-will be considered for evaluation.
- b. In the event of a tie, firms scoring higher marks in selection criteria at Sl. 4 to 9 of Annexure-A (scoring and selection criteria for empanelment of Audit Firms) of this EOI will be preferred. Further, the empanelment will be at the discretion of HSL.

- C. This EOI is only for the purpose of empanelment of Firms and does not guarantee/assure allotment of Internal Audit/any other assignments.
- d. Empanelled firms will be intimated about the decision on empanelment and the said firms are to convey their consent for being empanelled as per the terms and conditions set out in this EOI.
- e. The Company reserves its right to accept or reject any application(s) without assigning any reasons thereof. The decision of the Company for empanelment of Firms shall be final and binding upon the firms participating in the process of empanelment.
- f. The Internal Auditor will ensure that the information obtained in respect of the working/operation of the unit is maintained in strict confidence and secrecy at all times, including after the completion of the assignment. All such information shall remain exclusive property of HSL at all the times. Undertaking towards maintaining confidentiality is to be provided by the Audit firm along with EOI and at the time of acceptance of Audit assignment, as a **non disclosure undertaking, in the format attached at Annexure – F** of this EOI, duly filled & Signed and provided to HSL Internal Audit Department before commencement of Audit.
- g. If progress/performance of the audit firm is not found satisfactory, HSL management reserves the right to terminate the appointment of the Firm with immediate effect
- h. The Audit Firm will be debarred from Empanelment/Internal Audit assignments in future or in course of audit assignment/empanelment, in following cases :
 - (a) If the Firm obtains the appointment on the basis of misrepresentation of information / misstatement of facts at the time of submission of application/documents along with this EOI.
 - (b) The Audit Firm is found to have sub-contracted the work.
 - (c) If the Firm does not take-up audit in terms of the appointment letter.
 - (d) If the Firm does not submit the Audit Report, complete in all respects in terms of the appointment.
 - (e) If the firm refuses to take up the assignment as mentioned in the letter of appointment for any reason whatsoever. No request for change of assignment shall be entertained.
 - (f) If Audit report is not acceptable to the Management for any reason whatsoever.
- i. Dispute/difference, if any, shall be mutually settled with Director (Finance). If the dispute could not be settled at HSL Director (Finance) level, it will be forwarded to HSL Chairman and Managing Director (CMD) for decision, which will be final and binding on all concerned.
- j. All guidelines/Circular/advisory issued by Central/State Govt./Local authority on COVID-19 to be strictly complied.
- k. Office timing of HSL is 08 30 AM to 05.00 PM with 45 minutes lunch break from 11 45 PM to 12 30 PM (From Monday to Saturday).

11.FORCE MAJEURE

Should any force majeure circumstances arise, each of the contracting party shall be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 5 days of its occurrence informs the other party in writing, giving full particulars and satisfactory evidence in support of its claim. Force majeure shall mean fires, floods, natural calamities or other acts such as war, turmoil, strikes (as not limited to the establishment of the Firm), sabotage, explosions and quarantine restrictions beyond the control of either party.

It is understood and agreed between the parties hereto that the rights and obligations of the parties shall be deemed to be in suspension during the continuance of the force majeure event as aforesaid and the said rights and obligations shall automatically revive upon the cessation of the intervening force majeure event. The period within which the rights and obligations of the parties shall be in suspension due to force majeure event shall not be considered as a delay with respect to the period of delivery and / or acceptance of delivery under the contract or otherwise to the detriment of either party.

Notwithstanding the provisions of the immediately foregoing clauses, it is further understood and agreed between the parties hereto that in the event of any force majeure persisting for an uninterrupted period exceeding 2 (Two) months, either party hereto reserves the right to terminate this contract upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in this agreement for the assignment completed.

8. JURISDICTION

The Audit assignment shall be governed under the Indian Laws and subject to the Jurisdiction of Court of Visakhapatnam only.

9. DISCLAIMER

HSL 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 without assigning any reasons.

Date:

Place:

**Signature of the Authorized Signatory
of Proprietor/Firm with seal and date.**

Certificate Of Undertaking & Compliance Certificate
(On Applicant's Letter Head)

We M/s. _____, proprietor/ partnership/LPP Firm of Chartered Accountant/ Cost Accountant do hereby verify and declare that-

- a. We have read and understood the terms and conditions of the EOI No. HSL/IA/CA/2021-22/EOI./01 dtd.15.02.2022 for Empanelment of Internal Audit in HSL and agree to abide by and comply with unconditionally all the terms and conditions contained in this EOI.
- b. The particulars given with respect to the EOI are complete and correct and that if any of the statements or information furnished is later found to be incorrect or false or there has been suppression of material information, I/we would stand disqualified for empanelment/allotment of audit assignment.
- c. Our firm/ partners has/have /has not/have not been debarred or cautioned by or declared guilty of any professional and or other misconduct under provisions of ICAI/ICMAI during the current year and immediate past five years.
- d. The constitution of our firm as on date of application is the same as that as per ICAI/ICMAI records.

Date:

Place:

**Signature of the Authorized Signatory of
the Proprietor/ Firm with seal and date.**

Non-Disclosure Undertaking

We M/s. _____, Proprietor/Partnership/LPP Firm of Chartered Accountant/ Cost Accountant do hereby represent, warrant, confirm unequivocally and undertake as follows-

- (a) Subject to conditions contained in the EOI No.HSL/IA/2021-22/EOI./01 dtd.15.02.2022 and on assignment of Internal Audit to our FIRM, HSL may have to disclose certain vital confidential information to us in the course of the audit assignment.
- (b) Confidential information: the confidential information used herein shall mean and include any/all information, which is directly or indirectly disclosed to us or comes to the knowledge in the course of audit, regardless of the form in which it is disclosed. "Confidential Information" includes without limitation, any information in tangible or intangible form, know-how, data, process, technique, design, drawing, program, formula or test data, trade secret, prices, techniques, algorithm, computer program(source and object code),etc. whether in oral , written, graphic or electronic form.
- (c) No person acting on behalf of our FIRM will divulge or use any such information for any purpose other than audit & certification. We shall exercise the same care in protecting the said confidential information from disclosure as we do with regard to our own confidential information and will not disclose such confidential information to any third party/parties.
- (d) No person will seek such information other than those necessary for the purpose of internal audit works as specified in the EOI/appointment.
- (e) If any of the representation, declaration and obligations as stated above are found to have been violated, at any stage, we hereby agrees that on intimation of such violation, HSL shall claim damages/compensation from us for breach of this undertaking. That apart HSL will also have the right to cancel the appointment. We undertake to abide by the decision of the HSL in this regard.
- (f) We shall bind ourselves, our employees/Audit team to terms of confidentiality clause and shall take all actions reasonably necessary to secure the confidentiality of such information against theft, loss or disclosure.

This undertaking shall survive the termination or expiry of the assignment as Internal Auditor of HSL.

Date:

Place:

**Signature of the Authorized Signatory of
the proprietor/Firm with seal**

Annexure 'G' of
EOI No. HSL/IA/2021-22/EOI./01 dtd.16.02.2022
Sub: Electronic Payment System Mandate Form

To, Date: Addl. General Manager (F),
Hindustan Shipyard Ltd.,
Gandhi gram
Visakhapatnam - 530 005 (INDIA)

The details for processing the payment through electronic mode as below:

1) Particular of Firm	
Name	
E-mail ID	
PAN Number	
Name & mobile number of responsible person	
Address of Firm	
2) Particulars of Order(Audit Assignment)	
For which mandate is submitted	
Supplier code	
Service description	
3) Particulars of Bank account	
a) Name of the Bank	
b) Address of the Branch	
c) Branch IFSC Code No (11 Digit Code given by RBI)	
d) 9-Digit code number of the bank and branch appearing on the MICR cheque issued by Bank	
e) Type of the account with code S.B., Current or Cash Credit (10/11/13)	
f) Ledger and Ledger folio number	
g) Account number (as appearing on the cheque book	
h) Type of EPS (Please indicate Type of EPS opted)	RTGS / CORE BANKING
i) RTGS Enabled Branch	YES/ NO

*The Bank detail will be emailed to this ID by HSL. The firm should confirm the details from the same email ID to HSL.

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible.

Date:

Place:

**Signature of the Authorized
Signatory of the Firm with seal and date**

Encl:- Cancelled cheque leaf of the above Bank Account/First two pages of Pass book which indicates full details of Account holder.

COMPLIANCE SHEET/ CHECK LIST

S. No.	Particulars	Whether Supporting documents as indicated in the EOI attached? Y/ N
1	The Firm should be either Chartered Accountants or Cost Accountants Firm (Partnership/Proprietary Firms/ Limited Liability Partnership).	
2	The firm should be having its office and practice in Visakhapatnam for a minimum period of at least 05 years as on 31.12.2021.	
3	No. of Partners in the Firm who have been with the applicant Firm for a minimum period of one year as on the date of application. Reckoned as on 31.12.2021.	
4	Number of branch office (excluding head office)	
5	No. of Qualified Assistants (Chartered/Cost Accountants) employed with the Firm	
6	No. of CA/CMA Inter qualified Assistants employed with the Firm	
7	No. of B.Com/M.Com Assistants employed with the Firm	
8	Statutory Audit carried out under Companies Act/ PSUs/ private company Limited/ Government. (Including stock audit/ Concurrent audit/Bank Audit) and Cost Audit carried out under section 148 of Companies Act of PSUs/ private company Limited. (restricted to last five years w.e.f FY-2016-17)	
9	Internal Audit assignment (restricted to last five years w.e.f FY-2016-17)	
10	GST Audit assignment of PSUs/Banks/ Private Company Limited. (restricted to last three years w.e.f July 2017)	
11	Average annual professional fees earned by Audit Firm (Preceding three Years)	
12	Format of Application	
13	Acceptance of Terms and conditions for undertaking internal audit work	
14	Certificate of undertaking & compliance certificate, Annexure-E of EOI.	
15	Non- disclosure undertaking, Annexure-F of EOI	
16	Electronic Payment system mandate Form, Annexure – G of EOI	
17	Stamped & signed copy on each page of the Bid document (EOI).	

Date:

Place:

**Signature of the Authorized Signatory
of the Firm with seal and date**

Annexure 'I' of
EOI No. HSL/IA/2021-22/EOI./01 dtd.16.02.2022

PRICE BID FORMAT

SL No	Description of Service	Amount*
1.	Internal Audit Fee	
2.	GST Extra (indicate %)	
3.	Total	

- Minimum Amount towards Audit fee shall be Rs.4,50,000/-. Firm's are requested to quote accordingly.