



**THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD**

(A Government of Odisha Undertaking)

BHOINAGAR, JANPATH, BHUBANESWAR-751022, ODISHA  
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**Expression of Interest from Chartered Accountant / Cost & Management Accountant Firms, having experience in internal audit in construction sector, for Internal Audit of OSPH&WC.**

- I. **THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD., (OSPH&WC)**, Bhubaneswar invites “Expression of Interest” from experienced Chartered Accountant / Cost & Management Accountant Firms in the prescribed format for empanelment of Internal Auditors of the Corporation.
- II. The “Expression of Interest” should be submitted in the office of the undersigned by Speed / Registered post only on or before 20<sup>th</sup> July’2022 in the prescribed format. EOI received after the prescribed date will not be entertained.
- III. Application Form and scope of audit work are available at OSPH&WC website ([www.ophwc.nic.in](http://www.ophwc.nic.in)).
- IV. OSPH&WC, Bhubaneswar reserves the right to reject any or all the offers without assigning any reason thereof.

By order of CMD

**Sd/-**

**Financial Advisor**

## **SELECTION CRITERIA**

The eligible technical bids received from the CA / CMA firms will be evaluated in term of following parameters and points will be given as defined below:-

<b>Sl. No.</b>	<b>Technical Criteria</b>	<b>Maximum Marks</b>	<b>No. of Points</b>
i.	No. of years of experience of the Firm	10	One point each for every completed years of practice above 10 years.
ii.	No. of Partners of the Firm	5	One point each for every partner above 3 partners.
iii.	No. of qualified CA / CMA employees	5	One point each for every CA / CMA qualified employee.
iv.	Experience in Statutory / Internal audit of Government Company / Corporation / Department / Local Authority	15	Three points each for every Statutory / Internal Audit of Government Company, Corporation, Department or Local Authority over and above 5 Statutory / Internal audits
v.	Experience in Statutory / Internal audit of Company / Corporation engaged in construction of buildings in Govt. / PSU sector	20	Four points each for every Statutory / Internal Audit of Construction Company (Government / PSU Sector) engaged in construction of Buildings.
vi	Statutory / Internal Audit of Companies / Corporations where Accounts are maintained through SAP	10	Two points each for every audit of SAP implemented Company.
vii.	Average Turnover of the Firm for last three FYs immediately preceding to FY 2021-22.	15	One point for every Rs.5 lac average turnover in excess of Rs.25 Lac.
viii	Presentation on Internal Audit	20	Points will be allotted according to the satisfactory presentation of the firm.
	Total Marks	100	

## Application Form

Expression of Interest for Appointment of Chartered Accountant/ Cost & Management Accountant Firms, having experience in internal audit in construction sector, for Internal Audit of Accounts of THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD., (OSPH&WC) for the Financial Year 2022-23.

Sl. No.	Particulars	Information
1	Name of the Firm	
2	Local Address, e-mail Id. and Contact Number of the Firm	
	Firm Registration Number	
3	Status of the Firm	
4	PAN of the Firm	
5	TAN of the Firm	
6	GSTIN of the Firm	
7	Date of Constitution of the Firm	
8	Number of full time Partners of the Firm (with name and MRN) as on 01.04.2022	
9	Number of Qualified CA / CMA employees (with name and MRN) as on 01.04.2022	
10	Number of full time audit staffs with the firm as on 01.04.2022 (with name and date of appointment)	
11	Number of branches of the Firm (with address and contact number of branches.	
12	Number of Statutory / Internal Audits conducted for Government Company / Corporation / Department / Local Authority (with copy of appointment letters)	
13	Number of Statutory / Internal Audits conducted for Company / Corporation engaged in construction of buildings in Govt. / PSU sector (with copy of appointment letters)	
14	Number of Statutory / Internal Audits conducted for Companies / Corporations, where Accounts are	

	maintained through SAP (with copy of appointment letters)	
15	Average Turnover of the Firm for last three FYs immediately preceding to FY 2021-22. (with copy of audited accounts)	
16	Copy of the profile of the Firm	

**Undertaking**

I, ....., Partner / Proprietor of M/s:

..... hereby undertakes that the aforesaid information relating to our / my firm are correct. If any of the information as submitted above are found to be false or incorrect, in that case our / my application may be rejected.

For M/s:.....

Partner / Proprietor

## **SCOPE OF INTERNAL AUDITOR FOR THE F. Y. 2022-23**

1. Verification of project expenditures and report such cases where the expenditures have exceeded the Work Order value. Also to verify and report whether approval from Head Office is obtained for such excess expenditures.
2. Verification of Tendering procedures followed at the Head Office & divisions and to report the deficiencies, if any.
3. Verification of tax invoices obtained by the divisions for payment towards procurement of materials and to report deviations, if any.
4. Verification of provisions made towards cess payment on procurement of materials, if any.
5. Verification of bills paid by the divisions to ascertain whether these are duly certified by the concerned APM, DPM and Project Manager. If there is any deviation it should be reported. Also to verify that necessary entries of the bills are made in the measurement Book.
6. Verification of Cash, Bank and Journal transactions.
7. Verification of Bank Reconciliations and ensure that all the provisions have been made for accrual of interest on SB and FDR accounts.
8. To Scrutinize ledger accounts and advances given to creditors and staffs and other ledgers.
9. To verify that all expenditures related to handed over projects have been accounted for.
10. Verification of cash balances at divisions / H.O. on any day during the course of audit.
11. Verification of compliances for various statutory dues such as Income Tax, EPF, GST, Royalty and Cess etc.
12. Verification of tax returns filed with various Govt. Authorities within the prescribed time limit.
13. Verification of procedures for allotment of work under K2 tender for various projects.
14. To ensure that all necessary provisions are made in the books for finalization of Balance Sheet at the end of the financial year.
15. Certification of final accounts of the Corporation for the year (only for Head Office).
16. To ensure that all necessary provisions have been made towards Goods & Service Tax liability.
17. Verification of Financial Closure Statement on Completed / Handed Over Projects during the Financial year.
18. To verify that all payments made to contractors/suppliers are through RTGS/NEFT.

19. Verification of TDS demand from IT Authority (Through TRACES).
20. To verify that all balances of creditors are confirmed.
21. Verification of deviation statement of projects.
22. Verification of 26AS with books of accounts.
23. Verification of penalty recover from contractor s and EOT if any.
24. Verification of ITC as per Books Vs GSTR-2A.
25. Any other matter the Auditors may think necessary to verify from audit point of view.
26. Any other matter required by management to be audited by the Internal Auditor.

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