

MYSORE MINERALS LIMITED

(Government of Karnataka Undertaking)

Regd office: Fifth Floor, TTMC 'A' Block, BMTC Buliding,

Shantinagar, Bangalore 560027. www.mml.kar.nic.in

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ORDER NO.MML/ACT/IA/34/2017-18/ 305

Dt.11.05.2017

e - TENDER INVITATION

Mysore Minerals Limited having Regd office at 5th Floor, TTMC 'A' Block, BMTC Building, K.H. Road, Shantinagar, Bangalore 560027 invites e-tender for engagement of Internal Auditor.

Calendar of event.

a	Last Date and time for submission of Tender Documents	Upto 5.00 P.M. on 12 th June 2017
b	Date of opening tender	At 11.00 A.M. on 14 th June 2017
c	Earnest Money Deposit (EMD)	Rs.40,000/- (Rupees Forty thousand only)

Tender document may be downloaded from e-Procurement GOK platform website <https://eproc.karnataka.gov.in>. The Interested tenderers are requested to register in the e-procurement platform well in advance.

Contact for any support in uploading & registration, e-procurement Helpdesk: **080-25501216 / 25501227**

For MYSORE MINERALS LIMITED

sd/

GENERAL MANAGER (F&A)

MYSORE MINERALS LIMITED
TTMC, 'A' Block, 5th Floor, BMTC Building,
K.H Road, Shanthinagar, Bangalore-560027

E-Tender for Engagement of Internal Auditors

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1. INTRODUCTION

- a. Mysore Minerals Limited (MML) was established by the Government of Karnataka on 13th May 1966 with main objective of development and exploitation of mineral resources. It is a Govt of Karnataka Undertaking. The website of MML is www.mml.kar.nic.in.
- b. The MML with its Head Office located at TTMC, 'A' Block, 5th Floor, BMTC Building, K.H Road, Shanthinagar, Bangalore-560027, desires to select a Chartered Accountants / Cost Accountants as Internal Auditors u/s 138 of Companies Act-2013.
- c. The contract of Internal Auditor shall be for a period of one year and the period of engagement may be further extended beyond the initial period with mutual consent subject to requirement of the MML or may be curtailed/ terminated before the specified period depending upon its requirement / performance.
- d. The various crucial dates relating to "Tender for Contract of Internal Auditor to MML" are cited as under:

a	Date of Issue	12 th May 2017
b	Last Date and time for submission of Tender Document	12 th June 2017 Upto 5.00 P.M.
c	Date and time for opening of Bids	14 th June 2017 on 11.00 A.M.
d	EMD	Rs.40,000/-

MML reserves the right to change any date/time mentioned in the schedule above.

2. General Terms & Conditions and Disclaimers

- a. The interested Chartered Accountants / Cost Accountants may submit the bid complete in all respects along with requisite documents within stipulated date and time.
- b. The Bid documents should contain the particulars of compliance with eligibility criteria for short listing as given in the format at Annexure I and financial bid inclusive of all Taxes except service tax, etc., in the format given in Annexure II, failing which the tender shall be rejected summarily.
- c. The bidders are required to deposit Earnest Money Deposit (EMD) of Rs.40,000 (Rupees Forty Thousand Only), refundable (without interest), failing which the tender shall be rejected summarily. In the event, the successful bidder fails to accept the assignment, subsequent to its selection; the EMD is liable to be forfeited.
- d. The EMD of successful bidder will be converted as Security Deposit that will not carry any interest. The security deposit shall be held for three months beyond the period of contract. In case, the contract is further extended beyond the initial period, the security deposit will accordingly continue to be with MML. The Security Deposit is liable for forfeiture in case of non-performance in accordance with the terms of contract.
- e. The conditional bids shall not be considered and will be summarily rejected in very first instance**
- f. The Competent Authority of the MML reserves the right to annul all bids and cancel the selection process at any time prior to award of contract without assigning any reason whatsoever.
- g. This document does not constitute nor should it be interpreted as an offer or invitation for the Contract of Internal Auditor.
- h. No binding legal relationship will exist between any of the Respondents and MML until issue of Work Order to the successful bidder and its acceptance thereof.
- i. A Respondent will, by responding to tender, be deemed to have accepted the terms of this Introduction and Disclaimer.
- j. All entries in the tender form should be legible and filled clearly. (No overwriting or cutting is permitted in the Financial Bid Form).
- k. This document is meant to provide information only and upon the express undertaking that recipients will use it only for the purposes set above. No representation or warranty, expressed or implied is or will be made as to the reliability, accuracy of the competence of any of the information contained herein. It does not purport to be all inclusive or contain all the information regarding the service to be provided or be the basis of the contract. It shall not be assumed that there shall be no deviation or change in any of the

mentioned information herein on roles and responsibilities of service provider. While this document has been prepared in good faith, neither MML, nor any of its officers make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions there from. Any liability is accordingly and expressly disclaimed by MML and any of their officers even if any loss or damage is caused by any act or omission on the part of MML or any of its officers, whether negligent or otherwise.

- l. By acceptance of this document, the recipient agrees that any information herein will be superseded by any subsequent information on the same subject with access to any additional information or to update this document or to correct any inaccuracies therein which may become apparent, and MML reserve the right, at any time and without advance notice, to change the procedure for the selection of service provider. Accordingly interested recipients should carry out an independent assessment and analysis of the requirement of the information, facts and observation contained herein.
- m. The Recipients of this document should inform themselves and observe any applicable legal requirement.
- n. This document constitutes no form of commitment on the part of MML. Furthermore this document confers neither the right nor any expectation on any party to participate in the tender process. The bidder is responsible for all acts incurred in connection with participation in this process. This tender does not create any obligation on the part of MML to award a contract or to engage in negotiations. The bidders participation in this process may result in MML selecting the bidders to engage in further discussions and negotiations towards execution of a contract. The commencement of such negotiations does not, however signify a commitment by MML to execute a contract or to continue negotiations. The MML may terminate negotiations at any point of time without assigning any reason.
- o. MML reserve the right to vary/alter/amend the eligibility criteria for the Chartered Accountant / Cost Accountant at any time, in its discretion, before the last date of submission of proposals.
- p. The appointed Chartered Accountants / Cost Accountants shall comply with and abide by such instructions that MML may issue from time to time.
- q. The proposal and all correspondence and documents shall be written in English. All proposals and accompanying documents received within the stipulated time shall become the property of MML and will not be returned.
- r. The proposal shall be valid for a period of three months from the date of opening of proposals. A proposal valid for a shorter period may be rejected as non-responsive. In exceptional circumstances, at its discretion, MML may grant consent for an extension of the validity period. The request and responses shall be in writing.

- s. Once the MML notifies the successful bidder that its proposal has been accepted, MML will issue a Work Order to the successful bidder covering the terms and conditions of provisions of service etc., as may be specified therein.
- t. The respondent shall be liable to maintain secrecy and confidentiality of all the information / data / operations, etc. of MML.
- u. Any form of canvassing / lobbying / influence regarding short listing / selection status, etc will be a disqualification.
- v. The authorised person(s) signing the bid documents shall preferably initial all pages of the bid
- w. Governing Laws/Jurisdiction/Arbitration: Any dispute in relation to the process of selection of the Chartered Accountants / Cost Accountants under this process shall be subject to the exclusive jurisdiction of courts at Bangalore City only. Any dispute arising past the award of contract shall be settled in accordance with the terms mentioned there in.

3. Objective, Extent and Scope of Internal Audit

3.1 The offers are invited with a view to appoint the Chartered Accountants / Cost Accountants as Internal Auditors to MML. The selected Chartered Accountants / Cost Accountants would handle the Internal Audit work of MML.

The objectives of the assignment are to:

- 1) assess/review/recommend/comment whether accounting / financial / operational systems are reliable/ effective /efficient and to assess whether they are properly followed.
- 2) verify whether the systems of internal checks are effective and whether it facilitates detection of misappropriations/misapplications/ irregularities/ negligences etc; and whether it is commensurate with the nature and size of business of the organisation.
- 3) identify areas of significant inefficiencies in current system and to suggest remedial measures thereof.
- 4) verify compliance to statutory and regulatory requirements.
- 5) assist the management in designing purposeful MIS so as to enable the company to take appropriate decision for business development.

3.2 Extent of Audit

The extent of audit will be as under:-

- 1) It will be 100% pre-audit of banking and financial transactions which include collection of sale proceeds, its deposit into banks and withdrawals either for self or for third parties.
- 2) A reasonable level of audit of rest of items,

3.3 Scope of Work:

I Verification of Establishment, PF, Personnel Claims Sections. 100% vouching must be done in the case of Cash Receipt and Payment vouchers, Bank Receipt and payment vouchers and bank adjustment vouchers.

II. Verification of Medical, Miscellaneous bills sections and test check on random sampling basis for other sections.

The audit shall cover a critical analysis of the Balance Sheet items with emphasis on :

- Work-in-progress, Amount recoverable from contractors, amount recoverable from suppliers, capitalization of assets.
- Review of repairs and maintenance expenditure and additions made during the year.
- Identification and rectification of revenue purchases. If Auditors come across any such cases, they shall increase the sample size and conduct a thorough verification of the same. Based on the confidence level derived from such verification, they shall give their comments thereon.

Further, 100% vouching must be done in the case of cash receipt and payment vouchers, Bank Receipt and payment vouchers and bank adjustment vouchers of that quarter. In addition, the following review need be done:-

- i. Capitalization of assets awaiting installations/Advance on Capital accounts as at the year end.
- ii. Sundry receipts pending adjustments.
- iii. Review of old pending items requiring provisioning / discarding.

III. Verification of Budget and Cost Section and Works Section and test check on random sampling basis for other sections.

The Internal Auditors shall visit / liaise with the Civil Engineering / Materials Management and other executive depts.. and conduct review of Purchase orders and Works contracts during the quarter.

In addition, 100% vouching must be done in the case of cash receipt and payment vouchers, Bank Receipt and payment vouchers and bank adjustment vouchers of that quarter.

Preparation and finalization of account as per company act 2013 Ind.AS.

Submission of internal financial control audit report for the Financial year.

AREAS TO BE COVERED BY INTERNAL AUDIT.

I. CASH SECTION :

1. Cash Transaction :

- 1.1 To carry out physical verification of cash / petty cash once in every quarter.
- 1.2 To verify whether unduly heavy closing cash / bank balances are kept and the average cash in transit with reference to insurance policies and adequacy thereof.
- 1.3 The cash / petty cash book is updated daily in the manner required by making all necessary entries for cash and cheques / DD etc.
- 1.4 To check cheques / DDs on hand on periodical closing of accounts and on 31st March.
- 1.5 Custody of unused cheque leaves.
- 1.6 100% verification of cash / petty cash payment & receipt vouchers, bank payment and receipt vouchers.

2. Bank Transactions:

- 2.1 - Certification of Bank balances by Banks on the date of periodical / annual accounts.
- 2.2 Check bank reconciliation statement and further ensure that bank charges, Misc. Credits etc. are accounted for properly.
- 2.3 Verify whether stale cheques are transferred to stale cheque account and the stale cheques of more than three years old to Misc. income.
- 2.4 100% verification of adjustment vouchers and journal vouchers.
- 2.5 Remittances by bank transfers or letter of instructions are subject to same controls as cheque payments.

3. Paper Securities / Investments :

- 3.1 To check custody of bank guarantees/ TDRs and also their validity / periods with reference to necessary records.
- 3.2 To check whether BGs are received against the advance made. If so, relevant disclosures have been made in the accounts.
- 3.3 To verify whether timely action has been taken to revalidate / encash/ return the securities, as the case may be, before expiry date.
- 3.4 Checking of calculation of interest on investments/ deposits with banks
- 3.5 Provision for decline in the value of investments.
- 3.6 Accountal of TDS on interest and other income on deposits / investments.
- 3.7 To check whether sale of tender documents has been correctly accounted for.

II. ESTABLISHMENT SECTION :

1. PAY & ALLOWANCES :

- 1.1: Test check of pay roll process (including muster roll) such as Basic, DA, Other allowances with reference to relevant Office Orders.
- 1.2: Check whether leave has been credited as per rules in the Service Books maintained by the Personnel Dept.
- 1.3 To verify sanction orders for granting increments / leave encashment and other allowances and incentive to see whether these have been properly given effect.
- 1.4 Pay and allowances of CMD / Directors along with loans outstanding, if any.
- 1.5 Payments of stipend to Trainees and claim form Govt.
- 1.6 Rent, electricity and other charges payable by the employees are recovered regularly.
- 1.7 Transfer of Salary expenditure related to other units proper accountal.
- 1.8 Activation / deactivation of employee master-Grades / Scale / Designation etc.

2. Loans and Advances :

- 2.1 Interest calculations of Loans, viz., HBA, Conveyance and Computer etc to the employees are correctly done.
- 2.2 Recoveries of advance payments and interest thereon from employees like Leave Encashment, Interest subsidy, Furniture rent under the “Scheme for provision of Furniture / Furnishings and other appliances on hire facility”. Vehicle hire charges on being provided official vehicle etc.,
- 2.3 Review of outstanding balances of advances like Pay, Study, Flood, Festival / Multipurpose advance, Leave salary etc and indicate old unadjusted cases.

3. PF / Pension :

- 3.1 Remittance and reconciliation of PF / Pension.
- 3.2 Check the PF, Personal Ledgers and control register for proper and timely updation.
- 3.3 Verifying the calculations of interest on PF balances and recoveries of advances.
- 3.4 Test check whether the statutory returns are filed with RPFC timely.
- 3.5 Whether transfer in /out of employees has been properly prepared and sent to other units.
- 3.6 To verify whether PF / EDLI / Administration and inspection charges have been regularly remitted.

4. Others:

- 4.1: 100% verification of journal entries, Verification of inter unit transactions for immediate accountal.
- 4.2 Reconciliation of subsidiary ledgers and detailed registers with G.L. Accounts.

- 4.3 To verify the correctness of recovery of Income Tax/ Profession Tax/ LIC/ PORD etc., (Wherever applicable) from salaries and the timely remittance of the same to concerned authorities.
- 4.4 Review and report whether the claims are made on LIC in respect of ex-employees viz. GSLI, O/s HBA and Conveyance under Group Accident Policy.
- 4.5 Review of Sundry receipts pending adjustment and suspense account.
- 4.6 To test check payments under family benefit scheme / medically unfit scheme / benevolent fund and to see whether income tax wherever applicable has been correctly recovered.
- 4.7 Test check whether the payment of terminal dues to employees – Leave encashment, under VRS / VSS are as per rules.
- 4.8 Compilation of data for tax audit in a separate register
- 4.9 Maintenance of statutory bonus register
- 4.10 To ensure provisions are made in respect of the following and their review at every periodical closing of accounts.
 - a) Accrued Leave (Verification from leave records)
 - b) Performance Lined Benefit Scheme
 - c) Bonus / Payment by result
 - d) Additional Gratuity
 - e) Liability for DA increase
 - f) Account of Benevolent Fund and Company contribution
 - g) All other payments related to accounting period
 - h) Earlier year provisions.

III. PERSONAL CLAIMS SECTION :

- 1.0 TA/LTC Transactions
 - 1.1 To test check whether TA (Inland & Foreign) and LTC / LLTC bills, encashments have been submitted in time and passed in accordance with the rules.
 - 1.2 Review of individual ledger accounts of TA, LTC and Medical advances and indicate whether any long over due of advances are lying un adjusted without proper reasoning.
 - 1.3 Transfer of TA bills as well as settlement TA allowances released at the time to retirement have been timely adjusted.
 - 1.4 Payments to Air lines agents Like M/s.Balmer Lawrie etc., in respect of booking of air tickets are in order and raising of TC's on projects on booking air tickets on behalf of them.
 - 1.5 Making provisions on TA/LTC/LLTC advances drawn at the time of closing of accounts.
 - 1.6 Foreign tour statements are given to compilation section duly reconciling the figures with Trial balance.

2. Medical Claim Transaction:

2.1 Verification of reimbursement of Medical Claims.

2.1.1. Employees :

- i) Medical Outpatient reimbursement as per annual ceilings
- ii) Medical In-patient claims in respect of Treatment at PVT Nursing Homes
- iii) Medical advances to Project Employees
- iv) Medical outpatient reimbursement to CMD & Directors
- v) Prolonged / continuous treatment claims.

3. Verify whether the bills of various hospitals are passed as per the norms and whether TDS has been correctly recovered.

4. Accounts :

- 4.1 100% verification of journal entries.
- 4.2 Verification of inter unit transactions for immediate accounting.
- 4.3 Reconciliation of subsidiary ledgers and detailed registers with G.L. accounts
- 4.4 Clearance of provision made in the earlier year periods.
- 4.5 Provision created in respect of bills pending for payment and also in respect of bills not yet raised by the hospital but treatment is already extended (as per estimates notified by the Hospitals).
- 4.6 Compilation of data for tax audit in a separate register.

V. MISC. BILLS & WORKS BILLS SECTION :

1. Receipts :

To verify billing for the services rendered to other occupants of the Khanij Bhavan/ CEC/ MSIL and other is timely and the effectiveness of recovery.

2. Payments :

- 2.1 : Payment of rent, electricity, water, telephone, fax, internet, taxi hire charges etc., are correct.
- 2.2 Payment to statutory authorities like property tax etc.
- 2.3 Environment payments in respect of projects made by H.O.
- 2.4 TDs recoveries of Income tax, Sales tax and other tax payments are to be verified and payments to departments within stipulated time to avoid penalty.
- 2.5 The running bills of the contractors are paid as per work order after proper recoveries.
- 2.6 Special emphasis shall be given on checking of final bills including the aspect of penalty, deviation etc.
- 2.7 Mobilization advance payment, if any, is as per the terms of work order and regular adjustment of the same from the bills.
- 2.8 To test check R&M bills and comment upon the benefit on outsourcing such works
- 2.9 To verify that all contractors have submitted the requisite documents / certificates statutorily required to be produced.
- 2.10 Proper recovery and deposit of statutory taxes and duties in time to be verified
- 2.11 Deviation statements and to indicate that the same are reasonably explained.

2.12 Works completed but final bills not received. Comment upon long outstanding cases having material impact on accounts.

2.13 Liabilities for amounts payable under AMCs / W.Os with particular reference to pre-paid expenses.

2.14 Contracts relating to peripheral development works and proper accountal of the works completed.

2.15 Proper bifurcation of revenue and capital expenditure has been done and the capitalization of works are correctly done.

3.0 Accounts

3.1- 100% verification of journal entries. Verification of inter unit transactions for immediate accountal.

3.2 Verification of imprest accounts of employees, postal, Civil, Electrical and other offices attached to the unit.

3.3 Timely adjustments of advances to employees for purchases, other expenses etc. are carried out.

3.4 Verification of Deposit accounts with Electricity Boards, Telecom and Customs etc with confirmation of balances.

3.5 To review the liabilities and provisions made during the periodical and annual closing of accounts with particular reference to the liabilities, which are not required to be paid.

3.6 To verify provisions for property tax with particular reference to legal provisions and latest development in various cases filed with courts etc.

3.7 Checking of TCs raised on account of expenditure incurred by the unit on other units under 'Inter unit debits / credits'

3.8 Suspense accounts are cleared promptly

3.9 Reconciliation of subsidiary ledgers and detailed registers with G.L.

3.10 Capital items acquired are correctly capitalized / shown as in transit or waiting for installations as the case may be as on 31st March

3.11 Classification of expenditure under proper heads to be test checked

3.12 The areas where Govt. Audit raised points in earlier years to avoid such mistakes

3.13 Compilation of data for tax audit in a separate register.

2. Review :

2.1 Capitalization entries in respect of assets purchased with particular reference to commissioning reports and classification as well as whether the item is really of capital or revenue nature

2.2 The capital items in stores awaiting installation and report on long outstanding items

2.3 Accountal of scrap sales through auction, adjustment and forfeiture of EMD and provision of commission payable to the auctioner.

VI. STORE SECTION :

1. Scrutiny of payments :

- 1.1 All purchase bills of value above Rs.50,000/- with reference to purchase orders against LSC/RVs
- 1.2 Advance payments if any released to the supplier are as per the Purchase Order and their adjustment thereof.
- 1.3 Raising of debit notes for the short supply of material and recovery of the same from subsequent bills.
- 1.4 Payments of suspense / local purchase advance and adjustments thereof on regular basis.
- 1.5 If payments are made against duplicate invoices of suppliers, even occasionally are adequate precautions taken to avoid duplicate payments.
- 1.6 Whether cash discounts are availed whenever offered
- 1.7 Proper recovery and deposit of statutory taxes and duties in time to be verified.

2. VERIFY

- 2.1 100% verification of journal entries. Verification of inter unit transactions for immediate accountal.
- 2.2 Reconciliation of subsidiary ledgers and detailed registers with G.L. accounts
- 2.3 The interest if any, accrued on the advance paid has been correctly calculated and being recovered timely, from the bills.
- 2.4 The advances, amount recoverable from suppliers and sundry creditors with particular reference to long outstanding amounts and adjustment thereof.
- 2.5 Insurance claims with reference to transit Insurance Policies, its accountal on making claim, settlement and action taken for long outstanding claims.
- 2.6 Bank guarantees submitted by suppliers with particular reference to validity and performance report and action taken for encashment of BGs / revalidation / return.
- 2.7 The areas where govt. audit raised points in earlier years to avoid such mistakes.
- 2.8 Payments due to SSI Units are released as per P.O. terms and are made within 30 days of payment becoming due.

3. Review

- 3.1 Adjustment of advances for purchase and misc. purpose on regular basis.
 - 3.2 Suspense accounts are cleared promptly.
 - 3.3 Reconciliation of subsidiary ledgers and verification of year end provisions
 - 3.4 Compilation of data for tax audit in a separate register
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- 2.1 Deviation statements and to indicate that the same are reasonably explained
 - 2.2 Works completed but final bills not received. Comment upon long outstanding cases having material impact on accounts.
 - 2.3 Liabilities for amounts payable under AMCs / W.Os with particular reference to pre-paid expenses.

2.4 Contracts relating to peripheral developments works and proper accountal of the works completed.

2.5 Proper bifurcation of revenue and capital expenditure has been done and the capitalization of works are correctly done.

SALES SECTION :

1.1 Review of contracts / agreements entered into with domestic / export buyers.

1.2 Checking of interest recoverable from customers, wherever the terms of sale provide for recovery of over due interest.

1.3 Collection of tax payment details in form of “140”

VIII. COMPILATION :

1. Books of Account :

1.1 To verify whether the books of account required to be maintained statutorily are maintained.

1.2 100% checking of postings in the (a) Cash book (b) Main General Ledger (c) Main Journal (d) Sectional Journals (e) Fixed Assets Register (f) Subsidiary Ledgers (g) Detailed registers etc.

1.3 To verify and report whether the General Ledger and the Subsidiary Ledgers are drawn periodically.

1.4 Reconciliation of subsidiary ledger with General Ledger and Cash book

1.5 Scrutiny of GL to identify any odd balances in the GL and its rectification

1.6 100% verification of Prior period income / expenditure and prepaid expenses

1.7 To verify the trial balance and report whether the trial balance is drawn every month.

2. Fixed Assets :

2.1 Maintenance of Fixed asset register and its compliance with all the statutory requirements and to cross verify the same with General Ledger and fixed asset schedule of the balance sheet.

2.2 Is there a list of title deeds for the landed properties and buildings.

2.3 Risk against fire, flood etc., are covered in respect of buildings and machineries.

2.4 Review of additions made during the current year as to their classification, life given etc.,

2.5 Check the deletions / adjustments / transfer in / transfer out made during the year.

2.6 To check internal transfer whenever the asset is shifted from one location to another location of the same project with emphasis on its effect on accounting treatment, if any.

- 2.7 To check the calculation of depreciation for the periodical closing as well as annual accounts for all the assets.
- 2.8 Accountal of profit/ loss on sale / disposal of assets
- 2.9 To check the details of assets retired from active use and held for disposal. The net block in case of vehicles should be at least 5% of the vehicle cost as per the stated policy of the company.
- 2.10 To check whether the capitalization is made as per the stated policy of the company. Assets on which grant is received from GOI / Cess fund authorities are capitalized at their net value (after adjusting of subsidy / grant)
- 2.11 To verify the reports on physical verification of fixed assets. To comment upon the adequacy of the system of physical verification of fixed assets.

3. Closing of Accounts :

- 3.1 To thoroughly review the accounting policies as declared by the company. In case there is any inconsistency in the accounting policies of the company as compared to the Accounting Standards/ Act and other applicable statutes, the auditors in charge of the projects / officer are suggested to report the same in their audit report for the first six months so that the company can review the same at Corporate level and evolve suitable modification to the accounting policy after considering the observations of other projects / units.
- 3.2 The accountal of interest receipt / and / or accrued on inter corporate investment, bank deposits and tax free bonds is correct.
- 3.3 To check the allocation of share to other units.
- 3.4 The firming up of the latest position of contingent liabilities with particular reference to the legal / arbitration cases pending with the various authorities
- 3.5 Determination of tax and other statutory liabilities with special emphasis on cases of income tax, sales tax and other tax payments to exchequer.
- 3.6 To check
 - 3.6.1 : The below line figures indicated in the schedules to the accounts
 - 3.6.2 : The detailed information given in the relevant schedule of the balance sheet
 - 3.6.3 Notes forming part of accounts.
- 3.7 To completely check and certify the periodical and annual accounts.
- 3.8 Verification of cash flow statements, segment reporting and consolidated financial statements.
- 3.9 To associate in the settlement of audit enquiries and provisional audit comments.

- 3.10 Review of audit observations of internal auditors/ statutory auditors / govt. audit on the accounts of earlier periods and the necessary modification to the policy accounting practices to avoid such mistakes.
- 3.11 To review and report all un attended audit comments and bring out the same in the audit report.
- 3.12 Compilation of data for tax audit in a separate register.

IX . BUDGET & COSTING

1. Cost accounts covering all cost sheets and norms to ensure adequate cost control measures are taken by the unit and to suggest improvements if any.
2. To compare approved standard cost with actual and to report on action taken / variance.

X. ERP & Tally :

1. Verify and report whether the computerised Financial Accounting, Inventory and pay roll system is functioning properly in the units wherever applicable.
2. Verify whether all reports are drawn as per the schedule / periodically and made available to all sections.

XI VETTING :

1. To test check whether approvals for the proposals are as per powers delegated to the authority who approved the proposal.
2. To check atleast 5% of procurement indent raised with reference to budget allocation with focus on cost benefit analysis for the capital items of valuing Rs.10 lakhs and more.
3. To check 10% of work estimates drawn either or Capital or Revenue nature with reference to DSR, CPWD, State Electricity board rates which ever applicable and also the budget allocation.
4. To test check vetting of NITs, Work Orders, Supply Orders, amendments with reference to delegation of powers.

XIII TAXATION :

1. Calculation of monthly service tax/GST VAT TDS Income tax and filing of quarterly returns of all tax matters.
2. To verify entries in respect of adjustment of advance tax, TDs and provisions where assessment is completed.
3. To verify status of appeals pending at various levels for different assessment years.

4 Selection Criteria

4.1 Eligibility Criteria:

- a. The applicant should be a registered partnership or a limited liability partnership (with a minimum of 4 CAs) and have been registered with ICAI /ICMA and practicing continuously having its main office at Bangalore for a minimum period of 10 years as on 31.03.2016.

- b. The applicant should not have been banned/declared ineligible for corrupt and fraudulent practices by the Central or State Govts. or its undertakings /RBI/ICAI/ICMA or any other regulatory authorities and should not have any disciplinary proceedings pending against the applicant or any of its partners.
- c. The applicant should have Main office in Bangalore City with proprietor / partners available at all times. The eligibility criteria have to be satisfied on the date of submission of bid.
- d. For accomplishing above mentioned work the CA firm shall depute one CA & two experienced accounts assistants.

4.2 Selection Process

The offer will be assessed on the basis of selection process in following two phases:- Phase 1 - Pre-Qualification based on Eligibility criteria, Phase 2 - Financial evaluation. After expiry of last date for submission of bids, the bids containing the compliance with the “Eligibility Criteria” and financial bid in respect of all the bidders shall be opened as per the date and time specified in the tender document. However, the financial bid would be considered only in respect of those applicants who satisfy the eligibility criteria. The contract shall be awarded to applicants satisfying all the conditions as laid down under eligibility criteria and submitting the lowest financial bid.

5 Guidelines & Instructions

a. Letters and Declarations to Accompany Tenders

The bid must be accompanied by a letter on applicants’ letter head showing the full registered name(s) and registered office address of the bidder. It should be signed by a person of suitable authority to commit the bidders to a binding contract

b. Conflict of Interest

Bidders must disclose in their bids details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest. Where bidders identify any potential conflicts they should state how they intend to avoid such conflicts. MML reserves the right to reject any bid which, in MML’s opinion, gives rise, or could potentially give rise to, a conflict of interest including on account of association with any intermediaries registered with MML.

c. Undertaking that: -

- there has not been any disciplinary action initiated or contemplated/suspension of business against the entity by ICAI/RBI or other regulatory /statutory authority during the last five years

- none of the partners/employees have been convicted of any offence involving moral turpitude or has been found guilty of any economic offence.
- no appeal/unresolved dispute/suit/case/application are pending at any court in India regarding the existence of the business/ right to carry on practice of the applicant or any of its partners.

d. Indemnity

The successful bidder shall exercise reasonable skill, care and diligence in the performance of the assignment and indemnify and keep MML, its officers, directors, employees indemnified in respect of any loss, damage or claim howsoever arising out of or related to breach of contract, statutory duty or negligence by the applicant or the its staff, in relation to the performance or otherwise of the Services to be provided under the Contract.

e. Assigning to Others

The successful bidder shall not, without the prior written consent of MML, assign or transfer or cause to be assigned or transferred, whether actually or as the result of takeover, merger or other change of identity or character of the Consultants, any of its rights or obligations under the Contract or any part, share or interest therein. Upon any such assignment or transfer, this engagement may forthwith be terminated by MML. Providing the services through outsourcing, sub-contracting is not permitted.

f. Termination

MML may, at its sole discretion and at any time terminate the Contract by giving a month's notice, and inform the Consultants of MML's decision by written instruction to that effect without assigning any reason whatsoever. Termination could also take place on such breaches as may be specified in the agreement. In the event of the Contract being so terminated, the Chartered / Cost Accountants shall take such steps as are necessary to bring the Services to an end, in a cost effective, timely and orderly manner.

Eligibility Criteria

S.N	Requirements	Documents to be submitted
1	Should be Partnership of minimum 4 CAs / LLP of Chartered Accountants / Cost Accountants registered with ICAI / ICWA and practicing in Bangalore for a minimum period of 10 years.	1. Self- Attested copy of the Constitution certificate issued by ICAI / ICWA. 2. Self- Attested copy of Telephone bill / Electricity Bill / Registered Lease Deed supporting the address at Bangalore City.
2	PAN	Copy of self attested PAN Card
3	Should not have been banned / declared ineligible for corrupt and fraudulent practices by the Central / State Govt or its undertakings /RBI / ICAI / ICWA or any other regulatory authorities and should not have any disciplinary proceedings pending against the applicant or any of the partners with ICAI / ICWA / RBI.	Self-Declaration in the format given as per Annexure III

Seal

Signature

Membership No.

Annexure II
Financial Bid

The Financial Bid should contain the total cost for a period of one year for the proposed assignment with break-up of consolidated fees and taxes. MML would not be providing or reimbursing any expenditure towards accommodation, local conveyance, air fare or train fare, halting expense, lodging, boarding etc. in connection with carrying out the assignment.

The format for the Financial Bid is given below:

S.N	Particulars	Amount (in Rs.)
	Professional Fees	
	Service Tax	
	Total	

Self- Declaration**(to be furnished on the letter head of the applicant)**

The General Manager (F & A)
 TTMC, 'A' Block, 5th Floor,
 BMTTC Building, K.H Road, Shanthinagar
 Bangalore-560027

Dear Sir,

**SUB: APPLICATION FOR SELECTION AS INTERNAL
 AUDITORS OF MML.**

Please find enclosed bid for consideration to be engaged as Internal Auditors to Mysore Minerals Limited (MML).

We agree to undertake the assignments, if given by you, as per the scope of work. We hereby declare that, we do not have any pecuniary liability or any claim / disciplinary / legal proceeding pending against us/ our partners or any other cause which could hamper our ability to render the services as envisaged.

We also declare that we /our firm has not been banned / declared ineligible for corrupt and fraudulent practices by the Central or State Governments or its undertakings / RBI / ICAI / ICWA or any other regulatory authorities and does not have any disciplinary proceedings pending against it or any of the partners.

If the aforesaid representation /declaration or information in the annexure is found to be incorrect, we agree that the MML shall be entitled to terminate the engagement, or initiate suitable action as deemed fit and appropriate by the MML including forfeiture of Performance Security Deposit, without reference to us. We or our affiliates have, during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or a judicial pronouncement or arbitration awarded against us or our Affiliates, nor been expelled from any project or agreement nor had any agreement terminated for breach by us or our affiliates. The firm is having ___ partners (pl specify total no. of partners) out of which at least ___ partners are experts dealing in Internal Audit matters with at least 10 years' of experience.

Date:

Authorised Signatory

Place:

(Name)

List of Documents Enclosed

- 1.
- 2.
- 3.
4.

