



NBCC (INDIA) LIMITED

(Formerly known National Buildings Construction Corporation Ltd.)

(A Govt. of India Enterprise)

CIN-L74899DL1960GOI003335.

NBCC Bhawan, Lodhi Road, New Delhi – 110003.

Dated: 08.11.2016

Subject: Expression of interest (EOI) for appointment of Internal Auditors (for the financial year 2016-17) for undertaking internal audit of construction projects (PMC, EPC & Real Estate work).

NBCC (India) Ltd., A Navaratna CPSE, having its Internal Audit Office at NBCC (India) Limited, Internal audit Div., 2nd Floor, Local Shopping Centre, East Kidwai Nagar, New Delhi-110023 invites Expression of Interests from reputed and experienced audit Firms to conduct Internal Audit.

The sealed offers containing expression of interest should be submitted duly filled in Standard Formats for technical evaluation along with unconditional acceptance of terms and conditions with fees in the office of Chief Internal Auditor latest by **08.12.2016**. NBCC reserve the right to reject any or all the offers without assigning any reason. Corrigendum/addendum, if any, shall be given in NBCC's website only.

General Manager (Finance)

FORMAT OF APPLICATION

(To be printed on the letterhead of the Firm)

I. Basic Detail:

- a) Name of the firm :
b) Firm Registration No. :
c) Date of Registration :
d) Age in Complete Years (Cut-off date 31.03.2016) :
e) Head Office Address :
f) Nos. of fellows/ Associates at HO :
g) Branch detail

Detail of Branches: Total no. of Branches..... inno. of Cities

Sl. No.	City/State	Complete Address of Branch	No of Fellows / Associates at branch	Ref. Page no. of Supporting Doc.

II. Manpower Detail :

h) Detail of Partners : Total.....no of Partners

Sl. No.	Name of the Partners	FCA/FCMA/ ACA/ACMA	Membership no.	Date of Joining in the firm	Ref. Page no. of Supporting Membership Doc.

i) Detail of other Audit Staff : Total no. of Audit staff is out of which
.... nos. are FCA/FCMA/ACA /ACMA

S.No.	Name	FCA/ACA/FCMA /ACMA/CS/ (Inter)/M Com/B COM.	Membership no.	Date of Joining the firm	Ref. Page no. of Supporting Membership Doc.

III. Detail of Professional Experience in fact five year (FY 2011-2016)

j) Statutory Audit

Sl. No.	Name of the company	Operating turnover in Rs. Cr. (in the year of assignment)	Industry (Construction/Other)	Network of the Co. (4 d yr of assign)	Listed (yes / No)	CPSU RATNA (Maharatna/ Navratna/ Miniratna / other	Statutory / Internal Audit	Year of Audit Assignments	Ref. Page no. of Supporting Documents

III. Whether firm Already worked as internal Auditor/Statutory Auditors of NBCC: If yes, Provide the detail like name of the project, region, types of assignment, year etc.

**Annexures of Application Format are to be submitted very neat & clean with required attachment/enclosures.

We Confirm that we have not taken any deviation from the specified terms & conditions, of the EOI documents. A copy of complete EOI document duly signed and sealed on all pages as a token of acceptance of all terms & conditions is attached.

It is certified that our audit firm is not debarred/disqualified/black listed by any regulatory/statutory body or Govt entity or any International/National agency for corrupt or fraudulent practices.

Signature of the Partner
with Name & Seal of the Audit Firm

Detail of Internal Audit Programme for Financial Year 2016-17:

The audit programme and annual fees payable per RBG/SBG office is given as under:-

Category	Target Turnover Slabs of RBGs/SBGs (in crs.)	Frequency of audit in 2016-17	Duration of Audit (working days)	Min. No. of persons reqd. in audit team	Annual Audit fee per project
A	2000 crs & above	1	18 days	Q=2 O=4	2,15,000
B	1000-<2000	1	15 days	Q=2 O=4	1,80,000
C	500-<1000	1	12 days	Q=1 O=4	1,05,000
D	250-<500	1	10 days	Q=1 O=3	75,000
E	100-<250	1	08 days	Q=1 O=3	60,000
F	Upto 100	1	06 days	Q=1 O=2	35,000
*Q=Qualified Chartered Accountant (FCA/FCMA/ACA/ACMA) as a team Leader. O=Other than team leader.					

No transport/TA/DA/others expenses (except audit fees) will be payable by corporation to Audit firms undertaking Internal audit work locally. NBCC may change the T&C, if required, of the EOI for which updates will be available only on the website of the company.

SCOPE OF WORK: The Audit firm has to carry out audit of accounts, books pertaining to RBG/SBG offices, projects and compliance of conditions of award as per check list to be provided by NBCC at the time of appointment.

PLACE OF AUDIT : Records pertaining to audit shall be available at RBG/SBG Offices located at Delhi/Noida/Chennai/Mumbai/Kolkata/Guwahati /Chandigarh/Jaipur & etc.

SUBMISSION OF AUDIT REPORT: On completion of audit, the observations noticed shall be discussed with project/zonal/SBGs/RBGs officials and audit report shall be prepared/submitted in triplicate, one copy for Auditee i.e. RBG/SBG Head and two copies (Hard copy and soft copy) to Internal Audit Division, NBCC (India) Ltd., 2nd Floor, Local Shopping Complex, East Kidwai Nagar, New Delhi - 110023.

PAYMENT OF AUDIT FEES: The audit fees will be paid category wise as mentioned above plus Service Tax. 100% fee shall be payable after

PAYMENT OF AUDIT FEES: The audit fees will be paid category wise as mentioned above plus Service Tax. 100% fee shall be payable after completion of audit and submission of final audit report in time to the Auditee and Chief Internal Auditor's Office.

10% audit fee shall be deducted of those audit firms who will submit the audit report after due time. No advance shall be payable under any circumstances. Payment shall be remitted through RTGS as per the bank detail mentioned on bill submitted to Corporation after deduction of TDS as per Income Tax Act, 1961 for which TDS Certificate shall be issued by NBCC.

EVALUATION CRITERIA FOR AUDIT FIRMS

Sl. No.	Particulars	Minimum reqmnt.	Basis of Marks allocation	Marks allocable	Remarks
01.	Year of Incorporation	10 years old	01 marks for each year	- -	Subject to maximum 20 marks
02.	No. of partners	02 nos.	FCA / FCMA ACA / ACMA	05 per person 04 per person	Subject to maximum 20 marks
03.	No. of audit staff on roll (other than partners)	15 persons	FCA / FCMA ACA / ACMA Article/ Audit clerk	03 per person 02 per person 01 per person	Subject to maximum 30 marks
04.	PSU Audits (Statutory /Internal Audit) in last 05 years	- -	Maha Ratna, Nav Ratna, Mini Ratna, Others PSUs	05 } per audit 03 } per year 02 } 01 }	Subject to maximum 10 marks
05.	Experience in Construction Company (Statutory /Internal Audit)	- -	Construction company should be a) Listed, or b) Turnover >Rs.1000/- crs. or c) Network >Rs.500/-crs. for the auditing year.	05 marks per audit	Subject to maximum 10 marks.
06.	Local Presence	- -	Same City	HO - 10 Branch - 02	Subject to maximum 10 marks.

Total marks allocable -100

- Note: 1. Firms are requested to fill in required details regarding their organisation set up based on above parameters.
2. The firms securing at least 60% marks based on above system shall be considered as qualified.
3. Preference will be given to local firms having head office securing higher marks or firms having branches at place of audit.

Important Instructions to Professional Audit Firms:

- a. Format of Application must be strictly followed while giving technical detail. The application should be completely filled; incomplete applications will be rejected out rightly.
- b. All EOIs will be evaluated on the basis of the technical detail provided in specified format and documents furnished along with applications only. Any additional document received, after last date & time of receiving the EOIs as stipulated in the Notice Inviting EOIs, shall not be entertained.
- c. Since, all the applications will be evaluated strictly on the basis of Technical Evaluation criterion, please avoid attaching unsolicited information/ documents for processing applications expeditiously.
- d. All submitted documents should be signed by a Partner with his name and under the seal of the firm.
- e. Applications must be submitted under sealed cover superscribing the EOI ref. no. & date and the words '**Application for Appointment as Internal Auditor for the Year 2016-17**' thereon.
- f. Name and address of the audit firm must also be indicated on the left lower/bottom corner of the envelope.
- g. Application may be submitted in or by Registered Post/Speed Post/Courier to Chief Internal Auditor, NBCC Ltd., Internal Audit Division, 2nd Floor, Local Shopping Complex, East Kidwai Nagar, New Delhi - 110023. NBCC does not take any responsibility for loss of application in transit. Applications sent through Telegram, Telex, Fax or E-mail will not be considered.
- h. Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected out rightly.

List of Document to be submitted along with the application/EOIs:

Interested firms are advised to go through contents of the EOI documents carefully and submitted attested copies of the following documents in proper sequence along with the EOIs as described hereinafter:

- i. Registration Certificate of the Firm issued by the institute of Chartered Accountants of India and/or Institute of Cost Accountants of India.
- ii. Membership certificate of the partner's/ Audit staff issued by the institute of chartered FCA/FCMA/ACA/ACMA.
- iii. Copies of appointment letters/experience certificate for statutory audit/Internal audit as evidence of experience.
- iv. Copies of relevant extracts of P&L A/c of the Companies Audited during the year of assignment, as evidence of turnover of the audited company.
- v. Supporting documents as a proof of Net worth, listing of the company & etc. for the Audited Company falls into.
- vi. Copy of PAN Card and service Tax Registration.
- vii. A Copy of complete EOI document duly signed and sealed as a token of acceptance of all terms and conditions.
- viii. Copy of registration with CAG, if registered.

Reporting Format

Internal Audit Reports should be Prepared in five separate, namely:

Party-I: Executive Summary of Significant observation.

Party-II: Important items which, in the opinion of the internal Auditor, should be brought to the notice of the Corporate office/Audit Committee.

Part-III: Matter which are, inadvertently/erroneously, minor in nature and would be adequate, if rectified at site /audit location.

Part-IV: Action taken by the unit on previous outstanding Internal Audit paras / Internal Reports.

Part-V: Suggestion for systems Improvement.

The Auditor must discuss the draft audit report with the auditees before drawing up the final report and make a specific mention of this in their report. The Auditor must hand over one copy of the report to the auditee (RBG/SBG) for necessary compliance and send a copy of the full Report (in soft and hard both) to the Chief Internal Auditor, Internal Audit Division. No para of the Internal Audit Report can be taken as closed until satisfactorily resolved. Outstanding paras will be carried forward to the next year and need to be properly addressed in Part-II of the Internal Auditor's Report.

GENERAL TERMS AND CONDITIONS FOR APPOINTMENT

The Audit Firms should be at least ten years old having experience in Construction Companies and conducted Internal/statutory auditS in CPSUs in last five years. The Audit Firms should have minimum two partners and fifteen number of audit staff on roll (excluding partners). The extra marks shall be given for bigger firms established more than ten years ago having more staff (qualified article/ audit clerk) on roll. The preference shall be given to local based firms having Head office as auditor of RBG/SBG offices & projects shall have to be undertaken as per availability of records at our RBG/SBG offices.

General Terms & Conditions:

1. Only those Firms who are achieving 60% marks and other criteria as specified in technical evaluation sheet enclosed will only be considered.
2. The Audit firm appointed by NBCC must not sub-contract the work.
3. Firms selected by NBCC shall have to give an undertaking to follow all ethics of faith and the information provided by NBCC shall be kept strictly confidential. A certificate towards maintaining confidentiality is to be provided along with the application format.
4. The appointment of the Audit firm will be for the FY 2016-17.
5. If progress/performance of the audit team is not found satisfactory, the management reserves the right not to accept the reports and may terminate the appointment of the firm at any time.
6. All assignments shall be carried out with due diligence maintaining quality of work done and in specified period.
7. The audit firm will be debarred from getting, in future, the internal audit of NBCC in the following cases :-
 - a) If the firm obtains the appointment on the basis of false information/false statement.
 - b) If the firm does not submit the Audit Report, complete in all respect, in terms of appointment.

8. Audit shall be undertaken with reference to check list provided by NBCC detailing scope of work.
9. This EOI is only for the purpose of shortlisting/empanelment of Firms and does not carry any assurance for allotment of Internal Audit assignments.
10. One Audit firm shall be assigned Internal audit for one RBG/SBG office only.
11. NBCC reserves the right to reject any or all bidders or cancel/withdraw expression of interest without assigning and reasons what so ever and in such cases, no bidder shall have any claim arising out of such action.
12. The Audit of RBG/SBG as per the assigned work has to be completed and audit report should be submitted in a time bound manner .
13. In case of any dispute, the decision of the NBCC Management shall be final and binding.
14. All EOI's will be evaluated on the basis of the documents furnished along with applications only. No further documents will be called for during the scrutiny of the EOIs. Any additional document received, after last date & time of receiving the EOIs as stipulated in the Notice Inviting EOIs, will not be entertained.

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