

CITY AND INDUSTRIAL DEVELOPMENT CORPORATION  
OF MAHARASHTRA

**E - REQUEST FOR PROPOSAL**  
**FOR APPOINTMENT OF**  
**CHARTERED ACCOUNTANT**  
**FIRM/COST ACCOUNTANT FIRM**  
**FOR CONDUCTING INTERNAL**  
**AUDIT OF**  
**CIDCO LTD.**



CIDCO Bhavan, 5<sup>th</sup> Floor,  
CBD Belapur, Navi Mumbai  
Maharashtra – 400 614.  
Tel. No. 022 67918545 / 67918517

December - 2020

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**CITY AND INDUSTRIAL DEVELOPMENT CORPORATION OF MAHARASHTRA LTD.**

**APPOINTMENT OF CHARTERED ACCOUNTANT FIRM / COST ACCOUNTANT FIRM FOR CONDUCTING  
INTERNAL AUDIT OF CIDCO.**

**E-RFP Notice No: CIDCO/IAW/2020/01.**

City and Industrial Development Corporation of Maharashtra Limited (CIDCO) invites online Request for Proposal from experienced Chartered Accountant firms and Cost Accountant firms, **i)** who have more than 10 years of experience, **ii)** and having annual turnover of more than Rs.50.00 Lakhs for the last 3 years in the prescribed format available on the official website : <https://mahaetenders.gov.in> The set of Request for Proposal (RFP) etc. may be downloaded from the official website. The interested Chartered Accountant firms and Cost Accountant firms are advised to download all the detailed required documents (RFP) and only after self assessment of their eligibility as stipulated in the RFP; they should submit the required proposal online along with payment of **Rs. 1,180/-** (Rupees One Thousand One Hundred and Eighty Only) as cost of the document including **18% GST** (non-refundable) and **EMD amounting to Rs.16,000/-**. This amount is to be paid via **online Payment Gateway Mode** only. The information of E-Payment Gateway is available on E-Tendering website : <https://mahaetenders.gov.in> For any details regarding e-tendering system, please contact in CIDCO, please call at 24X7 Help Desk No.0120-4001 002, 0120 – 4200 462, 0120-4001 005, 0120 – 6277 787. Email Support – For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority. Technical Support – [eproc@nic.in](mailto:eproc@nic.in)

The RFP and other details can be downloaded from **01.01.2021 to 25.01.2021** (both days inclusive).

The last date and time of submission of online Bid proposal to CIDCO Ltd. is **25.01.2021** before **17:00 hrs**. The submission of proposal will be at the firms risk and cost.

**Contact Details :**

**FINANCIAL ADVISER**

Internal Audit Wing

City and Industrial Development Corporation of Maharashtra Ltd.

5<sup>th</sup> floor, CIDCO Bhavan, CBD Belapur,

Navi Mumbai – 400 614. Maharashtra.

Tel. No. 022 67918545 / 67918517. Fax No. 022-67918166 / 67918530

**INVITATION FOR E-REQUEST FOR PROPOSAL FROM CHARTERED ACCOUNTANT FIRMS/COST ACCOUNTANT FIRMS.**

E-RFP Notice No. : CIDCO/IAW/2020/01

**CITY AND INDUSTRIAL DEVELOPMENT CORPORATION OF MAHARASHTRA LIMITED.**

**Appointment of Chartered Accountant firm / Cost Accountant firm for conducting Internal Audit of the various departments, Nodal offices and New Township offices under CIDCO.**

CIDCO, a Government of Maharashtra owned company, planning and developing cities for the last 50 years, began its journey as a Town Planning and Development Authority on 17<sup>th</sup> March 1970. It was initially designated as the special planning authority for a collective area of 344.39 km, which covered 95 villages within Thane, Panvel and Uran talukas of Thane and Raigad districts and gave birth to 14 self sufficient and independent nodes in Navi Mumbai. Development Authority for NAINA Project. It was also designated as planning authority for New Towns Aurangabad, Nashik, Amaravati, Nanded, Jalna, Latur, Oros, Palghar and Nagpur by the Government of Maharashtra.

CIDCO Ltd. intends to appoint Chartered Accountant firm / Cost Accountant firm to conduct the concurrent Internal Audit of the accounts of the various departments, nodal offices and New Township offices under its jurisdiction for the year **2021-22**. The work of Internal Audit of all the above mentioned offices needs to be completed in a time bound manner and the audit reports need to be submitted on or before the due dates mentioned in the R.F.P. Document. **(Annexure – 2)**

CIDCO Ltd. now invites online Request for Proposal from the experienced Chartered Accountant firms/Cost Accountant firms **i)** who have more than **10** years of experience, **ii)** and having **annual** turnover of more than Rs. 50.00 Lakhs for the last 3 years; in the prescribed format available on the official website : <https://mahaetenders.gov.in>  
The set of Request for Proposal (RFP) etc. may be downloaded from the above website.

1) The interested Chartered Accountant firms and Cost Accountant firms are advised to download all the detailed required documents (RFP) and only after self assessment of their eligibility as stipulated in the RFP; they should submit the required proposal online along with payment of **Rs. 1,180/-** (Rupees One Thousand One Hundred and Eighty Only) as cost of the document including **18% GST** (non-refundable) and **EMD amounting to Rs.16,000/-**.

- 2) This amount is to be paid via **online Payment Gateway Mode** only. The information of **E-Payment Gateway** is available on E-Tendering website : <https://mahaetenders.gov.in>
- 3) For any details regarding e-tendering system, please contact in CIDCO, please call at 24X7 Help Desk No.0120-4001 002, 0120 – 4200 462, 0120-4001 005,0120 – 6277 787. Email Support – For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority. Technical Support – [eproc@nic.in](mailto:eproc@nic.in)
- 4) Online pre-proposal queries should be uploaded on e-mail I.D. **fa@cidcoindia.com** and the reply to these queries will be given as per the schedule mentioned in the Proposal invitation and submission schedule.
- 5) The RFP and other details can be downloaded from **01.01.2021** to **25.01.2021** (both days inclusive).
- 6) The last date and time of submission of online proposal to CIDCO Ltd. is **25.01.2021** before **17:00 hrs.** The submission of proposal will be at the firms risk and cost.
- 7) **The right to reject any or all the proposals without assigning any reason is reserved by the RFP inviting authority.**

**Contact Details :**

**FINANCIAL ADVISER**

Internal Audit Wing

City and Industrial Development Corporation of Maharashtra Ltd.

5<sup>th</sup> floor, CIDCO Bhavan, CBD Belapur, Navi Mumbai – 400 614. Maharashtra.

Tel. No. 022 67918545 / 67918517.

Fax No. 022-67918166 / 67918530

**GENERAL INSTRUCTIONS REGARDING SUBMISSION OF PROPOSAL FOR APPOINTMENT OF  
CHARTERED ACCOUNTANT FIRM / COST ACCOUNTANT FIRM FOR CONDUCTING CONCURRENT  
INTERNAL AUDIT OF CIDCO LTD. FOR THE FINANCIAL YEAR 2021-22**

1. This Request for Proposal (RFP) document Consists of the following :

- a. General Instructions (GI)
- b. Data Sheet (DS)
- c. Terms of Reference (TOR)
- d. Duration and Deliverables
- e. Payment Schedule
- f. Technical and Financial Proposal Forms (TFPF)

Detailed description of the objectives, CIDCO's requirements, scope of the assignment, Deliverables and other requirements related with this assignment are prescribed in the Terms of Reference; and the Annexures 1 and 2.

2. The proposal must be **digitally** signed as detailed below :

- a. by the proprietor, in case of a proprietary firm.
- b. by the partner holding the power of attorney, in case of a partnership firm.
- c. by the Authorised Signatory in case of others.

3. All documents accompanying the Technical and Financial proposals shall be in English and strictly on the forms / formats as specified in the RFP document.

4. The cost of preparing the proposal and subsequent action, including visits to the CIDCO office are not reimbursable.

5. CIDCO will not respond to any enquiries or enter into communication concerning or relating to selection process.

6. The evaluation of the proposals received by CIDCO within stipulated period shall be carried out by the Proposal Evaluation Committee.

7. **EARNEST MONEY** The Bidder shall deposit and keep deposited ( for the period specified hereafter) with CIDCO a sum as shown in this Notice Inviting Bid as the Earnest Money. The Earnest Money deposited by way of online Payment Gateway Mode.

7.1 The failure or omission to deposit or keep deposited the Earnest Money shall disqualify the Bidder for this Bid.

7.2 No interest shall be payable by CIDCO in respect of such deposited Earnest Money. The Earnest Money of unsuccessful Bidder shall be refunded after the final decision on the Bids or on expiry of the validity period whichever is earlier on presenting receipt thereof.

7.3 Invitation by CIDCO to submit the Bid „ON-LINE‘ shall be a proposal and the „ON-LINE“ submission of a Bid by the Bidder shall be an acceptance of such proposal to win the

contract. The Bidder shall not revoke his offer or vary its terms and conditions without the consent of CIDCO during the period of 120 days counted from, the last day appointed by CIDCO for submission of Bids „ON-Line“. If the Bidder shall revoke the Bid or vary its terms or conditions contrary to his promise to abide by this condition, the Earnest Money Deposited by him shall stand forfeited to CIDCO without prejudice to its other rights and remedies.

7.4 The authorized signatory of the lowest Bidder shall duly sign with their company seal on each page of the hard copy of the Bid documents prepared, within 7 (seven) working days after issue of Letter of Acceptance (LOA).

7.5 The E.M.D. of the successful Bidder shall be entitled for forfeiture if he fails to accept an Appointment of Chartered Accountant Firm/Cost Accountant Firm for conducting Internal Audit CIDCO Ltd. within 30 days from the date of issue of Appointment Letter.

**8. PREPARATION OF PROPOSAL:**

The proposal shall be submitted online in two separate parts, each to be as follows:

- a) Technical Proposal.
- b) Financial Proposal.

Both these Technical and Financial Proposals shall be submitted online to CIDCO before the due date and time for submission of the proposal.

**i) Technical Proposal :**

The "Technical Proposal" shall contain :

- a) A letter of Technical Proposal (LOTP) duly filled in.
- b) Technical Proposal format duly filled in.
- c) All relevant enclosures as mentioned in the format of Technical Proposal and as mentioned in the **Eligibility Criteria**. (Please refer **Annexure – 3**)

**ii) Financial Proposal :**

The "Financial Proposal" shall contain :

- a) A letter of Financial Proposal (LOFP) duly filled in.
- b) Details of Financial Proposal duly filled in.

**9. Failure to comply with the requirements spelt out as above, shall make the proposal liable to be rejected.**

**10. Submission of Proposals :**

- a) The interested firm shall submit the Technical and Financial Proposal online separately.
- b) The proposal in the Prescribed format should be submitted online on or before 17.00 hrs. on 25.01.2021.

c) The proposals received online on or before the due date and time and as stated above shall be opened at 15.00 hrs. on 01.02.2021, in the presence of the representatives present.

**11. Proposal Evaluation :**

The Technical Proposals will be opened online in the presence of the representatives of the Chartered Accountant firms/Cost Accountant firms (**herein after referred as "C.A. Firms"**) who choose to be present at the time of opening of the proposals. The technical evaluation shall be carried out by the Proposal Evaluation Committee based on the data and information provided by the Chartered Accountant firms/Cost Accountant firms for experience, no. of Partners, Staff, qualification experience of the firm no. of branches of the firm and the annual turnover of the firm, and finally on the basis of 'Technical Score' obtained by the firm.

The marking criteria for technical proposal shall be as under. The Chartered Accountant firms/Cost Accountant firms scoring equal to or more than 75/100 in technical proposal evaluation shall only be considered for opening of Financial Proposals. After qualifying in Technical Proposal evaluation stage, the Financial Proposals of those qualified Chartered Accountant firms/Cost Accountant firms, shall be opened in presence of the representatives of the Chartered Accountant firms/Cost Accountant firms, who choose to remain present. Minimum 75/100 Technical Score shall be relaxed by the competent authority (V.C. & M.D.) of CIDCO, if less than 3 firms score 75 or more out of 100. The Financial Proposal indicating the lowest Professional fees for conducting the internal audit of financial year **2021-22** shall be considered for award of the assignment.

**12. Bid Submission Procedure :**

The on-line submission of Bid document should be done on website by the bidders as per Bid programme. The Bidder has to enter Name of the Bidder / Bidding Firm / Company in particular cell of BOQ uploaded in excel format. Then Bidder has to enter amount in figure in Column No.13 for each item as mentioned in Excel File. The total quoted amount in figures is worked out automatically as well as amount in words is also worked out automatically and shall display in the Excel sheet.



### Marking system for "Technical Proposal"

The following marking criteria shall be used for technical evaluation.

Sr. No.	Criteria	Maximum Marks	
1	No. of Partners FCA / ACA / Sole Proprietor	10	
2	Years of Experience partner A + Partner B + Partner C + Partner D .....	10	
	Years of Experience of Sole Proprietor + Years of Experience of full time qualified CA's with the firm.		
3	Years of partners association with the firm partner A + Partner B .....	10	
	Years of association with the firm - Sole Proprietor + the qualified CA's.		
4	No. of staff.		
	i) Qualified.	15	
	ii) Semi Qualified.	5	
	lii) Others.	5	
5	<u>Nature of Experience of the Firm</u> Giving Turnover / years of experience of Internal / Statutory audit of entities audited.		
	i) Govt. PSU audit.	20	
	ii) Companies in Pvt. Sector audit.	10	
6	No. of Branches	5	
7	Total Turnover of the firm in last 3 years.	10	
	<b>Total</b>	<b>100</b>	

**Note :-**

1. The C.A. Firms will furnish details of all these criteria while applying.
2. C.A. Firms will also upload their latest certificate of firm constitution as on 1<sup>st</sup> November of the current year issued by **ICAI** (means "Institute of Chartered Accountants of India" and also "Institute of Cost Accountants of India"). **Firms not able to upload this certificate will not be considered, for Technical Evaluation.**
3. Total marks will be out of 100 marks as stated above.
4. Minimum 75/100 Technical score shall be relaxed by the competent authority (V.C. & M.D.) of CIDCO if less than 3 firms score 75 or more out of 100.

## **DATA SHEET**

**The contents of this Data sheet (DS) of RFP shall form part of the instructions to the intending C.A. Firms and shall be deemed to be part of the assignment/contract.**

- 1.0** The documents for preparation of proposal.
  - a.** List of Documents to be uploaded online – **Annexure 3**
  - b.** Letter of Technical proposal for conducting audit – **Annexure 4**
  - c.** Forms of Technical proposal – **Annexure 5**
  - d.** Letter of Financial Proposal – **Annexure 6**
  - e.** Forms of financial proposal – **Annexure 7**
- 2.0** The name of the client :  
The V.C. and M.D. , City and Industrial Development corporation of Maharashtra Ltd., 2<sup>nd</sup> Floor, Nariman Point, Mumbai -400021.
- 3.0** The Address for communication with regard to conducting of internal audit is :  
Internal Audit wing, City and Industrial Development corporation of Maharashtra Ltd., 5<sup>th</sup> Floor, CIDCO Bhavan, CBD Belapur, Navi Mumbai, Maharashtra – 400614. Tel. No. 022 67918545 / 67918517
- 4.0** Tax liability :  
Goods & Service Tax (GST) shall be paid separately as per actual at the time payment.
- 5.0** Submission of online proposal by the C.A. firms, shall be in the form of Technical Proposal and Financial Proposal, on <http://mahaetenders.gov.in>
- 6.0** Schedule of Selection Process :
  - i.** Availability of RFP document on the website : <https://mahaetenders.gov.in> from **01.01.2021 to 25.01.2021**.
  - ii.** Consortium, joint venture, AOP (Association of Persons) will not be allowed.
  - iii. Proposal invitation and submission schedule :-** As detailed below.

### **Key Events and Dates :**

<b>Sr. No.</b>	<b>Critical Dates</b>	<b>(dd.mm.yy/hh:mm)</b>
<b>1)</b>	Publishing Date	01.01.2021 / 17.00 Hrs.
<b>2)</b>	Document Download / Sale Start Date	01.01.2021 / 17.00 Hrs.
<b>3)</b>	Document Sale End Date	25.01.2021 / 17.00 Hrs.
<b>4)</b>	Bid Submission Start Date	01.01.2021 / 17.00 Hrs.
<b>5)</b>	Bid Submission End Date	25.01.2021 / 17.00 Hrs.
<b>6)</b>	Technical Bid Opening Date	01.02.2021 / 15.00 Hrs.

**For more details please visit website : <https://mahaetenders.gov.in>**

**7.0** Firm's Inquiries. The CA Firm shall send their queries on the following email ID ***fa@cidcoindia.com*** from 01.01.2021. to 09.01.2021 and the reply to these queries will be given online on 16.01.2021 as per the above mentioned Proposal invitation and submission schedule. No telephonic queries will be entertained. The reply / response to queries shall become integral part of RFP document.

**8.0** Proposal validity period : 120 (One Hundred and Twenty days) from the date of opening of Financial Proposals.

**9.0** Evaluation of proposal : Proposal Evaluation shall be based on Technical scores obtained by the C.A. firm on the basis of firms details submitted.

**10.0 Eligibility Criteria :** Eligibility criteria for selection of C.A. firm shall be as below.

- i. The CA firm must have experience of 10 years as on 30.11.2020 and the particulars of the firm H.O., B.O. and partners and paid Chartered Accountants/Cost Accountants should match with the certificate issued by ICAI.
- ii. Number of full time Partners / C.A.'s associated with the firm for not less than 5 years (As per certificate of ICAI as on 30.11.2020) – Minimum - 5
- iii. Turnover of the firm (Annual for last three years) – Minimum Rs. 50.00 Lakhs /annum. (Please furnish duly signed & stamped certificate from the Statutory Auditor of the firm on their letter head regarding annual turnover of the firm).
- iv. No. of audit assignments of Internal Audit / Statutory Audit of PSU's entities having turnover of not less than Rs. 500.00 crores for the years for which audit has been done in last 3 years – Minimum 1 / in each of the 3 years. (Please furnish letter from PSU regarding annual turnover)
- v. No. of assignments of Audit of companies in private sector having turnover of not less than Rs. 100.00 crores for the years for which audit has been done in last 3 years – Minimum 2 / in each of the last 3 years. (Please furnish letter from Private Sector Company regarding annual turnover).
- vi. No. of branch offices of the firm since last 3 years – Minimum 1.

**11.0 Technical Evaluation :** The technical proposals will be opened in the presence of representatives of the C.A. firms who choose to be present at the time of opening of Technical Proposals. The technical evaluation shall be carried out by the Proposal Evaluation Committee based on the data and information provided by the C.A. firms for no. of partners, years of experience, no. of staff qualified, semiquified and others, nature of experience of the firm in audit sector, no. of branches and annual turnover of the firm in the last three years (i.e. 2017-18, 2018-19, 2019-20).

The C.A. firms who score minimum 75 out of 100 score will be considered technically qualified and their financial proposals will be considered for further evaluation. Minimum 75/100 Technical Score shall be relaxed by the competent authority (V.C. & M.D.) of CIDCO, if less than 3 C.A. firms score 75 or more out of 100.

The C.A. firms who shall qualify technically will be informed about the schedule of opening of the financial proposals.

**12.0 Financial Evaluation :** The Financial Proposal will be opened in the presence of the representatives of the C.A. firms who choose to be present at the time of opening of the proposals.

**13.0** The C.A. firm which has mentioned the **lowest amount of professional fees** for conducting the Internal Audit may be awarded the assignment of internal audit.

**14.0 Commencement of the Assignment.** (Internal Audit)

The C.A. firm shall commence the work of internal audit from **02.05.2021**.

## **TERMS OF REFERENCE**

### **Background :**

1. The City and Industrial Development Corporation of Maharashtra Ltd. is a Govt. Of Maharashtra owned company, registered under the Indian Companies Act 1956. The general financial rules prescribed for any Govt. owned company require that the CIDCO management :
  - ❖ Be responsible and accountable for the financial management of the corporation.
  - ❖ Ensure that the funds appropriated to the various depts. under CIDCO are used for the purpose for which they were meant,
  - ❖ Be responsible for the effective, efficient, economical and transparent use of resources of CIDCO in achieving the stated project objectives, while complying with the performance standards,
  - ❖ Review and monitor regularly the performance of the programmes and projects assigned to CIDCO, to determine whether the stated objectives are achieved,
  - ❖ Be responsible for preparation of expenditure and other statements relating to the corporation, as required by regulation, guidelines or directives issued by the Govt.,
  - ❖ Shall ensure that CIDCO maintains full and proper records of financial transactions and adopts systems and procedures that will at time afford internal controls,
  - ❖ Shall ensure that CIDCO follows the prescribed Govt. Procurement procedure for execution of works, as well as for Procurement of services and supplies and implements it in a fair, equitable, transparent and cost effective manner.

An independent internal audit would help the CIDCO Management and the Chief Accounting Authority, in all these functions. Internal Audit and Internal controls are an integral part of sound financial management systems world over. It should aim at looking both at the financial and non-financial aspects of the operation and ensuring full value for the CIDCO's money. The Internal Audit function would help in improving economy, effectiveness and transparency in the CIDCO's administration in general and financial administration in particular. It would also help in maintaining a sound record keeping systems with adequate checks and balances to ensure a sound information system for decision making by the senior level management of the CIDCO.

**Objective :**

1. CIDCO intends to appoint a reputed Chartered Accountant firm / Cost Accountant firm (CA firm) with regard to conducting the internal audit of various departments and offices under CIDCO. It envisages that the CA firm appointed to conduct the internal audit of the corporation, would move beyond the existing system of compliance / regulatory audit and would focus on :
  - ❖ The appraisal, monitoring and evaluation of the individual departments, offices under CIDCO.
  - ❖ Assessment of adequacy and effectiveness of Internal control in general and soundness of financial systems and reliability of financial and accounting reports in particular.
  - ❖ Identification and monitoring of risk factors under the various departments and offices under CIDCO.
  - ❖ Critical assessment of economy, efficiency and effectiveness of service delivery mechanism to ensure value for money, and
  - ❖ provide an effective monitoring system to facilitate midcourse corrections.
2. The chartered Accountant firm / Cost Accountant firm appointed for internal auditing would be fully independent, objective assurance and consulting activity designed to add value and improve CIDCO's operations. It would basically by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The internal auditing firm shall evaluate risk exposures relating to the organisation's governance, operation and information systems, in relation to :

- i. Effectiveness and efficiency of operations,
- ii. Reliability and integrity of Financial and operational information,
- iii. Safeguarding of assets and
- iv. Compliance with laws, regulations and contracts.

Based on the results of the risk assessment, the internal auditing firm shall evaluate the adequacy and effectiveness of how risks are identified and managed in the above areas. The internal auditing firm shall also assess other aspects such as ethics and values with in the organisation, performance management, communication of risk and control information with in the organisation in order to facilitate a good governance process.

The internal auditing firm is expected to provide recommendation for improvement in those areas where opportunities or deficiencies are identified.

The internal auditing firm's effectiveness should prove to be a valuable resource for CIDCO's management and it is expected that it would provide independent, objective, value-added and professional assurance and advisory services to the CIDCO's management in order to improve the corporations operations.

**3. The Chartered Accountant / Cost Accountant firm appointed as "Internal Auditor" of CIDCO Ltd. shall respect the value and ownership of the information it shall receive from CIDCO, during the course of audit and shall not disclose the information without appropriate authority unless there is a legal or professional obligation to do so.**

**SCOPE :**

- 1) i. The chartered Accountant firm/Cost Accountant firm engaged for internal audit activity of CIDCO should provide at least 4 (four) audit teams to complete the internal audit of all the departments, nodal offices, New township offices under CIDCO's jurisdiction, on concurrent basis and submit reports on quarterly basis.**
- ii. The internal auditing firm shall depute sufficient number of staff to each department of CIDCO to scrutinise the files having financial implications, pertaining; both to receipt and expenditure. Once the file/proposal is decided upon by the competent authority of CIDCO, either pertaining to receipt or expenditure; it shall be examined by the internal auditor invariably.**
- iii. The quarterly audit reports in respect of the departments / offices audited should be submitted on or before the prescribed due dates as mentioned in the Annexure – 2 of the RFP document.**
- iv. The internal auditing firm shall designate one of it's official to brief the CIDCO's various departmental authorities about the audit plan, conducting the audits, preparation and issue of reports from time to time. Apart from this monthly progress report shall be submitted by the internal auditing firm to the Internal Audit Wing of CIDCO, in the prescribed format which would be specified at the time of award of assignment.**
- v. The designated official of the internal auditing firm would meet the concerned departmental authorities of CIDCO for facilitating the audit process by interacting with the concerned department officials at an appropriate level, if there are any issues related with providing of all the relevant records for the audit function.**
- vi. The auditing firm shall monitor and facilitate clearing and implementation of the statutory auditors and C & A.G. Audit observations (findings) and recommendations.**
- vii. Timely completion of the qualitative internal audit by the internal auditing firm is the essence of the assignment.**
- viii. The internal auditing firm shall deploy staff for conducting the internal audit from 2<sup>nd</sup> May 2021 to 30<sup>th</sup> April 2022.**
- ix. The assignment of Internal Audit of CIDCO Ltd. may be renewed based on the performance of the firm, subject to maximum of two renewals i.e. conducting internal audit of the financial year 2022-23 and 2023-24, with maximum 10% annual increase in the professional fees quoted for first renewal and second renewal amount including 10% of the first renewal.**

- 2) i. The internal auditing firm shall carry out audit to check that various departments / offices functioning under CIDCO are complying to the rules, policies and procedures established by the CIDCO's Management, Board and the State Govt.
- ii. Though the internal auditing firm shall concentrate in checking the accuracy of accounting and financial records maintained by various departments / offices under CIDCO and shall also focus on rules and regulations to be followed, but would also go beyond that to ascertain the performance of the funds spent, resources generated and shall also confirm that the intended objectives are being achieved.
- iii. The internal auditing firm shall focus on to control weakness which has resulted into a situation, instead of pointing out the situation and it shall make its considered opinion on improving the control mechanisms.
- iv. Besides, the internal auditing firm shall also look into the traditional aspects to ensure that :
- Initial records are maintained properly.
  - Rules, regulations and instructions issued by the State Govt. CIDCO's Board and Management from time to time are complied with by all the departments / offices under CIDCO, with correctness and accuracy in the matter of payments and revenue generation.
  - Uniform and prescribed procedures are adopted in the matter of receipts, payments and accounting.
  - Corrective measures, where ever necessary are initiated promptly and qualitative improvements are brought about in accounting.
- v. The internal auditing firm shall also find out the areas of economy for appropriate action and provide feed back information on accounting formations of the CIDCO, as an aid to the management functions.
- vi. The internal auditing firm would be authorised to evaluate and audit every rupee received and released by CIDCO and it shall concentrate on extensive coverage of the high risk areas and set up its auditing priorities accordingly.
- vii. The internal auditing firm shall aim at providing an assurance that :
- a) Significant programmes, plans and business objectives are achieved by all the departments / offices under CIDCO,
  - b) Resources are acquired economically and used efficiently,
  - c) Significant financial, managerial and operating information is accurate, reliable and timely,
  - d) Actions of the various departments / offices under CIDCO are in compliance with policies, procedures, contracts and applicable laws and regulations and
  - e) Assets of CIDCO are safeguarded.
- 3) The internal auditing firm's approach in the audit function will entail :
- i. Review and document key management objectives through departmental level interactions and going through various process manuals, business plans, budget and other relevant documentation.
- ii. Reviewing the design effectiveness of the control activities, by reviewing necessary



documentation.

- iii. Identifying significant operational risks by reviewing the existing procedural functions, so as to adhere to the prescribed rules and regulations.
- iv. Using a control framework, to evaluate whether the existing controls adequately and effectively manage the key risks within the organisation.
- v. Recommending new control to help the organisation in managing the overall objectives of CIDCO.

4) The illustrative scope of internal audit engagement is mentioned in **Annexure-1** attached herewith. Though it is not exhaustive, the internal auditing firm shall conduct the audit thoroughly and comment on all the major and minor irregularities observed with proper solution as per the rules and regulations for timely corrective action. Other checks to be exercised by the internal auditing firm are also mentioned below.

a) **Nature and general checks to be exercised – (Indicative) (In addition to Annexure -1)**

The following general checks will be exercised while conducting the internal audit of routine payments :-

- i. All the accounts records required to be maintained are maintained in the prescribed forms.
- ii. The instructions for maintenance of cash book, contingent register, liability register, register of short term loans and advances, stocks and store accounts, log books, ledgers and other accounts records as required are duly observed.
- iii. In case of pay and allowances of employees, the pay fixations are correct and only the due allowances are drawn and paid and recoveries / deductions made are in order and the arithmetical calculations are correct.
- iv. The accounts of receipts with required no. of copies of challans are sent to the finance section timely.
- v. Purchases are made as per rules and orders governing them, where lowest quotations are not accepted, reasons thereof are recorded.
- vi. All vouchers pertaining to the payments are properly maintained, along with the required supporting documents.
- vii. To the extent possible, the bills are checked independently by a person other than the one responsible for preparation of bills.

viii. The C.P.F. Contribution – employees and employers are properly accounted and paid to the trust timely.

ix. For all the store items purchased / received the following certificate should be recorded on the reverse side of the suppliers bill under the signature of authorised officer.

- Stores have been received in full quantity.
- Their quality is good and they are according to the approved specifications where prescribed.
- Store items have actually been received and taken in charge and entered at page number of the appropriate stock register.
- x. The instructions for the maintenance and completion of register of bills received and cheques issued are observed.

**b) Checking relating to contingent expenditure : (All Departments)**

The following checks may be exercised during the internal audit :

- i. Check the system in vogue for safeguarding that payment against sanction of special charges does not exceed the amount sanctioned and that the same sanction is not acted upon twice over. To ensure, this check whether such payments are entered in the appropriate registers.
- ii. Check that payment towards rent, telephone and other periodical charges which are sanctioned by the concerned authority, are posted in the relevant register and safeguards against the payment (for a particular period) being made twice over exist.
- iii. In respect of the vouchers for selected month, check up the payments completely with reference to the original sanction and registers.
- iv. Check whether the advances are recouped in a timely manner and recorded properly.

**c) Checking of Receipts : (All Departments)**

While various departmental authorities under CIDCO are primarily responsible to ensure that all revenue or other debits due to CIDCO are correctly and properly assessed, realised and credited CIDCO account promptly; it would be necessary for Internal Auditing Firm to see that adequate regulations and procedures have been prescribed in the particular department to ensure an effective check on collection and accounting of all revenue receipts and refunds and that such regulations and procedures are being followed correctly. Nature of checks exercised by the departmental authorities, for detection and investigating of irregularities, leakage or loss of revenue due to double refunds, on the basis of fraudulent and forged vouchers / challans or other types of omissions or commissions in process of levy / collection of dues or in ordering refunds need to be scrutinised by the auditing firm.

While conducting the audit of revenue receipts, the Internal Auditing Firm should, inter-alia ensure the following by exercising such test checks as may be considered necessary :-

- i. That the demands are raised promptly in the manner required by rules and regulations as fixed by the State Govt., CIDCO's Board and Management and that no amount due to CIDCO is left outstanding in its books without sufficient reasons.
- ii. That the collection and refunds are accounted for regularly and properly under the appropriate Heads of Accounts.
- iii. That proper safeguards exist to ensure that there is not wilful omission or negligence to levy or collect the revenue or arrange for refunds wherever due.
- iv. That double refunds, fraudulent or forged refund orders or other losses of revenue through fraud, default or mistake are promptly brought to light for further investigation.
- v. That all the revenue receipts collected by the departmental officers are promptly remitted to the CIDCO's bank account through the finance section, as the case may be and that the receipts as per their records are reconciled with those booked in the CIDCO's Accounts on the basis of receipted challans and bank scrolls / statements.

**d) Audit of Procurement of Goods. (All Departments)**

- i. Check the concerned department's budget appropriated / sanctioned for procurement of goods and ensure that the limit is not exceeded.
- ii. Classify the department's procurement in to four different categories :  
Above 25 lakhs, between 1-25 lakhs, between 15000 - 1 lakh and less than 15000.

- iii. Check about the assessment of requirement for all these kinds of purchases being properly done.
- iv. Check the value of purchases in four quarters for the particular department and look for some visible patterns in the purchases, such as quarter which has maximum purchases, amount of purchases incurred in the last month / quarter etc.
- v. Check whether prescribed procedures of advertisement, publication of tender notice with wide publicity in leading news papers, e-tendering guidelines as prescribed by the Govt. CIDCO's Board, Management are strictly followed and fair competition is held in all the bidding processes.
- vi. Check whether all the procedures prescribed for all kinds of purchases have been followed , such as having technical and financial bids for specialised purchases, purchase process monitored by a duly constituted purchase committee, terms and conditions of contract or delivery are clearly and elaborately specified etc.
- vii. Check whether any advance payment was made to the supplier and whether it is complying to the provisions of the contract and in case of any exception whether the same have been duly approved by the competent authority.
- viii. Check the rates at which procurement was made, with DGS & D rates / State Govt. R.C. and analyse the variations.
- ix. Check the time frame in procurement and comment upon any inordinate delay at any stage.
- x. After the award of contract, check the time taken by the supplier in actual delivery of goods to the CIDCO.
- xi. Check whether terms and conditions regarding delivery and subsequent payment have been clearly specified in the contract.
- xii. Ensure whether any tests conducted by the purchasing department to check whether the goods procured conform to the specifications provided in the work order.
- xiii. Check for purchases under limited tender / quotation enquiry, that whether the process of selection of vendors is transparent.
- xiv. Check whether, the department has registered the vendors based on their credentials for different categories of purchases.
- xv. Check the methodology used by the purchasing department in identifying the vendors for different types of purchases.
- xvi. Check whether the department is resorting to splitting of purchases, to avoid open competitive bidding.
- xvii. Check whether the same vendors are being repeated again and again.
- xviii. Check whether the vendor selected has got proper GST Registration / TIN number and is registered with the appropriate Govt. Dept.
- xix. Check whether proper security deposits have been taken both in the case of open tenders and limited tenders.
- xx. Check whether adequate time was given for submission of bids and where time provided was less, whether it was justified on file through adequate reasoning.
- xxi. If the goods are available on rate contract, the reasons for not using it should be determined.
- xxii. In case of all purchases a purchase committee has been duly constituted to monitor the purchase process.
- xxiii. In case of specialised purchases whether the team comprising of experts in the area has

been nominated to supervise the procurement process to ensure that specification etc. are as per the requirement.

**xxiv.** Check whether a market survey has been done by the purchase committee members to ascertain the reasonableness of rate.

**xxv.** Check whether adequate care has been taken to ensure that rates are reasonable and there is full value for the CIDCO's money.

**xxvi.** Check that how many purchases between Rs. 10,000/- and Rs. 50,000/- and how many of these are related to purchases splitted to bring under this limit.

**xxvii.** Check what is the proportion of purchase under this category (as in xxvi)

**xxviii.** Check whether all the goods purchased under all above mentioned categories of purchases (four categories) have been taken and entered into the stock register.

**xxix.** Ensure whether goods procured have been put into actual use and have been inspected by competent authority and installed properly.

**xxx.** Check whether the guidelines for specialised purchases such as computers, staff cars etc. have been followed and proper approvals have been obtained.

**xxxi.** In case of single source purchases, whether adequate justification has been provided or not.

**xxxii.** Check whether there is an adequate plan for putting the goods procured to proper use and due steps have been taken in this regard.

**xxxiii.** The provisions of general financial principles / rules and CVC guidelines are being adhered to in all types of purchases.

**e) Audit of procurement of services :**

**i.** Check whether the requirement of the services to be procured has been justified properly and duly approved by the competent authority.

**ii.** Check whether the services to be procured are of routine nature or are some specialised tasks requiring some high level of skilled manpower.

**iii.** In case of routine service procurements such as unskilled labourers or security guards, terms and conditions with respect to type of work, hours of work, days of work etc. should be clearly specified.

**v.** In routine service procurements a proper competitive bidding according to the value of contract should have been done.

**vi.** In routine service procurements all the phases of procurement should be adequately checked such as sufficient time for submission of bids, a fair competitive bidding process, wide publicity has been given and e-tendering process (wherever applicable) has been followed, agency must have TIN number, Service Tax, P.F., ESIC registration, Labour dept. registration etc.

**vi.** The provision of minimum wages as per the Govt. Rules is covered in the terms and conditions of the contract.

**vii.** The advt. is published in leading news papers to ensure wide publicity and also uploaded on the official website of CIDCO.

**viii.** It is ensured by the tender accepting committee that the agencies quoting below the minimum wages should be excluded from the competitive bidding.

**ix.** A duly constituted tender committee should monitor the procurement process.

**x.** The payment to the manpower hired should normally be made through cheques to ensure that labourers hired get the adequate compensation and there is no

harassment.

**xi.** In case of skilled manpower for routine work such as data entry operators and programmers, the terms and conditions should be adequately specified.

**xii.** The performance of Data Entry Operators and programmers should be regularly measured and audit should check that there is at least some system for ensuring adequate performance by the hired manpower.

**xiii.** In case of specialised tasks requiring very high skill levels, a team to monitor the project should be constituted, which should work in co ordination with the hired agency to ensure proper service delivery.

**xiv.** The terms of reference, the work specification etc. should be clearly stated and there should be a regular interaction between the project implementation team and the external agency to ensure that the service provider is able to understand the work and deliver adequate level of performance. The internal auditing firm must check these aspects.

**xv.** The provisions of general financial principles/rules and CVC guidelines are being adhered to in all types of procurement of services.

**f) Audit of Works Bills :**

- i.** Whether Administrative Approval from the competent authority has been obtained?
- ii.** Whether Technical Sanction from the competent authority has been obtained?
- iii.** Whether Sanction / Acceptance to the tender has been given by the competent authority?
- iv.** Whether the bill form submitted duly filled in, is in order?
- v.** Whether all the details in the bill form have been duly filled in ?
- vi.** Whether the bill and measurement books have been signed by the competent authority?
- vii.** Whether the dates in the bill form and the measurement book have been properly recorded?
- viii.** Whether the number of contract and name of the contractor on the R.A. bill tally with those in the accepted tender?
- ix.** Whether the details mentioned in the bill form and (M.B.) are as per the approved estimate for the work?
- x.** Whether the details furnished in the bill, item wise are arithmetically correct?
- xi.** Whether the Item / Material supplied by CIDCO are properly recorded and accounted for in the bill?
- xii.** Whether the contractor has not exceeded the time limit and if exceeded, the excess has been covered by a valid grant of extension of time limit by the competent authority?
- xiii.** The quantities shown in the bill agree with those in the measurement books and the rates with accepted tender?
- xiv.** Whether verification from the last R.A. bill and contractor's ledger that the payments shown as having been made on the R.A. bill are correct – is done by the bill passing section?
- xv.** Whether advance payments for work done but not measured are paid for, the relevant certificate is recorded and such payment together with that already made, does not exceed the value of the estimated quantity against the relevant

item in the tender.

- xvi.** When the work is measured and paid, the advance paid is properly recovered and accounted for.
- xvii.** Whether penalty if any required to be deducted is mentioned and deducted wherever required?
- xviii.** Please check when materials not provided for in the original contract are charged at issued rate or market rate-whichever is higher.
- xix.** The recovery of the cost of material supplied by CIDCO is made fully or to the extent of use in work paid from the next R.A. bill.
- xx.** When credit on account of the cost of materials returned to CIDCO by the contractor, is given in the contractor's ledger account, it shall be seen that they are required for use on other work and the credit is given at the existing market rates or the rate charged to the contractor at the time of issue, less storage charges, whichever is less.
- xxi.** The consumption statement of controlled material which is required to be attached to each final bill should be carefully checked to see that quantities shown as issued are correct and the consumption shown there in is based on valid formula and the quantity of work done as shown there in tally with the quantities paid for in the final bill.
- xxii.** The materials on which secured advance is paid are : a) Brought to site, b) required for bonafied use on the work and c) are of an imperishable nature, that an indenture bond in the prescribed form is executed and the payment is restricted to 75% of the cost of the materials as assessed by the engineer-in-charge.
- xxiii.** The secured advance is recovered as and when the relevant items of work is / are measured and paid for.
- xxiv.** No extra contractual financial aid is given to the contractor, which is not authorised under the rules.
- xxv.** The security deposit is recovered correctly, as a percentage of the payments made to the contractor as per the terms of the contract.
- xxvi.** When the accepted tender is below the estimated rates, the approval of the competent technical authority is obtained for the rate analysis submitted by the tenderer.
- xxvii.** Whether revised administrative approval of the competent authority is obtained wherever required?
- xxviii.** When the work is carried out on behalf of the contractor and the cost thereof is recovered, that the cost is correctly computed and overheads like establishment, tools and plant etc. are also charged according to rules.
- xxix.** When a contract is annulled or cancelled, it must be ensured that, it has not resulted in financial loss to CIDCO and the contractor has received undue benefit as a result of cancellation, it should be ensured that appropriate action is taken as per the terms and conditions of the contract.
- xxx.** Whether the details furnished in the R.A. bills and final bill are correct and deduction, tax recoveries are correctly made?
- xxxi.** Whether the item wise detailed abstract of measurements is recorded in the

M. B.?

- xxxii.** Whether the overwritings / corrections in the M.B. are attested by the competent authority?
- xxxiii.** Whether the work completion certificate in the prescribed format is enclosed with the final bill?
- xxxiv.** Whether approval of the competent authority has been obtained for time-barred claims?
- xxxv.** Whether approval of the competent authority is obtained for making payment on the basis of power of attorney?
- xxxvi.** Whether test reports of approved laboratories / authorities, are enclosed with the bills, wherever required?
- xxxvii.** Whether approval of competent authority obtained for extra item/escalation etc.?
- xxxviii.** Whether the estimates have been recasted if the tender rates are less than that of 10% of the approved estimates?
- xxxix.** The provision of general financial principles/rules and CVC guidelines are being adhered to in all types of works contracts.

The following Departments (HOD's)/ Nodal offices / New Township offices need to be covered in the assignment of internal audit along with illustrative description of coverage of internal audit as mentioned in Annexure 1. Department wise illustrative checks are listed below :

**1) Planning Department : (Chief Planner and Chief Architect)**

- a)** Check whether proper upto date inventory of land parcels available with CIDCO is maintained by the planning department.
- b)** Check whether information of encroachment / unauthorised occupation of CIDCO plots is available with planning department.
- c)** Check whether timely action for removal of encroachments / unauthorised occupation is taken by the planning dept. by informing the chief controller of unauthorised construction (CCUC, CIDCO)
- d)** Check whether there is a set mechanism of feed back information of sale of plots by marketing department, once they are handed over by the planning dept. with due demarcation of the plots to the marketing dept. Check whether proper entry / records are maintained by the planning dept. to ensure about the disposal of plots and the balance available plots / Land.
- e)** Check the proposals finalised for appointment of consultants / architects by the planning dept. Ensure due procedure has been followed by the dept. in the selection and appointment of consultants / architects.
- f)** Check whether dues pertaining to CIDCO receivable through planning dept. are received / recovered in time and due follow up is made by the dept. for the outstanding



amounts if any.

**g)** The receipts collected by planning department are :

- i. Building permission receipt,
- ii. Infrastructure development of 12.5% and 22.5% area,
- iii. Development charges,
- iv. Consultancy charges receipts,
- v. Other miscellaneous receipts. (NAINA related etc.)

Check whether the receipt collection as per the budgetary targets is achieved and due efforts are taken by the department in recovery of the same.

**h)** Check all the proposals finalised by planning dept. for incurring expenditure.

**2. Transportation and Communication Department : (CGM (T & A))**

**a)** Check whether the revenue receipts as per the budgetary targets are recovered by the T & C dept.

The types of receipts collected by T & C department are :

- i. Pay and park
- ii. Pay and use Toilet blocks receipts
- iii. Advertisements
- iv. Advertisements and hoardings
- v. Road Reinstant Charges
- vi. Rent for office – other land
- vii. Environment cess.

**b)** Check the proposals finalised by T & C department for appointment of consultants. Ensure that due procedure has been followed in selection and appointment of the consultant by the T & C department.

**c)** Check all the proposals finalised by T & C department for incurring expenditure.

**3. Engineering Department : (CE (NM), CE (NMIA), CE(SP))**

**a)** Check all the tender proposals finalised for execution of works as stipulated in the detailed scope of internal audit. (Audit of Works Bills)

**b)** Check all the other proposals finalised by Engineering department for incurring expenditure.

**c)** Check whether the recovery of receipts like water charges, testing and shooting charges, horticulture and other receipts are done as per budgetary targets.

**d)** Check whether the prescribed procedure has been followed by the Engineering department in award of contracts for works, selection of consultant's and other contracts for the expenditure incurred out of CIDCO funds, Deposit works and other funds.

**e)** Check whether budgetary limits are followed in case of incurring expenditure and also in collection targeted revenue receipts.

**f)** Check whether water charges levied by CIDCO take into account all the related costs, expenses, overheads incurred for supply of water to the beneficiaries.



**4) Marketing Department : (MM – I, MM - II)**

- a) Check whether due efforts are taken in achieving the budgetary targets of revenue collection.
- b) Check whether due and prescribed procedure is followed in case of :
  - i. Marketing of Plots (Disposal of the Plots for various uses through open tender only)
  - ii. Marketing of constructed commercial premises. (Disposal through open tenders only)
  - iii. Housing Scheme. (Disposal through public Advt. and there up on draw by lottery).
- c) Check whether due efforts are taken in disposal of balance plots / Premises [commercial and Residential (Housing)] available for sale with the marketing department.
- d) Check the amount of revenue blocked due to non-disposal of Plots / Premises for whatever reasons may be. Examine critically the blockage of revenue if any for lapses / negligence on the part of the department.
- e) Check whether all the terms and conditions of tenders for sale of plots, commercial premises are duly followed and the expected revenue is collected and remitted promptly to CIDCO account by the marketing department.
- f) Check whether disposal of built up houses is done as per the approved policy by CIDCO Management, Board and State Govt.
- g) Check whether the allotment / handing over of plots, built up premises and houses is done promptly as soon as the required procedural formalities are completed by the intending buyers.

**5) Estate Department : (M(TS – I), M(TS – II), M(TS – III) )**

- a) Check whether due efforts are taken in achieving the budgetary targets of revenue collection.
- b) Check the status of recovery of service charges, addl. lease- premium, lease rent, rent (leave & licence), lease premium under leave and licence agreements. Ensure that the department is prompt in raising claims of the above types of recoveries and their realisation is promptly monitored.
- c) Check the status of defaulters in case of recovery of receipts as mentioned above and ensure due process as per law is initiated by the department.
- d) Check whether transfer charges, Addl. lease premium and other receipts are computed correctly and recovered and remitted to CIDCO account promptly.
- e) Check the status of open spaces given on rent for a specific period and ensure whether rates are computed correctly and recovered. Examine the total no. of open spaces available with the Estate dept. and the total revenue earned.

f) Check whether the service charges levied are proportionate to the total expenses incurred by CIDCO in providing the required services. Comment upon, if there is need for revision in the rates of service charges to be levied.

g) Check about the status of executing required lease agreements by the estate dept. with the lessees. Examine whether there is any inordinate delay in this action.

**6) IT & S.P. / Data Centre : (GM (IT & SP) & System Manager)**

a) Check whether due efforts are taken in achieving the budgetary targets of revenue collection.

b) Check whether prescribed procedure is followed in disposal of Railway Commercial Complexes.

c) Examine the position of undisposed Railway commercial complexes; approximate revenue blocked and departments efforts to dispose them.

d) Check whether proper inventory of Hardware available with CIDCO is maintained.

e) Check whether due and required efforts are taken to dispose of the unused Hardware by following proper procedure.

f) Examine whether due and prescribed procedure is followed in procurement of softwares, Hardwares, consumables and entering into A.M.C. with reputed services providers.

g) Check whether security audit of IT / IS is in place and suggest the solution if not being conducted.

**7) Social Service Department : (C.S.S.O.)**

a) Examine the position of undisposed plots under social category available with the Social Service Department. Compute the value of the unsold plots on the basis of CIDCO's prevalent pricing policy.

b) Check whether due efforts are taken in realisation of the budgetary targets of revenue collection.

c) Check about the mechanism of inspection by the Social Service Department about the utility of the plots after allotment. Are there any discrepancies noticed in the inspection / visits carried out by the departmental personnel and whether remedial actions are suggested.

d) Check whether prescribed and transparent procedure is followed by the department in the allotment of plots under social service category.

e) Check whether disposal of plots reserved for social facilities is done as per the

approved policy by the CIDCO Management, Board and State Govt.

**8) Public Health Department : (C.H.O.)**

- a) Examine the position of undisposed plots under Health facility category available with the Public Health Department.
- b) Check whether due efforts are taken in realisation of the budgetary targets of revenue collection.
- c) Check whether prescribed procedure is followed by the Health Department in the allotment of plots under Health facility category.
- d) Check whether disposal of plots reserved for health facilities is done as per the approved policy by the CIDCO Management, Board and State Govt.
- e) Check whether prescribed procedure is followed in appointment of agencies for the work of sanitation, vector control and solid waste management services.
- f) Check whether medical reimbursement claims of employees, if any; are pending with department.

**9) Land and Survey: (C.L.S.O., OSD(Lands), Survey Officer.)**

- a) Examine the position of pending cases on land matters and approx. financial burden on CIDCO, if the cases are decided against CIDCO. Check whether department has streamlined mechanism in handling the land matter cases.
- b) Check about the process of allotment of plots under 12.5%, 22.5% category; comment whether due care is taken in prompt disposal of queries / issues raised by PAP's.
- c) Check about the land matters pertaining CIDCO land pending with State Govt. Revenue department. Compute the value of such type of land, if it is to be resolved by the State Govt. Revenue department.
- d) Check whether due care is taken in informing the unauthorised construction control department about encroachment / unauthorised occupation of CIDCO land while inspection of the land by the land and survey department.
- e) Check whether cases of plot demarcation etc. which have been forwarded by the planning dept. are pending with the lands department, which may have delayed the revenue generation process.

**10) Special Economic Zone : (G.M. (NMSEZ))**

- a) Examine whether the department has initiated timely action in realisation of the budgetary targets of revenue collection .
- b) Check whether the expenditure incurred by the department on various activities is with due procedure.

**11) Personnel Department : (Manager (P)) ( Including Security & Fire Dept. )**

- a) Check whether service records of all the employees of CIDCO are updated regularly.

- b) Check whether action regarding pending recoveries is taken promptly by the personnel department.
- c) Check about the purchases of various item for office use, procured by the Personnel Department. Examine whether due procedure is followed while incurring various types of expenses by the department.
- d) Check about the proposals / contracts entered into by the personnel department with various agencies for different types of activities. Examine whether prescribed procedure is followed in all such type of cases.
- e) Examine the cases of leave account decided by the department in respect of retired / deceased employees of CIDCO.
- f) Check whether History sheets of all the CIDCO vehicles are maintained and updated.
- g) Check the updation of dead stock register maintained by the Personnel Department.

**12) Economics Department : (Sr. Economist)**

- a) Examine the method of fixing of prices of open plots / premises for sale, lease etc. Check whether due weightage is given to the relevant overhead costs while fixing the reserve prices of plots / premises for various nodes under CIDCO.
- b) Checking of the Project Reports prepared by the Department in case of Navi Mumbai Project and New Towns Project.

**13) Statistics Department : (Sr. Statistician)**

- a) Check whether due & prescribed procedure is followed while appointing various agencies for conducting surveys and studies.
- b) Check whether the results and findings of various surveys and studies are shared with the concerned implenting department, so as to facilitate corrective action wherever required.

**14) Law Department : (Law Officer)**

- a) Examine the number of legal cases against CIDCO, pending for disposal at various levels of judiciary.
- b) Compute the approx. cost (legal costs) in defending the legal matters and examine whether department has initiated timely action in cases which are decided against CIDCO.
- c) Compute the approx. financial burdern on CIDCO regarding the various legal matters pending.

**15) Accounts and Finance Department : (Chief Accounts Officer)**

- a) Check whether the required books of accounts are maintained by the department, in accordance with the prescribed rules and regulations.
- b) Check whether there is proper system set for watching and recovering the dues of CIDCO, under various heads of account.
- c) Check whether timely bank reconciliations are carried with regard to all the receipts and payments.

- d) Check the CPF accounts section functioning and examine whether all the prescribed rules and regulations pertaining to CPF are followed.
- e) Check about the updation of CPF accounts of all the employees of CIDCO and whether the annual CPF slips are issued to the employees promptly.
- f) Check & cross verify the records pertaining to investments of surplus funds of Cidco & also the investments made pertaining to CPF deposits and also examine about the Gratuity related issues of the CIDCO employees.
- g) Examine the position of various Bank Accounts maintained by the Accounts & Finance Department and comment upon present status of the operation of various Bank Accounts.
- h) Examine the position of overdraft facility available with the banks and comment up on the quantum of interest paid by CIDCO while availing overdraft facility.
- i) Examine the status of timely compilation of monthly / quarterly and annual accounts of CIDCO and suggest ways to improve the position wherever delays are noticed.
- j) Check the status of updation of records pertaining to loans and advances given by CIDCO to employees.
- k) Check whether pension and leave salary contribution of the employees on deputation to CIDCO are remitted to Govt. account promptly.

**16) Public Relations Office : (Public Relations Officer)**

- a) Check whether due and prescribed procedure is followed by the department while incurring expenditure on various activities implemented by PRO.

**Rehabilitation Department : (Manager (Rehabilitation))**

- a) Check the detailed record of expenses incurred by rehabilitation department pertaining to PAP student stipend, PAP students training etc. and comment up on the issues pertaining to them.
- b) Check the relevant records / documents pertaining to Grants to schools released.

**18) Unauthorised Construction control Department : (Chief Controller of Unauthorized Construction)**

- a) Check whether prompt action is taken on the issues of unauthorised construction brought to the notice of the department, so that CIDCO does not suffer any financial losses.
- b) Check the status of records maintained pertaining to encroachment / unauthorised construction etc. maintained by the department.
- c) Check the details of expenses incurred by the department while executing its functions.
- d) Compute the value of CIDCO's land encroached, on the basis of current Reserve price for the particular locality.

e) Examine and check the details of expenses incurred in cases of removal of hawkers in the no hawker zone area.

**19) Horticulture Department : (Horticulture Officer)**

a) Check whether due and prescribed procedure is followed by the department while incurring expenditure on maintenance of Horticultural gardens.

b) Check whether due efforts are taken in realisation of the budgetary targets of revenue collection.

**20) Library Department : (Development Officer (Library))**

a) Check whether due and prescribed procedure is followed by the department while incurring expenditure on the functioning of the library.

**21) Nodal Offices and New Township Offices :**

Similar types of checks as stated above are to be applied in case of various similar issues pertaining to Nodal offices and new Township Offices; wherever applicable.

The above department wise / office wise checks are indicative in nature and the internal auditing firm shall look into the detailed aspects pertaining to the functioning of the department / office from the proprietary and financial point of view. It needs to be ensured that above mentioned checks along with those mentioned in **Annexure -1** shall be simultaneously applied and conclusion there up on be arrived at and reported in the quarterly report of internal audit.

**Annexure – 1**  
**GROUP – I**

SR. NO.	ACCOUNTING CIRCLE	SCOPE OF WORK	REMARKS
<b>1</b>	<b>Mass Hsg.</b>	<p><b>1. Accounts : a)</b> Checking of Cash and Bank Balances, whether Expenditure &amp; Receipts are booked under correct Head of Account, provision for O/s. Exp., S. Creditors, prepaid exp. taken &amp; booked properly in Ledger from Dr. &amp; Cr. Vrs., J.V.'s to be checked. The recovery of various Advances paid to Pvt. Parties, Advances to staff, Fresh Advances given during the year, Deposit/Recovery made during the year, List of Outstanding Advances recoverable, more than six months &amp; less than six months, List of Balance Sheet items reconciled &amp; un-reconciled, checking of O.D. Interest paid during the year, Bank reconciliation for Mass Housing circle related Banks, Bank Guarantees valid in Hand, B.G. Register, Ledger Balances to be scrutinized, Income Tax &amp; WCT deducted &amp; deposited in time. Scrutiny of Ledger, Trial Balance, Balance Sheet etc.</p> <p><b>b)</b> To check whether payment of R.A. Bills/Escalation &amp; Extra Items Bills released are as per schedule &amp; as per Tender Conditions. If any irregularity is found, same is to be brought to the notice of concerned officer &amp; satisfactory clarification to rectify the mistakes, needs to be obtained.</p> <p><b>2. Engineering :</b> To check whether the work is awarded as per the norms of the Corporation. To check whether the M.B.'s are properly maintained &amp; R.A. Bills/Final Bills forwarded for payment are properly recorded in M.B.'s with proper approval from competent authority, and the work is executed as per Tender Conditions.</p>	
<b>2</b>	<b>Palghar / Tarapur</b>	<p><b>1. Accounts : a)</b> Checking of Expenditure &amp; Receipts booked under correct Head of Account, Provision for O/s. Exp; Prepaid Exp., S. Creditors booked properly in Ledger from Dr. &amp; Cr. Vrs., J.V.'s Trial Balance, Balance Sheet, etc.</p> <p><b>b)</b> To check whether payment of R.A. Bills/Escalation &amp; Extra Item Bills released are as per schedule &amp; as per Tender Conditions. If any irregularity is found, same is to be brought to the notice of concerned officer &amp; satisfactory clarification to rectify the mistakes, needs to be obtained.</p> <p><b>2. Planning :</b> To check whether the development permission is given as per the rules &amp; norms of the Corporation, development &amp; other charges payable to CIDCO have been recovered properly.</p>	

3	Transportation & Communication Dept. Railway Project, Metro Rail Project & Airport	<p><b>1. Accounts (T &amp; C) :</b></p> <p><b>a)</b> Checking of Expenditure &amp; Receipts booked under correct Head of Account, Bank Reconciliation, provision for O/s. Exp. Prepaid exp. booked properly in Ledger from Dr. &amp; Cr. Vrs., J.V.'s, Trial Balance, Balance Sheet, etc.</p> <p><b>b)</b> Railway surcharge is received from Railway Dept. regularly at CIDCO decided rate.</p> <p><b>c)</b> To check whether payment of R.A. Bills/Escalation &amp; Extra Item Bills released are as per schedule, and as per Tender conditions. To check the measurement recorded properly in M.B.'s &amp; as per Tender Conditions. If any irregularity is found, same is to be brought to the notice of the concerned officer &amp; satisfactory clarification to rectify the mistakes, needs to be obtained.</p> <p><b>2. Planning :</b> To check whether the development permission is given as per the rules &amp; norms of the Corporation, development &amp; other charges payable to CIDCO have been recovered properly.</p>	
4	G.M.(I.T./SP)	<p><b>1. Accounts (T &amp; C) :</b></p> <p><b>a)</b> Checking of Cash and Bank Balances, Expenditure &amp; Receipts booked under correct Head of Account, Bank Reconciliation, provision for O/s. Exp., Sundry Cr., Prepaid Exp. booked properly in Ledger from Dr. &amp; Cr. Vrs., J.V.'s, Trial Balance, Balance Sheet, etc.</p> <p><b>b)</b> To check whether payment of R.A. Bills/Escalation &amp; Extra Item Bills released are as per schedule &amp; as per Tender Conditions. If any irregularity is found, same is to be brought to the notice of the concerned officer &amp; satisfactory clarification to rectify the mistakes, needs to be obtained.</p>	
5	A.C.T.E.	<p><b>1. Accounts (T &amp; C) :</b></p> <p><b>a)</b> Checking of Expenditure &amp; Receipts booked under correct Head of Account, Bank Reconciliation, provision for O/s. Exp. prepaid exp. booked properly in Ledger from Dr. &amp; Cr. Vrs., J.V.'s, Trial Balance, Balance Sheet, etc.</p> <p><b>b)</b> To check whether payment of R.A. Bills/Escalation &amp; Extra Item Bills released are as per schedule &amp; as per Tender conditions. If any irregularity is found, same is to be brought to the notice of the concerned officer &amp; satisfactory clarification to rectify the mistakes, needs to be obtained.</p>	
6	Store Accounts	<p><b>1. Accounts :</b></p> <p><b>a)</b> Checking of Cash and Bank Balances, Bank Reconciliation of Operative Banks, Scrutiny of Ledger Balances, Balance Sheet. To check the Payment of PF/Gratuity/Ex gratia, Levy Charges paid to contractor, Service Tax, Income Tax, WCT to be verified, Expenditure &amp; Receipts booked under correct Head of Account, provision for O/s. Exp. Prepaid Exp. booked properly in Ledger from Dr. &amp; Cr. Vrs., J.V.'s Trial Balance,</p>	



		Balance Sheet, etc. <b>b)</b> To check whether payment of R.A. Bills/Escalation & Extra Item Bills released are as per schedule & as per Tender Conditions. If any irregularity is found, same is to be brought to the notice of the concerned officer & satisfactory clarification to rectify the mistakes, needs to be obtained.	
7	<b>CAP Accounts</b>	<b>1. Accounts : a)</b> Checking of Expenditure & Receipts booked under correct Head of Account, Bank Reconciliation, provision for O/s. Exp. prepaid exp. S. Creditors booked properly in Ledger from Dr. & Cr. Vrs., J.V.'s, Trial Balance, Balance Sheet, etc. <b>b)</b> To check whether payment of R.A. Bills/Escalation & Extra Items Bills released are as per schedule & as per Tender Conditions. If any irregularity is found, same is to be brought to the notice of the concerned officer and satisfactory clarification to rectify the mistakes, needs to be obtained.	
8	<b>Nirmal Accounts</b>	<b>1. Accounts : a)</b> Checking Cash and Bank Balances, Expenditure & Receipts booked under correct Head of Account, Bank Reconciliation, provision for O/s. Exp. prepaid exp., S. Creditors booked properly in Ledger from Dr. & Cr. Vrs., J.V.'s, Trial Balance, Balance Sheet, etc. <b>b)</b> To check whether payment of R.A. Bills/Escalation & Extra Item Bills released are as per schedule & as per Tender Conditions. If any irregularity is found, same is to be brought to the notice of the concerned officer & satisfactory clarification to rectify the mistakes, needs to be obtained.	
9	<b>Economics And Statistics DEPT.</b>	As specified in TOR.	
10	<b>Horticulture</b>	As specified in TOR.	
11	<b>Library</b>	As specified in TOR.	

## GROUP – II

SR. NO	ACCOUNTING CIRCLE	SCOPE OF WORK	REMARKS
1	Marketing S AP/ Marketing A/c. MM - I and MM - II	<p>1. To check whether whether Allotment/Disposal of plots/tenements to various allottees is as per the rules &amp; as per competitive rates/base rate of the Corp. &amp; as per the booklets, Tender Conditions mentioned in the booklet/tenders. Accounting receipts related to BUDP plots &amp; recovery of DELAY PAYMENT CHARGES thereon if paid late, the list of plots, tenements/properties available for sale in marketing section. To check the Cash &amp; Bank Balances &amp; check the SAP receipt and payment entries, Checking of Marketing Accounts Trial balance, Balance Sheet. To check the Sale Entries of sold properties passed during the year.</p>	
2	M(TS-I), M(TS-II) & M(TS-III) and Estate Accounts)	<p>1. To check the Estate Receipts &amp; Payments of all the nodes of Navi Mumbai. To check whether the notices are issued to the defaulters in payment of service charges, development charges. To check whether use of plot/apartment is as per the conditions of allotment, Transfer charges charged as per the approved rate per sq. Mtr./Feet., To check whether the Economic rent recovered from Rental tenements given to various social and other institutions, Rental Agreement has been renewed every year by increasing the additional 10% (atleast) Rent per year. Notices are sent to defaulters for payment of rent such as MSEDCL, NMMC &amp; other institutions. The Demand of Service Charges raised in Rent Roll is as per original file record, as per use of plot &amp; as per FSI granted. To check the computation of Additional Lease Premium collected for delayed construction. To check the computation of ALP to be recovered for grant of Additional FSI.</p> <p>To check the Rent Rolls of all the nodes of Navi Mumbai. To check the Estate Receipts collected from customers &amp; booked under correct head of A/c. in the ledger. To check whether the provision for recoverable receipts are taken properly. To check the demand for the Service charges &amp; HUDCO Loan EMI payable to CIDCO by allottees is raised in Rent Roll properly. The delay payment charges are calculated and recorded properly in Rent Roll and recovered promptly. To check the amount recoverable from social institutions towards Service charges &amp; rent etc.</p>	

3	<b>Social Services</b>	Checking of plots allotted to eligible institutions for social activity as per Norms of the Corporation during the year. Demand of Service charges raised in Rent Roll is as per original file record, as per use of plot & as per FSI granted. To check that proper approval from competent authority has been obtained for allotment of social facility plots. To check the expenditure made for social activities. If any irregularity is found, same is to be brought to the notice of the concerned officer & satisfactory clarification to rectify the mistakes, needs to be obtained.	
4	<b>Chief Health Officer</b>	To check the contracts awarded during the year. And whether the contracts awarded with proper approval from competent authority to qualified contractors. The works are done as per norms of the corporation & as per the tender conditions. Physical verification of purchase of Material for CHO section. If any irregularity is found same is to be brought to the notice of the concerned officer & satisfactory clarification to rectify the mistakes, needs to be obtained.	
5	<b>Kharghar and Ulwe Engg. (General and Accounts)</b>	To check the contracts awarded during the year. And whether the contracts awarded with proper approval from competent authority to qualified contractors. The works are done as per norms of the corporation & as per the tender conditions. To check the expenditure incurred on Central Park & Golf Course, Kharghar Hsg. Projects & other infrastructures and developmental works.	
6	<b>H.O. (Finance)</b>	To check the Investments in F.D.'s, Receipt of interest on FDR. To check the repayment of loans, Interest on Railway Bonds. To check the O.D. Interest on current A/c's during the year. To check the corectness and accuracy of the quarterly consolidation of the accounts of CIDCO done by the Finance Section. To check the grouping of Final Accounts of all the branches of corporation. Check the Bank reconciliation statements of all the Bank Accounts.	
7	<b>Company Secretary Law Dept. Computer Data Center (System Manager)</b>	<b>Law Dept. – Company Secretary :</b> To check the Legal Matters files, Court cases files, Board Resolutions etc. <b>DATA CENTRE :</b> Check the Asset Registers, To verify the stock of old & new computers, laptops, Accessories. Verification of maintenance contracts agencies & to check whether the contracts are given as per tenders and as per terms & conditions of corporation. To check the overall expenditure incurred on maintenance of old computers & purchase of new computer, laptops etc. during the year. Scrutiny of payments/bills of various contract agencies & other misc. payment bills forwarded for payment from data centre. To verify the necessity of Maintenance of old Computers/Printers.	
8	<b>Salary Accounts</b>	To check the monthly salary pay sheets, supplementary claims paid to the employees. To check the loans &	

		advances granted during the year to various employees. To check whether the instalments of petty loan, Hsg. Loan, Vehicle Loan Emi's are properly deducted from the salary of the employees. To check the Cash & Bank Balances, Petty cash payments, Un-claimed dues, Deposit A/c, Lapsed & Cancelled cheques, Bank Reconciliation of operative Banks, Scrutiny of Ledger, Trial Balance, Balance Sheet etc. Medical/TA Advances granted to employees have been recovered properly. If any irregularity found, same is to be brought to the notice of the concerned officer & satisfactory clarification to rectify the mistakes, needs to be obtained.	
<b>9</b>	<b>Personnel Dept. (Including Security &amp; Fire Dept.)</b>	AS specified in T.O.R.	
<b>10</b>	<b>Public Relations Officer</b>	AS specified in T.O.R.	

### GROUP – III

SR. NO	ACCOUNTING CIRCLE	SCOPE OF WORK	REMARKS
1	<b>Cash Verifications of all the Cash Counters of Navi Mumbai</b>	1. To check the entire Cash Counters of Corporation, To Check whether Cash/Cheques collected from customers are properly deposited in Bank & booked under correct head of A/c. To check that Cash Scroll is properly maintained by the Cashier, Cash transactions are recorded in Cash Scroll regularly & cash balance is checked daily by Competent Authority. Whether the Cash & Bank balances are tallied with Ledger, Trial Balance. To check the Bank Reconciliation of all Banks operated by each Accounting Circle.	
2	<b>Water Supply Engg. (General and Accounts)</b>	<p>a) Checking of Cash &amp; Bank Balances, Water Supply Expenditure made &amp; receipt received during the year. To check that water charges demand is raised in Rent Roll for all the allottees &amp; water charges are recovered from them regularly with DPC if paid late by the party. And these Receipts are booked under correct head of Account, provision for O/s. Exp. Sundry Cr. Prepaid Exp. booked properly in Ledger from Dr. &amp; Cr., Vrs., J.V.'s, Trial Balance, Balance Sheet, Etc. To check the Secured Advances, Adv. to pvt. Parties, contractors are recovered &amp; settled properly.</p> <p>b) To check whether payment of R.A. Bills/Escalation &amp; Extra Items Bills released are as per schedule &amp; as per Tender Conditions. If any irregularity is found, same is to be brought to the notice of the concerned officer &amp; satisfactory clarification to rectify the mistakes, needs to be obtained.</p>	
3	<b>Planning Department including Building Permission, NAINA. (General and Accounts)</b>	<p>a) To check from the files of development permissions given during the year, that the permissions are given as per the rules &amp; regulations of the corpn. Additional FSI if any, sanctioned as per the rules of the Corpn. &amp; additional Lease Premium is collected from them at the approved rate per Sq. Mtr./Feet. To check the Receipts &amp; Expenditures made during the year, Expenditure &amp; Receipts booked under correct head of Account, provision for O/s. Exp. prepaid exp. booked properly in Ledger from Dr. &amp; Cr. Vrs., J.V.'s, Trial Balance, Balance Sheet, Etc.</p> <p>b) To check whether payment of R.A. Bills/Escalation &amp; Extra Item Bills released are as per schedule &amp; as per Tender Conditions. If any irregularity found, same is to be brought to the notice of the concerned officer &amp; satisfactory clarification to rectify the mistakes, needs to be obtained. And other scrutiny</p>	

		as specified in TOR.	
4	<b>New Panvel &amp; Kalamboli Engineering Circle (General and Accounts)</b>	To check whether the approval of competent authority is obtained for works awarded during the year and the same are awarded by tenders & as per the norms of the corporation. To check whether the R.A. Bills. Escalation bills forwarded by Engg. Dept. are as per measurement recorded in the M.B. & as per the payment conditions mentioned in tender. If any irregularity is found, same is to be brought to the notice of the concerned officer & satisfactory clarification to rectify the mistakes, needs to be obtained. To check the cash and bank balances and bank reconciliation for operative banks. To check the advances position.	
5	<b>Vashi and Airoli Engg. (General and Accounts)</b>	To check the approval of competent authority for works awarded from Vashi/Airoli/Ghansoli/K.K. during the year & works are awarded by tenders & as per the norms of the corporation. To check the expenditure incurred on Exhibition Centre & other electric & civil works. To check the cash & bank balances & Bank reconciliation for operative banks. To check the R.A. Bills, escalation bills forwarded by Engg. Dept. are as per measurement recorded in the M.B. & as per the payment conditions mentioned in Tender. To check whether the bills are released to the party with proper approval of competent authority. The R.A. Bills, Escalation Bills are released as per the tender conditions & as per the norms of the corporation. To check the advances to Pvt. Party, Advances of Staff, secured advances are recovered properly. If any irregularity is found, same is to be brought to the notice of the concerned officer & satisfactory clarification to rectify the mistakes, needs to be obtained.	

6	<b>Belapur and Nerul Engg. (General and Accounts)</b>	To check the works awarded during the year are by tenders & as per the norms of the corporation. To check the receipt & expenditure of Urban hut & Aagari Koli Bhavan. To check the Cash & Bank Balances, Bank Reconciliation of operative Banks, Advances of Private Party, secured advance, advances to staff are recovered properly from contractor, employees. To check the R.A. Bills, Escalation bills are forwarded by Engg. Dept. are as per measurement recorded in the M.B. & as per the payment conditions mentioned in tender. To check whether the bills are released to the party with proper approval of competent authority. The R.A. Bills, Escalation Bills are released as per the tender conditions & as per the norms of the corporation. If any irregularity is found, same is to be brought to the notice of the concerned officer & satisfactory clarification to rectify the mistakes, needs to be obtained.	
7	<b>Land &amp; Survey Dept. and Rehabilitation Department. C.L.S.O., OSD (Lands) Survey Officer, Manager (Rehabilitation)</b>	To check all the files of plots allotted under 12.5% GES, (22.5%) Schemes to various project affected persons. To check the eligibility of PAP for allotment of plots. To check whether the plots are allotted to the proper individuals as per their eligibility. To check whether the area of plot & cost of plot is calculated correctly as per norms of the corporation. Whether the procedure of allotment of plot is transparent & proper approval is obtained from competent authority for allotment of plot under 12.5% and 22.5% scheme. If any irregularity is found, same is to be brought to the notice of the concerned officer & satisfactory clarification to rectify the mistakes, needs to be obtained.	
8	<b>Vocational Training Centre (General and Accounts)</b>	To check all the files of various Trainings courses organised for the Project Affected Persons. To check the Receipts & Expenditure made during the year for vocational training of PAP's. To check the grants given by CIDCO for centre. To check whether the Books, Registers of Training Institutes are kept up to date for checking etc. If any irregularity is found, same is to be brought to the notice of the concerned officer & satisfactory clarification to rectify the mistakes, needs to be obtained.	
9	<b>Station Complex and Special</b>	To Check the Receipts received from all the Stations Complex of Navi Mumbai. To check the balance shops, offices ready for sale at Station Complexes. To check the expenditure made for maintenance & for other repairing works during the year. Whether the	

	<b>Economic Zone</b>	shops, offices are given on Rental basis, if so whether the rent is recovered at applicable rate from tenants & rental agreements are renewed after every year. If any irregularity found, same is to be brought to the notice of concerned officer & satisfactory clarification to rectify the mistakes, needs to be obtained.  <b>Engineering</b> : To check whether the work is awarded as per the norms of the Corporation & with Proper approval from competent authority, and work is done as per Tender Conditions. As specified in T.O.R. ( For SEZ )	
<b>10</b>	<b>C.C.U.C. (General and Accounts)</b>	AS specified in T.O.R.	

#### GROUP – IV

SR. NO.	ACCOUNTING CIRCLE	SCOPE OF WORK	REMARKS
<b>1</b>	<b>All New Township Offices.</b>	<b>1.</b> Aurangabad, Nashik, Chikhaldara (Amaravati), Nanded, Jalna, Oras, Latur, Palghar and Nagpur.	



The Internal Audit Report should be submitted as per following manner :-

Sr. No.	Particulars	Observations on functioning of Accounts Department	Observations on functioning of Engineering & General Department
	<b>GROUP - I</b>		
<b>1)</b>	<b>Mass Housing Project</b>	Mass Housing. Golf Course Agri-Koli Bhavan Exhibition Centre Others in Mass Housing.	Mass Housing Engg. Golf Course Engg. Agri-Koli Bhavan. Exhibition Centre. Other scope in Mass Housing.
<b>2)</b>	<b>Palghar Project Tarapur Project</b>	Palghar Project. Tarapur Project.	Palghar Project. Tarapur Project.
<b>3)</b>	<b>Transportation &amp; Communication Dept.</b>	NMIA Project Metro Project Railway Project Railway Sur-Charge receipts. Pay & Park. Re-instatement.	NMIA Project Metro Project Railway Project A.C.T.E. Project
<b>4)</b>	<b>G.M. (I.T. &amp; S.P.)</b>	GM (IT & SP)	GM (IT & SP)
<b>5)</b>	<b>A.C.T.E.</b>	Covered in Sr. No. 3	Covered in Sr. No. 3
<b>6)</b>	<b>Store Accounts</b>	Stores	Electrical works. Other works. Any other specific work.
<b>7)</b>	<b>C.A.P. Accounts</b>	C.A.P.	C.A.P. General
<b>8)</b>	<b>Nirmal Accounts</b>	Nirmal	Nirmal General.
<b>9)</b>	<b>Economics &amp; Statistics</b>		Economics General. Statistics General.
<b>10)</b>	<b>Horticulture</b>	Horticulture	Horticulture General.
<b>11)</b>	<b>Library</b>	Library	Library General.

	<b>GROUP - II</b>		
<b>1)</b>	<b>Marketing - MM(I)</b>  <b>Marketing - MM(II)</b>	Marketing Manager (I)  Marketing Manager (II)	Allotment of Tenement. Allotment of Plots.
<b>2)</b>	<b>Estate Department</b> <b>M(TS-I)</b>  <b>M(TS-II)</b>  <b>M(TS-III)</b>	M(TS-I) towards receipt of lease premium, additional lease premium and transfer charges etc.  M(TS-II) towards receipt of lease premium, additional lease premium and transfer charges etc. M(TS-III) towards receipt of lease premium, additional lease premium and transfer charges etc.	M(TS-I) for approval of additional FSI, time extension, transfer charges. Property given on rental. Rent-roll for Service Charges and Water Charges, etc. M(TS-II) for approval of additional FSI, time extension, transfer charges. Rent-roll for Service Charges and Water Charges, etc. M(TS-III) for approval of additional FSI, time extension, transfer charges. Property given on rental. Rent-roll for Service Charges and Water Charges, etc.
<b>3)</b>	<b>Social Service Dept.</b>	Social Services Department.	Allotment of plots.
<b>4)</b>	<b>Chief Health Dept.</b>	C.H.O. Department.	C.H.O. Contracts. Health Centres Ulwe. Health Centres Taloja Any other works.
<b>5)</b>	<b>Kharghar Node</b> <b>Ulwe Node</b> <b>Belapur Node</b> <b>Nerul Node</b>	Kharghar. Ulwe. Belapur. Nerul.	Kharghar Engg. Ulwe Engg. Belapur Engg. Nerul Engg.
<b>6)</b>	<b>H.O. Finance</b> <b>Accounts</b>	Investment in F.D.R. Bank balances in various banks. Bank balances in special flexi deposit account. Branch reconciliations including status of consolidations of balance sheet and P & L accounts.	

7)	<b>C.S. Department</b> <b>Law Department</b> <b>System Manager Dept.</b>	Company Secretary Dept.  Law Department.  System Manager.	Company Secretary General.  Law Dept. General.  System Manager General. Purchase of Computers, SAP System.
8)	<b>Salary Accounts</b>	Salary	Salary in General.
9)	<b>Personnel Department</b> <b>Security Department</b> <b>Fire Department</b>		Personnel Dept. Security Dept. Fire Dept.
10)	<b>Public Relation Dept.</b>		Public Relation Dept.
	<b>GROUP - III</b>		
1)	<b>Cash Verification of Navi Mumbai</b>	Cash Counters should be included in Accounts re- ports of respective circles.	
2)	<b>Water Supply</b>	Water Supply. water purchase. water receipt.	Water Supply Engg.
3)	<b>Planning Department</b> <b>Building Permission</b> <b>NAINA Dept.</b>	Planning CAP NAINA	Planning Dept. Building Permission Dept. NAINA Department
4)	<b>New Panvel Node</b> <b>Kalamboli Node</b> <b>Kamothe Node</b> <b>Dronagiri Node</b>	Panvel Kalamboli Kamothe Dronagiri	Panvel Engg. Kalamboli Engg. Kamothe Engg. Dronagiri Engg.
5)	<b>Vashi Node</b> <b>Airoli Node</b>	Vashi Airoli	Vashi Engg. Airoli Engg.
6)	<b>Belapur Node</b> <b>Nerul Node</b> <b>Ulwe Node</b> <b>Kharghar Node</b>	Belapur Nerul Ulwe Kharghar	Belapur Engg. Nerul Engg. Ulwe Engg. Kharghar Engg.
7)	<b>Lands Dept.</b> <b>Rehabilitation Dept.</b> <b>Survey Department.</b> <b>OSD(Lands) Dept.</b>	Lands Dept. Rehabilitaion Survey Dept. OSD (Lands) Dept.	Lands Dept. Engg. Rehabilitaion Engg. Survey Officer Engg. OSD (Lands) Engg.

<b>8)</b>	<b>Vocational Training Centre</b>	Vocational Training Centre.	Vocational Training Centre Engg.
<b>9)</b>	<b>Station Complex Special Economic Zone</b>	S.B.C.C. SEZ.	S.B.C.C. Engg. SEZ Engg.
<b>10)</b>	<b>C.C.U.C.</b>	C.C.U.C.	C.C.U.C. General. C.C.U.C. Engg.
	<b>GROUP - IV</b>		
<b>1)</b>	<b>Aurangabad</b>	Aurganabad	Aurganabad Project.
<b>2)</b>	<b>Waluj</b>	Waluj.	Waluj Project.
<b>3)</b>	<b>Nashik</b>	Nashik	Nashik Project.
<b>4)</b>	<b>Chikhaldara</b>	Chikhaldara	Chikhaldara Project.
<b>5)</b>	<b>Nanded</b>	Nanded	Nanded Project.
<b>6)</b>	<b>Jalna</b>	Jalna	Jalna Project.
<b>7)</b>	<b>Oros</b>	Oros	Oros Project.
<b>8)</b>	<b>Latur</b>	Latur	Latur Project.
<b>9)</b>	<b>Palghar</b>	Palghar	Palghar Project.

## Annexure – 2

### Duration and deliverables :

The internal auditing firm shall conduct the concurrent internal audit of 2021-22 of all the departments / offices under CIDCO, as per the scheduled given below and submit the report on annual / quarterly basis, to the i)V.C. & M.D.; ii) to the concerned department / office and iii) the internal audit wing of CIDCO on or before the due dates as prescribed.

### SCHEDULE FOR CARRYING OUT INTERNAL AUDIT

The internal audit of the departments / offices under the jurisdiction of CIDCO on the basis of indicative checks as specified in **TOR** and **Annexure – 1** of RFP document; shall be completed on or before the due dates mentioned and the reports to be submitted on the dates as specified.

#### GROUP 1

Sr. No.	Name of the Department	Period of concurrent Internal Audit	Due date for completion of Internal Audit	Due date for Submission of the Internal Audit Report
1	Mass Housing Circle	Apr 2021 to June 2021	31 <sup>st</sup> July 2021	16 <sup>th</sup> Aug. 2021
2	Palghar			
3	ACE – RP T & C ( General and Accounts.)	July 2021 to Sept 2021	31 <sup>st</sup> Oct. 2021	15 <sup>th</sup> Nov. 2021
4	GM and IT & Infotech Park	Oct 2021 to Dec 2021	31 <sup>st</sup> Jan. 2022	15 <sup>th</sup> Feb. 2022
5	AC TE Telecommunication T&C (General and Accounts)	Jan 2022 to Mar 2022	30 <sup>th</sup> April 2022	15 <sup>th</sup> May 2022
6	Store Accounting Unit			
7	C.A.P. Accounting Unit			
8	Nirmal Accounting Unit			
9	Economics and Statistics Dept.			
10	Horticulture			
11	Library			

**GROUP 2**

Sr. No.	Name of the Department	Period of concurrent Internal Audit	Due date for completion of Internal Audit	Due date for Submission of the Internal Audit Report
1	Marketing /Marketing SAP/ Marketing Account	Apr 2021 to June 2021 July 2021 to Sept 2021 Oct 2021 to Dec 2021 Jan 2022 to Mar 2022	31 <sup>st</sup> July 2021 31 <sup>st</sup> Oct. 2021 31 <sup>st</sup> Jan. 2022 30 <sup>th</sup> April 2022	16 <sup>th</sup> Aug. 2021 15 <sup>th</sup> Nov. 2021 15 <sup>th</sup> Feb. 2022 15 <sup>th</sup> May 2022
2	Estate TS-I, TS-II and Estate A/cs.			
3	Social Service			
4	Chief Health Officer			
5	Kharghar & Ulwe Engg. (General and Accounts)			
6	H.O.(Finance Dept.)			
7	Company Secretary and Law Dept. and Computer Data Centre.			
8	Salary Section			
9	Personnel Depart(Sec. & Fire Dept)			
10	Public Relation Officer			

**GROUP 3**

Sr. No.	Name of the Department	Period of concurrent Internal Audit	Due date for completion of Internal Audit	Due date for Submission of the Internal Audit Report
2	Water Supply Engg. (General and Accounts)	Apr 2021 to June 2021 July 2021 to Sept 2021 Oct 2021 to Dec 2021 Jan 2022 to Mar 2022	31 <sup>st</sup> July 2021 31 <sup>st</sup> Oct. 2021 31 <sup>st</sup> Jan. 2022 30 <sup>th</sup> April 2022	16 <sup>th</sup> Aug. 2021 15 <sup>th</sup> Nov. 2021 15 <sup>th</sup> Feb. 2022 15 <sup>th</sup> May 2022
3	Planning Department - including Building Permission & NAINA (General and Accounts)			
4	New Panvel and Kalamboli Engg. (General and Accounts)			
5	Vashi and Airoli Engg. (General and Accounts)			
6	Belapur and Nerul (General and Accounts)			
7	Land and Survey Dept.			

	and Rehabilitation Dept. (General and Accounts)			
8	Vocational Training Centre Unit (General and Accounts)			
9	Railway Station Complex and Special Economic Zone Dept.			
10	CCUC (Chief Controller of Unauthorised Construction (General and Accounts)			

#### GROUP 4

#### All New Township Offices.

Sr. No.	Name of the Department	Period of concurrent Internal Audit	Due date for completion of Internal Audit	Due date for Submission of the Internal Audit Report
1	Aurangabad	Apr 2021 to June 2021	31 <sup>st</sup> July 2021	16 <sup>th</sup> Aug. 2021
2	Nashik			
3	Chikhaldara			
4	Nanded	July 2021 to Sept 2021	31 <sup>st</sup> Oct. 2021	15 <sup>th</sup> Nov. 2021
5	Jalna	Oct 2021 to Dec 2021	31 <sup>st</sup> Jan. 2022	15 <sup>th</sup> Feb. 2022
6	Latur			
7	Palghar	Jan 2022 to Mar 2022	30 <sup>th</sup> April 2022	15 <sup>th</sup> May 2022
8	Nagpur			
9	Oras			

It is expected that at least 4 teams are deployed for conducting the internal audit of all the departments / offices simultaneously.

#### **Payment Schedule :**

- The payment of proportionate professional fees to the internal auditing firm shall be made on receipt of the quarterly audit reports, as stipulated in the above mentioned schedule for carrying out internal audit of 2021-22.
- Any delay over the scheduled dates in the submission of audit reports shall be liable for deduction of amount @ ¼ % per week from the total due payment to the firm. The decision of the competent authority (F.A.) of CIDCO in this regard shall be final.

**Annexure - 3****LIST OF SCANNED DOCUMENTS TO BE UPLOADED ONLINE**

- 1) LETTER OF TECHNICAL PROPOSAL (LOTP) – As per Annexure – 4 (On Letterhead of the firm)
- 2) TECHNICAL PROPOSAL – As per Annexure – 5 (On Letterhead of the firm)
- 3) Format - T – 1 (On Letterhead of the firm)
- 4) Format - T – 2 (On Letterhead of the firm)
- 5) Format - T – 3 (On Letterhead of the firm)
- 6) Format - T – 4 (On Letterhead of the firm)
- 7) Format - T – 5 (On Letterhead of the firm)
- 8) Format - T – 6 (On Letterhead of the firm)
- 9) Format - T – 7 (On Letterhead of the firm)
- 10) Format - T – 8 (On Letterhead of the firm)
- 11) LETTER OF FINANCIAL PROPOSAL – As per Annexure – 6 (On Letterhead of the firm)
- 12) DETAILS OF FINANCIAL PROPOSAL – As per Annexure – 7 (On Letterhead of the firm)
- 13) Scanned copy of Registration Certificate of ICAI.
- 14) Scanned copy of Annual Turnover Letter of PSU.
- 15) Scanned copy of Annual Turnover Letter of Private Company.
- 16) Scanned copy of certificate mentioning, details of annual turnover of the firm, duly signed by the statutory auditor of the firm, with their seal.

**NOTE :-**

**i) Failure to comply with the requirements as stated above shall make the proposal of the firm to be rejected.**

**ii) All the hard copies of the above mentioned documents and the RFP document; duly stamped and signed by the authorised representative of the firm would be called for submission to CIDCO, for confirmation and record purpose; at an appropriate time. The concerned firm/firms need to comply with this requirement on intimation from CIDCO Ltd, failing which, it may make the proposal of the firm to be rejected.**



**(To be Submitted on Letterhead of the firm online)**

**Annexure - 4**

**LETTER OF TECHNICAL PROPOSAL (LOTP)**

**To,**

The Financial Advisor,  
CIDCO Ltd., 7<sup>th</sup> floor,  
CIDCO Bhavan,  
CBD Belapur, Navi Mumbai.  
Maharashtra – 400 614.

**Sub : Submission of Technical Proposal for conducting Internal Audit of CIDCO Ltd.**

**Dear Sir,**

I / we, \_\_\_\_\_ (Name of the firm) having examined the RFP Document and understood its contents, hereby submit our proposal in the prescribed format enclosed for selection as "Internal Auditor" for CIDCO Ltd. for conducting the concurrent internal audit of Financial year **2021-22** and state that :

- i) All the information provided in the proposal and along with the relevant enclosures is true and correct and all the documents accompanying the proposal are true copies of their respective originals.
- ii) This statement is made for the express purpose of getting selected as the Internal Auditor for CIDCO Ltd.
- iii) I/ we shall make available to CIDCO any additional information, it may find necessary or require to supplement or authenticate the selection statement.
- iv) I / we declare that :
  - a) I / we have examined and understood the RFP document and more specifically the scope of the audit;
  - b) I / we hereby certify that we have taken steps to ensure that no person acting for us or on behalf will engage in any corrupt; fraudulent or coercive practices to influence the selection process.
  - v) I / we acknowledge the right of the CIDCO to reject our proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
  - vi) We certify that in the last three years, we / any of the members of the firm have neither failed to perform on any assignment, as evidenced by imposition of a penalty or a judicial pronouncement nor been expelled from any assignment, nor have had any assignment terminated for breach on our part.

**vii)** I / we certify that in regard to matters relating to integrity and security of the country or any matters; we have not been chargesheeted by any agency of the Government or convicted by a court of law for any offence committed by us or by any of our branch offices.

**viii)** I / we further certify that no investigation by a regulatory authority is pending either against us or against our branch offices or against any of our office bearers / partners / employees.

**ix)** We confirm that in the event of our proposal being selected for award of the assignment of Internal Audit of CIDCO Ltd. we shall be legally bound joint and severally and hence submit this proposal.

Thanking you,

**Yours Faithfully**

**(Signature of the Authorised  
Representative / Partner of the firm with  
Name & Designation and seal of the firm)**

**(To be Submitted on Letterhead of the firm online)**

**Annexure - 5**

**TECHNICAL PROPOSAL**

**Format for submission of information of the Chartered Accountant firm / Cost Accountant firm for selection as Internal Auditor of CIDCO, Ltd.**

Sr. No.	Description	Details
1)	Name of the Firm	.....
2)	Status of the Firm (Partnership/Proprietary/others)	.....
3)	Addresss of the Firm (Head Office)	..... ..... .....
4)	Telephone No. (With STD Code)	.....
5)	Mobile No.	.....
6)	Email id.	.....
7)	Fax No. (With STD Code)	.....
8)	PAN of the firm	.....
9)	GST No. of the Firm	.....
10)	ICAI Registration No.	.....
11)	Date of Constitution of the Firm	.....
12)	Details of FCA / ACA associated with the Firm  a) No. of FCA's b) No. of ACA's	..... .....
13)	No. of full time Chartered Accountants / Cost Accountants employed with the firm as on 31.03.2020	.....C.A.'s
14)	No. of full time Audit Staff employed with the firm as on 31.03.2020	.....
15)	No. of full time Article Clerks employed with the firm as on 31.03.2020	.....

<b>16)</b>	No. of Branch Offices as on 31.03.2020	.....
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**17.** The Authorized partner (on behalf of all the full time partners) / sole proprietor should invariably sign the undertaking as mentioned below:

I sole proprietor / authorized partner of M/s. \_\_\_\_\_.

Chartered Accountants/Cost Accountants do hereby jointly and severally verify and declare :-

- i. that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form (Technical Proposal) is later found, not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment, but would be liable for disciplinary action under the Chartered Accountants Act 1949/Cost Accountants Act 1959 and the regulations framed there under.
- ii. that the firm, proprietor or partners have not been debarred or cautioned by ICAI during last three years;
- iii. that individually we are not engaged in practice otherwise or in any other activity, which would be deemed to be in practice under section 2(2) of the Chartered Accountants Act 1949/relevant section under Cost Accountants Act 1959;
- iv. that the constitution of the firm as on 1<sup>st</sup> January of the relevant year shown in the application form is same as that in the constitution certificate issued by ICAI.

**Place :** .....

**Date :** .....

**(Signature of the Authorised  
Representative / Partner of the firm with  
Name & Designation and seal of the firm)**

**Technical Information Formats to be Submitted online with Technical Proposal.**  
**(To be Submitted on Letterhead of the firm online)**

**Format - T - 1.**

**Details of Full-Time Partners / Sole Proprietor of the Firm**

Sr. No.	Name of the sole Proprietor / Partner	Membership No	Whether FCA / ACA	Date of Joining the firm (Full Time)	Date of becoming FCA	Station and Region where Residing at Present
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**(Signature of the Authorised Representative / Partner of the firm with Name & Designation and seal of the firm)**

**Format - T - 2****(To be Submitted on Letterhead of the firm online)****Details of Full -Time Chartered Accountant/Cost Accountant Employees.**

Sr. No.	Name	Membership No.	Whether FCA / ACA	Date of Joining the firm as full time employee
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

(Signature of the Authorised  
Representative / Partner of the firm with  
Name & Designation and seal of the firm)

**Format -T- 3**  
**(To be Submitted on Letterhead of the firm online)**  
**Details of Staff**

Sr. No.	No. of Qualified Staff			No. of Semi qualified Staff			Other Staff		
	Since Last			Since Last			Since Last		
	10 years	5 years	3 years	10 years	5 years	3 years	10 years	5 years	3 years

(Signature of the Authorised  
 Representative / Partner of the firm with  
 Name & Designation and seal of the firm)

**Format -T- 4**

**(To be Submitted on Letterhead of the firm online)**

**Details of Internal Audit Work of Public Sector Undertakings (Having Annual Turnover more than Rs. 500.00 crores) Completed and in hand with the firm for the period 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20.**

Sr. No.	Name of the PSU	Period of internal audit to be conducted (Years for which appointed) with their Annual Turnover		Whether completed or on going	Professional fees charged for the assignment (Rs.)
		Period	Annual Turnover (Rs.)		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**(Signature of the Authorised Representative / Partner of the firm with Name & Designation and seal of the firm)**



**Format -T- 5**

**(To be Submitted on Letterhead of the firm online)**

**Details of Statutory Audit Work of Public Sector Undertakings (Having Annual Turnover more than Rs. 500.00 crores) Completed and in hand with the firm for the period 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20.**

Sr. No.	Name of the PSU	Period of Statutory Audit with their Annual Turnover		Whether completed or ongoing	Professional fees charged for the assignment (Rs.)
		Period	Annual Turnover (Rs.)		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**(Signature of the Authorised  
Representative / Partner of the firm with  
Name & Designation and seal of the firm)**

**Format -T- 6**

**(To be Submitted on Letterhead of the firm online)**

**Details of Statutory Audit work of Private Sector Companies, (Having Annual Turnover more than Rs. 100.00 crores) completed and in hand with the firm for the period 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20.**

Sr. No.	Name of the Organisation	Period of Statutory Audit with their Annual Turnover		Whether completed or ongoing	Professional fees charged for the assignment (Rs.)
		Period	Annual Turnover (Rs.)		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**(Signature of the Authorised Representative / Partner of the firm with Name & Designation and seal of the firm)**

**Format -T- 7**  
**(To be Submitted on Letterhead of the firm online)**  
**Particulars of Branches.**

Sr. No.	Station at which located	Complete Address with Pin Code & Tel. No.	Name of the Partner in charge of the Branch	Date of Opening of the Branch
1				
2				
3				
4				
5				

(Signature of the Authorised  
Representative / Partner of the firm with  
Name & Designation and seal of the firm)

**Format -T- 8**  
**(To be Submitted on Letterhead of the firm online)**  
**Details of Annual Turnover of the firm**

Sr. No.	Financial Year	Annual Turnover (Rs. In Lakhs)
1	2017-18	
2	2018-19	
3	2019-20	

**(Signature of the Authorised  
Representative / Partner of the firm with  
Name & Designation and seal of the firm)**

**Note :** All the above formats shall be duly filled in and signed by the authorised signatory of the firm mentioning Name, Designation, Date and Place, and seal of the firm.

**(To be Submitted on Letterhead of the firm online)**

**Annexure - 6**

**LETTER OF FINANCIAL PROPOSAL (LOFP)**

**To,**  
The Financial Advisor,  
CIDCO Ltd., 5<sup>th</sup> floor,  
CIDCO Bhavan,  
CBD Belapur, Navi Mumbai  
Maharashtra – 400 614.

**Sub :** Submission of Financial Proposal for conducting Internal Audit of CIDCO Ltd.

**Dear Sir,**

I / we \_\_\_\_\_ (Name of the firm) herewith enclose  
the financial proposal towards total professional fees for selection of our firm as Internal  
Auditor for CIDCO Ltd.

**Yours Faithfully,**

Signature : \_\_\_\_\_  
Full Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_

**(With seal of the firm)**

**(Authorised Signatory)**

(Note : The financial Proposal towards professional fees is to be filled strictly as per the format prescribed.)

**(To be Submitted on Letterhead of the firm online)**

**Annexure - 7**

**DETAILS OF FINANCIAL PROPOSAL**

**To Conduct the Concurrent Internal Audit of the financial year 2021-22.**

Having gone through the RFP document and having fully understood the scope of the assignment for conducting the concurrent internal audit of the financial year **2021-22**, we are pleased to inform that, we would charge towards our professional fee of Rs. \_\_\_\_\_/- (Rupees. \_\_\_\_\_) inclusive of all taxes, and expenses of travel, documentation, communication and local expenses incurred by our staff; for the assignment as stated above. The detailed break-up of total Professional fee charged as above shall be as per the following table :

**SUMMARY OF COSTS BY ACTIVITY**

Sr. No.	Description	Amount (Rs.)
		<b>2021-22</b>
1	Remuneration of staff / Personnel.	
2	Cost of Stationery and telecommunication etc.	
3	Cost of Travel / Transport etc.	
4	Reports and Documents etc.	
	<b>Total cost (1+2+3+4)</b>	
	Total costs (for Financial year 2021-22 including all Taxes excluding GST. GST shall be paid separately as per actual)	

- We agree to the terms of payments of professional fees on quarterly basis on submission of the Internal Audit Report (for Financial Year 2021-22).
- We also agree to deductions as admissible will be made towards the Central / State Govt. Taxes, duties etc.
- We understand that the CIDCO Ltd. is empowered to reject any proposal without assigning any reason thereof.
- We also understand that all Payments shall be made in Indian Rupees and shall be subject to applicable deductions if any.

**Yours Faithfully,**

Signature : \_\_\_\_\_  
 Full Name : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 \_\_\_\_\_

**(With seal of the firm)  
 (Authorised Signatory)**