



ONGC Petro additions Limited

Plot No. Z-1 & Z-83, Dahej SEZ, Dahej, Bharuch – 392 130, Gujarat.
CIN No. U23209GJ2006PLC060282

Date: 08th May, 2024

CORRIGENDUM TO APPOINTMENT OF INTERNAL AUDITOR FOR FINANCIAL YEAR 2024-25

Existing Clause No. 8:- Remuneration:

- 8.1. Audit Fee shall be decided by the Company from time to time. For Internal Audit of 2022-23, the fee was Rs. 28,50,000/- (Rupees Twenty-Eight Lakh Fifty Thousand only) exclusive of GST.
- 8.2. GST shall be paid extra, as applicable. In addition, TA/DA (Out of Pocket Expenses) shall be regulated as per Company's rules and shall be restricted to actuals.

Revise Clause No. 8:- Remuneration:

- 8.1. Audit Fee shall be decided by the Company from time to time. For Internal Audit of 2022-23, the fee was Rs. 28,50,000/- (Rupees Twenty-Eight Lakh Fifty Thousand only) exclusive of GST.
- 8.2. **As per ICAI Guideline No. 1-CA(7)/03/2016, Minimum fees for the subject tender would be the same as mentioned in Para No. 8.1 above i.e. Rs. 28,50,000/- (Rupees Twenty-Eight Lakh Fifty Thousand only) exclusive of GST. However, the fees shall be decided by the Audit Committee and will be the final fees.**
- 8.3. GST shall be paid extra, as applicable. In addition, **Boarding/Lodging (Out of Pocket Expenses)** shall be regulated as per Company's rules and shall be restricted to actuals. **Boarding/Lodging will be arranged by the Company or will be reimbursed on actual basis on submission of document.**



APPOINTMENT OF INTERNAL AUDITOR FOR FINANCIAL YEAR 2024-25



ONGC Petro additions Limited

Redefining the Future

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**ONGC PETRO ADDITIONS LIMITED
(OPaL)**

APPOINTMENT OF INTERNAL AUDITOR FOR FINANCIAL YEAR 2024-25

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INVITATION OF PROPOSAL FOR APPOINTMENT OF INTERNAL AUDITOR FOR FINANCIAL YEAR 2024-25

1. Introduction:

ONGC PETRO ADDITIONS LIMITED (OPaL) is a multibillion joint venture between **Oil and Natural Gas Corporation (ONGC)**, the largest E & P company in India, **Gas Authority of India (GAIL)** & **Gujarat State Petroleum Corporation Limited (GSPC)**. The Company has its plant situated in Dahej SEZ and corporate office at Vadodara and zonal offices in Delhi, Mumbai, Ahmadabad & Hyderabad. The mega petrochemical complex is spread over 5 sq. km with a capacity to produce 14 lakh tons of Polymers & 5 Lakh tons of chemicals - 1100 KTPA Ethylene, 400 KTPA Propylene and the associated units consist of Pyrolysis Gasoline Hydrogenation Unit, Butadiene Extraction Unit and Benzene Extraction Unit. The Polymer plants have 2X360 KTPA of LLDPE/HDPE Swing unit, 1X340 KTPA of Dedicated HDPE and 1x340 KTPA of PP.

2. Internal Audit in OPaL:

Pursuant to the provisions of Section 138(1) of the Companies Act, 2013 read with Rule 13(1) of the Companies (Accounts) Rules, 2014 and Rule 8(4) of the Companies (Meetings of Board and its Powers) Rules, 2014, the Board of Directors has the power to appoint internal auditor to undertake the Internal Audit of the Company for the financial year 2024-25. Opal is seeking appointment of Internal Auditor to carry out Internal Audit of the organization and submitted its report to Audit Committee.

3. Internal Auditor proposed to be appointed:

Company intends to appoint firms [Partnership/LLP] of Chartered Accountants as internal auditor for the following locations:

Sl. No.	Work Centre
1	Dahej Plant
2	Vadodara Corporate/Head/Zonal office
3	Ahmedabad Zonal Office
4	Mumbai Zonal Office
5	Delhi Zonal Office

Note: For the above work centers of the Company, Chartered Accountancy firms registered with the Institute of Chartered Accountants of India for Western region should only apply

4. Scope of Work:

The scope of work is detailed as under:

Internal audit in accordance to the provisions of Section 138 of the Companies Act, 2013 and rules made thereunder, as amended. in respect of designated locations/ work centres of the Company. Internal audit shall also be in adherence to the relevant orders/clarification, issued from time to time by Ministry of Corporate Affairs, Govt. of India and the Institute of Chartered Accountants of India.

Indicative scope of Internal Audit

Main Area	Sub no	Sub Area
Sales & Marketing	a)	Product Pricing Structure analysis
	b)	Revenue management (Contracting, Ordering, Invoicing and Sales Return
	c)	Customer / Channel Partner / DCA management (Selection, Credit Limit etc.)
	d)	Customer / Channel Partner / DCA Price derivation
	e)	Credit & Receivables management
	f)	Verification of Export Incentives & Expenses
Contract Management & Procurement	a)	Assessment of Materials / Service requisitioning
	b)	Review of procurement process and & vendor selection/evaluation
	c)	Price negotiation & award of Contract
	d)	Contract administration and work certification
	e)	Outsourcing / Job work management
	f)	Receipt of Material / Procurement of service and Quality assurance
	g)	Bill Passing and Accounts payable
	h)	Vendor Reconciliation
	i)	Review and comment on contracts awarded on nomination basis
Logistics	a)	Review engagement of transporters, agreement with transporters
	b)	Transit shortages and damages
	c)	Import and customs clearance
	d)	Inbound and Outbound Logistics & CHA
	e)	Detention / penalties / demurrage charges
	f)	Invoicing & payments
Project Execution	a)	Projects (including LSTK) management including Budgeting, Approval, Contracting, Change order, Milestone execution, Commissioning, Liquidated damages, closure etc.
	b)	Verification of intellectual properties received as per contract norms and custody of the same
	c)	Accounting of Free materials received under LSTK contracts
Operations	a)	Inward materials - quality control
	b)	Tank Farm operations
	c)	Production Planning
	d)	Efficiency and yield, Bill of Material (BOM)
	e)	Production accounting & Material balancing
	f)	Review of utility operations (Power, Steam, Air etc.)
	g)	Preventive & Predictive Maintenance
	h)	Preventive maintenance scheduling, Breakdown / Shutdown Maintenance
	i)	Review of Process and efficiency, analyse wastages
Inventory Management	a)	Receipt, Storage, Transfer and issuance / dispatch
	b)	Review of Physical verification of Inventory stores and spares (Including chemicals and packing materials) and reconciliation Quarterly on basis
	c)	Stock monitoring, Report Slow moving / Non-moving Inventory
	d)	Scrap / Waste management

Main Area	Sub no	Sub Area
Finance & Accounts	a)	Authorization of expenses and payments verification
	b)	Budgetary control
	c)	Travel bill settlement & Imprest management
	d)	Accounts Payable and ageing analysis
	e)	Statutory Payments
	f)	Vendor Advances, open GRIRs, Old Balances
	g)	Insurance coverage and Claims
	h)	Insurance payment, Prepaid transfer
	i)	Transit Insurance & other Insurance claim status review
	j)	Review costing system and comment on cost allocations & Product wise Costing
	k)	Sales Invoice & Discount vouching
	l)	Discount Verification (Pre-& Post) on Quarterly basis
	m)	Customer / Channel Partner / DCA reconciliation
	n)	Receivable ageing analysis and reporting
	o)	Forex management
	p)	Treasury operations, Debt Financing & Investments
	q)	Vendor, Customer, General Ledger scrutiny
	r)	Fixed Assets Register
	s)	Review Capitalization, disposal of Assets
	t)	Physical verification of Fixed Assets (at least once in a year)
u)	Review of Interim / Annual Financial Statements	
v)	Compliance of Ind AS and other pronouncements issued by ICAI	
w)	Direct & Indirect tax compliances	
x)	Identification of RCM, Internal Finance Control testing and report	
Warehousing and Dispatch	a)	Bagging & Packing operations (Grade-wise)
	b)	Warehouse management
Information Technology	a)	Review IT policies and assess its compliance and control
	b)	Review Functional / User rights in SAP system and report deviations, Control, process
HR & Admin	a)	Payroll processing
	b)	Regulatory compliance of employee related obligations, Third party staff
	c)	Attendance, Leave, Recruitment and Separations, Appraisal, Increments
	d)	Foreign travel policy and tour settlements review
	e)	Review contracts/work orders for Advertisement / Sponsorship / Event
	f)	Visit once in a year to Regional / Marketing offices with prior approval of management to evaluate admin controls
	g)	Review Guest house, canteen, housekeeping, vehicle related service and evaluate compliance
	h)	Visitor Management System, Gate pass
Related Party Transactions	a)	Review of existing related party transactions from the management
	b)	Review of process with respect to identification of related parties.
	c)	Review of process with respect to identification of related party transactions
	d)	Review of approval process including process approval from audit committee, Board of Directors and shareholders, where applicable; (except – arm's length assessment)
	e)	Review of process of monitoring of related party transactions and MIS relating
	f)	Compliance
Monitoring Corporate Governance	a)	Review availability of policies & procedures and for Corporate Governance (does not include implementation assessment)
	b)	Review of compliance framework, Compliance program evaluation and monitoring
	c)	Review of Whistle blower policy and its implementation (investigations and responding to allegations of misconduct)
	d)	Review of Corporate Social Responsibility activities

Main Area	Sub no	Sub Area
	e)	Grievance redressal mechanism
	f)	Review of management of conflict of interest

Note:

- ✓ For each sub process we require process audit (on rotating basis) and transaction audit (on Sample basis)
- ✓ Above is indicative scope. Please refer to detailed checklist for key areas provided in Internal Audit Manual of OPaL.

5. Selection Criteria:

- 5.1. Internal audit team should consist of adequate number of qualified/semi-qualified Assistants (Chartered/Cost Accountants) led by a senior partner of the Firm, being commensurate with the size of the Company.
- 5.2. Only Partnership/ LLP Firms of Chartered Accountants registered with the Institute of Chartered Accountants of India (ICAI) shall be considered for appointment as Internal Auditors for conducting Internal Audit of the Company.
- 5.3. For the purpose of better co-ordination and smooth functioning as well as minimization of travel and associated cost, firms having registered offices, as per registration with the ICAI, in the places Vadodara & Bharuch shall be preferred for appointment as Internal auditors.
- 5.4. The following will be the basis of marks for the evaluation and selection and selection will be made on the basis of attainment of highest mark.

Sl.	Parameter	Selection Criteria	Basis of Marks	Marks per Criteria	Maximum Marks
1	Evaluation Category-I: Size of the Firm				
1(a)	Firm's Experience	Period of establishment of the Firm since date of registration with the Institute of Chartered Accountants of India (ICAI).	No of Years since Firm's Registration in the present name (<i>cut-off date 31/03/2023</i>)	2 Marks per calendar year	20
1(b)	Fellow/ Associate Membership of Partners	Number of partners in the Firm (<i>The partners must be holding certificate of practice issued by Institute of Chartered Accountants of India and should be in whole time practice</i>).	Name, Qualification and membership number of each Partner specifying Fellow or Associate.		
		-Fellow Partners	Full-time Fellow Partner means FCA having association with one firm only and other than full-time means FCA having association with more than one firm.	3 Marks for each full-time FCA and 1 mark for each other than full-time FCA.	8
		-Associate Partners	Full-time Associate Partner means ACA	2 Marks for each full-time	5

			having association with one firm only and other than full-time means ACMA having association with more than one firm.	ACA and 1 mark for each other than full-time ACA.	
<i>In case, a firm has more than three fellow partners, their count shall be considered under “Associate Partners” during evaluation</i>					
1(c)	Turnover of the Firm	Turnover of the Firm during FY 2022-23 (audited/ certified accounts)	Turnover equal to or above Rs.4 crore in Internal Audit	5 Marks	5
			Turnover less than Rs. 4 Cr to Rs. 2 crore in internal Audit	3 Marks	
2	Evaluation Category-II: Manpower Strength of the Firm				
2(a)	Qualified Assistants/ Managers/ Employee	Number of qualified assistants (Chartered /Cost accountants) in fulltime employment with the Firm. He should be a member of his respective Institute.	Name & Qualification of each Qualified Assistant/ Manager/ Employee specifying Fellow or Associate of respective Institutes.	2 Marks per Qualified Assistant	6
3	Evaluation Category-III: Exposure/ Experience of the Firm				
	Internal Audit Experience	The Firm having experience in conducting Internal Audit in Central /State PSUs / Private sector Companies (Copy of appointment letter issued by the Companies is required to be submitted).			
3(a)	In Public Sector Companies [CPSE/ State PSU] having turnover equal to or more than Rs. 1000 Crore	Petrochemical Industry	Number of Companies Audited during the preceding 10 financial years i.e., 2012-13 to 2022-23. (Mention name of the company & financial year audited).	2 Marks per Company	10
3(b)	In Private Sector Companies having turnover equal to or more than Rs.1000 Crore*	Petrochemical Industry	Number of Companies Audited during the preceding 10 financial years i.e., 2012-13 to 2022-23. (Mention name of the company & financial year audited).	2 Marks per Company	10

3(c)	In Public Sector Companies [CPSE/ State PSU] having turnover equal to or more than Rs.1000 Crore*	Oil and Gas and Refinery Industry -	Number of Companies Audited during the preceding 10 financial years i.e., 2012-13 to 2022-23. (Mention name of the company & financial year audited).	2 Marks per Company	10
3(d)	In Private Sector Companies having turnover equal to or more than Rs.1000 Crore*	Oil and Gas and Refinery Industry -	Number of Companies Audited during the preceding 10 financial years i.e., 2012-13 to 2022-23. (Mention name of the company & financial year audited).	1 Marks per Company	5
3(e)	In Central Public Sector Companies/ Enterprises (CPSEs) having turnover equal to or more than Rs.1000 Crore*	Other Industries	Number of Companies Audited during the preceding 10 financial years i.e., 2012-13 to 2022-23. (Mention name of the company, financial year audited)	1 Marks per Company	5
3(f)	In Private Sector Companies/ State PSUs having turnover equal to or more than Rs.1000 Crore*	Other Industries:	Number of Companies Audited during the preceding 10 financial years i.e., 2012-13 to 2022-23. (Mention name of the company, financial year audited)	1 Marks per Company	5
4	Evaluation Category-IV: Exposure to Internal Auditing under SAP ERP environment				
4(a)	Proficiency in System	Exposure in SAP ERP Environment – For Internal Audit	Number of Companies Audited. (Mention Name of the company & financial year audited and submit confirmation about Internal Audit in SAP-based Accounting environment).	2 Marks per Company	6
5	Evaluation Category-V: Place of office of the firm				
5(a)	Place of office	Firms based out of Vadodara & Bharuch			5
			Total		100

* Proof of Turnover (Revenue from operations) of auditee company for the relevant year(s) is to be submitted compulsorily.

6. Pre-requisites for considering rankings:

- 6.1. Appropriate documentary evidence in support of criteria at (1), (2), & (4) mentioned above is compulsorily required to be submitted.
- 6.2. Copy of appointment letter issued by the auditee Companies in support of criteria at (3) above is required to be submitted. In addition, proof of turnover (Revenue from Operations) of the auditee company for the relevant year(s) is to be furnished in the form of extract of audited financial statements
- 6.3. In case, documentary evidence, as specified above, is not submitted, the offer shall be liable for rejection.
- 6.4. In case of a tie in the total marks considered for evaluation, the following sequence shall be adopted for selection:
 - 6.4.1. Firm with longer experience will be preferred based on the year of establishment;
 - 6.4.2. Firm with a higher number of Fellow Members of the Institute of Chartered Accountants of India, as partners will be considered;
 - 6.4.3. Firm with higher number of Associate Members of the Institute of Chartered Accountants of India, as partners will be considered.

7. Terms and Conditions:

- 7.1. Existing Firms serving in the capacity of Internal Auditor or Statutory Auditor of the Company cannot apply
- 7.2. The tenure of appointment shall be at the sole discretion of the Company. The selected firm will be appointed for a period of three (3) years +2 years extendable. However, it is expressly stated here that the said tenure is not to be construed as assured and the Company reserves the right not to re-appoint all or any of the Internal Auditors at its sole discretion without assigning any reason thereof.
- 7.3. Overwriting/ correction/ erasing and/or use of white ink should be avoided in the Offer. However, if any overwriting/ correction/ erasing is inevitable, the same should be authenticated with the signature of the applicant.
- 7.4. Documentary evidences in support of all the information provided above by the applicant must be furnished along with the Offer.
- 7.5. Detailed working of man hours deputed by the internal audit firm for each category like Fellow Partner, Associate Partner and qualified Assistants/Manager/Employees considering the indicative scope.
- 7.6. All the pages of the offer documents submitted are to be signed by the authorized signatory with the seal of the firm.
- 7.7. The Offer should be submitted strictly as per the terms and conditions laid down in the document. The Invitation of Proposal shall be submitted in physical.
- 7.8. The offer documents duly signed with the seal of the firm are to be submitted and envelope must be sealed and super-scribed with the words 'Invitation of Proposal for Appointment of Internal Auditor. The name and address of the firm must be indicated on the body of the envelope.
- 7.9. No offer shall be considered / entertained through e-mail, facsimile or any other mode.
- 7.10. The company reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more applicant(s) at any stage or to cancel the process entirely solely at its discretion without assigning any reason.
- 7.11. The Firms are required to compulsorily submit their GST registration number and PAN.
- 7.12. **The last date of receipt of the offer 15 / 05 / 2024 up to 17:30 hours. To apply please refer to company web site <https://etender.opalindia.in> and also on the website of The Institute of Chartered Accountants of India. No offer shall be entertained after this date.**

8. Remuneration:

- 8.1. Audit Fee shall be decided by the Company from time to time. For Internal Audit of 2022-23, the fee was **Rs. 28,50,000/-** (Rupees Twenty-Eight Lakh Fifty Thousand only) exclusive of GST.
- 8.2. GST shall be paid extra, as applicable. In addition, TA/DA (Out of Pocket Expenses) shall be regulated as per Company's rules and shall be restricted to actuals.

9. Compliances / Declarations by firms on appointment:

- 9.1. The Internal Audit Firm must not sub-contract the work.
- 9.2. The Internal audit team will work in strict confidence and will ensure that the data, statements and information in respect of the operations of the location/ work center/ Company is dealt in with strict confidence and secrecy. An undertaking towards maintaining confidentiality is to be provided by the Internal Auditor on receipt of appointment letter or before commencement of Audit.
- 9.3. No partner of the Audit Firm shall be related to Managing Director/ Whole time Director or Part-time Director of the company within the meaning of section 2 (77) of the Companies Act, 2013.
- 9.4. Neither the firm nor its partner or associates have any interest in the business of Company.
- 9.5. **The Internal auditor will be required to submit a certificate that.**
 - 9.5.1. The firm is eligible for appointment and is not disqualified for appointment under the Companies Act, and the rules or regulations made thereunder
 - 9.5.2. The firm satisfies the criteria provided in section 138 of the Companies Act, so far as may be applicable
 - 9.5.3. The proposed appointment is within the limits laid down by or under the authority of the Companies Act
 - 9.5.4. The list of proceedings against the internal audit firm or any partner of the audit firm pending with respect to professional matters of conduct, if any, as disclosed in the certificate, is true and correct.
 - 9.5.5. The list of proceedings against the internal audit firm or any partner of the audit firm pending with respect to professional matters of conduct, if any, as disclosed in the certificate, is true and correct.
 - 9.5.6. The list of proceedings against the internal audit firm or any partner of the audit firm pending with respect to professional matters of conduct, if any, as disclosed in the certificate, is true and correct

10. Debarring provisions:

The firm satisfies the criteria provided in section 138 of the Companies Act, so far as may be applicable

- 10.1. If the Firm obtains the appointment on the basis of false information / mis-statement
- 10.2. If the Firm does not take up the audit assignment in terms of the appointment letter
- 10.3. If the Firm fails to maintain/ honor confidentiality and secrecy of the Company's data, statements and information
- 10.4. If the Firm fails to comply with any of the conditions laid down in clause above
- 10.5. The proposed appointment is within the limits laid down by or under the authority of the Companies Act; and the list of proceedings against the internal audit firm or any partner of the audit firm pending with respect to professional matters of conduct, if any, as disclosed in the certificate, is true and correct.

Format of the offer

- 1) **Name of the Internal Audit Firm:**
- 2) **Registration Number of the Internal Audit Firm with the Institute of Chartered Accountants of India:**

3) **Particulars of Internal Audit Firm:**

- a. Address of the Firm as registered with ICAI:
- b. Telephone Number with STD Code:
- c. Fax Number with STD Code:
- d. E-mail address of the Firm:
- e. Website of the Firm:
- f. PAN of the Firm:
- g. GST Registration No. of the Firm:

❖ **Selection Criteria:**

- ✓ Internal audit team should consist of adequate number of qualified/semi-qualified Assistants (Chartered/Cost Accountants) led by a senior partner of the Firm, being commensurate with the size of the Company.
- ✓ Only **Partnership/ LLP Firms of Chartered Accountants** registered with the Institute of Chartered Accountants of India (ICAI) shall be considered for appointment as Internal Auditors for conducting Internal Audit of the Company.
- ✓ For the purpose of better co-ordination and smooth functioning as well as minimization of travel and associated cost, firms having registered offices, as per registration with the ICAI, in the places Vadodara & Dahej shall preferred for appointment as Internal auditors.
- ✓ The following will be the basis of marks for the evaluation and selection and selection will be made on the basis of attainment of highest mark.

Sl.	Parameter	Selection Criteria	Basis of Marks	Marks per Criteria	Max Marks
1	Evaluation Category-I: Size of the Firm				
1(a)	Firm's Experience	Period of establishment of the Firm since date of registration with the Institute of Chartered Accountants of India (ICAI).	No of Years since Firm's Registration in the present name (<i>cut-off date 31/03/2024</i>)	2 Marks per calendar year	20
1(b)	Fellow/ Associate Membership of Partners	Number of partners in the Firm (<i>The partners must be holding certificate of practice issued by Institute of Chartered Accountants of India and should be in whole time practice</i>).	Name, Qualification and membership number of each Partner specifying Fellow or Associate.		
		-Fellow Partners	Full-time Fellow Partner means FCA having association with one firm only and other than full-time means FCA having association with more than one firm.	3 Marks for each full-time FCA and 1 mark for each other than full-time FCA.	8
		-Associate Partners	Full-time Associate Partner means ACA having association with one firm only and other than full-time means ACMA having association with more than one firm.	2 Marks for each full-time ACA and 1 mark for each other than full-time ACA.	5
<i>In case, a firm has more than three fellow partners, their count shall be considered under "Associate Partners" during evaluation</i>					
1(c)	Turnover of the Firm	Turnover of the Firm during FY 2022-23 (audited/ certified accounts)	Turnover equal to or above Rs. 4 crore in Internal Audit	5 Marks	5
			Turnover less than Rs. 4 Cr to Rs. 2 crore in internal Audit	3 Marks	
2	Evaluation Category-II: Manpower Strength of the Firm				
2(a)	Qualified Assistants/ Managers/ Employee	Number of qualified assistants (Chartered /Cost accountants) in fulltime employment with the Firm. He should be a member of his respective Institute.	Name & Qualification of each Qualified Assistant/ Manager/ Employee specifying Fellow or Associate of respective Institutes.	2 Marks per Qualified Assistant	6

3	Evaluation Category-III: Exposure/ Experience of the Firm				
	Internal Audit Experience	The Firm having experience in conducting Internal Audit in Central /State PSUs / Private sector Companies (Copy of appointment letter issued by the Companies is required to be submitted).			
3(a)	In Public Sector Companies [CPSE/ State PSU] having turnover equal to or more than Rs.1000 Crore*	Petrochemical Industry	Number of Companies Audited during the preceding 10 financial years i.e., 2012-13 to 2022-23. <i>(Mention name of the company & financial year audited).</i>	2 Marks per Company	10
3(b)	In Private Sector Companies having turnover equal to or more than Rs.1000 Crore*	Petrochemical Industry	Number of Companies Audited during the preceding 10 financial years i.e., 2012-13 to 2022-23. <i>(Mention name of the company & financial year audited).</i>	2 Marks per Company	10
3(c)	In Public Sector Companies [CPSE/ State PSU] Rs.1000 Crore*	Oil and Gas and Refinery Industry	Number of Companies Audited during the preceding 10 financial years i.e., 2012-13 to 2022-23. <i>(Mention name of the company & financial year audited).</i>	2 Marks per Company	10
3(d)	In Private Sector Companies having turnover equal to or more than Rs.1000 Crore*	Oil and Gas and Refinery Industry	Number of Companies Audited during the preceding 10 financial years i.e., 2012-13 to 2022-23. <i>(Mention name of the company & financial year audited).</i>	1 Mark per Company	5
3(e)	In Central Public Sector Companies/ Enterprises (CPSEs) having turnover equal to or more than Rs.1000 Crore*	Other Industries	Number of Companies Audited during the preceding 10 financial years i.e., 2012-13 to 2022-23. <i>(Mention name of the company, financial year audited)</i>	1 Mark per Company	5

3(f)	In Private Sector Companies/ State PSUs having turnover equal to or more than Rs.1000 Crore*	Other Industries	Number of Companies Audited during the preceding 10 financial years i.e., 2012-13 to 2022-23. (Mention name of the company, financial year audited)	1 Mark per Company	5
4	Evaluation Category-IV: Exposure to Internal Auditing under SAP ERP environment				
4(a)	Proficiency in System	Exposure in SAP ERP Environment – For Internal Audit	Number of Companies Audited. (Mention Name of the company & financial year audited and submit confirmation about Internal Audit in SAP-based Accounting environment).	2 Marks per Company	6
5	Evaluation Category-V: Place of office of the firm				
5(a)	Place of Office	Firms based out of Vadodara & Bharuch			5
			Total		100

*** Proof of Turnover (Revenue from operations) of auditee company for the relevant year(s) is to be submitted compulsorily.**

Date:

Place:

Signature with seal of the firm/ digital signature

Note:

- ✓ *Documentary evidence in support of all the information provided above by the applicant must be compulsorily furnished along with the offer. **In case, documentary evidence is not submitted, the offer shall be rejected.***
 - ✓ *Detailed working of man hours deputed by the internal audit firm for each category like **Fellow Partner, Associate Partner and qualified Assistants/Manager/Employees considering the indicative scope.***
 - ✓ *Details in extra sheet(s) in respect of any of the above-mentioned particulars, if required, can be furnished with signature& seal/ digital signature of the applicant/ firm.*
 - ✓ *All the pages of the offer documents submitted are to be signed with the seal of the firm.*
 - ✓ *For the purpose of better co-ordination and smooth functioning, firms having registered offices, as per registration with the ICAI, as specified shall only be considered for appointment as internal auditor*
 - ✓ *The offer should be submitted strictly as per the **terms & conditions** laid down in the document.*
 - ✓ *The last date of receipt of the offer is **15 / 05 /2024 up to 17:30 hours.** No offer shall be entertained after this date.*
 - ✓ **The Invitation of Proposal (IoP) shall be submitted in physical form to the following address:**
 - ✓ **The documents, duly signed with the seal of the firm/ digital signature are to be submitted to: GM (F&A) ONGC Petro additions Limited, 35, Nutan Bharat Co-operative Housing Society Ltd. R.C. Dutt Road, Alkapuri, Vadodara-390007. The envelope must be sealed and super-scribed with the words 'Invitation of Proposal for Appointment of Internal Auditor'. The name and address of the firm must be indicated on the body of the envelope.**
- * No offer shall be considered / entertained through e-mail/ facsimile or any other mode.**

BANK DETAILS (OPTIONAL)**ANNEXURE II**

To,
GM (F&A)

**ONGC Petro additions Limited, 35,
Nutan Bharat Co-operative Housing
Society Ltd.**

**R.C. Dutt Road, Alkapuri,
Vadodara-390007**

Sub: Authorization of all payments through Electronic Fund Transfer system/RTGS/NEFT.

We hereby authorize ONGC Petro Additions Limited (OPaL) to disburse all our payments through electronic fund transfer system/RTGS/NEFT. The details for facilitating the payments are given below: -

Sl.	Particulars	
1	Name of the Beneficiary (Firm Name in Full)	
2	Permanent Address of the Firm	
3	Address for communication of the Firm	
4	Telephone No (with STD Code)	
5	Fax No (with STD Code)	
6	Email Id	
7	Name of the Bank	
8	Name of the Bank's Branch	
9	Full Address of the Branch	
10	Branch Code	
11	Bank Account Number	
12	Type of the Bank Account (savings/current)	
13	IFSC Code of the Bank	
14	PAN no. of the Beneficiary	
15	Copy of signed & cancelled Cheque	

I/ We hereby, declare that particulars given above are correct and complete and if the transaction is delayed or credit is not affected due to incorrect information, I/We will not hold OPaL responsible.

Note: Please enclose one cancelled cheque for e-payment

Authorized Signatory
Name:
Official stamp with Date

BANK CERTIFICATION

It is certified that the above-mentioned beneficiary holds a Bank Account No. _____ with our branch and the bank particulars mentioned above are correct.

Authorized Signatory
Name:
Official stamp with Date
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