



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5595657  
Dated/दिनांक : 18-11-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	09-12-2024 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	09-12-2024 16:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Chandigarh
Department Name/विभाग का नाम	Chandigarh Industrial And Tourism Development Corporation (citco) - Luxury Hotels In Chandigarh
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	Chandigarh Administration
Item Category/मद केटेगरी	Financial Audit Services - Audit report, Financial Reporting Framework, Review of Financial Statements; Audit Firm, CA Firm, CAG Empaneled Audit or CA Firm
Contract Period/अनुबंध अवधि	5 Year(s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	Yes
RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days

**Bid Details/बिड विवरण**

<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	10000000
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Arbitration Clause</b>	No
<b>Mediation Clause</b>	No

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	ICICI
EMD Amount/ईएमडी राशि	300000

**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	ICICI
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	63

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

MD CITCO  
Chandigarh Administration, Chandigarh Industrial and Tourism Development Corporation (CITCO) SCO 121 122  
SECTOR 17 B CHANDIGARH  
(Citco)

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	No
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1. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

2. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Financial Audit Services - Audit Report, Financial Reporting Framework, Review Of Financial Statements; Audit Firm, CA Firm, CAG Empaneled Audit Or CA Firm ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Scope of Work	Audit report , Financial Reporting Framework , Review of Financial Statements
Type of Financial Audit Partner	Audit Firm , CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions
Type of Industries/Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Weekly
MIS Reporting for Financial Audit support	Yes

Specification	Values
Frequency of MIS reporting	Monthly
State	NA
District	NA
<b>Addon(s)/एडऑन</b>	
Post Financial Audit Support	NA

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Maninder Kanwar	160017,SC0-121-122, SECTOR -17 B, CHANDIGARH	1	N/A

#### Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

##### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

##### 2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

##### 3. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

##### 4. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

CITCO  
payable at  
CHANDIGARH

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

## **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद

पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**

## **E-TENDER**

### **APPOINTMENT OF INTERNAL AUDITOR INDIVIDUAL/FIRM OF INTERNAL AUDITOR FOR CONDUCTING INTERNAL AUDIT OF Chandigarh Industrial and Tourism Development Corporation Limited (CITCO).**

Chandigarh Industrial and Tourism Development Corporation Limited (CITCO) is an undertaking of the Chandigarh Administration was incorporated on 28.03.1974 under the Companies Act, 1956 in the name and style "Chandigarh Small Industries Development Corporation Ltd" and started functioning from 20.09.1974. It was established mainly for the development of Small Scale Industries in the Union Territory Chandigarh with the Authorized Share capital of Rs.18.00 Crores. CITCO is managing three Hotels Viz Mountview, Shivalikview, Parkview, seven Petrol Pumps, procuring and distribution of raw material etc.

The brief details of units of CITCO for which Internal Audit has to be done along-with their scope of work is enclosed as under:-

<b>Sr. No</b>	<b>Name of the Unit</b>	<b>Scope of Work</b>
1	Hotel Mountview, Hotel Shivalikview, Hotel Parkview	Annexure –I
2	7 Petrol Pumps (i.e. Sector-9, Sector-17, Sector 38 West, Sector-56, Raipur Kalan, Dhanas, Hallo Majra (Incl. Area Phase-I)	Annexure –II
3	Head Office (Sector 17), Bird Park, U.T. Secretariat Canteen, Rock Garden Cafeteria, Chef Lakeview & boating, Transit Lodge, Chef 17 bus stand , New UT Secretariat Canteen Sales Depot, CA Yard and I.D.F.C.	Annexure –III
4	UNDERTAKING	Annexure-IV

#### **1. ELIGIBILITY CRITERIA**

Chartered Accountants Firms fulfilling the following eligible criteria as follows: -

- a) The bidder should be a Chartered Accountancy Firm and registered with Institute of Chartered Accountants of India, New Delhi. For the purpose certificate of practice issued by ICAI, New Delhi be submitted. The bidder should be empanelled with the office of Comptroller General of India (CAG), New Delhi and submit copy of empanelment. (Empanelment certificate should be valid not expired).

- b) The bidder should be in practice for atleast 10 financial years. The bidder should have required experience in any Govt. Tourism Corporation of Minimum Five years for internal audit, Experience of Filing of GST/TDS Returns and Preparation of Balance sheets. Appointment letter or Experience Certificate of internal audit, Experience of Filing of GST/TDS Returns and Preparation of Balance sheets is required to be attached.
- c) The bidder should submit CA certified with UDIN duly mentioned annual turnover of Rs. 50.00 Lakhs in the last 3 financial years (Audited financial statements & ITRs to be attached).
- d) The bidder should have their office in tri-city i.e. Chandigarh/ Panchkula/Mohali. For the purpose, bidder should submit proof in this regard. Proof should be three year old. If any dummy office is found for the purpose of Fulfillment of Eligibility Criteria same will be reported to ICAI/CAG or any other Govt. Office and tender will be cancelled.
- e) The bidder should have to submit an undertaking that they are not debarred or black-listed by any Government and / or semi Government / Autonomous entities and should have never been issued notice for failure to submit deliverables and cancellation of work order etc., by any Government and / or semi Government / Autonomous entities/or black-listed. An undertaking to be submitted by the Firm to that effect.
- f) Statutory Audit firm currently engaged with CITCO is not eligible to participate in this bid. Neither related or associated firms of Statutory Auditor is eligible to participate in this bid
- g) The bidder must have at least one partner with experience of Certificate Course on public finance and Government Accounting.
- h) The Tender must be accompanied by earnest money @ Rs.1.00 lac (Rupees One lac Only) in the shape of Bank Draft/ Pay Order only of any Scheduled Commercial Bank drawn in favour of "CITCO", payable at "Chandigarh" and no cheque will be accepted. The amount of earnest money, if any, lying with the Corporation or any other pending payment will not be adjusted against the present tender as EMD.
- i) The successful bidder shall submit the performance security of 10% of the contract value to the buyer in the form of Demand Draft/Bank Guarantee from a scheduled Commercial Bank within 10 days from the date of award of contract.



If the successful firm fails or neglects to observe or perform any of his obligations under the contract it shall be lawful for CITCO to forfeit either in whole or in part, the performance security furnished by the firm.

## **TERMS AND CONDITIONS**

### **1. Basis of Selection**

The bidder who fulfill the eligibility criteria and will quote the lowest rate shall be awarded the contract.

If more than one bidder quotes the same rate then Managing Director, CITCO reserves the right to allot the bid by calling the physical bids from such bidders and if again more than one bidder quotes the same rate, then the bid shall be allotted by draw of lots.

### **2. Clarifications**

In case of any clarification required in this regard, office of General Manager (F&A), CITCO can be contacted. MD, Chandigarh Industrial & Tourism Development Corporation Limited (CITCO) reserves the right to cancel/ restrict/enlarge/ modify/ postpone and/or extend the date of receipt/ opening of Bid or withdraw the Bid notice without assigning any reason(s) whatsoever. In such case the bidders shall not be entitled to any form of compensation from the Company.

### **3. Time period of contract**

The Internal Audit firm/company shall be appointed for a period of 05 years i.e. from 01.04.2023 to 31.03.2028 but the performance shall be reviewed by the CITCO to continue the appointment. Any further extension beyond this period shall be subject to the decision of the CITCO.

04 Internal Auditors should remain available in CITCO on daily basis. One shall be placed against 3 hotels, 01 against 07nos. Petrol Pumps and 02 shall be stationed at Head Office. These placements are indicative and are subject to change as per the requirement of work

The Internal Audit shall commence its audit within 10 days from the date of issue of appointment order. The Internal Auditor should submit monthly report within 7 days from the date of closure of each month by separately submitting its concluding observations in the last of the report.

#### **4. Scope of Work**

- i. Checking Ledger, Cash Book, Journal Entries with related voucher & putting signatures of verification & checking, making corrections, advising how to streamline accounting procedures.
- ii. Consolidation of Accounts at Head Office level on weekly, monthly, quarterly & annual basis.
- iii. Filing Tax Returns, as per Govt. timelines & procedures and reply to notices of GST/TDS etc. & attending TAX `deppt. For any hearing/appearances.
- iv. Casting of weekly/Monthly/quarterly/Annual Balance Sheets, Profit & Loss/Trading Accounts, Bank Reconciliation statement, co-relating each & every entry with related vouchers etc of each CITCO Unit and consolidated for CITCO.
- v. Frame replies of CAG Audit Paras/observations relating to Current/Present/Past year.
- vi. To attend meetings in person, as & when called. Since meetings generate information & updation about status of accounts, its related weaknesses, Grey areas, how to improve these.'
- vii. Other scope herein mentioned in annexure.
- viii. To check stock verification on annual basis.
- ix. Any other work assigned by MD CITCO.

#### **5. Penalties**

Penalties will be imposed as Under:

- i) Non confirmation to delivery timelines @ 1% per day of contract value.
- ii) Non confirmation to quarterly timelines @ 2% per day of contract value.
- iii) For any error in GST/TDS Return OR any delay in filling GST/TDS return, interest and penalty as levied by GST Department and 3% per day of the contract value.
- iv) If, delays is beyond 15 days, then MD CITCO can terminate the contract, forfeit security deposit, blacklist the firm & inform ICAI and CAG for disempanelment.

#### **6. Periodicity of Audit:**

In the year 2023-24, an initial audit be conducted at the time of appointment to gain an understanding of the existing procedures and practices and to make suggestions with regard thereto. Time being the essence of the contract, it must be ensured that the Internal Audit report should be submitted monthly.

**7. Payment Terms:**

Payment will be released within one month from the date of submission of bill by the PCA/Firm after issuance of Internal Audit Report to the satisfaction of the Chandigarh Industrial & Tourism Development Corporation Limited (CITCO) after due approval of the Board. The total amount quoted forward shall be divided into 60 months & thereby monthly payments shall be made. No advance payment shall be made for conduct of Internal Audit.

**8. Dispute:**

In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of Chair Person, CITCO being Arbitrator will be final and binding on both the parties to the Contract.

**9. Termination**

The contract may be terminated immediately for violations of the terms and conditions of the contract. Other than this, both the parties have a right to give 2 months prior notice for termination of the contract.

Managing Director, CITCO reserves the right to discontinue the Audit at any time without assigning any reason, if, it is felt that the Audit is not being conducted to our entire satisfaction. And such discontinuation shall be reported to ICAI & CAG (for de-empanelling & levying penalties).

Managing Director

## **ANNEXURE-I**

### **DELIVERABLE**

The internal auditors shall report their findings to the Managing Director (MD) on monthly basis immediately within 7 days from the closure of each month with a copy to Concerned Unit Head, viz hard copy and email both. The method of reporting and other related aspects shall be decided in consultation with the Manager Accounts, HO (Coordinator) CITCO. Both hard and soft copies (through E-mail) of the report shall be handed over.

It will be the responsibility of the internal auditor to:

- Comment on the accounting records, system and controls that were examined during the course of internal audit, identify deficiencies and weakness in the system and to make recommendations to improve them as also suggest new systems wherever required.
- Highlight the mistakes that are material and have significant impact on the performance of the Company or any project handled by the Company.
- To undertake & cover any other work which is related & involved with the present assignment without claiming additional fee/ remuneration.
- To audit any other matter as may be deemed fit by the Auditors in the interest of the Company.
- Action taken on the findings of previous report(s) shall form part of each report.
- The Internal Auditor shall be required to revise the report if required.
- Act as a warning system and report any issues and suggest necessary actions; If any issues require remedial actions, it needs to be suggested immediately.

**To meet the requirements of the Company, it is essential that the Internal Auditor shall:**

- Nominate one of its staff as a nodal person to interact with the Coordinator of the Company in all matters related to internal audit. He will be required to attend all the meetings and address all the issues. He shall be the single source of contact with CITCO.

- Engage adequate manpower commensurate with the nature and quantum of work. The firm shall deploy its own personnel for the assignment and shall not outsource the job. The persons mentioned in the proposal shall alone be engaged for the work. In case, there is change in the personnel, prior approval of the Company shall be taken.
- Ensure that at least one qualified Chartered Accountant is available at all times during the year for discussions and clarifications.
- Prepare audit programme/schedule (including the names of persons engaged for the assignment) for HO and the branch offices of CITCO for each quarter. The same shall be sent in time to enable CITCO to make necessary arrangements for records, information/clarifications etc.
- Ensure periodical meetings (atleast twice every month) of its nominee with the Co-coordinator at CITCO HO to discuss progress of audit, any important issues related to audit etc.

**For the purpose of Internal Audit, you will:-**

Depute team of Auditors to conduct the work under your supervision. The work will consist of audit of Hotel Mountview, Hotel Shivalikview, Hotel Parkview.

1. Offer suggestions/ advise on modification from time to time for improvement in the present system.
2. Submit report to the CITCO Unit Head immediately indicating serious observations or discrepancy noticed during Audit.
3. Submit a consolidated Monthly Audit Report to the Managing Director CITCO latest by 7th of the next month. In so far as possible the said monthly report should be discussed with the CITCO Unit Head before submission to the MD CITCO. Submit quarterly Balance sheet unit wise also.
4. You will also check & cast Balance Sheet, Statement of Profit and Loss etc (Final Accounts) prepared under Revised Schedule VI for the ongoing Financial Year.
5. Provide such additional/special report as may be desired by the CITCO Management for any specific area/operation.

## **SCOPE OF WORK**

The scope of work of the internal audit function is expected to evolve with the growth of the organization. Internal Auditor is also expected to suggest preventive measures apart from remedial measures to avoid audit objections. The function of the internal audit is broadly designed to cater to the needs of the CITCO Management so as to ensure the following and not limit to the same:-

**INTERNAL AUDIT (BACK OFFICE) FORMING PART OF AUDIT OF  
HOTEL MOUNTVIEW, HOTEL SHIVALIKVIEW, HOTEL PARKVIEW**

**I) ACCOUNTS SECTION :-**

**A. CHECKING OF CASH BOOK, DAY VOUCHERS ETC. :-**

- i) Cash and Bank transactions of the hotel viz. to verify that cash paid and received (including cheques, DD, digital payments etc). are promptly, correctly and chronologically recorded in the respective Cash Book summarized under prescribed detailed heads of accounts, any discrepancy/rectification should be handled then & there.
- ii) The physical balances of cash-in-hand are in agreement with the book balances as per cash book.
- iii) The Bank Reconciliation Statements is drawn up regularly on weekly & monthly basis. Transactions and /or Non-adjustment of accounts pending for over one month be highlighted with respective units of CITCO & with Head Office.
- iv) Dishonored cheques are properly vouched and concerned department is informed of the same and debit vouchers are raised properly. Also a status report be given in respect of dishonored cheques where the Corporation has borne for legal recourse.
- v) All valuable documents including Bank Guarantees etc are kept in safe custody.
- vi) There is no undue retention of cash balances in excess of current requirements, both in cash book as well as Bank Account.

**B. JOURNAL BOOK/DAY VOUCHERS**

To check all day/journal vouchers including their supporting bills to authenticate the expenditure including posting in the appropriate head of account and to check that various adjustments carried through Journal are duly supported and duly authorized. To check that inter unit entries are supported by debit/credit advices and that all Journal vouchers are fully signed and authorized by competent authority.

**C. DEBIT/CREDIT CARD/ONLINE RECONCILIATION**

The shift-wise settlement must tally with the batch closing of the various credit cards, the payment of which is received the very next day. This area be checked to verify that credit/Debit cards/online payment have been properly accounted for and that payment is received next day.

**D. Compilation of Balance Sheets:-**

Internal auditor will Compile the quarterly balance sheet of each Hotel & consolidated annual Balance sheet of each Hotel and will provide the soft and hard copy within 20 days from the completion of quarter & 60 days from completion of the financial year.

**E. Filing of TDS Return and GST Returns**

Internal auditor will file the GST and TDS Return well before time and will advise about new amendments and any deficiency in existing system. Internal audit check the 2A/B Reconciliation on monthly basis and will comment on mismatch in 2A/B. Internal auditor will provide form 16/16A before due dates.

**GENERAL LEDGER : -**

The General Ledger be scrutinized to ensure that : -

- i) All entries of cash book and journal books are duly posted.
- ii) Expenses payable and prepaid expenses are duly adjusted/reflected.
- iii) The debit balances/ outstanding regarding Debtors are regularly monitored for recovery and reconciliation.
- iv) To check that all credit bills are duly supported by signature/authority letter/indent/authorization by guests or CITCO employee.
- v) Amount outstanding against Debtors and Staff are recovered regularly. List of defaulting accounts i.e. outstanding over 30 days be reported in monthly audit report.
- vi) Hotel wise Trial Balance is prepared on Monthly basis.
- vii) The Audit Report to specifically mention status and detail of reconciliation of following accounts :-
  - 1. Advance to Employees
  - 2. Advance from Customers
  - 3. Security Deposits/EMD etc.
  - 4. Ledger B/f & C/f
  - 5. Inter unit reconciliation
  - 6. Sundry Debtors Control Account
- viii) To verify that expenses for the financial year including AMC etc. have been provided for.

**F. STATUTORY COMPLIANCES : -**

The Internal Auditor is required to specifically mention compliance in respect of various laws including TDS, **Goods and Service Tax**, VAT, Excise Duty, TCS, Assessment fees, Lease money etc. clearly stating whether the rates levied are in order and that other related issues of timely deposit including filing of returns in time etc. are being properly observed.



## **II) STORES DEPARTMENT:-**

### **G. AUDIT OF MATERIAL (STORE) ACCOUNTS.**

- i) The purchase mode has been accounted for as per purchase bills regarding quantity and quality etc.
- ii) The issues made by various Stores viz. Provision Store/Bar Store/Stationery Store etc. are duly supported by indent & receipt by person receiving the items.
- iii) Checking of updation and proper maintenance of records of the main Provision & Bar store. This would include ensuring proper posting of receipt of materials and issues against indents from kitchen outlets affected by the stores.
- iv) To highlight any item in any store (viz. Provision, Bar, Stationery etc.), which is in excess of requirement or which is getting spoilt or whose expiry is nearing or any item which is unfit for consumption.

### **H. STOCK VERIFICATION :-**

- i) Stock verifications of physical balance of each item in use or in store (Linen, Crockery, Cutlery, provision Store, Bar Store etc.) atleast once a quarter be done to identify slow moving items etc.
- ii) To check that outlets like Restaurant etc. are maintaining proper sub stocks registers for Crockery/Cutlery etc.

## **III. F&B AND OTHER OUTLETS :-**

### **H. BANQUETS**

To check the daily banquet billing for verifying the rate etc. Ensure that credit is allowed against proper authorization of the Head Office/Hotel and to verify that Advances have been properly adjusted on the respective bills.

### **I. RESTAURANTS/COFFEE SHOP/BAR/ROOM SERVICE**

To check the daily billing of all outlets for verifying that the rates, taxes etc. charged are as per policy/rules. To check that discount is given against proper authorization and/or to the eligible card holders.

### **J. FRONT OFFICE**

- a) To check the daily room billing for verifying the rate etc as per pax and to check that credit is allowed against proper authorization of the Head Office/Hotel and to verify that Advances have been properly adjusted on the respective bills.

- b) To check that the discount is given against proper authorization or to the eligible card holders.
- c) To check accounting for extra beds.
- d) To check that physical cash balance at Reception/Front Office is as per book balance.
- e) The details of the Night Audit procedure be followed as per details at Annexure-I.

## **DETAIL OF NIGHT AUDIT IN HOTEL (FRONT OFFICE & POINT OF SALES) NIGHT AUDITING PROCEDURE**

### **Step 1**

All registrations for the day recorded in the System (check-ins and Walk-ins) to be verified by checking the following reports:-

#### **a. Occupancy Statistics**

Today's Arrivals

These two reports must be cross-verified with Witney (or Shanon) slips or with the House Keeper's House count report. If there is any discrepancy in occupancy count, actual tariff charged or complimentary, the house count must be corrected by modifying Guest Information such as Guest type, using the 'Change Guest Info' option. Tariff charged can be corrected by re-posting the correct tariff for the incorrect cases alone.

### **Step 2**

All the Point-Of-Sale units have to close operations for the day by exiting from the KOT screen and re-enter the same from the menu with the subsequent date. If there are any bills pending in the POS, the same should be settled in one of the valid settlement modes (except Bill-on-Hold). This is a compulsory step to be carried out to ensure correctness of the Night Audit report.

### **Step 3**

All Checkouts for the day must be verified by checking the following reports:-

- a. Pending Bills for the day.
- b. Today's Checkouts

All pending Front Office bills for the day should be settled in a valid settlement mode. Settlement may not be possible if there is a posting made to that folio or some entry contained in the bill has been updated. In such a case, User has to reprint the bill and settle the same. Any Bill i.e. settled in Bill-on-Hold mode be re-settled in a valid settlement mode. Any unauthorized credit extended be highlighted in the daily audit report.

Amounts that are collected against Checkouts should be tallied with the actual Bills printed using the corresponding reports namely Today's Checkouts and Bill summary (FO)

## **NIGHT AUDITING PROCEDURE**

### **Step 4**

Rooms that are on a Plan and the Amount that has to be posted as Plan Amount has to be checked. The pax count also has to be checked. Guest Type assigned to Complimentary and House Guests has to be double-checked. This is important as it affects Posting of Tariff and Plan.

### **Step 5**

Room wise Telephone charges report must be checked to ensure posting of Telephone charges to the respective Rooms. This will also help the User to give details of Telephone calls made by the Guest/Customer (if required). This report must be printed before using the Post Tariff option.

Post Plan (using the 'all' Option) and Post Tariff (using the 'all' Option) have to be carried out. Telephone charges are consolidated for each Room and posted for all the Rooms by the Post tariff option. After Posting these charges, Occupancy Statistics has to be printed and re-checked. In case of any discrepancy the auditor will have to repeat Steps 1 through 5.

### **Step 6**

(It is advisable to complete the above steps, namely Step 1 to Step 5 by 1.30 a.m. If the above process starts just after zero hour it can be completed within one to two hours). It must be ensured that all POS Users closed their accounting day before mid-night before starting the next day. Restaurant Cashiers should have settled all Bills in valid settlement modes, printed the Sales daybook and Settlement summary and handed over the reports to the Night Auditor.

The Night Auditor should tally the Sales and Settlement summaries of all the Restaurants and sessions with the POS query – 'Settlement summary'. All pending bills for the day must be settled, if any discrepancy is found, it should be settled and corrected. All bills under Bill-on-Hold must be settled if any discrepancy is found; it should be settled and corrected. All bills under Bill-on-Hold must be resettled in valid settlement mode.

## **NIGHT AUDITING PROCEDURE**

### **Step 7**

The bills from Non-computerized Outlets affecting any Guest Folio – for example Laundry, Taxi, etc – must be entered at this stage using the Post

Charges option in the Cashier's menu. These entries must be verified by printing the 'Entries Posted at FO report. All the debit and credit entries from the Non-computerized Outlets, that is, sales and collections, must be entered using the Post sales Summary option in the Auditor's menu.

If there are any manual bills assigned to Guests from any of the Computerized Outlets, which is also linked to the Front Office, then such entries have to be entered using the 'Post Charges' option. These entries will appear against the Outlets as 'posted at FOM'. These entries must be correctly Grouped using the sane option.

### **Step 8**

User has to then operate the following menu options as a mandatory step- Create Night balance, Create Night Audit, and finally, Open Newday in the same order mentioned here.

Printing the Guest Ledger balance report after the 'Create Night balance' option will help the User to ensure the correct posting of all charges for the Guests.

### **Step 9**

User has to print the following reports as a mandatory step, which must be checked by the night auditors:-

1. Room Tax for the Day
2. Guest ledger Balance report
3. Sales day book
4. Night Audit summary report
5. Flash report

## **TALLYING OF REPORTS**

It is very important that the following reports are properly tallied – Guest Ledger Balance (GLB) summary and Settlement summaries of all outlets. The Revenue Code total of the GLB report should be tallied with the sum total of the Guest credits from all the outlets. This is to ensure that the settlements to all the Guests are accounted for in the respect Guest Folios at the Front Desk.

### **NOTE:**

If bills are posted at the Front Desk, for computerized Outlets alone, the same amount is automatically transferred to the respective outlets as Posted-at-FOM on the Debit side and added to the Guest Credits to balance it. Any discount given at the Front Desk is handled in the same manner.

The tariff amount, printed in Guest Ledger Balance should be tallied with the Tariff collected amount in the Occupancy Statistics report. The plant amount posted also has to be cross verified in a similar fashion. The total of phone call amounts must be tallied with the Phone amount total of GLB.

In case of variance in the Night Audit report, the following procedure can be used to locate the difference.

Print the Daybook in the outlet sequence. Ensure the following: -

- i) The total debit tallies with the total credit for each outlet including FOM and Miscellaneous Sales.
- ii) Total Sales figure against each outlet tallies with the Sales and Settlement summary report printed using the POS module at the Outlets.
- iii) Guest credits from each outlets with the figure for that outlet in FOM.
- iv) Total against each revenue code from the GLB report summary, tallies with the same in FOM.
- v) Brought forward and carried forward figures in FOM tallies with the same in the GLB report.

After locating the area causing the difference, audit must go to the detailed report containing the same and browse through it to locate the entry causing the difference. Here, the GLB report can be used to check each individual entry.

## **TALLYING OF REPORTS**

Following is a brief description of the data flow from other systems to the Audit system, which is required for further analysis.

All menu items in the POS have a Group code attributed to them. These Groups are clubbed into Sales Groups using a parameter option (in the POS module), which is mandatory step. The Sales Groups are printed in the Sales summary of POS. The same Sales Groups are used to accumulate data for POS and posted to the Audit files. User should ensure that all the Sales Groups are added in the appropriate columns in Night Audit report. Definition of the Night Audit report using the parameter is hence to be carried out with great care. Any item missed out in the POS Grouping or any POS Group missed out in the Sales Group or under any Audit Group code will not be accumulated in the Night Audit (NA) report parameter thus causing a variance.

Similarly, in FOM operations all revenue earning entities are attributed to a Revenue Code or any Audit Group Code directly. All these Codes also must be accumulated in the NA parameter. All entries in Miscellaneous Sales have Revenue Codes attributed to them. Note that the

Miscellaneous Income/Expense entries are not to be clubbed into the NA report. They must be outside the purview of the report to get a total. If the definitions are checked as above then the Night Audit report will tally correctly.

Note: While making POS Sales Grouping, it is important to note the following points. Menu Items belonging to any two POS Groups clubbed under the same item type. If this is set properly, then, the total of the Sales Group printed in the POS Sales Summary report, Night Audit Report, and Costing Report will tally perfectly.

## ANNEXURE-II

### **Scope of Work of 7 Petrol Pumps (i.e.Sector-9, Sector-17,Sector 38 West, Sector-56, Raipur Kalan, Dhanas, Hallo Majra (Incl.Area Phase-I)**

#### **DELIVERABLE**

The internal auditors shall report their findings to the Managing Director (MD) on monthly basis immediately within 7 days from the closure of each month with a copy to Concerned Unit Head, viz hard copy and email both. The method of reporting and other related aspects shall be decided in consultation with the Manager Accounts HO/(Coordinator) of CITCO. Both hard and soft copies (through E-mail)of the report shall be handed over.

It will be the responsibility of the internal auditor to:

- Comment on the accounting records, system and controls that were examined during the course of internal audit, identify deficiencies and weakness in the system and to make recommendations to improve them as also suggest new systems wherever required.
- Highlight the mistakes that are material and have significant impact on the performance of the Company or any project handled by the Company.
- To help the management in other areas dealing with finance and account matters and operating system when required for.
- To undertake & cover any other work which is related & involved with the present assignment without claiming additional fee/ remuneration.
- To audit any other matter as may be deemed fit by the Auditors in the interest of the Company.
- Action taken on the findings of previous report(s) shall form part of each report.
- The Internal Auditor shall be required to revise the report if required.
- Act as a warning system and report any issues and suggest necessary actions; If any issues require remedial actions, it needs to be suggested immediately.

**To meet the requirements of the CITCO, it is essential that the Internal Auditor shall:**

- Nominate one of its staff as a nodal person to interact with the Coordinator of CITCO in all matters related to internal audit. He will be required to attend all the meetings and address all the issues. He shall be the single source of contact with the firm.
- Engage adequate manpower commensurate with the nature and quantum of work. The firm shall deploy its own personnel for the assignment and shall not outsource the job. The persons mentioned in the proposal shall alone be engaged for the work. In case, there is change in the personnel, prior approval of the CITCO shall be taken.
- Ensure that at least one qualified Chartered Accountant is available at all times during the year for discussions and clarifications.
- Prepare audit programme/ schedule (including the names of persons engaged for the assignment) for HO and the branch offices of CITCO for each quarter. The same shall be sent in time to enable CITCO to make necessary arrangements for records, information/clarifications etc.
- Ensure periodicals meetings (at least twice every month) of its nominee with the Co-coordinator at CITCO HO to discuss progress of audit, any important issues related to audit etc.

**For the purpose of Internal Audit, you will:-**

1. Depute team of Auditors to conduct the work under your supervision. The work will consist of audit of 7 Petrol Pumps (i.e. Sector-9, Sector-17, Sector 38 West, Sector-56, Raipur Kalan, Dhanas, Hallo Majra (Indl. Area Phase-I)
2. Offer suggestions/ advise on modification from time to time for improvement in the present system.
3. Submit report to the CITCO Unit Head immediately indicating serious observations or discrepancy noticed during Audit.
4. Submit a consolidated Monthly Audit Report to the Managing Director CITCO latest by 7th of the next month. In so far as possible the said monthly report should be discussed with the Unit Head before submission to the MD CITCO.
5. You will also assist the Accounts branch for checking the Balance Sheet, Statement of Profit and Loss etc (Final Accounts) prepared under Revised Schedule VI for the ongoing Financial Year.
6. Provide such additional/special report as may be desired by the CITCO Management for any specific area/operation.



## **SCOPE OF WORK**

The scope of work of the internal audit function is expected to evolve with the growth of the organization. Internal Auditor is also expected suggest preventive measures apart from remedial measures to avoid audit objections. The function of the internal audit is broadly designed to cater to the needs of the management so as to ensure the following and not limited to the same:-

### **PETROL PUMPS**

1. Checking of daily sale summaries with regard to cash sale and deposit of cash with the Head Office/Bank on daily basis.
2. Checking of daily credit sale summaries with regard to the credit sale to different government departments (at BPCL 9 only) including reconciliation of Sundry Debtors. The Audit Report should include Report on outstanding debts as on last day of the month highlighting debts outstanding for over 3 months.
3. Checking and Reporting on the reconciliation of account of CITCO with M/s HPCL, M/s BPCL & M/s Indian Oil Corporation Limited to ensure proper accounting of purchases, payments, commission etc. paid/ received.
4. Checking of posting of bills/invoices in the prescribed stock registers of MS, HSD, Lubricants etc.
5. Checking of Daily Sale register with regard to quantity and value.
6. Random Checking of cash in hand at various outlets on regular basis.
7. Random Checking of physical stock of fuel etc. at the outlet & comparing the same with physical balances found at the pump. This will enable Audit highlight any discrepancy regarding excessive evaporation beyond norms etc.
8. Checking that all empty drums & all scrap items are being disposed off regularly.
9. Verifying that all dues from shops/space given for.
10. (i) Failure to submit report by 7<sup>th</sup> of the month will attract penalty as may be deemed appropriate by CITCO.  
(ii) Any other feature assessed important by CITCO or Auditors.
11. **Compilation of Balance Sheets:-**  
Internal auditor will Compile the balance sheet on quarterly basis and will provide the soft and hard copy within 20 days from the complete of quarter consolidated Annual Balance Sheet within 60 days from completion of year.
12. **Filing of TDS Return and GST/VAT Returns**  
Internal auditor will file the GST/VAT Returns and TDS Return well before time and will advise about new amendments and any

deficiency in existing system. Internal audit check the 2A Reconciliation on monthly basis and will comment on mismatch in 2A. Internal auditor will provide form 16/16A before due dates.

**Scope of Work of Head Office (Sector 17) Bird Park, U.T. Secretariat Canteen, Rock Garden Cafeteria, Chef Lakeview, Transit Lodge, Chef 17, Sales Depot, CA Yard, I.D.F.C., and any other unit of CITCO.**

**DELIVERABLE**

The internal auditors shall report their findings to the Managing Director (MD) on monthly basis immediately within 7 days from the closure of each month with a copy to Concerned Unit Head, viz hard copy and email both. The method of reporting and other related aspects shall be decided in consultation with the Manager Accounts (Coordinator) at CITCO. Both hard and soft copies(through E-mail)of the report shall be handed over.

It will be the responsibility of the internal auditor to:

- Comment on the accounting records, system and controls that were examined during the course of internal audit, identify deficiencies and weakness in the system and to make recommendations to improve them as also suggest new systems wherever required.
- Highlight the mistakes that are material and have significant impact on the performance of the Company or any project handled by the Company.
- To help the management in other areas dealing with finance and account matters and operating system when required for.
- To undertake & cover any other work which is related & involved with the present assignment without claiming additional fee/remuneration.
- To audit any other matter as may be deemed fit by the Auditors in the interest of the Company.
- Action taken on the findings of previous report(s) shall form part of each report.
- The Internal Auditor shall be required to revise the report if required.
- Act as a warning system and report any issues and suggest necessary actions; If any issues require remedial actions, it needs to be suggested immediately.

**To meet the requirements of the Company, it is essential that the Internal Auditor shall:**

- Nominate one of its staff as a nodal person to interact with the Coordinator of the Company in all matters related to internal audit. He will be required to attend all the meetings and address all the issues. He shall be the single source of contact with the CITCO.
- Engage adequate manpower commensurate with the nature and quantum of work. The firm shall deploy its own personnel for the assignment and shall not outsource the job. The persons mentioned in the proposal shall alone been gagged for the work. In case, there is change in the personnel, prior approval of the Company shall be taken.
- Ensure that at least one qualified Chartered Accountant is available at all times during the year for discussions and clarifications.
- Prepare audit programme/ schedule (including the names of persons engaged for the assignment) for HO and the branch offices of the CITCO for each quarter. The same shall be sent in time to enable CITCO to make necessary arrangements for records, information/clarifications etc.
- Ensure periodical meetings(at least twice every month) of its nominee/partner with the Co-coordinator at CITCO HO to discuss progress of audit, any important issues related to audit etc.

**For the purpose of Internal Audit, you will:-**

1. Depute team of Auditors to conduct the work under your supervision. The work will consist of audit of Head Office (Sector 17), Bird Park, U.T. Secretariat Canteen, Rock Garden Cafeteria, Chef Lakeview, Transit Lodge, Chef 17, Sales Depot, CA Yard and I.D.F.C.
2. Offer suggestions/ advise on modification from time to time for improvement in the present system.
3. Submit report to CITCO Unit Head immediately indicating serious observations or discrepancy noticed during Audit.
4. Submit a consolidated Monthly Audit Report to the Managing Director CITCO latest by 7th of the next month. In so far as possible the said monthly report should be discussed with the CITCO Unit Head before submission to the MD CITCO.
5. You will also assist the Accounts branch for checking the Balance Sheet, Statement of Profit and Loss etc (Final Accounts) prepared under Revised Schedule VI for the ongoing Financial Year.
6. Provide such additional/special report as may be desired by CITCO for any specific area/operation.

## **SCOPE OF WORK**

The scope of work of the internal audit function is expected to evolve with the growth of the organization. Internal Auditor is also expected suggest preventive measures apart from remedial measures to avoid audit objections. The function of the internal audit is broadly designed to cater to the needs of the management so as to ensure the following and not limited to the same:-

### **I) HEAD OFFICE**

#### **a. CHECKING OF CASH BOOK, DAY VOUCHERS ETC. : -**

- i) Cash transactions of the Head Office viz. cash paid and received (including cheques, DD, etc. are promptly correctly and chronologically recorded in the respective Cash Book summarized under prescribed detailed heads of accounts.
- ii) The closing balance is correctly carried forward as Opening balance of the following day.
- iii) The physical balances of cash-in-hand agrees with the book balances as per cash book.
- iv) The Bank Reconciliation Statements in respect of all the bank Accounts are drawn up monthly to ensure that differences between bank and book balances are located and set right. Audit will highlight transactions or Non-adjustment of accounts pending for over two months.
- v) The debit vouchers are raised for dishonored and unrealized cheques returned, relating to parties.
- vi) That all valuable documents including Bank Guarantees etc are kept in safe custody.
- vii) There is no undue retention of heavy cash balances in excess of current requirements.

#### **b. JOURNAL BOOK/DAY VOUCHERS**

The audit of journal is intended to ensure checking of all day/journal vouchers including their supporting bills to authenticate the expenditure including posting in the appropriate head of account and to check that : -

- i) Various adjustments carried through Journal are duly supported and duly authorized.
- ii) inter unit entries are supported by debit/credit advices
- iii) Journal vouchers are fully signed and authorized by competent authorities.

**c. GENERAL LEDGER : -**

The General Ledger is scrutinized to ensure that : -

- i) All entries of cash book and journal books are duly posted.
- ii) Expenses payable and prepaid expenses are duly adjusted/reflected.
- iii) The debit balances outstanding are regularly monitored for recovery and reconciliation.
- iv) The trial balance is being prepared on monthly basis including reconciliation of advances accounts viz. Advance to Employees, Advance from Customers, Security Deposits etc.
- v) Examining the details of each head of account appearing in the ledger with regard to its proper accounting & reconciliation.
- vi) Checking on collection, deduction and deposit of statutory viz. PF, Service Tax, TDS, VAT etc.
- vii) To check that expenses for the whole year have been duly provided for and under the proper heads.
- viii) Amount outstanding against staff/ Debtors is recovered regularly. List of defaulting accounts be prepared & reported in audit report.  
Failure to submit report by 15<sup>th</sup> of the month will attract penalty as may be deemed appropriate by the management

**Compilation of Balance Sheets:-**

Internal auditor will Compile the balance sheets of Head office and all units on quarterly basis and will provide the soft and hard copy within 20 days from the complete of quarter & consolidated Annual Balance Sheet within 60 days of completion of Financial year.

**Filing of TDS Return and GST Returns**

Internal auditor will file the GST and TDS Return well before time and will advise about new amendments and any deficiency in existing system. Internal audit check the 2A Reconciliation on monthly basis and will comment on mismatch in 2A. Internal auditor will provide form 16/16A before due dates.

**II) CHEF LAKEVIEW, UTSC, ROCKGARDEN, BIRD PARK CANTEEN, TRANSIT LODGE, CHEF 17, IDFC**

- i) Checking the existing indenting system w.r.t. receipts etc including updation of Stock records to ensure proper maintenance thereof.

- ii) Checking of daily sales of all the outlets in the unit including Restaurant, Pub, Fast Food, Banquets, Boating, Shop/Space Rental etc.
- iii) Checking of daily sale summary with respect to bills raised for the day and timely deposit of entire sale proceeds in Bank/Head office on daily basis. Any discrepancy/short deposit be reported.
- iv) Checking system of ticketing of Boating section including accounting of security etc. and giving suggestions for improvement thereat.
- v) Examination of Food Cost statements including fuel cost etc. being prepared at the unit on monthly basis. Examine the areas of discrepancies by making comparison with past figures/ food formula prescribed for the purpose.
- vi) Checking the Imprest and Day Book maintained at the unit and also verify cash in hand.
- vii) Checking of all records related to Statutory compliances including VAT, GST etc. to ensure that the rate being levied on bills under the various Acts are as per existing norms and that the GST Return is being prepared and submitted timely with the concerned authorities. The office copy of the GST Return so prepared should be countersigned in verification of it having being checked.
- viii) Random checking of physical stocks of Stores, Kitchen, Bar etc. with a view to ensure that the physical balances are in consonance with the Book balances.
- ix) Verifying/checking proper entry of all Purchases of Capital nature including Furniture, Kitchen Equipment etc. having being made in the Permanent Stock Register ( PSR)
- x) Ensuring receipt of bills and maintenance of record thereof regarding Electricity, Water etc.
- xi) Verifying collection of rent/license money/electricity bills from licensees of various booths/space licensed at the lake.

- xii) Checking of all records related to Statutory compliances including VAT, Service Tax etc. to ensure that the rate being levied on bills under the various Acts are as per existing norms and that the returns etc. are being prepared and submitted timely with the concerned authorities. The office copy of the GST Return so prepared monthly should be countersigned in verification of it having being checked.
- xiii) Failure to submit report by 7th of the month will attract penalty as may be deemed appropriate by the management.

### **III) STEEL DEPOT**

- i) To ensure that the activities at the Sales Depot are being regulated as per the provisions contained in the Sales Policy for the period under Audit.
- ii) Examining the current purchase procedure.
- iii) Verifying the selling rates fixed by the Depot, for various items, D.O. wise based upon established criteria of margin as per Govt. guidelines
- iv) Checking of daily sales bills for verification of rates, interest, total etc.
- v) Checking of posting of bills in the relevant summary on daily basis with due emphasis on ensuring proper accounting of cash, cheques, credit etc.
- vi) Critically examining the rebates & other allowances being extended by the Sales Depot to SSI units ensuring that the same are in line with the overall approved policy of the Corporation.
- vii) Checking of stock register & verifying the monthly closing balance. If required, physical verification can be got conducted on random basis after seeking prior approval of the MD CITCO.
- viii) Checking and verifying ledger accounts of various SSI units, customers etc. including authenticating receipts/refunds etc. to ensure that the ledger accounts are duly reconciled.
- ix) To comment upon existing system & suggesting improvements.
- x) Checking of credit allowed to various parties to ensure that credits are extended as per policy and/or valid bank guarantee as mentioned in the Sales Policy.
- xi) Checking of post dated cheque facility account to ensure that the facility is regulated as per CITCO rules and that recovery regarding lodging of cheques in the Bank is being made as per policy.



- xii) Checking and reporting on the outstanding dues as at the month end & checking the same with post dated cheques available with CITCO.
- xiii) Checking & reporting on Reconciliation of account of SSI Units and also of the main producers/parties like SAIL etc as maintained at Sales Depot.
- xiv) Giving suggestions for ensuring that Depot achieves its target to avail of the benefits offered by main suppliers under MOU etc.
- xv) Checking of interest charged on credit sales from SSI units against Bank Guarantee etc. and otherwise.
- xvi) Checking of recovery of dishonored cheques including recovery of penalty/interest thereon.
- xvii) Examining the MIS report prepared by the unit.
- xviii) Checking & overseeing the computerization effort of the Depot.

#### **WEIGH BRIDGE**

Checking of daily bills/receipts issued for weighment including their proper entry in the daily sale summary to ensure that all receipts are properly accounted for and duly deposited with the Accounts Branch.

#### **SAIL CA Yard**

- i) To check that the bills raised by the Joint Venture Agency on CITCO are as per Financial Arrangement entered into with the agency.
- ii) To check the bills submitted by CITCO to SAIL and its proper receipt there from including TDS, Service Tax etc.
- iii) To check that while releasing payments to the Joint Venture Agency, deductions regarding Security Deposit, TDS, Service Tax etc. are properly accounted for.
- iv) To check the monthly bills raised by CITCO on SAIL including ensuring raising of bills on timely basis.
- v) To reconcile the payments received from SAIL against bills raised and checking on variance/discrepancies in the receipts.

## **Other Works**

### **Compilation of Balance Sheets:-**

Internal auditor will Compile the balance sheet of above said units on quarterly basis and will provide the soft and hard copy within 30 days from the complete of quarter.

### **Filing of TDS Return and GST Returns**

Internal auditor will file the GST/VAT and TDS Return of above said units well before time and will advise about new amendments and any deficiency in existing system. Internal audit check the 2A Reconciliation on monthly basis and will comment on mismatch in 2A. Internal auditor will provide form 16/16A before due dates.

### **Physical Verification Reports of All Units**

Conducting of physical verification on the closing day of financial year.

**PROFORMA FOR TECHNICAL BID**

**(For conducting Internal Audit of Chandigarh Industrial & Tourism Development Corporation Limited (CITCO))**

Managing Director,  
CITCO,  
Registered Office:  
SCO 121-122, SECTOR 17-B,  
CHANDIGARH160017.

<b>Sr. No.</b>	<b>Particulars</b>	<b>Information</b>
1	Name of the Practicing Chartered Accountant (PCA)/Firm of Chartered Accountant(Firm): <ul style="list-style-type: none"> <li>• Number of Partners</li> <li>• Name of the Lead Partner</li> <li>• Experience of Firm (100 Financial Year ending 31.03.2023).</li> <li>• Name(s) of the Contact person(s) and the Contact Details</li> <li>• Attach Empanelment Certificate with CAG.</li> <li>• Registration No. of ICAI, New Delhi (Refer No. 1 (a) of Eligibility Criteria)</li> </ul>	
2	I. Date of Commencement of Practice PCA/Firm details II. Date of registration of name of the Firm with ICAI III. Certificate of Practice (COP) Number Registration Number. (Please Attach Documentary evidence): iv. Certificate of course on Public Finance & Government Accounting	
3.	Details of Office(s) Address: -  Telephone Nos. : -  Fax No. :- Email:-	
4.	Website :- Post Qualification Experience in full time practice of Partners under whose supervision Internal Audit will be conducted. (Please Attach Documentary evidence i.e COP etc.)	

5.	PAN No. <b>Goods and Service</b> Tax Regn. No. (Please Attach Documentary evidence)	
6.	(Please attach details including name, membership no., experience etc. of active partner/employee) Average Annual Turnover of the PCA/ Firm in preceding three financial years based on ITR/Balance Sheet(Please Attach Documentary evidence) Refer P-1 (Flag <b>Eligibility Criteria) point 1(6) &amp; (C).</b>	
7	Submit office details in tri-city i.e. Chandigarh/Panchkula/Mohali.  (Refer No. 1 (d) of Eligibility Criteria)	
8.	Any other relevant information(Please Attach separate sheet, if required).	
9.	UNDERTAKING	

DECLARATION –

1. All the information provided by me/us herein above is correct.
2. I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/annexure.
3. I/We have read all the terms & conditions of bid and the instructions and these are acceptable to me/us.

Signature:-----

Name & Designation of the Authorized Signatory:-----

Stamp of the PCA/ Firm:-----

Date:-----

Place:-----

A. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

FROM: (Name of Consultant)

\_\_\_\_\_  
\_\_\_\_\_

TO:

Managing Director,  
CITCO

Registered Office:

SCO 121-122, SECTOR 17-B,  
CHANDIGARH  
160017.

Sir,

Subject: Internal Audit Services to CITCO - Technical Proposal.

We, the undersigned, offer to provide the Internal Audit services for the CITCO. We are hereby submitting our Proposal which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely, Authorized

Signature: Name and Title of

Signatory: Name of Consultant:

Address:

**UNDERTAKING  
(TO BE GIVEN ON COMPANY LETTER HEAD)**

Tender Reference No. \_\_\_\_\_

Name of the Tender/Work:-

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Dear Sir/Madam,

1. I/we are not under liquidation, Court receivership bankrupt.
2. I/We hereby declare that I/we are not blacklisted by any Central/State Government/agency/any other Public Sector Undertaking /any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.
3. No incidence has been raised against the firm or any of its partner on the GEM portal during the last three years from the date of submission of bid.
4. If any of contents of the undertaking are found incorrect/false then we may be blacklisted, our EMD/Performance Security may be forfeited.
5. I/We are not currently appointed as Statutory Auditor of CITCO by CAG. And neither any of our Associates of Partners (firms/individual) are working with /under Statutory Auditors engaged for works of CITCO.

Yours faithfully,

(Signature of the Bidder, with Official Seal)