



IRCON INTERNATIONAL LIMITED

E-PROCUREMENT DOCUMENT

FOR

“Appointment of Firms/LLP of Chartered / Cost Accountants as Internal Auditors of Ircon International Limited for the FY 2025-26 and FY 2026-27”

NIT No. IRCON/CO/Audit/IA//2025

Dt. 20.06.2025

(PACKET-I)

TECHNICAL BID

June - 2025

**IRCON INTERNATIONAL LIMITED
(A Govt. of India Undertaking)**

**C-4, DISTRICT CENTRE, SAKET,
NEW DELHI-110017**

**PHONE: +91-11-29565666; FAX: +91-11-26522000,26854000
E-mail: info@ircon.org ; Web: www.ircon.org
CIN: L45203DL1976GOI008171**

INDEX

Section	Description	Pages	
	TECHNICAL BID (PACKET-I)	From	To
I	E-PROCUREMENT NOTICE	3	7
II	FORM OF BID	8	9
III	INSTRUCTIONS TO TENDERERS (ITT)	10	37
IV	CONTRACT CONDITIONS	38	61
	FINANCIAL BID (PACKET-II)		
V	BILL OF QUANTITIES	62	64

SECTION-1

E-PROCUREMENT NOTICE



IRCON INTERNATIONAL LIMITED (A Govt. of India Undertaking)

NIT No.: IRCON/CO/Audit/IA/2025

Date:20/06/2025

E-PROCUREMENT NOTICE

- 1.0 ED/Finance, Ircon International Limited (IRCON), C-4 District Centre Saket, New Delhi-110017, E-mail ID: preeti.shukla@ircon.org & contact number- 9560595 227 invites online bids in two packet system on prescribed forms from Firms/LLP of Chartered / Cost Accountants (Audit Firms /LLPs) having requisite technical and financial capacity for conduct of Internal Audit. The bidder is advised to examine carefully all instructions including addendum/corrigendum(s), condition of contract data, forms, terms, technical specifications, bill of quantities in the bid document.
- 1.1 The brief particulars of the Project and the tender are as follows in the Key Information Table (KIT):

S. No.	Particulars	Details /Reference Clause															
1.	Name of Work	Appointment of Firms/LLP of Chartered / Cost Accountants as Internal Auditors of Ircon International Limited for the FY 2025-26 and FY 2026-27															
2.	Estimated Cost of Work	<table><tr><td>Audit Region</td><td>Estimated cost of work excluding GST for FY 2025-26 & 2026-27</td></tr><tr><td>• For Corporate Office Region</td><td>1,42,375.00</td></tr><tr><td>• For Northern Region</td><td>3,25,661.00</td></tr><tr><td>• For Eastern Region</td><td>6,60,736.00</td></tr><tr><td>• For Patna Region</td><td>8,53,620.00</td></tr><tr><td>• For Mumbai Region</td><td>21,44,126.00</td></tr><tr><td>• For J & K Region</td><td>4,15,299.00</td></tr></table>		Audit Region	Estimated cost of work excluding GST for FY 2025-26 & 2026-27	• For Corporate Office Region	1,42,375.00	• For Northern Region	3,25,661.00	• For Eastern Region	6,60,736.00	• For Patna Region	8,53,620.00	• For Mumbai Region	21,44,126.00	• For J & K Region	4,15,299.00
Audit Region	Estimated cost of work excluding GST for FY 2025-26 & 2026-27																
• For Corporate Office Region	1,42,375.00																
• For Northern Region	3,25,661.00																
• For Eastern Region	6,60,736.00																
• For Patna Region	8,53,620.00																
• For Mumbai Region	21,44,126.00																
• For J & K Region	4,15,299.00																
3.	Completion Period	FY 2025-26 and FY 2026-27 which can be extended for further one year.															
4.	Publishing Date	20.06.2025 at 17:30 hours															
5.	Bid Document Download/ Start Date	20.06.2025 at 17:30 hours															

6.	Clarification Start Date & Time	20.06.2025 at 17:30 hours
7.	Clarification End Date & Time	30.06.2025 at 17:30 hours
8.	Pre-bid Meeting Date, Time & Venue (Optional)	01.07.2025 at 17:30 hours
9.	Email for receiving Pre bid queries	Preeti.shukla@ircon.org
10.	Last date for receiving Pre-bid Queries	30.06.2025 at 17:30 hours
11.	Bid Submission Start Date & Time	04.07.2025 at 9:00 hours
12.	Bid Submission End Date & Time	11.07.2025 at 15:00 hours
13.	Bid Opening Date & Time	14.07.2025 at 11:00 hours
14.	Type of Tender	Open Tender
15.	No. of Packets	2 Packet
16.	e-Procurement Portal	https://etenders.gov.in/eprocure/app
17.	Fee for participating in the bidding (Non-Refundable)	Rs. 5000/- (Five Thousand Only)
18.	Earnest Money Deposit	Nil
19.	Tender Box location address to submit physical document, if any	No requirement of physical submission of documents hence Not Applicable.
20.	Validity of the Bid	90 days from date of bid opening
21.	Place of Registration of company:	C-4, District Centre Saket, Saket, New Delhi - 110017.
22.	Whether Joint Venture (JV) is permitted or not.	No
23.	Maximum no. of JV members allowed.	Not applicable
24.	Client/ Owner Name	Ircon International Limited (A Govt. of India Undertaking)
25.	Employer Name & address	Ircon International Limited (A Govt. of India Undertaking), C-4, District Centre Saket, Saket, New Delhi -110017.
26.	Scope of Work	Please refer clause no. 4 of Contract Conditions
27.	Purchase Preference to MSEs	Please refer clause no. 17 of E-Procurement Notice
28.	Proforma for Statement of Minor Deviations	Not applicable. Please refer 9 of ITT
29.	Statement of Minor Deviations with Price in the Financial Bid	Not applicable
30.	Performance Security	Not applicable
31.	Retention Money	Not applicable
32.	Insurance	Not applicable

33.	Price Variation	Not applicable
34.	Submission of Performance Security	Not applicable
35.	Defect Liability Period	Not applicable
36.	Signing of Agreement	Not applicable
37.	Essential Qualifying Criteria and Selection Method	Please refer clause 2 of “Instructions to Tenderer” (ITT)

- 1.3 A firm/LLP may apply for respective audit region based on the location of Head Office of the said Firm /LLP. However, a firm having Head office in Delhi & NCR may apply for both Corporate Office Audit Region and Northern Audit Region separately mentioning in the bid document for the Audit Region for which they have applied for.
- 2.0 Website <https://etenders.gov.in/eprocure/app> may be referred for detailed terms and conditions of the bidding documents, which is available on line. Amendments/Corrigendum/Addendum, if any would be hosted on the website only.
- 3.0 **Essential Qualifying Criteria and Selection Method**
- Eligibility of the applicants shall be assessed based on the “**Essential Qualifying Criteria and Selection Method**” as given in clause 2 of “Instructions to Tenderer” (ITT).
- 4.0 **Accessing/ Purchasing of Bid Documents**
- 4.1 The complete Bid Document can be viewed / downloaded from the e-Procurement portal i.e. <https://etenders.gov.in/eprocure/app> free of cost.
- 4.2 Help for Bidders, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public Procurement Portal.
- 4.3 It is mandatory for all the bidders to have a valid Class-III Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA’s from the link www.cca.gov.in) to participate in e-Procurement of IRCON.
- 4.4 It is mandatory for the bidders to get their firm/company registered with e-procurement portal <https://etenders.gov.in/eprocure/app> to have user ID & password. A firm/company who has registered with the e-Procurement portal as a single entity in the individual capacity can submit the tender either as individual firm/ company or joint venture/ consortium, if JV/ consortium is permitted.
- 4.5 Tender documents will be available online on website <https://eprocure.gov.in/eprocure/app> as per date mentioned in Key Information Table (KIT) which can be downloaded free of cost. However, to participate in the online bidding process, bidders are required to pay a non-refundable fee of 5,000/- (Rupees Five thousand only) towards the cost of one set of tender document through NEFT or RTGS only in IRCON’s bank account no.: 000705052131, IFSC Code: ICIC0000007 at ICICI Bank Ltd., 9A, Phelps Building, Connaught Circus, New Delhi-110001.

5.0 Instructions to Bidders for Online Bid Submission on the e-Procurement portal <https://etenders.gov.in/eprocure/app>.

Bidders may download and refer the “Instructions for Online Bid Submission from: (<https://etenders.gov.in/eprocure/app;jsessionid=F90A7689A0BF87EF35B88D2CA57C6FD4.cppsugap2?page=StandardBiddingDocuments&service=page>).

6.0 Pre-bid meeting

- 6.1 A pre-bid meeting of the interested prospective bidders shall be convened on the date and venue mentioned in the Key Information Table.
- 6.2 The purpose of the pre-bid meeting is to clarify issues and to answer questions on any matter that may be raised.
- 6.3 The bidder is requested to submit his queries in writing either by post/ by hand or by email @ Preeti.shukla@ircon.org mentioned in Key Information Table above so as to reach this office not later than two days before the meeting.
- 6.4 Any prospective bidders desirous of attending the pre bid meeting shall send a letter of authority on its letter head specifying the name and designation of the person who will be attending the pre bid meeting on its behalf to the Tender Inviting Authority as mentioned in clause no. 1.0 above. Any such letter of authority shall reach IRCON at least three days before the date of pre-bid meeting.
- 7.0 IRCON may issue addendum(s)/ corrigendum(s) to the tender documents. In such case, the addendum(s)/ corrigendum(s) shall be issued and placed on website <https://etenders.gov.in/eprocure/app> at any time before the closing time of tender. The tenderers who have downloaded the tender documents from website must visit the website and ensure that such addendum(s)/ corrigendum(s) (if any) is also downloaded by them. This shall be the responsibility of the prospective registered bidders to keep checking the web site for any such corrigendum/ addendum till the bid submission end date and time, and ensure that bid submitted by them are in accordance with all the corrigendum(s)/ addendum(s). Suitable time extension (not less than 3 days beyond the date of last amendment) for submission of bids will be granted.
- 8.0 The tender documents shall be submitted online in the prescribed format given on the website and technical bids received online shall be opened as per date mentioned in Key Information Table (KIT) or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in “Technical Bid”. Bill of Quantities with rates duly filled in are to be submitted in the format provided online in the name of “Financial Bid”. Representative of the bidder, who wish to attend in person, may attend the online opening of the bids on the scheduled date and time of Bid opening by IRCON Officials. However, such representatives shall be allowed to attend the opening of the Bids, only, if such person presents the letter of authority issued in his name by the bidder on his letter head.
- 9.0 Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal

<https://etenders.gov.in/eprocure/app> (“Server System Clock Time”) shall be final and binding on the bidder. E-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.

- 10.0 The bidders are advised to submit their e-bids well before the e-bid due date. IRCON shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.
- 11.0 The Technical and Financial Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted “**online**” only. The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in different file format (PDF, JPEG).
- 12.0 Tender shall be submitted as per “Instructions toTenderer” forming a part of the tender document.
- 13.0 IRCON reserves the right to cancel the tenders before submission/opening of tenders, postpone the tender submission/opening date and to accept/reject any or all tenders without assigning any reasons thereof. IRCON’s assessment of suitability as per eligibility criteria shall be final and binding.
- 14.0 Tenderer may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. The decision of IRCON in this regard shall be final and binding.
- 15.0 IRCON reserves the right to pre-qualify the bidder(s) provisionally based on the documents submitted by them and open financial bid(s), subject to their final verification. In the event of any document being found false, the provisional qualification shall stand withdrawn, and the next lower bidder shall automatically come to the position of such disqualified bidder. Action against such disqualified tenderer shall be taken as per above clause no. 14.0 of Notice Inviting Tender.
- 15.1 The tenderers shall submit affidavit stating that all their statements/ documents submitted along with bid are true and correct. Standard format of affidavit to be submitted by the bidder is enclosed as Annexure-IV. Non submission of above affidavit by the bidder shall result in summarily rejection of his/ their bid.
- 16.0 The validity of the offer shall be for the period indicated in Key Information Table (KIT) in Para 1.1 of e-Procurement Notice” after the date of opening (Technical Bid) of the tender.
- 17.0 Public Procurement (Preference to Make in India), Order 2017
Provisions of Make in India Policy 2017 issued by Govt. of India, as amended from time to time, shall be followed for consideration of tenders.

For & on behalf of
IRCON INTERNATIONAL LIMITED
Executive Director /Finance,
C-4 District Centre Saket, New Delhi-110017,
E-mail ID: Preeti.shukla@ircon.org & contact number- 9560595227

SECTION – II

FORM OF BID

To

IRCON INTERNATIONAL LIMITED,
Acting Through
[(ED/Finance), Ircon International Limited,
C-4 District Centre Saket, New Delhi-110017]
E-mail ID: Preeti.shukla@ircon.org &
Contact number- 9560595227

Dear Sir,

We, _____ (*Name and address of the tenderer*) have read the various terms and conditions of the e-Procurement documents attached here with duly signed by us and agree to abide by the same. We also agree to keep this tender open for acceptance **within the period of the validity of bids.**

We hereby declare that we have read and understand the scope of audit work and have made ourselves fully conversant of the conditions therein and availability of working days.

We have quoted our rates for various items in the Bill of Quantities taking into account all the above factors and We offer to do the work “**Appointment of Firms/LLP of Chartered / Cost Accountants as Internal Auditors of Ircon International Limited for the FY 2025-26 and FY 2026-27**” at the rates quoted in the attached Bill of Quantities and hereby bind ourselves to complete the audit work in all respects within time schedule depicted in tender documents from the date of issue of letter of acceptance of tender.

We also understand that Letter of Acceptance along with all tender documents shall constitute a binding contract between us and Ircon International Limited.

Thanking you,

Yours Faithfully,

Signature _____ and name of the signatory _____ in capacity of _____ duly authorized to sign bids for and on behalf of:

_____ (*In Block capital letters*)

Date this _____ day of _____ 2025.

SECTION – III

INSTRUCTIONS TO TENDERER (ITT)

Table of Clauses of ITT

Clause No.	Description	Page No.
1.0	General	12
2.0	Essential Qualifying Criteria and Selection Method	14
3.0	Cost of Bidding	17
4.0	The Bidding Documents	17
5.0	Content of Bidding Documents	17
6.0	Understanding and Amendment of Tender Documents	17
7.0	Language of Bid	18
8.0	Signing of All Bid papers and Completing Bill of Quantities	18
9.0	Deviations	19
10.0	Transfer of tender documents	19
11.0	Suspension/Banning of Business Dealings” with Agencies	19
12.0	Period of validity of the tender	19
13.0	Deadline for submission of tender	19
14.0	Modification/ Substitution/ Withdrawal of tender	19
15.0	Submission of Tender	20
16.0	Opening of the tender	20
17.0	Clarification of the tenders	20
18.0	Preliminary Examination of bids	20
19.0	Evaluation and comparison of tenders	21
20.0	Canvassing	21
21.0	Right to accept any tender or reject all tenders	21
22.0	Award of Contract	21
23.0	Ineligibility to participate in re-tenders/ future cases	22
24.0	Declaration of non-performance or ban status or termination	22
25.0	Consequences of misrepresentation	22
Annexure-I	Formats for Submission of Technical Bid	24
Annexure-II	Procedure for Suspension/Banning of Business Dealings with agencies in IRCON	27
Annexure-III	Check list for list of documents to be scanned, uploaded with the e-tender and submitted online not later than the prescribed date and time for e-bid submission	34
Annexure-IV	Format of Affidavit to be signed by the tenderer	35
Annexure-V	Details of the Bidder	36
Annexure -VI	Bidder Self-assessment of score	37

INSTRUCTIONS TO TENDERER

1.0 General

Ircon International Limited (IRCON), a Government company incorporated by the Central Government (Ministry of Railways) under the Companies Act, 1956 on 28th April 1976 is the leading turnkey construction company in the Public sector known for its quality commitment and consistency in terms of performance.

IRCON is specialized Constructions organization covering the entire spectrum of construction activities and services in the Infrastructure sector. However, Railway and Highway constructions, EHP substation (engineering and construction) and MRTS are the core competence areas of IRCON.

IRCON has so far completed more than 300 infrastructure projects in India and more than 100 projects across the globe in more than 21 countries. IRCON has widespread operations in other countries as well.

- 1.1 Name of Work: - Appointment of Firms/LLP of Chartered / Cost Accountants as Internal Auditors of Ircon International Limited for the FY 2025-26 and FY 2026-27 as indicated in 'Key Information Table (KIT) in Para 1.1 of e-Procurement Notice'
- 1.1.1 Place of Registration of firm/ company as indicated in "Key Information Table (KIT) in Para 1.1 of E-Procurement Notice".
- 1.2 A bidder in the capacity of Partnership Firm can participate in the tender and the bidder must upload copies of the constitution of its firm such as Partnership Deed, Registration Certificate, Memorandum & Articles of Association, etc., as applicable, duly attested by the authorized signatory along with Power of Attorney of authorized signatory, signing the e-bid documents digitally as well as manually, duly attested by Notary Public".
 - 1.2.1 Foreign bidder is not permitted to participate in the national competitive bidding.
 - 1.2.2 Participation of Partnership Firms:
The Partnership Firms participating in the tender should be legally valid under the provisions of the Indian Partnership Act.
 - 1.2.3 The partnership firm should have been in existence or should have been formed prior to submission of tender.
 - 1.2.4 Partnership firm should have either been registered with the Registrar or the partnership deed should have been notarized as per the Indian Partnership Act, prior to submission of tender.
 - 1.2.5 Separate identity / name should be given to the partnership firm. The partnership firm should have PAN / TAN number in its own name and PAN / TAN number in the name of any of the constituent partners shall not be considered. The valid constituents of the firm shall be called partners.
 - 1.2.6 Once the tender has been submitted, the constitution of the firm shall not normally be allowed to be modified / altered / terminated during the validity of the tender as well as the currency of the contract except when modification becomes inevitable due to

succession laws etc., in which case prior permission should be taken from the Employer and in any case the minimum eligibility criteria should not get vitiated. The re-constitution of firm in such cases should be followed by a notary certified Supplementary Deed. The approval for change of constitution of the firm, in any case, shall be at the sole discretion of the Employer and the tenderer shall have no claims what-so-ever. Any change in the constitution of Partnership firm after submission of tender shall be with the consent of all partners and with the signatures of all partners as that in the Partnership Deed. Failure to observe this requirement shall render the offer invalid. If any Partner/s withdraws from the firm after submission of the tender and before the award of the contract, the offer shall be rejected. If any new partner joins the firm after submission of tender but prior to award of contract, his / her credentials shall not qualify for consideration towards eligibility criteria either individually or in proportion to his share in the previous firm.

- 1.2.7 A partner of the firm shall not be permitted to participate either in his individual capacity or as a partner of any other firm in the same tender.
- 1.2.8 The tender form shall be submitted only in the name of partnership firm. The Bid Security shall be submitted by partnership firm. The Bid Security submitted in the name of any individual partner or in the name of authorized partner (s) shall not be considered.
- 1.2.9 On issue of Letter of Acceptance (LOA) to the partnership firm, all the guarantees like Performance Guarantee, Guarantee for various Advances to the Contractor shall be submitted only in the name of the partnership firm and no splitting of guarantees among the partners shall be acceptable.
- 1.2.10 On issue of Letter of Acceptance (LOA), contract agreement with partnership firm shall be executed in the name of the firm only and not in the name of any individual partner.
- 1.2.11 In case the Letter of Acceptance (LOA) is issued to a partnership firm, the following undertakings shall be furnished by all the partners through a notarized affidavit, before signing of contract agreement.
 - (a) Joint and several liabilities: The partners of the firm to which the Letter of Acceptance (LOA) is issued, shall be jointly and severally liable to the Employer for execution of the contract in accordance with contract Conditions. The partners shall also be liable jointly and severally for the loss, damages caused to the Employer during the course of execution of the contract or due to non-execution of the contract or part thereof.
 - (b) Duration of the partnership deed and partnership firm agreement: The partnership deed/partnership firm agreement shall normally not be modified/altered/ terminated during the currency of contract and the maintenance period after the work is completed as contemplated in the conditions of the contract. Any change carried out by partners in the constitution of the firm should be intimated to the employer.
 - (c) Governing laws: The partnership firm agreement shall in all respect be governed by and interpreted in accordance with the Indian laws.
 - (d) No partner of the firm shall have the right to assign or transfer the interest right or liability in the contract without the written consent of the other partner/s and that of the Employer.

- 1.3 The Selection of Internal Auditors shall be done for each Audit Region separately based on the Quality cum Cost Based System (QCBS). The Audit Regions are given below -
- Corporate Office Region
 - Northern Region
 - Patna Region
 - Eastern Region
 - Mumbai Region
 - J&K Region
- 1.4 A firm/LLP may apply for respective audit region based on the location of Head Office of the said Firm /LLP. However, a firm having Head office in Delhi & NCR may apply for both Corporate Office Audit Region and Northern Audit Region separately mentioning in the bid document for the Audit Region for which they have applied for.
- 1.5 The appointment of Internal Auditors shall be done initially for 2 years, which is further extendable for one year based on performance and other factors as deemed fit by the Management at its discretion, without assigning any reason thereof.
- 1.6 The work is proposed to be executed under the following relationship:
- a) EMPLOYER: IRCON INTERNATIONAL LIMITED, C-4, DISTRICT CENTRE, SAKET, NEW DELHI-110017
 - b) CONTRACT: CONTRACT shall mean and include the letter of acceptance, the accepted Bill of Quantities and Rates, Contract Conditions, Form of Bid and Instructions to the Tenderer.
- 1.7 Please refer Key Information Table (KIT) in Para 1.1 of e-Procurement Notice to check whether Joint Venture (JV) is permitted or not permitted to participate in the tender.
- 2.0 Essential Qualifying Criteria and Selection Method**
The selection of Internal Auditors shall be made on Quality cum Cost Based System (QCBS) for each audit region. The detailed criteria for evaluation of tender invited on QCBS shall be as under:

2.1 Technical Eligibility Criteria:

To become eligible for Technical Evaluation, the bidder must meet the minimum eligibility criteria:

S. No.	Particulars	Minimum requirement	Marks allocable	Max. Marks
1	Year of Establishment	10 years old (cut-off date- 31/03/2025)	0.5 for each completed year	10
2	Average turnover from professional services for last 3 years	Not less than Rs.1 Crore	01 for each Rs. 20 Lakh	10
3	No. of professionally qualified CA/CMA as partners/employee as on 31/03/2025	10	<ul style="list-style-type: none">• FCA/FCMA-02 per person• ACA/ACMA-01 per person	30
4	Statutory Audit/Internal Audit - No. of companies (with operating turnover more than Rs. 200 cr.) audited in last 05 years	04 (at least 01 should be in construction sector)	Companies other than Construction Co. - 5 per Co. Experience in construction Co.- 10 per Co.	45
5	Worked as Central/Joint Statutory Auditor- (No. of schedule A/ B) PSU audited in last 05 years	-	Co. in Construction Sector - 05 per Co. Other Co.- 02 per Co.	5
6	Base Location	The Head Office of the Firm should be in the following Cities, where Company's Regional Offices/Project Offices are located: - For Corporate Office Region - Delhi NCR For Northern Region – Delhi NCR For Eastern Region – Kolkata For Patna Region - Patna For Mumbai Region –Mumbai For J&K Region – Jammu	-	
		Total		100

The bidder securing 70% & above marks in technical evaluation criteria will be technically eligible for Opening of Financial Bid.

The total score of technical evaluation criteria shall be “St” i.e. marks obtained in technical evaluation criteria. Bidders may submit self assessment of score based on above technical evaluation criteria in format given in Annexure VI.

2.3 Final Evaluation of Bid:

The final selection shall be based on QCBS i.e Quality and Cost Based Selection. The Financial bid will be opened for technical eligible bidders.

The lowest Financial Bid (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Bids will be determined using the following formula: $Sf = 100 \times Fm/F$;

In which Sf is the financial score, Fm is the lowest Financial Bid, and F is the Financial Bid under consideration.

Bids will finally be ranked in accordance with their combined technical (St) and financial (Sf) scores: $S = St \times Tw + Sf \times Fw$; Where S is the combined score, and Tw and Fw are weights assigned to Technical Bid and Financial Bid that will be 0.70:0.30 respectively.

The bidder achieving the highest combined score (s) will be considered to be the successful applicant/ bidder and work shall be awarded.

- 2.4 In case more than one firm are having same combined marks, then the firm which is having maximum number of technical points will be selected. If the technical points are also same then the firm which is having maximum number of years of experience in construction will be selected. If more than one firm is having same number of years of experience in Construction Company, then, the firm which is having maximum number of qualified staff will be selected.

- 2.5 The audit firm shall submit their financial quote considering the No. of projects along with audit frequency and project status (New, Running, Closed), Required Team Composition and Recommended Audit Period etc. for the given category of projects. The details of the same are as follows –

Sr. No.	Category of projects	Audit Team Composition*	Recommended/ Indicative Audit duration for each project**
1.	Running Projects having Semi-annual Audit including Corporate Office	3 Members	7 days
2.	Running Projects having annual Audit	3 Members	5 days
3.	Regional Office and other Closed Projects	3 Members	3 days
Total Audit Fees # (F)			

*The audit team must be headed by a qualified CA/CMA. The audit team leader should be assisted by two article / audit clerks. For extension of Audit Team Composition, prior approval of Head of Audit Cell is required. Internal Auditors may be required to visit project for a maximum of three times in case of semi-annual audit and two times in case of annual audit.

- 2.6 However, in case of existing foreign running projects, audit may be conducted by visiting the project or remote location or combination thereof considering the work requirements. The audit team may consist of maximum 2 members with atleast one

qualified CA/CMA. In case of visit to the foreign country, the indicative duration will be 2 nights and 3 days.

** The audit duration may be extended based on the workload if situation so warrant with the prior approval of Head of Audit Cell, however no extra payment will be made.

Total Audit Fees (combined) shall be considered as 'F' for financial bid under consideration.

Formats for Technical Bid are given in Annexure I "Format for Technical Bid".

3.0 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the bid and the Employer will, in no case, be responsible or liable for these costs regardless of the conduct or the outcome of the bidding process.

4.0 The Bidding Documents

The tenderers must use the formats available in technical bid and financial sheets available in excel format in this Tender Document for submission of their Technical as well as Financial Bid. Any Bid not conforming to the prescribed format is liable to be declared nonresponsive.

5.0 Content of bidding documents

5.1 The bidding documents include the following:

- E-Procurement Notice
- Form of Bid
- Instructions to Tenderer
- Annexure to the Tender
- Contract Conditions
- Bill of Quantities

5.2 The bidder is expected to examine all instructions, terms, conditions, forms, specifications, corrigendum/addendums and other information in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidders' risk and may result in rejection of his bid.

6.0 Understanding and Amendment of Tender Documents

6.1 The bidder must obtain for itself on its own responsibility and its own cost all the information including risks, contingencies & other circumstances in execution of the work. It shall also carefully read and understand all its obligations & liabilities given in tender documents.

6.2 The bidder is advised to read and understand the scope of work and made themselves fully conversant of the conditions therein and availability of working days.

6.3 Bidders will examine the various provisions of The Central Goods and Services Tax Act, 2017 (CGST)/ Integrated Goods and Services Tax Act, 2017 (IGST)/ Union Territory

Goods and Services Tax Act, 2017 (UTGST)/ respective state's State Goods and Service Tax Act (SGST) also, as notified by Central/ State Government and as amended from time to time and applicable taxes before bidding. Bidders will ensure that full benefit of Input Tax Credit (ITC) likely to be availed by them is duly considered while quoting rates.

- 6.4 The successful bidder who is liable to be registered under CGST/IGST/UTGST/SGST Act shall submit GSTIN along with other details required under CGST/IGST/UTGST/SGST Act to IRCON immediately after the award of contract, without which no payments shall be released to the contractor. The contractor shall be responsible for deposition of applicable GST to the concerned authority.
- 6.5 In case the successful bidder is not liable to be registered under CGST/IGST/UTGST/SGST Act, IRCON shall deduct the applicable GST from his/ their bills under Reverse Charge Mechanism (RCM) and deposit the same to the concerned authority.
- 6.6 At any time prior to the deadline for submission of bids, Employer may for any reason whether at its own initiative or in response to any request by any prospective bidder amend the bidding documents by issuing Corrigendum(s)/ Addendum(s), which shall be part of the tender documents.
- 6.7 Employer may at its discretion extend the deadline for submission of the bids at any time before the time of submission of the bids.

7.0 Language of Bid

The bid prepared by the bidder and all documents related to the bid shall be written in English.

8.0 Signing of All Bid papers and Completing Bill of Quantities

- 8.1 It shall be deemed that e-bid uploaded by the tenderer is digitally signed by his authorized representative holding the Power of Attorney.
- 8.2 While filling up the rates in the Bill of Quantities, tenderer shall ensure that the rates are filled up in figures only. System will automatically convert such filled up rates into words.
- 8.3 The bid should be submitted online only in the prescribed format given in the e-procurement portal of IRCON. No other mode of submission is accepted. The Technical and Financial Bid shall be digitally signed by the authorized signatory of the bidder & submitted "online" only. **No hard copy of Technical and Financial bid is required to be submitted** except as document referred in annexure IV of ITT.
- 8.4 The tenderer may download financial bid form and upload the same duly filled through online e-Procurement process.
- 8.5 The tenderer must fill and submit the prices as per instructions given in Bill of Quantities. The system does not permit any addition or alteration in the tender documents. The requisite details should be filled in by the tenderer wherever required in

the documents. Incomplete tender or tender not submitted as per instructions is liable to be rejected.

9.0 Deviations

The tenderer should clearly read and understand all the terms and conditions, specifications etc mentioned in the original tender documents. If the tenderer's offer /quotation is subject to any deviation from the terms and conditions mentioned in the tender document then the bid shall be out rightly rejected.

10.0 Submission of Tender Documents

Tender Documents will be received in electronic form only after payment of Tender document fee.

11.0 Suspension/Banning of Business Dealings” with Agencies

To debar the BIDDER from participating in future bidding processes as per IRCON's policy on “Suspension/Banning of Business Dealings” with Agencies” placed at Annexure-II.

12.0 Period of validity of the tender

12.1 The tender shall remain valid for the period indicated in “Key Information Table (KIT) in Para 1.1 of e-Procurement Notice” after the date of the opening of the tender. If the tenderer gives validity period less than that fixed/ prescribed by Employer, the tender shall be liable to be rejected.

12.2 Notwithstanding the above clause, Employer may solicit the tenderer's consent to extend the validity period of the tender. The request and the response shall be made in writing.

13.0 Deadline for submission of tender

13.1 Any tender related documents received after opening of the tender shall be rejected.

13.2 Tenderer must upload the good scanned copy of relevant documents required to be submitted on e-Procurement website as mentioned in the tender documents. The document which is not readable or legible will not be given cognizance. E-Bids which are not supported by relevant documents shall not be considered during evaluation of bid.

14.0 Modification / Substitution / Withdrawal of tender

14.1 The tenderer may modify, substitute or withdraw his e-bid after online submission prior to the date and time of e-bid opening.

14.2 For modification of e-bid, bidder has to upload / resubmit digitally signed modified e-bid in the CPP Portal (<https://etenders.gov.in/eprocure/app>).

14.3 For withdrawal of e-bid, bidder can withdraw his e-bid by clicking on withdrawal icon at e-procurement portal.

14.4 Before withdrawal of an e-bid, it may specifically be noted that after withdrawal of an e-bid for any reason, tender fee will not be refunded. The bidder trying to re-submit the e-bid will have to pay the cost of tender document again.

14.5 Submission of an e-bid by a tenderer implies that he had read all the tender documents including amendments if any, and has made himself aware of the scope of the work to be done, local conditions and other factors having any bearing on the execution of the work.

15.0 Parts of Tenders

15.1 All documents/ forms/ instructions/ specifications etc. listed in item 3.1 of this Instructions to Tenderer and those attached as per the Annexure III are deemed to be a part of the bid/ tender and accepted by the bidder.

15.2 In case of any ambiguity, IRCON will be free to seek confirmation of information from the issuer of the document.

16.0 Opening of the tender

16.1 Tenders will be opened at the address mentioned in “e-Procurement Notice” in presence of tenderer or authorized representatives of tenderer who wish to attend the opening of tenders. Physical presence during e-bid opening is optional.

16.2 Tenderer or their authorized representatives who are present shall sign register in evidence of their attendance.

16.3 Tenderer’s name, total cost of work quoted or any other details as Employer may consider appropriate will be displayed with list to all participating bidders online after bid opening.

17.0 Clarification of the tenders

17.1 To assist the examination, evaluation and comparison of the tenders, Employer may at his discretion ask the tenderer for any clarifications as considered essential. All such correspondence shall be in writing and no change in price or substance of the tender shall be sought or permitted. The above clarification for submission of the details shall form part of the tender and shall be binding on tenderer.

18.0 Preliminary examination of bids

18.1 The Employer shall examine the bids to determine whether they are complete, whether physical copy of all the relevant documents have been scanned, uploaded and Earnest Money Deposit in original form received not later than the prescribed date and time for e-bid submission and generally they are in order.

18.2 Prior to the detailed evaluation, Employer shall determine whether each bid is of acceptable quality, is generally complete and is substantially responsive to the bidding documents. For purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions and specifications of the bidding documents without material deviations, objections, conditionality or reservation. A material deviation, objections, conditionality or reservation is one;

- i) That affects in any substantial way the scope, quality or performance of the contract.
- ii) That limits in any substantial way, inconsistent with the bidding documents, the Employers' rights or the successful Bidder's obligations under the contracts; or
- iii) Whose rectification would unfairly affect the competitive position of other Bidders who are presenting substantially responsive bids.

18.3 If an e-bid is not substantially responsive, it shall be rejected by the Employer.

18.4 In case of tenders containing any conditions or deviations or reservations about contents of tender document, Employer may ask for withdrawal of such conditions/deviations/reservations. If the tenderer does not withdraw such conditions/deviations/ reservations, the tender shall be treated as non-responsive. Employer's decision regarding responsiveness or non-responsiveness of a tender shall be final and binding.

19.0 Evaluation and comparison of tenders

19.1 Bids, which are determined as substantially responsive, shall be evaluated based on Essential Qualifying Criteria as given in the tender document. The tenderer must scan and upload all necessary authentic data with necessary supporting certificates of the various items of evaluation criteria failing which his tender is liable to be rejected.

19.2 The Employer/ Engineer reserves the right to negotiate the offer submitted by the tenderer to withdraw certain conditions or to bring down the rates to a reasonable level. The tenderer must note that during negotiations of rates of items of BOQ can only be reduced and not increased by the tenderer. In case the tenderer introduces any new condition or increases rates of any item of BOQ, his negotiated offer is liable to be rejected and the original offer shall remain valid and binding on him.

20.0 Canvassing

No tenderer is permitted to canvass to Employer on any matter relating to this tender. Any tenderer found doing so may be disqualified and his bid may be rejected.

21.0 Right to accept any tender or reject all tenders

21.1 Employer/Engineer reserves the right to accept, split, divide, negotiate, cancel or reject any tender or to annul and reject all tenders at any time prior to the award of the contract without incurring any liability to the affected tenderers or any obligation to inform affected tenderer, the grounds of such action.

21.2 In case the tenderer, as partnership firm or LLP, dissolves after the submission of his tender but before award of work, the Employer shall deem such tender as invalid.

22.0 Award of Contract

22.1 Employer shall notify the successful tenderer in writing by Courier/ Speed Post or per bearer or delivering the same by e-mail.

- 22.2 Letter of Acceptance after it is signed by the audit firm /LLP in token of his acceptance shall constitute a legal and binding contract between IRCON and the Audit Firm /LLP.

23.0 Ineligibility to participate in re-tenders/ future cases

Notwithstanding anything contained in the Qualification Clauses of ITT, if a bidder withdraws from an offer after having been declared a preferred bidder or after Notification of Award or does not sign the Contract Agreement pursuant to the Letter of Acceptance shall results in tender being annulled then such bidder shall be treated as ineligible for participation in re-tendering of this particular work and also for any other work for a period of 6 months. A repeat incident of similar type within a period of 2 (two) years will render the bidder ineligible for participation in all future tenders for a further period of 2 (two) years.

24.0 Bidder non-eligibility for participation in tender & Declaration of non-performance or ban status or termination

- 24.1 Tenderer are not eligible to participate in the tender process under the following conditions:

- a) Tenderer has been declared a non-performer by Central/ State Government Department in India including authority controlled by them during the last two years prior to date of Bid submission.
- b) Tenderer is currently debarred for tendering, blacklisted, suspended in Central/ State Government Department in India including authority controlled by them.
- c) Any previous contract awarded to them has been terminated by IRCON or its subsidiaries on account of Audit Firm/LLP's default during the last two years prior to date of Bid submission.
- d) The bidder is in Corporate Insolvency Resolution Process (CIRP)/ liquidation/ Winding up/ CDR/SDR/S4A/Flexible Structuring or any other restructuring scheme due to financial stress and is in default on any debt obligations on the bid due date. An undertaking of bidder (duly certified by the statutory auditor of the bidder with UDIN where the accounts are audited. In other cases the same may be certified by Chartered Accountant with UDIN) must be submitted along with the bid.

24.2 Declaration of non-performance or ban status or termination

Accordingly, tenderers are required to sign an Affidavit as per the enclosed pro-forma in Annexure-'IV', declaring their status of nonperformance or debarment/ termination or Corporate Resolution Process/ liquidation/ Winding up/ CDR/SDR/S4A/ Flexible Structuring or any other restructuring scheme due to financial stress or in default on any debt obligations.

25.0 Tenderer to be fully responsible for the consequences of misrepresentation

- 25.1 Any suppression of information and misrepresentation will render the tenderer ineligible for the tender. The tenderer will also be liable for disqualification for future tenders of IRCON for a period of 2 years.

- 25.2 The firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 / the Cost and Works Accountants Act, 1959 and the regulations framed there under.
- 25.3 If any suppression of information and misrepresentation is found after the award of work, the audit firm may be terminated with immediate effect without payment of any audit fee. The audit firm shall also be disqualified for future tenders of IRCON for a period of 2 years.

Annexure – I

(Ref. Clause 2 “Essential Qualifying Criteria and Selection Method” of Instructions To Tenderer)

Standard Format For Submission of Technical Bid

i.	Name of the firm/LLP	
ii.	Audit Circle applied for	Name of Audit Region
iii.	Head Office Address	
iv.	Firm’s registration No.	
v.	Date of Registration/Establishment	
vi.	Firm’s PAN No.(Attach Copy)	
vii.	Firm’s GST Registration No. (Attach Copy)	
viii.	Contact detail’s (Telephone No.)	
ix.	Email address	
x.	No. of years of firm experience (Cut-off date 31/03/2025, attach Copy of certificate of incorporation)	
xi.	Turnover Details of the Firm /LLP(Average turnover from professional services for last 3 years)	Average turnover from professional services for last 3 years(<u>Encl Form-A</u>)
xii.	Full Time Partners and Qualified Audit Staff (CA/CMA)	Number of Full-Time Partners (<u>Encl Form-B</u>)
xiii.	Number of Other Audit Assistants/ Articles as on 31/03/2025	Number of Other Audit Assistants/ Articles
xiv.	Whether the firm is engaged in any Statutory/ Internal/ Concurrent Audit?	Details of Professional Experience in last five years.(<u>Encl Form-C</u>)
xv.	Whether Firm/LLP Already worked as Internal Auditors/Statutory Auditor/ Professional Consultant of IRCON	If yes, provide the details like name of the project, region, types of assignment, year etc.

Enclose:

1. Copy of Registration Certificate issued by the Institute of Chartered Accountants of India or Institute of Cost Accountants of India as an evidence of Head Office Location and No. of Partners and /or Qualified CAs/CMAs working for the said Firm /LLP.

2. Copy of PAN

3. Copy of GSTN Registration

Form-A Turnover Details of the Firm /LLP*

Year	Turnover from professional services as per Audited Annual Accounts	Ref. Page no. of firm/LLP's P&L A/c
2024-25		
2023-24		
2022-23		
2021-22		

Enclose: Copies of Audited Annual Accounts of immediately preceding three years, as a proof of Average Turnover of the Firm/LLP.

Note: In case the financials of immediate prior Financial Year have not yet been audited till the time of submission of the tender, the bidder can submit an Affidavit to this effect stating that “the financial results of the immediate prior Financial Year has actually not been audited so far”. In such cases, the financials of preceding three audited financial years will be taken into consideration for evaluating the Annual Financial Turnover of the bidder. In the absence of such an Affidavit, the benefit of considering three preceding years would not be given and the bid would be evaluated considering turnover for two preceding years only.

Form-B Details of Full Time Partners and Qualified Audit Staff (CA/CMA) *

S. N.	Name	Partner /Qualified Audit Staff	FCA/AC A/ FCMA/ACMA	Membership No.	Date of Joining the firm/LLP	Specialization/ Area of Partner	Ref. Page no. of supporting Members hip doc
1.							
2.							

***Enclose:** Membership Certificates of the Partners /Qualified Audit staff issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India as an evidence of FCA/FCMA/ACA/ACMA.

Note:

1. Cases where FCA or FCMA is not mentioned explicitly, the Partner /Employee is assumed to be ACA/ACMA.

2. Cases where Membership Certificate as issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India are not submitted to verify the qualification of Partner /Qualified Audit Staff, same shall not be considered while evaluating the technical bid.

Form C
Details of Professional Experience in last five years (i.e. FY 2020-21 to FY 2024-25)

I. Statutory Audit

S. N o.	Name of the Compa ny	Operating turnover in Rs. Cr. (in the year of assignment)	Industry (Constru ction /Other)	PSU/P vt. Sector Co.	Year of Audit Assignm ent	Worked as Central /Joint Auditor (Yes /No)	Ref. Page no. of supporting Docs. for turnover, industry, Central /Joint
1.							
2.							

II. Internal Audit

S. No.	Name of the Company	Operating turnover in Rs. Cr. (in the year of assignment)	Industry (Constructi on /Other)	PSU/Pvt . Sector Co.	Year of Audit Assignmen t	Ref. Page no. of supporting docs. for turnover, industry and year
1.						
2.						

Enclose:

1. Copies of Experience Certificate /extracts of Financial Statements along with independent auditors report as evidence for claiming experience of Statutory Audit and for Internal Audit, experience certificate is mandatory to submit.
2. Copies of relevant extract of Audited Statement of Profit and Loss of the companies audited during the year under assignment as evidence of turnover of the audited company.
3. Supporting documents as a proof for the Industry, the Audited Company falls into.

Note: While evaluating the experience criteria, the followings shall not be considered: -

1. Cases where sporting documents to verify total experience including industry and turnover of the company audited are not submitted by the bidder.
2. Cases where nothing is mentioned (left blank) w.r.t. Period and Turnover shall not be considered.
3. **Cases where industry of the company audited is not mentioned, it is considered as other industry.**
4. Experience claimed by the firms/LLPs before FY 2020-21 (prior to five years) and audit assignments of the companies with turnover less than INR 200 Crores.
5. Special Audit, Audit u/s 142 of Income Tax Act, Cost Audit, Concurrent Audit, Physical Verification, Stock Audit, Audit of Govt. Schemes etc.
6. One company audited (Internal Audit /Statutory Audit) for multiple years shall be treated as one company.

Annexure-II

(Ref. Clause 11 “Suspension/Banning of Business Dealings” with Agencies of ITT)

Procedure for Suspension/Banning of Business Dealings with agencies in IRCON

(Issue No.: 01 Date: 10.06.2013)

IRCON INTERNATIONAL LIMITED
(A Govt. of India Undertaking)
C-4, DISTRICT CENTRE, SAKET,
NEW DELHI-110017

PHONE: +91-11-29565666; FAX: +91-11-26522000, 26854000
E-mail: info@ircon.org ; Web: www.ircon.org
CIN: L45203DL1976GOI008171

PROCEDURE FOR SUSPENSION/BANNING OF BUSINESS DEALINGS

CONTENTS

S. No.	Description	Page
1.	Introduction	29
2.	Scope	29
3.	Definitions	29
4.	Grounds on which Suspension/Banning of Business Dealings can be initiated	30
5.	Initiation of Suspension/Banning	31
6.	Appeal against the Decision of the Competent Authority	33

1.0 Introduction

- 1.1 IRCON is a specialized construction organization covering the entire spectrum of construction activities and service in the infrastructure sector, especially Railways. The primary objective of IRCON is timely and efficient execution of projects assigned to it and at the same time ensuring the quality thereof. As a commercial organization IRCON is expected to adopt ethics of highest standards and a very high degree of integrity, commitment and sincerity towards the work undertaken. Accordingly, it is not in the interest of IRCON to deal with such Agencies who commit deception, fraud or other misconduct in the execution of contracts awarded/orders issued to them. Appropriate action needs to be taken against them in accordance with the procedure prescribed herein.
- 1.2 This procedure shall be applicable for effecting suspension/banning of business dealings with Agencies working for IRCON. It is incumbent upon IRCON to ensure compliance with the laws and principles of natural justice for banning the business dealings with any Agency. After issue of the Ban order for dealings in IRCON the Management may consider whether or not to refer the matter to the Indian Railways to consider imposition of similar ban by Indian Railways.
- 1.3 Since banning of business dealings involves severe consequences for the Agency concerned, it is essential that an adequate opportunity is provided to the Agency to present its case and any explanation, if tendered, is properly considered. If necessary, a personal hearing may be given to the Agency, before passing an order of banning based on the facts and circumstances of the case on record.

2.0 Scope

- 2.1 The procedure for (i) Suspension and (ii) Banning of Business Dealings with Agencies, is laid down in these guidelines.
- 2.2 It is clarified that these guidelines do not cover the process for declaring an Agency as “Non Performer” for which instructions have been issued separately.
- 2.3 The suspension / banning shall be with prospective effect, i.e., it will affect future business dealings only.
- 2.4 These guidelines shall apply to all the Projects/Regional Offices of IRCON.

3.0 Definitions

- 3.1 In these Guidelines, unless the context otherwise requires:
- i) 'Agency' means a 'Bidder/Contractor/Supplier/Consultant'
 - ii) 'Competent Authority' and 'Appellate Authority' shall mean the following:
 - a) 'Competent Authority' shall be the concerned Director of IRCON and
 - b) 'Appellate Authority' shall be CMD, IRCON

Note: 'Competent Authority' and 'Appellate Authority' shall not be the same person.

- iii) 'Investigating Agency' shall include Central Vigilance Commission (CVC), the Vigilance Departments of IRCON/Ministry of Railways, Central Bureau of Investigation, or any Central/State Government Department having powers to investigate into the propriety of working of the Agency for IRCON.
- iv) Other Terms used in this Circular shall have the same meaning as assigned to them in Clause 1102 of Chapter-XI of Vigilance Manual of Indian Railways.

4.0 Grounds on which Suspension/Banning of Business Dealings can be initiated:

- 4.1 For security considerations, including suspected disloyalty of the Agency to the State or IRCON, as the case warrants;
- 4.2 If any Director/Owner/Proprietor or partner of the Agency, is convicted by a Court of Law for an offence involving moral turpitude in relation to its business dealings with IRCON, any Government Department/Ministry or any other Public Sector Enterprise.
- 4.3 If there is strong justification for believing that any Director, Proprietor, Partner, owner of the Agency has been guilty of malpractices, such as bribery, corruption, fraud, substitution of tenders, interpolations, etc.
- 4.4 If the Agency engages a public servant dismissed/removed from service on account of corruption or employs a person convicted for an offence involving corruption, moral turpitude or abetment of such offence; in a position where he could corrupt government servants.
- 4.5 If the Agency has resorted to corrupt, fraudulent malpractices including misrepresentation of facts;
- 4.6 If the Agency uses intimidation/threats or brings outside pressure on the Company (IRCON) or/on its officials in acceptance of Tender or performance of the job under the contract;
- 4.7 Based on the findings of the investigation report of the Investigating Department against the Agency that it has resorted to mala-fide/unlawful acts or improper conduct on its part in matters relating to IRCON, any Government Ministry/Department or any other PSU;
- 4.8 If the Agency has submitted a false or wrong Affidavit along with its bid with regard to the credentials of the firm or misrepresented/ manipulated the facts in regard to or in connection with any bid submitted to IRCON.
- 4.9 Established litigant nature of the Agency to derive undue or benefit.
- 4.10 If the Agency misuses the premises or facilities of the IRCON, forcefully occupies or damages the IRCON's properties including land, water, resources, forests / trees or tampers with documents / records etc.
- 4.11 If the business dealings with the agency have been banned by the Ministry of Railways.

(Note: The above grounds are illustrative only and not exhaustive. The Competent Authority may decide to suspend/ban business dealings for any other reasonable cause and sufficient reason)

5.0 Initiation of Suspension/Banning:

5.1 Suspension of Business dealing

- i. Action for suspension may be initiated by the concerned ED/IRCON on receipt of a report from the Project head/Functional head/ Investigating Department and if it is considered that allegations are of a serious nature, which may warrant banning of business dealings with the Agency. The report should also bring out whether pending banning of business proceedings it would be in the interest of IRCON to enter into fresh business dealings with the Agency or order immediate suspension of further business dealings with the Agency. The ED shall submit his report to the Competent Authority.
- ii. As far as possible, the existing contract(s) with the Agency may be continued unless the Competent Authority, having regard to the circumstances of the case decides otherwise in the interest of IRCON.
- iii. If the Competent Authority, after consideration of the matter, including the recommendations of the Investigating Department/report of the ED, decides that it would not be in the interest of IRCON to enter into business dealings with the Agency pending investigations, he may order suspension of business dealings with the Agency.
- iv. The Investigating Department may be advised to complete their investigations and submit a final report within a period of three months.
- v. The order of suspension of business dealings would not remain effective for a period beyond three months from the date of the issue of the suspension order unless show cause notice for banning of business is issued to the Agency within this period. However, if the final investigation report is not received within this period, the Competent Authority may extend the period of suspension by another three months, during which period the show cause notice must be issued. Once the show cause notice is issued the suspension order will continue till decision by Competent Authority.
- vi. In case of suspension the Agency must be informed immediately of the suspension order with brief charges under investigation. It is not necessary to enter into correspondence with or offer explanations to the Agency at this stage.
- vii. The order of suspension can be issued without giving any show cause notice or personal hearing to the Agency. However, the suspension cannot be continued for an indefinite period, unless a show-cause notice for banning of business is issued within 6 (six) months, the period of suspension will either be extended or the suspension shall be revoked.

5.2 Banning of Business Dealings

A decision to ban business dealings with any Agency shall normally apply throughout IRCON. However, the Competent Authority can impose such a ban project/region wise only if in the particular case banning of business dealings in respective project/region will serve the purpose and achieve its objective and banning throughout the Company is not required in view of the local conditions and impact of the misconduct / default. Any ban imposed by Corporate Office shall be applicable across all Units of IRCON.

5.3 An Investigating committee consisting of ED concerned, ED/Finance and an ED nominated by Competent Authority shall look into the charge(s) against the agency. The functions of the committee shall, inter-alia include:

- i. To study the report of the project head/Functional head / Investigation agency and decide if a prima-facie case for banning exists, if not, send back the case to the Competent Authority.
 - ii. To recommend for issue of show-cause notice to the Agency by the competent authority as per clause 5.2.3.
 - iii. To examine the reply to show-cause notice and call the Agency for personal hearing, if required.
 - iv. To submit final recommendations to the Competent Authority for banning or otherwise.
- 5.4 On receipt of the report of the Investigating Committee if the Competent Authority is prima-facie of the view that action for banning of business dealings with the Agency is called for, a show-cause notice may be issued to the Agency after approval by the Competent Authority.
- 5.5 The show cause notice, duly approved by the Competent Authority, may be issued by Regd. A.D./Speed Post by concerned ED in charge of the project along with a statement containing the imputation of misconduct or malpractice and the Agency should be asked to submit its written explanation or statement in defence within 30 days of the date of notice. If no reply is received, a decision may be taken ex-parte by the Investigating Committee based on facts and evidence on record.
- 5.6 If the Agency requests for inspection of any relevant document mentioned in the show cause notice in possession of IRCON, the facility for inspection of such documents may be provided.
- 5.7 After considering the reply of the Agency and other circumstances and the recommendation of the investigating committee, a final decision shall be taken by the Competent Authority, if considered necessary after giving an opportunity for personal hearing to the Agency. The Competent Authority may then consider and pass an appropriate speaking order:
- i. exonerating the Agency, if the charges are not established;

- ii. banning the business dealings with the Agency along with the period for which the ban would be operative, if the charges are proved.
 - iii. whether or not to refer the matter to the Indian Railways to consider imposition of similar ban by Indian Railways.
- 5.8 The order for banning of business dealings by all units of IRCON shall be applicable to the Agency including its allied firms as defined in Para 1102 of IR Vigilance Manual.
- 5.9 Decision of Competent Authority will be intimated to the concerned ED, who will convey the same to the delinquent Agency and its allied firms and circulate it to the corporate office and all Project head / Functional head for applying these orders uniformly in IRCON. The reasons may not be disclosed in such communications. However, the fact that the representation has been considered should invariably be mentioned in the communication.
- 5.10 The validity of the banning order shall be for a specified time period, on expiry of which, the banning order shall cease to operate, unless extended further by competent authority.
- 6.0 Appeal against the Decision of the Competent Authority:**
- 6.1 The Agency may file an appeal against the order of the Competent Authority for suspension continuing beyond six months or order of banning business dealings with the Agency. The appeal shall lie with the Appellate Authority. Such an appeal shall be preferred within one month from the date of receipt of the order banning of business dealings or order of continuance of suspension order beyond six months.
- 6.2 Appellate Authority shall consider the appeal and pass an appropriate order which shall be communicated to the Agency as well as the Competent Authority.
- If the decision of the Competent Authority is modified by the Appellate Authority the same will be intimated by concerned ED to the delinquent agency and its allied firm and circulate it with advice to all Project Heads and Corporate Office of IRCON.

This procedure order is issued with the approval of CMD/IRCON.

P.S. : Where ED is not dealing with the case of a particular contract(or), the same action may be taken by the Coordinating GM or any other officer made in-charge for the work.

Annexure – III

(Ref. Clause 15 “Submission of tender“ of ITT)

CHECK LIST for list of documents duly page numbered, signed, stamped by authorized signatory of the Bidder to be scanned, uploaded (in PDF/ JPG format such that file size is not more than 5 MB) with the e-tender and submitted online not later than the prescribed date and time for e-bid submission:

1. Forwarding Letter of the bidder
2. Form of Bid
3. Copy of Registration Certificate issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India as an evidence of Head Office Location and No. of Partners and /or Qualified CAs/CMAs working for the said Firm /LLP (Standard Format for Submission of Technical Bid).
4. Copy of PAN (Standard Format for Submission of Technical Bid).
5. Copy of GSTN Registration (Standard Format for Submission of Technical Bid).
6. Copies of Audited Annual Accounts of immediately preceding three years, as a proof of Average Turnover of the Firm/LLP. (Form A)
7. Membership Certificates of the Partners /Qualified Audit staff issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India as an evidence of FCA/FCMA/ACA/ACMA (Form B).
8. Copies of Experience Certificate /extracts of Financial Statements along with independent auditors report as evidence for claiming experience of Statutory Audit and for Internal Audit, experience certificate is mandatory to submit (Form C)
9. Copies of relevant extract of Statement of Profit and Loss of the companies audited during the year under assignment as an evidence of turnover of the audited company (Form C).
10. Supporting documents as a proof for the Industry, the Audited Company falls into (Form C).
11. Power of Attorney duly attested by Notary Public in favour of the person signing the e-bidding documents digitally as well as manually.
12. Affidavit (as per Format given in Annexure-III)
13. Proof of Payment of Tender Document Cost.
14. Bankers details (name of bank and branch) along with bidders own bank details (Account No., Name of Account Holder, NEFT/RTGS details) as per Format given in Annexure-V).
15. Bidder Self assessment of score based on technical evaluation criteria as per format given in Annexure- VI
16. Any other details sought through ITT.

Note:

- i) **Hard copy of above documents in original must be presented to IRCON, if requested so, either during the process of finalization or after finalization of the tender.**
- ii) **Financial bid submitted by any bidder in physical form shall not be considered and the same will be left un-opened.**

Annexure- IV

(Ref. Clause 24 “Declaration of non-performance or ban status or termination” of ITT)

AFFIDAVIT

We, the undersigned, do hereby solemnly affirm and declare that-

1. Neither our firm nor any of the members/ partners in any manner as an individual or the constituent partner have been declared non-performer by any Organization / Authority / Public Sector Enterprises in India, any Government Department in India or a multilaterally funded agency during the last two years prior to the date of our bid submission.
2. As on date our bid submission, neither our firm nor any of the members/partners in any manner as an individual or the constituent partner are debarred for tendering, blacklisted, suspended in any Organization / Authority / Public Sector Enterprises in India, any Government Department in India or a multilaterally funded agency.
4. No contract agreement between IRCON or its wholly owned subsidiaries and either our firm or any of the members/partners in any manner as an individual or the constitute partner have been terminated on any account of our default during the last two years prior to the date of our bid submission.
5. We have no objection to IRCON requesting to any bank, person, firm or body and any such agency furnishing pertinent information as deemed necessary or to verify this statement or regarding our competence and general reputation.
6. We understand that further qualifying information may be requested by IRCON and we agree to furnish any such information at the request of IRCON within the prescribed time.
7. We bind ourselves with all the stipulations of the Bidding Document including period of completion, provision of adequate personnel and other resources required for completion within the stipulated completion period and agree to augment any resources, if found necessary for timely completion of the audit assignment, as desired by the IRCON.
8. We have read and understood all the provisions included in the bid documents and abide by them.
9. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found incorrect or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 / the Cost and Works Accountants Act, 1959 and the regulations framed there under.

**For a & on behalf of
Audit Firm**

**Signature of the Partner
(Name of the Partner)
Membership Number
Seal of the Firm /LLP**

**Date:
Place**

DETAILS OF THE BIDDER

- 1.0 Name of the Bidder :
- 1.1 Registered Address of the bidder :
- Land Line Telephone Number with STD Code :
- FAX Number with STD Code :
- 1.2 Address for communication :
- Land Line Telephone Number with STD Code :
- FAX Number with STD Code :
- E-mail Address :

2.0 Banker's Details for Payment through Electronic Clearing System (ECS):

- Name of bank :
- Address of bank :
- Account No. :
- Name of Account Holder :
- IFSC :
- Telephone No. with STD Code :
- E-mail Address :

Annexure VI

(Self assessment of score based on prescribed technical evaluation criteria in clause 2.1 of Instruction to Tenderer)

Particulars	Max Marks	Marks achievable based on fulfillment of relevant Eligibility criteria
Year of Establishment	10	-
Average turnover from professional services for last 3 years	10	-
No. of professionally qualified CA/CMA as partners/employee as on 31/03/2025	30	-
Statutory Audit/ Internal Audit - No. of companies (with operating turnover more than Rs. 200 cr.) audited in last 05 years	45	-
Worked as Central/Joint Statutory Auditor- (No. of schedule A/ B) PSU audited in last 05 years	5	-
Total	100	-

SECTION – IV

CONTRACT CONDITIONS

Clause No.	Description	Page No.
1.0	Order of Priority of Contract Documents	40
2.0	Overview of the company	40
3.0	Management Responsibility	40
4.0	Scope of Audit Work including Master Checklist	41
5.0	Reporting Format of Internal Audit Reports	52
6.0	Timelines for Submission of Audit Reports	54
7.0	List of Projects covered under each /audit Region along with Audit Frequency, Location of Audit	55
8.0	Audit Team and Duration	56
9.0	Accountability of Internal Auditors	57
10.0	Payment Terms	57
11.0	Penalty Clause	59
12.0	Performance Appraisal of Internal Auditors	59
13.0	Termination Grounds and Authority	59
14.0	Fixation of Subsequent Years Audit Fee	60
15.0	Confidentiality Clause	60
16.0	Cooling Off Period	60
17.0	Panel of Firms	60
18.0	Industrial and intellectual property	60
19.0	Settlement of Disputes	61
20.0	Jurisdiction of Court	61
21.0	Change of Address	61
22.0	Death of Partner	61

CONTRACT CONDITIONS

1.0 Order of Priority of Contract Documents:

Where there is any conflict between the various documents in the contract, the following order of priority shall be followed i.e. a document appearing earlier shall override the document appearing subsequently:

- 1) Letter of Acceptance of Tender
- 2) Notice Inviting Tender
- 3) Instructions to the Tenderers
- 4) Form of Bid
- 5) Contract Conditions
- 6) Bill of Quantities

2.0 Overview of IRCON

- 2.1 Ircon International Limited (IRCON), a Government company incorporated by the Central Government (Ministry of Railways) under the Companies Act, 1956 on 28th April 1976 is the leading turnkey construction company in the Public sector known for its quality commitment and consistency in terms of performance.
- 2.2 IRCON is specialized Constructions organization covering the entire spectrum of construction activities and services in the infrastructure sector. However, Railway and Highway constructions, EHP substation (engineering and construction) and MRTS are the core competence areas of IRCON.
- 2.3 IRCON has so far completed more than 300 infrastructure projects in India and more than 100 projects across the globe in more than 21 countries.
- 2.4 IRCON has widespread operations in other countries as well i.e. Malaysia, Nepal, Bangladesh, Mozambique, Ethiopia, Afghanistan, UK, Algeria and Sri Lanka.

3.0 Management Responsibility

The Management is responsible for preparation and maintenance of books of accounts in accordance with the provisions of the Companies Act, 2013. The responsibility also includes preparation of financial statements that give true and fair view of the financial position in accordance with Generally Accepted Accounting Principles (GAAP) in India, including the Indian Accounting Standards (IND AS) specified under Section 133 of the Companies Act, 2013.

4.0 Scope of Internal Audit Work:

- 4.1 Internal audit is an independent management function, which involves a continuous and critical appraisal of the functioning of an entity with a view to suggest improvements thereto and add value to and strengthen the overall governance mechanism of the entity, including the entity's strategic risk management and internal control system.
- 4.2 Internal audit, therefore, provides assurance that there is transparency in reporting, as a part of good governance.

4.3 Major areas to be covered during the course of Internal Audit:

The Internal Audit shall be carried out in accordance with the Standards on Internal Audit (SIAs) and Accounting Standards prescribed by the Institute of Chartered Accountants of India & notified by Ministry of Corporate Affairs (MCA) and will include such tests and controls, as the Auditor considers necessary under the circumstances. The scope of Internal Audit encompasses the examination and evaluation of the adequacy and effectiveness of the organization's system of internal control with special emphasis on the following:

4.4 Financial Accounting & Financial Reporting Systems:

The overall Financial accounting & Financial reporting system to be checked thoroughly with the special focus/emphasis on the below items:

- All Accounting is being done as per Indian Accounting Standards (IND-AS) and Accounting Policies of Itron International Ltd.
- Cash, bank, journal vouchers including rectification vouchers are prepared correctly and trial balance is prepared accordingly.
- Project estimate, calculation of IND AS 115 and reporting turnover as per IND AS 115.
- Bank statements & monthly bank reconciliation statements.
- Balance confirmation with all Debtors & Creditors.
- Foreign currency transactions.
- TDS & Payment of other statutory dues in time.
- Prior period adjustments.
- Provisions and contingent liabilities.
- Bank Guarantees & FDRs.
- Timely recovery of advances and interest.

4.5 Tenders and allied matters

i. Pre-Tender Stage:

- The tenders should be floated as per Guidelines for Tendering (GFT), and approval of the competent authority as per the Schedule of Powers (SOP).
- Ensure that the basis of preparation of estimates for work/package is realistic and logical (based on LAR, schedule of rates etc.), and has the approval of the competent authority as per SOP.

4.6 Tendering Process:

- The Comparative Statement and the Briefing Notes should be vetted by Finance and their correctness should be checked based on random sampling method including compliance conditions on technical with immaculate compliance with submission of requisite documents to qualify.
- Tender Committee (TC) minutes should be verified to establish the reasonability of rates (considering the contract conditions, if any) and irregularities to be reported.
- In the contracts, where client procedures are to be followed, ensure proper documentation and compliance of the same.

4.7 Award of Work:

- Letter of Award (LOA) should be issued as per TC recommendations and only after finance vetting. An accepted copy of same should be verified to rule out any deviations /omissions.
- Earnest money provided should be kept in safe custody and to be checked for sufficiency and validity.

4.8 Contract Agreement:

- An agreement should be executed within the time stipulated by LOA and should be signed by competent authorized signatories.
- Checking of contract conditions before paying or receiving mobilization or other advances by the project

4.9 Project Execution:

- Monitoring of physical and financial progress of work vis-a-vis targets (reference can be taken from MIS such as Performa-A and Performa-B, monthly control of expenses statement etc.)
- Comparative study of the actual costs vis-a-vis sanctioned estimates, and major deviations are to be reported.
- Reconciliation between total work done, work certified and uncertified, work billed and unbilled, payments received from the client, recoveries including taxes, retention money, performance guarantee, mobilization and plant advance, interest, etc., in terms of the contract.
- Analysis of work-in-progress in the context of work done and ageing of total outstanding. WIP to be further scrutinized with the following break-up – work done but not certified, work done, certified but not billed and work done, certified and billed but not paid.
- Analysis of variation orders executed, which is, work done not expressly provided in the contract, certified and billed, basis of rates billed, certified and approved and pending for approval.
- Scrutinize present status of work that is still to be executed, with respect to the contract for any changes in BOQ having material impact on the project, with acceptance from the client.
- Checking calculation of escalation bills based on monthly indices released by RBI.

- In cases, where extension of completion date of the contracts is required, the delay should be properly justified and validated by approval from competent authority. Further, Liquidated Damages (LD) should also be imposed, as per the provisions of the contract, wherever required.
- Any non-schedule item should be supported by proper approvals from competent authority.
- In case of departmental work, realistic estimates of the work should be prepared and approved by competent authority. Further, material procured and consumed should be properly reconciled at frequent intervals.

4.10 Procurement of materials, recording of Receipts and issues including client materials:

- Robustness and sufficiency of processes.
- Details of tenders awarded on nomination and single tender basis, whether any splitting of procurement in order to circumvent tender policies is observed?
- Ensure classification of all materials into major materials, semi-finished materials, and other materials like equipment and machinery spares, general stores and consumables, safety items, construction aids, miscellaneous service items, etc.
- Verification of purchase procedure on the basis of indents, purchase orders, quotations, price comparative statements, authorized distributor list, etc.
- Checking of material receipts on the basis of purchase orders, delivery challans / invoices, weigh slips with the goods receipt notes.
- Compliance to quality control procedures.
- Checking issue of materials on the basis of issue slips, authorized signatory list, etc.
- Proper allocation of material issues to respective work orders of subcontractor's/piece rate workers.
- In case materials are issued to subcontractors on recoverable basis, check correctness of recording the issues, promptness of making recoveries and rates at which recoveries are made generally conforming to cost plus handling charges.
- In case of material transfer between projects, check the indents, gate passes, delivery challans, confirmation from receiving sites and rates of recording transfers.
- To check the correct recording of material receipts at the year-end cut-off dates.
- Monthly quantitative reconciliation of major materials like cement, steel, aggregates, sand, etc. for computing the theoretical consumption based on work done and comparing the theoretical balance with actual physical balance and actual wastage with the standard norms.
- Analysis of slow moving inventory.
- Checking records of reusable items like shuttering materials, safety equipment, etc.
- Checking records of scrap with physical stock, billing of scrap sold, GST and TCS, as applicable.
- Inventory valuation including transportation and other acquisition costs and proper allocation of other overheads based on appropriate valuation method.
- Physical verification of major items, particularly cement, steel, chemicals, expensive spares and consumables store items.
- Proper segregation between own materials and client materials.

4.11 Plant and Equipment:

- Physical verification of equipment owned by IRCON.
- Checking logbooks to ensure proper record keeping.

- Analysis of fuel consumption and utilization of major plants through scrutiny of monthly MIS reports.
- Comparison of fuel consumption of similar equipment and actual with standard norms.
- Analyze utilization of own equipment vis-à-vis hired equipment with respect to the volume of work done.
- Checking validity of rates of hired equipment compared to the market rates.
- Cross verification of data of equipment-wise diesel consumption reported by plant section with diesel issues shown by the stores section.
- Verification of system of capturing data and reporting of plants fabricated at site.

4.12 Sub-Contracting:

- Ensure the timely submission of performance guarantee, as per the provisions of the contract.
- Mobilization plan (for plant & machinery, manpower etc.) submitted by sub-contractor should be as per provisions of the contract.
- Labour license requirements need to be verified, as per Minimum Wages Act.
- Proper monitoring of the milestones achievements (physical and financial both), as per the provisions of the contract.
- In cases, where IRCON is providing the machinery, usage of the same needs to be verified with log books.
- Advances to the sub-contractor, such as mobilization advance etc. should be need based and to be given strictly as per the provision of the contract, ensuring the sufficient collateral (in form of bank guarantee etc.).
- Scrutinizing monthly running account (RA) bills of the subcontractors with respect to the work orders relating to the quantity of work, rates, plant and mobilization advance, interest (if any), retention deposit, GST, TDS, material recoveries, deductions for services availed, liquidated damages, etc.
- Ascertaining back-to-back recoveries from sub-contractors bills of deductions on account of work done.
- Ensuring all work outsourced to third parties is supported by proper work orders/agreements.
- Proper upkeep and maintenance of measurement books (MB) of all outsourced work.
- Analysis of time taken for the clearance of bill and final payment from the date of submission of the bill.
- No claim certificate from Sub-contractor should be obtained with final bill.
- Contractor & Supplier ledger should be properly maintained.

4.13 Client Billing and Receivable:

- Checking the billing terms and conditions, which are either defined in the MOU signed between client and IRCON or as per the provisions of the contract.
- Ensure that the timely bills are being raised as per provisions of the billing terms and conditions. Major deviations are to be reported.
- Collections from the client with respect to the contractual collection period. Scrutiny of receipts in bank, otherwise than from cheques received from clients.
- The review of the receivables has been carried out as per Guidelines issued by Company from time to time.
- Receivables ageing and realization analysis
- In case of final bill, ensure that it should include variation in quantity, non-schedule items, price escalation etc., if any.

4.14 Profit and Loss Analysis:

Comparing the actual expenses incurred with the budget estimates and analysing the variances. Obtaining comments from the management.

4.15 Establishment Matters:

- Checking of wages and salaries of different categories of employees including officers, contract staff, monthly and daily rated workers on the basis of their respective terms and conditions of employment.
- Test check a few individual files of personnel posted at site.
- Comparison of actual manpower deployment with the monthly budgets.
- Ensure compliance of PF and ESIC laws in case of piece-rate workers employed by the project through sub-contractors.
- Surprise attendance verification of manpower deployment by pieceworkers, if terms of payment are dependent on actual attendance, particularly in case of security guards and helpers.
- Verify the records with special attention to LTC, Medical rules, Final Settlement, Travelling allowances, Staff Loans/Advances, Foreign Service Contribution (FSC) etc.

4.16 Statutory registrations, deductions and payments:

- Identification of legal framework and statutes as applicable and compliance thereof.
- Check registrations/renewals with different statutory authorities like labour department, PF, ESIC, GST, Professional Tax, mining department, explosives license, pollution control, petroleum products, electricity and water supply authorities, etc.
- Ensure correct deductions and recoveries of taxes and statutory levies like TDS, TCS, GST, PF, ESIC, Professional Tax, labour Cess etc.
- Ensure timely payment and deposit of taxes and other statutory levies.
- Adherence to time limits in filing prescribed returns.
- Verify system of availing input tax credit on supply of goods or services or both through a proper procedure of set-off.
- Reconciliation of royalty payments on purchase/mining of boulders/aggregates and deductions made by the client with actual liability on the basis of work done and ascertainment of year-end liability.
- Status of assessments before various tax authorities.
- Details of statutory disputes and cases pending before various authorities with financial implications for being treated as contingent liabilities.

4.17 Assets and Liabilities:

- Ageing of advances and scrutinizing debit balances, including advances to staff, workers, suppliers, subcontractors, pieceworkers and other parties. Classification into recoverable and non-recoverable advances. Assessing the adequacy of provision of doubtful advances. Matching advances against corresponding liabilities.
- Assessing the proper estimation and adequacy of provisions made at the year-end and outstanding liabilities. Scrutinize all credit balances.
- Identifying pre-paid expenses.

- Maintenance of Fixed Assets register, Physical verification, calculation of depreciation and checking of location, situation & identification of fixed assets.
- Variations in quantity & price as per contract conditions & approval thereof.
- Claims management system and review of that.

4.18 Insurance Policies:

- Coverage of the entire project under a comprehensive Contractors All Risk insurance policy (CAR) for the full duration of the project with additional claim period. Ensure all premium installments are paid on time.
- Insurance coverage of all the plants and equipment installed at the project.
- Personal accident and workmen's compensation policy for all the staff including contract labour engaged at the site and the fidelity insurance of the cashier.
- Cash insurance cover for cash in-transit between the bank and the project site and cash held in safe at the office.
- Ensuring that all accident and injury claims of project staff or of third parties against the project are claimed from the insurer

4.19 Compliance of the IRCON policies:

A special emphasis on the compliance of various policies issued by IRCON, such as policy for Management of Surplus Funds, Enterprise Risk Management policy, IFC, Imprest policy etc. Any deviations are to be reported.

4.20 Miscellaneous Matters:

- For arbitration, court cases and contingent liabilities, proper provisions should be calculated and booked.
- Compliance made by the project upon comments made by the Statutory Auditors in its report under the provisions of companies act, 2013.
- Any material procured from Micro, Small and Medium Enterprises (MSME), provisions of MSME Act to be followed.
- Review of the deposit with Govt. Departments such as Electricity, Water, and Telephone etc.
- Comment on risk assessment and risk mitigation mechanism in the project
- Detection of systemic flaws and suggestions for adopting corrective measures.
- Irregularities of serious nature noticed during audit are to be reported to the Head of Internal Audit Cell through a special report.

4.21 Special items for Corporate Office:

Since the type of work handled at C.O. is different than of projects, the scope for Internal Audit of C.O. is required to give additional attention to the below:

- Taxation Issue including statutory compliances.
- Treasury matters including management of Indian and foreign funds.
- Payroll and leave records.
- HR Matters
- Admin Matters

Note:

- The details above are not to restrict the Scope of Internal Auditors but are only to meet with the minimum specific requirements for the internal control of company.
- Internal Auditors are encouraged to suggest solutions to rectify the errors or deficiencies and not merely confine to making observations. Internal Auditors should also give suggestions for system improvement and ensure compliance of the audit observations at the Project site itself in their presence.

4.22 Knowledge resource/documents to be referred:

The indicative list of the knowledge resource/documents, which are to be referred before embarking the assignment includes:

- Standards on Internal Audit issued by ICAI (SIA1 to SIA 18, issued so far).
- Technical Guide on Business Control, Monitoring and Internal Audit of Construction Sector issued by ICAI.
- Technical Guide on Internal Audit of Tendering Process issued by ICAI.
- Generic Guidelines on Internal Audit issued by ICAI including Guide on Risk-Based Internal Audit, Guide to Internal Financial Controls, Enhancing Governance through Internal Audit etc.
- Schedule of Powers issued by CS Cell in Corporate Office.
- Guidelines for Tendering(GFT) issued by Corporate Office.
- General Conditions of Contract (GCC) issued by Corporate Office.
- Project Contract documents duly signed by IRCON and Client.
- Closing guidelines issued by Compilation Cell in Corporate Office.
- Circulars/guideline/policies on various matters issued by concerned.
- Department on time to time basis.

*Available
with the
concerned
project*

4.23 Master Checklist-Internal Audit

The Auditor is required to fill the checklist properly and submit it along with Internal Audit Report including annexure thereto. The checklist is not exhaustive and auditor may also check other matters besides the said checklist.

Part I: Accounting Issues:

S. No.	Particulars	Remarks and annexure
1.	Submit the copy of Trial Balance duly signed by the Project Finance Head along with Audit Report.	
2.	Whether Auditors have checked the bills raised on client including receipts during the period under audit?	
3.	Whether project office maintains Cash Balance? If yes, submit the copy of physical cash verification certificate of Cash Balance along with Audit Report.	
4.	(i) Submit the statement of Investments made during the period under audit in the FDs, MF, flexi account etc. along with Interest or Gain /Loss thereof along with Audit Report. (ii) Whether Bank Reconciliation statement is prepared on timely manner for each account held by the project office?	
5.	Whether cheques are in transit beyond 90 days from the date of issue as on 31 st March? If yes, whether the same has been properly accounted for?	
6.	Whether staff advances lying outstanding for more than 3 months from the due	

	date as on 30 th Sept. /31 st March? If yes, Whether the same has been dealt as per policy of the company?	
7.	Whether Advances given to contractors including interest thereon have been checked /examined by the auditors?	
8.	i) Submit the statement showing the details of IRCON's security deposit and other deposits giving the party name, amount and probable date of realisation/maturity along with Audit Report. ii) Submit the statement showing details of Security Deposit/Earnest Money Deposit furnished by the contractors along with Audit Report.	
9.	Whether loans advanced to staff as Vehicle Advance, Multipurpose Advance and HBA are dealt properly as per the policy of the company?	
10.	Whether outstanding Liabilities have been checked properly including adjustment of provision in the current financial year?	
11.	Whether prepaid expenses are dealt properly?	
12.	Whether any prior period expense noticed during the audit? If yes, Whether the same has been dealt properly as per company policy?	
13.	Whether expenditure on business promotion, publicity, entertainment and advertisement are booked properly in the books of accounts?	
14.	Certificate that no personal expenses have been charged to Profit and Loss Account.	
15.	Whether the sundry debtors/ outstanding receivable have been classified as per Accounts Closing Guidelines of the Company?	
16.	Whether confirmation of balances of sundry debtors and creditors have been sent as per guidelines issued?	
17.	Whether TDS Certificates obtained have been sent to Headquarters?	
18.	Whether auditors have checked contingent liabilities, if any?	
19.	Whether the auditors have checked legal cases pending in the Courts or with Arbitrator?	
20.	Whether the auditors have checked the claims filed/ raised by the project office along with its recoverability?	
21.	Whether the auditors have checked the import of goods and its treatment in books of accounts?	
22.	Whether work-in-progress dealt as per Accounts closing guidelines?	
23.	Whether the company is maintaining proper records showing full particulars, including quantitative details and situation of Property, Plant and Equipment.	
24.	Whether the company is maintaining proper records showing full particulars of intangible assets.	
25.	Whether any fixed assets have been sold /transferred/ disposed off during the year? If yes whether Sanction of Competent Authority as per the policy and procedure of the company?	
26.	Whether auditors have checked loss/pilferage of assets, if any, took place during the period audit?	
27.	Whether Fixed Assets are in transit as on 31 st March? If yes, submit the assets in transit along with Audit Report.	
28.	Whether Depreciation calculations are as per depreciation policy of the company?	
29.	Whether fixed assets have been physically verified by the management at reasonable intervals; whether any material discrepancies were noticed on such verification and if so, whether the same have been properly dealt with in the books of account?	

	Submit the Fixed Assets Physical Verification Report along with Audit Report.	
30.	Whether the title deeds of immovable properties are held in the name of the company. If not, provide the details thereof.	
31.	Whether physical verification of inventory has been conducted at reasonable intervals by the management and whether, in the opinion of the auditor, the coverage and procedure of such verification by the management is appropriate; whether any discrepancies of 10% or more in the aggregate for each class of inventory were noticed and if so, whether they have been properly dealt with in the books of account. Submit the Physical Verification Report along with Audit Report.	
32.	Whether the auditors have checked sale / disposal of scrap, steel, plastic drums etc? If yes, whether the same has been dealt properly in the books of accounts?	
33.	Whether the auditors have checked sale /disposal of inventory during the period under audit? If yes, Whether the same has been duly approved by the Competent Authority and dealt properly in the books?	
34.	Submit the Material Reconciliation statement with client/ contractor along with Internal Audit Report.	
35.	Where dues of income tax or GST or any other statutory dues have not been deposited on account of any dispute, then the amounts involved and the forum where dispute is pending shall be mentioned (A mere representation to the concerned Department shall not be treated as a dispute)? If yes, submit the statement of cases pending including status of each case along with the audit report.	
36.	Whether the company is regular in depositing undisputed statutory dues including provident fund, employees' state insurance, income-tax, GST and any other statutory dues to the appropriate authorities and if not, the extent of the arrears of outstanding statutory dues as on the last day of the financial year concerned for a period of more than six months from the date they became payable, shall be indicated.	
37.	The auditor should check that the payment made to third part should only be through NEFT/RTGS. Any cash payment made during the period should be reported.	
38.	Whether investments have been made by the project office itself? If yes, whether the same complies with Investment Policy of IRCON.	
Specific to Corporate Office only:		
39.	Whether the company has granted any loans, secured or unsecured to companies, firms, Limited Liability Partnerships or other parties covered in the register maintained under section 189 of the Companies Act, 2013	
40.	In respect of loans, investments, guarantees, and security whether provisions of section 185 and 186 of the Companies Act, 2013 have been complied with. If not, provide the details thereof.	
41.	Whether the company has defaulted in repayment of loans or borrowing to a financial institution, bank, Government or dues to debenture holders? If yes, the period and the amount of default to be reported (in case of defaults to banks, financial institutions, and Government, lender wise details to be provided)	
42.	Whether related party transactions are in compliance with sections 177 and 188 of Companies Act, 2013.	
43.	Whether the company has entered into any non-cash transactions with directors or persons connected with him and if so, whether the provisions of section 192 of Companies Act, 2013 have been complied with If any non-cash transaction is found then auditor should check compliance with	

	the provisions of section 192 of the companies Act, 2013	
44.	Whether the title deeds of all the immovable properties (other than properties where the company is the lessee and the lease agreements are duly executed in favour of the lessee) disclosed in the financial statements are held in the name of the company, if not, provide the details.	
45.	Whether the company has revalued its Property, Plant and Equipment (including Right of Use assets) or intangible assets or both during the year and, if so, whether the revaluation is based on the valuation by a Registered Valuer; specify the amount of change, if change is 10% or more in the aggregate of the net carrying value of each class of Property, Plant and Equipment or intangible assets.	
46.	Whether any proceedings have been initiated or are pending against the company for holding any benami property under the Benami Transactions (Prohibition) Act, 1988 (45 of 1988) and rules made there under, if so, whether the company has appropriately disclosed the details in its financial statements.	
47.	Whether, in respect of other than ongoing projects, the company has transferred unspent amount to a Fund specified in Schedule VII to the Companies Act within a period of six months of the expiry of the financial year in compliance with second proviso to sub-section (5) of section 135 of the said Act.	
48.	Whether any amount remaining unspent under section (5) of section 135 of Companies Act, pursuant to any ongoing project, has been transferred to special account in compliance with provision of sub section (6) of section 135 of the said Act.	
49.	The auditor is required to check the corporate guarantees issued, if any and submit the details thereof along with audit report.	

Part II: Based on IRCON's operations and framework:

S. No.	Particulars	Remarks and annexure
1.	The auditor will examine the preparation, vetting and issuance of Tender Documents during the period under audit.	
2.	The Auditor will examine whether proper constitution of Tender Evaluation committee has been done.	
3.	The auditor will examine and comment on EMD as required in the tender documents has been received from all the eligible bidders and how it has been dealt with.	
4.	Whether auditor checked that relevant clauses, like performance bank guarantee, payment terms, liquidated damages, etc., have been incorporated in the tender documents to avoid ambiguity and delay in award of the contract?	
5.	The auditor will examine in details the works /supply contracts awarded by the contracts keeping in the mind any cases of splitting of the contracts noticed by them. The auditor should submit an affirmation that there was no splitting of contract noticed by them during the audit of the project.	
6.	The auditor should examine, whether the project has evaluated the performance of contractors and annual appraisal result is sent to C.O.	
7.	The auditor will examine and comment on whether contractor bills have been passed properly as per contract conditions after considering deduction of	

	advances, security deposit, retention money, recovery on account of additional facilities, viz. accommodation, electricity supply, equipment hiring charges and supply of material etc.	
8.	The auditor will examine whether insurance policy has adequate risk coverage as per contract conditions and also for Company's Property.	
9.	The auditor will examine whether insurance policies have been renewed on timely basis. If not, submit the list of Insurance Policies including their validity along with audit report.	
10.	The auditor will examine whether contract clauses namely security deposit, retention money including Liquidated Damages, Milestones achievement etc. have been complied with.	
11.	The auditor will examine whether recording of entries in MB in respect of measurement details have been done correctly and properly.	
12.	The auditor will examine that Full and final payment are not released to the contractor without adjusting various recoveries, viz. material issued, advances given, charges for facilities, hire of equipment/vehicles, liquidated damages, etc.	
13.	Whether Bank Guarantee given to the client directly by the project office? Submit the list of BGs, Amount and its validity along with audit report.	
14.	The auditor will examine whether contractors have furnished BG as per contract terms and conditions. Submit the list of BGs, their amount and validity along with audit report.	
15.	The auditor will examine and comment whether BGs are kept in safe under the custody of Finance Head.	
16.	The auditor will examine and comment whether BGs have been renewed on a timely manner.	
17.	Whether Bank Guarantees are getting confirmed through SFMS System?	
18.	The auditor should ensure that the project should have sufficient no. of safety devices and adhere to the safety policy of the company.	
19.	The auditor should check the bills raised to the client are as per terms of the agreement.	
20.	The auditor will check SAP S/4 HANA functioning and require to report in detail.	
21.	Cash management system of the project should be specifically commented upon with views of auditor on its effectiveness.	
22.	Comment upon the status and efforts made for timely and effective reconciliation of various items between regional offices, projects, PMD Cell, Corporate Office etc.	
23.	Biometric attendance system in offices and attendance system for site offices are to be checked	

5.0 Reporting Format of Internal Audit Reports:

Internal Audit Reports should be prepared in seven separate parts, namely:

I. Brief introduction about project along with the following Information:

Sr. No.	Details of Project				Description
a)	Name of Project				
b)	Name of Client				
c)	Nature of Project (Cost Plus / Item Rate etc.)				
d)	Nature of Work				
e)	Date of Award				
f)	Date of Completion				
g)	Defect Liability Period (if any) up to				
h)	Original Value of Project				
i)	Revised Value of the Project				
j)	Audited Turnover up to FY Ended on 31.03.20XX				
k)	Details of Major five Contractors :				
	S. No.	Name of work and Sub-contractor	Contract Value	Percentage Completed	
				Physical	Financial
l)	Cumulative Physical Progress (%) as on.....				
m)	Cumulative Financial Progress (%) as on.....				

II. Audit Planning, Methodology and Documentation:

- The objective is to plan the audit in accordance with the size and complexity of the project to perform the audit in an effective manner.
- Documentation, for purposes of this part, refers to the working papers prepared or obtained by the Audit Firm / IAD and retained, in connection with the performance of audit. The reference of documents checked must be part of the audit report. IRCON reserves the right to call for review of audit documentation.

III. Executive Summary of significant observations with the following summarized highlights:

Category of Observation*	Brief Description of Observation	Financial Impact of Observation and consequence of non-compliance	Recommendation of Internal Auditor
Critical			
Not Critical			
Potential Improvement Areas			

The observation listed above shall be described in details in the audit report with necessary supporting documents.

Internal Auditors are encouraged to suggest solutions to rectify the errors or deficiencies and not merely confine to making observations. Internal Auditors should also give suggestions for system improvement.

***Categorisation of observation:**

Critical	Addresses a fundamental control weakness or significant operational issue that should be resolved by management on a priority.
Not Critical	Addresses a control weakness or operational issue that should be resolved by management over a period of time and does not have material impact on financial statements.
Potential Improvement Areas	Addresses a potential improvement opportunity in operational efficiency/effectiveness.

IV. Action taken by the unit on Internal Audit observations including previous Internal Audit Report:

Part A: Errors noticed and rectified on spot during the conduct of audit

S. No.	Description of error noticed	Financial Impact (Rs.)	Rectified on spot (specify adjustment Entries & Date)	Whether Rectified properly (Y/N)

Part B: Internal Audit Observations of previous Internal Audit Report

S. No.	Description of Internal Audit Observation	Date /Period of audit observation	Financial Impact (Rs.)	Details of Rectification (specify adjustment Entries & Date)	Whether Rectified properly (Y/N)	Reasons for Non-rectification

“No observation in the Internal Audit Report will be considered as closed unless it is satisfactorily resolved. The Internal Auditor or Head of Audit Cell can close observations made in the Internal Audit Report. Observations, stated as complied in the report, should be supported by proper documentation. Open observations will be carried forward to the next phase/ year audit report and need to be properly addressed in Part-IV of the Internal Auditor’s Report.”

V. Compliance of Various Policies / Circulars:

Policies / Matters	Status of Implementation	Auditor’s Remarks
CSR Policy		
Whistle Blower Policy		
Risk Management System		

POSH Policy		
Investment of surplus fund		
Circulars issued during the period under audit		

VI. Comments on Internal Control Framework in IRCON and its robustness and weaknesses including IFC:

The company has an adequate Internal Financial Controls (IFC) system in place. To ensure operating effectiveness of such controls, testing of laid down controls IFC is carried out by the Audit Cell or by appointing professional firm for the Company as a whole, If any inadequacy is noted in any area of audit, Internal Auditors may also give their suggestions/observations on Internal Financial Controls.

VII. Suggestion for System Improvements

S. No.	Area of Improvement	Likely Benefit of Improvement

Mandatory Procedure for issue of Internal Audit Report:

- The Internal Auditor must discuss the draft report with the Project Head and Project Finance Head at project site before drawing up the final report. The auditors to submit certificate duly signed jointly with Project Head and Project Finance Head to the effect that issues raised or observations made in the Internal Audit Report have been discussed.
- In case of failure to discuss the report with Project Head (PH) and Project Finance Head (PFH), Project Head is required to intimate the Audit Cell. Audit Cell will instruct the Internal Auditors to discuss the report with PH and PFH before onward submission to the Audit Cell. The report shall not be treated as final. The Head of Audit Cell can take strict action, for non-discussion of Draft Report, against Internal Auditors including termination.
- The Auditor must deliver one copy of the final report to the unit head for necessary compliance and send a copy of the Report (in soft and hard both) to the head of Audit Cell in the Corporate Office.

6.0 Timelines for Submission of Audit Reports

Timelines for projects, where Internal Audit is to be done on Semi-annual basis:

Phase	Period Covering	Reports to be Submitted by
Phase-I	1 st April to 30 th September	20 th October
Phase-II	1 st October to 31 st March	20 th April

Timelines for projects, where Internal Audit is to be done on Annual basis:

Phase	Period Covering	Reports to be Submitted by
Phase-I	1 st April to 31 st March	20 th April

Auditor is required to submit the following for each project:

- Internal Audit Report [one hard copy and soft copy (one in word file and one signed & stamped in PDF File)].

- Dully filled Master Checklist Report [one hard copy and soft copy (one in word/Excel file and one signed & stamped in PDF File).]
- The auditors to submit certificate duly signed jointly with project head to the effect that issues raised or observations made by the auditors have been discussed [one hard copy and One soft copy (signed & stamped in PDF File)].
- Stay Certificate as per format provided [one hard copy and one soft copy (signed& stamped in PDF File)].
- The Auditor must deliver one set of all required documents to the unit/ project head for necessary compliance and another set of all documents (in soft and hard both) to the Head, Internal Auditor in the Corporate Office.
- It is preferable to submit above documents in one go or max. in 2 lots.

7.0 No. of Projects covered under each Audit Region along with Audit Frequency is as follows:

S. No.	Item Discretion	No. of Projects**
A. Corporate Office Region		
1.	Running Projects having Semi-Annual Audit	2
2.	Running Project having Annual Audit	3
3.	Regional Office and Closed Projects (Annual Audit)	3
B. Northern Region		
4.	Running Projects having Semi-Annual Audit	3
5.	Running Project having Annual Audit	16
6.	Regional Office and Closed Projects (Annual Audit)	4
C. Eastern Region		
7.	Running Projects having Semi-Annual Audit	7
8.	Running Project having Annual Audit	13
9.	Regional Office and Closed Projects (Annual Audit)	4
D. Patna Region		
10.	Running Projects having Semi-Annual Audit	6
11.	Running Project having Annual Audit	11

12.	Regional Office and Closed Projects (Annual Audit)	13
E. Mumbai Region		
13.	Running Projects having Semi-Annual Audit	6
14.	Running Project having Annual Audit	9
15.	Regional Office and Closed Projects (Annual Audit)	5
F. J&K Region		
16.	Running Projects having Semi-Annual Audit	-
17.	Running Project having Annual Audit	3
18.	Regional Office and Closed Projects (Annual Audit)	2

* The Patna Region does not have a designated regional office and comprises only closed projects.

** No. of projects mentioned in the table are for FY 2025-26. For FY 2026-27, details of the projects /audit plan will be provided in the commencement of FY 2026-27. Company reserves the right to include/exclude projects as per future requirements.

8.0 Audit Team and Duration

A. For Domestic Projects:

Sr. No.	Category of projects	Audit Team Composition*	Recommended/ Indicative Audit duration for each project**
1.	Running Projects having Semi-annual Audit including Corporate Office	3 Members	7 days
2.	Running Projects having annual Audit	3 Members	5 days
3.	Regional Office and other Closed Projects	3 Members	3 days

*The audit team must be headed by a qualified CA/CMA. The audit team leader should be assisted by two article / audit clerks. For extension of Audit Team Composition, prior approval of Head of Audit Cell is required. Internal Auditors may be required to visit project for a maximum of three times in case of semi-annual audit and two times in case of annual audit.

** The audit duration may be extended based on the workload if situation so warrant with the prior approval of Head of Audit Cell, however no extra payment will be made.

B. For Running Foreign Projects

In case of existing foreign running projects, audit may be conducted by visiting the project or remote location or combination thereof considering the work requirements. The audit team may consist of maximum 2 members with atleast one qualified CA/CMA. In case of visit to the

foreign country, the indicative duration will be 2 nights and 3 days.

9.0 Accountability of Internal Auditors

Internal Auditors shall be responsible and accountable to comply with Standards on Internal Audit (SIAs) as well as any other relevant Statutes, Rules & Regulations; including

- Understanding, assessing and evaluating the adequacy of the prevalent internal controls.
- Conduct Risk Based Audit in accordance with Standards on Internal Audit (SIAs) prescribed by The Institute of Chartered Accountants of India.
- Maintain requisite professional audit personnel strength with sufficient knowledge, skills, experience, and professional qualifications to meet the objective of Internal Audit.
- Examine and evaluate adequacy and effectiveness of the internal control and risk management system of various operations and activities of the Company.
- Examine adherence to legal and regulatory requirement covering Acts related to Finance, Banking and Taxation laws such, GST, Income Tax Act, etc. and approved policies and procedures.
- Adherence to the scope of Audit including Master Checklist.

10.0 Payment Terms:

- 10.1 The payment of audit fees shall be made on half-yearly basis. 40% of the fee for Running Projects having semi-annual Audit including Corporate Office shall be paid only after acceptance of audit reports by Head of Audit Cell (Read with Bills of Quantities).
- 10.2 The remaining audit fees i.e. 60% of Running Projects having Semi-annual Audit including Corporate Office and 100% of Running Projects having annual Audit and Regional Office and other Closed Projects will be paid annually only after acceptance of audit reports by Head of Audit Cell.
- 10.3 No proportionate fees shall be paid to auditor in case of partial fulfillment of performance.
- 10.4 Apart from Audit fee, TA will be payable as per company rules. The details of the reimbursements rules are as follows: -
- 10.5 For Domestic Project:
Whenever Internal Auditors or their staffs are required to travel outside the local station*, they would be entitled to claim the following allowances:
- **Travel Expenses (TA):** - Actual travel expenses by Air (Economic class) or by Rail upto AC II Tier whichever mode of transport is more convenient as per project office location. Project Office shall arrange transport facility from Airport / Nearest Railway Station to the Project Office & return.
 - **Accommodation arranged by Project Office:** Accommodation to auditors consistent with their status will be provided by the project in the Guest House of the Project. In case

of non-availability of required space in Project Guest House then project may book hotel with the approval of Project Head.

The entitlement for hotel accommodation is as follows:

Audit Team Members	X Class Cities	Y Class Cities	Z Class Cities
Qualified CA/CMA	4500/-	4000/-	3200/-
Article /Audit Clerks	2400/-	2200/-	1760/-

- **Accommodation arranged by Internal Auditors:** - Accommodation to auditors consistent with their status will be provided by the project in the Guest House of the Project.

However, where the auditors themselves make their own arrangements, prior approval from Audit Cell is required otherwise the charges for accommodation shall not be passed for payment. The reimbursement for hotel accommodation would be allowed as follows:

The entitlement for hotel accommodation is as follows:

Audit Team Members	X Class Cities	Y Class Cities	Z Class Cities
Qualified CA/CMA	4500/-	4000/-	3200/-
Article /Audit Clerks	2400/-	2200/-	1760/-

The amount shall be reimbursed for actual expenses incurred based on furnishing of relevant documents to the project office.

- Food and conveyance will be provided by the project office.

Note: The claims for reimbursement of above allowances should contain following information:

- No. of persons deputed to conduct the Audit along with their designations.
- Date and time of departure as well as arrival of the train(s) at starting /destination stations.
- No. of days spent for audit at the project to be mentioned in stay certificate.
- In case of travel by Air/Train, original boarding pass/tickets should be enclosed with the bills.

* Local Station for: -

- Corporate Office Region – Delhi & NCR
- Northern Region – Delhi & NCR
- Patna Region – Patna City
- Mumbai Region – Mumbai City
- J&K Region – Jammu City
- Eastern Region – Kolkata City

10.6 For Foreign Running Projects:

In case of travel to foreign country, the auditors are entitled to the followings:

- **Travel Expenses (TA):** Flight tickets of auditors to and from by Air (economic class) shall be arranged by IRCON and transport facility from Airport to the Project Office & return shall be arranged by Project Office.
- **Accommodation shall be arranged by Project Office only:** Accommodation of auditors will be provided by the concerned foreign project in the Guest House. In case of non-availability of required space in the Guest House, project may book hotel with the approval of Project Head.

- **Food Expenses:** The project office shall arrange food to auditors.

10.7 Financial Bid:

The amount to be quoted shall be for the complete scope of work as described in the tender document. Any item of work included in the scope of work may not be exclusively described in the Bill of Quantities. The rates to be quoted in the Bill of Quantities shall also take care of all such items of work as inclusive. No additional amount except for the accepted rates in the Bill of Quantities shall be payable for completing the total scope of work.

11.0 Penalty Clause:

There will be a penalty clause to impose the penalty maximum up to 10% of the fee, in case of any delay in the submission of the report. However, relaxation may be granted in case of genuine reasons beyond control of the Audit Firm/LLP.

12.0 Performance Appraisal of Internal Auditors:

Performance of Internal Auditors shall be evaluated by the Head of Internal Audit Cell based on following criteria:

- Conduct of Internal Audit in accordance with Standards on Internal Audit prescribed by the Institute of Chartered Accountants of India.
- Adherence to the Basic Principles of Internal Audit
- Adherence to the scope of audit and Master Checklist
- Adherence to Timelines and format for submission of Audit Report
- Discussion of their observations with Project Head and Project Finance Head before submission of Audit Report.

Recommendations of the Project Office, if any, may be considered for performance appraisal of Internal Auditors. The Head of Audit Cell can cancel /terminate the appointment based on performance appraisal and/or other factors as deemed fit.

13.0 Termination Grounds and Authority:

The audit firm/ LLP so appointed may be terminated without assigning any reasons in any of the following situations:

- a. Non-discussion of Internal Audit Report with Project Head and Project Finance Head
- b. Submission of fake credentials / documents.
- c. Dissemination of information known/gathered while performing audit works.
- d. Misbehavior / abusing / any other unethical behavior on the firm/LLP's part.
- e. Any other unexpected /unwelcome incidents of the firm/LLP.

The Internal Audit Firm /LLP will be terminated for reasons cited above in clause (a) to (e) based on the recommendations of the Project Head and Project Finance Head, and approved by the Head of Audit Cell.

Further, The Head of Audit Cell has a right to terminate the appointment after one year based on non-satisfactory performance or any other factor as deemed fit.

14.0 Fixation of Subsequent Years Audit Fee:

The audit fee, for subsequent year, will be calculated based on the category of projects in each audit region as the followings:

Sr. No.	Nature of Project	Last year Annual Fee (A)	No. of projects in each category (B)	Audit Fees per project for each category (C= A/B)	D Revised No. of projects in each category * (C)	= Escalation based on inflation (5%) for each category (E)	Total Fee (D+E)
1.	Running Projects having Semi-annual Audit including Corporate Office						
2.	Running Projects having annual Audit						
3.	Regional Office and other Closed Projects						
Total Audit Fees for subsequent year/s							

15.0 Confidentiality Clause:

There would be a confidentiality clause in the appointment letter to be issued to each Audit firm. Audit Firm/LLP shall not have the right to assign or transfer the benefit and obligations of the contract or any part thereof to the third party.

16.0 Cooling Off Period:

The Audit firm/LLP once appointed as Internal Auditor shall not be eligible for appointment as Internal Auditor again, for any Internal Audit assignment within IRCON, for one financial year from the end of existing firm's tenure. The Audit firm/LLP which were internal auditors of Ircon for FY 2024-25 need not apply in this tender in wake of cooling off period as mentioned above.

17.0 Panel of Firms:

A panel of all technically qualified firms for each audit region will be made. In case of unsatisfactory performance/ non-acceptance of appointment letter of the selected firm or any other reason, the firm from existing panel may be offered for appointment by calling financial bids from the paneled firms and lowest financial quote, (L1) shall be considered for appointment as Internal Auditors.

18.0 Industrial and intellectual property:

- (i) All documents, report, information, data etc. collected and prepared by Audit Firm/LLP in connection with the scope of work submitted to IRCON will be property of IRCON.
- (ii) Audit Firm/LLP shall not be entitled either directly or indirectly to make use of the documents, reports given by IRCON for carrying out of any services with any third parties.
- (iii) Audit Firm/LLP shall not without the prior written consent of IRCON be entitled to publish studies or descriptive article with or without illustrations or data in respect of or in connection with the performance of services.

19.0 Settlement of Disputes:

In case of dispute arising during execution, an amicable settlement may be arrived with discussion and reconciliation. However, in case of any dispute remaining unresolved, decisions of IRCON will be final and binding.

20.0 Jurisdiction of Court:

Jurisdiction of courts for dispute resolution shall be New Delhi.

21.0 Change of Address

- 21.1 Either party may change the nominated address by prior written notice to the other party. However, either party shall not change their email address during currency of the contract without obtaining prior mutual consent for doing so.
- 21.2 In case of any change in the constitution of Bidder's firm, the same shall forthwith be notified by the auditor to the Employer.

22.2 Death of Partner

If the Auditor is a partnership concern and one of the partners dies, in that case, unless the Employer is satisfied that all surviving partners are capable of carrying out and completing the contract, the Employer shall be entitled to rescind the contract as to its incomplete part. In that event, the Employer shall not be liable to pay any compensation to the legal heirs of the deceased partner and / or to the surviving partners of the Auditor's firm, on account of such cancellation of contract. The Employer's decision as to whether the legal representatives of the deceased partner or surviving partners of the Contractor are capable of carrying on and completing the contract shall be final and binding on the parties. Provided further that the legal representatives of the deceased partner or the surviving partners shall also not be liable to pay any damages, alleged or actually suffered by the Employer, in respect of incomplete part of the contract. Any liability incurred by the deceased partner, or by the deceased partner of the contracting firm, before his death, shall be recovered from the legal representatives of the deceased partner or from the surviving partners of the said auditing firm as the case may be.



IRCON INTERNATIONAL LIMITED

E-PROCUREMENT DOCUMENT

FOR

“Appointment of Firms/LLP of Chartered / Cost Accountants as Internal Auditors of Ircon International Limited for the FY 2025-26 and FY 2026-27”

NIT No. IRCON/CO/Audit /IA//2025

Dt. 20.06.2025

(PACKET-II)

FINANCIAL BID

June - 2025

**IRCON INTERNATIONAL LIMITED
(A Govt. of India Undertaking)**

**C-4, DISTRICT CENTRE, SAKET,
NEW DELHI-110017**

PHONE: +91-11-29565666; FAX: +91-11-26522000,26854000

E-mail: info@ircon.org ; Web: www.ircon.org

CIN: L45203DL1976G01008171

FINANCIAL BID

NIT No. IRCON/CO/Audit /IA//2025

Date: 20/06/2025

Name of Work: **“Appointment of Firms/LLP of Chartered / Cost Accountants as Internal Auditors of Ircon International Limited for the FY 2025-26 and FY 2026-27”**

BILL OF QUANTITIES

Name of the Firm /LLP					
Head Office Location to cater Audit Region applied for					
S. No.	Item Discretion	No. of Projects	Total Amount without GST	GST @ 18%	Total Amount with GST
A. Corporate Office Region					
1.	Running Projects having Semi-Annual Audit	2	Editable		
2.	Running Project having Annual Audit	3	Editable		
3.	Regional Office and Closed Projects (Annual Audit)	3	Editable		
Sub-Total					
B. Northern Region					
4.	Running Projects having Semi-Annual Audit	3	Editable		
5.	Running Project having Annual Audit	16	Editable		
6.	Regional Office and Closed Projects (Annual Audit)	4	Editable		
Sub-Total					
C. Eastern Region					
7.	Running Projects having Semi-Annual Audit	7	Editable		
8.	Running Project having Annual Audit	13	Editable		
9.	Regional Office and Closed Projects (Annual Audit)	4	Editable		

Sub-Total					
D. Patna Region					
10.	Running Projects having Semi-Annual Audit	6	Editable		
11.	Running Project having Annual Audit	11	Editable		
12.	Regional Office and Closed Projects (Annual Audit)	13	Editable		
Sub-Total					
E. Mumbai Region					
13.	Running Projects having Semi-Annual Audit	6	Editable		
14.	Running Project having Annual Audit	9	Editable		
15.	Regional Office and Closed Projects (Annual Audit)	5	Editable		
Sub-Total					
F. J&K Region					
16.	Running Projects having Semi-Annual Audit	-	Editable		
17.	Running Project having Annual Audit	3	Editable		
18.	Regional Office and Closed Projects (Annual Audit)	2	Editable		
Sub-Total					
Total Amount (In Figures)					
Total Amount (In Words)					

* The Patna Region does not have a designated regional office and comprises only closed projects.

Note# 1: Total Amount Quoted (combined amount) for each audit region shall be considered for evaluation of financial bid.

Note#2: For Payment purposes, amount quoted will be apportioned equally in the both years and payment will be made in line with payment terms (please refer clause 10 of Contract Conditions).