

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	15-09-2025 10:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	15-09-2025 10:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Defence
विभाग का नाम/Department Name	Department Of Defence Production
संगठन का नाम/Organisation Name	India Optel Limited
कार्यालय का नाम/Office Name	*****
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report; CA Firm, CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	15 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	375000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant /

Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

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

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
The Consultancy CA CMA Firms must have registered with ICAI and at least Ten years of practice in the profession of CA CMA	15	10	View File
The firm should have at least 4 Qualified Chartered Accountants CA CMA With minimum 03 years post qualification experience	15	10	View File
Experience Internal Statutory Cost and any audit as Companies Act2013 with PSU Manufacturing Companies Min 01Contract atleast01 year with PSUs of minimum turnover1000 Crore equal 10 Marks Min 01Contract atleast01 year with 07DPSUs OFB equal 20 Marks	30	10	View File
Annual Turnover of the Consultancy Firm equal to or more than Rs. 50 Lakhs as per their latest audited financial statement during Preceding 5 years i.e. FY 2019-20 to 2023-24	15	10	View File

Lead Partner s At least 01 Partner of the firm must have working experience in internal Audit of Manufacturing Companies of at least 05 years	10	10	View File
The Consultancy CA CMA Firms must have registered office at Dehradun NCR Chandigarh region	10	5	View File
Diploma in Information System Audit DISA OR Diploma in Information System Security Audit DISSA by at least 1 CA CMA engaged in Firm	5	5	View File

Total Minimum Qualifying Marks for Technical Score: 60

QCBS Weightage(Technical:Financial):70:30

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
01-09-2025 11:00:00	<p>The bidder may participate in the scheduled pre-Bid meeting/Conference and site visit. The bidders will be given an opportunity for site visit and understand user requirement and ground, provide input & seek clarification. All such clarification and inputs are to be submitted preferably in advance before scheduled date of pre bid meeting. Pre bid meeting/Conference shall be held 4 days after floating tender at IOL Corporate HQ, Raipur Dehradun. VC link for the conference will be shared in due course of time to the interest shown firm. Only the query received within the stipulated date prior to the pre bid meeting will be answered. Bidder/Service providers can send their queries to:</p> <p>The General Manager/Finance, IOL HQ Corporate office Raipur Dehradun. Email Id:- div.fin@indiaoptel.in</p>

Financial Audit Services - Audit Report; CA Firm, CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report
Type of Financial Audit Partner	CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements

विवरण/ Specification	मूल्य/ Values
Type of Industries/Functions	Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Fixed assets, depreciation and amortisation , Cash and Bank Balance , Sales, Services and Revenue
Frequency of Progress Report	quarterly report
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	quarterly basis
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	*****	*****Dehradun	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 12

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

1. Generic

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

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Important Note :

1. During bid creation on the GeM portal, only 15 lakhs can be entered in the Annual Turnover (3 Years) field, however as per evaluation criteria (QCBS basis) in Annexure 'F', The REQUIREMENTS OF ANNUAL TURNOVER is Rs 50.00 LAKHS, and sellers should note that despite the portal limit, 50 lakhs will be applied for compliance during Technical Evaluation.

2. Firm must read all the item specifications, terms and conditions of tender document and submit their offer/documents accordingly.

3. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

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

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

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

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

Scope of Work (S.O.W)(For production Units)
OFD, OLF & OFCD

- (1) The Audit team should visit respective units every Quarter and conduct audit at least 47 Man-days(In above 03 Units) in a quarter. After audit, Audit team will submit the details along with "Value Addition Report". The Internal Audit team will submit report in the name of CMD, IOL HQ, Raipur Dehradun having five hard copies & soft copy to our email div.fin@indiaoptel.in within the 07 days of completion of internal Audit.
- (2) Internal Auditors are required to cover all the areas specified below in the Internal Audit for the financial year 2025-26. The payment of internal Audit will be done on Quarterly Basis subject to satisfactory completion of internal Audit and shall be in proportion of utilized man days for respective Units as per the General Terms & Conditions of Bid.
- (3) Internal Auditors should inform any serious irregularity in the unit to IOLHQ, Raipur, Dehradun as "SPECIAL REPORT TO CMD IOL HQ Raipur Dehradun" separately. The role of internal Auditor is not confined only to pointing discrepancies but also suggesting remedial measures against these discrepancies and risk involved therein.
- (4) Draft Internal Audit Report should be discussed with the unit head and their replies towards each auditor's observation should also be incorporated in the report.
- (5) Verified & self-audited Quarterly/Half yearly Trial balance should be enclosed along with the Internal Audit Report, duly signed by the Internal Auditor and the unit head. Trial Balance should provide Opening Balance, Transaction during the period (Debit and Credit) and Closing Balance.
- (6) Internal Audit Reports should be submitted timely to the unit head and IOLHQ and timelines mentioned in the appointment letter should be strictly adhered.

INTERNAL AUDIT WILL COVER:-

Sl.No.	Particulars	Particulars
(A)	Trial Balance	(i) Reconcile opening balances of Balance Sheet items with last audited Trial Balance / Balance Sheet. (ii) Ensure that no back dated voucher is passed or modification in passed vouchers is done in the previous audit period post completion of audit. (iii) To provide suggestions for corrections/additions required in the presentation of Financial statements, if any in accordance with Ind.AS.
(B)	Cash / Bank	(i) Cash / Bank Position a. To report Cash Balance. b. To report Bank balances in all the bank accounts (including inoperative bank accounts). (ii) Inoperative Bank Accounts To identify and report inoperative bank accounts i.e. bank account in which there has been no transaction in the last one year and reasons for non-closure of such bank accounts. (iii) Cash / Bank Book To check and report whether :



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	<p>a. Cash / Bank book is serially numbered, written, closed and signed by the Accounts in charge daily with due accounting of all receipts and payments;</p> <p>b. Cash deposited to / withdrawn from bank is entered in Cash / Bank book on the same day;</p> <p>c. Cash / Bank Balance as per books of accounts tallies with the balance as per Cash / Bank Book.</p> <p>d. There was negative cash balance on any day during the period under audit.</p> <p>(iv) Bank Reconciliation Statement</p> <p>a. To check and report whether Bank reconciliation statement in respect of all the bank accounts is prepared and signed by the Accounts in charge on monthly basis.</p> <p>b. Verification of Bank Reconciliation Statement with Bank Statement / Bank Certificate and to check and report whether :</p> <p>c. Entries appearing in BRS are settled subsequently. If not, then inquire into the nature and details of such outstanding entry.</p> <p>d. Cheques issued but not cleared appearing in BRS for more than 3 months has been transferred to stale cheques and booked accordingly.</p> <p>(v) FDRs / TDRs</p> <p>To check and report whether any amount has been kept in FDRs / TDRs with bank. If yes, then report the details thereof along with the reasons thereof.</p> <p>(vi) Physical Verification</p> <p>a. Physical / surprise verification of cash on the first day of visit during audit and check whether the physical cash balance tallies with the balance shown by the cash book and report the discrepancy found, if any.</p> <p>b. Physical verification of unused blank cheque book / cheque leaves and report the discrepancy found, if any</p> <p>c. Physical verification of cancelled cheques during the audit period on random basis and report the discrepancy found, if any.</p> <p>d. Physical verification of FDRs / TDRs and report the discrepancy found, if any.</p> <p>(vii) Cash / Bank Payment / Receipt</p> <p>To check and report whether :</p> <p>a. Payments are made after proper sanction of Authorized person/competent Authority</p> <p>b. Unpaid amount, if any, on account of salary, wages, bonus etc. is deposited in cash office without any delay;</p> <p>c. Payments are made only against original supporting bills/invoices and said bills / invoices are marked as "PAID" or "CANCELLED" along with the date of payment after payment is made.</p> <p>d. All cash and bank payments are entered in Docket Book.</p> <p>e. There was any irregularity while making payment in cash beyond the limit specified under Income Tax Act, 1961.</p> <p>e. Cheques and drafts received are deposited in the bank account on the same day or next working day.</p> <p>f. Receipts through NEFT / RTGS are entered into the books of account on the same day or next working day.</p> <p>(vii) Cash / Bank Vouchers</p>
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		<p>To check and report whether :</p> <p>a. All the relevant columns of the Cash / Bank Vouchers have been properly filled in and vouchers are properly authorized.</p> <p>b. Signature of the payee is taken by the designated cashier on the cash payment voucher at the time of making cash payment and a revenue Stamp of Re 1 is affixed thereon where cash payment exceeds Rs. 5,000.</p> <p>(viii) Safe Custody</p> <p>To check and report whether :</p> <p>a. Cash is kept in safe custody at the close of business hours.</p> <p>b. Cheque books and bank counterfoils are kept in safe custody.</p> <p>c. Post-dated cheques received, if any are kept in safe custody until deposited.</p> <p>d. To report whether the cash handling person is permanent employee of IOL. There should be factory order for designated Cashier at respective units.</p>
(C)	Fixed Assets	<p>(i) Maintaining of Fixed Asset Register (FAR)</p> <p>To check Fixed Assets Register (hereinafter referred to as "FAR") is maintained and updated on regular basis (Manual / Computerized).</p> <p>To check Identification number given on the fixed asset tallies with the number given in the FAR on random basis</p> <p>FAR give below details of the fixed assets :</p> <p>Description;</p> <p>Date of purchase;</p> <p>Quantity;</p> <p>Location;</p> <p>Identification Number / Tag Number;</p> <p>Original Cost / Purchase Price;</p> <p>Rate of Depreciation / Useful life;</p> <p>Accumulated depreciation;</p> <p>Deletion / Inter-unit Transfer;</p> <p>Written down value</p> <p>(ii) To check and report whether transactions involving purchase / sale / transfer of fixed assets have been properly recorded in the books of accounts.</p> <p>(iii) Physical Verification of Fixed Assets/Capitals</p> <p>To check and report whether :</p> <p>d. Physical verification of fixed asset such as <u>Plant , Machinery, Estate Land & Infrastructure</u> are to be carried out by the management at least once in a year as per the preview of head of Individual Units.</p> <p>(iv) Physical verification sheets in respect of fixed assets are properly prepared and duly signed by the persons responsible for carrying out the physical verification. The name, designation of employees and the date of carrying out the physical verification should also be clearly mentioned in the physical verification sheets.</p> <p>(v) Purchase of new Plant & Machinery</p> <p><u>(The Plants & Machineries Purchased/Commissioned after 01.04.2024 have to take in consideration)</u></p> <p>To check and report whether :</p> <p>a. Machines are ordered/to be placed /under procurement after due approval and authorization at various stages. That should be verified from Plant Modernization/Engineering Section of individual</p>



		<p>units/Factories.</p> <p>b. Machines are received as per the specification and according to the agreed contract terms and conditions especially for foreign Purchase of optical machines.</p> <p>c. Machines are erected / commissioned on time as per schedule and as per the terms of contract.</p> <p>d. Payments are made as per the agreed terms.</p> <p>e. Expenses incurred for procuring machines have been capitalized along with the capitalization of machines.</p> <p>f. Machines installed and commissioned are lying idle. If so, reasons thereof along with the period remaining idle.</p> <p>g. Performance of machines received with regard to working, speed etc. as per specification of machines. Any difficulty / problem are faced after erection / commissioning of machines.</p> <p>h. Suppliers of machines are attending the complaints on time and service thereafter is satisfactory.</p> <p>i. Ensure that the log book in respect of all the plant machinery and equipments are kept properly and up to date. Verify the machine log books and comment on the discrepancies observed.</p>
(D)	Sundry Debtors	<p>(i) Duration-wise analysis of debtors giving details of debtors outstanding for:- Less than 3 months 3-6 months 6-12 months More than 12 months</p> <p>(ii) Verify that collections from debtors are on time and there is no delay in collection and to ensure that interest is charged from parties on delayed payments as per the sales policy. Please verify the details in the Annexure "D" prescribed in Additional Standard Checklist.</p> <p>(iii) In case of sales made against Post dated cheques, if cheque has been deposited after due date, special mention in the report may be given along with the reasons.</p> <p>(iv) Verify the measures taken to recover / reduce sundry debtors and Report whether the <u>follow up action on outstanding debtors</u> is sufficient or not.</p> <p>(v) Comment on the Debtors' account showing closing credit balances along with the details and reasons for credit balances.</p> <p>(vi) Check the Debtors' account where legal case has been filed and ascertain the progress in the legal case.</p>
(E)	Sundry Creditors	<p>(i) Duration-wise analysis of creditors giving details of creditors outstanding for: Less than 3 months 3-6 months 6-12 months More than 12 months</p> <p>(ii) Comment on the Creditors account that are outstanding to be paid since long (unclaimed Creditors) and that can be considered for a write back in the books of account.</p> <p>(iii) Comment on the Creditors' account showing closing debit balances along with the details and reasons for debit balances.</p>



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		<p>(iv) Check the Creditors' account where legal case has been filed and ascertain the progress in the legal case.</p> <p>(v) Check the Payment to MSME beyond 45 Days and reasons thereof.</p>
(F)	Procurement / Material Management	<p>To check and report whether:</p> <p>(i) Procurement / MM are made as per the approved purchase manual / policy / prescribed procedures / sanction of authorized person. All procurement should Comply Procurement manual/Procedure.</p> <p>(ii) Interest / carrying charges paid, if any, are as per the terms of Purchase order (PO) / MoU / Contract. Please verify the details in the Annexure "D" prescribed in Additional Standard Checklist.</p> <p>(iii) Purchase Register for details of Contract / Supply order is maintained and updated regularly (manual / computerized) indicating below details: Item Code(Ledger Follo)(10 digit number) Name of the Item Purchase Order Number / Supply order Number/Contract in case of GeM Rate per Item/Unit rate with applicable GST. Quantity purchased Total Purchase Amount/Supply order value Discount / Rebate, if any(only for medicines)</p> <p>(iv) Rate/Price Variations over a period of time in respect of item of purchases should be noted. Reasons for purchases made at varying rates should be obtained. Rate Variations without a proper justification should be reported.</p> <p>(v) Carry out a scrutiny of Indents / Purchase requisitions to ensure that the purchase orders are placed as per the requirements given in the Indents.</p> <p>(vi) Ensure that various terms and conditions entered with the suppliers regarding quantity, quality, rate, discounts / rebates, commission, transportation and GST/TDS are properly adhered.</p> <p>(vii) Obtain a list of Indents pending for conversion into PO and comment upon the old pending indents.</p> <p>(viii) Obtain a list of PO's pending for delivery and comment upon the old pending PO where the due date of delivery of material has expired.</p> <p>(ix) Inward Material</p> <ol style="list-style-type: none"> Check that entry for the incoming material is made at the entry gate register in front of Security Staff and IGP is issued. Ensure that the weighing / counting of the incoming material are made properly and correctly at the receiving section. Check that every IGP is accompanied by Original Invoice of the Vendor. Check that GST No of respective factory is mentioned in every invoice/bill of entry. Check that Debit note is issued to the vendor for rejected material or short supply.



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(G)	Sales / Issue	<p>To check and report whether:</p> <p>(i) Sales are made as per the approved sales policy / prescribed procedures.</p> <p>(ii) Sale of scrap items is made only through tender / open auction/MSTC.</p> <p>(iii) Interest / carrying charges are collected on delayed payments, if any, as per the terms of MoU / Contract.</p> <p>(iv) Ensure that the discounts / rebates offered to the customers and commission to agents / dealers are as per the approved sales policy / prescribed procedures.</p> <p>(v) Ensure that the weighing / counting of the outgoing material are made properly and correctly at the dispatch section.</p> <p>(vi) Ensuring matching of Tax invoices with E-way bills, E-invoicing Maintaining Reports</p>
(H)	Inventory/ Stock Receipt/ Store Management	<p>To check and report whether :</p> <p>(i) Actual Inventory levels are as per the Inventory norms w.r.t: Stores & Spares Raw Material /Semi Finished items/Sub-assemblies W.I.P(Work In Process) Finished Stock/End store</p> <p>(ii) Age-wise analysis of finished stock giving details for finished stock lying : Less than 06 months 06-12 months More than 12 months</p> <p>(iii) Age wise summary of <u>obsolete/damaged, non-moving and slow moving stock</u> has been prepared and reported to Head Office for further instructions. If so, then report the details along with the amount thereof.</p> <p>(iv) Physical verification of inventory is carried out by the management at least once in a year.</p> <p>(v) Samples sent outside the factory are received back within a reasonable time. Sample room for all sample items has been maintained.</p> <p>(vi) Whether the systems of inventory control like Maximum level / Minimum level / EOQ / Perpetual inventory system / Bin Cards etc are prepared.</p> <p>(vii) Items of raw material and stores & spares are procured and not issued within 6 months. If so, then report the details along with the reasons thereof.</p> <p>(viii) Fitness for future use of items which are <u>More than five years</u> Old are assessed or not</p> <p>(ix) The item intent for use are written off or not</p>



		<p>(x) Check Unused Stores & spares lying within a particular department are properly recorded / accounted.</p> <p>(xi) All inventories, other than disposable scraps are valued at lower of cost or Net realizable value (NRV). The cost of materials is ascertained by weighted analysis method.</p> <p>(xii) Monthly Quantitative Reconciliation Statement</p> <table><tr><th>Particulars</th><th>Opening Stock</th><th>Purchased</th><th>Consumed</th><th>Closing Stock</th></tr><tr><td>(i) Raw Material</td><td></td><td></td><td></td><td></td></tr><tr><td>(ii) Raw Material to Finish Goods</td><td></td><td></td><td></td><td></td></tr><tr><td>(iii) RM to FG reconciliation</td><td></td><td></td><td></td><td></td></tr></table>	Particulars	Opening Stock	Purchased	Consumed	Closing Stock	(i) Raw Material					(ii) Raw Material to Finish Goods					(iii) RM to FG reconciliation				
Particulars	Opening Stock	Purchased	Consumed	Closing Stock																		
(i) Raw Material																						
(ii) Raw Material to Finish Goods																						
(iii) RM to FG reconciliation																						
(I)	Accounting / Vouching	<p>To check and report whether :-</p> <p>(i) Monthly reconciliation of all accounting records such as bank accounts, sub-ledger with main ledger accounts, stock ledger etc is done.</p> <p>(ii) Proper distinction between revenue and capital expenditure is made while accounting.</p> <p>(iii) All the relevant columns of the Vouchers have been properly filled in and vouchers are properly authorized and supported by bills / invoices etc.</p> <p>(iv) Voucher is prepared only in respect of <u>original Bills / Invoices</u>.</p> <p>(v) Bills / invoices are passed strictly as per the terms of purchase order / MoU / Contract.</p> <p>(vi) To check the correctness of the accounting head - expenses or income and report the discrepancy, if any.</p> <p>(vii) Ensure that input credit under GST is properly recorded in the books of accounts.</p>																				
(J)	Repairs & Maintenance of Plant & Machinery (Total Productive Maintenance) TPM	<p>To check and report whether :</p> <p>(i) Schedule of preventive maintenance & Periodic maintenance of plant & machinery and equipments has been made at regular intervals.</p> <p>(ii) Preventive maintenance schedule includes all the plant machinery and equipments.</p> <p>(iii) There is any deviation from the planned preventive maintenance schedule. Enquire in to the reason for such a deviation and comment upon it.</p>																				
(K)	Insurance	<p>(i) Obtain a list / statement of all the Insurance policies and ensure that all the assets of the company are fully and adequately insured.</p> <p>(ii) Obtain a list of all the insurance claims pending for settlement and comment upon the old pending cases.</p> <p>(iii) Ensure that the Insurance policies are renewed in time i.e. before the expiry of the period of validity.</p> <p>(iv) Prepaid insurance expenses are booked adequately.</p>																				



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(L)	Work Contracts / Civil/RC	To check and report whether: (i) There was any lacuna in procedure adopted for award of civil work contract/RC which was not as per the procedure laid down in manual. (ii) The rates for carrying out the jobs work was finalized after a proper comparison of the rates and further negotiation.
(M)	Statutory Compliances	(i) To check and report whether the provisions of Income Tax / GST / PF / ESI / Professional Tax have been complied with. (ii) To check and report whether tax payments are made and returns are filed within the due date. (iii) To report month wise payment of statutory dues in the format given as Annexure 'C'.
(N)	Budgets	To report month wise performance of the unit in technical and financial parameters given as Format "I".
(O)	Personnel/G A	(i) Review the personnel service files of employees kept by the Personnel Department/ GA Section to check whether - a. All the copies of certificates / testimonials have been taken from the employees at the time of joining. b. Copies of appointment advice / appointment letters / confirmation letters etc are kept in the service files b. Nomination in case of Gratuity / Pension / PF / superannuation etc has been collected from the employees. c. All other documents like increment letters / promotion letters etc are properly filed in the service files. d. Ensure that the Personnel Department is taking due care in case of contract labour employed by it to ensure that legal and statutory obligation like GPF/NPS/ PF/ ESI are taken care of. The Personnel Department should maintain proper attendance record in respect of the contract labour and should obtain copies of monthly PF / ESI challans from the contractor. e. Check that the various licenses like the Factory license etc. are renewed in time. f. Ensure that the various provisions of industrial and labour laws like The Apprentices Act / Factories Act / Payment of wages Act / Minimum wages Act etc. are duly complied with. g. Ensure that proper attendance / leave records are maintained by the Personnel Department in respect of all the workmen / staff / officers/ managers / higher management. h. Check whether Final Claim of Medical Re-imbursement and TA/DA are as per CGHS/CSMA rule.
(P)	Time Office/HR	To check and report whether : a. If actual strength is more than the sanctioned strength, then check approval for extra manpower deployed. b. System of marking attendance has adequate checks and controls. Point out the lacunae / weakness in the internal control system.



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(Q)	Additional points	<p>a. To assess adequacy of internal checks & internal controls in the organization.</p> <p>b. To comment on the adequacy of laid down procedures.</p> <p>c. Scrutinizing tenders / contracts of high value (Rs. 10 Lakhs & above).</p> <p>d. Verification and review of old outstanding loans and advances and details provided to Head Office for further consideration.</p> <p>e. Whether the action plans to comply with the Cost Auditors observations have been made and action taken report in respect of action plan is being submitted.</p>
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Annexure 'B'**Scope of Work (S.O.W)**(For Non- production Units)
IOL HQ & OFIL

- (1) The Audit team should visit respective units every Quarter and conduct audit **atleast 07 Man-days (In above 02 Units) in a quarter**. After audit, Audit team will submit the details along with "Value Addition Report". The Internal Audit team will submit report in the name of CMD, IOL HQ, Raipur Dehradun having five hard copies & soft copy to our email div.fin@indiaoptel.in within the 07 days of completion of internal Audit.
- (2) Internal Auditors are required to cover all the areas specified below in the **Internal Audit for the financial year 2025-26**. The payment of internal Audit will be done on **Quarterly Basis** subject to satisfactory completion of internal Audit and shall be in proportion of utilized man days for respective Units as per the General Terms & Conditions of Bid.
- (3) Internal Auditors should inform any serious irregularity in the unit to IOLHQ, Raipur, Dehradun as "SPECIAL REPORT TO CMD IOL HQ Raipur Dehradun" separately. The role of internal Auditor is not confined only to pointing discrepancies but also suggesting remedial measures against these discrepancies and risk involved therein.
- (4) Draft Internal Audit Report should be discussed with the unit head and their replies towards each auditor's observation should also be incorporated in the report.
- (5) Verified & self-Audited Quarterly/Half yearly Trial balance should be enclosed along with the Internal Audit Report, duly signed by the Internal Auditor and the unit head. Trial Balance should provide Opening Balance, Transaction during the period (Debit and Credit) and Closing Balance.
- (6) Internal Audit Reports should be submitted timely to the unit head and IOLHQ and timelines mentioned in the appointment letter should be strictly adhered.

INTERNAL AUDIT WILL COVER:-

Sl.No.	Particulars	Particulars
(A)	Trial Balance	(i) Reconcile opening balances of Balance Sheet items with last audited Trial Balance / Balance Sheet. (ii) Ensure that no back dated voucher is passed or modification in passed vouchers is done in the previous audit period post completion of audit.
(B)	Cash / Bank	(i) Cash / Bank Position a. To report Cash Balance. b. To report Bank balances in all the bank accounts (including inoperative bank accounts). (ii) Inoperative Bank Accounts To identify and report inoperative bank accounts i.e. bank account in which there has been no transaction in the last one year and reasons for non-closure of such bank accounts. (iii) Cash / Bank Book To check and report whether : a. Cash / Bank book is serially numbered, written, closed and signed



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	<p>by the Accounts in charge daily with due accounting of all receipts and payments;</p> <p>b. Cash deposited to / withdrawn from bank is entered in Cash / Bank book on the same day;</p> <p>c. Cash / Bank Balance as per books of accounts tallies with the balance as per Cash / Bank Book.</p> <p>d. There was negative cash balance on any day during the period under audit.</p> <p>(iv) Bank Reconciliation Statement</p> <p>a. To check and report whether Bank reconciliation statement in respect of all the bank accounts is prepared and signed by the Accounts in charge on monthly basis.</p> <p>b. Verification of Bank Reconciliation Statement with Bank Statement / Bank Certificate and to check and report whether :</p> <p>c. Entries appearing in BRS are settled subsequently. If not, then inquire into the nature and details of such outstanding entry.</p> <p>d. Cheques issued but not cleared appearing in BRS for more than 3 months has been transferred to stale cheques and booked accordingly.</p> <p>(v) FDRs / TDRs</p> <p>To check and report whether any amount has been kept in FDRs / TDRs with bank. If yes, then report the details thereof along with the reasons thereof.</p> <p>(vi) Physical Verification</p> <p>(To match with Stock verification Section of units)</p> <p>a .Physical / surprise verification of cash on the first day of visit during audit and check whether the physical cash balance tallies with the balance shown by the cash book and report the discrepancy found, if any.</p> <p>b. Physical verification of unused blank cheque book / cheque leaves and report the discrepancy found, if any</p> <p>c . Physical verification of cancelled cheques during the audit period on random basis and report the discrepancy found, if any.</p> <p>d. Physical verification of FDRs / TDRs and report the discrepancy found, if any.</p> <p>(vii) Cash / Bank Payment / Receipt</p> <p>To check and report whether :</p> <p>a. Payments are made after proper sanction of Authorized person/competent Authority</p> <p>b. Unpaid amount, if any, on account of salary, wages, bonus etc. is deposited in cash office without any delay;</p> <p>c. Payments are made only against original supporting bills/invoices and said bills / invoices are marked as "PAID" or "CANCELLED" along with the date of payment after payment is made.</p> <p>d. All cash and bank payments are entered in Docket Book.</p> <p>e. There was any irregularity while making payment in cash beyond the limit specified under Income Tax Act, 1961.</p> <p>e. Cheques and drafts received are deposited in the bank account on the same day or next working day.</p> <p>f. Receipts through NEFT / RTGS are entered into the books of account on the same day or next working day.</p> <p>(vii) Cash / Bank Vouchers</p> <p>To check and report whether :</p> <p>a. All the relevant columns of the Cash / Bank Vouchers have been properly filled in and vouchers are properly authorized.</p>
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		<p>b. Signature of the payee is taken by the designated cashier on the cash payment voucher at the time of making cash payment and a revenue Stamp of Re 1 is affixed thereon where cash payment exceeds Rs. 5,000.</p> <p>(viii) Safe Custody To check and report whether :</p> <p>a. Cash is kept in safe custody at the close of business hours. b. Cheque books and bank counterfoils are kept in safe custody. c. Post-dated cheques received, if any are kept in safe custody until deposited. d. To report whether the cash handling person is permanent employee of IOL. There should be factory order for designated Cashier at respective units.</p>
(C)	Sundry Debtors	<p>(i) Duration-wise analysis of debtors giving details of debtors outstanding for:- Less than 3 months 3-6 months 6-12 months More than 12 months</p> <p>(ii) Verify that collections from debtors are on time and there is no delay in collection and to ensure that interest is charged from parties on delayed payments as per the sales policy. Please verify the details in the Annexure "D" prescribed in Additional Standard Checklist.</p> <p>(iii) In case of sales made against Postdated cheques, if cheque has been deposited after due date, special mention in the report may be given along with the reasons.</p> <p>(iv) Verify the measures taken to recover / reduce sundry debtors and Report whether the <u>follow up action on outstanding debtors</u> is sufficient or not.</p> <p>(v) Comment on the Debtors' account showing closing credit balances along with the details and reasons for credit balances.</p> <p>(vi) Check the Debtors' account where legal case has been filed and ascertain the progress in the legal case.</p>
(D)	Sundry Creditors	<p>(i) Duration-wise analysis of creditors giving details of creditors outstanding for:- Less than 3 months 3-6 months 6-12 months More than 12 months</p> <p>(ii) Comment on the Creditors account that are outstanding to be paid since long (unclaimed Creditors) and that can be considered for a write back in the books of account.</p> <p>(iii) Comment on the Creditors' account showing closing debit balances along with the details and reasons for debit balances.</p> <p>(iv) Check the Creditors' account where legal case has been filed and ascertain the progress in the legal case.</p> <p>(v) Check the Payment to MSME beyond 45 Days and reasons thereof.</p>



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(E)	Procurement / Material Management	<p>To check and report whether:</p> <p>(i) Procurement / MM are made as per the approved purchase manual / policy / prescribed procedures / sanction of authorized person. All procurement should Comply Procurement manual/Procedure.</p> <p>(ii) Interest / carrying charges paid, if any, are as per the terms of Purchase order (PO) / MoU / Contract. Please verify the details in the Annexure "D" prescribed in Additional Standard Checklist.</p> <p>(iii) Purchase Register for details of Contract /Supply order is maintained and updated regularly (manual / computerized) indicating below details: Item Code(Ledger Folio)(10 digit number) Name of the item Purchase Order Number /Supply order Number/Contract in case of GeM Rate per Item/Unit rate with applicable GST. Quantity purchased Total Purchase Amount/Supply order value Discount / Rebate, if any(only for medicines)</p> <p>(iv) Rate/Price Variations over a period of time in respect of item of purchases should be noted. Reasons for purchases made at varying rates should be obtained. Rate Variations without a proper justification should be reported.</p> <p>(v) Carry out a scrutiny of Indents / Purchase requisitions to ensure that the purchase orders are placed as per the requirements given in the Indents.</p> <p>(vi) Ensure that various terms and conditions entered with the suppliers regarding quantity, quality, rate, discounts / rebates, commission, transportation and GST/TDS are properly adhered.</p> <p>(vii) Obtain a list of Indents pending for conversion into PO and comment upon the old pending indents.</p> <p>(viii) Obtain a list of PO's pending for delivery and comment upon the old pending PO where the due date of delivery of material has expired.</p> <p>(ix) Inward Material a. Check that entry for the incoming material is made at the entry gate register in front of Security Staff and IGP is issued. b. Ensure that the weighing / counting of the incoming material are made properly and correctly at the receiving section. c. Check that every IGP is accompanied by Original Invoice of the Vendor.</p>
(F)	Sales / Issue	<p>To check and report whether:</p> <p>(i) Sales are made as per the approved sales policy / prescribed procedures.</p> <p>(ii) Sale of scrap items is made only through tender / open auction/MSTC.</p> <p>(iii) Interest / carrying charges are collected on delayed payments, if any, as per the terms of MoU / Contract.</p>



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		<p>(iv) Ensure that the discounts / rebates offered to the customers and commission to agents / dealers are as per the approved sales policy / prescribed procedures.</p> <p>(v) Ensure that the weighing / counting of the outgoing material are made properly and correctly at the dispatch section.</p>
(G)	Accounting / Vouching	<p>To check and report whether :-</p> <p>(i) Monthly reconciliation of all accounting records such as bank accounts, sub-ledger with main ledger accounts, stock ledger etc is done.</p> <p>(ii) Proper distinction between revenue and capital expenditure is made while accounting.</p> <p>(iii) All the relevant columns of the Vouchers have been properly filled in and vouchers are properly authorized and supported by bills / invoices etc.</p> <p>(iv) Voucher is prepared only in respect of <u>original Bills / Invoices</u>.</p> <p>(v) Bills / Invoices are passed strictly as per the terms of purchase order / MoU / Contract.</p> <p>(vi) To check the correctness of the accounting head - expenses or income and report the discrepancy, if any.</p> <p>(vii) Ensure that input credit under GST is properly recorded in the books of accounts.</p>
(H)	Insurance	<p>(i) Obtain a list / statement of all the Insurance policies and ensure that all the assets of the company are fully and adequately insured.</p> <p>(ii) Obtain a list of all the insurance claims pending for settlement and comment upon the old pending cases.</p> <p>(iii) Ensure that the Insurance policies are renewed in time i.e. before the expiry of the period of validity.</p> <p>(iv) Prepaid insurance expenses are booked adequately.</p>
(I)	Statutory Compliances	<p>(i) To check and report whether the provisions of Income Tax / GST / PF / ESI / Professional Tax have been complied with.</p> <p>(ii) To check and report whether tax payments are made and returns are filed within the due date.</p> <p>(iii) To report month wise payment of statutory dues in the format given as Annexure 'C'.</p>
(J)	Budgets	To report month wise performance of the unit in technical and financial parameters given as Format "I".
(H)	Personnel/ GA	<p>(i) Review the personnel service files of employees kept by the Personnel Department/ GA Section to check whether -</p> <p>a. All the copies of certificates / testimonials have been taken from the employees at the time of joining.</p> <p>b. Copies of appointment advice / appointment letters / confirmation letters etc are kept in the service files</p> <p>b. Nomination in case of Gratuity / Pension / PF / superannuation etc has been collected from the employees.</p> <p>c. All other documents like increment letters / promotion letters etc are properly filed in the service files.</p>



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		<p>d. Ensure that the Personnel Department is taking due care in case of contract labour employed by it to ensure that legal and statutory obligation like GPF/NPS/ PF/ ESI are taken care of. The Personnel Department should maintain proper attendance record in respect of the contract labour and should obtain copies of monthly PF / ESI challans from the contractor.</p> <p>e. Check that the various licenses like the Factory license etc. are renewed in time.</p> <p>f. Ensure that the various provisions of industrial and labour laws like The Apprentices Act / Factories Act / Payment of wages Act / Minimum wages Act etc. are duly complied with.</p> <p>g. Ensure that proper attendance / leave records are maintained by the Personnel Department in respect of all the workmen / staff / officers/ managers / higher management.</p> <p>h. Check whether Final Claim of Medical Re-imbursment and TA/DA are as per CGHS/CSMA rule.</p>
(I)	Time Office/HR	<p>To check and report whether :</p> <p>a. If actual strength is more than the sanctioned strength, then check approval for extra manpower deployed.</p> <p>b. System of marking attendance has adequate checks and controls. Point out the lacunae / weakness in the internal control system.</p>
(J)	Additional points	<p>a. To assess adequacy of internal checks & internal controls in the organization.</p> <p>b. To comment on the adequacy of laid down procedures.</p> <p>c. Scrutinizing tenders / contracts of high value (Rs. 10 Lakhs & above).</p> <p>d. Verification and review of old outstanding loans and advances and details provided to Head Office for further consideration.</p> <p>e. Whether the action plans to comply with the Cost Auditors observations have been made and action taken report in respect of action plan is being submitted.</p> <p>f. Critical review of the system of Accounting with the help of voucher. Documents, information and explanations received from the Authorities so as to obtain a reasonable degree of assurance of the quality and integrity of accounting data generated apart from authenticity of payments.</p> <p>g. To ensure that the units obtain the confirmation of balances from Vendors/ Contractors.</p> <p>h. To cover identification of frauds, if any happening in the division. To alert the top management of the Units & IOL HQ through confidential report against suspicious transaction that could indicate frauds.</p> <p>i. To analyses the process/system followed by the Company.</p>



FORMAT FOR PAYMENT (MONTH WISE)

NAME OF UNIT _____

STATEMENT SHOWING PAYMENT OF DUES

FOR THE MONTH OF _____

S. No.	Particulars	Amount Due	Amount Paid	Due Date of Payment	Date of Payment	Remarks, if any
1	Provident Fund a. Employees' Contribution b. Employers' Contribution					
2	ESI c. Employees' Contribution d. Employers' Contribution					
3	Professional Tax					
4	TDS					
5	GST					
6	Custom Duty					
7	Property Tax					
8	Land Revenue/ Cess					
9	Electricity Bill					
10	Water Bill					
11	Others, Please Specify					
	Total					

Note: This information shall be prepared for each month of applicable audit reporting period.



3/3/2016

Standard Checklist

Annexure-'D'

Standard Checklist on Adequacy of Internal Checks / Internal Controls

S. No	Particulars	Test Description	Checked		Comments/ Remarks
			Yes	No	
1	Personnel & Time Office	Verify the bills of employees, medical and hospitalization bills, loans and advances to employees, workload agreements implementation etc.			
		Whether system of engagement of permanent/badli workers is transparent and necessary procedures have been followed.			
		Verify the system of engagement of casual/badli workers with reference to rate of wages and other benefits extended to them.			
		Whether random verification of workers and rates offered to them have been checked and found in order. If yes, dates of random verification may please be given.			
		Whether actual deployment of workers is as per workload agreements and record the variance if any.			
		If financial implication is arising on a/c of variance between actual strength and strength as per workload agreement, then payment made to them and actual strength working in the factory is checked on monthly basis. (as per format "I" below)			
		Verify the correctness of deduction of PF and ESI.			
		Does System of attendance, have adequate checks and controls.			
		Whether payment of other allowance/ incentive payments/ overtime etc. is made after proper review and whether system of such review is adequate.			
		If the reply to above is negative, a separate detail of sample checks and irregularity and suggestions for improvement may also be given.			



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S. No.	Particulars	Test Description	Checked		Comments/Remarks of the Internal auditors
			Yes	No	
2	Purchases	A) Raw Material			
		Whether Raw material is procured as per the prescribed/ approved policy of the corporation and in line with indent.			
		Whether deviation in respect of quality, stocking, payment and any other terms if any, in procurement dealt with as per purchase policy and tender terms and conditions.			
		Verify that purchases are made against the confirmed supply orders.			
		Ensure the correctness of order placed with most economical party after due comparison.			
		Whether interest carrying charges have been paid to raw material supplier. If so, whether the payment is as per contract/ MOU/ Purchase order, Please verify in the prescribed format 'II' below.			
		(i) Whether quality control on raw material purchases exists.			
		(ii) If yes, whether sample selection procedure is transparent and adequate.			
		(iii) Whether size of sample checked is adequate.			
		B) Stores and Spares			
		Whether purchases of stores and spares are against the indent placed by user department and with reference to stock available, average consumption per month along with future consumption pattern.			
		(ii) Whether the system from raising of indent to issuance of stores and spares is adequate.			
		Whether purchase procedure and system adopted for procurement of stores and spares is transparent and adequate.			
		Whether purchase of stores and spares is as per existing policy if any.			
		Verify the accounting of purchases of stores and spares.			
		Whether movement of stores and spares has been checked.			
		Ensure the correctness of order placed with most economical party after due comparison.			
		C) Capital Purchases			
		Whether capital purchases on P&M, building have been done with proper approval of IOLHQ.			
		Whether capital purchases of miscellaneous items like Add on items, staff car, furniture and fixtures etc. have been done with proper approval of IOLHQ.			
		Whether utilization of funds for purpose for which released has been done?			



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S. No	Particulars	Test Description	Checked		Comments/ Remarks of the Internal auditors
			Yes	No	
3	Expenditures as per Budgeted Estimates	Whether verification of head wise actual expenditures made against approved annual budgeted estimates for raw material, salary, power & fuel, consumption of stores etc. is done.			
		Whether check and verification of expenditures on projects against their approvals done especially in case of Greenfield projects			
		Whether check and verification of working capital requirement and its utilization done.			
		Whether utilization of funds released has been done for purpose for which it has been approved.			
4	Quality Controls	Whether quality check of work in process material and finished goods is done.			
		Whether sample size is adequate and quality control is proper.			
		Whether deviations if any are dealt with as per procedure.			
5	Sales	A) Sales			
		Whether Sales are made as per the Sales Policy and Interest collected for delayed payments etc.			
		Whether review of sale of products below floor prices done and found to be authentic.			
		Whether Performa invoice has been prepared as per order and whether the actual deliveries made accordingly. Reasons for deviation should be recorded by factory management.			
		B) Sold stock not lifted			
		Verify quantity sold but not lifted.			
		Whether reason for non-lifting within specified time has been recorded.			
		Whether such material has been used / disposed off after specified period.			
		Whether any loss/cost on account of above has been incurred by the company and same has been debited to party or not.			
		C) Scrap/Waste Sale			
		Whether process wise scrap and waste identified and segregated.			
		Whether sales procedure has been followed for sale of scrap and waste.			
		Whether un-lifted scrap is lying for unreasonable period? Reasons for the same should be recorded			



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		by the management. Please also specify whether it has been dealt with as per procedure.			
6	Miscellaneous	Whether proper follow up for goods sent as samples and in case of non-return within specified time the 'suppliers account' is debited with the cost of samples is ensured?			
		Verify the correctness of repair and maintenance of vehicle and review the nature of repairs.			
		Verification of inputs, outputs reports and maintenance along with idle capacity.			
		Verify the maintenance of cost records as per cost accounting records rules			
		Whether verification of item produced is done as per production plan.			
		Whether MIS reports given to HO reconciled with records maintained by factory on random basis with regard to production, raw material & power consumption, Sales etc.			
		Whether verification of variety wise waste product done.			
		Whether verification of actual power cut from State Electricity Board done as per register maintained in the unit?			
		Whether actual shortage of power cut assessed from record?			
		Whether purchased of diesel is done as done as per procedure?			

Format "I"

NAME OF UNIT _____
STATEMENT SHOWING PAYMENT OF DUES
FOR THE MONTH OF _____

Monthly statement of contractual workers/ Labour:-

S. No.	Particulars of workers	Strength as per Workload Agreement	Actual Sanctioned strength	Actual on roll	Actual deployment	Variance between	Variance between	Remarks
1		a	b	c	d	(a-b)	(b-d)	
i.	Skilled							
ii.	Semi-skilled							
iii.	Unskilled							

S. No.	Party Name Order details	Amount of order as per P.O.	Date of Supply	Date of Payment	Due date of Payment	No. of days of delay	Rate of interest %	Amount of Interest	Remarks/ reasons for delay
2									



महाराष्ट्र

Terms & Conditions of Bid/Tender for Hiring of Internal Auditor of IOL for FY2025-26

1. The Internal Audit shall be conducted on a quarterly basis and report shall be submitted within 45 days by each Quarter. For e.g., Report for April- June'25 is required to be submitted by 15th August, 2025.

The **Minimum Mandatory Man-Days** required for Internal Audit for Each Quarters are as below:-

- a) OLF (Opto-Electronics Factory Raipur ,Dehradun):- 27 Man days /Quarter
- b) OFD(Ordnance Factory Dehradun):- 13 Man days/Quarter
- c) OFCd(Ordnance Factory Chandigarh):- 07 Man days/Quarter
- d) IOL HQ & OFIL Raipur Dehradun:- 07 Man days /Quarter

Note:- It is the discretion of awarded Firm to allocate the Man days for the internal Audit to respective Department/sections of each units as per the scope of Work attached under Annexure "A"&"B". However the utilization of Man days for internal Audit must be in proportion of the Scope of Work. All the Department/Sections/Cost centers must be cover on the internal Audit Schedules provided by the Audit Team of L1 Awarded Firm.

2. a) An Internal Audit Team consisting of Minimum Six(6) employees/Auditors shall be deputed by the L1 Awarded Firm on regular basis (10:00 am to 05:00 pm) during the period of audit consisting of following:
- i. One(01)qualified CA/CMA or Partner
 - ii. One(01)Qualified Audit Manager(CA/CMA)
 - iii. Two (2) Sr. Audit Executive (Semi-Qualified CA/CMA)
 - iv. 02 Audit Assistant having the relevant qualification and experience
- b) Deployment list of Audit team shall be as below:-

Serial No.	Audit Team Member	Estimated Man- Days
01	Audit Assistant(02) Name and Qualification:-	20
02	Sr. Audit Executive(Semi Qualified)(02) Name and Qualification:-	15
03	One(01)Qualified Audit Manager(CA/CMA) Name and Qualification:-	13
04	One(01)qualified CA/CMA or Partner Name and Qualification:-	06

Total:- 54 Man Days

Note:-The L1 Awarded Firm may depute/hire well experienced retired Auditor/Employee of Ordnance Factory Board/CAG for proper understanding of Work culture of IOL& Its Units.

3. L1 Awarded Firm shall verify & audit quarterly trial Balance along with the internal Audit report of respective Units.
4. Firm applying for bid should have to submit the undertaking as per format "L" & format "K".
5. Firm applying for bid should have to submit the Non-Disclosure Agreement (NDA). L1 firm shall submit the Quarterly Internal Audit report along with Annexure "C", Annexure "D" and Format "I".



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6. **Pre bid Conference/meeting:-** The bidder may participate in the scheduled pre-Bid meeting/Conference and site visit. The bidders will be given an opportunity for site visit and understand user requirement and ground, provide input & seek clarification. All such clarification and inputs are to be preferably send in advance before scheduled date of pre bid meeting. Pre bid meeting/Conference shall be held 04 days after floating tender at IOL Corporate HQ, Raipur Dehradun. VC link for the conference will be shared in due course of time to the interest shown firm. Only the query received within the stipulated date prior to the pre bid meeting will be answered. Bidder/Service providers can send their queries to:-The General Manager/Finance, IOL HQ Corporate office Raipur Dehradun, Email Id:- div.fin@indiaoptel.in
7. **Secrecy Clause:-** the firm shall at all times use its reasonable endeavors to keep confidential the information collected from IOL & its units during the course of Audit and accordingly not disclose any such confidential information to any other than the performance of its obligations under the agreement. The firm/Bidder shall indemnify and /or undertake that the confidential information acquired by it during operation and /or implementation of contract, shall not be divulged to any other firm and shall continue to apply even after expiry and/or termination of appointment. Firm can also provide the NDA (Non-Disclosure Agreement) as per GeM portal to provide such agreement.
8. **Payment Cycle:-** The payment of Service provider shall be **Quarterly Basis**
Subject to Satisfactory Work Completion Certificate (WCC)/Job Completion Certificate (JCC) as provided by Contract Firm individual Unit wise after the end of each Quarter. The work completion/job carried out by the service provider will be inspected by the authorized representative of the CMD, IOL Dehradun who will render work completion certificate to the service provider for successful completion of work to claim periodic payment. It is mandatory for service provider to submit Mandate form along with bill containing their Bank Account No. name of bank, MICR no. & IFSC code, a cancelled cheque to make payment through e-mode such as NEFT/CMP/ECS.
9. **Liquidity Damage (LD):-** The service provider must ensure to provide the service within DP otherwise LD (liquidity damage) will be imposed @0.5 % per week of the value of outstanding services. However the total LD will not be exceeded to 10% of the total PO value.
10. **Arbitration and Mediation in Contracts**
Pursuant to **Clause 16 of the GeM General Terms and Conditions (GTC)** and in accordance with the **Office Memorandum No. F.1/2/2024-PPD dated 03/06/2024**, as amended from time to time, issued by the **Department of Expenditure, Ministry of Finance**, the "*Guidelines for Arbitration and Mediation in Contracts of Domestic Procurement*" shall be **applicable to this bid and any resultant contract**.
11. **No price escalation** is allowed during the entire tenure of the contract.
12. No client related document, data or any kind of material shall be allowed to be taken or transmitted from Buyer's End without permission. However the firm will be permitted to take the documents from Buyer's premises only after written permission from Buyer.
13. **Disclaimer:-** CMD, IOL HQ reserve the right to accept or reject any or more responses and to request additional submission or clarification from one or more Applicant(s) at any stage or to cancel the process entirely at sole discretion if the performance of the Chartered Accountant/Cost Accountant is not found satisfactory. The contract/order may be terminated under the following circumstances:



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- (a) If the performance of the Chartered Accountant/Cost Accountant is not found satisfactory.
- (b) If there is change in Buyer requirement, contract shall be terminated within advance notice. The liability of Buyer in this case will be agreed mutually.
- (c) The service provider/seller is declared bankrupt or becomes insolvent.

- 14. Penalty Clause:-** Any interest/penalty which becomes payable by the factories to any tax authority due to delay in filing of statutory returns and/or delay in deposit of statutory taxes/dues which is attributable to the negligence of the staff deployed by the Chartered Accountant firm/Chartered Accountant, then such amount shall be deducted from the payment due to Chartered Accountant Firm/Chartered Accountant or shall be recovered in such a manner as the factory/company may deemed fit. The firm shall submit an indemnity bond by the firm to compensate for any loss to IOL HQ on account of any failure/negligence or lapse in discharging the duty by the firm.
- 15.** The Rate Quoted from the Bidder / Service providers during Bidding shall be All Inclusive (Including all expenses) & Other Charges such as Travelling, Boarding & Lodging would not be applicable to the firm during the routine work. The rate quoted on GeM portal shall be wholesale and the Bill shall be submitted quarterly to IOL HQ for further processing of payment.
- 16.** Neither the firm nor its partners or associates have any interest in the business of IOL & its unit. Firm applying for bid should have to submit the Non-Disclosure Agreement (NDA).
- 17.** (a) The Seller/service provider shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
- (b) The Seller shall not sub-contract the Contract in whole or part to any entity without Obtaining the prior written consent of buyer.
- (c) The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.
- (d) Bidder's offer is liable to be rejected if they don't upload any of the certificates / Documents sought in the Bid document, ATC and Corrigendum if any.
- 18. Force Majeure:-** If at any time during the execution of the supply order, the performance in whole or in part by either Buyer or and by seller(s) is/are delayed by any reason of force majeure situations such as acts of civil war, civil commotion, sabotage, hostilities, war, fires, explosions, epidemics, natural calamities like floods, earthquakes, volcanoes, storm, acts of God & laws of respective governments or any other causes beyond the control of either parties, hereafter referred to as "event", provided notice of the occurrence of such event/s is /are communicated by either party, to the other party within 21 days from date of occurrence thereof, neither party shall be reason such events be entitled to terminate the contract nor shall either party have any claim for damages against the other in respect of such non-performance and or delay in performance of the contract/order. Executions on either side shall be assumed as soon as practicable after such event has come to end or ceased to exist and decision of buyer as to whether activities can resume or not, shall be conclusive and final. Occurrence of the events to be certified by chamber of commerce/Indian high commission or embassies/govt. in that country. Buyer may extend the delivery schedule as mutually agreed on receipt of written communication from regarding occurrence of Force majeure Clause.



Consultant's Organization, Key Staff Profile & Experience**A. Consultant's company profile:-**

1. The consultant's firm should provide the data sheet as listed below for organization and experience details:-

Brief Data sheet of CA/CMA Firm for Internal Audit		
Sl. No.	Particulars	To be filled up by Firms
01	Name of Firm	
02	ICAI/ICMAI Registration certificate & Date(Please attaché registration Certificate)	
03	Year of Incorporation	
04	Total number of years of experience from Incorporation(Please attached LOA/SO copy)	
05	Total number of years of experience of similar kind from Incorporation (Please attached LOA/SO copy)	

2. Financial:- Provide previous Financial Years turn over and net worth of the firm on the basis of the Annual/Audited Accounts of the previous Three financial years as follows:-

Particulars	Amount in Lakh(INR)
Turn over 2021-22	
Turnover 2022-23	
Turnover 2023-24	
Average turnover	

B. Consultant's Experience

Using the format below, provide information on each assignment for which your firm, and associate for this assignment was legally contracted either individually as a corporate entity or as one of the major companies within as association, for carrying out consulting services similar to the ones requested under this assignment.

Financial year	S.No.	Name of Assignment	Type of Assignment	Turn -over of the Assigned Firm
2019-20	1.			
	2.			
2020-21	1.			



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	2.			
2021-22	1.			
	2.			
2022-23	1.			
	2.			
2023-24	1.			
	2.			

The Sl. No. in the table may be extended as per the number of assignment completed by the firm.

C. Key staff profile:-

a) Total number of the Chartered Accountants/Cost Accountants(partners with the firm)

S. No.	Name of Chartered Accounts/Cost Accountants (Partner)	Education	Total Years of Post Qualification Experience(PQE)

b) Total number of paid Chartered Accountants/Cost Accountants with the firm

S. No.	Name & Position	Education	Total Years of Post Qualification Experience(PQE)

c) Total number of the Audit Assistant and Assisting Staff with the firm

S. No.	Name & Position	Education	Total Years of Experience



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FORMAT "L"

UNDERTAKING

(To be furnished in the letter head of the firm)

We, M/s....., Firm of Chartered Accountants/Cost Accountants do hereby verify and declare:-

- (i) That the particulars given above are complete and correct and that if any of the statements made or the information so furnished is later found to be incorrect or false or there has been suppression of material information, the firm would stand disqualified from Bidding/cancellation of Contract order (if get contract order) and might be liable for disciplinary action under the Chartered Accountants Act, 1949/Cost and works Accountants Act, 1959 and the regulations framed there under;
- (ii) That the firm or Partner(s) has /have/has not /have not been debarred or cautioned by institute of Chartered Accountants of India/Institute of Cost Accountants of India during the last three years(If the answer is "affirmative" furnish details);
.....
- (iii) That individually that Partners are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2(2) of the Chartered Accountants Act, 1949/Section 2(2) of the Cost and Works Accountants Act, 1959.
- (iv) That the constitution of the firm shown in documents as submitted by Bidder is same as that in the Institute of Chartered Accountants of India/Institute of Cost Accountants of India records (If not please enclose details of revised constitution of the firm as on date submission of bid)

Signature with seal of the firm

Place:-

Date:-



BID Evaluation (QCBS) (Quality & Cost Based Selection)

Quality -wise evaluation will be done and bidder having maximum combined score in combined evaluation of quality and Cost bid and will be considered for award of Contract.

A) Methodology of Technical Evaluation (Quality):-

- I. The selection of Internal Audit Firms for outsourcing, who has qualified in BEC/TEC, shall be made as per QCBS (Quality and Cost Based Selection) Procedure. The Firm will submit the technical bid which will be evaluated based on criteria like relevant experience for the assignment, qualification of the key staff, financial competency, etc.
- II. The technical evaluation of the proposal shall be done on the basis of Evaluation of Quality and the aggregate score less than the minimum qualifying points i.e. 60 (i.e. out of maximum 100 points) will be disqualified.
- III. For qualifying in QCBS methodology in GeM portal, the participant bidder **must get minimum marks in each parameter** listed below. The detailed technical criteria/parameters is as under:-

Sl No.	Evaluation Criteria	Min marks	Max Marks	Remarks
01	The Consultancy CA/CMA Firms must have registered with ICAI and at least Ten years of practice in the profession of CA/CMA.	10	15	Extra 01 point for each year for having more than 10 years of standing in the profession subject to maximum of 5 points. Documents required :- 1. Copy of Incorporation/ Registration Certificate in case bidder is company/LLP duly certified / attested by Notary Public. 2. Copy of Registration certificate under "Shop & Establishment Act" / "Trade License" including Affidavit or Partnership Deed (as applicable) in case bidder is proprietorship OR Partnership firm duly certified / attested by Notary Public or Copy of Firm certificate dully downloaded from ICAI site as on date.
02	The firm should have at least 4 Qualified Chartered Accountants CA/CMA With minimum 03 years' post qualification experience.	10	15	Extra 01 points for each additional qualified CA/CMA associated with the firm including only partners with minimum 03 years post qualification experience subject to maximum of 05 points. Documents Required:- Notarized affidavit by Sr. Partner of Firm mentioning the details of qualified Chartered Accountants Along with their Membership numbers & date and joining dates.



03	Working Experience of conducting <u>Internal Audit/Statutory Audit/Cost Audit and any audit as per the Companies Act, 2013</u> with Manufacturing PSU/DPSU/Other Manufacturing Companies. 1) a) Min one(01) Contract of at least 01 year with PSUs having minimum turnover of 1000 Cr. =10 Marks b) Min one(01) Contract of at least 01 year with newly 07 DPSUs(of erstwhile OFB) such as IOL, AWEIL, AVNL, TCL, GIL, MIL & YIL =20 Marks	10	30	Documents Required:- (i) Copies of work order / LOA along with the corresponding Completion Certificate (issued on the letterhead of the client /end user/authorized Consultant of the client) duly certified / attested by Notary Public. (ii) Audited Financial Statement of the client(s) (including Balance sheet and P&L Statement) towards minimum turnover of Rs.1000 Crores duly certified/attested by Notary Public. <u>The bidders claiming for working experience Without submission of balance sheet and P&L shall not be eligible for getting marks.</u>
04	Annual Turnover of the Consultancy Firm equal to or more than Rs. 50 Lakhs as per their latest audited financial statement during Preceding 5 years i.e., FY 2019-20 to 2023-24.	10	15	Extra 01 point for every additional turnover of 10 lakhs subject to max 05 points. Documents Required:- Audited Financial Statements with notes to Account.
05	Lead Partner(s) (At least 01 Partner) of the firm must have working experience in internal Audit of Manufacturing Companies of at least 05 years.	10	10	Documents Required:- Firm has to provide supply order /contract agreement/appointment letter clearly spell out the working experiences of Internal Audit and firm has to enclosed requisite certificate or self-declaration to proof that the Partner has completed the contract.
06	The Consultancy CA/CMA Firms must have registered office at Dehradun/NCR /Chandigarh region.	05	10	Extra 05 points for head office in Dehradun. Documents required:- Certificate of GST registration of Head office or Branch office And copy of Lease/Rent agreement in case of rented office. OR Copy of Registered Deed/Power of Attorney/ Municipal Tax Receipt/ Property Tax Receipt for owned premises.
07	Diploma in Information System Audit(DISA) OR Diploma in Information System Security Audit (DISSA) by at least 1 CA/CMA engaged in Firm	05	05	Min 01 CA/CMA of the Firm must have this certificate.

Minimum Marks: -60 out of 100



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Note:-The firms who are already engaged as Statutory Auditor /Cost Auditor and providing Professional Services or as a Consultant in last 02 years (i.e.FY2023-24 & FY24-25) in IDL HQ or its units are not eligible to participate on Bid/Tender.

IV. Evaluation and Allocation Methodology:

a. The bidders securing minimum 60 points (out of 100 marks) against the Technical Points (Evaluation of Quality, mentioned above) shall be considered as qualified bidder.

b. Evaluation of the cost: After the evaluation of quality is complete, the financial bid of the successful bidders would be opened and will be processed for further evaluation

The minimum Qualifying points /Marks for Technical Score: - 60 Points/Marks.

QCBS Weight age (Technical: Financial):70:30

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BID Evaluation (QCBS) (Quality & Cost Based Selection)

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- II. The technical evaluation of the proposal shall be done on the basis of Evaluation of Quality and the aggregate score less than the minimum qualifying points i.e. 60 (i.e. out of maximum 100 points) will be disqualified.
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02	The firm should have at least 4 Qualified Chartered Accountants CA/CMA With minimum 03 years' post qualification experience.	10	15	<p>Extra 01 points for each additional qualified CA/CMA associated with the firm including only partners with minimum 03 years post qualification experience subject to maximum of 05 points.</p> <p>Documents Required:-</p> <p>Notarized affidavit by Sr. Partner of Firm mentioning the details of qualified Chartered Accountants Along with their Membership numbers & date and joining dates.</p>



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