

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	11-10-2025 13:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	11-10-2025 13:30:00
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 Heavy Industries And Public Enterprises
विभाग का नाम / Department Name	Department Of Heavy Industry
संगठन का नाम / Organisation Name	N/a
कार्यालय का नाम / Office Name	National Automotive Board
वस्तु श्रेणी / Item Category	Financial Audit Services - Financial Reporting Framework, Review of Financial Statements, Audit report, AS PER ATTACHED DETAILS IN ATC; CAG Empaneled Audit or CA Firm
अनुबंध अवधि / Contract Period	1 Year(s) 5 Month(s) 1 Day(s)
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), Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (Requested in ATC), Additional Doc 4 (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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों 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 स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या / Minimum number of bids required to disable automatic bid extension	3

बिड विवरण/Bid Details	
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	5
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
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
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	ICICI
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	20

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

लाभार्थी /Beneficiary :

NATRAX
NATIONAL AUTOMOTIVE BOARD, Department of Heavy Industry, N/A, Ministry of Heavy Industries and Public Enterprises
(National Automotive Test Tracks)

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

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

2. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate:15

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:15

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:3

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:3

Number of XX fulltime CA's required and YY professional audit staff:3

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1759251842.pdf](#)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
06-10-2025 09:00:00	NATRAX Pithampur OR may write us at je.procurement@natrax.in

Financial Audit Services - Financial Reporting Framework, Review Of Financial Statements, Audit Report, AS PER ATTACHED DETAILS IN ATC; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specific ation	मूल्य/ Values
कोर / Core	
Scope of Work	Financial Reporting Framework , Review of Financial Statements , Audit report , AS PER ATTACHED DETAILS IN ATC
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions , Internal Control over Financial Reporting , AS PER ATTACHED DETAILS IN ATC
Type of Industries/Functions	Purchase & Procurement , Sales, Services and Revenue , Inventory & Store management , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance , AS PER ATTACHED DETAILS IN ATC
Frequency of Progress Report	Quarterly, AS PER ATTACHED DETAILS IN ATC
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	AS PER ATTACHED DETAILS IN ATC
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परिषदी/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परिषदी/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Vikas Damberia	454774,National Automotive Test Tracks (NATRAX) Agra - Mumbai Highway(NH-3), Next to Pithampur Flyover (From Indore) (Near Pithampur) District :- Dhar State :- Madhya Pradesh	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 3

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

1. MINIMUM ELIGIBILITY CRITERIA:-

The interested CA/LLP firms are advised to read and understand the eligibility criteria mentioned herewith before submitting their tender. They are also required to submit the relevant documents as mentioned in **para 3** for each of the eligibility criteria: -

1.1. LEGAL VALID ENTIRY:

1.2. EMPANELLMENT WITH C&AG: The CA/LLP Firm should be empaneled with the Comptroller & Auditor General of India (C&AG) as category 1 firm.

1.3. EXPERIENCE: The Firm should have experience of at least Fifteen (15) years from the date of registration of the firm as on last date of submission of this Bid.

1.4. NO. OF PARTNERS: The CA firm should have at least THREE (03) full-time working partners for the last 10 years as of the last date of submission of this Bid.

1.5. NO. OF QUALIFIED CA's: The firm should have at least THREE (03) Chartered Accountants as full-time employees (other than partners) as of the last date of submission of this Bid.

1.6. NO. OF STATUTORY AUDIT / INTERNAL AUDIT: The CA firm should have conducted either statutory audits and /or internal audits of at least three Central Govt. Autonomous Bodies/ Statutory Bodies/ PSU having minimum annual turnover of Rs. 25 Crore each on or after financial year 2021-2022.

1.7. ANNUAL TURNOVER OF THE FIRM: The annual receipts of the interested CA Firm shall not be less than **Rs. 1.00 Crore** for each three financial years i.e. 2022-23, 2023- 24, and 2024-25 (Provisional).

2. LOCATION OF CA FIRM'S OFFICE: The CA firm should have the registered / main office in Indore/Dhar (MP).

3. Documents required for Minimum-Eligibility Criteria

The Bidder's shall meet the following Eligibility Criteria for quoting the bid and the proof for the Eligibility should be provided:

<u>Sl. No.</u>	<u>ELIGIBILITY CRITERIA</u>	<u>DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME</u>	<u>Document attached yes/no</u>
3.1	EMPANELLMENT WITH C&AG:	Certified copy of empanelment letter issued by C&AG is to be submitted.	
3.2	Taxpayer Information The bidder should have been registered with the Tax Department	i. Income Tax Registration (PAN No./TAN No.) ii. GSTIN Registration	
3.3	REGISTRATION with ICAI	Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India and Copy of certificate of practice of all the Partners/ members of firm.	

3.4	NO. OF PARTNERS.	Copy of Firm Registration Certificate (FRC) as mentioned at Sl. No. 1 above and Membership number issued by The Institute of Chartered Accountants of India	
3.5	NO. OF QUALIFIED CA'S	Certified copy of relevant documents from ICAI is required to be submitted.	
3.6	EXPERIENCE OF NO. OF STATUTORY AUDIT / INTERNAL AUDIT:	appointment letters or completion certificate from the client organizations and certified proof of the Turnover of the Auditee organization.	
3.7	ANNUAL TURNOVER OF THE FIRM Details for annual Receipt for – FY 2024-25: FY 2023-24 : FY 2022-23:	Copy of audited balance sheet and profit & loss account for the F.Y. 2022-23, 2023-24, 2024-25 (provisional) <u>but turnover must freeze along with UDIN.</u>	
3.8	LOCATION OF CA FIRM'S OFFICE	Proof of having Office in Indore/Dhar (M.P.)	

PAYMENT SCHEDULE

The payment shall be made as follows:

Payment of professional fees for internal audits will be released on a quarterly basis on the submission of professional invoice along with the submission of internal audit reports of NATRAX every quarter by incorporating action taken report and duly sealed and signed by the partner of the internal audit firm.

TERMS AND CONDITIONS

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Contract Period: Initially the appointment is for the 2 financial years (i.e. 2025 - 26 & 2026-27). However, same may be extended on same terms and conditions including fees for 2027-28 **upon satisfactory performance and on sole discretion of NATRAX**. Other terms & conditions on extension will remain same. The appointment of NATRAX internal auditor cannot be for more than three years in total.

HOWEVER, the contract may be foreclosed by NATRAX after 1 FY (i.e. 2025-26) after giving 30 days prior written notice.

Bid Submission: Bids must be submitted to two parts, 1) Technical bid & 2) Financial bids. Financial bids will be opened only to those applicants who will be qualify in technical evaluation.

3. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

4. Generic

Registration / Empanelment Requirement: Contract shall be awarded to only such sellers, who are registered / empanelled / approved / enlisted with

C&AG

for the required goods / service category on the date of bid opening. Prospective bidders (if not already registered), are advised to get themselves registered with the said registration authority before bid opening date. (It is certified that the registration is granted by the registering agency as per Rule 150 of GFR following a fair, transparent and reasonable procedure.)

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. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. 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.
17. 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---

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3.8	LOCATION OF CA FIRM's OFFICE	Proof of having Office in Indore/Dhar (M.P.)	

SCOPE OF WORK: -

A. CASH & BANK BOOK:

- i. Checking and verification of the cash book and to ensure that the cash in hand is reconciled with cash book records.
- ii. Checking and verification of all bank books and ensuring that the bank books are reconciled monthly and necessary actions are taken for unmatched transactions.
- iii. Verification of Bank reconciliation statement (BRS) of all the bank accounts including outstanding entries in the previous BRS.
- iv. Checking and verification of payment transactions to ensure that they are made as per the generally accepted accounting principles, as per GFR-2017 and the NATRAX rules followed by the proper approval.
- v. Compliance related to investment of surplus funds to banks.
- vi. Checking running account bills with respect to quantity and quality of work, certification of work, adjustment of advances, application of penalty clause, extension of time etc. as per the terms of contract

B. GRANT & TESTING INCOME:

- i. Checking and verification of Testing incomes / incomes / receipts and the review of the reconciliation for fees / income / receipts to ensure that no revenue leakage exists.
- ii. Reconciliation of Testing Income booked in Income expenditure with Receipts & payment.
- iii. Checking and verification of Government Grants (Central / State) received and utilized and their quarterly reconciliation and certification (UC) as per GFR-2017.
- iv. Grant Utilization with Asset Acquired reconciliation Treatment as per Accounting Standard and GFR-2017.
- v. Verification of revenue generated from various testing services with relevant service sheets or records.

C. FIXED ASSETS & LIABILITIES:

- i. Scrutiny of all assets and liabilities accounts to ensure their correctness.
- ii. Audit of fixed assets registers, accounting records and their reconciliation with accounting records.
- iii. Reconciliation of Asset purchased out of Govt Grant. confirmation of entries as per Accounting Standard 12.
- iv. The audit of liability registers and their reconciliation with accounting records.
- v. Carrying out the physical verification of fixed assets and inventories including books at least once in a financial year and their comparison with the accounting records and reporting of the variations, if any.
- vi. Check whether proper depreciation is charged on every asset as per applicable Income Tax Act, 1961.

D. STATUTORY AND INTERNAL COMPLIANCE

- i. To audit compliance with applicable statutory requirements like income tax, GST, EPF, Labor laws and ESI etc.
- ii. Provide recent updates on all various statutory laws applicable to NATRAX.
- iii. To check & report the compliance of the provisions of GFR-2017 and other related Govt. of India guidelines, CVC guidelines and DPE guidelines etc.
- iv. Periodic reconciliation of GST records maintained at NATRAX and available at GST Portal.
- v. Periodic review of Income Tax TDS & GST TDS deducted and returns filed.

E. SALARY AND ADVANCES:

- i. To audit that the salary to staff & Contractual Staff (outsourced) is being paid as per their terms and conditions and to audit the correctness of pay fixation & recruitment policies also.
- ii. To verify the calculation of TDS on monthly salary of Employees.
- iii. To audit that outstanding staff loans and advances are recovered as per the stipulated terms / NATRAX rules.
- iv. Verify the Leave records, payment and recovery of all types of advances to employees, LTC records, Pay fixation, training and development.
- v. Salaries, wages and other deductions are authorized and recorded on a timely basis and payroll deductions are determined in accordance with legal requirements and are paid to government and other specified parties as per specified timelines.
- vi. All authorized employee benefit plans and related costs are appropriately controlled and administered.

F. PROCUREMENT OF GOODS & SERVICES:

- i. Checking and verification of procurements of goods and services to ensure that the prescribed procedure mentioned in GFR / GoI guidelines / Policy circulars of NATRAX etc. have been followed.
- ii. Checking of all works / petty repair works related bills awarded by NATRAX.
- iii. Ensure that payment for AMC and service contracts was made as per the Agreement terms and condition.
- iv. It will also include checking of performance security in form of bond/guarantee etc., for validity and safe custody, insurance and risk management procedure
- v. To verify the sanctioning power of Director at the time of sanctioning an order.

G. ADHERENCE TO NATRAX RULES & REGULATIONS

- i. Checking and verification of records of projects undertaken, timelines prescribed as per NATRAX 's rules & regulations and the deviations, if any may be reported.
- ii. Adherence to Office Memorandum & Circulars issued by head Office from time to time.
- iii. Compliance of observations issued by C&AG audit/ MHI Audit/ or any other statutory audits.

H. INTERNAL CONTROL SYSTEM:

- i. Audit of the financial management of infrastructural/construction projects or works of NATRAX.
- ii. Determine whether the existing system of internal control is in harmony with the structure of the organization. As far as possible keeping the controls within the operating functions acts as a cost effective measure.
- iii. Review the scope of the work of Internal Audit Wing and conduct the internal audit along with the inhouse Internal Audit Wing.
- iv. Audit of the strategic projects undertaken by NATRAX if any.
- v. Review of accounting and internal control systems and suggestions for improvements where a weak lacuna in accounting and internal control systems is observed.
- vi. To ensure that the major expenditure and incomes items are booked/recorded following accrual system of accounting by all campuses & Head Office and report deviations, if any.
- vii. Detection of systemic flaws and suggestions for adopting corrective measures.
- viii. Advise NATRAX on risk assessment and risk mitigation mechanism.
- ix. Conducting Process Audit of areas as intimated and directed by the management from time to time.
- x. Periodical age wise/unit wise analysis of all receivables with respect to pricing, tenure of credit and collection.

I. INVENTORY MANAGEMENT:

- i) To verify the inventory records.
- ii) To verify the issue and receipt of the items in Inventory records on regular basis.
- iii) Identify the items which are not in use for longer periods and advise the accounting treatment.
- iv) Once in six months, do the library audit also.

PERIODICITY AND TIMELINES OF AUDIT REPORT

NATRAX 's Internal Auditor will be required to conduct the internal audit for four quarters:

- i. 1st April to 30th June,
- ii. 1st July to 30th September,
- iii. 1st October to 31st December and
- iv. 1st January to 31st March.

S. No.	Description of Audit	Timeline
1.	Commencement of Internal Audit of every Quarter	The audit should start from the 10 th day of the month following the end of the quarter of which audit is to be done at every NATRAX Office
2.	Submission of Final Internal Audit Report	The final Internal Audit Report of NATRAX after discussion with the NATRAX 's Management should be submitted within 30 days from the date of start of Internal Audit.

The internal audit report for each quarter is to be prepared in three parts as given below for NATRAX: -

Part - I: Management Summary and Suggestions including compliance report.

Part - II: Detailed Internal Audit Report (for Current Quarter)

Part - III: Follow up and Action Taken Report (for Previous Reports).

DUTIES OF AUDITOR

- i. The Auditor will be required to carry out an internal audit of NATRAX on a quarterly basis and submit the final internal audit report to HOD -Finance with a copy to the Director, NATRAX.
- ii. The auditor will be required to carry out an assessment of any internal system of NATRAX in detail and submit a report on the same as demanded by NATRAX.
- iii. The Auditor will be required to submit an audit schedule / plan well in advance, preferably within 7 days before the end of quarter stating the major areas which would be covered during the audit of NATRAX.
- iv. It is also expected that the queries or suggestions shall be discussed on day to day basis.

- v. The Auditor will be required to depute his audit team in the following manner:

S. No.	Description	Minimum No of Employees to be present	Minimum No of days for which the team should be present:
1.	Team deputed to carry out the internal audit for NATRAX on quarterly basis.	Minimum deployment: <ul style="list-style-type: none"> • At-least one CA with 7 years' Post qualification experience • At-least one CA intermediate/ IPCC and • At-least one assistant. Team size and duration for conduction of Audit at NATRAX shall be as per discretion of CA firm depending on the nature or quantum of work in consultation with HoD finance	Minimum 07 And maximum 15 days for every quarter.

For all matters, the NATRAX internal auditors will co-ordinate with HOD -Finance, NATRAX.

PAYMENT SCHEDULE

The payment shall be made as follows:

Payment of professional fees for internal audits will be released on a quarterly basis on the submission of professional invoice along with the submission of internal audit reports of NATRAX every quarter by incorporating action taken report and duly sealed and signed by the partner of the internal audit firm.

TERMS AND CONDITIONS

Contract Period: Initially the appointment is for the 2 financial years (i.e. 2025- 26 & 2026-27). However, same may be extended on same terms and conditions including fees for 2027-28 **upon satisfactory performance and on sole discretion of NATRAX.** Other terms & conditions on extension will remain same. The appointment of NATRAX internal auditor cannot be for more than three years in total. HOWEVER, the contract may be foreclosed by NATRAX after 1 FY (i.e. 2025-26) after giving 30 days prior written notice.

Bid Submission: Bids must be submitted to two parts, 1) Technical bid & 2) Financial bids. Financial bids will be opened only to those applicants who will be qualify in technical evaluation.

NATRAX

BIDDER

Format of Financial Bid: It must be in the following format.

FINANCIAL BID

(To be submitted in a separate file on dedicated place in GeM)

If this format is found in technical bid then the bid of respective bidder shall be rejected.

The interested CA firm may quote their professional fees (all inclusive) in the following format: -

Sl. No.	Particulars	Qty/ Nos of Qtr	Fees (per quarter) including all	Amount in Rs.
1	Professional fee for Internal Audit <i>(including all boarding lodging, transportation etc.)</i> <i>If auditor wish to stay in NATRAX gest house, same may be provided on chargeable basis subject to availability.</i>	8		
2	GST @.....			
3	Grand Total			

Grand Total Professional fees in words

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Signature of Nodal Partner with name and firm Seal