

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	05-06-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	05-06-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Pmo
विभाग का नाम/Department Name	Department Of Atomic Energy
संगठन का नाम/Organisation Name	Electronics Corporation Of India Limited
कार्यालय का नाम/Office Name	Telangana
वस्तु श्रेणी /Item Category	Financial Audit Services - AS PER THE ATTACHED DOCUMENT; CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् 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
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3

बिड विवरण/Bid Details

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
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	843700
Payment Timelines	Payments shall be made to the Seller within 30 days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
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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बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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ट्रेड्स भुगतान संबंधी विवरण/TReDS Payment Details

This Bid provides for Trade Receivables Discounting System (TReDS) as Preferred mode of payment. For MSME sellers, payments may be processed through a TReDS exchange in which the Buyer is registered, subject to applicable policy and regulatory guidelines. Accordingly, sellers intending to avail payment through TReDS are required to be registered with at least one TReDS exchange in which the buyer is registered.

S.No.	Name
1	RXIL
2	M1XCHANGE

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

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

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
As per the attached document	100	70	View File

Total Minimum Qualifying Marks for Technical Score: 70

QCBS Weightage(Technical:Financial):70:30

Financial Audit Services - AS PER THE ATTACHED DOCUMENT; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	AS PER THE ATTACHED DOCUMENT
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	As per the attached scope of work
Type of Industries/Functions	As per the attached scope of work
Frequency of Progress Report	Quarterly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Quarterly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Budithi Venkataratnam	500062,Contact No: 8331998478 or 040- 27182734/6830 Corporate Purchase Department CNSG Building, first Floor Electronics Corporation of India Limited Hyderabad, Telangana,- 500062.	Project / Lumpsum Based	<ul style="list-style-type: none">Number of Months for which Post Audit Support is required : 2

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

1. Generic

OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

All bidders Requested to read all the terms and conditions & scope of work and eligibility criteria as per the attachment.All bidders should follow the terms as per the attachment

3. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such

suspension period has already expired.

4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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. 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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---

BID DOCUMENT

REQUEST FOR QUOTATION FOR APPOINTMENT/EMPANELMENT OF INTERNAL AUDITORS FOR THE FINANCIAL YEAR 2026-27

Ref No. ECIL:FAG:IA:Notf:2026-27:01 Dt. 20th May 2026



ELECTRONICS CORPORATION OF INDIA LIMITED

A Govt. Of India (Dept. of Atomic Energy) Enterprise

Finance & Accounts Department

Corporate Office: Electronics Corporation of India Limited,

PO. ECIL, Hyderabad Telangana - 500 062.

Corporate Identity Number (CIN): U32100TG1967GOI001149

BID SCHEDULE & ADDRESS

S.NO	Description	Detailed information
1.	GeM-Tender Reference No	
2.	Name of Work	Internal Audit of ECIL, Hyderabad HO and branches for Financial Year 2026-27
3.	Estimated value of Tender	Rs.7,15,000/- (GST Payable extra as applicable)
4.	Earnest money Deposit	NIL
5.	Tender Type	Open Tender Through GeM
6.	Name and address for communication and BID related queries.	Shri Saurabh Gupta SM/Finance Electronics Corporation of India Limited, PO. ECIL, Hyderabad Telangana - 500 062. Phone No. 040-2718-2345 Email: iafag@ecil.co.in Website: www.ecil.co.in Mobile No. 9652862962
7.	Cost of Tender Document	NIL (Through GeM Portal)
8.	Notice Inviting Tender (NIT)	Through GeM Portal

Instructions to Bidder

SCOPE OF WORK-INTERNAL AUDIT

- a) Internal Auditor should examine the books, records and transactions of the period prescribed as per principles and practices of Audit. However, where the circumstances warrant checking beyond the suggested period, the Auditor should extend his checking to that period under intimation to In-charge, Internal Audit.
- b) Internal Audit should cover the manner of maintenance of books, their adequacy; suggest need of introducing maintenance of other registers/books to safeguard against frauds, misappropriations.
- c) Internal Audit should study the system prevalent in the Company and suggest ways and means for bringing further improvement in the system. Firm should also report any deviation from the prescribed procedure.
- d) Internal Auditor shall perform all functions as suggested by Standards issued by the Institute of Chartered Accountants of India and currently in force.
- e) The Internal Auditor will ensure that the information obtained in respect of the operation of the Unit is maintained in strict confidence and secrecy. A Certificate towards maintaining confidentiality is to be provided by the Internal Auditor, to whom appointment letter has been issued, at the time of acceptance of Audit assignment
- f) Internal Auditor shall conduct the Audit assignment as per the area and extent of coverage as specified in **ANNEXURE A**.
- g) Internal Auditor shall issue Internal Audit Report and a certification on the adequacy and effectiveness of Internal Financial Controls over Financial Reporting (ICoFR) limited to their Internal Audit scope at ECIL as specified in

ANNEXURE B.

1. DURATION OF CONTRACT

- i. The contract for the work to be undertaken by the Firm will be for the financial year 2026–27. However, the period of appointments can be further be extended for another period of two years based on the satisfactory performance of Auditors. The audit fee for FY2027-28 and FY 2028-29 will be based on work awarded for FY 2026-27 with 5% annual increase.

2. TERMINATION OF CONTRACT

- i. If at any time the Internal Auditor makes any default in proceeding with the work with due diligence and continues to do so even after the notice in writing is served on him or commits any default in complying with any of the terms and conditions even after the notice in writing is given on that behalf by the Officer-Incharge. ECIL may, without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to ECIL by written notice, terminate the contract as a whole or a part of the Contract.
- ii. Where the Internal Auditor breaches this Agreement, ECIL may terminate this Contract by not less than fifteen (15) days written notice of termination to the Internal Auditor.
- iii. Further, the Audit Firm will be debarred from getting, in future assignments in ECIL in the following cases:
 - a. If the Firm obtains the appointment on the basis of false information/ false statement at the time of submission of application/documents.
 - b. The Audit Firm is found to have sub-contracted the work.
 - c. If the Firm does not take up audit in terms of the appointment letter within the stipulated time frame.
 - d. If the Firm does not submit the Audit Report and Internal Financial Controls over Financial Reporting (ICoFR) Certificate, complete in all respect, in terms of the appointment.

3. CERTIFICATES

Bidder's offer is liable to be rejected if they don't upload any of the certificates /documents sought in the Bid document, Additional Terms and Conditions (ATC) and Corrigendum if any.

4. FORMS OF EMD AND PBG

Not applicable

5. ELIGIBILITY CRITERIA GIVEN AS HERE UNDER:

- a) The Audit firm must have a registered Head office in Hyderabad/Secunderabad.
- b) The bidder must be a reputed firm of Indian Chartered Accountants (either a Partnership or LLP) in active practice in India for a minimum period of 10 years.
- c) The firm should have a minimum of 20 semi-qualified audit assistants on its rolls.
- d) The firm must have experience in conducting audits of manufacturing PSU companies having turnover more than Rs.1000 crores within the last 7 years.
- e) The firm must be registered under the Goods and Services Tax (GST) Act and possess a valid GST registration of Telangana state.

6. DEVIATIONS

The Bidder must comply with the tender specification and all terms and conditions of contract. No deviation/ conditional bid shall be entertained and offer will be summarily rejected.

7. PRICE BASIS, CURRENCIES & LANGUAGE OF BID

The bidder shall quote rates in '**Part-B - Price schedule**', for the entire **Scope of work as detailed in Scope of Work**. Bids based on a system of pricing other than that specified shall be rejected. The bid prices shall be in Indian rupees only. Audit fee to be quoted both in figures and words for the financial year 2026-27. The quoted price shall be considered to include all relevant financial implications, including inter-alia the scope of the services to be delivered, terms of delivery, extant rules, out pocket expenses and regulations relating to taxes, duties, customs, transportation, environment, labour in India. Goods and Service Tax (GST) on fees as applicable shall be paid extra. All information in the bid shall be in English. Failure to comply with these requirements will render the bid liable for rejection.

8. BID VALIDITY

The bid shall remain valid for a period of 90 Days from the date of opening. ECIL will make its best effort to complete the award process within the proposal's validity period. However, should the need arise, the ECIL may request, in writing, all bidders who submitted bid prior to the submission deadline to extend the bid's validity.

9. SELECTION CRITERIA/EVALUATION:

The Auditors will be selected on **QCBS (Quality cum Cost based selection)** where 70% weightage will be given to non-price technical criteria & 30% to price based criteria. The selection of the Internal Auditor shall be as per qualitative criteria indicated in **Annexure –D** which is based on the overall suitability of the firm and its experience in the internal/Statutory audit of manufacturing PSUs (Central/State) having turnover more than Rs.1000 crores within the last 7 years. The firm securing maximum marks will be selected. In case of two or more firms securing same marks, preference will be given to a firm, scoring highest marks (after ignoring the requirement of maximum limit) for additional experience of manufacturing PSUs (Central/State). Further, in case if there is tie again between the shortlisted firms then the overall total points/marks obtained by the firms by ignoring the requirement of maximum limits against the points/marks for different category wise selection criteria shall be considered for selection of firms.

10. TECHNICAL\SELECTION CRITERIA (POINT ALLOCATION) FOR BIDDERS:

The Technical Evaluation Committee of ECIL shall evaluate the proposal of the bidder on the basis of the experience, number of staff employed and qualifications of the staff employed, applying the selection criteria, sub-criteria, and point system as specified in **ANNEXURE C**. Each responsive Proposal will be given a technical score. The details for the technical/ selection criteria are to be submitted in the **FORM I DETAILS OF THE BIDDER along with documentary evidence**.

A Proposal shall be rejected at this stage if it fails to achieve the minimum 30 point for Sr. No.5 of ANNEXURE C of Technical Selection criteria with an overall minimum technical Score of 70.

11. IMPORTANT NOTES:

- a. Application received after the due date and time, for any reason whatsoever shall not be entertained.
- b. Firms without requisite experience need not apply.

- c. **ECIL is in the process of implementation of ERP but as of now we are using indigenously developed accounting platform on oracle.**
- d. Being a strategic company under Department of Atomic Energy, we will not share the documents online and the audit should be conducted in person at concerned Head office/Branch office.

Additional Terms and Conditions (ATC)

1. PERIOD & FREQUENCY OF AUDIT

The appointment of the Audit Firm will be for the financial year 2026-27. The period of appointments can be further be extended for another period of two years based on the satisfactory performance of Auditors.

The audit should comprehensively cover all the aforementioned aspects within the financial year under audit. It shall be conducted on a quarterly basis, with reports submitted as per the specified timelines in the appointment letter:

Q1 Report – By 15th August

Q2 Report – By 15th November

Q3 Report – By 15th February

Q4 Report – By 15th May

Note: Audit report related to physical verification of Fixed Assets is to be submitted separately only at the last quarter.

The final audit report should incorporate management's response and details of corrective actions taken. Internal auditors must verify the adequacy and implementation of management's responses and rectifications, ensuring that identified issues are effectively addressed and resolved.

2. PLANNING:

The Internal Auditor should develop and document a plan for each Internal Audit engagement to help him, conduct the engagement in an efficient and timely manner and as per the pronouncement of the Institute of Chartered Accountants of India.

3. AUDIT TEAM

Internal Auditors should deploy a suitable team for undertaking the Audit, after a thorough perusal of the requirements of the appointment letter, terms & conditions contained therein, ensuring that the size of the Audit team is commensurate with the size of the Auditee unit and the volume of work involved. Internal auditor should spare minimum staff as given below:

1 Qualified Assistant (audit Manager), 10 semi-qualified assistants for each quarter of audit.

The attendance sheet of the Internal auditor shall be certified by the In charge, Internal Audit (ECIL) and will coordinate with the Audit Team for smooth functioning of the Audit. The firm should provide an exhaustive list of team probable's for enabling security approval. There must be a continuity of team and they must possess valid Id card of your firm.

4. AUDIT REPORT

The Auditor should give report for each quarter as per the reporting requirements specified in **ANNEXURE-B**

5. PAYMENT TERMS & CONDITIONS

- i. Payment Schedule for the Internal Audit fee quoted by the bidder shall be as under:
- ii. **100% of Audit fee for a quarter is payable after completion of ensuing Audit Committee meeting and shall be payable within 30 days on submission of the bills. GST will be paid after confirmation from GSTR 2A only.**
- iii. **No out-of-pocket expenditure including Travelling Allowance, Hotel charges and Dearness Allowance etc will be allowed for carrying out the Internal Audit.**
- iv. The Firm shall submit GST compliant Invoice, in duplicate, to the Incharge, Internal Audit section of the Corporate Office. Efforts shall be made for payment to be released to the firm through ECS/NEFT/RTGS within 30 days on receipt of invoice complete in all respects. TDS as applicable under Income tax Act and GST law shall be deducted from the Invoice of the Firm. Invoice having cutting and over-writing shall not be entertained unless authenticated by the Authorised person. No advance payment shall be made under any circumstances.

6. TENURE OF AUDIT APPOINTMENT

- i. The tenure of appointments shall be at the sole discretion of the Company. The tenure for appointments shall be initially for one year. The period of appointments can be further be extended for another period of two years based on the satisfactory performance of Auditors. The audit fee for FY2026-27 and FY 2027-28 will be based on work awarded for FY 2025-26 with 5% annual increase
- ii. Maximum tenure of appointments for internal auditors shall be a continues period of three (3) years. After that Internal Auditors shall be considered for re-appointment after the cooling period of three years.

7. COMPLIANCES/DECLARATIONS BY FIRM(S):

The appointment of Internal Auditors is subject to the following declarations:

- i. The Audit firm should not sub-contract the work. In case it is subsequently found at any stage of the appointment process / post appointment that outsourcing has been resorted to, the appointment will be liable for cancellation with immediate effect.
- ii. The Partners/Audit firm has not been blacklisted, banned, or debarred by any Ministry/Department of the Government of India, State Government, PSU, or statutory authority as on the date of submission of the bid. No proceedings for blacklisting or banning are pending against it before any Government department or public sector undertaking. In case of blacklisting/debarred in the past, the details of such action, period of ban, and the authority imposing the ban must be disclosed in the bid documents.
- iii. The designated team will work in strict confidence and will ensure that the information in respect of the operation of the area/ unit is dealt in strict confidence and secrecy. A certificate towards maintaining confidentiality to be provided by the Internal Auditor before commencement of audit.
- iv. No partner of the Auditors is related to C.M.D. / whole time Director or part time or Independent Director of the company within the meaning of Sub-Section (76) & (77) of Section 2 of the Companies Act, 2013.
- v. Neither the firm nor its partner or associates have any interest in the business of the company.
- vi. The auditor will be required to issue **certificate of Independence** before commencement of audit.
- vii. The auditor / audit Firm must not be holding any assignment as Statutory Auditor or Cost Auditor of ECIL.
- viii. The partners holding certificate of Practice issued by the Institute of Chartered Accountant of India / Institute of Cost Accountants of India are in whole time practice.
- ix. The Internal auditor shall ensure that data given to the Auditor by company and any information generated from the data provided shall not be used by the Auditor for any other purpose.
- x. Jurisdiction of courts: The law of land as promulgated / modified/amended or replaced from time to time shall govern this RFQ. Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of High Court of Hyderabad

(Telangana) Only.

xi. ECIL reserves the right to accept or reject any or all responses and to request additional submissions or clarifications from one or more Applicant(s) at any stage.

8. LIST OF DOCUMENTS (Self Attested) TO BE SCANNED AND UPLOADED WITH IN THE PERIOD OF BID SUBMISSION:

Sl No	Document Detail	Clause No	Page No
1	Firm Certificate of Registration issued by the Governing Body/Institute of Chartered Accountants of India (Firm/LLP)	ClauseNo.1of Annexure-C	
2	Relevant certificate of firm issued by the Institute of Chartered Accountants of India (ICAI) should be downloaded from the website during the bid open period, containing details of partners and Qualified paid assistant.	ClauseNo.2&3 of Annexure-C	
3	Appointment letter of Semi-Qualified Assistants. In case of Articles, member card indicating article name and other particulars are to be provided.	ClauseNo.4of Annexure-C	
4	Letter of award of work along with proof of turnover, for manufacturing CPSU/State PSU as Statutory/Internal Auditor, having an annual turnover of more than 1000 crores. (Power generation and power distribution companies are excluded)	Clause No.5 of Annexure-C	
6	Copy of Registration Certificate of GST and PAN of Firm.		
7	Copy of Udyam Registration Certificate.		

FORM-I
DETAILS OF THE BIDDER

1. Name of the Firm
2. Registration No. of firm with the Institute of Chartered Accountant of India
3. Date of Registration of the firm
4. Details of Head Office & Operative Branch Office(s):- Head Office: -

Address	Date of Establishment	Contact No(s)/Fax	E-mail	Name of Contact person

Operative Branch Office(s):-

Address	Date of Establishment	Contact No(s)/Fax	E-mail	Name of Contact person

5. Details of Partners in the Firm/Limited Liability Partnership: -

Sl. No	Name of the Partner	Membership No.	Membership Status ACA/FCA/ACMA /FCMA	Date of joining of the firm as partner

6. Details of Qualified Assistants: -

Sl. No	Name of the Qualified Assistants	Membership No.	Membership Status ACA/FCA/ACMA /FCMA	Date of joining of the firm as Qualified Assistant

i.	Bank Name	
ii.	Branch Name, Address & Pin Code	
iii.	Type of account (saving or current account)	
iv.	IFSC Code No.	

13. Whether Internal/Statutory/Cost Audit of ECIL or its branches have been conducted earlier. If yes, then details of financial years and name of office for which the Internal/statutory/cost Audit has been conducted shall be given as per table given below.

Type of audit assignment in ECIL	Office details	Period of Audit

Declaration: -

I/We, _____ Partner/owner of the Firm _____,
 hereby declare that the above information furnished is true & correct to the best of my knowledge and I/We will abide by the Terms & Conditions set by the company for the Appointment / Empanelment as Internal Auditors

Signature of Partner with
 Name & Seal of the Audit Firm

FORM-II
FORM OF DECLARATION

M/s.------(Name of the Firm) having its Head Office

at ----- (hereinafter referred to as 'the Bidder') having carefully studied all the Bid documents relating to the "Internal Audit of ECIL for the FY 2026-27 and having undertaken to execute the said works,

DO HERE BY DECLARE THAT:

1. The Bidder is familiar with all the requirements of the Contract.
2. The Partners/Audit firm has not been blacklisted, banned, or debarred by any Ministry/Department of the Government of India, State Government, PSU, or statutory authority as on the date of submission of the bid. No proceedings for blacklisting or banning are pending against it before any Government department or public sector undertaking.
3. The Bidder has not been influenced by any statement or promise of any person of the ECIL but only the Contract Documents.
4. The Bidder is financially solvent.
5. The Bidder is experienced and competent to perform the Contract to the satisfaction of ECIL.
6. The Bidder is fully familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipalities, District, State and Central Government of India that may affect the work, its performance or personnel employed therein.
7. The Bidder undertakes to abide by all Labour Welfare Legislations.
8. The Bidder confirm that the provisions of Micro, Small & Medium Enterprise as per MSME Development Act 2006 are applicable/not applicable (strike out whichever is not applicable) to us. Any change in the status of the organization occurring during the period of the contract shall be informed to the ECIL.
9. The statement submitted by the Bidder is true and correct.

Signature of Partner with
Name & Seal of the Audit Firm.

ANNEXURE – A(I)

SCOPE OF AUDIT (EXTERNAL INTERNAL AUDITORS) – ECIL HEAD OFFICE FOR THE FINANCIAL YEAR 2026-27

A. REVENUE RECOGNITION

- Compliance & Documentation: Revenue recognition shall be in accordance with ECIL's Accounting Policies, Companies Act, and Ind AS, while incorporating observations from Statutory and Government Audit (C&AG). Compliance with Ind AS must be ensured, with proper documentation and reporting. Sale invoices must be verified against customer orders to confirm GST applicability, TCS on applicable transactions (such as sale of scrap), E-Invoicing compliance, and E-Way bill compliance, including but not limited to staggered billing, export sales, and milestone-based contracts.
- Accrued Revenue & Unbilled Income: A thorough review of accrued revenue is required to ensure that all revenue, including but not limited to AMC services, long-term contracts, and milestone-based billing, is recognized timely and as per contract terms. Any unbilled revenue cases should be identified and invoiced promptly to prevent revenue leakage.
- Liquidated Damages (LD) Computation & Compliance: LD deductions must be verified to ensure accurate computation, authorization, and recoverability. In back-to-back contract arrangements, where the customer levies LD, internal auditors should verify whether the corresponding LD has been passed on to the vendor, ensuring financial neutrality for ECIL.
- Warranty Provision Review: Verify whether warranty provisions for goods are recognized appropriately in line with Ind AS and ECIL's accounting policy. Review whether actual warranty expenses are tracked, and provisions are reversed or adjusted correctly based on usage and settlement trends.

B. TRADE RECEIVABLES & COLLECTIONS

- Debtor Ageing & Provisioning: The ageing of trade receivables should be analyzed to assess the risk of default, particularly for long-pending dues. Provisions for old outstanding debtors should be reviewed, ensuring adequate provisioning and appropriate reversal entries in compliance with Ind AS.

- **Write-Offs & Approvals:** Any bad debt write-offs must be verified for proper approvals, compliance with internal policies, and correctness of accounting entries. Should ensure that all write-offs follow due authorization and are accounted properly in books of accounts.
- **Reconciliation of Receivables:** Internal auditors should verify whether customer accounts are reconciled periodically and ensure that any mismatches or unapplied credits are resolved timely. The internal auditor should also ensure that TDS deductions on collections are properly accounted for and matched with Form 26AS.

C. INVENTORY REVIEW

- **Material Receipt, Consumption & WIP Verification:** The internal auditor should cover the receipt and consumption of materials, ensuring that all material movements are properly recorded and reconciled. Booking of expenditure on R&D and Grants-in-Aid projects should also be verified for accuracy and compliance. Delays between key inventory processing dates, including DF date, Inspection date, CSRV date, and MIR date, should be reported and analyzed for process inefficiencies.
- **Job Work & Third-Party Inventory Tracking:** Records of materials sent to third parties for job work should be verified, ensuring proper tracking, reconciliation with vendor confirmations, and compliance with contractual terms. Internal auditors should verify whether job work material returns and balances are correctly accounted for and whether long-outstanding balances require escalation or provisioning.
- **Factory Overheads & Labour Booking:** Working of Factory Overheads and Labour booking should be reviewed to ensure that costs are accurately captured and allocated to the appropriate cost centers.

- Verification of Opening Balance (OB) Stock Adjustments: Internal auditors should verify all OB stock adjustments, ensuring accuracy in corrections related to existing material codes (50 - unit or per unit rate changes) and new material code additions (40). Additionally, they should review whether any stock was consumed before rectifications were passed, leading to incorrect cost calculations. Internal Auditors must ensure that adjustments are properly authorized, documented, and reconciled, and that any financial impact due to prior consumption at incorrect costs is identified and addressed.
- Review of Non Moving Inventory: Internal Auditors should review the Non Moving inventory and report its effects based on materiality.

D. MATERIALS MANAGEMENT

- Purchase File Verification: 100% verification of purchase files for a value of ₹50 Lakhs & above, ensuring compliance with purchase procedures, Delegation of Powers (DoP), Purchase Manual, other applicable company manuals, policies, and procedures, as well as Government company procurement norms, including GeM (Government e-Marketplace), e-tendering, and rate contracts where applicable.
- Nomination Order Review: Review and report on the top 10% of nomination orders placed during the period, ensuring that justifications for nomination-based procurement are documented and approvals are in line with DoP. Internal auditors should check whether repeat orders under nomination are justified and whether alternative vendors were considered.
- Verify whether performance BGs are obtained as per contract terms, renewed on time, and not released without fulfilling contractual conditions. If a BG is not obtained, ensure proper approvals for deviation as per company policy.

E. BILLS

- Accrual Concept & Accounting Compliance: Verify whether work completed up to the reporting date has been accounted for on an accrual basis, ensuring compliance with Ind AS and company's accounting policies. Review whether expenses, provisions, and liabilities are recognized in the correct period to prevent understatement or overstatement of financials.
- Payment Verification & PO Compliance: Test-check whether payments made to vendors align with PO terms and conditions, ensuring adherence to contractual obligations, agreed pricing, payment schedules, and deductions (if any). Verify if penalty clauses, liquidated

damages (LD), retention money, and GST/TDS/TCS applicability have been correctly accounted for in vendor payments.

Review non-PO-based payments on test check basis to ensure they are properly authorized and justified as per company policies.

- Liquidated Damages (LD) Computation & Back-to-Back Recovery: Verify whether LD deductions in contracts are accurately computed and correctly levied on vendors. Ensure back-to-back LD recovery where applicable, preventing revenue leakage.
- Letter of Credit (LC): For Letters of Credit (LCs) issued, review whether they are opened as per contractual terms, correctly accounted for, and utilized within validity. Verify whether LC extensions and amendments are properly approved and documented. Ensure timely settlement of LCs upon receipt of goods/services and verify whether outstanding LCs in ECIL records are reconciled with bank confirmations. Review LC devolvement cases, ensuring reasons are documented, bank payments are settled as per agreed terms, and financial/accounting impact is correctly recorded.
- Advances to Vendors & Adjustments: Review vendor advances to ensure they are justified, adjusted timely, and properly accounted for. Verify whether long-pending advances are being monitored and settled within the agreed timelines. Check whether provisions for doubtful recoveries on vendor advances are created where required.
- Imprest & Departmental Advances: Review imprest and departmental advances, ensuring proper authorization, utilization, and timely clearance. Verify whether such advances are reconciled periodically, and identify delays in settlement or cases where advances remain unadjusted beyond permissible limits.
- Bank Guarantees (BG) & Retention Money:
For high-value BGs, Internal Auditors should verify the confirmation obtained by ECIL from the issuing bank (HO/RO/CO) to verify authenticity.
Ensure retention amounts are held and released strictly as per contract terms and that no deviations occur without appropriate approvals.
- ERV & PRV Workings Verification: Internal auditors should review Exchange Rate Variations (ERV) and Price Rate Variations (PRV) to ensure that changes in foreign exchange rates and material price fluctuations are correctly accounted for in billing and payment processing.
- Financial Concurrence (FC) & Amendments: Review the Financial Concurrence (FC) documents and ensure that any amendments to FC are properly justified, documented, and approved. Verify whether changes to financial terms align with contract provisions and DoP

guidelines.

F. TRADE PAYABLES

- **Aging Analysis & Payables Reversals:** Perform an aging analysis of trade payables to identify long-outstanding balances. Ensure adequate provisioning for long outstanding supplier advances where ever required
- **Vendor Account Reconciliations:** Ensure periodic vendor reconciliations are conducted to identify unadjusted advances, debit balances, duplicate payments, or discrepancies. Verify that credit notes, discounts, and adjustments are accurately recorded and applied to outstanding balances.
- **TDS, GST & Other Deductions on Payments:** Ensure TDS, GST, and other deductions (such as retention money, penalties, or security deposits) are correctly applied in compliance with statutory provisions and contractual agreements.
- **Compliance with Contract Terms & MSME Payment Timelines:** Ensure vendor payments align with PO terms, including agreed rates, quantities, and payment schedules. Verify that all payments follow the company's Delegation of Powers (DoP) and that approvals are in place for deviations, holdbacks, or special payment terms.

G. STATUTORY / LABOUR COMPLIANCE , PAYROLL & CANTEEN

- **GST Compliance:** Verify GST returns are periodically filed as per the due dates and remitted the tax liability within time. Ensure GST TDS deductions are correctly made, deposited, and reported in returns.
- **Import-Export Compliance:** Review import/export documentation, ensuring compliance with the Customs Act, Foreign Trade Policy, and FEMA regulations. Verify customs duty payments, bill of entry documentation, duty exemptions/concessions, and export incentive schemes, including duty drawback claims.
- **Employee Welfare Compliance:** Verify whether employee contributions (PF, ESI, PT, etc.) are deducted correctly, deposited on time, and filed as per statutory requirements. Ensure adherence to statutory insurance requirements where applicable.

- Provident Fund (PF) & Gratuity Trust Review: Verify entries in Cash Book, General Ledger (GL), and Trial Balance (TB) for the PF and Gratuity Trust. Review PF investments to ensure compliance with statutory investment guidelines and company policy, including but not limited to limits on equity exposure, debt instruments, and fixed deposits. Ensure compliance with actuarial valuation requirements for gratuity provisioning and leave encashment liabilities, reviewing actuarial reports for accuracy and completeness.
- Payroll, Advances & Employee Benefits: Review payroll processing, ensuring compliance with overtime calculations, and statutory deductions. Verify whether leave encashment, ex-gratia, and bonus payments are correctly calculated and disbursed as per company policy. Review advances given to employees, ensuring adherence to company policies, proper authorization and adjustments. Conduct a test check of tour and medical bill settlements related to employees, ensuring compliance with policies, proper documentation, and accurate reimbursements.
- Canteen Audit: Verification of coupon sales, purchases, expenditures. Bank reconciliation statement. Physical verification of coupons, Inventory. Compliance with statutory provisions.
- CSR Compliance & Fund Utilization: Verify compliance with CSR spending obligations under the Companies Act, 2013, ensuring that the minimum prescribed amount is spent within the financial year. Review whether CSR expenses qualify under Schedule VII of the Act and are spent on eligible activities. Check whether unspent CSR amounts are carried forward and utilized in subsequent years or transferred to a specified fund as required by law. Verify documentation of CSR projects, including board approvals, impact assessments (if applicable), and fund disbursement records.

H. CASH AND BANK

- Bank Reconciliation & Unreconciled Items
Verify whether Bank Reconciliation Statements (BRS) are prepared periodically, reviewed, and approved by authorized personnel. Review long-pending unreconciled items, ensuring they are resolved within a reasonable timeframe. Identify any unusual reconciling items that may indicate duplicate payments, process gaps etc.
- Review of Customer Bank Guarantees (BGs):

Verify whether BGs issued by ECIL to customers align with contract terms, are properly approved, recorded, and tracked, and are renewed or extended timely as required. Obtain periodic balance confirmations from banks for outstanding BGs and reconcile them with ECIL's records. Ensure that old and expired BGs are submitted to the bank for cancellation

and that closure is tracked until confirmation is received from the bank. Review instances of BG invocation, ensuring that claims are valid, approvals are obtained, and financial/accounting treatment is correctly recorded.

- **Bank Credit Facilities (Fund-Based & Non-Fund-Based):** Review ECIL's fund-based and non-fund-based banking facilities, including but not limited to working capital loans, overdrafts, term loans, BGs, and Letters of Credit (LCs).

Verify whether interest rates, charges, and penalties applied by banks on loans, overdrafts, and other credit facilities are correct and as per the agreed terms to ensure ECIL is not overcharged. Ensure that monthly/quarterly stock and book debt statements submitted to banks are accurate, reconciled with the books of accounts.

- **Investment & Treasury Management:** Ensure that investments comply with board-approved policies, Ministry guidelines and regulatory requirements. Verify whether investment decisions are authorized by the designated officials and that investment instruments are properly documented. Review whether returns on investments align with market rates and risk parameters set by the company

I. PROPERTY, PLANT & EQUIPMENT (PPE)

- **Records Maintenance & Classification:**
Verify that property, plant, and equipment (PPE) records are properly maintained, ensuring alignment with the Fixed Asset Register (FAR)
- **Depreciation & Impairment:**
Verify that depreciation is charged as per company policy and Ind AS. Review whether useful life estimates comply with Schedule II of the Companies Act, 2013, ensuring any deviations are properly justified.

J. Accounting Systems, Procedures and Controls

- **Regulatory Updates & Compliance Monitoring**
Periodically review and advise management on amendments in Ind AS, the Companies Act, MSMED Act, FEMA, Direct & Indirect Taxation laws, Labour Laws, Environmental Regulations, and other applicable statutes. Ensure that financial policies, accounting procedures, and internal controls are updated accordingly to maintain compliance.
- **Adequacy & Efficiency of Accounting Systems & Financial Reporting**

Assess whether existing accounting systems, policies, and procedures are adequate and aligned with the Companies Act, 2013, Ind AS, and internal control requirements. Identify process inefficiencies, control gaps, and areas requiring improvement to enhance financial accuracy and compliance.

Examine whether financial statements comply with Ind AS, including but not limited to revenue recognition, asset impairment, fair value accounting, and lease accounting. Validate that financial disclosures are accurate, transparent, and in compliance with regulatory requirements, ensuring proper presentation in financial reports.

Conduct a Ledger Review and also Review of AGL and TB to verify that balances are correctly classified, reconciled, and free from long-outstanding or unexplained entries, including but not limited to accounting errors, omissions, wrong postings, GST/TDS compliance issues, missing entries, incorrect classifications, prepaid expense entries, accrual entries, and prior period adjustments.

Verify whether provisions for expenses and payables are correctly created and reversed in compliance with Ind AS, ensuring no over/under-provisioning or incorrect financial impact. Ensure reconciliation of transactions between ECIL's units and branches, including inter-branch/inter-unit balances, stock transfers, and ledger mismatches, identifying and rectifying discrepancies to ensure accuracy in financial reporting.

- **Ledger review & Reconciliation of Old outstanding Balances:** Internal auditors should review old, dormant, unidentified/unknown ledgers to assess the necessity of maintaining them. Attempt reconciliation of long-outstanding balances, investigate unidentified entries, and recommend necessary accounting adjustments or write-offs, if justified. Ensure that unknown balances do not result in misstatements in financial reporting and that corrective action is taken to clean up legacy accounts in compliance with Ind AS and statutory requirements. All adjustments, write-offs, or reclassifications must be duly approved by the Board/ as per the Delegation of Powers (DoP) or the applicable authority matrix.
- **Books of Accounts, Record Maintenance & Reconciliation**
Examine whether books of accounts, registers, records and documents comply with statutory requirements and are adequate for exercising necessary financial control. Ensure completeness, accuracy, and reliability in financial reporting.

Review General Ledger (GL), Sub-Ledger (SL), and Control Accounts Reconciliation, ensuring completeness and accuracy. Verify whether reconciliations are performed periodically, and that any discrepancies are investigated and resolved in a timely manner.
- **Audit Compliance, Follow-Ups & Persisting Irregularities**

Internal auditors should review assurances given to them, Statutory Auditors, Government Auditors (C&AG), Cost Auditors, Secretarial Auditors, and Information Systems (IS) Auditors, ensuring that corrective actions on audit findings are implemented within prescribed timelines. Any unresolved issues from various audit reports, including internal audit observations, should continue to be reported in internal audit reports until fully resolved.

An ageing analysis of pending audit observations should be maintained to track long-outstanding issues, ensuring management takes necessary corrective actions. Internal auditors should verify whether action items are assigned to responsible personnel, monitored, and periodically reviewed to prevent recurring or persisting irregularities.

K. FIXED ASSETS

- All the fixed Assets having gross value of more than Rs. 10,000 as per the Fixed Assets Ledger are to be verified physically in the cycle of 3 years period in Phased manner. Every year, division to be covered for audit will be shared by Internal Audit section.
- 100% verification of all the Fixed Assets additions during the previous year.
- To list the Asset numbers which are not clearly mentioned, so that they are painted/labeled by the division. All the Fixed Assets should be verified on such labeling.
- To recommend for de-capitalization of assets which have found obsolete, unserviceable and beyond usage during the verification.
- To report the decapitalization done during the year.

L. MISCELLANEOUS

▪ Grants accounting

Ensure proper accounting, reporting, and compliance with statutory requirements for grant utilization. Review whether unused or unspent grants are reported correctly, with appropriate disclosures in financial statements.

Verify whether MSME returns are filed accurately and on time, ensuring consistency between filed returns and vendor records. Check whether MSME payment details reported in statutory filings align with books of accounts, preventing discrepancies or misreporting.

- Related Party Transactions (RPTs) & Loans: Ensure that related party transactions comply

with Sections 177 & 188 of the Companies Act, including necessary approvals, disclosures, and arm's length pricing.

- Insurance: Verify whether adequate insurance coverage is in place for inventory across all locations, including raw materials, work-in-progress (WIP), finished goods, and stock held at job worker locations or third-party warehouses. Ensure that Goods-in-Transit (GIT) Insurance covers potential losses due to - including but not limited to damage, theft, fire, accidents during transportation.

Review whether insurance policies adequately cover risks such as fire, natural disasters, theft etc. and storage-related damages at ECIL and external locations. Ensure that insurance coverage is based on peak inventory values rather than period-end closing stock values, to avoid under-insurance

Verify whether insurance values are reviewed and updated periodically to reflect changes in inventory levels. Assess insurance claims filed for inventory losses, ensuring proper documentation, timely settlements, and corrective actions to mitigate future risks. Identify uninsured risks and recommend necessary actions to minimize potential financial exposure.

Verify whether insurance coverage is in place for PPE, particularly high-value machinery, immovable properties, and critical equipment. Ensure that insurance policies cover book values and that premiums are based on the correct insured value

A. CERTIFICATION

- The internal auditors shall issue a certificate confirming that all items within their assigned scope have been verified and reported, along with a certification on the adequacy and effectiveness of Internal Financial Controls over Financial Reporting (ICoFR) **limited to their Internal Audit scope** at ECIL.

The audit should comprehensively cover all the aforementioned aspects within the financial year under audit. It shall be conducted on a quarterly basis, with reports submitted as per the specified timelines in the appointment letter:

Q1 Report – By 15th August

Q2 Report – By 15th November

Q3 Report – By 15th February

Q4 Report – By 15th May

Note: Audit report related to physical verification of Fixed Assets is to be submitted separately only at the last quarter.

The final audit report should incorporate management’s response and details of corrective actions taken. Internal auditors must verify the adequacy and implementation of management’s responses and rectifications, ensuring that identified issues are effectively addressed and resolved.



ANNEXURE – A(II)

**SCOPE OF AUDIT (EXTERNAL INTERNAL AUDITORS) – ECIL
BRANCHES FOR THE FINANCIAL YEAR 2026-27**

ECIL-Branches/Zones

- 1) New Delhi
- 2) Mumbai
- 3) Kolkata
- 4) Chennai
- 5) Bangalore
- 6) Tirupathi

General Note:

There is no regular purchase or sale transaction at branches. These branches are maintained to assist prestigious customers. There will be nominal expenditures like rent, maintenance contracts, car hiring contracts where direct vendor payment will be done. Other expenditures to maintain the branch are done through departmental advance and imprest. Branches are making payments and filing returns related to professional tax and TDS. Some branches will have rental income from leasing the property and sometimes procurement related to assets may also be there.

Revenue:

- Verify any revenue recognized at branches (if any).

Purchases:

- Verify any purchases done at branches (if any) and whether necessary approvals are there for the same.

Employee Payments:

- Verify travel claims, settlements, overdue travel advances and review of TA schedule and report thereon.
- Check of reimbursement of medical expenses on hospitalization. Report whether the medical expenses reimbursed in excess of permissible limit is added to the income of the employee as a perquisite while calculating taxable salary.
- Report on all medical and other advances pending settlement

- Checking of conveyance claims and report any abnormal claims.

Departmental Advances and Imprest payments:

- Check availability of approvals, timely settlements of Departmental Advances, and recoupment of imprest.
- Confirmations of the year-end balances are to be obtained and verified.
- Comment on the number of imprest holders and suggest curtailment in number/amount with reference to control and reduction of expenditure and administrative convenience.
- Report any non-compliance related to above.

Taxed and Duties

- Check and report, Whether the Tax Deducted at Source, has been correctly computed and effected as per law in relevant cases and such TDS has been remitted by the due dates.
- Report on GST compliance with station-wise registration details and compliances with any other statutes, Status of Assessments, Appeals (if any), Penalties levied for delayed payments or for other reasons, if any, VAT/ Works Contract Tax/Service Tax Registration, Assessments, Provisional assessments & assessments yet to be finalized, Refunds, Appeals wherever applicable.
- Check and report payment of professional tax and return filing.

Debtors Review

- Review of outstanding, comments on prospects of realization, and recommendation for provisions for doubtful debts.

Vendor payments

- Verification of payments directly made to vendors like Rent, Car hiring contract, maintenance contracts etc.

Bank Reconciliation

- Verification of all payments made during the audit period and reconciliation.

Fixed Asset verification

- Physical Verification of Fixed Assets at Branches.

Inventory Verification

- Physical Verification of Inventory (if any) at Branches

Attendance & Leave Records

- Checking of attendance, Time office records, Leave Balance and Leave encashments.

Schedules

- Verification of whether accounting records maintained at zonal offices in their respective accounting software are periodically shared with the Head Office for updating.
- Review of whether all entries recorded in the branch accounting software are accurately reflected in the Consolidated HO General Ledgers.
- All branch schedules must be verified and attested

ANNEXURE- B

REPORTING REQUIREMENTS

1. Internal Audit Reports should be divided into three separate parts, namely:

PART- I IMPORTANT OBSERVATIONS:

This part should contain major observations on all such irregularities or occurrences which Auditors want to bring to the notice of management, along-with their financial implications, if any. This part should also bring out deviations (non - compliances) by Units/Office/Corporate Office from (with) policies, systems and procedures prescribed by ECIL. The observations should be arranged in self-contained paras, preferably with suitable titles.

PART–II OTHER OBSERVATIONS:

This part shall comprise Auditor’s observations along-with their financial implications, if any, as per areas specified in their scope of work other than already mentioned in PART-I above.

PART–III CERTIFICATION:

The internal auditors shall issue a certificate confirming that all items within their assigned scope have been verified and reported, along with a certification on the adequacy and effectiveness of Internal Financial Controls over Financial Reporting (ICoFR) **limited to their Internal Audit scope** at ECIL.

Note: Audit report related to physical verification of Fixed Assets is to be submitted separately only at the last quarter.

2. Submission of Report

Internal Auditor is required to submit its Consolidated Report. No general/common points to be mentioned. The report may be submitted to-

Head (Finance),
Electronics Corporation of India Limited,
PO. ECIL, Hyderabad Telangana - 500 062.

Note:-

The Report should be first discussed by Partner of the Firm/ in charge of the Audit with DIVISION Incharge (Project Unit/Inspection Office) along-with DIVISION Finance Incharge of Project/Inspection Office, so that the minor discrepancies are rectified in their presence locally. The Report should be prepared after duly considering the additional information that may be provided / obtained at such discussions along with the Management reply and same shall be submitted to Finance in charge of the concerned unit/office.

ANNEXURE- C

**TECHNICAL SELECTION CRITERIA (WEIGHTED AVERAGE POINT ALLOCATION)
FOR SELECTION OF INTERNAL AUDITOR:**

S. N.	Particulars	Weightage Points	Max. Points
1	Year of Establishment of the Audit Firm / Limited Partnership Firms (Minimum 10 years)	5 points for ten years and there after1 (one) for every two years in the existence (fraction of the year to be ignored)	10
2	No. of Partners in the Firms /Limited Liability Partnership Firm who are associated with the firm for not less than two years as on last date of bid submission.	a) 2 points for each Partner who is ACA/ACMA b) 3 points for each Partner who is FCA/FCMA (fraction of the year to be ignored)	10
3	No. of Qualified Assistants (CA /CMA) employed with the firm for not less than one years as on last date of Bid Submission.	2 points per Qualified Assistant (fraction of the year to be ignored)	10
4	No. of Semi-qualified Assistants (CA/CMA Intermediate employed with the firm).	1 point per Semi-qualified Assistant	20
5	Experience of Internal / Statutory Audit assignment of Manufacturing PSUs (Central/State) having an annual turnover of more than 1000 crores (Power generation and power distribution companies are excluded)	10 Points per assignment per year (fraction to be ignored) within last 7 preceding years (FY 2019-20 to 2025-26)	50
		Total Points	100

Annexure-D

QUALITY AND COST BASED SELECTION

In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them to obtain a combined QCBS (Technical cum Financial) score. The proposal obtaining the highest total combined score in evaluating quality and cost will be ranked as H-1, followed by the proposals securing lesser marks as H-2, H-3 etc.

QCBS Calculation Formula: $(X_t(T/T \text{ High} * 100) + X_f(C \text{ low}/c * 100))$

T=Total Technical score awarded to the service provider

T High=Highest Technical score achieved for the BID

C=Price offered by the service provider

C low=The lowest price offered(L1 price)

X_t=Weight for technical evaluation

X_f=Weightage for financial evaluation

Annexure-E

CHECKLIST

Bidder's Name:

S.No	Items Description	Enclosed
1.	Complete scanned bid document duly signed and stamped by bidder	YES/NO
2.	Details of Bidder in Form-I (duly signed & stamped) including supporting documents.	YES/NO
3.	Form of Declaration in Form-II (duly signed stamped)	YES/NO
4.	Complete Documents in accordance with clause no.8 of Additional Terms& Conditions (ATC) duly signed and stamped by bidder.	YES/NO

(In case answer to any of the above is in 'NO', the bid shall be liable to be rejected)

Note: -The Bid documents should be serially numbered and properly indexed

PART B

PRICE BID-FORMAT

The bidder is required to quote LUMPSUM PRICE for Audit Fee for the FY-2026-27 for the entire Scope of Work:

S. No	Particulars	Amount in Rs. (All inclusive including GST)	Amount in words (All inclusive including GST)
1	Internal Audit fee per annum for conducting internal audit of ECIL, Hyderabad HO and branches for the financial year 2026-27.	<u>BIDDER SHOULD QUOTE THE LUMPSUM VALUE IN GEM PORTAL</u>	

In case of any discrepancy in amount between figures and words, the rates quoted in words will prevail over rates quoted in figure.

Note:

Audit fee to be quoted both in figures and words for the financial year-2026-27. The period of appointments can be further be extended for another period of two years based on the satisfactory performance of Auditors. The audit fee for FY2027-28 and FY 2028-29 will be based on work awarded for FY 2026-27 with 5% annual increase