

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA**

**G T Road, Naramau, Kanpur - 209217**

**"TENDER DOCUMENT"**

**of Tender No. Internal Audit/19-20/dated: 15.11.2019 Due on 16.12.2019 at 15:00 Hrs**

**Date :15.11.2019**

To,

M/s \_\_\_\_\_

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Dear Sir,

Artificial Limbs Manufacturing Corporation of India (herein after referred to as "ALIMCO") wishes to engage partnership firms of Chartered Accountants/ Cost Accountants as "Internal Auditors" for an initial period of second half of 2019-20 and then for 2020-21 and 2021-22.

ALIMCO's Head Office and main manufacturing plant is in **Kanpur**. Apart from this, the corporation has Auxiliary Production Units at **Mohali (Punjab), Bhubaneshwar, Jabalpur, Bangalore** and **Ujjain** with Marketing Centers at **Delhi, Mumbai, Kolkatta, Hyderabad and Guwahati**. Its new Unit is also under construction at **Faridabad**.

The proposed Internal Audit requirement is for the corporation as a whole including Auxilliary Production Centers as well as Marketing Centers. The assignment of internal audit is required to be quoted for each of the above base stations separately. **No travelling or Daily allowances (including Stay Charges) are payable and hence the quote should accordingly be given.**

Sealed quotations are invited under Two Bid (Technical Bid & Price Bid) System. "Technical Bid" should be put up in one sealed envelope with all the enclosures and "Price Bid" should be put in separate sealed envelope and both the aforesaid sealed envelopes should be put in third bigger sealed envelope. On each of these three sealed envelope, the Name of the Tenderer/Firm, Tender No., Tender Due Date and "Technical Bid"/"Price Bid" (as the case may be) on respective envelope containing such bid should be clearly mentioned and addressed to Manager(Finance), ALIMCO, G T Road, Naramau, Kanpur(UP)-Pin 209217 so as to reach by 14.30 Hrs on the Tender Opening Date mentioned above. All offers received in time will be opened at 15.00 hrs on the same day at Alimco HQ, Kanpur in the presence of representatives of tenderers who may like to be present.

The corporation shall not be responsible for any postal delay and no tenders shall be accepted after the due date and time.

## 01. SCOPE OF WORK:

- 1.1 The suggested check list for conducting internal audit is enclosed at **Annexure "A"**. This list is only a suggested list and not an exhaustive list. The intention is to audit all the business systems to have a reasonable assurance of the systems being in place and being followed in all the activities of the corporation.
- 1.2 For APCs and RMCs, the firms should co-ordinate with Unit In-charge whereas for Head Office, the co-ordination shall be handled by Manager (Finance). Overall coordination shall be done by Manager (Finance) in Head Office.
- 1.3 The Internal Auditors are required to give quarterly reports for each center and thus planning the manpower and man-days is the part of Audit Plan. The corporation does not specify the man-days required but it should be ensured by the Internal Auditors to cover the entire scope and provide a reasonable assurance on the efficacy of the Internal Control System.
- 1.4 During the course of audit, discrepancies must necessarily be communicated to the Unit In-charge in writing and finally reported after due care has been taken for typographical error for posting clerical errors. Findings should be discussed with Unit Head and the Report should have an endorsement of such discussions.

## 2.0 ELIGIBILITY OF TENDERER:

- 2.1 The eligibility criteria as given in **Annexure "B"**.

## 3.0 TENDER PAPERS:

- 3.1 The envelop marked "Technical Bid" should contain following:
  - EMD of Rs 5000.00 in form of DD/Bankers Cheque/Pay Order in favour of "Artificial Limbs Manufacturing Corporation of India" payable at Kanpur - Mandatory. Such EMD shall be refunded to the unsuccessful tenderers after placing the order against this tender. No interest shall be paid to participating tenderers. In order to expedite quick refund, bank details where the EMD has to be remitted back is mandatory.
  - Certified copies of Certificate of Practice of each member issued by respective Institute - Mandatory.
  - There are 4 pre-qualification criteria based on which the "Technical Bid" shall be evaluated. All necessary documents satisfying each criteria should be enclosed. The T-Bid evaluation committee shall evaluate on the basis of attested and signed documents in the envelope of "T-Bid" only- Mandatory
  - Brief write up (Bio Data/Resume) on the constitution of firm, its partners with the Member COP and experience, the details of the paid staff/articled clerks , Audits being handled presently (whether statutory, cost , stock , concurrent) and other relevant details the bidder considers necessary to indicate- Mandatory.
  - Tender Document duly signed denoting brief understanding of the requirement as per check list) accepting the scope and deliverable - Mandatory.
  - GSTIN No. - mandatory.

3.2 The envelop marked "Price Bid" should contain following:

- (a) Rates for the internal audit assignment clearly specifying **the rate quoted in figures and in words as per Format "A"** given with this tender.(price quoted sheet must be duly signed & stamped), in case no tax is quoted the rates shall be presumed to be inclusive of taxes. A bidder may choose to apply for any one/all the Centers.

The criteria for deciding successful bidders whose P-Bid shall be opened is available at **Annexure "B"**.

#### 4.0 **INSTRUCTIONS TO TENDERERS:**

4.01 The rates are required to be quoted for each center separately **as per Format-"A"**. Any person desiring to quote for more than one center can do so provided he has sufficient manpower and resources to conduct the audits and give the report within the timeframe.

4.02 The quote to be submitted should indicate professional fee and taxes as indicated in the format.

4.03 To arrive at L-1 status, cost to company shall be considered. In case no bifurcation of tax and other charges are given, the rates quoted shall be presumed to be inclusive of tax.

#### 5.0 **SECURITY DEPOSIT:**

5.01 For fulfillment of the contractual obligation of Internal Audit assignment, the successful firm shall deposit Security Deposit of 5% of the total value (after adjusting Earnest Money deposit) of job awarded.

5.02 The Security Deposit shall be refunded on successful completion of the assignment.

#### 6.0 **VALIDITY OF OFFER/QUOTATION:**

6.01 The offer/quotation submitted against this Tender shall be valid up to 90 days from the date of opening of the "Technical Bid".

6.02 The Tenderers shall be bound by terms of this tender document, if notification of acceptance of the offer against this tender is issued within the validity period.

## **7.0 PAYMENTS & OTHER TERMS:**

- 7.01 The Bills submitted by the Professional (along with GST No. of ALIMCO) should be duly verified by the concerned Unit In-charge (along with Accounts person) and Concerned officer of finance Department in case of Head Office.
- 7.02 The expenses, if incurred by the corporation shall be monetized and shall be considered as a part of reimbursement and shall be deducted from the Bill. Deficiency in terms of covering all the matters within the scope shall be referred to the Audit Committee whose directions shall be final and binding.
- 7.03 Payments terms are within 30 days of submission & admission of Report along with the Bill.
- 7.04 Payment shall be made through RTGS/NEFT for which RTGS/NEFT details (along with one copy of blank cancel Cheque) of Firms required at the time of submitting tender.
- 7.05 GST portion in the bill shall be payable on reflection of Input in GST Portal against our GST Number and availing input credit. GST No. is 09AABCA8899F1Z6 (ALIMCO HQ, Kanpur).

## **8.0 GENERAL TERMS & CONDITIONS OF TENDER:**

- 8.01 The time is the essence of the contract. The quarterly report has to be ensured. First Report shall be of second half of 2019-20 which should be given by 30<sup>th</sup> April 2020 and then for each quarter, the internal Audit report should be given by 20<sup>th</sup> of the next month.
- 8.02 The liquidated damages shall be levied for delay from the above timelines which shall be 0.5% every week subject to a maximum of 10%+ GST @18%.
- 8.03 Any offer submitted against this tender in deviation from the terms of this tender will stand rejected.
- 8.04 Ensuring adequate manpower seeing the volume of the work and ensuring exhaustive coverage with quality of audit shall be the responsibility of the internal auditor and shall have a bearing on continuity.
- 8.05 The successful firm shall not sub - contract the internal audit assignment.
- 8.06 All entries in the offer shall be either typed or neatly hand written. Tenders having over writings/fluid application/cutting etc. without proper authentication will be rejected.
- 8.07 Conditional Offer / Quotation shall not be acceptable.

## **9.0 ARBITRATION:**

If any dispute/question or controversy arises in respect of or arising out of the assignment / Job Work Contract, the matter in dispute shall be referred to the arbitration of the Chairman & Managing Director of ALIMCO or its nominee and the decision of the Chairman and Managing Director or nominee shall be final and binding on both the parties.

The provision of the ARBITRATION & CONCILATION ACT, 1996 as amended from time to time shall apply to such arbitration proceedings.

Arbitration proceedings shall be held at Kanpur only and the Kanpur City Court will have the jurisdiction in the matter.

**Manager (Finance)  
ALIMCO, KANPUR**

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA**  
**G T Road, Naramau, Kanpur -209217**  
**Format "A"**

**To the Tender for Internal Audit for the Purpose of Quoting Rates**

Sl. No.	Location* for which quote is being submitted	Professional Fee (Rs.)	GST@_ %(Rs.)	Total Amount In figure (Rs.)	Total Amount in words (Rs.)
1	Head Quarter, Kanpur				
2	Bhubaneswar				
3	Jabalpur				
4	Bangalore				
5	Mohali (Punjab)				
6	Ujjain				
7	New Delhi				
8	Mumbai				
9	Kolkata				
10	Hyderabad				
11	Guwahati				

Note: -

- 1) GST needs to be mentioned with applicable rate and whenever rate of taxes will be amended by Govt., it will be paid on actual basis.
- 2) L-1 STATUS shall be decided location-wise on the basis of Cost to Company (net of GST - as GST is available as input credit).
- 3) In case of contradiction in words & figure, amount in words will be final and binding.
- 4) The firm should ensure the required scope of reasonable assurance is met and should deploy the manpower accordingly.

\* **The firm should have own branch for each location of ALIMCO in which they are quoting the rates for Internal Audit.**

I have gone through the Tender Documents and agree to abide by the terms and conditions of the Tender and have attached all the documents required.

(Authorized Signatory)  
Seal of the firm mentioning Registration Number

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA, KANPUR**

**SUGGESTED SCOPE OF WORK FOR CONDUCTING INTERNAL AUDIT**

The Scope of Internal Audit will extend to all areas except Year-end Stock Audit which is assigned to separate Stock Auditors having mandate to conduct independent Stock Audit in every Centre during the end of the year. The Auditors shall be required to give specific information/comments, on the areas mentioned in the check list for the Management to exercise control. However, the scope of the work will not be limited to the check list only.

The Internal Audit report should bring out the facts specifically in relation to any point and be accompanied by constructive suggestions for improvement of systems, procedures, internal checks and controls.

Some of the key areas are:-

**A. COMPLIANCE WITH THE PROVISIONS OF LAW:**

1. The Internal Auditors will be required to comment on the compliance with the provisions of law like Companies Act, Income Tax Act, GST (erstwhile VAT, Excise, Service Tax and other indirect Taxes), MSE provisions and other statutory obligations like timely submission of various returns and deposit of taxes etc. The checking is required to be done with respect to the Ledger balances and the working of the same should be an annexure to the Audit Report.
2. Payments made from the Centers are required to be verified from Challan copies. In case the payment has been advised to Head Quarter, the same should be cross-checked from Head Quarter and necessary compliances are to be reported in the Internal Audit Report specifying Monthly Details.
3. Any other point which is required for complete reporting on statutory compliances.

**B. RAW MATERIALS, STORES, SPARES AND PACKING MATERIALS:**

Purchase, Issue, Storage- Material Management;  
Payment and statutory deductions- Accounts

1. Scrutinize the procedure for raising indents, inviting quotations, compliance of tender procedure as per Purchase Policy of the corporation, delegation of authority, preparation of comparative charts, recording of minutes and approval process and reporting variance, if any.

2. Receiving of material, its linkage with the Purchase Order, Storage and issue for consumption should also be vouched and any deviation in the system is to be reported.
3. Checking payment and purchase vouchers with regards to rates, weight, calculation of amount etc. It is also to be seen whether the charges like transportation, packing and taxes etc. are paid in accordance with the terms of purchase orders and the same are reasonable.
4. Check whether the rejected material is returned to the suppliers timely/ intimation given timely and report the instances where system is deviated. To check if the rejected material is not lifted within specified period, the same has been scrapped or not.
5. Review of suppliers' Accounts and report that the advance payments are timely adjusted/ pending for adjustment.
6. Checking the Priced Store Ledger and its valuation as per declared accounting policy at the end of the year.
7. To check that if standards are laid down then the materials have been consumed as per standards. Major deviations are required to be reported.
8. Check records for issue of materials for job work and receipt thereof. Periodical confirmation from the parties should also be verified.
9. Report variations in Work Order wise issue of material forming part of Bill of Material.
10. Carry out selective physical verification of store on the basis of stock report of previous year submitted by empanelled stock auditor to get reasonable assurance that perpetual stock taking is being carried out by Store In charge consistently.
11. Reporting on the system of perpetual inventory being carried out by the Store keeper or any other Official authorized for the purpose.
12. Reporting on the adequacy of stock levels and optimum inventory with regards to production needs.
13. Reporting on slow moving and non-moving inventory on the basis of stock report of previous year submitted by impaneled stock auditor.
- 14 .Verify whether the Bank guarantees received from various suppliers are in line with contractual agreement and their validity and Banks confirmation for issuance of BG. Also comment upon system of sending list of monthly outstanding BG's and list of



BG's expiring within 30 days to concerned departments advising them to take necessary action and highlight non-compliances by the respective departments.

15. Verification of Bank Guarantees and other documents in the Cash Chest with the registers maintained
16. Check Whether all Purchase order (PO) Raised by Alimco HQ, Kanpur is Timely feed in Computer by System Deptt.
17. Checking of material/components/spares received by Shipping Deptt and Preparation of GRN. List the cases of abnormal delays in preparation of GRN.
18. 100% Checking of tender files more than 10 lakhs from indenting to placing of purchase order and report the cases of tendering without indent.

**C. SALE OF FINISHED GOODS, FABRICATED ITEMS AND SCRAP:**

Order Booking, Billing and dispatches - Marketing, Warehouse & Logistic Section

1. Reconciliation of Sales with quantity and rates.
2. Checking the process of booking Orders, dispatch planning, transportation contract and placement of trucks, raising of Invoices on Customer and reporting the matters where there is a delay in raising of Invoices after packing and dispatch of goods. The scope shall also include delays, if any in raising Pro-forma Invoice after assessment and raising Final Bills to the SSA authorities.
3. Checking of the Bills raised with the Pro-forma Invoice submitted earlier to Customers and reporting variances.
4. In cases of payments through Banks, reporting of delays in sending Invoices to Banks.
5. Checking the assessment reports relating to Fabricated Items, its correlation with distribution held and reporting on delays in raising of Fabricating Bills, if any in comparison to assessment done.
6. Checking the rates charged. Rates should normally be as per the latest price list except for cases where payment has been received on earlier rates and the dispatches are carried out after rate revision. Variations not duly supported by approval of the competent authority is required to be reported.
7. Study the system of Scrap generation and suggest improvements while reporting apparent discrepancies.
8. Verification of scrap disposal records.

9. Scrutiny of Dealer's Accounts, State Government and other non-ADIP business with the help of DPS and reporting Debit Balances with concerned DPS Nos.

Cross Checking in the Financial Records - Transporter Bill Passing, Sales Booking, Passing of Fabricated Items Purchase and Sale Bills, SSA- 40% , Dealers, Fabricating agency, State Government, Miscellaneous debtors and CSR Debtors along with Reconciliation of Advances.

**D. Grant Utilization and Grant Accounting:**

Administration of ADIP & ADIP-SSA scheme - ADIP & ADIP-SSA Marketing Cell

Administration of Vayoshri Yojana - Sr Citizen Scheme Cell

Grant Accounting - Accounts

Website updating - Concerned Marketing Cell & Systems Department

Media & Administration Charges Claims - ADIP & CSR Marketing Cell

1. Verification of receipt of Grant-in-aid at Head Quarter only and correlating with Sanction Order received from Ministry - Through Accounts.
2. Whether the ADIP/SSA subsidy has been properly utilized as per the norms given in the ADIP Scheme notified by the Ministry of Social Justice & Empowerment, Government of India and to check whether claims are reimbursed in accordance to scheme. - ADIP & ADIP-SSA Marketing Cell.
3. Checking the DPS raised as per assessment report. - ADIP & ADIP-SSA Marketing Cell.
4. If called for, attending the assessment or distribution Camps for undertaking audits & on the spot verification (Per Day Professional Charges shall be separately quoted excluding Train Tickets which shall be reimbursed as per entitlement on production of tickets) - ADIP & CSR Marketing Cell.
5. Sample Checking of Utilization Certificates from Camp and co-relating with UC submitted by Marketing to Accounts Department for accounting of utilization - ADIP & SSA Marketing with Marketing Accounts.
6. Checking the Utilization Certificate Vouchers and its control mechanism in Excel Sheet maintained by Marketing Accounts Cell with its corresponding withdrawal from ADIP Accounts.
7. Checking the material dispatched but distribution not completed giving reasons for distribution not completed duly signed by Marketing Incharge (HQ) and Unit Incharge - this list should always form a part of the Internal Audit Report.
8. Ageing of Material dispatched but UCs not submitted,

Annexure "A"

9. Cross linking of UCs passed with the details as appearing in the website.
10. Grant wise Sanction Order wise Grant Utilization Statement.
11. Audit of Media Claims raised as per GFR.

### **For Vayoshri Yojana**

1. Checking approval of places by Ministry.
2. Checking the DPS raised as per assessment report. - Sr Citizen Marketing Cell.
3. Checking UCs obtained after distribution and cross linking with Website - Sr Citizen Marketing Cell.
4. Audit of administrative charges and PMU Charges claimed from the Ministry.
5. Checking raising of Claim - Camp wise from the Ministry.
6. Audit of Bank Account in consonance with the claim raised.

### **For CSR Camps**

1. Viewing the conduct of CSR Camps as per the terms of MOU signed by other CPSUs
2. Checking the claims raised by CSR Marketing Cell.
3. Scrutiny of Accounts and receivables.
4. Reporting any outstanding which is long overdue.
5. Providing Utilization Certificates for CSR Clients.
6. Review of Administration Charges in comparison to the permissible amount as per MOU.
7. Reporting if any delay in raising the Bills to CPSUs/clients.

### **Advance from Customers**

1. Review of DPS and analysis of Party wise Outstanding
2. Ageing of Advance and detailing of material against which advance has been given but material not supplied - getting the details from Marketing and analyzing the advance.
3. Are the advances and Debtors duly approved by competent authority as per DOP.
4. Reporting based on the above.

### **E. Loans & Advances**

Capital Advance	-	Project Department
To Suppliers	-	Material Management Department
To Employees	-	Accounts / Administration

1. To report on the system of advances and checks & balances being exercised to have a better control for release of advances with proper linkages to the submission of expenditure/ purchase and deliverables in case of project items.
2. Monitoring of the progress in case of project advances and other advances with proper control on Bank Guarantee etc. reporting of variations.
3. Travel Bills audit and proper control on travel advances.
4. Ageing of advances and reporting of advances which otherwise are recoverable but has not been recovered.
5. System of obtaining confirmations, if any.

**F. CASH/ BANK LIMIT:**

1. Physical cash balance should be verified periodically during the course of audit.
2. This should be reported whether unit has proper system of checking of bank interest and charges and if any discrepancy is found the same should be reported.
3. Bank Reconciliation is prepared every week regularly and necessary adjustment entries are passed without delay.
4. Proper records for Fixed Deposit Receipts are maintained with physical verification and confirmation thereof.
5. Calculation of accrued interest.
6. Maintenance of proper records of Bank Guarantees, FDR hypothecation, and FDRs placement at optimal rate.
7. LC Limit etc., if any

**G. Creditors/ Payables**

1. Are the payments regularly being made without any significant delays.
2. Proper Bill wise records for the creditors are being maintained and are being communicated properly.
3. Disputes, if any are being settled.
4. Reconciliations with the creditors and specific reporting thereon.
5. EMD and SD verifications and reporting on old balances not yet settled.
6. Review of various advances and its adjustment. List out long outstanding advances pending adjustment with reasons thereof.

**H. Project Accounting and Control**

1. Proper Measurement Books are maintained and proper Bill Passing is being recommended by the Project Department.
2. The payments being recommended are commensurate with the work physically.

3. Proper put to use certificates are being ensured.
4. Accounting entries are being recorded with proper documents and additions/ adjustments from Modernization Grants is properly recorded.
5. Review of booking of Capital WIP w.r.t. proper documentation and PO's/contracts.
6. Review of long pending CWIP/Asset Clearing Account and reasons for not capitalization

### **I. Payroll and Expenditure Booking**

1. Whether increments/advance increments granted to staff are being sanctioned as per the power delegated.
2. Whether proper accounting for due wages & salaries is done. Un-paid wages are properly recorded & reconciled and paid only after obtaining application and sanction and verification.
3. Check leave records, attendance records, service records, list of absentees, surprise check of persons actually present in comparison to the recorded one.
4. Check all full and final settlements.
5. Check the adherence to Pay Revision guidelines.
6. Check all the Power Bills and to comment upon any additional charges included in the bills of power relating to earlier period specifying the nature thereof.
7. Check the power bill as per tariff and other applicable rates & comments thereon.
8. Verification of transport cost scrutiny of contracts for transportation etc. Recoveries for late delivery, damaged goods-in-transit and other terms and conditions of transport contracts.
9. Verification of adequacy of insurance cover in respect of cash in transit and all assets, delays, if any in making insurance claims and outstanding claim. This is to be insured & reported that in case of declaration policies monthly declaration to Insurance Company, has been furnished by the units and adjustment of the premium at the end of policy period has been obtained from the Insurance company.
10. To observe that all the regular expenditures are being accounted for on monthly and accrual basis with reporting on any deficiency observed or improvements on the existing system.
11. Checking of availment & Utilizations of C off as per corporation rule & if any deviation may please be reported.

### **J. MIS and Reporting systems**

1. Overview of the system of reporting and obtaining a reasonable assurance that the figures being reported are free from any material misstatements and the basis of such information are reasonably accurate and reliable and to certain extent verifiable from Books of accounts.
2. The MOU review during the intermittent period in line with the MOU signed with the Administrative Ministry.

3. The authenticity of the data uploaded at various websites and its verification with Marketing Data.
4. Inventory Management and review of constant improvements in the working with suggestions, if any.
5. Review of Non Moving Inventory with liquidation plans.
6. Review and suggestions, if any on Perpetual Inventory System and Physical verification of fixed assets.

#### **K. FIXED ASSETS:**

1. Check whether fixed asset registers in System are maintained and updated as per the requirement of the Companies Act'2013.
2. Check capitalization of fixed assets on quarterly basis with various reports w.r.t. quarter under audit.
3. Check the depreciation worked out for both the Opening balance and the current year additions.
4. Whether all condemned and unused assets and its disposal have taken place and accounted properly, if any.
5. Review of disposal of fixed assets and its removal from fixed assets register.
6. Compliance of IND AS 16.
7. Report on the compliance of The Companies (Auditor's Report) Order, 2003.

#### **L. General**

1. Review of CAG Comments of last year and improvement thereon.
2. Comments on points raised by Statutory Auditors and improvements therein.
3. Overall system effectiveness with suggestions on improvement.
4. Specific Proposals of Value-addition, if any observed during the audit.

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## Annexure "B"

**Pre-Qualifying Condition(PQR):** The PQR and evaluation criteria for F.Y. 2019-20 is as under:

Sr. No.	Norms	Basis of Marks	Max. Marks
1	<b><u>Experience:</u></b> Internal Audit of CPSU/State PSU/Govt department (In the last ten years ending on 31.03.2019).	10 Marks per CPSU/State PSU/Govt department	30
2	Numbers of Partners in the Firm for a minimum period of one year on the date of Publication of Tender:	2 Marks for each Partner who is ACA/ACMA and 3 marks for each Partner who is FCA/FCMA	15
3	Year of Establishment of the Firm	1 mark per year (fraction of the year to be ignored)	15
4	Average Annual Turnover of the best three years out of the last five financial years ending on 31.03.2019 will be considered for awarding marks.	5 marks for per Rs. 20 lacs of average annual turnover (fraction or part thereof to be ignored)	40

The firms shall have to score at least 75 marks to be considered as qualified for opening of their price bids. The Price bids of the firms that scores less than 75 marks shall not be opened. In case of non-availability of firms having more than 75 marks, top 3 firms shall be eligible for opening of P-Bids.

- i. **Experience:**
  - a. The firm shall submit appointment letters/contract agreements for the audit assignment or a completion certificate from the utility clearly mentioning the reference no. & date of the letter vide, which the assignment was allotted to the firm.
  - b. In case, the firm has conducted Internal audit in an CPSU/PSU for more than one financial year, the same shall be counted as a single CPSU/PSU for the purpose of evaluation.
- ii. The firms shall submit its latest updated profile issued by the Institute of Chartered Accountants of India/Institute of Cost and Management Accountants of India.
- iii. The firms shall submit its audited accounts of the last five years ending on 31.03.2019.
- iv. The firms shall also submit an affidavit on a stamp paper of Rs. 100/- stating that:  
"It is to certify that the firm has not been blacklisted by any CPSU/PSU. In case it is found that the firm has submitted false documents, the firm shall be debarred from participating in any bid of ALIMCO for a period of five years."
- v. Should have own branch of the firm for each location (refer **Format-A** enclosed along with Tender) in which they are applying tender for Internal Audit of ALIMCO.

**Note:** The balance sheet and all other financial documents attested/certified by CAs to substantiate fulfillment of PQR should be with UDIN falling which the tender will be summarily rejected without any further reference.

**Manager (Finance)**  
**ALIMCO, KANPUR**