



Hindustan Shipyard Ltd.
(A Govt. of India Undertaking)
Ministry of Defence)
(An ISO 9001:2015 Company)

EOI No. HSL/IA/2024-25/EOI./01 dtd. 30.01.2025



Hindustan Shipyard Ltd.
(A Govt. of India Undertaking)
Ministry of Defence
(An ISO 9001:2015 Company)

EXPRESSION OF INTEREST

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF CHARTERED ACCOUNTANTS PROPRIETOR/PARTNERSHIP/LLP FIRMS FOR CONDUCTING INTERNAL AUDIT IN HINDUSTAN SHIPYARD LIMITED (HSL) FOR THE FY's 2025-26, 2026-27 & 2027-28.

ABOUT HINDUSTAN SHIPYARD LIMITED (HSL)

Hindustan Shipyard Limited (HSL), a DPSU was founded in 1941 by Sri Walchand Hirachand under the name of "Scindia Steam Navigation Company Limited" at Visakhapatnam. Subsequently, the company was acquired by the Government of India (GOI) in the year 1952 and it was renamed as "Hindustan Shipyard Limited".

The Shipyard is strategically located on the Eastern Coast of the nation at Visakhapatnam, Andhra Pradesh. Its direct sea access, infrastructure and skilled work force are critical advantages. The Shipyard garnered significant expertise and experience over the years through the building of 200 vessels and repair of 2000 vessels of various types. Based on the recommendations of the Group of Ministers constituted by the Government of India in 2005-06 to meet the defence requirement of the Nation, the Shipyard was brought under the administrative control of the Ministry of Defence (MoD) in 2010.

HINDUSTAN SHIPYARD LIMITED (HSL) CIN:
U74899AP1952GOI076711
GST: 37AAACH4275P1Z2
OFFICE ADDRESS: Gandhigram
Visakhapatnam, AP- 530 005 (INDIA)
Website: www.hslvizag.in



INDEX

S. No	Description	Refer Annexures	Page No.
1	Invitation for Expression of Interest (EOI) for Empanelment of Internal Auditors	-	4
2	Format of Application	Annexure – 1	6
3	Scoring and Selection Criteria for Empanelment of Audit Firms	Annexure A	8
4	Instructions and list of Documents to be submitted	Annexure B	10
5	Scope of Work for Internal Auditor	Annexure C	12
6	Essentials for Conducting Internal Audit	Annexure D	17
7	Certificate of undertaking & compliance certificate	Annexure E	22
8	Non-disclosure undertaking	Annexure F	23
9	Electronic Payment System Mandate Form	Annexure G	24
10	Compliance Sheet/ Check List	Annexure H	25
11	Price Bid Format	Annexure I	26



INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF INTERNAL AUDITOR

EOI No. HSL/IA/2024-25/EOI/01 dated. 30.01.2025	EOI available for download : - from 30.01.2025 to 06.02.2025 (upto14:30 hrs) Last date & time of submission of EOI: - 07.02.2025 (upto 11:00 hrs.) Date of Opening of EOI : - 07 .02.2025 at 15:00 hrs.
--	--

HSL, invites EOI from Chartered Accountant proprietor/ partnership/LLP Firms (Firms) registered with The Institute of Chartered Accountants of India and having its office and practice in Visakhapatnam for atleast 05 Years, for Empanelment as Internal Auditor of Hindustan Shipyard Limited for a period of 3 years. Appointment as Internal Auditor will be from the empaneled firms, initially for a period of one Year i.e. for Financial Year 2025-26, which can be renewed for a period of Two Years i.e. 2nd and 3rd Year (one year at a time), for 2026-27 and 2027-28 respectively, subject to satisfactory conduct of audit by the Firms.

Interested and eligible firms may submit their applications as per format at “Annexure 1” (Format for Application) duly filled and signed along with requisite **self-attested** documents to the office of –

GM (Finance),
Hindustan Shipyard Limited
Gandhi gram
Visakhapatnam - 530 005
(INDIA)

so as to reach, on or before 07 .02.2025 (upto 11:00 Hrs.). EOI opening on 07.02.2025 at 15.00 Hrs.

Applications must be submitted in two **sealed envelopes i.e. Part-I(Application form with all enclosures as per EOI) and Part-II (Price Bid) superscribing on the envelope** the EOI Notice No. HSL/IA/2024-25/EOI/01 dtd 30 .01.2025, last date & time of submission of EOI 07 .02.2025 (upto 11:00 hrs) , Date of opening of EOI 07.02.2025 at 15:00 hrs and the words “Application for Empanelment of Firms for conducting Internal Audit for Financial years 2025-26, 2026-27 and 2027-28”. The **name and address of the firm** must also be indicated on the body of the envelope which shall be **submitted or deposited** in the Commercial Tender Box kept in the Reception, Hindustan shipyard Limited, Gandhigram, Visakhapatnam, AP-530 005 (INDIA). The EOI may also be forwarded by way of Registered Post/speed Post/ courier to HSL and addressed to Addl General Manager (Finance) – Hindustan Shipyard Limit, Gandhigram, Visakhapatnam - 530 005 (INDIA), which on receipt at HSL will be deposited in the tender box. **No application will be entertained if it is received after due date and time of tender.**

Terms and Conditions:

1. EOI should be submitted in the prescribed format only. Submissions in any other format will not be acceptable.
2. EOI received after due date and time will be summarily rejected and will be returned unopened. No further correspondence on such responses will be considered.



3. Firms who participate in this EOI, if so desire, may take part in 'EOI Opening' process on production of authorization / Identity certificate. Only one person from each firm will be allowed to be present.
4. EOI submitted should be free from correction, over-writing, use of whitener Ink etc. However if any correction is inevitable, the same should be authenticated with signature and seal of the firm.
5. All information/ details required shall be properly filled in EOI and no column should be left blank or filled with ambiguous/ incorrect details.
6. Each page of the Bid and EOI (**including Annexure**) should be dated and signed and office seal of the firm should be affixed.
7. Canvassing in any form shall render the submitted EOI liable for rejection.
8. HSL reserves the right to accept or reject any or all the applications received, at its discretion without assigning any reason.
9. The applicant firm may withdraw or modify its EOI application after EOI submission date but before the last date of submission, provided the same is received at HSL prior to the deadline for submission of EOI.

For any query please contact: HSL Finance Department at 949379 2135/2138; during office hours or email at gmfinance@hslvizag.in or prasanna.k395@hslvizag.in. Query if any shall be sent immediately but in any case not later than 5 (Five) days to the due date of closure of EOI.

Important Note:

- I. For the purpose of this EOI '**Firm**' means a proprietary/ partnership/ LLP firm of CA having its head office and practice in Visakhapatnam for a period of at least 05(Five) years as on 31.12.2024.(hereafter referred to as Firms)
- II. Interested firms may download the EOI from HSL website link https://hslvizag.in/content/31_1_FreshTenders.aspx or <https://eprocurehsl.nic.in> and submit hard copies duly filled and signed application in the format prescribed in EOI, along with all supporting documents
- III. Applicants may regularly visit the above website to keep themselves updated regarding clarification/amendments/time extension etc, if any against the above EOI. **No separate intimation/advertisement in this regard will be given or published.**

For Hindustan Shipyard Limited

Sd/-

General Manager(Finance)



Annexure-1 of EOI No. HSL/IA/2024-25/EOI/01
dtd.30.01.2025

FORMAT OF APPLICATION FOR EOI

1. Name of the Firm:
2. Registration No. of the Firm:
3. Date of Registration of the Firm:
4. Details of Head Office & Branch Office (s):
 (Enclose Self attested copy of Registration/Constitution)

Head Office:

Address	Date of Establishment	Contact Person/Mobile number/Landline Nos./Fax	E- mail

Branch Office 1:

Address	Date of Establishment	Contact Person/Mobile number/ Landline Nos./Fax	E- mail

(Insert information for additional Branch office(s), if any)

5. Details of Proprietor/existing CA qualified Partners:

SI No	Name of the Proprietor /Partner(s)	Membership No.	Membership Status ACA/ FCA	Date of joining the firm as Partner
1.				
2.				
3.				

Indicate the details of CA qualified partner with longest association with the firm as below:

6. Details of CA Qualified Assistants: (Enclose self attested copies of qualification certificate issued by ICAI)*

SI No.	Name of the Assistant	Membership No.	Qualification	Date of joining the firm
1.				
2.				
....				

*ICAI- The Institute of Chartered Accountant of India

7. Details of CA Inter Qualified Assistants:
 (Enclose self attested copies of qualification certificate issued by ICAI)

SI No.	Name of the Assistant	Qualification	Date of joining the firm
1.			
2.			



....			
------	--	--	--

8. Details of employee with Full time Campus B.Com/M.Com: (Enclose self attested copies of B.Com/M.Com issued by University).

SI No.	Name of the Assistant	Qualification	Date of joining the firm
1.			
2.			
....			

9. **Details of Experience of firm as a Statutory Auditors/ Internal Auditors/GST Auditors.**
 (Enclose self attested copy of Documents evidencing/declaration of professional fees with respect to audit assignments from PSUs/Private Companies and self attested copies of appointment letter issued by the Auditee Company).

SI No.	Name of the Company/ Unit	Company Turnov	Year of Audit	Scope of Audit	Period of Audit	Type of Audit - whether Statutory / Internal Audit/Bank	Audit Fees
1.							
2.							
....							

Note: Firm with audit experience in PSU/private company Limited, auditee entities having minimum annual turnover of Rs.100 crores and above during the year of audit would only be considered and for that the firm have to give a self declaration of turnover for the same.

10. **Turnover of Audit Firm (preceding three years)** Annual turnover of audit firm shall be at least Rupees Seventy Five Lakhs (Rs 75,00,000/-). For the purpose of ascertaining parameter of Turnover of the firm, average turnover for the previous three financial years till 2023-24 (i.e. 2021-22 to 2023-24) shall be considered (copies of audited financial statements / other documentary evidence in support thereof to be enclosed).

11. PAN No. of the Firm:

12. GST Registration No. of Firm:

Date:

Place:

Signature of the Authorized Signatory of the Firm with seal and date.



**Annexure – A of EOI No. HSL/IA/2024-25/EOI./01 dtd.
30.01.2025**

**SCORING AND SELECTION CRITERIA (POINT ALLOCATION) FOR EMPANELMENT OF AUDIT
FIRMS WILL BE AS FOLLOWS:**

SL. NO.	PARTICULARS	POINTS TO BE ALLOCATED	MAXIMUM POINTS
1	No. of years in practice since establishment of the Partnership Firm/ Proprietary Firm /Limited Liability Partnership.	1 (one) per year of existence reckoned as on 31.12.2024 (fraction of the year i.e. <six month to be ignored)	10 (Ten)
2	No. of CA qualified Partners/Employee of the Firm who has been with the applicant Firm for a minimum period of one year as on the date of application.	3 (three) - for each Partner/Employee who is ACA. 4 (four) for each partner who is FCA Reckoned as on 31.12.2024	7 (Seven)
3	Number of branch offices (excluding head office)	1 (one) per branch	02 (Two)
4	No. of Qualified Assistants (Chartered Accountants) employed with the Firm	3 (Three) per Qualified Assistant	12 (Twelve)
5	No. of CA Inter qualified Assistants employed with the Firm	2 (Two) per CA Inter qualified assistant	12 (Twelve)
6	No. Of B.Com/M.Com qualified employees with the Firm	1 (One) per employee	6 (Six)
7	Statutory Audit carried out under Companies Act/ PSUs/ private company Limited/ Government. (Including stock audit/ Concurrent audit/Bank Audit) of PSUs/ private company Limited. (restricted to last five years w.e.f FY-2019-20)	3(three) per assignment	18(Eighteen)



8	Internal Audit assignment of PSUs/ Private Company Limited. (restricted to last five years w.e.f FY-2019-20)	3(three) Per assignment	24(Eighteen)
9	GST Audit assignment of PSUs/Banks/Private Company Limited. (restricted to last five years w.e.f FY-2019-20)	2(two) Per assignment	6 (Six)
10	Average annual professional Fee of Audit Firm (Preceding three Years)	>Rs. 1.5 Lakh to below Rs.5 Lakh [1 (one) Points] >Rs. 5 Lakh to Rs. 10 Lakh[2 (two) Points] >Rs. 10 Lakhs [3 (three) Points]	3 (Three)
TOTAL POINTS			100 (One hundred)

Note:

- I. In case where firm's experience is in private sector/PSUs as mentioned at Sl. No. 7, 9 and 10 above (scoring and selection criteria for empanelment of Audit Firms) of this EOI, auditee entities with minimum annual turnover of Rs 100 Crores and above during the year of audit would only be considered. Further, average annual turnover of audit firm shall be at least Rupees Seventy Five Lakhs (Rs 75,00,000/-) for the previous three financial years.
- II. In case at Sl. No. 1 above (scoring and selection criteria for empanelment of Audit Firms) of this EOI, the firm should have its office and practice in Visakhapatnam for a minimum period of at least 5 years as on 31.12.2024.

Date:

Place:

**Signature of the Authorized Signatory of
the Firm with seal**



Annexure – B of EOI No. HSL/IA/2024-25/EOI./01dtd. 30.01.2025

Instructions & list of document to be submitted

A. Instructions to Audit Firms:

1. Format of Application shall be filled in and completed in all respects. Incomplete applications will be rejected.
2. As the applications are evaluated on the basis of the Selection Criteria as per Annexure-A (scoring and selection criteria for empanelment of Audit Firms), attaching any other information/ documents other than as required may be avoided.
3. All the documents submitted should be dated and self-attested by a Partner with his / her name and under the seal of the firm.
4. Applications must be submitted in t w o **sealed envelopes i.e. Part-I(Application form with all enclosures as per EOI) and Part-II (Price Bid) superscribing on the envelope** the EOI Notice No. HSL/IA/2024-25/EOI/01 dtd 30.01.2025, last date & time of submission of EOI 07.02.2025 (upto 11:00 hrs) , Date of opening of EOI 07 .02.2025 at 15:00 hrs and the words **“Application for Empanelment of Firms for conducting Internal Audit for Financial years 2025-26 and 2026-27,2027-28”**. The **name and address of the firm** must also be indicated on the body of the envelope which shall be **submitted or deposited** in the Tender Box kept in the Commercial Department, Hindustan shipyard Limited, Gandhi gram, Visakhapatnam - 530 005 (INDIA). The EOI may also be forwarded by way of Registered Post/speed Post/ courier to HSL and addressed to Addl General Manager (Finance) – Hindustan Shipyard Limit, Gandhigram Visakhapatnam, AP - 530 005 (INDIA), which on receipt at HSL will be deposited in the tender box.
5. Any application received after the due date & time, due to any reason whatsoever, will not be considered. HSL does not take any responsibility for the loss of application in-transit. Application sent through Fax or email will not be considered.
6. Empanelment of firms will be as per the ranking based on total marks secured by the CA firms as per selection criteria. Minimum score of 60 and above only will be considered for Empanelment and Part-II (Price Bid) of such firms will only be opened. Audit firm quoting the lowest fee will be assigned the work. However, firm’s shall quote a minimum fees of Rs.5,00,000/- and in case fee is quoted by a firm is lower than Rs.5,00,000/-, a minimum fee of Rs.5,00,000/-will be considered for evaluation.
7. In the event of a tie, firms scoring higher marks in selection criteria at Sl. 4 to 9 of Annexure-A (scoring and selection criteria for empanelment of Audit Firms) of this EOI will be preferred. Further, the empanelment will be at the discretion of HSL.



8. Firms who have been appointed to conduct Internal Audit assignment for previous three (3) years i.e. FY 2022-23, 2023-24 & 2024-25 in HSL are not eligible to apply for empanelment under this EOI.
9. HSL may at its discretion change the audit assignment of the firms on a rotational basis or deploy other firms from the Empanelled list.

B. List of documents to be submitted along with the applications/ EOIs:

Interested firms are advised to go through the contents of the EOI documents carefully and submit **self attested copies** of the following documents in proper sequence along with the EOIs duly **stamped and signed on all pages as below:**

1. Latest registration certificate and constitution certificate of the firm issued by The Institute of Chartered Accountants of India w.r.t the information related to the year of establishment of Head Office, Branch Office(s), address (es), details of partners along-with their membership nos. etc. Particulars as indicated in the Certificate(s) will be treated as conclusive and used for the purpose of evaluation of EOIs.
2. Certificates issued by the Institute of Chartered Accountants of India (self attested) as proof of qualification of qualified CA and semi-qualified CA assistants.
3. Certificates issued by the University (self attested) as proof of qualification of B.Com/M.Com employee.
4. Copies of appointment letters (self attested) for Statutory audit/ Internal audit/GST Audit in PSUs/ Government(s) Central / State / Private Sector as proof of experience.
5. Firms with experience of internal audit / statutory audit in private sector in Private Limited Company /PSU have to submit a self declaration of turnover certificate to the effect that the annual turnover of the auditee during the year of audit was ₹100 Crores and above.
6. Certificate of undertaking & compliance Certificate as per Annexure-E of this EOI on Applicant's Letter Head.
7. Non-disclosure undertaking as per Annexure-F of this EOI.
8. Self attested copy of PAN card of Firm.
9. Self attested copy of GST Registration of Firm.
10. A copy of complete EOI document duly signed by the partner/proprietor of the firm as a token of acceptance of all terms and conditions.

Date:

Place:

**Signature of the Authorized Signatory
of the Firm with seal and date**



Annexure – C of EOI No. HSL/IA/2024-25/EOI./01 dtd. 30.01.2025

SI No	Particulars	Coverage	Periodicity
FINANCE : TREASURY			
1.	BANK – Receipts / Payments (Employees, Vendors and Statutory payments etc.)	<ul style="list-style-type: none">• Check all receipt and Payments recorded are accurate and timely in the Books (incl. all online transactions).• Verify whether any new bank accounts are opened and required approvals /authorization are in place for operating the account.• Review of existing bank accounts under operation and verification of whether the authorized personnel details are updated periodically with removal of old from bank records.• All receipts and payments are authorized as per Schedule of Authority.• Bank Charges levied by the Bank as per agreement with the Bank/s. (Customer BG/LC/CC etc.).• Review of margin money and release of margin money on closure of LCs/ Customer BGs.	Quarterly
2.	Bank Reconciliation Statements	<ul style="list-style-type: none">• Checking BRS (prepared monthly) & whether reviewed and approved independently.• To ensure the BRS statement does not contain any un-related Debits/Credits.• Scrutiny of JVs passed in all Bank Accounts.• Balance Confirmation from Banks are obtained periodically and matches with Books of accounts.• Scrutiny of NEFT Returns and re-execution of such NEFT	Quarterly



31	Review of Bank Guarantees and Registers)	<ul style="list-style-type: none"> Whether the Master Bank - guarantees are directly received from Banker/ Deposited by the Vendor (Sample Confirmation has to be obtained in latter.) Proper intimation has been processed for Extension/Encashment. and Reports generated. Payment & Recovery Invoices/ Encashment has been realized. Check over/Leaves/advances. entries with corresponding P.O./T&C and subsequent clarification, validity of payment & accounting entries of transaction through payroll. Import clearance – review of clearance of imported materials for consignments and selection reporting for OT abnormalities (demurrage & detention charges etc) Check the filing of Bill of Entry for home consumption; reporting exceptionally prescribed period and amount without any discrepancies vs clock-in/out times; 	Quarterly
4.	Cash Operation	<ul style="list-style-type: none"> Physical verification of Part-of-day cases with accident report vs medical dept. documents. Random Verification of Imprest Account with Imprest holder & scrutiny of expenses to be verified from the Appointment Surrender of Imprest card on transfer / Separation from service- Updation of 	Half yearly
5	Investment of surplus fund / investible surplus. Accounting for income from investments	<ul style="list-style-type: none"> Check whether the investment made are as per Board authorization/ approval. Check complete investment & procedure i.e Recoveries (initiation to completion) payment of salary and advances and remittance of recoveries. Analyze outstanding loans and advances to employees and to be reported. Interest on FD, Dividend from MF (including Redemption) Unrealized income (NAV based) completeness to Employee Master. 	Half yearly
Finance : Account Payables, Taxation, Compliances & other areas Related			
1.	Payments to vendors/ contractors and checking procurements.	<ul style="list-style-type: none"> Check the transactions related to payments to Contractors / vendors. The sample size and list of vouchers 	Quarterly (any 1 months bills)



12	Verification of payment of bills) <ul style="list-style-type: none"> Suppliers' (Material) bills Sub-contractors' (Project) bills Service Providers' bills 	<ul style="list-style-type: none"> Reviewed for cheques should be signed on a receipt and complete bill/ invoice being followed by company to be investigated details of bills in the report. 	
HR, Establishment & Administration Matters			
1.	Canteen & related bills	<ul style="list-style-type: none"> different types/categories and values of payments. PO with service vendor, Verification of vouchers issued (sample size of payments) Co's liability for expenses Verification of electronic meal-card recharge for officers (based on S A P data regarding entitlements vs order placement) Payment between Rs10 lakh - Rs.15 lakh payment - 25% sample Payment between Rs1 lakh - Rs. 10 	Half yearly
2	Travelling Expenses (Direct Ticketing)	<ul style="list-style-type: none"> Travel & operation / procedures, with Transaction Audit (random sample) To verify the Ticket booked by Ad Works Dept. compliance with SOB Outsourcing manual and ensure payments are in line with the laid down procedures and applicable circulars. 	Quarterly
3	Transport dept.	<ul style="list-style-type: none"> Owned vehicles and hired vehicles Process review and audit of outstanding Advances adherence to MT / SOPR terms Recording usage/ utilization of cars vs supplier to be made and reported (if more than 02 year) Certification process of bills and Review Creditors balances with ageing of payment thereafter (verification of open items) with last balance 	Half yearly (any 2 months bills / related expenses to be audited)
2	Vendor Advance	<ul style="list-style-type: none"> confirmation (sample basis) System/Process review) and Full It is to ensure that a confirmation of balance held hospital (obtained of a medical experts covering all the vendors dependent on a beneficiary master list) recovery of claims / disallowed vendors with scrutiny of subsidiary Ledger of Creditors Verification of medical shop bills as per company's policy. Review of movement of advances – given vs adjustment with bill payments / 	Half Yearly (any 2 month's bills / related expenses to be audited)
4.	a) Hospital Bills of Officers, Staffs and Workmen b) Medical shop bills	<ul style="list-style-type: none"> Review & Transaction Audit of all material supplies. Special emphasis on CSR activities & expenses (after closure of CSR Project) Vendor payments made for which items have been rejected (post payment) are to be transferred to Claims Receivable. 	Annually (April every year)
5	CSR Activities		



3	Security Deposit/Other Deposits & Advances	<ul style="list-style-type: none"> Check compliance of advances / deposits to Companies Act Organization / Service 	Annually
6	Corporate Communications	<ul style="list-style-type: none"> Provision made & Publicity expenses. Verify Confirmation of balances obtained periodically to cover all the advances for event management & website maintenance 	Half yearly
7	Guest House	<ul style="list-style-type: none"> Proper record of guest register, inventory & receipts (existing balances and fresh cases in financial year). Management approval for expenses Scrutiny of Advance (Employee related) & proper accounting of bills. Account Vendors payment 	Half yearly Quarterly
8	Housing Estate	<ul style="list-style-type: none"> a) TA/DA/Festival Advance b) Other Advance Verification of agreements of commercial shops, banks, etc. and working on contractual terms. 	Half yearly
4	Capital Expenditure Bills	<ul style="list-style-type: none"> Check the bills processed on Capital Expenditure bills. 	
9	Security	<ul style="list-style-type: none"> Verification/Reviewing of bills (sample size for payments) controls, systems and processes including specific focus on security of the yard/premises. 	Half yearly
10	IT Department	<ul style="list-style-type: none"> Review and verification of records (sample size for payment) controls and processes (preventive, detective and corrective) with special focus on cyber security. 	Annually
8	Other Expenses	<ul style="list-style-type: none"> All write-offs to be examined whether done with the approval of competent authority. Verification of advances released against Capital works are as per terms of contract and adjusted. If interest bearing expenditure being booked under Miscellaneous Operating Expenses. Whether any project related expenses 	Quarterly on continuous basis
4	Scrutiny of service/works contract/ Job vis-à-vis bill raised/paid.	<ul style="list-style-type: none"> Maintenance Job like travel, training, etc. has been identified and accounted for Electrical Equipment (AMF) & other maintenance job. 	One Qtr
9	GeM Procurements Job Contract Support Service	<ul style="list-style-type: none"> Examine project GeM PO Civil Maintenance Execution of civil works related to payments to GeM Contractors / Vendors, sample size and list of vendors. Yard Maintenance Service (YMS) house keeping, Ship Cleaning, Base Office support services PO assessment with WDC and Service entry 25% SAP & final bill payment. 	Quarterly One Qtr One area each per Qtr
5	Review of GL a/c	<ul style="list-style-type: none"> GR/IR clearing a/c, Other major expenses & Liability a/c 	Quarterly (sample basis)



6	PROCUREMENTS & STORES,		Annually																		
1.	Scrutiny of Property & Lease Proposals Intangible Assets (incl. 1) Outsourcing under development 2) Purchase 3) Nomination Purchase/ Work Orders	<p>a) Capitalization</p> <p>Scrutiny and review.</p> <ul style="list-style-type: none"> ➤ All 100% sample for the below & commissioning (where ever required) and above Rs. 5 cr, date of put to use • Single event capitalization w.r.t. to the Assets to be checked as per Modified /Amended PO company policy ➤ 20% sample size for PO value above Rs. 1 cr upto 5 cr • additions, deletions / transfer etc. to be checked for correctness. ➤ 5% sample size for PO value above Rs. 0.50 cr upto 1 cr • Accounting of cases involving leases, Financial assistance, borrowings, and subsidy from Govt. etc • Verify procurements for justification, usage of materials, general conditions of purchase in (random sample basis) 1mth /Qtr / accounting • Check for splitting of indents / POs to reduce tender values/job quantity, by analysis of PO be checked in line with Company policy & accounting awarded on nomination basis have to standards, IND AS and valuation be reviewed w.r.t. the delegation of powers, approved terms & conditions, etc. <p>b) Depreciation/ Amortization:</p> <ul style="list-style-type: none"> • Check for splitting of indents / POs to reduce tender values/job quantity, by analysis of PO be checked in line with Company policy & accounting awarded on nomination basis have to standards, IND AS and valuation be reviewed w.r.t. the delegation of powers, approved terms & conditions, etc. <p>c) Impairment</p> <ul style="list-style-type: none"> • All the Purchase Orders/Work orders awarded on nomination basis have to standards, IND AS and valuation be reviewed w.r.t. the delegation of powers, approved terms & conditions, etc. <p>d) Verification: Physical verification of etc.</p>	Quarterly																		
2.	Physical verification of Inventory / Stores	<ul style="list-style-type: none"> • Physical verification of Building, Plant & Machinery Inventory as appears in SAP ERP including project items (including Office Equipment) other stores at HSL and other inspection locations at which inventory are stored. Extent of coverage of the physical verification of the fixed assets quarter should be stipulated period time. Check for differences identified are covered <table border="1"> <thead> <tr> <th>Sl No.</th> <th>Description</th> <th>Extent of coverage</th> </tr> </thead> <tbody> <tr> <td>i</td> <td>Inventory with value exceeding Rs 25 Lakh</td> <td>100%</td> </tr> <tr> <td>ii</td> <td>Inventory with Value exceeding Rs 5 to 25 Lakh</td> <td>75%</td> </tr> <tr> <td>iii</td> <td>Inventory with value above Rs. 50,000 and less than Rs. 5 lakh.</td> <td>5%</td> </tr> <tr> <td>iv</td> <td>Inventory less than Rs. 50,000, the EDCs etc. Any</td> <td>Random</td> </tr> <tr> <td>v</td> <td>General Stock items</td> <td>to be highlighted.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • All CWIP lying for more than one year to be reviewed & reported to sub-contractors against service order and billings including reason for non-capitalization. • Review of Status on disposal / issue /utilization of Surplus Inventory as per <p>f) Check whether capital expenses are</p>	Sl No.	Description	Extent of coverage	i	Inventory with value exceeding Rs 25 Lakh	100%	ii	Inventory with Value exceeding Rs 5 to 25 Lakh	75%	iii	Inventory with value above Rs. 50,000 and less than Rs. 5 lakh.	5%	iv	Inventory less than Rs. 50,000, the EDCs etc. Any	Random	v	General Stock items	to be highlighted.	Quarterly
Sl No.	Description	Extent of coverage																			
i	Inventory with value exceeding Rs 25 Lakh	100%																			
ii	Inventory with Value exceeding Rs 5 to 25 Lakh	75%																			
iii	Inventory with value above Rs. 50,000 and less than Rs. 5 lakh.	5%																			
iv	Inventory less than Rs. 50,000, the EDCs etc. Any	Random																			
v	General Stock items	to be highlighted.																			



		<ul style="list-style-type: none"> SAP ERP stock records being passed as maintenance Evaluation of Internal Control systems and suggestions for improvement (I.C. etc.) Observations related to following points- / accounting for intangible assets i. Verify the proper location of stocks/software, in line with SAP Record as well as those existing license, etc. ii. Verify whether the system of receipt and inspection of materials adequate and suggest improvements (if any). iii. Verify whether the system of issue and storage of materials is adequate. iv. Review of compliance with SOP for scrap disposal, Full audit of Scrap inventory control & Collection & disposal thru E- auction transactions, and normal auction disposals v. Verify whether the issue of material is duly authorized, by the competent authority. vi. Review whether there are any factors which pose hazard to the safety of Stocks e.g. Proximity to a place where inflammable articles are stored, exposure to rain or other weather conditions. 	Annually
7	Sale of Scrap & Condemned Capital Assets.	<ul style="list-style-type: none"> Review of compliance with SOP for scrap disposal, Full audit of Scrap inventory control & Collection & disposal thru E- auction transactions, and normal auction disposals vi. Review whether there are any factors which pose hazard to the safety of Stocks e.g. Proximity to a place where inflammable articles are stored, exposure to rain or other weather conditions. 	Annually
Revenue from Operation			
1.	Stage Billing for Shipbuilding Projects, MoD billing for job done	<ul style="list-style-type: none"> Scrutiny of Insurance Claims lodged & raising of bills per contract, AMC Billing, realization and accounting entries for bills (GST compliance). Checking of Marine Insurance (Transit Insurance) for movement of goods to bill the factors Other aspects of accounting i.e. guarantee repair provision, Liquidated Damages etc. to be checked. Proper Builders Risk Insurance (BRI) for ship accounting of Advances received from Customers at the time of setting up of sales. 	Halfyearly
9	Compliance of statutory Law	<ul style="list-style-type: none"> Compliance of TDS as per IT Act., Professional Tax/ PF / ESI Invoicing: Compliance related to the preparation of documents & supporting and issued to the Customers on timely basis. Due dates, submission of Returns, etc. To check the status of invoicing for the sales set up and deliveries made against various orders. Input credit on various invoices not raised after sales set up (with reasons and time taken after setting up of GST) Check whether claim of ERV bill on Customer is submitted within the timeline as per contract terms; GST Reverse charge liability & payment 	All qtrs
10	Taxation/Indirect Tax- GST/Direct Tax	<ul style="list-style-type: none"> Records as per statutory provisions: Input credit on various invoices not raised after sales set up (with reasons and time taken after setting up of GST) Check whether claim of ERV bill on Customer is submitted within the timeline as per contract terms; GST Reverse charge liability & payment Accounts Receivables Advance Tax w.r.t. Quarterly profits etc. Reconciliation and analysis of outstanding Debtors for which sales have set up but invoices could not be raised for want of documentation (e.g. Customer order, Form Q-423, Customer certified work done report, Customer Budget etc.) 	All qtrs



		<ul style="list-style-type: none"> Review the Provisions for doubtful debts whether made on a timely basis with approval of Competent Authority. Ageing of Trade Receivables & examine follow-up for realization. 	
2.	Billing for Ship repair and Submarine Refit Projects, Growth of Work billing for job done	<p>Accounting:</p> <ul style="list-style-type: none"> Raising of bills per contract, realization and accounting entries for bills. (GST compliance). Growth of work requisitions, job under execution, status reporting and billing thereof. Other aspects of accounting i.e. guarantee repair provision, Liquidated Damages etc. to be checked. Proper/ suitable adjustment and accounting of Advances received from Customers at the time of setting up of sales. <p>Invoicing:</p> <ul style="list-style-type: none"> Invoices are raised with proper documents & supporting and issued to the Customers on timely basis. To check the status of invoicing for the sales set up and deliveries made against various orders. To highlight invoices not raised after sales set up with reasons and time taken after setting up sales. <p>Accounts Receivables:</p> <ul style="list-style-type: none"> Reconciliation and analysis of outstanding Debtors for which sales have set up but invoices could not be raised for want of documentation (e.g. Customer order, Customer certified work done report, Customer Budget etc.) Review the Provisions for doubtful debts whether made on a timely basis with approval of Competent Authority. Ageing of Trade Receivables & examine follow-up for realization. 	Half yearly
Production / Planning			
1.	A) Capacity utilization of machines of plate preparation shop (MW).	<ul style="list-style-type: none"> Labour-hours worked v/s standard output (Reporting Operating efficiency) Scrap generation and recording Review of work done in-house vis-à-vis outsourcing of work. Review process flow and check 	Annually



		records of transactions. % of scrap generated w.r.t. inputs. (sample 3 months analysis).	
2.	B) Assets Utilization (Major Assets/ Plant & Machinery)	<ul style="list-style-type: none"> Review of utilization of major assets / plant & machinery under various production shop on regular basis 	Half yearly (Department Sample basis)
3.	Audit of Project Consumable Materials (production related)	<ul style="list-style-type: none"> Review & Audit of issue of consumable items to production (electrodes and welding consumables, welding Gas – DA, Argon, oxygen) Sub-stock Inventory-holding, and relation thereof with actual consumption in respect above 	Half yearly
4.	Job Execution by job-workers (off-site)	<ul style="list-style-type: none"> Compliance with GST requirements wrt movement of materials Checking of records for materials movement, material consumed, scrap generated & material lying with job-workers. 	Half-yearly
Others			
	Evaluation of Internal Control systems	<ul style="list-style-type: none"> Test and evaluate the existing internal controls and suggest improvements in controls. Assist in the investigation of significant suspected fraudulent activities if any reported within the organization and notify management. Report to the management on any serious weakness, significant fraud or major accounting breakdown discovered during the normal course of audit. 	Annually

Date:

Place:

**Signature of the Authorized
Signatory of the Firm with seal and date**



**Annexure – D of EOI No. HSL/IA/2024-25/EOI./01 dtd.
30.01.2025**

ESSENTIALS FOR CONDUCTING INTERNAL AUDIT

The terms and conditions for conducting Internal Audit in HSL are detailed hereunder:

1. AUDIT TEAM

- a. The Audit Team should comprise adequate number of Audit staff headed by qualified CA.
- b. The Audit Team should interact with officials of various sections/departments in HSL in the course of audit and may be required to conduct the audit for a minimum period of fifteen mandays in each quarter. The attendance of the team members will be maintained in HSL Internal Audit Department. Attendance registers to be signed by each audit assistant/audit chief as and when they visit HSL for audit.
- c. Audit work shall be supervised by one partner/Proprietor of the firm besides deploying suitable team of assistants, to guide the audit team and for discussion with the Management / Department head / IA and with various HSL officials.
- d. The Audit team will conduct audit with reference to Manuals, rules and regulations, guidelines, instructions, delegation of power, policies at HSL and in consultation with concerned officials of HSL.
- e. Audit Firm shall not sub-contract the Audit work to any other third party.
- f. Auditor may be called to be present during Audit Committee Meetings.

2. AUDIT REPORT

- a. Audit committee Meetings are held on quarterly basis and the Audit Report are required to be placed before the Audit committee. The audit firm should program its audit as per schedule given below. An Audit program / plan for audit of each quarter is to be furnished to HSL Internal Audit Department before commencement of the **Audit for timely execution of the audit as per the Schedule given here in below.**

Sl No	Quarter	Period	Audit Required to be commenced by*	Audit Required to be completed by*	Final Report to be submitted by*
1.	Ist Qtr	April to	5 th August	20 th August	31 th August
2.	IInd Qtr	July to	5 th October	20 th October	30 th October
3.	IIIRD Qtr	Oct to Dec	5 th January	20 th January	31 st January
4.	IVth Qtr.	Jan to Mar	15 th March	10 th April	20 th April

* Prior intimation will be given for any changes and Audit to commence/complete as per the intimation.

- a. Three reports are required to be submitted every quarter:



- (i) A detailed report to the Management of the company covering various aspects of the internal audit; and
 - (ii) An executive summary of the internal audit report (to be place before the Audit Committee). The Report of summary should cover the following aspects:
 - (a) Physical progress of the ongoing projects with reference to MoU Targets.
 - (b) Actual financial performance vis-à-vis budgeted financial performance (financial performance shall be a comprehensive study of all financial parameters which shall include movement of inventory, debtors and realization of dues, creditors and their ageing and other parameters of the MoU, as relevant).
 - (c) Ageing of Receivables and Advances.
 - (d) Obsolete, Slow moving, non-moving items along with their ageing with regard to perpetual inventory.
 - (e) Status of Contingent liabilities and its impact
 - (f) Status of GRNs.
 - (g) Procedural lapses and errors, remedial suggestions thereon.
 - (h) Statutory compliances
 - (i) Report on the effectiveness of internal control system including specific comments on any serious lapses, accounting failures and /or weaknesses.
 - (j) Detail of pending arbitration, court cases for and against the company.
 - (k) Details of taxation issues with various appellate authorities.
 - (l) Savings/Recoveries accrued out of the suggestions of Internal Auditors.
 - (iii) A Report is to be submitted on nomination Purchase/Work orders to the Audit Committee.
- b. The Audit teams, during the course of audit and after completing the audit for the quarter, should discuss their observations/findings with concerned officials and head of the concerned department before finalization of the QUARTERLY Draft Audit Report. The Quarterly Audit Report shall be submitted to the HSL Internal Audit Department.
 - c. The Quarterly Report in respect of unresolved draft observations along with the HSL Internal Audit management replies/comments shall be submitted to Department as a Final Report.
 - d. The report should also contain references to areas where no adverse observations have been noted. In respect of other areas, specific suggestions for improvement, if any, may also be highlighted for each area.
 - e. The report should also contain references to areas where no adverse observations have been noted. In respect of other areas, specific suggestions for improvement, if any, may also be highlighted for each area.
 - f. The reports are to be submitted in two copies for each Quarter of audit to the Internal Audit Department in both Hardcopy and Softcopy. Hardcopy of the Internal



Audit Report should be signed by the partner/proprietor of the Firm i.e. CA with UDIN number.

- g. An IFC certificate shall be provided by Internal Auditor stating the effectiveness of internal control system existing in the Company at the end of each financial year.

3. AUDIT FEE

- a. Audit fee payable to the Audit Firm will be at the minimum of Rs.5,00,000/- on yearly basis and GST payable extra as applicable. Accordingly, the firms are required to quote the Audit fee not less than Rs.5,00,000/-(excluding GST). Price Format in this regard is placed at Annexure-

4. PAYMENT OF AUDIT FEES

- a. The fees are payable proportionately on quarterly basis per quarter plus applicable GST on satisfactory completion of each quarter Audit.
- b. The Audit fees will be payable only after acceptance of Audit Report by the Management.
- c. The bill for Professional Service rendered by the audit firms will be paid on **quarterly basis** based on the records in the attendance register in HSL and certified by Internal Auditor of HSL after submission of Quarterly Audit Report. The Audit Firm shall raise the bill only after submission of the Final Audit Report.
- d. Visiting Audit Personnel is required to sign the said register before commencing the work and while leaving HSL on daily basis.
- e. The Audit Firm should raise bill with all mandatory details like GSTN, amounts with respect to professional fees.
- f. The Audit Fee will be credited to the bank Account as mentioned in mandate form (Bank details) as per the format enclosed at **Annexure – G** (Electronic Payment system Mandate Form) of this EOI.
- g. TDS as applicable shall be deducted.

5. RESPONSIBILITY:

The responsibility of the Internal Auditor would be as under:

- a. Develop a flexible annual internal audit plan using an appropriate risk based methodology, including any risks or control concerns identified by management.
- b. Implement the internal audit plan including as appropriate any special tasks or projects requested by management.
- c. Keep the management informed of emerging trends and successful practices in internal auditing.
- d. In the Audit areas where Test check is to be done as per the scope of audit, number of cases checked shall be provided in tabular format.

6. EVALUATION METHODOLOGY AND GENERAL TERMS AND CONDITIONS OF APPOINTMENT

- a. Empanelment of firms will be as per the ranking based on total marks secured by the CA firms as per selection criteria. Minimum score of 60 and above only will be



considered for Empanelment and Part-II (Price Bid) of such firms will only be opened. Audit firm quoting the lowest fee will be assigned the work. However, firm's shall quote a minimum fees of Rs.5,00,000/- and in case fee is quoted by a firm is lower than Rs.5,00,000/-, a minimum fee of Rs.5,00,000/-will be considered for evaluation.

- b. In the event of a tie, firms scoring higher marks in selection criteria at Sl. 4 to 9 of Annexure-A (scoring and selection criteria for empanelment of Audit Firms) of this EOI will be preferred. Further, the empanelment will be at the discretion of HSL.
- C. This EOI is only for the purpose of empanelment of Firms and does not guarantee/assure allotment of Internal Audit/any other assignments.
- d. Empanelled firms will be intimated about the decision on empanelment and the said firms are to convey their consent for being empanelled as per the terms and conditions set out in this EOI.
- e. The Company reserves its right to accept or reject any application(s) without assigning any reasons thereof. The decision of the Company for empanelment of Firms shall be final and binding upon the firms participating in the process of empanelment.
- f. The Internal Auditor will ensure that the information obtained in respect of the working/operation of the unit is maintained in strict confidence and secrecy at all times, including after the completion of the assignment. All such information shall remain exclusive property of HSL at all the times. Undertaking towards maintaining confidentiality is to be provided by the Audit firm along with EOI and at the time of acceptance of Audit assignment, as a **non-disclosure undertaking, in the format attached at Annexure – F** of this EOI, duly filled & Signed and provided to HSL Internal Audit Department before commencement of Audit.
- g. If progress/performance of the audit firm is not found satisfactory, HSL management reserves the right to terminate the appointment of the Firm with immediate effect
- h. The Audit Firm will be debarred from Empanelment/Internal Audit assignments in future or in course of audit assignment/empanelment, in following cases :
 - (a) If the Firm obtains the appointment on the basis of misrepresentation of information / misstatement of facts at the time of submission of application/documents along with this EOI.
 - (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.
 - (d) If the Firm does not submit the Audit Report, complete in all respects in terms of the appointment.



- (e) If the firm refuses to take up the assignment as mentioned in the letter of appointment for any reason whatsoever. No request for change of assignment shall be entertained.
- (f) If Audit report is not acceptable to the Management for any reason whatsoever.
- h. Dispute/difference, if any, shall be mutually settled with Director (Finance). If the dispute could not be settled at HSL Director (Finance) level, it will be forwarded to HSL Chairman and Managing Director (CMD) for decision, which will be final and binding on all concerned.
- i. Office timing of HSL is 08 30 AM to 05.00 PM with 45 minutes lunch break from 11 45 PM to 12 30 PM except on Saturdays. The company remains non-working on 2nd and 04th Saturdays while the rest of the Saturdays would be working between 08 30 AM to 03 45PM.

11.FORCE MAJEURE

Should any force majeure circumstances arise, each of the contracting party shall be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 5 days of its occurrence informs the other party in writing, giving full particulars and satisfactory evidence in support of its claim. Force majeure shall mean fires, floods, natural calamities or other acts such as war, turmoil, strikes (as not limited to the establishment of the Firm), sabotage, explosions and quarantine restrictions beyond the control of either party.

It is understood and agreed between the parties hereto that the rights and obligations of the parties shall be deemed to be in suspension during the continuance of the force majeure event as aforesaid and the said rights and obligations shall automatically revive upon the cessation of the intervening force majeure event. The period within which the rights and obligations of the parties shall be in suspension due to force majeure event shall not be considered as a delay with respect to the period of delivery and / or acceptance of delivery under the contract or otherwise to the detriment of either party.

Notwithstanding the provisions of the immediately foregoing clauses, it is further understood and agreed between the parties hereto that in the event of any force majeure persisting for an uninterrupted period exceeding 2 (Two) months, either party hereto reserves the right to terminate this contract upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in this agreement for the assignment completed.

8. JURISDICTION

The Audit assignment shall be governed under the Indian Laws and subject to the Jurisdiction of Court of India only.



Hindustan Shipyard Ltd.
(A Govt. of India Undertaking)
Ministry of Defence)
(An ISO 9001:2015 Company)

EOI No. HSL/IA/2024-25/EOI./01 dtd. 30.01.2025

9. DISCLAIMER

HSL reserves the right to accept or reject any or all responses and to request additional submission or clarification from one or more applicant(s) at any stage or to cancel the process entirely without assigning any reasons.

Date:

Place:

Signature of the Authorized Signatory of Proprietor/Firm with seal and date.

Annexure E of EOI No. HSL/IA/2024-25/EOI./01 dtd. 30.01.2025

Certificate Of Undertaking & Compliance Certificate
(On Applicant's Letter Head)

We M/s. _____, proprietor/ partnership/LPP Firm of Chartered Accountant do hereby verify and declare that-

- a. We have read and understood the terms and conditions of the EOI No. HSL/IA/CA/2024-25/EOI./01 dtd. 30. 01.2025 for Empanelment of Internal Audit in HSL and agree to abide by and comply with unconditionally all the terms and conditions contained in this EOI.
- b. The particulars given with respect to the EOI are complete and correct and that if any of the statements or information furnished is later found to be incorrect or false or there has been suppression of material information, I/we would stand disqualified for empanelment/allotment of audit assignment.
- c. Our firm/ partners has/have /has not/have not been debarred or cautioned by or declared guilty of any professional and or other misconduct under provisions of ICAI during the current year and immediate past five years.
- d. The constitution of our firm as on date of application is the same as that as per ICAI records.

Date:

Place:

**Signature of the Authorized Signatory of the
Proprietor/ Firm with seal and date.**



Annexure –F of EOI No. HSL/IA/2024-25/EOI./01 dtd. 30.01.2025

Non-Disclosure Undertaking

We M/s. _____, Proprietor/Partnership/LPP Firm of Chartered Accountant do hereby represent, warrant, confirm unequivocally and undertake as follows-

- (a) Subject to conditions contained in the EOI No.HSL/IA/2024-25/EOI./01 dtd. .01.2025 and on assignment of Internal Audit to our FIRM, HSL may have to disclose certain vital confidential information to us in the course of the audit assignment.
- (b) Confidential information: the confidential information used herein shall mean and include any/all information, which is directly or indirectly disclosed to us or comes to the knowledge in the course of audit, regardless of the form in which it is disclosed. "Confidential Information" includes without limitation, any information in tangible or intangible form, know-how, data, process, technique, design, drawing, program, formula or test date, trade secret, prices, techniques, algorithm, computer program(source and object code),etc. whether in oral , written, graphic or electronic form.
- (c) No person acting on behalf of our FIRM will divulge or use any such information for any purpose other than audit & certification. We shall exercise the same care in protecting the said confidential information from disclosure as we do with regard to our own confidential information and will not disclose such confidential information to any third party/parties.
- (d) No person will seek such information other than those necessary for the purpose of internal audit works as specified in the EOI/appointment.
- (e) If any of the representation, declaration and obligations as stated above are found to have been violated, at any stage, we hereby agrees that on intimation of such violation, HSL shall claim damages/compensation from us for breach of this undertaking. That apart HSL will also have the right to cancel the appointment. We undertake to abide by the decision of the HSL in this regard.
- (f) We shall bind ourselves, our employees/Audit team to terms of confidentiality clause and shall take all actions reasonably necessary to secure the confidentiality of such information against theft, loss or disclosure.

This undertaking shall survive the termination or expiry of the assignment as Internal Auditor of HSL.



Date:

Place:

Signature of the Authorized Signatory of the proprietor/Firm with seal

**Annexure 'G' of EOI No. HSL/IA/2024-25/EOI./01 dtd.
30.01.2025**

Sub: Electronic Payment System Mandate Form

To,
General Manager (Finance),
Hindustan Shipyard Ltd.,
Gandhi gram
Visakhapatnam - 530 005 (INDIA)

Date:

The details for processing the payment through electronic mode as below:

1) Particular of Firm	
Name	
E-mail ID	
PAN Number	
Name & mobile number of responsible person	
Address of Firm	
2) Particulars of Order(Audit Assignment)	
For which mandate is submitted	
Supplier code	
Service description	
3) Particulars of Bank account	
a) Name of the Bank	
b) Address of the Branch	
c) Branch IFSC Code No (11 Digit Code given by RBI)	
d) 9-Digit code number of the bank and branch appearing on the MICR cheque issued by Bank	
e) Type of the account with code S.B, Current or Cash Credit (10/11/13)	
f) Ledger and Ledger folio number	
g) Account number (as appearing on the cheque book	
h) Type of EPS (Please indicate Type of EPS opted)	RTGS / CORE BANKING
i) RTGS Enabled Branch	YES/ NO

*The Bank detail will be emailed to this ID by HSL. The firm should confirm the details from the same email ID to HSL. Cancelled cheque leaf of the above Bank Account/First two pages of Pass book which indicates full details of Account holder to be enclosed.



I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible.

Date:

**Signature of the Authorized Signatory of the
Firm with seal and date**

Place:

Annexure 'H' of EOI No. HSL/IA/2024-25/EOI./01 dtd.30 .01.2025

COMPLIANCE SHEET/ CHECK LIST

S. No.	Particulars	Whether Supporting documents as indicated in the EOI attached? Y/ N
1	The Firm should be either Chartered Accountants Firm (Partnership/Proprietary Firms/ Limited Liability Partnership).	
2	The firm should be having its office and practice in Visakhapatnam for a minimum period of at least 05 years as on 31.12.2024.	
3	No. of Partners in the Firm who have been with the applicant Firm for a minimum period of one year as on the date of application. Reckoned as on 31.12.2024.	
4	Number of branch office (excluding head office)	
5	No. of Qualified Assistants (Chartered Accountants) employed with the Firm	
6	No. of CA Inter qualified Assistants employed with the Firm	
7	No. of B.Com/M.Com Assistants employed with the Firm	
8	Statutory Audit carried out under Companies Act/ PSUs/ private company Limited/ Government. (Including stock audit/ Concurrent audit/Bank Audit) of PSUs/ private company Limited.(restricted to last five years w.e.f FY-2019-20)	
9	Internal Audit assignment (restricted to last five years w.e.f FY-2019-20)	
10	GST Audit assignment of PSUs/Banks/ Private Company Limited. (restricted to last three years FY 2019-20)	
11	Average annual professional fees earned by Audit Firm (Preceding three Years).	
12	Format of Application	
13	Acceptance of Terms and conditions for undertaking internal audit work	
14	Certificate of undertaking & compliance certificate, Annexure-E of EOI.	
15	Non- disclosure undertaking, Annexure-F of EOI	
16	Electronic Payment system mandate Form, Annexure – G of EOI	



Hindustan Shipyard Ltd.
(A Govt. of India Undertaking)
Ministry of Defence)
(An ISO 9001:2015 Company)

EOI No. HSL/IA/2024-25/EOI./01 dtd. 30.01.2025

17	Stamped & signed copy on each page of the Bid document (EOI).	
----	---	--

Date:
Place:

**Signature of the Authorized Signatory of
the Firm with seal and date**

**Annexure 'I' of EOI No. HSL/IA/2024-25/EOI./01 dtd.
30.01.2025**

PRICE BID FORMAT

SL No	Description of Service	Amount*
1.	Internal Audit Fee	
2.	GST Extra (indicate %)	
3.	Total	

- Minimum Amount towards Audit fee shall be Rs.5,00,000/-. Firm's are requested to quote accordingly.

Date:
Place:

**Signature of the Authorized Signatory of
the Firm with seal and date**