



A Miniratna I CPSE

हिन्दुस्तान स्टीलवर्क्स कन्स्ट्रक्शन लिमिटेड

HINDUSTAN STEELWORKS CONSTRUCTION LIMITED

A Government of India Undertaking: Mini Ratna-I & Subsidiary of NBCC (India) Limited
Head Office: Plot No.IIIF/2, 3rd Floor, NBCC Square,
Action Area-III, New Town, Rajarhat, Kolkata-700135

NOTICE INVITING TENDER

“APPOINTMENT OF INTERNAL AUDITOR FOR FY 2025-26”

I N D E X

SI No.	Particulars	Page No.
01.	Notice Inviting Tender	03 to 06
02.	Instruction to Tenderer (ITT)	07 to 09
03.	Terms & Conditions of Contract	10 to 13
04.	Annexure-I to IV	14 to 17
05.	Scope of Work (Annexure-V)	18 to 26
06.	Places of Audit (Annexure-VI)	27



HINDUSTAN STEELWORKS CONSTRUCTION LIMITED

A Subsidiary of NBCC (India) Ltd.
under the Ministry of Housing & Urban Affairs, GoI
Head Office: 3rd Floor, NBCC Square, Plot No. IIIF/2, Action Area-III,
New Town, Rajarhat, Kolkata-700135 (WB)
Tel: – 033-2202-0371
CIN: U27310WB1964GOI026118

No. HSCL/CPG/HO (Fin)/Internal Auditor/2025/055

Date: 23.06.2025

NOTICE INVITING TENDER (NIT)

1.0 HSCL invites offline Open Tenders from eligible and experienced CA/CMA Audit Firms/LLPs of repute for “Appointment of Internal Auditor for the FY 2025-26” as detailed hereunder:

NIT / Document No.	HSCL/CPG/HO (Fin)/Internal Auditor/2025/055
Name of the Work	Appointment of Internal Auditor for the FY 2025-26
Scope of Work/ Place of Audit	As per Annexure-V & VI.
Period of Audit	01 (one) year. This may be further extendable for another 01 (one) year on the same terms and conditions and satisfactory performance of the internal auditors. The extension of the audit tenure shall be at the sole discretion of Management of HSCL.
Earnest Money Deposit	Rs.10,000/- (Rupees Ten Thousand only) in form of DD/PO/Bankers Cheque issued from any Nationalized/Scheduled Bank in favour of “Hindustan Steelworks Construction Limited” payable at Kolkata.
Cost of Tender document (non-refundable)	Rs.4,130/- (Inclusive of GST @18%) (Rupees Four Thousand One Hundred Thirty only) in the form of DD/PO/Bankers Cheque issued from any Nationalized/Scheduled Bank in favour of “Hindustan Steelworks Construction Limited” payable at Kolkata.
Cost of e-Tender processing fee (non-refundable)	N/A
Pre-bid meeting & venue	N/A
Last date & time of submission of Tender	Up to 07/07/2025 by 4:00 PM.
Submission of Hard Copy including EMD, Cost of Tender Document, Letter of Acceptance of Tender conditions and other documents as per NIT.	On the same day i.e. up to 04:00 PM on or before the Last date & time of submission of Tender. TIA Address: The General Manager (Fin.) Hindustan Steelworks Construction Limited, Plot No.IIIF/2, 3rd Floor, NBCC Sq., Action Area-III, New Town, Rajarhat, Kolkata-700135. Ph: 033-2202-0371
Date & Time of Opening of Technical Tender	08/07/2025 at 4:00 PM.
Validity of offer	90 days from the date of opening of price bid.

The tender document can be downloaded from website <https://eprocure.gov.in/eprocure/app> and www.hsclindia.in. Corrigendum, if any, would appear only on the website and not to be published in any Newspaper.

2.0 Minimum Eligibility Criteria:

A. Work Experience:

i) The Audit Firm/LLP that would be selected and entrusted with the work of Internal Audit has to maintain highest standards of professional competence and ethics. However, the audit firm needs to possess the required work experience as stipulated under Clause No.13 of 'Instructions To Tenderer' in the tender document.

ii) Experience in similar nature of work should be supported by Work Orders & Certificates issued by the Client(s).

iii) In case the work experience pertains to Private Companies, TDS Certificates would be required to be submitted along with other credentials.

N.B. (i) 'Similar nature of work' means "Rendering Internal Audit Services".

(ii) The audit firm(s) engaged as Internal Auditor by HSCL continuously for 2 (two) years during the last 5 (five) years is/are not eligible to participate in the Tender.

B. General Conditions:

- i) Tenderers are to submit valid GST Registration No. which shall be supported by GST Registration Certificate.
- ii) Tenderers are to submit valid PAN number.
- iii) Tenderers must have an office in Kolkata, which can be contacted at all time whenever required.
- iv) Tenderers are to submit the copy of the Firm's Registration Certificate with the CA/CMA Institute.
- v) Tenderers are to submit details of the partners so engaged as well as the number of Audit staffs employed in the firm.
- vi) Tenderers are to submit audited Financial Statements (e.g. Balance Sheet, Statement of Profit & Loss, etc) for last 03 (three) completed financial years.

The above requirements are indicative and not exhaustive. Detailed requirement is mentioned in Clause 10 of NIT hereinafter.

3.0 The intending tenderer must read the terms and conditions of tender document carefully. They should only submit their tender if they consider themselves eligible and they are in possession of all the documents required. Information and Instructions for Tenderers posted on Website(s) shall form part of Tender Document.

4.0 **The bidders are advised to submit complete details with their bids as Technical Bid Evaluation will be done on the basis of documents submitted by the bidders along with**

the bids. The information should be submitted in the prescribed pro-forma. Bids with incomplete/ ambiguous information will be rejected.

5.0 The bidders are advised in their own interest to submit their bid documents well in advance before last date/time of submission of bids so as to avoid problems which the bidders may face in submission at last moment /during rush hours.

6.0 Tenders will be opened in presence of tenderers or their authorized representatives.

Note:

- 1) Maximum of one representative will be permitted to attend bid opening.
- 2) Permission for entry to the hall/chamber, where bids are to be opened; will be allowed only with the valid authorisation of the incumbent.

7.0 If the tenderer is found ineligible after opening of tenders, his tender shall become invalid and cost of tender document shall be forfeited.

8.0 Notwithstanding anything stated above, HSCL reserves the right to assess the capabilities and capacity of the tenderer to perform the contract, in the overall interest of HSCL. In case, tenderer's capabilities and capacities are not found satisfactory, HSCL would reserve the right to reject/cancel the tender.

9.0 The tender documents shall be submitted in a sealed envelope with superscribing the Name of Work, NIT No & Date, Date of Opening etc, addressing to the Tender Inviting Authority, Hindustan Steelworks Construction Limited, Plot No.IIIF/2, 3rd Floor, NBCC Square, Action Area-III, New Town, Rajarhat, Kolkata-700135.

10.0 List of Documents to be submitted:

- a) Proof of payment of EMD of Rs.10,000/-.
- b) Proof of payment towards Cost of Tender Document of Rs.4,130/-.
- c) Unconditional Letter of Acceptance of Tender Conditions. (**Annexure-I**) (on Letterhead of the Applicant/ Bidder).
- d) General Information of the Bidder. (**Annexure II**).
- e) Affidavit for correctness of documents submitted. (**Annexure-III**).
- f) Details of Work Experience Certificates obtained from PSU/Govt/Private Companies.
- g) TDS certificate against experiences from Private Companies (Listed), if any.
- h) Power of Attorney/ Authorisation letter in the name of the person authorised for signing/submitting the tender.
- i) Valid GST Registration Certificate (**Annexure-IV**) and PAN Card.
- j) Proof of having an office in Kolkata with contact details.
- k) Copy of the Firm's Registration Certificate with the CA/CMA Institute.

- l) Details of the Partners as well as the Audit staffs employed in the firm.
- m) Audited Financial Statements (e.g. Balance Sheet, Statement of Profit & Loss, etc) for last 03 (three) completed financial years.
- n) Signed Tender document/ Corrigendum (all pages) by the bidder/ authorized person.

Note: All the submitted documents should be in readable, printable and legible form, failing which; the bids would be liable for rejection. The document submitted should also be indexed and duly page numbered.

- 11.0 (a) No clarification will be provided to the bidder in case of non-submission of (i) Cost of Tender Document (ii) EMD (iii) Unconditional Letter of Acceptance and (iv) Affidavit for correctness of documents submitted. In such cases, the bid shall be liable for outright rejection without seeking any further clarification/document.

However, if any of the above documents at sl. no. 11.0 (iii) and (iv) are submitted along with the bid, but not in the correct format as per NIT; then such bidders will be given an opportunity to submit the revised Unconditional letter of acceptance and / or Affidavit on the current date and in the correct format by giving time period of maximum 03 (three) working days. If bidder does not submit the correct documents in 03 (three) working days, bid will be rejected.

- (b) All the submitted documents shall be considered only if the same are duly signed by bidder/ authorized representative.

12.0 **AUDIT FEES & PAYMENT:**

- (a) The audit fee is fixed at **Rs. 5,50,000/- (Rupees Five Lakh Fifty Thousand only) Per Annum** plus applicable GST and reimbursement of out of pocket expenses e.g. travelling, lodging, etc for outstation visit. Such outstation visits would be finalized after formal discussion with the company.

- (b) Payment will be made on half yearly audit basis. On submission of internal audit report for the 1st half of the year, 40% of the total audit fees will be made and balance amount will be released on submission of 2nd half audit report as well as Summary Report for the year.

- 13.0 In case of any query, please contact Asst **Manager (Fin)**, HSCL, Kolkata, Ph. No. **9985458496**, E mail: hsclinternalaudit@gmail.com during office hours.

General Manager (Fin.)
HSCL, Kolkata

Instructions to Tenderers (ITT)

1.0	Offline open tenders are invited from experienced and eligible Bidder for “Appointment of Internal Auditor” in HSCL for FY 2025-26.
2.0	<p>The tender document can be downloaded from the websites https://eprocure.gov.in/eprocure/app or www.hsclindia.in.</p> <p>Interested tenderer who wish to participate in the tender has to make payment for the Cost of Tender document of Rs.4,130/- (inclusive of GST) in form of Demand Draft/Pay Order/Banker’s Cheque favouring “Hindustan Steelworks Construction Limited’ issued from any nationalized/ scheduled Bank and payable at Kolkata.</p>
3.0	Earnest Money Deposit of Rs.10,000/- in form of Demand Draft/Pay Order/Banker’s Cheque favouring “Hindustan Steelworks Construction Limited’ issued from any nationalized/ scheduled Bank and payable at Kolkata.
4.0	The bid documents (duly signed on all pages) along with other documents including EMD/ Cost of Tender Document as mentioned in Clause 10.0 of NIT are to be placed in a single sealed envelope superscribed with ‘Name of work, NIT No., Date of opening of the tender’.
5.0	<p>Entire bid documents are to be submitted in the office of HSCL at Plot No.IIIF/2, 3rd Floor, NBCC Square, Action Area-III, New Town, Rajarhat, Kolkata-700135 before last date & time of submission of tender mentioned in the NIT.</p> <p>Bids shall be opened at HSCL/Kolkata as per stipulations mentioned in the NIT.</p>
6.0	<p>The tender submitted shall become invalid if:</p> <ol style="list-style-type: none"> The tenderer is found ineligible. The tenderer has not submitted all the required documents stipulated in the tender document.
7.0	<p>VALIDITY OF TENDER</p> <p>The tender for the works shall remain valid for acceptance for a period of 90 (Ninety) days from the date of opening of financial bid. If any tenderer withdraws his tender before the expiry of said period or makes a conditional bidding, then the HSCL shall, without prejudice to any other right or remedy, be at liberty to debar the tenderer from further participation in the tendering process of such work for a period of 03(three) years.</p>
8.0	<p>ACCEPTANCE OF TENDER</p> <p>HSCL reserves the right to reject any or all the tenders in part or full without assigning any reason whatsoever. HSCL does not bind itself to accept any tender. The HSCL reserves the right to award the work to a single party or split the work amongst two or more parties as deemed necessary without assigning any reason thereof. The Bidder is bound to accept the part work as offered by HSCL after split up at the quoted/negotiated rates.</p>
9.0	The tenders shall be strictly as per the terms & conditions of contract. Tenders with any additional condition(s)/modifications shall be rejected. Tenders in which, any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.

10.0	On acceptance of tender, the name of the accredited representative(s) of the agency who would be responsible for communicating with HSCL personnel for any need shall be intimated by the bidder within a week for issue of Letter of Awards /Work Order by HSCL.																																																
11.0	The tenderer shall not be permitted to tender for works if his near relative is posted in the Head Office or concerned Unit Office of the HSCL. The tenderer shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any of the officers in HSCL. Any breach of this condition by the tenderer would render him liable to the withdrawal of the work awarded to him. This may also debar the bidder from tendering for future works under HSCL. For the purpose of operation of this clause a near relative shall mean wife, husband, parents, grandparents, children, grandchildren, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.																																																
12.0	Canvassing in any form, whether directly or indirectly, in connection with tenderers is strictly prohibited and the tenders submitted by the bidders who resort to canvassing will be liable for rejection.																																																
13.0	<p><u>EVALUATION CRITERIA FOR SELECTION OF AUDIT FIRMS:</u></p> <p>The selection of the firm will be made by correlating the points scored by them based on number of years of experience, client base, number of partners, number of audit staff (CA/CMA), local presence, turnover, etc. as detailed below:</p> <p>Table A :</p> <table><tr><th>Sl. No.</th><th>Particulars</th><th>Minimum Requirement</th><th>Basis of allocation of Marks</th><th>Marks allocable</th><th>Maximum Marks</th></tr><tr><td>1.</td><td>Year of Incorporation</td><td>10 years old</td><td>No. of years since incorporation</td><td>01 mark per year</td><td>10 marks</td></tr><tr><td>2.</td><td>No. of Partners</td><td>04 persons</td><td>FCA/FCMA ACA/ACMA</td><td>03 per person 02 per person</td><td>15 marks</td></tr><tr><td>3.</td><td>No. of Audit Staffs (Other than Partners)</td><td>15 persons</td><td>FCA/FCMA ACA/ACMA CA/CMA-Inter</td><td>02 per person 01 per person 0.5 per person</td><td>15 marks</td></tr><tr><td>4.</td><td>Experience of PSU Audits (Statutory audit/ Internal audit) in last 05 years</td><td>01 PSU</td><td>MahaRatna PSU NavRatna PSU MiniRatna PSU Other PSUs</td><td>05 03 02 01 } Per Company</td><td>20 marks</td></tr><tr><td>5.</td><td>Experience in Construction/ Real Estate Sectors (Statutory/ Internal audit) in last 05 years</td><td>01 Company</td><td>Company must be: a) Listed, OR b) Turnover >Rs.500 cr, OR c) Networth>Rs.250 cr in any of the last 5 years</td><td>05 marks per auditee company</td><td>15 marks</td></tr><tr><td>5.</td><td>Local Presence at Kolkata</td><td>--</td><td>Type of office at Kolkata</td><td>Head office-15 Br. office-10</td><td>15 marks</td></tr><tr><td>6.</td><td>Turnover of the Firm/ LLP</td><td>Rs. 1 Cr.</td><td>Based on Table A1 below</td><td>Based on Table A1 below</td><td>10 marks</td></tr></table> <p style="text-align: right;">Total marks allocable - 100</p>	Sl. No.	Particulars	Minimum Requirement	Basis of allocation of Marks	Marks allocable	Maximum Marks	1.	Year of Incorporation	10 years old	No. of years since incorporation	01 mark per year	10 marks	2.	No. of Partners	04 persons	FCA/FCMA ACA/ACMA	03 per person 02 per person	15 marks	3.	No. of Audit Staffs (Other than Partners)	15 persons	FCA/FCMA ACA/ACMA CA/CMA-Inter	02 per person 01 per person 0.5 per person	15 marks	4.	Experience of PSU Audits (Statutory audit/ Internal audit) in last 05 years	01 PSU	MahaRatna PSU NavRatna PSU MiniRatna PSU Other PSUs	05 03 02 01 } Per Company	20 marks	5.	Experience in Construction/ Real Estate Sectors (Statutory/ Internal audit) in last 05 years	01 Company	Company must be: a) Listed, OR b) Turnover >Rs.500 cr, OR c) Networth>Rs.250 cr in any of the last 5 years	05 marks per auditee company	15 marks	5.	Local Presence at Kolkata	--	Type of office at Kolkata	Head office-15 Br. office-10	15 marks	6.	Turnover of the Firm/ LLP	Rs. 1 Cr.	Based on Table A1 below	Based on Table A1 below	10 marks
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Table A1 - Basis of marks for Turnover of the firm/LLP

Sl. No.	Turnover (Rs. in Cr.)	Marks
1	Upto 1.00	Nil
2	> 1.00 to 1.50	1.5
3	>1.50 to 2.00	3.0
4	>2.00 to 2.50	4.5
5	>2.50 to 3.00	6.0
6	>3.00 to 3.50	7.5
7	>3.50 to 4.00	9.0
8	Above 4.00	10.0

Note:

- 1) Based on the criteria at **Table-A**, the bidder with highest score shall be selected.
- 2) Bidder firms are also requested to provide the necessary details of Partners e.g. Qualifications, Membership No.(CA/CMA), date of joining in the firm, etc along with other supporting documents regarding their organization set-up based on above parameters.
- 3) In case during the technical evaluation of firms, two or more firms are evaluated with same score, selection will be based on the longer experience. In case of further tie, selection will be based on the criteria of highest turnover and then higher number of partners.

15.0 CLARIFICATION AFTER TENDER SUBMISSION

Bidder's attention is drawn to the fact that during the period of tender processing, they are advised to refrain from contacting by any means HSCL and/or its employees/ representatives on matters related to the tender under consideration and that if necessary, HSCL will obtain clarifications in writing/ email/etc. The tender evaluation and process of award of works is done by duly authorized Tender Scrutiny Committee and this committee is authorized to discuss and get clarification from the bidders.

Unless otherwise stated, GCC 2024 of HSCL with subsequent amendments, shall be applicable in this Tender.

16.0 The decision of MD, HSCL or his authorized nominee in any matter arising out of this tender shall be final & binding.

17.0 Bids from Agencies against whom action to suspend business dealings has been taken by **HSCL or NBCC or any of its subsidiaries**, shall not be accepted for any future enquiry/ bid/ tender till the expiry of period of debarment. In this regard, Bidders are advised to refer to the 'Guidelines on Suspension of Business Dealings' on **HSCL's website**.

TERMS & CONDITIONS OF CONTRACT

1.0	<p>DEFINITIONS</p> <p>The Contract means the documents forming the tender and acceptance thereof and the formal agreement executed between the competent authority on behalf of HSCL (Hindustan Steelworks Construction Limited) and the agency, together with the documents referred to therein including these conditions and instructions issued from time to time by the HSCL management all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.</p>
2.0	<p>HSCL shall means Hindustan Steelworks Construction Limited, a company registered under the Indian Company Act 1956, with its registered office at P-34A, Gariahat Road (South), Kolkata - 700031 and head office at Plot No.IIIF/2, 3rd Floor, NBCC Sq., Action Area-III, New Town, Rajarhat, Kolkata-700135 or its authorized officials to deal with the subject matter.</p>
3.0	<p>In the contract, the following expressions shall, unless the context otherwise requires, have the meanings, hereby respectively assigned to them:</p> <p>(a) TENDER means the Bidder's priced offer to HSCL for the execution and completion of the work and the remedying of any defects therein in accordance with the provisions of the Contract, as accepted by the Letter of Award or Award letter. The word TENDER is synonymous with Tender and the word TENDER DOCUMENTS with "Tendering Documents" or "offer documents".</p> <p>(b) LETTER OF AWARD shall mean HSCL's letter or notification conveying its acceptance of the tender subject to such conditions as may have been stated therein.</p>
4.0	<p>EARNEST MONEY DEPOSIT means non-interest bearing earnest money deposit for Rs.10,000/- (Rupees Ten Thousand only) to be submitted by the bidders along with NIT documents.</p> <p>EMD of unsuccessful bidders shall be refunded within 15 days of finalization of bids. EMD of successful bidder shall be released after successful completion of the work as defined in 'Scope of Work'.</p> <p>EMD of the bidder shall be forfeited in following cases:</p> <ul style="list-style-type: none"> - In case the bidder withdraws the bid after bid opening during the period of validity. - Upon non-acceptance of LOI/LOA after finalization of the bids. - In case the bidder furnishes any incorrect or false statement/ information/ document.
5.0	<p>Income tax (TDS) deductions shall be made from the bills of the successful bidder in accordance with the provisions of the Income Tax Act and Rules made thereunder.</p>
6.0	<p>GST shall be paid extra as per applicability.</p>
7.0	<p>The agency shall maintain an office at Kolkata duly manned with adequate staff with mobile phone facilities.</p>
8.0	<p>Bidder shall, as part of their bid, submit a written Authorization Letter as per specified Form in tender from Partner of Bidding firm if the signatory is other than Partner.</p>
9.0	<p>Bidder shall ensure that there should not be any conflict of interest for their carrying out this assignment.</p>

10.0	Bidder shall not be under liquidation, court receivership or similar proceedings.
11.0	Bidder may note that Bid shall be submitted on the basis of “ZERO DEVIATION” and shall be in full compliance to the requirements of Tender Document, failing which bid shall be considered as nonresponsive and may be liable for rejection.
12.0	If any of the terms and conditions provided herein or any direction issued is not complied with or agency is found to have committed any breach thereof, the contract shall be terminated and EMD will be forfeited. The decision of HSCL in this regard shall be final.
13.0	Job may be split among two or more tenderers based on the lowest quoted rate and the decision of the HSCL in this regard will be final and binding and no claim whatsoever will be entertained.
14.0	VALIDITY: The rates agreed by the bidder and HSCL shall remain valid for a minimum period of 90 (Ninety) days from the date of opening of financial bid, which can be extended for further 01 (One) year by mutual consent of both parties. Penalty levied by the government department / statutory body for violation of any norms or regulation shall be sole responsibility of the agency / bidder. HSCL in no way will be responsible for such payments.
15.0	FINAL EVALUATION & SELECTION The bids shall be evaluated based on the ‘Evaluation Criteria’ mentioned in Clause No 13 of ITT. The bidder having the highest score shall be selected.
16.0	LETTER OF AWARD HSCL will issue the Letter of Award (LOA) to the successful bidder and communicate the same through Courier/Fax/email as per details given by Bidder. The said communication will constitute the formation of a Contract.
17.0	FRAUD PREVENTION POLICY (A) Commitments of the Bidder: i) The Bidder shall be bound to take all measures necessary to prevent Fraud and Corruption while dealing with HSCL. They agree and undertake to observe the principles/ provisions as laid down in “Fraud Prevention Policy” of HSCL during their participation in the tender process, during the execution of contract and in any other transaction with HSCL. ii) The Bidder shall not, directly or through any other person or firm, offer, promise or give or otherwise allow any of HSCL’s employees any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract. iii) The Bidder shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process. iv) The Bidder shall not commit or allow any employees of HSCL to commit any offence under the relevant provisions of IPC/Prevention of Corruption Act; further the Bidder will not use improperly or allow any employee(s) of HSCL, for purposes of competition or personal gain, or pass onto others, any information or document provided by HSCL as per of the business relationship, including information contained

	<p>or transmitted electronically.</p> <p>v) The Bidder shall not instigate third persons to commit offences/activities outlined in Fraud Prevention Policy or be an accessory to such offences.</p> <p>vi) The Bidder if in possession of any information regarding fraud/suspected fraud, hereby agree and undertake to inform HSCL of same without any delay.</p> <p>(B) Disqualification from tender process and exclusion from future contracts: If the bidder before award or during execution has committed a transgression through a violation of this clause, or the above-cited 'Fraud Prevention Policy' of HSCL in any other form such as to put their reliability or credibility in question, HSCL other than taking recourse available under law, shall be entitled to disqualify the bidder from undertaking any transaction with HSCL and/or declare the bidder ineligible to be awarded a contract either indefinitely or for a stated period of time.</p> <p>(C) Damages: If HSCL has disqualified the bidder(s) from the tender process prior to the award or during execution according to this Clause, HSCL shall be entitled to demand and recover from the Bidder (s) the liquidated damages of the Contract value.</p>
18.0	<p>HOLIDAY LISTING</p> <p>Notwithstanding anything contained in this agreement, HSCL's policy for Holiday Listing of an Agency mutatis mutandis applies to this agreement and in the event, the agency(s) while discharging its obligations under the Agreement or otherwise, come(s) within the ambit of the said policy, HSCL at its sole discretion reserves the right to suspend/discontinue dealings or take any curative measures with the agency(s) in accordance with the policy in force.</p>
19.0	<p>INDEMNITY</p> <p>The successful bidder shall indemnify, defend and hold and keep indemnified, the HSCL from and against all actions, suits, claims costs, liabilities and demands brought or made against the HSCL in respect of any matter or thing done or omitted to be done by the bidder or their employees/representatives in the execution of or in connection with the work or the bidder's performance under this assignment and against any loss or damage to the HSCL in consequence of any action or suit being brought against the bidder or their employees/representatives for anything done or omitted to be done in execution of the Work and the Project coordination services under this assignment, including but not limited to meeting the Project milestones and non-compliance with the applicable laws and regulations. The obligations of the successful bidder under this clause shall survive the termination or expiry of this Contract.</p>
20.0	<p>a) The Arbitration clause is not applicable in this Tender. In case of any dispute, the decision of MD, HSCL is final and binding.</p> <p>b) Laws applicable to this contract shall be the laws in force in India under jurisdiction of Kolkata Court (s) only.</p>
21.0	<p>TERMINATION</p> <p>a) HSCL reserves the right to summarily terminate the contract due to failure of the agency to provide satisfactory services.</p> <p>b) HSCL may at any time by giving one month notice close the contract without any liability, financial or otherwise on itself.</p>

22.0	The decision of MD, HSCL or his authorized nominee in any matter arising out of this tender shall be final & binding.
23.0	The terms & conditions and the procedures laid down in the NIT should be strictly adhered to by the bidders. HSCL reserves the right to reject any tender without assigning any reason whatsoever.

ACCEPTANCE OF TENDER CONDITIONS

From:.....

(To be submitted in ORIGINAL on the letter head of the Firm/ Company by the authorized officer)

**Hindustan Steelworks Construction Limited,
Kolkata.**

**Sub: Appointment of Internal Auditor for the FY 2025-26.
NIT No.: HSCL/ CPG/ HO (Fin)/Internal Auditor/ 2025/055**

Sir,

- i) This has reference to above referred tender. I/We are pleased to submit our tender for the above work and I/We hereby unconditionally accept the tender conditions and tender documents in its entirety for the above work.
- ii) I/we are eligible to submit the tender for the subject tender and I/We are in possession of all the documents required.
- iii) I/We have viewed and read the terms and conditions of this NIT carefully. I/We have downloaded the following documents forming part of the tender document:
 - a) Notice Inviting e-Tender
 - b) Instructions to Tenderers, Additional Instruction to Tenderers for Online Submission (AITT) & General Conditions of Contract
 - c) Acceptance of Tender Conditions (Annexure-I)
 - d) TDS details for Private Sector Projects
 - e) Affidavit for correctness of Documents /Information (Annexure-III).
 - f) Addendum/Corrigendum, if any- Duly signed by authorized person
 - g) Pre-bid clarifications, if any
- iv) I/we have submitted the required documents as per Notice Inviting Tender AND I/We agree to pay the cost of tender document and EMD in the form and manner as described in NIT.
- v) Should this tender be accepted, I/We agree to abide by and fulfill all terms and conditions referred to above and as contained in tender documents elsewhere and in default thereof, to forfeit and pay HSCL, or its successors or its authorized nominees such sums of money as are stipulated in the notice inviting tenders and tender documents.
- vi) If I/we fail to commence the work within 10 days of the date of issue of Letter of Award, I/we agree that HSCL shall, without prejudice to any other right or remedy, be at liberty to cancel the Letter of Award and to forfeit the said earnest money as specified above.

Yours faithfully,

Signature of Bidder with Seal

Dated _____

GENERAL INFORMATION

1.	Name of Bidder	
2.	Address for correspondence	
3.	Official e-mail for communication	
4.	Contact Person: Telephone Nos. Mobile Nos.	
5.	Type of Organization: a) An individual b) A proprietary firm c) A firm in partnership (Attach copy of Partnership) d) A Limited Company (Attach copy of Article of Association) e) Any other (mention the document type)	
6.	Place and Year of Incorporation	
7.	Name of Directors/Partners in the organization	
8.	Name(s) and Designation of the persons , who is authorized to deal with HSCL (Attach copy of Power of Attorney)	
9.	Bank Details : Name of Bank, Address of Bank Branch, Account No., RTGS, IFS Code	

Signature of Bidder with Seal

AFFIDAVIT

**(To be submitted by bidder on non-judicial stamp paper of Rs. 100/-
(Rupees Hundred only) duly attached by Notary Public)**

Affidavit of Mr
S/o..... R/o

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor/Authorized signatory of M/s Having its Head Office/Regd. Office at
2. That the information/documents/Experience certificates/Bank Guarantee(s) submitted by M/s..... along with the tender for (Name of work).....to HSCL are genuine and true and nothing has been concealed.
3. I shall have no objection in case HSCL verifies those from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case HSCL demand so for verification.
4. **I have read the clause / guidelines regarding restrictions on procurement from a bidder of a Country which shares a land border with India; I certify that M/s. is not from such a Country or, if from such a Country, has been registered with the Competent Authority i.e. DPIIT. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered.**
5. I/we hereby confirm that in case, any document, information and/or certificate submitted by me/us is found to be incorrect / false / fabricated at any stage; HSCL at its discretion may disqualify / reject / terminate the bid/contract, forfeit the EMD / all other dues, place the firm under 'Holiday List' as per 'Guidelines for suspension of business dealings with defaulting Contractors / Consultants' of HSCL and the business dealings shall also be suspended by NBCC and all of its subsidiaries viz. HSCC / HSCL / NSL.

I,, the Proprietor / Authorised Signatory of M/s..... do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed and that no part of it is false.

DEPONENT

Verified atthis.....day of

DEPONENT

ATTESTED BY (NOTARY PUBLIC)

Annexure-IV

GST Registration Details of Bidder	
Name of bidder/firm/company	
Address (as per registration with GST)	
City	
Postal Code	
Region/State (Complete State Name)	
Permanent Account Number	
GSTIN ID/Provisional ID No.: (copy of Acknowledgement required)	
Type of Business (As per registration with GST)	
Service Accounting Code/HSN Code:	
Contact Person	
Landline and Mobile Number	
Email ID	
Compliance Rating (if updated by GSTN)	

Signature of Bidder with Seal

Hindustan Steelworks Construction Limited

SCOPE OF INTERNAL AUDIT FOR FY 2025-2026

Audit Areas
A. Finance & Accounts
i) Cash & Bank Vouching
ii) Journal Vouching
iii) Bank Reconciliation Statement: <ul style="list-style-type: none"> ➤ Verification of the monthly B.R.S. prepared by the Unit for each Bank. ➤ Verification of the monthly B.R.S. prepared at Head Office for each Bank. (<i>Special attention to be given for amount credited in Bank but not debited in Books</i>). ➤ Reporting of Stale Cheques, if any, and accounting thereof. ➤ <i>Deviation, if any, is to be reported.</i>
iv) Bank Guarantee & Counter Bank Guarantee Status: <ul style="list-style-type: none"> ➤ Verification of Bank Guarantees (BG) pertaining to all the ongoing & physically closed Projects/ Works as per the terms of LOI/WO/Agreement. <i>Shortfall, if any, is to be reported.</i> ➤ Verification of BG confirmation – whether received from issuing Branch of concerned Bank & their Zonal Office including SFMS confirmation as per HO guidelines. <i>Deviation, if any, is to be reported.</i> ➤ Verification of the validity period of BG, timely action for extension of BG as per contractual condition, return of BG to the agency on completion of work as per HSCL Standard Commercial Practice (SCOP) manual. ➤ Verification of recovery of BG commission expenses from the agency as per GCC terms and LOI conditions. <i>Deviation, if any, is to be reported.</i>
v) Insurance Policies: <ul style="list-style-type: none"> ➤ Verification of submission of all the required Insurance Policies e.g. CAR Policy, Workmen Policy, Third Party Policy, etc as per the terms & conditions of LOA/WO/Agreement. ➤ Verification of validity period & value of such insurance policies for appropriateness. <i>Deviation, if any, is to be reported.</i>
vi) Fixed Deposits Receipts: <ul style="list-style-type: none"> ➤ Physical verification of FDRs kept at HO & Unit and its reporting. ➤ Verification of calculation accuracy of Interest Earned / Accrued Interest amount as recorded in the books of accounts. ➤ Necessity of keeping the FDRs, if any at Unit level and reasons for not shifting the same to Head Office. ➤ At the year end i.e. as on 31st March, reporting is to be made whether the Unit has obtained relevant Certificate(s) from the Banks w.r.t. the closing balance of FDRs including Interest credited thereon. ➤ Verification of the details of Lien-marked FDRs with BGs, if any.

Audit Areas

vii) Contingent Liability:

- Verification and reporting of Unit-wise status of Contingent liability in accordance with Ind AS 37, which may contain the following information:

Sl.	Particulars
1	Type of case (i.e. Civil, Arbitration, Sales Tax, Service Tax, Income Tax, etc)
2	Case No./ Case Reference
3	Name of Work/ Project
4	Description of Party involved
5	Amount of Dispute (Rs.) Principal, Interest & Penalty (To be shown separately)
6	Matter of Case
7	Advocate Name & Contact No.
8	Date of Ref./ Pending Since
9	Remarks with Present Status
10	Expenditure incurred till date (Legal Fees & Other cost)

- Reporting of newly added and settled cases during the period.

viii) Expenditure Vouching:

Reporting on Vouching of at least top 10 items of expenditure from the Trial Balance based on the following points:

- Award of work is as per approval of competent authority or not.
- Billing is made as per contract price/ agreement or not.
- Vendors have complied with all terms & conditions of the agreement or not.
- Payments are released after mandatory/ statutory deductions or not.
- Expenditure is incurred with the approval of Competent Authority or not.
- Expenditure is incurred within the approved Budget or not.
- Income and Expenditure w.r.t. townships at Steel Plant Zones/ Units.
- Any avoidable expenses incurred by the unit.
- Verification of Prepaid expenses and its booking.

In case of deviation, the same is to be reported w.r.t. each such case.

ix) General:

- Verification of periodic reconciliation of Contra Accounts with Head Office and matching of its balances in the books of accounts of Head Office and Units.

B. Trade Receivable & Billing to Clients

i) Trade Receivable:

- Comment on recoverability/ realization of trade receivables.
- Verification of EMD/ SD (receivable) given to Clients in line with contractual terms and conditions of MOU/Agreement.

Audit Areas

ii) Billing to Clients i.e. Work Done and Billed:

- Verification of booking of VWD (value of work done) against each project & its billing to the Client during the period.
- Verification of Ind AS 115 compliance w.r.t. Revenue Recognition.

Project Name	Op. Debtors as on 1 st April	VWD booked till Reporting period	Billing to Clients from 1 st April to Reporting period	Amount realized during the period	Closing Debtors as on date	Steps taken for realization of outstanding dues
Total						

iii) Others:

- Verification of sale proceeds received towards Cost of tender documents, e-Tender processing fee & EMD and accounting thereof.
- Verification of the documents of newly empanelled agencies during the period.

C. Personnel & Administration

(i) Employees payroll statement and advances:

- Verification and reporting of attendance system being followed by the Units. Suggestions, if any, for improvement in attendance system may be provided.
- Verification of the monthly salary statement based on the attendance reports.
- Reporting on Employee Advances and adjustment thereof during the period under audit. Long unrecovered outstanding, if any, is to be reported.

(ii) Hired vehicle billing, payment and log books:

- Verification and reporting on the billing, payment of hired vehicles (monthly and on-call basis) engaged in the company.
- Verification of log books in correlation of the bills raised by the agency for ensuring authentication before release of payment.

D. Taxation/ Statutory Compliance

(i) Income Tax deducted at source by HSCL:

- Verification and reporting on quarterly TDS returns filed by the Units in the following format-

Quarter ended	Return filed in Form no.	Due date of submission	Actual date of submission

- Reporting with specific comment as to whether any Demand/ Notice pertaining to current and/or earlier Assessment Years is received by the Units from the I.T. Department.
- Reporting of any pending Demand/ Penalty/ Interest arising out of late filing/ depositing of TDS amount. In case of payment of the same, the details are also to be reported.

Audit Areas

(ii) **Income Tax deducted at source by Clients:**

- Verification and reporting on accounting of TDS deducted by the Clients during the period under audit.
- Verification of Quarterly TDS Certificate obtained by the Units from respective Clients.
- Verification of transfer entries pertaining to TDS receivable of previous years in the books of Units to Head office books.
- Reconciliation of TDS of the Units with 26 AS statement of Income Tax Portal. Status of reconciliation need to be reported along with discrepancies, if any.

(iii) **Goods & Services Tax (GST):**

- Verification of month-wise payment of GST made by the Units to check the compliance of timely payment in following format-

Month	GST Payable (Rs)	GST Paid (Rs)	Due date of deposit	Actual date of deposit

- Verification of submission of different periodic (monthly/ annual) Returns of GST pertaining to the Units during the period under audit as per the following format-

Particulars	Due date of submission	Actual date of submission
GSTR-1 (Monthly)		
GSTR-3B (Monthly)		
GSTR-7 (Monthly)		
GSTR-9 (Annual)		
GSTR-9C (Annual)		

- Reporting on status of Input Tax Credit under GST during the period under audit.
- Reporting on status of 180 days reversal under GST as per Rule 37 of CGST Act, 2017 during the period under audit.

(iv) **Assessment of GST & Other Indirect Taxes subsumed in GST:**

- Reporting of year-wise Assessment status of GST/Sales Tax/VAT/WCT/Service Tax/ Excise Duty as per following format-

Statute (GST/ Sales Tax/ VAT/ Service Tax/ etc)	Year of Assessment	Payable/Receivable as per Assessment/ Appeal Order	Status of Assessment (Completed/ Appeal filed)	Remarks, if any

Audit Areas

(v) **Labour Cess:**

- Verification and reporting of deductions made from the Agency's bills towards labour cess as per applicability of The Building and other Construction Workers' Welfare Cess Act, 1996.
- Reporting of payment of the applicable labour cess with the appropriate authority/ Government within the due date in following format-

Month	Contract Payment made	Labour Cess deducted	Labour Cess deposited	Due date of Payment	Actual date of payment

(vi) **Professional Tax:**

- Verification and reporting of deductions made towards professional tax from the salary of employees (contractual & regular).
- Reporting of payment of the professional tax with the respective State authority/ Government within the due date in following format-

Month	Gross Salary	P.Tax deducted	P.Tax deposited	Due date of Payment	Actual date of payment

- Verification of submission of periodic (monthly/ annual) Returns of Professional Tax pertaining to the Zones/ Units during the period under audit as per the following format-

Particulars	Unit/Zone	State	Due date of submission	Actual date of submission
i) Monthly Return				
ii) Annual Return				

- Reporting on any other statutory demand/ notice received by the Units and compliance/ action taken thereof during the period under audit.

(vii) **Deferred Tax Assets/ Liabilities:**

- Verification of detailed workings under each component of deferred tax assets / liabilities 12 along with calculation of effective tax rate & applicable tax rate in line with Ind AS 12.

(viii) **Advance Tax/ Provision for Income Taxes:**

- Verification of the calculation of Advance Tax & payment thereof.
- Verification of computation of income for ascertainment of tax.
- Verification of provisions for income tax.
- Verification of MAT credit entitlement, if any.
- Reporting on complete details for Income Tax Assessments (pending & completed) as on date of audit.

E. Contractors Billing and Payment**(i) Verification of Contractors' Billing & Payment:**

The following points are to be verified-

- Running Account (RA) bills submitted by the Contractor must be accompanied with tax invoice, measurement certificate, photographs, monthly progress report, etc.
- Final bill submitted by the Contractor must be accompanied with tax invoice, measurement certificate, photographs, monthly progress report, completion certificate, final expenditure statement of Client, liquidated damage (if any), etc.
- Quantity as per RA bill/ Final bill must be checked vis-à-vis the BOQ.
- Extension of Time (EOT), Deviation and Extra Work should be approved as per Company's guidelines.
- Recovery of mobilization advance & financial assistance along with interest, if any, from the succeeding RA bill.
- Deduction of applicable IT-TDS, GST-TDS, SD, LD, Labour Cess, etc must be made in the RA/Final bills of the contractor.
- Payment is to be released to the Contractor only after receipt of corresponding payment from Clients and should be in line with the Agreement entered into between HSCL and the Contractor.
- Deviations to the above need to be reported.

(ii) Bill Payment Register/Statement:

- Verification and reporting on maintenance of Bill Payment Register/ Statements in proper manner for cross-checking of corresponding Project Receipts, Fund Requisition, Statutory Deductions, Accounting of Liabilities, etc.

(iii) Advance to Contractors:

- Verification and reporting on adjustment/ recovery of Advances made to Contractors during the period in the following format-

Name of Agency	Nature of Advance given	Amount of Advance (Rs.)	Interest Accrued (Rs)	Interest Recovered (Rs)	Amount of Liability (Rs)	Net Advance/ Liability (Rs)

(iv) Service Bill Requisition (SBR):

- Verification of the Service Bill Requisition raised by the Unit on sample basis to check the following:
 - SBR is properly authorized in ERP at all levels.
 - Accuracy of net amount arrived at after all applicable deductions.
 - Applicable recoveries (i.e. statutory deductions, unadjusted advances, interest, BG Commission, etc) are made.
 - Deviation, if any, is to be reported with specific comments.

Audit Areas

(v) Recovery of LD:

- Verification of imposition of liquidated damages, if any, on the Company by the Client on account of delay execution and/or delay completion of projects and recovery of the same from the Contractor. Report may be submitted in the following format:

Project/ Job description	LD charged by the Client on HSCL (Rs)	Amount recovered from Contractor (Rs)	Reason for non-recovery (if any)

(vi) Recovery of BG Commission:

- Verification of recovery of BG Commission from the Contractors in cases where BG has been issued to the Clients and as per the terms of Contract/ Agreement. Report may be submitted in the following format:

Project/ Job description	Name of Contractor	BG issued to Client (YES/ NO)	BG Commission recovered (Rs)	Reason for non-recovery (if any)

vi) Reporting on MSME Vendors:

- Reporting w.r.t. Vendors having MSME registration as on date of audit.
 - Amount payable (i.e. Trade Payables) to such MSME Vendors as on date of audit.
- Report may be submitted in the following format:

Project/ Job description	Name of Contractor	MSME Regn No.	Amount Payable i.e. Trade Payable (Rs)	Remarks

F. Inventories/ Fixed Assets

(i) Physical Verification of Inventory:

- Checking of physical verification statement made during the year by the Unit and accounting of the differences, if any.

(ii) Fixed Assets:

- Verification of maintenance of Fixed Assets Register.
- Physical verification of all the Fixed Assets.
- Calculation of depreciation & amortisation.
- Verification of sale/disposal/auction of any fixed assets.
- Verification of applicable Insurance policies against all the fixed assets.
- Verification of additions and deletions made to PPE & Intangible Assets.
- Verification of Impairment of fixed assets, if any, in line with Ind AS 36.
- Verification of Capital work-in-progress and the basis of transfer of CWIP to Fixed Assets.

Audit Areas

- Verification of the classification of fixed assets into PPE & Investment Properties (IP) as per Ind AS 40.
- Verification of any capital advances given by the Company.

(iii) Free Issue Materials:

- Verification of free-issue material, if any, issued by the Client to the Unit for carrying out a project.
- Verification of stock record of such free-issue material, if any.
- Reporting of closing stock in the following format –

Inventory Description	Opening Stock (at beginning of the period)	Receipt during the period	Issued during the period	Closing Stock (at the end of the period)
Total				

G. Deposits (Contractors & Clients), CSR

- Verification and reporting of EMD/ SD taken and/or deducted from Contractors in accordance with the contractual terms and conditions.
- Verification and reporting of Deposits with Clients i.e. Retention money, Security deposit, EMD, Others, etc and its realization after completion of projects.
- Verification of CSR expenditure incurred and provisions made during the period under audit as mandated under section 135 of the Companies Act 2013.

H. Submission of Audit Report

- Internal Audit in the Company is to be conducted on **half-yearly basis** as mentioned below:
 - **1st half report** to be submitted comprising the transactions from **April to September**.
 - **2nd half report** to be submitted comprising the transactions from **October to March**.
- Apart from making audit observations, Internal Auditors are also encouraged to suggest solutions to rectify the errors/ deficiencies and for system improvement.
- Auditors may verify other transactions/documents/files keeping in view the interest of Company.
- Auditors should discuss with Zonal Head and Zonal Finance Head for settlement of various issues which would arise in the course of audit. In case the issues are not settled at Unit level, the same can be discussed at Head Office, Kolkata.
- A status report on outstanding audit paras, if any, pertaining to concerned Units needs to be submitted.
- A report on transferred audit paras, if any to Internal Audit by CAG is required to be submitted.

Audit Areas

I. Summary Report

- At the end of the financial year, a **Summary Report** containing the number of Internal Audit paras issued and settled during the year is to be submitted.

Hindustan Steelworks Construction Limited

PLACES OF AUDIT

Place/Location	Zones/ Units of HSCL
HEAD OFFICE, KOLKATA	1. HO, Kolkata
	2. Kolkata Project
	3. Patna
	4. Ranchi
	5. Bhubaneswar
	6. Mumbai
	7. Sagar
	8. Bangalore
	9. Vizag
	10. Hyderabad
	11. Chennai/Puducherry
	12. Thiruvanthapuram
	13. New Delhi
	14. Varanasi
	15. Dehradun
	16. Gujarat
	17. Haryana
	18. North East i.e. Guwahati/ Shillong/etc.
BOKARO	19. Bokaro 20. Durgapur
BHILAI	21. Bhilai/Nagarnar 22. Dadra & Nagarhaveli 23. Rourkela 24. Meghatburu 25. Sipath
TRIPURA	26. Agartala
