



**RAJASTHAN STATE INDUSTRIAL
DEVELOPMENT & INVESTMENT
CORPORATION LIMITED
JAIPUR**

**INVITATION FOR EMPANELMENT
FROM
PRACTICING CHARTERED ACCOUNTANTS/ CA FIRMS
FOR CONDUCTING INTERNAL AUDIT WORK
OF
HEAD OFFICE (INVESTMENT ACCOUNTS / INTEREST MEMOS
OF TERM LOAN ACCOUNT, FOLLOW UP & RECOVERY, GAD
CELL & LIBRARY, BILL SECTION, HRD CELL)
AND
UNIT OFFICES SITUATED IN RAJASTHAN**

**FINANCIAL ADVISOR
RIICO LIMITED, UDYOG BHAWAN
TILAK MARG, C-SCHEME,
JAIPUR-302005**

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OFFICE OF THE FINANCIAL ADVISOR,
RIICO LTD., Udyog Bhawan, Tilak Marg, Jaipur

No:- F10(2)/Misc./124/2018-19/ 251

Date : 11 July, 2018

INVITATION FOR EMPANELMENT

RIICO invites proposals from Practicing Chartered Accountants/ CA firms for empanelment for conducting internal audit work of Head Office (Investment Accounts / Interest Memos of Term Loan Account, Follow Up & Recovery, GAD Cell & Library, Bill Section, HRD Cell) and 27 Unit Offices situated in Rajasthan for the financial year 2018-19 (2 Half yearly audit) on a fixed remuneration as mentioned in Annexure-'1' for whole year including TA-DA, Conveyance etc. An applicant can apply for one group only.

The proposals shall be submitted along with the following documents in Physical form only :-

1. Copy of Registration of the firm.
2. Copies of experience certificates related with audit work in Govt. Department/PSUs/Autonomous bodies (only one certificate for each corresponding financial year).
3. Copies of authentic documents in support of figures of Turn Over for last three financial years viz. 2014-15, 2015-16 & 2016-17.
4. Annexures / Proforma (Page no. 3 to 36) duly filled, sealed & signed.

No proposal shall be accepted online. **The last date of submission of proposal in physical form is 26-07-18 at 6:00 PM.**

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FINANCIAL ADVISOR,
RIICO LTD.,
UDYOG BHAWAN, TILAK MARG,
JAIPUR

TERMS AND CONDITIONS FOR INTERNAL AUDIT WORKS

1. Documents shall be submitted only in physical mode.
2. Participating Chartered Accountants / CA Firms must not be prohibited by any regulatory authority in offering such services and also should not have been blacklisted / debarred by any PSU, Central or State Government Undertaking in the past.
3. All applicable taxes (excluding GST), if any, shall be paid by the Participating Chartered Accountants / CA Firms.
4. Participating Chartered Accountants / CA Firms can apply for maximum one group in Proforma 'A'. If a Participating Chartered Accountant / CA Firm applies for more than one group, the application shall be rejected out rightly and the Participating Chartered Accountant / CA Firm will cease the status of applicant as a whole.
5. The successful Practicing Chartered Accountants / CA firms have to take up the work of audit for the respective period and ensure completing the same on or before the dates mentioned in Proforma-A.
6. The successful Practicing Chartered Accountants / CA firms have to devote at least five working days for the completion of audit work at allotted unit/ cell or section of H.O.
7. The successful Practicing Chartered Accountants / CA firms will not sublet the audit work.
8. Practicing Chartered Accountants / CA firms have to ensure that they are not doing any consultancy work for RIICO.
9. Group wise selection of Practicing Chartered Accountants / CA firms shall be based upon their eligibility criteria. RIICO has full right to select and reject any of the application. RIICO may also allot work of audit of remaining group, for which no applications are received, to remaining responsive Participating Chartered Accountants / CA Firms on the basis of their merit who have given such consent in proforma 'E'.

10. The Practicing Chartered Accountants / CA firms who have been assigned RIICO's Internal audit work for 3 years or more continuously on or before 31.03.2018 shall not be eligible to participate in the empanelment process this year. They will be eligible for re-appointment after the cooling period and same unit will not be assigned to them which they have already audited in the past.
11. Preference shall be given to the local CA Firms.
12. The successful Practicing Chartered Accountants / CA firms shall use sufficient competent man power for completing the work at unit offices and Head Office simultaneously to ensure timely completion of task.
13. The minimum eligibility criteria for a Participating Chartered Accountants / CA Firms shall be as per Proforma-'B' of this document.
14. The scope of work is available at Annexure Nos. 3 to 9 of this document.
15. Apart from the conditions mentioned in Annexure-'1', additional terms and conditions will be applicable for the Participating Chartered Accountants / CA Firms submitting applications for the audit work of term loan account / interest memos of term loan account as mentioned in Annexure Nos. 7.
16. The selected firm would be required to deposit 5% of remuneration as " Security Deposit" online in **ICICI Bank A/c No. 678605600172 IFS Code No. ICIC0006786 of RIICO Limited.** It must be deposited within 15 days of issuance of the letter of work order. This security money will not attract any interest and shall be refunded after satisfactory completion of the work.

17. Schedule of Payment:-

The successful firm for audit work shall be paid as below:-

- a) After successful submission of 1st half internal audit report -40% of total audit fees
- (b) After successful submission of 2nd half internal audit report – 60% of total audit fees

18. Force Majeure

- a. Notwithstanding the provisions of the work / document, the Participating Chartered Accountants / CA Firms will not be liable for forfeiture of its security deposit, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

- b. For purposes of this Clause, “Force Majeure” means an event beyond the control of the successful Participating Chartered Accountants / CA Firms and not involving the successful Participating Chartered Accountants / CA Firms and not involving the successful Participating Chartered Accountants / CA Firms fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of RIICO either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- c. If a Force Majeure situation arises, the successful Participating Chartered Accountants / CA Firms will promptly notify RIICO in writing of such conditions and the cause thereof. Unless otherwise directed by RIICO in writing, the successful Participating Chartered Accountants / CA Firms will continue to perform its obligations under the contract as far as reasonably practical and will seek all reasonable alternative means for performance not prevented by the Force Majeure event. RIICO may terminate this contract, by giving a written notice of minimum 30 days to the successful Participating Chartered Accountants / CA Firms, if as a result of Force Majeure, the successful Participating Chartered Accountants / CA Firms being unable to perform a material portion of the services for a period of more than 60 days.
19. If any dispute arises, decision of Managing Director, RIICO shall be final & binding on the Participating Chartered Accountants / CA Firms.
20. The Management of the Corporation reserves the right to reject any offer without assigning any reason.
21. All legal proceedings will be subject to jurisdiction at Jaipur (Raj.) only.

CERTIFICATE

I/We have carefully read, understood and accepted all the above terms & conditions. No additional conditions will be imposed by us. No conditions of the document will be altered / changed.

Date:

Signature of the Participating
Chartered Accountants / CA Firms (S)
alongwith the stamp of the firm/ company.

Proforma - A**Details of Groups:**

Gr. No.	Nature of work	Group and Place of audit	Remune ration (in Rs. p.a.)	Period of half yearly Audit report	Date of completion	Submission of audit report
1	Internal Audit	Bhiwadi-I	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
		Bhiwadi-II	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
2	Internal Audit	Neemrana	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
		Ghiloath	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
3	Internal Audit	Alwar	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
		Bharatpur	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
4	Internal Audit	Kota	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
		Jhalawar	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
5	Internal Audit	Ajmer	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
		Bhilwara	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
6	Internal Audit	Abu Road	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
		Pali	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
7	Internal Audit	Boranada	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
		Balotra	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
8	Internal Audit	Nagaur	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
		Jodhpur	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
9	Internal Audit	Udaipur	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
		Banswara	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19

10	Internal Audit	Sikar	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
		Jhunjhunu	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
11	Internal Audit	Bikaner	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
		SriGanganagar	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
12	Internal Audit	EPIP-Sitapura	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
		Swaimadhapur	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
13	Internal Audit	Jaipur(North)	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
		HRD cell (HO)	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
14	Internal Audit	Jaipur (Rural)	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
		Bill Section under CA cell (H.O)	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
15	Internal Audit	Jaipur(South)	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
		H.O.(GAD cell & Library)	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
16	Internal Audit	H.O. (Investment account/Interes t memos of term loan a/c)	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19
		Follow up & Recovery (Investment cell)	30000/- + GST	April to Sept October to March	07.11.18 07.05.19	15.11.18 15.05.19

Note:

1. A CA firm can submit his application for implementation of one group only.
2. The above remuneration is inclusive of all taxes, duties, TA, DA, etc.

Minimum Eligibility Criteria

Sr. No	Eligibility	Supporting Documents required to be submitted
1.	Year of Registration (must be at least five years on or before 31.03.2018)	Copy of Registration (ICAI)
2.	Minimum 3 years experience of audit work in Govt. departments/PSUs/ Autonomous bodies (on or before 31.03.2018. Work order for audit assignment post 2017-18 shall not be considered)	Copy of work orders/ Appointment order of the Departments for Audit assignments (Internal audit or Statutory audit or concurrent audit or Revenue audit) Note :- Only One order for corresponding financial year is required to be submitted
3.	Place of office (Local office should be in Rajasthan)	Copy of Registration
4.	Minimum three qualified Chartered Accountants out of which at least one should be FCA.	Copy of registration

Note:- Complete documentary evidence in support of above eligibility criteria must be furnished along with application, no further clarification in this regard will be sought/entertained from the Participating Chartered Accountants / CA Firms

Signature of the Participating Chartered Accountants / CA Firms(s) along with the stamp of the firm/ company

SELF-DECLARATION

To,
Financial Advisor
RIICO Limited,
Udyog Bhwan Tilak Marg Jaipur

In response to the Ref. No. _____ dated _____ for as an
Owner/ Partner/ Director/ Auth. Sign. of _____, I/ We
hereby declare that presently at the time of submission of documents : -

- a) possess the necessary professional, financial and managerial resources and competence required by the tender document.
- b) having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ Autonomous body.
- c) does not have any previous transgressions with any entity in India or any other country during the last three years
- d) does not have any debarment by any other department.
- e) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- f) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- g) does not have a conflict of interest as mentioned in the document which materially affects the fair competition.
- h) will comply with the code of integrity as specified in the document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/ our security may be forfeited in full and our tender, to the extent accepted, may be cancelled.

Thanking you,

Name of the Practicing Chartered Accountant / CA Firm : -

Authorised Signatory: -

Seal of the Organization: -

Date:

Place:

PROFORMA ' D'

Date: , 2018

CERTIFICATE

I/ We hereby declare that all the information made in various Proforma's of the documents, in certificates, annexure, documents etc. are true & complete. At any stage during the work contract, if any information, statement, certificate etc. is found false, incomplete etc. then my/our application shall be treated cancelled with immediate effect.

Signature & Seal of the Participating
Chartered Accountants / CA Firms”

Note: No other format of certificate shall be accepted.

PROFORMA-E

Consent / Non-consent for Audit / Certification work for groups other than applied for

I / We hereby agree to accept for conducting the work of Audit / Certification work pertaining to the group, for which no offer is received by the Corporation, in case so desired by it, in the order of the merit of responsive Participating Chartered Accountants / CA Firms left after award of the work to the original Participating Chartered Accountants / CA Firms for the group concerned.

OR

I / We hereby do not agree to accept for conducting the work of Audit / Certification work pertaining to the group, for which no offer is received by the Corporation, in case so desired by it, in the order of the merit of responsive Participating Chartered Accountants / CA Firms left after award of the work to the original Participating Chartered Accountants / CA Firmss for the group concerned.

Signature alongwith seal of firm

History & Descriptive Note of the Firm

1	Name of Participating Chartered Accountants / CA Firms	
2	Address of Local Office Situated in Rajasthan	
3	e-mail id	
4	Phone Nos / Mobile No.	
5	Contact Person Name & Designation	
6	PAN No. of Firm	
7	Service Tax Registration No. / GST provisional registration No.	
8	Date of registration	
9	Name of the partners	
10	Experience regarding Internal Audit /Statutory Audit/Revenue Audit and Concurrent Audit of Govt. Departments / PSUs / Autonomous bodies after registration and upto 31.03.2018	
11	Annual Turnover of the Practicing Chartered Accountants/CA firms during last three financial year	2014-15 Rs_____ lacs 2015-16 Rs_____ lacs 2016-17 Rs_____ lacs
12	Details of Man power a) FCA b) ACA c) others	
13	Major Activities of the Participating Chartered Accountants / CA Firms	
14	Details of Bank Account (a) Name of Bank with Branch (b) Account No. (c) IFS Code	
15	Group preference for internal audit work	

(Signature of the
Participating Chartered
Accountants / CA Firms)
along with stamp of the Firm.
Also address of the Local office

Dated:

Scope of work for Infra Units

The firm has to check and carry out the work of Internal Audit of the accounts of the Unit as per details given below:

(A) Areas reported in qualified Audit report of statutory Auditor and required special attention/verification by Internal Auditor:-

1. Unit is maintaining proper books/records viz. General Ledger, Journal, Subsidiary books, Contractor ledger, work order register, Stock and Consumption Register, Priority Register for allotment of land etc. ***(Information to be filled in FORMAT-1)***
2. Unit is maintaining subsidiary ledger of dues regarding land, service charge, Economic Rent & Interest thereon, advance from customers & security deposit, with timely updation of entries.
3. Unit is maintaining proper fixed assets Registers showing full particulars including quantitative detail and situation of its fixed assets: Also whether fixed assets have been physically verified by the management during the year.
4. Maintaining of proper records of advances and adjustment of old balances of EMD/Security Money from Contractors, advances to Govt. Dept., advances to suppliers/contractors, sundry creditors, provision for refund of development charges, and outstanding liabilities.
5. Cases of encroachment of land or/and litigation of land if any have been reported. ***(Information to be filled in FORMAT-2)***
6. System of obtaining Registration Certificate from existing as well as new suppliers/service providers/contractors under MSME Act is being followed.
7. System of obtaining balance confirmation in the end of year in respect of trade receivables, trade payables, other current assets/liabilities, loan & advances & security deposit and reconciliation is being followed.

(B) Other areas:-

1. Unit is maintaining Cash Book properly and it is signed daily by Unit Head and head of finance. During the period under review, physical verification of closing balance of cash has also been done time to time and has recorded in the Cash Book.
2. Directions for insurance of Chest and transit insurance of cash have been followed.
3. Cash security or fidelity bonds of Insurance Company have been obtained from Cashier and Store-Keeper as per rules. ***(Information to be filled in FORMAT-3)***
4. Unit is preparing monthly bank reconciliation and trial balance and caring out proper periodical reconciliation of subsidiary ledgers.

5. Instructions of Head Office regarding remittances from Deposit Accounts to Current Account of IPI, Head Office are being followed properly.
6. Submission of returns and remittances of TDS/ TCS and Service Tax, GST etc. to the respective departments are timely and correct. (**Information to be filled in FORMAT-4**)
7. All vouchers of payments for expenditure including establishment payment i.e. Pay, T.A./D.A, Medical Bills etc. are with proper supporting documents, authenticity and have been signed by the Unit Head and Head of Finance and recorded in the respective books properly.
8. Recovery of dues are being monitored by the Finance-IPI, however, all receipts viz. development charges, retention charges, restoration charges, subletting charges, land transfer charges, charges for sub-division of land and change of land use, Service Charges, regularization of unauthorized construction charges, water charges, economic rent etc. with interest are as per rules and not recovered short. (**Information to be filled in FORMAT-5**)
9. Corporation Rules and regulations, delegation of powers in all the matters having financial implications, including land allotments, based on Board/Infrastructure Committee decisions and other circulars/instructions issued from time to time by the Head Office have been followed by the Unit. (**Information to be filled in FORMAT-6**)
10. Finalization of tenders (A.S., T.S., Budget Provision wide publicity, performance guarantee before issue of work order, execution of the agreement before release of 1st Payment etc.) for various development and capital works are as per the laid down principles and delegations and proper justifications with regard to the rates accepted/rejected have been recorded. (**Information to be filled in FORMAT-7**)
11. Quotations, sanctions, purchase orders etc. in respect of all purchases of stationary items, office equipment, furniture and fixture and other store items etc. are as per delegation of powers.
12. Consumption of GI/A.C. Pressure Pipes and other stores material are with relation to its actual work carried out and payments are in order.
13. Monitoring of the defect liability period is being done properly in development and capital works as per record available. (**Information to be filled in FORMAT-8**)
14. Cases of unnecessary/unproductive or excessive expenditure which may come to notice during the course of audit, if any, have been mentioned in the report.
15. There is no pending balances regarding CPF deductions at the concern unit
16. Bank Guarantee received from contractors against various heads are as per norms. (**Information to be filled in FORMAT-9**)
17. Position of pending of CAG and AG audit reports. (**Information to be filled in FORMAT-10**)
18. Disposal of unserviceable/surplus/obsolete articles.

19. Renting of buildings to various departments are as per norms and accounting are being done properly as per accrual basis.
20. Credit of leaves (Privilege, Commuted / Medical etc.), Annual Grade Increments (AGI) granted, Pay-Fixation, Stepping-up / Dual duty allowance, Service verification of Employees in the Service Books are proper, correct and as per rules / norms of the Corporation.
21. Suggestions for improvement in overall functioning of unit and smoothening operations come to notice during the course of audit, if any, have been mentioned in the report.

Books & Record Keeping

S. No.	Name of Books / Record	Whether maintained properly or not	Remarks by Internal Auditor, if any
1.	Cash Book		
2.	General Ledger		
3.	Subsidiary Books		
	(a) Advance to Staff		
	(b) Advance from Customers		
	(c) Advance to Suppliers & Contractor		
	(d) Advance to Govt. Deptt.		
	(e) Earnest Money of Contractor		
	(f) Security Deposit of Contractor		
	(g) Keenness Money / Security Money (Plots)		
	(h) Miscellaneous Deposit		
	(i) Others		
4.	Fixed Asset Register		
5.	Work Order Register		
6.	Stock & Consumption Register		
7.	Bank Guarantee / FDR Register		
8.	Re-construction / Repair Charges Register (For pipeline / cable work by other agencies in Industrial Areas)		
9.	Any other register		

Note :- In case of any discrepancy / observation, the same should be recorded in Part-III only.

Sign & Seal of the Internal Auditor

Land Under Encroachment / Litigation

S.	Name of Industrial Area	Area in acres		Whether saleable / under encroachment / Litigation			Remarks by Internal Auditor, if any
		As per financial record (as on 31 st March)	As physically verified	Area available for sale	Area under litigation (not for sale)	Area under encroachment (not for sale)	
1.							
2.							
3.							
4.							

Note :- In case of any discrepancy / observation, the same should be recorded in Part-III only.

Sign & Seal of the Internal Auditor

Details of Fidelity Bond / Insurance etc.

S. No.	Particulars	Policy No.	Validity Period	Remarks by Internal Auditor, if any
1.	Fidelity Bond of Cashier			
2.	Money in Transit / Chest Insurance Policy			
3.	Corporation Vehicle			
4..	Any other insurance			

Note :- In case of any discrepancy / observation, the same should be recorded in Part-III only.

Sign & Seal of the Internal Auditor

Tax Deduction & Deposition

(A) INCOME TAX

S. No.	Month	Amount of TDS	Due date of remittance to Govt. A/c	Actual Date of remittance to Govt. A/c	Remarks
1.					
2.					

(B) GST

S. No.	Month	Amount of GST payable	Actual amount paid by HO (as per debit note)	Difference, if any	Remarks
1.					
2.					

(C) ROYALTY

S. No.	Month	Amount Received	Actual Date of Deposition	Remarks
1.				
2.				

(D) LABOUR CESS

S. No.	Month	Amount of Cess Received	Actual Date of Deposition	Remarks
1.				
2.				

Note :- In case of any discrepancy / observation, the same should be recorded in Part-III only.

Sign & Seal of the Internal Auditor

(A) RECOVERY OF REGULAR INFRA DUES

S. No.	Head	Opening Balance	Addition during audit period	Recovery during audit period	Closing Balance	Remarks
1	Premium of Land					
2	Intt. on Premium of Land					
3	Service Charges					
4	Intt. on SC					
5	Economic Rent					
6	Intt. on ER					
7	Water Charges					
8	S/Tax on ER (Already paid by RIICO)					
9	Intt. on S/Tax on ER (Already paid by RIICO)					

(B)RECOVERY OF OTHER CHARGES

S. No.	Head	No. of case during audit period	Amount Recovered	Sample Checking (No. of cases)	Whether found as per rules or not	Remarks
1	Retention Charges					
2	Transfer Charges					
3	Restoration Charges					
4	Sub-Division Charges					
5.	Sub-letting Charges					
6.	Conversion (CLU) Charges					
7.	Application Fees					
8.	Other Charges					

Note :- In case of any discrepancy / observation, the same should be recorded in Part-III only.

Sign & Seal of the Internal Auditor

(A) New Allotments (During the Audit Period)

S. No.	Name of Allottee	Plot No. / Ind. Area	Area	Rat	Total	Amount	Amount Outstanding	Due date of deposition of balance amount			All required documents received or not	Remarks	
								Installment Basis		Balance 75%			
								No. of overdue Installment	Installment due from date	Due date of deposition			

(B) DETAILS OF LEASE DEEDS (For the allotments made during audit period)

S. No.	Name of Allottee	Plot No.	Name of Industrial Area	Date of Allotment	Due Date of Execution of Lease Deed	Actual Date of Execution of Lease Deed	Remarks

Note :- In case of any discrepancy / observation, the same should be recorded in Part-III only.

Sign & Seal of the Internal Auditor

PROGRESS OF DEVELOPMENT & MAINTENANCE WORKS

S. No.	Name of Work / Industrial Area	Work Order No. & Date	Work Order Amount	Stipulated date of commencement	Stipulated date of completion	Actual amount of work done	Actual date of completion	Extension granted, if any	Remarks

Note :- In case of any discrepancy / observation, the same should be recorded in Part-III only.

Sign & Seal of the Internal Auditor

MONITORING OF DEFECT LIABILITY FOR WORKS MORE THAN 25 lacs

S. No.	Name of Work / Industrial Area	Work Order No. & Date	Work Order Amount	Actual date of completion	Date of DLP	Remarks

Note :- In case of any discrepancy / observation, the same should be recorded in Part-III only.

Sign & Seal of the Internal Auditor

DETAILS OF BANK GUARANTEE RECEIVED DURING AUDIT PERIOD

S. No.	Name of Firm / Contractor	Name of Work	Bank Guarantee No. with Date	Amount of BG (Rs)	Date of Expiry of BG	Stamp Duty to be levied as per rules (Rs)	Actual Stamp Duty (Rs)	Remarks

Note :- In case of any discrepancy / observation, the same should be recorded in Part-III only.

Sign & Seal of the Internal Auditor

PENDING AG AUDIT PARA

S. No.	Year of Inspection Report	Para No.	Brief Details	Last AG Observation	Date of Last Compliance / Reply	Remarks

Note :- In case of any discrepancy / observation, the same should be recorded in Part-III only.

Sign & Seal of the Internal Auditor

Scope of work for GAD CELL (H.O.)

The firm has to check and carry out the work of Internal Audit of the accounts of the GAD Cell at Head Office as per details given below:

- 1 Cash security or fidelity bond of Insurance Company has been obtained from Store-Keeper as per rules.
- 2 Subsidiary books, Stock and Consumption Register, Work order register, AMC Register, Vehicle Log Book, Fixed Assets Register etc. are being maintained properly.
- 3 Invitation of tenders are as per RTPP Act / Rules
- 4 Finalization of tenders and quotations (A.S., T.S., B.P wide publicity, performance guarantee before issue of work order) are as per the laid down principles and delegations and proper justifications have been recorded with regard to the rates accepted/ rejected.
- 5 Proper procedure of inspection has been followed in respect of material received in the store.
- 6 In order to test verification that material has been received as per specifications of the purchase order and sample, test checking has been carried out in respect of 20 items available in the store on the date of audit and reported.
- 7 Last report of physical verification has been examined and cases have been reported regarding procurement and non utilization of store items.
- 8 Cases of unnecessary/unproductive or excessive expenditure which may come to notice during the course of audit, if any, have been mentioned in the report.
- 9 Timely ascertainment of unserviceable / obsolete store/stock maintenance of proper record thereof & timely disposed by following proper procedure.
10. System of obtaining Registration certification from existing as well as new suppliers/service providers/contractors under MSME Act is being followed
11. All procurement (Store , Taxi Vehicle, AMC etc.) are as per the laid down principles and delegations and proper justifications have been recorded with regard to the rates accepted/ rejected.
12. Bills / Payment of fuel in Corporation Vehicles and maintenance expenditure of Corporation Vehicles are being made properly.
13. Suggestions for improvement in overall functioning of store and smoothening operations come to notice during the course of audit, if any, have been mentioned in the report.

Scope of work for Library (H.O.)

The firm have to check and carry out the work of Internal Audit of the accounts of the library at Head Office as per details given below:-

1. Requisite books and records are being maintained properly.
2. Work/Purchase order register is being maintained properly.
3. Finalization of tenders and quotations (A.S., T.S., B.P wide publicity, performance guarantee before issue of work order) for various purchases are as per the laid down principles and delegations and proper justifications have been recorded with regard to the rates accepted/rejected.
4. Proper procedure of inspection has been followed in respect of material received in the Library.
5. In order to test verification that material has been received as per specifications of the purchase order, test checking has been carried out in respect of 20 items available in the Library on the date of audit and reported.
6. Last report of physical verification has been examined and cases have been reported regarding procurement and non utilization of items.
7. Cases of unnecessary/unproductive or excessive expenditure which may come to notice during the course of audit, if any have been mentioned in the report.
8. System of obtaining Registration certification from existing as well as new suppliers/service providers/contractors under MSME Act is being followed.
9. Suggestions for improvement in overall functioning of library and smoothening operations come to notice during the course of audit, if any have been mentioned in the report.

Scope of work for Follow-Up & Recovery Activity in Investment Cell (H.O.)

The firm have to check and carry out the work of Internal Audit of the accounts/record of F&R Cell as per details given below:-

1. Proper timely follow up action against the defaulting units for recovery of loan along with interest as per rules and provisions of the SFC Act, 1951 has been taken up.
2. Monitoring officer/Cell-in charge has visited/inspected units regularly in cases of defaulting units.
3. Corporation's rules and regulations, delegation of powers in all the matters having financial implications have been followed, while granting re-schedulement of dues and One Time Settlement. **(Information to be filled in Format-FR-1)**
4. Timely action has been taken up for sale of taken over units as per laid down procedure and delegation of powers. **(Information to be filled in Format-FR-2)**
5. Timely action has been taken up in respect of legal suits.
6. Timely action has been taken up in getting court decrees executed.
7. Cases of unnecessary/unproductive or excessive expenditure which may come to notice during the course of audit, if any have been mentioned in the report.
8. System of obtaining balance confirmation in the end of year in respect of trade receivables, trade payables, other current assets/liabilities, loan and advances and security deposit and reconciliation is being followed.
9. Suggestions for improvement in overall functioning of the Cell and smoothening operations come to notice during the course of audit, if any have been mentioned in the report.

I. Reschedulement cases during the audit period:-

(Rs. in lacs)

S N	A/c No.	Name of the borrower	Principal outstanding as on date of reschedulem ent	Overdues as on reschedulement date		Amount Rescheduled		Waiver of Intt., if any	Recovery after Reschedulment letter issued	
				Prin.	Intt.	Prin.	Intt.		Prin.	Intt.

II. Details of OTS cases during audit period:-

(Rs. in lacs)

S N	A/C no.	Name of the borrower	Principal outstanding	Intt. outstanding	Cut date of OTS	Date of OTS letter	Amount of OTS	Recovery of OTS amount		Amount written off, if any
								Prin.	Intt.	

I. Unit takeover by RIICO/other FI's during audit period:-

(Rs. in lacs)

S N	A/c No.	Name of borrower	Date of takeover	Amount outstanding as on takeover		Whether the takeover unit sold or not ?
				Prin.	Intt.	

II. Sale of sick unit/takeover unit during audit period:-

(Rs. in lacs)

S N	A/c No.	Name of the unit which sold	Name of the purchaser company	Outstanding dues		Date of sale letter issued	Amount of sale consideration	If any joint financial Institution involved			Sharing of sale amount for RIICO	Amount received from purchaser company	Amount written of if any	
				Prin.	Intt.			Name of FI's	Outstanding amount	Sharing			Prin.	Intt.

Annexure-'7'

Scope of work for Investment Accounts/Interest Memos of term loan account (H.O.)

The firm have to check and carry out the work of Internal Audit of the Investment accounts/Interest Memos of term loan account (H.O.) as per details given below:-

1. Checking of opening balance of principal and interest as on 1st April, with the audited statement of accounts and party wise ledgers.
2. Checking of recoveries from recovery registers and in ledgers.
3. Checking of date of realization of cheques/RTGS from Bank statement in recovery register and in ledgers.
4. Checking of disbursement from release orders of disbursement register and in investment ledger.
5. Checking of interest memo and posting interest dues in ledgers and checking it with repayment schedule.
6. Checking of Interest accrued but not due as on 31st March.
7. Checking correctness of rate of interest in Interest Memo, Investment Ledger and Interest Memo Register.
8. Checking of accounting effect passed in respect to incentives and interest rebate as per rules, re-schedulement / re-fixation, waiver of Interest, One time settlement cases and sale of sick units during the years.
9. Checking and authentication of closing balance of account and its reconciliation with Interest Memo at the end of Financial Year.

Scope of work for Bill Section (C A Cell) at H.O.1

The firm have to check and carry out the work of Internal Audit of the accounts/record of F&R Cell as per details given below:-

1. Maintenance of books/records viz. Subsidiary books, subsidiary ledger etc. properly.
2. Proper maintenance of Fixed Assets Registers showing full particulars including quantitative detail and situation of its fixed assets: Also whether fixed assets have been physically verified by the management during the year.
3. Vouching of Payment Vouchers, Receipt Vouchers and Journal Vouchers are proper.
4. Checking and verification of Subsidiary List with Subsidiary Ledger.
5. Payment of Medical Bills, TADA Bills, Entertainment Bills, Newspaper Bills, Telephone/Mobile/Internet bill are as per rules / norms and laid down procedure.
6. Payment of bills of contractor / consultant etc. are as per terms & conditions of the work order.
7. Proper documents are obtained in support of exemption / deduction from salary as per Income Tax Act 1961.
8. Deduction of TDS , GST etc. and remittances to the respective departments are timely and correct.
9. All vouchers of payments for expenditure including establishment payment i.e. Pay & Allowances, T.A./D.A, Medical Bills etc. are with proper supporting documents, authenticity and have been signed by the Competent authority and recorded in the respective books properly.
10. Corporation Rules and regulations, delegation of powers in all the matters having financial implications based on Board/Infrastructure Committee / Working Committee decisions and other circulars/instructions issued from time to time by the Corporation have been followed.
11. Cases of unnecessary/unproductive or excessive expenditure which may come to notice during the course of audit, if any, have been mentioned in the report.
12. There is no pending balance regarding CPF deductions.
13. Position of pending paras of CAG and AG audit reports.
14. Suggestions for improvement in overall functioning of Bill Section and smoothening operations come to notice during the course of audit, if any, have been mentioned in the report.

Scope of work for HRD Cell at H.O.

The firm have to check and carry out the work of Internal Audit of HRD Cell at HO as per details given below:-

1. Credit of leaves (Privilege, Commuted / Medical etc.) to concerned employees are as per rules/norms.
2. Annual Grade Increments (AGI) granted to employees are correct and as per norms/rules.
3. Verification of Asset Declaration & Child Declaration.
4. Pay-Fixation, Stepping-up / Dual duty allowance are correct and as per norms/rules of the Corporation.
5. Sanction of loans (House Building, Conveyance, Term Loan etc.) and advances to employees are correct and as per rule/norms of the Corporation.
6. Invitation of tenders are as per RTPP Act / Rules. Finalization of tenders and quotations (A.S., T.S., B.P wide publicity, performance guarantee before issue of work order) are as per the laid down principles and delegations and proper justifications have been recorded with regard to the rates accepted/ rejected.
7. Allotment of Job-work / consultancy services are as per norms/ rules of the Corporation.
8. Appointment of Consultants / Retired Employees are as per rules & norms.
9. Service verification of Employees in the Service Books are proper / correct.
10. Cases of unnecessary/unproductive or excessive expenditure which may come to notice during the course of audit, if any, have been mentioned in the report.
11. Functioning of RIICO ERP (online software) is proper/ correct & smooth and all the related orders are being followed in true spirit.
12. Suggestions for improvement in overall functioning of HRD Cell and smoothening operations come to notice during the course of audit, if any, have been mentioned in the report..

Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall:-

1. Not offer any bribe, reward of gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process.
2. Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation.
3. Not indulge in any collusion, Tender rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process.
4. Not misuse any information shared between the procuring Entity and the Participating Chartered Accountants / CA Firmss with an intent to gain unfair advantage in the procurement process.
5. Not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process.
6. Not obstruct any investigation or audit of a procurement process.
7. Disclose conflict of interest, if any; and
8. Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

The Participating Chartered Accountants / CA Firms participating in a tendering process must not have a Conflict of Interest. A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence the party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

A Participating Chartered Accountants / CA Firms may be considered to be in Conflict of Interest with one or more parties in a tendering process if, including but not limited to:-

1. have controlling partners/share holders in common; or
2. receive or have received any direct or indirect subsidy from any of them; or
3. have the same legal representative for purposes of the Tender; or
4. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Tender of another Participating Chartered Accountants / CA Firms, or influence the decisions of the Procuring Entity regarding the tendering process; or
5. the Participating Chartered Accountants / CA Firms participates in more than one Tender in a tendering process. participation by a Participating Chartered Accountants / CA Firms in more than one Tender will result in the disqualification of all Tenders in which the Participating Chartered Accountants / CA Firms is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as Participating Chartered Accountants / CA Firms, in more than one Tender; or
6. the Participating Chartered Accountants / CA Firms or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods, Works or Service that are the subject of the Tender; or
7. Participating Chartered Accountants / CA Firms or any of its affiliates has been hired (or is proposed to be hired) by the procuring Entity as consultant for the contract.

Signature and seal of
Participating Chartered Accountants / CA Firms