

# BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)  
"BEML SOUDHA" 23/1, 4<sup>TH</sup> Main, S.R. Nagar, Bangalore 560027  
Phone: 080 22963179 / 22963315. FAX: 080 22963283

**Ref No. CA/IA/2024-25 & 2025-26/ EOI/2024**

**Dated: 17.05.2024**

## TENDER NOTICE

REQUEST FOR QUOTATION FOR CONDUCTING INTERNAL AUDIT FOR  
THE YEAR 2024-25 AND 2025-26 FOR BEML

**LAST DATE FOR SUBMISSION OF BID IS ON 31.05.2024**

BEML LIMITED  
CORPORATE OFFICE  
BEMLSoudha,23/1,  
4<sup>th</sup>Main,SRNagar,  
Bangalore-560027

# BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

"BEML SOUDHA" 23/1, 4<sup>TH</sup> Main, S.R. Nagar, Bangalore 560027

Phone: 080 22963179 / 22963315. FAX: 080 22963283

## **NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF PARTNERSHIP / LIMITED LIABILITY PARTNERSHIP FIRMS OF CHARTERED ACCOUNTANTS / COST ACCOUNTANTS FOR CONDUCTING INTERNAL AUDIT IN BEML LTD – DIVISIONS & ROs/DOs OFFICES FOR THE FINANCIAL YEARS 2024-25 and 2025-26**

Bharat Earth Movers India Ltd. (BEML LTD.), a Government of India Undertaking, invites Expression of Interest (EOI) from reputed Indian Chartered / Cost Accountant Firms (Partnership / Limited Liability Partnership) for empanelment as Internal Auditors for the years 2024-25 and 2025-26.

The Notice Inviting Expression of Interest along with annexure on areas and extent of coverage, reporting requirements, terms of reference, list of units and locations, selection criteria etc. are available at BEML LTD website [www.bemlindia.in](http://www.bemlindia.in). (Tender ID: CA/IA/2024-25 & 2025-26/EOI/2024 dated 17.05.2024). The same can be downloaded from BEML LTD website - [www.bemlindia.in](http://www.bemlindia.in). Any updates to the EOI Documents shall be hosted on BEML LTD website only. The interested firms / LLPs must ensure that all updates are considered while submitting the EOI.

**Technical bid should be submitted to the following address in one separate sealed envelopes duly scribing our letter reference Ref: CA/IA/2024-25 & 2025-26/EOI/2024 Dated: 17.05.2024,**

**The last date of closing of tender is 31.05.2024**

**The technical bid envelop should be sealed and super scribed as:**

**Ref: CA/IA/2024-25 & 2025-26/EOI/2024 Dated: 17.05.2024 and sent to the below address**

**The General Manager (Corporate Materials)  
BEML Limited  
Room No.1  
23/1, 4<sup>th</sup> Main S R Nager  
Corporate Office  
BEML Soudha  
Bangalore-560027**

Application for EOI must be submitted on or before 31.05.2024 before **14:00 hours through manual mode**. Submission of application beyond due date and time as specified or else your bid will not be considered

It is mandatory to submit the relevant certificated in hard copy also, mentioned in the EOI along with the technical bid.

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## FORMAT OF APPLICATION

### 1. Name of the Partnership Firm / LLP:

Details of the Partnership Firm / LLP :

(a) Registration of the Institute : Institute of Chartered Accountants / Cost Accountants of India

(b) Type of Partnership Firm : Partnership Firm / LLP

(c) Registration No. of the Partnership Firm / LLP:

(d) Date from which continuing as Partnership Firm / Registration of LLP firm (whichever is earlier):

### 2. Details of Head Office & Branch Office(s):

#### Head Office:

Address	State / UT of Head Office of Audit Partnership Firm/ LLP	Contact No(s)/Fax/ Mobile No.	E-mail

#### Branch Office 1

Address	State / UT of Head Office of Audit Partnership Firm/ LLP	Contact No(s)/Fax/ Mobile No.	E-mail

#### Branch Office 2

Address	State / UT of Head Office of Audit Partnership Firm/ LLP	Contact No(s)/Fax/ Mobile No.	E-mail

#### Branch Office 3

Address	State / UT of Head Office of Audit Partnership Firm/ LLP	Contact No(s)/Fax/ Mobile No.	E-mail

(Insert further Branch Office(s), if any)

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### 3. Details of Partners in the Partnership Firm/Limited Liability Partnership:

Sl. No	Name of the Partner	Membership No.	Membership Status ACA/ ACMA/FCA/ FCMA	CISA/ DISA/ DISSA	Date of joining the Partnership Firm /LLP as partner
1.					
2.					
3.					
4.					

### 4. Details of Qualified Assistants:

Sl. No.	Name of the Qualified Assistant	Membership No. / Final Pass Certificate No./ Mark-sheet No.	Whether Chartered/ Accountant	Cost	Date of joining the Partnership Firm /LLP as partner
1.					
2.					
3.					
4.					

### 5. Details of Semi-Qualified Assistants:

Sl. No.	Name of the Assistant	Whether Chartered / Cost Accountant - Intermediate	Date of Joining the Partnership Firm /LLP as Semi-Qualified Assistant
1.			
2.			
3.			
4.			

### 6. details of Experience in MANUFACTURING Sector from FY: 2018-19 onwards:

Sl. No.	Name of the Company/Unit	Year of Audit	Type of Audit viz. Statutory /Cost/ Internal Audit (Mention only one Audit for each year from FY 2018-19 onwards)
1.			
2.			
3.			
4.			
5.			

Note: Experience of Audit in BEML LTD claimed in this sector above will not be claimed again at Sl..No. 9.

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7. Details of Experience other than Manufacturing UNITS & ROs/DOs Sector from FY: 2018-19 onwards:

Sl. No.	Name of the Company/Unit	Year of Audit	Type of Audit viz. Statutory / Cost/ Internal Audit (Mention only one Audit for each year from FY 2018-19 onwards)
1.			
2.			
3.			
4.			

8. Experience in conducting audit in SAP environment from FY: 2018-19 onwards:

Sl. No	Name of the Company/ PSU	Year of Audit	Type of Audit viz. Statutory / Cost/ Internal Audit. (please mention only one audit regarding SAP Audit Conducted with Auditee for each Financial Year from FY 2018-19 onwards)
1.			
2.			
3.			
4.			
5.			

9. Details of Experience in BEMLLTD from FY: 2018-19 onwards:

Sl. No.	Name of the Region	Year of Audit	Type of Audit viz. Statutory / Cost/ Internal Audit/Physical Verification (CARO). (Mention only one Audit for each year from FY 2018-19 onwards)
1.			
2.			
3.			
4.			
5.			

10. Income Tax PAN of the Partnership Firm / LLP :

11. GST Registration No.:

Note: Self attested Copy of Sl no 10 & 11 must be enclosed.

12. It is confirmed that all the requirements as per **Annexure-G** of the EOI documents have been complied with.

13. We hereby confirm that all terms & conditions as specified in the EOI and annexures thereto

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have been accepted by us.

14. This is to certify that all the information given above are accurate and any misstatement will be liable for rejection of our participation in EOI and blacklisting by BEML LTD.

(will be available in the downloadable PDF format at Stage-2)

Signature of Partner with Name & Seal of the Audit

Partnership Firm / LLP Membership No. of Signing Partner

## Note:

1. The Cut-off date for calculation of number of year (s) will be the **31.03.2024**. Accordingly, any fraction of the year will be ignored for calculating number of years.
2. BEML LTD. reserves the right to reject the bid for empanelment in case of any discrepancies/ mismatch.

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Dated: 17.05.2024

## ANNEXURE - A

### **MAJOR AREAS TO BE COVERED DURING THE INTERNAL AUDIT OF DIVISIONS / REGIONAL & DISTRICT OFFICES OF BEML LTD.**

The Internal Audit of the Company should be commensurate as per scope of reporting on internal control under section 138 of the Companies Act, 2013 and the objective of internal audit is to review the accounting and internal control system as service to the Company. The function of Internal Audit inter-alia includes examining, evaluation and reporting to the Management on the adequacy and effectiveness of components of the Accounting and Internal Control System as well as control of deficiencies and weaknesses.

The Auditor shall review the systems, transactions, sanctions and internal control of the areas as per Internal Audit Manual of the company including cash and bank transactions, pre-paid expenses, Trade Receivables, Inventory, loans, Contracts, Sales, Purchases, Trade Payable, Provision for Expenses, Establishment records both in F&A and HR, establishment expenses, other expenses, depreciation, provision for gratuity, ex-gratia/ special incentive, revenue from operations, commercial billing, confirmation of balance from banks, debtors, creditors, fixed assets, capital work-in-progress, expenditure during construction, tangible assets, mandatory spares, stores, RM stock, FG/Semi FG stocks, inter unit accounts, review of books of accounts, trial balance, guest house wherever applicable, etc.

The scope of work includes compliances of Income Tax, GST Law, Local Body Taxes, PF, ESIC, Professional Tax, Deferred Taxes and all other relevant taxes and duties during the course of Audit.

During the course of audit, the Management may add/delete/modify the scope of any of these areas of work. The Auditor will also cover the following records/documents in their audit as per prescribed percentage/period and provide a compliance report thereon.

#### **For Manufacturing Units/Divisions:**

1. Accounts bank transactions, adjustment entries in bank accounts, short term Deposits and related interest review, short term bank loan repayment and related interest, other loans, inter unit accounts, review of books of accounts, trial balance etc.
2. Purchase-Purchases orders, recording of purchases, GRNs, financial sanctions, procedure followed in payment, review of stock verification reports & insurance, long pending advances & PDO recovery, Sub-contract, GRIR clearing, closure of old PRs and POs, other service bills etc.
3. Sales-Equipments / Spares-Sales (Marketing), Sales recording, invoicing, rebates/discounts credit notes, procedures followed in issue of credit notes,

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insurance, BG register, credit Limits and adherence to sales orders, realization and accounting – equipment & spares, Service – MARC, others etc.

4. Establishment –Bills with respect to rules and propriety aspects, review of subsidiary records of F&A and HR.
5. Random verification of Inventory to be taken up quarterly, PSV Report of Division to be verified annually.
6. Stock Accounting–Documentation and procedure, classification of stock as moving and non-moving, confirmation of stock, material available in rejected stores, goods-in-transit, blocked stock, material available with sub-contractors, pending goods receipt, stock transfer order (STO) etc.
7. Works contract-Pre/post award and execution.
8. Tax matters–GST, income tax , professional tax etc.
9. Statutory deductions: Payments & compliances - Timely deposit of dues and returns i.e. GST, corporate tax, TDS, professional tax etc.
10. Random verification Assets-Fixed assets, investment, current assets, capital WIP, assets and stock insurance etc.
11. Production - Review of production orders, allocation of overheads, under/over absorption, idle hours, energy consumption etc. (where ever applicable).
12. Regulatory: Legal dept - review of status of legal cases pending, empanelment of lawyers & their payments.
13. ERP Dept- Review of General IT controls around data access, data and physical security, back-up, helpdesk.
14. Secretarial Dept-Review of systems and procedures to comply with the provisions of the Companies Act 2013, system for maintenance of statutory registers, agenda and minutes, transfer of dividend amount, system of dividend payment, dispatch of annual reports etc.
15. Cost Accounts - The auditor should also check whether Manufacturing Divisions are maintaining proper records/data in compliance with Cost Audit Report Rules and Cost Audit Record Rules.
16. Sales returns and their accounting in ERP.
17. Refund of EMD/SD within schedule time as per company Rules.

The scope of work shall also include the other areas, though not specifically covered above, but as may be required or necessary to achieve the objectives and the scope of audit, those shall be deemed to have been included for the same.

Auditors while ensuring the complete coverage of the scope of internal audit as mentioned above should make efforts to prioritize/provide relative emphasis between the different areas based on the professional assessment of the risk profile so different areas.

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The Auditors should pick up at least 1 system/sub-system in each phase (Quarter) of audit and indicate how specific internal controls need to be strengthened in that area.

Auditor shall also report whether:

- i) System deficiencies if any and report on risk assessment.
- ii) Guidelines, issued by F&A and other Dept. from time to time, have been complied with.
- iii) Internal audit/Govt. audit/Statutory audit observations on the accounts of previous year, which are outstanding as at the end of the year, have been complied with.
- iv) Tax deduction at source are being made in all cases, as applicable under the Income Tax Act, 1961 at prescribed rates and that TDS deposit are being made within the prescribed time and also that the unit is complying with all statutory requirements under Tax and other laws.
- v) The Manufacturing Divisions/ Marketing Divisions obtain confirmation of balances under advances, debtors, creditors and materials in transit/ under inspection, material with contractors/fabricators, equipment for trial with customers and submit a report on Confirmation/reconciliation of balances so obtained under the above heads indicating the percentage thereof.

To provide the annual compliance report (i.e. along with the report for March) as below:-

- a) Compliance report in respect of points mentioned at para 1) above and
- b) Compliance report as per Internal Audit Checklist as provided by the Corporate Audit.

Following points shall also be covered:-

- i) Review report for delay in payments to the contractors/suppliers/service providers (cases covering delay of 60 days and above from due date is to be considered).
- ii) Review report on performance bank guarantee (PBG) facility given to customer, mainly on validity extension & BG encashment with due justification and supporting documents required to be reviewed.
- iii) Review report on legal cases running across BEML (w.r.t. concerned Division) and running expenses thereon.
- iv) Review report on BEML's subsidiaries and JVs.
- v) Review report on old sundry debtors across BEML (w.r.t. concerned Division), reason for non-realization and action plan for realization (i.e. more than 3 years.)

The auditors of Divisions shall review the physical verification of Divisions on inventory, reconciliation, reason for mismatch and action taken on mismatch and same shall specifically be reported in the audit report mentioning that the necessary entry w.r.t. stock mismatch, if any, has been made in the books of account and inventory in SAP after *due* approval of management.

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## For Regional & District Offices:

1. Accounts - Cash and bank transactions, adjustment entries in bank accounts, short term deposits and related interest review, short term bank loan repayment and related interest other loans, inter unit accounts, review of books of accounts, trial balance etc.
2. Purchase - Purchases orders, recording of purchases, GRNs, financial sanctions, procedure followed in payment, review of stock verification reports & insurance, long pending advances & PDO recovery, Sub-contract, GRIR clearing, closure of old PRs and POs, other service bills etc.
3. Sales (Marketing) - Sales recording, invoicing, rebates/discounts credit notes, procedures followed in issue of credit notes, insurance, BG register, credit Limits and adherence to sales orders, realization and accounting – equipment & spares, Service – MARC, others etc.
4. Establishment –Bills with respect to rules and propriety aspects, review of subsidiary records of F&A and HR
5. Stock Accounting - Documentation and procedure, classification of stock as moving and non-moving confirmation of stock, material available in rejected stores, goods-in-transit, blocked stock, material available with sub-contractors, pending goods receipt, stock transfer order (STO) etc.
6. Works contract - Pre/post award and execution.
7. Tax matters –GST, income tax, professional tax etc.
8. Statutory deductions: Payments & compliances - Timely deposit of dues and returns i.e. GST, TDS, professional tax etc.
9. Assets - Fixed assets, investment, current assets, capital WIP assets and stock insurance etc.
10. Service - Review of service orders, drawl of materials for service orders, closure of service orders, idle hours, energy consumption etc. (wherever applicable).
11. ERP - Review of General IT controls around data access, data and physical security, back-up, help desk.
12. The auditor should also check whether Regional/ District Offices concerned are maintaining proper records/data in compliance with Cost Audit Report Rules and Cost Audit Record Rules.
13. Stock Verification on sample basis, to be done, at the year-end by the internal auditors and verification included in their report.
14. Sales return & their accounting in ERP.
15. Refund of EMD/SD within schedule time as per company Rules.

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1.2 The scope of work shall also include the other areas, though not specifically covered above, but as may be required or necessary to achieve the objectives and the scope of audit, those shall be deemed to have been included for the same.

1.3 Auditors while ensuring the complete coverage of the scope of internal audit as mentioned above should make efforts to prioritize/provide relative emphasis between the different areas based on the professional assessment of the risk profiles of different areas.

1.4 The Auditors should pick up at least 1 system/sub-system in each phase (Quarter) of audit and indicate how specific internal controls need to be strengthened in that area. Auditor shall also report whether:

- i) There is any system deficiencies and also report on risk assessment.
- ii) Guidelines, issued by F&A and other Dept. from time to time, have been complied with.
- iii) Internal audit/Govt. audit/Statutory audit observations on the accounts of previous year, which are outstanding as at the end of the year, have been complied with.
- iv) Tax deduction at source are being made in all cases, as applicable under the Income Tax Act, 1961 at prescribed rates and that TDS deposit are being made within the prescribed time and also that the unit is complying with all statutory requirements under Tax and other laws.

1.5 To provide the annual compliance report (i.e. along with the report of 4<sup>th</sup> Quarter) as below:-

- a) Compliance report in respect of points mentioned at para 1.1 above and
- b) Compliance report as per Internal Audit Check list as provided by the Corporate Audit.

1.6 Following points shall also be covered:-

- i) Review report for delay in payments to the contractors/suppliers/service providers (cases covering delay of 60 days and above from due date is to be considered).
- ii) Review report on performance bank guarantee (PBG) facility given to customer, mainly on validity extension & BG encashment with due justification and supporting documents required to be reviewed.
- iii) Review report on legal cases running across BEML (w.r.t. concerned RO/ DO) and running expenses thereon.
- iv) Review report on BEML's subsidiaries and JVs.
- v) Review report on old sundry debtors across BEML (w.r.t. concerned RO/ DO), reason for non-realization and action plan for realization (i.e. more than 3 years.)

1.7 The auditors shall review the physical verification report of RO/ DO concerned on spare parts inventory, reconciliation, reason for mismatch and action taken on mismatch reported by RO's/DO's and same shall specifically be reported in the audit report mentioning that the

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necessary entry of stock mismatch, if any, has been made in the books of account and inventory in SAP after due approval of management.

The auditors of Head Quarters including Central Marketing Division, Bangalore shall review the physical verification report of ROs/ DOs on spare parts inventory, reconciliation, reason for mismatch and action taken on mismatch reported by RO's/DO's and same shall specifically be reported in the audit report mentioning that the necessary entry w.r.t. stock mismatch, if any, has been made in the books of account and inventory in SAP after due approval of management.

Detailed guidelines / Scope of Audit for the above areas will be given at the time of appointment. BEML LTD maintains Books of Accounts as required under the applicable regulations. The company books of Accounts are maintained as per IND-AS in SAP ERP system. The Accounts of the company are prepared projects wise, profit centre wise. The accounting and operations are recorded and controlled based on profit centre (s).

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Ref No. CA/IA/2024-25 & 2025-26/EOI/2024

Dated: 17.05.2024

## ANNEXURE-B

### REPORTING REQUIREMENTS

On completion of Audit of the respective ROs/ DOs in case of each Quarter, the preliminary observation shall first be discussed with the Regional/ District Manager and Finance Chief concerned. Based on the outcome of the discussions, the audit report thus compiled shall be structured as per the scope of reporting on the Internal Financial Control and as outlined hereunder:-

#### **Part-I Compliance and report:**

This part shall cover the point wise comments of the Auditors on the adequacy of the compliance and action taken for rectification of errors, discrepancies pointed out by previous auditor pertaining to earlier Quarter(s). It shall also contain the confirmation regarding implementation of policies, systems, controls etc., to avoid the recurrence of such irregularities in future. It may be ensured (while conducting the audit) that compliance report of the audit observations pointed out in the earlier report of preceding period(s), is furnished along with the corrective action taken.

#### **Part – II Important observations/ findings:**

This part shall contain all such significant discrepancies observed during the current audit and which (as auditors feel) require immediate attention of the management specifying the financial implications, if any. In this part auditor shall also bring out the important deviation/observations, if any, on policies, system and procedure of the Company.

#### **Part- III Detailed report:**

In this part, the auditor shall furnish the detailed results of the audit and auditors' confirmation whether Company's system/guidelines/propriety has been adhered to in the areas viz., works contracts, procurement, operations, establishment, records of gratuity, ex gratia/ special incentive, commercial billing and its realization/reconciliation, maintenance of fixed assets register, investments, current assets, capital work in progress, expenditure during construction, ERP, mandatory spares, stores, inter unit accounts, review of accounts, guest house wherever applicable and provision of liabilities etc., besides all items covered in the point no. 1.1 to 1.7 in the scope of Internal Audit *including annual compliance report mentioned in point no. 1.5 in the Scope of Internal Audit above.*

The report should be supplemented in each phase by statement indicating:

- i) Particulars of records with their volume (i.e. total no. of vouchers in each category for each phase) and value checked as compared to the total volume and value of transactions.
- ii) A summary report indicating the important observations for each Quarter and each area.

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- iii) A statement indicating the audit personnel deployed their designation and the period of deployment for each Quarter.
- iv) In case of "works and procurement" items, a list of the cases audited above value of Rs.5 lac may please be mentioned in the report.

Auditor shall interact/ discuss with the Finance Chief of respective Regional/ District Office for finalizing the detailed program/ schedule of Audit at least 2 weeks before commencing the quarterly audit and communicate the specific records/ documents to be kept ready for audit, so as to ensure that the audit is completed on time.

During internal audit, auditors should finalize the draft report and discuss the same with Finance Chief and Regional/ District Manager for further action/compliance. A certificate that the draft report has been discussed with the Finance Chief and Regional/ Dist. Manager indicating the date, time and venue be enclosed along with the Final Report to be submitted to the Chief of Corporate Audit. Draft Report shall be submitted to the Chief of Regional/ Dist. Office within Seven (**7**) days from the close of the Quarter under report. Final Report shall be submitted to Chief of Corporate Audit, BEML Limited., BEML Soudha, Bangalore- 560027, within **Nine (9)** days from close of the Quarter under report with a copy to the Regional/ Dist. Chief concerned. Report be submitted strictly as per above time schedule.

As mentioned above, Internal Auditors (in consultation with the Finance Chief of respective Regional/ District office) shall plan their Quarterly audit well in advance (i.e. at least 2 weeks before), so as to ensure that the audit is completed on time and final report is submitted to the Chief of Corporate Audit positively **on or before 9<sup>th</sup> of the month following the Period**, so that the same along with the replies of the Regional/ District Office is made available to the Statutory Auditors and also for perusal of the Audit Committee in its ensuing Meeting.

## **PART III Report on Effectiveness of Internal Financial Control System including Internal Control Over Financial Reporting (ICFR):**

Internal Controls are key check points for effective working of an organization. The Internal Auditors are required to comment on the adequacy and effectiveness of the internal control / Internal Financial Control, including documentation and adherence to Delegation of Power of the company, pertaining to assigned audit units.

The Auditors are required to include their findings in Part-III of their report with respect to effectiveness of internal controls/Internal financial controls.

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## Annexure C

### TERMS OF REFERENCE OF INTERNAL AUDIT

The terms and conditions for conducting Internal Audit in BEMLLtd. are indicated hereunder:

-

#### 1. Periodicity of Report:

Period	Audit Period
For April & May	Audit Completed Second week of June
For June, July & August	Audit Completed Second week of September
For Sep, Oct & Nov	Audit Completed Second week of December
For Dec, January & Feb	Audit Completed Second week of March
For March	Audit Completed between 15 <sup>th</sup> April to 20 <sup>th</sup> April

Internal Audit shall be conducted as per the above schedule and reports to be submitted by 25<sup>th</sup> of the month and for March Report shall be given by 25<sup>th</sup> of April.

#### 2. Audit Team

Auditors should deploy suitable teams for undertaking the audit, after a thorough perusal of the requirements of the appointment letter, terms and conditions contained therein and the Detailed Guidelines for Internal Audit, ensuring that the size of the audit team is commensurate with the size of the auditee unit and the volume of work involved. The Head of Finance of the Unit will coordinate with the Audit Team for smooth functioning of the audit.

It should be ensured that the audit team is headed at all times by a Chartered Accountant / Cost Accountant (who may be a Partner). A minimum number of man-days are needed to be devoted at site by the Firm / LLP in each phase of audit. These are specified unit-wise in

#### 3. Audit Report

**The auditor should give report as per the requirement of Annexure-B.**

The management however reserves the right to revise the rates.

The Tentative list detailing Audit fees and Minimum Man-days per Phase of audit for each unit/station are given in **Annexure F and G**

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Dated: 17.05.2024

## Annexure D

### SELECTION CRITERIA – MARKS ALLOCATION FOR EMPANELMENT:

Sl. No.	Particulars	Marks to be allocated	Maximum Marks
1.	Number of Completed Years continuing as Partnership Firm / from the date of Registration. (Minimum 5 years)	1(one) point per year of existence (as per the certificate issued by respective Institute of CA/CMA. Fraction of the year to be ignored)	15
2.	No of branches	1 point per branch	5
3.	Number of Partners in the Firms / Limited Liability Partnership Firm who are with the Firm / LLP for a minimum period of one year as on 31.03.2024.	a.i 2(two) points for each Partner who is ACA or ACMA. <b>OR</b> a.ii 3(three) points for each Partner who is FCA or FCMA b.1(one) additional point for each Partner for CISA/DISA/DISSA	15
4.	No. of Qualified Assistants (Chartered/ Cost Accountants) employed with the Firm / LLP.	2 (Two) points per Qualified Assistant	10
5.	No. of Semi-qualified Assistants (Chartered / Cost Intermediate) employed with the Firm / LLP.	1 (one) point per Semi-qualified Assistant	5
6.	Experience of the Firm / LLP as Statutory/Cost/ Internal Audit (from 2018-19)	2 (four)points per completed year of Audit (fraction of the year to be ignored)	20
7.	Experience of the Firm / LLP in Statutory/ Cost/ Internal Audit of Company/Organisations having SAP environment.	4 (four) points per completed year of Audit, (fraction of year to be ignored.)	16
8	Experience of the firm of audit in SAP environment.5 marks for first audit	3 (one) points per completed year of Audit, (fraction of year to be ignored.)	14
<b>Total Points</b>			<b>100 (hundred)</b>

1. One Firm will be allotted audit for one location only.
2. The audit firm should indicate the location preferences while submitting the bid.
3. The Firm should have office within a range of 250 KMS of audit assignment.

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Ref No. CA/IA/2024-25 & 2025-26/ EOI/2024

Dated: 17.05.2024

## Annexure E

### GENERAL INSTRUCTIONS TO AUDIT FIRMS/ LLPs AND DOCUMENT LIST

#### To Do List

1. Application must be submitted in physical form on the portal on or before due date of submission, complete in all respect. Incomplete applications will be rejected out-rightly without assigning any reasons.
2. The Cut-off date for calculation of number of year (s) will be the 31.03.2024. Accordingly, any fraction of the year will be ignored for calculating number of years.

Based on submitted Application by each Firm in the Portal, shortlisting will be done as per Selection Criteria mentioned in Annexure-F of EOI. Hence, the interested parties may ensure submission of all the details accurately and complete in all respect, as no modification will be allowed after submission of the application.

Interested audit Firms / LLPs are advised to go through contents of the EOI documents carefully and upload all self-attested copies of the following documents in proper sequence along with the EOIs as described below:

1. Registration certificate of the Partnership Firms / LLPs issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India. Information related to registration of Institute, type of partnership firm/LLP, registration number of partnership firm/LLP, date from which continuing as partnership firm/LLP, Head Office & Branch Office(s) addresses, details of Partners, their Membership nos., date of joining, etc. as indicated in the Certificate will be treated as conclusive and final information for evaluation of EOI.
2. In respect of Partners, following documents may also be submitted.:
  - 1) Certificates of ACA/ACMA/FCA/FCMA as issued by Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India.
  - 2) Certificates of DISA/CISA/DISSA, if any, issued by the respective Institutes.
3. Joining Certificate issued by the Firm / LLP on their Letter-head, duly sealed and signed for each Qualified Assistants / Semi-Qualified Assistants
4. **Only one** Copy of Appointment letter/Performance certificate by auditee for **each year** from FY 2018-19 onwards for substantiating the experience on Statutory / Cost/ Internal

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Audit.

5. In Support of Audit Experience in SAP Environment for **each year** from FY 2018-19 onwards, a copy of Certificate from the Auditee -head with Seal and Signature or copy of email from corporate email ID of the Auditee) that the Partnership Firm / LLP has conducted Audit in the SAP Environment.
6. In Support of Audit Experience in BEML Limited as Statutory / Cost/ Internal Auditor /Physical Verifier for each year from FY 2018-19 onwards, a copy of Appointment letter.
7. Audit experience of entities registered as Company, Govt. Department and Statutory corporation and Regulatory bodies will be considered.
8. Copy of PAN Card.
9. Copy of GST Registration.
10. A cancelled cheque of the Bank account in which the Audit Fee payments will be made in case of appointment.
11. All uploaded documents must be signed by a Partner with his name and under the seal of the Firm / LLP.
12. Based on EOI application by each Partnership Firm / LLP in the Portal, shortlisting will be done as per Selection Criteria mentioned in Annexure-F of EOI and intimation will be sent through email.
13. In case, any audit Firm after shortlisting does not upload the required documents within the period mentioned, then they would lose their shortlisting and no further correspondence would be entertained thereafter.

## (A) GENERAL TERMS AND CONDITIONS

- i) The EOI should be unconditional. Conditional EOI shall be out rightly rejected.
- ii) BEML Limited shall not compensate in any manner for the expenses incurred in connection with preparation and submission of EOI.
- iii) Audit Firms / LLPs having experience of 5 years and above shall only be considered for empanelment.
- iv) The Audit firms / LLPs securing 80% and above points (marks) as per criteria shall be considered for empanelment. The criterion for assigning points (marks) is given in Annexure-D

Points (marks) shall be assigned to each firm / LLP based on the detail submitted. However, in case of non-availability of required audit firms, the company reserves the right to relax the minimum point (mark) requirement of 80%. In case of tie-of points of the firms in a particular region, criteria of ranking of empanelment will be seniority in year continuing as Partnership Firm /LLP and on further tie of Points, number of Partners in Firm/ LLP will be considered.

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- v) This EOI is only for the purpose of short-listing/empanelment of Firms / LLPs and does not carry any assurance for allotment of Internal Audit assignments/any other assignments.
- vi) Preference will be given to Audit firms / LLPs located/having offices near the Regional Head Quarters. However, depending on the requirement any Audit Firm / LLP can be assigned any group of Audit unit located anywhere in India.
- vii) One Audit firm / LLP shall be assigned Internal Audit only for any one of the grouped Audit units as mentioned in **Annexure F & G**.
- viii) Only empanelled firms / LLPs will be intimated about their selection in due course.
- ix) The Company reserves its right to accept or reject any application/s without assigning any reasons. The decision of the Company for empanelment of the Firms / LLPs will be final and binding upon the parties participating in the short-listing/empanelment.
- x) The Internal Auditor shall ensure that the information obtained during conduct of internal audit or otherwise in respect of the operation etc. of the Unit is maintained in strict confidence and secrecy. A certificate towards maintaining confidentiality is to be provided by the Internal Auditor at the time of acceptance of Audit assignment.
- xi) The empanelment of the Audit Firms / LLPs shall be for two years w.e.f. 2024-25, and appointment of the firms / LLPs shall be on yearly basis, subject to satisfactory performance of the respective firms / LLPs. The empanelled firms / LLPs may be given assignments like Internal Audit/Physical verification of fixed assets/inventory under CARO, any other assignment, etc
- xii) BEML Ltd. reserves the right to re-group the audit units in the year 2024-25 and 2025-26, accordingly reassign the audit fees for each Audit group.
- xiii) If progress/performance of the audit Firm / LLP is not found satisfactory, BEML Limited reserves the right to terminate the appointment of the firms / LLPs, without assigning any reason whatsoever.
- xiv) BEML Ltd. reserves the right to debar the Audit Firm / LLP from getting Internal Audit assignments in BEML Limited in the following circumstances:
  - a) If the firms / LLPs obtains the appointment on the basis of false information/false statement at the time of submission of application/documents for the EOI.
  - b) In case the CA/CMA Firm / LLP is debarred by the respective Institute for any reason.
  - c) The Firms / LLPs is found to have sub-contracted the work.
  - d) If the firms / LLPs does not take up audit in terms of the appointment letter.
  - e) If the firms / LLPs does not submit Audit Report, complete in all respect, in terms of the appointment and within the specified date.
  - f) As per provisions of Companies Act, 2013.
- xv) Query/clarification if any may be forwarded in the following mail address: [mahesh.p@bemltd.in](mailto:mahesh.p@bemltd.in): [ca1@beml.co.in](mailto:ca1@beml.co.in): [Jayaprakash.gupta@bemltd.in](mailto:Jayaprakash.gupta@bemltd.in): [ca@beml.co.in](mailto:ca@beml.co.in): [ca2@bemltd.in](mailto:ca2@bemltd.in):

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Dated:

17.05.2024

## Annexure F

### SELECTION CRITERIA & AUDIT ASSIGNMENT:

### LISTS OF REGIONAL & DISTRICT OFFICES, THEIR LOCATION, MINIMUM MAN-DAYS FOR AUDIT AND AUDIT FEES

Sl. No.	Tentative units for 2024-25 & 25-26	No of days per visit		All inclusive Fixed Audit Fees-INR Per Annum
		2 Assistants	CA/CMA (Partner)	
	<b>Regional &amp; District Offices</b>			
1	New Delhi RO, DOs - Jammu and Leh, International Business Division (IBD). (Separate report for (i) RO New Delhi including DO Jammu & Leh and (ii) IBD	3/4 Days	Min. 1 day	40000
2	Kolkata RO and DO Guwahati	3/4 Days	Min. 1 day	40000
3	Mumbai RO and DOs - Ahmedabad, Udaipur, Pune, Jodhpur and Panjim	3/4 Days	Min. 1 day	50000
4	Chandrapur DO	3/4 Days	Min. 1 day	48000
5	Nagpur RO including Nagpur Global Service Centre)and DO Bhilai	3/4 Days	Min. 1 day	60000
6	Bilaspur RO	3/4 Days	Min. 1 day	50000
7	Hyderabad RO and DOs - Bacheli, Hospet, Vishakapatnam and Vijayawada	3/4 Days	Min. 1 day	62500
8	Kothagudem and Ramagundam DOs	3/4 Days	Min. 1 day	50000
9	Ranchi RO including KDH Heslong	3/4 Days	Min. 1 day	42000
10	Dhanbad RO	3/4 Days	Min. 1 day	45000
11	Singrauli RO	3/4 Days	Min. 1 day	63000
12	Asansol DO	3/4 Days	Min. 1 day	42000
13	Sambalpur RO and DO Bhubaneswar	3/4 Days	Min. 1 day	53000
14	Neyveli RO and DOs – Chennai, Avadi and Kochi	3/4 Days	Min. 1 day	63000

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 17.05.2024

Dated:

## ANNEXURE – G

### LISTS OF MANUFACTURING DIVISIONS, THEIR LOCATION, MINIMUM MAN-DAYS FOR AUDIT AND AUDIT FEES

Sl. No.	Tentative units for 2024-25 & 25-26	No Of Days per visit		All-inclusive Fixed Audit Fees – INR Per Annum
		3 to 4 Assistants	CA/CMA (Partner)	
01	Head Quarters Accounts including Central Marketing & RO Bangalore	3/4 Days	Min. 2 Days	59000
02	Rail & Metro, R&D and Marketing In Bangalore Complex	5/6 Days	Min. 2 Days	148000
03	KGF Complex including Earth Movers division (EMD), Heavy Fabrication Unit (HFU), R&D Division, Rail Unit II(RC-II), Hydraulics & Power Line (H&P) Division, and KGF Marketing Division	5/6 Days	Min. 2 Days	138000
04	Mysore Complex including Truck Division, R&D, Engine, Aerospace Divisions and Marketing	5/6 Days	Min. 2 Days	126000
05	Palakkad Complex	5/6 Days	Min. 2 Days	77000

Evaluation of bids will be carried out as below if Marks Score being equal for each location

- Bidder having more number of years of after registration will be qualified. The firm having more numbers of partners/qualified assistants will be considered.
- If number of years being equal, then through selection will be given.

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- iii. If (i) and (ii) are being equal then the company's decision will be final and binding.