



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2025/B/6210902  
Dated/दिनांक : 23-05-2025

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	02-06-2025 11:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	02-06-2025 11:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Mines
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Mineral Exploration And Consultancy Limited
Office Name/कार्यालय का नाम	Mineral Exploration And Consultancy Limited
क्रेता ईमेल/Buyer Email	skumar@mecl.gov.in
Item Category/मद केटेगरी	Financial Audit Services - As per SOW; Audit Firm
Contract Period/अनुबंध अवधि	1 Year(s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	3 Days
Estimated Bid Value/अनुमानित बिड मूल्य	141600

**Bid Details/बिड विवरण****Evaluation Method/मूल्यांकन पद्धति**

Total value wise evaluation

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता

No

**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक

State Bank of India

ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)

3.00

Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).

24

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

GM (Finance)

Mineral Exploration and Consultancy Limited, Seminary Hills, Nagpur-440006

(Mineral Exploration And Consultancy Limited)

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन

Yes

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc.

This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

6. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Technical Qualification Parameters As Per Scope Of Work and Annexure-B	100	70	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 70**

**QCBS Weightage(Technical:Financial):70:30**

**Financial Audit Services - As Per SOW; Audit Firm ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Scope of Work	As per SOW
Type of Financial Audit Partner	Audit Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	As per SOW
Type of Industries/Functions	As per SOW
Frequency of Progress Report	As per SOW
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As per SOW
State	NA
District	NA
<b>Addon(s)/एडऑन</b>	
Post Financial Audit Support	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Ashok Kumar Behera	440006, Mineral Exploration and Consultancy Limited (MECL), Dr. BABASAHEB AMBEDKAR BHAWAN, OPP. CGO COMPLEX, SEMINARY HILLS, NAGPUR	1	N/A

**Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें****1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

**2. Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

**3. Purchase Preference (Centre)**

Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 100% of total value.

**4. Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

**5. Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Mineral Exploration and Consultancy Limited  
payable at  
Nagpur

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

#### 6. **Forms of EMD and PBG**

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

Mineral Exploration and Consultancy Limited  
Account No.  
10374783387  
IFSC Code  
SBIN0012957  
Bank Name  
State Bank Of India  
Branch address  
SME Branch, Ravi Nagar square, Nagpur

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

#### 7. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

Mineral Exploration and Consultancy Limited  
payable at  
Nagpur

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

#### 8. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

Bidder shall submit the following documents along with their bid for Vendor Code Creation:

- a. Copy of PAN Card.
- b. Copy of GSTIN.
- c. Copy of Cancelled Cheque/
- d. Copy of EFT Mandate duly certified by Bank

#### 9. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

#### 10. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

## **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and

conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी

गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**



**MINERAL EXPLORATION AND CONSULTANCY LIMITED**  
(A GOVERNMENT OF INDIA ENTERPRISE)

**1.0 SCOPE OF WORK – INTERNAL AUDIT:**

Audit is to be conducted as per the guidelines / directions issued by the Institute of Chartered Accountants of India and as per directions issued by the company from time to time. Area of Internal Audit to be covered for Central Head Quarter, Nagpur, Central Manufacturing Centre, Nagpur and Regional Maintenance Centre Hingna, Nagpur is as under:

- 1.1 That all assets of the company are safe guarded against all kinds of losses and misuse.
- 1.2 That the accounting controls designed to ensure the reliability of financial records is actually in operation.
- 1.3 Those financial and other operating controls are actually in operation.
- 1.4 That management policy plans and guidelines, issued from time to time are duly followed.
- 1.5 That the various management decisions has been made on the basic of adequate study and cost benefits analysis, keeping in view the long-term objective of the company.
- 1.6 Following aspects have to be specifically examined by internal audit.
  - a. Scrutiny of accounts.
  - b. Procurement and disposal of stores and capital items.
  - c. Whether classification of expenditure between capital expenditure and revenue expenditure done correctly looking at the nature and size of business, authenticity of expenditure.
  - d. Are the bank accounts of the company reconciled with the bank pass books/statements regularly, if not any deficiencies were reported.
  - e. Examine whether the accounts maintained and finalized are in conformity with accounting policies.
  - f. Whether the company has a system of monitoring for timely recovery of outstanding dues. Highlight the significant instances of failure of system, if any.
  - g. Whether advance made to the contractors/ parties are monitored regularly and adjusted as per the terms of Contract/ Agreement.
  - h. Examine the expenditure in the light of authenticity, nature, utility & accounting etc.
  - i. Maintenance of journal to record the transactions not routed through bank /cash book.
  - j. To report on purchase procedure maintenance of store records/ accounts, for cases exceeding Rs. 50,000/- physical verification and reconciliation with financial books of accounts. Deficiencies, if any, are reported.
  - k. Collection and remittances of statutory dues such as Income Tax Deducted at Source, Contributory Provident Fund, ESI, Labour Cess, GST, Professional Tax etc.,
  - l. Expenditure incurred on running and maintenance of vehicles and their performance report.
  - m. Whether accounting standards issued by the Institution of Chartered Accountants of India are being followed keeping in view the accepted accounting policies of the management.
  - n. Any other matter which Internal auditor deemed fit to include in his report
  - o. Internal Audit Checklist is attached at **ANNEXURE-E** which is only indicative in nature and not meant to be exhaustive. The same should be modified / adapted by the concerned auditor in light of dynamic / varied nature of business environment. Based on the experience during the audit corrections, modifications, additions to the checklist in audit manual if any, the same is to be carried out periodically with due approval.
  - p. Audit firm will also submit executive summary of Quarterly Audit Report.

**2.0 DURATION OF CONTRACT:**

- 2.1 The contract shall be initially for a period of 1 year i.e. for the FY: 2025-26. The contract period may be extended for another two years based on the satisfactory performance of the Audit Firm with same rate and terms & conditions of FY: 2025-26. However, if the work done by the bidder for the FY: 2025-26 is not found satisfactory, then the contract awarded for the FY: 2025-26 shall be terminated by serving one month notice to the bidder.
- 2.2 Notwithstanding anything stated above MECL reserves the right to terminate the Contract by giving one month notice without assigning any reason whatsoever.



**3.0 Estimated Value of Tender: Rs 1,20,000.00 (Rupees One Lakh Twenty Thousand Only) & applicable GST extra**

**4.0 CERTIFICATES/DOCUMENTS:**

Bidder's offer is liable to be rejected if they don't upload any of the certificates /documents sought in the Bid document, Additional Terms and Conditions (ATC) and Corrigendum, if any.

**5.0 FORMS OF EMD AND PBG:**

EMD - Not Applicable

- The successful bidder shall be required to furnish bank guarantee equivalent to 3% of the total contract value, in accordance with the terms and conditions of the GeM tender. All participating bidders are hereby notified that any conditional offer regarding bank guarantee (BG) terms shall not be accepted at any stage of the tendering process, including but not limited to, bid submission, post-bid submission, price bid opening, offer acceptance, and contract execution. Bidders must provide a separate and explicit acceptance of this clause as a mandatory requirement of the bid.

➤ **Performance Bank Guarantee:**

The Performance Bank Guarantee shall be issued shall be in the form of Insurance Surety Bonds, Account Payee Demand Draft, Bank Guarantee (including e-Bank Guarantee) from a Scheduled Commercial Bank (except Cooperative Bank & Gramin Bank) in India on a non-judicial stamp paper of appropriate value as per applicable state law.

The Performance Bank Guarantee in the form of Insurance Surety Bonds / BG shall be valid for 1 year (claim period) beyond the date of completion of all contractual obligations including warranty obligations.

In case of any extension of contract obligation period, the seller / service provider shall be liable to suitably extend the validity of the performance security.

**Note:** Wherever a Performance Bank Guarantee (PBG) is applicable; the option of submitting a Fixed Deposit Receipt (FDR) is not acceptable.

**6.0 ELIGIBILITY CRITERIA:**

- a) The bidder should be a reputed firm of Indian Chartered / Cost Accountants (Partnership/LLP) in practice in India.
- b) Bidder should have Audit experience, during last 7 financial years preceding date of floating of tender of carrying Statutory/ Internal Audit of any Central Public Sector Enterprises (CPSE)/State PSU other than Banking, Finance and Insurance Sector having a minimum turnover of Rs.350 Crore during the year of Audit conducted.
- c) The Head Office or the Branch Office of the firm must be at Nagpur and Self declaration stating the name of Partner (FCA/FCMA &ACA/ACMA) posted at Head Office /Branch Office located at Nagpur must to be provided.

**7.0 DEVIATIONS:**

The Bidder must comply with the tender specification and all terms and conditions of contract. No deviation shall be entertained and offer will be summarily rejected.

**8.0 PRICEBASIS, CURRENCIES & LANGUAGE OF BID:**

The bidder shall quote rates in '**Price schedule**', for the entire **Scope of work as detailed in Scope of Work**. Bids based on a system of pricing other than that specified shall be rejected. The bid prices shall be in Indian Rupees Only. Audit fee to be quoted both in figures and words for the FY 2025-26. The audit fee for FY 2026-27 & 2027-28 will be same as the Audit Fee of FY: 2025-26. The quoted price shall be considered to include all relevant financial implications, including inter-alia the scope of the services to be delivered, terms of delivery, extant rules, out pocket expenses and regulations relating to taxes, duties, transportation, out of pocket in India. Goods and Service Tax (GST) on fees as



applicable shall be paid extra. All information in the bid shall be in English. Failure to comply with these requirements will render the bid liable for rejection.

## 9.0

### **BID VALIDITY:**

The bids submitted by the bidder shall remain valid for acceptance for a period of 120 days from scheduled or extended date of opening of tender (Part-I).

## 10.0

### **METHOD OF SELECTION(Quality and Cost Based Selection):**

In the case of QCBS, selection is based on the combined score obtained by a bidder in technical bid as well as financial bid. The combine score is calculated by weighing the technical and financial scores and adding them as per the formula and instructions as given in **ANNEXURE-C**. The bidder achieving the highest combined score will be recommended for award of work.

## 11.0 **TECHNICAL\SELECTIONCRITERIA (POINTALLOCATION) FOR BIDDERS:**

The Technical Evaluation Committee of MECL shall evaluate the proposal of the bidder on the basis of the experience, number of staff employed and qualifications of the staff employed, applying the selection criteria, sub-criteria, and point system as specified in **ANNEXURE-B**. Each responsive proposal will be given a technical score. The details for the technical/ selection criteria are to be submitted in the **FORM-I: DETAILS OF THE BIDDER** along with documentary evidence.

A Proposal shall be rejected at this stage if it fails to achieve the minimum Technical Score of 70.

## **ADDITIONAL TERMS AND CONDITIONS**

### **1. PERIOD & FREQUENCY OF AUDIT:**

Internal Audit of Corporate Office, Nagpur, Central Manufacturing Centre, Nagpur and Regional Maintenance Centre Hingna, Nagpur shall be conducted on quarterly basis for each financial year.

### **2.0 DELIVERY SCHEDULE FOR SUBMISSION OF AUDIT REPORT:**

- 2.1 Last date of submission of Audit report for the first quarter of FY: 2025-26 is 28th July 2025.
- 2.2 Last date of submission of Audit report for the second quarter of FY: 2025-26 is 28th October 2025.
- 2.3 Last date of submission of Audit report for the third quarter of FY: 2025-26 is 28th January 2026.
- 2.4 Last date of submission of Audit report for the fourth quarter of FY: 2025-26 is 15th April 2026.

### **3.0 TERMS OF PAYMENT:**

- 3.1 The payment shall be released to the Audit Firm on Quarterly basis. The Firm shall submit the quarterly bills after submission of audit report of each Quarter along with Executive Summary of the Quarter at the first month of next successive quarter duly authorized by representative of Finance Division/HOD (IA) in triplicate, within seven days after the submission of Audit report.
- 3.2 For the Audit firm having MSME status, invoice will be paid through TReDS Portal. The Audit Firm is required to submit the TReDS registration details for release of payment.
- 3.3 For the other Audit firm as mentioned in the point 3.2 above, all the payments to be made to the Audit Firm under the contract shall be made by MECL through RTGS.
- 3.4 Any recovery as per contractual terms shall be made by MECL from the bills of the Firm as applicable.



#### **4.0 SETTLEMENT OF DISPUTES & ARBITRATION: -**

4.1 In case of any dispute or difference arising out of the contract, which cannot be resolved mutually between MECL and Bidder, it shall be referred to a Sole Arbitrator to be appointed by the CMD, MECL. The CMD, MECL shall communicate/cause to communicate, a panel of three names of persons to Bidder/MECL as the case may be in this regard within 30 (thirty) days of notice of arbitration by the Bidder/MECL as the case may be, to select any one of them to be appointed as the Arbitrator. In case Bidder/MECL as the case may be has not communicated its selection as above within thirty days, CMD, MECL will appoint any one of the persons from the panel as a Sole Arbitrator. The Arbitrator shall give a reasoned and speaking award. The award of the Arbitrator shall be binding on both the parties. The venue of arbitration shall be at Nagpur. In case of any vacancy another Arbitrator will be appointed in the same manner as above. The Arbitration and Conciliation Act, 1996 and rules made there under shall apply to the Arbitration Proceedings.

4.2 In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract (s) between Central Public Sector Enterprises (CPSEs)/ Port Trusts inter se and also between CPSEs and Government Departments/Organizations (excluding disputes relating to Railways, income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for its resolution through AMRCD as mentioned in DPE OM No. 05/0003/2019-FTS-10937 dated 14th December 2022 and the decision of AMRCD on the said dispute will be binding on both the parties.

#### **5.0 AGREEMENT:**

The successful bidder is required to enter into a formal agreement with MECL, on a non-judicial stamp paper of Rs.500/- as applicable in Maharashtra State within 15 days from the date of issuance of award letter.

#### **6.0 GENERAL TERMS AND CONDITIONS OF THE CONTRACT:**

- 6.1 MECL reserves the right to accept the bid or not even if the bidder qualifies all conditions.
- 6.2 The bidder shall not assign or transfer the work to other firms etc.
- 6.3 The payment of the work undertaken by the bidder will be done as per tender terms and conditions. Delay in submission of report may attract LD @ of 0.25% of the price of audit fee not delivered for a week or part of week subject to maximum limit of 2.5% of every Quarter fees.
- 6.4 Income Tax at Source & TDS under GST will be deducted from the bills raised and TDS Certificates will be issued accordingly.
- 6.5 The bidder also agrees that all knowledge and information not within the public domain which may be acquired during the carrying out of his duties, shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the written permission of the company.
- 6.6 No TA/ DA, boarding & lodging, Transport, Out of pocket expenses will be paid by the company. All such expenses will be borne by the bidder.
- 6.7 No advance towards fees etc. shall be paid/ sanctioned at any stage of the audit.
- 6.8 The agreement will become effective upon confirmation letter sent to the Audit firm for the audit.
- 6.9 Visiting audit team will consist of minimum one Qualified Accountant (CA/CMA) & two Assistants having qualification of CA/CMA Intermediate is mandatory. The minimum duration of the Audit period for each quarter shall be 10 days @ 8 hours working time per day.
- 6.10 It is mandatory to submit the CA/CMA Certificates/Intermediate certificates along with their Aadhar Card of the Qualified CA/CMA and Intermediate CA/CMA of the visiting Audit Team as per clause 6.9 above before conducting Audit.
- 6.11 The presence of Partner of the firm is mandatory in the exit meeting of audit of each quarter for discussion.



**Form-I**  
**DETAILS OF BIDDER**

1. Name of the Firm:
2. Registration No.of the Firm:
3. Date of Registration of the Firm:
4. Details of Head Office:

Sl. No	Address	Date of Establishment	Contact No(s)	E-mail	Name of Contact Person
1.					

5. Details of Partners in the Firm/Limited Liability Partnership(Clause No.2 of Technical Selection Criteria **Annexure-B**)

SINo.	Name of the Partner	Membership No.	Membership Status ACA/ACMA/ FCA/ FCMA	Date of joining the firm as Partner
1.				
2.				

6. Details of Qualified Assistants:(Clause No 5 of Technical Selection Criteria **Annexure-B**)

Sl.No.	Name of the Assistant	Membership No.	Whether ACA/ACMA/FCA / FCMA	Date of Joining in the Firm
1.				
2.				

7. Details of Partners/Qualified assistant with CISA/DISA and /or IFRS / IndAS Certification/Diploma or similar qualification (Clause No.3&4 of Technical Selection Criteria **Annexure-B**)

Sl. No	Name of the Member/Qualified Assistant	Membership No.	IFRS/IndAS certification/ diploma or similar qualification	CISA/ DISA	Date of Joining in the Firm
1.					
2.					

8. Details of Semi-Qualified Assistants(Clause No.6 of Technical Selection Criteria **Annexure-B**)

Sl. No.	Name of the Assistant	Whether Cost/Chartered Intermediate	Date of Joining in the Firm
1.			
2.			



9. Details of Experience in (Clause No.7 of Technical Selection Criteria **Annexure-B** and Clause No 5(b) of Instruction to Bidder):

Sl. No.	Name of the Company/Unit	Financial Year of Audit	Type of Audit- Whether Statutory or Internal Audit.	CPSE/ State PSU	Turn Over of Audit fee during the year of Audit conducted. Rs.In Cr.	Whether Listed on NSE/BSE During the year of Audit
1.						
2.						

10. Details of Experience(ClauseNo.8 of Technical Selection Criteria **Annexure-B**)

Sl. No.	Name of the Company/Unit	Year of Audit	Type of Audit- Whether Statutory or Internal Audit.	Whether owned/Controlled by Centre /StateGovt.
1.				
2.				

11. PANof the Firm:

12. GST Registration No. of the Firm:

13. Udyam Certificate in case of MSME:

14. TReDS Registration No. of Firm and Service provider details:

Note: Supporting documents for the above information are required to be submitted along with Bid.

Signature of Partner with Name & Seal of the Audit Firm.



**Form-II**

**Form of Declaration for Non-Blacklisted**

**GeMBidNo:**

**Date:**

**Declaration to be submitted by the bidder on their letter head  
(To be uploaded along with techno-commercial bid)**

**To  
GM (Engg./Procurement & Contract),  
Mineral Exploration and Consultancy Limited(MECL), Dr. Babasaheb Ambedkar Bhawan,  
Seminary Hills, Nagpur-440006**

**Subject: Declaration that bidder is not on Holiday list/Delisted/Blacklisted/Debarred in PSUs or any Govt.  
Department/Organization**

We do hereby declare that our organization/firm is not on Holiday list/Delisted/Blacklisted/ Debarred in PSUs or any Govt. Department/Organization

Yours faithfully,

Authorized Signatory  
(To be physically signed by the bidder)  
Designation firm Seal



**Form-III**

**ECS Form**

**ELECTRONIC CLEARING SERVICE(CREDIT CLEARING)**

**(PAYMENT TO BIDDER THROUGH CREDIT CLEARING MECHANISM)**

**1. BIDDER'S NAME :**

- A. Address :
- B. Phone/MobileNo.:

**2. PARTICULARS OF BANK ACCOUNT OF BIDDER:**

- A. BANKNAME :
- B. BRANCHNAME :
- C. Address:
- D. TelephoneNo.:

**C. IFSC Code of the Bank  
(For payments through RTGS):**

**D. ACCOUNT TYPE  
(S.B.Account/CurrentAccount or CashCredit with Code 10/11/13):**

**E. ACCOUNT NUMBER  
(As appearing on the Cheque Book):**

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

**Date:**

(.....)  
**Signature of the Bidder**

**Certified that the particulars furnished above are correct as per our records.**

**(Bank's Stamp) Date:**

(.....)  
**Signature of the Authorized Official from the Bank**

**ANNEXURE-A****LIST OF DOCUMENTS(SELF ATTESTED) TO BE SCANNED AND UPLOADED WITHIN THE PERIOD OF BID SUBMISSION:**

<b>SI No</b>	<b>Document Details</b>	<b>Clause No</b>	<b>Page No</b>
1	Firm Certificate of Registration issued by the Governing Body/Institute of Chartered Accountants of India or Institute of CMA of Indian and copy of Partnership Deed(Firm/LLP)	Clause No.5(a) of ITB & Clause No.1 of Annexure-B	
2	Relevant certificate of firm issued by the respective Institute should be downloaded from the website of Institute during the bid open period (i.e. Between date of opening of Bid and last date of submission of Bid)containing details of Partners and Qualified paid Assistant.	Clause No.2&5 of Annexure-B	
3	Copy of CISA/DISA Certificate issued by Governing Body/Institute of Chartered Accountants of India or Institute of CMA of Indian.	ClauseNo.3 of Annexure-B	
4	Copy of IFRS/Ind-AS Certification/Diploma or similar Qualification issued by GoverningBody/Institute of Chartered Accountants of India or Institute of CMA of Indian.	ClauseNo.4 of Annexure-B	
5	Appointment letter of Semi Qualified by Audit Firm/bidder.	ClauseNo.6 of Annexure-B	
6	Letter of award and Completion Certificate of work for CPSU/State PSU as Statutory/Internal Auditor along with audited financial statements (i.e.Balance Sheet&Profit & loss) of auditee.	ClauseNo.6(b) of ITB and Clause No.7 of Annexure-B	
7	Letter of award and Completion Certificate of work for CPSU/State PSU as Statutory/Internal Auditor.	ClauseNo.8of Annexure-B	
8	Copy of Registration Certificate of GST, PAN, and TReDSofFirm.		
9	Copy of Udyam Registration Certificate		
10	Self-declaration stating the name of Partner (FCA/FCMA &ACA/ACMA) posted at Head Office /Branch Office located at Nagpur.	ClauseNo.2 of Annexure-B	
11	Self-declaration stating that the bidder Firm has not blacklisted or penalty imposed by Govt. department/Agency/Statutory Body/CPSU/State PSU.	ClauseNo.2 of Annexure-B	

**ANNEXURE-B****TECHNICAL SELECTION CRITERIA**

<b>CL. NO.</b>	<b>PARTICULARS</b>	<b>POINTS TO BE ALLOCATED</b>	<b>MAXIMUM POINTS</b>
1.0	Year of Establishment of Indian Chartered Accountants/Cost Accountants (Partnership/ LLP) in practice in India.	1 (one) per year in existence (fraction of the year to be ignored).	17 (Seventeen)
2.0	No. of Partners in the Firm/Limited Liability Partnership Firm who are with the Firm for a minimum period of Two years as on last date of Bid submission. There must be at least one FCA/FCMA and two ACA/ACMA members posted at Head Office or Branch Office located at Nagpur. If one FCA/FCMA and two ACA/ACMA members are not posted at Head Office or Branch Office located at Nagpur, then no marks will be awarded under this clause.	a. 2 (two) for each Partner who is ACA/ACMA b. 3 (three) for each Partner who is FCA/FCMA	24 (Twenty-four)
3.0	Number of ACA/ACMA/FCA/FCMA (who may be a Partner) with CISA / DISA	2 (two) per ACA/ACMA/FCA/FCMA with CISA/DISA	04 (Four)
4.0	Number of ACA/ACMA/FCA/FCMA (who may be a Partner) with IFRS / IND-AS certification/ diploma or similar qualification)	1 (one) per ACA/ACMA/FCA/FCMA with IFRS/Ind-AS certification/ diploma or similar qualification	04 (Four)
5.0	No. of Qualified Assistants (Chartered/Cost Accountants) employed with the Firm for a minimum period of Two years as on last date of Bid Submission.	2 (two) per Qualified Assistant	16 (Sixteen)
6.0	No. of Semi-qualified Assistants (CA/Cost Intermediates,) employed with the Firm.	1 (one) per Semi-qualified Assistant.	6 (Six)
7.0	<p>Audit Experience during last 7 financial years preceding the date of floating of tender of carrying Statutory/ Internal Audit of any Central Public Sector Enterprises (CPSE)/State PSU other than Banking, Finance and Insurance Sector having a minimum turnover of Rs.300 Crore during the year of Audit conducted.</p> <p>For example, if Auditor has carried out audit for FY-2022-23, Turnover should be for that FY i.e. FY-2022-23.</p> <p>No. of Documentary evidence to be submitted w.r.t experience is to be restricted to 7.</p>	3 (three) per year of Audit (fraction of the year to be ignored). Experience of only one Audit will be considered for one year. In case of more than seven documentary evidence submitted by the bidder for each additional documentary evidence minus marking of three marks will be carried out.	15 (Fifteen)



8.0	Audit Experience during last 7 financial years preceding the date of floating of tender of carrying Statutory/ Internal Audit in department owned /Controlled by Central/State Government other than Banking, Finance and Insurance Sector. No. of Documentary evidence to be submitted w.r.t experience is to be restricted to 9.	2 (two) per year of Audit (fraction of the year to be ignored) Experience of only one Audit will be considered for one year. In case of more than seven documentary evidence submitted by the bidder for each additional documentary evidence minus marking of two marks will be carried out.	14(Fourteen)
	<b>Total points</b>		<b>100(Hundred)</b>



**QUALITY AND COST BASED SELECTION**

In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them to obtain a combined QCBS (Technical cum Financial) score. The proposal obtaining the highest total combined score in evaluating quality and cost will be ranked as H-1, followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1.

QCBC Calculation Formula:  $(X_t(T/T_{High} * 100) + X_f(C_{low}/c * 100))$  T=Total

Technical score awarded to the service provider

T<sub>high</sub>=Highest Technical score achieved for the Bid

C=Price offered by the service provider

C<sub>low</sub>=The lowest of all price offered (L1 price)

X<sub>t</sub>=Weight for technical evaluation

X<sub>f</sub>=Weightage for financial evaluation

**Example:**

Party	Technical score	Finance Score
A	95	13,00,000
B	79	14,00,000
C	80	15,00,000

**Calculation is Given Below**

Party	Technical score	Finance Score			Score
A	95	1300000	$= (95/95 * 100) * 70%$	$= (13,00,000/13,00,000 * 100) * 30%$	100.00
B	79	1400000	$= (79/95 * 100) * 70%$	$= (13,00,000/14,00,000 * 100) * 30%$	86.07
C	80	1500000	$= (80/95 * 100) * 70%$	$= (13,00,000/1,500,000 * 100) * 30%$	84.95

**H1 is "A"**



**CHECKLIST OF DOCUMENTS SUBMITTED ALONG WITH BID**

Bidders Name:.....

<b>SN</b>	<b>Items Description</b>	<b>Enclosed</b>
1.	Complete scanned bid document duly signed and stamped by bidder	YES/NO
2.	Details of Bidder in Form-I (duly signed & stamped) including supporting documents.	YES/NO
3.	Form of Declaration in Form-II (duly signed & stamped)	YES/NO
4.	ECS–Form-III(duly signed & stamped)	YES/NO
5	Complete Documents in accordance with Annexure-A of Additional Terms & Conditions (ATC) duly signed and stamped by bidder.	YES/NO

(Please note that in case answer to any of the above is in 'No', the bid shall be liable to be rejected)

Note: -The Bid documents should be serially numbered and properly indexed.

Signature of Partner with Name & Seal of the Audit Firm.



**INTERNAL AUDIT CHECKLISTS**  
**INTRODUCTION**

The following aspects may be considered when using the relevant audit checklists:

1. Before commencement of audit in a given area, obtain and understand the objectives, nature of business, risks and controls in place. For this purpose, preliminary discussion with relevant persons, review of audit reports, understanding applicable policy/ procedures, etc. will be useful.
2. The suggested checklist is only indicative in nature and not meant to be exhaustive. The same should be modified / adapted by the concerned auditor in light of dynamic / varied nature of business environment. Based on the experience during the audit corrections, modifications, additions to the checklist in audit manual if any, the same is to be carried out periodically with due approval.
3. All applicable and relevant Procedures / Manuals / Circulars / Office Orders, etc. must be kept in view when carrying out the audit.

**APPROVED INTERNAL AUDIT CHECKLISTS**  
**Table of Contents**

<b>Sl. No.</b>	<b>PARA</b>	<b>DEPARTMENT &amp; ACTIVITY</b>
<b>1.</b>	1.1	Material Purchase Requisition (MPR) verification
	1.2	Tendering and evaluation process
	1.3	Processing of Purchase Orders
	1.4	Vendor records/data
<b>2.</b>	2.1	Receiving stores material
	2.2	Inspection for quality
	2.3	Custody and Disposal Activity
	2.4	Customs and Excise
	2.5	Handling Raw Materials
	2.6	Issue of materials
	2.7	Perpetual Inventory System.
	2.8	Scrap items.
	2.9	General Activities
<b>3.</b>	3.1	Processing the proposals
	3.2	Receiving and evaluation of tenders
	3.3	Awarding Contracts.
	3.4	Execution of tendered works
<b>4.</b>	4.1	Fixed Assets Accounting
	4.2	Bills Payable
	4.3	Stores Accounting & Control
	4.4	Payroll Accounting
	4.5	Treasury Management
	4.6	Accounts receivable
	4.7	Capital Budget
	4.8	Statutory & Other Transactions
	4.9	Employee related transactions
<b>5.</b>	5.1	Recruitment
	5.2	Training & development
	5.3	Promotions
	5.4	Industrial Relation
	5.5	Sanction of Loans & Advances



	5.6	Maintenance of Personal records
	5.7	Final Settlements
	5.8	Welfare activities
	5.9	Overtime Wages Payment
	5.10	Estate division and legal section
	5.11	CSR
<b>6.</b>		
	6.1	Allotment of Co's quarters/ Buildings
	6.2	Recovery of House Rent & Electricity charges
	6.3	Vacation and unauthorized occupation of Company's quarters
	6.4	Maintenance of township
	6.5	Lease hold transaction.
	6.6	Repairs, Construction & General Maintenance Contracts
<b>7.</b>		
	7.1	Access Controls
	7.2	Password Policy & Security
	7.3	Safety & Security of Assets
	7.4	Maintenance contracts
	7.5	Others
<b>8.</b>		Exploration Department
<b>9.</b>		Drilling Department
<b>10.</b>		
	10.1	CMC
	10.2	RMC
	10.3	Projects
<b>11.</b>		Pre - Audit
	11.1	MPR / Administrative approval.
	11.2	Appointment of Consultants.
	11.3	Tendering and evaluation process.
	11.4	Processing bids & Placement of Purchase/ Contract Orders.

**1. Purchase Department:**

**Activities:**

- 1.1 Material Purchase Requisition (MPR) verification.
- 1.2 Tendering and evaluation process.
- 1.3 Processing of Purchase Orders.
- 1.4 Vendor records/data.

	Sl. No.	Particulars	Yes	No	Remarks if any
<b>1.1</b>	<b>Check List for verification of Material Purchase Requisition (MPR):</b>				
	1.	Is MPR raised by indenting department in order with respect to specification of the material required, item code, quantity and the estimated cost?			
	2.	Is MPR approved by Competent Authority as per Delegation of Powers?			
	3.	For Emergency Purchases, whether indenting department has mentioned MPR as 'emergency' with necessary justification and MPR signed by the Competent Authority.			
	4.	In case of Capital Equipment, whether there is provision in the capital budget for the year and approval from Competent Authority exists?			
<b>1.2</b>	<b>Check list for verification of tendering and evaluation process:</b>				
	1.	Are open / limited tenders invited in all cases as per procedure prescribed?			



2.	Whether e-tender process followed for all procurements above prescribed threshold limit?			
3.	Whether adequate publicity for tenders has been given as prescribed?			
4.	Whether sufficient time given for receiving quotations as per guidelines i.e., 4-6 weeks' time for Open tender and 3-4 weeks' time for limited tender.			
5.	If any extension of due date is given?			
	a) If yes, whether the approval from Competent Authority was obtained;			
	b) Is the reason for extension of date reasonable? (For e.g. to have a better competition).			
6.	In case of Open/ Global tender, whether tender notice was issued in the newspapers depending on target sources, place of publication and extent of circulation required?			
7.	In case of amendment to tender or modification of tender terms subsequent to pre-bid meeting, whether corrigendum to tender has been issued in the same media with suitable time extension for submission of bids?			
8.	In case of limited tendering method, the basis on which suppliers have been selected is as per the prescribed procedure.			
9.	Is the number of enquiries adequate for getting competitive offers?			
10.	Test check whether suppliers for LTEs have been selected from approved list only?			
11.	In case of single tenders verify whether adequate justification exists for resorting to single tender purchases; the rates obtained were reasonable, and the prescribed procedure has been followed.			
12.	In case of proprietary items, verify whether the tender was processed in accordance with Delegation of Powers and items procured were from OEMs or their authorized dealers only.			
13.	Check the NIT conditions to ensure that either the Indian agent on behalf of the Principal/OEM or the Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.			
14.	Check the NIT conditions to ensure that if an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.			
15.	In case of repeat order, whether;			
	a) The orders had been placed within six months of the original order with same rate, terms & conditions.			
	b) There was no downward trend of price.			
	c) Quantity of repeat order did not exceed 50% of the original order.			



	16.	In case of two bid systems, whether price bids were opened only after technical bids opened and accepted as per the requirement of indenting department.			
	17.	In case of cash purchases, verify whether the same has been made only in cases of emergent and exceptional and unavoidable circumstances. Cash purchase may be made in following circumstances:			
		a) When the value of purchase is low			
		b) When the item is not regularly purchased and/or not generally included in Annual Indent/Materials Budget			
		c) When the item is available ex-stock from show rooms or specially shops dealing with the item of such nature.			
		d) When the item is urgently required by the user and when the item is branded/packaged in original packing or may be accepted based on standard warranty of the manufacturer.			
		e) Cash Purchase will be made on cash payment basis from dealers/show rooms after obtaining proper cash memo, money receipt and warranty certificate, if any, against any manufacturing defects.			
<b>1.3 Check list for processing of Purchase Orders (PO):</b>					
	1.	Whether lowest tenders were accepted?			
	2.	In cases of acceptance of other than lowest (L1), adequate justifications for rejection of lower tenders have been recorded and approved by the Competent Authority. (Rejection of lower tenders may be due to different specification, different make, not as per required standard, not accepting MECL terms and conditions etc.)			
	3.	Comparative statements were correctly prepared taking into consideration the elements of taxes, duties, freight etc. and also the make and specification as stipulated in the tender notice and those offered.			
	4.	Whether negotiations, if any were held after obtaining approval from Competent Authority.			
	5.	Verify the particulars of EMDs submitted by the tenderer?			
		If any vendor is exempted from submission of EMD (SSI or registered vendor) then verify whether proper documents (proof) have been submitted by the vendor.			
	6.	The applicability of GST with respect to material and its evaluation in tender process.			
	7.	Whether the MPR's were splited up to avoid obtaining the sanction of the higher authorities?			
	8.	Verify that prompt action was taken in finalizing the orders within the validity period of quotation to avoid price increase.			
	9.	Check whether all the Purchase orders got vetted by the Finance Department before it is issued to avoid any mistakes in preparation of purchase order.			
	10.	Review the purchase requisitions pending for a long time without placing any orders.			
	11.	Review in respect of emergency purchases, the actual usage or consumption of such materials after			



		procurement to ascertain whether the emergency procurement was justified.			
		Review the reports from the plant regarding the complaints of materials and action taken by the purchase department.			
	12.	Review the arrangement existing for inspection of quality and quantity of incoming materials and settling discrepancies between the quality of materials received with invoice/PO/contract.			
	13.	In respect of issued purchase orders, ascertain whether important terms and conditions such as, terms of payment, price variation clause, liquidation damage clause etc; are as per NIT terms.			
	14.	Check whether amendment of the purchase orders has been made as per the laid down policy.			
	15.	Check whether extension of the delivery period and waiver of liquidated damages have been allowed as per the approved guidelines.			
	16.	Check the scope of escalation clause if any given in Purchase order.			
	17.	Verify whether purchase department is ensuring that all consignments are insured properly, having regard to the terms of delivery in the orders, nature of goods and mode of transportation.			
	18.	Verify whether the Integrity pact agreement and fraud prevention policy of the company has been included in tenders as approved by the Management from time to time (in respect of the order values exceeding Rs.30 Lakhs)			
	19.	Ensure the compliance / adherence with CVC guidelines issued from time to time.			
	20.	Review the arrangement existing for inspection of quality and quantity of incoming materials and settling discrepancies between the quality of materials received with invoice/PO/contract.			
<b>1.4</b>	<b>Check list for processing of Purchase Orders (PO):</b>				
	1.	Is item wise approved vendor list maintained by the purchase department?			
	2.	The registration of suppliers is as per the prescribed procedure?			
	3.	The lists are up-dated periodically by weeding out non-performer and including fresh entrants.			
	4.	Is procedure followed in eliminating unreliable suppliers is adequate?			

## **2. Stores Department**

### **Activities:**

- 2.1 Receiving stores material.
- 2.2 Inspection for quality.
- 2.3 Custody and Disposal Activity
- 2.4 Customs and Excise.
- 2.5 Handling Raw Materials.
- 2.6 Issue of materials.
- 2.7 Perpetual Inventory System.
- 2.8 Scrap items.



## 2.9 General Activities.

	Sl. No.	Particulars	Yes	No	Remarks if any
<b>2.1</b>	<b>Check list for verification of Stores Receipts:</b>				
	1.	Verify LR/RR register and ascertain the lag between LR date and GRN date.			
	2.	Whether the above lag is reasonable?			
	3.	Is there any delay in actual receipt of material and Goods Receipt Note?			
	4.	Are all GRNs prepared during the period contain the signature of inspection officer?			
	5.	Verify instances of LR/RR collected but not entered in Materials Inward Register (MIR)?			
	6.	Whether transit insurance obtained covers normal risks and policies and validity is not expired?			
	7.	In case of deliver of the materials through the Bank, whether the clearance of materials has been done with in due date to avoid penalty charges from Bank?			
	8.	Verify the Daily Receipt Register (DRR) and ascertain any abnormal delays?			
<b>2.2</b>	<b>Check list for verification of Inspection activity:</b>				
	1.	Is time lag between date of arrival of the materials and issue of inspection certification reasonable?			
	2.	Are all rejected items segregated and handed over to DDR section for further action?			
	3.	Are rejected goods suitably tagged and kept separate in the stores to avoid mix up with accepted items?			
	4.	Verify any materials pending for inspection for more than 7 days?			
<b>2.3</b>	<b>Check list for verification of Custody &amp; Disposal activity:</b>				
	1.	Are there cases of direct delivery of materials at the consuming departments?			
		a) If so, whether the direct delivery regularized by issue of GRNs, SIVs and IUT.			
	2.	Are claims have been properly lodged for all shortage/damages in materials?			
	3.	Check the records of claims pending settlement to know the status of claim against carrier or transporter in cases of wrong handling of materials, external damages of packing or any damage found when the package case is opened.			
	4.	Verify Stores Dispatch Vouchers to check the stock of materials sent for repair/ reconditioning/ replacements to the repair Firm/ supplier from stores through "onward dispatch note" from user department. Whether the materials have been received within reasonable time after repair.			
	5.	Verify Material return vouchers to ascertain that the MRV control registers are maintained properly to record used but serviceable items, unused items and scrap.			
	6.	Whether regular correspondence and follow up is made by receipt section regarding DDR items to get short received items/ damaged items?			
	7.	Verify whether the rejected items have been sent back before receipt of replacement? If so, whether proper			



		indemnity bond has been obtained from the supplier?			
	8.	Whether materials to be returned have been dispatched through an authorized agent on freight to pay basis & uninsured at the risk & cost of the vendor			
<b>2.4</b>	<b>Check list for verification of Taxes:</b>				
	1.	Verify that all documents relating to GST has been sent to concerned department for obtaining Input Tax Credit. Also check there is no delay in sending the document.			
<b>2.5</b>	<b>Check list for verification of handling of Raw materials by Stores:</b>				
	1.	In respect of raw material received;			
		a) Whether material shifted within time allowed.			
		b) Any demurrages incurred and the reasons thereof:			
		c) Is Total quantity of material received equal or more than Bill of Lading.			
		d) Weighment slips matching with the quantity received.			
<b>2.6</b>	<b>Check list for verification of Issue of Materials:</b>				
	1.	Are materials issued only against duly authorized Stores Issue Vouchers (SIV)?			
	2.	Whether the material gate pass has been signed by security officer when the material is going out for repair or other purpose?			
	3.	Check the issue of printing and stationary materials and other stores for which PSL is not maintained are made on proper requisitions and the entries in stock records are correctly made?			
	4.	Review the system of stocking and accounting of used materials returned to stores?			
	5.	Verify the procedure of recording and return of empty containers to the suppliers for reusing/refilling.			
	6.	Verify whether the stores items issued to contractors on chargeable basis for particular work have been advised for recovery from payment?			
	7.	Whether all adjustment vouchers (AV) are duly approved by Competent Authority? Verify the entries in AV control register with the BIN card to tally the physical quantity.			
	8.	Receipted copies, of I V s (Material - serviceable, unserviceable, scarp and assets issued to other MECL establishment duly acknowledged by the recipient.)			
<b>2.7</b>	<b>Check list for verification of Perpetual Inventory System:</b>				
	1.	Whether perpetual inventory system followed for physical verification of stores covers all major items?			
	2.	Check the periodicity of perpetual inventory system, whether all items are covering with in that period of checking?			
	3.	Whether discrepancies observed during physical verification has been rectified immediately.			
<b>2.8</b>	<b>Check list for verification of Scrap items:</b>				
	1.	Whether the scrap register is maintained and regularly updated.			
	2.	In respect of unserviceable items accounted as scrap, whether approval from competent authority has been taken?			
	3.	Check physically the scrap items to ensure that the scrap			



		items have been kept separately from regular stores items.			
	4.	In respect of capital items proposed as scrap, whether competent authority approval exists?			
	5.	In respect of highvalue items returned through MRN, scrutiny the cases from MPR stage to MRN stage to ascertain the reasons.			
	6.	Whether the items proposed for disposal include all scrap items which were marked as unserviceable and unrepeatable.			
	7.	In respect of repairable and recondition able items, whether proper actions has been proposed within time to get it repaired or serviced.			
	8.	Verify the accounting and valuation of all repairable items which have been repaired and taken in to stores as MRNreceipts.			
	9.	In respect of disposal of scrap, verify whether all items have been proposed including unsold items during the last auction, leftover/excess quantity in the previous sold lots and newly generated scrap materials.			
	10.	Verify whether the scrap items proposed for sale only include the scrap/obsolete materials returned by user departments as unserviceable through MRNs.			
	11.	Verify the items proposed for sale as scrap had been sent to all departments for identifying of any items required by their use in the department or elsewhere.			
	12.	Whether the items identified and recommended by the departments as surplus circulated to other units for any requirement? Are the items not required by all the units initiated for dispose off after approval of the Competent Authority?			
	13.	Verify the action taken on disposal of scrap/waste generated during production process, replacement of worn outs. Check the formation of lots, approval of disposal etc. in scrap register.			
	14.	Whether the scrap sale has the approval of competent authority including the recommendation of Survey Committee, if any.			
<b>2.9 Check list for verification of Stores-general activities:</b>					
	1.	Are materials stocked properly so as to minimize deterioration and also to facilitate physical verification?			
	2.	In respect of receipt of POL,			
		a) Verify the shift wise log book to ensure the proper handing over from one personnel to another from one shift to another shift. b) Comparison of actual consumption of POL with predetermined norms.			
	3.	Study the system of inclusion of items in the category of AR items i.e. items which are required regularly and by more than one department. Whether the items included in AR category are proper?			
	4.	Is the periodical inspection of materials with a view to identifying deteriorated and damaged items carried out?			
		Whether the items identified have been included for			



		dispose off?			
5.		Are lists of non-moving and slow-moving items obtained and analyzed periodically?			
6.		Study the basis of fixing minimum level, reordering and maximum levels and test check for some of AR items?			
7.		Is the posting in the bin card with reference to original documents on sample check?			
8.		Is hazardous items like chemicals, acids, lubricants, gases in cylinders stored separately in special storages?			
9.		Whether Items not accounted through GRN are recorded regularly in No-action-GRN-register?			
10.		Whether bin cards are maintained properly and kept posted up-to-date and the location of the bin noted therein tallies with actual location?			
11.		Review the adequacy of fire protection measures?			
12.		Verify whether review of surplus and unserviceable items has been made with a view to their actual usage by change in specification or use for a different purpose other than that for which it was originally intended. Review effectiveness of steps taken to dispose them of in the best interest of the company either by auction sale or scrap sale.			
13.		Discrepancy, if any found during stock verification has been rectified.			
14.		Test checks the quantitative balances in the physical Bin card and Computer and physical stock from time to time.			
15.		Whether the BIN cards are regularly updating after change of location of material?			
16.		Verify whether materials have been transferred from one unit to other through stock transfer voucher (STV)/IUT after approval from Competent Authority.			
17.		Whether the inspection, testing and re certification of tools, tackles and mobile equipments of stores equipments has been done periodically?			
18.		Whether any stock balances have negative balances in PSL requiring adjustment, if any?			
19.		Whether all samples and prototype materials are kept separately?			
20.		Whether the items of high value kept under safe custody?			

### **3. Contracts Department (B D & Commercial Department):**

#### **Activities:**

3.1 Processing the proposals.

3.2 Receiving and evaluation of tenders.

3.3 Issuing of tenders.

3.4 Post tendering works like deviation in work, extension of time etc.

	Sl. No.	Particulars	Yes	No	Remarks if any
<b>3.1</b>	<b>Check list for verification of Processing of proposals:</b>				
	1.	Examine the basis adopted for computing schedule of Rates (SoR).			
		a) Does the basis seem reasonable?			



	b) Are the rates reviewed and revised periodically?			
	c) Has the approval of the Competent Authority obtained as per Delegation of Powers?			
2.	Whether the indenting department has taken proper approval from the Competent Authority as per Delegation of Powers?			
3.	In case of limited tenders, whether the names suggested by the indenting department are included?			
4.	Verify the mode of tendering adopted with a view to ascertain whether the guidelines given in this regard by the CVO have been followed?			
5.	Whether the reasons for adopting limited tendering or single negotiated tendering have been recorded?			
6.	Whether the copy of the LOI is sent to tenderers with in time?			
7.	Whether action for extension of the period of the contract has been initiated well in advance in order to avoid stoppage of work and whether factors which necessitated the extension have been recorded?			
8.	Has approval of the Competent Authority been taken for the time overrun?			
9.	In case of amendment to tender or modification of tender terms subsequent to pre-bid meeting, whether corrigendum to tender has been issued in the same media with suitable time extension for submission of bids?			
10.	Whether sufficient time given for receiving quotations as per guidelines (as per CVC guidelines)			
11.	If any extension of due date is given?			
	If yes, whether the approval from Competent Authority was obtained;			
12.	Verify whether all the renderers have submitted EMDs?			
13.	If no, verify whether exempted parties given proof of documents to exempt EMD (registered with NSIC) submitted by the contractor.			
14.	In case of limited tendering method, the basis on which tenderers have been selected is as per prescribed procedure.			
15.	Is the number of enquiries adequate for getting competitive offers?			
16.	In the case of single tenders, verify whether adequate justification exists for resorting to single tender; the rates obtained were reasonable, and the prescribed procedure has been followed.			
17.	In case of emergency contract, whether the Competent Authority approval has been obtained after completion of work and the reasons recorded for the nature of work and rates claimed by the contractor are reasonable?			
18.	In case of nominated tender (without calling for tender), whether justification is given in the proposal with respect to award of the work and rates?			
19.	In case of repeat order, whether;			
	a) The orders had been placed within six months of the original order.			



		b) There was no downward trend of price.			
		c) Not more than one repeat orders for 50% of the original order had been placed against a specific order.			
<b>3.2</b>	<b>Check list for Receiving and Evaluation of tenders:</b>				
	1.	Verify whether tender documents have been issued after deposit of tender application fee in Accounts Dept?			
	2.	Whether adequate time has been allowed to the intending tenderers?			
	3.	Whether EMD collected from the tenderers has been deposited with F&A without delay?			
	4.	Verify the cases of EMD exempted and are they eligible for exemption as per rules?			
	5.	Verify whether NIT documents are prepared as per requirement of indenting department and drawings included (as required)?			
	6.	Verify whether tenders received later than the declared date and time are rejected?			
	7.	In case of two bid systems, whether price bids were opened only after technical bids opened and accepted as per the requirement of indenting department.			
	8.	Verify whether the signatures of tender opening officials obtained and changes/corrections recorded are authenticated by the officers?			
<b>3.3</b>	<b>Check list for verification evaluation of tenders and awarding work:</b>				
	1.	Examine whether adequate internal check system exists for ensuring correctness of the comparative statements?			
	2.	Whether negotiations with tenderers, wherever necessary, have been conducted as per recommendation of Tender Evaluation Committee and as per laid down guidelines.			
	3.	Whether the value of the tender recommended by the tender committee for acceptance is within 10% of the estimate cost. If not, whether the reasons have been recorded in the relevant minutes of the meeting.			
	4.	In case of two bid system, whether price bids were opened only after qualifying technical bids in all cases?			
	5.	Whether sufficient reasons for acceptance of the tender other than lowest have been recorded?			
	6.	In all contracts above Rs.1 crore, is integrity programme been included?			
	7.	Is Comparative statement correctly prepared taking in to consideration the elements of GST and also the make and specification as stipulated in the tender notice and those offered.			
	8.	Whether negotiations were held after obtaining the approval from Competent Authority and as per CVC guidelines?			
	9.	Verify whether recommendation from tender committee exists for awarding the work to L-1?			
	10.	In case of retendering, is approval from Competent Authority obtained?			
	11.	Is contractor's signature obtained in the work order (office copy) on every page, as acceptance of the award, before commencing the work?			



	12.	Check whether all the Work orders got vetted by Finance Department before it is issued to avoid any mistakes in preparation of work order.			
<b>3.4</b>	<b>Check list for verification of Post tendering works:</b>				
	1.	Analyze the deviation statements with a view to ascertaining the extent of cost overrun and the reasons there for. Has approval of the Competent Authority been taken for the deviation?			
	2.	Verify the stage payments certified by the contract section and verify the basic documents on the basis of which certificate have been issued?			
	3.	Examine whether there is an efficient system of monitoring the progress of work as per approved time schedule?			
	4.	Verify the reports sending to the Management regarding progress of work highlighting shortfall compared with approved plan.			
	5.	Whether measurements in MB are certified by the engineer-in-charge?			
		Check that in case of works which are not executed according to time schedule reasons for such delay have been investigated and management actions have been taken out at the appropriate level.			
	6.	Whether samples of concrete etc. are taken and tests conducted to ensure quality as per terms of the contract?			
	7.	Whether proper records of materials (including cement and steel) issued and consumed, contract/work-wise are maintained?			
	8.	Verify whether each item of materials consumed for each work is in conformity with the stipulation in the contract.			
	9.	Whether the cost of the materials issued on recoverable basis has been recovered from the contractors' bills at the correct rates as per the terms of the contract.			
		In case of capital jobs, it may be verified that the total expenditure has not exceeded the sanctioned amount. If there is an excess, whether it has been fully justified and section obtained from the competent authority.			
	10.	Whether the excess material issued to the contractors is returned to the stores and in the event of the contractor failing to return the materials, the cost thereof together with penalty, as per terms of the contract, is recovered from the contractors' bills.			
	11.	In case of delay in execution of works contract, ensure that the penalty/liquidated damages as per terms of contract are recovered; in case of waiver, sanction has been obtained from the competent authority.			
	12.	Is work wise approved contractors list maintained by the contracts department?			
	13.	The registration of new contractors is as per the prescribed procedure?			
	14.	The lists are up-dated with reference to the performance of contractors.			
	15.	Verify and report after completion of the project			



		whether the desired benefit / performance have been achieved as projected at the time of obtaining the approval of the competent authority.			
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**4. Finance & Accounts Department:**

**Activities:**

- 4.1 Fixed Assets Accounting.
- 4.2 Bills Payable.
- 4.3 Stores Accounting & Control.
- 4.4 Payroll Accounting.
- 4.5 Treasury Management.
- 4.6 Accounts receivable.
- 4.7 Capital Budget.
- 4.8 Provident Fund & Pension Scheme.
- 4.9 Statutory & Other Transactions.
- 4.10 Employee related transactions.

	Sl. No.	Particulars	Yes	No	Remarks if any
<b>4.1</b>	<b>Check list for verification of Fixed Asset Accounting:</b>				
	1.	Review the assets register for correctness and completeness of recordings and reconcile with financial accounts.			
	2.	Check whether the depreciation has been charged correctly according to the Company Act 2013 and Company Accounting policy?			
	3.	Check the entries with supporting documents like completion reports for buildings, commissioning reports for plant and machinery, purchase invoices for furniture and fixtures?			
	4.	Verify whether all capital expenditure relating to project construction grouped under 'Capital work-in-progress', project wise.			
	5.	Verify whether the work-in-progress has been transferred to capital account after receipt of 'completion certificate' and 'asset put to use' certificate from the department.			
	6.	Is the depreciation charged proportionately from the date of installation for the assets capitalised during the year?			
	7.	Whether all entries of transfers, sale or retirements are supporting by sanctions issued by the Competent Authority?			
	8.	Whether all the assets have been physically verified at the prescribed intervals by the concerned departments?			
	9.	Whether unserviceable items have been identified and action taken for their retirement under the order of Competent Authority?			
	10.	Whether all missing items have been investigated and action taken to adjust under the orders of the Competent Authority?			
	11.	Whether the system of numbering of each asset to enable identification and facilitate stock verification is being intimated and the location of the assets have been recorded in the asset register?			
	12.	Review whether any assets have been retired before			



		their life and the reason for the same?			
	13.	Review the impairment of assets, if any under AS-28.			
	14.	Review idle assets and the reasons for their non / underutilization?			
	15.	Review asset accounting when an old asset is exchanged for new one with payment of additional cost whether gross cost is accounted for the new one with corresponding entries for the disposal of the old asset or only the net cost is accounted in the books.			
	16.	Whether at the end of year, are all departments have sent confirmation letters regarding their verification of fixed assets lying with their departments?			
<b>4.2</b>	<b>Check list for verification of Bills payable:</b>				
	<b>A) Supplier's bills:</b>				
	1.	Whether the Bill complies with the rates, quantities, specifications, delivery dates etc. specified in the purchase order?			
	2.	Is the receipt, inspection and taking over in stock of material evidenced by GRN?			
	3.	Are all necessary certification copies enclosed with GRN?			
	4.	Is payment restricted to accepted quantity only as per GRN?			
	5.	Check whether a separate note is mentioned in the PO copy regarding receipt of quantity and payment to avoid 'double payment'?			
	6.	Whether the supplier has delivered the item in time as per delivery schedule and if not, is Liquidated Damage clause invoked and recovered?			
	7.	In case of payment through bank, whether bank intimation has been received and other relevant documents such as Guarantee Certificate, inspection certificate, invoices, copy of GC or LR is furnished by bank?			
	8.	Is GC/ LR endorsed in favour of MECL?			
	9.	If the item is eligible for GST input tax credit, whether it is booked under separate account code?			
	10.	In respect of advance payments, verify the amount paid is as per PO terms and against pro-forma invoice?			
	11.	Is Security Deposit in the form of Bank Guarantee has been furnished as per format and validity exists as per Guarantee Clause?			
	12.	Verify the value of GRN, whether GST is excluded for those items eligible for GST credit?			
	13.	Are all advances given to supplier are adjusted from the invoice?			
	14.	Are there any pending invoices for payment for more than 3 months and check the reasons for delay in settlement?			
	15.	Are there any outstanding advances made to suppliers and pending adjustment for more than 3 months?			
	16.	In case of rejection of material at inspection stage for which payment have already been made whether in all cases the materials have been got replaced at the vendors cost or money recovered?			



17.	Verify the payment with purchase order to check whether the freight, if any paid (included in price) is recovered from bill?			
18.	In case of payments relating to non-GRN cases, whether proof of receipt of material enclosed along with invoices?			
<b>B) Contractor's Bills:</b>				
1.	Are Contractor's stage payment bills certified by the Functional Manager of user department?			
2.	In case of Stage payment, is bill accompanied by Inspection Certificate as to the satisfactory completion of the stage as per terms & specifications of the order?			
3.	In respect of RA (Running Accounting) Bills, whether the bill has been raised for completed portion of the items and rates paid are as per work order and with in total contract value.			
4.	Verify that all deviations and extra items have prior approval of Competent Authority.			
5.	Verify whether compliance certificate from the personnel department is enclosed with each RA bill certifying the compliance of local labour laws by the contractor?			
6.	Are all contractual recoveries recommended by the site engineer recovered from the bill?			
7.	Verify the man day wages paid are in accordance with present rates and as per escalation clause in the contract terms			
8.	Whether measurements in MB are certified by the engineer-in-charge and recommended for payment?			
9.	Whether security deposit recovered from bills as per the contract terms.			
10.	Verify the work completion period and applicability of LD clause.			
11.	Verify whether the security deposit has been released to the contractor only after maintenance period is over and certified by user department			
12.	Verify in case of Final bill, all documents (i.e. No demand certificate, check list) are attached?			
13.	If material supplied to supplier on cost basis is it recovered from bill?			
14.	Are all statutory deductions like works contract tax, TDS deducted from the bill?			
15.	Is GST paid to the contractor booked under separate head of account to claim the same as Input Tax Credit if available?			
16.	In case of capital/construction works, whether the material reconciliation statement enclosed			
17.	If SD is recommended for release along with bill, verify whether the maintenance period clause in the contract and recommendation from the engineer/officer-in-charge.			
18.	In case of Repair Order (RO) bills, if job has done outside plant premises, then verify the gate pass return vouchers for the movement of items from the plant			



		premises with reference to the date in particulars.			
	19.	Are weighment slips issued by the weighbridge enclosed with RO bill and tallied with the material returned.			
	20.	In case of vehicle repair bills inside the plant premises, verify the supply of the spare parts along with acknowledgement of the security on the delivery notes/invoice for the receipt of spare parts.			
<b>C) Import payments:</b>					
	1.	In respect of letter of credit, verify the requisition given by the purchase department and amendments to the letter of credit, if any given. Verify, whether the same is matching with purchase order terms & conditions.			
	2.	Verify the release of documents from the banks after payment, with letter of credit register and copy of Bill of entry/ Airway Bill submitted to bank.			
	3.	In case of advance payment, verify the payment with requisition from purchase department, Performa invoice submitted by the supplier and with purchase order terms.			
	4.	In respect of ocean freight payment, verify the requisition from the purchase department along with chartered party agreement, invoice and PO terms and freight register.			
	5.	If demurrages incurred, verify the concurrence for demurrages at load port and discharge port based on lay time statement, statement of fact and bill of lading, approval from Competent Authority for payment.			
	6.	In case of air freight, verify the payment with requisition from purchase department along with consolidation agent contract, invoice, airway bill and PO terms.			
	7.	Verify the records maintained in respect of imports by the concerned for claiming benefits/rebates under EXIM policy.			
<b>4.3 Check list for verification of Stores accounting &amp;Control:</b>					
	1.	Verify whether the quantitative balances as per Stores Ledger reconciled with balances as per Bin Cards in frequent intervals?			
	2.	Verify whether the accounting of GRN is valued as per Purchase order and GST is excluded if it is eligible for input tax credit.			
	3.	If freight and handling expenses are borne by the company, check the cost as per bill along with the freight & handling (F & H) charges paid has been taken for valuation of GRN.			
	4.	Are capital and revenue items segregated to account capital items separately?			
	5.	Verify the SIT ledger reconciliation to identify the long pending transactions and the reasons for not settling the same?			
	6.	Verify whether all used and serviceable items returned through MRN are taken to stock with nil value and unserviceable items returned to stores are treated as scrap.			
	7.	In respect of accounting of shortage, verify the approval from Competent Authority.			



	8.	Verify AAV (Accounts Adjustment Vouchers) passed during the period to ascertain the errors occurred while posting GRN, SIV, AV.			
	9.	Verify STR (Stock Transfer Receipts) and STI (Stock Transfer Issues), whether the same has been valued and posted in time to reconcile with other units.			
<b>4.4</b>	<b>Check list for verification of Payroll Accounting:</b>				
	1.	Are attendance sheets received from departments have been reconciled with the leave data and daily absentee reports sent by the departments? Check attendance as shown in the Attendance Data Statement with the records of actual attendance.			
	2.	Check that leaves records are maintained properly and test check certain entries in leave record with supporting documents.			
		Check the input documents sent by Payroll Section to Systems Department for the preparation of Payroll Master to verify the change of flag of increment, the grant of allowances, basic pay, D.A., promotion order etc.			
	3.	Is fixation in all cases done by Personal Departments in accordance with the Rules in consultation with F&A department?			
		Check the fixed deduction statement and variable deduction statement with the basic records and payslips to ascertain the correctness of the deductions made through payroll.			
	4.	All deductions and recoveries like rent, electricity charges etc. are made as per the orders and as per advice from the concerned section like Estate office for rent, electricity charges from electrical maintenance department, personal telephone charges from admin department?			
	5.	For all recoveries/deductions made in salary/wage bill, whether necessary journal entries have been passed?			
	6.	Final settlement of dues to employees on account of resignation, termination, death and retirement are made as per rules and guidelines prescribed by Service rules?			
	7.	In case of final settlement to the retired employees, verify whether dues were paid only on receipt of the "No dues certificate" from the all departments?			
	8.	Check the overtime hours paid with overtime statements received, ensure that overtime work was duly authorised such work was actually done and computation of overtime wages is in accordance with the provisions of Factories Act.			
	9.	Verify whether the updation of basic pay in case of promotions is being made only after getting confirmation of the employee?			
	10.	Whether the schedules in respect of Festival advance, pay advance, rent advance, Tour advance, LTC advance, are prepared on monthly basis and up-to-date?			
	11.	In verifying telephone bill payments, verify whether the charges towards usage of telephone by the employees			



		for their personal use as advised by the administration department have been recovered from the salaries of employees?			
12.		Verify EL encashment with respect to the Company Rules.			
		a) Last Pay drawn (Basic pay and DA) has been taken as a basis for Encashment.			
		b) Employee has not encashed Leaves during the same calendar year.			
		c) Verify the encashment of Earned leave.			
13.		Verify Leave accounting as per Rules of the company			
		a) Whether any leaves other than SL, c/off, RH are combined with CL?			
		b) Verify C/off availed by the employee in lieu of duty performed on closed holidays/weekly offs are authorised by the sanctioning authority?			
		c) Test check the leave letters during audit period to ensure that all leaves are accounted properly and in accordance with company leave rules.			
14.		Verify the savings submitted by the employees and the amounts fed for exemption in payroll are as per Income Tax Act.			
15.		Verify the recovery of all loans from the employees including car, scooter, and computer, rent advance, pay advance, festival advance and house building advance and reconcile with the schedule prepared.			
16.		Verify in case of transferred employees, whether all recoveries effected and compare with advice received from other transfer units.			
17.		In respect of newly joined employees, verify the salary paid for the first month comparing with the date of join.			
18.		Ensure that the statutory deductions on salary have been deposited with the appropriate authority within the stipulated time limits.			
19.		In respect of resigned employees, whether all recoveries are affected and notice period pay, if any to be paid by the employee has been remitted.			
<b>4.5</b>	<b>Check list for verification of Treasury Management:</b>				
	1.	Review the duties and responsibilities of the staff to verify whether adequate internal control is built in to the system for avoidance of fraud, misappropriation etc.			
	2.	Review the system for fund transfer mechanism and adherece to the balance in current account retention limit by the various units.			
	3.	Whether Funds transferred to other locations based on the requirement of individual units?			
	4.	Whether Cash Management Section has maintained a register in prescribed form and chronologically entered the securities (including Bank guarantees) received with full particulars regarding the security and the date of expiry?			
	5.	Whether transfer certificates sent to such location on transfers of funds?			
	6.	Whether all cheque payments other than cash			



	withdrawals have been paid by means of Crossed "Account Payee" Cheques or RTGS/NEFT mechanism.			
7.	Is Authorisation for advising Banks for transfers of fund from one bank to another by Competent Authority?			
8.	Verify whether all cheques signed by authorised signatories only as per Delegated Power?			
9.	Whether fidelity insurance coverage is up-to-date and covered all the persons dealing with cash?			
10.	Verify whether any day cash exceeded the maximum amount of cash that should be maintained as per fidelity insurance?			
11.	Verify whether any cash payments made in excess of limit prescribed in the Income Tax Act,1961 (at present Rs. 10,000)?			
12.	Whether stale cheques are transferred to 'stale cheque' account after three months of cheque date?			
13.	Whether spoiled cheques retained and filed and voided in manner prescribed?			
14.	Whether approvals for disbursal of foreign currency been given by authorised officials as per DOP?			
15.	Whether Statement showing Investments outstanding at the end of each month is prepared?			
16.	Statement showing interest earned including accrued interest as on last day of the month?			
17.	Review the surplus fund available from time to time and their investment as per the established policy.			
18.	In case of maturity of deposit, verify the amount received along with interest from the Bank.			
19.	In case of bank guarantees whether appropriate action for extension has been initiated at least one month before their expiry.			
<b>4.6 Check list for verification of Accounts Receivable:</b>				
1.	Verify the letter of credits received from parties comparing with the Contract/Agreement entered.			
2.	Review the LC Terms and conditions with respect to terms & Conditions of agreement.			
	a) LCs should be confirmed, irrevocable, unrestricted for negotiation without recourse to drawer.			
	b) Opened by bank acceptable by sellers Banker.			
	c) It should be for 100 % estimated value of shipment for guaranteed/ indicative Fe. Content.			
	d) Verify the validity of the L.C. as per agreement.			
	e) Verify Bank Charges in respect of L.C. opening and confirmation are for buyer's Account.			
3.	Verify the invoices prepared based on MPR/ JMC within 7 days from the date of receipt of the same.			
4.	Verify whether the invoice amount includes penalty /bonus and taxes clearly mentioned in the invoice.			
5.	Reconciliation of billing done with activities to be undertaken as indicated in work order.			
6.	Reconciliation of billing done with value of work done statement.			
7.	Whether age analysis of sundry debtors is done.			
8.	TDS deducted from bills is properly accounted for and			



		reconciled with Form 26AS.			
	9.	Provision for doubtful debts is made as per the accounting policy.			
<b>4.7</b>	<b>Check list for verification of Capital Budget:</b>				
	1.	In respect of Capital Expenditure proposals, verify whether the proposal is having capital budget approval?			
	2.	In case of budget approved proposals, verify the standard CAPEX form, whether the reason for procurement, specific brand & manufacturer with explanation there for the techno commercial benefits of acquisition/replacement has been enclosed.			
	3.	Verify whether the CAPEX proposal cleared and recommended by the Functional Head of the respective indenters.			
	4.	Check that all proposals for capital expenditure were initiated on the basis of cost benefit studies and duly approved by competent authority.			
	5.	Is proposal having approval of CMD/BOD depending upon Delegation as per DOP.			
	6.	Verify whether payments are released as per the terms of work order and analyzing the progress of work as per approved time schedule?			
	7.	Verify the stage payments certified by the contract section and verify the basic documents based on which certificates have been issued?			
	8.	Verify the system of monitoring the expenditure and progress of work compared with approved plan.			
	9.	Verify the measurements in MB and ensure that the same are certified by the engineer-in-charge?			
	10.	Whether proper records of materials (including cement and steel) issued and consumed, contract/work-wise are maintained and verified before processing the bills?			
	11.	Verify whether each item of materials consumed for each work is in conformity with the stipulation in the contract.			
	12.	Whether the cost of the materials issued on recoverable basis has been recovered from the contractors' bills at the correct rates as per the terms of the contract.			
	13.	Verify that the total expenditure has not exceeded the sanctioned amount. If there is an excess, whether it has been fully justified and section obtained from the competent authority.			
	14.	In case of delay in execution of works contract, ensure that the penalty/liquidated damages as per terms of contract are recovered; in case of waiver, sanction has been obtained from the competent authority.			
<b>4.8</b>	<b>Check list for verification of Statutory &amp; other transactions:</b>				
	1.	Verify whether all statutory recoveries like GST TDS & TDS are remitted to the respective authorities every month with in stipulated dates.			



	2.	Verify the EMD and SD release as per the advice of contracts department by certifying the payment and whether it is tallied with the register maintained for the purpose.			
	3.	In respect of insurance payments, verify whether the policy covers all the assets as per requirement of user departments.			
<b>4.9</b>	<b>Check list for verification of employee related transactions:</b>				
	1.	In respect of payment to employees towards stitching charges, whether receipt is enclosed along with claim form.			
	2.	Verify festival advance payments to employees, whether advance is paid only once in the calendar year.			
	3.	Verify TA claim by the employees as per company TA rules.			
	4.	In respect of annual maintenance contracts, is payment released as per terms and rates of contract against departmental in-charge certification.			
	5.	In case of medical reimbursement claim, verify the claim is submitted in the prescribed format, sanctioned by the controlling officer and the reimbursement is as per the Company's rules.			
	6.	Verify whether the medical reimbursement has been allowed based on the prescription given by doctor'.			
	7.	Whether the reference for 'Specialist Consultation' has been made by Consulting physician?			
	8.	In case of reference to 'Approved Specialist' whether the fee receipt with specialist signature has been attached with reimbursement form?			
	9.	In case of in-patient treatment, is the amount released to the recognised hospital as per employee entitlement?			
	10.	Whether in case of treatment from other than Authorised Hospital, approval of Competent authority is exists for reimbursement?			
	11.	Verify that travelling allowance has been paid to employee as per eligibility.			
	12.	Verify in case of transfer of employee, the transportation charges for personal effects have been reimbursed based on actual expenses subject to limits prescribed			
	13.	Ensure that suitable records are maintained to check against double payment of LTC claims, leave encashment, festival advance etc.			
	14.	Check correctness of payments like payment of gratuity, payment under the Workmen's Compensation Act. Company's Contribution to Provident Funds etc. with reference to the respective rules and orders.			

## **5. Personnel Department**

### **Activities:**

5.1 Recruitment.

5.2 Training & development.

5.3 Promotions.

5.4 Industrial Relation.

5.5 Sanction of Loans & Advances.



- 5.6 Maintenance of Personal records.
- 5.7 Final Settlements.
- 5.8 Welfare activities.
- 5.9 Overtime Wages Payments.
- 5.10 Allotment of Co's quarters/ Buildings.
- 5.11 Recovery of House Rent & Electricity charges.
- 5.12 Vacation and unauthorized occupation of Company's quarters.
- 5.13 Maintenance of township.
- 5.14 Lease hold transaction.

	Sl. No.	Particulars	Yes	No	Remarks if any
<b>5.1</b>	<b>Check list for verification of Recruitment:</b>				
	1.	Verify whether, the rules /guidelines /policies in respect of employees are complied with of the Company.			
	2.	Compare the actual employee strength against the sanctioned strength for any variation and report variation, if any.			
	3.	Check that all rules and regulations for recruitment of all categories of employees are strictly followed and that all records in this regard are properly maintained.			
	4.	Check whether the instructions for reservations and de-reservation of the posts have been complied with.			
	5.	Check the roaster maintained for recruitment to reserved posts.			
	6.	Check whether the offers and terms and conditions of appointments issued are in accordance with the recommendations of the selection committee			
	7.	Review the personal files to verify whether all the declarations, nomination form etc., have been obtained, the files are kept up to date and all the records evidencing the events during the employment are kept			
	8.	Review whether all the formalities required i.e., verification of antecedents, medical examinations had been completed in respect of new recruits.			
	9.	Review the cases of pay fixation, sanction of special allowance, advance, increments, special pay, honorarium etc., with reference to the rules and regulations formed and the delegation of power.			
	10.	Whether the Management Trainees get adequate institutional and on-the-job training?			
<b>5.2</b>	<b>Check list for verification of Training &amp; development:</b>				
	1.	Are Development/ Refreshment training courses conducted for keeping employees abreast of new Technologies/ management techniques?			
	2.	Check how many such courses have been conducted and how many employees have been covered during the year.			
	3.	Whether approval of competent authority has been taken for sending employees for seminar and training program.			
	4.	Whether minimum training hours has been conducted as per MOU / Statutory guidelines.			
<b>5.3</b>	<b>Check list for verification of Promotions:</b>				
	1.	Whether the promotion of 'Executive and Non-executive' is in conformity with the "promotion Policy"			



		of the company?			
	2.	Review whether the promotion of 'Executive and Non - executive' are with the approval of the competent authority. Review cases of pay fixation and grant of special pay/ allowances.			
	3.	Whether basic pays are fixed on promotion?			
<b>5.4</b>	<b>Check list for verification of Industrial Relation:</b>				
	1.	Study the man-hours lost due to strike and other industrial relation problems during the period under audit and the reasons therefore. Could the loss be avoided /reduced by proper action at appropriate time? Has suitable action been taken to avoid similar problem in future? Is the present industrial relation situation cordial and peaceful?			
	2.	How does the existing manpower (particularly in operation Departments) compare with manpower envisaged in the Manpower Plan? Has there been Industrial Engineering study for assessing the manpower requirement? If so, how does the actual manpower in position, compare with the Industrial engineering assessment?			
<b>5.5</b>	<b>Check list for verification of Sanction of Loans &amp; Advances:</b>				
	1.	Review the sanction issued for advances to verify whether any second advance was paid before the due date.			
	2.	Check whether periodical verification of documents for cars, scooters owned by employees and claim for conveyance reimbursements are made.			
	3.	Verify whether the rate of interest chargeable in the case of advance drawn by employee for purchase of car/ scooter is correctly recorded in personal files.			
	4.	Verify whether that the recoveries from the employee resigned /retired are affected correctly.			
<b>5.6</b>	<b>Check list for verification of Maintenance of Personal records:</b>				
	1.	Are service records of all employees containing particulars regarding, date of birth, qualification, date of employment, date of increment, leave etc. being maintained properly?			
	2.	All records under factory Act and other statutory requirement kept properly?			
	3.	Check that all statutory returns and forms under Industrial Disputes Act, Payment of Wages Act, Workmen Compensation Act and other labour laws are regularly compiled and submitted to the authorities concerned.			
	4.	Verify whether suitable records are maintained to show the necessary particulars in regards to LTC claims and other allowances which are regulated with reference to the time interval.			
	5.	Whether the wages paid by contractor has been verified and PF, ESI documents has been collected from contractor?			
	6.	Whether leave record is maintained properly.			
	7.	Whether cases with respect of leave without pay are			



		scrutinized.			
<b>5.7</b>	<b>Check list for verification of Final Settlement in case Resignation/ Retirement:</b>				
	1.	Verify the acceptance of Resignation letter and issue of relieving letter after approval of competent authority?			
	2.	Notice period has been served or if waived it is by the approval of the competent authority?			
	3.	Check correctness of final settlement for retrenched/ terminated employees.			
	4.	In cases of voluntary retired employees, the final payment is as per Government notification and as per company policy?			
	5.	Verify from full and final settlement form, whether all dues as per outstanding dues certificate have been recovered.			
	6.	In case of resignation of employees, verify whether any bond amount is due and the same has been collected or recovered from the employee before release.			
<b>5.8</b>	<b>Check list for verification of Welfare activities:</b>				
	1.	All the declaration of dependent, nomination etc. has been taken from employees and it is updated as and when required for medical claims/LTC claims Purpose.			
	2.	Whether safety appliance issued to the employees are as per Company policy and procedures?			
	3.	Whether the welfare scheme such as incentive scheme for acquiring professional qualification, grant of scholarships for employees' children, etc. are being implemented efficiently and fairly?			
	4.	Review and verify whether the records for issue of uniforms, gifts etc. correctly maintained.			
<b>5.9</b>	<b>Check list for verification of Overtime Wages Payment:</b>				
	1.	Review the reasons for overtime working and the procedure for authorising, recording and verification of overtime working.			
	2.	Check whether the statutory rules governing the overtime working and payments being observed?			
	3.	Review the system of control/ monitoring the overtime wages payments.			
	4.	Check whether the overtime working and payments are reasonable?			
<b>5.10</b>	<b>Check list for verification of Estate division and legal section:</b>				
	1.	Whether telephone bills, other communication and office equipment electricity and water bills and their timely payment is monitored.			
	2.	Whether rent, rates and taxes are paid properly.			
	3.	Whether documentation of property of company held at various places is present.			
	4.	Whether rent and other charges are realised from the tenant.			
	5.	Whether Lawyers are appointed and their fees are fixed with prior approval of competent authority?			
	6.	What is the status of legal pending cases and what are the reasons thereof.			
<b>5.11</b>	<b>Check list for verification of CSR Activities:</b>				
	1.	Check the Budget allocated for entire CSR Activity during			



		the year for the company as a whole.			
2.		Check the number of Tier 1, 2 & 3 level CSR committee meetings held during the period.			
3.		Check the minutes of these meetings and verify the work carried out as per approved plan.			
4.		Check the Budget allocated for CSR Activity during the year for each project/ activity and actual expenditure incurred.			
5.		Check the details updated on MECL CSR website.			

## 6. Civil Department:

### Activities:

- 6.1 Allotment of Co's quarters/ Buildings.
- 6.2 Recovery of House Rent & Electricity charges.
- 6.3 Vacation and unauthorized occupation of Company's quarters.
- 6.4 Maintenance of township.
- 6.5 Lease hold transaction.

	Sl. No.	Particulars	Yes	No	Remarks if any
<b>6.1</b>	<b>Check List for verification of allotment of Co's quarters / buildings:</b>				
	1.	Verify whether, Company's quarter allotted to employees is as per the rules of the Company.			
	2.	Verify whether appropriate approval was obtained from competent authority for quarters allotting to employees.			
	3.	Review the quarter register and statement of quarter lying vacant / unallocated for long period and the justification for the same.			
	4.	Review the complaints / suggestion register and verify the action taken on the complaints / suggestion.			
	5.	Verify whether appropriate approval was obtained from competent authority for allotment of quarters / buildings in the estate to any outsider.			
	6.	Verify whether the lease period lease amount in respect of quarters / building leased out to outsiders are not unduly longer period and unreasonably low.			
	7.	Check that the lease terms are for short term only and revised periodically in comparison to prevailing market situation.			
	8.	Check the case of litigation with regard to lease agreement and latest status at the time of review.			
	9.	Check the actual occupants vis-à-vis lease as per agreement to ensure that there is no sub-letting / leasing (quarters/ shops etc.).			
	10.	Check for dues, long outstanding and review the reasons and action taken to recover the same.			
<b>6.2</b>	<b>Check list for verification of House rent &amp; Electricity Charges:</b>				
	1.	A list of occupants of quarters (employees as well as outsiders) may be obtained from estate department and recovery of maintenance charges and electricity charges may be verified from payroll department.			
	2.	Whether in case of retention of old quarters beyond period allowed whether proper sanction is taken from appropriate authority.			
	3.	Verify that no HRA is being paid to an employee			



		occupying quarters.			
	4.	Review whether recoveries due from outside parties towards lease of accommodation from the Company are properly affected.			
	5.	Review the allotment register of township hall and see whether recoveries of maintenance charges, electricity, water charges and cost of damage caused to building etc. have been affected.			
<b>6.3</b>	<b>Check list for verification of Vacation and Unauthorised Occupation of Company's quarters:</b>				
	1.	Review the handing over & taking over reports, whether the recoveries if any for the damage to the building/fittings are made from the occupants.			
	2.	Review whether the recoveries of electricity bill up to closing reading of meter at the time of vacation is settled by the occupant.			
	3.	Verify whether all the set procedure is being followed to get vacated the Company's quarter from the unauthorised occupants.			
	4.	Check whether the boundaries of Company's land, quarters are properly protected and covered by compound walls of adequate height to avoid any encroachment.			
<b>6.4</b>	<b>Check list for verifying Township maintenance:</b>				
	1.	Review the approved annual budget of Township Maintenance and compare actual performance with the budget.			
	2.	Review whether the repair & Maintenance jobs are carried out as per the approved norms.			
	3.	Check whether the receipt of material drawn from the stores and outside purchases are duly authorised and properly recorded.			
	4.	Are materials from township stores issued against authorised indents only?			
	5.	Are the stores physically verified at least once a Year?			
	6.	Check for the abnormal consumption of consumable items like bulbs, taps etc.			
	7.	Is Property / house tax and other statutory payments are paid within the time?			
<b>6.5</b>	<b>Check list for verifying Lease hold transactions:</b>				
	1.	In Lease hold land transactions, check the title deeds to ensure that they have been duly registered.			
	2.	For Leaseholds, note period of lease and terms of lease.			
	3.	Ensure that the title deeds are maintained in a safe place.			
	4.	Verify the lease rent payable proposed for payment, whether the rates are as per agreement between MECL and Landlords and prior approval has been taken from competent authority for payment.			
<b>6.6</b>	<b>Check list for verifying Repairs, Construction &amp; General Maintenance Contracts:</b>				
	1.	Whether examination of civil and maintenance contract work has been done in respect to works manual delegation of power and CVC guidelines?			
	2.	Whether any such cases exist where work could not be completed in time resulting in escalation and calculation			



		of escalation bills?			
3.		Whether bills submitted by parties are checked and verified with respect to scope of work as per work order issued?			
4.		Whether procedure followed for short notice tender, limited enquiry/tenders, paper tender and acceptance /rejection of offers received is examined?			
5.		Whether abnormal variation exists in estimated cost at the time of proposal and actual cost at the time of completion of work?			
6.		Whether there is any time lag in issue of work order and approval of competent authority?			
7.		Whether there is any time lag in date of actual start of work or date of handing over of site to the contractor and date of issue of work order?			
8.		Whether Measurement book is updated properly for all types of civil, electrical contracts? And bills submitted by contractor are certified on the basis of such MB?			

## 7. Systems Department:

### Activities:

7.1 Access Controls.

7.2 Password Policy & Security.

7.3 Safety & Security of Assets.

7.4 Maintenance contracts.

	Sl. No.	Particulars	Yes	No	Remarks if any
<b>7.1</b>	<b>Check list for verification of AccessControls:</b>				
	1.	Whether the Access Control Policy is documented and implemented to ensure only authorized personnel are allowed access to the information system assets:			
		a) Verify that a formal process exists for creation of user IDs and authorization of users based on functions performed.			
		b) Verify whether the list of users with administrator access for creation, modification and deletion of users and their access rights are defined for all systems.			
		c) Check if passwords are communicated after creation of user ID in a secure manner.			
		d) Review documentation and check logs to see whether only authorized persons are granted access and that the levels of access are adequate			
	2.	Whether all existing access rights given for various systems, user account details (such as Account Expiration, last login date, privileges etc.) are reviewed and modified as per the business and operational requirements.			
	3.	Determine access rights are granted to 'Third Party' on need-to-know basis and adequately authorized.			
	4.	Whether access to database is regulated.			
	5.	Verify whether exception reports for access violation are generated and reviewed.			
<b>7.2</b>	<b>Check list for verification of Password Policy &amp; Security:</b>				
	1.	Check that password policies are defined and			



		documented.			
	2.	Whether all the applications, database and operating systems have password parameters configured.			
	3.	Whether any written policy that disallows users from sharing passwords exists.			
	4.	Whether user password details are reviewed on a regular basis.			
<b>7.3</b>	<b>Check list for verification of Safety &amp; Security of Assets:</b>				
	1.	Whether access to the data center is restricted to only authorised individuals whose job performance requires access.			
	2.	Whether access to the data center supply facilities (e.g. electrical supply, cooling towers or forms storage) is monitored.			
	3.	Check the availability of portable fire extinguishers.			
	4.	Whether Uninterruptible power systems such as UPS or motor generators are installed. Review their periodic testing.			
	5.	Verify whether the air conditioning system is adequately protected against any disaster.			
	6.	Check whether a list is maintained for all third-party software used by the organisation.			
	7.	Check Whether the Original copies of all the licenses are in the custody of an authorised official and is documented.			
<b>7.4</b>	<b>Check list for verification of Maintenance contracts:</b>				
	1.	Check whether the prescribed procedures are followed for awarding the annual maintenance contracts.			
	2.	Check the maintenance contracts are taken on hardware in use and scope and conditions of preventive maintenance are documented.			
	3.	Whether service level reports are drawn up regularly.			
	4.	Verify the procedure with regard to the following:			
		a) Call monitoring procedures			
		b) Registering the call			
		c) Acknowledgment of call			
		d) Resolution of problem and closure of call			
		e) Updating the solution database			
	5.	Check that the Antivirus software is updated and virus wall is built and updated in the entire PCs and Other Servers.			
	6.	Check whether the Software audit is conducted by an external Firm once in every 3 years.			

## 8. Exploration Department

	Sl. No.	Particulars	Yes	No	Remarks if any
	1.	Whether requirement of fund received from project audited and whether they are justified.			
	2.	Whether annual work plan of drilling and exploration audited and whether executed as per the terms and conditions.			
	3.	Whether suspended borehole (if any) audited.			
	4.	Whether the cases of re-drilling of borehole and reasons			



		thereof examined.			
	5.	Whether payments of cash incentives to projects checked.			
	6.	Whether Geo-Physical logging work audited.			
	7.	Whether Geological report is timely submitted.			
	8.	Whether sundry debtors are analysed age wise and whether any recovery is made.			
	9.	Reconciliation of Chemical & Geophysical work done and bills raised.			
	10.	Whether any other matter related to division audited.			

### 9. Drilling Department

	Sl. No.	Particulars	Yes	No	Remarks if any
	1.	Whether annual requirement of drilling accessories and consumables considered.			
	2.	Whether there is a plan of deployment of drilling machines.			
	3.	Whether there are borehole losses and any approval thereof.			
	4.	Whether there are any R & D activities of drilling division.			
	5.	Reconciliation of Drilling Meter age with B D & P Division and Finance Division.			
	6.	Whether there are any other matters related to division.			

### 10. CMC/ RMC/ Projects

#### **Activities:**

10.1 Access Controls.

10.2 Password Policy & Security.

10.3 Safety & Security of Assets.

	Sl. No.	Particulars	Yes	No	Remarks if any
<b>10.1</b>	<b>Check List of verification of AccessControls:</b>				
	1.	Whether all records related to production verified?			
	2.	Whether there are any such cases where machine and manpower are left idle?			
	3.	Whether valuation of job system checked?			
	4.	Whether record of scrap/ rejects generated in manufacturing/ processing of various items at CMC checked?			
	5.	Whether there is any abnormal generation of scrap/ rejects at CMC?			
	6.	Whether there is any other related matter?			
<b>10.2</b>	<b>Check List of verification of RMC Activities:</b>				
	1.	Whether all records related to repair and maintenance of machines and equipment verified?			
	2.	Whether work is completed in given time?			
	3.	Whether there is unreasonable delay in taking up items for repairs? (i.e. Break down machines not taken up for repairs and lying idle)			
	4.	Whether there is any other related matter?			
<b>10.3</b>	<b>Check List of verification of Project Activities:</b>				
	1.	Details of monthly Progress and achievement of			



	Targets.			
2.	Details of Shifts / Hours utilisation.			
3.	Details of Borehole losses, if any.			
4.	Details Re-drilling, suspended boreholes if any.			
5.	Theft, Accident cases if any.			
6.	M-5 Report Vehicle Performance Report.			
7.	Sanction towards the Repairs, exceeding the delegated Powers.			
8.	Excess consumption of HSD on vehicles - sanctions regarding.			
9.	Details of hired vehicles, if any - HSD Consumption, Sanction, Billing, TDS.			
10.	Verification of Running Log Books and History Sheets - Vehicles, Machinery.			
11.	Payment of Telephone Bills - Regarding.			
12.	Stores Receipts/ Issues Registers.			
13.	POL Issue/ Receipt entries - Verification.			
14.	F C Register			
15.	Quotations - Purchase formalities.			
16.	Inventory of stores - Idle inventory, Comparison with average monthly consumption.			
17.	Stores return reconciliation with accounts booking.			
18.	Cash Book verification - Physical verification of Cash done on.			
19.	Unpaid Register.			
20.	Verification of Data sent for PC-I Report and reconciling with Cost Sheet.			
21.	Bank Reconciliation statement.			
22.	Details of petty voucher payments.			
23.	Details of expenditure on Printing & Stationery.			
24.	FDA & FHRA Bills - Payments.			
25.	TA/ Imprest Advances and its adjustment.			
26.	Ledger / Trial Balance - Review.			
27.	Salary Data Verification.			
28.	Deposit of income tax recovery in time.			
29.	Attendance & Leave Record account.			
30.	Postage stamp account.			
31.	Payment of Vehicle Taxes, Insurance and Fitness.			
32.	Payment by Cash, amounts exceeding Rs.2000/-.			
33.	Verification of Labour Contractors bills, PF, ESIC.			
34.	Verification of Field Hostel Agreements and expenditure incurred on its maintenance.			
35.	Timely submission of information to CHQ for payment of RCM/ GST Tax and TDS, if any.			
36.	General Observations, Special Notes, if any.			
37.	Status of Audit paras, related to earlier audit, if any.			
38.	Audit Paras No. _____ Handed over on _____.			

## 11. Pre-Audit

### Activities:

11.1 M P R / Administrative approval.

11.2 Appointment of Consultants.

11.3 Tendering and evaluation process.

11.4 Processing bids & Placement of Purchase / Contract Orders.



	Sl. No.	Particulars	Yes	No	Remarks if any
<b>11.1</b>	<b>Check List for verification of MPR / Administrative approval:</b>				
	1.	Is MPR / Proposal raised by indenting department in order with respect to specification of the material/ works required, item code, quantity based on MOU target and the estimated cost submitted along with justification?			
	2.	Check the basis of Estimates with reference to LPP/ Schedule of Rates/ Others, free issue items, inclusive/ exclusive of taxes and ensure that the same is reasonable.			
	3.	Check whether the MPR has been raised when the stock level reaches re-order level (AR items) or after receipt of approved indent from user department in the case of non-AR items.			
	4.	Verify whether the Site Finance Concurrence is available, where ever required.			
	5.	Is MPR/ Proposal recommended by Appropriate Authority?			
	6.	In case of Capital Equipment/ expenditure, whether there is provision in the capital budget for the year and budget certification exists?			
<b>11.2</b>	<b>Check List for verification of Appointment of Consultants:</b>				
	1.	Verify the justification furnished for the engagement of consultant to ensure that the same is need based and for highly specialised jobs.			
	2.	Check whether the Scope of the work and Objective is drafted in simple and concise language.			
	3.	Whether transparent competitive bidding process is recommended.			
	4.	Check that the Consultants Fees has been estimated in a realistic & scientific way, by ascertaining prevalent market conditions and consulting organization engaged in similar activities.			
	5.	Ensure that the role of the Consultants is only advisory and final authority & responsibility rests with the Company Officials only.			
	6.	Check whether EMD, BG, Penal provisions for non/poor performance is incorporated in the NIT.			
	7.	Check whether open / limited tenders invited in all cases as per procedure prescribed?			
	8.	Whether adequate publicity for tenders has been given as prescribed?			
	9.	Whether sufficient time given for receiving quotations as per guidelines i.e., 4-6 weeks time for Open tender and 3-4 weeks time for limited tender.			
	10.	Check whether Pre-Qualification criteria and evaluation criteria are well defined.			
	11.	Verify whether the Finance Concurrence is available.			
<b>11.3</b>	<b>Check list for verification of tendering and evaluation process:</b>				
	1.	Are open / limited tenders invited in all cases as per procedure prescribed?			
	2.	Whether e-tender process followed for all procurements above prescribed threshold limit			



	(Rs. 2 Lakh) and the L1 party is determined by following composite comparative price system?			
3.	Whether adequate publicity for tenders has been given as prescribed?			
4.	Whether sufficient time given for receiving quotations as per guidelines i.e., 4-6 weeks time for Open tender and 3-4 weeks time for limited tender.			
5.	If any extension of due date is proposed -			
	a) If yes, whether the recommendation from the appropriate Authority is available;			
	b) Is the reason for extension of date reasonable? (Fore.g. to have a better competition).			
6.	In case of Open/ Global tender, whether tender notice was issued in the news papers depending on target sources, place of publication and extent of circulation required?			
7.	In case of amendment to tender or modification of tender terms subsequent to pre-bid meeting, whether corrigendum to tender has been issued in the same media with suitable time extension for submission of bids?			
8.	In case of limited tendering method, the basis on which suppliers have been selected is as per the prescribed procedure.			
9.	Is the number of enquiries adequate for getting competitive offers?			
10.	Test check whether enquiries for LTEs have been sent to all the registered vendors without pick & choose.			
11.	In case of single tenders verify whether adequate justification exists for resorting to single tender purchases; the rates obtained were reasonable, and the prescribed procedure has been followed.			
12.	In case of proprietary items, verify whether the tender was processed in accordance with Delegation of Powers and items procured were from OEMs or their authorized dealers only. Ensure that Proprietary certificate in the prescribed format is enclosed.			
13.	In case of repeat order, whether ;			
	a) The orders had been placed within six months for 50% of the original order with same rate, terms & conditions.			
	b) There was no downward trend of price.			
	c) Quantity of repeat order did not exceed that of the original order.			
	d) Not more than two repeat orders had been placed against a specific order.			
14.	In case of two bid systems, whether price bids were opened only after technical bids opened and accepted as per the requirement of indenting department.			
15.	Check the NIT conditions to ensure that either the Indian agent on behalf of the Principal/OEM or the Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same			



		tender.			
16.		Check the NIT conditions to ensure that if an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.			
17.		Check whether quality, quantity, place of delivery, delivery period and schedule of payments are specified.			
18.		Check whether the Scope of the work, Objective along with EMD, BG, LD and guarantee clause is drafted in simple and concise language.			
19.		Check whether Pre-Qualification criteria and evaluation criteria are well defined.			
20.		Check whether two bid systems (Technical & Price bid) incorporated in the NIT, otherwise justification.			
21.		Check the scope of escalation clause if any indicated in the NIT.			
22.		Check whether Integrity Pact Clause (above Rs 30Lakh) and Fraud Prevention Policies are incorporated in the NIT.			
<b>11.4</b>	<b>Check list for processing the bids &amp; placement of PO / WO :</b>				
1.		Check whether Tender documents are duly signed by the Tender opening committee.			
2.		Check whether the Tender opening report signed by the entire committee member is enclosed.			
3.		Comparative statements of the offers were correctly prepared taking into consideration the elements of taxes, duties, freight etc. and also the make and specification as stipulated in the tender notice and duly signed.			
4.		Ensure that determination of L1 party is in accordance with the evaluation criteria of NIT.			
5.		In cases of acceptance of other than lowest (L1), adequate justifications for rejection of lower tenders have been recorded.			
6.		Check whether the Finance Concurrence and recommendation of concerned Director is available.			
7.		Check whether the grounds for rejection of bids are in order.			
8.		Check whether the Tender Committee recommendation is available and the same is made after verification of compliance with CVC guidelines, NIT terms and reasonability of the price.			
9.		Whether negotiations / order placement were held after Tender Committee recommendation, Finance Concurrence and with the approval of the Competent Authority.			
10.		Verify the particulars of EMDs submitted by the tenderer?			



	11.	If any vendor is exempted from submission of EMD (SSI or registered vendor) then verify whether proper documents (proof) have been submitted by the vendor.			
	12.	The applicability of GST with respect to material and its evaluation in tender process.			
	13.	Verify that prompt action was taken in finalizing the orders within the validity period of quotation to avoid price increase.			
	14.	Check whether amendment of the purchase / works orders has been made as per the laid down policy.			
	15.	Check whether extension of the delivery period / completion period and waiver of liquidated damages have been allowed as per the approved guidelines.			
	16.	Verify whether the Integrity pact agreement and fraud prevention policy of the company has been signed by the bidder as approved by the Management from time to time (in respect of the order values exceeding Rs.30 Lakhs)			
	17.	Ensure the compliance/ adherence with CVC guidelines issued from time to time.			
<b>11.5 Check list for Additional Areas:</b>					
	1.	General Leger / Sub ledgers Scrutiny.			
	2.	Quarterly physical Verification of FDRs.			
	3.	Review reconciliation of form 26 AS with TDS ledger, TDS certificates.			
	4.	Verification of Debtors ageing.			
	5.	Review of Compliance of Ind As/Sch-III of Co Act, 2013			
	6.	Review of old EMD, retention money.			
	7.	Assistance and review of GST compliance when implemented by the Government.			
	8.	Review of compliance of Delegation of Power (DOP) of the company.			
	9.	To carry out the audit of Guest House facility at CHQ, Nagpur.			
	10.	Review of adequacy of insurance coverage in the Company.			
	11.	Review of the Tax assessments such Income Tax, GST Tax, Professional Tax etc.,			
	12.	Review of the compliance of the yearly Budgetary changes on taxes etc.,			
<b>11.6 Check list for verification of activities MECL Employee Provident Fund Trust:</b>					
	1.	Checking of opening PF balances of all members brought forward from previous year;			
	2.	Correctness of entry in PF Cards of all payments/disbursements pertaining to withdrawals/settlements to each employee including availability of relevant documents. All final settlement cases should be verified through Personal files of the concerned employee;			
	3.	Verification of investments made as per approvals and availability of relevant securities in the name of MECL CPF in DEMAT & CGSL Statements etc.			
	4.	Verification of receipt of interest on Investments on due date including checking of interest accrued at the			



		end of the year and their receipt in subsequent year and accounting of earnings on the investments made;		
	5.	Checking of Bank reconciliations in detail and accounting of all receipts and payments with Bank Statements and listing of cheques issued but not presented and cheques deposited but not credited & cheque in hand etc.;		
	6.	Checking of correctness of PF deductions made from the salaries on monthly basis and its deposit along with Employer Contribution in the bank account of MECL CPF within due date;		
	7.	Cross checking of number of employees from whom deductions are made and PF credited in their PF cards with respect to employees for whose salaries are/were prepared on monthly basis;		
	8.	Internal control system for the payment/disbursement/recoveries/PF and VPF recoveries & deposits, Investments and Interest earned, withdrawal, advance & settlement.		
	9.	Checking of Amortization of Premium/Discount on securities.		
	10.	Checking of correctness, timely deposit and online uploading of monthly ECR. Statement of Pension Fund and monthly PF return of the employees at EPFO portal.		
	11.	Checking of Investment whether done within time limit as prescribe by EPFO and that investment is as per EPFO guideline/MECL EPF TRUST Investment policy.		
	12.	Checking of Investment process i.e. Quote collected, compilation thereof and investment made.		
	13.	Verification of availability of supporting documents with Vouchers including approval of appropriate authority.		
	14.	Checking of deduction of TDS, timely deposit thereof & checking of TDS returns		
	15.	Compliance of all applicable statutory law including EPFO guidelines.		
	16.	In addition to the Internal Audit of MECL CPF for FY 2025-26, the internal auditor will certify the investments on half yearly basis.		

Note: The bidder is required to quote LUMPSUM PRICE for Professional Charges/Audit Fee for the FY-2025-26 for the entire Scope of Work.



**MINERAL EXPLORATION AND CONSULTANCY LIMITED**  
(A GOVERNMENT OF INDIA ENTERPRISE)

**Buyer Added Specific Additional Terms and Conditions**

- The bidders have to upload a physically signed undertaking and declarations with their bid that the bid document including GeM GTC, SOW, T&C, STC, ATC AND ANNEXURES etc. are acceptable to them (As per enclosed undertaking proforma and the enclosed declaration formats are required also to be uploaded physically signed by bidder).
- **CONFLICT AMONG ORDER TERMS AND CONDITIONS:** In case of any conflict between GeM GTC, STC and ATC, the later shall prevail in order to the extent applicable.
- Submission of Price Bid in the Techno-commercial bid (Part-I), shall be deemed as “Disclosure of price in Techno-commercial bid” and hence shall be rejected. Bidders may, therefore, ensure that Price Bid is submitted in appropriate cover/packet only.
- For withdrawal of bid after the end date of bid submission the bidder will have to make request in writing to the Tender Inviting Authority. Withdraw of bid may be allowed till issue of Work Order/LOA with the following provisions of Penal Action: The bidder will be debarred for a period of one year from participating in any of the Tender of Company.
- The bidder needs to upload the Tax-Invoice on MECL E-Billing portal for tracking of their invoices. E-bill portal website is [www.meclebill.co.in](http://www.meclebill.co.in)
- MECL reserves the right to terminate the contract at any stage if the performance of the contractor is not found satisfactory or for any other reason (e.g. cease of requirement, etc.)
- In case successful bidder do not execute the contract during the contract period, MECL reserves the right to impose risk purchase and also to recover the cost due to loss of revenue for operation stoppage/work stoppage. Further MECL reverses the right to debar the bidder for the period of one year from the actual date of debarment letter.
- The successful bidder shall be required to furnish bank guarantee equivalent to 3% of the total contract value, in accordance with the terms and conditions of the GeM tender. All participating bidders are hereby notified that any conditional offer regarding bank guarantee (BG) terms shall not be accepted at any stage of the tendering process, including but not limited to, bid submission, post-bid submission, price bid opening, offer acceptance, and contract execution. Bidders must provide a separate and explicit acceptance of this clause as a mandatory requirement of the bid.



➤ **Performance Bank Guarantee:**

The Performance Bank Guarantee shall be issued shall be in the form of Insurance Surety Bonds, Account Payee Demand Draft, Bank Guarantee (including e-Bank Guarantee) from a Scheduled Commercial Bank (except Cooperative Bank & Gramin Bank) in India on a non-judicial stamp paper of appropriate value as per applicable state law.

The Performance Bank Guarantee in the form of Insurance Surety Bonds / BG shall be valid for 1 year (claim period) beyond the date of completion of all contractual obligations including warrantee obligations.

In case of any extension of contract obligation period, the seller / service provider shall be liable to suitably extend the validity of the performance security.

**Note:** Wherever a Performance Bank Guarantee (PBG) is applicable, the option of submitting a Fixed Deposit Receipt (FDR) is not acceptable.

- After award of GeM contract, indenting division will manage the contract and release the payment as per the terms and conditions of GeM order.

- **ARBITRATION:** In case of any dispute or difference arising out of the contract, which cannot be resolved mutually between MECL and Bidder, it shall be referred to a Sole Arbitrator to be appointed by the CMD, MECL. The CMD, MECL shall communicate/cause to communicate, a panel of three names of persons to Bidder/MECL as the case may be in this regard within 30 (thirty) days of notice of arbitration by the Bidder/MECL as the case may be, to select any one of them to be appointed as the Arbitrator. In case Bidder/MECL as the case may be has not communicated its selection as above within thirty days, CMD, MECL will appoint any one of the persons from the panel as a Sole Arbitrator. The Arbitrator shall give a reasoned and speaking award. The award of the Arbitrator shall be binding on both the parties. The venue of arbitration shall be at Nagpur. In case of any vacancy another Arbitrator will be appointed in the same manner as above. The Arbitration and Conciliation Act, 1996 and rules made there under shall apply to the Arbitration Proceedings.

- **ARBITRATION CLAUSE FOR SETTLEMENT OF COMMERCIAL DISPUTES BETWEEN CENTRAL PUBLIC SECTOR ENTERPRISES (CPSEs) INTER SE AND CPSE(s) AND GOVERNMENT DEPARTMENT(s)/ ORGANIZATION(s)–ADMINISTRATIVE MECHANISM FOR RESOLUTION OF CPSEs DISPUTES (AMRCD):** In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract (s) between Central Public Sector Enterprises (CPSEs)/ Port Trusts inter se and also between CPSEs and Government Departments/Organizations (excluding disputes relating to Railways, income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for its resolution through AMRCD as mentioned in DPE OM No. 05/0003/2019-FTS-10937 dated 14th December 2022 and the decision of AMRCD on the said dispute will be binding on both the parties.



**PROFORMA FOR SUBMISSION OF PHYSICALLY SIGNED UNDERTAKING BY BIDDER**

**MINERAL EXPLORATION AND CONSULTANCY LIMITED  
(A GOVERNMENT OF INDIA ENTERPRISE)**

<b>GEM BID NO:</b>		<b>DATE</b>	
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**Undertaking to be submitted by the bidder**  
(To be uploaded along with techno-commercial bid)

Date:

To  
The HOD (Procurement & Contract)  
Mineral Exploration and Consultancy Limited (MECL)  
Dr. Babasaheb Ambedkar Bhawan.  
Seminary Hills, Nagpur – 440006

Sir,

**Subject: Undertaking on acceptance of GeM bid terms and conditions.**

I/ We do hereby undertake that all the GeM bid conditions including GeM General terms and Conditions/ SOW/ T&C/ ATC /GTC/ STC / Corrigendum Conditions / Important Conditions/ Declarations/ Annexures including Integrity pact as per applicability are acceptable to us and the same has been uploaded on GeM portal.

Yours faithfully,

Authorized Signatory  
(To be physically signed by the bidder)

Designation

Company Seal



**PROFORMA FOR SUBMISSION OF PHYSICALLY SIGNED DECLARATION BY BIDDER**

**MINERAL EXPLORATION AND CONSULTANCY LIMITED  
(A GOVERNMENT OF INDIA ENTERPRISE)**

<b>GEM BID NO:</b>		<b>DATE</b>	
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**Declaration to be submitted by the bidder**  
(To be uploaded along with techno-commercial bid)

Date:

To  
The HOD (Procurement & Contract)  
Mineral Exploration and Consultancy Limited (MECL)  
Dr. Babasaheb Ambedkar Bhawan.  
Seminary Hills, Nagpur – 440006

Sir,

**Subject: Power of Attorney/Authorization letter (Regarding authority for submission of bid)**

I/ We do hereby declare that Mr. (**Responsible person name**) is authorize to submit bid from our organization (**organization name**).

Yours faithfully,

Authorized Signatory  
(To be filled and physically signed by the bidder)

Designation

Company Seal



**MINERAL EXPLORATION AND CONSULTANCY LIMITED**  
**(Formerly Mineral Exploration Corporation Ltd.)**  
**(A GOVERNEMENT OF INDIA ENTERPRISE)**

**AGREEMENT FORM**

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 2025 at Nagpur between MINERAL EXPLORATION AND CONSULTANCY LIMITED, Dr. Babasaheb Ambedkar Bhavan, Seminary Hills, Nagpur, Maharashtra State (herewith called the Employer) of the one part and \_\_\_\_\_ (therein after called "The Contractor") of the other part. Whereas the employer is desirous that certain works should be executed by the contractor viz \_\_\_\_\_ and has accepted a tender by the contractor for the execution and completion of such work and the remedying of any defects therein.

Now this agreement witness as follows:

1. In this agreement words & expressions shall have the same meanings as are respectively assigned to them in the condition of contract herein after referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement Viz.
  - a) The said tender No. \_\_\_\_\_
  - b) The letter of intent No. \_\_\_\_\_
  - c) The letter of acceptance \_\_\_\_\_
  - d) The work order No. \_\_\_\_\_
  - e) General conditions of the contract \_\_\_\_\_
  - f) Special conditions of the contract \_\_\_\_\_
  - g) The priced bill of quantities. \_\_\_\_\_
- 3 In consideration of the payments to be made by the employer to the Contractor as hereinafter mentioned. The contractor hereby covenants with the employer to execute and complete the works and remedy any defects therein in conformity in all respects, with the provisions of the contract.
4. The employer hereby covenants to pay the contractor in consideration of the execution and completion of the works and the remedying of defects therein the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

In witness whereof the parties hereto have caused this agreement to be executed the day and year first before written.

Signed, sealed and delivered by

MINERAL EXPLORATION AND  
CONSULTANCY LIMITED, NAGPUR

Signed, sealed and delivered by (contractor)  
M/s .....

Witness

(1)

(1).

Witness

(2)

(2).