

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	16-02-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	16-02-2026 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Defence
विभाग का नाम/Department Name	Department Of Defence Production
संगठन का नाम/Organisation Name	Munitions India Limited
कार्यालय का नाम/Office Name	*****
वस्तु श्रेणी /Item Category	Financial Advisory Services - Onsite; Accounting Advisory Services For Preparation Of Financial Statements, Support And Guidance For Resolving And Replying Audit Queries
अनुबंध अवधि /Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	300 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	1200000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	26

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

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

लाभार्थी /Beneficiary :

CMD

MIL Pune, Department of Defence Production, Munitions India Limited, Ministry of Defence
(Chairman And Managing Director)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. 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 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 service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within $L-1+ 15\%$ of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
4. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within $L-1+ 15\%$ of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of work to be uploaded by buyer:[1770375522.pdf](https://www.india.gov.in/sites/default/files/1770375522.pdf)

Financial Advisory Services - Onsite; Accounting Advisory Services For Preparation Of Financial Statements, Support And Guidance For Resolving And Replying Audit Queries (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Category of financial advisory service	Accounting Advisory Services For Preparation Of Financial Statements, Support And Guidance For Resolving And Replying Audit Queries
Sub-category of Financial Advisory Services	Maintaining Book Of Accounts, Preparation Of Accounts with Conformity To Ind AS, Preparation Of Financial Statements, Designing MIS And Handle And Sort Out issues Of Mandatory Audits
Financial Advisory Reports	Yes
Frequency of Progress Report	Quarterly, Half Yearly And Financial Year wise
Type of Professional/Resources required	Chartered accountant , Financial Consultant , Financial advisor , Proficiency in SAP
Qualification of Professional/Resources required	CA , Graduate in Commerce For Support Staff
Certification of Professional/Resources required	Certified CA by ICAI
Total Experience of Professionals / Resources (In years)	SFA CA having more than 10 Years
एडऑन /Addon(s)	
Post Financial Advisory Support	Yes

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	*****	*****Pune	Project / Lumpsum Based	<ul style="list-style-type: none"> Number of months for which Post Advisory support is Required : 9

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

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 50 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 50 percent. Bidders are bound to accept the revised quantity or duration.

2. Generic

- The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
- The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
- 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 Fixed Deposit Receipt made out or pledged in the name of A/C

CMD/MIL

. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR 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

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

CMD/MIL

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

7. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. The firm should mandatorily sign and seal the Scope of Work , SLA and payment terms as a proof of acceptance of the same and upload along with other requisite documents in technical bid.

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8. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

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. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1

bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

16. 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.
17. 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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।/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.

---धन्यवाद/Thank You---

Scope of Work:

1. Introduction:

Munitions India Limited is a Defence Public Sector Undertaking of Government of India. MIL comprises of 12 production and 4 non-production units across India. The company commenced functioning wef 1st Oct 2021. The approximate annual turnover of MIL is ₹10,000 Crores.

- 1.1. MIL intends to hire the services of a CA firm for carrying out all Finance and Accounts operations of MIL for the period of two years in compliance to Companies Act 2013 or if any amendment thereafter and Ind AS accounting standards and providing complete support for successful completion of AGM and CAG Audit and any other regulatory audits.
- 1.2. MIL comprises the following production and non-production units and Head quarter (hereinafter called as "In-scope locations")

S.N.	In-Scope Locations	Abbreviation	State
1	MUNITIONS INDIA LIMITED CORPORATE OFFICE, Pune	MILCO	MAHARASHTRA
2	AMMUNITION FACTORY KHADKI, Pune	AFK	
3	CONTROLLERATE OF SAFETY, Khadki, Pune	MILCOS	
4	HIGH EXPLOSIVE FACTORY, Khadki, Pune	HEF	
5	NATIONAL ACADEMY OF DEFENCE PRODUCTION, Ambajhari, Nagpur	NADP	
6	ORDNANCE FACTORY DEHUROAD, Pune	OFDR	
7	ORDNANCE FACTORY BHANDARA	OFBA	
8	ORDNANCE FACTORY CHANDA, Chandrapur	OFCH	
9	ORDNANCE FACTORY VARANGAON	OFV	
10	ORDNANCE FACTORY ITARSI	OFI	MADHYA PRADESH
11	ORDNANCE FACTORY KHAMARIA, Jabalpur	OFK	
12	ORDANCE FACTORY INSTITUTE OF LEARNING KHAMARIA, Jabalpur	OFILKH	
13	ORDNANCE FACTORY NALANDA, Rajgir	OFN	BIHAR
14	ORDNANCE FACTORY BADMAL, Balangir	OFBL	ODISHA
15	CORDITE FACTORY ARUVANKADU	CFA	TAMILNADU
16	HIGH ENERGY PROJECTILE FACTORY, Tiruchirapally	HEPF	

- 1.3. At present, the accounts are maintained in SAP (S4 Hana). The accounting operations was being carried out using Tally software in each of our units. In addition Informix/MySQL/ FoxPro/ PHP were also utilized for certain reports till H2 of FY 2025-26. In October 2025, accounting system has been migrated to SAP (S4 Hana). The financial statements are prepared in line with Ind AS.
- 1.4. The period of Engagement shall be for two years from the date of placement of contract. The earliest date of commencement of contract shall be 01/04/2026 or seven days from the date of Supply Order, whichever is later. However, irrespective of date of start of contract, all entries pertaining to year 2026-27 and 2027-28 has to be made by the firm. This contract will cover maintenance of Finance and accounts department of MIL for the FY 2026-27 and 2027-28 as per Ind AS. The coverage may be required to be provided for one more year (FY 2028-29) also by operating option clause.

- 1.5. The firm should study the bid related documents carefully and quote lump sum charges (along with breakup of cost for two financial years) for providing the service as per the given scope of work and deliverables. The firm may visit MIL corporate office, ERP office or any of its production/ non-production units before submitting quotation to get familiar with the work involved. For visiting any unit, firm has to submit prior request in writing to make necessary arrangements. The CMD/MIL reserves the right to issue necessary amendments to the contract if deemed fit and can be extended as per the terms and conditions of the contract.

2. The broad scope of work for in-scope locations is mentioned below:

- 2.1. Maintaining the book of Accounts of all 16 units including consolidation of accounts at MILCO and preparation of accounts with conformity to Ind AS.
- 2.2. Preparation and presentation of financial statements Unit wise and for MIL (periodical including quarterly/ Half yearly/Financial year wise) in conformity to the requirements of Ind AS and to help MIL in smooth conduct of statutory/ supplementary/ tax/ cost/ CAG Compliance audit and also AGM of the shareholders for the financial years 2026-27 & 2027-28 (even if the period of contract is over).
- 2.3. Supervising and guiding all Finance and Accounts operations of MIL and imparting training to the personnel (departmental and hired) for all MIL units including MILCO
- 2.4. Structuring and designing all Management Information Systems (MIS) required for Units and HQ for the assessment and analysis of the financial position and performance of MIL by top management.
- 2.5. The firm entrusted with the work will engage professionally qualified personnel and shall function with highest standards of professional and ethical conduct. They shall sign Non-Disclosure Agreement with MIL and exercise strict confidentiality of MIL data.
- 2.6. The firm shall engage required number of professionals as per the requirement of the work. The firm shall be required to deploy a minimum of 1 number of Senior Financial Advisor (SFA), who should be a CA with similar prior experience and minimum post qualification experience of 10 years. The role of SFA will be to supervise the activities as per terms and conditions of the contract and to be a single point of contact for interaction with management of MIL and rendering necessary financial advice to the MIL management. The SFA can be a partner or senior associate/employee. In addition, if other partner(s) also are required to work on a daily basis at MIL premises, they may do so for efficient completion of the work. The place of work of the Senior Financial Advisor will be at MILCO on full time basis.
- 2.7. In addition to the above the firm will be required to deploy their qualified personnel along with support staff for carrying out the accounting functions at all MIL units on full time on 5 or 6 working days per week basis (Based on working days of MILCO/Units). These qualified personnel will be required to interact with management of the local units and with MILCO for proper compilation of accounts. The minimum number of personnel to be deployed is as per the table given below:

Sl. No.	UNIT	SFA	CA	Support Staff
1	MILCO	1	1	1
2	AFK & RCS	0	1	1
3	CFA	0	1	1
4	HEF	0	1	1
5	HEPF	0	1	1
6	NADP	0	1	1
7	OFBA	0	1	1
8	OFBL	0	1	1
9	OFCH	0	1	1
10	OFDR	0	1	1
11	OFI	0	1	1
12	OFK & OFILKH	0	1	1
13	OFN	0	1	1
14	OFV	0	1	1
TOTAL		1	14	14

Note: The above indicates, minimum number of staff essentially required. However, for work requirement additional staff must be posted by firm whenever needed, without any extra cost.

- 2.8. In case of any necessity for the firm's personnel from Pune to visit any of the MIL units for monitoring/co-ordination activities, the cost of travel from Pune to outstation locations of units and back will be reimbursed extra by economy class (cheapest fare) by air travel/AC II Tier travel by train. Outstation units shall make arrangements for providing local conveyance including pick up and drop from the airports/railway station and daily commuting from place of stay to our units for the firm's personnel in visit from Pune to MIL units only. However, this facility shall be provided only for employees posted at MILCO going to units and vice versa for official work. The units will provide suitable accommodation on request against payment of lodging and boarding charges; rate of such lodging and boarding will be same as for MIL employee on duty. No other daily allowances will be paid. No daily conveyance will be provided for working in Pune or at MIL units. The visits should be done as per instruction of MILCO only.
- 2.9. Similarly, when the CA or support staff from outstation unit is required to visit MILCO, the cost of travel will be reimbursed extra by economy class (cheapest fare) by air travel/AC II Tier travel by train. MILCO shall make arrangements for providing local conveyance including pick up and drop from the airports/ railway station and daily commuting from place of stay to MILCO. The MILCO will provide suitable accommodation on request against payment of lodging and boarding charges. No other daily allowances will be paid. The visits should be done as per instruction of MILCO only.
- 2.10. The firm will be required to handle and sort out any other issues to satisfy the mandatory audits.
- 2.11. CA and support staff will be provided accommodation at unit at employee rate, CA will be provided type IV accommodation and Support staff will be provided type 3 accommodations based on availability.

- 2.12. A senior partner should oversee statutory as well as CAG audits and submit a periodic report of audit progress and obstacles faced.
- 2.13. Physical presence of Senior partner apart from SFA is mandatory at the time of audit and finalization of consolidated financial statement.
- 2.14. Preparation and updation of SOP for finance and accounts department.
- 2.15. Communicate all changes with regards to:
 - 2.15.1. Companies Act, 2013
 - 2.15.2. IND AS
 - 2.15.3. Any other guidelines/circulars which have direct or indirect impact on financial statement or functioning of finance and accounts department.
- 2.16. Prepare reply/documents for onward submission to Ministry, CAG, Statutory auditors and any other regulatory body.
- 2.17. Support in preparation of annual report.
- 2.18. Submission of reply along with action taken report on queries raised by statutory auditor, Internal auditor or any other audits/inspection/inquiry.
- 2.19. Support in physical verification of fixed asset and inventory.
- 2.20. Identification of gaps in current operations of finance and accounts and submit a detailed report at least on half yearly basis.
- 2.21. Support in Submission of any financial data in PE Survey, MoU Dashboard, any other Government of India sites and departments.

3. Expected Deliverables:

- 3.1. The firm will be required to carry out and also provide guidance for complete finance and accounting work of MIL by carrying out all necessary tasks such as:
 - 3.1.1. Maintaining the Books of accounts in the required format and preparing periodical Financial and inventory reports as per the requirement of Ind AS and in compliance to Companies Act, 2013 or if any amendment thereafter.
 - 3.1.2. Cross-checking and verifying the accounting entries related to receipt and payment; expenses and revenue; assets and liabilities and sales and purchases on a periodical basis.
 - 3.1.3. Cross-checking and verifying the correct classification of the transactions as per the chart of Accounts.
 - 3.1.4. Preparation and checking of bank reconciliation statement and cash flow statements periodically but not later than weekly.
 - 3.1.5. Support for legal compliance for the deductions of taxes and preparation of statement/data for deposit of monthly taxes.
 - 3.1.6. Preparing trade receivable and trade payable statements and assist MIL in monitoring accuracy and completion
 - 3.1.7. Submission of reports on discrepancies noticed in accounting entries to Head of Finance of all MIL units & MILCO.
 - 3.1.8. Submission of reports on discrepancies noticed in the accounting entry, to Head of Finance or as and when required basis.

- 3.1.9. Finalization of accounts at the end of every month, quarter, half year and at the end of financial year and entering accounting data, required for finalization of accounts in consultation with Head of Finance.
- 3.1.10. Preparation and finalization of financial statements of all MIL units and MIL consolidated Financial statements as per accounting standards under Companies Act 2013 or if any amendment thereafter.
- 3.1.11. Compliance of statutory disclosure requirement of Schedule – VI of the Companies Act 2013 or if any amendment thereafter.
- 3.1.12. The firm shall get the financial statements audited from statutory auditors and C&AG auditors as per the requirements of the Companies Act 2013 or if any amendment thereafter.
- 3.1.13. All works related to accounting and capitalization of assets.
- 3.1.14. Any other works related to finance and accounting and those required for meeting the statutory and legal requirements
- 3.2. The firm will carry out and also provide complete guidance to MIL personnel in carrying out the above mentioned activities mentioned in Para 3.1 to all MIL Units and MILCO. The units will be responsible for providing necessary support to carry out the function.
- 3.3. Prepare quarterly financial statements, such as Profit and loss statement, Balance sheet, Cash flow statement etc., as per accounting standards under Companies Act 2013, or if any amendment thereafter, for all MIL units and consolidated financial statements of MIL.
- 3.4. Facilitate audit from external auditors as per the requirements of Companies Act 2013 or if any amendment thereafter.
- 3.5. Guide MIL in the CAG audit and prepare replies to the queries/comments raised during the CAG audit and assist MIL in responding to the queries/comments with respect to Finance and accounting.
- 3.6. Provide consultancy to ensure compliance to all statutory requirements under the relevant Accounting Standards as required by the Companies Act 2013 or if any amendment thereafter.
- 3.7. Attend meeting with and support internal audit, statutory audit, Tax audit, supplementary audit, transaction audit, compliance audit and replies etc.
- 3.8. To impart training to the personnel (departmental & hired) deployed and supervised by MIL including its units for carrying out the required tasks for handling the Finance and Accounting functions and also for carrying out day to day activities.
- 3.9. The day-to-day accounting activities such as data entry for accounting in ERP software and bookkeeping will be the responsibility of Firm and has to be carried out by the CA and support staff placed at Units and MILCO respectively. The CA and support staff will report to Head of Finance of units/ MILCO and work under supervision of the Finance Division.
- 3.10. Any other accounting work assigned by MIL from time to time.
- 3.11. Coordination with Direct and Indirect Tax consultant as and when required.
- 3.12. Present observation of audits to audit committee along with action taken report which details corrective action as well as preventive actions.

4. Responsibility of MIL

- 4.1. MIL shall provide required IT support for adapting to meet the accounting systems requirements by carrying out required changes in the existing software.
- 4.2. If required and considered necessary by MIL, MIL shall procure and implement new software.
- 4.3. Required IT support for MIS preparation or modification, as may be necessary will be provided by MIL.
- 4.4. Desktop PC and separate work space will be provided to the team members of the firm at MILCO and MIL units.
- 4.5. Official E-mail IDs will be provided by MIL, any and all communications should be carried out via official IDs only. Approval for exception should be approved by MIL.



DD/FINANCE



JWM/FINANCE