

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	02-07-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	02-07-2026 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (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	India Optel Limited
कार्यालय का नाम/Office Name	*****
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	devender@ord.gov.in
वस्तु श्रेणी /Item Category	Financial Audit Services - COST AUDIT; CA Firm, CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	10 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् 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 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	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
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
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	256200
Payment Timelines	Payments shall be made to the Seller within <b>30</b> days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

#### ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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#### ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

#### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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## ट्रेड्स भुगतान संबंधी विवरण/TReDS Payment Details

**This Bid provides for Trade Receivables Discounting System (TReDS) as Preferred mode of payment. For MSME sellers, payments may be processed through a TReDS exchange in which the Buyer is registered, subject to applicable policy and regulatory guidelines. Accordingly, sellers intending to avail payment through TReDS are required to be registered with at least one TReDS exchange in which the buyer is registered.**

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. 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.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
  1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
  2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
  3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

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

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

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
The Cost Accountant Firms must have registered with ICMAI and at least Ten years of practice in the profession of CMA	15	10	<a href="#">View File</a>
The firm should have at least 3 Qualified Cost Accountants CMA as partner/employee With minimum 03 years post qualification experience	15	10	<a href="#">View File</a>

Relevant Working Experience Internal Cost Statutory Audit any PSU DPSU Min one Contract at least 01yr with PSU having minimum turnover of1000 Cr equal10Marks Min one Contract at least 01yr with newly 07 DPSUs OFB equal20 Marks	30	10	<a href="#">View File</a>
Annual Average Turnover of the Consultancy Firm equal to or more than Rs. 25 Lakhs as per their latest audited financial statement during Preceding 3 years FY23-24 to 25-26	15	10	<a href="#">View File</a>
Preparing of Cost Audit Report of Companies as per Cost Accounting Standard and Cost Records and Audit Rules 2014 for minimum one year	10	10	<a href="#">View File</a>
The Consultancy CA CMA Firms must have operating registered office at Dehradun Chandigarh region location of IOL Units	10	5	<a href="#">View File</a>
Diploma in Information System Audit by at least 1 CMA engaged in Firm	5	5	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 60**

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

**Pre Bid Detail(s)**

मूल्य भिन्नता खंड दस्तावेज/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
18-06-2026 15:00:00	Yes, The bidder must participate in the scheduled pre-Bid meeting/Conference and site visit. The bidders will be given an opportunity for site visit and understand user requirement and ground, provide input & seek clarification. All such clarification and inputs are to be submitted preferably in advance before scheduled date of pre bid meeting. Pre bid meeting/Conference shall be held 4 days after floating tender at IOL Corporate HQ, Raipur Dehradun. VC link for the conference will be shared in due course of time to the interest shown firm. Only the query received within the stipulated date prior to the pre bid meeting will be answered. Bidder/Service providers can send their queries to:The General Manager/Finance, IOL HQ Corporate office Raipur Dehradun.Email Id:- div.fin@indiaoptel.in

**Financial Audit Services - COST AUDIT; CA Firm, CAG Empaneled Audit Or CA Firm ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Scope of Work	COST AUDIT

विवरण/ Specification	मूल्य/ Values
Type of Financial Audit Partner	CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Cost Audit
Category of Work under Financial Audit	Audit of financial statements , Compliance with contracts
Type of Industries/Functions	Fixed assets, depreciation and amortisation , Inventory & Store management , Sales, Services and Revenue , Operational & Administrative
Frequency of Progress Report	annual
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	annual
State	NA
District	NA
<b>एडऑन /Addon(s)</b>	
Post Financial Audit Support	NA

**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**

**परेषिती/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	*****	*****Dehradun	Project / Lumpsum Based	N/A

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

**1. Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

#### Important Note :

1. During bid creation on the GeM portal , only 10 lakhs can be entered in the Annual Turnover (3 Years)"field, however as per evaluation criteria(QCBS basis) in Annexure 'A', The REQUIREMENTS OF ANNUAL TURNOVER (3 years) is Rs 25.00 LAKHS, and sellers should note that despite the portal limit, 25 lakhs will be applied for compliance during Technical Evaluation.

2. Firm must read all the item specifications, terms and conditions of tender document and submit their offer/documents accordingly.

#### 2. Buyer Added Bid Specific ATC

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

### अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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. 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 General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

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---**

**(1) Introduction & Brief :-**

India Optel Limited (IOL) is a Defence Public sector Enterprises (CPSE) under the ministry of Defence, Government of India. The corporate body came into existence on dated 14/08/2021 and started their business from 01/10/2021. IOL is one of the seven new Government of India Enterprises, under Ministry of Defence, formed by converting 41 Ordnance Factories under Ordnance Factory Board into 07 DPSU(100% Government owned) corporations. As of now IOL has successfully completed their Cost Audit of F.Y. 2022-23, F.Y.2023-24 & F.Y.2024-25 and the Cost Audit of F.Y.2025-26 is under progressive stage.

The details of IOL units are as below:-

- a) OLF Dehradun:- A production Unit, Audited Turnover for F.Y.2025-26:- Rs. 1719.49 Cr.
- b) OFD Dehradun:- A production Unit, Audited Turnover for F.Y.2025-26 :- Rs. 187.84Cr.
- c) OFCD Chandigarh:- A production Unit, Audited Turnover for F.Y.2025-26:-Rs. 103.16 Cr
- d) OFIL Dehradun :- Training Institute, Dehradun
- e) IOL HQ Dehradun:- Corporate Headquarters, Dehradun

**Manufacturing units of IOL provide:-**

- A broad and versatile production base with multi-technology capabilities.
- State of art manufacturing facilities.
- Large pool of skilled and professionally qualified manpower and managerial personnel.
- Strict adherence to quality standards (All units are ISO-9000 Certified)

**Period of Engagement:-**

- a) The IOL intend to engage a firm of "Cost Accountant" as Cost Auditor for conducting the cost Audit for FY2026-27.
- b) The CMD, IOL reserves the right to issue necessary amendments to the contract, if deemed fit.

**Cost Audit** is an important and continuous process that a company has to execute properly during its entire existence in the market. It accounts for the complete verification of the Cost records of the company and also takes into consideration the other different types of accounts. Tracking the cash flow in a company and correcting the instances where wrong data exists is the main objective of Cost Audit.

In a **Cost Audit**, the books of account and vouchers are examined to evaluate their accuracy. The exact calculation of the cost of a product is called a Cost Audit. In the context of accounting, an Audit is the systematic examination of the books, vouchers and records of a business to enable the Auditor to report whether the Accounts are properly drawn up.

**The Institute of Cost & Management Accountants** of India defines a Cost audit as follows: "An audit of efficiency of minute details of expenditure. The **Cost Audit** is mainly a preventive measure, a guide for management policy and decision and a barometer of performance".



**Cost Audit** as a discipline and statutory provision came into being in our country in 1965. This was introduced by an amendment of company's act, 1965 which empower the central Government to direct any company to maintain proper Cost records in prescribed manner.

(2) **Objective of Cost Audit :-** The main objective of Cost Audit is enlisted below:-

- a) To find out how to reduce the cost of output
- b) To maintain the accuracy of the data related to cost.
- c) To ensure coverage of all arithmetic data in any account book.
- d) It helps in maintain all Cost related principles and complete adherence to preparing Cost Accounts.
- e) Its helps in detecting errors, drawbacks, and frauds in accounts and correcting them immediately.
- f) To observe if all features of Cost audit are properly followed.
- g) To check the overall working conditions of the Cost department also comes under the process of Cost Audit.
- h) For ensuring proper management and usage of Cost strategies at the right time.
- i) To develop correctness among internal auditors of the company.

**Period of Audit:** - The period of service of hiring of Cost Auditor shall be for conducting the cost Auditor for 2026-27.

*(Handwritten signature)*

## (2) Scope of Work

The Cost Auditor has to plan his activities and is required to make out a suitable Audit programme. The procedure and programme to be adopted for Audit and the various forms and documents used for it should be laid down in an Audit Manual. The Audit Programme should be drawn in such a way as to cover the various areas of Audit as illustrated below:-

### A) Inventory :-The Cost Auditor should examine the following regarding Inventory

- a) Is the size of the inventory adequate or excessive compared with the production Programme?
- b) Is the present system of inventory is most economical? if not specify the instruction for improvement'
- c) Does it ensure Optimum Order Size?
- d) Does it take into the Account the storage cost on the one hand and carrying cost on the other hand?
- e) Does it take note of lead time of the various items or groups of items?
- f) Does the receipt and issue system cause any bottleneck in production?
- g) Does it involve too many forms and too much paper work?
- h) Is there any room for reduction of Inventory cost consistent with production needs?
- i) Is the Inventory as per the Ind. As (2)/ priced store ledger and as certified by the management physically, correct?
- j) Is the expenditure of Consumable stores within the standard? If not, why not?
- k) Does the issue of raw materials make the production in accordance with the standard of schedule or otherwise, or covered by authorized schedule?

### B) Opening and Closing Stock:-

Cost auditor should examine the following regarding opening and closing stock:

- (a) That the opening stock is not unduly large compared with the volume of production during the year;
- (b) That the opening stock against various jobs does really represent the actual physical stock in the production shop and is not merely an accounting figure;
- (c) That the responsibility of the Shop HOS/In-charge of the stock held in the production shop is clear and properly documented as the record of actual consumption vis-à-vis the actual withdrawal from the stock.
- (d) Valuation and correct indication of closing stock in the Trading and Profit & Loss Account and in Balance Sheet is important.

The **Cost Auditor** should also examine and certify:-

- (a) That the physical verification is correctly carried out;

*27/06/12*

- (b) That the valuation is correct with reference to the actual cost of production and recognized policy for valuation;
- (c) That the volume of closing stock is commensurate with the volume of production and that it does not reflect any failure or bottleneck in sales budget or production budget;
- (d) That the volume of unmoved stores is not abnormal in comparison with normal rate of yearly consumption;

**Note:-** The **Cost Auditor** will recommend disposal of such unmoved/ Non-Moving stores with consequent release of capital unnecessarily locked up to the advantage of the financial resources of the concern.

**C) Stores Issue Procedure:-** The Cost auditor should consider the following:

- (a) Withdrawal of materials from stores to production shop is scientific or covered by authorized schedule and permits receipts to be located.
- (b) That there is no possibility of loss or pilferage of stock lying in the production section;
- (c) That surplus materials and scraps arising in production shops are returned to stores correctly and without delay for which necessary credit is given to unit cost of production. If transferred to other jobs, proper transfer voucher has been prepared and copies sent to the accounts, stores etc.

**D) Work-in-Progress:-**

The cost Auditor should consider the following:

- (a) That the work-in-Progress has been physically verified and that it agrees with the balance in the incomplete Cost cards;
- (b) That the valuation of the work -in-Progress is correct with reference to the stage of completion of each job, process, and the value as per Job Cost Cards or process Cost sheet;
- (c) That there is no over valuation or under-valuation of work -in-Progress thereby artificially pushing up or down net profits or net assets as the case may be;
- (d) That the volume or value of work -in-Progress is not disproportionate as compared with the finished out-turn.

**E) Labour:-**

Following are to be considered:

- (a) Proper utilization of labour and increase in Productivity are now receiving attention. Several Productivity teams have emphasized that the importance of higher productivity. It is, therefore essential to assess the performance efficiency of labour and compare it with the standard performance, so that labour utilization could be progressively improved.
- (b) Cost of labour is allocated to different jobs with reference to time or job cards.

**F) Capacity Utilization:-**

The Cost Auditor should consider the following:

- (a) That the idle capacity in any production shops or of transport facilities for distribution is not excessive;
- (b) That production volume and overall machine hours utilized are commensurate. In other words, the machine hours utilized has given the optimum out-turned.

*Signature*

**G) Overheads:-**

The Cost Auditor will consider and certify the following:

- (a) That allocation of indirect expenditure over production, sales or distribution is logical and correct;
- (b) That compared with volume of production in a production shop, the overhead charges are not excessive;
- (c) That the actual indirect expenditure does not exceed budget or standard expenditure significantly and that any variations are satisfactorily explained and accounted for;
- (d) That the relation of indirect expenditure in keeping with the load on individual production shop is appropriate;
- (e) Correctness of appropriate allocation of overhead expenditure (Both production and sales) will be certified by Cost Auditor;
- (f) That allocation of overheads between finished products and unfinished products is in accordance with correct principles.

**H) Wages and Salaries:-**

The Cost Auditor will verify the maintenance of employment and attendance records, overtime and idle time records, allocation of wages and salaries among various department of IOL and those connected with the capital work.

**I) Depreciation:-**

The Cost Auditor will verify the maintenance of Fixed Assets Registers (F.A.R) with quantitative details, situation, method of calculating depreciation, allocation of depreciation in respect of the common assets.

**J) Additional Points:-**

The Cost Auditor:-

- (a) To verify the Arithmetical Accuracy of Cost Records.
- (b) To detect and prevent frauds and errors.
- (c) To ensure that Cost accounting procedures specified by management are followed
- (d) To ensure that the principles of Costing employed in the concerned industry are followed.

**K)** The Cost Audit team will submit report in the name of CMD, IOL HQ, Raipur Dehradun having five hard copies & soft copy to our email [div.fin@indiaoptel.in](mailto:div.fin@indiaoptel.in) within the 15 days of completion of Cost Audit.

**L)** Cost Audit shall be in adherence to the relevant orders/amendments/clarification etc issued from time to time by Cost audit Branch, Ministry of Corporate Affairs(MCA),Govt. of India and the Cost accounting standards issued by the institution of Cost Accountants of India and any other statutory requirement for the purpose of Cost audit.

**(M)** Cost audit Team shall arrange and attend meetings with the Management of IOL HQ, audit Committee/Board of Director of the company in connection with Cost audit work.

*3/10/15*

### (3) Harmonised System Nomenclature (HSN) of IOL

#### (a) Opto Electronics Factory(OLF), A production unit of IOL.

OLF manufactures hi-tech optical and Opto-electronic instruments for tank T-72 and Infantry Combat Vehicle (ICV) BMP-II also known as SARATH, Day Vision Devices, Gyro Stabilized Sighting Systems. Laser Range Finders, Tank Fire Control systems, electronic assemblies for power distribution and control, Passive night Vision Devices and Thermal Imagers for Armoured Fighting Vehicle (AFVs), Thermal Imaging (TI) through co-production of TI sight for the T-90 Tank and Mechanical, optical and electronics components under CETA headings 9013, 9987, 9002, 8504, 9983 during the year.

#### (b) Ordnance Factory Dehradun (OFD), A production unit of IOL.

OFD manufactures sights and optical instruments such as the Artillery Day Light Sights, Director fire control No 7 used with the 105 mm light Field Gun and 155mm 45 calibre gun systems, 'Dhanush', Collimator infinity reference 102A, used in conjunction with Sight Dial 104A for collimation purpose, sight dial 104 A with mount is used with 105/37 LFG and Dhanush Tripod fire control, used with Director fire control No 7. It also manufactures Infantry Day Light sights including Day Light telescope for 84mm Mark-III, Day Light telescope for 5.56mm, Day Light telescope for 5.56 mm, sight for 51mm mortar, sight unit cased 102B used with 7.62mm Machine gun and 81mm mortar for direct and indirect firing, Infantry passive night sights for the 5.56mm INSAS rifle, and for the 84mm. It also manufactures Armed Vehicle Sights for T-90, T-72 and BMP-II including Periscope Observation Device 65A, Periscope Observation Device 165A, Commander Periscope Observation Device, Driver's Periscope Observation Device, Safety glass with heating plate SE-15, Muzzle Bore sight for 125 mm AD Gun, Naval 12.7 mm Air Defence gun (Prahari) sights, Passive Night Sights for 12.7 mm AG Gun, Day light Telescope for 12.7mm Air Defence Gun system, surveillance sights, Bino 8x30 passive night vision goggle, passive night Vision binocular(PNVB) and passive night vision monocular, MBT Arjun MK-I Sights: Driver's Day Periscope( side), Driver's Day episcopes (central), Commander's Day episcopes, Gunner's unity window and gunner's articulated sight under CETA headings 8487, 9305, 9013, 9002, 9005 and 9004 during the year.

#### (c) Ordnance Factory Dehradun (OFD), A production unit of IOL.

OFCD manufactures in the areas of communication cables, Airfield lighting cables, top grade spring steel wires, cable harnesses for Armoured Vehicles, and Optical devices for Armoured vehicles under CETA headings 4016, 7217, 8544, 8710 and 7609 during the year

3/10/2012

#### (4) BID Evaluation (QCBS) (Quality & Cost Based Selection)

Quality-wise evaluation will be done and bidder having maximum combined score in combined evaluation of quality and Cost bid and will be considered for award of Contract.

##### I. Methodology of Technical Evaluation (Quality):-

- (a) The selection of Consultancy Firms for outsourcing, who has qualified in BEC, shall be made as per QCBS (Quality and Cost Based Selection) Procedure. The Firm will submit the technical bid which will be evaluated based on criteria like relevant experience for the assignment, qualification of the key staff, financial competency, etc.
- (b) The technical evaluation of the proposal shall be done on the basis of Evaluation of Quality and the aggregate score.
- (c) As per the QCBS Methodology, if any bidder/ firm not eligible to get **Minimum marks** in any of the below parameter, The firm shall be automatically becomes disqualified as per GEM portal.

The detailed technical criteria is as under:-

Sl No.	Evaluation Criteria	Min.	Max	Remarks
01	The Cost Accountant Firms must have registered with ICMAI and at least Ten years of practice in the profession of CMA.	10	15	Extra 01 point for each year for having more than Ten years of standing in the profession subject to maximum of 5 points.  Documents required :- 1. Copy of Incorporation/ Registration Certificate in case bidder is company/LLP. 2. Firm certificate dully downloaded from ICMAI site as on date is <b>mandatory</b> required for supporting document.
02	The firm should have at least 3 Qualified Cost Accountants (CMA) as partner/employee *With minimum 03 years' post qualification experience.	10	15	Extra 01 points for each additional qualified CMA* associated with the firm including partners/employee with minimum 03 years post qualification experience subject to maximum of 05 points.  Documents Required: - Notarized affidavit by Sr. Partner of Firm mentioning the details of qualified Cost Accountants Along with their Membership numbers & date and joining dates.

03	Relevant Working Experience of Internal Audit/Cost Audit/Statutory Audit with any PSU/DPSU a)Min one(01) Contract of at least 01 year with PSUs having minimum turnover of 1000 Cr. =10 Marks b) Min one(01) Contract of at least 01 year with newly 07 DPSUs(of erstwhile OFB) such as IOL, AWEIL, AVNL, TCL, GIL, MIL & YIL = 20 Marks	10	30	Documents Required:- (i) Copies of work order / LOA along with the corresponding Completion Certificate (issued on the letterhead of the client /end user/authorized Consultant of the client) duly certified / attested by Notary Public. (ii) Audited Financial Statement of the client(s) (including Balance sheet and P&L Statement) towards minimum turnover of Rs. 1000 Crores duly certified/attested by Notary Public.
04	Annual Average Turnover of the Consultancy Firm equal to or more than Rs. 25 Lakhs as per their latest audited financial statement during Preceding 3 years i.e., FY 2023-24 to 2025-26.	10	15	Extra 05 points for Turnover equal to or above Rs. 50 lakh and max 05 points Average Turnover of between Rs. 25 Lakhs and above but less than Rs. 50 Crore. -Extra 03 Points Documents Required:- Audited Financial Statements with notes to Account.
05	Preparing of Cost Audit Report of Companies as per Cost Accounting Standard and Cost Records and Audit Rules, 2014 for minimum one year	10	10	Documents Required:- Firm has to provide supply order /contract agreement/appointment letter clearly spell out the condition of Ind. AS/Costing Standard applicability and firm has to enclosed requisite certificate or self-declaration to proof that the firm has completed the contract.
06	The Consultancy CMA Firms must have operating registered office at Dehradun/Chandigarh region (i.e location of IOL Units )	05	10	Extra 05 points for Head office in Chandigarh/Dehradun Region . Documents required:- (i)Certificate of GST registration of Branch office/registered operating office along with Financial statement of relevant Branch/registered operating office in last 02 years i.e. FY2024-25 & FY2025-26.
07	Diploma in Information System Audit by at least 1 CMA engaged in Firm	05	05	Min 01 CMA of the Firm must have this certificate.

Min-60 Marks,

Max-100 Marks

II. Evaluation and Allocation Methodology:-

- (a) The bidders securing minimum 60 marks (out of 100 marks) against the Technical Points (Evaluation of Quality, mentioned above) shall be considered as qualified bidder.
- (b) Evaluation of the cost: After the evaluation of quality is complete, the financial bid of the successful bidders would be opened and will be processed for further evaluation.

**The minimum Qualifying points for Technical Score: - 60 marks.**

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

*07/01/24*

UNDERTAKING

(To be furnished in the letter head of the firm)

We, M/s....., Firm of Cost Accountants do hereby

verify and declare:-

- (i) That the particulars given above are complete and correct and that if any of the statements made or the information so furnished is later found to be incorrect or false or there has been suppression of material information, the firm would stand disqualified from Bidding/cancelation of Contract order (if get contract order) and might be liable for disciplinary action under the Chartered Accountants Act,1949/Cost and works Accountants Act,1959 and the regulations framed there under;
- (ii) That the firm or Partner(s) has /have/has not /have not been debarred or cautioned by Institute of Cost Accountants of India during the last three years(If the answer is "affirmative" furnish details);  
.....  
.....
- (iii) That Individually that Partners are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2(2) of the Chartered Accountants Act,1949/Section 2(2) of the Cost and Works Accountants Act,1959.
- (iv) That the constitution of the firm shown in documents as submitted by Bidder is same as that in the Institute of Cost Accountants of India records  
(If not please enclose details of revised constitution of the firm as on date submission of bid)

Signature with seal of the firm

Place:-

Date:-



## 5. GENERAL TERMS & CONDITION

- (a) The cost audit team should consist of adequate number of qualified/semi qualified assistants led by senior partner of the cost Audit firm in commensurate with the size of IOL units.
- (b) The audit team should work in strict confidence and ensure that cost data , cost statement and cost information in respect of the operation of the unit/cost centers/company is dealt with in strict confidence and secrecy.
- (c) **Secrecy Clause:-** the firm shall at all times use its reasonable endeavors to keep confidential the information collected from IOL & its units during the course of Audit and accordingly not disclose any such confidential information to any other than the performance of its obligations under the agreement. The firm/Bidder shall indemnify and /or undertake that the confidential information acquired by it during operation and /or implementation of contract, shall not be divulged to any other firm and shall continue to apply even after expiry and/or termination of appointment. Firm can also provide the NDA (Non-Disclosure Agreement) as per GeM portal to provide such agreement.
- (d) **Payment Cycle:-** The payment of Service provider shall be **Annual Basis** Subject to Satisfactory Work Completion Certificate (WCC)/Job Completion Certificate (JCC) as provided . It is mandatory for service provider to submit Mandate form along with bill containing their Bank Account No. name of bank, MICR no. & IFSC code, a cancelled cheque to make payment through e-mode such as NEFT/CMP/ECS.
- (e) **Pre bid Conference/meeting:-** The bidder must participate in the scheduled Meeting/Conference and site visit. The bidders will be given an opportunity for site visit and understand user requirement and ground, provide input & seek clarification. All such clarification and inputs are to be preferably send in advance before scheduled date of pre bid meeting. Pre bid meeting/Conference shall be held 4 days after floating tender at IOL Corporate HQ, Raipur Dehradun. VC link for the conference will be shared in due course of time to the interest shown firm. Only the query received within the stipulated date prior to the pre bid meeting will be answered. Bidder/Service providers can send their queries to:-The Director Finance, IOL HQ Corporate office Raipur Dehradun. Email Id:- [div.fin@indiaoptel.in](mailto:div.fin@indiaoptel.in)
- (f) EMD:- As applicable
- (g) PBG/PSD details:- As applicable

