बिड संख्या/Bid Number: GEM/2026/B/7993637
दिनांक /Dated: 03-09-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	14-09-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	15-09-2026 16:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	150 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Heavy Industries And Public Enterprises
विभाग का नाम/Department Name	Department Of Heavy Industry
संगठन का नाम/Organisation Name	Engineering Projects (india) Ltd.
कार्यालय का नाम/Office Name	Corp Office Core 3 Scope Complex 7 Lodhi Road Nd
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :karishma.lehkra@epi.gov.in Buyer Email id: tarun.kumar@epi.gov.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report; CA Firm, Audit Firm
अनुबंध अवधि /Contract Period	1 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	Certificate (Requested in ATC),Additional Doc 1 (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 दस्तावेज़ों 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 लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	2

बिड विवरण/Bid Details	
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
न्यूनतम मूल्य/**Floor Price**	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / **Estimated Bid Value in INR (Inclusive of all taxes)**	826000
Payment Timelines	Payments shall be made to the Seller within **45** 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
मध्यस्थता खंड/**Arbitration Clause**	No
सुलह खंड/**Mediation Clause**	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15

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. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer 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 seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
2. 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.
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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company'sexistence as per ICAI certificate: As per ATC Document

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.: As per ATC Document

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects: As per ATC Document

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification: As per ATC Document

Number of XX fulltime CA's required and YY professional audit staff: As per ATC Document

Financial Audit Services - Audit Report; CA Firm, Audit Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report
Type of Financial Audit Partner	CA Firm , Audit Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Internal control of financial , internal audit
Type of Industries/Functions	Construction industry
Frequency of Progress Report	annually
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Annually
State	NA
District	NA
एडऑन /Addon(s)	
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	Yes

प्राचल/Parameter	मूल्य/Values
कोर / Core	400000

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Durgesh Kumar Pandey	110003,Corporate Office-Contracts & Engineering Division, Engineering Projects (India) Ltd. Core-3, Scope Complex, 7 Lodhi Road, New Delhi	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 Scope Of Work(SOW)**

   File Attachment Click here to view the file .

2. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file .

3. **Buyer Added Bid Specific SLA**

   File Attachment 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 (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) 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---

ENGINEERING PROJECTS (INDIA) LTD
(A Government of India Enterprise)

NOTICE INVITING TENDER THROUGH GEM PORTAL

Ref: EPI/CO/FIN/Internal Audit/2026-27/CO **Date: 03.09.2026**

Subject: Appointment as Internal Auditor for the Financial Year 2026-27 for Engineering Projects India Limited.

Engineering Projects (India) Limited ('EPI') invites tenders through two bids system i.e. Part-I (Technical Bid) and Part-II (Financial Bid) on behalf of the Chairman & Managing Director ('CMD'), EPI for Appointment of a Single Internal Auditor for the following offices as enumerated below for the financial year 2026-27 as per scope of work attached to this bid document:-

S. No.	Name of the Office	Location
1	Eastern Regional Office and its controlling Projects (ERO)	Kolkata
2	North Regional Office and its controlling Projects (NRO)	Delhi
3	Southern Regional Office and its controlling Projects including PCO Hyderabad (SRO)	Chennai
4	Western Regional Office and its controlling Projects (WRO)	Mumbai
5	Northern Eastern Regional Office and its controlling Projects (NERO)	Guwahati
6	PCO Bhubaneswar and its controlling Projects (PCO-BBSR)	Bhubaneswar
7	Corporate Office (CO)	Delhi

BRIEF PROFILE OF THE COMPANY:

EPI, a Mini Ratna Company, is a Govt. of India Undertaking under the administrative control of the Ministry of Heavy Industries. EPI has successfully executed and completed construction projects both in India and Overseas ever since its inception in 1970. EPI being a premier construction Public Sector Undertaking has played a pivotal role in the construction programme of Government projects in the last five decades. It also undertakes the projects of Autonomous Bodies and Public Sector Undertakings. It has wide range of experience in handling Civil projects, Material Handling projects, Metallurgical projects, Industrial projects & Process Plants, Water Supply & Environmental Engineering projects, Border Infrastructure projects etc.

EPI's Regional Offices / Project Controlled Offices are spread all over India i.e. Kolkata, Mumbai, Delhi, Chennai, Guwahati, Hyderabad and Bhubaneswar. The projects are controlled by the Regional Offices / Project Controlled Offices and all the records& documents are kept at respective Regional Offices / PCO's and the accounting is being done at said Regional Offices / PCO's. Apart from the above offices, EPI's Corporate Office is situated at New Delhi.

OBJECTIVE:

For the purpose of conducting Internal Audit for the FY 2026-27, EPI intends to invite quotations from the practising firms of Chartered Accountants / Cost Accountants who have adequate experience in the field of Statutory / Internal Audits. **EPI intends to appoint a single Internal Auditor for all its seven offices.**

The broad scope of work, eligibility criteria, commercial terms and conditions and other relevant documents are enclosed for your reference.

ESTIMATED COST PUT TO TENDER:

1. The Estimated Cost Put to Tender is Rs. 7,00,000/- excluding GST for both Phase I & II.
2. Quotations beyond Rs. 7,00,000/- (excluding GST) will not be accepted.
3. The internal audit assignment is proposed to be carried out in two distinct phases during the financial year. The Phase I will cover the period from April to December and the Phase II will cover the period from January to March.
4. Each firm is required to put a team consisting of minimum six employees for a period of 15 days (total 90 man-days) in each phase out of which two employees must be qualified Chartered Accountant/Cost Accountant.
5. The professional fee quoted by the bidder shall correspond to the total mandays across both phases and must also include applicable taxes, such as GST, over and above the basic quoted amount.

IMPORTANT INSTRUCTIONS FOR BIDDERS:

1. **General Requirement:**
   It may be noted that the Bidders are required to submit their bids in two separate parts i.e. the Technical Bid (Part I) and the Financial Bid (Part II) as mentioned below in point no. 2:

2. **Content of Each Bid:**
   i) Part I - Technical Bid:- The Technical Bid shall contain all technical details, specifications, required documents (e.g. firms registration certificate, experience certificates, COP etc.), and any other information requested in the tender document **EXCEPT FOR ANY PRICING INFORMATION**.

   ii) Part II - Financial Bid:- The bidders are to quote their price in the specified field of GeM only and it must be ensured to not include the same in the Part I else the bid would have to be rejected. **No technical details should be uploaded in Part II.**

iii) **Uploading of Bid Documents:**

- **SUBMITTING OF FINANCIAL BID TOGETHER WITH TECHNICAL BID DOCUMENT WILL RESULT IN THE REJECTION OF THE ENTIRE BID.**

- **It may be noted that PHYSICAL SUBMISSION OF DOCUMENTS IS NOT REQUIRED.**
- Please contact GeM Helpdesk for any queries / support, if required.

iv) **Consequences of Non-Compliance:**

- If any financial details are included in the Technical Bid, that bid will be considered non-responsive and rejected.
- Submitting only one bid with both rates and technical details as a single submission will result in the rejection of the entire bid.

PROCEDURE:

i) Interested Firms fulfilling the eligibility criteria are required to submit their bids in two different parts indicating separate part marked as Part I i.e. “Technical Bid/Eligibility Criteria” and Part II i.e. “Financial Bid/Financial Quotation”. **The submission of bids is required to be made on GeM Portal.**

The financial bid of only those firms shall be opened who fulfil the eligibility criteria.

ii) The CMD, EPI reserves the right to reject any bid without assigning any reason.

iii) The quotations are required to be addressed to the Additional General Manager (Finance) Incharge, at Corporate Office at Engineering Projects (India) Limited, Core-3 Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi - 110003.

iv) Quotations received after the due date and time will not be entertained for evaluation.

v) The firms are required to submit the documentary proofs of each item indicated in the eligibility criteria, failing which the offer shall be rejected. The quotations shall be opened only for the firms who have submitted the quotation complete in all respect together with copies of all documents as a support of the eligibility claimed by them.

vi) Bidder to submit **undertaking** regarding details of Constitution of firm along with the details of its Partners as enclosed. In case the Bidder fails to submit Constitution of firms with the bid along with the details of its firm Partners their bid will be rejected. An **affidavit** as enclosed must also be submitted by the bidder.

vii) The Single Internal Auditors are required to adhere to the following schedule of conducting and completion of Internal Audit and may be called upon to present their report and significant findings in the Audit Committee / Board Meetings of EPI:

S. No.	Audit Period	Phase	Internal Audit to be completed by date	Submission of Report by Internal Auditors
1	1st April 2026 – 31st December 2026	Phase I	15th January 2027 positively	20thJanuary 2027 positively
2	1st January 2027 – 31st March 2027	Phase II	15th April, 2027 positively	20thApril 2027 Positively

viii) EPI reserves the right to cancel/modify/postpone/annul this process without assigning any reasons thereof.

ix) Bidders who have been appointed as Internal Auditors of EPI for any of its Regions/Branches/Units upto the FY 2024-25 and whose performance has been found unsatisfactory or who have not been considered for reappointment for FY 2026-27 on account of unsatisfactory performance, **shall be liable to be rejected**, either directly or through any of their partner(s)/associate(s).

In case it is found at any stage that such a bidder has participated in violation of the above condition, its bid shall be summarily rejected, and if awarded, the work order shall be liable to be cancelled forthwith without any liability on the part of EPI.

The decision of EPI in this regard shall be final, conclusive, and binding on all bidders.

For Engineering Projects (India) Ltd. - Corporate Office

AGM (Finance)

Enclosed:

- Broad Scope of Work – **Annexure I**
- Technical Bid / Eligibility criteria - **Annexure II**
- Commercial Terms and Conditions - **Annexure III**
- Undertaking - **Annexure IV**
- Affidavit – **Annexure V**

ANNEXURE I

BROAD SCOPE OF THE INTERNAL AUDIT FOR F.Y. 2026-27

i) Reporting on compliance of the action taken on comments of the Audit Committee and previous half year audit report

Particulars of items to be examined and commented upon	Internal Auditors comments
Reporting on compliance of the action taken on comments of the Audit Committee and previous half year audit report	

ii) Checking of Revenue Expenditure (75%)

Particulars of items to be examined and commented upon	Internal Auditors comments
Examine whether no capital expenditure has been booked to revenue expenditure.	
Expenditure booked to revenue (other than work expenses) have the approval of the competent authority.	
Allowances/perks/reimbursements being made to employees and charged to revenue expenditure are as per the Circulars/Office Orders issued by Corporate Office. The details of such allowances/perks/reimbursements to employees being made are to be reported upon by the Internal Auditor along with copy of Office Order issued by Corporate Office.	
In case of pre-paid expenditure at the beginning of the year, the proportionate amount of revenue expenditure have been charged during the financial year.	
Revenue recognition and revenue has been booked as per the Accounting policy of the company.	
Examine whether personal expenses are not being booked to revenue expenditure.	
Examine that expenditure paid are based on submission of original bills by the parties and payments are not made on the basis of photocopies/duplicate bills.	
Examine if the payments being made against the work orders (other than work expenses) are paid in compliance to the conditions of the contract/work order issued by EPI.	
Examine and report cases of prior period expenditure and prior period income booked in the current year, if any.	
Examine and report cases of excessive revenue/expenditure being booked which is not in sync with general trend of revenue/expenditure being booked in the past	
Examine and report cases where “PAID” stamp or “paid vouchers” is not endorsed on the bills/claims and such cases have not resulted in double payment.	
Examine and report cases of expenditure, if any which are otherwise are to be borne by the sub-contractor/chargeable to client as per terms and conditions of the contract and cases of deviations be reported upon.	

iii) Audit of works expenditure, cost estimates and work/purchase orders placed (100%).

Examine whether the works expenditure payment is being made and booked as revenue expenditurearebased on actual bills raised by sub-contractors against work order issued by EPI.	
Examine and report the cases of the work orders where the original scheduled or extended completion period is over and no formal approval of the time extension is available on record.	
Cases are to be reported by Internal Auditor where the no formal extension of the contract period is available, but payments are being released to sub-contractors, Suppliers.	
Examine and report the cases where there is no formal time extension of the sub contract but payments are being released to sub-contractors. Internal Auditor to report such cases.	
Examine whether any LD is imposed by client on EPI and EPI has not recovered the corresponding LD's from the sub-contractors.	
Amount payable to various sub-contractors/vendors including retention money, security deposit etc. are to be released as per terms and conditions of the contract without any undue delay. Cases of deviations are to be reported by Internal Auditor. Generally, such amounts are released to sub-contractors only when EPI retention money, security deposit etc is released by Client.	
Examine and report in all cases of sub-contractors/suppliers where the physical work/supply is complete as per work order but final bill has not been raised by them on EPI / by EPI on the client. List is to be obtained from the RO's and cases of deviations are to be reported upon.	

iv) Detail Audit of control over billing (100%).

Examine whether billing on client is made as per period defined in the contract agreement with client.	
In case of delay in raising bills on client, the details thereof are to be furnished by Internal Auditor	
In case of abnormal delays (beyond three months of the due date) in raising the bills on client, the cases are to be pointed out by Internal Auditor and reasons for the same are to be obtained from the Regional offices	
Examine and report whether sub-contractors are regular in submitting their bills as per contract conditions. Deviations are to be reported by Internal Auditor.	
Sundry Debtors:	
The cases of sundry debtors for more than 5 years are to be reported upon by the Internal Auditor.	

The statement of billing made during the current year vis a vis payments realised are to be obtained from RO's and amount not realised for more than 6 months are to be reported for each client together with reasons for non-realisation.	

v) Verification of Bank reconciliation along with terms deposits, if any.

The banks are operated by authorised signatories who are presently available at the same project/region. For authorised signatories transferred to other regions/projects and continuing as signatorysuch cases be pointed out by the Internal Auditor.	
The confirmations of bank balances and term deposits are being obtained	
The bank reconciliation statement is made on a monthly basis or not for all running and closed projects bank accounts. If not made on monthly basis, then the matter be reported by Internal Auditor	
The Bank reconciliation statement do not contain entry which is more than 3 months old	
The bank statement have been obtained through email or in physical mode	
The Current account opened with banks are normal current accounts or flexi bank accounts so as to earn interest on the funds	
The Term deposits are being made after inviting quotations from banks or Term deposits are made with bankers where in current account of the company is already opened.	
The Investment of surplus funds are being made in compliance to DPE guidelines issued from time to time.	
Whether any term deposit/FDR has been kept by EPI as a lien/security with third parties including tax departments etc.	
Examine and list out the bank accounts which do not have transaction during the year under audit for taking a view of their closure	

vi) Verification of the Bank Guarantees of associates available with EPI.

Whether Bank guarantees submitted by Sub contractor/suppliers/bidders/third parties etc to EPI are in the format approved by EPI	
Whether Confirmations of bank guarantees have been received in writing by EPI and original confirmations are available in file	
Whether confirmation is obtained by writing a letter by EPI and bank guarantee confirmations are done directly by banks in response to EPI letter	

While obtaining confirmation, the confirmation of stamp paper number and denomination along with confirmation of its issue are also being obtained by EPI.	
Examine whether EPI has adhered to following SFMS system for obtaining and accepting confirmation of bank guarantee a new BG or extended BG along with obtaining confirmation of the Stamp paper No.	
Examine whether Bank Guarantees are being extended during their normal validity period, wherever required. The BG's extended during grace period are to be reported upon by the Internal Auditor.	
Whether validity and expiry of the bank guarantees taken by EPI are being monitored properly and to report cases where BG have expired, if any.	

vii) Checking of IT (TDS) and GST deduction, deposition and filling of periodical returns appropriately and timely. Internal Audit will also ensure that provisions of Income Tax Act, Service Tax Act, VAT, GST and other Acts as applicable are being complied with.

Income Tax / GST:	
The provisions of Income Tax Act and GST Laws w.r. t. TDS deduction are being complied by EPI for payments made to third parties.	
The amount of TDS deducted by client up-to the previous year are fully reflected in the statement of 26AS.Cases of deviations and non-reflection in TDS be reported by Internal Auditor. Statement of 26 AS along with statement of TDS deducted by various clients during the period under audit or in the previous years be enclosed with the Audit report by the Internal Auditor. Internal Auditor is to examine and report such cases which are deducted by client as TDS but not reflected in the 26 AS. The details of TDS deducted by client and details of 26 AS is to be provided by the Regional office. Any information not available at regional offices are to be arranged by them in coordination with Corporate Office.	
In case of personal taxation, TDS is being deducted on average rate of tax from salary of employees based on the declarations and proof given by the employees. Cases of deviations to be reported by Internal Auditor.	
The TDS (Income Tax) and TDS on GST deducted by EPI are being deposited by the scheduled date of payment as prescribed under IT Act and GST Laws. In case of delay in deposit the TDS, the matter to be reported upon by the Internal Auditor along with Interest paid if any, by EPI.	
The TDS (Income Tax) being deducted are being deposited in the PAN number of the party so as to correctly reflect in the 26 AS. To test check on sample basis and report the cases, if any.	

Examine whether the prescribed periodic returns of TDS (Income Tax) and TDS on GST is submitted within the prescribed time period as per Income Tax Act and GST Laws.	
Examine and report if any during the audit period, any fine/penalties or interest for delayed payments/filling of returns etc of matters related to Income Tax is imposed on EPI.	
Examine and report the additional demands reflected in "Traces" website of Income Tax and action taken by EPI for each case to be obtained from Regional office/Office along with action taken by each RO on such demands.	
Internal Auditor to also comment and report on the compliances under the GST Act including filling of returns, availing input credits etc	

viii) Detail audit of extra work done and to ensure that value of extra work done is being accounted for in the books of account as per Accounting Policy of the Company (100%).

Whether the extra work done/executed by sub-contractor, if any have been claimed from the client by EPI.	
Before the extra work is executed by sub- contractor, proper approval of the client for that extra work was available with EPI	
If the approval of the client is not available with EPI and sub-contractor has executed the extra work then the cases be reported by Internal Auditor	
Whether the payment of extra work done by sub-contractor are being paid to Sub contractor only after the receipt of corresponding payments from client	

ix) Internal Auditor will ensure that the procedure for the award of contracts/procurement of material and equipment etc. has been observed (100%).

Pre award stage – (Checks to be exercised in respect of files selected for examination)	
Examine whether the e tendering for award of work is followed. Cases of deviations are to be pointed out by Internal Auditor.	
Examine and report if the detailed execution estimate is made and available for each project and approval of the competent authority has been obtained in such cases by EPI RO before initiating the tendering process of the project. The matter of non-compliances to be reported by Internal Auditor. The proof of competent authority is to be given by Regional offices/Branch offices.	
Examine whether estimates have been properly made out and award values compared with estimates.	
Examine and report if the estimates are not approved by competent authority (CA) at Corporate office	

In case of two packet system of Tender, Whether PQ qualification statement is reflecting the particulars of documents submitted at the time and date as indicated in the tender documents and all confirmations w r t experience, financial criteria etc have also been received by EPI by the issuing authority ie., client/Chartered Accountants before recommendations of PQ qualifications are put up for approval. To point out the deviations, if any	
Examine whether the Pre-Qualifying criteria has been specified in the Notice Inviting Tender (NIT).	
Examine that financial bid is to be opened only of parties fulfilling the PQ criteria/eligibility criteria only and to report deviations if any.	
Examine whether the approval of the Competent Authority has been obtained before opening the Financial Bid.	
Whether EMD/EMD Bank Guarantee submitted by the party is as per Requirement/BG format given in the Tender documents.	
Examine whether confirmation of the Bank Guarantee submitted as EMD and confirmation of the experience claimed for eligibility are confirmed by the client/banks before award of work by EPI.	
Whether confirmations have been received in Original or through emails. Such cases are to be reported by the Internal Auditor.	
Cases of EMD in cash deposited by sub-contractors/ suppliers / service providers for tenders submitted and not refunded to them by EPI for more than two months of the finalisation of the tender are required to be reported by the Internal Auditor.	
Whether the financial data contains in the TSC report matches with the documents submitted by the bidder as per PQ criteria or as mentioned in the Tender, wherever applicable.	
Examine whether the comparative statement which shows the evaluation of the tenderers has been drawn up correctly. Examine whether non - responsive tenders have also been considered for bid - evaluation	
Examine whether the comparative statement which shows the evaluation of the tenderers has been signed by all TSC members. Deviations to be reported by Auditor.	
Examine whether late tenders / delayed tenders have been accepted and whether post - bid letters / communications for the purpose of evaluation have been considered.	
Examine whether reasonability of rates is established/commented upon by the committee in their recommendations for award of contract.	
Examine whether award of work were made after relaxing the Pre-qualifying requirements, after opening of the bids.	

Verify whether the Delegation of Powers have been followed strictly at all stages – i.e., at the time of technical approval, administrative approval, calling for tenders, formation of the tender committee, calling for negotiation and approval of the award.	
Examine whether Tenders/offers are accepted or cancelled by EPI only with the recommendation of the tender scrutiny committee members. Cases for deviations be brought and reported upon.	
Auditor has to examine work orders placed on sub-contractors whether the same has been vetted by Independent External Monitor (IEM) presently for work orders as specified from time to time. The latest circular on the subject shall have to be obtained during the course of audit from EPI by the Internal Auditor. Examine whether the work has been awarded to Lowest Bidder only and LOI is issued on the basis of the recommendations made by the Tender Scrutiny Committee (TSC).	
Examine whether vetting of the letter of award (LOA) by Finance Department has been effected or not before its issue.	
Examine whether instructions for release of EMDs of unsuccessful bidders have been issued immediately after approval / rejection of the award by the Competent Authority. Cases of deviation are to be pointed out by the Auditors.	
Examine whether approval of CMD for award of work on quotations basis under dispensing with tenders has been obtained or not.	
In case of award of work on nomination basis /single tender proper justification has been made for the same and approval of the competent authority has been obtained as indicated in the DOP (delegation of Powers). List of works/jobs awarded on nomination basis/Single tender basis be reported by Internal Auditor.	
Examine whether repeat orders have been placed on the firms, if yes, the cases to be pointed out by Internal Auditor and latest EPI policy/guidelines have been complied with or not is to be commented upon.	
Execution of work:	
Internal Auditor to examine and report whether Mobilization Advance or any other advance are given to contractors/vendors as per contract conditions only and their recovery is also being made as per contract conditions. Deviations, if any, are to be reported upon by the Internal Auditor.	
Examine whether interest bearing Mobilisation Advance or any other advance, if any are paid on submission of Bank Guarantee as provided in the terms of the Contract.	
Bank Guarantee confirmations for all new bank guarantees and extensions thereof are being obtained by	

EPI. Cases of deviations to be reported by Internal Auditor.	
The payment of extra items, quantity variation are done by EPI only after receipt of corresponding payments from client. Cases of deviations, if any to be reported by Internal Auditor.	
Cases where recovery of advances /amount recoverable is deferred or not being done from the bills of sub-contractors/suppliers regularly or as per contract conditions	
Advances to be paid by EPI are to be interest bearing. Cases of deviations where interest is not being charged by EPI or not being recovered by EPI are to be reported by Internal Auditor.	
Internal Audit will ensure that Internal Control systems in respect of recording of work done, material consumed certification of extra work done and their billing on clients have been compiled with. For verification of above, Internal Audit shall check whether: • Copy of R/A bill is furnished by Project In-charge for each project to associate finance as soon as the bills are raised by associates and on clients. • Bills contain the details of the works done, material consumed, position of material in hand and details of extra work done. • Extra work done carries the approval of Client/Competent Authority. • Transactions have been executed in accordance withthe terms of agreement with Clients/Associates. If not whether approval of the Client/Competent Authority exists.	
Examine the adequacy and validity of the Insurance covers obtained by EPI and its associates in terms of the contract provisions so as to cover the probable risks on EPI.	
Internal Auditor to examineand report whether recovery of reimbursement of VAT / GST etc. is being made from client expeditiously as per contract conditions.	
Examine the sub-contractors cases where ESIC and PF Contribution sheets/ECR have not been obtained/submitted from/by the sub-contractors. The cases of non compliances to be reported upon by the Internal Auditor.	

x) Books of Accounts are being maintained on day to day basis.

Examine and report whether books of accounts are maintained are computerised	
Examine that SAP is able to provide sufficient information w.r.t. books of accounts and MIS is generated through	

SAP and Transactions have been properly recorded in the Books of Accounts.	
Vouchers are being authorised on daily basis and books of accounts are up to date w.r.t. financial transactions made by EPI	
Authorisation of Vouchers is being done by finance officer duly authorised for this purpose and payments are being released by EPI only after obtaining proper signatories of officials authorised by EPI	
All vouchers are properly filed, serially numbered and signed by authorised signatories including the reversal vouchers.	

xi) Internal Audit will verify that the Inventory valuation is being done as per the defined Accounting Policy.

Examine if the Inventory of material, if any is maintained by EPI during the period under audit, if yes, details thereof.	
Whether Inventory, if any with EPI is valued as per accounting policy in force.	
Whether free issue of materials is being given by EPI to its sub-contractors. If yes, then proper receipts of issue of handing over of material are being obtained with EPI. Cases of deviations are to be reported by Internal Auditor.	
Whether free issue of materials and its recovery as per contract conditions are reconciled between EPI and sub-contractor. If no details and age thereof be reported by the Internal Auditor.	
Examine and report is old stock of inventory is lying with EPI which are related to closed or on- going project.	
Whether any expenditure is being incurred by EPI for safe custody of such old inventory, if yes, details are to be provided by Internal Auditor.	

xii) Audit of Fixed Assets records and to ensure maintenance of adequate accounting records in accordance with the provisions of Companies Act, 2013 for safeguarding the assets and for preventing the fraud and other irregularities.

Examine proper Fixed asset register has been maintained together with identification of the fixed assets and location of the Fixed asset has been disclosed.	
Physical verification of fixed assets is carried out. The Period of carrying out physical whether once a year or twice a year is to be reported by Internal Auditor.	
Whether any discrepancy is reported in the book balance and as per physical verification carried out.If yes, whether action has been taken for its adjustment in the books of accounts.	
Whether proper Insurance cover is available for Fixed assets under use, office building, F&F, Computers, office	

equipments, so as to cover risk towards any probable loss due to fire, theft, earthquake etc including replacement cost. The cases of under insurance/inadequate insurance are to be reported upon for management action by the Internal Auditor.	
Examine where any fixed assets, office equipments, etc are reported lost due to theft, fire, burglary etc. if yes, the cases to be reported along with status of Insurance claims lodged.	
Examine whether proper records are maintained for issue of computers, laptops, mobile phones, etc to employees. Internal Auditor to report on discrepancies etc	
Examine and report the cases of assets lying idle cases of assets beyond economic repairs, if any.	
Examine if the assets including land and buildings, P&M, owned by EPI are not lying idle, surplus, if any and Internal Auditor to report cases where the assets are lying idle.	

xiii) Internal Audit will ensure that all Applicable Accounting Standards are being complied.

Examine the Accounting Policies in force by EPI vis a vis requirement of AS and suggestions, if any for improvement be made for consideration of EPI	

xiv) To check the compliances of the matters reported in immediate previous report as pending and report its compliances.

To check the compliances of the matters reported in immediate previous report as pending and report its compliances	

xv) The Internal Audit manual containing Scope/Guidelines will be shared electronically by each Regional office.

The Internal Audit manual containing Scope/Guidelines will be shared electronically by each Regional office.	

xvi) To examine the cases of "Amount recoverable from sub-contractor" along with Age analysis.

List is required to be obtained by Internal Auditors from Regional offices for all cases of amount recoverable from sub-contractors along with age analysis ie, more than 6 months,6-12 months,12-36 months and more than 36 months.	
The details of amount recoverable which are outstanding for recovery for more than 6 months are to be reported by Internal auditor along with reasons to be obtained from EPI for its non recovery	
Cases where reconciliation of amount recoverable which are showing excess or huge outstanding are to be reflected by Internal Auditor.	

Cases along with age analysis, reasons for excess recovery, if any has to be commented upon by the Internal Auditor for each case.	
Cases of amount recoverable which are outstanding for more than 6 months and on which no action has been taken for its recovery, such matters are to be reported by the Internal Auditor.	

xvii) Maintenance of records of Bank guarantees submitted by suppliers/sub-contractors and their periodic review.

Examine whether proper and upto date records are made by Regional office/Project office for Bank guarantees submitted by sub-contractors to EPI	
Examine whether proper confirmation through SFMS message, confirmation of issue of stamp paper and Bank Guarantee are followed by RO/Office	
Whether bank guarantees submitted are kept in safe custody and is not prone to risk and theft or loss due to fire, etc	
Examine if the Bank Guarantees are valid. Bank Guarantees nearing expiry are to be seen w r t whether letter of extension has been issued by the RO/Office and Internal auditor to report such cases.	
Whether bank guarantees towards performance guarantees and mobilisation advance, security deposit have been accepted as per the approved format of EPI.Cases of deviations are to be reported.	

xviii) The status of sundry debtors/trade receivables for more than 6 months.

Examine and report of cases of sundry debtors/Trade receivables which are outstanding for more than 6 months	
Reasons for non-realisation against each case and action taken by EPI during the year for its realisation are to be reported by Internal Auditor. If no effort is made during the year under audit, such cases are to be reported by the Internal Auditor.	
The amounts realised by the RO during the current financial year for old outstanding cases are required to be reported upon by Internal Auditor.	

xix) Amount given by EPI as EMD for new tenders and not returned to EPI.

List of EMD submitted by EPI for tenders participated during the current financial year be obtained from Regional office.	
Examine the cases where the EMD has been submitted by EPI in cash, if any. Such cases are to be reported by Internal Auditor.	

Examine whether the EMD (Including EMD paid in cash,FDR) for old cases (for more than 6 months after submission date) has been received back by EPI.The cases of EMD which are to be received by EPI for more than 6 months are to be reported by Internal Auditor along with reasons for their non-receipt. Reasons to be obtained from respective RO’’s/Offices by Internal Auditor.	

xx) Amount accepted by EPI as EMD for new tenders but are yet to be payable by EPI.

List of EMD received by EPI during the current financial year are to be obtained from the RO/Offices for review	
EMD submitted by the Bidders are in the same mode i.e., cash, BG, etc which is as mentioned in the Tender documents. At present, The Regional offices are permitted by Delegation of Powers to award the work to partiesuptothe limit sanctioned Rs 50 crore in each case.	
Examine and report whether for Tenders already finalised and work orders are placed, EMD of the unsuccessful tenderers are returned with -in two months of the finalisation of the tender/placement of work order. Cases of deviations are to be reported upon by the Internal Auditor.	
Examine that EMD submitted to EPI have been submitted by the bidder in his own name only. Cases of deviations are to be reported upon by the Internal Auditor.	

xxi) SAP Voucher Authorisation process and passing of claims/bills for payments/reimbursements.

Examine and report whether vouchers are authorised only by authorised officials. Authorisation of vouchers by unauthorised officials are to be reported upon by Internal Auditor.	
Examine that vouchers are authorised by officials after proper passing of vouchers by minimum two finance officers. Cases of deviations are to be reported upon by Internal Auditor.	
All vouchers which are authorised in SAP/Financial books must have the signatures on each vouchers including reversal vouchers or adjustment JV vouchers. Cases of deviation are to be reported by the Internal Auditor.	
All Payment vouchers which have been authorised in SAP should have the original bills/cash memos etc and the supporting bills/original cash memos etc are properly stamped or endorsed as PAID so as to avoid their duplicate payments. Cases of deviations are to be reported upon by the Internal Auditor.	
All Voucher files are properly numbered and are available in Hard bound folders (except current Year)	

xxii) Raising of Final Bills by Subcontractors/suppliers for completed work.

Internal Auditors shall ask for the list of ongoing works and list of physically completed works separately from the Regional office/offices	
Examine and report the cases of completed works where the “Final Bill” has not been raised by Sub contractors on EPI and reasons for delay are required to be obtained from the Regional Offices/Offices.	
Examine and check if ‘No Claim Certificate’ is being obtained by RO’s/Offices while before releasing the dues to sub-contractors. deviations if any are to be reported upon by the Internal Auditor.	

xxiii) Confirmation of Balances from Third parties/client.

Examine and report whether the confirmation of balances with third parties/sub-contractors /clients etc have been obtained by EPI during the current financial year and immediate previous year.	
Examine and comment on the system of improvements required for obtaining confirmations of balances. Reference be made of the letters issued by Corporate office from time to time/every year.	

xxiv) Internal Auditor to report on the following for systems Improvements suggested in the previous year Audits including ICFR audit:

Internal Auditor to comment and report on the system whether or not Invoices are duly recorded in the books of accounts immediately after raising them on client and on timely basis.	
Internal Audit to ensure and report where unreasonable delay in uploading and hosting of tender documents have taken place. The timelines prescribed by the company has to be seen by Internal Auditor. If there is no system in place, then IA to report the matter about non-existence of the system. The uploading and hosting of tender is subject to the work schedule also.	
Internal Auditor to comment and report cases where Invoices are not immediately recorded in SAP by Regional offices. Internal Auditor to also comment the cases where No previous balance confirmations are available with the regional offices/Corporate Office in respect of client/sub-contractors/vendors etc.	
Internal Auditor to report the outstanding cases of debtors where no reconciliation has been made with the client and the amount of sundry debtors is appearing in the books of accounts.	
Internal Auditor to report the outstanding cases of debtors separately and comment on the weakness of the procedure for follow up and realisation of debtors which could help management in taking action for realisation of debtors. Efforts made by Regional office/Project office is	

to be assessed whether adequate or not is to be commented upon by the Internal Auditor.	
Internal Auditor to comment and report cases where advances/amount recoverable from sub-contractors are not immediately adjusted/recovered by Regional offices. Internal auditor to obtain comments for their non-recovery and adjustment.	
Internal Auditor to comment and report cases where EMD deposited with client in cash or in the form of Bank Guarantees/FDR and its refund from client is pending to be received. The cases of delay for time period beyond timelines prescribed in bidding documents needs to be reported	
Internal auditor to ensure and report the cases where the Input tax credit has not been taken or wrong input tax credit as per GST has been taken.	
Internal Auditor to examineand report whether adequate efforts are being made by Regional Office/Project Office for realisation of pending refunds from tax authorities.	

xxv) To maintain Records where EPI is purchasing material like cement, steel etc.

Examine and report if sufficient records of receipt of material, cement, etc are made available by EPI to Internal Auditors for their review. RO office are to be requested to submit the related records for verification of the Internal Auditor	
Examine whether material etc are being received by EPI before its payment. The RO's must show the relevant documents relating to its accountal and issue to Internal Auditors.	
The material purchase documents to have GST sales invoices, delivery challan, transporter copy etc for ensuring its receipt at EPI work site or stores, if maintained. For materials received at site, internal auditor to comment upon on the complete documentation provided for verification or not.	
Examine whether any material which is purchased but lying unused with EPI. Such cases must be reported by the Internal Auditor.	

xxvi) All Perks and allowances being reimbursed/paid to employees are to be confirmed by the Internal Auditor about its taxability in the hands of employees. Cases of deviations to be pointed out by Internal Auditor.

Internal audit to check and comment and report of cases of reimbursements/allowances being made to employee beyond consolidated perks being paid through salary. The copy of approval is also to be obtained from the ROs in such cases and submitted along with the report.	

Internal Audit to check major TA claims/reimbursements, local conveyance claims, medical claims, membership fees or any other claims etc being made to employees on test check basis and give his comments about their admissibility in terms of rules in force.	

xxvii) FEMA compliances for Overseas Projects (applicable only for corporate office and each overseas project only).

Examine and report whether Post award approval from AD/Exim Bank has been obtained by EPI for overseas Project under execution.	
Examine if ECGC Policy for export credit risk has been obtained by EPI and is in force on the date of the Internal audit.	
Examine if Bank accounts opened for the overseas project are in compliance to Post award approval accorded by the AD/Exim Bank.	
Examine, if the periodic half yearly reports mentioned under Post award approval are being submitted by EPI and filling of reports is upto date.	
Examine and report if the CAR Insurance policy and other insurance policies including workmen compensation, third party liability and Personal accident cum death Insurance policy is in force and valid on the date of the Internal Audit.	
Examine if the payments from client are being received in the currencies and proportions as mentioned in the agreement with the client.	
Examine, if the execution estimates for the year and also for the project are made and available and has the approval of Corporate office.	
Examine and report the manner of payments being made to sub-contractors/suppliers from the overseas project are in the same currencies, as received from the client by EPI.	
Examine and report, for materials procured by EPI, proper stores records are made and available at site and are kept in safe custody.	
For material issued to sub-contractors, suppliers, proper accounting and recovery is being made from each bill passed by EPI.	
Examine and report if the amount debited to "Advances or amount recoverable from the sub-contractors, if any are being recovered from the immediate next bill paid by EPI and no deferment of recovery is done.	
Local laws compliances w.r.t. Income Tax, labour laws, social security, immigration, municipality etc are being complied with by overseas Project and periodical returns submitted are up to date.	

Examine and report if the EPI is registered as "100 % "branch in the country of operation and registration is valid on the date of Internal Audit.	
Examine and report if the Employee benefits extended and reimbursements being made to employees towards TA/DA, telephone reimbursements, food allowance, overtime etc are being paid as per approvals accorded from Corporate office. Deviations are to be reported by the Internal Auditor.	
Internal Auditor to comment on the maintenance of leave records for each employee (whether expatriate or local) are available and updated. If not the same is to be reported upon.	

xxviii) Compliance with the observations of the CAG in respect of old audit para(s).

To examine and report on the matter referred by the Comptroller and Auditor General of India (CAG) pertaining to: "....................."	

ANNEXURE II

TECHNICAL BID/ELIGIBILITY CRITERIA

The following shall be the basis of points for the eligibility and selection. Selection will be made on the basis of attainment of points as per the table mentioned below:

S. No.	Particulars	Basis of Allocation of Marks	Maximum Marks	Documents to be submitted by the firm along with the offer
1	Year of establishment of the firm to be given (Minimum 10 years old) (Cut-off date for eligibility - 31.03.2026)	2 points for every year of experience of firms after 10 years of establishment	10 (Mandatory)	Copy of firms FRC with the respective institute is to be submitted (Mandatory)
2	Firm should have minimum 5 (five) partners	2 point	2 (Mandatory)	(Mandatory)
3	Experience of conducting Internal Audit of Central PSU/State PSU/Bank Audit/ Department or Institutions of State Govt. and Autonomous Bodies/ Limited Companies/ Pvt. Ltd. Companies	1 point for each year for such work assignment in each CPSE/State PSU/Bank Audit/department or institutions of state Govt. and autonomous Bodies	5	
4	Completion of Internal Audit assignment of CPSE / State PSU/ Department or Institutions of State Govt. and Autonomous Bodies/ Limited Companies/Pvt. Ltd. Companies in firms own name, **engaged in construction activities** in last 5 years ending 31st March 2026.	2 point for each such completed assignment (falling within last five FY ending 31st March 2026)	10 (Mandatory)	Copy of the completion certificate indicating the completion of Internal Audit by CPSE/State PSU/department or institutions of state Govt. and autonomous Bodies/ltd companies/Pvt. Ltd. Companies engaged in construction activities in last 5 years ending 31stMarch 2026. (Mandatory)
5	The firm should have in its employment qualified CA's / CMA's either as full time employees or partners engaged in full time practice with the firm.	1 point for each partner or full time fully qualified employee	5	List of Active Partners in full time practice and/or full time employees as on 31.03.2026.
6	Full time partner to have minimum 10 years post qualification experience in practice supported by their respective Certificate of Practice issued to him by the respective body i.e.	2 point for each such partner having minimum 10 years experience in practice as per Certificate of Practice issued to them.	10	Copy of Certificate of Practice of each such active partner

	ICAI/ICMAI. Partners having less than 10 years experience shall not be considered for evaluation.	For each year of more experience, additional 1 point will be added		
7	Firms to indicate the reported matters/findings during Internal Audit of the CPSE/State PSU/Bank Audit/ Department or Institutions of State Govt. and Autonomous Bodies/ Limited Companies/Pvt. Ltd. Companies which has lead to systematic improvements in operating process in such audited companies OR The firms are to give presentation for their achievements which has lead to systematic improvements in operating process in such audited companies	2 point each for such reported matters / findings which has led to systematic improvements in operating process in such audited companies OR Only 2 points to be given if the firms opt for giving presentation for their achievements which has lead to systematic improvements in operating process in such audited companies. Copy of such presentation to be submitted to EPI for bid evaluation.	8	The firms are required to report such matters along with the bid/copy of the presentation to be submitted by the firm, if presentation is opted by them.
		Total Marks	**50 (Fifty)**	

Notes:

1. Clear and complete details in separate sheets, for determination of points and points claimed by the firm in support of information against eligibility criterion under Sl. Nos. 1 to 7 to be enclosed. The firms should compulsorily meet the eligibility requirements at Sr. Nos. 1, 2 & 4.

2. The offer of the firm shall also be rejected if the firms fail to meet the **MANDATORY** eligibility requirements at Sr. Nos. 1, 2 & 4.

3. The minimum qualifying marks shall be 35 (i.e. 70 % of the Total Marks). The financial offer(s) of only those firms with minimum 35 marks shall be considered for evaluation by the committee.

4. In case of non-submission of Mandatory documents, no clarification will be asked from bidder & their bid shall be summarily rejected.

Name of the Authorised Signatory/Partner

Date:

Place:

Signature of the Authorised Signatory/Partner

Membership No.

ANNEXURE III

COMMERCIAL TERMS AND CONDITIONS FOR INTERNAL AUDIT FIRMS:

A. TERMS & CONDITIONS

i) **The contract shall be initially for the Internal Audit for the Financial Year 2026-27. Subsequently, based on the yearly performance, the contract can be extended for further upto three years on the same terms and conditions and same fee as that of FY 2026-27.**

ii) The internal audit of the following offices is required to be conducted by the engaged CA / CMA Firm:

S. No.	Name of the Office	Location
1	Eastern Regional Office and its controlling Projects (ERO)	Kolkata
2	North Regional Office and its controlling Projects (NRO)	Delhi
3	Southern Regional Office and its controlling Projects including PCO Hyderabad (SRO)	Chennai
4	Western Regional Office and its controlling Projects (WRO)	Mumbai
5	Northern Eastern Regional Office and its controlling Projects (NERO)	Guwahati
6	PCO Bhubaneswar and its controlling Projects (PCO-BBSR)	Bhubaneswar
7	Corporate Office (CO)	Delhi

iii) Invitation from the firms of Chartered Accountants/Cost Accountants be made through GeM Portal. Certain important instructions are given below for strict adherence by the bidders:

1. General Requirement:

It may be noted that the Bidders are required to submit their bids in two separate parts i.e. the Technical Bid (Part I) and the Financial Bid (Part II) as mentioned below in point no. 2:

2. Content of Each Bid:

- Part I (Technical Bid): Shall contain all technical details, specifications, required documents (e.g. firms registration certificate, experience certificates, COP etc.), and any other information requested in the tender document **EXCEPT for any pricing information**.
- Part II (Financial Bid): Bidders are to quote their price in the specified field of GeM. **No technical details should be uploaded in this Part.**

3. Uploading of Bid Documents:

- **IT MAY BE NOTED THAT SUBMITTING OF FINANCIAL BID TOGETHER WITH TECHNICAL BID DOCUMENT WILL RESULT IN THE REJECTION OF THE ENTIRE BID.**

- Physical submission of any document is not required.
- Please contact GeM Helpdesk for any queries / support, if required.

4. Consequences of Non-Compliance:

- If any financial details are included in the Technical Bid (Part I), that bid will be considered non-responsive and rejected.
- Submitting only one bid with both rates and technical details as a single submission will result in the rejection of the entire bid.

iv) Since all bids will be evaluated strictly based on Technical Evaluation Criteria hence, please avoid attaching unsolicited information / documents for processing applications expeditiously.

v) Bidder has to submit technical bid and financial bid separately.

vi) Bids received shall be scrutinised based on the eligibility criteria. The financial bid of only the qualified eligible bidder(s) shall be opened and the final selection will be made based on lowest financial quote.

vii) **The bidder must have their Head Office in Delhi (NCR) and must have arrangement for conduct of Internal Audit at each of the six offices i.e. Delhi (NCR) for CO & NRO, Kolkata for ERO, Chennai for SRO, Mumbai for WRO, Bhubaneswar for PCO-BBSR & Guwahati for NERO. The selected bidder is required to deploy audit teams at Regional Offices, PCO-BBSR & CO of the Company for conduct of audit procedures under the scope of internal audit.**

viii) The firm should also have adequate infrastructure, experienced manpower and capability to undertake centralized and system-based internal audit covering multiple locations of the Company.

ix) No reimbursement towards Boarding & Lodging/Transport/TA/DA/Hotel bills/Other expenses (except audit fee & GST as applicable) will be payable by EPI to the Bidder undertaking the Internal Audit assignment.

x) Each firm is required to put a team consisting of minimum six employees for a period of 15 days (total 90 man-days) in each phase out of which two employees must be qualified Chartered Accountant/Cost Accountant.

xi) The offer shall remain valid for a period of One Hundred Fifty (150) days from the last date of submission of the bid.

xii) Bids submitted within due date & time only on GeM Portal shall be accepted for evaluation.

xiii) EPI reserves the right to cancel the appointment of Phase II even if appointed without assigning any reasons, if in case the performance of the firm during the Phase I appears/considered to be not satisfactory. The firm shall not have any right of claims due to such withdrawal of assignment.

xiv) The scope of work involved can be discussed with HOD Finance Corporate Office by the firms willing to quote.

xv) EPI reserves the right to reject, cancel, postpone the process without assigning any reasons thereof.

xvi) The Firm shall be entitled for payment towards fee for Internal Audit work on completion of audit for the year subject to satisfaction of the work performed by the Firm. Statutory Taxes as applicable shall be deducted from the payment released.

xvii) EPI shall not provide any conveyance facility to the staff of Firms during the course of Internal Audit.

xviii) The Firm shall maintain strict confidentiality regarding any sensitive information obtained in course of his audit and shall not use such information for any purpose other than audit.

xix) The Internal Auditors are required to adhere to the following schedule of conducting and completion of Internal Audit:

S. No.	**Audit Period**	**Internal Audit to be completed by date**	**Submission of Report by Internal Auditors**
1	1st April 26 - 31st December 26 (Phase I)	15th January 2027 positively	20th January 2027 positively
2	1st Jan 27 – 31st March 2027 (Phase II)	15th April 2027 positively	20th April 2027 Positively

B. <u>OTHER GENERAL TERMS & CONDITIONS:</u>

i) All submitted documents should be signed by a partner with his name under the seal of the firm. The Bidder shall, as part of their bid, submit a written Authorization Letter from Partner of Bidding firm if the signatory is other than Partner.

ii) Bidder shall ensure that there should not be any conflict of interest for their carrying out this assignment.

iii) Bidder shall not be under liquidation, court receivership or similar proceedings.

iv) Bidding documents shall at all times remain the exclusive property of the EPI.

v) EPI shall not be responsible for any expense incurred by bidders in connection with the preparation and delivery of their bids, Corporate Office / Regional Office visit, participating in the discussion and other expenses incurred during the bidding process.

vi) EPI reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of contract without assigning any reason whatsoever, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders of the grounds or the reasons for the said action.

vii) Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.

viii) In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future as per policies of the Company in this regard.

ix) The Bidder shall not sublet, transfer or assign the contract or any part thereof to any other person / firm / consulting company/organization.

x) The Bidder shall quote in Indian Rupees.

xi) The Bidder is expected to examine all Quotation related Documents, including all instructions, forms, terms and specifications thereto. Failure to furnish all information required as per the Quotation related Documents may result in the rejection of the Bid.

xii) Applicants should provide all the information ensuring its completeness and accuracy, in the desired format in clear and unambiguous manner. The proposals received after the specified date/time, incomplete/unsigned proposal in an open envelope or received by fax/emails and conditional bids will be summarily rejected. The decision of EPI in this regard shall be final and binding on bidders.

xiii) All the applicants should mention the name, contact no. and email ID of one of their partner / officer to contact for all communications in respect to the said assignment.

xiv) If any false information / document is provided/ submitted, EPI reserves the right to reject such proposal at any stage and take appropriate action, as it deems appropriate.

xv) In case any dispute arises, an amicable solution may be arrived at based on discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of the CMD, EPI will be final and binding.

xvi) Query / Clarification (if any) may be forwarded on the following email id: sumit.mehra@epi.gov.in and in case you wish to speak then you may call at official number 011-24361666 Extn. 2113

xvii) The fee quoted should separately indicate the GST amount.

xviii) Bidders should have valid Permanent Account Number issued by the Income tax authorities and GST registration no.

xix) The corrigendum or addendum, extension, cancellation of this Quotation, if any, shall be hosted on EPI's website and/or CPP portal and the bidders are required to check these websites regularly for this purpose, to take into account before uploading/submission of bids.

C. <u>DISQUALIFICATION CRITERIA</u>

Bidders who have been appointed as Internal Auditors of EPI for any of its Regions/Branches/Units up to the FY 2024-25 and whose performance has been found unsatisfactory or who have not been considered for reappointment for FY 2025-26 on account of unsatisfactory performance, shall be liable to be rejected, either directly or through any of their partner(s)/associate(s).

In case it is found at any stage that such a bidder has participated in violation of the above condition, its bid shall be summarily rejected, and if awarded, the work order shall be liable to be cancelled forthwith without any liability on the part of EPI.

The decision of EPI in this regard shall be final, conclusive, and binding on all bidders.

D. SPECIAL TERMS & CONDITIONS

i) Period of Audit:
The engagement of Auditor is for internal audit of Financial Year 2026-27.

ii) Payment Terms:

- No Advance shall be paid by EPI.
- Payment shall be released on completion and submission of both phase audit report to the Audit committee
- All payment shall be subject to recoveries towards statutory deductions.
- The payment will be made by electronic transfer.

iii) Report Submission:
The internal audit report is required to be submitted by the firm not later than 5 days after completion of Internal Audit and the draft report is required to be discussed with HOD (Finance) at CO and RO's (as applicable) failing which the same shall not be acceptable.

ANNEXURE IV

UNDERTAKING

(To be submitted by bidder on its Firms Letter Head)

Ref: NIT No. **Date :**

Name of Work:

This is to confirm that the following persons are the present Partners of the company/firm:

1.

2.

It is further confirmed that none of the above Partners is associated with any other company/firm which is quoting for the above work of EPI.

The details of constitution of M/s………………….. is submitted along with this annexure.

In case, at any later stage the above information is found incorrect, EPI can cancel our Bid/LOI/Contract Agreement and may take any suitable action deemed fit against our company.

Date:

Authorized Signatory

Partner

Name & Seal of the Firm

ANNEXURE V

(To be submitted by bidder on non-judicial stamp paper of ₹100/- (Rupees Hundred only) duly attested by Notary Public)

(To be submitted with technical bid)

AFFIDAVIT

Affidavit of Mr. _________________ S/o _________________ R/o _________________

I, the deponent above named do hereby solemnly affirm and declare as under:

1) That I am the Proprietor/Authorized signatory of M/s. _________________having its Head / Regd. Office at____.

2) That the information/documents/Experience certificates submitted by M/s. ______________ along with the tender for _________________ (Name of work) _________________ to EPI are genuine, true and nothing has been concealed.

3) I shall have no objection in case EPI verifies them from issuing Authority(ies). I shall have no objection in providing the original copy of the document(s), in case EPI demand so for verification.

4) I hereby confirm that in case, any document, information&/or certificate submitted by me found to be incorrect /false/fabricated, EPI at its discretion may disqualify /reject /terminate the bid /contract and also forfeit the EMD (if any)/ all dues. EPI is free to debar us from participating in any future tender for three years.

5) I shall have no objection in case EPI verifies any or all Securities (if any) under any of the provision of bid/Contract including those issued towards EMD (if any) and Performance Guarantee (if any) from the issuing authorities and I / We shall have no right or claim on submitted EMD (if any) before EPI receives said verification.

6) That any credentials/documents, the EMD (if any) and Performance Guarantee (if any) issued by (name and address of issuing authority) are genuine and if found at any stage to be incorrect / false / fabricated; in such case EPI is free to reject our bid / cancel pre-qualification, forfeit our EMD (if any) or any dues, and also can debar/blacklist us from participating in any future tender for three years.

I, _________________, the Proprietor / Authorized signatory of M/s. _________________do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from____ and that no part of it is false.

Verified at _________________ this ________________day of________________

DEPONENT

ATTESTED BY (NOTARY PUBLIC)