बिड संख्या/Bid Number: GEM/2026/B/8235476
दिनांक /Dated: 03-11-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	13-11-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	14-11-2026 17:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Defence
विभाग का नाम/Department Name	Department Of Defence Production
संगठन का नाम/Organisation Name	Munitions India Limited
कार्यालय का नाम/Office Name	**********
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :dudeshmukh.ofb@ofb.gov.in Buyer Email id: dhtodkar.ofb@gov.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, As per enclosed scope of work; Audit Firm, CA Firm
अनुबंध अवधि /Contract Period	2 Year(s)
पिछले 3 वित्तीय वर्षों का बिडर का न्यूनतम औसत वार्षिक वित्तीय टर्नओवर/Minimum Average Annual Turnover of the bidder (For the last 3 Financial Years)	6.55 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	GeM verified turnover
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 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**	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / **Number of days for which Bid would be auto-extended**	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / **Number of Auto Extension count**	3
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
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
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / **Financial Document Indicating Price Breakup Required**	Yes
मध्यस्थता खंड/**Arbitration Clause**	No
सुलह खंड/**Mediation Clause**	No

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	109150

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	26

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

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

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

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

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. The minimum average annual financial turnover of the bidder during the last three financial years, ending on 31st March of the previous financial year, should be as indicated in the bid document. The turnover of the bidder shall be validated by the system based on the financial data available on the GeM portal. The average turnover shall be calculated based on the last three financial years where data is available; in case data is available for only two of the last three financial years, the average shall be computed based on those two years. In case the date of constitution / incorporation of the bidder is less than three years old, the average turnover in respect of the completed financial years after the date of constitution / incorporation shall be taken into account for this criterion. No separate documentary evidence is required to be uploaded by the bidder for this criterion, as the system shall derive and validate the turnover figures from the data available on the GeM portal.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in

bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs 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.
4. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
6. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, As Per Enclosed Scope Of Work; Audit Firm, CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , As per enclosed scope of work
Type of Financial Audit Partner	Audit Firm , CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Compliance with law & regulations , Risk Management , Review system & processes , Internal Control over Financial Reporting
Type of Industries/Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance

विवरण/ Specification	मूल्य/ Values
Frequency of Progress Report	Quarterly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Quarterly
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	No

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	**********	**********Pune	Project / Lumpsum Based	N/A

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

1. **Generic**

   OPTION CLAUSE 50% : The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 50 percent with the consent of the service provider

2. **Generic**

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

MUNITIONS INDIA LTD NYATI UNITREE
EAST WING SECOND FLOOR
NEAR GUNJAN CHOWK
YERWADA
PUNE 411006
.

3. **Generic**

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

4. **Certificates**

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

5. **Forms of EMD and PBG**

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

CHAIRMAN AND MANAGING DIRECTOR/MIL
. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

6. **Forms of EMD and PBG**

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

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

7. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

a. a. Firm should submit compliance to buyer’s scope of work and extent of

coverage of internal audit and terms and conditions and duly signed and

stamped.

b. The bidder should not have been black listed or debarred by any

central / state government/ agency of central/ public sector

undertaking / regulatory authority of India at the time of submission

of the bid.

c. Firm shall submit non-disclosure declaration certificate enclosed

as Annexure- B along with format of application enclosed as

Annexure- A.

d. Audit firms should have main office/ branch office at Pune and

submit the valid documentary proof for the same.

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8. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (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---

1. **OBJECTIVES OF INTERNAL AUDIT**

i. To review and evaluate internal control systems and procedures to determine reliability and integrity of information and documents.

ii. To ensure that the MIL Corporate Office and its Units (Production and Non-Production) maintains proper accounting records as required by Companies Act-2013 and follows prescribed accounting standards and practices and policies consistently.

iii. To assess adequacy of systems and procedures for procurement, obtaining sanction for disbursement and utilization of resources.

iv. To ensure compliance of statutory laws, rules and regulations.

v. To review corporate Governance practices.

vi. Evaluation of performance management system with reference to yearly plan and budget.

vii. To assess the adequacy of the internal financial control systems and procedures for safeguarding the interest of the MIL Corporate Office and its Units (Production and Non-Production), detecting fraud or irregularities and safeguarding the assets of the MIL Corporate Office and its Units (Production and Non-Production).

viii. To review Internal Financial control on financial reporting.

ix. Conduction of Internal Audit by visiting at MIL Corporate Office and its Units (12 Production and 03 Non-Production) and submission of Audit report for each quarter as per timeline mentioned at Point 2.8 below.

x. Conduction of Internal Audit for each quarter at respective unit by CA and audit team as per 2.1 below for minimum 5 days ensuring all scope of work is covered and reported as mentioned at 2.3 below.

xi. Any other requirement related to Internal Audit.

2. AUDIT PLAN:

a. Appointed firm shall interact/ discuss audit plan in consultation with IAG/MIL for finalizing the detailed program/ schedule of Audit. Firm shall submit audit plan at least 1 week before commencing the quarterly audit and communicate the specific records/ documents to be kept ready for audit at each unit, so as to ensure that the audit is completed in time. All data/documents will be available in respective unit and is to be audited/verified at unit facility. The data/documents required during the audit/report preparation will be provided by unit on officially allotted NIC mail to the firm by IAG/MIL. Use of private mail is prohibited for audit correspondence.

b. Audit plan shall consist following information
   1. Name of audit team members.
   2. Designation (CA, CMA and ICAI registration no. any other)
   3. Duration of audit (From .... To ....)
   4. Contact details of audit team
   5. Laptop details of audit team

c. KYC documents of Audit team is to be forwarded along with audit plan in advance through NIC mail id allotted firm to Internal audit group's official mail id only.

d. Details of Laptop or any other electronic devices required for Internal audit is also to be provided along with audit plan. Permission will depend upon the decision of Unit Head.

2.1 AUDIT TEAM:-

a. Team Deployment: The selected firm must assign a dedicated internal audit team of at least four (4) members to each MIL unit every quarter.

b. Duration: The audit team must visit physically for a minimum of 5 working days per unit to ensure full coverage of the scope of work.

c. Team Structure: The team must comprise:

- (i) One Qualified Chartered Accountant (CA) and
- (ii) One Qualified Audit Manager (Semi-Qualified CA or CMA) and
- (iii) Two Audit Assistants / CA Article.

d. The bidder should not outsource the work to any other party.

e. The Audit Program is indicative only and further points may be added by the management from time to time on need basis.

2.2 METHODOLOGY OF AUDIT: -

a. **Scope and Frequency:** Internal audits for FY 2026-27 and FY 2027-28 will be conducted quarterly across all operational units premises and MIL HQ (as listed in para 2.7 below) by a dedicated audit team.

- **Opening Meeting:** An introductory meeting must take place on the first day of the audit.
- **Verification Process:** Risk control matrix will be provided by the factory. However data and records may be examined physically, through SAP and via any active accounting software at the respective unit to find out deviation from compliance, if any.
- **Discussions & Queries:** All findings and questions must be reviewed with the unit's Head of Finance, with formal queries requiring written clarification sent concurrently to the Finance division.
- **Concluding Meeting:** A wrap-up meeting with the Head of Unit must be held at the close of the audit to present the final observations with supporting documents.
- **Required Certification:** The Audit Team Leader and the unit's Head of Finance must jointly sign a certificate confirming that all necessary data and documents for the internal audit have been provided, and that no further records are required to prepare the draft audit report.

2.3 SCOPE AND EXTENT OF COVERAGE OF AUDIT

Sl. No.	Scope	Periodicity/Extent of coverage
1.	**Sales & Revenue:** Verification of all heads of sales & revenue along with all the supporting document.	Quarterly – 100%
2.	**Procurement (pre award and execution):** (a) Contracts of value up to Rs.50 lakhs (b) Contracts of value between Rs.50 lakhs to Rs.10 Crore (c) Contracts of value above Rs.10 Crore Ensure that the guidelines as per procurement manual are duly complied with. It will also include checking of performance bond/guarantee for validity and safe custody, insurance and risk management procedure. (d) Checking Record of Bank Guarantee (BG) and timely action taken for renewal and encashment as the case may be. Also, that the lapsed BG have been returned to the party and all BG have been verified from the Bank through post or through SFMS.	a) to c) Half Yearly – 100% d) Quarterly – 100%
3.	**Contracts on nomination basis:** Verification of contract/PO awarded on nomination basis and single tender basis valuing Rs.10 lakh and above.	Quarterly – 100%
4.	**Contractors' bills:** Checking of running account bills with respect to quantity and quality of work, certification of work, adjustment of advances, application of penalty clause etc. as per the terms of contract.	Quarterly –100%

5.	**Payroll: Verify whether:** (a) Salaries, wages and other deductions are authorized and recorded on a timely basis and payroll deductions are determined in accordance with legal requirements and are paid to government and other specified parties as per specified timelines. (b) All authorized employee benefit plans and related costs are appropriately controlled and administered.	Quarterly – 100% Quarterly – 100%
6.	**Human Resource & Establishment:** (a) Leave records (b) Payment of all types of advances to the employees (c) Review of sub ledgers and recovery of advances (d) LTC records (e) Pay fixation (f) Training & development	Half yearly – 100% Quarterly – 100% Quarterly – 100% Yearly – 100% Half yearly – 100% Half yearly – 100%
7.	**Bank reconciliations:** (a) Verification of BRS of all the bank accounts including outstanding entries in the previous BRS. (b) Checking of unsettled amount returned by bank on failure of RTGS/NEFT (c) Bank and cash book signed by the authorized signatory on daily basis if not report thereof. (d) Audit of interest accrued, due and accounted on Fixed Deposits on quarterly basis	Quarterly – 100%
8.	**Receivables:** Periodical age wise/unit wise analysis of all receivables with respect to pricing, tenure of credit and collection.	Quarterly -100%
9.	**Accounts:** Vouching of all vouchers (cash, bank, Purchase, Sales, Journal Entries, JVs, Payment and Receipt- etc)	Quarterly -100%
10.	**Guest House:** (a)To check the level of utilization i.e. occupation of rooms by guests. (b)Receipt of revenue (c)Purchase of consumables (d)Purchase and use of assets (e)Repairs and maintenance of assets.	Half yearly – 50%
11.	**Inventories:** (a) Periodical Physical verification of inventories. (b) Reporting the variances as per physical verification and as per books of account (c) Valuation in accordance with the applicable accounting policies prescribed by ICAI (d) Identification of slow moving, non-moving and excess inventories and its periodical reporting to management with suggesting measures. (e) Checking of records maintained for scraps and disposal thereof	(a), (b), (c) – Half Yearly Sample check Yearly -100% (d) quarterly – 100% (e)quaterly-100%

12.	**Fixed Assets:** (a) Conduct of the Physical verification of fixed assets in accordance with the applicable accounting policies. (b) Reporting the variances as per physical verification and as per Books of Account. (c) Check whether proper records are maintained including Fixed Assets Register and Depreciation is properly calculated and accounted for in accordance with the applicable accounting policies. d) Checking of records maintained for condemned fixed assets and disposal thereof	Yearly – 100% Yearly – 100% Yearly – 100% Half Yearly-100%
13.	**Internal Audit of Cost Records:** Check, evaluate, analyse a. the cost accounting system, b. the cost accounting policy, c. adherence to cost accounting standards, d. adherence to cost auditing standards, e. adherence to GACAP, f. quantitative data of various cost elements, g. resources employed, h. adherence of the company of the Companies (Cost Records and Audit) Rules, 2014	Yearly
14.	**Provisions:** To ensure that all the known liabilities have been provided after duly authorization including retirement benefits and claims in respect of employees. To ensure actuarial valuation as per applicable accounting standards.	Half Yearly – 100%
15.	**Payables:** (a) Periodical age-wise/ party wise analysis of all payables in respect to creditors- Domestics, Imports Capital Projects-EMD, Security Deposit etc. (b) To report on overdue payments to MSME. (c) Report on Trade payable outstanding more than three months	Quarterly 100%
16.	**Estate Management:** (a) To check whether the allotment, occupation and vacation of quarters is in accordance with the laid down practices. (b) Receipt of revenue. (c) Stores management. (d) Repair and maintenance of building and roads.	Half yearly –100%
17.	**Investments:** (a) Periodic physical verification of investment and deposits (b) To ensure that the booking of income on investments and deposits as per the terms of investment made. (c) Ensure that the DPE guidelines on the subject are duly complied with.	Quarterly– 100% (Only at corporate office)
18.	**Compliance to DPE guidelines:** To go through the DPE guidelines and compliance thereof in company and point out any variation /deviation.	Quarterly – 100% (only at corporate office)
19.	**CSR activities:** (a) Contracts of the value below Rs. 10 Lacs	Half yearly – 50%

	(b) Contracts of the value equal to or more than Rs. 10 Lacs (c) Verification of utilisation of CSR fund as per allocation and its booking in accounting system.	Half yearly – 100%
20.	**IFC:** (a) Perform a diagnostic review of existing internal financial control system from the management's perspective and to identify deficiencies, if any. Provide recommendations to mitigate such deficiencies. (b) Identifying significant accounts and mapping with business processes and sub-processes for identification of financial reporting risks (materiality, quantitative & qualitative judgment), Recommend on documentation guidelines and Advice on updating the IFC Framework. (c) Provide recommendations on ways that the MIL may address control weaknesses. (d) Review of risk and control matrices including documentation of controls i.e., entity level controls, pervasive IT controls and process level controls. (e) Any other activities/studies/reports, if necessary, in connection with development of Internal Financial Control Framework not covered above. (f) To conduct test of the controls as per the RCM (Risk Control Matrix) and provide a report on its compliance.	Half Yearly – 100% Half Yearly – 100% Half Yearly – 100% Quarterly – 100%
21	**Statutory Compliances:** (a) To ensure compliance of all the applicable statutes and laws governing the organization that all the taxes and statutory dues are deposited in time and the required reports and returns have been filed periodically on time. (b) Report on Input Tax Credit availed correctly and fully against GST on revenue as well as capital items.	Quarterly – 100%
22.	Adjustment of advance given in respect to work orders and their adjustment with work done and adjustment of advances.	Quarterly-100%
23.	Report on the intra MIL reconciliation to be done monthly.	Quarterly-100%
24.	Other areas which MIL Management may consider necessary in the course of working of the units.	Quarterly
25.	Review the records of transactions in Tally/ERP and via active accounting software at the respective unit	Quaterly-100%
26.	Any other audit coverage as necessitated in Internal Audit as per Companies Act-2013 (amended on time to time)	Quaterly-100%
27.	To consolidate the internal audit data received of all the units at HQ and ensure timely completion and discrepancies reported	Quaterly-100%
28.	To submit/file the audited report either offline or online as per the requirement of management	Quaterly-100%

Note: 1. The firm undertaking internal audit has to ensure that all essential and significant areas of audit have been covered by them and no important area of audit has been left out.

2. Audit duration (minimum 06 working days) at each unit should be such that it covers all areas of scope of work through each quarter and reported upon quarter wise in Internal audit reports.

2.4 Period of Audit

The period of appointment will be for the FY: 2026-27 & 2027-28.

2.5 Audit fee

i. **Fee Quotation**: The audit firm must quote its total fees for conducting the internal audit of the MIL Corporate Office, along with all its production and non-production units, as part of the financial bid.

ii. **No Extra Reimbursements:** MIL will not cover any out-of-pocket expenses, such as travel allowance (TA), daily allowance (DA), boarding, or lodging.

iii. **Tax Applicability**: GST or any other tax as applicable will be paid extra as per respective Tax Act.

iv. **Quarterly Payment Terms (Up to 25% per Quarter)**: Release of quarterly payments is contingent upon fulfilling three sequential steps:

   a) **Submission**: Submitting hard copies (by registered post/by hand) and soft copies (through mail allotted by MIL) of Quarterly final, signed, and stamped audit reports (complete with management replies and comments) for the Corporate Office, 12 production units, and 3 non-production units separately.

   b) **Presentation:** Conducting a quarterly review meeting to present key audit findings and wrap up discussions with the Director Finance, designated MIL officers, the firm's partner, and CA auditors physically at MILCO, Pune office.

   c) **Invoicing**: Submitting the invoice in original as per GeM contract along with the signed minutes of presentation and discussion at (b) above.

2.6 Reporting requirement internal audit team of at least four (4) members

i) After completion of quarterly audit at unit, Draft audit report of the unit shall be submitted to IAG/MIL within 07 days of completion of audit for Management reply from respective unit.

ii) Final signed internal audit report along with Management reply and auditors' comments shall be submitted to IAG/MIL within 07 days of receiving of Management reply.

Iii) After forwarding of final signed internal audit reports of all units of MIL, Partner of the firm along with auditor should meet and discuss the salient audit observations of each unit for each quarter with the Director of Finance along with Chief Internal auditor/MIL so that timely corrective action may be taken and based on the outcome, an executive summary of audit reports indicating the important observations for each quarter and for each area covering all the audit areas within the scope shall be compiled/prepared. The report should also contain specific suggestions for improvements, if any.

iv) Based on the outcome of the discussions, the Audit report thus compiled shall be structured as outlined here under:

Internal Audit Reports should be divided into following parts, namely:

Part-I Compliance and Report:

This part shall cover the comments of the Auditors on the adequacy of the compliance and action taken for rectification of errors/discrepancies pointed out by previous auditor pertaining to earlier quarter. It shall also contain the confirmation regarding implementation of policies, systems, controls etc. to avoid the recurrence of such irregularities in future. It may be ensured that the compliance report on audit observations pointed out in reports relating to earlier audits is made and corrective actions taken on those points are furnished in the Audit Report. In other words, it may be ensured while conducting the audit, compliance report of the audit observations pointed out in the earlier report of preceding period, is furnished along with the corrective action taken. Physical Verification of Fixed Assets report shall also be given.

Part-II Important Observations / Findings:

This part shall contain all such significant discrepancies observed during the current Audit and the observations in which, the auditor feels immediate attention of management specifying the financial implications, if any. In this part Auditor shall also bring the important areas requiring improvement and their recommendation, if any. Also, to indicate the improvements made by the MIL and its Units based on the audit observations. Further to report any deviations/observations from policies, systems and procedures of MIL and its Units. While forwarding the observations and discrepancies, the auditor must substantiate it with real examples.

Part-III Report on Testing of Effectiveness of Internal Controls:

Perform Internal Financial Control Audit as given in Scope of Work and submit the report giving recommendations on the ways that the MIL and its units may address to control weaknesses. The Auditors would be required to include their findings in Part-III of their report.

Part-IV Detailed Report:

In this part, the Auditor shall furnish the detailed results of the Audit and Auditors confirmation whether MIL guideline/propriety has been adhered to in the areas viz. works including O&M contracts, procurement, operation, establishment records in Finance & HR, establishment expenses, other expenses, depreciation, Commercial billing & its realization/reconciliation, maintenance of fixed assets register, current assets, capital work in progress, mandatory spares, stores, inter unit accounts, review of accounts, township, guest house provision of liabilities.

The Internal Auditor's report shall be in the same sequence as given in the scope of audit and in case any item is not applicable to the audit unit, the same should be mentioned as NA /Nil.

The report should be supplemented, in each Quarter, by a statement indicating:

(I) Particulars of records along with their volume (i.e., total no. of vouchers in each category for each quarter) and value/volume checked as compared to the total volume and value of transactions. Similar statistics are required with reference to audit of contracts with the total no. of contracts awarded and the percentage of audit done.

(II) A summary report indicating the important observations for each quarter and for each area.

(III) It is expected that the entire scope is covered in a systematic manner and to facilitate the reporting as per the requirement.

2.7 THE MIL CORPORATE OFFICE AND FOLLOWING MIL UNITS (PRODUCTION AND NON-PRODUCTION) TO BE AUDITED QUARTERLY BY VISITING AT EACH UNIT

S. No.	Name of the units	Abbreviation	Location
1	MIL Corporate Office	MIL CO	Pune, Maharashtra
2	Ammunition Factory Khadki	AFK	Pune, Maharashtra
3	Cordite Factory Aruvankadu	CFA	Ooty, Tamil Nadu
4	High Explosives Factory	HEF	Pune, Maharashtra
5	Ordnance Factory Khamaria	OFK	Jabalpur, Madhya Pradesh
6	Ordnance Factory Bhandara	OFBA	Bhandara, Maharashtra
7	Ordnance Factory Varangaon	OFV	Bhusawal, Maharashtra
8	Ordnance Factory Chanda	OFCH	Chandrapur, Maharashtra
9	Ordnance Factory Badmal	OFBL	Bolangir, Odisha
10	Ordnance Factory Itarsi	OFI	Itarsi, Madhya Pradesh
11	Ordnance Factory Dehuroad	OFDR	Pune, Maharashtra
12	Ordnance Factory Nalanda	OFN	Rajgir, Bihar

13	High Energy Projectile Factory	HEPF	Tiruchirapalli, Tamil Nadu
14	National Academy of Defence Production, Nagpur (Non-Production)	NADP	Nagpur, Maharashtra
15	Ordnance Factories Institute of Learning Khamaria, Jabalpur (Non-Production)	OFILKH	Jabalpur, Madhya Pradesh
16	MIL Controller ate of Safety (Non-Production)	MILCOS	Pune, Maharashtra

2.8 TIMELINES FOR CONDUCTING INTERNAL AUDIT

The internal audit shall be conducted by visiting at MIL Corporate Office and its Units (12 Production and 03 Non-Production) and submission of Audit report for each quarter in accordance with the timelines as specified below:

For FY: 2026-27

S. No.	Submission of Final Audit Report	Due Date
A	For quarter ended June 2026 (Quarter – I)	15.11.2026
B	For quarter ended September 2026 (Quarter – II)	15.12.2026
C	For quarter ended December 2026 (Quarter – III)	15.02.2027
D	For quarter ended March 2027 -(Quarter-IV)	15.05.2027

For FY: 2027-28

S. No.	Submission of Final Audit Report	Due Date
A	For quarter ended June 2027 (Quarter – I)	15.08.2027
B	For quarter ended September 2027 (Quarter – II)	15.11.2027
C	For quarter ended December 2027 (Quarter – III)	15.02.2028
D	For quarter ended March 2028 (Quarter-IV)	15.05.2028

Note: Any delay beyond 15 days in furnishing of internal audit report consequently for two quarters due to any reason attributable to the audit firm within stipulated dates mentioned as above will render audit firm for penalty as specified at penalty clause mentioned at Payment terms and breach of contract (at 5 & 5.1) penalties to disqualify for future assignment and their nomination will not be considered for subsequent years.

3. QUALIFICATION / ELIGIBILITY CRITERIA

The qualification criteria are as under: -

i. Bidder firm should have conducted minimum three Statutory/Internal audit in last 5 years of any organization of companies having minimum turnover of Rs. 1000 Cr.

ii. Bidder firm should not have suffered any financial loss for more than one year during the last three years.

iii. Audit firms should have main office/branch office at Pune.

iv. The appointed Internal Auditor firm's - CA shall be available at MILCO Pune on call basis to review MIL CO & MIL Units reports/meetings.

4. SELECTION CRITERIA (POINT ALLOCATION)

Sl. No	Particulars	Points to be allocated	Maximum Points	Supporting Documents
1.	Year of establishment of the Audit firm/ Limited Liability Partnership Firm.	10 Years 1 Point for each year. Cut-off date shall be 31.03.2024	10 (ten)	Registration certificate of the firm issued by the Institute of Chartered accountants of India and / or Institute of Cost Accountants of India. Information related to year of establishment of Head Office(s) & Branch office(s), addresses, details of partners and their membership nos. etc. as Indicated in the Certificate.
2.	No. of Partners in the Firms/Limited Liability Partnership Firm who with the Firm for a minimum period of one year as on date of application.	a) Four (4) points for each Partner who is ACA/ACMA. Five (5) points for each Partner who is FCA/FCMA.	15 (fifteen)	Registration certificate of the firm issued by the Institute of Chartered accountants of India and / or Institute of Cost Accountants of India. Information related to year of establishment of Head Office(s) & Branch office(s), addresses, details of partners and their membership nos. etc. as indicated in the certificate.
3.	No. of Qualified Assistants (Chartered/Cost accountants) employed with the firm.	a) FCA/FCMA 03 points per person b) ACA/ ACMA 2 points per person	15 (fifteen)	Copy of details filed with the Institute of Chartered/Cost Accountants of India.
4.	Experience of the Firm in Organization working on Tally/ERP Platform as Statutory /Internal Auditor (Experience in 2024-25 not to be considered).	3 (Three) points per year of Audit (fraction of the year to be ignored).	15 (Fifteen)	Copies of appointment letters /orders for statutory audit/ internal audit of any entity. Certificate shall be submitted from the entity that they are Tally compliant.
5.	Experience of the firm in internal audit of Central / State PSU (Audits of 2024-25 not to be considered)	Mini-Ratna and above 5 (Five) points per audit and other PSUs 2 per audit.	20 (Twenty)	Copies of appointment letters/orders for internal audit in any Central PSU. (Excluding banks and insurance PSUs.)
6.	Turnover of the internal audit clients during F.Y. 2021-22 & 2022-2023, 2023-24	a) More than Rs. 200 Cr.& upto Rs. - 500 Cr. per client per year (1 point) b) More than Rs. 500 Cr.& upto Rs. 1000 Cr. per client per year (3 points) C) More than 1000Cr. per client per year (5 points)	25 (twenty five)	Copies of relevant pages of audited financials for all the clients for F.Y. 2021-22 & 2022-2023, 2023-24 to be enclosed.

Notes: -

1. All above mentioned supporting documents along with application (format of application attached as **Annexure 'A'**) will constitute "Technical Bid".

2. The Bidder will mention self-evaluated score against each parameter and will provide related documentary evidence against each parameter given above. The self-evaluated scores of the Bidder will be verified by the Evaluating Committee of MIL based on the documentary evidence provided. The scores given by the Committee after verification with the documentary evidences as provided by the Bidder shall be considered final.
3. Only those firms who secure at least 70% and above marks as per selection criteria mentioned above shall be considered for opening of financial bid subject to meeting essential criteria in para 3 of Qualification/Eligibility criteria.
4. The firm who quote lowest price will be nominated as L1 and will be selected for the assignment.
5. If more than one firm quoted same price as L1, the following sequence shall be adopted for selection of bidder:
   (a) The Audit Firm having longer experience will be given preference based on the year of Establishment.
   (b) The Audit Firm with a higher number of Fellow Members of the Institute of Chartered Accountants or Cost Accountants of India as partners will be considered.
   (c) The Audit Firm with a higher number of Associate Members of the Institute of chartered Accountants and Cost Accountants of India as partners will be considered.

For the purpose of selection of the Internal Audit Firm in case of tie, only clause(a) mentioned above will be considered. However, in a situation where even after considering clause (a), the tie continues, the remaining clauses i.e. (b) to (c) will be considered individually until the tie is broken. Even after considering (a) to (c), there is a tie, MIL decision will be final.

JWM/IAG

11/09/26

Principal Director/CIA

5 PAYMENT TERMS

i. **Quarterly Payment Terms (Up to 25% per Quarter)**: Release of quarterly payments is contingent upon fulfilling three sequential steps:
   a) **Submission**: Submitting hard copies (by registered post/by hand) and soft copies (through mail allotted by MIL) of Quarterly final, signed, and stamped audit reports (complete with management replies and comments) for the Corporate Office, 12 production units, and 3 non-production units separately.
   b) **Presentation:** Conducting a quarterly review meeting to present key audit findings and wrap up discussions with the Director Finance, designated MIL officers, the firm's partner, and CA auditors physically at MILCO, Pune office.
   c) **Invoicing**: Submitting the invoice in original as per GeM contract along with the signed minutes of presentation and discussion at (b) above.

ii. **No Extra Reimbursements:** MIL will not cover any out-of-pocket expenses, such as travel allowance (TA), daily allowance (DA), boarding, or lodging.

iii. **Tax Applicability**: GST or any other tax as applicable will be paid extra as per respective Tax Act.

5.1 BREACH OF CONTRACT AND PENALTIES:

1. The performance of the firm will be monitored by CIA / MILCO and performance lower than the requisite performance as desired in terms and conditions of contract will be amounting to penalties and subsequently termination of contract after repeated failures.
2. The buyer reserves the right to levy penalties on the firm for violation of service contract as tabulated below :-

S. No	Particulars	Penal Financial Implications
1	**Non Deployment of Qualified Personnel for internal audit at unit** as per the conditions of contract and non-adherence to the time schedule of the deliverables.	@0.1% of the total value of contract for not deputing qualified person for Internal audit.
2	**Non submission of Final audit reports as per timelines specified in contract** - for more than 2 working days or without taking prior approval	@0.1% per week of the total value up to 15 days. Beyond 15 days 0.2% per week .
3	If cumulative penalties in respect of 1& 2 above, reach 3 % of the contract value.	Termination of Contract.

17/09/26

Principal Director/CIA

JWM/IAG

6. PRE QUALIFICATION / ELIGIBILITY CRITERIA

The qualification criteria are as under: -

i. Bidder firm should have conducted three Statutory/Internal audit in last 5 years of any organization.

ii. Bidder firm should not have suffered any financial loss for more than one year during the last three years.

iii. Audit firms should have main office/ branch office at Pune.

iv. The appointed Internal Auditor firm's - CA shall be available at MIL CO on call basis to review MIL CO & MIL Units reports/meetings.

11/09/26

Principal Director/CIA

JWM/IAG

7. SERVICE LEVEL AGREEMENT

1. **Secrecy Clause**

   The Firm shall at all times use its reasonable endeavours to keep confidential the information collected from MIL during the course of audit and accordingly not disclose any such confidential information to any other person 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. NON DISCLOSURE DECLARATION CERTIFICATE mentioned in Annexure B to be issued on award of contract before commencement of Internal audit.

2. All communications regarding internal audit and Internal audit reporting by appointed firm will be carried through NIC mail allotted to the firm from MILCO.

3. **Immunity to Government of India**

   It is understood and agreed that Government of India is not a party to this agreement and has no liabilities, obligations or rights hereunder. It is expressly understood and agreed that MIL has an independent legal entity with power and authority to enter into contracts solely in its own behalf under the applicable Laws of India and General Principals Contracts Law.

4. **Arbitration**

   All disputes or differences, whatsoever, arising between the parties out of or relating to the construction, meaning and operation or effect of this Contract or the breach thereof shall be settled by Arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration (ICA) and the award made in pursuance thereof shall be binding on the parties. The provisions of the Arbitration and conciliation Act 1996 or any statutory modifications thereof shall apply to such conciliation. The seat of arbitration shall be in Pune City.

5. **Compliances / Declarations by firm at the time of submission of offer and on appointment**

   (a) The Audit Firm shall not assign or sublet or sub-contract the whole or any portion or portions of the Internal Audit or allow any person to become interested there in any manner whatsoever.
   (b) The audit team will work in strict confidence and will ensure that the all data, statement and information in respect of the operation/ location /work centre/ /Company is dealt with in strict confidence and secrecy. A Certificate towards maintaining confidentially need to be provided by the Internal Audit Firm on receipt of appointment letter, but before commencement of Audit.
   (c) The appointed Internal Audit Firm need to ensure and declare that no partner of the Audit Firm is related to Managing Director/ whole time Director or part-time Director of MIL within the meaning of section 2(77) of the Companies Act, 2013.
   (d) Neither the firm nor its partner or associates have any interest in the business of MIL.
   (e) The Audit Firm will also be required to issue a certificate of his independence.
   (f) Any other compliance / Declaration, if any, required under the Companies Act, 2013 and/or Income Tax Act, 1961.

6. **Debarring Provisions**

   The Audit Firm will be debarred from selection and empanelment as Internal Auditor of MIL, in future, in the following cases:

   (a) If the Firm obtains the appointment on the basis of the false information/ mis-statement.
   (b) If the firm does not take up audit in terms of appointment letter issued.
   (c) If the firm fails to maintain/ honour confidentiality and secrecy of the Company's data, statement and information.
   (d) If the firm fails to comply with any of laid down conditions.



7. Law applicable and Jurisdiction

(a) Resulting Contract and Divisional orders shall be governed in all aspects in accordance with the Laws of India.

(b) The Court of Pune city shall have jurisdiction to deal with and decide any legal matter whatsoever arising out of the resulting contract.

8. Undertaking

(a) The bidder should read and agree to abide by all terms and conditions.

(b) The bidder should agree and state that nobody of his/their organization is/ are a relative of any officer, officials or employee of MIL and also further to state that no officer, officials or employee is partner of his/ their company/ organization/ partnership/ proprietary concern in any way.

9. BREACH OF CONTRACT AND PENALTIES:

The performance of the firm will be monitored by CIA/MILCO and performance lower than the requisite performance as desired in terms and conditions of contract will be amounting to penalties and subsequently termination of contract after repeated failures.

The buyer reserves the right to levy penalties on the firm for violation of service contract as tabulated below :-

S. No	Particulars	Penal Financial Implications
1	**Non Deployment of Qualified Personnel for internal audit at unit** as per the conditions of contract and non-adherence to the time schedule of the deliverables.	@0.1% of the total value of contract for not deputing qualified person for Internal audit.
2	**Non submission of Final audit reports as per timelines specified in contract** - for more than 2 working days or without taking prior approval	@0.1% per week of the total value up to 15 days. Beyond 15 days 0.2% per week .
3	If cumulative penalties in respect of 1& 2 above, reach 3 % of the contract value.	Termination of Contract.

10. Disclaimer

MIL reserves the right to accept/ reject any/all the Bids at its sole discretion without assigning any reason whatsoever.

JWM/IAG

11/09/25

Principal Director/CIA

Annexure 'A'

FORMAT FOR APPLICATION

1. Name of the Firm:

2. Registration No. of the Firm :
   (Institute of Chartered/Cost Accountants of India)

3. i. Date of Registration of the Firm:
   ii. Type of firm : Partnership firm/ LLP firm/Proprietor

4. Details of Head Office & Branch Office(s): Head Office:

Address	Date of Establishment	Contact No(s)	E-mail

Branch Office 1

Address	Date of Establishment	Contact No(s)	E-mail

Branch Office 2

Address	Date of Establishment	Contact No(s)	E-mail

(Insert further branch office(s), if any)

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

S. No.	Name of the Partner	Membership No.	Membership Status ACA/ACMA/FCA/FCMA	Date of Joining the firm As Partner
1				
2				

(Please attach certificate issued by institute of chartered accountants of India (ICAI)/ Institute of cost accountants of India (ICAI) in support of information furnished at Sl. No. 1, 2, 3, 4 and 5 above)

6. Is the partner of Firm/LLP: -

Sr. No.	Particulars	Yes/ No
a.	Dismissed Government Servant.	
b.	Removed from approved list of vendors.	
c.	Demoted to a lower class of vendors.	
d.	Having business banned/suspended by any government in the past.	
e.	Convicted by a court of law.	
f.	Retired engineer/official from engineering Department of Govt. of India within last two years.	

g.	Direction of partner of any other company/ firm enlisted with CPWD or any other department.	
h.	Member of Parliament or any State Legislative Assembly.	

7. Is any Partner/Person working with the applicant is a near relative of the officer/ official of MIL: Yes/No.
8. Details of Qualified Assistants (i.e. Chartered/Cost Accountants employed by the firm)

Sl.no.	Name of the Assistant	Membership No.	Whether ACA/ACMA/FCA/FCMA (Please attached membership certificate issued by respective institutes for each qualified assistant)	Date of joining the firm as qualified assistant
1				
2				
3				
4				

9. Details of Experience in Central / State PSU Sector:

Sl. no.	Name of the Company	Year of audit	Type of audit – whether statutory/internal audit (please attach copy of appointment letter for each year & for every company)
1.			
2.			
3.			

10. Details of Experience in conducting audit in organization working on Tally / ERP Platform:

Sl. no.	Name of the Company	Year of audit	Type of Audit – Whether Statutory/Internal Audit (Please attach copy of appointment letter for each year & for every company)
1			
2			
3			

Annexure- B

NON DISCLOSURE DECLARATION CERTIFICATE

(on Company letter Head)

1. I M/s..... hereby declare that I shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party during and after expiry of contract.

2. My firm or firm's representative shall at all times use its reasonable endeavors to keep confidential the information collected from MIL CO and its units during the course of audit and accordingly not disclose any such confidential information to any other person other than the performance of its obligation under the agreement. My firm or firm rep. 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.

3. If defying the norms as per the contract a legal action may be taken against me as per the existing Rules.

Signature.....

Name.....

Designation.....

Date : .....

Seal: