



हरियाणा रेल इन्फ्रास्ट्रक्चर डेवलपमेंट कॉर्पोरेशन लिमिटेड
(हरियाणा सरकार और रेल मंत्रालय का संयुक्त उपक्रम)
Haryana Rail Infrastructure Development Corporation Ltd.
(A Joint Venture of Govt. of Haryana & Ministry of Railways)

No. HRIDC/IA/267/2021/617(M)

Dated : 29.10.2021

Quotation Notice

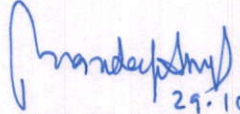
Haryana Rail Infrastructure Development Corporation Ltd. (HRIDC), Chandigarh invites sealed quotations from the reputed Chartered Accountant Firms (CA Firms) for the following work which will be received up to 14:30 hrs on or before 09.11.2021 and **will be opened at 15.00 hrs on 09.11.2021** in the office of MD/ HRIDC, SCO-17-18-19, 3rd Floor, Sector-17A, Chandigarh.

Sr No.	Nature of Work	Completion period	Date & Time of Opening of Quotation
1.	Internal Audit for the F.Y 2021-22	30.04.2022	09.11.2021 At 15:00 hrs.

Detailed Scope of work is enclosed at 'Annexure-A'. Further particulars and quotation forms can be obtained free of cost from the office of MD/ HRIDC, SCO-17-18-19, 3rd Floor, Sector-17A, Chandigarh on any working day from 09.30 hours to 14.30 hours upto 09.11.2021.

Enclosures:

Quotation Form


29.10.2021
GM (GA&F)
HRIDC

Copy to:

1. Notice Board.

No. HRIDC/IA/267/2021/

Dated: 29.10.2021

Name of Work: Internal Audit for the F.Y 2021-22

Date of Opening: 09.11.2021 at 15.00 hrs.

Completion Period: 30.04.2022

Sr. No.	Name of Work	Rates to be quoted by the Quotationer in figure & words	
		In figures	In words
1.	Internal Audit for the F.Y 2021-22		

Note:

1. GST shall be paid extra.

Signature of the Quotationer

Address: _____.



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Annexure-A

**INTERNAL AUDIT PLAN- FREQUENCY AND
SCOPE OF WORK**

As per Section 138 of Companies Act, 2013 read with Rule 13 of the Companies (Accounts) Rules, 2014, every unlisted public company having paid up share capital of fifty crore rupees or more during the preceding financial year shall be required to appoint internal auditor, who shall either be a chartered accountant, cost accountant or such other professional as may be decided by the Board to conduct internal audit of the function and activities of the company.

PERIOD & FREQUENCY OF AUDIT:

It is proposed that Internal audit at Headquarter and Registered Office will be conducted in four phases,

Quarter	Estimated Completion Period
Quarter 1 (April to June)	15.12.2021
Quarter 2 (July to Sep)	15.01.2022
Quarter 3 (Oct to Dec)	28.02.2022
Quarter 4 (Jan to March)	30.04.2022

The Internal Auditor is required to develop and document a plan for conducting the internal audit in an efficient and timely manner and as per the pronouncement of the Institute of Chartered Accountants of India. The internal auditor will provide the audit schedule well in advance (at least one week before start of audit) for proper arrangements for audit.

SCOPE OF WORK FOR INTERNAL AUDITOR

1. Internal Auditor should examine the books, records and transactions of the period prescribed for Audit. However, where the circumstances warrant checking beyond the suggested period, the Auditor should extend his checking to that period under intimation to in-charge of Finance wing.
2. Internal Audit should cover the manner of maintenance of books, their adequacy; suggest need of introducing maintenance of other registers/books to safeguard against frauds, misappropriations.
3. Internal Audit should study the system prevalent in the Company and suggest ways and means

for bringing further improvement in the system. Firm should also report unauthorized variation from the prescribed procedure.

4. Internal Auditor shall perform all functions as suggested by Standards issued by the Institute of Chartered Accountants of India and currently in force.
5. The Internal Auditor will ensure that the information obtained for internal audit purpose is maintained in strict confidence and secrecy. A Certificate towards maintaining confidentiality is to be provided by the Internal Auditor, to whom appointment letter has been issued, at the time of acceptance of Audit assignment.
6. Internal Auditor shall conduct the Audit assignment as per the area and extent of coverage mentioned below:

AREA & EXTENT OF COVERAGE OF HRIDC RECORDS BY INTERNAL AUDITOR:

Sl.No.	Area of Audit	Extent of Checking
I	<u>A. TENDERING PROCESS</u>	
	All Contracts awarded above 1 crore	100%
	<u>B.ACCOUNTING</u>	
	i) Post check of Contractor's Bill.	100%
	ii) Proper accounting and recovery of advances and retention money.	100%
	iii) Calculation, accounting and recovery of Interest on Interest bearing advances.	100%
	iv) Checking of deduction and payment of taxes under GST, Income Tax, Labour welfare cess etc.	100%
	v) To check in detail certain selected final bills for project management contract works passed during the quarter.	50%
II	<u>ACCOUNTS & TAXATION</u>	
	i) Bank Payment Documents, all expenses incurred by the Company as per SOP.	
	On or above 1 crore	100%
	Less than 1 crore	50%
	ii) Documents for all the receipts of the company e. g. consultancy fee, interest on deposits, other misc. receipts, (Receipt Vouchers)	100%

	iii) Documents for Adjustments (Journal Vouchers)	100%
	iv) Verification of availability of supporting documents with vouchers including approval by appropriate authority.	100%
	v) Review & scrutiny of general ledger and sub ledgers pertaining to vendors, suppliers & contractors.	100%
	vi) Checking of TDS return, GST return, 26AS and client fund reconciliation.	100%
	vii) Compliances of AS or INDAS as per applicability, Guidance note and other amendments/Instructions issued on time to time by ICAI and other statutory bodies.	100%
III	<u>SALARY & ESTABLISHMENT – ACCOUNTS</u>	
	i) Post Checking of monthly Pay bill (for 1 month in each Quarter)	100%
	ii) Checking of Off-Cycle payments w.r.t rules and proprietary aspects (i.e. House building advances, advances, staff lease, Local conveyance, TA, Leave encashment, medical reimbursement, LTC, telephone and mobile reimbursements, laptop reimbursements etc.)	50%
	iii) Deduction of PF and other statutory dues and payment of contributions.	Sample Checking
	iv) Deduction of Tax at source and the deposit of the same with Government.	Sample Checking
IV	<u>RECORDING OF INCOME</u>	
	i) Income from operating activities.	100%
	ii) Accounting and calculation of interest from Bank FDs and mutual funds.	100%
	iii) Misc. Other Income/ Receipts including applicable taxes and duties thereon.	100%
V	<u>FIXED ASSET ACCOUNTING</u>	
	i) Accounting for Purchases and addition during the year	100%
	ii) Correctness of entry in Fixed Asset Register.	100%
	iii) Verification of Calculation of Depreciation.	100%
VI	<u>FUND MANAGEMENT</u>	

	i) Physical verification of cash in hands, cheque in hand and bank guarantees.	100%
	ii) Physical verification of FDR's., mutual funds, bonds etc and calculation of interest accrued thereon and their safe custody.	100%
	iii) Checking of Bank Reconciliation Statements (BRS)	100%
	iv) Verification of valuation of foreign currency transactions and accounting treatment thereof.	100%
	v) Verification of FD's, BG's, PBG's, interest accrued thereon and their safe custody.	100%
VII	Compliance of all statutory laws.	100%