

U.P. State Construction and Infrastructure Development Corporation Limited
(U.P. Government Undertaking)

Registered Office: T.C./46-V, Vibhuti Khand, Gomti Nagar, Lucknow-226010

Phone No 0522-4068060

Notice No 1859

1-6(1)/एमडि/2020-21/एनए

Date : 07/06/2022

EXPRESSION OF INTEREST

UPSCIDCO Ltd. invites Expression of Interest (EOI) from the Chartered Accountants firms for empanelment for conducting Internal Audit of Corporation H.O. for the year 2019-2020 to 2021-22 & its Superintending Engineer's (SE) offices and Units of the Corporation located at various places in India for the Financial Year 2021-22. Detailed descriptions are available at UPSCIDCO website-www.upscidc.org.

EOI shall be submitted in Standard Format to Sr. Accounts Officer(I/C) of UPSCIDCO latest by. 14.06.2022


Managing Director

INVITING

EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF CHARTERED ACCOUNTANTS FIRMS FOR CONDUCTING INTERNAL AUDIT OF SUPERINTENDING ENGINEER OFFICES AND UNITS OF UP STATE CONSTRUCTION AND INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED (UPSCIDCO LTD.) FOR THE FINANCIAL YEAR 2021-22.

Head Office

T.C./46-V, Vibhuti Khand, Gomti Nagar, Lucknow-226010

Phone : 0522 2305877

website-www.upscidc.org.

Expression of Interest (EOI)

UPSCIDCO units Expression of Interest (EOI) for empanelment of Chartered Accountants firms for conducting Internal Audit of Corporation Head Office for the financial year 2019-20 to 2021-22 and its Superintending Engineer's (SE) offices and Units for the financial year 2021-22. The other's details viz. Eligibility Criteria, Last Date and time of submission of EOI, Audit Fees, Standard Format for EOI and the list of the Superintending Engineer's offices and its Units and Scope of work for Internal Audit are given below:-

A. Eligibility Criteria:

The firm should possess the minimum eligibility criteria as under:-

- (a) The firm should be a partnership firm/company (Date of registration required)
- (b) Minimum 5 trained staff with the firm.
- (c) Minimum 5 years experience in Audit work of PSU/Statutory Corporation/Autonomous bodies and Construction companies.
- (d) Minimum average turnover of the firm for last 3 years should be Rs. 40 Lacs.
- (e) Minimum No of F.C.A. 4.
- (f) Head Office should be in Lucknow.
- (g) Firm should be Empanelled at C.A.G.

B. Last date for submission of EOI :

- (i) Last date for submission of EOI is 14.06.2022
- (ii) Sealed envelope containing EOI in Standard Format supported by documents shall be sent to Sr. Accounts Officer, UPSCIDCO Ltd., T.C./46-V, Vibhuti Khand, Gomti Nagar, Lucknow-226010.
- (iii) The EOI received after due date shall not be entertained.
- (iv) UPSCIDCO reserves the right to accept or reject any or all the EOI without assigning any reason.

(C) Audit Fees :

- (i) The Audit Fees for audit of each Executive Engineer's Office will be Rs. 10,000.00 and for each Superintending Engineer's Office Rs. 6,000.00. per year.
- (ii) The Audit Fees for audit of Head Office will be Rs. 15,000.00 for each year.
- (iii) No TA/DA and other pocket expenses will be paid extra.
- (iv) There will be no increase or decrease in Audit Fee.

D. Standard Format for EOI

Details to be filled by Chartered Accountants firms for the Internal Audit:-

Sl. No.	Particulars	Details
1	Name of the firm	
2	Address of the Registered/Head Office	
3	Telephone No. and E-mail address	
4	Firm Registration No.	
5	Date of incorporation of the firm Proprietorship/Partnership/Company	
6	PAN of the firm GSTIN of the firm	
7	Number of Partners FCA ACA	
8	Staff Position (with details)	
9	Number of Branches and their address	
10	Details of the assignments of (Audits of PSU/Statutory Corporation/Accounts bodies etc.	
11	Place/Location Preferred (without TA /DA, Boarding & Lodging, other out of pocket expenses and contingencies etc.)	
12	Place/Location Preferred where no branch office of the firm is located (without TA/DA, Boarding & Lodging, other out of pocket expenses and contingencies etc.)	

Note: All the documents submitted by the firm should be self attested.

Signature

Name of the Authorised Person

Place :

Date :

E. List of EE offices and its addresses.

F. List of SE's offices its addresses.

Scope of Work for Internal Audit

Audit of Executive Engineer's Office

The Internal Auditors has to detect the irregularity and bring them to the notice of the Unit Incharge and the Unit Accounts official in writing and personally as well, get these irregularities and mistakes rectified as far as possible. The serious irregularities if any shall be mentioned in the Audit Report.

Irregularities not of serious nature but needing sometime to set right, will be listed out by the Internal Audit Team, and given to the Unit Incharge and Unit Accounts official. If these irregularities have been set right by the unit it should be clearly mentioned in the Audit Report.

1. Cash Book, Bank Accounts, Vouchers and Maintains of Accounts Records

- (i) Whether cash book has been written by Unit Accounts In charge daily.
- (ii) Whether cash book have been maintained properly signed by unit Accounts Incharge & verified by Unit Incharge at the end of each month.
- (iii) Whether cutting in cash book has been authenticated by the unit accounts official/ Incharge/E.E.
- (iv) Any serious discrepancies/short comings noticed in cash book should be pointed out.

2. Bank Accounts and their records

- (i) Whether each Bank Account has been opened with the approval of Head Office and the accounts are Flexi or not.
- (ii) Whether regular Bank Reconciliation has been prepared.
- (iii) Whether proper cheque issue registers has been maintained and whether proper entries of Bank Charge/Interest received/Stale Cheque/Payment received or paid through RTGS have been made in cash book or not.
- (iv) Whether interest accrued/TDS deducted on interest received on FDR/Flexi accounts at the yearend have been correctly accounted for and bank certificates obtained for the same or not.
- (v) Hundred Percent Checking of cash vouchers/Journal Vouchers will be done. Report whether they are dated and duly signed by Unit Accounts Incharge & Unit Incharge.
- (vi) Whether proper work order/supply order/required Bill/GRN are enclosed with voucher or not.
- (vii) Whether the accounts are maintained through Tally software or manually.
- (viii) All transactions have been posted in ledger/sub ledger.
- (ix) Whether all the statutory records in Journal, ledger, advance register, security register, PRW/Contractor register with details of registration no. etc.. Logbook of vehicles and other reports have been maintained properly or not.
- (x) Whether all payments made and other transactions were within the powers delegated to concern person or not.
- (xi) Whether all payments have been made to third party through payees cheque/RTGS/NEFT or not.
- (xii) Whether Security Guard or other daily wages workers have been employed with the prior approval of competent authority or not.

- (xiii) Whether all the transactions regarding GST were duly recorded in the books of accounts as per instructions issued by HO from time to time or not.
- (xiv) Whether arrear of DA/Salary/Bonus have been accounted for and paid as per instructions issued by HO from time to time or not.

Tender works

- (i) The list of Tender Works obtained/executed by the unit along with tender cost should be enclosed.
- (ii) How the Tender Works were executed whether on PCR Pattern & through contractors decided in Tendering Process.
- (iii) Whether CVC Guidelines and other rules/regulations/Guidelines of State Govt. has been followed in awarding the work to contractor.
- (iv) Whether the works were awarded in sub-contractors after exempting an agreements providing viz. time of completion, liquidates damage clause, Arbitrations, Terms of payments etc. were mentioned in the agreement or not.
- (v) Whether the transactions viz. payments, Mob-advances and other advances, Liquidates damages etc. with sub-contractors were made as per terms of agreement executed with them.
- (vi) Whether finally bills were raised with the clients and payments were received or not.
- (vii) Whether experiment of any work done with the approval of client or not.
- (viii) Whether the variations in quantities executed than the quantities given in BOQ were got approved with the client before making payment to contractors.
- (ix) The cases of disputed payment with clients as were as with contractors as well as pending payments should be clearly mentioned in the reports after proper analysis.
- (x) If the tender works were executed on DCU pattern the PCR register has been maintained with proper cost analysis of each material purchased and each items of works awarded to PRW's. The PCR reports should be examined and any discrepancies or irregularities noticed should be clearly brought out and mentioned in the report.

Deposit Works

- (i) Deposit only the works obtained by the units with sanctioned cost.
- (ii) Whether the estimate for the works have been prepared and got sanctioned from the competent authority before short of work or not. The cases of short of work without Technical Sanction should be mentioned in the report.
- (iii) List of the deposit works which were executed through sub-contractors after inviting tenders and execution of agreements. With than in these case please answer whether CVC Guidelines and E-Tender/E-Procurement system were followed or not.
- (iv) Whether PCR reports has been mentioned properly with cost analysis of the material purchased and items of works executed.
- (v) Whether proper worked summary were conducted by the authorised officers/official and quotations were obtained from the registered suppliers/PRW's or not.

- (vi) Supply orders/work orders issued to suppliers/PRW's should be examined to find out any discrepancies in rates/quantity mentioned in the supply order/work orders than mentioned in the PCR.
- (vii) Whether supply order/work order were duly signed by the contractual authority.
- (viii) The works in which over cost (expenditure over the sanctioned cost or fund received from clients) has been incurred should be examined in details and highlight how the over cost expenditure was no. These cases should be necessarily mentioned in the report.
- (ix) Ensure only secured advance against the material supplied and works executed (upto 75 percent value) were given and no advance received unadjusted. The cases of unadjusted advances should be clearly mentioned in the report.
- (x) Ensure that no mob-advance was given in PRW/Supplier. The mob-advances were given mob-advances if the claim in this reports were mentioned in the agreement executed with them and also ensure that the mob-advances were adjusted from their running bills.

Inter Unit Transactions

- (i) It will be ensured that the Inter Unit Transactions were made with the prior approval of competent authority only as well as per instructions issued by the HO from time to time.
- (ii) All the IUS have been received and adjusted at the end of the year. Any dispenses in the reports should be clearly mentioned in the reports.
- (iii) Clients whether all Inter Unit Transactions were reported by proper documents viz. authorization/GRN/MIN or not.
- (iv) The case of cost/fund transfer from one works (client) in other works (client/without prior approval of HO should be clearly mentioned in the report.

Store Records

- (i) Whether store ledger/MAS are properly maintained by recording all the receipts /issue and are reported by GRN/MIN etc.
- (ii) Whether proper accounting of empty cement bags/scrapes/obsolete/unessential item have been made in store ledger are not.
- (iii) Whether proper valuation of inventory at the end of the year has been done at FIFO method or not.
- (iv) Whether physical verification of stores were done annually and any shortages and excess if any were pointed out. If not the same may be highlighted in the reports.
- (vi) Whether consumption statements have been prepared by JE/AE annually or not and it has been checked by EE/SE office. Any excess consumption of material should be mentioned properly in the report.

Measurement Books

- (i) Whether proper measurement books duly issued by HO have been used by the JE and Old and used MB's have been returned by them to EE official and the same have been accounted for in the MB issue register.
- (ii) Whether proper MAS register recording all the receipts from store and issued to PRW/Contractor were maintained by JE/AE.

Fixed Assets Register

Whether Fixed Assets Register mentioning all the Fixed Assets available at the units has been maintained.

Service Books

- (i) Whether Service Books of all the staff/Officers have been maintained properly or not.
- (ii) Whether Annual Verification of services has been got done from each office/official or not.
- (iii) Whether correct Pay Fixation, Annual Increment, Pay revision etc. have been recorded in the Service Book of each official/offices or not.

Statutory Taxes Duties

- (i) Whether all statutory deduction such as Income Tax/TDS, royalty, etc have been deducted from the bills of PRW's/Contractor as applicable or not.
- (ii) Whether the Income Tax has been deducted from the salary of staff as applicable or not.
- (iii) Whether timely depart of Income Tax/TDS/Regularly have been made with respective cost department.
- (iv) Whether GST has been paid timely with the GST Department to avoid any interest/penalty or not.
- (v) Whether Input Tax credit has been claimed timely or not.
- (vi) Any excess/short deposit of GST should be highlighted in the report.

Labour Cess

- (i) Whether labour cess due has been deputed with Labour Department annually as per labour cess Act./Rules or not.
- (ii) Whether labour cess has been deducted from the bills of Contractor as per terms of their agreement and the same has been deposited timely with Labour Department.

Stationary Register/Log Books of Vehicles

- (i) Whether Stationary Register recording all the receipts/issue has been maintained and was physically verified at the end of the year or not.
- (ii) Whether log books of all corporation Vehicles has been maintained properly or not.

EPF/GLIS

- (i) Whether EPF has been deducted from the salary of the staff as per norms fixed by EPF Act and as per policy of the Corporation or not.
- (ii) Whether EPF deducted from the salary of the staff has been remitted with EPFO finely or not.

Court Case

List the court cases pending in various courts with manety value if any along with date since pending.

Scope of Work for Internal Audit of SE Office
Cash Book, Bank Book, Bank Reconciliation, Vouchers,
Cheque Book Register, Salary Register etc.

- (i) Whether cash book has been written by Accounts Incharge daily and verified by SE at the end of each month or not.
- (ii) Whether each Bank account opened with Bank with the prior approval of HO or not and all the Bank accounts are flexi account or not.
- (iii) Whether monthly Bank reconciliation statement has been proposed or not.
- (iv) Whether cheque issue and salary register has been maintained or not.
- (v) Whether all payments made and other expenditure/bank transactions were within power delegated to SE or not.
- (vi) Whether all the payments have been made to third party through Account Payee cheque only/RTGS/NEFT or not.
- (vii) Whether arrears of DA/Salary/Bank etc have been accounted for and paid as per instruction issued by HO from time to time.

Tender Committee and Related Records

- (i) Whether the proper Tender Committee has been constructed as per instruction issued by HO as well as guidelines issued by State Govt.
- (ii) Agreement register recording all the agreement executed with contractors has been maintained.
- (iii) Tender Committee recommendation finalizing the Tenders should be sanctioned with reference to NIT, CVC Guidelines and as per policy/Circulars issued by Govt. viz. E-Tendering/E-Procurement.
- (iv) Whether agreement with contractor has been executed mentioning all the General Terms & Conditions of the Contractor.
- (v) Whether earnest money as required were obtained from the contracts and has been accounted for in the books.
- (vi) Whether proper Bank Guarantee has been maintained in which all the Bank Guarantee. Obtained from the contractors have been recorded or not.
- (vii) Sale of Tender Forms has been maintained or not.

Technical Sanction Register

- (i) Whether Technical Sanction register recording all the estimates received from the E.E. office for TS has been maintained.
- (ii) Cases of Delay in according Technical Sanction (T.S.) by the SE office should be highlighted the report.

Monitoring of Works and Monitoring Reports

- (i) Whether monthly progress reports received from EE office have been evaluated to find out the over cost/delay in completion of work/execution of extra items/variations etc.
- (ii) Whether inspections have been carried out by SE at regular interval's if no the inspection reports should be examined to workout, the short comings noticed by SE in execution of works and such cases should be highlighted in the report.
- (iii) Efforts made by the SE to get the fund released by the clients against the sanctioned cost of the work.

Audit Report

A. The Audit Reports should be prepared in four parts as detailed bellow :-

Part-I Introducing-

Mainly the name of office, audited period of Audit, duration of audit, name and tenure of the SE/EE and Tenure of AAO/Accountant posted with their name.

Part-II Important Audit Observations

In these part serious financial irregularities causing loss to corporation should be mentioned with proper key documents.

Part-III Other financial and other irregularities

In this part other financial irregularities and other short comings noticed will be mentioned.

Part-IV Discussion of Report with the head of the office.

B- Periodicity of Audit

The Periodicity of Audit for SE office will be to 5 working days and for EE office 5 working days.

C- Submission of Reports-

The Audit Report will be sent in Hindi only to Managing Director of the corporation within three days of the last date of audit in Hard copy as well as things. **E-mail. mdupscidc@gmail.com.**

The audit cannot be extended beyond due date mentioned in the office of engagement will not prior approval of the Managing Director of the corporation.