

**HINDUSTAN PREFAB LIMITED  
(A GOVT. OF INDIA ENTERPRISES)  
JANGPURA, NEW DELHI-110014**

**ReExpression of Interest**

**Hindustan Prefab Limited (HPL)** is a Govt. of India Enterprises under the administrative control of Ministry of Housing & Urban Poverty Alleviation having its Registered Office at Jangpura, New Delhi-110014. The Company Presently engaged in Project Management Services in Construction and Maintenance of Projects i.e. mass housing, infrastructure, institutional buildings, hospital works etc. and has its Regional Offices at Patna (Bihar), Trivandrum (Kerala), Shillong (Meghalaya), Delhi (Rohini Sector-22) and Cuttack (Orissa). It intends to outsource its internal Audit of its Corporate Office at Jangpura, New Delhi-110014 and Regional Offices by the Chartered Accountant Firms for the Financial Year 2012-13. Interested Chartered Accountant Firms are requested to send their profile for appointment as Internal Auditors along with their expected lump sum fee for the year 2012-13. For scope of Work, Eligibility Criteria, Terms & Conditions and Bid system refer Annexure-I, II, III and Annexure-IV respectively. The Parties who already submitted their Profile please send their Profile again.

The Applications should reach to the office of FA & CAO, Hindustan Prefab Limited on or before 18-01-13 at 4 P.M.

For HPL's Profile, refer our website [www.hindprefab.org](http://www.hindprefab.org).

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**Annexure-I**

**SCOPE/OBJECTIVE OF WORK FOR INTERNAL AUDITORS (IA)**

**ASSURANCE**

1. Review of operations at Corporate office and Regional Offices and to assure whether the operations are conducted economically and efficiently.
2. To assure, whether the systems, procedures adopted by the company are adequate and effective to achieve company's objectives and goals.
3. To assure the compliances of legal, regulatory, accounting standards, policies and prescribed procedures.
4. To add value to improve the company's operations.
5. To evaluate and improve the effectiveness of risk management, control and governance processes.

**CONSULTING**

6. To Assist in preparation of Annual Accounts as required by the Management.

**Annexure-II**

**ELIGIBILITY CREITERIA FOR INTERNAL AUDITORS (IA)**

1. The Internal Auditors may be selected from the Chartered Accountants Firms having Certificate of Practice from the Institute of Chartered Accountants of India.  
**-Certificate from ICAI should be attached.**
2. The Firm should have minimum four partners out of which at least two partners should be FCA.  
**-Profile/Status of Partners as per ICAI record should be attached.**
3. The Firm should have minimum experience of 10 years.  
**- Certificate should be attached.**

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4. Gross average Professional receipt of last 3 years should not be less than Rs. 20 lacs P.A.  
**-Copy of ITR along with financial Statements should be attached.**
5. The firm should have an experience of Government sector audit with adequate exposure in construction Industry.  
**- Certificate to be attached.**
6. The Firm should be proficient in Tally Accounting Package.  
**- Provide the details.**
7. The firm should have an office in Delhi with adequate audit staff strength.  
**-Provide the details.**
8. The Firm shall depute a senior partner to carry out and oversee the internal audit.  
**-The name should be indicated.**

**Annexure-III**

**TERMS & CONDITIONS FOR INTERNAL AUDITORS (IA)**

1. The Period of Audit will be from 01.04.2012 to 31.03.2013. The Scope of work is enclosed as per Annexure-I.
2. That the audit shall be conducted in two phase's i.e. 01.04.2012 to 30.09.2012 and 01.10.12 to 31.03.13. The report should be submitted on or before 15.02.12 and 30.04.13 respectively.
3. That the audit report along with corrective/suggestive measures, if any, are to be submitted immediately on completion of audit as per format of Internal Audit Report . If the auditors observe any case of non-production of records or non-cooperation to the auditors, the auditors will take up the matter with higher authority and get their audit procedure completed instead of merely reporting such cases in their audit report.
4. That CA/Firm shall depute at least two semi-qualified CA's – headed by a qualified CA to conduct the audit of Corporate Office and its Regional Offices.
5. That the payment of audit fees will be made after submission of internal audit Reports, satisfactorily in line with Audit Objectives and Terms & Conditions.

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6. That nothing shall be paid extra towards improvement and corrective suggestions/assistance in preparation of Annual accounts, being made by the Internal Auditors.
7. That the Internal Auditors shall provide/update HPL regarding any changes made in accounting Standards/applicable Tax Laws and ensure its implementation.
8. That no TA/DA/Conveyance charges are admissible to the staff deputed at our Corporate office to conduct the internal audit.
9. That HPL shall not be liable for any type of payments to be made by the firm to the employees deputed by the internal auditors at HPL to conduct internal audit.
10. The contract can be terminated/concluded even at an earlier date, after serving one month notice by either side.
11. No advance payment will be made on any account. However, 50% payment of the fee would be paid on submission of first Audit Report.
12. You will audit during office hours of the company.
13. HPL will not be responsible for any additional liability of your staff like PF/ESI or statutory benefit. HPL will not be liable for any compensation under the Workman Compensation Act.
14. You will be bound by rules of discipline and will make entries in the visitors register maintained at the reception of the company.
15. You will in consultation with the competent authority chalk out an audit programme for the year and will submit report to FA&CAO/CMD HPL as may be decided/directed by the company.
16. You will also follow guidelines on Internal Audit Procedures issued by ICAI and also HPL guidelines of this matter.
17. Any dispute if arises shall be referred to CMD HPL and decision of the CMD HPL shall be final and binding.

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**Annexure-IV**

**REMUNERATION FOR INTERNAL AUDITORS (IA)**

1. Bids have to be submitted in two Bid systems. Technical bid and Financial Bid.
2. Technical Bid should contain the Eligibility Documents.
3. Financial Bid should contain the Quotation of Remuneration (inclusive all TA/DA, conveyance, Taxes etc.)
4. Both the Bids have to be submitted in sealed envelope separately and marked on face of the envelope, Technical Bid, Financial Bid as the case may be.

**All the Documents /Bids have to be signed by Authorised Signatory.**