REQUEST FOR PROPOSAL FOR APPOINTMENT OF CHARTERED ACCOUNTANT FIRM FOR CONDUCTING INTERNAL AUDIT OF MIHAN INDIA LTD.

Dr. Babasaheb Ambedkar International Airport,
1st Floor, Old Terminal Building,
Nagpur- 440005
Tel. No.- 0712-6650100/107
CIN No.- U74990MH2009PLC193150
### Table of Contents

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Invitation for Request for Proposal Published in Newspaper</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Request for Proposal Notice</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>General Instructions Regarding Submission of Proposal</td>
<td>5 to 7</td>
</tr>
<tr>
<td>4</td>
<td>Data Sheet</td>
<td>8 to 9</td>
</tr>
<tr>
<td>5</td>
<td>Terms of Reference</td>
<td>10 to 19</td>
</tr>
<tr>
<td>6</td>
<td>Technical and Financial Forms (Annexure 1,2,3 and 4)</td>
<td>20 to 29</td>
</tr>
<tr>
<td>7</td>
<td>Duration and deliverables (Annexure - 5)</td>
<td>30</td>
</tr>
<tr>
<td>8</td>
<td>Payment Schedule</td>
<td>30</td>
</tr>
</tbody>
</table>
MIHAN INDIA LTD.

APPOINTMENT OF CHARTERED ACCOUNTANT FIRM FOR CONDUCTING INTERNAL AUDIT OF MIL.

Ref Notice No: MIL/2015-16/

MIHAN India Limited (MIL) invites request for proposal from experienced Chartered Accountant firms, who have more than 10 years of experience, are empanelled with C & A.G. for the year 2015-16 and having annual turnover of more than Rs. 25.00 Lakhs for the last 3 years, in the prescribed format available on the official website: http/www.madcindia.org. The set of request for proposal (RFP) etc. may be downloaded from the official website. The interested Chartered Accountant firms are advised to download all the detailed required documents (RFP) and only after self assessment of their eligibility as stipulated in the RFP; they should submit the required proposal along with payment of Rs. 5000/- (Rupees Five Thousand Only) by way of Demand Draft / Banker's cheque (non-refundable) in favour of MIHAN India Limited, payable on any Scheduled Bank at Nagpur.

The RFP and other details can be downloaded from **05.01.2016 to 20.01.2016 before 15.00 hrs.** (Both days inclusive)

The last date of submission of proposal to MIL is **21.01.2016 before 15.00 hrs.** The submission of proposal will be at the firms risk and cost.

**Contact Details:**

Sr. Manager (F&A)

MIHAN India Ltd.
Dr. Babasaheb Ambedkar International Airport,
1st Floor, Old Terminal Building,
Nagpur- 440005
Maharashtra. Tel No.- 0712-6650100/107
INVITATION FOR REQUEST FOR PROPOSAL FROM CHARTERED ACCOUNTANT FIRMS.

Ref Notice No: MIL/2015-16/

MIHAN INDIA LIMITED.

Appointment of Chartered Accountant firm for conducting Internal Audit of the various departments at Head Office (“HO”) and site office under MIL.

MIHAN India Ltd. (MIL) is a joint venture of Maharashtra Airport Development Company Limited and Airport Authority of India. The company was incorporated on 9th June, 2009 in the State of Maharashtra (India) in accordance with the provisions of the Companies Act, 1956. Pursuant to the terms and conditions of the Joint Venture Agreement, day to day operation, management and development of Dr. Babasaheb Ambedkar International Airport, Nagpur has been transferred to MIL.

MIL intends to appoint Chartered Accountant firm to conduct the Internal Audit of the affairs of the various departments under its jurisdiction for the financial year 2015-16, 2016-17 and 2017-18. The work of Internal Audit of all the departments needs to be completed in a time bound manner and the audit report needs to be submitted on or before the due dates mentioned in the R.F.P. Document. (Annexure – 5)

MIL now invites Request for Proposal from the experienced Chartered Accountant firms who have more than 10 years of experience, are empanelled with C & A.G. for the year 2015-16 and having annual turnover of more than Rs. 25.00 Lakhs for the last 3 years; in the prescribed format available on the official website: http://www.madcindia.org. The set of RFP, (request for proposal) etc. may be downloaded from the official website. The interested Chartered Accountant firms are advised to download all the detailed required documents (RFP) and only after self-assessment of their eligibility as stipulated in the RFP, they should submit the required proposal along with payment of Rs. 5000/- (Rupees Five Thousand Only) by way of Demand Draft / Bankers cheque (Non Refundable) in favour of MIHAN India Limited, payable on any Scheduled Bank at Nagpur. The RFP and other details can be downloaded from 05.01.2016 to 20.01.2016 before 15.00 hrs. (both days inclusive).

The last date of submission of proposal to MIL is 21.01.2016 before 15.00 hrs. The submission of proposal will be at the firm’s risk and cost.

Contact Details:

Sr. Manager (F&A)

MIHAN India Ltd.

Dr. Babasaheb Ambedkar International Airport,
1st Floor , Old Terminal Building,
Nagpur- 440005
Maharashtra. Tel No.0712-6650100/107

1. This Request for Proposal (RFP) document consists of the following:
   a. General Instructions (GI)
   b. Data Sheet (DS)
   c. Terms of Reference (TOR)
   d. Technical and Financial Proposal Forms (TFF)
   e. Duration and Deliverables and
   f. Payment Schedule.

2. Detailed description of the objectives, MIL's requirements, scope of the assignment, Deliverable and other requirements related with this assignment are prescribed in the Terms of Reference.

3. The proposal must be properly signed as detailed below:
   a. by the proprietor, in case of a proprietary firm.
   b. by the partner holding the power of attorney, in case of a partnership firm.

4. All documents accompanying the Technical and Financial proposals shall be in English and strictly on the forms / formats as specified in the RFP document.

5. The cost of preparing the proposal and subsequent action, including visits to the MIL office are not reimbursable.

6. MIL will not respond to any enquiries or enter into communication concerning or relating to selection process.

7. The evaluation of the proposals received by MIL within stipulated period shall be carried out by the Proposal Evaluation Committee.

8. PREPARATION OF PROPOSAL:
   The proposal shall be prepared in two separate parts, each to be contained in a separate cover as follows:
   a) Cover 1: Technical Proposal.

Both these separate sealed covers, shall be placed in an outer cover duly sealed and submitted to MIL before the due date and time for submission of proposal.

i) Technical Proposal:
   The cover 1 “Technical Proposal” shall contain:
   a. A letter of Technical Proposal (LOTP) duly filled in
   b. Technical Proposal format duly filled in.
   c. All relevant enclosures as mentioned in the format of Technical Proposal and as mentioned in the legibility criteria.
   d. Demand Draft / Banker's Cheque of Rs. 5000/- in favour of MIL payable on any Scheduled Bank at Nagpur. (Non Refundable)
   e. The complete set of RFP document as issued by MIL all the pages duly attested and stamped by the firm

ii) Financial Proposal:
   The Cover 2 “Financial Proposal” shall contain:
   a) A letter of Financial Proposal (LOFP) duly filled in.
   b) Details of Financial Proposal duly filled in.
9. The technical proposal must not include any of the documents related to Financial Proposal.

10. Failure to comply with the requirements spelt out as above shall make the proposal liable to be rejected.

11. Submission of Proposals :
   a) The interested firm shall submit the Technical and Financial Proposal separately duly bound and containing the index / table of content with all the pages numbered.
   b) The proposal in the prescribed format should be submitted on or before **15.00 hrs on 21.01.2016**.
   c) i) The outer envelope cover shall be addressed to:
      Accounts Department,
      MIHAN India Ltd., Dr. Babasaheb Ambedkar International Airport, 1st Floor, Old Terminal Building, Nagpur- 440005
      This envelope / cover shall contain:
      ii) The Cover 1 – Technical Proposal (Superscribed) containing all the relevant formats duly filled in, Demand Draft of Rs. 5000/- in favour of MIL and other relevant enclosures – duly sealed.
      iii) The Cover-2 Financial Proposal (Superscribed) containing the relevant formats duly sealed.
      iv) Both these covers – Cover 1 and Cover 2 shall be put in outer envelope / cover as stated above in (c(i)) and submitted duly sealed.
   d) The proposals received on or before the due date and time shall be opened **at 15.30 hrs on 21.01.2016**, in the presence of the representatives of CA firms present at that time.

12. Proposal Evaluation:
    The Technical Proposals will be opened in the presence of the representatives of the Chartered Accountant firms who choose to be present at the time of opening of the proposals. The technical evaluation shall be carried out by the Proposal Evaluation Committee based on the data and information provided by the Chartered Accountant firms for experience, no. of Partners, Staff, qualification experience of the firm, no. of branches of the firm and the annual turnover of the firm.

    The marking criteria for technical proposal shall be as under. The Chartered Accountant firms scoring more than 75/100 in technical proposal evaluation shall only be considered for opening of Financial Proposals. After qualifying in Technical Proposal evaluation stage, the Financial Proposals of those qualified Chartered Accountant firms shall be opened in presence of the representatives of the Chartered Accountant firms, who choose to remain present. Minimum 75 / 100 Technical score shall be relaxed by the competent authority (C.M.D.) of MIL, if less than 3 firms score 75 or more out of 100. The Financial Proposal indicating the lowest Professional fees for conducting the internal audit of financial year 2015-16, 2016-17 and 2017-18 shall be considered for award of the assignment.
Marking system for "Technical Proposal"
The following marking criteria shall be used for evaluation.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Criteria</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No. of Partners FCA / ACA / Sole Proprietor (2 marks for proprietor/each partner)</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>Years of Experience partner A + Partner B + Partner C + Partner D....................... (10 marks for combined experience of 50 years)</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Year of Experience of Sole Proprietor + no of full time qualified CA's with the firm. (10 marks for combined experience of 50 years)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Years of partners association with the firm Partner A + Partner B........................ (10 marks for combined association of 50 years)</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Sole Proprietor + the qualified CA's. (10 marks for combined association of 50 years)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>No of staff.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Qualified. (2 mark for each staff)</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>2. Semi Qualified. (1 mark for each staff)</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>3. Others. (0.5 mark for each staff)</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Nature of Experience. Turnover / Project cost / years of experience of Internal / statutory audit of Entities / Projects audited.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Govt./ PSU Assignment. (2 marks for each assignment of Internal Audit/ 1 mark for each other assignment)</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>b) Other Assignments of a company with turnover of not less than Rs.40 Crore (1 marks for each assignment of Internal Audit/ 0.5 mark for each other assignment)</td>
<td>10</td>
</tr>
<tr>
<td>6</td>
<td>No. of Branches (5 marks for each branch)</td>
<td>10</td>
</tr>
<tr>
<td>7</td>
<td>Total Turnover of the firm in last 3 years. (10 marks for total turnover of Rs. 1.5 Crore in last 3 years)</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

**Note:-**
1. The C.A. Firms will furnish details of all these criteria while applying.
2. C.A. Firms will also provide their latest certificate of firm constitution as on 1st January of the current year issued by ICAI and their last 3 years I.T. Returns duly acknowledged by IT Department. Firms not able to provide these documents will not be considered.
3. Total marks will be out of 100 marks as stated above.
4. Minimum 75/100 Technical score shall be relaxed by the competent authority (C.M.D.) of MIL if less than 3 firms score 75 or more out of 100.
DATA SHEET

The contents of this Data Sheet (DS) of RFP shall form part of the instructions to the intending C.A. firms and shall be deemed to be part of the assignment.

1. Date and Time of Pre-Proposal conference shall be:
   Date: 12.01.2016
   Time: 15.00 hrs.
   Venue: MIHAN India Ltd., Dr. Babasaheb Ambedkar International Airport, 1st Floor, Old Terminal Building, Nagpur- 440005

2. The documents for preparation of proposal:
   a. Letter of Technical proposal for conducting audit – Annexure 1
   b. Forms of Technical proposal – Annexure 2
   c. Letter of Financial proposal – Annexure 3
   d. Forms of Financial proposal – Annexure 4

3. Tax liability:
   MIL shall reimburse only service tax, as may be required to be paid as per prevailing Tax Laws.

   The envelopes must be clearly marked:
   i. Technical Proposal.
   ii. Financial Proposal and both these sealed envelopes be put in a outer sealed envelope mentioning
      a. RFP Notice No.
      b. Proposal for conducting Internal Audit of MIL.
      c. Name and Address of the C.A. firm with Tel No.

5. Schedule of Selection Process:
   i. Availability of RFP document on website www.mahatenders.gov.in from 05.01.2016 to 20.01.2016 before 15.00 hrs.
   ii. Proposal submission due date: The proposal as stated in the data sheet should be submitted before 15.00 hrs on 21.01.2016.

6. Proposal validity period: 120 days (One Hundred and Twenty days) from the date of submission.

7. Evaluation of proposal: Proposal Evaluation shall be based on Technical scores obtained by the C.A. firm on the basis of firms details submitted.

8. Eligibility Criteria: Eligibility criteria for selection of C.A. firm shall be as below:
   a. The CA firm must be empanelled with C & AG for the year 2015-16 and the particulars of the firm H.O., B.O. and partners and paid Chartered Accountants should match with the certificate issued by ICAI.
   b. The C.A. firm should have at least 10 years of experience, as per ICAI certificate.
   c. Number of full time partners / C.A.’s associated with the firm for not less than 5 years (As per certificate of ICAI as on 01.01.2013) – Minimum 5
   d. Turnover of the firm (Annual in last three years) – Minimum Rs. 25.00 Lakh / annum.
   e. No. of audit assignments of Internal Audit / Statutory Audit of PSU’s entities for which audit has been done in last 3 years – Minimum 1 in each of the 3 years.
   f. No. of assignments of Audit of companies in private sector – Minimum 1 in each of the last 3 years.
   g. The firm must have office in Nagpur.
9. Technical Evaluation: The technical proposals will be opened in the presence of representatives of the C.A. firms who choose to be present at the time of opening of Technical Proposals. The technical evaluation shall be carried out by the proposal evaluation committee based on the data and information provided by the C.A. firms for no of partners, years of experience, no of staff qualified, semi qualified and others, nature of experience of the firm in audit sector, no of branches and annual turnover of the firm in the last three years (2012-13, 2013-14 and 2014-15).

The C.A. firms who score minimum 75 out of 100 score will be considered technically qualified and their financial proposal will be considered for further evaluation. Minimum 75/100 Technical score shall be relaxed by the competent authority (C.M.D.) of MIL, if less than 3 C.A. firms score 75 or more out of 100.

The C.A. firms who shall qualify technically will be informed about the schedule of opening of the financial proposals.

10. Financial Evaluation: The financial Proposal will be opened in the presence of the representatives of the C.A. firms who choose to be present at the time of opening of the proposals.

11. The C.A. firm which has mentioned the lowest amount of professional fees for conducting the Internal Audit may be awarded the assignment of internal audit.

12. Commencement of the Assignment. (Internal Audit)
   The C.A. firm shall commence the work of internal audit immediately after appointment.

____________________
MIHAN India Ltd.
Date :

____________________
Signature of Authorized signatory
Name of the firm
(with seal)
TERMS OF REFERENCE

Background:
MIHAN India Ltd. is a Govt. company, registered under the Companies Act, 1956. The general financial rules prescribed for any Govt. company requires that the MIL management:

• Be responsible and accountable for the financial management of the company.
  Ensure that the funds appropriated to the various departments under MIL are used for the purpose for which they were meant,
• Be responsible for the effective, efficient, economical and transparent use of resources of MIL in achieving the stated project objectives, while complying with the performance standards,
• Review and monitor regularly the performance of the programs and projects assigned to MIL, to determine whether the stated objectives are achieved,
• Be responsible for preparation of expenditure and other statements relating to the corporation, as required by regulation, guidelines or directives issued by the Govt.,
• Shall ensure that MIL maintains full and proper records of financial transactions and adopts systems and procedures that will at time afford internal controls,
• Shall ensure that MIL follows the prescribed Govt. procurement procedure for execution of works, as well as for procurement of services and supplies and implements it in a fair, equitable, transparent and cost effective manner.

An independent internal audit would help the MIL Management and the Chief Financial Officer, in all these functions. Internal Audit and Internal Controls are an integral part of sound financial management systems world over. It should aim at looking both at the financial and non-financial aspects of the operation and ensuring full value for the MIL’s money. The Internal Audit function would help in improving economy, effectiveness and transparency in the MIL’s administration in general and financial administration in particular. It would also help in maintaining a sound record keeping systems with adequate checks and balances to ensure a sound information system for decision making by the senior level management of the MIL.

Objective
1. MIL intends to appoint a reputed Chartered Accountant firm with regard to conducting the internal audit of various departments under MIL. It envisages that the CA firm appointed to conduct the internal audit of the corporation would move beyond the existing system of compliance / regulatory audit and would focus on:
  • The appraisal, monitoring and evaluation of the individual departments under MIL.
  • Assessment of adequacy and effectiveness of internal control in general and soundness of financial systems and reliability of financial and accounting reports in particular.
  • Identification and monitoring of risk factors under the various departments under MIL.
  • Critical assessment of economy, efficiency and effectiveness of service delivery mechanism to ensure value for money, and
  • Provide an effective monitoring system to facilitate midcourse corrections.

2. The Chartered Accountant firm appointed for internal auditing would be fully independent, objective assurance and consulting activity designed to add value and improve MIL’s operations. It would basically by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The internal auditing firm shall evaluate risk exposures relating to the organization’s governance, operation and information systems, in relation to:

i. Effectiveness and efficiency of operations,

ii. Reliability and integrity of financial and operational information,

iii. Safeguarding of assets and

iv. Compliance with laws, regulations and contracts.

Based on the results of the risk assessment, the internal auditing firm shall evaluate the adequacy and
effectiveness of how risks are identified and managed in the above areas. The internal auditing firm shall also assess other aspects such as ethics and values within the organization, performance management, communication of risk and control information within the organization in order to facilitate a good governance process. The internal auditing firm is expected to provide recommendation for improvement in those areas where opportunities or deficiencies are identified. The internal auditing firm’s effectiveness should prove to be a valuable resource for MIL’s management and it is expected that it would provide independent, objective, value-added and professional assurance and advisory services to the MIL’s management in order to improve the corporations operations.

3. The Chartered Accountant firm appointed as "Internal Auditor" of MIL shall respect the value and ownership of the information it shall receive from MIL, during the course of audit and shall not disclose the information without appropriate authority unless there is a legal or professional obligation to do so.

**SCOPE:**

I. The Chartered Accountant firm engaged for internal audit activity of MIL should provide required no. of audit teams to complete the internal audit of all the departments under MIL’s jurisdiction on concurrent and quarterly basis.

II. a. The annual and quarterly reports in respect of the departments audited should be submitted on or before the prescribed due dates as mentioned in the RFP document.

b. The internal auditing firm shall designate one of the officials to brief the MIL’s concerned authorities about the audit plan, conducting the audits, preparation and issue of reports from time to time.

c. The designated official of the internal auditing firm would meet the concerned authorities of MIL for facilitating the audit process by interacting with the concerned department officials at an appropriate level, if there are any issues related with providing of all the relevant records for the audit function.

d. The auditing firm shall monitor clearing and implementation of the statutory auditors and C & A.G., audit observations (findings) and recommendations.

e. Timely completion of the qualitative internal audit by the internal auditing firm is the essence of the assignment.

III. a. The internal auditing firm shall carry out audit to check that various departments functioning under MIL are complying with the rules, policies and procedures established by the MIL’s Management.

b. Though the internal auditing firm shall concentrate in checking the accuracy of accounting and financial records maintained by various departments under MIL and shall also focus on rules and regulations to be followed, but would also go beyond that to ascertain the performance of the funds spent, resources generated and shall also confirm that the intended objectives are being achieved.

c. The internal auditing firm shall focus on to control weakness which has resulted into a situation, instead of pointing out the situation and it shall make its considered opinion on improving the control mechanisms.

d. Besides, the internal auditing firm shall also look into the traditional aspects to ensure that:
  - Initial records are maintained properly.
  - Rules, regulations and instructions issued by MIL’s Management from time to time are complied with by all the departments under MIL, with correctness and accuracy in the matter of payments and revenue generation.
  - Uniform and prescribed procedures are adopted in the matter of receipts, payments and accounting.
  - Corrective measures, where ever necessary are initiated promptly and qualitative improvements are brought about in accounting.
e. The internal auditing firm shall also find out the areas of economy for appropriate action and provide feedback information on accounting formations of the MIL, as an aid to the management functions.

f. The internal auditing firm would be authorized to evaluate and audit every rupee received and released by MIL and it shall concentrate on extensive coverage of the high risk areas and set up its auditing priorities accordingly.

g. The internal auditing firm shall aim at providing an assurance that:
   i. Significant programs, plans and business objectives are achieved by all the departments under MIL,
   ii. Resources are acquired economically and used efficiently,
   iii. Significant financial, managerial and operating information is accurate, reliable and timely
   iv. Actions of the various departments under MIL are in compliance with policies, procedures, contracts and applicable laws and regulations and
   v. Assets of MIL are safeguarded.

III.
The internal auditing firms approach in the audit function will entail:
   a. Review and document key management objectives through departmental level interactions and going through various process manuals, business plans, budget and other relevant documentation.
   b. Reviewing the design effectiveness of the control activities, by reviewing necessary documentation.
   c. Identifying significant operational risks by reviewing the existing procedural functions, so as to adhere to the prescribed rules and regulations.
   d. Using a control framework, to evaluate whether the existing controls adequately and effectively manage the key risks within the organization.
   e. Recommending new control to help the organization in managing the overall objectives of MIL.

IV.
The illustrative scope of internal audit engagement is mentioned below. Through it is not exhaustive, the internal auditing firm shall conduct the audit thoroughly and comment on all the major and minor irregularities observed with proper solution as per the rules and regulations for timely corrective action.

a) **Nature and general checks to be exercised – (Indicative)**
The following general checks will be exercised while conducting the internal audit of routine payments:-
   a. All the accounts records required to be maintained are maintained in the prescribed forms.
   b. The instructions for maintenance of books and other accounting records as required by prevailing laws and Accounting Standards are duly observed.
   c. In case of pay and allowances of employees, the pay fixations are correct and only the due allowances are drawn and paid and recoveries / deductions made are in order and the arithmetical calculations are correct.
   d. The accounts of receipts with required no. of copies of challans are sent to the finance section timely.
   e. Purchases are made as per rules and orders governing them, where lowest quotations are not accepted, reasons thereof are recorded.
   f. All vouchers pertaining to the payments are properly maintained, along with the required supporting documents.
   g. To the extent possible, the bills are checked independently by a person other than the one responsible for preparation of bills.
h. The P.F. Contribution – employees and employers are properly accounted and paid to the trust timely.

i. For all the stationery and other items purchased / received the following certificate should be recorded on the reverse side of the suppliers’ bill under the signature of authorized officer.
   - Items have been received in full quantity.
   - Their quality is good and they are according to the approved specifications where prescribed.
   - Items have actually been received and taken in charge and entered at page no of the appropriate register.

j. The instructions for the maintenance and completion of register of bills received and cheques issued are observed.

b) **Checking relating to contingent expenditure** : (All Departments)

   The following checks may be exercised during the internal audit:
   a. Check the system in vogue for safeguarding that payment against sanction of special charges does not exceed the amount sanctioned and that the same sanction is not acted upon twice over. To ensure, this check whether such payments are entered in the appropriate ledgers.
   b. Check that payment towards rent, telephone and other periodical charges which are sanctioned by the concerned authority, are posted in the relevant ledger and safeguards against the payment (for a particular period) being made twice over exist.
   c. In respect of the vouchers for selected month, check up the payments completely with reference to the original sanction and documents.
   d. Check whether the advances are recouped in a timely manner and recorded properly.

c) **Checking of Receipts** : (All Departments)

   While various departmental authorities under MIL are primarily responsible to see that all revenue or other debits due to MIL are correctly and properly assessed, realised and credited to MIL account promptly; it would be necessary for Internal Auditing Firm to see that adequate regulations and procedures have been prescribed in the particular department to ensure an effective check on collection and accounting of all revenue receipts and refunds and that such regulations and procedures are being followed correctly. Nature of checks exercised by the departmental authorities, for detection and investigating of irregularities, leakage or loss of revenue due to double refunds, on the basis of fraudulent and forged vouchers / challans or other types of omissions or commissions in process of levy / collection of dues or in ordering refunds need to be scrutinized by the auditing firm.

   While conducting the audit of revenue receipts, the Internal Auditing Firm should, inter-alia ensure the following by exercising such test checks as may be considered necessary :-
   a. That the demands are raised promptly in the manner required by rules and regulations as fixed by MIL’s Management and that no amount due to MIL is left outstanding in its books without sufficient reasons.
   b. That the collection and refunds are accounted for regularly and properly under the appropriate Heads of Accounts.
   c. That proper safeguards exists to ensure that there is not willful omission or negligence to levy or collect the revenue or arrange for refunds wherever due.
   d. That double refunds, fraudulent or forged refund orders or other losses of revenue through fraud, default or mistake are promptly brought to light for further investigation.
**d) Audit of Procurement of Goods. (All Departments)**

a. Check the concerned department's budget appropriated / sanctioned for procurement of goods and ensure that the limit is not exceeded.

b. Check about the assessment of requirement for all these kinds of purchases being properly done.

c. Check the value of purchases in four quarters for the particular department and look for some visible patterns in the purchases, such as quarter which has maximum purchases, amount of purchases incurred in the last month / quarter etc.

d. Check whether prescribed procedures of advertisement, publication of tender notice with wide publicity in leading newspapers, e-tendering guidelines as prescribed by MIL's Management are strictly followed and fair competition is held in all the bidding processes.

e. Check whether all the procedures prescribed for all kinds of purchases have been followed, such as having technical and financial bids for specialized purchases, purchase process monitored by appropriate authority, terms and conditions of contract or delivery are clearly and elaborately specified etc.

f. Check whether any advance payment was made to the supplier and whether it is complying with the provisions of the contract and in case of any exception whether the same have been duly approved by the competent authority.

g. Check the time frame in procurement and comment upon any inordinate delay at any stage.

h. After the award of contract, check the time taken by the supplier in actual delivery of goods to the MIL.

i. Check whether terms and conditions regarding delivery and subsequent payment have been clearly specified in the contract.

j. Ensure whether any tests conducted by the purchasing department to check whether the goods procured conform to the specifications provided in the work order.

k. Check for purchases under limited tender / quotation enquiry, that whether the process of selection of vendors is transparent.

l. Check whether, the department has registered the vendors based on their credentials for different categories of purchases.

m. Check the methodology used by the purchasing department in identifying the vendors for different types of purchases.

n. Check whether the department is resorting to splitting of purchases, to avoid open competitive bidding.

o. Check whether the same vendors are being repeated again and again.

p. Check whether the vendor selected has got proper VAT Registration / TIN number and is registered with the appropriate Govt. Dept.

q. Check whether proper security deposits have been taken both in the case of open tenders and limited tenders.

r. Check whether adequate time was given for submission of bids and where time provided was less, whether it was justified on file through adequate reasoning.

s. If the goods are available on rate contract, the reasons for not using it should be determined.

t. In case of all purchases, a purchase committee has been duly constituted or appropriate authority has been identified to monitor the purchase process.

u. In case of specialised purchases whether the team comprising of experts in the area has been nominated to supervise the procurement process to ensure that specification etc. are as per the requirement.

v. Check whether a market survey has been done by the purchase committee members / appropriate authority to ascertain the reasonableness of rate.

w. Check whether adequate care has been taken to ensure that rates are reasonable and there is full value for the MIL's money.

x. Check that how many purchases between Rs. 10,000/- and Rs. 50,000/- and how many of these are related to purchases splitted to bring under this limit.

y. Check what is the proportion of purchase under this category.
z. Check whether all the goods purchased under all above mentioned categories of purchases have been taken and entered into the register.

aa. Ensure whether goods procured have been put into actual use and have been inspected by competent authority and installed properly.

bb. Check whether the guidelines for specialized purchases such as computers, staff cars etc. have been followed and proper approvals have been obtained.

cc. In case of single source purchases, whether adequate justification has been provided or not.

dd. Check whether there is an adequate plan for putting the goods procured to proper use and due steps have been taken in this regard.

ee. The provisions of general financial principles / rules and CVC guidelines are being adhered to in all types of purchases.

e) **Audit of procurement of services:**

a. Check whether the requirement of the services to be procured has been justified properly and duly approved by the competent authority.

b. Check whether the services to be procured are of routine nature or are some specialised tasks requiring some high level of skilled manpower.

c. In case of routine service procurements such as unskilled labourers or security guards, terms and conditions with respect to type of work, hours of work, days of work etc. should be clearly specified.

d. In routine service procurements a proper competitive bidding according to the value of contract should have been done.

e. In routine service procurements all the phases of procurement should be adequately checked such as sufficient time for submission of bids, a fair competitive bidding process, wide publicity has been given and e-tendering process (wherever applicable) has been followed, agency must have TIN number, Service Tax, P.F., ESIC registration, Labour dept. registration etc.

f. The provision of minimum wages as per the Govt. Rules is covered in the terms and conditions of the contract.

g. The advt. is published in leading news papers to ensure wide publicity and also uploaded on the official website of MIL.

h. It is ensured by the tender accepting committee that the agencies quoting below the minimum wages should be excluded from the competitive bidding.

i. A duly constituted tender committee should monitor the procurement process.

j. The payment to the manpower hired should normally be made through cheques to ensure that labourers hired get the adequate compensation and there is no harassment.

k. In case of skilled manpower for routine work such as data entry operators and programmers, the terms and conditions should be adequately specified.

l. The performance of Data Entry Operators and programmers should be regularly measured and audit should check that there is at least some system for ensuring adequate performance by the hired manpower.

m. In case of specialized tasks requiring very high skill levels, a team to monitor the project should be constituted, which should work in co-ordination with the hired agency to ensure proper service delivery.

n. The terms of reference, the work specification etc. should be clearly stated and there should be a regular interaction between the project implementation team and the external agency to ensure that the service provider is able to understand the work and deliver adequate level of performance. The internal auditing firm must check these
Audit of Works Bills:

a. Whether Administrative Approval from the competent authority has been obtained?
b. Whether Technical Sanction from the competent authority has been obtained?
c. Whether Sanction / Acceptance to the tender have been given by the competent authority?
d. Whether the bill form submitted duly filled in, is in order?
e. Whether all the details in the bill form have been duly filled in?
f. Whether the bill and measurement books have been signed by the competent authority?
g. Whether the dates in the bill form and the measurement book have been properly recorded?
h. Whether the number of contract and name of the contractor on the R.A. bill tally with those in the accepted tender?
i. Whether the details mentioned in the bill form and M.B. are as per the approved estimate for the work?
j. Whether the details furnished in the bill, item wise are arithmetically correct?
k. Whether the Item / Material supplied by MIL are properly recorded and accounted for in the bill?
l. Whether the contractor has not exceeded the time limit and if exceeded, the excess has been covered by a valid grant of extension of time limit by the competent authority?
m. The quantities shown in the bill agree with those in the measurement books and the rates with accepted tender?

n. Whether verification from the last R.A. bill and contractor's ledger that the payments shown as having been made on the R.A. bill are correct – is done by the bill passing section?
o. Whether advance payments for work done but not measured are paid for, the relevant certificate is recorded and such payment together with that already made, does not exceed the value of the estimated quantity against the relevant item in the tender.
p. When the work is measured and paid; the advance paid is properly recovered and accounted for.
q. Whether penalty if any required to be deducted is mentioned and deducted wherever required?
r. Please check when materials not provided for in the original contract are charged at issued rate or market rate-whichever is higher.
s. The recovery of the cost of material supplied by MIL is made fully or to the extent of use in work paid from the next R.A. bill.
t. When credit on account of the cost of materials returned to MIL by the contractor, is given in the contractor's ledger account, it shall be seen that they are required for use on other work and the credit is given at the existing market rates or the rate charged to the contractor at the time of issue, less storage charges, whichever is less.
u. The consumption statement of controlled material which is required to be attached to each final bill should be carefully checked to see that quantities shown as issued are correct and the consumption shown there in is based on valid formula and the quantity of work done as shown there in tally with the quantities paid for in the final bill.
v. The materials on which secured advance is paid are : a) Brought to site, b) required for bonafide use on the work and c) are of an imperishable nature, that an indenture bond in the prescribed form is executed and the payment is restricted to 75% of the cost of the materials as assessed by the engineer-in-charge.
w. The secured advance is recovered as and when the relevant items of work is / are measured and paid for.
x. No extra contractual financial aid is given to the contractor, which is not authorised under the rules.
y. The security deposit is recovered correctly, as a percentage of the payments made to the contractor as per the terms of the contract.
z. When the accepted tender is below the estimated rates, the approval of the competent technical authority is obtained for the rate analysis submitted by the tenderer.
aa. Whether revised administrative approval of the competent authority is obtained wherever required?
bb. When the work is carried out on behalf of the contractor and the cost thereof is recovered, that the cost is correctly computed and overheads like establishment, tools and plant etc. are also charged according to rules.

c. When a contract is annulled or cancelled, it must be ensured that, it has not resulted in financial loss to MIL and the contractor has received undue benefit as a result of cancellation, it should be ensured that appropriate action is taken as per the terms and conditions of the contract.

d. Whether the details furnished in the R.A. bills and final bill are correct and deduction, tax recoveries are correctly made?

e. Whether the item wise detailed abstract of measurements is recorded in the M. B.?

ff. Whether the overwriting / corrections in the M.B. are attested by the competent authority?

g. Whether the work completion certificate in the prescribed format is enclosed with the final bill?

hh. Whether approval of the competent authority has been obtained for time-barred claims?

ii. Whether approval of the competent authority is obtained for making payment on the basis of power of attorney?

jj. Whether test reports of approved laboratories / authorities are enclosed with the bills, wherever required?

kk. Whether approval of competent authority obtained for extra item / escalation etc.?

ll. Whether the estimates have been recasted if the tender rates are less than that of 10% of the approved estimates?

The following departments need to be covered in the assignment of internal audit. Department wise illustrative checks are listed below:

1. **Airport Planning Department**:
   a. Check whether proper department budget request are prepared and the same are approved.
   b. Check whether proper planning, design and development programs at the Airport including master planning, conceptual design and project are at place with the department.
   c. Check whether request for proposals, consultant selection, contract writing, planning and directing the work of consulting architects, engineers and related subcontractors are prepared properly by the department.
   d. Check whether project schedules, cost estimates and submission of progress and summary reports is undertaken properly by the department.
   e. Check whether directions for establishment of design standards, codes and criteria for Airport facilities, review and approval of all development plans are at place with the department.
   f. Check and monitor compliance with state and municipal laws and regulations related to area of responsibility of the department.
   g. Check all the proposals finalized by Airport Planning dept. for incurring expenditure.
   h. Check whether the department is maintaining complete knowledge of new development and trends in the field of Airport Planning and development; incorporating new advancements as appropriate into programs.

2. **Engineering Department**:
   a. Check all the tender proposals finalized for execution of works as stipulated in the detailed scope of internal audit.
   b. Check all the other proposals finalized by engineering department for incurring expenditure.
   c. Check whether the recovery of receipts like water charges, testing charges, horticulture and other receipts are done.
   d. Check whether the prescribed procedure has been followed by the Engineering department in award of contracts for works, selection of consultant's and other contracts for the expenditure incurred out of MIL funds, Deposit works and other funds.
   e. Check whether budgetary limits are followed in case of incurring expenditure.
   f. Check whether water charges levied by MIL take into account all the related costs, expenses,
overheads incurred for supply of water to the beneficiaries.
g. Check whether propriety checks were exercised while proposing contractors / vendors bills for payment.

3. Commercial Department:
   a. Check whether due efforts are taken in achieving the budgetary targets of revenue collection.
   b. Check whether information of encroachment / unauthorized occupation of MIL space are available with the commercial department.
   c. Check whether timely action for removal of encroachments / unauthorized occupation is taken by the commercial department.
   d. Check whether there is a set mechanism of feedback information of renting of space by commercial department, check whether proper entry / records are maintained by the commercial department to ensure about the allotment of space and the balance unallotted space.
   e. Check the proposals finalized for appointment of consultants / contractors by the commercial dept. Ensure due procedure has been followed by the dept. in the selection and appointment of consultants / contractors.
   f. Check whether due and prescribed procedure is followed in case of allotment of space.
   g. Check whether due efforts are taken for renting of unallotted space.
   h. Check the amount of revenue blocked due to non-realisation of dues for whatever reasons may be. Examine critically the blockage of revenue if any for lapses / negligence on the part of the department.
   i. Check whether all the terms and conditions of tenders for space allotments are duly followed and the expected revenue is collected and remitted promptly to MIL account by the commercial department.
   j. Check whether allotment of space is done as per the approved policy of MIL.
   k. Check whether the allotment / handing over of space is done promptly as soon as the required procedural formalities are completed by the intending buyers.
   l. Examine the method of fixing MRLF (minimum reserve licence fees) and check whether due weightage is given to the relevant overhead costs while fixing the MRLF.
   m. Check whether emphasis is given to the subjects (e.g. Increase in commercial exploitation of available space and infrastructure, improved and competitive passenger shopping facilities, advertisements, etc.,) necessitating professionalism in managing the commercial aspect of an Airport.
   n. Examine the number of legal cases against MIL pertaining to commercial dept. pending for disposal in this regard and its financial burden on MIL.
   o. Compute the approx. cost (legal costs) in defending the legal matters and examine whether department has initiated timely action in cases which are decided against MIL.

4. Estate Department:
   a. Check whether due efforts are taken in achieving the budgetary targets of revenue collection.
   b. Check the status of recovery of service charges, lease- premium, lease rent, rent (leave & licence), lease premium under leaves and licence agreements. Ensure that the department is prompt in raising claims of the above types of recoveries and their realization is promptly monitored.
   c. Check the status of defaulters in case of recovery of receipts as mentioned above and ensure due process as per law is initiated by the department.
   d. Check whether transfer charges, Addl. lease premium and other receipts are computed correctly and recovered and remitted to MIL account promptly.
   e. Check the status of open spaces given on rent for a specific period and ensure whether rates are computed correctly and recovered. Examine the total no. of open spaces available with the Estate dept. and the total revenue earned.
   f. Check whether the service charges levied are proportionate to the total expenses incurred by
MIL in providing the required services. Comment upon, if there is need for revision in the rates of service charges to be levied.
g. Check about the status of executing required lease agreements by the estate dept. with the lessees. Examine whether there is any inordinate delay in this action.
h. Check whether security audit of IT / IS is in place and suggests the solution if not being conducted.

5. Administration and Personnel Department:
   a. Check whether service records of all the employees of MIL are updated regularly.
   b. Check whether action regarding pending recoveries is taken promptly by the department.
   c. Check about the purchases of various items for office use, procured by the Department. Examine whether due procedure is followed while incurring various types of expenses by the department.
   d. Check about the proposals / contracts entered into by the department with various agencies for different types of activities. Examine whether prescribed procedure is followed in all such type of cases.
   e. Examine the cases of leave account decided by the department in respect of retired / deceased employees of MIL.
   f. Check whether History sheets of all the MIL vehicles are maintained and updated.
   g. Check the updation of dead stock register maintained by the Department.
   h. Check whether proper inventory of hardware available with MIL is maintained.
   i. Check whether due and required efforts are taken to dispose of the unused hardware by following proper procedure.
   j. Examine whether due and prescribed procedure is followed in procurement of software, hardware, consumables and entering into A.M.C. with reputed services providers.
   k. Check whether appropriate coordination was ensured for transaction audit issues raised by CAG.
   l. Check whether appropriate procedure was followed for appointment of security agencies/housekeeping agencies.
   m. Check whether appropriate records are received from security agencies/housekeeping agencies to ensure their timely and proper completion of duties.

6. Accounts and Finance Department:
   a. Check whether the required books of accounts are maintained by the department, in accordance with the prescribed rules and regulations.
   b. Check whether there is proper system set for monitoring the dues of MIL, under various heads of account.
   c. Check whether timely bank reconciliations are carried with regard to all the receipts and payments.
   d. Examine the position of various Bank Accounts maintained by the Accounts & Finance Department and comment upon present status of the operation of various Bank Accounts.
   e. Examine the position of overdraft facility available with the banks and comment on the quantum of interest paid by MIL while availing overdraft facility.
   f. Examine the status of timely compilation of quarterly and annual accounts of MIL and suggest ways to improve the position wherever delays are noticed.
   g. Check whether pension and leave salary contribution of the employees on deputation to MIL are remitted to Govt. account promptly.
   h. Check whether statutory compliances related to taxation, etc. were done on timely basis.

The above department wise checks are indicative in nature and the internal auditing firm shall look into the detailed aspects pertaining to the functioning of the departments from the proprietary and financial point of view. It needs to be ensured that above mentioned checks shall be simultaneously applied and conclusion there upon is arrived at and reported in the annual/quarterly internal audit report.
LETTER OF TECHNICAL PROPOSAL (LOTP)

To
The Chairman & Managing Director,
MIHAN India Ltd.,
Dr. Babasaheb Ambedkar International Airport,
1st Floor, Old Terminal Building,
Sonegaon, Nagpur- 440005

Sub: Submission of Technical Proposal for conducting Internal Audit of MIL.

Dear Sir,

I / we, ___________________________ (Name of the firm) having examined the RFP Document and understood its contents, hereby submit our proposal in the prescribed format enclosed for selection as "Internal Auditor" for MIL for conducting the internal audit of financial year 2015-16, 2016-17 and 2017-18, and state that:

i) All the information provided in the proposal and along with the relevant enclosures is true and correct and all the documents accompanying the proposal are true copies of their respective originals.

ii) This statement is made for the express purpose of getting selected as the Internal Auditor for MIL.

iii) I/ we shall make available to MIL any additional information, it may find necessary or require supplementing or authenticating the selection statement.

iv) I / we declare that:
   a) I / we have examined and understood the RFP document and more specifically the scope of the audit;
   b) I / we hereby certify that we have taken steps to ensure that no person acting for us or on behalf will engage in any corrupt; fraudulent or coercive practices to influence the selection process.

v) I / we acknowledge the right of the MIL to reject our proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
vi) We certify that in the last three years, we / any of the members of the firm have neither failed to perform on any assignment, as evidenced by imposition of a penalty or a judicial pronouncement nor been expelled from any assignment, nor have had any assignment terminated for breach on our part.

vii) I / we certify that in regard to matters relating to integrity and security of the country or any matters; we have not been charge-sheeted by any agency of the Government or convicted by a court of law for any offence committed by us or by any of our branch offices.

viii) I / we further certify that no investigation by a regulatory authority is pending either against us or against our branch offices or against any of our office bearers / partners / employees.

ix) We confirm that in the event of our proposal being selected for award of the assignment of Internal Audit of MIL we shall be legally bound joint and severally and hence submit this proposal.

Thanking you,

Yours faithfully,

(Signature of the Authorized Representative)
 Name & Designation) along with seal of the firm.
Annexure - 2

TECHNICAL PROPOSAL

Format for submission of information of the Chartered Accountant firm for selection as Internal Auditor of MIL.

<table>
<thead>
<tr>
<th>Status of the Firm</th>
<th>Partnership</th>
<th>Sole Proprietorship</th>
</tr>
</thead>
</table>

1. a) Name of the Firm (In Capital Letters)  
   ________________________________

   b) Address of the firm (Head Office)  
   __________________________________
   __________________________________
   __________________________________

   c) Telephone No. ___________________ Mob.No.__________________

   d) Fax. No. _________________________

   e) email address : __________________

   f) PAN of the Firm : ______________ Service Tax No : ______________

2. ICAI Registration No : ______________ Region Name : ______________

   (Note: Please attach copy of C & AG empanelment letter.)

4. a) Date of constitution of the firm : ________________________________

   b) Date since when the firm has a full time FCA ____________________
   (Note : Please attach the copy of firm's constitution certificate issued by ICAI.)

5. Full time Partner / sole Proprietor of the firm as on 1st January _______.

22
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Years of continuous association with the Firm</th>
<th>Number of FCA</th>
<th>Number of ACA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Less than one year.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>1 year or more but less than 5 years.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>5 years or more but less than 10 years.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>10 years or more but less than 15 years.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>15 years or more.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Numbers of Part time partners, if any as on 1st January ___________________________.

7. Numbers of full time Chartered Accountant employees as on 1st January ___________.

8. Number of Audit staff employed full time with the firm ___________________________.

9. Number of Article Clerks employed full time with the firm ___________________________.

10. Number of Branch offices ___________________________.

11. Whether the firm is engaged in any internal / concurrent internal audit of any Govt. Companies / Corporation etc.  
   Yes / No
   if yes – provide the details in the following format:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Sector / Area</th>
<th>Name of the Company audited a. PSU/ Govt./ Autonomous Body b. Companies in Pvt. Sector</th>
<th>Year of Audit engagement a. 2014-15 b. 2013-14 c. 2012-13</th>
<th>Fees charged for each of the assignment in each year</th>
<th>Name of the full time partner who supervised the internal audit and who is still working With the firm</th>
</tr>
</thead>
</table>

12. Please indicate:
   The particulars of specialisation gained by the firm in audit of

   i) EDP systems.
   ii) IT assisted audit  If yes please furnish details separately
13. All full time partners / sole proprietor should invariably sign the undertaking as mentioned below:

I / we sole proprietor / following partners of M/s. _______________________. Chartered Accountants do hereby jointly and severely verify and declare:

i. that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form (Technical Proposal) is later found, not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment, but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under.

ii. that the firm, proprietor or partners have not been debarred or cautioned by ICAI during last three years (if so, give details)

iii. that individually we are not engaged in practice otherwise or in any other activity, which would be deemed to be in practice under section 2(2) of the Chartered Accountants Act, 1949;

iv. that the constitution of the firm as on 1st January of the relevant year shown in the application form is same as that in the constitution certificate issued by ICAI.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Sole proprietor / Partners</th>
<th>Membership Registration No.</th>
<th>PAN No.</th>
<th>Date of payment of fees for the relevant year.</th>
<th>Signature of the sole Proprietor / Partner.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>For membership</td>
<td>For issue of certificate of practice</td>
</tr>
</tbody>
</table>

Place :
Date :

Seal of the Firm

Enclosure : ___________ Pages.
Technical Information Formats to be Submitted with Technical Proposal.

### Details of Full-Time Partners / Sole Proprietor of the Firm

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the sole Proprietor Partner.</th>
<th>Membership No. / No.</th>
<th>Whether FCA / ACA</th>
<th>Date of Joining the firm (Full Time)</th>
<th>Date of becoming FCA</th>
<th>Station and Region where Residing at Present</th>
<th>Date of Acknowledgement of Income Tax Return for the relevant year</th>
<th>Whether Employed elsewhere</th>
<th>Attached Yes / No</th>
</tr>
</thead>
</table>

### Details of Part-Time partners of the Firm

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Partner</th>
<th>Membership No.</th>
<th>Whether FCA / ACA</th>
<th>Date of becoming FCA</th>
<th>Date of Joining Partnership</th>
<th>No. of other firms in which is Partner</th>
<th>Whether Practising in his own Name also</th>
<th>Whether Employed elsewhere</th>
<th>Yes / No</th>
</tr>
</thead>
</table>

### Details of Full-Time Chartered Accountant Employees.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name</th>
<th>Membership No.</th>
<th>Whether FCA / ACA</th>
<th>Date of Joining the firm as full time employee</th>
<th>Signature of the Employee.</th>
</tr>
</thead>
</table>

---

Format – T -1.

Format -T- 2

Format - T – 3
**Details of Staff**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>No. of Qualified Staff</th>
<th>No of Semi qualified Staff</th>
<th>Other Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Since last 10years</td>
<td>Since last 5years</td>
<td>Since last 3years</td>
</tr>
<tr>
<td></td>
<td>Since last 10years</td>
<td>Since last 5years</td>
<td>Since last 3years</td>
</tr>
<tr>
<td></td>
<td>Since last 10years</td>
<td>Since last 5years</td>
<td>Since last 3years</td>
</tr>
<tr>
<td></td>
<td>Since last 10years</td>
<td>Since last 5years</td>
<td>Since last 3years</td>
</tr>
</tbody>
</table>

**Details of Internal Audit Work of Public Sector Undertaking Completed and in hand with the firm**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the PSU</th>
<th>Period of internal audit to be conducted (Years for which appointed)</th>
<th>Whether completed or ongoing (Pl. Attach documentary evidence to Support the claim)</th>
<th>Professional fees charged for the assignment (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Details of statutory Audit work of Public Sector Undertaking, Govt. Social Sector and Companies in Pvt. Sector completed and in hand with the firm**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Organisation</th>
<th>Period of Statutory Audit</th>
<th>Whether completed or ongoing</th>
<th>Professional fees charged for the assignment (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Particulars of Branches.**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Station at which located</th>
<th>Complete Address with Pin Code &amp; Tel. No.</th>
<th>Name of the Partner in charge of the Branch</th>
<th>Date of Opening of the Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Format -T- 8

Details of Annual Turnover of the firm

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Financial Year</th>
<th>Annual Turnover (Rs. In Lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2012-13</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2013-14</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2014-15</td>
<td></td>
</tr>
</tbody>
</table>

In case of format T-5 and T-6, please provide the information for the last 10 years.

All the above formats shall be duly signed and stamped by the authorized signatory mentioning Name, Designation, Date and Place.
LETTER OF FINANCIAL PROPOSAL (LOFP)

To,
The Chairman & Managing Director,
MIHAN India Ltd.,
Dr. Babasaheb Ambedkar International Airport,
1st Floor, Old Terminal Building,
Sonegaon, Nagpur- 440005

Sub : Submission of Financial Proposal for conducting Internal Audit of MIHAN India Ltd.

Dear Sir,

I / we ___________________________________(Name of the firm) herewith enclose the financial proposal towards total professional fees for selection of our firm as Internal Auditor for MIHAN India Ltd.

Yours faithfully,

Signature : _______________________
Full Name : _______________________
Designation : _______________________
Address : _______________________

__________________________________
(Authorised Representative)

(Note: The financial Proposal towards professional fees is to be filled strictly as per the format prescribed and to be submitted in envelope No.2 Financial Proposal.)
DETAILS OF FINANCIAL PROPOSAL

To conduct Internal Audit of the financial years 2015-16, 2016-17 and 2017-18

Having gone through the RFP document and having fully understood the scope of the assignment for conducting internal audit of the financial years 2015-16, 2016-17 and 2017-18, we are pleased to inform that, we would charge towards our professional fee of Rs. __________/- (Rupees. ________________) inclusive of all taxes but excluding service tax, and expenses of travel, documentation, communication and local expenses incurred by our staff; for the assignment as stated above. The detailed break-up of total Professional fee charged as above shall be as per the following table:

### SUMMARY OF COSTS BY ACTIVITY

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>2015-16</strong></td>
<td><strong>2016-17</strong></td>
</tr>
<tr>
<td>1</td>
<td>Remuneration of staff / Personnel.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Cost of Stationery and telecommunication etc.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Cost of Travel / Transport etc.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Reports and Documents etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total cost (1+2+3+4)</strong></td>
<td></td>
</tr>
</tbody>
</table>

Total cost for financial years 2015-16, 2016-17 and 2017-18 __________ plus Service Tax.

a. We agree to the terms of payments of professional fees on quarterly basis on submission of the Internal Audit Report for the quarter.

b. We also agree to deductions as admissible will be made towards the Central / State Govt. Taxes, duties etc.

c. We understand that the MIL is empowered to reject any proposal without assigning any reason thereof.

d. We also understand that all payments shall be made in Indian Rupees and shall be subject to applicable deductions if any.

Yours faithfully,

Signature : _______________________
Full Name : _______________________
Designation : _______________________
Address : _______________________

Seal : (Authorised Representative)
Annexure – 5

**Duration and deliverables**

The internal auditing firm shall conduct the internal audit financial years 2015-16, 2016-17 and 2017-18 of all the departments under MIL and submit the report on annual / quarterly basis, to the i) C.M.D.; ii) to the concerned department / office and iii) the Accounts Department of MIL on or before the due dates as prescribed.

The internal audit of financial year 2015-16 shall be started immediately after the appointment of auditors. The report shall be submitted within 1 month from the end of the quarter. It is expected that at least 2 persons including 1 qualified CA are deployed for conducting the internal audit of all the departments simultaneously.

**Payment Schedule:**

i. The payment of proportionate professional fees to the internal auditing firm shall be made on receipt of the audit reports (annual / quarterly) as stipulated above for carrying out internal audit of 2015-16, 2016-17 and 2017-18.

ii. Any delay over the scheduled dates in the submission of audit reports shall be liable for deduction of amount @ ¼ % per week from the total due payment to the firm. The decision of the competent authority (C.M.D.) of MIL in this regard shall be final.