Haryana Medical Services Corporation Limited

(Registered under Companies Act, 2013)
DHL Square Plot No 09, 5th Floor, Sector 22, HSIIDC, IT Park,
Panchkula, Haryana 134109
Website. Hmscl.org.in

Inviting Request for Proposal (for) selection of Chartered Accountant or Cost Accountant (CMA) Firm for Internal Audit for FY 2026-2027 for Haryana Medical Corporation Ltd.

Haryana Medical Services Corporation Limited (HMSCL) intends to hire a Chartered Accountant / Cost Accountant (CMA) Firm for conducting the Internal Audit of the Corporation for the Financial Year 2026-2027. The detailed Request for Proposal (RFP) document containing the scope of work, eligibility criteria, terms and conditions and other relevant details can be downloaded from the official website of HMSCL, i.e. www.hmscl.org.in. The complete proposal, duly filled in all respects, shall be submitted to the undersigned on or before 07.09.2026 up to 11:00 AM. Proposals received after the stipulated date and time shall not be accepted.

Dated 17.08.2026

Managing Director
HMSCL

REQUEST FOR PROPOSAL FOR APPOINTMENT OF INTERNAL AUDITOR (CHARTERED ACCOUNTANT/COST ACCOUNTANT FIRMS FIRM) FOR

HARYANA MEDICAL SERVICES CORPORATION LTD.

Important Information

S. No.	Event	Details
1.	Issue of Revised RFP	17th August 2026
2.	Last Date of Submission of RFP (Application Due Date)	07th September, 2026 up to 11:00 Hours
3.	Bid Opening	08th September, 2026 up to 14:00 Hours
4.	Cost of RFP Document (non-refundable)	The bidder shall submit the DD of INR 5900/- (inclusive of applicable taxes) along with the RFP document.
5.	Earnest Money Deposit	The bidder shall submit an Earnest Money amounting to Rs 50,000/- in the form of Demand Draft in favor of Managing Director, Haryana Medical Services Corporation Ltd payable at Haryana.
6.	Place of Application Submission	O/o Managing Director Haryana Medical Services Corporation Ltd DHL Square Plot No 09, 5th Floor, Sector 22, HSIIDC, IT Park, Panchkula, Haryana 134109.

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1. ABOUT HARYANA MEDICAL SERVICES CORPORATION LTD

Haryana Medical Services Corporation Limited (HMSCL), a Government of Haryana undertaking, has been incorporated under the provisions of the Companies Act, 2013 to carry on the business as specified in the Object Clause of its Memorandum of Association.

HMSCL is responsible for centralized procurement, warehousing, inventory management, logistics, distribution of medicines, medical equipment and consumables, financial management of Government funds and implementation of various healthcare initiatives of the Government of Haryana. The Corporation operates through its Headquarters and warehouses located across the State and has established systems of procurement, finance, inventory management, internal controls and statutory compliance. Considering the nature and scale of its operations involving substantial public funds, HMSCL intends to appoint an Independent Internal Auditor to evaluate the adequacy and effectiveness of its internal controls, governance framework, risk management processes, financial management systems and compliance with applicable laws, Government instructions and internal policies.

The principal objects of the Corporation, as provided in the Memorandum of Association, are as under:-

1. To buy or otherwise acquire all kinds and varieties of generic and patent medicines, drugs, mixtures, formulations, tablets, pills, powders, pharmaceutical and medical products covering all branches of medicine, including Indian Systems of Medicine, needles, syringes, injectables, vaccines, sera, immunogens, chemicals, surgical dressings, diagnostic kits and medical instruments, and to supply the same to Medical Colleges, Universities, Hospitals, Health Institutions, Nursing and Paramedical Institutions, Health Centres and other healthcare establishments, and wherever applicable, to the general public.
2. To procure, purchase, distribute, assemble, install, commission, maintain and otherwise deal in all types of medical equipment, biomedical devices, diagnostic instruments and capital equipment required by Medical Colleges, Hospitals and other healthcare institutions.
3. To undertake planning, designing, construction, renovation and maintenance of Medical Colleges, Hospitals and other healthcare infrastructure, including establishment of research, development and training centres for medical, paramedical and healthcare personnel.
4. To establish, operate and maintain modern warehouses, engineering workshops and maintenance facilities for storage, repair, servicing and maintenance of medical equipment, diagnostic equipment, surgical instruments, furniture, fixtures and other healthcare assets.
5. To procure, store, distribute, stock and otherwise deal in veterinary medicines, vaccines, pharmaceutical products, chemicals, surgical dressings and allied healthcare products relating to livestock, poultry, aquatic animals, equine, canine and other veterinary sciences.

2 DISCLAIMER

i. The information contained in this Request for Proposal ("RFP"), or subsequently provided to Applicants, whether in writing, electronically, verbally or in any other form by or on behalf of Haryana Medical Services Corporation Limited (HMSCL), is provided solely for the purpose of enabling the Applicants to prepare and submit their Proposals for appointment as Internal Auditor of HMSCL and shall be governed by the terms and conditions contained in this RFP.

ii. Although reasonable care has been taken in preparing this RFP, Applicants are advised to examine the document carefully and satisfy themselves regarding its completeness and accuracy. Any discrepancy, ambiguity or clarification required shall be brought to the notice of the Managing Director, Haryana Medical Services Corporation Limited (HMSCL), in writing before the last date prescribed for seeking clarifications. In the absence of such communication, it shall be presumed that the Applicant has examined the RFP thoroughly and is satisfied with its contents.

iii. This RFP is neither an agreement nor an offer by HMSCL to any prospective Applicant. The purpose of this RFP is to invite proposals from eligible Chartered Accountant Firms/Cost Accountant Firms for appointment as Internal Auditor of HMSCL. The information contained herein includes assumptions, assessments and statements made by HMSCL for facilitating preparation of proposals and may not be exhaustive or suitable for every Applicant. Each Applicant shall independently verify all information and undertake its own due diligence before submitting its Proposal.

iv. The information contained in this RFP is based on applicable laws, rules, Government instructions and prevailing practices. Such information shall not be construed as legal, financial or professional advice. Applicants shall obtain independent professional advice wherever considered necessary. HMSCL accepts no responsibility for any interpretation or opinion formed by the Applicants.

v. HMSCL, its officers, employees, consultants and advisers make no representation or warranty, express or implied, regarding the accuracy, adequacy, correctness, reliability or completeness of the information contained in this RFP or any information subsequently provided during the bidding process. HMSCL shall not be liable for any loss, damage, cost or expense incurred by any Applicant arising from reliance on the information contained herein.

vi. HMSCL shall not be liable for any loss or damage of any nature arising out of or in connection with participation in this RFP process, whether resulting from negligence or otherwise.

vii. HMSCL reserves the right to amend, modify, supplement, clarify or withdraw any part of this RFP at any stage of the selection process without assigning any reason. Any amendment, corrigendum or clarification issued by HMSCL shall form an integral part of this RFP.

viii. The issuance of this RFP does not imply that HMSCL is bound to select any Applicant or award the Internal Audit Assignment. HMSCL reserves the absolute right to accept or reject any or all Proposals, wholly or partly, at any stage of the selection process without assigning any reason whatsoever.

ix. HMSCL reserves the right to cancel, suspend or terminate the RFP process at any stage without assigning any reason and without incurring any liability to any Applicant.

x. The Applicant shall bear all costs and expenses associated with the preparation and submission of its Proposal, including costs relating to documentation, travel, meetings, presentations, demonstrations, professional consultations and any other expenditure incurred in connection with participation in the bidding process. HMSCL shall not reimburse any such costs under any circumstances.

xi. The successful Applicant shall perform the Internal Audit Assignment independently and in accordance with the applicable Standards on Internal Audit (SIAs), the Code of Ethics and other professional pronouncements issued by the Institute of Chartered Accountants of India (ICAI), applicable Government guidelines and the terms of this RFP.

xii. Submission of a Proposal shall be deemed to constitute an unconditional declaration by the Applicant that it has no conflict of interest which may impair its independence in carrying out the Internal Audit Assignment. Any actual or potential conflict of interest arising during the contract period shall be promptly disclosed to HMSCL.

xiii. All information, records, documents and data made available by HMSCL during the bidding process or during execution of the Internal Audit Assignment shall be treated as confidential. The successful Applicant shall maintain strict confidentiality and shall not disclose such information to any third party except with the prior written approval of HMSCL or where disclosure is required under applicable law.

xiv. Submission of a Proposal by an Applicant shall be deemed to constitute unconditional acceptance of all the terms, conditions and provisions contained in this RFP.

3. INTRODUCTION

Assignment

Haryana Medical Services Corporation Limited (HMSCL) intends to appoint a reputed and experienced Chartered Accountant Firm for conducting the Internal Audit of the Corporation in accordance with the Scope of Work prescribed in this Request for Proposal (RFP).

The Internal Auditor shall conduct a comprehensive, independent and risk-based internal audit covering financial, procurement, warehouse, inventory, taxation, statutory compliance, internal financial controls, ERP systems and other operational activities of HMSCL.

The appointment shall initially be for a period of one (1) year, which may be extended on a year-to-year basis for a further period so that the total contract period does not exceed three (3) years, subject to satisfactory performance, mutual consent, approval of the Competent Authority and on the same terms, conditions and professional fee.

Request for Proposal

HMSCL invites proposals from eligible Chartered Accountant Firms/Cost Accountant firms Firm for selection as Internal Auditor through the Quality and Cost Based Selection (QCBS) method.

The evaluation of proposals shall be based on the following weightage:

Technical Proposal – 70%

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Financial Proposal – 30%

The selection process shall be carried out in accordance with the provisions contained in this Request for Proposal (RFP).

Procurement of RFP Document

The RFP document can be downloaded from the official website hmscl.org.in.

Validity of the RFP

The bid shall be valid for a period of 120 days from the Bid Due Date (the "BDD").

Nature of Assignment

The assignment shall include, but not be limited to:-

- Books of Accounts Audit.
- GST Audit and Compliance Review.
- Income Tax & TDS Audit.
- Bank Reconciliation and Fund Management Audit.
- Procurement & Tender Audit.
- Contract Management Audit.
- Warehouse Audit.
- Physical Stock Verification.
- Inventory Management Review.
- Fixed Assets Verification.
- Payroll Audit.
- Internal Financial Controls Assessment.
- ERP/System Controls Review.
- Compliance Audit.
- Assistance in Finalisation of Annual Accounts.
- Presentation before the Audit Committee/Management whenever required.

Place of Work

The Internal Auditor shall perform the audit at all locations of HMSCL, including but not limited to:-

- HMSCL Corporate/Head Office, Panchkula..
- All Regional Drug Warehouses of HMSCL located at Ambala, Bhiwani, Gurugram, Hisar, Karnal, Kaithal and Rohtak.
- Any other placed, consignee location, warehouses, project site or location as may be directed by HMSCL from time to time.

Brief description of the RFP Process

Haryana Medical Services Corporation Limited (HMSCL) has adopted a Two-Bid Quality and

Cost Based Selection (QCBS) methodology for selection of the Internal Auditor. The proposal shall comprise Technical Proposal and Financial Proposal, each to be submitted separately in accordance with the provisions of this RFP. The evaluation shall be carried out with a weightage of 70% for the Technical Proposal and 30% for the Financial Proposal.

In the first stage, only the Technical Proposals shall be opened and evaluated in accordance with the eligibility criteria, technical evaluation methodology and marking scheme prescribed in this RFP. Only those bidders who qualify the technical evaluation shall be considered for opening of their Financial Proposals.

In the second stage, the Financial Proposals of the technically qualified bidders shall be opened and evaluated in accordance with the Financial Evaluation criteria specified in this RFP. Thereafter, the combined score shall be calculated by applying the prescribed weightages to the Technical and Financial Scores. The bidder obtaining the highest combined score shall ordinarily be ranked L-1 (First Ranked Bidder) and shall be considered for award of the assignment. The bidder securing the next highest combined score shall be kept in reserve, to be considered in the event the first-ranked bidder fails to fulfil the requirements for award of the contract.

ii. In the event that two or more bidders obtain the same combined score (hereinafter referred to as the "Tie Bidders"), the bidder obtaining the higher Financial Score shall be ranked higher and declared the Successful Bidder. If the Tie Bidders also obtain identical Financial Scores, HMSCL shall determine the Successful Bidder through a draw of lots, conducted after giving prior notice to the concerned bidders, who may remain present during the process if they so desire. The decision of HMSCL in this regard shall be final and binding on all bidders.

iii. Upon completion of the evaluation process and approval of the Competent Authority, HMSCL shall issue a Letter of Award (LOA) to the Successful Bidder. The Successful Bidder shall submit its written acceptance of the LOA within seven (7) days from the date of its receipt.

Failure to acknowledge and accept the LOA within the stipulated period, unless an extension is specifically granted by HMSCL, shall constitute sufficient grounds for cancellation of the award. In such an event, HMSCL shall have the right to forfeit the Earnest Money Deposit (EMD), invoke other applicable provisions of the RFP, and may offer the assignment to the next ranked bidder or initiate a fresh procurement process, as deemed appropriate.

The Successful Bidder shall execute the Contract Agreement with HMSCL within fifteen (15) days from the date of issuance of the Letter of Award or within such extended period as may be permitted by HMSCL. The Successful Bidder shall execute the agreement strictly in accordance with the terms and conditions of the RFP and shall not seek any unilateral modification, deviation or amendment to the Contract Agreement after issuance of the Letter of Award.

Nodal Officer for Information about the Assignment

i. For any additional information pertaining to the Assignment, **the General Manager (Accounts), HMSCL, Phone 0172-2567945, 0172-2590608** may be contacted.

Communications

i. All communications, including the Bid, should contain the following information to be written at the top in Bold letters:

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ii. **"Appointment of Internal Auditor firm for Haryana Medical Services Corporation Ltd."** and should be addressed to:

Managing Director,
Haryana Medical Services Corporation Ltd.
DHL Square Plot No 09, 5th Floor, Sector 22, HSIIDC, IT Park,
Panchkula, Haryana 134109
E-mail: -: hmsclmd@gmail.com

4. ELIGIBILITY CRITERIA

Pre-Qualifying Requirements:

The Pre-Qualification eligibility criteria for bidder shall be as under: -

The bidder shall be a reputed and experienced Chartered Accountant (CA) Firm or Cost Accountant (CMA) Firm, constituted as a Limited Liability Partnership (LLP) or Partnership Firm. Proprietorship firms shall not be eligible.

The bidder shall satisfy the following eligibility criteria:

i. The bidder shall be registered with the Institute of Chartered Accountants of India (ICAI) or the Institute of Cost Accountants of India (ICMAI). A copy of the Firm Registration Certificate shall be submitted.

ii. The bidder shall be empanelled with the Comptroller and Auditor General of India (C&AG) for the Financial Year 2025-26.

iii. The bidder shall have its registered office located in Panchkula, Chandigarh, Mohali or Zirakpur.

iv. Only LLP Firms and Partnership Firms shall be eligible. Proprietorship firms shall not be eligible.

v. The bidder shall have successfully completed at least five (05) similar Internal Audit assignments for Government Departments, Government Organizations, Autonomous Bodies, Public Sector Undertakings (PSUs), Statutory Bodies, or Government Companies during the last five (05) years preceding the last date of submission of the proposal.

vi. The firm shall have at least five (05) qualified Chartered Accountants/Cost Accountants, including a minimum of three (03) Partners, each of whom has been exclusively associated with the firm for at least ten (10) years.

vii. The firm shall have at least one (01) Partner or full-time qualified professional possessing a valid Diploma in Information Systems Audit (DISA) awarded by ICAI or an equivalent qualification recognized by ICMAI.

viii. The firm shall have at least one (01) Partner or full-time qualified professional possessing the Certificate Course on Forensic Accounting and Fraud Detection (FAFD) conducted by ICAI or an equivalent qualification recognized by ICMAI.

ix. The firm shall have at least one (01) Partner or full-time qualified professional possessing the Certificate Course on Forensic Accounting and Fraud Detection (FAFD) conducted by the Institute of Chartered Accountants of India (ICAI) or Similar by ICMAI.

x. The bidder should have sufficient manpower to undertake the job by deploying teams so as to complete the assignment in the specified time.

xi. The bidder should have a valid Good and Service Tax (GST) Registration and

Permanent Account Number (PAN).

xii. The Average turnover of the bidder in last three financial years i.e., 2022-23, 2023-24, and 2024-25 should not be less than ₹ 50 Lakhs. (Rupees Fifty lakhs).

xiii. The Bidder should have, during the last three years, neither failed to perform on any agreement, as evidenced by the imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Applicant.

xiv. The bidder, its Partners, Directors, or Key Personnel shall not have any conflict of interest with HMSCL. A firm presently appointed as the Statutory Auditor of HMSCL or having any financial or professional conflict of interest with HMSCL, its officers, or its major vendors shall not be eligible to participate in this RFP.

xv. Neither the firm nor any of its Partners shall have been held guilty of professional misconduct or subjected to any disciplinary action by **ICAI, ICMAI or any statutory regulatory authority** during the last five (05) years.

In addition to the above, the bidders have to furnish the following documents along with the pre-qualification proposal:

- GST Registration Certificate.
- PAN Card.
- ICAI/ICMAI Firm Registration Certificate.
- C&AG Empanelment Certificate for FY 2025-26.
- Details of Partners and Qualified Professionals indicating qualification, membership number and years of association with the firm.
- Copy of valid Peer Review Certificate.
- Copy of DISA Certificate (or equivalent qualification).
- Copy of FAFD/Forensic Accounting Certificate (or equivalent qualification).
- Experience Certificates/Work Orders/Completion Certificates in support of similar assignments.
- Audited Financial Statements along with Auditor's Report for FY 2022-23, FY 2023-24 and FY 2024-25.
- Certificate from a Chartered Accountant/Cost Accountant certifying the average turnover.
- An affidavit on a non-judicial stamp paper of ₹100, duly notarized, declaring that the firm has not been blacklisted/debarred by any Central/State Government or Government Agency and that the information furnished in the bid is true and correct.
- Self-declaration regarding absence of conflict of interest.

Any bidder failing to satisfy the above eligibility criteria or failing to submit the requisite documentary evidence shall be summarily disqualified, and its bid shall not be considered for further evaluation.

5. COST OF RFP DOCUMENT

The RFP document can be downloaded from the website hmscl.org.in and be used for submitting the Application. It shall be accompanied with a demand draft of Rs 5,900/- (inclusive of applicable taxes) in favor of the Managing Director, Haryana Medical Services Corporation Ltd, payable at par in Panchkula, Haryana.

—The Application without the Demand Draft will not be considered for evaluation.

Exemption for MSMEs: Eligible Micro and Small Enterprises (MSEs) shall be entitled to exemption from payment of the Tender Document Fee only if such exemption is specifically provided under the applicable Government of Haryana Procurement Policy/Instructions and the bidder submits valid documentary proof of eligibility along with the Technical Bid. In the absence of such documentary evidence, the bid shall be treated as non-responsive.

6. EARNEST MONEY AND SECURITY DEPOSIT

Every bidder, while submitting his tender, shall deposit the earnest money specified in the RFP by way of demand draft drawn in favour of the Managing Director, Haryana Medical Services Corporation Ltd, payable at par in Panchkula, Haryana.

I. The earnest money deposited by the successful bidder on whom the work order is placed shall be converted into security deposits as a guarantee for faithful and satisfactory execution of the work order.

II. The EMD of the unqualified bidders will be returned without any interest, as promptlyas possible, within 30 days after declaration of qualification result and that of unsuccessful bidder within 15 days of the execution of the contract with the selectedbidder

III. 10% amount of the monthly running bill shall be kept as security deposit. However, the EMD already deposited by the successful bidder shall be converted into the security deposit and the balance amount shall be deducted from the running bill.

IV. The Earnest Money/security deposit shall be forfeited in part or in full under the following circumstances: -

   i. If the tenderer withdraws his tender at any stage during the currency of validity period.

   ii. If the work order has been issued but the contractor refuses to comply with it, irrespective of the fact that HMSCL sustains any loss on account of such default or not.

   iii. In the event of a breach of contract in any manner.

   iv. In case of evidence of cartel formation by the bidder(s).

   v. If the contractor fails or neglects to observe or perform any of his obligations under the contract, it shall be lawful for HMSCL to forfeit either in whole or in part, in its absolute discretion, the security deposit furnished by the contractor.

   vi. The forfeiture of security .deposit shall be without prejudice to the right of HMSCL to recover any further amount or any liquidated and/or other damages as admissible under the law, under or over payments made to the contractor under this contract or any other contract as well as to take such administrative action against the contractor as blacklisting etc.

7. SUBMISSION OF PROPOSAL

The proposal shall be submitted by the bidders strictly as per following:

a. **Envelope "A"** -It will contain Envelope "B" (Technical Proposal) & Envelope "C" (Financial Proposal).

<signature>

b. **Envelope "B" (Technical Proposal)** -It will contain a checklist of following documents to be submitted by the bidder as technical proposal:
   i. Covering letter in the format specified in **Annexure 1**;
   ii. Profile of the CA/CMA Firm in the format specified in **Annexure 2**;
   iii. Technical experience in the formats specified in **Annexure 3;**
   iv. A self-certification from the authorized signatory that the bidder has not been blacklisted.
   v. The Demand Drafts for Cost of RFP and EMD shall be sealed in the separate envelope and the envelope must be super-scribed as "**Cost and EMD of RFP Document**".
   vi. All the documents fulfilling the Pre-Qualifying Requirements as per **Clause 4**.

c. **Envelope "C" (Financial Proposal)** - It will contain Financial Proposal as per **Annexure-4.**

8. SEALING AND MARKING OF PROPOSAL

a. The RFP shall be typed or written/typed in ink and each page shall be signed by the authorized signatory. All the alterations, omissions, additions, or any other amendments made to the Tender shall also be signed by the authorized signatory.

b. Each of the envelopes must be super-scribed with the following information:
   i. Name & Address of Bidder
   ii. Contact person name & phone number
   iii. Bidder's Name & it's Due Date

c. All envelopes shall be addressed to:

   Managing Director
   Haryana Medical Services Corporation Ltd, DHL Square Plot No 09, 5th Floor, Sector 22, HSIIDC, IT Park, Panchkula, Haryana 134113.

d. Bids submitted after due date and time will not be accepted.

9. OPENING OF PROPOSAL:

a. The bids submitted by due date will be opened on 08 Sept 2026 in the office of General Manager, HMSCL. The Envelope B - "Technical Proposal" will be opened first after ensuring receipt of cost and EMD of bid document. The opening date and time of the envelope- C- Financial envelope will be intimated separately to shortlisted bidders after the technical evaluation as per Clause-10.

b. Prior to evaluation of Proposals, the HMSCL will determine whether each Proposal is fulfilling the requirements of the RFP. The HMSCL reserves the right to reject any Proposal which is not meeting with the pre-qualifying requirements and no request for alteration, modification, substitution or withdrawal shall be entertained by the HMSCL in respect of such Proposals.

10. EVALUATION OF TECHNICAL PROPOSAL

a. The Bidders who fulfill the pre-qualifying requirements will be shortlisted for evaluation. The total maximum point for evaluation of Technical Proposal is 150 marks.

b. The proposals submitted by the Bidders would be evaluated, and the scores would be assigned based on the parameters set out in the table below:-

Sr No	Evaluation Criteria	Scoring Pattern	Marks	Maximum Marks
1	Experience in Similar Internal Audit Assignments (Government Departments/PSUs/Autonomous Bodies/Statutory Bodies/Government Companies) during the last 5 years	For 5 Assignments For 6 to 10 Assignments For more than 10 Assignments	5 marks 10 marks 15 marks	15
2	Experience in Health Sector (Medical Corporations, Health Departments, Medical Colleges, Hospitals, NHM, AIIMS, ESIC) during the last 10 years	For 02 Assignments For 02 to 05 Assignments For more than 05 Assignments	5 marks 10 marks 15 marks	15
3	Strength of Qualified CA/CMA Professionals	05 Partners 05–08 Partners More than 08 Partners	5 marks 10 marks 15 Marks	15
4	Average Annual Turnover (In last three financial Year i.e. 2022-23, 2023-24 & 2024-25)	Rs. 50 lakh More than 50 lakh and less than Rs. 1 Crore More than Rs. 1 Crore	5 Marks 10 Marks 15 Marks	15
5	Age/Existence of the Firm	10 Years 10-20 Years More than 20 Years	5 Marks 10 Marks 15 Marks	15
6	Strength of Qualified Partners having more than 10 years' professional experience	05 Partners 06 to 10 Partners More than 10 Partners	5 Marks 10 Marks 15 Marks	15
7	Strength of Full-time Qualified CA/CMA/CS Professionals (excluding Partners)	05–10 Professionals 11–20 Professionals More Than 20 Professionals	5 Marks 10 Marks 15 Marks	15

8	Experience as Statutory Auditor appointed by the Comptroller and Auditor General (CAG) of India for Government Companies, Statutory Corporations, Autonomous Bodies or Public Sector Undertakings during the last ten (15) years.	05 Assignments 05–10 Assignments More than 10 Assignments	5 Marks 10 Marks 15 Marks	15
9	Experience in Procurement, Tender & Contract Management Audit of Government Departments/Government Organizations/Autonomous Bodies/PSUs/Statutory Bodies/Government Companies during the last 10 years	02 Assignments 03–05 Assignments More than 05 Assignment	5 Marks 10 Marks 15 Marks	15
10	Experience in GST, TDS & Statutory Compliance Audit of Government Departments/Government Organizations/Autonomous Bodies/PSUs/Statutory Bodies/Government Companies during the last 10 years	05 Assignments 05–10 Assignments More than 10 Assignment	5 Marks 10 Marks 15 Marks	15
			Total Marks S(t)	**150**

c. The score for Technical Proposal would be the arithmetic sum of the marks assigned to the Bidders under each of the parameters listed above. The Bidderis required to achieve minimum score of 90 marks (Benchmark Score). The Financial Proposals of only those Proposals that have achieved the Benchmark Score will be opened for evaluation.

11. EVALUATION OF FINANCIAL PROPOSAL

The Financial Proposals of only those Bidders who will qualify in the technical evaluation will be opened. After that the financial score shall be determine by authority as per below formula:

Sf= 100 x Fm / F,

where **Sf** is the Financial Score;

Fm is the lowest price quoted by any bidder;

and "**F**" the price of the proposal under consideration.

12. CALCULATION OF FINAL SCORE

a. The final score will be calculated as per the weightage given to the Technical and Financial Proposals, which are 70% and 30% respectively (Technical proposal **T = 0.70**,and financial proposal **P=0.30**)

b. Proposals shall be ranked according to their combined technical (St) and financial (Sf)scores using the weights (T = the weight given to the Technical Proposal.

P = the weight given to the Financial Proposal; T + P = 1 as following:

S = St x T% + Sf x P%.

c. The applicant that would get the highest combined score would be declared a preferred bidder.

13. AUDIT PLANNING, METHODOLOGY & RISK-BASED INTERNAL AUDIT.

13.1 Objective

The Internal Auditor shall independently evaluate the adequacy and effectiveness of the Corporation's governance processes, internal financial controls, accounting systems, statutory compliances, procurement procedures, warehouse operations, inventory management and risk management framework. The audit shall provide assurance to the Management, Audit Committee and Board of Directors regarding:-

1. Reliability of financial reporting.
2. Compliance with applicable laws and Government instructions.
3. Safeguarding of assets.
4. Efficient utilization of Government funds.
5. Effectiveness of internal controls.
6. Operational efficiency.
7. Risk mitigation.

13.2 Nature of Audit

The audit shall be conducted as a Risk-Based Internal Audit (RBIA). The Internal Auditor shall:-

1. Identify high-risk areas.
2. Prepare a risk assessment matrix.
3. Prioritize audit coverage based on risk.
4. Allocate audit resources according to the risk profile.
5. Update the risk assessment periodically.

The audit shall focus on preventive, detective and corrective controls rather than only transaction verification.

13.3 Audit Standards

The Internal Auditor shall perform the assignment in accordance with:

1. Standards on Internal Audit issued by ICAI.
2. Companies Act, 2013.
3. Applicable Accounting Standards/Ind AS.
4. GST laws and rules.
5. Income-tax Act and Rules.
6. Applicable Haryana Government financial instructions.
7. Procurement policies approved by HMSCL.
8. Any other applicable laws, regulations and guidelines.

13.4 Audit Planning

Within 15 days from the date of commencement of the assignment, the Internal Auditor shall submit an Annual Audit Plan for approval. The Audit Plan shall include:

1. Audit objectives.
2. Scope of audit.
3. Risk assessment.
4. Audit schedule.
5. Resource deployment.
6. Warehouse visit plan.
7. Consignee inspection plan.
8. Quarterly milestones.
9. Reporting timelines.
10. Special audit requirements.

The plan may be revised with the approval of HMSCL based on emerging risks.

13.5 Audit Methodology

The Internal Auditor shall adopt a structured audit methodology consisting of:

Stage–I: Planning

- Understanding the organisation.
- Review of previous audit reports.
- Review of organisational structure.
- Identification of key risks.
- Preparation of audit programme.

Stage–II: Field Audit

- Examination of records.
- Verification of transactions.
- Discussions with concerned officers.
- Physical verification.
- Test checking.
- Sampling.
- Compliance testing.

Stage–III: Analysis

- Identification of deviations.
- Root cause analysis.
- Quantification of financial implications.
- Assessment of control weaknesses.

Stage–IV: Reporting

- Draft audit report.
- Discussion with management.
- Management response.
- Final audit report.
- Follow-up report.

13.6 Audit Universe

The Internal Auditor shall cover all major functional areas of HMSCL, including:

1. Finance & Accounts.
2. Procurement Wing.
3. Drug Procurement.
4. Equipment Procurement.
5. Warehouse Operations.
6. Inventory Management.
7. Logistics & Distribution.
8. Human Resources & Payroll.
9. Administration.
10. Information Technology/ERP.
11. Statutory Compliance.

13.7 Risk Assessment

The Internal Auditor shall prepare a Risk Register identifying:

1. Financial risks.
2. Procurement risks.
3. Warehouse and inventory risks.
4. Statutory compliance risks.
5. IT and ERP risks.
6. Fraud risks.
7. Operational risks.
8. Reputational risks.

Each risk shall be classified as:

- High Risk
- Medium Risk
- Low Risk

The audit effort shall be proportionate to the assessed risk level.

13.8 Sampling Methodology

The Internal Auditor shall adopt an appropriate sampling methodology based on:

1. Materiality.
2. Risk level.
3. Value of transactions.
4. Nature of transactions.
5. Volume of transactions.
6. Previous audit observations.

However, HMSCL may direct 100% verification for any specific area where considered necessary.

13.9 Entry Meeting

Before commencement of each quarterly audit, the Internal Auditor shall conduct an Entry Meeting with the concerned officers to:

1. Explain the audit plan.
2. Finalize the audit schedule.

3. Identify records required.
4. Discuss risk areas.
5. Resolve logistical issues.

Minutes of the Entry Meeting shall be recorded.

4.10 Exit Meeting

After completion of field audit, the Internal Auditor shall conduct an Exit Meeting to:

1. Discuss audit findings.
2. Obtain management comments.
3. Verify factual accuracy.
4. Finalize recommendations.
5. Agree on timelines for corrective action.

Minutes of the Exit Meeting shall form part of the audit documentation.

4.11 Working Papers

The Internal Auditor shall maintain comprehensive working papers supporting each audit observation. These shall include:

1. Audit programme.
2. Sampling records.
3. Evidence collected.
4. Interview notes.
5. Photographs, where relevant.
6. Reconciliations.
7. Calculations.
8. Management explanations.
9. Audit conclusions.

Working papers shall be retained for at least eight years or such longer period as required under applicable law.

13.12 Coordination with HMSCL

The Internal Auditor shall coordinate with:

- Managing Director.
- General Manager (Accounts).
- Finance Division.
- Procurement Wing.
- Warehouse Wing.
- Drug Procurement Wing.
- Equipment Procurement Wing.
- Internal Sections.
- Statutory Auditors.
- CAG/AG Audit teams, whenever required.

The Internal Auditor shall promptly communicate significant irregularities or suspected fraud to the

Managing Director without waiting for issuance of the quarterly report.

14. SCOPE OF SERVICES:-

The firm and its staff deputed for the work shall report to concern officer. Concern officer will co-ordinate with all HMSCL wings and warehouses for providing necessary information/documents to the firm. The scope of work consists of following activities:

A. BOOKS OF ACCOUNTS, FINANCIAL MANAGEMENT & BANK AUDIT:-

- The Internal Auditor shall conduct a comprehensive and risk-based audit of the books of accounts, financial management systems, treasury operations, banking arrangements and financial reporting framework of HMSCL to ensure that all financial transactions are recorded accurately, completely, timely and transparently in accordance with the provisions of the Companies Act, 2013, applicable Indian Accounting Standards (Ind AS)/Accounting Standards, Generally Accepted Accounting Principles (GAAP), Government of Haryana Financial Rules and Instructions, applicable taxation laws, Board-approved Accounting Policies, Delegation of Financial Powers, Standard Operating Procedures (SOPs), and other statutory, regulatory and contractual requirements. The Auditor shall evaluate the adequacy and effectiveness of the internal financial control system, accounting processes and ERP-based financial management system to ensure reliability of financial information and safeguarding of assets.
- The Auditor shall verify that all books of accounts, including the Cash Book, Bank Book, General Ledger, Subsidiary Ledgers, Journal Register, Purchase Register, Sales Register, Fixed Asset Register, Investment Register, Fixed Deposit Register, Advances Register, Security Deposit Register, Earnest Money Deposit Register, Government Grant Registers, Scheme-wise Fund Registers and other statutory books are maintained accurately, updated regularly and supported by adequate documentary evidence. The Auditor shall examine whether all accounting entries are properly authorized, supported by original documents, correctly classified under appropriate heads of accounts, recorded in the correct accounting period and posted to the appropriate ledgers without undue delay. The Auditor shall review journal vouchers, adjustment entries, reversal entries, correction entries, provisions, accruals, prior-period adjustments, depreciation entries, year-end entries and manual journal entries to identify unusual transactions, unsupported adjustments, duplicate entries, round-value transactions, override of system controls, fraudulent transactions or accounting irregularities.
- The Auditor shall review the effectiveness of the Enterprise Resource Planning (ERP) system and accounting software, including maker-checker controls, segregation of duties, user access management, password policies, audit trails, system-generated reports, period locking, change management controls, data backup procedures, interface controls, exception reports and financial reporting modules to ensure that the accounting system is secure, reliable and operating in accordance with approved policies. The Auditor shall verify that

financial data generated through the ERP agrees with the books of accounts and financial statements and shall review any manual intervention affecting financial records.

- The Auditor shall examine all bank accounts maintained by HMSCL and verify that the opening, operation and closure of bank accounts have been duly approved by the Competent Authority and the Board of Directors wherever required. The Auditor shall verify authorized signatories, changes in signing authority, compliance with Board resolutions, operation of internet banking facilities, maker-checker controls in online banking, electronic payment systems, digital authorization controls, security protocols and compliance with Government instructions relating to banking arrangements. The Auditor shall verify all bank reconciliations on a monthly basis and examine outstanding cheques, unpresented instruments, uncredited deposits, stale cheques, direct credits, direct debits, bank charges, interest credits, bank guarantees, letters of credit, NEFT/RTGS/IMPS transactions, auto-debit instructions, ECS transactions, sweep-in/sweep-out transactions, electronic fund transfers and any reconciliation item remaining outstanding beyond thirty days. All long-pending or unexplained reconciliation differences shall be separately reported along with recommendations for corrective action.
- The Auditor shall review HMSCL's treasury management functions, including cash flow planning, liquidity management, investment of surplus funds, deployment of Government funds, fixed deposits, auto sweep deposits, short-term investments, renewal of deposits, premature encashment, interest optimization, compliance with Government investment policies, Finance Department instructions and Board approvals. The Auditor shall verify the correctness of interest calculations on fixed deposits, sweep deposits and other investments, accounting of accrued interest, deduction of TDS by banks, reconciliation with Form 26AS wherever applicable, maturity proceeds, lien marking, pledged deposits and timely renewal or encashment of investments. The Auditor shall evaluate whether idle funds have been managed efficiently and whether investment decisions have been taken in the best financial interest of HMSCL while ensuring compliance with applicable Government guidelines.
- The Auditor shall examine the accounting and management of Government funds, grants, centrally sponsored schemes, externally aided projects and other earmarked funds to ensure that separate books of accounts are maintained for each funding agency, department and scheme. The Auditor shall verify sanction orders, release orders, utilization certificates, expenditure statements, fund utilization, interest earned on Government funds, unspent balances, inter-scheme transfers, diversion of funds, refund of unutilized balances, reconciliation with administrative departments and compliance with all conditions stipulated in Government sanctions. Any diversion, unauthorized utilization, misclassification or delay in utilization of Government funds shall be reported immediately to the Managing Director along with the financial implications and suggested corrective measures.
- The Auditor shall review all receivables and payables of HMSCL by conducting a detailed

scrutiny of vendor accounts, customer accounts, departmental receivables, employee advances, supplier advances, security deposits, performance securities, retention money, earnest money deposits, statutory liabilities, GST liabilities, TDS liabilities, EPF/ESI liabilities and other outstanding balances. The Auditor shall prepare ageing analysis of receivables and payables, identify long outstanding balances, doubtful debts, duplicate liabilities, unrecorded liabilities, blocked payments, unreconciled balances and advances pending adjustment, verify balance confirmations, assess adequacy of provisions and recommend recovery, adjustment or write-off wherever necessary in accordance with approved policies.

- The Auditor shall review monthly, quarterly and annual Trial Balances and verify their reconciliation with the General Ledger, Subsidiary Ledgers and Financial Statements. The Auditor shall identify unusual debit or credit balances, negative balances, suspense accounts, unsupported balances, duplicate accounting entries, abnormal movements, significant variances and inconsistencies in financial reporting and recommend necessary rectification entries before finalization of accounts.
- The Auditor shall conduct a detailed review of the annual Financial Statements, including the Balance Sheet, Statement of Profit and Loss, Cash Flow Statement, Statement of Changes in Equity (where applicable), Notes to Accounts, Significant Accounting Policies, schedules and disclosures forming part of the financial statements. The Auditor shall verify compliance with Schedule III of the Companies Act, 2013, applicable Accounting Standards, statutory disclosure requirements, Board-approved accounting policies and Government accounting instructions. The Auditor shall perform ratio analysis, trend analysis, comparative analysis, budget versus actual analysis and year-on-year financial performance review and evaluate the adequacy of provisions, contingent liabilities, commitments, related party disclosures, subsequent events and going concern assumptions.
- The Auditor shall evaluate the effectiveness of Internal Financial Controls over Financial Reporting (IFC-FR), assess compliance with Delegation of Financial Powers, approval hierarchies, segregation of duties, maker-checker mechanisms, financial governance practices, risk management procedures and fraud prevention controls. The Auditor shall identify weaknesses in financial controls, instances of non-compliance, financial irregularities, suspected fraud, duplicate payments, fictitious vendors, manipulation of accounting records, unauthorized journal entries, conflict of interest, misuse of Government funds and other indicators of financial misconduct, and recommend appropriate corrective and preventive measures.
- The Internal Auditor shall extend all necessary assistance during the Statutory Audit, Comptroller and Auditor General (CAG) Audit, Accountant General Audit, Internal Departmental Audits and inspections conducted by Government authorities. The Auditor shall prepare audit schedules, financial reconciliations, balance confirmations, bank confirmations, supporting statements and replies to audit observations, assist in closure of

audit paras, maintain a comprehensive Audit Compliance Register, monitor implementation of audit recommendations, track pending audit observations and submit periodic reports to the Management highlighting significant audit findings, systemic weaknesses, financial risks, statutory non-compliances, status of corrective actions and recommendations for strengthening financial governance, internal controls, transparency and accountability across HMSCL.

- The Internal Auditor shall, after completion of the internal audit and review of the Annual Financial Statements, affix his/her signature with name, designation, membership number and seal on the Balance Sheet, Statement of Profit and Loss, Cash Flow Statement, Notes to Accounts and other financial statements as a token of review and internal certification. Such signature shall indicate that the financial statements have been reviewed from the perspective of internal audit and shall not be construed as the statutory authentication or audit certification required under the Companies Act, 2013.

B. GST Audit, Indirect Taxation & Statutory Compliance:-

- The Internal Auditor shall review, examine and evaluate the adequacy, effectiveness and robustness of the Goods and Services Tax (GST) compliance framework of Haryana Medical Services Corporation Limited (HMSCL) and assess whether the Corporation has complied with the provisions of the Central Goods and Services Tax Act, 2017, the Integrated Goods and Services Tax Act, 2017, the Haryana Goods and Services Tax Act, 2017, the Rules made thereunder, and all notifications, circulars, orders, instructions, amendments and clarifications issued by the Central Board of Indirect Taxes and Customs (CBIC), State GST Authorities and other competent authorities from time to time. The Internal Auditor shall examine the adequacy of internal controls relating to GST accounting, return filing, tax payments, input tax credit management, reverse charge transactions, e-Way Bills, e-Invoicing, vendor compliance and statutory reporting. The audit shall identify instances of tax leakage, excess or short payment of tax, ineligible or blocked Input Tax Credit (ITC), delayed compliance, weaknesses in internal controls, risks of interest, penalty and litigation, and shall quantify the financial implications of every audit observation. The Internal Auditor shall recommend suitable corrective and preventive measures to strengthen the GST compliance framework, improve tax governance and ensure continuous statutory compliance.

- The Internal Auditor shall verify that HMSCL possesses a valid and active GST registration and that all registration particulars are complete, accurate and updated in accordance with applicable statutory provisions. The audit shall include verification of the legal name, trade name, GSTIN, PAN linkage, constitution of business, principal place of business, additional places of business, authorised signatories, bank account details, business activities, HSN/SAC details and all amendments carried out during the year. The Internal Auditor shall ensure that any changes relating to address, authorised signatories, banking arrangements or organisational structure have been timely updated on the GST portal and that all applicable registration requirements under the GST law have been complied with.

The auditor shall also verify whether the GST Registration Certificate is properly displayed at all required locations and whether there are any deficiencies that may expose HMSCL to legal or financial consequences.

- The Internal Auditor shall examine the accounting treatment of all GST-related transactions to ensure that GST has been correctly accounted for in the books of accounts and ERP system. The audit shall include verification of output GST liability, input GST credit, electronic cash ledger, electronic credit ledger, electronic liability register, GST receivable and payable accounts, reverse charge transactions, tax adjustments, debit notes, credit notes and journal entries affecting GST balances. The auditor shall verify the correctness of classification of CGST, SGST, IGST and Compensation Cess and ensure that GST balances appearing in the books of accounts reconcile with the balances available on the GST portal and financial statements. The adequacy of accounting controls, reconciliation procedures and system configurations relating to GST accounting shall also be examined and deficiencies, if any, shall be reported with suitable recommendations.

- The Internal Auditor shall conduct a comprehensive examination of the eligibility, accuracy and completeness of Input Tax Credit claimed by HMSCL and verify that ITC has been availed strictly in accordance with the provisions of the GST laws. The audit shall include reconciliation of the Purchase Register with GSTR-2B, vendor-wise and invoice-wise verification of ITC, examination of supporting tax invoices, verification of blocked credits under Section 17(5), reversal of ineligible credits, re-availment of eligible credits, compliance with Rules 42 and 43, ITC relating to capital goods, services, imports, reverse charge transactions and previous financial years. The Internal Auditor shall also review delayed availment of ITC, duplicate claims, excess or short claims, expired credits, vendor defaults affecting ITC eligibility and mismatches between books of accounts and GST returns. The financial impact of excess, short or ineligible ITC shall be quantified and reported together with recommendations for recovery, reversal or corrective action.

- The Internal Auditor shall verify that all GST returns prescribed under the GST laws have been filed accurately and within the prescribed due dates. The audit shall include examination of GSTR-1, GSTR-3B, GSTR-9, GSTR-9C and any other applicable statutory returns and verify the correctness of information furnished therein. The auditor shall reconcile outward supplies reported in GSTR-1 with the Sales Register, reconcile GSTR-3B with the books of accounts, Trial Balance and General Ledger, reconcile GSTR-2B with the Purchase Register and verify reconciliation of GST liabilities and receivables with the audited financial statements. The Internal Auditor shall identify any mismatch, omission, delayed filing, incorrect disclosure or short payment of tax and quantify the resulting financial implications including interest, penalty and late fee liabilities.

- The Internal Auditor shall verify that GST liability has been correctly determined, accounted for and discharged in accordance with applicable statutory provisions. The audit shall include verification of classification of outward supplies, applicability of GST rates,

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HSN/SAC classification, place of supply, time of supply, exempt supplies, nil-rated supplies, non-GST supplies, export transactions, zero-rated supplies, debit notes, credit notes, tax adjustments and all other transactions affecting GST liability. The auditor shall ensure that tax liability has been correctly discharged through utilisation of eligible Input Tax Credit and payment through the electronic cash ledger and shall quantify any short payment, excess payment or incorrect classification together with consequential liability towards interest and penalties.

- The Internal Auditor shall review all transactions liable under the Reverse Charge Mechanism and verify that GST has been correctly discharged within the prescribed timelines. The audit shall include identification of reverse charge transactions, correctness of tax computation, accounting treatment, payment of GST through the electronic cash ledger, availability and utilisation of eligible Input Tax Credit, maintenance of supporting documentation and reporting in GST returns. The auditor shall evaluate the adequacy of internal controls established for identification and monitoring of reverse charge transactions and report all instances of non-compliance along with the financial implications arising therefrom.
- The Internal Auditor shall review the GST compliance status of vendors to safeguard the eligibility of HMSCL's Input Tax Credit and minimise tax risks arising from vendor defaults. The audit shall include verification of GST registration status of vendors, return filing compliance, active GSTIN status, suspended or cancelled registrations, vendor-wise reconciliation of purchase transactions with GSTR-2B, compliance with Rule 36, correctness of vendor master data and GST clauses incorporated in purchase orders and contracts. The auditor shall identify vendors whose non-compliance has adversely affected the eligibility of Input Tax Credit and recommend measures for strengthening vendor due diligence, monitoring and contractual compliance.
- The Internal Auditor shall verify compliance with statutory provisions relating to generation and management of e-Way Bills wherever applicable. The audit shall include verification of timely generation of e-Way Bills, validity period, vehicle details, transporter particulars, consignor and consignee information, invoice details, cancellation or modification procedures and reconciliation with dispatch records, purchase records and invoices. The auditor shall identify instances where e-Way Bills were not generated, generated incorrectly or expired before completion of transportation and assess the resulting statutory and financial implications.
- Wherever applicable, the Internal Auditor shall verify compliance with the provisions relating to e-Invoicing under the GST laws by examining the generation of Invoice Reference Numbers (IRN), QR Codes, uploading of invoices to the Invoice Registration Portal (IRP), reconciliation of e-Invoices with books of accounts and GST returns, and the adequacy of ERP controls governing e-Invoice generation and reporting. Any discrepancy or non-compliance observed during the course of audit shall be quantified and reported with

suitable recommendations for strengthening compliance.

- The Internal Auditor shall examine all GST refund claims to ensure that refunds have been claimed only where legally admissible and are supported by complete documentation. The audit shall include verification of eligibility, correctness of refund computation, filing of refund applications, processing status, deficiency memos, sanction orders, pending claims, accounting treatment of refunds and reconciliation with books of accounts. The auditor shall also assess delays in receipt of refunds, interest receivable on delayed refunds and recommend measures for expeditious recovery and effective monitoring of pending claims.
- The Internal Auditor shall review all GST notices, show cause notices, assessment orders, audit objections, investigations, demand orders, appeals, departmental proceedings and litigation involving HMSCL. The audit shall verify timely submission of replies, compliance with statutory timelines, adequacy of supporting records, legal opinions obtained, pre-deposit requirements, provisioning of contingent liabilities and monitoring of pending cases. The auditor shall identify recurring issues resulting in disputes, evaluate the adequacy of corrective measures adopted by management and recommend actions for minimising future tax litigation and financial exposure.
- The Internal Auditor shall prepare and submit a comprehensive Monthly GST Compliance Checklist covering the status of GST registration, filing of returns, payment of taxes, reconciliation of Input Tax Credit, vendor compliance, reverse charge transactions, e-Way Bills, e-Invoicing, refund claims, outstanding GST liabilities, pending notices, litigation, interest and penalty exposure and compliance with previous audit observations. The checklist shall identify exceptions, assign appropriate risk ratings, quantify financial implications and recommend time-bound corrective actions for strengthening statutory compliance.
- The Internal Auditor shall submit a detailed Quarterly GST Audit Report containing an executive summary of audit findings, scope of audit, GST compliance status, return filing status, Input Tax Credit reconciliation, vendor compliance analysis, output tax liability review, reverse charge compliance, e-Way Bill and e-Invoice compliance, refund status, pending notices and litigation, financial implications of audit observations, revenue leakages, tax exposures, internal control weaknesses, risk categorisation, recommendations for corrective and preventive action, management responses and the status of implementation of previous audit observations. The report shall include an Action Taken Report (ATR) for monitoring compliance by the management.
- Whenever directed by the Managing Director, Board of Directors, Audit Committee or any Competent Authority, the Internal Auditor shall undertake a Special GST Review covering departmental audits, investigations, search and seizure proceedings, anti-evasion cases, high-value procurement contracts, project-specific transactions, high-risk vendors, verification of Input Tax Credit for selected periods, GST implications arising from amendments in law, fraud indicators relating to indirect taxation and any other matter

assigned by HMSCL. The Internal Auditor shall submit a detailed report containing factual findings, root cause analysis, quantification of financial implications, assessment of legal risks, responsibility matrix, recommendations for corrective and preventive action and time-bound compliance measures for consideration by the management.

C. INCOME TAX, TDS, PAYROLL & OTHER STATUTORY COMPLIANCES:-

- The Internal Auditor shall review, examine and evaluate the adequacy and effectiveness of the Corporation's framework for compliance with the provisions of the Income-tax Act, 1961, the Income-tax Rules, 1962, and all other applicable fiscal, labour and statutory laws governing the operations of Haryana Medical Services Corporation Limited (HMSCL). The audit shall ensure that all direct tax obligations, tax deducted at source (TDS) compliances, payroll processes, employee benefit obligations and statutory payments are carried out accurately, completely and within the prescribed timelines. The Auditor shall verify that statutory deductions are correctly computed, deposited and reported, statutory records are properly maintained, applicable returns are filed within the prescribed due dates and adequate internal controls exist to prevent revenue leakage, fraud, non-compliance, financial irregularities and penal consequences. The review shall also evaluate the adequacy of internal systems relating to payroll administration, statutory reporting, reconciliation of tax liabilities and compliance with Government instructions, Board decisions and applicable accounting standards.
- The Internal Auditor shall conduct a comprehensive review of the Corporation's compliance with the provisions of the Income-tax Act, 1961, Income-tax Rules, 1962, notifications, circulars, judicial pronouncements and instructions issued by the Central Board of Direct Taxes (CBDT), as amended from time to time. The audit shall include verification of the validity of Permanent Account Number (PAN) and Tax Deduction and Collection Account Number (TAN), correctness and timely filing of Income-tax Returns, maintenance of statutory records, correspondence with the Income-tax Department, assessment proceedings, appellate matters, rectification applications, outstanding tax demands, refunds receivable, advance tax or self-assessment tax payments wherever applicable, interest liabilities and penalties imposed under the Act. The Auditor shall verify whether adequate action has been taken against notices issued by the Income-tax Department, whether replies have been submitted within prescribed timelines and whether all statutory records and supporting documents are properly maintained. The Auditor shall also evaluate whether the Corporation has complied with all applicable provisions of the Income-tax Act, identify instances of non-compliance, quantify financial implications arising therefrom and recommend corrective measures to strengthen tax governance and statutory compliance.
- The Internal Auditor shall comprehensively review the Corporation's Tax Deducted at Source (TDS) compliance framework and evaluate whether tax has been correctly deducted, deposited, reported, reconciled and accounted for in accordance with the provisions of the Income-tax Act, 1961, the Income-tax Rules, 1962 and the instructions issued by the

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Central Board of Direct Taxes (CBDT). The audit shall include verification of TDS deductions on salaries, contractual payments, professional and technical services, consultancy charges, rent, interest, commission, brokerage, purchase transactions, payments to non-residents and all other payments liable for deduction of tax at source. The Auditor shall verify the applicability of relevant TDS provisions, correctness of tax rates, availability and validity of Permanent Account Numbers (PAN) of deductees, applicability of higher deduction in cases of non-availability of PAN, lower or nil deduction certificates, exemptions, threshold limits and other statutory requirements. The Auditor shall further verify timely deposit of TDS into Government accounts, correctness of challans, payment references, calculation of interest for delayed deduction or delayed deposit, levy of late fees, penalties and other statutory consequences wherever applicable. The review shall also cover timely filing of quarterly TDS statements, correctness of deductee details, challan mapping, filing of correction statements, defaults reflected on the TRACES portal and timely generation and issuance of Form 16, Form 16A and other applicable certificates. The Auditor shall reconcile TDS deducted with challans deposited, statutory returns, books of accounts, General Ledger balances, Form 24Q, Form 26Q and other applicable returns and identify mismatches, unreconciled balances, short deductions, excess deductions, delayed deposits, incorrect reporting and any financial exposure arising due to non-compliance. Suitable recommendations shall be provided for strengthening the Corporation's TDS compliance mechanism and minimizing statutory risks.

- The Internal Auditor shall conduct a detailed examination of the payroll management system of HMSCL to assess the accuracy, completeness, reliability and effectiveness of payroll processing and related internal controls. The audit shall include verification of employee master records, appointment orders, service books, contractual engagements, attendance records, biometric attendance wherever applicable, leave records, salary structures, pay revisions, increments, arrears, allowances, honorarium, incentives, recoveries, deductions, reimbursements, final settlements, leave encashment, gratuity provisions, pension contributions, National Pension System (NPS), Employees' Provident Fund (EPF), Employees' State Insurance (ESI), income tax deductions and other statutory deductions applicable to employees. The Auditor shall verify that payroll has been processed only after obtaining appropriate approvals and is supported by authenticated attendance records and sanctioned employee data. The audit shall examine segregation of duties, maker-checker controls, authorization procedures, system-generated payroll reports, payroll accounting entries and reconciliation between payroll records and books of accounts. The Auditor shall specifically identify duplicate payments, ghost employees, unauthorized payments, excess payments, incorrect recoveries, manipulation of payroll records, irregular salary revisions, ineligible allowances and other payroll-related irregularities, quantify the financial impact of such observations and recommend corrective and preventive measures for strengthening payroll governance.
- The Internal Auditor shall verify whether all statutory dues applicable to HMSCL have been

correctly calculated, adequately provided for, timely deposited with the appropriate Government authorities and properly accounted for in the books of accounts. The audit shall include verification of Goods and Services Tax (GST), Tax Deducted at Source (TDS), Professional Tax wherever applicable, Labour Welfare Fund contributions, Employees' Provident Fund (EPF), Employees' State Insurance (ESI), National Pension System (NPS), labour law related contributions and all other statutory levies applicable to the Corporation. The Auditor shall verify due dates prescribed under the relevant statutes, identify delays in statutory payments, quantify interest, penalties or other financial implications arising due to delayed compliance and evaluate the adequacy of internal monitoring mechanisms established for statutory compliance. The review shall also include reconciliation of statutory liabilities appearing in the books of accounts with returns filed and payments made to ensure completeness and accuracy of statutory reporting.

- The Internal Auditor shall review the accounting, authorization, computation and payment of all employee benefits provided by HMSCL in accordance with applicable Government rules, Board approvals, accounting standards and the Corporation's policies. The audit shall include verification of leave salary, leave encashment, gratuity, pension contributions, National Pension System (NPS) contributions, medical reimbursement claims, Leave Travel Concession (LTC), ex-gratia payments, retirement benefits and other admissible employee welfare benefits. The Auditor shall verify eligibility of beneficiaries, correctness of calculations, availability of supporting documents, sanction of competent authority, budgetary provisions, accounting treatment, tax implications and statutory compliance relating to such benefits. The review shall also assess whether adequate provisions have been created for employee benefit liabilities in accordance with applicable Accounting Standards and whether payments have been made only after complying with all prescribed rules and procedures.
- The Internal Auditor shall verify that HMSCL has complied with all applicable Government notifications, Finance Department instructions, administrative orders, statutory guidelines, Board resolutions, Delegation of Financial Powers, Office Orders, circulars, Standard Operating Procedures (SOPs), procurement policies and other instructions issued by the Government of Haryana and competent authorities from time to time. The audit shall assess whether such instructions have been effectively implemented across the Corporation, whether deviations have occurred, whether approvals have been obtained wherever required and whether adequate internal mechanisms exist to ensure continuous compliance with Government policies and administrative directions. Instances of non-compliance shall be reported along with their financial, legal and operational implications and recommendations for corrective action.
- The Internal Auditor shall verify that HMSCL maintains a comprehensive, updated and accurate Statutory Compliance Register covering all applicable statutory obligations under various Central and State laws. The register shall contain details of the nature of compliance, applicable statutory provisions, due dates, actual dates of compliance,

responsible officers, present status of compliance, delays, reasons for delay, financial implications arising due to non-compliance and corrective actions taken. The Auditor shall review the register during every quarterly audit to ensure completeness, accuracy and timely updating of statutory records. The Auditor shall also assess the effectiveness of the compliance monitoring mechanism and recommend improvements wherever deficiencies are observed to ensure proactive management of statutory obligations.

- The Internal Auditor shall submit, along with each quarterly Internal Audit Report, a comprehensive and separate report on Income Tax, TDS, Payroll and Statutory Compliance. The report shall include the status of compliance with the provisions of the Income-tax Act, status of TDS deductions, deposits and returns, reconciliation of statutory liabilities with books of accounts, payroll audit observations, employee benefit compliance, pending statutory dues, defaults identified, financial implications of non-compliance, instances of delayed statutory payments, interest and penalties, risk categorization of audit observations as High, Medium or Low based on their financial and compliance impact, management responses received and detailed recommendations for corrective and preventive action. The report shall also contain an executive summary highlighting critical non-compliances requiring immediate attention of the Management and the Board of Directors.
- Whenever directed by the Managing Director, the Competent Authority, the Audit Committee or the Board of Directors, the Internal Auditor shall undertake a detailed special review or investigation into any matter relating to Income Tax, TDS, payroll administration or statutory compliance. Such review may include investigation of payroll frauds, ghost employees, duplicate salary payments, unauthorized payments, manipulation of payroll records, TDS defaults, high-value transactions, income tax notices, employee reimbursements, contract labour payments, statutory disputes, suspected financial irregularities or any other matter having significant financial, legal or reputational implications for the Corporation. The Auditor shall conduct the review independently, collect and preserve relevant evidence, quantify the financial impact, identify deficiencies in internal controls, fix responsibility wherever feasible and submit a detailed investigation report containing findings, conclusions and actionable recommendations for strengthening governance, compliance and internal control systems.

D. PROCUREMENT, TENDER, CONTRACT MANAGEMENT & PAYMENT AUDIT:-

- The Internal Auditor shall review and evaluate the entire procurement lifecycle of Haryana Medical Services Corporation Limited (HMSCL) to ensure that procurement of medicines, medical equipment, diagnostic devices, consumables, services, civil works and other goods is undertaken in a transparent, fair, competitive, economical and efficient manner while ensuring value for money, quality, timely delivery and compliance with the applicable provisions of the Haryana Public Procurement Act and Rules, General Financial Rules (GFR), Government of Haryana instructions, Central Vigilance Commission (CVC)

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guidelines, Board-approved Procurement Policy, Standard Bidding Documents, contract conditions and other applicable statutory provisions. The audit shall evaluate the adequacy and effectiveness of internal controls governing procurement planning, tendering, bid evaluation, contract management, inventory linkage, payments, vendor performance and procurement governance. The Internal Auditor shall identify procedural deficiencies, financial irregularities, procurement risks, contract deviations, revenue leakages, conflict of interest, fraud indicators and control weaknesses and recommend corrective measures for strengthening the procurement framework.

- The Internal Auditor shall examine whether the Annual Procurement Plan has been prepared based on realistic demand assessment, disease burden, consumption trends, stock position, procurement lead time, budget availability and programme requirements. The audit shall verify that the procurement plan has been approved by the Competent Authority and is supported by administrative, financial and technical approvals. The auditor shall examine whether procurements have been properly linked with approved budgets, procurement schedules and annual action plans and whether procurement activities were initiated sufficiently in advance to avoid emergency purchases, stock-outs or project delays. The auditor shall review adherence to procurement timelines, monitoring of procurement milestones, periodic revisions to procurement plans and reasons for deviations from the approved procurement schedule. Any procurement undertaken outside the approved procurement plan without adequate justification shall be specifically reported.
- The Internal Auditor shall verify that procurement demands and indents have originated from authorized user departments based on actual operational requirements and approved consumption norms. The audit shall examine whether indents were duly approved by the Competent Authority, supported by adequate technical specifications, quantity justification and budget availability. The auditor shall review demand forecasting methodologies, consumption analysis, existing inventory levels, reorder levels, pending purchase orders and procurement history to ensure that procurement quantities are reasonable and justified. The audit shall verify that duplicate, excessive or fragmented demands have not been generated to circumvent procurement procedures. Emergency procurements shall be examined to assess whether the urgency was genuine, properly approved and adequately documented in accordance with delegated financial powers and applicable procurement regulations.
- The Internal Auditor shall conduct a comprehensive review of the tendering process beginning from preparation of tender documents up to issuance of the Letter of Award. The audit shall verify that tender documents were prepared in accordance with approved standard bidding documents and contained clear eligibility criteria, technical specifications, evaluation methodology, commercial conditions, delivery schedules, payment terms, warranty requirements, performance security conditions and other contractual provisions. The auditor shall examine approvals of tender documents, publication of Notice Inviting Tender (NIT) on the prescribed procurement portals, availability of tender documents to bidders, issue of corrigenda, conduct of pre-bid meetings, clarifications issued to bidders,

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receipt of bids, bid opening proceedings, constitution of Tender Opening Committee, Technical Evaluation Committee and Financial Evaluation Committee, technical responsiveness of bids, financial evaluation methodology, reasonableness of quoted prices, comparative statements, negotiation proceedings wherever permissible, recommendation of successful bidder, approval by the Competent Authority and issuance of Letter of Award. The audit shall also verify compliance with transparency requirements, avoidance of restrictive conditions, maintenance of confidentiality, prevention of cartelization, fair competition, conflict of interest declarations and adherence to all applicable procurement laws and Board-approved procurement policies.

- The Internal Auditor shall review the execution and administration of procurement contracts to ensure that agreements have been executed in accordance with the approved tender conditions and contractual obligations. The audit shall verify execution of agreements, scope of work, contract value, contract period, delivery schedules, milestone monitoring, performance security, Earnest Money Deposit, insurance coverage, warranty obligations, defect liability provisions, liquidated damages clauses, penalty clauses, force majeure provisions, dispute resolution mechanisms and termination clauses. The auditor shall examine all contract amendments, extensions of time, change orders, price variation claims, supplementary agreements and contract closures to ensure that they have been approved by the Competent Authority and are supported by adequate justification. Delays in execution, contract overruns, deviations from contractual terms, weak contract monitoring and failure to enforce contractual remedies shall be specifically reported.
- The Internal Auditor shall verify that Purchase Orders have been issued strictly in accordance with approved contracts, rate agreements and tender conditions. The audit shall examine correctness of quantities ordered, approved rates, delivery schedules, taxes, payment terms, technical specifications, inspection requirements and other contractual provisions. The auditor shall verify approval of Purchase Orders by the Competent Authority, amendments issued to Purchase Orders, compliance with rate contracts and framework agreements and review whether purchase orders have been artificially split to avoid financial approval limits or competitive bidding requirements. The audit shall ensure that purchase orders are properly recorded in the accounting system, linked with approved budgets and monitored until completion of supply.
- The Internal Auditor shall verify that receipt of goods has been properly documented through Goods Receipt Notes (GRNs), inspection reports, acceptance reports and quality assurance records. The audit shall examine physical verification of quantities received, compliance with approved technical specifications, inspection by authorized officers, quality certificates, batch numbers, manufacturing dates, expiry dates, cold-chain compliance wherever applicable and acceptance or rejection of supplies. The auditor shall review cases of short supply, excess supply, damaged goods, rejected materials, delayed deliveries, replacement of defective items and issuance of debit notes or recovery from suppliers wherever applicable. The audit shall also verify timely recording of inventory,

reconciliation between Purchase Orders, GRNs and inventory records and compliance with inventory management procedures.

- The Internal Auditor shall review supplier payments to ensure that all payments have been made only against duly approved contracts, valid Purchase Orders and satisfactory receipt of goods or services. The audit shall verify supplier invoices, three-way matching between Purchase Order, Goods Receipt Note and Invoice, correctness of quantities, rates, taxes, GST compliance, input tax credit eligibility, deduction of TDS and other statutory recoveries, adjustment of advances, recovery of liquidated damages and contractual penalties, approval of bills by competent authorities and timely release of payments as per contractual terms. The auditor shall identify duplicate payments, excess payments, unauthorized payments, payments without supporting documents, payments against incomplete supplies and long outstanding supplier liabilities. Adequacy of internal controls over payment processing and segregation of duties shall also be examined.
- The Internal Auditor shall verify compliance with the provisions of the Micro, Small and Medium Enterprises Development Act, 2006 and related Government notifications. The audit shall examine identification of MSME vendors, validity of Udyam Registration Certificates, contractual payment terms, date of receipt of goods or services, date of acceptance or deemed acceptance, statutory payment timelines, delays in payments, computation of interest payable on delayed payments and disclosure of outstanding dues in the Annual Financial Statements. The auditor shall verify maintenance of vendor-wise MSME records, ageing analysis of outstanding dues, monitoring of payment timelines and compliance with statutory reporting requirements. A detailed Quarterly MSME Compliance Report shall be prepared highlighting supplier-wise outstanding payments, ageing analysis, delay beyond statutory limits, interest liability and recommendations for ensuring timely compliance.
- The Internal Auditor shall verify that Earnest Money Deposits (EMD), Performance Security and Bank Guarantees have been obtained, maintained and released strictly in accordance with tender conditions and contractual provisions. The audit shall examine adequacy of security amounts, validity period of Bank Guarantees, timely renewals, safe custody, invocation wherever contractual defaults have occurred and release of securities after satisfactory completion of contractual obligations. The auditor shall verify maintenance of a comprehensive Bank Guarantee Register, reconciliation with contract records and periodic monitoring to ensure that expired guarantees are not overlooked and contractual interests of HMSCL remain adequately protected.
- The Internal Auditor shall verify whether Liquidated Damages (LD), penalties and other contractual recoveries have been correctly determined and recovered from suppliers in accordance with the provisions of the contract. The audit shall examine delays in supply, installation, commissioning and completion of contractual obligations and verify calculation of liquidated damages based on approved contractual rates. Cases involving waiver or

reduction of penalties shall be reviewed to ensure that such decisions have been approved by the Competent Authority and are supported by adequate justification. The auditor shall verify accounting treatment of recoveries, adjustment from supplier payments and recovery of excess payments. Any failure to recover contractual dues, resulting financial implications and responsibility for such lapses shall be specifically reported.

- The Internal Auditor shall perform comprehensive analytical review of procurement data to identify trends, inefficiencies and procurement risks. The analysis shall include vendor-wise procurement, item-wise procurement, department-wise procurement, procurement through various modes, rate variation analysis, emergency procurements, limited tenders, single-bid procurements, repeat purchase orders, contract concentration, procurement cycle time, savings achieved through competitive bidding, procurement lead time, vendor performance, procurement efficiency indicators, contract utilization, pending deliveries and expenditure patterns. Data analytics shall be utilized to identify unusual transactions, split procurements, repetitive deviations, non-competitive procurement practices and opportunities for cost optimization and process improvement.
- The Internal Auditor shall submit a comprehensive Quarterly Procurement Audit Report containing detailed observations on compliance with procurement policies, procurement planning, tendering process, bid evaluation, contract administration, purchase orders, goods receipt procedures, supplier payments, MSME compliance, Bank Guarantees, Performance Security, Liquidated Damages, penalty recoveries, procurement analytics and overall procurement governance. The report shall quantify the financial implications of audit observations, classify findings according to risk level, identify systemic weaknesses, indicate responsibility for lapses, recommend corrective actions and provide an implementation roadmap for strengthening procurement controls, improving transparency, enhancing operational efficiency and ensuring compliance with applicable statutory and regulatory requirements.
- Whenever directed by the Managing Director, Board of Directors or Competent Authority, the Internal Auditor shall undertake Special Procurement Audits covering high-value procurements, emergency procurements, proprietary or single-source procurements, procurement under Government schemes, externally funded projects, grant-funded procurements, framework agreements, procurement complaints, vendor grievances, suspected procurement irregularities, fraud investigations, vigilance matters or any other procurement-related issues referred by HMSCL. Such special audits shall include detailed examination of procurement records, contract documents, approvals, financial implications, compliance with applicable laws and regulations, identification of irregularities, determination of responsibility and recommendations for corrective, preventive and disciplinary action wherever warranted.

E. WAREHOUSE, INVENTORY, STOCK VERIFICATION & LOGISTICS AUDIT:-

- The Internal Auditor shall examine, review and evaluate the adequacy, effectiveness and reliability of the warehouse management system, inventory control framework, stock accounting procedures and logistics operations established by HMSCL to ensure efficient management of medicines, medical equipment, surgical consumables, laboratory items, diagnostic reagents, implants and other inventories procured, stored and distributed by the Corporation. The audit shall assess whether inventory is received, inspected, stored, preserved, handled, transported, issued and accounted for in accordance with the approved Procurement Policy, Warehouse Standard Operating Procedures (SOPs), Drugs and Cosmetics Act and Rules, Medical Device Rules, applicable Government guidelines, contract conditions, quality assurance requirements and accepted inventory management practices. The Internal Auditor shall also evaluate whether adequate internal controls exist to safeguard inventory against theft, pilferage, fraud, deterioration, damage, contamination, expiry, unauthorized access, misuse and financial loss while ensuring uninterrupted availability of quality medicines and equipment for healthcare institutions.

- The Internal Auditor shall conduct a comprehensive audit of all warehouse and logistics operations of HMSCL, including Central Warehouses, Regional Warehouses, Drug Warehouses, Medical Equipment Warehouses, Cold Chain Storage Facilities, Temporary Storage Locations, Third-Party Logistics (3PL) Warehouses, outsourced storage facilities, transit warehouses and consignee locations selected on a risk-based sampling basis. The audit shall evaluate warehouse infrastructure, storage capacity, inventory handling practices, material movement, safety arrangements, security systems, housekeeping standards, environmental controls, compliance with SOPs, operational efficiency and adequacy of manpower deployed. Warehouse inspections shall be carried out as per the approved annual audit programme and may also be undertaken on surprise basis or whenever specifically directed by the Managing Director or the Competent Authority.
- The Internal Auditor shall undertake periodic physical verification of inventory through quarterly verification, surprise inspections and risk-based sampling techniques to establish the existence, completeness and accuracy of inventory records. Physical quantities shall be compared with ERP records, stock registers, bin cards, Goods Receipt Notes (GRNs), issue records and other inventory documents. Verification shall include quantity, batch number, serial number, manufacturing date, expiry date, storage location, unit of measurement, condition of stock and identification of damaged, obsolete, expired, quarantined or slow-moving inventory. Any shortages, excesses, substitutions, duplicate entries, unaccounted stock, damaged goods or discrepancies shall be immediately reported to the Competent Authority together with the probable causes, financial implications, responsibility fixation and recommendations for corrective and preventive action.
- The Internal Auditor shall verify that all medicines, medical equipment, consumables and other materials have been received strictly against approved Purchase Orders, Rate Contracts, Supply Orders or other authorised procurement documents. The audit shall examine Goods Receipt Notes, inspection reports, acceptance reports, quality assurance certificates, manufacturer certificates, test reports, batch-wise receipt records, quantity

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received, packing condition, expiry period, shelf-life requirements, manufacturer details and compliance with contractual specifications. The Auditor shall also verify that all receipts have been accurately entered into the ERP system within the prescribed time, properly recorded in stock registers and supported by complete documentation without unauthorized alterations or delays.

- The Internal Auditor shall verify whether medicines, medical devices and other inventories are stored under prescribed environmental conditions in accordance with manufacturers' instructions, statutory requirements and approved SOPs. The audit shall evaluate maintenance of temperature and humidity records, functioning of cold chain equipment, calibration of monitoring devices, segregation of hazardous materials, identification of storage locations, FIFO/FEFO implementation, fire prevention systems, firefighting equipment, CCTV surveillance, access controls, pest control measures, sanitation, housekeeping standards, warehouse security, insurance coverage, disaster preparedness and overall preservation practices to prevent deterioration or loss of inventory quality.
- The Internal Auditor shall review the effectiveness of inventory management controls by examining the ERP Item Master, batch-wise inventory records, expiry-wise stock records, bin-wise inventory, minimum and maximum stock levels, reorder levels, buffer stock norms, inventory planning and stock replenishment mechanisms. The audit shall analyse slow-moving, non-moving, obsolete, expired, damaged, quarantined and returned inventory, inventory ageing reports, write-off proposals and stock adjustment transactions to determine whether inventory is optimally managed, adequately controlled and economically utilised. The Auditor shall also identify excess inventory, stock-out situations, duplicate items and abnormal inventory accumulation together with their financial and operational implications.
- The Internal Auditor shall verify the adequacy and accuracy of inventory issue and distribution procedures by examining issue vouchers, dispatch challans, delivery challans, transport documents, acknowledgement receipts, proof of delivery, consignee confirmations and other supporting records. The audit shall verify timely dispatch of medicines and equipment, compliance with approved allocation orders, correctness of quantities dispatched, instances of short or excess dispatch, transit shortages, pending deliveries, rejected consignments, returned inventory, transportation delays and compliance with contractual delivery timelines. Any abnormal delays or deficiencies affecting healthcare institutions shall be specifically reported.
- The Internal Auditor shall verify all inter-warehouse transfers, inter-departmental transfers, emergency stock movements and transit inventory to ensure that transfers are properly authorised, documented, acknowledged and recorded in the ERP system. The audit shall examine transfer orders, dispatch records, receipt confirmations, reconciliation statements, transit stock registers and accounting entries to ensure complete and accurate recording of inventory movements without duplication, omission or unauthorized diversion of stock.
- The Internal Auditor shall verify that inventory valuation has been carried out in accordance

with the accounting policies approved by HMSCL, applicable Accounting Standards and relevant statutory requirements. The audit shall examine valuation methodology, closing stock valuation, treatment of damaged, obsolete and expired inventory, adequacy of provisions for inventory impairment, valuation adjustments, write-offs and reconciliation of inventory balances with the books of accounts, financial statements and ERP records. The Auditor shall evaluate whether inventory valuation fairly represents the financial position of HMSCL.

- The Internal Auditor shall verify the entire process relating to identification, segregation, storage and disposal of expired, damaged, obsolete, condemned and unserviceable inventory. The audit shall examine approval of the Competent Authority, constitution and proceedings of disposal committees, destruction certificates, disposal records, environmental compliance, statutory approvals, recovery from suppliers wherever applicable, accounting treatment of disposed inventory and adequacy of controls to prevent unauthorized disposal or misuse. The Auditor shall also verify whether disposal activities are carried out within the prescribed timelines to minimise financial loss and storage risks.
- The Internal Auditor shall evaluate logistics management by reviewing transportation contracts, empanelment of transport agencies, vehicle utilisation, freight payments, dispatch schedules, delivery timelines, transit insurance, GPS tracking systems wherever implemented, transportation risks, transit shortages, damaged consignments, logistics complaints, claim settlements and overall transportation efficiency. The audit shall assess whether logistics operations are economical, timely, secure and capable of ensuring uninterrupted supply of medicines and medical equipment to healthcare institutions across the State.
- The Internal Auditor shall evaluate the effectiveness of ERP-based inventory management by verifying the accuracy of stock records, Item Master, batch details, user access controls, audit trails, stock adjustment transactions, manual override controls, system-generated inventory reports, integration between inventory and finance modules and reconciliation of ERP records with physical stock. The Auditor shall assess the adequacy of IT controls, data integrity, segregation of duties and security measures to ensure reliable inventory information and prevent manipulation of inventory records.
- The Internal Auditor shall analyse inventory management performance by computing and reporting appropriate Key Performance Indicators (KPIs), including Inventory Turnover Ratio, Stock-out Percentage, Order Fulfilment Rate, Expiry Percentage, Slow-moving Inventory Percentage, Non-moving Inventory Percentage, Warehouse Utilisation Ratio, Average Inventory Holding Period, Inventory Accuracy Percentage, Transit Loss Percentage, Order Processing Time, Warehouse Productivity, Inventory Carrying Cost and other operational performance indicators considered relevant for effective monitoring of warehouse operations. Significant adverse trends and deviations shall be analysed together with their causes and recommendations for improvement.

- The Internal Auditor shall submit a comprehensive Quarterly Warehouse and Inventory Audit Report containing an Executive Summary, warehouse-wise audit observations, results of physical stock verification, inventory discrepancies, shortages and excesses, ageing analysis, slow-moving and expired inventory, damaged stock, logistics performance, ERP control deficiencies, financial impact of audit findings, risk categorisation of observations as High, Medium or Low, recommendations for corrective action, management responses, status of compliance with previous audit observations and specific timelines for implementation of corrective measures.
- Whenever directed by HMSCL, the Internal Auditor shall undertake Special Warehouse Audits relating to major stock shortages, suspected pilferage, theft, fraud, fire, flood, natural calamities, inventory losses, high-value medicines, medical equipment, emergency procurements, complaints received from hospitals or user departments, quality-related incidents, significant inventory discrepancies or any other matter specifically referred by the Managing Director, Board of Directors or Competent Authority. The Auditor shall conduct detailed investigations, determine the root causes, quantify financial implications, identify control failures, fix responsibility wherever feasible and recommend appropriate corrective, preventive and disciplinary measures.
- The Internal Auditor shall submit a Monthly Exception Report highlighting significant inventory control deficiencies requiring immediate management attention, including negative stock balances, inventory without batch or expiry details, stock pending ERP updation, unreconciled stock transfers, expired inventory awaiting disposal, damaged stock pending action, inventory mismatches, unauthorized stock adjustments, items below prescribed minimum stock levels, items exceeding maximum stock levels, abnormal stock accumulation, repeated stock shortages, recurring ERP exceptions, delayed receipts, delayed dispatches, control weaknesses, high-risk observations and recommendations for prompt corrective action by the management.

F. FIXED ASSETS, INTERNAL FINANCIAL CONTROLS (IFC), ERP & INFORMATION SYSTEM AUDIT:-

- The Internal Auditor shall evaluate the adequacy, design, implementation and operating effectiveness of the Internal Financial Control (IFC) framework, fixed asset management system and Enterprise Resource Planning (ERP)/Information Technology (IT) environment of HMSCL to ensure reliability and integrity of financial reporting, safeguarding of assets, operational efficiency, compliance with applicable laws, accounting standards, Government instructions, Board-approved policies, Standard Operating Procedures (SOPs) and contractual obligations. The audit shall assess whether adequate preventive, detective and corrective controls exist across financial, operational and information systems, whether such controls are functioning effectively throughout the financial year, and whether risks relating to fraud, cyber security, data integrity, unauthorized transactions and misuse of assets are appropriately identified, monitored and mitigated.

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- The Internal Auditor shall conduct a comprehensive audit of the Fixed Assets Management System of HMSCL to ensure that all fixed assets, including buildings, plant and machinery, medical equipment, laboratory equipment, computers, servers, furniture, vehicles, office equipment, electrical installations, software, intangible assets and other capital assets, are properly recorded, safeguarded, capitalized, depreciated, physically verified and disposed of in accordance with the Companies Act, 2013, applicable Accounting Standards, Government Accounting Instructions and approved accounting policies. The audit shall verify the completeness and accuracy of the Fixed Asset Register (FAR) by examining asset-wise identification numbers, asset descriptions, location details, department-wise allocation, custodian details, purchase order references, supplier details, invoice particulars, acquisition cost, incidental expenses, capitalization dates, useful life, depreciation method, accumulated depreciation, written down value and net book value. The auditor shall verify whether all assets are uniquely identified through barcode, RFID tags or other asset identification systems wherever applicable and whether adequate controls exist to prevent loss, theft or unauthorized movement of assets. Physical verification of fixed assets shall be carried out on a risk-based sampling basis, covering assets located at Headquarters, warehouses, district warehouses, medical institutions and other offices of HMSCL. The auditor shall reconcile physical verification results with the Fixed Asset Register and books of accounts, identify missing, damaged, obsolete, idle, unserviceable or unaccounted assets, verify assets under repair or maintenance, examine inter-location transfers, and report discrepancies with financial implications. The audit shall further verify proper classification between capital and revenue expenditure, correctness of capitalization of directly attributable costs, treatment of Capital Work-in-Progress (CWIP), timely capitalization upon completion of projects, compliance with approval procedures, and transfer of completed assets from CWIP to fixed assets. Depreciation shall be verified with reference to Schedule II of the Companies Act, 2013, applicable Accounting Standards and approved accounting policies, including useful life, residual value, depreciation on additions, disposals, capitalization during the year and reconciliation with the General Ledger. The Internal Auditor shall also examine disposal of assets by verifying approvals of the competent authority, condemnation committee proceedings, auction or tender procedures wherever applicable, accounting of sale proceeds, write-off of scrapped assets, updating of the Fixed Asset Register and compliance with Government rules governing disposal of public assets.

- The Internal Auditor shall evaluate the adequacy, effectiveness and operating efficiency of the Internal Financial Control (IFC) framework established by HMSCL and determine whether the controls are properly designed and operating effectively to provide reasonable assurance regarding achievement of organizational objectives, prevention and detection of errors and frauds, safeguarding of assets, accuracy of financial reporting and compliance with applicable statutory provisions. The audit shall assess governance controls including delegation of financial powers, approval hierarchy, authorization matrix, segregation of duties, maker-checker mechanisms, Board approvals, Audit Committee directions and monitoring controls. Financial controls relating to budgeting, expenditure authorization, fund utilization, receipts, payments, journal entries, accounting adjustments, period-end closing, bank reconciliations, statutory compliance, financial reporting and management approvals shall be examined to identify weaknesses, override of controls or unauthorized transactions. Procurement controls shall be reviewed to verify adequacy of tender approvals, purchase order approvals, vendor master controls, three-way matching of Purchase Orders, Goods Receipt Notes and supplier invoices, contract administration, liquidated damages recovery, vendor performance monitoring and compliance with procurement policies. Inventory controls shall be evaluated by examining receipt, storage, issue, transfer, valuation, expiry monitoring, stock reconciliation, physical verification procedures and inventory accounting controls. Payroll controls shall include review of employee master data, attendance approvals, payroll processing, salary disbursement, statutory deductions, reconciliation procedures and maker-checker controls. The Internal Auditor shall identify deficiencies in internal controls, assess their financial and operational impact, evaluate residual risks and recommend suitable corrective measures together with timelines for implementation.

- The Internal Auditor shall undertake a detailed audit of the Enterprise Resource Planning (ERP) system and all Information Technology (IT) applications used by HMSCL to assess whether adequate application controls, general IT controls, cyber security measures and system governance practices exist to ensure integrity, confidentiality, availability and reliability of organizational data. The audit shall verify user administration procedures including user creation, modification, deletion, role-based access control, password policies, dormant accounts, privileged users, segregation of incompatible access rights and periodic review of user privileges. Transaction processing controls shall be evaluated to ensure proper maker-checker workflows, automated approval mechanisms, system-generated document numbering, audit trails, prevention of duplicate transactions, restrictions on back-dated entries, prohibition of unauthorized deletion or alteration of records, controls over manual journal entries and completeness of transaction logs. The auditor shall verify the integrity of master data including vendor master, employee master, item master, customer or department master, chart of accounts and other reference data by identifying duplicate records, unauthorized changes, incomplete master records and weaknesses in validation controls. ERP-generated reports including Trial Balance, General Ledger, Purchase Register, Issue Register, GST reports, TDS reports, inventory reports, fixed asset schedules, outstanding liabilities, budget versus actual expenditure reports and other Management Information System (MIS) reports shall be reviewed to assess completeness, accuracy, reliability and consistency with the underlying accounting records. The audit shall further examine IT infrastructure controls relating to data backup, backup retention, disaster recovery planning, business continuity arrangements, restoration testing, cybersecurity policies, antivirus and endpoint protection, firewall configurations, log monitoring, database security, server access controls, network security, vulnerability management and compliance with applicable information security standards. Weaknesses in system controls, cyber risks and data security vulnerabilities shall be reported with recommendations for immediate corrective action.

- The Internal Auditor shall perform a comprehensive Fraud Risk Assessment covering all major financial, procurement, inventory, payroll, contract management and information system processes to identify areas susceptible to fraud, corruption, financial irregularities and misuse of organizational resources. The assessment shall include identification of duplicate payments, fictitious or inactive vendors, ghost employees, duplicate invoices, unauthorized journal entries, manipulation of accounting records, inventory pilferage, stock adjustments without approval, override of ERP controls, unauthorized modification of master data, conflict of interest situations, related party transactions, procurement irregularities, contract manipulation, bid rigging, splitting of purchase orders to circumvent approval limits, misuse of delegated financial powers, falsification of supporting documents and any other fraudulent practices. The Internal Auditor shall evaluate the adequacy of preventive and detective anti-fraud controls, identify red flags, quantify financial exposure wherever possible and immediately report any material fraud indicators, suspected frauds, significant financial irregularities or serious control failures to the Managing Director together with recommendations for investigation and strengthening of internal controls.
- The Internal Auditor shall submit a separate Quarterly Internal Financial Controls (IFC) and ERP Audit Report as part of the quarterly internal audit reporting process. The report shall contain a comprehensive assessment of the effectiveness of Internal Financial Controls, deficiencies in governance and financial controls, ERP application weaknesses, user access exceptions, segregation of duty conflicts, master data deficiencies, audit trail exceptions, cybersecurity observations, backup and disaster recovery issues, data integrity concerns, fixed asset discrepancies, fraud risk indicators, significant control failures, financial implications of audit observations, root cause analysis, risk categorization as High, Medium or Low, management responses wherever obtained, recommendations for corrective actions, implementation timelines and status of compliance with recommendations issued in previous audit reports. The report shall specifically highlight issues requiring immediate attention of the Managing Director, Audit Committee or Board of Directors.
- At the close of every financial year, the Internal Auditor shall submit an Annual Internal Financial Control Assessment Report and Management Control Certification summarizing the overall effectiveness of the Internal Financial Control framework, adequacy of ERP and Information Technology controls, status of implementation of audit recommendations, major deficiencies identified during the year, corrective actions taken by management, unresolved high-risk observations, significant fraud risks, fixed asset management deficiencies, cyber security concerns, governance issues and other matters requiring the attention of the Board of Directors and Audit Committee. The report shall include the auditor's professional opinion regarding whether the Internal Financial Controls of HMSCL are adequate and operating effectively, together with recommendations for strengthening

governance, financial management, risk management, information systems, asset protection and overall organizational control environment.

G. REPORTING REQUIREMENTS, DELIVERABLES, SERVICE LEVELS (SLA) & PERFORMANCE MONITORING:-

- The Internal Auditor shall establish an effective reporting framework to ensure that HMSCL receives timely, accurate, evidence-based and actionable audit reports covering all financial, procurement, warehouse, inventory, statutory and operational activities. The reporting mechanism shall facilitate informed decision-making by Management, the Audit Committee and the Board of Directors through identification of control deficiencies, statutory non-compliances, operational inefficiencies, financial irregularities and emerging risks. Every report shall be supported by adequate audit evidence, clearly identify the root causes of observations, quantify the financial impact wherever feasible, assign an appropriate risk rating, recommend practical corrective actions with implementation timelines and monitor compliance through systematic follow-up until closure of the observations.
- The Internal Auditor shall submit all reports, statements, exception reports, compliance reports and other deliverables prescribed under this Scope of Work in accordance with the timelines specified by HMSCL. The reports shall include Monthly, Quarterly, Annual and Special Audit Reports and shall comprehensively cover financial management, books of accounts, GST, Income Tax, TDS, payroll, procurement, contract management, warehouse operations, inventory management, stock verification, fixed assets, bank reconciliation, Internal Financial Controls (IFC), ERP and Information Technology controls, statutory compliances, risk management and any other area assigned by HMSCL. Monthly deliverables shall include progress reports, compliance status reports, statutory compliance reports, bank reconciliation exception reports, procurement and warehouse exception reports, inventory exception reports, high-risk observation reports and follow-up reports on previous audit observations. Quarterly reports shall include detailed Internal Audit Reports together with separate reports on Books of Accounts, GST, Income Tax and TDS, Procurement, Warehousing, Inventory and Stock Verification, Fixed Assets, Internal Financial Controls, ERP and Information Systems, Statutory Compliances, Enterprise Risk Assessment, Compliance Status of Previous Audit Observations and Action Taken Report (ATR) monitoring. Annual deliverables shall include the Annual Internal Audit Report, Annual Risk Assessment Report, Annual Internal Financial Controls Assessment Report, Annual Statutory Compliance Report, Annual Procurement Performance Review, Annual Warehouse and Inventory Performance Review, Annual Fraud Risk Assessment Report and an Annual Management Letter highlighting significant weaknesses, systemic issues, recommendations for strengthening governance and overall assessment of the internal control environment. Whenever directed by HMSCL, the Internal Auditor shall also undertake Special Audits, Special Investigations, Fraud Investigations, Special Procurement Reviews, Special Warehouse Audits, Special Stock Verification, Financial Reviews and any

other special assignments entrusted by the Managing Director, Audit Committee or Board of Directors.

- Every audit report submitted by the Internal Auditor shall be comprehensive, structured and capable of facilitating management decision-making. Each report shall contain, at a minimum, the title of the report, audit period, audit objectives, scope of audit, audit methodology adopted, sampling techniques, audit criteria, executive summary, detailed audit observations supported by documentary evidence, applicable provisions of Acts, Rules, Government instructions, contractual conditions, Board approvals or Standard Operating Procedures violated, root cause analysis, assessment of financial implications, operational impact, legal and regulatory implications, risk rating, recommendations for corrective action, management responses, agreed action plan, responsibility matrix indicating the officer responsible for implementation, target completion date, current compliance status and the Internal Auditor's conclusion. The Internal Auditor shall annex relevant schedules, reconciliation statements, photographs, sample verification records, exception reports and supporting documents wherever considered necessary.
- The Internal Auditor shall classify every audit observation according to its significance and risk exposure to HMSCL. High-risk observations shall include instances involving fraud, corruption, embezzlement, financial misappropriation, significant financial loss, material statutory violations, serious failures of Internal Financial Controls, major procurement irregularities, deliberate non-compliance with Government instructions, material IT security weaknesses or any issue having the potential to adversely affect the financial position, reputation or legal standing of HMSCL. Medium-risk observations shall include deficiencies relating to internal controls, delays in statutory compliances, reconciliation differences, incomplete documentation, procedural deviations, contract administration issues, inventory control weaknesses, delayed implementation of recommendations and matters having moderate financial or operational impact. Low-risk observations shall include documentation deficiencies, procedural improvements, housekeeping issues, minor compliance lapses, administrative deficiencies and other observations having limited financial or operational consequences. The Internal Auditor shall clearly justify the assigned risk category based on the likelihood of occurrence, financial exposure, operational impact, statutory implications and reputational risk.
- Wherever practicable, the Internal Auditor shall quantify the financial implications associated with each audit observation by estimating excess expenditure, avoidable expenditure, revenue leakage, tax liabilities, interest liabilities, penalties, liquidated damages, excess payments, duplicate payments, inadmissible payments, recoverable amounts, short recoveries, inventory losses, obsolete inventory, procurement savings foregone, losses arising from delayed procurement, idle assets, non-utilisation of funds, loss of interest, blocked funds and any other measurable financial consequences. The basis of computation shall be clearly explained in the audit report together with supporting calculations and documentary evidence.

- The Internal Auditor shall adhere strictly to the reporting timelines prescribed by HMSCL. An Inception Report detailing the audit methodology, deployment plan, risk assessment approach, reporting framework, audit calendar and resource allocation shall be submitted within fifteen days from the commencement of the assignment. Monthly Progress Reports shall be submitted on or before the seventh day of the succeeding month. Draft Quarterly Internal Audit Reports shall be submitted within fifteen days from the completion of each quarter, and the Final Quarterly Audit Reports incorporating management responses shall be submitted within seven days from the receipt of comments from HMSCL. The Annual Internal Audit Report together with the Annual Internal Financial Controls Assessment shall be submitted before the finalisation of the Annual Financial Statements to facilitate Statutory Audit and Board approval. Special Audit Reports shall be submitted within the timelines specified by HMSCL depending upon the urgency and nature of the assignment. Any delay in submission shall require prior written approval of HMSCL along with reasons and revised timelines.

- The Internal Auditor shall provide continuous professional support to the Management, Audit Committee and Board of Directors throughout the tenure of the contract. The Internal Auditor shall present Quarterly Internal Audit Reports before the Managing Director and General Manager (Accounts), attend meetings of the Audit Committee whenever invited, make presentations before the Board of Directors where significant audit observations require consideration, provide technical clarifications on audit findings, assist in the preparation and monitoring of Action Taken Reports (ATR), support management in implementation of audit recommendations, participate in discussions relating to risk management and internal controls, and extend necessary assistance during Statutory Audit, CAG Audit, Government inspections, vigilance inquiries, regulatory reviews and other external audits conducted from time to time.

- The Internal Auditor shall maintain continuity in audit operations by deploying and retaining qualified personnel throughout the contract period. The Internal Auditor shall mandatorily deploy one Full-Time Chartered Accountant or Cost Accountant and one Full-Time Accounts Executive at the Headquarters of HMSCL or at any other location specified by HMSCL, who shall remain available on all working days for coordination, review of records, discussion with management, monitoring of compliance, follow-up of audit observations and any other work assigned by HMSCL. In addition to the above mandatory deployment, the Internal Auditor shall deploy adequate qualified audit personnel separately for conducting field audits at warehouses, district warehouses, consignee locations, hospitals, health institutions, project sites, regional offices and any other locations covered under the approved audit plan. The strength and composition of the field audit team shall be commensurate with the audit scope, risk profile and timelines prescribed by HMSCL, and deployment of the resident personnel shall not be treated as a substitute for the field audit team.

- The performance of the Internal Auditor shall be evaluated periodically by HMSCL based on measurable Key Performance Indicators designed to assess quality, efficiency and effectiveness of audit services. The evaluation shall include timely submission of reports, adequacy of audit coverage, quality and relevance of audit observations, percentage of observations supported by quantified financial implications, effectiveness of risk assessment, quality of recommendations, implementation rate of audit recommendations, follow-up of previous audit observations, responsiveness to urgent assignments, attendance and continuity of deployed manpower, quality of presentations made before Management, Audit Committee and Board of Directors, compliance with audit methodology, adherence to Service Level Agreements, stakeholder feedback, professional conduct and overall contribution towards strengthening governance, transparency, accountability, internal controls, statutory compliance and operational efficiency within HMSCL.

- The Internal Auditor shall maintain a secure electronic Audit Observation Register capable of tracking every audit observation from the date of reporting until final closure. The register shall contain, at a minimum, the observation number, audit reference, department or location, audit area, detailed description of the observation, applicable rule or provision violated, risk category, financial implication, recommendation, name and designation of the responsible officer, target compliance date, status of implementation, management response, date of compliance, date of verification by the Internal Auditor and date of closure. The register shall be updated after every audit cycle, supported by documentary evidence, reviewed periodically with HMSCL and made available for inspection by the Managing Director, Audit Committee, Board of Directors, Statutory Auditors, CAG Auditors or any other authority authorised by HMSCL.
- HMSCL shall review the performance of the Internal Auditor at least once every quarter to assess compliance with the Scope of Work, quality of audit services and achievement of contractual obligations. The review shall consider the extent of audit coverage, adherence to reporting timelines, quality of audit observations, usefulness of recommendations, implementation support provided to management, responsiveness to audit assignments, deployment and continuity of professional manpower, compliance with Service Level Agreements, stakeholder satisfaction and overall contribution towards strengthening governance, risk management, Internal Financial Controls and statutory compliance. Where the performance of the Internal Auditor is found to be unsatisfactory, HMSCL may issue advisory notices or warnings, require replacement of deployed personnel, direct corrective measures, withhold payments, impose contractual penalties, reduce the scope of future assignments or terminate the contract in accordance with the terms of the Agreement after following the prescribed contractual procedures.

15. RESPONSIBILITIES OF THE INTERNAL AUDITOR, HMSCL, MANPOWER DEPLOYMENT & PROFESSIONAL STANDARDS:-

- The Internal Auditor shall perform the internal audit engagement independently, objectively and professionally in accordance with the Standards on Internal Audit (SIA) issued by the Institute of Chartered Accountants of India (ICAI), the Companies Act, 2013, applicable

Government instructions and generally accepted auditing practices. The Internal Auditor shall exercise due professional care, maintain professional scepticism and ensure that the audit is conducted in a manner that provides reasonable assurance regarding the adequacy and effectiveness of internal controls, risk management processes and governance mechanisms.

- The Internal Auditor shall prepare a comprehensive Annual Internal Audit Plan covering all functional areas of HMSCL based on risk assessment, materiality, statutory requirements and management priorities and obtain the approval of the competent authority before commencement of the audit. The audit plan shall be reviewed periodically and revised wherever considered necessary to address emerging risks, new activities, special assignments or directions issued by HMSCL.
- The Internal Auditor shall deploy adequate numbers of qualified Chartered Accountants, Cost Accountants, Accountants and other technically competent personnel possessing relevant experience in Government accounting, GST, Income-tax, procurement, warehouse management, inventory management, ERP systems, internal financial controls and public sector auditing. The deployed manpower shall remain available throughout the contract period to ensure uninterrupted audit coverage.
- The Internal Auditor shall conduct regular audit of the Head Office, warehouses, regional offices, consignee locations, project sites and any other establishment of HMSCL as specified in the approved audit plan or as directed by HMSCL. The audit shall include examination of financial records, statutory compliances, procurement processes, inventory management, fixed assets, information systems, internal financial controls, contractual obligations, grants, Government funds and all other activities covered under the Scope of Work.
- The Internal Auditor shall identify deficiencies in internal controls, instances of non-compliance, operational inefficiencies, financial irregularities, revenue leakages, excess expenditure, avoidable losses, idle funds, inventory discrepancies, delays in implementation of contracts, non-recovery of dues, weak monitoring mechanisms and any systemic deficiencies affecting the functioning of HMSCL. The Auditor shall analyse the root causes of such deficiencies, quantify the financial implications wherever practicable and recommend practical, implementable and time-bound corrective measures.
- The Internal Auditor shall maintain complete audit working papers, supporting documents, audit evidence, reconciliations, analytical reviews, sampling records, management responses and audit conclusions sufficient to support every audit observation and recommendation contained in the audit reports. The working papers shall be indexed, referenced and maintained in an organised manner to facilitate review by HMSCL, Statutory Auditors, CAG, Government authorities or any other competent authority whenever required.

- The Internal Auditor shall immediately report to the Managing Director any suspected fraud, corruption, embezzlement, misappropriation of Government funds, procurement irregularity, financial misconduct, forgery, manipulation of records, cyber security breach, major internal control failure or any serious statutory non-compliance that may result in financial loss, legal liability or reputational damage to HMSCL, without waiting for submission of the regular audit report.

- The Internal Auditor shall assist HMSCL in implementation of audit recommendations, verification of compliance reports, closure of audit observations, preparation of action taken reports and monitoring of corrective actions initiated by various departments. The Auditor shall also conduct follow-up audits to assess the effectiveness of corrective measures implemented by HMSCL.

- The Internal Auditor shall attend meetings of the Managing Director, General Manager (Accounts), Finance Committee, Audit Committee, Board of Directors and any other committee constituted by HMSCL whenever required for presentation of audit findings, clarification of observations, discussion of significant risks or review of implementation status of audit recommendations.

- The Internal Auditor shall extend professional assistance during Statutory Audit, CAG Audit, Accountant General Audit, Government inspections, vigilance enquiries, legislative committee reviews or any special investigation by providing audit records, reconciliations, supporting documents and professional clarifications relating to the internal audit assignment.

- The Internal Auditor shall ensure strict confidentiality of all information obtained during the course of the engagement and shall not disclose any confidential information to any third party except with the prior written approval of HMSCL or where disclosure is required under applicable law. The Auditor shall remain independent, impartial and free from any actual or perceived conflict of interest throughout the contract period and shall promptly disclose any circumstances that may impair such independence.

- HMSCL shall provide the Internal Auditor unrestricted access to books of accounts, vouchers, contracts, purchase files, tender documents, ERP modules, bank records, statutory returns, warehouses, inventory records, fixed asset registers, payroll records, information systems and any other documents or information necessary for carrying out the internal audit effectively. HMSCL shall nominate a Nodal Officer for coordinating with the Internal Auditor and facilitating timely access to records, officials and locations covered under the audit.

- HMSCL shall provide suitable office accommodation, internet connectivity, seating arrangements and other basic logistical facilities to the deployed audit team at the Head Office and other locations, wherever feasible, to facilitate efficient execution of audit work. HMSCL shall ensure that departmental officials extend necessary cooperation to the

Internal Auditor and furnish information, explanations and records within the prescribed timelines.

- HMSCL shall examine draft audit observations, provide management responses with supporting documents within the stipulated time, review the final audit reports, initiate corrective actions on accepted recommendations and monitor implementation of audit recommendations through the concerned departments.
- **The successful bidder shall deploy a dedicated audit team throughout the contract period at HMSCL Headquarters, consisting of at least one full-time Chartered Accountant or Cost Accountant designated as the Team Leader and one full-time Accounts Executive, possessing adequate qualifications and relevant experience. The dedicated HQ team shall primarily handle audit, accounting, compliance, reconciliation, reporting and related assignments at HMSCL Headquarters and shall not ordinarily be deputed to warehouses, stores, hospitals or other field locations. For warehouse audit, stock/physical verification, fixed asset verification, procurement verification and other field assignments, the bidder shall deploy a separate audit team/personnel, in addition to the dedicated HQ team.**
- The Accounts Executive shall undertake detailed verification of books of accounts, vouchers, GST records, TDS records, payroll records, procurement files, warehouse operations, inventory records, fixed assets, bank reconciliations, statutory returns and supporting documentation, prepare audit schedules, reconciliations, working papers and assist the Team Leader in execution of audit assignments.
- Wherever considered necessary depending upon the volume and complexity of work, HMSCL may require deployment of additional qualified Chartered Accountants, Cost Accountants, Information System Auditors, GST specialists, stock verification personnel without adversely affecting the timelines prescribed under the Agreement.
- Replacement of any deployed personnel shall require prior written approval of HMSCL. Any substitute personnel shall possess qualifications, experience and professional competence equal to or higher than those of the personnel being replaced. Frequent or unjustified replacement of key personnel, prolonged absence of deployed staff or failure to maintain the required manpower strength may be treated as breach of contractual obligations and may attract penalties or other action as provided in the Agreement.
- The Internal Auditor shall undertake regular physical visits to the Head Office, warehouses, regional offices, consignee locations and other establishments of HMSCL in accordance with the approved audit plan. At a minimum, the audit team shall visit the Head Office every month, conduct quarterly audits of all major warehouses, undertake risk-based visits to consignee locations and carry out surprise inspections whenever directed by HMSCL. Additional visits shall be undertaken whenever considered necessary during special audits, investigations, stock verification exercises, implementation reviews or other assignments

entrusted by HMSCL.

- All travelling, boarding, lodging, local conveyance and incidental expenses incurred by the audit team in connection with execution of the assignment shall be deemed to be included in the quoted professional fee unless specifically provided otherwise in the Agreement.
- The Internal Auditor shall maintain comprehensive audit documentation including audit plans, audit programmes, risk assessments, sampling methodology, working papers, analytical reviews, reconciliations, inspection notes, photographs, inventory verification records, confirmations, management representations, correspondence, audit evidence, draft observations, management replies, final conclusions, follow-up reports and all other records forming the basis of the audit opinion. All working papers shall be properly indexed, cross-referenced, dated and authenticated by the audit personnel.
- The audit documentation shall be preserved in physical or electronic form for a minimum period of eight years or such longer period as may be prescribed under applicable law or professional standards. HMSCL shall have the right to inspect or obtain copies of the audit working papers wherever considered necessary for official purposes.
- The Internal Auditor shall maintain absolute confidentiality of all information, records, documents, electronic data, financial information, commercial information and other proprietary information obtained during the course of the engagement. Such information shall not be copied, reproduced, disclosed, published or communicated to any third party except with prior written approval of HMSCL or where disclosure is mandated under any law, judicial order or statutory requirement. The obligation of confidentiality shall survive expiry, termination or completion of the contract.
- The Internal Auditor shall remain completely independent throughout the contract period and shall not undertake any activity that may impair or appear to impair the objectivity of the audit. The Internal Auditor shall promptly disclose any actual, potential or perceived conflict of interest arising during the course of the engagement. No consulting, advisory, accounting or implementation assignment that creates conflict with the internal audit engagement shall be undertaken without the prior written approval of HMSCL.
- The Internal Auditor shall perform the engagement with due professional care, competence, skill and diligence in accordance with the Code of Ethics issued by ICAI, applicable Standards on Internal Audit, relevant provisions of the Companies Act, 2013 and other applicable laws, rules, Government instructions and professional guidance. The Auditor shall ensure that all personnel deployed on the assignment possess appropriate qualifications, adequate experience and necessary technical competence. Professional scepticism, objectivity, integrity and independence shall be maintained throughout the engagement.
- The Internal Auditor shall establish and maintain an effective internal quality assurance system covering planning, supervision, review, documentation, reporting and follow-up of

audit assignments. Every audit file shall undergo supervisory review by the Engagement Partner or Team Leader before issue of the audit report. Quality control procedures shall ensure consistency in audit methodology, adequacy of audit evidence, compliance with professional standards, accuracy of observations, timely reporting and continuous improvement of audit processes through periodic internal reviews and lessons learnt from previous audits.

- Upon completion, expiry or termination of the engagement, the Internal Auditor shall submit all audit reports, working papers required by HMSCL, audit programmes, checklists, reconciliations, compliance tracking records and other deliverables prepared during the assignment. All records, files, documents, electronic data, identity cards, access credentials and assets belonging to HMSCL shall be returned immediately. The Internal Auditor shall certify that no confidential information has been retained except where retention is mandatory under applicable law or professional standards and shall provide reasonable transition support, including briefing of any successor Internal Auditor, for the period specified in the Agreement.

- The Scope of Work described in this Request for Proposal is illustrative and not exhaustive. During the currency of the contract, HMSCL may assign any additional audit, verification, certification, reconciliation, forensic review, investigation, system review, compliance assessment, advisory assignment, financial analysis, due diligence, performance audit, risk assessment or any other work relating to finance, accounts, taxation, procurement, inventory management, warehouse operations, logistics, internal financial controls, information technology systems, statutory compliance, grants management or governance that is reasonably connected with the objectives of the internal audit engagement. The Internal Auditor shall undertake such assignments with the same degree of professional competence, independence, diligence and confidentiality as applicable to the original Scope of Work, without prejudice to the terms and conditions of the Agreement.

16. Types of Reports and Timelines for Submission:-

- The Internal Auditor shall submit timely, accurate, comprehensive and evidence-based reports to HMSCL in accordance with the reporting timelines prescribed under this RFP. All reports shall clearly specify the audit objectives, scope, methodology, audit findings, supporting evidence, root cause analysis, risk rating (High/Medium/Low), financial implications wherever quantifiable, applicable statutory provisions or policy requirements, management responses, recommendations and the proposed timelines for implementation of corrective actions. Unless otherwise specified by HMSCL, all reports shall be submitted in both signed hard copy and editable electronic format.

- The Internal Auditor shall submit a **Monthly Progress Report** by the **7th day of the succeeding month**, detailing the audit assignments undertaken during the month, locations covered, manpower deployed, status of execution of the approved audit plan, key observations identified, reports issued, pending audit activities, constraints encountered, and the audit programme proposed for the following month.

- The Internal Auditor shall submit a **Monthly Internal Audit Report** by the **15th day of the succeeding month** covering all audit activities completed during the month. The report shall include an executive summary, audit scope, methodology, detailed audit observations, deficiencies in internal controls, instances of financial irregularities, statutory non-compliances, risk assessment, financial implications wherever applicable, recommendations for corrective action and the management's response.
- The Internal Auditor shall submit a **Quarterly Internal Audit Report** within **15 days from the close of each quarter**. The report shall consolidate the audit findings of the quarter and provide an overall assessment of the adequacy and effectiveness of governance, risk management, internal control systems and statutory compliance. It shall also highlight significant observations, recurring deficiencies, high-risk issues, unresolved audit observations, implementation status of previous audit recommendations and key matters requiring the attention of the Management, Audit Committee and Board of Directors.
- The Internal Auditor shall submit a **GST Compliance Report** and an **Income Tax & TDS Compliance Report** on a **quarterly basis within 15 days after the end of each quarter**. These reports shall cover compliance with the provisions of the Goods and Services Tax Act, the Income-tax Act and allied rules, including verification of tax deductions, tax deposits, statutory returns, reconciliations, input tax credit, tax liabilities, statutory defaults, interest or penalty exposures and recommendations for strengthening statutory compliance.
- The Internal Auditor shall submit a **Procurement, Tender and Contract Management Audit Report** within **15 days after completion of each quarterly audit**. The report shall cover procurement planning, tendering processes, bid evaluation, award of contracts, execution of purchase orders, contract administration, vendor performance, payments, contract amendments, adherence to procurement policies and Government guidelines, and identify deficiencies, financial risks and opportunities for process improvement.
- The Internal Auditor shall submit a **Warehouse and Inventory Audit Report** within **15 days after completion of each quarterly warehouse audit**. The report shall evaluate warehouse operations, storage conditions, preservation of medicines and medical equipment, inventory accounting, stock movement, batch management, FEFO/FIFO compliance, logistics management, inventory controls, warehouse security and compliance with approved Standard Operating Procedures.
- The Internal Auditor shall submit a **Physical Stock Verification Report** within **10 days of completion of each physical verification exercise**. The report shall include reconciliation of physical stock with book records, shortages, excesses, damaged stock, expired and near-expiry inventory, slow-moving and non-moving items, valuation differences, responsibility for discrepancies and recommendations for corrective and preventive action.
- The Internal Auditor shall submit a **Finance and Accounts Audit Report** within **15 days**

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after completion of each quarterly audit, covering books of accounts, journal vouchers, receipts, payments, bank reconciliations, advances, deposits, financial reporting, accounting records and compliance with applicable accounting standards, Government accounting instructions and internal financial procedures.

- The Internal Auditor shall submit an **Internal Financial Controls (IFC) Evaluation Report** on a **half-yearly basis within 30 days from the end of each half-year**. The report shall assess the design and operating effectiveness of internal financial controls, authorization mechanisms, segregation of duties, approval processes, safeguarding of assets, financial reporting controls and overall control environment, together with recommendations for strengthening internal controls.
- The Internal Auditor shall submit an **Information Technology (IT) and ERP Audit Report annually within 30 days of completion of the audit**, or earlier whenever directed by HMSCL. The report shall evaluate ERP controls, user access management, maker-checker controls, audit trails, cybersecurity, data integrity, backup procedures, disaster recovery arrangements and other IT controls affecting financial and operational processes.
- The Internal Auditor shall submit a **Statutory and Regulatory Compliance Report** on a **quarterly basis within 15 days after the close of each quarter**, covering compliance with the Companies Act, Goods and Services Tax Act, Income-tax Act, General Financial Rules, Haryana Financial Rules, labour laws, EPF, ESI, procurement policies, Board decisions and other applicable Government instructions and statutory requirements.
- The Internal Auditor shall submit a **Follow-up and Action Taken Report (ATR)** within **15 days after the end of each quarter**, reviewing the implementation status of previous audit recommendations. The report shall classify observations as complied, partially complied or pending, identify repeat observations, assess the effectiveness of corrective actions taken by the Management and recommend further action wherever required.
- The Internal Auditor shall submit **Special Audit Reports** in respect of fraud investigations, financial irregularities, procurement reviews, inventory losses, forensic examinations or any other special assignments entrusted by HMSCL. Such reports shall ordinarily be submitted **within 15 days of completion of the assignment**, unless a different timeline is prescribed by HMSCL considering the nature and urgency of the assignment.
- The Internal Auditor shall submit a comprehensive **Annual Internal Audit Report** within **30 days from the close of the financial year**. The report shall consolidate all audit activities carried out during the year and provide an overall opinion on the adequacy and effectiveness of governance, risk management, internal controls, financial management, procurement, warehouse operations, inventory management, statutory compliance, information technology controls and implementation of previous audit recommendations. The report shall also identify systemic weaknesses, highlight significant risks, summarize unresolved high-risk observations and recommend strategic measures for strengthening the

governance and internal control framework of HMSCL.

- Wherever required by HMSCL, the Internal Auditor shall present the Quarterly, Annual and Special Audit Reports before the Managing Director, Audit Committee, Board of Directors or any other Committee constituted by HMSCL. The Internal Auditor shall also furnish revised reports incorporating the comments of HMSCL, wherever applicable, **within seven (7) working days** from the date of receipt of such comments or directions.

17. OTHER TERMS & CONDITIONS.

a. The decision of Haryana Medical Services Corporation Limited (HMSCL) regarding evaluation of bids, selection of the successful bidder, interpretation of the terms and conditions of the RFP, award of contract, extension or termination of the contract shall be final and binding on all bidders. No correspondence or representation shall be entertained in this regard.

b. The successful bidder shall execute a Service Level Agreement (SLA)/Contract Agreement with HMSCL on a Non-Judicial Stamp Paper of appropriate value (minimum ₹100/- or as applicable under the Haryana Stamp Act) within 07 (Seven) days from the date of issuance of the Letter of Award/Work Order. Failure to execute the Agreement within the stipulated period may result in cancellation of the award and forfeiture of Performance Security, if applicable.

c. HMSCL reserves the absolute right, at any stage of the tender process or during the contract period, without assigning any reason whatsoever, to:-

   i. Increase or decrease the quantity or volume of work.
   ii. Extend or curtail the contract period.
   iii. Appoint one or more agencies for similar services.
   iv. Add, modify, delete or alter any portion of the Scope of Work.
   v. Terminate the services of the Agency without assigning any reason whatsoever duringany time during the tenure of the contract.

d. HMSCL reserves the right to amend, modify, add or delete any of the terms and conditions of the Agreement, Scope of Work or operational requirements during the currency of the contract. Such amendments shall become binding upon the successful bidder from the date specified by HMSCL.

e. HMSCL may terminate the contract, wholly or partly, by giving written notice to the successful bidder under any of the following circumstances:-

   a. Failure to commence the assignment within the stipulated time.
   b. Failure to deploy the required manpower.
   c. Persistent delay in submission of audit reports.
   d. Unsatisfactory performance.
   e. Submission of false information or forged documents.
   f. Breach of any terms and conditions of the Agreement.
   g. Violation of confidentiality obligations.
   h. Conflict of interest affecting independence.
   i. Insolvency, liquidation or winding up of the firm.
   j. Blacklisting/debarment by any Government Department, PSU or Statutory Authority during the contract period.

   Before termination, HMSCL may issue a notice giving the bidder **07 (Seven) days** to remedy the default. If satisfactory corrective action is not taken, HMSCL may terminate the contract without any further liability.

f. If the successful bidder fails to perform any contractual obligation or abandons the assignment, HMSCL shall be at liberty to get the remaining work executed through another agency at the risk and cost of the defaulting bidder. Any additional expenditure incurred by HMSCL shall be recoverable from the bidder without prejudice to any other legal remedy available.

g. Time is the essence of the contract. The successful bidder shall ensure timely completion of the job as per stipulated completion period. In case of delay in completing the work/job, the penalty for delay will be imposed @ 2 % of the monthly bill per week. Recovery of Liquidated Damages shall not affect the right of HMSCL to terminate the contract.

h. All statutory deductions including Income Tax, GST-TDS, Labour Cess or any other taxes, duties or levies applicable under the law shall be deducted at source from the bills of the successful bidder at the prevailing rates.

i. The successful bidder shall not assign, transfer, sub-contract or otherwise part with the contract or any portion thereof without prior written approval of HMSCL. Any violation shall constitute a material breach of contract.

j. The firm shall make his own arrangement for providing all facilities like lodging, boarding and transportation etc for his staff engaged by him. The firm shall be solely responsible for any liability for his staff in respect of any accident, injury arising out during continuance for the contract.

k. The successful bidder shall make its own arrangements for office infrastructure, transportation, boarding, lodging, communication facilities, laptops, software and all other resources required for execution of the assignment. No separate reimbursement shall be payable by HMSCL.

l. The successful bidder shall be solely responsible for salaries, statutory dues, EPF, ESI, Professional Tax, Insurance and all liabilities relating to its employees deployed under the contract. HMSCL shall have no employer-employee relationship with such personnel.

m. The Internal Auditor shall maintain strict confidentiality of all books of accounts, procurement records, tender documents, contracts, financial information, ERP data, passwords, bank details, audit observations, reports and all other confidential information obtained during the course of the assignment. The Auditor shall not disclose or publish any information to any third party without prior written approval of HMSCL except where disclosure is required under law. This obligation shall survive even after completion or termination of the contract.

n. The Internal Auditor shall remain independent throughout the tenure of the assignment. The successful bidder shall immediately disclose any actual, potential or perceived conflict of interest. The Auditor shall not undertake any assignment which may impair independence or create conflict with HMSCL without prior written approval.

o. All audit reports, working papers, reconciliations, schedules, MIS reports, observations, recommendations, electronic data and documents prepared during the assignment shall remain the exclusive property of HMSCL. The successful bidder shall not claim any ownership or copyright over such records.

p. If during the course of audit the Internal Auditor notices any fraud, suspected fraud, embezzlement, corruption, financial irregularity, diversion of Government funds, procurement irregularity or violation of statutory provisions, the same shall immediately be reported to the Managing Director, HMSCL without waiting for submission of the periodic audit report

q. HMSCL, Statutory Auditors, Comptroller & Auditor General of India (CAG), Accountant General, Government of Haryana or any authorized Government agency shall have unrestricted access to the audit working papers, supporting documents and records maintained by the Internal Auditor.

r. If HMSCL suffers any financial loss due to negligence, omission, misconduct or failure of the Internal Auditor to perform contractual obligations, HMSCL shall have the right to recover such loss from the payments due to the Auditor or through any other legal proceedings.

s. HMSCL reserves the right to reject any audit report, reconciliation, certification or deliverable which is incomplete, inaccurate or not in conformity with the Scope of Work. The successful bidder shall rectify and resubmit the report without any additional financial implication to HMSCL.

t. If the successful bidder furnishes false information, suppresses material facts, submits forged documents, indulges in fraudulent or corrupt practices or commits professional misconduct during the contract period, HMSCL may terminate the contract and initiate proceedings for debarment/blacklisting in accordance with the applicable Government of Haryana policy after following the principles of natural justice.

18. Terms of Payment

- Payment shall be released within 15 (Fifteen) days from the date of receipt of complete and correct bills, subject to certification by the concerned officer of HMSCL regarding satisfactory performance.
- The Internal Auditor shall submit bills on a Quarterly basis after completion of the assigned work for the respective month.
- Bills shall be submitted on the firm's letterhead or GST-compliant invoice containing GSTIN, PAN, invoice number, invoice date and all statutory particulars.

- Applicable statutory deductions shall be made at source.
- No advance payment shall be admissible.
- The quoted professional fee shall remain firm and fixed throughout the contract period.

19. Force Majeure

Neither party shall be liable for failure or delay in performance caused by Force Majeure events including natural calamities, floods, earthquakes, epidemics, pandemics, war, riots, acts of Government, civil commotion, strikes (excluding employees of the bidder), fire or any other event beyond the reasonable control of the affected party. The affected party shall notify the other party in writing within 7 days of occurrence of such event. If the Force Majeure situation continues for more than 60 days, HMSCL may terminate the contract without any financial liability.

20. Arbitration

Any dispute, controversy or claim arising out of or relating to this Agreement shall first be attempted to be resolved amicably through mutual discussions. Failing such settlement within 30 days, the dispute shall be referred to a Sole Arbitrator appointed by HMSCL in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (as amended from time to time). The venue of arbitration shall be Panchkula, Haryana. The proceedings shall be conducted in the English language. The award of the Arbitrator shall be final and binding upon both parties.

21. Jurisdiction of Courts

The Courts at Panchkula, Haryana alone shall have exclusive jurisdiction over all matters arising out of or relating to this RFP, the Agreement and the execution of the assignment..

Managing Director,
HARYANA MEDICAL SERVICES CORPORATION LTD

Annexure 1 (Format of covering letter)

To

Managing Director

HARYANA MEDICAL SERVICES CORPORATION LTD
DHL Square Plot No 09, 5th Floor, Sector 22,
HSIIDC, IT Park, Panchkula, Haryana 134109
E-mail: Hmsclmd@gmail.com

Sub: Appointment of Internal Auditor (Chartered Accountant/Cost Accountant firms Firm) for Haryana Medical Services Corporation Limited (HMSCL

Dear Sir,

1. With reference to your RFP document No._________I/we, having examined the RFP document and understood its contents, hereby submit my/our Application for the aforesaid project. The Application is unconditional and unqualified.
2. All information provided in the Application and in the Annexures is true and correct and all documents accompanying such Application are true copies of their respective originals.
3. This statement is made for the express purpose of qualifying as an Applicant of the aforesaid Project.
4. I/ We shall make available to the Authority any additional information it may find necessary or require supplementing or authenticate the Application.
5. I/ We acknowledge the right of the Authority to reject our Application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that in the last 3 (three) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
7. I/ We declare that:
    a. I/ We have examined and have no reservations to the RFP document, including any Addendum issued by the Authority.
    b. I/ We do not have any conflict of interest in accordance with the RFP document
    c. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
    d. I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of this RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. I/ We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Application that you may receive nor to invite the applicants to apply for the Assignment, without incurring any liability to the Applicants.

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9. I/ We declare that we/ are/ is not a member of any other firm submitting an application for the Assignment.
10. I/ We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
11. I/ We further certify that in regard to matters relating to security and integrity of the country, 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 Associates.
12. I/ We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors.
13. I/ We undertake that in case due to any change in facts or circumstances during the Selection Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
14. In the event of my/ our being declared as the Selected Bidder, I/We agree to enter into an Agreement. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
15. I/We have studied all the RFP Document carefully.
16. The power of attorney for signing of Application is as per format provided in the RFP enclosed.
17. I/we agree and undertake to abide by all the terms and conditions of the RFP document.
18. I/We certify that all information furnished in the Proposal is true and correct. If any information is found to be false or misleading at any stage, HMSCL shall have the right to reject the bid, terminate the contract and take any other action deemed appropriate.
19. I/We undertake to maintain strict confidentiality of all records, information, documents and data of HMSCL accessed during the course of the assignment and shall not disclose the same without prior written approval of HMSCL except where required under law.
20. I/We confirm that we possess adequate professional manpower, infrastructure and technical capability for execution of the assignment within the prescribed timelines.
21. I/We undertake to comply with all applicable laws, ICAI/ICMAI Guidelines, Standards on Internal Audit, Code of Ethics and directions issued by Government of Haryana from time to time.

In witness thereof, I/We submit this Application under and in accordance with the terms of the RFP document.

Yours faithfully,

(Signature of theAuthorized Signatory)
(Name and designation of the Authorized signatory)

Date:
Place:

Annexure 2: Profile of the Firm

A. Details of Bidder Firm / Bidder

S. No.	Particulars	Details
1.	Name of the Firm (in Capital Letters)	
2.	Date of Constitution of Firm	
3.	Address of the Head Office	
4.	PAN of the Firm	
5.	GST registration No.	
6.	Registration no with ICAI/ICMAI	
8.	Contact Person Mobile No: Email address:	
9.	Number of Qualified Chartered Accountant Partners associated with the bidder.	
10	Type of Firm (Partnership/LLP)	
11	FRN (Firm Registration Number)	
12	Number of Full-time Partners	
13	Number of FCA/FCPA/FCMA/ACMA Partners	
14	Number of Qualified CA/CMA Employees	
15	Number of Semi-qualified Staff	
16	Number of Other Professional Staff	
17	Whether Peer Reviewed (Yes/No)	
18	UDIN Generation Facility Available (Yes/No)	

Name of the Authorized Signatory

Signature of Authorized Signatory

Annexure 3: Technical Capacity

Details of the work undertaken, as required in Clause 4, the Eligibility Criteria

Sr. No.	Name of the Assignment	Brief of the Service provided	Name of the Client	Professional Fee Charged (INR)	Start and completion date of Assignment
1					Start Date: Completion Date:
2					Start Date: Completion Date:
3					Start Date: Completion Date:
4.					Start Date: Completion Date:
5.					Start Date: Completion Date:

Note:

1. For above experience, Chartered Accountant/Cost Accountant must submit a copy of the appointment letters from the client organizations.
2. The above Experience shall not be considered for evaluation if certificate from client detailing the name of assignment, nature of work, professional fees and date of start and completion of service is not furnished by the Applicant.
3. The Applicant shall furnish completion certificate/work order/client certificate clearly indicating the nature of assignment, period of engagement and professional fees. HMSCL reserves the right to verify the credentials directly from the client organization.

Name of the Authorized Signatory

Signature of Authorized Signatory

ANNEXURE 4: FINANCIAL PROPOSAL FORMAT
(To be submitted on letter head of Bidder)

Tender Document

To

Sir,

I/We hereby submit our Proposal for the **Appointment of Internal Auditor (Chartered Accountant/Cost Accountant firms Firm) for Haryana Medical Services Corporation Limited (HMSCL)** in accordance with the Terms and Conditionsas well as Scope of work.

Description	Proposed Quarterly Professional Fee (Exclusive of GST) (in Figures)	Proposed Quarterly Professional Fee (in Words)
Financial quote for providing services as per Scope of Work defined in RFP		

Note:

1. The quoted professional fee shall be exclusive of GST, which shall be payable separately at the applicable rate.
2. The quoted fee shall be firm and fixed throughout the contract period and shall not be subject to any escalation whatsoever.
3. The quoted fee shall include all costs including professional fee, remuneration of partners and staff, travelling, boarding, lodging, local conveyance, communication expenses, printing, stationery, documentation, report preparation, out-of-pocket expenses and all other incidental expenses required for successful execution of the assignment. No additional payment shall be admissible except GST.
4. The quoted professional fee shall not be less than ₹50,000/- (Rupees Fifty Thousand only) per quarter, exclusive of GST. Any Financial Bid quoting an amount below the prescribed minimum professional fee shall be treated as non-responsive and shall be rejected without further evaluation.
5. The Financial Proposal shall remain valid for the period specified in the RFP.
6. In case of any discrepancy between the amount quoted in figures and words, the amount quoted in words shall prevail.

Name of the Authorized Signatory

Signature of Authorized Signatory