



(A Haryana State Undertaking)

CIN No. U51219HR1967SGC041080
EPBX: 0172-2561317, 2560920
Fax No. : 0172-2561310, 2561313
Website: haic.co.in

Registered Office:
Bays No. 15-20, Sector-4,
Panchkula
Email: haicpkl@gmail.com

Notice inviting quotations

Appointment of Chartered Accountants firms to carry out the internal audit of the Corporation for the financial year 2021-22 and 2022-23

The Haryana Agro Industries Corporation Ltd., Panchkula invites sealed quotations from the Chartered Accountants firms empanelled with Comptroller & Auditor General of India, having committed professionals to carry out the internal audit work of the Corporation for the financial year 2021-22 and 2022-23.

The prescribed proforma may be obtained from the O/o Managing Director, Haryana Agro Industries Corporation Ltd., Bays No. 15-20, Sector-4, Panchkula or from the website **haic.co.in**, **harhith.com** and submit the same duly filled in on or before 09.09.2022 upto 5.00 PM. For details, please visit the HAIC website; **haic.co.in & harhith.com**

Managing Director

Basic information in respect of Haryana Agro Industries Corporation Limited, Panchkula.

Haryana Agro Industries Corporation Ltd. is a Govt. Company incorporated under the Companies Act 1956 and the provisions of Companies Act apply to the Corporation. The Corporation was incorporated in 1967. The Corporation has its Head Office at Sector-4, Bays No.15-20, Panchkula and have 11 Farmer Service Centres at Ambala, Pipli, Shahabad, Yamuna Nagar, Karnal, Murthal (Sonapat), Gurugram, Kaithal, Jind, Bhiwani, Hissar and 1 Agro engineering work shop at Nilokheri (Karnal) . It has 6 Petrol Pumps and has created capacity of approx.. 1.79 lakhs MTs of godowns for storage of food grains.

Apart from above, the Government of Haryana launched the Retail Expansion Project by Haryana Agro Industries Corporation Limited for retail outlets for Consumer Goods. Broad objective of the Organization is to provide an alternate channel to promote entrepreneurship, provide best quality products at discounted prices, help in promoting State owned MSME/NGO/SHG/FPO and other manufacturer within the state, promote retail policy of Haryana and generate employment across the State. Going forward, the organization would help generate market for innovative products across perishable & consumer goods that will further promote entrepreneurship and manufacturing efficiency in the State. It has been proposed to set up 2000 retail stores/outlets across the 22 districts of Haryana, which will help in boosting the spirit of entrepreneurship and generating favorable employment. As of now about 550 retail stores have been opened and working in different District of Haryana.

The Corporation is headed by the Managing for discharging day to days affairs who is nominated by the Govt. of Haryana. The Farmers Services Centers are headed by the District Incharges. In the head office different activities being headed by divisional heads who look after their activities and responsible for day to day affairs of their activity under its control and powers delegated to them from time to time.

Eligibility Criteria for the participation in conducting Internal Audit are as follows:-

1. The Chartered Accountant Firms should have at least 10 years experience/standing and atleast 3 Nos. of assignment of audit of Govt. /Semi Govt./ Board/Corporation/ Banks/PSU/Co-operative institutions / Pvt. having turnover of not less than 100 Crore per annum.
2. The Chartered Accountant Firms should have an average annual turnover of more than Rs.25 lakh in the previous three years.

Scope of Work for Internal Audit :-

- 1) CA Firm are required to conduct internal audit of HAIC, HEAD Office, HarHith Project and all FSC at District level / petrol pump.
- 2) Selected CA firm has/have to carry out the work for the financial of FY 2021-22 & 2022-23.
- 3) Selected CA firm has/have to submit the Internal Audit Report to the Managing Director, HAIC within 3 months from the allotment of work for the year 2021-22 and subsequently after 3 months for the FY 2022-23.
- 4) Checking (as the case may be) of all Cash/ Journal Vouchers/Bank Payment Vouchers/ Bank receipts Vouchers, Purchase Orders, Work Orders, Contract & Agreements etc.
- 5) Check and review all the records such as fixed assets registers, purchase registers, stock registers and all books of accounts maintained with finance division/other divisions.
- 6) Critical Analysis of all payment with reference to delegation of power, administrative power, administrative approval, Statutory resolutions budgetary provisions & measures of economy and advice time to time for necessary change, Report on actual expenditure vis a vis the budgetary provisions with remark of deviation.
- 7) Verify and submit completed Trial Balance, Profit & Loss Accounts and Balance Sheet to the Management. The report should sign by the internal Auditor. He will also give audit remark.
- 8) Prepare & Verify Inter unit Reconciliation statement & suggestions thereon for necessary accounting.
- 9) Review and scrutiny of sundry creditors, debtors, scrutiny deposits, EMD advance report on completion of audit to the management with reason of such long outstanding.

- 10) Checking of subsidiary ledgers or registers on reconciliation of the same with general ledger
- 11) Checking of compliances of internal audit report, statutory audit report & AG audit report if any for the preceding financial year.
- 12) Vouching of the transaction especially proprietary thereof.
- 13) Verification of bank reconciliation statement/ balance confirmation certificate with reference to each bank account including inoperative bank account. Ensure the proper accounting effects have been given with regards to charges during the current year and reverse original entry in case of stale cheques. In case of unreconciled balances appearing in BRS of the last year the stress should be given to reconcile the same during the year.
- 14) Checking of purchase order with reference to estimate, tender quotations and comparative statement etc. as per the delegation power assigned to respective unit head.
- 15) Checking of pay and Allowances, administrative and general expenses and other Misc. Expenses on sample basis selected at random and provision thereon.
- 16) Checking of all type of advance account including imprest and emergency temporary advance account, Checking of Balance Confirmation Certificate from District Offices for Temporary Advance as on certain date and also ensure the timely adjustment have made.
- 17) Checking the project- wise expenditure, verification of the proper maintenance of works/ jobs Register for consumption of materials, labours etc. & proper submission of Utilization Certificate.
- 18) Checking of expenditure incurred for deposit works and ensures the extend of adjustment thereon.
- 19) Checking of material at site which have been generated out of completed capital works and Checking of material at site which have been generated out of repair & maintenance work. The valuation of such material must be as per actual cost.
- 20) Checking of proper maintenance of stock/Material at site Register and Record(Both for Capital and O & M items)
- 21) Checking of stores materials receipt, issued, utilize and balance thereof (i.e.Stock at site with the sectional officer). Ensure that material quantity and its values as per store ATDs is correctly incorporated in stock at site account.
- 22) Physical verification of cash to be made and to express whether time- to -time physical verification of cash have been conducted or not.

- 23) To give comments in case Actual Expenditure exceeds Annual Revised Budget in respect of revenue & expenditure.
- 24) To verify Sales with GST returns, GST paid under reverse charge during the year is correct or not all the credit balance has been duly paid during the year and the input tax credit has been availed and utilized as per the rules of CGST ACT.
- 25) Checking of proper deduction of taxes.
- 26) To verify the calculation of depreciation on Fixed Assets of opening balance and addition during the year is as per Rules.
- 27) HAIC will have the absolute right to cancel all or part of tender application without assigning any person thereof. HAIC will have also full right to select one or more firm(s) to award the service contract.
- 28) Service Charge will be paid on completion and submission of internal audit reports. The selected firm(s) will not charge any interest or fee delayed payment.

It is required to submit quarterly Internal Audit Report to Head Office.

APPLICATION FORM

To

**The Managing Director,
Haryana Agro Industries Corporation Limited,
Panchkula.**

**Subject:- Appointment of Chartered Accountant Firms/Professionals
Firms for conducting Internal Audit of Haryana Agro
Industries Corporation Ltd./ Units for the FY 2021-22 & 2022-
23.**

Sr. No.	PARTICULARS	Self certified supporting documents required to be submitted alongwith this Form
1	Name of the Firm & Registration No.	Firm Registration certificate under ICAI
2	Addresses of the Firm: Phone No. E-mail: Mobile No.	
3	Firm Income Tax Pan No.	Attach copy of PAN Card
4	Firm GST No.	Attach copy of registration
5	Empanelment No. with C&AG	Attach proof of Empanelment of C&AG for the year under Audit
6	No. of Years of Firm Existence & Date of establishment of Firm	Attach copy
8	Audit Experience of the Firm during last five Financial years: Detail of audit assignments of Internal/Statutory Audit	Attach copy of appointment letter
9	Turnover of the Firm during last three years.	Attach P&L and balance sheet of last three financial years.

Annexure-I

Financial proposal

(To be kept in a separate sealed envelop)

To

**The Managing Director,
Haryana Agro Industries Corporation Limited,
Panchkula.**

**Subject:- Appointment of Chartered Accountant Firms/Professionals
Firms for conducting Internal Audit of Haryana Agro
Industries Corporation Ltd./ Units for the FY 2021-22 & 2022-
23.**

price bid for internal Audit work:-

Particulars	Quoted bid	
	Amt. In figure Per unit	Amt. In words Per unit
1. Conducting Internal Audit for the FY 2021-22 & 2022-23 of HAIC,HO, HarHith Project and 12 FSCs in the State of Haryana (Annual). All inclusive lump sum fee (including TA, DA boarding and lodging and other out of pocket expenses.) payable after completion of assignments.		

Note :- The Firm shall raise its invoice after completion of assignments.

Signature.....

Firm Name

Address :

Mobile No :

E-Mail :

Firm Seal.....

Date:

Place:

Annexure-II

**Undertaking
(On Firms Letter Head)**

I/We the following partners of M/s -----, Chartered Accountants having Registered Office at -----(Address) bearing Registration No.------(Firm Reg. No.) do hereby jointly and severally verify and declare-

1. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under.
2. That the Firm or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details).
3. That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountants Act, 1949,
4. That the Constitution of the firm as on 31st March of the relevant year shown is same as that in the constitution certificate issued by the ICAI.

Sr. No	Name of the Partner	Membership Registration No.	PAN No.	Signature of Partner

(Signature of Authorized Person with Seal of the Firm)

Place.....

Date.....