

Price: Nil
Not transferable

TAMIL NADU STATE MARKETING CORPORATION
LIMITED IV FLOOR, CMDA TOWER –II, GANDHI IRWIN
BRIDGE ROAD, EGMORE, CHENNAI –600 008
PHONE: 044-28521970

TENDER DOCUMENT

1 Tenders are invited by the Managing Director, Tamil Nadu State Marketing Corporation Limited, Corporate Office Chennai (TASMAC) from the reputed firms of Chartered Accountants/Cost Accountants (partnership firm) or independent Chartered Accountant / Cost Accountant (sole proprietorship) holding as on date, a valid Certificate of firm Registration and full time Certificate of Practice issued by the Institute of Chartered Accountants of India or the Institute of Cost Accountants of India. The firms of Chartered Accountants/Cost Accountants or independent Chartered Accountant/Cost Accountant (sole proprietorship) should satisfy minimum eligibility conditions given in clause 3 and clause 14 for empanelment for allotment/appointment for **internal audit of Office of the Senior Regional Managers and depots under its control of TASMAC** located all over the State of Tamil Nadu, for the **year October 2026 – March 2027 which may be extended up to two financial years April 2027 to March 2028 and April 2028 to March 2029** as per the instructions issued by TASMAC from time to time. Mere empanelment shall not give right for appointment for internal auditing in TASMAC.

The details of depots and its stock transfer along with FL2 and FL3 sales mentioned in the Appendix – 1 is only approximate and will not in any manner, bind on TASMAC. The final audit units would vary depending upon actual requirement.

2 DUE DATE AND TIME

a. The tender documents (not transferable) can be download

Sl. No.	Activity	Schedule
1	Commencement of download of the Tender Document	06.10.2026 at 5.30 P.M
2	Pre-Bid Meeting	09.10.2026 at 11.00 A.M
3	Seek Clarification Start Date	09.10.2026 at 11.00 A.M
4	Seek Clarification End Date	12.10.2026 at 04.00 P.M
5	Bid submission start date	09.10.2026 at 5.00 P.M
6	Last date and time for submission of Bids	21.10.2026 at 05.30 P.M
7	Opening of Technical Bids	21.10.2026 at 06.00 A.M
8	Opening of Financial Bids	To be communicated to the qualified Bidders

3 ELIGIBILITY FOR PARTICIPATION (MANDATORY CONDITIONS)

- a. Only Chartered Accountant firms (partnership firm) or Cost Accountant firms (partnership firm) holding, as on date, a valid certificate of firm registration or independent Chartered Accountant or Cost Accountant (sole proprietorship) having full time Certificate of Practice issued by the Institute of Chartered Accountants of India or the Institute of Cost Accountants of India, as the case may be, will be eligible for participation for the empanelment. Subject to eligibility conditions as per clause 14.
- b. The firm should have minimum one ACA/FCA in case of Chartered Accountant firm or ACMA/FCMA in case of Cost Accountants firm.
- c. The firm should have minimum four semi-qualified audit assistants {CA (Inter) /CMA (Inter)/ CS (Inter) / a degree or post graduate degree with accountancy or auditing as major subject} or article clerks for audit in TASMACH.
- d. The firm should have minimum one year experience in Statutory/Internal auditing of Public Sector enterprises (either Central or State government) including Co-operative societies, Co-operative banks or Public sector banks (Concurrent Audit experience will not be accepted).
- e. The annual turnover for financial year **2024-25**, of the audit firm, should not be less than fifteen lakh rupees (Rs. 15 Lakhs).
- f. The composition of audit fee /stock verification fee in the annual turnover of the audit firm should not be less than two lakh fifty thousand rupees.
- g. The proprietor or partners of the firm or any CA or CMA employed/associated with the firm should have not been debarred or cautioned by Institute of Chartered Accountants of India / Institute of Cost Accountants of India / Central or State Public Sector Enterprise / Government (Central/State) during the last three years.
- h. A member of Institute of Chartered Accountants of India / Institute of Cost Accountants of India who is holding part-time Certificate of Practice from the institute is not eligible for the empanelment/appointment.
- i. As per the directives of Government of Tamil Nadu, there should be a gap of three years between two audit assignments in TASMACH. Please refer Appendix – 5

regarding eligibility.

- j. The prospective eligible Chartered Accountants / Cost Accountants **should not engage (in audit of TASMACH)** any partner / qualified staff / semi-qualified audit assistant / article clerks who were previously engaged by any other Chartered Accountants / Cost Accountants for the tax audit/internal audit /statutory audit during the three financial years – **2023-24, 2024-25 and April 2025 to September 2026 in internal audit in TASMACH.** Please refer **Appendix – 5** regarding eligibility.
- k. Individual Chartered Accountant / Cost Accountant or firm of Chartered Accountants /Cost Accountants who were appointed by TASMACH in the previous year and have not carried out the job and/or not carried out the jobs satisfactorily after acceptance shall not be considered for empanelment/appointment.
- l. Only those independent/firms of Chartered Accountants /Cost Accountants who have applied in Tamil Nadu Government Tender Portal in response to our advertisement in the press and on the website of Tamil Nadu Government Tender Portal within the due date and time are eligible for empanelment.

4 INSTRUCTIONS FOR ONLINE BID SUBMISSION

- a. Tender document will be uploaded in the e-Tender portal <https://tntenders.gov.in>.The prospective tenderer shall register them in the e-Tender Portal (<https://tntenders.gov.in>) and submit the Bids electronically through e-Tender portal.
- b. It is mandatory for the Tenderer to possess a valid Digital Signature Certificate in the name of the Tender submitting authority to complete the e-Tender Bid process as per the provisions of Government of India IT Act, 2000 and as per the amendments made to the Act thereafter.
- c. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://tntenders.gov.in> under

the link "Information about DSC."

- d. The website has user manuals with detailed guidelines on enrolment and participation in the online tendering process. The user manuals can be downloaded for ready reference.
- e. The tenderer is requested to download the e-Tender help manual and user manuals from the Portal for reference.
- f. The registered Tenderer can log into the e-Tender portal and download the Tender Forms and Tender document /corrigendum as applicable and go through them carefully.
- g. Tenderer shall go through the Tender documents and get ready with all relevant documents in pdf/xls/rar formats as indicated therein. In the Technical Bid, Tenderer may attach an Index wherever ne of the files/documents that follow the index page against Technical Bid content indicated. This shall also help for easy reference later.
- h. While scanning the Bid documents to convert to pdf, Tenderer shall scan the page in 75 to 100 dpi mode, to get a readable page after scanning and also the size of the document shall also be lesser. For pages in text, it is advised to use **75 dpi mode and for pages with images, 100 dpi mode.**
- i. Tenderer shall be ready with the Technical Bid and Financial Bid in filled form well in advance to avoid last minute submission and once the Tender is ready in all aspects, Tender Ref No: TASHO/2343/2026-T-1 they may choose the freeze option to submit the Bid finally and thereafter they shall get a Bid acknowledgement receipt which is the end, indicating the Successful submission of the Bid.
- j. The Technical and Financial Bids shall be submitted separately digitally signed. Tenderer can do the re-submission of the Bid any number of times, either Technical Bid or Financial Bid or both till the closure of bid. However, the latest Bid submitted will be considered as eligible one.
- k. The Bids shall be submitted online not later than the date and time specified in the Tender Schedule or Notice

Inviting Tender (NIT) or Corrigendum if published. E-Tender portal shall automatically lock the date and time exactly as Specified in the tender.

- l. If the bid is not fully submitted before the closing date and time and the bid submission is in progress and could not be completed before the closing date and time, the bid will not be successfully submitted. Hence the Tenderer should be cautious to submit the Bids well in advance to avoid failures in the submission of their bids.
- m. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
- n. TASMACH shall not be responsible for the failure of the Tenderer to submit the e-Bids due to any reason.
- o. For all Tender processing activities, **the server time indicated at the top of the e-Portal**, while doing Bid submission/Tender opening activities shall be final. The Local system time shall not be taken into account in such cases.
- p. The e-Tender system shall issue a Bid acknowledgement receipt which is the final proof for the Successful Bid submission. **Tenderer may contact the Helpdesk Ph. No. 044-24461505/24908115 at National Informatics Centre for support on the Tender portal.**

5 AMENDMENT TO THE TENDER CONDITIONS

- a. At any time, prior to the date of submission of bids, TASMACH may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendments.
- b. The amendments shall be notified online only through corrigendum, if any.
- c. In order to provide prospective Tenderer reasonable time in which one has to take the amendments into account in preparing their bids, TASMACH, may at its discretion, extend the deadline for the submission of bids suitably.

6 PREPARATION AND SUBMISSION OF BID

- a. Tenderer should familiarize with all Instructions, Terms and Conditions and Technical specifications given in the Tender document. Failure to furnish information required by the Bid or submission of a Bid not substantially responsive in every aspect shall be at the Tenderer risk and may result in rejection of Bids. Tender Ref No: TASHO/2343/2026-T-1.
- b. Any bid with conditions other than those specified in the Tender document is liable to be summarily rejected. No modification by the Bidder in any of the conditions shall be permitted.
- c. The Tenderer shall duly fill, sign and stamp on all pages of the Tender documents, all statements, certificates uploaded by them, owning responsibility for their correctness/authenticity. Not signing in any of the document may lead to rejection of the Bid.
- d. The Bid shall contain no inter-lineation, erasures or overwriting except as necessary to correct errors made by the Bidder in which case such corrections shall be counter signed by the Authorized person with date.
- e. The Tenderer shall ensure that crucial document have been duly signed failure of which may lead to rejection of the Bid.

7 MODE OF SUBMISSION OF E-TENDER

- a. Tender shall be submitted under two cover systems only through online e-tendering procurement portal. No offline bid, in any case, will be accepted. System requirements and procedure for online bid submission is outlined in detail in 'clause 4 - Instructions for online bid submission' section of this bid document.
- b. Tenderers are advised to go through these details thoroughly before bid submission as TASMACH will not be responsible for rejection of bids due to incorrect/faulty online bid submission.
- c. The filled in tender document should be uploaded on website on at <https://tntenders.gov.in> before 21.10.2026.

8 SELECTION OF AUDIT UNITS

- a. The tender applicant should select the respective audit units **Senior Regional Manager Office and Depots under its control** proposed to be covered by them for internal audit. The selection of audit units proposed to be covered for internal audit can be **ANY ONE of the 5 Senior Regional Manager Offices and Depots under its control please refer Appendix 1.**
- b. The selection of audit unit i.e, any one of the Region (Senior Regional Manager Offices and depots under its control) have to be made by the bidder in the Financial Bid and the Internal Audit Fees of Senior Regional Manager Office (Rs. 6000 per month/per Senior Regional Manager's Office plus applicable taxes and depots under its control (Rs.2500 per month/per depot plus applicable taxes) as a total of Rs.8,500 per unit per month will be displayed automatically.

9 TECHNICAL BID SUBMISSION AND EVALUATION

- a. **Technical Bid submission (Questionnaire) and Financial Bid (BOQ)** is in the **QCBS method** at the ratio of **80 marks : 20 marks.**
- b. In the Technical Bid a list of questions will be displayed, the Bidder has to enter the score eligible for them **as per the conditions specified in the clause 14** in which the details of score for each questions, minimum marks and maximum marks is clearly specified. So the Bidder will enter the score as per the norms specified in clause 14.
- c. The bidder has to upload a list of documents **as per clause 14.** The bidder has to scan and upload all the necessary documents against each criteria accordingly. On Technical Bid Evaluation, any inappropriate documents / documents containing false information is found, then the bid will be summarily rejected.
- d. Tenderer has to upload the relevant documents in the format, as sought in the Tender against each item. The Tenderer has to verify each uploaded document and sign

the same using the Digital Signature Certificate (DSC) before final submission of the bid.

- e. The tenderer who has not scored minimum marks against any of the norm will be rejected. In other words, tenders who have scored minimum marks against all the norms will only be empanelled and only those bidders will be able to submit the next level of Financial Bid.
- f. At the time of Technical Bid Evaluation, if we identify any mistakes/false information in the marks allotted by you then the score will be reduced accordingly and in case the score is below the minimum marks against any of the norm, the bid will be summarily rejected.
- g. The total marks of the QCBS questionnaire is 100 marks which will be converted into 80 marks after the Financial Bid submission and the remaining 20 marks is allotted for the Financial Bid submission (BOQ). A compatibility chart will be prepared by the tender portal and **the Highest ranked bidder for each audit unit will be displayed based on that result and norms mentioned in clause 14 AOC will be awarded.**

10 FINANCIAL BID SUBMISSION AND EVALUATION

- a. In the Financial Bid (BOQ) the Bidder has to mention the name of the audit firm/ sole proprietorship and only select the audit unit proposed to be audited by them that is **any one of the Senior Regional Manager Offices and depots under its control out of the 5 Senior Regional Manager Offices and depots under its control**
- b. The Internal audit fee details that is ₹ 6000 per month/per Senior Regional Manager's Office plus applicable taxes and ₹ 2500 per month/per depot plus applicable taxes a total of Rs.8,500 per audit unit per month will be displayed automatically parallel to a Senior Regional Manager Office and depots under its control in the BOQ on selection of the audit unit requirement by the Bidder.
- c. The bidder has to select any 1 of the Senior Regional Manager Offices and depots under its control for proposal whereas **the bidder's firm shall be located**

within the proposed region to be audited

- d. In case, at the final level of Financial Bid evaluation it is found that proof documents for location of the firm that is Head Office / branch office of the firm submitted by the bidder at the Technical Bid level is not within the audit unit (Region) proposed in the BOQ submitted by the bidder then the bid will be summarily rejected.
- e. The Financial Bid Format shall not be changed or altered or tampered. If the Bid format is found to be tampered/alterd, the Bids shall be summarily rejected.
- f. The Financial Bid format as given in the Tender shall be filled and signed using the DSC.

11 EARNEST MONEY DEPOSIT/SECURITY DEPOSIT AND COST OF TENDER

Earnest Money Deposit and Security Deposit are not required for this tender and the cost of the tender document is nil.

12 DETAILS TO BE FURNISHED AND MODE OF PRESENTATION

- a. The offer / uploaded tender applications should contain all information and supporting documents as required **as per clause 14 and Appendixes 4.**
- b. The application will be rejected if the information submitted in the tender is incomplete, found to be false, or misleading.
- c. Telegraphic, Telex, Fax, e-mail or open letter offers will not be accepted.

13 OPENING OF TENDER

- a. Technical bids will be opened by the Bid Opening Committee constituted for this purpose by TASMAC. Bids will be opened
- b. The date fixed for opening of bids, if subsequently declared as holiday by the Govt., the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened in the next working day, time and venue remaining unaltered.
- c. Financial bids of the technically qualified bidders will be opened by the Bid Opening Committee, date, time and venue of which

will be intimated to them through <https://tntenders.gov.in>

14 EVALUATION OF BIDS

- a. The Managing Director of TASMAC, is the tender inviting authority.
- b. The firms which do not satisfy the mandatory conditions as per **clause 3 will be summarily rejected.**
- c. The offer with complete information with supporting documents as per **Appendix –4 and clause 11 of tender document** will only be evaluated.
- d. Marks allotted by the bidder have to be in the following criteria given below and the application will also be evaluated in the same criteria.

Minimum marks eligible for Empanelment of Internal Auditors (2026-27 to 2028-29) – 19 marks

SI No.	Norms	Basis of Marks	Maximum score	Minimum score required
1	Year of establishment of the firm / sole proprietorship	2 marks for each year	20	6
2	<ul style="list-style-type: none"> Number of partner(s)/qualified assistant(s) – ACA/ACMA Number of partner(s)/qualified assistant(s) – FCA/FCMA <p>*</p>	<ul style="list-style-type: none"> 2 mark for each partner having ACA/ ACMA or qualified assistant having CA/CMA 5 marks for each partner having FCA/ FCMA 	20	2
3	Number of semi-qualified assistants - 4 {CA(Inter)/CMA(Inter)/CS (Inter) / a degree or post graduate degree with accountancy or auditing as major subject} or 4 article clerks for audit of 120 retail shops per month or depot or district manager office or senior regional manager office or corporate office	1 mark for each semi-qualified assistant or article clerk	20	4

4	Experience in statutory/internal auditing of Public Sector Enterprises (either Central or State Government Public Sector Undertakings) including Co-operative societies, Co-operative banks or public sector banks. (Concurrent audit experience will not be accepted)	2 marks for each year	20	2
6	Annual turnover of Individual Chartered Accountant / Cost Accountant or firm of CAs/CMAs	One mark for each Rs.3 lakh	20	5

- e. The tender submitted by tenderer who has not scored minimum marks against any of the norm will be rejected. In other words, tenders who have scored minimum marks against all the norms will only be empanelled.
- f. Tenderer(s) who have scored maximum marks for a location of TASMACH as audit unit will be considered for appointment as Internal Auditor(s). In case where more than one tenderer scored same maximum marks opting for same location of audit unit in TASMACH then the appointment will be based on the remaining criteria's in the following order:
 - Experience in statutory/internal auditing of Public Sector.
 - Number of partner(s)/qualified assistant(s) – FCA/FCMA
 - Number of partner(s)/qualified assistant(s) – ACA/ACMA
 - Number of semi qualified assistants
 - Year of establishment of the firm / sole proprietorship
 - Annual turnover of Individual Chartered Accountant / Cost Accountant or firm of CAs/CMAs
- g. For selection of firms for empanelment on the basis of above evaluation criteria, Management's discretion is final.
- h. TASMACH reserve right to appoint any firm within the empanelment for appointment as internal auditors and mere empanelment shall not give right for appointment for internal auditing in TASMACH.

**Documents to uploaded at the time of Technical Bid
submission (Online Tender)**

S.No	Documents Required to be uploaded by the Bidder
1	Profile of the Firm/Sole proprietorship (Format given in Appendix – 4)
2	Copy of Firm's Partnership Deed / Certificate of Practice for proprietorship
3	Composition of audit fee /stock verification fee in the annual turnover of the audit firm for 2022-23, 2023-24 and 2024-25
4	Firm Constitution Certificate / Certificate of Practice
5	Copy of Certificates of FCA / FCMA
6	Copy of Certificates of ACA / ACMA

7	Audit Assistant Details with Photo (as per format given in Appendix -4)
8	Audit Assistants Education Qualification Certificates
9	Statutory audit / Internal Audit Experience Letters (Including Appointment letters of previous experience with TASMAC)
10	Self certified Copies of IT Return 2022-23 and self certified copies for break up.
11	Self certified Copies of IT Return 2023-24 and self certified copies for break up.
12	Self certified Copies of IT Return 2024-25 and self certified copies for break up.
13	Property Tax Receipt / Copy of Lease or Rental Agreement (Proof for Location of the firm - Head Office/ Branch Office (if any))
14	Copy of PAN card
15	GST Registration Certificate
16	Valid Registration/Empanelment with office of the Comptroller and Auditor General of India
17	Valid Registration/ Empanelment with Reserve Bank of India
18	Categorization by ICAI, if any

15 AGREEMENT

- a. The empanelled auditors should execute an agreement for the fulfillment of the internal audit service contract in
 - 100 non judicial stamp paper in the model form enclosed in **Appendix – 2** with in fifteen days from the date of acceptance of the audit assignment.
- b. The expenses incidental to the execution of agreement shall be borne by the successful tenderer.
- c. The conditions stipulated in the agreement form and tender document should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the right of TASMACH including right to recover any consequential losses from the successful tenderer
- d. The Appointment Order / Engagement Order will be released after execution of the above contract by the Managing Director, TASMACH or by any officers duly delegated for this purpose.
- e. The actual number of audit units would vary and will be communicated by the Managing Director, TASMACH

13 COMPOSITION OF AUDIT TEAM AND CONDUCT OF AUDIT

- a. The audit firm should consists of qualified, semi-qualified assistants {CA (Inter) / CMA (Inter) / CS (Inter) / a degree or post graduate degree with accountancy or auditing as major subjects} and/or article clerks.
- b. The monthly audit of each Senior Regional Manager's office should be undertaken for the minimum period of **four working days by two audit staff** .
- c. The monthly audit of each Depot should be undertaken by a team of **two audit staff for minimum four working days**
- d. The Audit Team Members should carry Photo Identity Card issued by the Audit Firm. On cessation of audit assignment either due to expiry of tenure or due to termination of audit, the staff leaving the audit firm should surrender the Photo Identity Card to the concerned audit firm. -
- e. Normally the audit staff identified and allocated by the audit firm and approved by the Corporate Office, TASMACH, Chennai for internal audit of TASMACH should not be changed. However, under certain circumstances beyond control of the Audit Firm and/or TASMACH, if the audit staffs need to be changed in any manner, it may be done with the written approval of the Managing Director of TASMACH subject to verification of credentials of the new incumbent.

- f. The audit staff identified and to whom audit allocated by the audit firm and approved by the Corporate Office, TASMACH, Chennai for internal audit of TASMACH should have not been employed or engaged by the firms who have disqualified in any manner as stipulated in the tender. TASMACH shall reserve the right to file a criminal case (cheating, falsification, etc.) under The Bharatiya Nyaya Sanhita, 2023 or other applicable Act in Court of Law, notwithstanding Arbitration clause stipulated in this Tender, if this condition is violated, knowingly or unknowingly, by the audit firm/audit staff and TASMACH reserve the right to claim damages equivalent to 10 times of audit fee paid or payable to the firm during the contract duration.
- g. The Internal Auditor should render and deliver internal audit services for the units of TASMACH in conformity with the Standards of Internal Audit issued by the Institute of Chartered Accountants of India in so far those Standards are not in contrary with the Act, Rules, Regulations, Orders applicable to TASMACH as well as rules, regulations, orders, guidelines, manual, instructions, etc. issued by TASMACH from time to time, and in consultation with the concerned officials of D.M offices / SRM offices / Depots / Corporate Office.
- h. TASMACH shall give instructions or directions to the audit firm or staff normally in writing. However, whenever TASMACH give oral instructions/directions to firm/staff, the concerned audit firm/staff may act upon such oral instructions/directions subject to a condition that the concerned the authorized representative of the audit must send report in hard copy and in email (digitally signed) to the Corporate Office within 24 hours regarding the oral instructions/directions and action taken by the Internal Auditors thereon.
- i. The internal auditors should not sub-contract the audit work to any firm or other person(s) even whether such persons are qualified Chartered Accountants / Cost Accountants or not.
- j. If the progress and/or performance of the Internal Auditors are not satisfactory, TASMACH reserves the right to terminate the empanelment and/or appointment of the internal auditors with prior notice of one week in writing.
- k. The appointment of the Internal Auditors, from the list of empaneled internal auditors, will be for the period starting from 01st October 2026 to 31st March 2027 at the first instance and extendable by two financial years (April to March)– 2027-28 and 2028-29 at the discretion of TASMACH.

- l. The illustrative audit areas and checks for conducting internal audit engagement are given **Appendix – 3** which are not exhaustive. The internal auditors should conduct the audit thoroughly and comment on all the major and minor irregularities observed with proper recommendations as per the rules and regulations for timely corrective action by TASMAC
- m. The Audit Firm will be debarred from getting in future the internal audit in TASMAC in the following cases –
 - i. If the firm obtains appointment on the basis of false information / false statement.
 - ii. If the firm does not take up audit in terms of appointment letter.
 - iii. If the firm does not submit audit report, complete in all respect in terms of appointment.
- n. In case of non-compliance to any of the terms and conditions of the tender / agreement entered into or deficiency in performance or violation of code of conduct prescribed by the Institute of Chartered Accountant of India or Institute of Cost Accountants of India, the issue will be referred to the concerned institute
for necessary action in addition to other appropriate action deemed fit by TASMAC.

14 AUDIT REPORT

- a. The Internal Audit Reports and Interim Internal Audit Reports should be submitted in hard form (paper form) in person/post as well as soft form (electronic records) through TASMAC End to End portal (tasmace2e) for which details of login credentials will be intimated upon appointment.

Audit unit	Hard Copy (paper form) of audit reports and annexures	TASMAC End to End portal (MS word and MS excel)	E-mail (digitally signed each and every page of audit report and annexures pdf files)
Depot and Office of the Depot Manager	Concerned Depot Manager and Corporate Office	<ol style="list-style-type: none"> a. Concerned Depot Manager b. Concerned District Manager c. Concerned Senior Regional Manager d. Corporate Office 	<ol style="list-style-type: none"> a. Concerned Depot Manager b. Concerned District Manager c. Concerned Senior Regional Manager d. Corporate Office

Office of the Senior Regional Manager	Concerned Senior Regional Manager and Corporate Office	a. Concerned Senior Regional Manager b. Corporate Office	a. Concerned Senior Regional Manager b. Corporate Office
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- b. The audit firm shall conduct the **internal audit of Depots and Senior Regional Manager office TASMAC, and submit the audit report on monthly basis on or before 30th/31st of following month in which audit was undertaken. For example, the internal audit report should be submitted on or before 30th November 2026 for audit relating to transactions pertaining to the month of October 2026 but conducted in November 2026.**
- c. The partner of the audit firm /sole proprietor must discuss each and every aspect concerning the internal audit function and the internal audit reports with the unit head before submitting the audit report to TASMAC. Both partner of the audit firm /sole proprietor and unit head must sign in each and every page of internal audit report with seal and with the word "seen and discussed".
- d. The Internal Audit Report must be in the prescribed format and contain such annexure as prescribed from time to time.
- e. All Internal Audit Reports must contain compliance report on the unsettled audit observations in the previous internal audit reports.
- f. Special Audit Report or Interim Internal Audit Report may be submitted within 24 hours upon detection of major irregularity in the course of audit.

15 PAYMENT OF AUDIT FEE

- a. ₹ 2500 per month/per depot for auditing IMFS Depot and ₹ 6000 per month/per Senior Regional Manager's Office, plus applicable taxes shall be paid
- b. TA/DA will not be paid separately.
- c. Boarding, lodging and local transportation will not be provided by TASMAC.
- d. The revision of audit fee is at the discretion of TASMAC.
- e. 100 *per cent* payment of internal audit fee, subject to clause 19, shall be made by the Corporate Office through online "Electronic Clearance System" ECS /RTGS and only after receiving a certificate from the concerned audit unit that the internal auditor has carried out the audit in accordance

with the terms and conditions and instruction issued from time to time by TASMAC

- f. TASMAC would reimburse the travelling expenses incurred by the Internal Auditors for attending audit review meeting held at the Office of the District Manager subject to the condition that such travel expenses would be limited to fare charged for Non A/C sleeper class in railway or non A/C bus fare in the Government bus. Subject to such condition as may be prescribed from time to time.
- g. Expenditure, if any, relating to preparation and submission of internal audit reports (hard form/soft form) shall be borne by the internal auditors and TASMAC will not reimburse the same under any circumstances.
- h. The successful applicants have to furnish required documents and information as decided by the Management for payment of audit fee through ECS/RTGS.

16 PENALTY FOR NON-FULFILLMENT OF TENDER /CONTRACT

- a. For delay in submission of audit reports (soft form) against the stipulated date, subject to force majeure conditions, penalty equivalent to two *per cent* per day subject to 20 *per cent* of total audit fee plus applicable GST thereon for the month will be levied.
- b. In respect of internal audit services done inadequately or non-fulfillment of internal audit services or non-observance of any of the conditions of the tender and/or contract, other than delay in submission of audit report, the internal auditor shall pay a penalty an amount equal to the actual loss incurred by TASMAC or forfeiture of internal audit fee whichever is higher.

17 ACCEPTANCE AND WITHDRAWAL

- a. The final acceptance of the tender is entirely vested with the Managing Director, TASMAC who reserves the right to accept or reject any or all the tenders. There is no obligation on the part of TASMAC to communicate with the rejected tenderers. After acceptance of the tender by TASMAC, the tenderer shall have no right to withdraw his tender or claim higher fee/amount for the service of internal audit.

- b. The offers that are not supported with relevant documents and any form of misrepresentation made in respect of documents submitted will not be considered for appointment as Internal Auditor and no other correspondence in this respect will be entertained.
- c. Tenders with incomplete information will be summarily rejected.
- d. The internal audit fee as per clause 18 is to be accepted and same shall be final and binding
- e. The particulars given should be complete and correct and if any of the statements made or the information so furnished in the Tender 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 thereunder or under the Cost and Works Accountants Act, 1959 and the regulations framed thereunder as the case may be.
- f. The Managing Director reserves the right:
 - i) to reject all or any of the tenderers
 - ii) to split up the tender, and
 - iii) to negotiate with the tenderers before entering into agreement.

18 COMPLYING WITH THE ANTI-FRAUD

The tenderer should not indulge or allow anybody else working in their organization and in TASMACH to indulge in fraudulent activities and would immediately appraise TASMACH of the fraud/suspected fraud as soon as it comes to their notice. The tenderer should follow frequent instructions issued by the TASMACH.

19 DISPUTES, ARBITRATION AND JURISDICTION OF COURTS

- a. All disputes and claims, that may arise between TASMACH and the tenderers arising out of or in any way concerning any point, matter or clause of this contract shall be referred to Arbitration only and not to any court of Law and the Arbitration for all purpose regarding this application will be with the person mutually agreed by TASMACH and the tenderer and the Arbitration proceedings shall be only at the city of Chennai. The award of such Arbitrator shall be final and binding on the

- parties.
- b. The Courts of Chennai City alone will have exclusive jurisdiction relating to all disputes or follow up action arising out of or relating to the Arbitration proceedings or other legal proceedings
 - c. The person mutually agreed by TASMAC and the tenderer shall act as the arbitrator
 - d. The Tenderers while uploading their filled in tender documents should ensure that the document signed in all pages as a token of accepting the above Tender conditions and other information stated in the tender that they have understood and accepted them fully

I / We, the sole proprietor / partners of M/s. _____, Chartered Accountants / Cost and Management Accountants do hereby jointly and severally confirm and declare that I / We have gone through the terms and conditions and will abide by them as laid in this tender document and its appendixes.

Place

Signature of the Applicant
With Seal

Name:
Membership No.

Date

FRN/COP No.