

**NOTICE  
(Requirement)**

British India Corporation Limited.  
(A Govt. Of India Company  
Ministry of Textiles  
11/6, Smt. Parvati Bagla Road Kanpur-208001

Quotations are invited from the Chartered Accountants/ Company of Chartered Accountants/ Audit Agency for **the Assignment of the Audit** of the salary & wages and retiral dues of the employees of British India Corporation Ltd. (A CPSE under administrative Control of Ministry of Textiles, Government of India) at Kanpur (U.P) & Dhariwal Gurdaspur (Punjab).

The Scope of work and Terms & conditions for the above assignment shall be as under:

**A. Scope of work**

- i. Audit of salary & wages, retiral dues (gratuity & applicable leave encashment), statutory dues (EPF & ESI Contribution, employee and employer part), penal charges if applicable of the BIC employees (individually) at Kanpur & Dhariwal Gurdaspur.
- ii. No. of employees at Kanpur 745 & at Dhariwal Gurdaspur 416 (**Total 1161**) whose salary & retiral is to be audited. Description is as under:

S. No	Description of audit work	No. of employees		Total
		Kanpur	Dhariwal	
1	Retiral dues (employees who retired from June 2017 to May 2019)	156	101	257
2	Salary & retiral dues (employees who retired from June 2019 to March 2025)	401	247	650
3	Salary (April 2022 to March 2025)	186	68	254
		743	416	<b>1161</b>

- iii. The audit work has to be executed at the respective Office of the Company at Kanpur and Dhariwal.
- iv. Auditors have to check and verify the data/entity incorporated in the calculation sheets i.e. advances, penal charges, deduction against excess

- EPF contribution & interest, date of birth/date of retirement, date of joining, number of cashable leaves (in case of retired employees), of employees from the original documents available in the company.
- v. BIC will provide all relevant documents & records (source of data) to the auditor during the audit work.
  - vi. The audit work has to be completed within two weeks from the date of confirmation of assignment/ offering the assignment by the Company.
  - vii. In case of any dispute, CMD BIC will be sole arbitrator, both party will honor the decision of CMD BIC.
  - viii. The parameters which have been taken for the calculation of gratuity, interest on gratuity and excess EPF contribution, penal charges, medical entitlement shall be provided with the offer letter.

## **B. Terms & Conditions**

- i. The Firm/ Company of Chartered Accountants, having the experience of the audit at Government/Public Sector/ Limited Company, in the field of above assignment shall be considered only for the above work.
- ii. Auditors have to submit their report within the prescribed time period.
- iii. **Last date for submission of** Quotations is **05.05.2025**. The Quotations may be submitted to CMD BIC Office (Room no 543, Ministry of Textiles Udyog Bhawan New Delhi 110011 by post or directly in sealed envelope. The Quotations received after 05.05.2025 shall not be entertained.