

Matrix for Audit Contracts

(Only one to be filled by the officer heading the audit team giving complete picture of contracts audited during compliance of a particular unit/auditee for a particular period)

Name of Auditee:	Period of audit:
Dates during which audit was conducted-	Audit party No:

List of contracts selected for audit by _____ during Transaction audit

Sl. No.	Brief description of work of contract date of signing of agreement	Date of award	Name of contractor	Value of award (amount in Rs.)	Name & designation of officer to whom allotted for audit	HM issued* (Yes/No)	Contract Audit check list no.

List of contract file not produced to audit to be given separately in the following format.

Sl. No.	No. and date of award of contract	Brief description of work of contract	Value of award (R. in crore)	Requisition No. and date

Date:
team

Signature & Name of the officer heading the audit

III - Check list for Audit of Contract

(To be filled in by the officer for each contract audited by him)

Check list no:	Value of award of contact:
No. and date of award of contract:	Name and designation of person who audited the contract:
Brief description of contract work:	Sl. No of matrix for audit of contracts: (From A)

III (A): Award of Contracts

Sl. No.	Checks to be applied	Yes/No	HM No.
1	Whether organization has procurement manuals for guidance and consistency in actions of those involved in award of contracts. (Refer Audit sub-objective sl. No. 1 of ADMAC*)		
2	Whether Notice for invitation of Tender (NIT) was given adequate publicity. (Refer Audit sub-objective sl. no. 2 of ADMAC)		
3	Whether the Bidding Documents included all information in clear terms that might be required for preparation of a valid bid by the bidders and for equitable evaluation of bids by the Tender Evaluation Committee. (Refer Audit sub-objective sl. No. 3 of ADMAC)		
4	Whether tenders were received up to fixed date and time and whether as per CVC guidelines bids were opened on the same day by following transparent process and providing equitable opportunity to all bidders. (Refer Audit sub-objective sl. No. 4 of ADMAC)		
5	Whether tendering process (i.e. through open tender, limited tender or rate contracts) to be followed was decided after considering all relevant factors. (Refer Audit sub-objective sl. No. 5 of ADMAC)		

6	Whether bids were evaluated in most transparent manner with fairness to all bidders. (Refer Audit sub-objective sl. No. 6 of ADMAC)		
7	Whether specific checks according to type of contracts were applied. (Refer Audit sub-objective sl. No. 7 of ADMAC)		
8	Whether E-Procurement system was designed to ensure security of data provided audit trail facilities. (Refer Audit sub-objective sl. No. 8 of ADMAC)		
9	Whether Reverse Auction was carried out as per guidelines laid down in this regard. (Refer Audit sub-objective sl. No. 9 of ADMAC)		
10	Whether specific purposes which were envisaged at the time of award of contracts were materialised in respect of nomination basis contracts. (Refer Audit sub-objective sl. No. 10 of ADMAC)		
11	Whether all pre-cautions to safeguard organisation's interest were taken while awarding contracts on risk and cost basis. (Refer Audit sub-objective sl. No.11 of ADMAC)		
12	Whether award of contract was done immediately after award approval and in case of refusal to accept award action as per company's procurement policy was taken against the defaulting party. (Refer Audit sub-objective sl. No.12 of ADMAC)		

III (B): Execution of Contracts:

13	Whether execution of contracts was done strictly as per agreed terms & conditions and execution was monitored as per provisions of procurement/works manual. (Refer Audit sub-objective sl. No.13 of ADMAC)		
14	Whether fulfilment all contractual obligations on the part of contractor and safeguarding of organisation's interests were ensured at the time of contract closing. (Refer Audit sub-objective sl. No.14 of ADMAC)		

**ADMAC: Audit Design Matrix for audit of contracts.*

Signature & Name of officer who audited the contract

Signature _____

Name _____

Date _____