

**CHHATTISGARH STATE POWER HOLDING COMPANY LTD.**

(A Government of Chhattisgarh Undertaking)

(A successor Company of CSEB)

Vidyut Sewa Bhawan, Danganiya, Raipur (C.G.)-492013

Website :- www.cseb.gov.in Phone:0771-2574359, 2574323

No.05-01/Audit/

Raipur, Dtd. / 05 /2016

**NOTICE INVITING TENDER**

Sealed tenders are invited from reputed Chartered Accountant /Cost & Management Accountant Firms:-

**Tender Specification No.** \_\_\_\_\_

**Name of Work** - Appointment of Chartered Accountant (CA)/ Cost & Management Accountant (CMA) Firm as Internal Auditor for CSPTCL for the Financial Years 2015-16 & 2016-17.

**Cost of Tender Document** - Rs.2000/-

**Amount of Earnest Money Deposit (EMD)** :- Rs. 14,000/-

**Mode of payment** - The payment of EMD / Cost of tender document should be made through crossed Demand Draft / bankers' cheque in favour of "CSPHCL", Raipur payable at Raipur.

**Due dates relating to Tender :**

<b>Particulars</b>	<b>Due Date</b>	<b>Time</b>	<b>Place</b>
(i) Due date of obtaining "tender for appointment of Internal Auditor"	28/05/2016	1700 Hrs.	O/o The General Manager (Fin.) CSPHCL, Ground Floor, Vidyut Sewa Bhawan, Raipur (C.G.) 492013.  Note: In case of change in due date, it shall be intimated on the website
(ii) Due date of Submission of offer	upto 30/05/2016	1500 Hrs.	
(iii) Due date of opening of Part-I & II bids	30/05/2016 at 1530 Hrs.		
(iv) Due date of opening of Part-III bid	To be notified separately		

In case due date for opening of bid happens to be a holiday, the due date shall automatically be shifted to the next working day, for which no separate intimation will be given.

The tender documents may be purchased from the **O/o GM(Finance), CSPHCL, Vidyut Sewa Bhawan Danganiya, Raipur(CG) 492013**, on payment of non-refundable tender cost as specified on above dates between 1100 Hrs. to 1700 hrs. on all working days from tender publication date. Tender document can also be downloaded from our website link – **<http://cseb.gov.in/csphecl>** . In case of downloading tender document from the website the bidder has to remit cost of tender document at the time of submission of bid.

**General Manager (Finance)**  
**C.S.P.H.C.L, RAIPUR**

**CHHATTISGARH STATE POWER HOLDING COMPANY LTD.**  
(A Government of Chhattisgarh Undertaking)  
(A successor Company of CSEB)  
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Web Site :- www.cseb.gov.in Phone:0771-2574359, 2574323

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No. Raipur, Dtd. / 05 / 2016

To,

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**Sub:- Tender for the appointment of CA/CMA Firm as "Internal Auditor" of CSPTCL, for the FY 2015-16 and 2016-17.**

As per requirement under the provisions of Section 138 of Companies Act 2013 read with Companies (Accounts) Rules, 2014, Chhattisgarh State Power Holding Company Ltd. (CSPHCL) intends to appoint CA/CMA professional firms as Internal Auditors for its subsidiary, namely Chhattisgarh State Power Transmission Company Ltd. (CSPTCL). CSPHCL expects quality internal audit work. Accordingly, it is requested to submit your offer as per enclosed tender in 3 parts:-

Part - I bid: Earnest Money Deposit (in form of crossed Demand Draft / Bankers cheque).

Part - II bid: Accepted signed Commercial terms & conditions and PQR documents

Part - III bid: Professional Fee in the format prescribed.

The three parts of bid should be submitted in three separate envelopes & envelopes should be super-scribed as Part- I bid (EMD and cost of tender document, if required), Part -II bid (Commercial terms & conditions and PQR documents) and Part- III bid (Professional Fee) respectively. All the three envelopes should be kept in one large envelope super-scribed "**Offer for Internal Audit of CSPTCL for FY 2015-16 and 2016-17**" and should be submitted by 30/05/2016 up to 15:00 Hrs in the **O/o General Manager (Finance), CSPHCL, Vidyut Sewa Bhawan, Danganiya, Raipur (CG)- 492013.**

**General and Commercial Terms and Conditions of the Tender**

**1. Due date relating to the bidding:**

Particulars	Due Date	Time	Place
(i) Due date of obtaining "tender for appointment of Internal Auditor"	28/05/2016	1700 Hrs.	O/o The General Manager (Fin.) CSPHCL, Ground Floor, Vidyut Sewa Bhawan, Raipur (C.G.) 492013. Note: In case of change in due date, it shall be intimated on the website

(ii) Due date of Submission of offer	30/05/2016	1500 Hrs.	
(iii) Due date of opening of Part-I & II bids	30/05/2016	1530 Hrs.	
(iv) Due date of opening of Part-III bid	To be notified separately		

In case, due date for opening of bid happens to be a holiday, the due date shall automatically be shifted to the next working day, for which no separate intimation will be given.

CSPHCL reserves the right to accept / reject any or all the offers without assigning any reason thereof.

## **2. Pre-Bid Submission clarification:**

- a) Pre-bid submission clarification, if needed on any point of this Enquiry or others related to this enquiry may be got clarified during office hour at phone number 0771-2574369 or at email – finance.cspchl@cseb.gov.in
- b) CSPHCL, at its sole discretion, reserves the right to respond to clarification raised by Applicants. No response to a clarification request shall be construed for amending Enquiry Document.

## **3. Submission of Offer:**

The three parts of bid should be submitted in three separate envelopes & envelope should be super-scribed as “Part- I bid (EMD)”, “Part -II bid (Commercial terms & conditions and PQR documents)” and “Part- III bid (Professional Fee).”

All the three envelopes should be kept in one large envelope superscribed "**Offer for appointment of Internal Auditor of CSPTCL for the FY 2015-16 & 2016-17**" and should be submitted upto 30/05/2015 (1500Hrs.) in the O/o GM(Fin), CSPHCL, Vidyut Sewa Bhawan, Danganiya, Raipur (CG).

Detailed contents of each envelop is as under:-

- a) **Part-I** -EMD in the form of crossed Demand Draft / Bankers cheque drawn in favour of “**CSPHCL**”, **Raipur** needs to be submitted through Part-I bid. In absence of EMD / tender fee, Part-II & III bid shall not be opened. EMD of unsuccessful participants shall be returned after awarding of the Audit works to the successful professional firm. In case bidder has downloaded bidding document from the website, DD/Bankers cheque of Rs 2000/- towards cost of tender document should also be submitted in Part-I.
- b) **Part-II** -bid should consist of – **Appendix I, II, III, IV** and tender document (General and Commercial terms & conditions of the Tender and Other terms & conditions specified under each Package) including **Annexure –I & II**, signed with seal on each and every page.
- c) **Part-III** - bid shall contain only **Appendix V** (professional fee) duly filled in and signed by the authorised signatory of CA/CMA Firm. The firm should quote **Fixed** Professional

Fee on lump sum basis only in **Appendix-V** including all expenses e.g. travelling expenses, lodging & boarding expenses etc. to be incurred during audit but exclusive of Service Tax. **Service tax** as applicable shall be admitted separately. A copy of registration certificate for Service tax shall be submitted alongwith first bill. No TA/DA and Boarding & lodging facilities shall be paid. No other taxes and duties shall be paid.

On due date of opening, the envelope containing Part III- bid of only those CA/CMA Firms shall be opened who are found eligible as per the eligibility criteria.

#### **4. EARNEST MONEY DEPOSIT**

- i.** All interested bidders shall submit, along with their Bid, Earnest Money Deposit (EMD) of Rs. 14,000/- in the form of DD / Bankers' Cheque, drawn on any scheduled bank in favour of "**CSPHCL, Raipur**", payable at Raipur.
- ii.** In case, the bidder withdraws his offer during the validity period, the EMD shall be forfeited.
- iii.** Earnest money of unsuccessful bidders shall be refunded after award of contract on successful bidder.
- iv.** EMD of bidder/s on whom the order has been awarded, shall be adjusted towards part of security deposit.
- v.** No interest shall be paid on EMD.
- vi.** Offers submitted without EMD shall be summarily rejected.

#### **5. Telex/Fax/Telegraphic bid:**

Bids submitted through Telex/ Fax/ Telegraphic mode will not be considered under any circumstances.

#### **6. Deviations from terms and conditions and conditional bid:**

Offers with deviations in commercial terms & conditions like payment term, validity etc. shall not be accepted.

#### **7. Incomplete Bids /errors/ ambiguities in bid:**

- a)** Incomplete or obscure tender is liable for rejection.
- b)** Rates should be quoted in both figures and words. In case of ambiguity between rates in figures and words, Rate quoted in words shall be considered for evaluation purpose.
- c)** In case of ambiguities or self-contradictory terms/conditions mentioned in the bid, interpretations as may be in the interest of CSPHCL may be taken without any reference to the CA/CMA firm.

#### **8. Delayed/Late Bids:**

CSPHCL shall not assume any responsibility for any postal delays either for the late receipt of the documents by the CA/CMA Professional Firm or late receipt of the Offer by CSPHCL. Extension in time for submission of the bid shall not be granted in any case.

#### **9. Amendment in Bidding Document:**

- d)** At any time prior to the deadline for submission of Bids, CSPHCL may, for any reason, whether at its own initiative or in response to a clarification required by a prospective Bidder, modify the Bidding Documents by amendment(s). The amendment will be notified in writing or by Fax/E-mail to all prospective Bidders, who have purchased the Bidding Document at the address contained in the letter of request for issue of Bidding Document from the Bidders. The amendment shall also be uploaded on the website of the company. CSPHCL shall bear no

responsibility or liability arising out of non-receipt of the same in time or otherwise. In order to afford prospective Bidder reasonable time to take the amendment into account in preparing their Bids, CSPHCL may, at its discretion, extend the deadline for the submission of Bids. Such amendments, clarifications etc. shall be binding on Bidders and will be given due consideration by the Bidder while they submit their Bids and invariably enclose such documents as a part of the Bid.

#### **10. Pre-Qualification Criteria Requirements (PQR)**

(a) The bidders shall fulfil the following criteria in order to be eligible for award of contract under the instant tender. The bidder shall submit information/documents for the verification of qualification as mentioned in bracket against each criterion:-

- i. CA/CMA firm must be in operation for at least ten (10) years duly registered with ICAI/ICMAI. (Firm's registration certificate required) .
- ii. CA/CMA firm should have its Head Office/Branch Office in Chhattisgarh. In case the firm does not have Head Office/Branch Office in Chhattisgarh, the firm should submit an undertaking that upon appointment as Internal Auditor, it shall open an office in Raipur within 1 month where at least one partner shall be stationed permanently.
- iii. CA/CMA firm should have minimum 5 partners associated with them during the last 3 years, out of which at least 3 shall be fellow members (FCA/FCMA). (Constitution certificate from ICAI/ICWAI is required).
- iv. The firm should have served as internal auditor for at least 1 year during the last 3 years period i.e. F.Y. 2012-13, 2013-14 & 2014-15 of listed Companies/Govt undertaking/ Power Utility having minimum turnover of Rs 1000 Crore during the year of audit. The branch audit of banks shall not be considered for the above purpose. In case the firm has conducted the internal audit of Zonal/Regional offices of the Companies, the turnover of the particular Zonal/Regional offices only shall be considered for valuation of this criterion. (Copy of order appointing as internal auditor, Balance Sheet of Auditee company in case of corporate level audit with their phone number and email address or certificate from company's authority regarding turnover of the Auditee offices is required).
- v. During the last 2 years i.e. FY 2013-14 & 2014-15, the firm must have worked as internal auditor for at least one year in an organization working under ERP software environment. (A certificate from Auditee company is required)
- vi. The firm should have minimum average annual professional receipt of Rs. 100 Lakh during the last 3 F.Y i.e. 2012-13, 2013-14 & 2014-15. (Audited Annual Account of firm is required)
- vii. There should be no legal suit/criminal case pending or contemplated against CA/CMA firm on the ground of moral turpitude or for violation of any law in force. (An undertaking from the firm is required)

**NOTE :-** Relevant documentary proofs in respect of all the above requirements need to be submitted alongwith the Part-II offer-"Qualifying Bid" in Appendix - I. Without sufficient documentary proof about above qualifying criteria, Part-III offer- "Professional Fee Bid" shall not be opened.

(b) CA/CMA firm who have been awarded contract for internal audit/cost audit of CSPGCL/CSPTCL/CSPDCL/CSPHCL for FY 2015-16 shall not be eligible for being appointed internal auditor of CSPTCL.

**11. Professional Fee :**

The firm should quote Fixed Professional Fee on lump sum basis for conducting internal audit for FY 2015-16 and FY 2016-17 separately package-wise in the format enclosed at **Appendix- V**, including all expenses e.g. travelling expenses, lodging & boarding expenses etc. to be incurred during audit but exclusive of Service Taxes. Service tax as applicable shall be admitted separately as per extant rules. A copy of registration certificate for Service tax shall be submitted along with first bill. No TA/DA and Boarding & lodging facilities shall be provided.

**12. Criteria for evaluation of bids:-**

The bidders shall quote professional fee for work of internal audit. The bidder whose price is found to be lowest (L1 bidder) shall be considered for award of contract subject to reasonability and fulfilment of contractual formalities.

**13. Award criteria:-**

CSPHCL shall be at liberty to accept any bid, lowest or otherwise or reject any or all bids without assigning any reason thereof. Successful bidder will be informed by post or through Fax.

**14. Validity of offer:**

The offer shall be valid for acceptance for a period of 90 days from the last date of submission of bids.

**15. Disqualification:**

CSPHCL may, at its sole discretion, and at any time during the evaluation process, disqualify any Applicant, if the Applicant has:

- i. Submitted the Proposal after the response deadline;
- ii. Made misleading or false representations in the forms, statements and attachments submitted as proof of the eligibility requirements;
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contract, inordinately delaying completion, being involved in litigation, or financial failures, etc.;
- iv. Submitted a Proposal which is not accompanied by required documentation or is non-responsive;
- v. Failed to provide clarifications related thereto, when sought;
- vi. Submitted more than one Proposal. This will cause disqualification of all the Proposals submitted by such Applicant.

**16. Signing of contract agreement and completion of formalities:**

- a) Successful applicant shall be required to sign Contract with CSPHCL on non-judicial stamp paper of Rs 250/- within fifteen days of receipt of order. Cost of stamp paper and revenue stamp to be affixed on contract agreement shall be borne by the applicant. CSPHCL shall not reimburse these costs.
- b) Failure of the successful applicant to sign the contract within the stipulated time period shall constitute sufficient grounds for the annulment of the award, in which event CSPHCL may blacklist the bidder and make the award to another applicant or call for fresh bids.

**17. Security Deposit:**

Upon acceptance of the offer, the successful professional firm shall be required to deposit a security amount of 5% of total order value for due and faithful fulfilment of the contract within 15 days of receipt of the order awarding the contract in form of D.D. on nationalized bank in favour of “CSPHCL”, payable at Raipur. On request of the professional firm EMD may be adjusted against SD and the balance amount of SD may be payable through D.D. Security Deposit shall be retained till faithful performance of terms and conditions of the order and settlement of liability, if any. No interest on security deposit amount shall be payable by CSPHCL. The security deposit shall be returned on request of the firm, after faithful performance as per terms and conditions of the order.

**18. Extension of Order :**

CSPHCL reserves the right to place an order for extension of contract on the same rates, terms and conditions for a further period of one year ie FY 2017-18, subject to satisfactory performance of the professional firm during previous periods audit.

**19. Extension of Time and Penalty:**

Any extension in time for the execution of work beyond contract period shall only be granted on merits, after competent approval. The awarded CA/CMA firm shall submit their request letter with proper justification. In case the ground on which extension is sought is not reasonable, penalty @ 1/2% (half percent) per week for delay in submission of report subject to maximum of 10% of order value shall be imposed on the auditor.

**20. Cancellation of Order:**

CSPHCL may upon written notice of default, terminate contract in the circumstances detailed hereunder –

- a. If in the opinion of CSPHCL, the professional firm fails to perform the work within the time specified or during the period for which the CSPHCL has granted extension, if any.
- b. If in the opinion of CSPHCL, the professional firm fails to comply with any of the provisions of this contract. In such case, a written notice shall be served by CSPHCL to the professional firm to stop further activities and take urgent steps towards corrective measures, failing which the order will be cancelled.
- c. In the event of such termination, CSPHCL may exercise its discretionary powers to award the work to other professional firm after giving due notice to the professional firm on account. and at the risk and cost of professional firm.
- d. The performance of the firm shall be reviewed periodically and for any unsatisfactory performance, the Company reserves the right to terminate the services, giving a notice of 15 days to the firm.
- e. Notwithstanding the provisions of the Clauses (a), (b), (c) and (d) as mentioned above, CSPHCL reserves all rights, not to give any reason in writing or otherwise, towards cancellation of the contract at any time.
- f. The decision of CSPTCL shall be final regarding the acceptability of the Report submitted by the CA/CMA Professional Firm and the concerned company shall not be required to give any reason in writing or otherwise at any time towards rejection of same.

**21. Confidentiality**

The awarded firm shall keep all information / documents / facts of CSPTCL confidential and not use them for the purpose other than that required under this tender / assignment.

**22. Force Majeure :**



Any cause that is beyond the reasonable control of the CA/CMA firm or CSPTCL shall be force majeure condition. The cause of the force majeure condition will be taken into consideration only if the tendered within 15 days from the occurrence of such delay. CSPTCL shall verify the facts and grant such extension as the facts justify. For extension due to force majeure conditions, the CA/CMA firm shall submit its representation alongwith documentary evidence for scrutiny by CSPTCL and decision of CSPTCL in this regard shall be final and binding.

**23. Jurisdiction:**

Any dispute or difference, arising under, out of, or about this work order shall be subject to exclusive jurisdiction of the competent court at Raipur (CG) only.

**General Manager (Finance)  
C.S.P.H.C.L, RAIPUR**

**Encl : Appendix I- IV & V**

**Annexure – I & Annexure II**

**Information / Documents required to be submitted by the bidder to verify Qualifying Criteria**

<b>Sl. No.</b>	<b>Qualification criteria</b>	<b>Documents required</b>
1.	CA/CMA firm must be in operation for at least ten (10) years duly registered with ICAI/ICMAI.	Firm's registration certificate required.
2.	CA/CMA firm should have its Head Office/Branch Office in Chhattisgarh. In case the firm does not have Head Office/Branch Office in Chhattisgarh, the firm should submit an undertaking that upon appointment as Internal Auditor, it shall open an office in Raipur within 1 month where at least one partner shall be stationed permanently.	Details of Head/Branch office in Chhattisgarh including Postal Address, Tel No. Etc. Undertaking of the firm for opening the office as specified, if required
3.	CA/CMA firm should have minimum 9 partners associated with them during the last 3 years, out of which at least 4 shall be fellow members(FCA/FCMA).	Constitution certificate from ICAI/ICWAI alongwith details of partners, their qualification and date from which associated with the firm.
4.	The firm should have served as internal auditor for at least 1 year during the last 3 years period i.e. F.Y. 2012-13, 2013-14 & 2014-15 of listed Companies/Govt undertaking/ Power Utility having minimum turnover of Rs 1000 Crore during the year of audit. The branch audit of banks shall not be considered for the above purpose. In case the firm has conducted the internal audit of Zonal/Regional offices of the Companies, the turnover of the particular Zonal/Regional offices only shall be considered for valuation of this criterion.	Copy of order appointing as internal auditor, Balance Sheet of Auditee company in case of corporate level audit with their phone number and email address or certificate from company's authority regarding turnover of the Auditee offices.

5.	During the last 2 years i.e. FY 2013-14 & 2014-15, the firm must have worked as internal auditor for at least one year in an organization working under ERP software environment.	A certificate from Auditee company
6.	The firm should have minimum average annual professional receipt of Rs. 100 Lakh during the last 3 F.Y i.e. 2012-13, 2013-14 & 2014-15.	Audited Annual Account of firm
7.	There should be no legal suit/criminal case pending or contemplated against CA/CMA firm on the ground of moral turpitude or for violation of any law in force.	An undertaking from the firm

**NOTE:- Relevant documentary proofs in respect of all the above requirements need to be submitted. Without sufficient documentary proof about above qualifying criteria, Part-III offer- "Professional Fee Bid" shall not be opened.**

**DETAILS OF CA/CMA FIRMS**

(Format for submission with Part-II Qualification Bid)

<b>S.N.</b>	<b>Particulars</b>	<b>Details</b>	<b>Documents required</b>
1.	Name of the Firm	M/s ---	
2.	Location of Headquarter & branches		
3.	Full address of Headquarter alongwith Tel. No./ fax/e-mail		
4.	CAG empanelment no		Letter from CAG showing registration number
5.	Latest Partnership deed.	Deed dtd ----	Copy of deed
6.	PAN of the firm	No -----	Copy of PAN card
7.	Service Tax Registration No of the firm	No -----	Copy of registration certificate
8.	Number and Name of fully qualified staff other than partners.	FCA --- ACA --	Name wise details
9.	Number of candidates doing articleship.		Name wise details
10.	Details of general and commercial and Other terms and conditions of the tender duly signed by the authorized signatory of the firm.		Signed copy of the tender document for accepting tender terms and conditions

It is here by certified that the information given as above and also elsewhere in the offer are correct to the best of my belief and knowledge. I understand that CSPGCL/CSPTCL/CSPDCL/CSPHCL can take action against any finding of incorrectness in future appropriately.

**Signature of authorized representative**

**Seal.**

**PROPOSED INTERNAL AUDIT TEAM TO BE DEPLOYED**

(Format for submission with Part-II Qualification Bid)

(Please refer tender clause 4 of Other terms and conditions of Package bidden for.)

Number & category of Personnel to be deployed on the Works if undertaken:

Provide the information as required in the following table:

<b>S.No</b>	<b>Name of Personnel</b>	<b>Qualification of Personnel</b>	<b>Post qualification Experience</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Authorised Signatory**

**Name & Title of Signatory**

**Name of Applicant:**

**Address:**

**Financial Details (as per enclosed Audited Balance Sheet)**

Please enclose copies of Audited Annual Account of last three years.

<b>Financial year</b>	<b>Professional receipt (Amt-Rs. in Lac)</b>	<b>Document to be submitted for verification</b>
<b>2012-13</b>		Audited Annual Account & Income Tax Return
<b>2013-14</b>		Audited Annual Account & Income Tax Return
<b>2014-15</b>		Audited Annual Account & Income Tax Return

**Note:** As per qualification criteria clause -) - The Firm should have average annual Professional receipts of at least Rs. 100 lakhs during previous three (3) financial years i.e. FY 2012-13, 2013-14 or FY 2014-15; (Copy of audited annual account and income tax return of such financial year be submitted along with this Appendix).

**Authorised Signatory**

**Name & Title of Signatory**

**Name of Applicant:**

**Address:**

## INTERNAL AUDIT OF CSPTCL FOR FY 2015-16 & 2016-17

### **Introduction and background**

Chhattisgarh State Power Transmission Company Limited, with its Head Office at Vidhut Sewa Bhawan, Danganiya, Raipur, State – Chhattisgarh is a State Power Transmission Company incorporated under the provisions of the Companies Act, 2013 and is a Government of Chhattisgarh Undertaking. CSPTCL provides service of transmission of bulk power through its HV power transmission system comprising of HV transmission lines and substations. The charges for transmitting power are billed as per the tariff decided by Regulator CSERC.

CSPTCL is carrying its business through following offices (up to AE level) scattered all over Chhattisgarh:-

<b>Name of offices</b>	<b>No</b>	<b>Reporting to</b>	<b>Activity</b>	<b>Location</b>
Managing Director	1	Chairman	Decision making and approving authority	At State capital city – Raipur
Executive Director / CE / GM offices	7	Managing Director	HoD of various department like Civil, Transmission, Construction and maintenance, operation and maintenance, finance and commercial. Approving authority to a particular level.	At state capital city – Raipur
SLDC	1	Managing Director	Management of demand and supply of power of whole State. Issue of bills for SOC/MOC charges issue of bills for STOA charges	Raipur
Superintendent Engineer (SE) offices	8	ED / CE offices	Supervising the divisions below and approving authority to a particular level.	Raipur, Bilaspur and Bhilai
Stores	2	Respective SE office	Inventory keeping and management	Bilaspur and Bhilai
Regional account offices (RAO)	3	GM (Fin)	Keeping accounts catering financial needs of offices of respective region	Raipur & Bilaspur
Executive Engineer (EE) Construction and maintenance divisions	15	Respective SE office	Executes / monitor a group of lines and substations construction work and maintenance of lines	Situated mainly in city areas
EE Operation and maintenance divisions	21	Respective SE office	Manage the operation & maintenance of a group of substation	Situated mainly at city areas

Assistant Engineer (AE) Construction and maintenance subdivisions	12	Respective division office	Incharge of a particular construction site / line maintenance work	Scattered all over Chhattisgarh
AE Operation and maintenance sub divisions	56	Respective division office	Incharge of a particular substation for operation & maintenance	Scattered all over Chhattisgarh

The list of offices location wise has been given at **Annexure - I**

**Work of the Company includes:**

- a) Transmission of high voltage power to long term, medium term and short term open access customers.
- b) Construction of HV transmission lines and substations for capacity enhancement of power transmission system.
- c) Construction of HV transmission line, substation and or feeder bay on behalf of consumers under deposit work scheme.
- d) Operation and maintenance of HV transmission lines and substations.
- e) Compliance of requirements provided under provisions, regulations, notifications, clarification, etc issued or notified by Chhattisgarh State Electricity Regulatory Commission (CSERC).

**Objectives**

The objective of this assignment shall be to:

- a) To carry out internal audit function of CSPTCL with the scope of work as detailed at **Annexure II.**
- b) Establish an effective internal audit and control system.
- c) Assessment of performance / efficiency of offices w.r.t. HR resources, property resources and financial resources i.e. under or over utilization of resources.
- d) Submission of internal audit report to audit committee of company.
- e) Implementation of instruction / guidelines issued by Audit committee



## Other Terms and Conditions

**1. Scope of work under this tender**

Detailed but not exclusive scope of internal auditor assignment under this tender has been mentioned at **Annexure II**.

**2. Subletting of work :**

The awarded CA/CMA firm shall not sublet the work. In case of getting execution of work through other firm/ person, the contract may be terminated and action as deemed fit shall be taken against awarded firm.

**3. Audit Program :**

The awarded CA firm has to submit its Audit Program within 15 days from the date of receipt of order to this office for conduction of audit. The audit program should strictly be followed by the office as well as by the auditor. Failure to commence the audit as per audit program shall entail the forfeiture of security deposit and cancellation of the order.

Alongwith audit program, the awarded firm shall also submit the detail of audit team to be deployed (as described at below clause) i.e. the names of team members, documents to certify their qualification and post qualification experience. The members of audit team once deployed, the awarded firm shall take all possible efforts not to change any of its member. However, due to any unforeseen reason, the awarded firm is forced to replace any of the members of audit team, then prior approval of CSPTCL shall be must. The replacing member shall have to possess the same or more qualification, experience and skill as the replaced member had. However this will not be referred for delay in work execution.

**4. Team to be deployed**

The audit work of each office shall be executed by audit team consisting minimum of

- a) One ACA / ACMA having minimum 2 years post qualification experience in audit.
- b) 2 Audit Asstts having minimum qualification of CA (Inter) / CMA (Inter)/ M.Com with minimum experience of 2 years.

In addition to the above, 1 FCA shall be deployed as team leader for supervision of overall work of internal audit to be executed under the contract.

The above is minimum requirement of workforce to be deployed. However CA/CMA firm shall also ensure that size and quality of the team is commensurate with the volume of the work involved, time limit allowed and finally the quality of output expected. Accordingly, number of audit team may be increased as per audit to be carried out.

The CA/CMA firm shall provide details of proposed internal audit team in **Appendix –III**

**5. Execution of work and reporting**

Awarded firm shall start the work of internal audit within 30 days of receipt of order.

The work of internal audit shall be executed and reporting shall be done as under:-

**For financial year 2015-16**

<b>Audit Report on half yearly basis</b>	<b>To be submitted up to</b>
Audit report for half year April 15– Sep’ 15 and synopsis	Within 2 months of

thereof	award of contract
Audit report for half year Oct 15 – March 16 (along with synopsis)	Within 4 months of award of contract

**For financial year 2016-17**

<b>Audit Report on half yearly basis</b>	<b>To be submitted up to</b>
Audit report for half year April 16– Sep’ 16 and synopsis thereof	Upto 31 Nov –16
Audit report for half year Oct 16 – March 17 (along with synopsis)	Upto 31 May-17

**Note :-** (1) The audit Report shall also contain suggestions from auditor to improve system, internal control, performance of offices / staff / property etc.

(2) The above reporting periodicity and style may change at the time of final order.

**6. Co-ordination from Auditee Office :**

The CSPTCL shall designate auditee office to co-ordinate with the auditor in such a manner so as to complete the audit of respective offices within the prescribed time schedule. The auditee office will provide reasonable works place, furniture to the audit team. Other resources, viz. computers, telephone etc. would have to be arranged by CA / CMA firm. The auditor shall also exercise due diligence to ensure coordination and timely completion of audit.

**7. Audit Report:**

**A) Individual offices and combined offices for reporting**

Audit report of office of Managing Director (MD) / Executive Director (ED) / Chief Engineer (CE) / Superintendent Engineer (SE) shall be prepared individually office wise however audit report of Executive Engineer offices shall include reports of its subordinate offices too i.e. Assistant Engineer (AE) offices as though they are one office. As such reporting shall be done up to EE office level

**B) On spot clarification and issuance of half margin**

While auditing, auditor shall first take immediate oral explanation on queries from office incharge / concerned staff. If explanation is not acceptable then shall forthwith issue Half margins (containing all queries of the auditor seeking written explanation) to the concerned office head.

The concerned official shall reply to the queries raised by the auditor in the half margin within a week from the date of receipt. The auditor shall again verify the facts presented in reply. If he still finds the reply unsatisfactory, then include such query in final report with explanation offered by office.

### C) Final Report

Final Audit Report shall be made up on

- 1) Half yearly basis for all individual offices separately alongwith compliance report of previous audit report (s) (to be submitted to MD, CSPTCL and copies to the next higher authority offices of auditee office)
- 2) Combined synopsis of Half yearly audit reports of all offices (to be submitted to Audit Committee).
- 3) Combined yearly synopsis of compliances indicating the paras and action taken / not taken against them (to be submitted to Audit Committee)

**D) Style of Reporting** – The reports of individual offices shall be prepared in two sections as under:-

- i. **Test Audit Report (TAR)**: This section shall contain all such irregularities, which auditors want to bring to the notice of management specifying the financial implications. Further, it shall also highlight deviations from policies, systems and procedures followed by CSPTCL. The observations should be arranged into self-contained Audit Para with suitable titles. Separate Audit-Para shall be constructed for different matters/natures of discrepancies. But, discrepancies of similar nature shall be grouped together & single Audit Para shall be raised. Each Audit-Para shall be numbered with specific number. This section shall contain all such irregularities / discrepancies which are of major nature and financial implications above Rs.10,000/- for each individual case.
- ii. **Test Audit Note (TAN)**: This section shall contain all such irregularities/ discrepancies which are of very small nature and financial implications upto Rs. 10,000/- for each individual case.

**Note:-** (1) Observations in the internal audit reports should not be general in nature. The observations should be specific and to the points, adequately supported by instances of irregularities / non-compliance of rules, regulations, etc. Suggestions for improvement should be given, wherever possible.

(2) The above format and style of reporting may be changed by and shall be redesigned as per the guidelines / requirement of Audit Committee.

### 8. **Submission & Acceptance of Audit Report :**

The awarded CA / CMA firm is required to submit the Audit Report as specified at clause 7 of this tender and any changes/ corrections as observed by the Audit Committee of CSPTCL shall be done by the firm within 10 days of intimation of the same by the committee. The final Audit Report after incorporation of changes should be submitted in 3 copies along with soft copy in CD to the nodal office.

In case, audit report is not accepted due to poor quality or not as per scope of work, the auditor shall have to carry the audit work again to the satisfaction of appropriate authority and or action shall be initiated for cancellation of contract as per clause of this tender.

**9. Submission of Bills for Professional Fee:**

The awarded CA/CMA firm shall submit the bills **in Triplicate** to office of GM (Finance) CSPTCL after completion of the audit work as per Order and Audit Program alongwith submission of Audit Report in **Three Copies, along with soft copy in CD.**

**10. Payment Term of Professional Fee :**

Professional fee shall be paid generally within 30 days after completion of the audit work on submission of the bill (as per clause 11) to O/o GM(Finance) CSPTCL and upon submission of audit report and synopsis and its acceptance by Audit Committee as under

<b>Sl No</b>	<b>Release of Fees</b>	<b>% of Annual Fee</b>
<b>1</b>	On submission of 1st Half Yearly Report	25%
<b>2</b>	On submission of 2nd Half Yearly Report	25%
<b>3</b>	On acceptance of 1st Half Yearly Report by the Audit committee	25%
<b>4</b>	On acceptance of 2nd Half Yearly Report by the Audit committee	25%

The Professional Fee quoted by the firm is deemed to cover the width (coverage) of audit in terms of all sphere and depth. In case, poor performance is observed in any part of the Audit Report, the fee for concerned part of the work may be deducted on rational basis, depending on the works coverage of the office concerned.

**11. Nodal Agency & Officer Incharge :**

The GM(Finance) CSPTCL shall be the nodal agency for the work under this package.

The Dy GM O/o GM (Fin), CSPTCL shall be the **officer-in-charge** and shall be responsible for implementation of Audit work. Any guidelines required during execution of audit may be taken from Officer - In-charge.

**Annexure –I**

**List of offices of CSPTCL for which internal audit of FY 2015-16 and 2016-17 is to be conducted by Internal Auditor**

SI No	Name of office –O/o	SI no.	Name of office O/o
1	SE(Civil)Trans Bilaspur	25	AE132KV S/s Bilaspur
2	SE(EHT)C&M Bilaspur	26	AE220KV S/s Mopka
3	SE(T&C) Bilaspur	27	AE132KV S/s Champa
4	EE(Civil)Dn.Bilaspur	28	AE132KV S/s Darri
5	A.E Civil Bilaspur	29	AE220KV S/s Kotmikala
6	A.E Civil Champa	30	EE(EHT-Maint) Bilaspur
7	A.E Civil Raigarh	31	AE TLM S/s Bilaspur
8	AE Civil Bishrampur	32	AE TLM S/s Korba
9	AE Civil Manendragah	33	AE TLM S/s Ambikapur
10	EE(Civil)Dn.Raigarh	34	AE TLM S/s Raigarh
11	EE(400KV Civil) Bilaspur	35	EE(400KV LC) Bilaspur
12	EE (Commu.) Bilaspur	36	EE(400KV S/s-C)Bilaspur
13	AE(COMM) Bilaspur	37	EE(Store) Bilaspur
14	EE(EHT-C) Dn.Bilaspur	38	EE(MRT)S/s Dn Bshmpr
15	AE EHT Raigarh	39	AE132KVS/s Ambikapur
16	AE(EHT-C) Bilaspur	40	AE132KVS/s Bishrampur
17	EE(EHT-C) Dn.Korba	41	AE132KVS/s Manendraga
18	EE(MRT&S/S)Dn Raigarh	42	EE(MRT) Dn Bilaspur
19	AE220KV S/s Raigarh	43	AE132KVS/s Ambikapur
20	AE132KV S/s Raigarh	44	AE132KVS/s Bishrampur
21	AE132KVS/s Pathalgaon	45	AE132KVS/s Manendraga
22	AE132KVS/s Sarangarh	46	AE132KVS/s Pathalgaon
23	EE(S/S) Dn. Bilaspur	47	RAO CSPTCL Bilaspur
24	AE132KV S/s Akaltara	48	SE(Civil)Trans Raipur

SI No	Name of office –O/o
49	SE(400KV) Const. Raipur
50	EE 400 KV LC Kanker
51	EE400KV S/s C Jagdalpur
52	SE(T&C) Raipur
53	SE(EHT) C&M Bhilai
54	EE 400KVCivil Dn. Raipur
55	EE (Commu.) Bhilai
56	A.E(Comm) Bhilai
57	A.E(Comm) Khedamara
58	A.E(Comm) Raipur
59	A.E(Comm) Jagdalpur
60	EE(EHT-C) Raipur
61	AE(EHT) Raipur
62	AE EHT(C) Jagdalpur
63	AE EHT(C) Raipur
64	EE S/S Dn. Bhilai
65	A.E 220KV S/s Bhilai
66	A.E 132KV S/s Bhilai
67	A.E 132KV S/s Dallirajhara
68	A.E132KVS/s Dhamtari
69	AE132KVS/s Dongargarh
70	AE132KV S/s Kawardha

SI no.	Name of office O/o
71	A.E 220KV S/s Gurur
72	A.E 132KV S/s Ruwabadha Bhilai
73	EE(EHT-Maint) Bhilai
74	AE EHT(M) Raipur
75	AE EHT(M) Barsoor
76	AE EHT(M) Bhilai
77	EE S/s Div Rajnandgaon
78	A.E 132KV S/s Rajnandgaon
79	AE132KVS/s Dongargarh
80	E.E.(EHT-C) Bhilai
81	EE(400KV S/s Bhilai
82	EE400KV S/s (C) Raipur
83	EE(400KV) Line Const. Raipur
84	EE(Civil-Tran) Bhilai
85	AE 400 KV civil Khedamara
86	AE Civil Trans Bhilai
87	Addl. C.M.O Bhilai
88	E.E. 400KV S/s Raita
89	EE (MRT & S/s) Jagdalpur.
90	AE132KV S/s Kirandul
91	AE220KV S/s Barsoor
92	AE(HVDC) Barsoor

SI No	Name of office
93	AE132KV S/s Jagdalpur
94	EE(Civil) Dn. Jagdalpur
95	EE(Store) Bhilai
96	EE S/S Div. Raipur
97	AE 220KV S/s Urla
98	AE220KVS/s Bhatapara
99	AE132KVS/s Gudhiyari
100	AE132KVS/s Birgaon, Raipur
101	AE132KV S/s Kachana, Raipur
102	AE132KVS/s Paraswani
103	AE132KVS/s Simga
104	AE132KVS/s Balodabaza
105	AE132KV S/s Borjhara
106	AE220KV S/s Dn. Doma
107	EES/s Div.-II Raipur
108	AE132 KV S/s Dn. Rajim
109	AE132KVS/s Mahasamund

SI No	Name of office
110	AE 132KV S/s NRDA Kuhera, Raipur
111	EE Work Shop Dn. Bhilai
112	SE(T&C) Bhilai
113	EE(MRT) Raipur
114	EE(MRT) Dn Bhilai
115	RAO CSPTCL Raipur
116	Managing Director
117	C.E.(Civil -Trans.), Raipur
118	ED (Transmission), Raipur
119	GM (Finance), Raipur
120	C.E.(ROC-T&C), Raipur
121	C.E.(EHT:C&M), Raipur
122	ED (C & P), Raipur
123	DGM HR (Trans), Raipur
124	E.E.(Civil HQ Div.), Raipur
125	ED (L/D), Raipur
126	HQ RAO CSPTCL, Raipur

**Note:-** Number of offices may increase or decrease during the period of assignment.

**SCOPE OF THE WORK OF INTERNAL AUDITOR OF CSPTCL**

As per requirement under the provisions of Section 138 of Companies Act 2013 read with Companies (Accounts) Rules, 2014 CSPTCL intends to appoint CA/CMA Professional Firms as internal auditor for carrying internal audit of offices of CSPTCL as listed under Annexure-I. The Scopes of internal auditor for the internal audit work of different offices is mentioned as under which are only example. Appointed internal auditor shall have to work on any other specific / general scope of work as instructed time to time by Audit Committee of the Company over and above as given below. Further, the internal Auditor shall have to use all measures, techniques and knowledge to find out irregularity, anomalies and or to improve the system for cost and time saving.

A comprehensive (but not exclusive) scope of work has been formulated as under :-

**(A) Purchase order Section / Work order section**

Before starting internal audit of this section, take details of all working / procedures of this section from HoD, read all circulars, policies and DoP. Generally following records are maintained in this section

- a. Purchase order register –in this register, all orders issued during the year is maintained.
- b. Purchase / work proposal file – this file contains all office notes regarding purchase / work requisition, administrative approvals, tender, bids, comparative chart, order approval, issue of order and its execution etc
- c. Supplier / contractors bill register (RA Bill and MB Register)
- d. EMD / SD Register
- e. Any other records of importance for internal audit

**While auditing purchase order / work order special attention should be given to**

- a) Check that administrative approval has been accorded to all purchases / works as per DOP.
- b) Check that approval has been made within the approved budget
- c) Check that Tender document has been duly approved as per DoP. Financial criteria of bidders have been designed as per prevailing norms. EMD, turnover criteria, net worth criteria (if asked) have been designed as per norms.
- d) Check that enquiry has been well populated to invite competitive bids. Advertisement policy of the company should have been properly followed.
- e) It should be critically checked that purchase / work has not been split up to bring the purchase within the power of single approving authority
- f) Check that technical bid and financial bid have been properly scrutinised by the committee formed and deviation charts have been properly prepared.
- g) Check that the price bid has been opened by the committee on due date and comparative statement has been prepared considering all factors to simulate prices of all qualified bidders at an equal platform
- h) Check that purchase order / work orders are uploaded immediately and correctly in SAP after its issue. Report if delay is more than a week.
- i) Check that service entry sheet and its GRN are forthwith entered in SAP after receipt of services. Report if delay is more than a week. Service entry sheet and GRN of



service received for March (financial year end) is made in SAP on or before 31<sup>st</sup> March

- j) Check that supply / work has been done as per the schedule.
- k) In respect of work order, check that as and when MB is certified up to a particular level of work, its GRN is made in SAP forthwith.
- l) Check that RA bills are timely submitted by contractor and processed timely by office. Particularly check that RA bill of March has been submitted before 31<sup>st</sup> march and its entry sheet and GRN has been prepared in SAP so as to ensure booking of expenses within the same year.
- m) Check that LD has been properly recovered on delay of supply / work.
- n) Waiver of LD charges by competent authority is to be critically reviewed with reference to existing circumstances.
- o) Check that advance (if given to vendor) has been given as per agreed norms and its interest / instalment has been recovered properly as per order / agreement.
- p) Check that local purchase / cash purchases are as per norms.
- q) Check that payment made against purchase / work order has been made as per payment clause of order. If deviate, approval has been accorded by the competent authority.
- r) Check that SD, Retention money and other charges as per norms / order has been properly deducted from the bill.
- s) Check that payment has not been delayed without any reason at any stage of bill passing i.e. at Division, RAO, Head office.
- t) Check that EMD has been refunded immediately to unsuccessful bidders and EMD of successful bidders has been adjusted towards SD.
- u) Check that SD has been refunded as per order without delay
- v) Check that retention money has been refunded after the compliances of order.
- w) Check that vendor accounts have been reconciled with their records.
- x) Report that EMD/SD which are kept un-refunded in excess of three months after due date / completion of maintenance period.
- y) Check that "C" form is issued timely after passing the bill without waiting request from vendor.
- z) In case of time extension of supply / work and or exemption of penalty (liquidated damage), critically verify the case to establish that no undue advantage has been given to supplier.

## **(B) Works Section**

Before starting internal audit of this section, take details of all working / procedures of this section from HoD, read all circulars, policies and DoP. Generally following records are maintained in this section

- (i) Scheme wise sanctioned estimate register/ files.
- (ii) Work order register and files.
- (iii) Store issue / return summary register and file.
- (iv) Site stores register estimate wise – check that proper records of receipt from stores, issue to work and balance stock has been maintained. Carry physical verification of stores in hand as per site stores register.
- (v) Completion report registers and file.

- (vi) Survey report register / files – check that reserve price of survey reported items have been calculated on the basis of current saleable price looking to the present condition and not on net book value. Check that accounting entry of survey reported items have been made correctly as per circular.
- (vii) Receipt / return indent of unserviceable/ balance material to Areas Store register and file.
- (viii) Any other records of importance.

**While auditing this section, more importance should be given to followings Capital work**

- a) Compare the approved estimate with the actual work – check that all items as per approved estimates have been booked to the work. If any deviation is found, it should be well supported by proper justification.
- b) Check that actual work is not over run as compared to the approved estimate. If over run, check that proper approval has been accorded.
- c) Report those capital estimates which have been sanctioned but work has not been started during the year as fund was reserved for such estimate and not utilised hampering other necessary works. Report age-wise analysis of unexecuted capital estimates.
- d) Check the Deposit work register carefully– approved estimate and booking to deposit work should be meticulously checked. Check that all items as per approved estimate have been booked. Take site stores register for a particular deposit work and check that all items drawn from stores have been booked to deposit work.
- e) Check that work register have been maintained properly for each work and reconcile the same with SAP estimate w.r.t. booking of amount.
- f) Check that site store register have been maintained properly for each work and entry have been made of all material drawn from stores and issued to (booked to) estimate. Verify physically the stores at hand.
- g) Measurement Book (MB) of each work is maintained manually in which AE/JE enters the measurement of each stage of work and details of all material consumed in the work. Take the details of booking in SAP estimate of the work and compare with MB of the same work. Check that all quantities of material / measurement are reconciled.
- h) Check that capital work estimates have been executed timely or work has been started. Present the agewise list of capital work in progress and capital estimates not executed till date.

**O&M Division & Sub division**

- a) Check that all sanctioned O&M estimates have been executed within the year. Reasons of non-execution should be reported. Maintenance estimates are made for repair of some equipment. Non execution of such estimates reveals that estimates were made without need blocking the fund or equipment is running without repair which may lead sudden breakdown and excessive repairing charges in future.
- b) Take scheduled maintenance chart of all essential equipment and check if scheduled maintenance works of all essential equipment are carried out regularly.
- c) Take log book of all essential equipment and check if all entries are made regularly.
- d) Check that in substation, metering equipments have been calibrated every year.

**(C) Establishment Section**

1. Service Book – check that
  - a) Thumb impression of employee is put in left side in first page of service book and oath has been signed and verified by DDO / employer / HOD
  - b) Name of the employee, caste and sub caste has been correctly written. DoB has been clearly inked and there is no manipulation / overwriting. DoB is protected by transparent cello tape with a seal saying “do not change DOB without competent approval. Address is complete with address proof, father name and permanent address with proof, educational qualification, height personal mark of identification, signature of employee.
  - c) Appointment order number and date with pay scale has been mentioned
  - d) Medical verification has been entered in red ink
  - e) Police verification has been entered in red ink
  - f) Entry of completion of probation period of 2 years has been done
  - g) Service verification seal has been put by concerned disbursing offices each year. Higher pay claim has been entered properly. Higher pay claim is eligible only from the date of application only
  - h) EL & medical leaves have been properly maintained. EL is entered two times in a year i.e. July and January
  - i) Punishment if any is entered in red ink.
  - j) Pasting – GPF nomination form in original, caste corticated attested photo copy, appointment order photo copy, DoB document (mark sheet etc), extra qualification mark sheet (with permission).
2. Personal file is a document file of service book – check that all documents which are entered and pasted in service book have been maintained in personal file.
3. Medical claim register and relevant files- all medical bills passed of employee are entered in this register and progressive total year wise
4. Advance Register TA/Transfer TA etc. – check that advances have been granted after due approval. Check that advances have been recovered / adjusted in time as per cash manual.
5. Earned leave, medical leave and casual leave Register – check that all entries of EL, ML and CL credited and availed have been maintained. Check that balance of EL has been properly calculated and carried forwarded.
6. L.W.P. Register. Reconciliation with personal file and pay sheet
7. GPF sanction and its account register pass book – check that entries of GPF deductions, part final, loan, loan recovery, interest have been made up to date.
8. Any other records of importance.

**(D) Cash Section:**

1. Cash Book – check that cash book is well maintained with all entries inked out with least overwriting and cash is balanced at each page. Check the expenditure / payments with vouchers.
2. Banks reconciliation statement – check BRS of every month. Check that no entry in BRS is pending for long time.
3. Imprest / RTA/ Temporary Advance register –check that account of Temp advance is submitted in due time as per cash manuals.
4. Check that temporary advance has been expensed for the purpose advance was taken.
5. Check that all capital expenses against temporary advance and RTA are booked in respective capital estimates in SAP

6. Check that cash has been properly managed to give optimum benefit to organization. Check that fund surplus has been properly invested to give optimum benefit with liquidity options.
7. FDR register and reconciliation
8. Check that all TDS deducted by Bankers on interest income has been received and properly appeared in 26 AS
9. Local purchase/ contingency exp. Register – check that entries of purchases are made properly.
10. Any other records of importance

**(E) General Section**

1. Take list of vehicles and their Log books – check that log books have been well maintained. Check that each entry has been signed. Check that vehicle is used only for office work and not for personal work. Check that vehicle hired and used and not kept idle etc.
2. Register and contract files of engaged private vehicle on hire – check that all contracts are as per norms.
3. Sanctioned R&M estimate file & expenditure account register.
4. Stock accounts register of stationary & printed stationary.
5. Dead stock register, office furniture & equipment.
6. Property and assets register/ fixed assets register – check that all property / fixed assets owned by office have been entered with date of purchase, description, make and identification number. Check that all such properties are in working condition or in repairable condition. If not check that unserviceable property are under process of survey report.
7. Any other records of importance

**(F) Statutory compliances**

1. Check compliance of Accounting Standards and provisions of the Companies Act as applicable time to time.
2. Check that all secretarial records as per Companies Act have been maintained.
3. Check compliances of license conditions / tariff order conditions as prescribed by CSERC.
4. Check Compliance of Income Tax Act viz. deduction of tax at source at the time of payment towards Rent, Consultancy charges, Professional fees, etc.
5. Check compliances of Service Tax Act
6. Check the compliances of Commercial Tax Act
7. Appropriate recovery under various laws and its timely deposit with appropriate authorities and filing of returns.\
8. Check that VAT set off (input credit) / CENVAT has been claimed.
9. Check the timely remittances of CPF, GPF, EPF, GSLIS and all other statutory dues.
10. Check that no violations of any other law e.g. non-payment of wages as per minimum Wages Act, timely remitting of P.F by contractors for which Corporation is responsible as a Principal Employer.
11. Check that all quarterly / half yearly / annual returns are filed in time such as TDS return, Service tax return, commercial tax return etc.
12. Check that “C” form, TDS certificate, commercial tax certificates etc have been issued timely without waiting request from vendor

13. Check that CARO questionnaires have been complied with

**(G) Loan, Banking & Drawing Section**

1. Take details of each loan and verify the terms and conditions.
2. Check that proper approval of competent authority has been taken for obtaining loan and mortgaging assets.
3. Check that repayment of principal has been done timely without any default.
4. Check the calculation of Interest as per loan agreement and its timely payment.
5. Critically checking the interest charged in Bank's OD /CC account as generally Banks do the calculation mistake in interest.
6. Reconciliation of loan accounts.

**(H) Store**

1. Carry physical verification at financial year end and following shall also be reported
  - a) Check that bin card has been attached to each inventory or group of inventory for proper identification.
  - b) Check if items under one bin card have been stacked / kept at one place and not scattered more than one place.
  - c) Any excess/shortage of inventory found as a result of stock verification as compared to Bin Card / Store record should be investigated on the spot and a detailed report to be submitted.
  - d) Age-wise analysis report of Inventory (Less than 1 year, 1-3 Years, 5-10 Years, 10-15 years, More than 15 years) and listing of materials age-wise.
  - e) Report on Fast Moving, Slow Moving & Non-Moving Stores
  - f) Report a list of items issued but not consumed / material lying on shop floor/ Site. (Since more than One Month).
  - g) Report on existence of proper arrangement of safe custody and storage of material.

**Auditor has also to**

1. Check that inventory are inspected properly and in due time before it is taken into stores
2. Check that no issue indents are pending for long time
3. Check that GRN is made in time.
4. Check that MRC is issued in time
5. Check that proper insurance coverage has been taken for fire, theft, burglary etc.
6. Check that scrap is auctioned time to time
7. Check that proper security arrangement has been made in the premises against theft and fire.
8. Check that all issue indents of tower parts issued by Workshop division has been posted in store record and no issue indent is pending.

**(I) Commercial & Regulatory affairs**

1. Check that Tariff proposal has been properly prepared considering all technical and financial data of company. Check that all technical and financial data / parameters are properly calculated as per Tariff Regulation.
2. Check that energy transmitted is well metered at every point and transmission loss is calculated properly.

3. Check that bills of transmission charges, SLDC charges, STU charges, System rental charges etc are issued timely as per tariff order / agreement
4. Check that revenue is realized in due date.
5. Check that proper bill of surcharge / interest is issued against late recovery of revenue bills.
6. Check that all certificate of TDS / TCS have been received and properly reconciled with 26 AS
7. Check that customers' accounts have been properly reconciled with their records.

**(J) Fixed Assets and Capital Work in Progress**

1. Check that all assets put to use or commissioned during the year has been assetised in SAP on the date of commissioning / put to use. In case, any bill / expenditure is pending, there is a provision to do provisional assetisation on the basis of provisional completion report.
2. Check that in completion report overhead at prescribed rate have been charged.
3. Check that in completion report, construction period interest (if any) has been charged (for that purpose, prepare a chart of asset wise loan and its interest).
4. Checking of works completed but not transferred to fixed assets. Report such assets.
5. Check that all assets created under deposit work contract have been accounted / assetised as per the Accounting Standard followed by the Company.
6. Check that all survey reported assets have been properly accounted as per circular
7. Check misclassification of revenue expenditure required to be capitalized or vice versa.
8. Check that assets / property in possession of auditee office are secured in all respect.
9. Check that land owned by auditee office is properly protected and not encroached. If encroached check whether proper actions have been taken at appropriate level to set free the land.
10. Check that reserve price of unserviceable survey reported assets has been determined on the basis of its real net realizable value and not mere net book value / residual value. Check that accounting entries of such survey reported assets have been properly made at stores level and RAO level.

**(K) Cost Records** – Auditor has to check that cost records are correctly maintained and applicable Cost Records Rules are followed.

**(L) Performance report on resource utilization**

1. Take the quantum of works entrusted to be done in a year by auditee office and with that respect, evaluate if the HR is over utilized or underutilized.
2. Take the details of assets / property owned by auditee office and evaluate if the assets / property is properly utilized or kept idle.
3. Performance evaluation w.r.t. timely and error free disposal of work by auditee office. Error free means the work once disposed off should not be referred back for correction.

**(M) Placing before Audit Committee a report on Compliance of previous Audit Report: -**  
Prepare and place a report before audit committee on compliances by auditee offices on previous audit paras / reports issued by C&AG / internal auditor.

**PROFESSIONAL FEE FOR THE WORK OF INTERNAL AUDITOR OF CSPTCL**

**(Format for submission with Part-III Price Bid)**

<b>SINo</b>	<b>Details</b>	<b>Professional Fee (Rs.)</b> (Exclusive of Service Tax)
(I)	Fixed Professional fee on lump sum basis Inclusive of all charges, Taxes & Duties except Service tax for the <b>work of internal auditor of CSPTCL for financial year 2015-16</b>	Amount in Rs. ....  ( In words _____ _____ )
(II)	Fixed Professional fee on lump sum basis Inclusive of all charges, Taxes & Duties except Service tax for the <b>work of internal auditor of CSPTCL for financial year 2016-17</b>	Amount in Rs.  ( In words _____ _____ )

**Signature of authorized representative**

**Seal.**