

**M.P. POORV KSHETRA VIDYUT VITARAN CO.
LTD. JABALPUR**



TENDER SPECIFICATION NO. DISCOM/EZ/PUR/815

(E-Tender No.1054)

DUE FOR OPENING ON: - 26.07.2017

FOR

**Outsourcing of CA/ICWA firm for the
Revenue Audit and
System & Expenditure audit
of different office of the Company**

THE CHIEF GENERAL MANAGER (PURCHASE)

M. P. Poorv Kshetra Vidyut Vitaran Co. Ltd,
Block No.8th, 3RD Floor Shakti Bhawan,
Jabalpur (MP) 482008

Phone No.: 0761-2666040, 2702473, 2702442, 2702411.

Email: - cepurez@yahoo.in

TENDER SPECIFICATION NO. DISCOM/EZ/PUR/815
(E-Tender No.1054)
ITEM: Outsourcing of CA/ICWA firm
DUE FOR OPENING ON 26.07.2017 FROM 10.30 AM
INDEX

S.	Particulars
1	Tender Notice
2	Key Dates & Basic Tender Information
3	Tender Form
4	Guidelines to Bidders for E- Procurement system
5	ANNEXURE-III-IMPORTANT INSTRUCTIONS TO THE BIDDERS
6	SCHEDULE-I "PRICE BID FOR THE GROUP NUMBER.....(Circle Name)"
7	SCHEDULE-II Bidders Background and Qualifications
8	SCHEDULE-III SCHEDULE OF COMMERCIAL DEVIATIONS
9	ANNEXURE 1 A Detailed list of group wise/ Circle wise list of offices for revenue Audit and Expenditure Audit for 2015-16
10	ANNEXURE 1 B Detailed list of group wise/ Circle wise list of offices for revenue Audit and Expenditure Audit for 2016-17
11	ANNEXURE-II SCOPE OF WORK
12	ANNEXURE-IV (DRAFT) OVERALL AGREEMENT TERMS AND CONDITIONS
13	ANNEXURE V Indicative Performance Parameters of the work of Internal Auditor
14	ANNEXURE-VI Sample formats Composite Report' format for the Audit of Auditee Office
15	ANNEXURE-VII SAMPLE FORMATS FOR TEST AUDIT REPORT (TAR)/TEST AUDIT NOTE (TAN) FOR SYSTEM& EXPENDITURE AUDIT /VERIFICATION OF STORE DN. & INTERNAL AUDIT OF CIVIL DN.
16	Undertaking / Declaration by the tenderer



M.P. Poorv Kshetra Vidyut Vitaran Co. Ltd.

Regd. Office – Block No. 7, 4th Floor, Shakti Bhawan, Rampur, Jabalpur-482 008 (M.P.)
CIN : U40109MP2002SGC015120 Tel- 0761-2666040, Extn. 270-2473/2442, Fax 0761-2660048
Website : www.mpez.co.in, email: cepurez@yahoo.in

No. CGM/PUR/EZ/GM-II/III/1027

Dtd.04.07.2017

Notice Inviting Tender

Online tenders are invited for supply/services of following. The Bids will be received online on the portal <http://www.mpeproc.gov.in> upto date & time as per key dates. The tender will be opened in the office of the undersigned as mentioned in tender time schedule (key dates) in presence of bidders duly authorised representative who may like to be present at the time of opening of tender : -

Sl. No.	TS No. (For e-Tendering) Discom-EZ/Pur	NAME OF ITEMS	APPROX. VALUE (Rs. in Lakhs)	TENDER FEE (in Rs)	Due date & time of opening of tender online from 10.30 Hrs (*)
1	809 (e-Tender No.1037)	Rate Contract Award for supply of 8Mtrs/140Kg and 9.1 Mtrs./280Kg PCC Poles	1596.67	10000.00	25.07.2017
2	815 (e-Tender No.1054)	Outsourcing of CA / ICWA firm for the revenue audit and system and expenditure audit of different offices of the Company	30.08	2000.00	26.07.2017

* For updated / extended due dates for opening of tender (EMD in envelop-A & Techno-commercial bid in envelop-B) please refer to the online key dates.

NOTE: -

- (1) Other details can be seen in the complete tender documents available on e-portal <http://www.mpeproc.gov.in>.
- (2) Tender documents can be purchased only online and download from main portal <http://www.mpeproc.gov.in> by making online payment for the prescribed non-refundable tender document fees. Only in case if the tender is dropped without opening, the tender fees shall be refunded after deduction of necessary portal charges. Manual purchase of tender is not allowed.
- (3) The bid data should be filled in and the bid seals of all the envelopes and the documents which are to be uploaded by the bidders should be submitted online upto as per time schedule (Key Dates).
- (4) The relevant portion of tender which tenderers have to fill online would be available on above website on date mentioned against each tender. The company reserves the right to reject any or all the tenders or accept any tender in full or part as considered advantageous to the company, whether it is lowest or not, without assigning any reason whatsoever it may be.

No. CGM/PUR/EZ/GM-II/III/1027

Dtd: 04.07.2017

- (5) Since the online bidders are required to sign their bids online using class III – Digital Certificates only, hence they are advised to obtain the same at the earliest. For further information, bidders are requested to contact Madhya Pradesh State Electronic Development Corporation Ltd, State IT Centre, 2nd Floor, 47-A, Arera Hills, Bhopal-462011, Telephone No. 0755-2518500 / 269, E-mail: brahme@mpsdc.com or M/s Tata Consultancy Services Limited, 5th Floor, Corporate Block, DB Mall, Arera Hills, Bhopal-462 011, Tel No. 0755-4075010, & Toll Free No.18002748484, E-mail Address: eproc_helpdesk@mpsdc.gov.in. Shri Ajay Khare of M/s TCS Limited could be contacted on Mobile No. 08989-436595 for this.
- (6) Bidders intending to participate in the Tender are required to get themselves trained on the e-Procurement System. They are required to contact the Service Provider-M/s Tata Consultancy Services Limited to confirm their session in advance.
- (7) The EMD of respective amount in favour of Sr. Account Officer (JC), MPPKVVCL, Jabalpur, along with Hard Copy of tender & supporting documents duly filled up excluding Price & Quantity schedule, shall be submitted in the office of undersigned one day prior to the due date of opening of tender as per online key dates up to 17:00 Hrs.
- (8) No offer will be accepted without valid Earnest Money Deposit, unless exempted by the Company. If on opening of tender, it is revealed that EMD amount is inadequate / any other discrepancy is noticed, the tender shall be rejected and returned to the tenderer.
- (9) The corrigendum or addendum to the bidding documents, if any, as well as any change in due date(s) of opening of tender will be published on the website <https://www.mpeproc.gov.in> & also Company's website <http://www.mpez.co.in> but will not be published in newspaper. Hence participant bidders are *advised to regularly visit the websites* until the bid opening. The Company shall not be responsible in any way for any ignorance of the bidders about the corrigendum or addendum or change in the due date(s).
- (10) Last date for submission of physical documents {Envelop- A (EMD in original) & Envelop-B (Techno Commercial Bid)} is one day prior to the due date of opening of tender as per online key dates up to 17:00 Hrs. The same shall be opened as per key dates. The date of opening of EMD & Technical / Price Bid shall be the date of opening of tender for all the purpose.
- (11) The Tender document will be available on portal <http://www.mpeproc.gov.in> on or after **05.07.2017**. The interested bidders are advised to regularly visit the portal for the purpose.

Chief General Manager (Purchase)
Corporate Office
MPPKVVCL, Jabalpur

SAVE ELECTRICITY

KEY DATES & BASIC TENDER INFORMATION

Particulars	Details
Name of Work	Outsourcing of CA / ICWA firm for the revenue audit and system and expenditure audit of different offices of the Company
Tender Specification Number	DISCOM/EZ/PUR/815/e-tender No-1023
Due date of submission of Tender (EMD in Envelop-A + Techno-Commercial Bid in Envelop-B) Physically	25.07.2017

Key Dates:-

Sr. No.	MPEZ stage	Start Date & Time	End Date & Time	Envelope
1	Purchase of tender	05.07.2017 17:30 Hrs	24.07.2017 5:30 Hrs	--
2	Bid submission		25.07.2017	Envelope C, Envelope A, Envelope B
3	Open EMD & Techno Commercial bid		26.07.2017	Envelope A, Envelope B
4	Open Financial / Price Bid		01.08.2017	Envelope C

Note:-

- (1) The bidder has to quote their rates online only in schedule-I and to be kept in envelope "C" and upload online as per key dates. Please note that, the Schedules of price bid (Schedule-I), i.e. Financial bid (Envelope-C) will not be accepted physically. In case Envelope-C is submitted physically the bid will be rejected. The bid of the eligible bidder for the respective item shall be opened online as per key dates.
- (2) Last date for submission of physical documents (Envelope- A & B) will be one day prior to the due date of opening of tender as per online key dates up to 17:00 Hrs. The same shall be opened (online & physical) as per key dates.
- (3) The bidders have to submit EMD in Envelope- (A) in physical form & upload scan copy of the same online as per key dates.
- (4) The bidders have to submit following documents in Envelope – B as per key dates:
 - (a) Physical submission:-
 - (i) Document related to Basic Qualifying requirement
 - (ii) Duly filled all schedules (except price & discount schedules) with supporting documents
 - (iii) The tender form duly sealed & signed.
 - (iv) The copy of valid BIS licence, type test reports etc. as per tender requirement, if any.
 - (b) Online uploading:-
- (5) The date of opening of financial / price bid may vary depending upon time taken in techno-commercial evaluation, sample evaluation it any & related issues. The bidders may please keep them updated of price bid opening from the E-portal.

Chief General Manager (Purchase)
M.P.P.K.V.V.Co.Ltd., Jabalpur

SAVE ELECTRICITY

M.P.POORV KSHETRA VIDYUT VITARAN Co. Ltd.,
BLOCK NO.8th, 3rd FLOOR, SHAKTI-BHAVAN, JABALPUR (MP)

Postal Order/Demand Draft No.....

.....

Tender issued to M/s

TENDER FORM

The undersigned hereby tender and offer (subject to the Company’s conditions of tendering) the MP Poorv Kshetra Vidyut Vitaran Co. Ltd., Jabalpur to supply the plant, machinery and materials and execute and do the several works and things which are described or referred to in the Details of Technical Particulars attached to tender document no. **Discom/EZ/PUR/815 (e-tender no.1054)** and its enclosure and in Schedules to the side Details of Technical Particular copies of which are annexed here to and which under the terms thereof are to be supplied, executed and done by the contractor and to perform and observe the provisions and agreements or the part of the contract contained in or reasonable to be referred from the said tender documents for the sums and at the rates sets out in Schedule-I annexed here to.

The questionnaire enclosed with this tender document has been fully answered and is enclosed herewith (if the questionnaire is not answered in full, the answer to various question may be taken so as to be advantageous to the Company unless contrary is mentioned in the body of the tender).

Date the Day

TENDERER’S SIGNATURE
(with seal)

**GUIDELINES TO BIDDERS FOR IMPLEMENTATION OF
E-PROCUREMENT SYSTEM**

Note: These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. REGISTRATION OF BIDDERS ON E-PROCUREMENT SYSTEM:

All the Bidders (Contractors) registered / intending to register with Madhya Pradesh Poorv Kshetra Vidyut Vitaran Company Limited are required to register on the e-Procurement System on the website <http://www.mpeproc.gov.in> and get empanelled on <http://www.mpeproc.gov.in> in order to participate in tenders processed by Madhya Pradesh Poorv Kshetra Vidyut Vitaran Company Limited using the e-Procurement System.

The Bidders (Contractors) registered with other departments who are also eligible to participate in tenders processed by Madhya Pradesh Poorv Kshetra Vidyut Vitaran Company Limited are also required to be registered on the e-Procurement System on <http://www.mpeproc.gov.in>.

2. DIGITAL CERTIFICATES:

The Bids submitted online should be signed electronically with a Class III Digital Certificate to establish the identity of the Bidder submitting the Bid online. The Bidders may obtain Class III Digital Certificates issued by an approved Certifying Authority authorized by the Controller of Certifying Authorities, Government of India.

A Class III Digital Certificate is issued upon receipt of mandatory identity proofs along with an Application Form. Only upon the receipt of the required documents, a Digital Certificate can be issued.

Note:- It may take upto 7 working days for issuance of Class III Digital Certificate, hence the bidders are advised to obtain them at the earliest.

Important Note: Bid for a particular tender can be submitted during the ONLINE BID SUBMISSION stage only using the Digital Certificate that is used to encrypt the data.

In case, during the process of a particular tender, the bidder loses his Digital Certificate because of any problem (such as misplacement, virus attack, hardware problem, operating system problem, etc.); he may not be able to submit his bid online.

Hence, the bidders are advised to keep their Digital Certificates in a safe place under proper security to be used whenever required.

The digital certificate issued to the Authorized User of a Partnership firm / Private Limited Company / Public Limited Company / Joint Venture and used for online bidding will be considered as equivalent to a no-objection certificate / power of attorney to that user.

In case of Partnership Firm, majority of the Partners have to authorize a specific individual through Authority Letter signed by majority of the Partners of the firm.

In case of Private Limited Company, Public Limited Company, the Managing Director / any other Person (having designated authority to authorize a specific individual) has to authorize a specific individual through Authority Letter.

Unless the certificate is revoked, it will be assumed to represent adequate authority of the specific individual to bid on behalf of the Organization for online tenders as per Information Technology Act 2000. This Authorized User will be required to obtain a Digital Certificate. The Digital Signature executed through the use of Digital Certificate of this Authorized User will be binding on the firm. It shall be the responsibility of Management / Partners of the concerned firm to inform the Certifying Authority, if the Authorized User changes, and apply for a fresh digital certificate for the new Authorized User.

3. SET UP OF BIDDERS' COMPUTER SYSTEM:

In order for a Bidder to operate on the e-Procurement System, the Computer System of the Bidder is required to be set up for Operating System, Internet Connectivity, Utilities, Fonts, etc. A help file on setting up of the Computer System can be obtained from e-Procurement Cell.

4. PUBLISHING OF N.I.T.:

For the Tenders processed using the e-Procurement System, only a brief Advertisement related to the Tender shall be published in the newspapers, our company's website www.mpez.co.in and the Detailed Notice shall be published on the e-Procurement System. The contractors can view the Detailed Notice and the time schedule for all the Tenders processed using the e-Procurement System on the website <http://www.mpeproc.gov.in>

5. KEY DATES:

The Bidders are strictly advised to follow the time schedule (Key Dates) of the Tender for their side for tasks and responsibilities to participate in the Tender, as all the stages of each Tender are locked before the start time and date and after the end time and date for the relevant stage of the Tender as set by the concerned Department Official.

6. PURCHASE OF TENDER DOCUMENTS:

The Tender documents can be purchased ONLY online. The Tender shall be available for purchase to concerned eligible contractors immediately after online release of the Tender and upto scheduled date and time as set in the key dates. Arrangements have been made for the Bidders to make payments online via Credit Card/Debit Card/ Internet Banking. In case of online tendering, the application form for the purchase of tender documents shall not be required.

The Bidders can purchase the tender documents online by making online payment of tender document fees using the service of the secure electronic payments gateway (see point 7 below for further details), and should print out the system generated receipt for their reference which can be produced whenever required.

7. ELECTRONIC PAYMENT ACCOUNT:

As the tender documents shall be available for purchase only online, Bidders are required to pay the Tender Document fees online using the Online Payments Gateway Service integrated into the e-Procurement System.

For the list of available modes of electronic payments that are presently accepted on the Online Payments Gateway Service, please check the link, List of e-Payments accepted Online' on <http://www.mpeproc.gov.in>.

8. Bid submission

Bidder should duly upload the documents and fill the bids. The online tender should be submitted before Bid Submission End date.

9. SUBMISSION OF EARNEST MONEY DEPOSIT:

The Bidders shall submit their Earnest Money Deposit as usual in a physically sealed Earnest Money Deposit envelope and the same should reach the concerned Office as stated in the Notice Inviting Tender by post. The Bidders have to upload scanned copy of Earnest Money Deposit instrument along with the reference details.

10. OPENING OF TENDERS:

The concerned Department Official receiving the tenders or his duly authorized Officer shall first open the online Earnest Money Deposit envelope of all the Bidders and verify the scanned copy of the Earnest Money Deposit uploaded by the Bidders. He shall check for the validity of Earnest Money Deposit as required. He shall also verify the scanned documents uploaded by the Bidders, if any, as required. In case, the requirements are incomplete, the commercial and other envelopes of the concerned Bidders received online shall not be opened. The concerned Official shall then open the other envelopes submitted online by the Bidders in the presence of the Bidders or their authorized representatives who choose to be present in the order of opening. In the event of any issue, the Bid Data in question shall be liable for a due process of verification by the Authorised Officer of e-Procurement System of Madhya Pradesh Poorv Kshetra Vidyut Vitaran Co. Ltd., Jabalpur.

**Chief General Manager (Purchase)
M.P.P.K.V.V.Co.Ltd., Jabalpur**

ANNEXURE-III**IMPORTANT INSTRUCTIONS TO THE BIDDERS****1 INTRODUCTION**

Madhya Pradesh Poorv Kshetra Vidyut Vitaran Company Limited (MPPKVVCL) Jabalpur, one of the successor Companies of MP State Electricity Board, with its head office at Shakti Bhawan, Rampur Jabalpur is a Power Distribution Company incorporated under the provisions of the Companies Act, 1956(now companies Act, 2013).

MPPKVVCL Jabalpur (herein after referred to as a company) is engaged in the distribution & retail supply of electricity to its consumers. It has its office of operations spread in the specified area through 15 departments of corporate office, 3 regional offices, 15 circles, 53 divisions and about 432 Distribution centers/ Zones. The name and details of various Offices of the Company is given in **Annexure-1A&1B** and organizational structure of the Company is as below :-



Understanding the need of audit into a organisation the Company intends to workout revenue audit and system and expenditure audit of its all offices annually in groups as per scope of work detailed in Annexure-II.

Online tenders are therefore invited by the Chief General Manager(Purchase), MP Poorv Kshetra Vidyut Vitran Co. Ltd., Jabalpur to outsource CA/ICWA firm for the Revenue Audit and System & Expenditure audit of different office of the Company for the financial year 2015-16 and 2016-17.

The bidders are requested to kindly go through the various Annexures of the tender specification. It may be noted that no conditions or stipulations to the contrary or which are inconsistent will be accepted. Bidders are requested to ensure that all such schedules along with questionnaire (duly filled-in), are submitted along with their offer. The bidders should also note that in absence of any of the schedules, their offer is likely to be rejected.

Here are some of the very important instructions which every bidder should read carefully for compliance before submitting his bid.

2 VALIDITY OF BIDS:-

Offers should be kept open for acceptance for at least 180 days from the date of opening. Those who do not agree for a validity of 180 days will do so at their own risk and no request for extending the validity is likely to be made from this office. However, if due to any circumstances, beyond control, tenderers are advised to extend the validity, they shall not be permitted to revise their rates, offer any rebate or concession while extending the validity which may materially result in any reduction or increase in the computed prices of their original offer.

3 EARNEST MONEY -

The bidder shall deposit the earnest money @ 1% of approximate value of the tender subject to minimum of INR 1,000.00 and maximum of INR 1,00,000.00.

- (a) **EMD shall be in the form of Crossed Bank Demand Draft (DD) / Pay Orders/ Banker's Cheque (BC) of scheduled commercial bank drawn in favour of the Senior Accounts Officer (JC), MPPKVVCL, Jabalpur.**
- (b) **Forfeiture of Earnest Money Deposit:-**
The EMD may be forfeited:-
- (i) If a bidder withdraws or revokes its bid during the period of bid validity specified by the bidder;
 - (i) If a bidder modifies its bid in any manner after its opening but before the validity of the bid expires;
 - (ii) If a bidder does not accept the arithmetical corrections of its bid price;
 - (iii) In the case of successful bidder, if the bidder fails to:
furnish the performance security within the prescribed time.
 - (iv) In case, the bidder withdraws his offer during the validity period, after placement of order, the EMD shall be forfeited.

4 OBJECTIVE OF THIS ASSIGNMENT

- Compliance to the applicable Provisions, of section 138 of the Companies Act, 2013 and orders and Rules made there under that requires conducting Internal Audit in the Company.
- Focus on regular Internal Audit of the office(s) to assess, review, recommend and comment in respect of effectiveness and efficiency of accounting, financing, operation & maintenance functions and procedural compliance at its Offices of Operations ;
- To make management aware, as soon as practical and at an appropriate level of responsibility, of material weaknesses in the design or operation of accounting and internal control systems, that may have come to the notice of auditor in course of audit.
- Establish an effective internal audit and control system.
- Achieve the objectives specified in the Corporate and Operational Plans.
- To ensure that requirements under Company's Auditor Report (CARO) regarding Internal Control and Internal audit are complied with, in a manner that also assists management's objective of ensuring, as far as practicable, orderly and efficient conduct of its business. This shall also include adherence to management policies, safeguarding of assets, Prevention and detection of fraud and error, accuracy and completeness of the accounting records and timely preparation of reliable financial information.

5 ELIGIBILITY CRITERIA :-

- The bidding is open only for Chartered Accountants / Cost Accountants firms registered with the Institutes of Chartered Accountants of India, ICWAI (Institute of Cost and Works Accounts of India)
- The firm should have been in existence for minimum 10 years period as on 01.01.17 and should have either head office or branch office in the Company area.
- Firm should be a partnership firm consisting of atleast three partners as on 01.01.17. Atleast two partners of the firm must be Fellow Members of the Institute of Chartered Accountant of India or Institute of Cost Accountant of India.

- The average annual turnover of the partnership firm should be atleast 25 Lakh during the last three financial year i.e. FY 2013-14, 2014-15 and 2015-16 .
- The firm should have atleast five semi qualified staff / article on its roll.

In support of above bidder shall require to submit following documents alongwith their offer failing which their offer is likely to be rejected :-

- (a) Latest firm's Constitution Certificate issued by ICAI as on 01.01.17
- (b) Certified true copy of latest Partnership Deed.
- (c) Certified true copy of the audited financial statement for the last three financial year i.e. FY 2013-14, 2014-15 and 2015-16
- (d) Details of CA and semi qualified staff CA(inter) or M. Com. alongwith documentary proof of appointment and experience.
- (e) General Information as in Schedule-II.

6 CONFLICTING INTEREST:-

Bidder shall not have a conflict of interest with one or more parties. Participation by bidder(s) with a conflict of interest situation will result in the disqualification of all bids in which it is involved. Discom-EZ considers a conflict of interest to be a situation in which a party has interest that would improperly influence that party's performance of official duties or responsibilities, contractual obligations or compliance with applicable laws and regulations, and that such conflict of interest may contribute to or constitute a prohibited corrupt practice. A bidder may be consider to be in a conflict of interest with one or more parties if including but not limited to :-

- i) have controlling share holders as his/her family members viz. spouse, son, daughter, father, mother or brother etc. in common or.
- ii) have a relationship with each other, directly or through common third parties that puts them in a position to have access to information about or influence on the bid of another bidder.
- iii) The bidders shall be requested to furnish following documents in this regard:-
 - a) Copy to latest Income Tax return/Permanent Account Numbers (PAN) of all the partners/Directors (in case of company) along with names, addresses and telephone Nos./ Mobile Nos. of each Partner/Director.
 - b) Latest partnership/ownership deed of the firm quoting the tender.
 - c) Copy of list of directors (in case of a company) with names, addresses and telephone Nos./Mobile Nos. of each director.
 - d) Power of Attorney to sign the tender documents and all correspondence before and after placement of order.

7 SUBMISSION OF BID :

- a. The bidder has to quote their rates online only in schedule-I and to be kept in envelope "C" and upload online as per key dates. Please note that, the Schedules of price bid (Schedule-I), i.e. Financial bid (Envelope-C) will not be accepted physically. In case Envelope-C is submitted physically the bid will be rejected. The bid of the eligible bidder for the respective item shall be opened online as per key dates.
- b. Last date for submission of physical documents (Envelope- A & B) will be one day prior to the due date of opening of tender as per online key dates up to 17:00 Hrs. The same shall be opened (online & physical) as per key dates.
- c. The bidders have to submit EMD in Envelope- (A) in physical form & upload scan copy of the same online as per key dates.

- d. The bidders have to submit following documents in Envelope – B as per key dates:
- (a) Physical submission:-
- (i) Document related to Basic Qualifying requirement
 - (ii) Duly filled all schedules (except price & discount schedules) with supporting documents
 - (iii) The tender form duly sealed & signed.
- (b) Online uploading:-
- e. The date of opening of financial / price bid may vary depending upon time taken in techno-commercial evaluation, sample evaluation it any & related issues. The bidders may please keep them updated of price bid opening from the E-portal.

8 STRUCTURE OF AUDIT PARTY

- The selected bidder firm shall be required to depute one audit team consisting of one (1) Audit Officer and two (2) to three (3) Audit Assistants for the audit of Auditee Offices, covering the entire scope of audit
- The Audit Officer shall have any of the following as minimum qualification
 - C.A. with at least two (2) years of experience;
 - OR
 - C.A. (Inter) with at least five (5) years of experience;
 (Number of years of experience will be considered from the date of the issuance of mark sheet)
- The Audit assistants (2 to 3 in number) shall be articled assistants with at least 1 year of experience or B.com/M.com with First Division and having at least 1 year of experience.

(The experience of 1 year will be considered from the date of the issuance of mark sheet)
- Minimum three (3) of Audit teams need to be deployed by the selected bidder firm at the same time, with at least one (1) Audit Party for 10 No. of Auditee Offices in the Circle to complete the audit assignment of all the Auditee Offices of the Circle within the prescribed time schedule.
- All the documents of the audit team verifying their educational background like mark sheets, certificates etc. will be verified by the Company. The audit team of the selected Bidder form shall carry original and duplicate copy of their certificates.
- Along with the Audit team as mentioned above, the Bidder shall have a Team leader who should be a Fellow Chartered Accountant (FCA) responsible for the supervision and overall monitoring of the team.
 - It shall arrange all necessary information for the audit team from time to time.
 - Effectively supervise and control the audit.
 - Effectively discuss the audit points with the Officer In charge and obtain detailed and meaningful explanation.
 - Ensure the work shall be as per the Scope of Internal Audit and completion of the Audit as per the schedule.
- The appointment of the Audit team and the team Leader shall be made on the basis of the credentials, experience and capability as furnished by the participating firm for the purpose of evaluation along with the technical proposal.

9 MANDATES FOR THE BIDDER FIRM

The bidder firm shall assure that there should be no change in audit officer except for unavoidable circumstances like resignation etc. to ensure proper flow of work. Also, frequent changes in the audit team should be avoided.

Identity card will be issued to the team members of the selected bidder firm by MPPKVVCL, Jabalpur.

The cost of the identity card will be borne by the company for the initial audit team and if there are any changes in the audit team afterwards or in case of loss of the card, a fee of INR 100 will be charged for issue/reissue of card. The identity card will be issued after verification of documents.

10 SUBMISSION OF PROPOSAL & SELECTION PROCEDURE

It may be noted that one audit firm shall be given the assignment for maximum of three groups only. In no case the work of more than three groups shall be allotted to any firm. Thus a bidder who has already been awarded contract for audit of any three circles (groups) against our earlier T.S. 784(E-820) opened on 28.03.17 shall not be eligible for bidding in the instant T.S. However if a bidder has been awarded contract for audit of only one or two circles (groups), they may bid for the remaining circles(group) as the case may be.

In case any of the bidders submit its bid for more than three groups his entire bid shall be made non responsive and rejected outrightly.

The bidders whom to work of audit of corporate office is allotted shall be responsible to undertake all correspondence and coordination with other CA firm till the completion of audit of all the groups for each year. The firm shall require to check all the reports submitted by other firms and issue them to concerning offices for compliance. For the purpose atleast two staff shall be deployed by the bidder in the office of CFO, MPPKVVCL Jabalpur.

11 CONTRACT AWARD PROCEDURE

The selected bidder shall be issued a Letter of Award (LoA) by MPPKVVCL, Jabalpur.

The selected bidder shall accept the Letter of Award unconditionally, within seven (7) days from the date of issue of the LoA and Upon acceptance of the LoA, the selected bidder shall be required to sign up an agreement with Chief Financial Officer, MPPKVVCL Jabalpur on a non judicial stamp paper of Rs. 500/-, within Three (3) days of acceptance of LoA, containing overall terms and conditions which shall be binding on the firms. Draft of the Agreement is given as **Annexure –IV**.

Cost of the stamp and revenue stamp affixed on the agreement shall be borne by the applicant. MPPKVVCL, Jabalpur shall not reimburse these costs.

12 COMMENCEMENT OF SERVICES

The selected bidders shall commence the Audit work of offices for the FY 2015-16 within seven (7) days from the date of signing of agreement or as per direction given by this office.

After completion of audit of all the offices of awarded group for the FY 2015-16 and submission of audit reports thereof, a letter will be issued to the firm to start the audit of the offices in the group for the FY 2016-17. The selected bidders shall commence the Audit work of offices for FY 2016-17 within seven (7) days from the date of issue of this letter or as per direction given by this office.

If the selected bidder:

Fails to accept the LoA within the prescribed time;

Fails to complete the contractual formalities within the stipulated time period; or.

Fails to commence the work within prescribed time period.

Then in such cases, MPPKVVCL, Jabalpur reserves the right to cancel the offer made to such firm, forfeit its EMD and may also blacklist the bidder. In such case the MPPKVVCL Jabalpur may at its discretion offer the contract award to L-2 firm at the rates quoted by L-1 Firm. In the event L-2 firm also do not accept the counter offer, in such case the MPPKVVCL may at its discretion, offer the contract award to L-3 firm at the rates quoted by L-1 firm.

The selected bidder shall not sublet the work of Internal Audit to any other party. Any violation of this provision would make the contract liable for termination.

13 COMPLETION OF SERVICES OF A GROUP FOR EACH FINANCIAL YEAR

The selected bidders shall complete the audit of all the offices of the awarded group for each Financial Year within time period given below from the date of commencement of the audit mentioned under above.

Audit of 2015-16

Circle/group wise Summary of Total Offices to be Audited

S.N	Circle/Group	Exp. Audit Offices	Revenue Audit Offices	Total	Minimum No. of Audit Teams to be Deployed	Period of completion for audit of each FY (In Months)
1	Corporate Offices	15	0	15	2	3
2	CITY,JABALPUR	10	7	17	2	3
3	KATNI	6	16	22	2	4
4	DAMOH	6	6	12	2	2
5	TIKAMGARH	5	0	5	2	1
	Total	42	29	71		

Circle wise and group wise list of expenditure and revenue offices list for audit of FY 2015-16 is annexed as annexure 1 A

Audit of 2016-17

Circle/group wise Summary of Total Offices to be Audited

S.N	Circle/Group	Exp. Audit Offices	Revenue Audit Offices	Total	Minimum No. of Audit Teams to be Deployed	Period of completion for audit of each FY (In Months)
1	Corporate Offices	15	0	15	2	3
2	CITY,JABALPUR	10	6	16	2	3
3	KATNI	6	13	19	2	3
4	DAMOH	6	12	18	2	3
5	TIKAMGARH	5	19	24	2	4
	Total	42	50	92		

Circle wise and group wise list of expenditure and revenue offices list for audit of FY 2015-16 is annexed as annexure 1B

14 PERFORMANCE STANDARDS

- The auditor shall be responsible for the completion of audit for all the offices as per the Scope of Work in the tender Document.
- The Auditor shall follow all SIA (Standards of Internal Audit).
- The auditor is expected to apply reasonable degree of care and diligence while performing the audit. He should ensure that the work is progressing and being performed in compliance with the agreement.
- In case of any negligence found on the part of auditor or the work is not carried out in accordance with the terms & conditions of the tender or scope of work is not adhered to by the auditor, MPPKVVCL reserves the rights reject the audit report and to deduct a suitable amount from audit fees. The Performance review parameters as laid down in **Annexure 5** shall form the basis of determination of the performance standard of the Auditors, but MPPKVVCL's decision shall be final in this regard. However, such deduction shall not exceed the amount of audit fees.
- Substantial Failure of the selected bidder to perform the agreement may even cause to terminate the agreement. In this event, the company may require the bidder firm to reimburse the monies paid (based on the identified portion of the unacceptable work received) and shall seek charges for associated damages.

15 ASSOCIATION WITH INDIVIDUAL CONSULTANTS

The Bidders may associate individual consultants for the technical guidance in the field or for any other specialized work, if required and a copy of the agreement to the effect defining the scope of work etc. should be submitted along with the application. The cost of the hiring the individual consultants shall be borne by the bidder himself, MPPKVVCL, Jabalpur shall not be liable for any work of the consultant during the course of audit.

16 TERMS AND CONDITIONS

- The Team leader shall mandatorily be present in all meetings and discussions for circle and division. Also the selected bidder firm shall take time from the Discom officials at least 3 days before the meeting.
- The selected bidder firm shall be during the tenure and execution of the work shall **report to the management of the company on need basis.**
- During the course of audit there shall be regular meetings once in a month between the management of the Company and the senior partners of the firm to discuss and review upon the issues.
- The selected bidder firm shall be required to report the outcome of their activities to the Chief Finance Officer.
- The selected bidder firm shall maintain a record of the activities being undertaken by them during the course of the Internal Audit of the Auditee Office. A summary of the work undertaken, completed and items pending shall be submitted to the Chief Finance Officer at the end of audit of each Auditee office. This shall also form basis for the performance review of the bidder firm. Such record should be readily available for inspection at all times.
- The selected bidder firm will be authorized to review all areas of the organization and shall have full and free access to all activities, records, property and personnel of the organization.
- The selected bidder firm should be responsible for periodically evaluating the adequacy and effectiveness of the system of internal control and the quality of performance in carrying out assigned responsibilities throughout the Company.
- The selected bidder firm shall be obliged to maintain complete secrecy and not to disclose any matter which comes to its knowledge while conducting Internal Audit, to any third party, which may affect the interest of the Company adversely.
- It may be ensured that this assignment is carried out only through employees of participating firm. If it comes to our notice that the assignment has been carried out by any other firm/persons, the appointment is liable to be cancelled.

- The selected bidder firm shall be responsible for data collection for the purpose of Audit. It should ensure that the data collected and analyzed justifies the findings and recommendations as provided by the auditor.
- The selected bidder firm shall ensure the adequacy and effectiveness of the Company's system of Internal Controls, any deficiency in the controls and other procedures to ensure the same should be brought to the knowledge of the senior management along with necessary steps to be taken to rectify the same.

17 Action Plan, Execution and Distribution of Audit Reports:

- The selected Bidder Firm shall be required to submit its **Action Plan** for the Audit of all the Auditee Offices of each circle of the Group as per the Scope of Work mentioned in the document falling under his purview as Internal Auditor, to the S.E., Circle Office with a copy to the Chief Financial Officer MPPKVVCL, within three (3) days of date of Agreement. However, the work of Internal Audit shall be commenced simultaneously.
- Chief Financial Officer, MPPKVVCL shall reserve the right to change the Action Plan at any point of time.
- S.E. of the respective Circle Office shall be responsible to roll out the Audit Plan to all the Auditee Offices of the Circle before the start of work of each FY separately.
- Non-cooperation at any point of time during the audit tenure shall be brought to the notice of the S.E of the Circle Office, for immediate action.
- However, if no action is taken by the S.E. of the respective Circle to resolve the issue, the same shall be brought to the notice of the Chief Financial Officer MPPKVVCL confidentially.
-
- The Audit Party shall have to mandatorily visit the Auditee Office during office hours for the Internal Audit as per the schedule for a minimum number of days as prescribed.
- The Team Leader shall be responsible for the supervision and satisfactory completion of the internal audit of the company.
- The Audit shall be completed in the prescribed time schedule.
- However in the event of non completion of the work in the stipulated time period due to unforeseen conditions, the auditor firm will be required to apply for grant of additional time period. Request of extension of time period desired by the auditor firm shall be considered only if reasonable and justified ground exists at the sole discretion of CFO, MPPKVVCL, Jabalpur.
- Distribution of approved copies of Internal Audit Report (as approved by Internal Audit Department, MPPKVVCL, Jabalpur) personally to be submitted in the office designated below and not to be sent through courier:
 - **FOR L.T. Revenue Audit –**
 - Two Copies– To E.E. incharge of the Division ,one copy for Division office and one copy for Distribution centre for recovery purpose along with Annexure and all other related details and acknowledgement shall be obtained.
 - One Copy – To CFO, MPPKVVCO LTD., Jabalpur along with Annexure, Half Margins and copy of the acknowledgement of the Division office (for submission of 2 copies of audit report) and all other related details in Hard & Soft copy.
 - **FOR System & Expenditure Audit, Internal audit of store & civil Dn. :-**
 - One Copy – To Auditee office Incharge for recovery purpose/Compliance along with Annexure and all other related details.
 - One Copy – To the superior office of the concerned Auditee office.

- One Copy –To Chief Financial Officer MPPKVVCL along with Annexure, Half Margins and copy of the acknowledgement of the Auditee office & its superior office (for submission of 2 copies of audit report) and all other related details in Hard & Soft copy.
- After completion of the audit of the auditee office auditor firm shall obtain a certificate of completion of audit mentioning F.Y. of the audit completed along with attendance of the audit team mentioning name of each member and the duration of the audit as mentioned, from the AE/JE Incharge of the Distribution centre or from the concerned office Head in case of audit of System & Expenditure Audit , This certificate shall be produced to the Chief Financial Officer MPPKVVCL MPPKVVCL, Jabalpur in original along with The TAR & TAN and other Annexures.

18 OFFICE SPACE AND STATIONERY

The Company shall provide all sitting arrangements including furniture and office equipment, stationery etc. free of cost to the auditors for its bona-fide use only.

19 PERIODIC ASSESSMENT

The Head of Internal Audit of the Company should periodically assess whether the purpose, authority and responsibility, as defined in this charter, continue to be adequate to enable the internal audit function to accomplish its objectives. The changes, if any, required should be recommended to senior Management.

20 CONFIDENTIALITY

The Internal Auditor should maintain complete secrecy of records. He shall treat confidential information as confidential and shall not disclose any matter which comes to its knowledge while conducting Internal Audit to any third party. He shall undertake to effect and maintain the same adequate security measures to safeguard the confidential information from unauthorized access, use and misappropriation.

21 TERM OF AGREEMENT (CONTRACT PERIOD)

Outsourcing of CA/ICWA Firm would be appointed as Internal Auditors for FY 2015-16 & 2016-17 commencing from the date of acceptance of LOA which may be further extended with or without increase in audit fee as per sole discretion of the company. The company reserve the right to appoint another CA/ICWA firm to get the work done in the event of failure of the selected CA/ICWA firm to commence the work within the prescribed time or terminate the Agreement any time before the expiry of the Contract Period if the progress of work is not commensurate with the time completion schedule or the audit is not found satisfactory to the objectives of the assignment or for any other reasons seems fit to the company.

22 PRICES/CHARGES FOR THE AUDIT:-

The Bidder shall require to quote firm/fixed charges / fee for revenue audit and expenditure audit as per scope of work detailed in Annexure-II for maximum of three groups of offices separately. The charges / fee quoted by them should be firm and inclusive of all TA/DA/Lodging, Boarding and all other charges, taxes and duties. The prices shall require to be quoted by the Bidder strictly in **Price Schedule-I** of the tender specification.

23 PAYMENT :

- 50% payment of accepted fee shall generally be made within 45 days of receipt of bills alongwith all deliverables complete in all respect for the financial year 2015-16 and balance 50% payment shall generally be made within 45 days of receipt of bill alongwith all deliverables complete in all respect for the financial year 2016-17. The MPPKVVCL shall not be liable to pay in interest for delay in payment beyond stipulated time.

The CA firm shall require to submit their bills in triplicate alongwith deliverable to the office of Chief Financial Officer, MPPKVVCL Jabalpur where there bills shall be verified and forwarded to the Sr. Account Officer (JC) MPPKVVCL for release of payment

24 Penalty for Delay in Completion of work as per Schedule:

If work is not completed by bidder firm in stipulated time period, then penalty @1% per week subject to maximum 10% of the total value of that group shall be imposed. However, in the event of non-completion of the work in the stipulated time period due to unforeseen conditions, the auditor firm will be required to apply for grant of additional time period. Request of extension of time period desired by the auditor firm shall be considered only if reasonable and justified ground exists at the sole discretion of Chief Finance Officer MPPKVVCL, Jabalpur.

If CA/ICWA Firm fails to perform the audit of any office of that group as per the scheduled programme, average accepted fees for such offices shall be deducted from firm bills and 10 % penalty shall be imposed on average accepted fees for those offices. The list of such offices should be separately enclosed along with the bill.

25 PERFORMANCE SECURITY

The successful bidder needs to submit a Performance Security equivalent to ten percent (10%) of the Annualized Quoted Fees in the form of a DD/BG drawn on a scheduled bank in favour of MPPKVVCL, payable at Jabalpur, within seven (7) days from the date of acceptance of the LOA by the Successful Bidder which shall be validated for 24 month from LOA and same shall be refunded within six (06) months after the successful completion of the assignment

Failure to commence the audit as per the program issued by MPPKVVCL shall entail the forfeiture of performance security and cancellation of the LOA

26 PERIODIC ASSESSMENT

The Head of Internal Audit of the Company should periodically assess whether the purpose, authority and responsibility, as defined in this charter, continue to be adequate to enable the internal audit function to accomplish its objectives. The changes, if any, required should be recommended to senior Management.

27 CANCELLATION OF ORDER/AWARD

The Discom-EZ may upon written notice of default terminate the contract if in the opinion of the Discom the CA firms fails to comply with any of the provision of the contract or fails to perform their obligation. In the event of such termination the Discom-EZ shall forfeit their performance security deposit and also blacklist/debar them for further business with the MPPKVVCL for a declared period on breach of the contract.

28 UNSATISFACTORY PERFORMANCE –

Even on fulfillment of all the criteria it may please be noted that:-

- (i) Offers of those bidders who have been debarred / black listed for future business with our company/ MPSEB and its successor companies may be summarily rejected.
- (ii) In case of those bidders whose past performance has not been found to be satisfactory against previous tenders of MPSEB/Companies formed on restructuring of MPSEB, they may not be considered for order. Some of the attributes to the poor performance of a bidder are as follows:-
 - Non-execution of previous order(s) or inordinate delay in supply of material.
 - Failures of material in testing & non-replacement of the same by the supplier.
 - Failures of material enmasse as reported by the field officers.
 - Non replacement of WGP failed materials timely.

29 ARBITRATION :

If, at any time, any question, dispute or difference, whatsoever shall arise between the purchaser and the supplier, upon, or in relation to or in connection with the contract, either party may forthwith give to the other, notice in writing of the existence of such question, dispute or difference, and the same shall be referred to the adjudication of two Arbitrators, one to be nominated by the purchaser and the other to be nominated by the supplier. In the case of said Arbitrators not agreeing, the matter shall be referred to the adjudication of an Umpire, to be appointed by the Arbitrators, whose, decision shall be final and binding on the parties.

The arbitration shall be conducted as per provision of The Madhya Pradesh Madhyastha Adhikaran Adhiniyam 1983, as amended from time to time, and of the rules made there under. The Arbitrators or the Umpire as the case may be, are bound to give a detailed speaking award assigning reasons for the findings.

Supplies under the contract shall be continued by the Supplier during the arbitration proceedings, unless otherwise, directed in writing by the purchaser or unless the matter is such that the work cannot possibly be continued until the decision of the Arbitrator or of the Umpire, as the case may be, is issued.

The arbitration proceeding if any shall be strictly held at the head quarter of MPPKVCL at Jabalpur.

30 SETTLEMENT OF DISPUTES:-

All suits or proceedings relating to any dispute or claim arising out of or in the course of performance of the contract, shall be filed only in the competent court at **Jabalpur only**.

- 31** All the bidders are advised to quote their individual price. It may please be noted that if the same price is quoted by more than one bidder or suggestive of a cartel then such offer may not be considered.

- 32** The Discom-EZ reserves the right to accept/reject wholly and partly any tender without assigning any reason, whatsoever. No correspondence in this regard shall be entertained by the Discom -EZ.

Chief General Manager (Purchase)
M.P.P.K.V.V.Co.Ltd., Jabalpur

SCHEDULE-I**“PRICE BID FOR THE GROUP NUMBER.....(Circle Name)”**

S N	Particulars	L.T. Revenue audit and System and Expenditure audit for FY 2015-16 and 2016-17 Fees in Rs.
1	Audit Rates/Fees for two year including all T.A. /D.A., Lodging, Boarding, out of pocket expenses etc. complete as per all Terms and conditions mentioned in the Tender Document.	
2	GST (Rate and amount)	
3	Total Quoted Fee including GST for audit.	

“PRICE BID FOR THE GROUP NUMBER.....(Circle Name)”

S N	Particulars	L.T. Revenue audit and System and Expenditure audit for FY 2015-16 and 2016-17 Fees in Rs.
1	Audit Rates/Fees for two year including all T.A. /D.A., Lodging, Boarding, out of pocket expenses etc. complete as per all Terms and conditions mentioned in the Tender Document.	
2	GST (Rate and amount)	
3	Total Quoted Fee including GST for audit.	

“PRICE BID FOR THE GROUP NUMBER.....(Circle Name)”

S N	Particulars	L.T. Revenue audit and System and Expenditure audit for FY 2015-16 and 2016-17 Fees in Rs.
1	Audit Rates/Fees for two year including all T.A. /D.A., Lodging, Boarding, out of pocket expenses etc. complete as per all Terms and conditions mentioned in the Tender Document.	
2	GST (Rate and amount)	
3	Total Quoted Fee including GST for audit.	

(To be signed by an authorized signatory of the Bidder Firm along-with seal of firm)
 Title of Authorized Signatory

Name of Firm
 Date and Place

NOTE : (i) Quoted price should be FIRM

(ii) **In no case the bidder shall submit their bid for more than three groups**

SCHEDULE-II**Bidders Background and Qualifications****(A) Details of the Bidder Firm**

S. No.	Particulars	Information	Enclosures
1	Name of the Firm		Latest Partnership Deed
2	Address of the Head Office of the Firm (Phone No., Email id, fax, Mobile No., Address)		
3	Firm Registration No. (as mentioned in the constitution certificate)		Latest constitution certificate of the Firm issued by ICAI
4	Date of Establishment of Firm		-do-
5	Date of Formation of Partnership Firm in case initially established as Proprietorship Firm		-do-
6	Whether the Head Office is in Jabalpur		-do-
7	Whether any Office of Operation is in the Circle/ Region of the Group.		-do-
8	No. of Branches of the Firm		
9	Address of Branches with the Date of Opening		
10	Number of Partners		
11	Number of Full-time Partners with the firm		
12	Name of the Partners in the firm along with their membership number issued by ICAI, and the year of association with the firm		
13	No. of CA on the role of the bidder		
14	No. of other paid staff on the role of bidder		
15	No. of Articles Trainees		
16	Team Leader to be assigned on the assignment with their qualification		Biodata with experience of the Team Leader
17	No. and name of the Professionals to be provided by the bidder on the assignment.		Biodata of the Audit Officers to be assigned on the assignment.

(B) Financial Statements of the bidder**Details of the Bidder Firm**

S. No.	Particulars	2013-14	2014-15
1	Total Assets		
2	Total Liabilities		
3	Net worth		
4	Annual Turnover		
5	Total expenditure		
6	Depreciation		
7	PBT (Profit before tax)		
8	PAT (Profit after tax)		

Note:

1. Attach copies of the audited financial statements of the last 2 financial years.
2. Attach photocopies of Income Tax returns of the firm for last 2 financial years.

(C) Credentials of the Bidders

a) A brief "Profile" of the Firm's Practice and experience giving the following details clearly:

- Details of the assignment / projects undertaken by the bidder in the last 10 years with the following information

1	Assignments undertaken.
2	Form of organization (Partnership/ Proprietary/Company).
3	Nature of Operation of the organization
4	Experience/Completion Certificates of Statutory / Internal Audit from at least three clients out of the Clients as mentioned above.

- Curriculum Vitae of the Individual Experts, Team Leader and the Audit Officers proposed on the engagement.

SCHEDULE-III**SCHEDULE OF COMMERCIAL DEVIATIONS**

Bidder's Name & Address:

To,

The Chief General Manager (Purchase),
M.P.P.K.V.V. Co. Ltd.,
Block No. 8, Third Floor,
Shakti Bhawan, JABALPUR.

Dear Sir,

Sub: - **Commercial Deviations.**

The commercial Deviations & variations to the specifications stipulated in the tender, for the item quoted are, as under:-

Sl. No.	Condition	Clause No. of tender document	Page No. of Tender document	Statement of deviations and variations
1	2	3	4	5

2. Except aforesaid deviations, the entire order, if placed, on us shall be executed in accordance with your specifications and any other conditions, variations/deviations etc. if found, elsewhere in our offer should not be given any considerations while finalizing the tender.

PLACE:

SIGNATURE OF TENDERER

NAME IN FULL

DATE

DESIGNATION/ STATUS IN THE FIRM

COMPANY SEAL

Note: - Continuation sheet of like size & format may be used as per bidder's requirements and shall be annexed to this schedule.

ANNEXURE 1 A**Detailed list of group wise/ Circle wise list of offices for revenue Audit and Expenditure Audit for 2015-16****Group 1: Corporate Offices for expenditure audit**

S. No	Circle/Group	Audit Unit
1	Corporate office	HEAD IT
2		E D HUMAN RESOURCE AND ADMINISTRATION
3		CHIEFE FINANCIAL OFFICER
4		E D WORKS
5		CHIEFE ENGINEER (STORE)
6		ED PURCHASE
7		ED COMMERCIAL
8		GM DCC
9		Chief S & A
10		E D ENFORCEMENT
11		CGM RGGVY & ADB
12		CGM FEEDER SEPARATION
13		CGM RAPDRP
14		CGM ADB
15		GM CEC

Group 2: City Circle Jabalpur

2.1 Office for Revenue Audit

S no	Circle	Division	DC	Average Monthly Input Units in Lakh
1	JABALPUR CITY CIRCL	EE CITY DIVN NORTH JABALPUR	ADHARTAL URBAN	4.66
2			ADHARTAL RURAL	1.58
3		EE CITY DIVN SOUTH JABALPUR	JABALPUR SOUTH CITY	8.03
4		EE CITY DIVN EAST JABALPUR	JABALPUR EAST	6.01
5		EE CITY DIVN WEST JABALPUR	JABALPUR WEST	8.78
6		EE CITY DIVN VIJAYNAGAR JABALPUR	VIJAY NAGAR	4.77
7			AE VIJAYNAGAR SUBZN	0.12

2.2 Offices For Expenditure Audit

S. No	Circle	Audit Unit
1	JABALPUR CITY CIRCL	CE (JR), Jabalpur
2		SE, (City) Circle Jabalpur
3		E E, CITY DN.WEST
4		E E, CITY DN.EAST, Jabalpur
5		E E, CITY DN.SOUTH, Jabalpur
6		E E, CITY DN.NORTH, Jabalpur
7		E E, CITY DN.VIJAYNAGAR, Jabalpur
8		E E, STM DN.CC JABALAPUR
9		EE Enforcement CITY CIRCLE,JABALPUR
10		E E, STC Dn. CITY JABALPUR

Group 4: Katni O&M Circle**4.1 Office for Revenue Audit**

S no	Circle	Division	DC	Average Monthly Input Units in Lakh
1	KATNI CIRCLE	KATNI CITY DIVISION	KATNI TOWN	3.00
2			KHIRAHNI	1.73
3			MADHAVNAGAR(TIKURI)	1.48
4			KATNI RES	1.31
5			KHIRAHNI 2	0.43
6			KATNI RES 2	0.22
7		KATNI O&M DIVISION	BARHI	2.16
8			BADWARA	1.48
9			BAHORI BAND	1.48
10			SLEEMNABAD	1.18
11			VIJAYRAGHOGARH	1.06
12			RITHI	1.00
13			UMARIA PAN	0.90
14			KYMORE KHALWARA	0.78
15			NIWAR	0.58
16			SILONDI	0.46

4.2 Offices For Expenditure Audit

S. No	Circle	Audit Unit
1	KATNI	SE (O&M), Katni
2		E E O&M DN. KATNI
3		E E CITY DN.KATNI
4		E E STC Dn. KATNI
5		E E STM DN.KATNI
6		EE Enforcement KATNI

Group 11: Damoh O&M Circle**11.1 Office for Revenue Audit**

S no	Circle	Division	DC	Average monthly input units in lakh
1	DAMOH CIRCLE	DAMOH NORTH DVN	HATTA RES	0.31
2			PATHARIA	0.10
6			HATTA TOWN	0.09
3		DAMOH SOUTH DIVISI	HINDORIA	0.10
4			BANSATARKHEDA	0.10
5			BANDAKPUR	0.10

11.2 Offices For Expenditure Audit

S. No	Circle	Audit Unit
1	DAMOH	SE (O&M), Damoh
2		E E O&M DN.DAMOH(SOUTH)
3		E E O&M DN. DAMOH(NORTH)
4		E E STC Dn. DAMOH
5		E E STM DN.DAMOH
6		EE Enforcement DAMOH

Group 12: Tikamgarh O&M Circle**12.1 Offices for Expenditure Audit No offices for revenue audit****12.2 Offices For Expenditure Audit**

S. No	Circle	Audit Unit
1	TIKAMGARH	SE (O&M), Tikamgarh
2		E E O&M DN. TIKAMGARH
3		E E O&M DN. PRITHVIPUR
4		E E STM DN.TIKAMGARH
5		EE Enforcement TIKAMGARH

**General Manager(Purchase)-II
O/o CGM(Pur), MPPKVVCL, Jabalpur**

ANNEXURE 1 B**Detailed list of group wise/ Circle wise list of offices for revenue Audit and Expenditure Audit for 2016-17****Group 1: Corporate Offices for expenditure audit**

S. No	Circle/Group	Audit Unit
1	Corporate office	HEAD IT
2		E D HUMAN RESOURCE AND ADMINISTRATION
3		CHIEFE FINANCIAL OFFICER
4		E D WORKS
5		CHIEFE ENGINEER (STORE)
6		ED PURCHASE
7		ED COMMERCIAL
8		GM DCC
9		Chief S & A
10		E D ENFORCEMENT
11		CGM RGGVY
12		CGM FEEDER SEPARATION
13		CGM RAPDRP
14		CGM ADB
15		GM CEC

Group 2: City Circle Jabalpur

Office for Revenue Audit

S no	Circle	Division	DC	Average Monthly Input Units in Lakh
1	JABALPUR CITY CIRCL	EE CITY DIVN NORTH JABALPUR	ADHARTAL URBAN	4.66
2			ADHARTAL RURAL	1.58
3		EE CITY DIVN SOUTH JABALPUR	JABALPUR SOUTH CITY	8.03
4		EE CITY DIVN EAST JABALPUR	JABALPUR EAST	6.01
5		EE CITY DIVN WEST JABALPUR	JABALPUR WEST	8.78
6		EE CITY DIVN VIJAY NAGAR JABALPUR	VIJAY NAGAR	4.77

2.2 Offices For Expenditure Audit

S. No	Circle	Audit Unit
1	CITY,JABALPUR	CE (JR), Jabalpur
2		SE, (City) Circle Jabalpur
3		E E, CITY DN.WEST
4		E E, CITY DN.EAST, Jabalpur
5		E E, CITY DN.SOUTH, Jabalpur
6		E E, CITY DN.NORTH, Jabalpur
7		E E, CITY DN.VIJAYNAGAR, Jabalpur
8		E E, STM DN.CC JABALAPUR
9		EE Enforcement CITY CIRCLE,JABALPUR
10		E E, STC Dn. CITY JABALPUR

Group 4: Katni O&M Circle

Office for Revenue Audit

S no	Circle	Division	DC	Average Monthly Input Units in Lakh
1	KATNI CIRCLE	KATNI CITY DIVISION	KATNI TOWN	3.00
2			KHIRAHNI	1.73
3			MADHAVNAGAR(TIKURI)	1.48
4			KATNI RES	1.31
5		KATNI DIVISION	BARHI	2.16
6			BADWARA	1.48
7			BAHORI BAND	1.48
8			SLEEMNABAD	1.18
9			VIJAYRAGHOGARH	1.06
10			RITHI	1.00
11			UMARIA PAN	0.90
12			KYMORE KHALWARA	0.78
13			NIWAR	0.58

4.2 Offices For Expenditure Audit

S. No	Circle	Audit Unit
1	KATNI	SE (O&M), Katni
2		E E O&M DN. KATNI
3		E E CITY DN.KATNI
4		E E STC Dn. KATNI
5		E E STM DN.KATNI
6		EE Enforcement KATNI

Group 11: Damoh O&M Circle**11.1 Office for Revenue Audit**

S no	Circle	Division	DC	Average monthly input units in lakh
1	DAMOH CIRCLE	DAMOH NORTH DVN	PATHARIYA RES	0.34
2			BATIAGARH	0.32
3			PATERA	0.24
4			NARSINGARH	0.21
5			HINOTA	0.18
6			BANGAON	0.14
7		DAMOH SOUTH DIVISI	DAMOH TOWN	0.45
8			NOHTA	0.19
9			DAMOH RES	0.18
10			TEJGARH	0.17
11			TENDUKHEDA	0.17
12			JABERA	0.16

11.2 Offices For Expenditure Audit

S. No	Circle	Audit Unit
1	DAMOH	SE (O&M), Damoh
2		E E O&M DN.DAMOH(SOUTH)
3		E E O&M DN. DAMOH(NORTH)
4		E E STC Dn. DAMOH
5		E E STM DN.DAMOH
6		EE Enforcement DAMOH

Group 12: Tikamgarh O&M Circle**12.1 Office for Revenue Audit**

S no	Circle	Division	DC	Average monthly input units in lakh
1	TIKAMGARH CIR	PRITHVIPUR DIVISION	PRITHVIPUR	0.28
2			NIWARI TOWN	0.27
3			DIGODA	0.25
4			LIDHORA	0.20
5			JERON	0.19
6			ORCHHA	0.17
7			TARICHARKALAN	0.14
8			LADWARI	0.13
9			TIKAMGARH DIVISION	TIKAMGARH URBAN
10		JATARA		0.28
11		TIKAMGARH RES		0.27
12		PALERA		0.25
13		KHARAGPUR		0.23
14		MOHAN GARH		0.22
15		BALDEOGARH		0.21
16		CHANDERA		0.21
17		MAVAI		0.17
18		BADGAON		0.17
19		BUDERA	0.15	

12.1 Offices for Expenditure Audit No offices for revenue audit

12.2 Offices For Expenditure Audit		
S. No	Circle	Audit Unit
1	TIKAMGARH	SE (O&M), Tikamgarh
2		E E O&M DN. TIKAMGARH
3		E E O&M DN. PRITHVIPUR
4		E E STM DN.TIKAMGARH
5		EE Enforcement TIKAMGARH

General Manager(Purchase)-II
O/o CGM(Pur), MPPKVCL, Jabalpur

ANNEXURE-II**SCOPE OF WORK****1. SCOPE OF WORK**

The selected bidder firm is required to exercise such tests of accounting records, internal checks and control and other necessary audit of the accounts as per general principles and standard of audits (SIA) of the Institute of Chartered Accountant of India. In conducting the Audit the Internal Audit Manual of the Company should also be referred. The Auditor should pay attention to the following areas while auditing:

The Scope has been classified into following:

- Internal Audit of System and Expenditure: Yearly at all Division Offices and Circle Office as given in Annexure 1 A & 1B and category is given in Annexure 1D
- Revenue Audit of LT Consumer Accounts: Yearly at DC's / Zonal Offices as mentioned in Annexure 1A.
- Verification of Stores: Yearly.
- Internal Audit of Books of Accounts: Yearly at all the RAO Offices.
- Internal Audit of Departments of Corporate Office: Yearly at all Departments of Corporate Office
- Consolidation of all audit reports of Internal Audits:Yearly

The Auditor should submit a Composite Internal Audit Report for LT revenue audit and System and expenditure audit of all offices of the Circle as per the scope below.

The scope of auditor will also include:-

- Preparation of half margins in prescribed format for obtaining various information / records & issuing the same to JE/AE officer in charge of Auditee Office and after receipt of the same, carrying out the audit of the record and if any mistake is pointed out the half margin of audit observation shall be issued for obtaining reply of JE/AE officer in charge of the Auditee Office. If the officer in charge of the Auditee Office agreed with the observation pointed out, then this will be treated as audit Para. If the Officer in charge of the Auditee Office does not agree with the observation pointed out, then such Half Margins should be included under separate audit para giving remarks by the audit team.
- A Test Audit Report (TAR) & Test Audit Note (TAN) shall be prepared including all audit Paras in the prescribed Performa as per Annexure-11. If individual audit recovery of Rs. 1000/- or more is pointed out it should be covered under TAR and If individual audit recovery is less than Rs. 1000/- it should be covered under TAN.
- After completion of internal audit of a DC/Zone, the report for the same shall be submitted to that office and an acknowledgement of the submission shall be taken from office in charge. At the same time, a copy of the report shall also be submitted to the concerned division.
- After completion of internal audit of all DC's/Zone's under a particular division, System & expenditure Audit of that division will be started and at the same time a discussion on the reports of DC's/ Zone's shall be done with the Division in charge. A summary report of discussion along with certificate of Division in charge shall be submitted by the bidder firm along with the invoice.

It is however emphasized that the coverage in the scope of services as indicated above and detailed below is indicative and not exhaustive. The Auditor shall also necessarily refer to the existing Internal Audit Manual and its amendments from time to time to decide on the scope of work for the Auditee Offices. The scope can also be decided with discussion with the Internal Auditor at the Corporate Office.

Apart from the audit observations, auditor will be required to indicate discrepancies / inadequacies in the system or procedures so as to initiate steps for improving the system and making it more efficient. The audit team will also be required to educate the dealing staff so as to avoid repetition of routine procedural / technical errors.

- Further all other incidental / necessary activities for the completion of audit & resolution of matters arising during the audit shall deem to be included in the scope of services. In case of judicial proceeding(s) initiated by Discom pursuant to the audit for the period, the auditor shall reasonably assist the Discom office by acting as a witness and providing evidences required as related thereto.

2. EXPENDITURE AND SYSTEM AUDIT SCOPE

The Expenditure Audit shall cover all the Circles along with the Divisions/ Sub- Divisions / D/C's under them and all other offices incurring expenditure.

Broadly it shall cover the following:

- Capital Expenditure
- Payrolls, P.F. and other establishment Expenditure
- Stores and Purchases
- Claims against Third Parties i.e. Suppliers, Contractors, Transporters, Railways, etc.

Following are the broad areas of system and expenditure audit:

3. SANCTIONS & BUDGETS:

- 100% checking for the full period at the end of the Year, along with Administrative/ Financial Approval, detailed estimation being technically sanctioned by the Competent Authority.
- Sanctioned estimates to be verified with reference to latest District Schedule of Rates or Market rates or Company's latest cost data.
- Budget allocated to Circles as well as utilized by the concerned.
- Excess spending over the budget allocation and Regularization of excesses.

4. CONTRACT AGREEMENTS/PRICE:

- Checking Tender Registers, Contractors' Bill Registers and even Registers containing Registration of Contractors.
- Competent Authority to sanction the Contract & amendments issued, if any, must contain his approval.
- Split up of contract to be within financial powers of field officers to be reviewed and commented. Proper execution of contract, Levy of L.D. Review of arbitration cases.

5. WORK ORDER:

- The Work Orders must have Administrative approval and Technical Sanction and the proposal must be justified on the basis of Budgeted Provision.
- Order for repairs for Transformers should be at Approved rates & Register of Bills with RA Bill wise update position to be checked.
- Reconciliation of the Works Register and the Works Register at the RAO Office.
- Timely preparation of Completion Report based on the completion of the Work as per the Work Order.
- Check for updating of record of transformer failure, from the date of return from the field, issue for repair to Repairers as per the allotment order under the RCA, inspection done to examine feasibility for repair, estimation, stage inspection, clearance for repair, return of transformers found uneconomical for repair, etc.

6. COMPUTATION & RECOVERY OF INTEREST ON INTEREST BEARING ADVANCES:

- The recovery of Interest should be as per the requirements & rules of the Organization & must be appropriately made, adequately secured & duly acknowledged.
- Non-recoverability of both principal and interest to be verified/ reported.
- Accounting Statement of such unrecoverable advances and interest to be verified and reported.

7. PURCHASE ORDER:

- The orders placed by the Circle & Division offices should be as per the Budget provision & check should be kept on the items reserved for Corporate Office purchases.
- Purchase should be as per DOP
- Delay in supply and resultant recovery of L.D charges etc. should be checked and commented. Waiver of L.D charges by Competent Authorities to be critically reviewed with reference to the existing circumstances.
- There should be a comparative price analysis review on the basis of Quotations & other price information.
- Distress purchase/ wrong intending/ Excess quantity procurement etc. should be reported.

8. REVIEW OF INSURANCE CLAIMS:

- Reviews should be taken of the Claims lodged along with the Follow- up actions, its Settlement & followed by proper Accounting Procedure.
- Loss of insurance claims due to lack of procedures/processes to be reviewed/reported.
- Timely submission of information should be verified.

9. CLOSURE OF CONTRACT:

- The final bills to be settled as expeditiously as possible.
- Delay to be reviewed. Delay in capitalization to be seen and reported.
- Reasons for pending WCRs to be analyzed/reported.

10. ESTABLISHMENT- SALARIES & WAGES:

- Test Checking of Pay Bills with reference to rules & Proprietary aspects- at least for a month in every phase of Internal Audit.
- Verification of Wage Sheets, Attendance Records- particularly of Leave Salary/ OT & other Allowances & Accounting of leave records at least for a month in the phase of Internal Audit.
- Increments, revisions and Grade fixation etc. to be verified.
- 100% checking of Payment of Pension, Gratuity & Other Retirement Benefits, Statutory Deductions & their timely deposits.
- Calculation & Accounting of Interest on Loans & Advances & its recovery as per applicable rules.
- Contract employees payment to be audited to see 'ghost works'
- Allotment of quarters for emergency staff to be checked.
- Proper transfer of employees from one division to another.

11. FIXED ASSETS & CAPITAL WORK IN PROGRESS:

- 100% checking of Capital Expenditure with reference to proper sanction of Competent Authority.
- Accounting of Fixed Assets, Depreciation & Capital WIP.
- Checking of works completed but not transferred to fixed assets.
- Delay in finalization of final bills.
- Review of Fixed Assets Register.
- Review of DPR and non-DPR capital works.
- Review of loan tie up and loan servicing for capital works.
- Review physical progress and financial progress in projects.
- Review of delay in completion of project formalities.
- Review of payment of commitment charges, if any.
- Review of Capital items financed out of internal resources when loan tie up was possible.

12. STORES & MATERIAL ACCOUNTING:

- Checking receipts, acceptances & issue of Material and their Reconciliation & Accounting, at all stores.
- Non- Moving /Slow Moving items to be brought to the notice of management.
- Release of stores Receipt notes, acceptance of material after test results etc. to be checked.
- Review of sale of scrap / utilization of slow moving items and verify the accounting of the same.
- Verify the pricing aspect in GRN according to ESAAR, 1985

13. CASH AND BANK:

- Verification of Cash, Cash Book & its Auditing.
- Bank reconciliation.
- Accounting of Stale Cheques.
- Dishonour of Cheques. Action under Section 138 of Negotiable Instruments Act, 1938.

14. STATUTORY COMPLIANCES:

- Violation of TDS at the time of payment towards Rent, Consultancy charges, Professional fees, etc.
- Appropriate recovery towards WCT, IT, VAT etc. and its timely, payment.
- Claiming VAT set off (input credit).
- Violations of any other law e.g. non-payment of wages as per minimum wages Act, ESI recovery & timely remitting of P.F by contractors for which Company is responsible as a Principal Employer.
- Recovery of Service Tax.
- Attending meeting with Statutory Auditors as & when required.
- Physical presence of Internal Auditors at the time of annual inventory. You have to give your comments and be a party to sign the verification report. You can suggest the methods/procedures to improve upon current practices of inventory verification.
- Is there an adequate internal control procedure commensurate with the size of the company and the nature of its business for the purchase of inventory and fixed assets and for the sale. Whether there is a continuing failure to correct major weaknesses in internal control. This would be in compliance to clause No. 4 (IV) of Companies (Auditor's Report) order, 2003.
- Comments on compliance report submitted by the individual office for previous Internal Audit Report.
- Auditors shall also attend to any other work specifically assigned by the Management or commented by the statutory auditors in their report (CARO) regarding Internal Audit.
- Compliance of MPERC regulations.

15. FRANCHISEE AUDIT:

- If any franchisee is operational in any Circle/ Division, detailed audit of the billing to franchisee is to be done.
- The terms and condition of the Franchisee Contract are followed; the billing is as per the contract etc.
- Any penalties or incentives are as per the contract.

16. SUGGESTIONS/ RECOMMENDATIONS FOR ENHANCING OVERALL/ INTEGRATED EFFICIENCY:

- Analysis of risk in technical as well as financial ones. Internal control with reference to existing risk.
- Any 'whistle blowers' found in the course of audit to point towards 'fraud' in the transaction during any time.

17. SCOPE OF LT REVENUE AUDIT

LT Revenue comprises around of the Revenue of MPPKVVCL. The L.T. Revenue Audit is to be carried at all D.C.'s / Zonal Offices of the Circle as per the Scope of Work in the Tender document.

Objective of Revenue Audit

- Enhancement of Companies revenue by prevention/ correction of noted instances of revenue leakage.
- Testing compliance of units to set rules and procedures relating to various facets of operation.
- Transactions are executed in accordance with general orders and guidelines.
- All transactions are promptly recorded in the correct amount in the appropriate books of entry and in the correct accounting period.
- Assets mainly cash; is safeguarded from unauthorized access, use and disposition.

The Internal Audit Manual of the Company should be referred for conducting the Revenue Audit of the D/C's. However, the following areas should be covered in the Audit Report.

Checking of Classified Abstract Collection (CAC)/Cash Remittance Advice (CRA). This shall include checking of following:-

- Records of CAC shall be checked thoroughly with counter foil / stub of energy bill available in distribution center;
- Postings from MR (Money Receipt) to CAC (in cases as applicable) and whether the receipts as stated in the CAC are continuous;
- Legitimate utilization of MR and control on stock of unused MR.
- Any over writing and corrections made in CAC from counter foil of that particular bill are duly authorized;
- Payments received by Cheques/drafts etc. are properly entered in the prescribed register. Further entries in register are attested by officer in-charge of the Distribution center and have been duly entered in CAC;
- Sum totals of each CAC are correct and CRA are prepared as per CAC;
- CAC, being regularly checked by the clerk concerned is initialed by the Assistant Engineer, is closed every evening and the total receipts of the day are transferred to the Main Cash Book, the same evening. In case of defaults indicate the date from when to when it has not been checked and the names of the defaulting clerks;
- Reconciliation of CAC with consumers' ledgers ;
- That the realizations required to be deposited in bank have been routed through the CRA and that CRA has duly been signed by the depositor;
- Reconciliation of amount remitted into Bank during the particular month with the bank statements;
- Time taken by distribution center in submitting CRA to RAO. Reasons for delay, explanations of the staff, etc. shall be analyzed and included in the report.

18. Adjustment made through CCB/CC4/CC7

- All cases of adjustment made to the consumers' accounts are required to be checked thoroughly from CCB/CC4/CC7, including Interest on consumer deposits. Cases of discrepancies found shall be included in the report.

19. Meter Reading Diary

- Checking whether Meter Reading books are kept in a bound form for all the categories and progress reports are received from Meter Readers monthly showing the number of meters actually read by them;
- Meter reading diaries have to be checked thoroughly, particularly for finding out the position of stopped/defective meter. Further, action taken by the officers on observations of meter readers and compliance to procedural requirements including Sample checking by AE/EE is also required to be verified and commented upon;
- Assessment of units and its reasonability shall also be checked on sample basis. This shall include verifying whether the units consumed during a particular billing period are showing substantial difference against the units consumed in the earlier period and the connect load;
- For new connections check whether the first bill is issued in compliance to the procedure as prescribed thereof.

20. Audit of billing operation

- Assess regularity in Billing process including Meter reading and Billing Programme;
- Assess adherence to Billing Programme and report the deviations;
- Report cases of delay in issue of bills and the details thereof including:
 - Category of consumer or ledger number;
 - Months in which bills were required to be issued;
 - Months in which bills were actually issued;
 - Name of the defaulting ledger keeper and checking clerk.

21. Domestic consumers

At least records of 10% consumers from consumer ledgers and meter diaries are to be checked thoroughly for analyzing the following:

- Consumption pattern;
- Working condition of meters;
- Sanctioned load etc.

22. Commercial consumers

Records of 100% consumers are to be checked thoroughly as similar to work done in case of Domestic consumers.

23. LT Industries

Records of 100% consumers are to be checked thoroughly as similar to work done in case of Domestic consumers.

24. New Connection Register

Records of 50% new connections provided during the period shall be checked on random basis for the following:

- Whether all charges as per applicable rules have been recovered from the consumers;
- Analyze the average time taken for providing new connections;
- Whether all connections released are put on billing cycle timely.

25. Temporary Connection Register

Records of 100% temporary connections shall be checked for the following:

- Check temporary connection register regarding compliance to rules prescribed for the same.
- Check accuracy of tariff rates and the billing done for temporary connections.
- Report on trend for number of temporary connections and collection of amount billed. Also compare with their number during previous period and comment on deviation against expected number for the current period.

26. Street lighting installations

Records of 25% street lighting installations shall be checked for the following:

- To check whether the correct load and energy consumption are considered correctly for the billing purpose.
- To check whether the maintenance charges have been correctly calculated and billed.
- To check that additional loads/installations serviced from time to time are correctly brought on to the consumers ledgers and accordingly monthly demand is raised thereof.
- To check whether the audit short claims, if any, are correctly demanded and collected.

27. Dishonored Cheque Register

- To check whether the Dishonored Cheque register is properly maintained.
- To check whether timely action has been taken for recovery of revenue including disconnection, penalty and legal action besides ensuring that the consumer records/books of account are updated immediately and intimated to the consumer for fresh payment along with surcharge and bank charges.

- To check whether necessary entries in RED INK are made in the receipt and payment sides of the cash book as well as in the CAC and CRA of the day.

28. Cash & Bank

- Physical Verification of cash in hand and reconciliation of the same with cash book, bank balances and cash in transit.
- Reconciliation of book balances with General Ledger & balance as per Bank Statement.
- Verify accuracy and cut off for cash transactions regarding recording of receipts in the same accounting period in which they have been received.

29. Checking of R-1 & R-2 Register –

- Any shortfall in billing into consumer ledger due to wrong classification of consumer, consumer's history record absent in consumer ledger etc. should be checked.

30. Checking of Kisan Samriddhi Yojna –

- The scheme Kisan Samriddhi Yojna (KSY) was launched by the company to benefit the agricultural consumers. Audit team is required to check the scheme that whether the actual consumers were benefitted or not and also verified that the claims sent to head quarter was settled through actual beneficiaries.

31. Age wise analysis of arrears –

- Age wise analysis of arrears should be done and reported.

32. Checking of R3 along with uploading of R3 in billing software:-

- Proper checks should be made that consumer database on R-3 should be correctly uploaded on billing software.

33. GIS mapping from billing software:-

- Proper checks may be made on the GIS mapping to the supply of electricity to billing software.

34. Tariff subsidy :-

- cases of tariff subsidy given to consumers may be checked that only eligible consumers have been benefitted and proper claim has been raised to head office/GoMP

35. Applicability of tariff for usage electricity:-

- proper checks may be made on the cases of usage of electricity and consumers must be billed on as per usage of electricity.

36. Entry of CRA on ERP:-

- CRA should be checked that all the CRAs has been properly entered in ERP and proper accounting has been made.

37. Audit of local purchases in case of City Divisions:-

- In case of city Divisions all the contract case should be checked.

38. Bank Reconciliation:-

- In case of city division/ distribution centre is having bank account then Bank reconciliation statement should also be checked and the discrepancies must be pointed out in report.

39. Audit of consumer with defective meter:-

- Audit of assessment of unit sold, period of defective meter, updating meter detail into billing software

40. Fraud/ Defalcation:-

- Any fraud/ defalcation is found in the course of audit, it should be reported to the O/o CFO immediately.

41. Analysis of receivables

- To check that defaulters list is being regularly received at the DC;
- To check that status is being updated at the DC regarding defaulters and efforts made for recovery, including service of notice for outstanding dues;
- To check whether dates are indicated on which:
 - Temporary disconnection orders are given effect to;
 - Permanent disconnection orders are given effect to;
- In case no such orders were implemented, ask reasons for the same;
- Check whether list of defaulters is showing an increasing trend.
- Check whether list for cases of permanent disconnections is prepared in compliance to Electricity Supply code 2004 for submission to Commission.
- To check whether outstanding charges/dues/amount of installment fixed along with disconnection and reconnection charges as may be applicable, are received in case where temporary disconnections been restored.
- In case of temporary disconnections made at request received from the consumer check whether all the monthly charges that are fixed in nature e.g. demand charge, minimum charge, meter rent etc. have been received from the consumer in advance. Also check whether disconnection / reconnections charges have been received from the consumer.
- In case of disputed / erroneous bills check that adequate records are being maintained for status of the dispute & its resolution. Also check on sample basis that in case the bill is found to be erroneous and accordingly a revised bill has been issued, whether adjustment has duly been made in the subsequent bill.

42. Audit of Expenses

- Check whether schedule of authority is compiled to for sanction of expenses;
- Check whether the expenses are adequately supported with evidence thereof;
- Check whether proper accounting is done of expenses incurred & controls are monitored to prevent payment being made for more than once;
- To check that expenses incurred have been as per allocation made in the budget for the relevant period. In other cases verify whether approval have duly been obtained;
- To ensure that classification of expenses has been done under correct expense head;
- To ensure that expenditure has been incurred with due regard to financial propriety e.g. supplies in excess of requirements have not been have not been obtained, the expenditure has been incurred only for legitimate purposes etc.;
- To ensure that expenditure has not been unnecessarily incurred to prevent the lapse of budget allotment and the charges incurred during the year have not been met from the budget allotment for the next year without approval of the competent authority.

43. Others

- In case of seasonal consumers check whether the seasonal credit has been given correctly;
- Check whether regularization has been done of anomalies pointed out by vigilance, periodic inspection reports and other audits conducted;
- Report on maintenance of records at DCs;
- Checking compliance to tariff orders;
- Study the abnormal/sub-normal consumption in respect of high revenue yielding installations & report on the reasons for such variations;
- Compare the consumption pattern of similar industries/installations to highlight possible loss of revenue;
- Compare the average billing rate of revenue of the DC as a whole with average billing rate for each category of consumers. In case of average realization being significantly

- lesser than the overall average realization rate of the sub-division (of that category), investigate the reasons for the same and suggest remedial action, if any;
- Compare the average consumption per installation of the DC as a whole with average consumption for each category of consumers. In case of average consumption being significantly lesser than the overall average consumption of the DC (of that category), investigate the reasons for the same and suggest remedial action, if any;
 - Compare the average revenue billed per installation of the DC as a whole with average revenue billed for each category of consumers. In case of average revenue billed being significantly lesser than the overall average demand of the sub-division (of that category), investigate the reasons for the same and suggest remedial action, if any;
 - Analyze the balances of receivables (arrears in terms of number of days of demand) for each category of consumers and compare it individual with ledger balances. In case of large variations in the level of receivables in respect of a particular ledger, investigate the reasons, and suggest remedial action;
 - Verify the meter reading and billing efficiency. In case the percentage of meter reading and billing is significantly lower, auditor should take immediate action to report the matter to the administrative authorities for taking immediate appropriate action. While reporting the matter auditor should quantify the loss of revenue on account of the above reason.
 - Verify the collection efficiency. In case the percentage of collection efficiency is significantly lower as compared to the previous year, the auditor should report the matter to the administrative authorities for taking immediate appropriate action.

44. VERIFICATION OF STORES

The inventory in the Distribution Company includes the materials bought for capital works and maintenance works. The peculiarity of some of the items of inventory is that they can be used for both the Capital Works and Maintenance Works.

Scope of the Audit of the Stores and Pricing in the Stores includes (but not limited to):

- Review of the Internal Controls in the Stores;
- Audit of Pricing of Issues;
- Review of valuation of Inter-store transfers;
- Review of age-wise analysis;
- Review of system of level of inventory;
- Periodic physical verification of inventory.

45. Checklist:

- Check whether initial records and other books of accounts are maintained properly;
- Check whether the Requisition books are maintained properly and issued by the appropriate authority;
- Check whether the Stores accounts are closed on the prescribed dates of the month and recorded in the accounts of the respective month;
- Check whether the reconciliation of the quantities is done on a timely basis;
- Check whether the priced stores ledger are maintained properly;
- Check whether the Stores Issues are valued at the prescribed pricing method;
- Check whether the monthly Stock balances are maintained as per the approved limits;
- Verify whether the Stock reconciliation certificate is prepared on a monthly basis and actions initiated in clearing the differences are taken:
 - In respect of the excess and shortages the explanations of the departmental staff is obtained, examined and approval of the officer concerned is available for the adjustments carried out in the ledger;
 - Check whether the adjustments have been made in the ledgers;
 - Check for no fictitious adjustments made in the ledger.

- Check whether the internal checks prescribed in the manual are conducted and registers for this purpose are maintained;

46. INTERNAL AUDIT OF BOOKS OF ACCOUNTS AT RAO OFFICE

Scope of work as detailed hereunder is an attempt to outline road map in broad term with the objective of management to ensure compliance to Generally Accepted Accounting Practices / Principles as well as requirement of the Companies Act, 1956 (now Companies Act 2013) / Income Tax Act / Accounting Standards published by the Institute of Chartered Accountants of India besides accounting policies adhered to by the Company. This also includes timely reconciliation of various suspense heads of accounts and maintenance of proper subsidiaries duly reconciled with the books of accounts. The selected bidder firm shall work as facilitator for accomplishing the aforesaid objective and shall not confine to reporting aspect only.

The main emphasis of the audit of the quarterly accounts of RAO(s) should be to ensure that:-

- Accounting Standards issued by the ICAI are being followed keeping in view the accepted accounting policies of the management
- The monthly trial balances incorporating all advice of transfer debits / advice of transfer credits, Inter Company Transactions, Store Issue Notes, Store Receipt Notes, DCB and other adjustment vouchers are submitted timely and properly.
- Reverse entries for outstanding liabilities have been passed at the beginning of the year.
- The provisions, including provisions for outstanding liabilities, pension, gratuity, contributory provident fund, NPS etc. are properly made and booked under proper head of accounts.
- Pre-paid expenses are properly accounted for.
- Credits on account of receipt against deposit works are transferred on completion of the work to consumer contribution and debit under work in progress is transferred to fixed assets on the basis of completion reports.
- Advice of transfer Debits / Advice of transfer credits and Inter Company Transfer have been originated well in time and are responded after due verification from the concerned timely.
- There are no minus balances under any head of accounts and if existed, steps taken to clear minus balances.
- Party wise list of debtors / creditors.
- All receipts and expenditure relating to the period have been properly booked under correct head of accounts.
- MIS & Accounts are tallying in respect of ED/Cess etc.
- Proper and timely adjustments are being made in the books of accounts in respect of realization by adjustment.
- Year wise fixed asset-cum-depreciation register is prepared.
- Stores ledger balances are tallying with the balances appearing in the books of accounts.
- Valuation of closing stores inventory / scrap / obsolete / retrieved material and accounting thereof should commensurate with the accounting as per AS read with accounting policies of the Company.
- All material issued for capital works should be booked under CWIP and proper monthly record of CWIP scheme wise, estimate wise is prepared by accounting unit.
- Capital works completed should be got transferred to fixed assets.
- All pay orders relating to deduction at source viz. CPF / EPF / NPS / Income Tax / Service Tax / WCT / Entry Tax etc. are sent within stipulated time period.
- The outstanding observations of previous Statutory Auditors are cleared.

- Required subsidiaries are properly maintained and reconciled with books of accounts.
- Reconciliation of Bank Accounts, Transfer within Circle, Advances for O&M supplies, Advances for Inter Unit Stores Account, liabilities of entry tax, liability for O&M supplies, sundry debtors collection a/c, sundry debtors for sale of power, Net salary payable a/c, unpaid salary a/c, bonus /ex-gratia and deduction at source viz. Income Tax, GPF, CPF, EPF, HPS, LIC etc. are properly done and all should tally with the subsidiaries.
- The Audit report should be prepared immediately after audit of trial balance of the RAO and should be submitted to the Chief Finance Officer immediately.

47. TERMS OF REPORTING

Deliverables:

Reporting and Deliverables shall form an important part of this assignment. Following points shall be considered

As soon as the audit of any office is completed the Test Audit Report (TAR), Test audit Note (TAN) shall be prepared in the sample formats given in **Annexure-----**(For system and Expenditure Audit, Stores Dn. and Internal audit of Civil Dn. and **Annexure-_____** (For L.T. Revenue Audit of D.C.).The Reporting Formats may be modified by the Company during the Audit as per actual requirement. The TAR & TAN along with Annexures, Half Margins and all other related details shall be submitted to the CFO EZ MPPKVVCL Jabalpur within 15 days of completion of the audit of the concerned office in Hard & Soft copy.

The Internal Audit Report shall be prepared covering all the aspects covered up during audit in different sections .Thus in one visit to an auditee office, the audit for the Financial year 2015-16 shall be taken up and completed in all respect and in second visit of auditee office the Audit for the FY 2016-17 shall be taken up and completed in all respect.

Any Internal Audit Report shall be sealed and signed by the any Partner of the bidder Firm only.

The Reports shall be submitted in this office within 15 days from the date of completion of the audit of an auditee office.

Internal Audit report shall contain:-

(i)All the original copies of half margins bearing signature, seal and remarks of the officer incharge “recovery pointed out by the audit accepted/ recovery pointed out by the audit not accepted (giving reasons for not acceptance)”.

(ii)All the related annexures giving complete details such as billing to be done and billing already done in a single page etc .

(iii)Certificate of completion of audit along with certified copy of attendance of audit team in the sample format given under **Annexure 09& 10**.

(iv)Details of the Half margins issued to auditee office as per sample format given under **Annexure -VI & VII**.

(v)Soft copy of the audit report.

(vi)Acknowledgement/receipt of Division office for submission of hard copy of audit report in duplicate (one copy of report for Division & one copy for Dc. Office). In case of other than LT audit, acknowledgement/receipt of Auditee office & its superior office regarding receipt of one copy of the report.

(vii)All the pages of the audit report shall bear seal & signature of the auditor firm.

The audit report not containing the documents as per requirement stated above or if any other irregularities are found in connection with the improper/incomplete submission of the audit report, the same will attract penalty as per **clause8.26**.

Action Plan, Execution and Distribution of Audit Reports:

The selected Bidder Firm shall be required to submit its **Action Plan** for the Audit of all the

Auditee Offices of each circle of the Group as per the Scope of Work mentioned in the document falling under his purview as Internal Auditor, to the S.E., Circle Office with a copy to the Chief Financial Officer MPPKVVCL, within three (3) days of date of Agreement. However, the work of Internal Audit shall be commenced simultaneously. Chief Financial Officer, MPPKVVCL shall reserve the right to change the Action Plan at any point of time.

S.E. of the respective Circle Office shall be responsible to roll out the Audit Plan to all the Auditee Offices of the Circle before of work of each FY separately.

Non-cooperation at any point of time during the audit tenure shall be brought to the notice of the S.E of the Circle Office, for immediate action.

However, if no action is taken by the S.E. of the respective Circle to resolve the issue, the same shall be brought to the notice of the Chief Financial Officer MPPKVVCL confidentially.

The Audit Party shall have to mandatorily visit the Auditee Office during office hours for the Internal Audit as per the schedule for a minimum number of days as prescribed.

The Team Leader shall be responsible for the supervision and satisfactory completion of the internal audit of the company.

The Audit shall be completed in the prescribed time schedule.

However in the event of non completion of the work in the stipulated time period due to unforeseen conditions, the auditor firm will be required to apply for grant of additional time period. Request of extension of time period desired by the auditor firm shall be considered only if reasonable and justified ground exists at the sole discretion of CFO, MPPKVVCL, Jabalpur.

Distribution of approved copies of Internal Audit Report (as approved by Internal Audit Department, MPPKVVCL, Jabalpur) personally to be submitted in the office designated below and not to be sent through courier:

FOR L.T. Revenue Audit –

Two Copies– To E.E. incharge of the Division ,one copy for Division office and one copy for Distribution centre for recovery purpose along with Annexure and all other related details and acknowledgement shall be obtained.

One Copy – To CFO, MPPKVVCO LTD., Jabalpur along with Annexure, Half Margins and copy of the acknowledgement of the Division office (for submission of 2 copies of audit report) and all other related details in Hard & Soft copy.

FOR System & Expenditure Audit, Internal audit of store & civil Dn. :-

One Copy – To Auditee office Incharge for recovery purpose/Compliance along with Annexure and all other related details.

One Copy – To the superior office of the concerned Auditee office.

One Copy –To Chief Financial Officer MPPKVVCL along with Annexure, Half Margins and copy of the acknowledgement of the Auditee office & its superior office (for submission of 2 copies of audit report) and all other related details in Hard & Soft copy.

After completion of the audit of the auditee office auditor firm shall obtain a certificate of completion of audit mentioning F.Y. of the audit completed along with attendance of the audit team mentioning name of each member and the duration of the audit as mentioned, from the AE/JE Incharge of the Distribution centre or from the concerned office Head in case of audit of System & Expenditure Audit , This certificate shall be produced to the Chief Financial Officer MPPKVVCL MPPKVVCL, Jabalpur in original along with The TAR & TAN and other Annexures.

**General Manager(Purchase)-II
O/o CGM(Pur), MPPKVVCL, Jabalpur**

ANNEXURE-IV**(DRAFT)****OVERALL AGREEMENT TERMS AND CONDITIONS****THIS AGREEMENT** is made on _____**BETWEEN:**

- (1) **Madhya Pradesh Poorv Kshetra Vidyut Vitaran Company Limited (MPPKVVCL) Jabalpur** (referred as **"MPPKVVCL"** or **"Company"** hereinafter) having its Head Office at Jabalpur; and
- (2) **M/s _____, Chartered Accountants** (referred as the **"Vendor"** or **"Firm"** hereinafter) having its Head Office at

INTRODUCTION:

- A. Whereas the MPPKVVCL wants the Vendor to provide certain **"Outsourcing of Internal Audit of various offices at HQ and all field offices under MPPKVVCL, Jabalpur for the Financial year 2015-16 & 2016-17 "** related services (as outlined under the heading **'Scope of work'** in the Tender document, or mentioned herein under) and the Vendor is willing to provide such services all on the terms and conditions set out in this Agreement.
- B. And, whereas the Vendor has knowledge and experience in the provision of services in the area of **" Internal Audit of various Organisations/Companies "** of the size and type of MPPKVVCL. The Vendor acknowledges that MPPKVVCL has relied on such knowledge and experience in selecting the Vendor to provide such services.

And therefore, **IT IS AGREED** as follows:**1. DEFINITIONS AND INTERPRETATION**

1.1. In this agreement unless otherwise specified or the context otherwise requires:

- 1.1.1. where reference is made to a statutory provision this includes all subsequent enactments, amendments and modifications relating to that provision and any subordinate legislation made from time to time under it;
- 1.1.2. a "law" includes common or customary law and any bye-law, regulation, legislation, decree, judgment, order, ordinance, statute, treaty or other legislative measure in any jurisdiction or any present or future directive, regulation, request, requirement or guideline (the compliance with which is in accordance with the general practice of persons to whom the directive, regulation, request, requirement or guideline is addressed);
- 1.1.3. a document in an "agreed form" is a reference to a document in a form approved by both parties and for the purposes of identification signed by the relevant Authorised Representatives on behalf of each party; and
- 1.1.4. reference to "the parties" or to "a party" will be to MPPKVVCL and/or the Vendor unless otherwise expressly provided and shall include that party's assignees;

2. TERM

- 2.1. This Agreement will come into force on the Signature Date and will, subject to the terms of this Agreement, continue for a period till satisfactory completion of work **"Outsourcing of Internal Audit of various offices at HQ and all field offices under MPPKVVCL, Jabalpur for the Financial year 2015-16 & 2016-17 "** from the Signature Date.
- 2.2. MPPKVVCL reserves the right to extend the term of agreement for a further period of one year, at the same terms & conditions.
- 2.3. At any time during the Term, the parties may (in their absolute discretion) by mutual agreement, extend the Term by such additional period as they see fit and on terms and conditions substantially similar to those included herein.

3. SERVICES

- 3.1. From the Service Start Date the Vendor shall provide the Services in accordance with the terms of this Agreement and Letter of Award (LoA) and will ensure that with effect from the Service Start Date, a team of persons is available to provide the Services. This team will as of the Service Start Date include the employees of the Vendor.
- 3.2. The Vendor agrees that it will follow and comply with any reasonable instructions, directions or requests given or issued which are consistent with the terms of this Agreement by MPPKVVCL's relevant Authorised Representative in writing or, where it was reasonably impracticable to do so in writing, given orally and subsequently confirmed in writing by such Authorised Representative in connection with the performance of the Services.
- 3.3. The Vendor shall as soon as reasonably practicable notify MPPKVVCL whenever the vendor becomes aware of and has reasonable grounds to believe that any failure on the part of MPPKVVCL to carry out its obligations and responsibilities under this Agreement will have

a detrimental effect on the performance or quality of the Services or cost (to MPPKVVCL). The same shall apply to the vendor also.

4. MPPKVVCL RESPONSIBILITIES

4.1.MPPKVVCL shall:

- 4.1.1. Use all reasonable endeavours to make available such staff of MPPKVVCL as are reasonably required on a timely basis to liaise with the Vendor in relation to the provision of the Services;
- 4.1.2. Provide to the Vendor on a timely basis such information and documentation as the Vendor may reasonably require to provide the Services;
- 4.1.3. Provide the Vendor on a timely basis, taking into account MPPKVVCL 's standard policies and procedures, with such access to the information as is reasonably required to provide the Services;
- 4.1.4. Provide answers on a timely basis to queries, consents and approvals requested by the Vendor to enable the Vendor to provide the Services.

5. SERVICE LEVELS

- 5.1. The Vendor shall perform the Services in accordance with the Service Levels listed as part of the scope of services in the Letter of Award /Tender document.
- 5.2.If the Vendor fails to meet the Service Levels as per the scope of services, the Vendor shall as soon as reasonably practicable:
 - 5.2.1. identify the cause of such failure;
 - 5.2.2. take such action as is reasonably required to minimise the impact of the failure and to prevent it from recurring;
 - 5.2.3. where possible, correct the failure; and
 - 5.2.4. Advise MPPKVVCL, of the status of the remedial efforts being undertaken for meeting the service levels as per scope of work.

6. CHARGES

In consideration for the provision of the Services, MPPKVVCL shall pay to the Vendor the Charges as detailed in the Letter of Award(LoA).

7. INVOICING AND PAYMENT

- 7.1. The Vendor shall invoice MPPKVVCL for the Charges as laid out in the Letter of Award(LoA)/work order which shall be issued to the successful bidder firm.
- 7.2.All efforts will be made to make 50% payment of accepted fees generally within 60 days of receipt of bills along with all deliverables complete in all respect for FY 15-16 in this office or as per position in queue for payment. If bills and deliverables are not received together, then payment period will be counted from date of receipt of bill or last completed deliverable whichever is later. The company will not be liable to pay any interest or damages for delay in payment beyond stipulated time.
- 7.3.Balance 50% of payment of accepted fees shall be made generally within 60 days of receipt of bills along with all deliverables complete in all respect for FY 16-17, in this office or as per position in queue for payment. If bills and deliverables are not received together, then payment period will be counted from date of receipt of bill or last completed deliverable whichever is later. The company will not be liable to pay any interest or damages for delay in payment beyond stipulated time.
- 7.4.If MPPKVVCL receives an invoice which, acting in good faith, it reasonably believes is not correct, valid and/or properly due or where MPPKVVCL, acting in good faith, otherwise disputes the appropriateness of such invoice, MPPKVVCL shall pay that part of the invoice which is not in dispute in accordance and shall be entitled to withhold the balance pending resolution of the dispute and shall notify the Vendor in writing.
- 7.5.Notwithstanding anything contained in **clause 7.1 to 7.3** above, whenever MPPKVVCL acting in good faith, reasonably believes that the services provided by the vendor were not satisfactory, the MPPKVVCL shall have the right to wholly or partly withhold the payment or make appropriate deductions from the invoice of the vendor.
- 7.6.In case of dispute on any invoice, the dispute resolution procedure, as outlined below, shall apply.
- 7.7.For avoidance of any doubt, it is herein specifically agreed that the Vendor's obligations to provide the Services shall in no way be affected by any dispute in relation to the Charges or payment thereof.
- 7.8.Whenever under this Agreement any sum of money shall be recoverable from or payable by the Vendor to MPPKVVCL, this may be deducted from any sum then due, or which at any time may become due, to the Vendor under this Agreement.

8. REGULATORY REQUESTS

8.1. If the Vendor receives requests for information from Regulatory Authorities which relate to the Services or any other obligation of the Vendor under this Agreement, it shall inform MPPKVVCL's Authorised Representative promptly in writing and shall provide reasonable assistance to MPPKVVCL in dealing with the requests.

8.2. The Vendor will only release such information to the Regulatory Authority after:

- 8.2.1. providing a copy of the information to MPPKVVCL; and
- 8.2.2. receiving MPPKVVCL's written consent to the release,

8.3. Except that the Vendor shall not be obliged to obtain MPPKVVCL's prior consent or provide a copy of the information in advance where it is prevented from doing so by law or the relevant Regulatory Authority.

9. FORCE MAJEURE

9.1. Force Majeure Event means any event beyond the reasonable control of the affected party. Force Majeure Event includes, but is not limited to, acts of God, expropriation or confiscation of facilities, any form of government intervention, war, hostilities, rebellion, terrorist activity, local or national emergency (including an emergency service to a hospital), sabotage or riots, and floods, fires, explosions or other catastrophes. Force Majeure does not include:

9.1.1. Strikes or other industrial action by employees of MPPKVVCL or the Vendor; or

9.1.2. Any act or omission of either party's employees, agents, or subcontractors (except to the extent that person is affected by a Force Majeure Event).

9.2. Neither party shall be responsible for failure to, or delay in, carrying out any of its duties under this Agreement to the extent to which this is caused by a Force Majeure Event (as defined in **Clause 9.1**).

9.3. Should a Force Majeure Event occur, the affected party shall:

9.3.1. Take all reasonable steps to overcome and mitigate the effects of the Force Majeure Event as soon as reasonably practicable, including actively managing any problems caused or contributed to by third parties and liaising with them;

9.3.2. On becoming aware of the Force Majeure event promptly inform the other in writing of the details and provides information of the Force Majeure Event and information about which Services have been affected to the extent that such information is known, together with, if practicable, an estimate of the period during which the Force Majeure Event will continue; and

9.3.3. Notify the other as soon as it becomes aware that the Force Majeure Event has stopped.

9.4. If the Force Majeure Event continues for more than 15 calendar days, the unaffected party may terminate this Agreement by giving 15 calendar days written notice without cost or liability to the other party (except in respect of antecedent breaches).

9.5. Nothing in this **Clause-9** shall suspend MPPKVVCL's obligation to pay the Charges in accordance with this Agreement in respect of any portion of the Services provided by the Vendor to MPPKVVCL not affected by a Force Majeure Event.

10. EMPLOYEES of the VENDOR

10.1. The vendor would deploy persons for provision of the Services to MPPKVVCL ensuring that they are suitably qualified, skilled and experienced in the work which they are to perform;

10.2. The Vendor will obtain the written approval of MPPKVVCL prior to appointing any replacement for any Employee of the Vendor (such approval not to be unreasonably withheld or unduly delayed by MPPKVVCL), except that the Vendor shall be able to replace any Employee without MPPKVVCL's prior written approval where a Employee leaves the employment of the Vendor, is prevented from fulfilling his duties due to sickness or will no longer be involved in the Services due to natural career progression. Save as otherwise agreed with the MPPKVVCL in writing, the Vendor will, at its own cost and expense, use all reasonable endeavours to ensure that, where possible, the Employee who is being replaced imparts appropriate knowledge and experience concerning the Services to the replacement for the Employee.

10.3. Without prejudice to the provisions of **Clause 10.2**, before appointing a replacement for any Employee, the Vendor shall:

10.4. notify MPPKVVCL of the proposed appointment;

- 10.5. introduce the individual to appropriate representatives of MPPKVVCL (and, if reasonably requested provide an opportunity for MPPKVVCL's Authorised Representative for Services to interview the individual); and
- 10.6. provide MPPKVVCL 's Authorised Representative for Services with a resume and other information about the individual reasonably requested by MPPKVVCL (including, without limitation, a summary of such person's expertise and previous experience);

AND the Vendor shall provide such replacement for any Employee as soon as reasonably practicable.

10.7. The Vendor shall:

- 10.7.1. ensure that its persons engaged in the provision of the Services to MPPKVVCL are suitably qualified, skilled and experienced in the work which they are to perform;
 - 10.7.2. ensure that while any of its Employees are on MPPKVVCL's premises they will conform to MPPKVVCL's standard codes of conduct (including policies regarding occupational health and safety requirements, building access, physical security and dress codes) or procedures as have been communicated in advance to the Vendor in writing but only to the extent that such compliance does not place the Vendor in breach of any other provision of this Agreement.
- 10.8. MPPKVVCL may, for reasons of incompetence, poor performance or misbehaviour or any such reason (MPPKVVCL at all times acting reasonably), request the replacement of any Employee of the vendor. MPPKVVCL shall notify the Vendor giving written reasons as why it is requesting a replacement to be made. MPPKVVCL and the Vendor shall promptly discuss any such request and, if the Vendor is unable to satisfy MPPKVVCL's concerns within a time period of three days, the Vendor shall replace that Employee as soon as reasonably practicable, but not later than seven calendar days in any case. The Vendor shall use reasonable endeavours to ensure that the Employee who is being replaced imparts appropriate knowledge and experience concerning the Services to the replacement Employee. The Vendor shall not be excused from performance of its obligations under this Agreement as a result of the replacement of any Employee.
 - 10.9. The vendor is expected to provide services of the employees as mentioned in the para **9.4** of the Tender documents on continuous basis on all working days. However, if any employee remains on leave the vendor must inform of such leaves in advance to the Joint Director (F&A) or any officer nominated by him, and alternate arrangement shall be made by the vendor.

11. CONFIDENTIALITY

- 11.1. Each party undertakes to treat all Confidential Information as confidential and to use such Confidential Information solely for the purposes of this Agreement. Each party shall not, without the prior written consent of the other, divulge such Confidential Information to any person.
- 11.2. Each party undertakes to effect and maintain the same adequate security measures to safeguard the Confidential Information from unauthorised access, use and misappropriation as it maintains with its own similar information that it does not wish publicly to disclose, publish or disseminate.
- 11.3. Each party undertakes to notify the other promptly of any unauthorised use, copying or disclosure of Confidential Information and to provide all reasonable assistance required to terminate such unauthorised use or disclosure (or both).
- 11.4. Neither party shall make any announcement about nor disclose the existence or any terms of this Agreement without the prior written consent of the other. Notwithstanding the foregoing, either party may advertise or otherwise make known that the Vendor provides services to MPPKVVCL pursuant to this Agreement without the prior written consent of the other party.
- 11.5. The foregoing obligations as to confidentiality shall remain in full force and effect notwithstanding any termination or expiry of this Agreement.

12. DISPUTES

- 12.1. This Clause does not prevent either party commencing or pursuing court proceedings to protect the rights of confidentiality and in respect of the Confidential Information of that party and is without prejudice to either party's right to terminate this Agreement.
- 12.2. The Dispute will be dealt with by the parties pursuant to the following escalation procedures (the "Escalation Procedures"):
 - 12.2.1. In the first instance, the Dispute will be referred to the Director (Finance & Accounts) for resolution;
 - 12.2.2. If the Director (Finance & Accounts) cannot resolve the Dispute within 15 Business Days (or such other period as may be agreed between the parties), the Dispute will then be escalated to the MD (MPPKVVCL);
- 12.3. The parties acknowledge and agree that all disputes arising out of or in connection with this Agreement (the "**Dispute**") shall be dealt with in accordance with the procedure set out in the **Clause 11.2**. For the avoidance of doubt, any communications between the parties arising out of or in connection with Clause 11.2 will be without prejudice and will be treated as confidential.

13. TERMINATION

- 13.1. MPPKVVCL may terminate this Agreement in its entirety or as it relates to one or more discrete parts of the Services on written notice with effect from the date specified in the notice if the Vendor commits any material breach of this Agreement which in the case of a breach capable of remedy has not been remedied within seven calendar days of service upon the Vendor of a written notice specifying the breach and requiring it to be remedied. For the purposes of this Clause, breach shall be capable of remedy if the Vendor can or will be able within the prescribed period of time to comply with the provisions in question in all material respects other than as to the time of performance.
- 13.2. In addition to any other rights it has under this Agreement, MPPKVVCL may terminate this Agreement in its entirety, or as it relates to one or more discrete parts of the Services, at will, at any time after the expiry of the one month from the Signature Date, on giving the Vendor not less than one month’s written notice.

14. CONSEQUENCES OF TERMINATION

- 14.1. The Vendor acknowledges that it is critical for MPPKVVCL to have continuity of the Services. To ensure the orderly transfer of the Services either back in house to MPPKVVCL or to a Replacement Service Provider, MPPKVVCL relies significantly on the Vendor fulfilling its obligations under this Agreement.
- 14.2. The Vendor is an independent contractor and nothing in this Agreement shall be deemed to constitute a partnership or any employment relationship between the parties nor shall anything in this Agreement be deemed to constitute one party the agent of the other for any purpose.

15. Other Terms & conditions as stipulated in Tender documents of Tender Specification NO. DISCOM/EZ/AUDIT/

IN WITNESS WHEREOF each of the parties has duly executed this Agreement as of the date first written above.

SIGNED by	[]	Witness
duly authorised for and			1.) _____
on behalf of MPPKVVCL			2.) _____

SIGNED by	[]	1.) _____
duly authorised for and			2.) _____
on behalf of the Vendor			
Date:			

ANNEXURE V**Indicative Performance Parameters of the work of Internal Auditor**

The performance of the Auditor shall be determined based on the following parameters:

- Feedback from the Board of Directors of the Company;
- Elapsed time for issue of reports – completion of audit work to draft report;
- Elapsed time for issue of reports – draft to final report;
- % unsatisfactory audit opinions (not more than 10%);
- % of recommendations accepted (not less than 50% - 70%);
- Number of repeat audit findings;
- Amount of direct savings potential as a result of audits;
- Amount of measurable savings achieved as a direct result of audits;
- Number of major process improvements implemented as a result of audits;
- Extent of reliance External audit can place on Internal Audit;
- Extent of advice given; and
- Number of best practice ideas shared

In addition to the above list, the Internal Auditor is also expected to follow and meet the minimum standards for Internal Audit as prescribed from time to time.

ANNEXURE-VI

Sample formats

**Composite Report' format for the Audit of Auditee Office
..... Auditee Office**

Audit Dates					
Audit Firm					
Partner in Charge					
Manager					
Team Leader					
Audit Team					
Report discussed and finalized on					
A. Contents					
B. Executive Summary					
A summary shall be included classifying issues as follows			The issues shall also be classified on the basis of their nature as Design deficiency, Operational inefficiency, System Deficiency.		
Priority I Issues			This shall include issues requiring Immediate Implementation / Compliance & having high business impact.		
Priority II Issues			This shall include issues requiring Implementation / Compliance in medium & Long term & having low business impact.		
C. Current Year Issues					
Sr. No	Issue / Root Cause		Implication/ Risk	Recommendation	Management Response
D. Follow-up of Previous Reports					
Sr. No.	Summarized Agreement	Agreed Implementation Date	Current Implementation Status	Current Recommendation	Current Implementation Plan
E. Category wise list of audit short claims					
Category of consumer		Audit short claim			Remarks
		Energy Charges	Interest	Others	

.....
(Signature of Partner of the Bidder Firm / Consortium Leader)
 Name:
 Date:
 Place:

ANNEXURE-VII

SAMPLE FORMATS

FOR

**TEST AUDIT REPORT (TAR)/TEST AUDIT NOTE (TAN)
FOR SYSTEM& EXPENDITURE AUDIT /VERIFICATION
OF STORE DN. & INTERNAL AUDIT OF CIVIL DN.**

INCLUDING

HALF MARGINS

(These formats are supplied only for a clear understanding of the scope of work for participating firms. This portion is not related with bidding process hence not required to be submitted with bid proposals)

M.P.P.K.V.V.CO.LTD.,JABALPUR

No...../AR/Expt./AP-II/Jabalpur

dated.....

To,
The CFO,
M.P.P.K.V.V.Co.Ltd.,
GPH Campus Shakti Bhawan,
JABALPUR

Sub:- Submission of TAR/TAN on accounts of System & Expenditure Audit of O/o CE (IR/CE(UR), SE(O&M/City) Circle, EE (O&M/City/STC)Dn/RAO M.P.P.K.V.V.Co.Ltd ,.....

Please find enclosed herewith the following documents in respect of System & Expenditure Audit of O/o CE (IR/UR), SE(O&M/City)Circle,EE (O&M/City/STC) Dn/RAO M.P.P.K.V.V.Co.Ltd for the block year for kind perusal and further necessary action.

- | | | | |
|----|----------------------|----|---|
| 1. | Test Audit Report | :- | Page No. 1 to
(Along with Nos. enclosures) |
| 2. | Test Audit Note | :- | Page No. 1 to
(Along with Nos. enclosures) |
| 3. | Original Half Margin | :- | No. 1 to |
| 4. | Certificate | :- | 1 No. Page |
| 5. | Index of H.M. issued | :- | Page No. 1 to |

Date – (Signed by an authorized Officer of the Firm, along-with seal of firm)

Place-

Title of Officer –
Name of Firm-

Copy to :-

- 1) CE (IR/CE(UR), SE(O&M/City)Circle, EE (O&M/City/STC)Dn. , RAO M.P.P.K.V.V.Co.Ltd with copy of Audit Report/Note ENCLOSE .

Certificate

This is to certify that as per LoA No. MD/EZ/02/audit/2015-16/TS-01/_____ dated _____ of CFO, MPPKVVCL, Jabalpur, CA Firm M/S_____ has completed the System & Expenditure Audit of _____ office of CE(IR/UR) /SE(O&M/City)/EE(O&M/City/STC/Store/Civil) /RAO _____ for the FY _____ during the period from date _____ to _____ by the audit team as per details given below:-

S.No.	Name of Audit Officer	Signature of Audit Officer	S.No.	Name of Audit Assistants	Signature of Audit Assistants
1-			1-		
			2-		

Seal & Signature
Office Head
MPPKVVCL,-----

Summary of Half margin issued

DETAILS OF H.M. ISSUED TO JE/AE _____ D/c AS PER CFO ORDER

NO. _____ DATED _____ FOR THE AUDIT YEAR _____
DURING

THE AUDIT PERIOD FROM _____ TO _____

S. No	M No.	Date of issued	Particulars	TAR			TAN			Grand Total	Signature of the receiver
				Para No.	Annex. No.	Amount	Para No.	Annex. No.	Amount		

**Seen and discussed by me &
Recovery will be made and
intimated to audit**

Seal and sign. of OIC

Seal & Sign. of Outsourcing Firm

**TEST AUDIT REPORT ON ACCOUNT OF SYSTEM & EXPENDITURE OF
O/o THE SUPERINTENDING ENGINEER (O&M.), CIRCLE M.P.P.K.V.V.CO.LTD.
FOR THE BLOCK YEAR 2015-16/2016-17**

INTRODUCTORY:-

The Test Audit on account of expenditure of O/o Superintending Engineer (O&M Circle) M.P.P.K.V.V.CO.LTD., for year is conducted by the expenditure Audit Party--- (name of firm) during the period from -----.

**(A) INFORMATION OF OFFICERS / OFFICIALS
(H.M. No.01)**

The following officers/officials held the charge of the post during the audit for who were attached to the office as detailed in Annexure No. 01.

**(B) POSITION OF SANCTIONED, FILLED UP, VACANT & EXCESS POST OF THE CIRCLE OFFICE
(H.M. No.02)**

Information of sanctioned post and the actual Officers/employees is to asked from the Auditee unit and same should be included in report.

**(C) THEFT / DEFALCATION OF BOARD MONEY
(H.M. No.07)**

There is no any case of theft / defalcation of Board's money occurred during the audit period from ----- as intimated by the **S.E. (O&M) Circle** Office in reply of H.M.

**(D) AFFIXING THE WALL COFFER / CASH CHEST SECURELY ON THE WALL
(H.M. No.08)**

The Wall coffer / Cash chest is affixed in the Chamber of the **SE (O&M)**.

(E) PHYSICAL VERIFICATION OF CASH :-

Physical verification of cash was conducted by **Shri OA Gr.** on **dt.-----** and an amount of ` -----/- (**----- Only**) found as cash which tallied & agreed with cash book balance page No.-----.

(F) THE DETAILS OF CASH:-

1	Curr ency	quantity	Amount
2			
3			
4			
5			
Total			

TAR Para No. 01**WRONG PAYMENT OF CCA****(H.M. No. 16)**

While checking of pay bill file for the period -----, It is observed that the employees shown in **Annexure No.-----**. Where drawing CCA during the period as shown against each in aforesaid annexure.

But as per their place of working they were not entitled for the payment of CCA.

Therefore reason for payment of CCA to the employees may be clarified to the audit and recovered the amount of ` ----/- from respective employees under intimation to the audit.

REPLY TO H.M:-

Amount will be recovered and intimated to audit.

ACTION REQUIRED :-

- (1) The amount to be recovered from concerned employees.
- (2) Compliance may please be reported to audit

TAR Para No. 02
NON ADJUSTMENT AND RECOVERY OF TOUR ADVANCE
(H.M. No. 18)

On checking of Tour advance register for the period ---- It is observed that some employees were granted and paid the Tour Advance neither have been adjusted from the TA bills nor recovered from the incumbents. The details of such cases are shown in the enclosed **Annexure No.-----**. The amount of ` ----/- is lying out standing against employees. The details are given in enclosed statement. The above said amount may be recovered from the employees concerned and compliance reported to audit.

REPLY TO H.M:-

After verification of record from RAO amount will be recovered and intimated to audit .

ACTION REQUIRED :-

- (1) The amount will be recovered after verification of record.
- (2) Compliance may please be reported to audit.

TAR Para No.3
LESS RECOVERY OF ----% SERVICE TAX ON SUPERVISION CHARGES
(H.M. No. 21)

While checking of Estimate sanction register. It is observed that Service tax @ ----% applicable on supervision charges vide ED (Works),(EZ) MPPKVCo.Ltd. Jabalpur have not recovered from the respective consumer as details shown in **Annexure NO...**

Which has resulted Service Tax `/- is to be recovered from the consumer as per details shown in aforesaid annexure. Therefore the reason for non recovery of Service Tax may please be clarified to the audit and recovered the same under intimation to audit.

REPLY TO H.M:-

Amount will be recovered from concerning consumer and compliance will be reported to audit.

ACTION REQUIRED :-

- (1) The amount will be recovered from concerned consumer.
- (2) Compliance may please be reported to audit.

TAR Para No. 4

EXCESS PAYMENT OF CONVEYANCE ALLOWANCE AMOUNTING TO ` 16820/-
(H.M. No. 22)

While checking of pay bill file it was observed that Shri B.C. Jain, J.E. , D/c under Dn. has paid Conveyance Allowance `/- during the period details shown in **Annexure No.**

Whereas as per board's rule he was entitled to the conveyance allowance ` 200/- during the above period he has paid excess amount of (17020-200) `/-. The same may be recovered from the above employees and compliance reported to audit.

REPLY TO H.M:-

After verification of record amount will be recovered and intimated to audit.

ACTION REQUIRED :-

After verification of record amount will be recovered and intimated to Audit.

TAR Para No.05
NON RECOVERY OF LEAVE SALARY AGAINST L.W.P. / ABSENT
(H.M. No. 23)

While checking of the record it is observed that leave without pay (i.e. Absent) were granted to the employees as details shown in **Annexure No. ...** but the leave salary paid against the absent were not recovered from the respective employees.

Therefore reason for non recovery of excess payment of against absent may please be clarified to the audit and recovered the excess payment amount to/- as details shown in aforesaid annexure and compliance reported to audit.

REPLY TO H.M:-

After verification of record the amount will be recovered and intimated to Audit.

ACTION REQUIRED:-

After verification of record amount will be recovered and compliance will be reported to Audit.

CONCLUSION

The compliance of this TAR para no. 1 to 05 with recovery of Rs .../- may please be furnished to the CFO MPPKVCO.LTD. JABALPUR, within one month from the date of receipt, through next higher authority with his specific comments there on as per Boards circular No.....

S. No.	Para No.	Amount of Recovery	Brief Particular of recovery
1	TR Para No.01	...	WRONG PAYMENT OF CCA
2	TR Para No.02	...	NON ADJUSTMENT AND RECOVERY OF TOUR ADVANCE
3	TR Para No.03	...	LESS RECOVERY OF 12.36% SERVICE TAX ON SUPERVISION CHARGES
4	TR Para No.04	EXCESS PAYMENT OF CONVECE ALLOWANCE AMOUNTING TO
5	TR Para No.05	...	Non recovery of LWP
	TOTAL :-	

Enclosed:- -----

Date -

(Signed by an authorized Officer of the Firm, along-with seal of firm)

SAMPLE FORMATS

FOR

**TEST AUDIT REPORT (TAR)/TEST AUDIT NOTE
(TAN) FOR L.T. REVENUE AUDIT OF D.C.**

INCLUDING

HALF MARGINS

(These formats are supplied only for a clear understanding of the scope of work for participating firms. This portion is not related with bidding process hence not required to be submitted with bid proposals)

No.____/I.A.P./LT/_____

Dated_____

To,
The CFO,
M.P.P.K.V.V.Co.Ltd.,
Shakti Bhawan,
JABALPUR

Sub.: Submission of TAR/TAN of L.T. Revenue accounts audit of M.P.P.K.V.V.Co.Ltd.,
_____ D/c for the period from _____ to _____.

Please find enclosed herewith the following documents pertaining to Test Audit of L.T. Revenue Accounts of _____ D/c in (O&M) Division M.P.P.K.V.V.Co.Ltd., _____ for the Block year _____ for kind perusal and further necessary action.

1. Certificate of completion : 1 No. page
2. Title Sheet : 1 No. page
3. Cash Certificate: 1 No. page
4. Index of H.M. issued : Page No. 1 to _____
5. R-46 Statement for the month of _____ (Photo copy enclosed)
6. Test Audit Report : Page No. 1 to _____(alongwith ____Nos. enclosures)
7. Test Audit Note : Page No. 1 to _____(alongwith ____Nos. enclosures)
8. Original Half margin : No. 1 to _____
9. _____
10. _____

Date –
firm)
Place-

(Signed by an authorized Officer of the Firm, along-with seal of
Title of Officer –
Name of Firm-

Copy to :-

- 1) Executive Engineer (O&M) MPPKVCL, with enclose copy of Audit Report/Note. Along with all documents.
- 2) AE/JE Incharge of MPPKVCL with enclose copy of Audit Report/Note. Along with all documents.

Certificate

This is to certify that as per LoA No. MD/EZ/02/audit/2015-16/TS-../_____ dated _____ of CFO MPPKVVCL, Jabalpur , CA Firm M/S_____ has completed the LT Revenue Audit of DC/Zone/City Dn. _____ for the FY _____ during the period from date _____ to _____ by the audit team as per details given below:-

S.No.	Name of Audit Officer	Signature of Audit Officer	S.No.	Name of Audit Assistants	Signature of Audit Assistants
1-			1-		
			2-		

Seal & Signature
EE (O&M/City)
MPPKVVCL,-----

Seal & Signature
AE/JE (DC/Zone)
MPPKVVCL,-----

TITLE SHEET

1. Centre of Audit : _____
 Dist. _____ : Pin code no. _____
 STD Code No. _____ : Telephone No. _____
2. Name of D/c in charge : Shri _____
3. Audit conducted by Shri : _____
4. Date of commencement : _____
5. Date of completion of audit : _____
6. No. of working days : _____
7. Cash Stub checked for the month : _____
8. Special attention required for the para no.
: _____
9. No. of H.M. issued : _____
10. At present total No. of consumers category wise in the D/c
 I.P. _____
 C.P. _____
 DL&F _____
 CL&F _____
 IRR _____
 SLP _____
 BPL _____
 W/W _____
 St. Light _____
Total : _____

11. Summary of TAR/TAN

	Para Nos.	Annexure Nos.	Amount of Recovery raised
TAR	01 to	01 to	`
TAN	01 to	01 to	`
	TOTAL :-		`

Certified that all the records which were maintained have been checked and TAR / TAN have been drafted as per model report.

Date –
seal of firm) Place-

(Signed by an authorized Officer of the Firm, along-with

Title of Officer –

Name of Firm-

Summary of Half margin issued

DETAILS OF H.M. ISSUED TO JE/AE _____ D/c AS PER Jt. DIRECTOR(F&A) ORDER

NO. _____ DATED _____ FOR THE AUDIT YEAR _____
 DURING

THE AUDIT PERIOD FROM _____ TO _____

S n o	H M N o .	Date of issued	Particular s	TAR			TAN			Gran dT ota l	Signatur e of the receiv er
				Par a N o .	Ann ex. No .	Amou nt	Par a N o .	Ann ex. No .	Amou nt		

**Seen and discussed by me &
 Recovery will be made and
 intimated to audit**

**Seal and sign. of AE/JE
 Firm**

Seal & Sign. of Outsourcing

**TEST AUDIT REPORT ON L.T.REVENUE ACCOUNTS OF _____
DISTRIBUTION CENTRE UNDER O&M DIVISION _____
FOR THE BLOCK YEAR _____**

INTRODUCTORY

- (A) Test audit on L.T. revenue accounts of _____ **Distribution Center** under **(O&M)** Division _____ for the block year _____ was conducted by Audit Party _____ headed by Shri _____ during the period _____ to _____ audit conducted vide order no. _____ dt. _____ .
- (B) Certified that the Cash Book balance physically verified by audit party and chest fitted in the wall and verification of Cash was conducted by Shri _____ on dated _____ and certificate to this effect was recorded in Cash Book with the Cash book balance on dated _____ which is found _____. Physical verification of cash book certificate is enclosed separately shown in **Annexure No. I**.

PHYSICAL VERIFICATION OF CASH BOOK (Annx. No. -I)

- (1) Wall coffer has grounded is wall of room. Duplicate key register is maintained and is to confirm that two key having number G-1 _____ and G-2 _____.
- (2) Physical verification of Cash was conducted by Shri _____ on dated _____ and certificate to this effect was recorded in Cash Book with the Cash book balance on dated _____ which is found _____ detailed as under.

Details of Cash

Sr. No.	Details of Note	Amount
01	2000 x =	\
02	500 x =	\
03	100 x =	\
04	50 x =	\
05	20 x =	\
06	10 x =	\
07	5 x =	\
08	Coin =	\
	TOTAL :-	\

Seal & Signature AE/JE
Firm

Seal & Signature of Outsourcing

CONCLUDING PARA

The total recovery pointed out in this Test audit report is ` _____
vide TAR para No. 1 to _____ and T.A.N. para No. 1 to _____ is `
_____ the compliance of audit Report / Note may be furnished within one month
from the date of its receipt compliance reported through next higher authority.

Seal & Signature of Outsourcing Firm .

**TEST AUDIT NOTE ON L.T.REVENUE ACCOUNTS OF _____
DISTRIBUTION CENTRE UNDER O&M DIVISION _____
FOR THE BLOCK YEAR _____**

INTRODUCTORY

- (A) Test audit on L.T. revenue accounts of _____ **Distribution Center** under **(O&M)** Division _____ for the block year _____ was conducted by Audit Party _____ headed by Shri _____ during the period _____ to _____ audit conducted vide order no. _____ dt. _____.
- (B) The details of officers/officials who held charges of post as indicated against each during the period covered by audit are shown in enclosed **Annexure No. ___II___**.
- (C) The revenue progress of the D/c as on _____ is _____ found satisfactory as per enclosed **Annexure No. ___III___** with comments of AE/JE and Audit party in charge.
- (D) The arrear position of the D/c as on _____ is _____ found satisfactory as per enclosed **Annexure No. ___IV___** with comments of AE/JE and Audit party in charge.
- (E) The year wise progress report towards settlement of the old audit paras (TAR & TAN) in the following table is enclosed **Annexure No. ___V___** (provided by D/c) with comments of AE/JE and Audit party in charge.

S. No.	Year	TAR or TAN	No. of Para raised	Amount raised	No. of Para settled	Amount Settled	No. of para pending	Balance Amount

- (F) The statement of Stop / Defective metres for replacement as on dated _____ is as per enclosed **Annexure No. ___VI___** (provided by D/c) with comments of AE/JE and Audit party in charge.
- (G) During the checking of cash book for the **period** _____ **to** _____, it was observed that cutting and overwriting have been found in cash book as per commercial accounting procedure all figures must be written and cutting should be strictly avoided wrong figure should be struck off and initialed and correct figure attested by the concerned officer-in-charge of cash book as per details given in enclosed **Annexure No. ___VII___** (provided by D/c) with comments of AE/JE and Audit party in charge.

In the reply of H.M. : The A.E./J.E. has stated that "Instruction shall be issued to avoid cutting/over writing in cash book in future".

- (H) The checking of revenue collection from Cash Stub / MR Book / CAC / CRA with Cash listing, DCB and R-46 statement for the month _____ of the D/c as on dated _____ is found correct as per enclosed R-46 Statement **Annexure No. ___VIII___** (provided by D/c) with comments of AE/JE and Audit party in charge.

DETAILS OF OFFICERS / OFFICIALS STAFF DURING THE AUDIT PERIOD

ANNX. NO. II

H.M. NO. _____

- (1) Name of A.E. / J.E. (OIC) :
- (2) Name of Revenue Accountant :
- (3) Name Revenue Cleark :
(O.A.Gr. II / III)
- (4) Name of Cashier :

Seal & Signature of OIC

REVENUE PROGRESS DURING THE AUDIT PERIOD**H.M. NO.** _____

Sr. No.	Revenue Category	Period					
		Nos	Amt.	Nos	Amt.	Nos	Amt.
01	DL&F						
02	Non DL&F						
03	Industrial Power						
04	Water Works						
05	Street Light						
06	Irrigation Category) (All						
07	Temporary Category) (All						
08	Others						
	TOTAL :-						

Seal & Signature of OIC

ARREAR POSITION DURING THE AUDIT PERIOD

Sr. No.	Revenue Category	Period		
01	DL&F			
02	Non DL&F			
03	Industrial Power			
04	Water Works			
05	Street Light			
06	Irrigation (All Category)			
07	Temporary (All Category)			
08	Others			
	As per R-15 TOTAL :-			

Seal & Signature of OIC

PARA No. 01 D.C.B. RECONCILIATION**H.M.No.****OBSERVATION**

Please intimate to Audit the position of DCB reconciliation for the audit period _____. If certificate obtained from R.A.O. _____ a copy of the same may please be produced to audit. Also latest position of the D.C.B. reconciliation may please be intimated and a copy of the same may be produced to audit party.

REPLY OF H.M.

The A.E./J.E. has stated that "D.C.B. reconciliation completed up to _____ and balance work is under progress copy of D.C.B. produced."

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) Explanation of officer/officials for not completing the D.C.B. work as per Board's guide line should be called and submitted to audit.
- (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

CONCLUDING PARA

The total recovery pointed out in this Test Audit Note vide para No. 1 to _____ is _____ the compliance of Audit Note may be furnished within one month from the date of its receipt, compliance reported through next higher authority.

Seal & Signature of Outsourcing Firm .

PARA No. LESS BILLING DUE TO STOPPED/DEFECTIVE METERS AND AVERAGE BILING THERE OF**H.M.No.****OBSERVATION**

During the checking M.R.Books and consumers ledger, it was noticed that the energy meters, installed at the premises of the consumer listed in **Annexure No. _____** were reported as stopped or burnt from the months mentioned against each. In accordance with clause No. 19 (C) (III) of "General conditions of supply of Electrical energy and Scale of Miscellaneous charges" those consumers were required to be billed on the basis of average consumption of preceding or succeeding three months consumption as the case may be but the above instructions were not followed which resulted in short billing of _____ as detailed in **Annexure No. _____**.

REPLY OF H.M.

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted. On realization of M.R. No. _____ and date will be intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
- (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

PARA No. RECOVERY FOR COST OF BURNT METER**H.M.No.****OBSERVATION**

According to clause 9 (C) of "General conditions of supply of Electrical Energy and Scale of Miscellaneous Charges" every consumers is liable to compensate the Board for damages caused to Boards properties installed in consumer's premises. The meter found burnt and Cost be recovered from the consumers. The consumers is liable to pay its cost of _____ as detailed in **Annexure No. _____**.

REPLY OF H.M.

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted. On realization of M.R. No. _____ and date will be intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
 (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

PARA No. _____ LESS BILLING OF L.T. SHUNT CAPACITOR SURCHARGE
H.M.No. _____

OBSERVATION

The surcharge on account of non installation of appropriate capacity of L.T. Shunt Capacitor was not found billed in respect of power consumer as detailed in **Annexure No. _____** resulting short billing of ` _____.

REPLY OF H.M.

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted. On realization of M.R. No. _____ and date will be intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
 (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

PARA No. _____ LESS BILLING OF W.L.T.Cs. (WELDING SURCHARGE)
H.M.No. _____

OBSERVATION

The special surcharge as prescribed in the tariff has to be charged in respect to L.T. installation with Welding X-mer where connected load of Welding X-mer exceeds 25% of total connected load and where No. adequate steps were taken to improve power factor with the satisfaction of the Executive Engineer of the board. Due to non levy of aforesaid power factor surcharge in respect of consumers detailed in **Annexure No. _____** resulted in short billing to the extent of _____.

REPLY OF H.M.

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted. On realization of M.R. No. _____ and date will be intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
 (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

PARA No. _____ PARA No. _____ LESS BILLING DUE TO NON LEVY OF LOW P.F. SURCHARGE
H.M.No. _____

OBSERVATION

While gone through the record it was observed that ` _____ were found less billed from consumer as detailed in **Annexure No. _____** on A/c of less billing due to non levy of L.P.F. Surcharge.

REPLY OF H.M.

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted. On realization of M.R. No. _____ and date will be intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
 (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

PARA No. _____ LESS BILLING DUE TO LATE ISSUE OF FIRST ENERGY BILLS
H.M.No. _____

OBSERVATION

As per standing instructions of the Boards if a connection is served on or before 15th of as month the billing to that consumer must be started from the same month and if it is served after 15th of the month, the billing should be served from next month. But during the verification of R-1, R-2 and other records it had been observed that these instruction was not followed in respect of the consumers enlisted in **Annexure No. _____** due to this on amount of ` _____ found short billed as detailed there in.

REPLY OF H.M.

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted. On realization of M.R. No. and date will be intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
- (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

PARA No. _____ SHORT BILLING DUE TO NON CHARGING UP TO FINAL READING**H.M.No. _____****OBSERVATION**

During checking Meter reading diaries, Meter history register with change slip and other relevant records, it was observed that the meters of the consumers mentioned in **Annexure No. _____** replaced but the final reading of the removed meter not found billed to these consume` This had resulted short billing of ` _____ as detailed in **Annexure No. _____**.

REPLY OF H.M.

The A.E./J.E. has stated that, "Recovery pointed out by audit is accepted on realization of M.R. No. & Date will be intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
- (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

PARA No. _____ WRONG APPLICATION OF TARIFF i.e. I. P. TO C. P.**H.M.No. _____****OBSERVATION**

While checking of meter reading book with consumer ledger for the period _____, it was observed that the billing of these consumer are not IP / CPC done in the appropriate tariff hence short billing amounting to ` _____ as detailed in **Annexure No. _____**.

REPLY OF H.M.

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted. On realization of M.R. No. and date will be intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
- (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

PARA No. _____ SHORT BILLING DUE TO NON CHARGING UP TO FINAL READING AFTER PERMANENT DIS.CONNT.**H.M.No. _____****OBSERVATION**

During checking Meter reading diaries, Meter history register with change slip and other relevant records, it was observed that the meters of the consumers mentioned in **Annexure No. _____** replaced but the final reading of the removed meter not found billed to these consume` This had resulted short billing of ` _____ as detailed in **Annexure No. _____**.

REPLY OF H.M.

The A.E./J.E. has stated that, "Recovery pointed out by audit is accepted on realization of M.R. No. & Date will be intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
- (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

PARA NO. _____ WRONG CREDIT ALLOWED THROUGH CCB REGISTER**H.M.NO. _____****OBSERVATION**

On verification of CCB register for the period from _____ to _____ with M.R.Books and computer billing ledger, it is observed that the wrong credit allowed in the cases shown in the **Annexure No. _____** due no any proper reason has made as per records of MR Books as remarks recorded in the CCB register which has resulted undue credits given to consumer on amount of ` _____ as said **Annexure No. _____**.

REPLY OF HALF MARGIN

forj.k dsUnz ds nLrkostks dk lq{e vUos"k.k dj mDr jkf'k ----- dh
 dszfMV ;fn lgh ik;h x;h rks vxyh vads{k.k ikVhZ dks IR;kfir djok fn;k tkosxk vkSj ;fn
 xyr ik;h xbZ rks miHkksDrk ls olwydj izkflr jlhn e; fnukad ls lwfpr dj fn;k tkosxk A

ACTION TO BE TAKEN

Now internal audit department requires that :

- (A) Aforesaid amount of ` _____ may please be recovered after reply due verification from _____ the respective consumer, if found incorrect credited.
 (b) Verify to next audit of document of in fevour. Credited amount of _____.
 (C) Compliance reported to audit.

PARA No. _____ SHORT REMITTANCE IN SELECTED MONTH _____ +
INTEREST % = _____

H.M.No. _____
OBSERVATION

On verification of records of selected month _____, it is observed the less remittance found made done in the cases shown in the **Annexure No. _____** due to over side, there for the less remittance amount of ` _____ may be remittance to R.A.O. after recover from cashier and intimated to audit..

REPLY OF H.M.

In reply J.E. has stated that After recovered pointed out amount from cashier & remit to RAO MR No./R-11 No. intimated to audit and instruction should be issue for avoid this type mistake in future.

ACTION TO BE TAKEN

Now internal audit department required that :

- (A)The aforesaid amount may please be recovered from the cashier immediately on priority.
 (B)explanation shall be call to cashier for short remittance done and warning suitable action may be taken.
 (C)Instruction should be issue to cashier for avoid this type mistake in future.

PARA No. _____ NON BILLING OF FINAL READING AFTER METER REPLACEMENT

H.M.No. _____
OBSERVATION

During checking of M.R. Books , it has been observed that the non billing of final reading due to the after meter replacement as details in **Annexure No. _____** for recoverable amount of ` _____ only.

REPLY OF H.M.

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted. On realization of M.R. No. _____ and date will be intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
 (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

PARA No. _____ LESS BILLING OF SERVICE CONNECTION CHARGES

H.M.No. _____
OBSERVATION

While gone through the record it was observed that ` _____ were less recovered from following consumers as detailed given in **Annexure No. _____** on A/c of less billing of service connection charges.

REPLY OF H.M.

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted. On realization of M.R. No. _____ and date will be intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
 (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

PARA No. _____ RECOVERY AGAINST DIS-HONORED CHEQUES

H.M.No. _____
OBSERVATION

The dishonored cheques register produced to audit had been verified and observed that the instant cheques found balance against dis-honored cheques in the register as per the details given in **Annexure No._____** for ` _____.

REPLY OF H.M.

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted and intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
- (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

PARA No._____ LESS BILLING OF M.D. CHARGES**H.M.No._____****OBSERVATION**

During the checking of manual billing of two part tariff with meter reading books, it is observed that the calculation of M.D. charges were not work out correctly. This resulted less billing to consumer an amount ` _____ as details in enclosed **Annexure No._____**.

REPLY OF H.M.

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted and intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
- (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

PARA No._____ ARREARS ON TEMPORARY CONNECTIONS**H.M.No._____****OBSERVATION**

On scrutiny of manual billing of temporary connection ledger, it was observed that the arrears found outstanding against temporary connection after adjustment of their paid amount and security deposit to ` _____ as shown in enclosed **Annexure No._____**.

REPLY OF H.M.

The A.E./J.E. has stated that "Efforts are being made recovery the out standing from consumer. However it is got realized the receipt number and date will be intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
- (B) Please clarify to audit that why sufficient amount was not got deposited from the temporary consumer, it was very serious lapse on part of O.C. concerned.
- (C) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

PARA No._____ UNAUTHORISED ENHANCEMENT OF LOAD AND PENAL BILLING THERE OF**H.M.No._____****OBSERVATION**

During checking of vigilance recovery file it was observed that the EE (Vig) detected the enhancement of load of the consumers mentioned in enclosed **Annexure No._____** during checking of their premises. But the verification of billing and the other relevant records showed that neither this enhanced load was regularized nor the penal billing over and above the enhanced load continued as advised by EE (Vig). This has resulted short billing to the extent of ` _____ as detailed in enclosed **Annexure No._____** which was asked by audit to bill on these consume `

REPLY OF H.M.

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted. On realization of M.R. No. _____ and date will be intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
- (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.
- (C) This enhanced load is required to be regularized or the penal billing over and above the enhanced load be continued till regularization of unauthorized load.

PARA No._____ NON RECOVERY OF RC/DC CHARGES**H.M.No._____****OBSERVATION**

While checking the disconnection register / list, it was observed that the RC / DC charges have not been recovered from consumers due to non payment of energy bill as details in **Annexure No. _____** and recoverable amount of ` _____.

REPLY OF H.M.

The A.E./J.E. has stated that recovery pointed out by audit is accepted amount will be recovered and intimated to audit.

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
- (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

PARA No. _____ RECOVERY FOR FUSE OF CALL CHARGES**H.M.No. _____****OBSERVATION**

During the checking of F.O.C. register, it was seen that the Fuse of call charges have not been found recovered from consumers as detailed in **Annexure No. _____** for recoverable amount of ` _____.

REPLY OF H.M.

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted. On realization of M.R. No. _____ and date will be intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
- (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

PARA No. _____ LESS CHARGING FIRST ENERGY BILL**H.M.No. _____****OBSERVATION**

During the course of Audit period connected load of the few consumers was physically verified in company of the Junior Engineer and their acknowledgement has also been obtained on prescribed format. During the physical verification of the premises of the consumers it was observed that enlisted consumers were found using energy supplied for specific purpose under a particular tariff is using energy without knowledge of the Board for a different purpose not contemplated in the agreement for contract supply of electrical energy and for which a higher tariff is applicable. Thus the electricity consumption bills already rendered for preview shall be inward charging the appropriate higher tariff for a period of previous six months from the date of detection of misuse including the month in which misuse was decorated .

Imposition of higher tariff will not relieve the consumer from any proceeding and penalty which may be imposed. This requirement was not observed which resulted in short billing of ` _____ in as detailed in **Annexure No. _____**.

REPLY OF H.M.

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted. On realization of M.R. No. _____ and date will be intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
- (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

PARA No. _____ RECOVERY OF ENERGY CHARGES**H.M.No. _____****OBSERVATION**

On verification of M.R. Books with the billing ledger, it has been observed that the were found left of billing purpose as per records of actually billing. But same was not found in billing ledger, which has resulted recovery arrived an amount of ` _____ as per detailed in **Annexure No. _____**.

REPLY OF H.M.

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted. On realization of M.R. No. and date will be intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
- (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

PARA No. _____ LESS BILLING DEMAND CHARGES ON WATER WORKS CONNECTION
H.M.No. _____

OBSERVATION

During checking of Temp. Connection ledger and Temp. Register and meter reading book , it was observed that demand charges have been less billed against Water Works connection. Resulted short billed. Extent to ` _____ as detailed in **Annexure No.____**.

REPLY OF H.M.

The A.E./J.E. has stated that, "Recovery pointed out by audit is accepted on realization of M.R. No. & Date will be intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
- (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

PARA No. _____ LESS BILLING DUE TO NON-APPLICATION OF M.F.
H.M.No. _____

OBSERVATION

During the checking of meter reading books with demand ledger, it was observed that the installed metering equipment required M.F., but the same was not found applied . This resulted short billing to the amount of ` _____ in consumer accounts as detailed in **Annexure No. _____**.

REPLY OF H.M.

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted. On realization of M.R. No. and date will be intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
- (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

PARA No. _____ LESS BILLING DUE TO 1 PHASE STOPPED
H.M.No. _____

OBSERVATION

While gone through the record it was observed that ` _____ were found less billed from the following consumer as detailed given in **Annexure No.____** on A/c of less billing due to 1 Phase stopped.

REPLY OF H.M.

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted. On realization of M.R. No. and date will be intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.

(B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

PARA No. _____ LESS BILLING OF ELECTRICITY DUTY (E.D.)

H.M.No. _____

OBSERVATION

While checking the L.T. billing, it was observed that the Telephone department was required to be billed electricity duty w.e.f. 01-10-2000 since it has been converted into Nigam named "BHART SANCHAR NIGAM LIMITED". The electricity duty was not found done, this had resulted less billing of ` _____ in this account as details in enclosed **Annexure No. _____**.

REPLY OF H.M.

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted and intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
- (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

PARA No. _____ LESS BILLED DUE TO SUBTRACTION MISTAKE

H.M.No. _____

OBSERVATION

On verification of manual billing ledger with the MR books for the period covered by the audit , it is observed that the less bill due to subtraction mistake. Proceeding reading subtract from current reading which is shown in the **Annexure No. _____** resulted recovery arrived an amount of ` _____ as said **Annexure No. _____**.

REPLY OF H.M.

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted. On realization of M.R. No. _____ and date will be intimated to audit".

ACTION TO BE TAKEN

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
- (B) The necessary action may be taken for correct bill as per tariff.
- (C) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

SAMPLE FORMAT OF ANNEXURES TO TAN/TAR

Details of ----- for the -----D/c Para No.-----

Annex. No.--

H.M. No.-----

	Name & address of Consumer	Service conn. No.	Category of conn. & load	No. of columns may be added as per actual requirements of the details of Para					

Sign. & Seal of Firm

FORMAT OF HALF MARGINS**CAMP****To be replied within 24 hours**

HM No. /

Dt.

To,

The Engineer,
M P P K V V CO. Ltd.,
.....

Sub: - Production of Records

The Records as per list receive, this Tour programme No. M D / E Z / / Audit/ Prog / No.
dt. sued by the CFO M P P K V V Co. Ltd., Jabalpur. May please be produced to
audit for verification along with the following records for the selected month i.e.

- 1 Money receipt book and stubs.
- 2 C A C
- 3 C R A
- 4 Cash Book From to
- 5 Demand ledger
- 6 Meter reading books along with meter replacement register, disposal slip burnt meter register,
etc
- 7 R-2 Register
- 8 Temp. Ledger, Reading books and Street light ledger.
- 9 Fort nightly statement (R-46)
certified copy received from R A O.
- 10 Vigilance checking file / register
- 11 T & P register
- 12 Case of load enhanced / reduction
the with register
- 13 M A S register

CAMP**To be replied within 24 hours**

HM No. /

Dt.

To,

The Engineer,
M P P K V V CO. Ltd.,
.....TAR No.----- Rs. ----
TAN No. ----- Rs. ----
Annex.no.-----

Sub: - Introductory Information

Please intimate the names of the officers/ officiate who held the charges of the following post
during the periods covered by the audit

- a. Assistant Engineer/ Junior
- b. Revenue Accountant / O.A. Gr-I
- c. Revenue Auditor / O.A. Gr-II
- d. Cashier / O.A. Gr- III
- e. Please intimate if any case of defalcation /miss operation of boards money was occurred
during the period from

CAMP

To be replied within 24 hours

HM No. /

Dt.

To,

The Engineer,
M P P K V V CO. Ltd.,
.....

TAR No.----- Rs. ----
TAN No. ----- Rs. ----
Annex.no.-----

Sub: - Revenue Progress

Please furnish the revenue progress For the year ending 31/03/06;31/3/08 and current Month of in triplicate as Per Performa enclosed.

CAMP

To be replied within 24 hours

HM No. /

Dt.

To,

The Engineer,
M P P K V V CO. Ltd.,
.....

TAR No.----- Rs. ----
TAN No. ----- Rs. ----
Annex.no.-----

Sub: - Arrear Position

Please intimate the names of the Arrear position as on and current Month in triplicate as Per Performa enclosed.

CAMP

To be replied within 24 hours

HM No. /

Dt.

To,

The Engineer,
M P P K V V CO. Ltd.,
.....

TAR No.----- Rs. ----
TAN No. ----- Rs. ----
Annex.no.-----

Sub: - Review of old audit Paras

Please intimate to Position of outstanding audit paras Details is Follows.
2001-02 to 2007-08

CAMP

To be replied within 24 hours

HM No. /

Dt.

To,
The Engineer,
M P P K V V CO. Ltd.,

TAR No.----- Rs. ----
TAN No. ----- Rs. ----
Annex.no.-----

Sub: - Inordinate delay in Replacement of Stopped / Defective meter

Defective meter should be replaced within fortnight at D.E.(H.Q.)/A.E. and within one month of other. Places and their billing should be revised as per clause 19(c) (iii) of Gen. Conditions of supply these instructions were not tallied of defective propped meters were not replaced average billing was also not found billed. The meters were replaced after award replaced after a period ofmonth/ not replaced up month listed in

Annex. No.

After doing needful i.e. replacement of meters and average billing compliance reported to audit

CAMP

To be replied within 24 hours

HM No. /

Dt.

To,
The Engineer,
M P P K V V CO. Ltd.,

TAR No.----- Rs. ----
TAN No. ----- Rs. ----
Annex.no.-----

Sub: - Overwriting/cutting of cash Book.

During the cheeking of cash Book for the Periodto It observed that cutting and over writing have been found in cash book as per commercial amounting Procedure all figures must be written and cutting should best idly avoided wrong figure should be streak off and initialled and correct figure attested by the concerned officer in charge of cash book as per defies given in enclosed. Annex. No. with comments of AE/JE and Audit Party in change.

CAMP

To be replied within 24 hours

HM No. /

Dt.

To,
The Engineer,
M P P K V V CO. Ltd.,

TAR No.----- Rs. ----
TAN No. ----- Rs. ----
Annex.no.-----

Sub: - D. C. B. Reconciliation

Please intimate to audit the position of D.C.B reconciliation for the audit period If certificate obtained from R A O concerned and copy of the same may please be produced to audit. Also latest position of the D.C.B reconciliation may please intimated to audit and a copy of the same if available may be produced to audit.

CAMP

To be replied within 24 hours

HM No. /

Dt.

To,
The Engineer,
M P P K V V CO. Ltd.,
.....

TAR No.----- Rs. ----
TAN No. ----- Rs. ----
Annex.no.-----

Sub: - Details of Temp. irrigation

Please furnish the progress of Temp. irrigation connection in Triplicate as Performa enclosed

Encl. :- As above

CAMP

To be replied within 24 hours

HM No. /

Dt.

To,
The Engineer,
M P P K V V CO. Ltd.,
.....

TAR No.----- Rs. ----
TAN No. ----- Rs. ----
Annex.no.-----

Sub: - Supplementary bills issued on checking (Vig) cases.

The register maintained for supplementary bills on checking cases of different agency of MPSEB has been verified and it is noticed that bill amounting of Rs. have been issued but no effort is appear to have taken for realization of the same as per attached Annexure. If is advised to please recover the amount front consumer concerned under information to audit

Encl. :- As above

CAMP

To be replied within 24 hours

HM No. /

Dt.

To,
The Engineer,
M P P K V V CO. Ltd.,
.....

TAR No.----- Rs. ----
TAN No. ----- Rs. ----
Annex.no.-----

Sub: - Dis-honoured cheques Register

The Dishonoured cheque register produced to audit has been verified and observed that the instant cheques balance against Dishonoured cheques in cheque register an amount Rs. detail in Annex. No.

It is therefore advised to please recover the aforesaid amount from consumer concerned and also stop the payment facility through cheque under intimation to audit.

Encl. :- As above

CAMP**To be replied within 24 hours**

HM No. /

Dt.

To,

The Engineer,
M P P K V V CO. Ltd.,

TAR No.----- Rs. ----

TAN No. ----- Rs. ----

Annex.no.-----

Sub: - Defalcation of Boards of Money. Theft of board Property

The case of Defalcation of board Money and . Theft of Board material during 2003 -2006.
The Details cases may please be submitted to Audit.

CAMP**To be replied within 24 hours**

HM No. /

Dt.

To,

The Engineer,
M P P K V V CO. Ltd.,

TAR No.----- Rs. ----

TAN No. ----- Rs. ----

Annex.no.-----

Sub: - Arrangement of Vehicle for the Physical Verification of Connected Load of few Power Consumer

As per para -3 of Tour Programme No MD/EZ//AUD..... Issued by the CFO M P P K V V Co. Ltd.,
Jabalpur. Please arrange the Boards Vehicles for Physical Verification of load of consumer
premises of few power consumer on date as shown below.

CAMP**To be replied within 24 hours**

HM No. /

Dt.

To,

The Engineer,
M P P K V V CO. Ltd.,

TAR No.----- Rs. ----

TAN No. ----- Rs. ----

Annex.no.-----

Sub: - Arrear against Temp. Connection other than checking

During checking of Temporary Connection ledger with register it has been observed that the non
recovered arrears against temp connection as per list enclosed for arrear amount of
Rs. Only which may now recovered & intimated to audit.

Encl. :- As above

CAMP**To be replied within 24 hours**

HM No. /

Dt.

To,

The Engineer,
M P P K V V CO. Ltd.,

TAR No.----- Rs. ----

TAN No. ----- Rs. ----

Annex.no.-----

Sub: - Less billing of meter hire charges.

During the checking of meter reading Books with demand ledger, it was observed that
Special type meter (SEMS) were installed in the Premises of consumer mentioned in enclosed
Annexure No. but meter hire charge was found billed according to old rates amounted at
time billing of meter hire charges Rs.

CAMP**To be replied within 24 hours**

HM No. /

Dt.

To,

The Engineer,
M P P K V V CO. Ltd.,
.....

TAR No.----- Rs. ----

TAN No. ----- Rs. ----

Annex.no.-----

Sub: - Non recovery of cost of burnt meter

According to clause 9(c) of Gen. condition of supply every consumer is liable to compensate the Board for damages caused to its properties like mains apparatus instruments ingressions for burning of the meters as shown in Annex. no. could not be ascertained No. Ceases for their burning Indicated on the meter readines books reasons for their burning may please Rs. be recovered from meters.

Encl. :- As above

CAMP**To be replied within 24 hours**

HM No. /

Dt.

To,

The Engineer,
M P P K V V CO. Ltd.,
.....

TAR No.----- Rs. ----

TAN No. ----- Rs. ----

Annex.no.-----

Sub: - Less billing of wrong application of tariff.

CAMP**To be replied within 24 hours**

HM No. /

Dt.

To,

The Engineer,
M P P K V V CO. Ltd.,
.....

TAR No.----- Rs. ----

TAN No. ----- Rs. ----

Annex.no.-----

Sub: - Less billing of W.L.T.Cs. (Welding surcharge).

CAMP**To be replied within 24 hours**

HM No. /

Dt.

To,

The Engineer,
M P P K V V CO. Ltd.,
.....

TAR No.----- Rs. ----

TAN No. ----- Rs. ----

Annex.no.-----

Sub: - Less billing of L.T. shunt capacitor surcharge.

CAMP**To be replied within 24 hours**

HM No. /

Dt.

To,

The Engineer,
M P P K V V CO. Ltd.,
.....

TAR No.----- Rs. ----

TAN No. ----- Rs. ----

Annex.no.-----

Sub: - Less billing to consumer. (service connection charges)

During checking of ledger with meter reading books it was observed that the cases listed Annex. no. were load Amount billed to consumers amounting to Rs. As detailed is enclosed the above amount may be recovered from consumers and compliance report to audit.

CAMP

To be replied within 24 hours

HM No. /

Dt.

To,
The Engineer,
M P P K V V CO. Ltd.,
.....

TAR No.----- Rs. ----
TAN No. ----- Rs. ----
Annex.no.-----

Sub: - Less billing to consumer. (supply affording charges)

During checking of ledger with R2 register it was observed that the cases listed Annex. no. were less Amount billed to consumers amounting to Rs. As detailed is enclosed.The above amount may be recovered from consumers and compliance report to audit.

CAMP

To be replied within 24 hours

HM No. /

Dt.

To,
The Engineer,
M P P K V V CO. Ltd.,
.....

TAR No.----- Rs. ----
TAN No. ----- Rs. ----
Annex.no.-----

Sub: - Less recovery of shifting charges.

CAMP

To be replied within 24 hours

HM No. /

Dt.

To,
The Engineer,
M P P K V V CO. Ltd.,
.....

TAR No.----- Rs. ----
TAN No. ----- Rs. ----
Annex.no.-----

Sub: - Less recovery of meter glass broken.

During the checking of meter reading book for the period It was observed...

CAMP

To be replied within 24 hours

HM No./

Dt.

To,
The Engineer,
M P P K V V CO. Ltd.,
.....

TAR No.----- Rs. ----
TAN No. ----- Rs. ----
Annex.no.-----

Sub: - Short billing of wrong application tariff. (IP to CP)

Which checking the M.R. Books and consumer ledgers for the period, it is observed date the billing of these consumers is not being done in appropriate resulted Short billing amounting to Rs. as detailed in the Annex. no. which may please be recovered and compliance report to the audit.

CAMP

To be replied within 24 hours

HM No. /

Dt.

To,
The Engineer,
M P P K V V CO. Ltd.,

TAR No.----- Rs. ----
TAN No. ----- Rs. ----
Annex.no.-----

Sub: - Less recovery of RC/DC charges.

While checking the disconnection Register/ list It was observed that the RC/DC charges have not been recovered from consumers Due to non payment of Energy bill as details in Annex. no. and recoverable amount of Rs.

CAMP

To be replied within 24 hours

HM No. /

Dt.

To,
The Engineer,
M P P K V V CO. Ltd.,

TAR No.----- Rs. ----
TAN No. ----- Rs. ----
Annex.no.-----

Sub: - Short billing of Rs. due to not non charging up to final reading after replacement of meters.

While checking of M R Books with demand ledger, meter replacement register and disposal slips for It is observed that the consumers were not billed up to the consumers were not billed up to the final reading of removed meters and not billed form actual S R of a new meter. Due to above an amount of Rs. as detailed in Ann. No. found short billed. Which may now be please recovered from consumer and intimate to audit.

CAMP

To be replied within 24 hours

HM No. /

Dt.

To,
The Engineer,
M P P K V V CO. Ltd.,

TAR No.----- Rs. ----
TAN No. ----- Rs. ----
Annex.no.-----

Sub: - Less billing due to stopped/defective Meter and average billing thereof.

During the checking M.R. Books and consumer ledger, it was noticed that energy meters installed at the premises of the consumer listed in Annex. no. were reported as stopped or burnt meter from the months mentioned against each. In accordance with clause no 19 (c) (III) of general condition of supply of electrical energy and scale of miscellaneous charges those consumer were required to be billed on the basis of average consumption of preceding or succeeding three month consumption as the case may be but the above instruction were not followed which resulted in short billing of Rs.

Undertaking / Declaration by the tenderer

The following declaration/Undertaking must be submitted by all the bidders on non-judicial stamp paper worth Rs.100/- duly notarized

(A) “Regarding Conflicting of Interest ”

I sole proprietor / partner / Director of M/s,..... under take that I am not interested as a proprietor and/or partner and/or in any other party/firm, participated in tender No. ----- of Discom-EZ due for opening on ____/____/20____ for procurement of -----
--.

(B) “Regarding Black listing/Debarring of the firm ”

We hereby undertake and submit the declaration that our firm/company is not debarred / black listed for future business with East Zone Company/MPSEB/other successor Companies formed after restructuring of MPSEB.

In case, at any stage if the above declaration is found false or incorrect, the MPPKVVCL, Jabalpur shall be free to take any punitive / legal action against us, as may be deemed fit, which shall be acceptable / binding on us and the consequences shall be to our account.

(C) “Regarding information/details given”

I,Sole proprietor/ partner / Directors of M/s. is giving undertaking that details given are correct to the best of my knowledge and I agree to abide by all your tender/order terms and conditions. I also undertake that if anything found unfair /unethical, concealing of any material information or misleading fact/statement in the offer the MPPKVVCL shall have right to cancel the contract, awarded and forfeit the EMD or Performance Guarantee, as applicable in the event any of the above condition/situation is observed, even at a later date i.e. after opening of price bid or award of contract.

PLACE:

SIGNATURE OF TENDERER

DATE

NAME IN FULL

DESIGNATION/ STATUS IN THE FIRM

COMPANY SEAL