

BID DOCUMENT

EXPRESSION OF INTEREST FOR APPOINTMENT/ EMPANELMENT OF AUDITORS FOR GST AUDIT FOR THE FINANCIAL YEAR 2017-18



SJVN LIMITED

FINANCE DEPARTMENT

Regd. and Corporate Office: SHAKTI SADAN,

Shanan, SHIMLA

HIMACHAL PRADESH - 171006

Fax & Phone No: 91-177- 2660230

Email: - sjvnfinshimla@gmail.com

Website: www.sjvn.nic.in

Corporate Identity Number (CIN): L40101HP1988GOI008409

GSTIN- 02AAICS1307F1ZY

SJVN Limited

Mini Ratna & Schedule 'A' Company

EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT/ EMPANELMENT OF CHARTERED ACCOUNTANT / COST ACCOUNTANT FIRMS FOR CONDUCTING GST AUDIT FOR THE FINANCIAL YEAR 2017-18.

SJVN Limited invites expression of interest for appointment/empanelment of Chartered Accountant / Cost Accountant Firms for GST Audit of the functions and activities of the company. The scope of work along with detailed terms & conditions and estimated schedule of fee together with Annexure – I, II and III are available on the website www.sjvn.nic.in which can be downloaded. The selection of the auditor shall be based on overall suitability of the firm and its experience in the Statutory/ Internal Audit and GST related work (Consultancy and filing of returns) of Central/state Power sector PSUs. Preference will also be given to firm having its office near headquarter of SJVN or State capital of registered units of SJVN.

Interested firms (having requisite experience in Statutory/ Internal audit and GST related work of Central/State Power Sector organisations / PSUs and having its office preferably in northern region) may send their application in prescribed format in envelopes super scribing "*Appointment / Empanelment of Chartered Accountant / Cost Accountant Firms for conducting GST AUDIT for the F.Y 2017-18*" so as to reach in the office of GM (Finance), SJVN Ltd, Corporate Office Complex, SHAKTI SADAN, Shanan, Shimla Shimla (HP)-171006 latest by 30th August 2018 (6 PM). The offer should be submitted strictly as per terms and conditions laid down in the document.

Important Note: - For the purpose of this EOI 'Firm' means a Firm of Chartered Accountants / Cost Accountants registered as company or partnership firm and include Limited Liability Partnerships.

SJVN Limited

Mini Ratna & Schedule 'A' Company

Selection and Appointment of GST Auditors

A) Introduction:

SJVN Limited, a Mini Ratna & Schedule 'A' CPSU under the administrative control Ministry of Power, Govt. of India, is a joint venture between the Govt. of India & Govt. of Himachal Pradesh. The present equity shareholding of Gol, GoHP and Public are 63.78%, 26.85% and 9.37% respectively. SJVN Limited is presently operating country's largest 1500 MW Nathpa Jhakri Hydro Power Station (NJHPS) and 412 MW Rampur Hydro Power Station (RHPS) on river Satluj in Distt Kinnaur and Shimla in Himachal Pradesh. In addition 47.6 MW K̄hirvire Wind Power Project, 5 MW Charanka Solar Power Project and Sadla Wind Power Project are also in operation. 60MW Natwar Mori Hydro Electric Project is under construction in Utrakhand. The Corporation is entrusted with the job of carrying out Survey & Investigation, Construction of other hydro-electric projects in HP and in other states of India and abroad in Bhutan also. SJVN is also developing of 900 MW Arun-3 Hydro Electric Project in Nepal through its fully owned subsidiary named SAPDC.

SJVN also forayed into generation of thermal power. An MOU has been signed for setting up Green Field 1320 MW (2x660 MW) super critical technology thermal power project at Chausa village in Buxar district, Bihar.

SJVN intends to empanel Chartered Accountant / Cost Accountant firms to conduct GST Audit of the functions and activities of the various projects/offices of company for the F.Y 2017-18 and onwards as required under section 35 sub section 5 of the CGST Act, 2017. The applications are invited from the firms of Chartered Accountant / Cost Accountant preferably of Northern region, having requisite experience in Statutory/ Internal Audit and GST related works of Central/State Power Sector organisations / PSUs, along with their latest resume for empanelment.

B) Minimum Eligibility Criteria:

- i. The firms should have at least 5 years' experience as Internal / Statutory Auditor with minimum 3 years' experience in Power Sector PSUs.
- ii. The average annual turnover of the firm during the last three financial years must be at least Rs. 10 Lakh.
- iii. The firm must be registered under the GST Authorities.
- iv. The firms conducted/ worked as Internal/Statutory auditors of SJVN during the last three financial years shall not be considered for appointment as GST Auditor.

C) Scope of Work and Units to be audited:

SJVN is looking for engagement of eligible Chartered Accountant / Cost Accountant firm preferably from Northern Region for carrying out the following job:-

- i. The Scope of work of GST Auditors is attached at **Annexure – I**, which is indicative. The scope of work may increase/decrease depending upon the requirement of work.
- ii. GST Audit for the year 2017-18 in respect of (a) all units/projects operating in Himachal Pradesh including Transmission Line Muzaffarpur, (b) all units/offices/projects in Uttrakhand and (c) Delhi office including projects/offices in Maharashtra, Gujrat and Arunachal Pradesh.

D) Audit team:

Auditors should deploy suitable team for undertaking the audit, after a thorough perusal of requirements of appointment letter, terms and conditions contained therein and the Detailed Guidelines for GST Audit. The Head of Finance of the Unit will coordinate with the Audit team for smooth functioning of the audit.

It should be ensured that the audit team is headed by a Chartered Accountant / Cost Accountant (who may be a partner) and consist of adequate number of qualified/semi qualified audit assistants of the firm.

E) Proposed Audit Fee:

The schedule of fee will be as under:

- i (a) For units/offices located in Himachal Pradesh and Muzaffarpur Rs. 1,25,000/-
(b) For Delhi office including projects/offices in Maharashtra, Gujrat and Arunachal Pradesh Rs 80,000/-
(c) For Project/offices in Uttarakhand Rs 80,000/-.
- ii 100% fees will be paid on completion of GST Audit and submission of audit report as per statutory requirements.
- iii The travelling and out of pocket expenses will be paid subject to production of documentary evidence in addition to audit fees. The entitlement for the purpose of payment of TA/DA shall be as per SJVN rule which shall be indicated in detail in the appointment letter. TA/DA will be regulated based on the location of firm/branch office near SJVN auditee unit submitted by firm.
- iv GST shall be paid extra as applicable.
- v Tax Deduction at Source (TDS) will be made as applicable.

F) Selection Criteria/Evaluation:-

The selection of the GST Auditors shall be as per qualitative criteria indicated in **Annexure - III** which is based on the overall suitability of the firm and its experience in the Statutory/ Internal audit and GST related work of Central / State Power sector and PSUs. The firm securing maximum marks will be considered for appointment. Preference will be given to firm having its office near auditee units of SJVN Ltd.

G) Other Terms and Conditions:-

The appointment of GST Auditors is subject to the following declarations:

- i. The Audit firm must not sub contract the work. In case it is subsequently found at any stage of the appointment process / post appointment that outsourcing has been resorted to, the appointment will be liable for cancellation with immediate effect.
- ii. The designated team will work in strict confidence and will ensure that the information in respect of the operation of the area/ unit is dealt in strict confidence and secrecy.
- iii. Neither the firm nor its partner or associates have any interest in the business of the company.
- iv. The partners holding certificate of Practice issued by the Institute of Chartered Accountant of India / Institute of Cost Accountants of India are in whole time practice.
- v. The GST Auditors shall ensure that data given to the Auditor by company and any information generated from the data provided shall not be used by the Auditor for any other purpose.
- vi. The Auditor / Audit Firm will be debarred from getting the Audit in future in SJVN Ltd. and its subsidiaries in the following cases:
 - a. If the firm obtains the appointment on the basis of false information/ false statement.
 - b. If the firm does not take up audit in terms of appointment letter.
 - c. If the firm does not submit the audit report, complete in all respect in terms of appointment letter.
 - d. If the Firm violates any of the stipulations from (i) to (vi).
- vii. ***Jurisdiction of courts:*** The law of land as promulgated / modified /amended or replaces from time to time shall govern this EOI.
Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of High Court of Shimla (H.P) Only.
- viii. ***Disclaimer:*** SJVN reserves the right to accept or reject any response without assessing any reason. SJVN may also request additional submissions or clarifications from one or more Applicant(s) at any stage or to cancel the process entirely without assigning any reason.
- ix. Only one audit will be awarded to the firm at a time in SJVN.

GENERAL INSTRUCTION TO AUDIT FIRMS AND DOCUMENT LIST

TO DO LIST

A. Instruction to Audit Firms

1. Format for Application must be completely filled in. Incomplete applications will be rejected out-rightly.
2. Please ensure that date of registration of Registered Office / Branch Office(s), date of joining of partners/qualified/semi-qualified assistants into the firm should be invariably indicated in the application.
3. All EOI will be evaluated on the basis of the documents furnished along with application only.
4. Since, all the applications will be evaluated strictly on the basis of Selection Criteria as per "*Annexure – III*", please avoid attaching unsolicited information / documents to processing applications expeditiously.
5. All documents submitted should be signed by a partner with his name and under the seal of the firm.
6. Any application received after the stipulated date due to any reason whatsoever, will be rejected out-rightly.

B. List of documents to be submitted along with the Applications / EOIs

Interested audit firm are advised to go through contents of EOI documents carefully and submit attested copies of the following documents in proper sequence along with the EOIs as described hereinafter:

- 1) Registration certificate of the firm issued by the Institute of Chartered Accountant of India / Institute of Cost Accountant of India. Information related to year of establishment of Head Office & Branch Office(s), addresses, details of partners and their membership nos. as indicated in the Certificate will be treated as conclusive and final information for evaluation of EOIs.
- 2) Membership certificate of the Partners / Qualified Assistants issued by the Institute of Chartered Accountants of India / Cost Accountant of India.
- 3) Certificate / Mark sheets issued by the ICAI/ICMAI in evidence of qualification of Semi-Qualified Assistants.
- 4) Copies of appointment orders for statutory audit /Internal Audit/GST Consultant in PSUs (Central/State) in evidence of experience.
- 5) The firm must submit a copy of audited balance sheet and P&L Account for the last three financial years i.e. 2015-16, 2016-17 and 2017-18.
- 6) Copy of PAN Card.
- 7) Copy of GST Registration.
- 8) A cancelled cheque of the Bank to which Fee payments will be made.
- 9) A copy of complete EOI documents duly signed and documents are to be signed by the partner/owner of the firm along with seal of the firm as a token of acceptance of all terms and conditions.

Format of Application

| | | |
|----|------------------|--|
| 1. | Name of the Firm | |
|----|------------------|--|

| | | | |
|----|--|--|-------------------------------------|
| 2. | Registration No. of firm :- (Institute of Chartered Accountant of India/ Institute of Cost Accountant of India) | | Respective page no of the document. |
|----|--|--|-------------------------------------|

| | | | |
|----|----------------------------------|--|---------|
| 3. | Date of Registration of the firm | | Page No |
|----|----------------------------------|--|---------|

4. Details of Head Office & Branch Office(s):-
Head Office:-

| Address | Date of Establishment | Contact No(s)/Fax | E-mail | Page No |
|---------|-----------------------|-------------------|--------|---------|
| | | | | |

Branch Office 1:-

| Address | Date of Establishment | Contact No(s)/Fax | E-mail | Page No |
|---------|-----------------------|-------------------|--------|---------|
| | | | | |

(Insert further Branch Office(s), if any)

5. Details of Partners in the Firm/Limited Liability Partnership (The partners only full time associated with the firm and should not be partner with any other firm only be included) :-

| SI. No | Name of the Partner | Membership No. | Membership Status ACA/FCA/ACMA/ FCMA | Date of joining of the firm as partner | Respective page no of the document. |
|--------|---------------------|----------------|--|--|-------------------------------------|
| | | | | | |

6. Details of Qualified Assistants (Full time):-

| SI. No | Name of the Qualified Assistants | Membership No. | Membership Status ACA/FCA/ACMA /FCMA | Date of joining of the firm as Qualified Assistant | Respective page no of the document. |
|--------|----------------------------------|----------------|--|--|-------------------------------------|
| | | | | | |

7. Details of Semi-Qualified Assistants:-

| SI. No | Name of the Semi-Qualified Assistant | Whether C.A/CMA Intermediate | Date of Joining the firm as Semi-Qualified Assistants | Page No |
|--------|--------------------------------------|------------------------------|---|---------|
| | | | | |

8. Details of Experience in Power Sector :-

| Sl. No | Name of the Company/Unit | Year of Audit | Type of Audit – whether Statutory/GST AUDIT | Page No |
|--------|--------------------------|---------------|---|---------|
| | | | | |

9. Details of Experience in PSUs other than Power Sector :-

| Sl. No | Name of the Company/Unit | Year of Audit | Type of Audit – whether Statutory/GST AUDIT | Page No |
|--------|--------------------------|---------------|---|---------|
| | | | | |

| | | | |
|-----|------------------------|--|---------|
| 10. | PAN No. of the firm :- | | Page No |
|-----|------------------------|--|---------|

| | | | |
|-----|------------------------|--|---------|
| 11. | GST Registration No :- | | Page No |
|-----|------------------------|--|---------|

12. Bank details for NEFT: -

| | | |
|------|---|--|
| i. | Bank Name | |
| ii. | Branch Name, Address & Pin Code | |
| iii. | Type of account (saving or current account) | |
| iv. | IFSC Code No. | |

Declaration:-

I/We, _____ Partner/owner of the Firm _____, hereby declare that the above information furnished is true & correct to the best of my knowledge and I will abide by the Terms & Conditions set by the company for the Appointment / Empanelment as GST Auditors.

**Signature of Partner with
Name & Seal of the Audit Firm**

SELECTION CRITERIA (POINT ALLOCATION) FOR SELECTION OF GST AUDITORS WILL BE AS FOLLOWS

| Sr. No | Particulars | Points to be allocated | Max. Points |
|--------|--|--|--------------|
| 1 | Year of Establishment of the Audit Firm / Limited Partnership Firms (Minimum 5 years) | 1 (one) per year in the existence (fraction of the year to be ignored) | 10 (Ten) |
| 2 | No. of Partners in the Firms / Limited Liability Partnership Firm who are associated with the firm for not less than three years as on date of application. | a) 2 (two) for each Partner who is ACA/ACMA b) 3 (three) for each Partner who is FCA/FCMA | 15 (Fifteen) |
| 3 | No. of Full time Qualified Assistants (CA / CMA) employed with the firm | 2 (Two) per Qualified Assistant | 10 (Ten) |
| 4 | No. of Semi-qualified Assistants (CA/CMA Intermediate employed with the firm). | 1 (One) per Semi-qualified Assistant | 5 (Five) |
| 5 | Turnover of the firm (Average annual turnover in the Last three years) At least Rs.10 Lakh | Rs. 10-12 Lakh = 5 Marks More than Rs.12-15 lakh=8 Marks More than Rs. 15lakh = 10 Marks | 10 (Ten) |
| 6 | Experience of Internal / Statutory Audit assignment of Power Sector PSUs (Central/State) | 5 (Five) Points per assignment per year (fraction to be ignored) | 20 (Thirty) |
| 7 | Experience of Internal / Statutory Audit assignment of other than Power Sector PSUs in Central/State | 2 (Two) Points per assignment per year (fraction to be ignored) | 10 (Ten) |
| 8 | Experience in GST related work of Power sector PSU's/Other PSUs and Central/State Organisation. | 2 (Two) Points per assignment per year (fraction to be ignored) | 10(Ten) |
| 9* | Place of Registered Office/Branch office of Chartered Accountant/Cost Accountant firm. | As per detail given below(*) | 10 (Ten) |
| 10 | | Total Points | 100 |

- * (a) For units/offices located in Himachal Pradesh and Muzaffarpur:-
 (i) Ten points (10) for firms registered in Himachal Pradesh.
 (ii) Five points (5) for firms registered in Punjab/Haryana/Chandigarh.
 (iii) Three points (3) for firms registered in any other states/UT.
- (b) For Delhi office including projects/offices in Maharashtra, Gujrat and Arunachal Pradesh:-
 (i) Ten points (10) for firms registered in Delhi (NCR).
 (ii) Five points (5) for firms registered in Punjab/Haryana/Chandigarh.
 (iii) Three points (3) for firms registered in any other states/UT.
- (c) For Project/offices in Uttarakhand- Ten points (10) for firms registered in Uttarakhand:-
 (i) Ten points (10) for firms registered in Uttarakhand.
 (ii) Five points (5) for firms registered in Punjab/Haryana/Chandigarh/Himachal Pradesh.
 (iii) Three points (3) for firms registered in any other states/UT.

Scope of Work for GST Auditors of SJVN Ltd.

GST Audit is a statutory mandate to keep watch and control over compliances of GST Act by the Company. SJVN endeavours to significantly improve the knowledge related to GST with the help of specialized knowledge of professional firms of Chartered Accountants/Cost Accountant.

Accordingly, to strengthen the control over GST compliance SJVN management will rely extensively on the reports submitted by GST Auditors and hence responsibilities of GST Auditors are vast and it is expected that the GST Auditors shall apply their expertise in bringing out the deviations and irregularities and support the concerned unit(s) in streamlining its/ their activities. SJVN management also desires to gather valuable suggestions from GST Auditors to review modify and enhance professionalism and financial discipline in the Company.

GST Auditors are required to conduct the audit of SJVN as per section 35(5) and section 44 (2) of the CGST ACT, 2017 read with Rule 80 of the CGST Rules, 2017. The objective of GST Audit is to examine the records, returns and other documents maintained or furnished by the registered person under this act or rules, to verify the correctness of turnover declared, taxes paid, refund claimed and input tax credit availed and to assess the compliance with provisions of this Act or the rules made thereunder.

During the course of audit, the Management may add / delete / modify the scope of any of these areas of work.

H) AUDIT REPORT

The Audit Report should be concise, to the point and should be professionally written covering all the statutory requirement under GST Act and duly certified reconciliation statement in FORM GSTR-9C or any other form required as per GST Act. Wherever GST Auditors incorporate issues in the report he should clearly report in such a way that shall meaningfully be used by SJVN.