



**Eoi for Appointment of Audit Firms for conducting internal audit of  
REC Power Distribution Company Limited for the Financial Year  
2014-15**

**No.RECPDCL/ISO/2014-15/1630 Dated:11/12/2014**

**By**



**RECPowerDistributionCompanyLimited**

(A wholly owned subsidiary of REC, a 'Navratna CPSE'  
under the Ministry of Power, Govt of India)

**Corporate office**

1016-1023, Devika Tower, Nehru Place,  
New Delhi-110019  
Telefax : 011-44128768

Description of task, qualification required, Eoi submission format and procedure is available on RECPDCL website ([www.recpdcl.in](http://www.recpdcl.in)), REC website ([www.recindia.com](http://www.recindia.com)), Central Publication Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in))

Sd/-

**(S.C. Garg)  
Addl. C.E.O.**

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## SECTION-I EOI INFORMATION

Name of the assignment: **Open Tender for Appointment of Audit Firms for conducting internal audit of REC Power Distribution Company Limited for the Financial Year 2014-15.**

### Important information

| Sl.No. | Event  | Information to the agencies  |
|--------|--|--|
| 1      | Date of Release                              | 11.12.2014   |
| 2      | Last Date for queries/ seeking clarification | 19.12.2014   |
| 3      | Last date of submission                      | 26.12.2014 at 11:00 hours  |
| 4      | Date of Opening                              | 26.12.2014 at 11:30 hours  |
| 5      | Eoi document                                 | The details can be downloaded free of cost from the websites <a href="http://www.recpdcl.in">www.recpdcl.in</a> <a href="http://www.recindia.com">www.recindia.com</a> . (or) <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>                             |
| 6      | Address for communication                    | REC Power Distribution Company Limited.,<br>1016-1023, 10 <sup>th</sup> Floor, Devika Tower, Nehru Place, New Delhi- 110019, India. Telefax :<br>+91-11-44128768, Phone :+91-11-44128760/67, Email- <a href="mailto:recpdcl@rediffmail.com">recpdcl@rediffmail.com</a> |
| 7      | Contact Person                               | Somya Kant,<br>Chief Finance Officer<br>Phone:011-44128766;<br>Fax:011-44128768<br>Email- <a href="mailto:recpdcl@rediffmail.com">recpdcl@rediffmail.com</a>   |



## SECTION-II PREFACE

REC Power Distribution Company Limited (an ISO 9001:2008 certified, a wholly owned subsidiary of REC Limited, a “Navratna” CPSE Govt. of India Enterprise under MOP, GOI) rendering expert consultancy services in power sector in general and Distribution sector in particular as per the need of power utilities across the country. REC PDCL is a leading service provider in the power sector and is providing end-to-end solutions for all the needs in Distribution sector across the country.

RECPDCL engaged in providing value added consultancy services in power sector arena covering Power Generation, Transmission & Distribution (T&D), Renewable Energy Sector and Energy Efficiency programs including Govt. of India’s power schemes for power utilities across the country and various regulatory assignments with CERC. It includes the Project Management Consultancy (PMC) of Substations along with its associated lines, Monitoring, Supervision and inspection work of Electrical Power Distribution Project of Rajiv Gandhi Grameen Vidyutikaran Yojana (RGGVY) works and Feeder Renovation Program (FRP), Feeder separation, HVDS program, Lender’s Engineers assignment, DPR preparation for electrical infrastructure projects viz., R-APDRP, IT related assignments in Distribution sector including web based MIS, Energy Audit, Evaluation study for HVDS/Distribution network, AT&C Loss assessment, Cost Data Book preparation, system study and MRI based billing as per the need of the power utilities, Electricity Regulatory Commission across the country.

### ***RECPDCL’s Strength:***

- ✓ A wholly owned subsidiary of Rural Electrification Corporation Limited, a Navratna CPSE.
- ✓ PAN India presence.
- ✓ Methodical and transparent approach in execution of works.
- ✓ Benchmarking Quality Standard / Quality Policy for the Distribution Sectors.
- ✓ ISO certified 9001:2008 company.
- ✓ Recognitions:-
  - SKOTCH Merit Award
  - IPE Asia Pacific HRM Congress Award.

REC Power Distribution Company Limited (RECPDCL) intends to appoint a **Audit Firm for conducting internal audit of REC Power Distribution Company Limited for the Financial Year 2014-15**. You are therefore requested to send your Proposal as per the Terms of Reference described below:



## SECTION-III SCOPE OF WORK

### SCOPE OF WORK:

The audit firm would be required to conduct the internal audit of RECPDCL in accordance with the standards on internal audit, REC (holding company of RECPDCL) Internal Audit Manual and guidelines / circulars of REC as amended from time to time. The firm cannot assign this assignment to any other firm.

Initial engagement period of appointment will be for one year for the FY 2014-15. Based on their satisfactory performance, the tenure may be further extended on year on year basis for a maximum period of two years.

The company invites sealed tenders superscribing the name of the work for consideration.

### **TIMELINES:**

| <b>Schedule</b>                         | <b>For the period</b>  | <b>Remarks</b>  |
|---|--|---|
| <i>1<sup>st</sup> Half Yearly Audit</i> | <i>1<sup>st</sup> April, 2014 to 30<sup>th</sup> Sep, 2014</i> | <i>Audit to be commenced immediately after award of work order.</i> |
| <i>2<sup>nd</sup> Half Yearly Audit</i> | <i>1<sup>st</sup> Oct, 2014-31<sup>st</sup> March, 2015</i>    | <i>Should be completed by 10<sup>th</sup> April, 2015</i>           |

The internal audit of the accounts should be carried out on half yearly basis without any overlapping. Half yearly reports need to be submitted to the Chief Executive Officer (CEO) after completion of each half year and the audit period should be minimum of 10 days for each phase of audit covering the entire scope.

Audit firm is required to visit RECPDCL office as and when required as per scope of work

The audit should be executed by a competent team of professionals, comprising of at least 1 qualified Chartered Accountant with 5 years of experience and 2 qualified staff (CA/CMA, CS, Inter CA/CMA, MBA(Finance) M.Com) who have strong exposure and experience and should be closely supervised by a Partner level person who will oversee the audit and attend all meetings with the Top Management and Audit Committee, as and when required



## SECTION-IV INSTRUCTIONS TO AUDIT Firm

### **PRICE BASIS AND PAYMENTS**

The proposal should include price all-inclusive lump sum (including travel and other out of pocket expenses, etc.) in Indian Rupees only, for the entire scope of work covered under the Terms of Reference on a FIRM price basis (with no escalation provision for whatever reason) valid till the complete execution of the assignment as per the format at **Annexure –A** in a separate envelope sealed properly. The Contract price and the scope of work also include any services, etc. which is not specifically identified but are required for completion of the assignment. Service Tax, if any, will be paid extra at the applicable rates and is not to be quoted above.

### **TERMS OF PAYMENT**

All payments would be claimed by the Firm from RECPDCL on being due, and would be accepted for payment by Competent Authority of RECPDCL based on the satisfactory progress and quality of the work in sole discretion of RECPDCL. The payment to the Auditing Firm under the contract shall be released after achieving the milestones as per the following terms:

|             |   |
|-------------|---|
| 50% payment | After successful completion of 1 <sup>st</sup> Half Yearly Audit. |
| 50% payment | After successful completion of 2 <sup>nd</sup> Half Yearly Audit. |

Annexure-B will be filled and submitted with the Financial Proposal. Without it the Financial Proposal is considered as incomplete and will be rejected summarily.

The certification body shall raise invoice after the audit as per the charges quoted after successful completion of each audit for scrutiny and release of payment by RECPDCL shall be release only on receipt of such invoice.

### **TAXES AND DUTIES**

RECPDCL shall be entitled to deduct applicable tax (if any) at source as per Indian Laws from all payments due to the Auditing Firm under the contract.

As regards the Indian Income Tax, surcharges on Income Tax and any other Corporate tax, RECPDCL shall not bear any tax liability, whatsoever, irrespective of the mode of contracting. The Auditing Firm shall be liable and responsible for payment of all such taxes, if attracted under the provisions of the law. In this connection, attention of Audit Firm is invited to the provisions of Indian Income Tax Act and the circulars issued by the Central Board of Direct Taxes, Government of India.

### **OWNER'S RIGHT TO ACCEPT/ REJECT THE PROPOSAL**



RECPDCL reserves the right to accept or reject the proposal at any time prior to award of Contract, without thereby incurring any liability to the Auditing Firm concerned or any obligation to inform the Auditing Firm concerned of the grounds for the Owner's action.

***Confidential***

The Audit firm shall not disclose the documented management systems to any third party including your internal department.

***Sub-Contracting***

Audit firm to whom work is awarded is not allowed to sub contract the work to any other parties either in part or full.

***TENDERING PROCESS:***

The tender documents will consist of two envelopes and each envelop should be superscribed as Engagement of Firm for Audit firm for **conducting internal audit of REC Power Distribution Company Limited for the Financial Year 2014-15** and last date of opening.

**Envelop-1 consists:**

- (i). Form-1 (Technical Proposal)

**Envelop-2 consists:**

- (ii). Form-2 (Financial Proposal)

Interested Audit firm may send the bid latest by 26.12.2014 at 11:00 hrs. Technical Proposal shall be open on 26.12.2014 at 11:30 hrs. Financial bid of technically qualified bidders only (as per eligibility criteria) shall be opened on a later date with prior information to concerned bidders.

In case of any further information in this regard, undersigned may please be contacted as per details mentioned hereunder.

**Address-**1016-1023, 10th floor, Devika Tower, Nehru Place, New Delhi-110019

**E-Mail-**recpdcl@rediffmail.com

**Contact No-** (011)44128755, (011)44128768(Fax)



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## **SECTION- V EOI FORMS**





On Auditing Firm's Letter Head

**FORM-I**

**Technical Proposal**

To,  
Chief Executive Officer,  
RECPower Distribution Company Ltd.,  
1016-1023, 10<sup>th</sup> Floor, Devika Tower,  
Nehru Place, New Delhi-110019

**Sub: Appointment of Audit Firms for conducting internal audit of REC Power Distribution Company Limited for the Financial Year 2014-15**

Sir,

1. With reference to your Tender No. \_\_\_\_\_ dated \_\_\_\_\_ for appointment of Audit Firms for conducting internal audit of REC Power Distribution Company Limited for the Financial Year 2014-15, I wish to apply to RECPDCL.
- 2.

| Sl.No. | Eligibility Criteria   | Specification               | Remarks  | Documents Attached |
|--------|--|-----------------------------|--|--------------------|
| 1      | No. of years of experience   | 10 years                    | Incorporation Certificate  |                    |
| 2      | Min No. of partners  | 5 nos.                      | Agreement copy   |                    |
| 3      | No. of Qualified CA in full time employment.   | 5 nos.                      | 24Q/any other relevant Documents                                     |                    |
| 4      | Average Annual Turnover firm for last 3 years  | Minimum 50 lakhs rupees     | Statement of Profit and Loss   |                    |
| 5      | One of the offices should be in Delhi/NCR and team should be deputed from Delhi/NCR office only.                           |                             | Rent Agreement/any other relevant Documents                          |                    |
| 6      | In any one financial year i.e. FY 2012 -13 or 2013-14, the bidder have conducted statutory audit or internal audit of PSUs | At least three PSU Company. | Work order and Completion Certificate Copies of the Respective PSUs. |                    |

**\*As per the specification of sl. No. 2 and 3, out of total 10 persons at least 3 should be qualified FCAs and 1 should with CISA/DISA/ISA qualification.**

Further, I hereby certify that:

**I have read the provisions of the all clauses and confirm** that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me and I have not taken any deviation to any clause.



3. I further confirm that any deviation to any clause of Tender found anywhere in my bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the REC PDCL.

Date:

Place:

Signature.....

Full name.....

Designation.....

Address.....

**Note: In absence of above declaration/certification, the response is liable to be rejected and shall not be taken into account for evaluation.**



**ANNEXURE "A"**

On Auditing Firm's Letter Head

**Financial Proposal**

**Form-2**

To,  
Chief Executive Officer,  
RECPower Distribution Company Ltd.,  
1016-1023, 10<sup>th</sup> Floor, Devika Tower,  
Nehru Place, New Delhi-110019

**Sub: Appointment of Audit Firm for conducting internal audit of REC Power Distribution Company Limited for the Financial Year 2014-15**

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**Table for Quoting Fee for the Assignment in terms of the Tender.**

**(To be kept in a separate Envelope sealed properly while sending the proposal)**

| S. No. | Particulars   | Fee in INR (₹)            |                 |
|--------|---|---------------------------|-----------------|
|        |   | Price bid shall be quoted |                 |
| 1.     | All-inclusive Lumpsum fee (including travel and other out of pocket expenses, etc.)for the entire scope of work covered under the Terms of Reference on a FIRM price basis (with no escalation provision for whatever reason) valid till the complete execution of the assignment | <u>In Figure</u>          | <u>In words</u> |



***Please Note: Service Tax, if any, will be paid extra at the applicable rates and is not to be quoted above. In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.***

***Annexure-B have to be filled and submitted along with the Financial Proposal. Failing which is considered as incomplete Financial Proposal and will be rejected summarly.***

Date:

Signature.....

Place:

Full name.....

Address.....

.....

.....

Stamp.....



**ANNEXURE "B"**

On Auditing Firm's Letter Head

With reference to your Tender No. \_\_\_\_\_ dated \_\_\_\_\_ for appointment of Audit Firms for conducting internal audit of REC Power Distribution Company Limited for the Financial Year 2014-15, We hereby convey our consent for accepting the following attestation fees for any documents need be certified by the us for the submission to any Statutory Authority/Clients/Banks or with the bid documents to be submitted by the company or otherwise.

| All Inclusive fee(Except of service tax) to be paid at each occasion  |             |
|---|-------------|
| Attestation of True copies of documents.  | Rs. 500/-   |
| Attestation/ Certification of figures/ documents already audited/ reviewed by internal/ statutory auditors. | Rs. 1,000/- |
| Attestation/ Certification of figures/ documents for unaudited figures/ Document.                           | Rs. 1,500/- |

Date:

Signature.....

Place:

Full name.....

Address.....

.....

.....

Stamp.....