



Assam Power Distribution Company Limited

**Office of the CGM (Audit), APDCL
Bijulee Bhawan, Paltanbazar, Guwahati-781001**

NOTICE INVITING REQUEST FOR PROPOSAL

RFP DOCUMENT

For Engagement of Internal Auditor

RFP Notice No: CGM(Audit)/IA/APDCL/01/23

Dated: 08.02.2023

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Section–1

NOTICE INVITING REQUEST FOR PROPOSAL FOR ENGAGEMENT OF INTERNAL AUDITOR

A) Brief about Assam Power Distribution Company (APDCL):

Assam Power Distribution Company Limited (APDCL) is a Public Limited Company wholly owned by the Government of Assam which was incorporated on 23rd day of October 2009 and has been registered under Indian Companies Act 1956 and having over 271 Auditable locations all over the state, invites Request for Proposal (RFP) through E-Tender from experienced, reputed professional firms of Chartered Accountants, Cost Accountants with specialization in Internal Audit preferably in Power & Energy Sector for engagement & conducting Internal Audit at different units of APDCL for the FY 2022-23. Seven (7) packages have been constituted for the units to be audited, details of which are given at **Annexure – I**.

1.0 Key Dates, Tender Processing Fees, EMD & Performance Security:

1.0.1 The schedule of issue, submission and opening of RFP documents are as follows:

Sl. No.	Action	Date, time & Amount
1	Tender document publishing date	08.02.2023 at 10:00 Hours.
2	Pre RFP queries from intending bidders	May be sent to email I.D.: cgmaudit.apdcl2017@gmail.com or CGM.AUDIT@apdcl.org within 11 th February 2023 upto 11:00 Hrs.
3	Pre-Bid meeting	At 13:00 Hrs of 13 th February Venue: O/o the CGM-Audit, APDCL, 4 th Floor, Bijulee Bhawan, Guwahati-1
4	Bid Submission Start Date and Time	16.02.2023 from 12:00 Hours.
5	Bid Submission End Date and Time	03.03.2023 till 12:00 Hours.
6	Technical Bid Opening Date & Time	04.03.2023 at 14:00 Hours.
7	Tender Processing fees	To be deposited as per Annexure - I
8	EMD/Bid Security	All Bid must be accompanied by a EMD/Bid Security of Rs.20,000.00 per Package
9	Performance Security	@ 3% of LOA value in the form of bank guarantee drawn at any Nationalized bank valid for 6(six) months to be submitted before acceptance of Work Order/LOA.

If any 'Strike' or 'Holiday' falls on any of the scheduled date, then the next working day (between mentioned working hours) shall be considered as scheduled date and scheduled time.

2.0 Scope of Work

- a. The scope of work under this RFP includes inter alia, conducting Internal Audit of the business processes in identifying & testing of design and operating effectiveness of internal controls under Risk based Internal Audit model and management reporting of required risk mitigation and / or control development aspects.
- b. The main objective of the audit shall be strengthening the Internal Control in the company and not only limited to control testing services but extend to such other review, examination, inspection, assessment, evaluation, detection and analysis of various business processes w.r.t power purchase & load dispatch, technical data on energy transformation & distribution, various IT application systems including SAP, ARMS, recording of financial transactions & reporting assets, liabilities, income & expenditure, etc., as may be required including any such required procedure to test compliance with the Laws & Regulations.
- c. Conduct Internal Audit based on audit checklist covering all the audit steps and maintaining evidence of test performance.
- d. Ensure test of controls to all the risk as per Audit Programme. Sign-off Checklists are duly completed, and status of results were accurately reflected.
- e. Review & report implementation status of earlier audit recommendations.
- f. Review and recommend for incorporation of any control for emerging risks due to change in business process and / or the framework
- g. Preparation and communication of audit finding with recommendation to Auditee in standardized Issue Summary Sheet.
- h. The Audit Programme being formed as basis of scope of work for each audit assignment may vary depending upon the different processes to be audited and at different locations. It is expected that prudence shall be exercised by the concerned audit team going beyond such programme for necessary completion of the audit observation wherever the circumstances demand & in consultation with Supervising Officer.
- i. In course of conducting Internal Audit, access to all documents, records, policy & procedures, guidelines, manuals, etc., including any other information as may be deemed necessary shall be made and saved except those which are Company confidential and / or for limited access only.
- j. The Internal Audit being a dynamic activity and scope of audit depends upon criticality of the processes to be audited, the Rights and Obligation of Auditor & Auditee of each engagement will be guided by the provision of this RFP and the Contract.

3.0 Audit Team

3.1 A dedicated core team consisting of Partner of the firm, Audit Team Leader & Team Member (Audit Assistants) to be deputed. The members of the core team cannot be changed / replaced without prior consent of the CGM(AUDIT), APDCL.

3.2 Each audit assignment shall be constituted with a team having one Audit Team Leader & three Team Members (Audit Assistants). The formation of the team shall have to be confirmed by the Partner well in advance of the particular assignment and the corresponding credentials/curriculum vitae to be sent to CGM(AUDIT), APDCL before issuance of work order / Purchase Order.

3.3 It is desired that Partner of the Audit firm may not be the Audit Team Leader.

3.4 Since the scope of work under this RFP is process based Internal Audit in a technology intensive organization carrying business in Distribution of energy, the successful bidder needs to

deploy resources having corresponding adequate skill sets preferable in ERP/SAP environment.

3.5 The Audit Team Leader shall be qualified personnel [CA/CMA] & Team Member (Audit Assistants) shall be Semi-Qualified person. The qualification criteria & desired experience and skill sets of Audit Team Leader & Team Member (Audit Assistants) are set forth in the 'Part-1: Technical Bid' which need to be complied with.

3.6 An authorization or identity proof duly issued by authorized signatory of the firm engaged for conducting Internal Audit is to be provided in case of Team Leader as well as Team Members at the time of audit.

4.0 ELIGIBILITY CRITERIA & EVALUATION SYSTEM

A. Eligibility Criteria:

Sl. No.	Mandatory Criteria(s)	Particulars	Documents
1	Form of Entity	Firms / LLP of Practicing Chartered Accountants/Cost Accountants.	Firm Constitution Certificate/Certificate of incorporation.
2	Tenure of Establishment of CA Firm/ LLP.	Continuous standing of at least 10 Years	
3	Head Office	Head Office of the CA Firm/ CMA Firm/LLP must be situated in the State of Assam	
4	No of Employees	At least two full time working professionally qualified employees in the immediately preceding three financial years and at least 10 number of audit staff	Copy of membership & Certificate of Practice (COP) of the qualified partners/employees.
5	Turnover of Firm (Professional Receipts)	The annual turnover of the professional firm should not be less than Rs 30 (Thirty) lakh per annum in all the immediately preceding three financial years.	Copy of Audited Balance Sheet and Profit & Loss A/c along with Income Tax Return & GST return for the Financial Years 2019-20,2020-21 & 2021-22 to be submitted.
6	Prior Experience	Minimum immediately preceding 5(five) years' experience in conducting Internal Audit.	Details of experience in Statutory Audit/Internal Audit with reference to Power & Energy Sectors, if any, to be submitted enclosing copy of Engagement Letter along with terms of reference, type of audit and Completion Certificate.
7	Others	An affidavit (duly notarized in non-judicial stamp paper) to the extent that No Criminal Proceedings are pending w.r.t. the Firm and/or Partner in any Court of Law in India or before any Disciplinary Committee of ICAI/ICAI (erstwhile ICWAI)/ICSI or any other professional institutes / bodies to be	

		submitted duly.	
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Note: Bids of Bidders, who do not meet all above mentioned mandatory seven criteria(s) shall be treated as non-responsive bidder and shall be summarily rejected for evaluation purpose.

B. Evaluation System:

(i) Technical Evaluation:

Evaluation System for selecting the CA Firm/CMA Firm/ LLP are mentioned below:

Sl. No.	Mandatory Criteria(s)	Points over the Minimum Eligibility.	Total Points	Supporting Documents
1	Tenure of existence of Firm/ LLP	a) More than 10 and up to 30 Years: 10 Marks b) More than 30 Years and above:20 Marks Maximum Marks 20. (The CA/CMA Firm having existence of less than 10 years shall be treated as non-responsive.)	20	Certificate of Incorporation
2	No of Partners	1 Marks per FCA/FCMA, and 1 Mark per ACA/ACMA. Additional 1 mark for qualification as DISA/CISA Maximum marks 10.	10	Membership Certificate from ICAI/ICWAI DISA/CISA certificate from ICAI of individual partner
3	Turnover of Firm (Professional Receipts)	In each of last two immediately preceding financial year i.e. F.Y.2020-21 & F.Y.2021-22. a) Above Rs. 30 Lakhs but upto Rs. 100 Lakhs- 5 Marks. b) Above Rs 100 Lakh-10Marks Maximum Marks: 10	10	Copy of Audited Balance Sheet and Profit & Loss A/c along with Income Tax Return & GST return for the Financial Years 2019-20,2020-21 & 2021-22
4	Experience	Minimum 5 (five) years of previous experience in conducting Internal Audit. I) Power Sector PSU-10 marks per PSU (maximum-30 marks) II) Other PSU-5 marks per PSU (maximum-20 marks) III) Working exposure in ERP environment-2 marks per PSU (maximum-10 marks) (Multiple assignment in the same PSU for more than 1 year will be considered as 1 assignment)	60	I. Work Order/LOA II. Certificate of Completion
	Total Marks= Tp (Score Technical)		100	

(ii) **Financial Evaluation:**

The formula for determining the financial Score (Fp) is as below:

$$Fp = 100 \times Fm / F$$

Where, Fm: Price of L-1 bidder & F: Price of the concerned bidder

The final evaluation shall be based on Quality Cost Based System (QCBS) where the weights given to the Technical (T) is 80 % and to the Financial Proposal (F) is 20%

$$\text{Final Score} = 0.8 \times T_p + 0.2 \times F_p$$

(iii) **The bidder with the most advantageous proposal, which is the proposal that achieves the highest Final score as enumerated above will be invited for discussions, if required.**

(iv) **It is to be noted here that, a firm that is a bidder can participate in any/all packages. However, a firm on emergence as the most advantageous bidder would be awarded maximum 3(three) no. of packages under the RFP. The Technical and Financial part of the packages shall be opened in descending order of package-wise estimated cost.**

In case, any bidder is determined as most advantageous for three packages, then financial bids submitted by the concerned bidder for the remaining packages will not be considered for financial evaluation.

5.0 Performance Standards

- 5.1 The Audit firm should perform the Audit with the highest standards of professional and ethical competence and integrity.
- 5.2 It is expected that compliance to different standard of auditing as may have been issued time to time by professional institutes / bodies etc. with particular emphasis on Risk Assessment & Internal Control shall be harmoniously exercised while carrying the audit work under the engagement.
- 5.3 Regular review of audit performances shall be conducted in assessment of improvement in quality of services and effective utilization.

6.0 Pre-RFP submission Queries

- 6.1 Pre-Bid Queries should be sent to email I.D.: cgmaudit.apdcl2017@gmail.com or CGM.AUDIT@apdcl.org so as to provide an opportunity to the participating bidders to interact with APDCL with regard to various RFP provisions/specifications, before the RFPs are submitted.
- 6.2 The Queries should be sent positively by **7th February 2023 upto 16:00 Hrs.** The replies will be forwarded through email within **11:00 Hrs. of 8th February 2023.**
- 6.3 In case, due to the points/doubts raised by the prospective bidders, any specific terms & conditions (which is not a part of the terms and conditions of tender) needs to be modified, then the same will be considered for modification.
- 6.4 After Pre-RFP submission Queries, the specifications & other tender conditions will be frozen. No change in specifications and tender conditions will be permissible after bid opening. All the bidders must ensure that their bid is complete in all respects and conforms to tender terms and conditions, and the tender specifications are complied with, failing which their bids are liable to be rejected without seeking any clarifications on any exception/deviation taken by the bidder in their bid.

7.0 Submission of RFP

- 7.1 The Technical & Financial Bid shall be submitted online.
- 7.2 Bid shall be submitted in two parts viz **Part-1: Technical Bid** marked as " Technical Bid for Internal Audit of APDCL for FY 2022-23" & **Part-2: Professional Fees cum Price Bid** marked as " Financial Bid for Internal Audit of APDCL for FY 2022-23".
- 7.3 The quoted rate in Part-2 of Financial Bid shall be inclusive of all taxes.
- 7.4 All the sections of price offer are to be quoted and nothing should be left blank. If any of the sections of the offer is left blank, then it will be considered as zero for evaluation.

- 7.5 All supporting documents required to attached with Technical Bid must be serially numbered and properly arranged, otherwise the Technical Bid shall be rejected. The management reserve its right to get cross verified the authenticity of any supporting documents from issuing authority and in case of any false declaration of supporting documents, necessary legal action can be initiated against the bidder.

8.0 Responsibility of Bidder

- 8.1 The bidder is expected to examine and conforms to all instructions, forms, terms, and specifications in the RFP document before submission of RFP. Failure to furnish and / or not complying with RFP conditions towards all the instructions, forms, terms, and specifications in the bidding document will be treated as non-responsive and may result into rejection of the RFP without seeking any clarification.
- 8.2 It shall be sole responsibility of the bidder to determine and satisfy themselves by such means as they consider necessary or desirable for all matters pertaining to this RFP including all factors that may affect the cost, duration, and execution of the work.
- 8.3 The bidder shall entirely & exclusively bear all costs and expenses associated with attending Pre-Bid conference, discussions, presentation set and providing any additional information, development, preparation, and submission of RFP Document. APDCL will in no case shall be held liable for those costs and expenses regardless of the outcome of the bid.

9.0 Formation of Cartel & Penal Measures

- 9.1 Any form of canvassing / lobbying / influence, etc. by the bidder / participant will result disqualification of such bidder.
- 9.2 Any evidence of unfair trade practices, including overcharging price fixing, cartelization, etc., as defined in various statues, will automatically disqualify the bidder/participant.
- 9.3 Occurrence of such evidence shall be viewed seriously by APDCL authority and penal measure as deemed fit, including barring from present & future bidding process, would be imposed upon the relevant bidder/ participant.

10.0 Language of RFP

- 10.1 The RFP prepared by the bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the APDCL shall be written in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in

English duly endorsed by the bidder, in which case, for purposes of interpretation of the bid, the translation shall prevail.

11.0 Currency in RFP

- 11.1 Bidders should quote firm prices in Indian Rupee only. Prices quoted in any other currency shall not be considered and the bid will be treated as non-responsive.

12.0 Tenure of Engagement

The tenure of engagement under the RFP shall initially be effective for one financial year of 2022-23 and shall be effective from the date of acceptance of engagement letter.

13.0 Termination of Engagement

- 13.1 The engagement may be terminated without assigning any reason at any point of time & by serving one calendar months' notice from either side.
- 13.2 In case of any firm fails to commence the stipulated audit within one month from the date of award of the contract, APDCL shall have right to terminate the contract awarded to the concerned firm by giving a notice of termination with forfeiture of Performance Bank Guarantee amount.

14.0 Holiday Listing

- 14.1 A firm will be placed in a Holiday List if the firm:
- a) Has submitted fake/false or forged documents/ certificates
 - b) Has committed breach of contract or has failed to perform a contractor has abandoned the contract.
 - c) Has revised/withdrawn price bid after opening technical bid until and unless it is sought for
 - d) Has parted with, leaked, or provided confidential/proprietary information of APDCL given to the firm only for its use (in discharge of its obligations against an order) to any third party without prior consent of APDCL
 - e) Any other ground for which the opinion of APDCL makes it undesirable to deal with the firm.
 - f) Has failed to mobilize finance/suitable expertise for closing the work as per pre-scheduled program.

15.0 Audit Reports

- 15.1 The Internal Audit Report mentioning UDIN (Unique Document Identification Number) in standard format must be submitted in triplicate along with Audit Programme Sign-off Checklists, Issue Summary Sheet, Audit working papers & other documents forming part of the report, within 10 (ten) days from the scheduled date (upto 30th April 2023) of completion of field work of Audit.
- 15.2 The report to be included with an Executive Summary of the critical issues/ findings that requires attention of the senior management by providing financial involvement,

wherever applicable. The report should be structured in a manner giving the observations / weaknesses, the implications, suggestions for improvement and the auditee comments. The status of the actions taken by the management on the recommendations of the previous report should also be provided.

15.3 The Internal Audit report as submitted is subject to review of their intended coverage and focus on the existence, design & operating effectiveness of internal control. In course of review of submitted Audit Reports, if those were found incomplete / deficient / partial and thus forming an opinion on the design / operating effectiveness of control and / or the business process could not be formed for management reporting, those shall not be accepted and returned back for necessary revision / rectification and resubmission. The Company shall not be liable for any cost & expenses as may be incidental for carrying out such revision /rectification and will be borne by their levant firm only.

16.0 Completion Time

- 16.1 Timely completion with satisfactory performance of each audit assignment including submission of report is the essence of contract. Internal Audit Report to be submitted within 10 (ten) days from the scheduled date of completion (within 30th April 2023) of fieldwork of Audit.
- 16.2 Each of the audit assignment shall be allotted with specified man-days before commencement of audit work. Variation of actual man-days shall be limited to 10% (+/-) from the allotted man-days.

17.0 Penalty

- 17.1 The Professional Firm should submit the Internal Audit Report within 10 (ten) days from the scheduled date of completion (within 30th April 2023) field work of Audit. If there is a delay in submission of Internal Audit Report, Penalty will be imposed @ 1/2 % (half percent) per week or part thereof for delay subject to a maximum of 10% (ten percent) of the Audit fees w.r.t. each Audit.

18.0 Controlling Officer

- 18.1 **Chief General Manager (Audit)** will co-ordinate all the activities under the engagement viz the acceptance and approval of reports, approving bills for payment and other deliverables.
- 18.2 The APDCL designates **Assistant General Manager (F&A)s-Audit as the Supervising Officers**. The Supervising Officers will supervise the entire Internal Audit activities including liaison with Auditee, Partner of the Audit firm and / or Audit Team Leaders.

19.0 Confidentiality

During the tenure of this engagement and within two years after its expiration, professional firm should not disclose any proprietary or confidential information relating to the Services under this engagement or the APDCL's business or operations without the prior written consent from the Authorities of APDCL.

20.0 Assignments

The firm will not be able to assign any part of the services as contained in the engagement under

this RFP to a Third Party and / or any Associates without prior written consent of APDCL.

21.0 Terms of Payment

- 21.1 There will be no scope of paying Mobilisation Advance or Advance in any other form. The Assistant General Manager (F&A) ~ Bill Section is the Paying Authority subject to approval from **Chief General Manager -Audit and Chief General Manager (F&A)**. Time lag of payment to the Internal Auditors from submission of Tax Invoices fixed at least 60 days.
- 21.2 The payment is subject to completion of each audit assignment in accordance with respective audit programme followed by submission & acceptance of Audit Report and based on actual man-days worked.
- 21.3 Concerned Partner of the Audit firm may visit the Auditee site for supervising the audit work for a period limited to maximum 10% of the total man-days allotted for the concerned audit assignment.
- 21.4 GST at prevailing rules & rates will be paid over and above the Professional Fee subject to furnishing copy of challans w.r.t payment of GST to the government account during the last month.

22.0 Force Majeure

- 22.1 In the event of either party to the engagement under this RFP being rendered unable by Force Majeure to perform any obligation required to be performed by them, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
- 22.2 The term 'Force Majeure' as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the engagement, Flood and Acts & Regulations of respective government of the party to the engagement.
- 22.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, the Company shall have the option of canceling the engagement in whole or part at his discretion without any liability at his part. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

23.0 Dispute Resolution

- 23.1 **Applicable Law:** This engagement shall be governed by and construed in accordance with the relevant and applicable Laws of India.
- 23.2 Either party may bring a claim to enforce its rights with respect to breach of provisions relating to its (1) intellectual or proprietary information or materials, (2) its trademarks, service marks or logos, any patents before appropriate forums at Guwahati including High Court Guwahati.
- 23.3 Before resorting to Legal redressal of grievances between parties / bidders, endeavour always be made to resolve any dispute amicably through negotiations.

24.0 General Conditions:

- 24.1 All the sections of Technical Bid have to be filled in. Any section left blank would be considered as zero for evaluation. Please write "Not Applicable" wherever necessary.
- 24.2 Any RFP document submitted in a manner other than as set out in this RFP document and / or attaching any condition shall not be treated as eligible and rejected in the selection process.
- 24.3 This Request for Proposal (RFP) document has been prepared solely to enable APDCL for framing Risk Based Internal Audit model for further strengthening Internal Controls in the company. The RFP document is not a recommendation offer or invitation to enter into a contract, agreement or other arrangement in respect of the services.
- 24.4 Participation in this RFP in the form of a Consortium and/or Joint Venture is not allowed.
- 24.5 No binding relationship will exist between any of the RFP Participants and the Company until constitution of the contract.
- 24.6 The Audit firm to be engaged as the Internal Auditor of the Company will not render an attestation or assurance report or assurance report opinion under the engagement, but may include:
- i. An audit review, or examination of financial statements in accordance with generally accepted accounting standards,
 - ii. An examination of prospective financial statements in accordance with applicable professional standards,
 - iii. A review to detect fraud or illegal acts
- 24.7 Non-solicitation of Personnel: - During the tenure of engagement and for subsequent 12(twelve) months following its termination for any reason, the Audit firm will not solicit for employment, or hire, any personnel of the Company.
- 24.8 The Audit Firm, including any Partner or other personnel in the firm will not solicit for a position on the Company's Board of Directors, nor hire, any present professional employee of the Company, if such solicitation, hiring or employment may impair the independence of the Company under ANY other law, regulation, rule, listing requirement or professional standards governing the independence of accountants. Without limiting the foregoing, the Internal Auditors agrees not to solicit, hire or employ, without the prior written consent of the Company, any present professionally qualified employee of the Company.
- 24.9 The Company reserves the right to accept / reject any or all the RFPs without assigning any reason whatsoever.
- 24.10 The Company also does not bind itself to accept any of **RFP Participants**.
- 24.11 The RFP documents will be opened on the stipulated date in presence of RFP Participants in the conference hall of O/o the CGM (RE), APDCL.

25.0 Risk Purchase:

- 25.1 If the agency fails to execute the contract up to the satisfaction of APDC, as laid down in the contract, APDCL shall be entitled to get the job executed engaging any other agency on that account or to cancel the contract. The agency shall be liable to compensate for any loss/ damage which APDCL may sustain by reason of such failure on their part.

26.0 Workflow:

Audit Schedule to the Firm,
Confirmation of Audit Schedule with Team Members from Firm,
Work Order generation and Issue to the Firm,
Audit work completion and Report Submission by the Firm,
Review of Audit Report. If accepted then Acceptance Letter Submission,
Bill Submission by the Firm,
Bill Process for Payment.

27.0 Penal provision for false declaration of Qualification/ Experience of Team Leader/ Team Members will be as follows:

- (i) If any false declaration of qualification/experience identified before engagement, then engagement of said team leader / team member may be avoided.
- (ii) If identified after engagement of audit, no fees will be paid in respect of that concerned firm.
- (iii) If identified after payment of audit fees, above fees may be recovered from Security Deposit of the Audit Firm.

SECTION -II

28.0 TECHNICAL BID FORMAT

Particulars	Details		
1.a. Name of the Firm.			
1.b. Date of establishment (in dd/mm/yyyy format)			
1.c. Firm's Registration Number			
1.d. Address of the Firm (Head Office) with contact details.			
1.e. Email Address:			
1.f. Mobile No. of the Concerned Head Office in charge.			
2.a. Total number full time working partners in firm continuing since 01.04.2022 to 08.02.2023 (Enclose Firm Constitution issued by ICAI)			
2.b. Details of Partners as on 08.02.2023, as per Firm Constitution Certificate/certificate of incorporation issued by ICAI/ICWAI)			
Full Name of the Partner	Membership number with date (dd/mm/yyyy)	FCA/ FCMA/A CA/ ACMA	Date of admission as Partner in the firm (dd/mm/yyyy)
3. Gross Annual Turnover of the firm (in Rs. and as per audited financial statements & Return of Income) (Enclose Audited Financial Statements. & Return of Income Tax, , GST Annual Return justifying gross turn over figure.)	FY-2019-20	FY-2020-21	FY-2021-22
	Rs.	Rs.	Rs.
4. Experience of CAG Appointed Statutory Audits in Power Sector Undertakings for the FY 2017-18 and onwards.			
Name of the Auditee Organization		Concerned Financial Year of Audit	

5. PAN number of the Firm/LLP:

6. GST Registration number of the Firm/LLP:

7. List of documents attested by Head Office In-charge of the CA Firm/CMA Firm/ LLP with name & designation under common seal of the Firm/LLP.

Sl. No.	Particulars	Enclosed	Running Page No.
a)	Copy of Firm Constitution Certificate/Certificate of Incorporation issued by the ICAI/ICWAI	Yes/ No.	
b)	Copies of Audited Financial Statements for FY 2019-20, 2020-21 &2021-22	Yes/ No	
c)	Copies of Income Tax Returns for 2019-20, 2020-21 &2021-22	Yes/ No.	
d)	Copy of Firm PAN Card	Yes/ No	
e)	Copy of GST Registration Certificate.	Yes/ No.	
f)	Copies of GST Returns for 2019-20, 2020-21 &2021-22		
g)	Undertaking as specified in Section VII.	Yes/ No	
h)	Copies of Engagement Letters along with terms of reference/ Work Orders in support of: a) Experience of CAG Appointed Statutory Audits in Power Sector for the FY 2017-18 and onwards. b) Experience of successfully handling of complete Financial Closure of at least one single Audit Assignment, which have been funded/ supported by Ministry of Power (Central Govt. of India) and Executed Cost of Project thereof is of at least Rs. One Thousand Five Hundred Crores. c) Experience of one single Audit/ Consultancy Assignment of any State Owned DISCOM from the Financial Year 2017-18 onwards on awarded fees thereof is of at least Rs. Thirty Lakhs.	Yes/ No. Yes/ No. Yes/ No.	

Date:

Place:

(Signature of the authorized signatory with name& designation under common seal of the Firm/ LLP)

29.0 PRICE BID FORMAT

Name of the Firm :

Package No.	Name of circle	Amount Quoted [Inclusive all] (Rs)

Date:

Place:

(Signature of the authorized signatory with name& designation under common seal of the Firm/ LLP)

Section-III

General Business Profile of APDCL

A) Brief about Assam Power Distribution Company (APDCL):

Assam Power Distribution Company Limited (APDCL) is a Public Limited Company wholly owned by the Government of Assam. It was incorporated on 23rd day of October 2009 and has been registered under Indian Companies Act 1956.

The main purpose of forming the Company was to take over, manage and operate the electricity distribution system, assets, liabilities, undertaking of the erstwhile Assam State Electricity Board (ASEB) pursuant to a notified transfer scheme in terms of Part XIII of the Electricity Act, 2003.

The primary purpose of the Company is to undertake distribution, trading, and supply of electricity in the state of Assam or outside in accordance with provisions of Applicable Law and all activities ancillary or appurtenant thereto. It has also the mandate to develop, maintain and operate the power distribution system in the state of Assam. In carrying out the work of supplying power, APDCL reaches every part of the state. From Sadiya to Mancachar and from Jonai to Lowairpowa. From the hilly areas of North Cachar Hills to the low plains of Morigaon, APDCL is expanding its distribution network in spite of many physical hindrances. APDCL is also implementing off-grid solar projects in such areas where the distribution network could not reach such as Amarpur area under Chapakhowa Sub-division and the 'Char' areas of Brahmaputra River.

APDCL is also supplying power to the major industrial centers situated in Assam such as Coal India Limited (Ledo, Margherita), Brahmaputra Gas Cracker & Polymer Limited (Lepatkata, Dibrugarh), Cement Corporation of India Limited (Bokajan), Hindustan Paper Corporation Limited (Panchgram & Jagiroad), Assam Petrochemicals Limited (Namrup) etc. and serving the people of Assam with a consumer base of more than 64 lakhs and this is growing year by year.

Administrative Structure of the APDCL are divided into: 3 Regions, 8 Zones, 19 Circles, 45 Divisions, 158 Sub Divisions & 17 IRCA.

B) Audit Universe:

The different location wise total number of auditable units is tabled below.

Auditable Location	TotalUnits
Total Electrical Circles	19
Total Store Circle	1
Total Electrical Divisions	45
Total T&C Divisions	4
Total Store Divisions	3
Total IRCA	4
Total Electrical Sub-Division	62
Total	138