



**CENTRAL ELECTRICITY SUPPLY UTILITY OF ODISHA &
DISTRIBUTION FRANCHISEES - ENZEN, FEDCO &
RUPL/SUPL**

Invites

EXPRESSION OF INTEREST (EOI)

For

CONDUCTING THIRD PARTY AUDIT

Of

**FOURTEEN DISTRIBUTION DIVISIONS GIVEN ON BOT
(IBF-IRS) MODEL TO DISTRIBUTION FRANCHISEE(S)
AS PER DISTRIBUTION FRANCHISEE AGREEMENT**

IDCO Towers, 2nd Floor, Janpath, Bhubaneswar- 751022, Odisha
Phone - (0674) 2541575, Fax - (0674)-2543125
Website: www.cescoorissa.com

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR THIRD PARTY AUDIT

1. For and on behalf of Central Electricity Supply Utility of Odisha (CESU) & the Distribution Franchisee (DF), the undersigned invites Expression of Interest in two Part bidding system from the eligible Chartered accountant or Cost Accountant Firms who comply to the qualifying mentioned in document for **"Conducting Third Party Audit of fourteen distribution divisions given on BOT (Built, Operate & Transfer) [Input Based Franchisee with Incremental Revenue Share (IBF-IRS)] model to distribution franchisee(s) as per distribution franchisee agreement"**. The distribution franchisee agreement & other details please visit our website www.cescoorissa.com
2. The fourteen auditable distribution divisions are located under four clusters consisting of minimum three & maximum four divisions under each cluster. One firm can apply for all clusters but will be awarded with one cluster only consisting of minimum three & maximum four divisions.
3. The interested firms are required to submit their documents, consisting of their Qualifying Proposal and Price Proposal. The submission of the documents shall be in the manner specified in the Instruction to Auditors duly signed in each page with seal.
4. CESU & Distribution Franchisee will not be responsible for any costs or expenses incurred by the firms in connection with the preparation, delivery of documents & etc. related to EOI.
5. The Third Party Audit Committee (in short **"TPAC"**) is constituted by CESU & Distribution Franchisee reserves the right to cancel, postpone, withdraw the invitation for EOI without assigning any reason thereof and shall bear no liability whatsoever consequent upon such a decision if the situation so warrants.
6. TPAC reserves the right to relax any criteria, waive minor deviation, if they do not materially affect the capacity of the firm to perform the contract.
7. The proposal submitted is liable for rejection at any stage by TPAC, in case any firms submits fraudulent documents and / or wrongful informations in his documents and also liable for actions.

8. TIME SCHEDULES :

Description	Date & Time
Pre- Bid Meeting	Dt. 15/04/2015 (at 4 PM)
Last date & Time for submission of EOI	Dt. 28/04/2015 (upto 1 PM)
Opening of Qualifying Criteria (Part- I)	Dt. 28/04/2015 (at 4 PM)
Opening of Price Proposal (Part- II)	The date & time of opening of price proposal shall be intimated to the firms who have qualified in the Qualifying Criteria (Part- I) through letter /email.

9. A pre-bid meeting will be held as per the programme mentioned above in the CESU Conference Hall for giving clarifications (if any) on the EOI documents to the prospective firms, who may choose to attend the meeting. However, it is discretion of the TPAC to call for Pre-Bid meeting.
10. All correspondence with regard to the above shall be made to the following address :-

**CHIEF FINANCE OFFICER
CENTRAL ELECTRICITY SUPPLY UTILITY OF ODISHA,
2ND FLOOR, IDCO TOWERS, JANPATH,
BHUBANESWAR, ODISHA. PIN- 751022**

CHIEF FINANCE OFFICER

CESU OVERVIEW:

Central Electricity Supply Utility of Odisha (in short "CESU") is one of the power distribution utility in the State of Odisha. The utility supplies electricity to all categories of consumers (Approx. 19 Lakhs) i.e. domestic, commercial, public institutions, public water works, Public lighting, small / medium / large industrial, Irrigation & agricultural consumers etc. The supply of electricity to each and every consumer in the state is one of the most challenging operations, as it involves demand supply management and distributes quality supply to all the consumers under CESU. CESU distribution setup has large distribution network infrastructure which carries the electricity from the primary sub-stations to the consumer's premises through its workforce round the clock.

Introduction / Intention:

CESU has given its fourteen distribution divisions to distribution franchisee under BOT [Input Based Franchisee with Incremental Revenue Share (IBF-IRS)] Model to three distribution franchisee (in short "DF") i.e. M/s Enzen Global Solutions Pvt. Ltd., Feedback Energy Distribution Company Ltd. & Riverside Utilities Pvt. Ltd./ Seaside Utilities Pvt. Ltd. As per the distribution franchisee agreement (in short "DFA"). The copy of DFA is available in CESU website www.cescoorissa.com and as per the article 12.2 of distribution franchisee agreement (DFA); there is a requirement of conducting the Third party Audit. CESU & Distribution Franchisee have mutually decided to carry out the said audit from the date of take-over of the respective distribution divisions by the distribution franchisee upto 31st March'2015 as per the scope of works. One Third Party Audit Committee (in short "TPAC") chaired by Chief Finance Officer, CESU is constituted with the officers from CESU & Distribution Franchisee to look after the selection of responsive firms & other associated works. One firm can apply for all clusters but will be awarded with one cluster only consisting of minimum three & maximum four divisions subject to choice of the firm and discretion of TPAC. The selection of firms for Third party Audits will be based on two part evaluation basing on the Firm's qualifying criteria – marks/point based & the lowest price quoted for conducting the audit of the cluster. Each division's consumer strength, financial transaction, date of take-over of business/period of audit is different; hence the firms should see the same before quoting their price for the cluster. The brief division wise details under each cluster is attached at **Annexure-I**.

Each cluster consists of following distribution revenue earning divisions:

Cluster No-1 (Distribution Franchisee : RUPL / SUPL)

- 1) Nimapara Electrical Division, Nimapara (SUPL)
- 2) City Electrical Division, Cuttack (RUPL)
- 3) Athagarh Electrical Division, Athagarh (RUPL)
- 4) Salipur Electrical Division, Salipur (RUPL)

Cluster No-2 (Distribution Franchisee : FEDCO)

- 1) Khurda Electrical Division, Khurda
- 2) Balugaon Electrical Division, Balugaon
- 3) Puri Electrical Division, Puri
- 4) Nayagarh Electrical Division, Nayagarh

Cluster No-3 (Distribution Franchisee : ENZEN-PARADEEP)

- 1) Kendarapara Electrical Division-I, Kendarapara
- 2) Kendarapara Electrical Division-II, Marshaghai
- 3) Jagatsinghpur Electrical Division, Jagatsinghpur

Cluster No-4 (Distribution Franchisee : ENZEN-DHENKANAL)

- 1) Dhenkanal Electrical Division, Dhenkanal
- 2) Talcher Electrical Division, Chainpal
- 3) Angul Electrical Division, Angul

1. QUALIFYING REQUIREMENT FOR AUDITORS

1.1. Mandatory

- 1.1.1. Chartered accountant or Cost Accountant Firms.
- 1.1.2. Firm should have minimum of Three (03) nos of partners
- 1.1.3. Firm should have minimum Three (03) Years experience in auditing of Electricity Distribution Revenue Earning Division Business & having capability of IT System auditing.

The marks/points awarded against each qualifying criteria will be as follows as per the table given for scoring; hence the interested firms has to submit the required detail documents certifying the criteria(s) as per **Annexure-II & Annexure-III**.

2. QUALIFYING CRITERIA EVALUATION:

SI No	CRITERIA	BASIS OF MARKS	MAXIMUM MARKS
1.	Years of Establishment of the firm since the date of registration till 31 st March-2015	1 Mark per Year (fraction of the year is to be ignored)	10
2	Number of Partners in the firm for a minimum period of one year as on the date of application.	3 Marks for each partner who is ACA/ACMA. 4 Marks for each partner who is FCA/FCMA	10
3	Number of qualified assistants who is an ACA/ACMA and is working with the firm on the date of application and will be deployed for the Audit Work	3 Marks for every qualified assistant to be deployed for the audit.	10
4	Number of semi qualified assistants (Inter Cost/ Inter Chartered - IPCC - both group) and is working with the firm on the date of application and will be deployed for the Audit Work.	1.5 Marks for every semi qualified assistant to be deployed for the audit.	10
5	Experience of firm in conducting Audit in of Electricity Distribution Revenue Earning Division Business with capability of IT system auditing.	5 Marks for each year of audit.	35
6	Empanelled with Comptroller and Auditor General (CAG) of India		5
7	Audit firms having Registered Office / Branch Office within the state of Odisha on the date of application.		20
		Total	100

Note : Financial price proposal shall be opened only for those firms who will secured atleast 70 marks in the qualifying criteria mentioned above.

2.1 TPAC reserves the right to relax the qualifying scores; if atleast two firms do not match the qualifying scores of 70 marks & above for any cluster(s).

3. PRICE PROPOSAL:

- 3.1 The firms will submit their Price Proposal as per the format at **Annexure-IV**.
- 3.2 Price Proposal should be submitted un-conditional, without any correction / overwriting, failing which the proposal shall be summarily rejected.
- 3.3 The Price has to be quoted consolidated for total audit period ending upto March-2015 inclusive of TA & Out of Pocket expenses and all taxes including service tax (if any).
- 3.4 Price Proposal will be opened for the qualifying firms only who have secured atleast 70 marks in the qualifying criteria evaluation or as decided under **2.1**.
- 3.5 Price proposal shall be separated for each cluster.
- 3.6 For each cluster the lowest price proposal (L1) shall be found out for selection of firm for award of audit work for each cluster.
- 3.7 If there is a tie in lowest price proposal (L1) in any of the cluster(s), then the selection shall be decided on the basis of their scores in qualifying criteria.
- 3.8 If there is a tie in the scores in qualifying criteria also, then the selection shall be on lottery basis.
- 3.9 If a firm is selected as L1 in multiple numbers of clusters, then option will be given to the firm to choose only one cluster at the discretion of TPAC. In such case the other cluster(s) will be given to L2 firm of that cluster. If a firm under L2 is selected in multiple numbers of clusters, then the TPAC reserves the right to extent the option to the firm to choose only one cluster at the discretion of TPAC. In such case the other cluster(s) will be given to L3 firm of that cluster.
- 3.10 The letter of intent / notification of Award shall be issued to the successful firm with further negotiated price to his price proposal. The successful firm shall be required to furnish a letter of acceptance within 7 days of issue of the letter of intent.
- 3.11 If the L1 firms do not furnish a letter of acceptance / execute the work within the time period, the TPAC reserves the right to award the contract to L2, L3, ... responsive firms in sequence provided that they agree to carry out the audit work with the lowest price (L1) or on a negotiated contract price.
- 3.12 The basis & details of consolidated fees quoted division-wise as a separate annexure to the Price Proposal is to be submitted

4. SCOPE OF WORK

- 4.1 Validation of input MU, Billing Units, Billing Amount, Collection amount in the DF's area.
- 4.2 Calculation of AT&C losses and views on AT&C Loss achievement as per the mandate of DFA.
- 4.3 Verification & report on the Money Receipt books received by the DFs from CESU, its Utilization, and Deposit of Funds collected through MRs, Posting against Consumer's account or other purpose account & returned of Un-Used MR Books to CESU in time.
- 4.4 MR continuity to be checked & any missing case of MR(s) to be reported.
- 4.5 The list of MR Books lying at the year end with DF to be reported.
- 4.6 Report on Alternative mode of Collections except MR and its posting against Consumer's account or other purpose account & remittance of funds collected.
- 4.7 Report on extensions of revenue collection dates.
- 4.8 Verification of Dishonored Cheques cases with the further action taken thereof.
- 4.9 Any case of Forgery / Misappropriation noticed is to be reported.
- 4.10 Validation of total collection amount with the collection data-file (Soft Copy) /data given to CESU by the DFs on Monthly basis alongwith matching with deposit in DF's bank & its timely transfer to CESU designated bank accounts.
- 4.11 Validation of Billing & Collection on sample basis i.e. 100% for 3Ph-HT supply, 20% for 3Ph-LT supply & 2% for 1Ph Consumers.
- 4.12 Validation of all bill revision (Dr./Cr. Adj.) of Rs.50,000/- or more.
- 4.13 Consumer Accounts Ledger Reconciliation with Consumer Billing Database taking the Closing balance as on the date of Hand-over operation by CESU to DF. A statement of reconciliation to be submitted with the report.
- 4.14 Validation of security deposit interest credit given to the consumers annually as per Codal procedure & deduction of TDS with deposit of same with Income Tax.
- 4.15 Report on performance of consumer service centers of DF.
- 4.16 Quantification of CAPEX, OPEX and Consumer metering works performed by the DFs as per the DFA duly certified by EE.
- 4.17 Quantification of CAPEX, OPEX & other Infrastructural additions done by CESU in DF area to be submitted by EE.
- 4.18 Auditor must verify & report the Materials Drawn (New/Used) from CESU Stores including from Section/ Sub-Divn./ Division Stores.

5. INSTRUCTION TO AUDITORS

- 5.1 The firms are requested to furnish the qualifying criteria documents & Price proposal and to ensure that each page of the document including the supporting documents are duly stamped & signed by the authorised signatory of the firm.
- 5.2 The firms are requested to ensure that all required documents certifying their eligibility/ legal documents/ annexure etc. are as required in the EOI should be duly filled-in and are submitted. The firms should also note that in absence of any of the required documents, their offer may be rejected outrightly.
- 5.3 TPAC reserves the right to request for any additional information from the Firm and also reserves the right to reject the proposal of any firm, if in the opinion of TPAC, the data in support of requirement is incomplete.
- 5.4 Auditors currently working under any of the Distribution Franchisee cannot participate in this EOI for the same Franchisee area / Cluster.**
- 5.5 Before submitting the EOI, the firm should have full knowledge of the requirement and have satisfied himself about the site & work conditions. It must be ensured that all factors that are likely to be encountered during the execution of work have been taken into consideration by the firm and the quoted rates are adequate & realistic to meet all the contractual obligations under this contract.
- 5.6 Fees should be quoted as consolidated fees (inclusive of TA & Out of Pocket expenses and all taxes (including Service tax –if any)**
- 5.7 One firm can apply for all clusters but will be awarded with one cluster only consisting of minimum three & maximum four divisions subject to choice of the firm and discretion of TPAC .**
- 5.8 Firms have to submit your expression of interest with qualifying proposal cum price proposal separately for each cluster as per the prescribed format in **Two (02) Parts :**

(a) Part-1: QUALIFYING CRITERIA PROPOSAL in a sealed cover and the envelope should be Marked as **"OUTSOURCED THIRD PARTY AUDITORS EMPANELMENT: PART-1"**

Part-1 Envelope will contain:

- (a) Covering letter regarding Firm's Expression of Interest.
- (b) Annexure-II duly filled, marked & signed.
- (c) All supporting documents for qualifying criteria & all others documents as per Annexure-III

(b) Part-2: PRICE PROPOSAL in a sealed cover and the envelope should be Marked as **"PRICE PROPOSAL FOR THIRD PARTY AUDIT: PART-2"**

Part-2 Envelope will contain:

- (a) Annexure-IV (Price Proposal) to be submitted on the letter head of firm.
- (b) The basis & details of consolidated fees quoted division-wise as a separate annexure to the Price Proposal is to be submitted by the firm.

These above two sealed envelopes should be kept in a THIRD MAIN ENVELOPE duly sealed & superscribing as **"EOI FOR OUTSOURCED THIRD PARTY AUDITORS FOR DISTRIBUTION FRANCHISEE"** and should be addressed to:- **"The Chief Finance Officer, CESU, 2nd Floor, IDCO Towers, Janpath, Bhubaneswar, Pin-751022"** and should also bear the name, address & contact number of the sender.

- 5.9 The TPAC reserves the right to make minor changes in the scope of works at the time of placing order or during audit execution.
- 5.10 CESU & Distribution franchisee will not, after acceptance of contract rate, pay any extra charges for any reason whatsoever, in case the firm later on states to have misjudged any requirement & condition(s).
- 5.11 Proposal will be received & opened as per the schedule provided in the schedule. So the authorised representatives of the firm must be present as per schedule. Any delayed submission of proposal for whatsoever reasons will not be accepted and will be rejected.
- 5.12 The Proposal shall be written/ printed legibly, free from any erasure/overwriting /conversions of figures. The proposals found with

erasure/overwriting /conversions of figures etc. are likely to be rejected outrightly.

5.13 After taking up the audit assignments auditors have to stick to the deadline stated in the work order to complete the audit. TPAC will sit with the auditors' atleast once in a month to monitor their progress & its smooth completion in schedule time. However TPAC reserves the right to extends the dates basing on field situations or cancel the assignment without any payments.

5.14 Firm has to complete the audit maximum within three (03) months period or as mentioned in the work order for the cluster & to submit their Financial Year-wise Audit Report for each distribution division in Three (03) sets alongwith the Soft Copy to the Chief Finance Officer, CESU Cum Chairman of Third Party Audit Committee.

5.15 100% payment after deducting applicable TDS within 30 days of production of bill and other official formalities :

5.15.1 The Audit report shall be deliberated by the Third Party Audit Committee chaired by Chief Finance Officer, CESU Hq. & consisting of the officers from CESU & Distribution franchisee side in the presence of Auditors in details.

5.15.2 The audit fees shall be released within thirty (30) days of the acceptance of the audit report by the committee.

5.15.3 The paying officer is DDO, CESU Hq., Bhubaneswar.

5.16 The Firm cannot sub-contract the audit work.

5.17 The Internal Auditor shall have an obligation to work objectively and diligently while performing his/her duties. They should keep themselves away from illegal practice/dishonest arrangements. The Auditors shall not accept any gifts or hospitality from any employee, Contractors, suppliers or business associates of CESU / DF.

5.18 The decision of the TPAC is final in selection of firms.

5.19 TPAC reserves the right to reject any or all the EOI proposals without assigning any reason thereof.

6. ANNEXURE & FORMATS

Annexure-I CLUSTER DETAILS

CLUSTER SL.NO.	CLUSTER NAME / DF	DISTRIBUTION DIVISION	DATE OF TAKE-OVER / EFFECTIVE DATE	CONSUMER NOS. AS ON 1ST APR-14				AVERAGE OF APR-2014 to JAN-2015						
				LT 1PH SBM	LT 3PH. IND (0.4KV)	11KV & 33KV HT SUPPLY	TOTAL CONSUMER	INPUT IN MU	BILLED IN MU	BILLED IN RS LACS	COLL IN RS LACS	BILL EFFI %	COLL EFFI %	AT&C LOSS %
1	2	3	4	5	6	7	8=5+6+7	9	10	11	12	13=10/9	14=12/11	15=1-(13*14)
1	RUPL/ SUPL	NED,Nimapada	01-Feb-2013	111471	3036	533	115040	30.801	10.57	444.87	250.06	34%	56%	81%
		CED,Cuttack	--do--	97596	1881	876	100353	37.335	15.89	768.22	581.60	43%	76%	68%
		AED,Athagarh	--do--	74954	938	369	76261	22.613	7.42	342.86	217.07	33%	63%	79%
		SED,Salipur	01-Jul-2013	71052	788	324	72164	16.704	7.38	314.40	142.10	44%	45%	80%
2	FEDCO	KED,Khurda	01-Feb-2013	122110	1661	1026	124797	40.395	25.27	1264.19	1090.25	63%	86%	46%
		BED,Balugaon	--do--	75657	596	426	76679	15.578	8.85	352.34	271.47	57%	77%	56%
		PED,Puri	--do--	110420	2640	624	113684	32.531	17.89	754.43	626.85	55%	83%	54%
		NED,Nayagarh	01-Apr-2013	151739	2071	545	154355	17.829	11.72	493.82	394.45	66%	80%	47%
3	ENZEN-PARADEEP	KED-I,Kendarapada	01-Apr-2013	127486	2222	633	130341	22.598	11.92	508.33	402.90	53%	79%	58%
		KED-II,Marshaghai	--do--	58211	475	292	58978	8.495	3.81	151.02	125.60	45%	83%	63%
		JED,Jagatsinghpur	01-May-2013	89393	1179	410	90982	16.041	8.83	362.70	257.41	55%	71%	61%
4	ENZEN-DHENKANAL	DED,Dhenkanal	01-Nov-2012	116570	2574	762	119906	43.373	20.02	976.01	758.98	46%	78%	64%
		AnED,Angul	--do--	91283	1493	683	93459	26.341	10.46	490.68	396.79	40%	81%	68%
		TED,Chainpal	--do--	88245	1207	740	90192	31.726	12.65	664.90	505.56	40%	76%	70%

Location of Audit : For RUPL/SUPL Cluster : DF Hq. Office at BBSR & CESU Division offices
: For FEDCO Cluster : DF Hq. Office at BBSR & Division offices adjacent / near CESU Division offices
: For ENZEN-PARADEEP Cluster : DF Hq. Office at BBSR & Division offices near CESU Division offices
: For ENZEN-DHENKANAL Cluster : DF Hq. Office at BBSR & Division offices near CESU Division offices

Annexure-II

**ABSTRACT OF DOCUMENTS
(To be kept with Part –1 Envelop)**

Sl.	Particulars	Details	Document Submitted (Tick)
1	Certificate of Registration	DOR-	Yes / No
2	Details of Partners	Nos-	Yes / No
3	Details of the Qualified assistants to be deployed for audit	Nos-	Yes / No
4	Details of the Semi-Qualified assistants to be deployed for audit	Nos-	Yes / No
5	Details of experience of the firm in Electricity Distribution Revenue Earning Division Business with IT system audit capability	Electricity Business-Yrs. Others - Yrs.	Yes / No
6	PAN Details	No.-	Yes / No
7	Service Tax Registration	No.-	Yes / No
8	Undertaking that Firm is not currently conducting any Audit for the Distribution Franchisee		Yes / No
9	Empanelled with Comptroller and Auditor General (CAG) of India	No.-	Yes / No
10	Whether the Prices are "Consolidated & FIRM" including all taxes including Service Tax(if any)		Yes / No
11	Whether agreed to CESU's Terms of Payment		Yes / No

This is to certify that, all the aforesaid information alongwith the associated documents submitted i.e Biodata's, Names, Certificates, details, Photocopies etc submitted by me under **Annexure-III** are true & correct to the best of my knowledge. I will be held responsible for any misrepresentation made detected at any point of time & CESU and/or DF has right to take action against me.

I further undertake that I am not carrying any type of audit for any DF in the franchised area under the cluster(s) for which I am interested & have submitted the price proposal.

**SIGNATURE
WITH DESIGNATION & SEAL**

Signed this.....Day of.....'2015

Annexure-III

DOCUMENTS TO BE SUBMITTED FOR QUALIFYING CRITERIA **(To be kept with Part –1 Envelop)**

The Audit firms should apply with the details documents as noted below alongwith their proposal, failing which their proposal may not be considered for empanelment by TPAC.

1. Year of establishment:
(Photocopy of latest Certificate of registration issued by the Institute of Chartered / Cost Accountants of India to be enclosed)
2. Details of each Partner(s) :
 - (a) Name
 - (b) Qualifications (ACA/ACMA or FCA/FCMA)
 - (c) Year of Passing & Membership No.
 - (d) Date of joining in the firm.
 - (e) Total nos. of years post qualification experience possessed by the partner.
3. Details of the Qualified Assistant(s) to be deployed for audit:
 - (a) Name
 - (b) Qualifications (ACA/ACMA or FCA/FCMA)
 - (c) Year of Passing & Membership No.
 - (d) Date of joining in the firm.
4. Details of the Semi-Qualified Assistant(s)) to be deployed for audit:
 - (a) Name
 - (b) Qualifications (Inter-CA/Inter-CMA)
 - (c) Year of Passing
 - (d) Date of joining in the firm.
5. Details of experience of the firm.
 - (a) Statutory / Internal audit of Electricity Distribution Revenue Earning Division Business with IT system audit capability.
 - (b) Statutory / Internal audit of other PSU/Govt.
(Photocopy of proof of experience is to be enclosed)
6. Address of the Head Office and Branch Office of the firm with the date of inception (as per the Certificate of the Institute).
7. Permanent Account Number (Attach Photocopy)
8. Service Tax Registration Number (Attach Photocopy)
9. Empanelment with Comptroller and Auditor General (CAG) of India (Attach Photocopy)
10. Bank Account Number with details of Name of the Bank, Branch Address & Bank IFSC code etc.
11. Contact Telephone Number, Mobile Number, Fax Number, e-mail, address of Head Office and Branch office of the firm.

Annexure-IV

**PRICE PROPOSAL FORMAT
(To be submitted in the official letter head of the firm)**

(To be kept with Part –2 Envelop)

CLUSTER SERIAL NO.	NAME OF THE CLUSTER	CONSOLIDATED AUDIT FEES (IN FIGURE & WORDS) INCLUSIVE OF ALL TAXES / SERVICE TAX.

Important information with respect to submission of price proposal:-

- 1) This Price schedule should be submitted in the firms’s official letter head.
- 2) A firm can quote for any number of clusters but will be allotted with only one cluster.
- 3) Price quoted should be “Un-Conditional, Consolidated & FIRM” inclusive of Travelling Allowance & out of Pocket expenses and all taxes including service tax (if any). Firm shall submit his Price in the above format only, failing which price proposal shall not be considered.
- 4) Rates should be quoted in figures and words without any errors, overwriting or corrections. In case of any discrepancy between the amount mentioned in numbers and words, the lowest amount mentioned shall prevail.
- 5) No extra out of pocket fees will be paid/ reimbursed for conducting the audit.
- 6) The basis & details of consolidated fees quoted division-wise as a separate annexure to the Price Proposal is to be submitted.

SIGNATURE
WITH DESIGNATION & SEAL

Signed this.....Day of.....’2015