

CHHATTISGARH STATE POWER GENERATION CO.LTD.

(A Govt. of Chhattisgarh Undertaking) (A Successor Co. of CSEB)

Office of the Executive Director (Finance)

No. 05-05/Audit/EOI/1808

Raipur, dtd. 12 /08/2022

Notice Inviting Expression of Interest (EOI)

Notice inviting Expression of Interest (EOI) for appointment of chartered / cost accountants firms for conducting internal audit in Chhattisgarh State Power Generation Company Limited (CSPGCL) for the financial year 2022-23 & 2023-24.

EOI NO.	05-05/Audit/EOI/ 1808 Raipur dt. 12/08/2022
EOI Close Date & Time	02 /09/2022 Till 15:00 hrs.
Source of EOI	Executive Director (Finance) CSPGCL, Raipur

A complete set of EOI documents can be downloaded from our website link – https://cspc.co.in/cspgcl_tendernotices/CSPGCL_Tender.aspx?paramflag=1, which may be filled and submitted under sealed cover to **The O/o Executive Director (Finance), CSPGCL, Ground Floor, Vidyut Seva Bhavan, Danganiya, Raipur (C.G.) 492013**, so as to reach latest by **02 /09/2022**.

Purpose for appointment -Appointment of Chartered Accountant (CA)/ Cost & Management Accountant (CMA) Firm as Internal Auditor for CSPGCL, for the F.Y. **2022-23 & 2023-24** as per provision of section 138 of Companies Act 2013.

Cost of EOI Document - Rs.1,180/- {Rs. 1000+180(18% GST)}

Amount of Earnest Money Deposit (EMD) :- Rs. 5,000/-

Mode of payment -The payment of Cost of EOI document/EMD should be made through crossed Demand Draft / bankers' cheque in favour of **"Assistant Manager, CAU CSPGCL, Raipur"** payable at Raipur.



Executive Director (Finance)
C.S.P.G.C.L, RAIPUR

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FORMAT OF APPLICATION FOR APPOINTMENT OF INTERNAL AUDITOR

1. Name of the Firm :.....
2. Registration No. of the Firm :.....
3. Date of Registration of the Firm:.....
4. Details of Head Office & Branch Office(s):-

Head Office:

Complete Address	Date of Establishment	Details of Contact Person (Name, Tele. Phone/ mobile no. & E-mail ID)	No. of CA Working	Documents enclosed reference (Page)
		Name: Tele no.:..... Mob no.:..... E-mail ID:.....		Pg. no.....

Branch Offices:

Sl.	Complete Address	Date of Establishment	Contact Details (Tele. Phone/ mobile no. & E-mail ID)	No. of CA Working	Documents enclosed reference (Page)
1			Name: Tele no.:..... Mob no.:..... E-mail ID:.....		Pg. no.....
2			Name: Tele no.:..... Mob no.:..... E-mail ID:.....		Pg. no.....
3			Name: Tele no.:..... Mob no.:..... E-mail ID:.....		Pg. no.....
4			Name: Tele no.:..... Mob no.:..... E-mail ID:.....		Pg. no.....
....					

(Insert information for additional Branch office(s), if any)- Likewise above.

Signature

Details of Partners:

Sl. No.	Name of the Partner(s)	Membership No.	Membership Status ACA/ACMA/ FCA/ FCMA/CISA/ DISA	Date of joining the firm as Partner	Documents enclosed reference (Page)
1.					Pg. no.....
2.					Pg. no.....
3.					Pg. no.....
4.					Pg. no.....
5.					Pg. no.....

5. Details of Qualified Assistants:

Sl. No.	Name of the Assistant	Membership No.	Whether ACA/ACMA/FCA/ FCMA/CISA/DISA	Date of joining the firm as Qualified Assistant	Documents enclosed reference (Page)
1.					Pg. no.....
2.					Pg. no.....
3.					Pg. no.....
4.					Pg. no.....
...					Pg. no.....

6. Details of Semi-Qualified Assistants:

Sl. No.	Name of the Assistant	Whether CA IPCC/CMA-Inter	Date of joining the firm as a Semi- Qualified Assistant	Documents enclosed reference (Page)
1.				Pg. no.....
2.				Pg. no.....
3.				Pg. no.....
4.				Pg. no.....
...				Pg. no.....

7. Details of Experience of Firm/Partner in Power Sector as Statutory / Internal Auditors:

Sl. No.	Name of the Company/ Unit	Year of Audit	Type of Audit – whether Statutory / Internal Audit	Documents enclosed reference (Page)
1.				Pg. no.....
2.				Pg. no.....
3.				Pg. no.....
4.				Pg. no.....
...				Pg. no.....

8. Details of Experience of firm in Physical Verification of Store/Fixed Asset in Power Sector :

Sl. No.	Name of the Company/Unit	Year of Audit	Type of Physical Verification-Fixed Assets / Inventory	Documents enclosed reference (Page)
1.				Pg. no.....
2.				Pg. no.....
3.				Pg. no.....
...				Pg. no.....




9. Details of Experience of firm in sectors /industries other than power (excluding financial sector) under Central / State Government / PSUs:

Sl. No.	Name of the Company/Unit	Year of Audit	Type of Audit whether – Statutory / Internal Audit	Documents enclosed reference (Page)
1.				Pg. no.....
2.				Pg. no.....
3.				Pg. no.....
...				Pg. no.....

10. Details of Experience in Financial sector under Central / State Government / PSUs:

Sl.	Name of the Company/Unit	Year of Audit	Type of Audit whether – Statutory / Internal Audit	Documents enclosed reference (Page)
1.				Pg. no.....
2.				Pg. no.....
3.				Pg. no.....
...				Pg. no.....

11. Details of Experience of having working under ERP/SAP environment:

Sl.	Name of the Company/Unit	Year of Audit	Type of Audit whether – Statutory / Internal Audit	Documents enclosed reference (Page)
1.				Pg. no.....
2.				Pg. no.....
3.				Pg. no.....
...				Pg. no.....

12. Readiness for Audit under Ind AS compliance guidelines Yes/No

13. PAN of the Firm: : _____ (Enclosed : Page no.....)

14. GST Registration No. : _____ (Enclosed : Page no.....)

Date:
Signature of Partner with
Name & Seal of the Audit Firm

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Selection Criteria (point allocation) for Appointment of Internal Auditors

SL. NO.	PARTICULARS OF QUALIFICATION	POINTS TO BE ALLOCATED	MAXIMUM POINTS
1	Year of Establishment of the Firm	1 (One) per year of existence (fraction of the year to be ignored)	15 (Fifteen)
2	Head Office at Chhattisgarh		5 (Five)
3	No. of Partners in the Firm who have been with the applicant Firm for a minimum period of one year as on the date of application.	2 (Two) for each Partner who is FCA /FCMA. 1 (One) for each Partner who is ACA/ACMA	16 (Sixteen)
4	Number of branch offices (excluding head office)	1 (One) per branch	4 (Four)
5	Number of partners/qualified assistants (Chartered/Cost Accountants) with CISA / DISA (Employed since more than one year)	2 (Two) per person	6 (Six)
6	No. of Qualified Assistants (Chartered/Cost Accountants) employed with the Firm (Employed since more than one year)	1 (one) per Qualified Assistant	4 (Four)
7	No. of Semi-qualified Assistants (CAIPCC /Cost -Inter) employed with the Firm	1 (One) per Semi-qualified assistant	4(Four)
8	Experience of the Firm/ partner who conducted Internal Audit previously in Power sector as Internal Auditors (refer note Sl. IV below)	4 (Four) per year of Audit (fraction of the year to be ignored)	20 (Twenty)
9	Experience of the firm in Physical verification of Store/Fixed Assets in Power Sector (refer note Sl. IV below)	1 (One) per year of Audit (fraction of the year to be ignored)	6 (Six)
10	Experience of the Firm in sectors/industries other than Power (excluding financial sector) under Central/State Government(s)/ PSUs, as Internal Auditors	2 (Two) per year of Audit (fraction of the year to be ignored)	8 (Eight)
11	Experience of the Firm in Financial sector under Central/State Government/PSUs as Internal Auditors.	1 (One) per year of Audit (fraction of the year to be ignored)	4 (Four)
12	Experience of the firm having conducted audit of any organization under ERP/SAP environment as Internal/Statutory Auditor.	2 (Two) per year of Audit (fraction of the year to be ignored)	8 (Eight)
	Total points		100 (One hundred)

Note:

- I. Experience from the Financial Year- 2011-12 onwards only shall be considered while carrying out evaluation for criteria at Sl. No. 8 to 12 above.
- II. For Sl. No. 8 to 12- Points for each year's experience shall be awarded irrespective of the number of audits conducted during that particular year.
- III. Power Sector at Sl. No. 8 & 9 would mean an entity engaged in generation/ transmission/ distribution of electricity.
- IV. In cases where firm's experience is in private sector at Sl. 8 & 9 above, auditee entities with minimum average turnover of Rs 500 Crores in power sector (as defined at Sl. III above) would only be considered.
- V. Supporting documents for each Particulars of Qualifications at Annexure-A shall be enclosed.

To Do List

(A) Instructions to Audit Firms:

1. Format of Application must be completely filled in. Incomplete applications or with fake information will be outrightly rejected.
2. Please ensure that date of opening of Registered Office, Branch Office(s), entrance dates of all Partners into the firm, date of joining firm as qualified & semi- qualified assistants are invariably indicated in the application.
3. **"DECLARATION"** has to be submitted by each audit firm as per Annexure G-1 to G3. Any EOI without such declaration in this regard shall be summarily rejected.
4. All EOIs will be evaluated on the basis of the documents furnished along with applications only. No further communication shall be made.
5. Since, all the applications will be evaluated strictly on the basis of Selection Criteria as per **Annexure-A**, please avoid attaching unsolicited information/ documents for processing applications expeditiously. Only desired documents should be submitted.
6. All the documents submitted should be signed by a Partner with his / her name and under the seal of the firm.
7. Applications along with cost of EOI document & EMD must be submitted under sealed cover superscribing the **EOI Notice No. 05-05/Audit/EOI/1808 dt.12/08/2022** and the words **"Application for appointment of Internal Auditors at CSPGCL for Financial years 2022-23 & 2023-24"**. The name and address of the firm must also be indicated on the body of the envelope.
8. Application must be addressed to The Executive Director(Finance), CSPGCL, Ground Floor, Vidyut Seva Bhavan, Danganiya, Raipur (C.G.) 492013. CSPGCL does not take any responsibility for the loss of application in-transit. Applications sent through Fax or E-mail will not be considered.
9. Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected.
10. The EMD in respect of unsuccessful applicant shall be returned after signing of contract with appointed CA/Firms as Internal Auditor.

(B) List of documents to be submitted along with the applications/ EOIs:

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

1. Latest registration certificate of the firm issued by The Institute of Chartered Accountants of India / The Institute of Cost Accountants of India w.r.t the information related to the year of establishment of Head Office, Branch Office(s), address (es), details of partners along-with their membership nos. etc. Particulars as indicated in the Certificate(s) will be treated as conclusive and used for the purpose of evaluation of EOIs.
2. Certificates of DISA/ CISA, if any, issued by the respective Institutes.
3. Membership certificates of the qualified assistants issued by The Institute of Chartered Accountants of India / The Institute of Cost Accountants of India.
4. Certificates/ Mark sheets issued by the respective Institutes in evidence of qualification of semi- qualified assistants.
5. Copies of appointment letters for Statutory / Internal audit /Physical verification in CSPGCL and its sister concern/ other PSUs/ Government(s)/ Central / State/ Scheduled Banks/ Private Sector in evidence of experience. Experience Certificate may also be enclosed alongwith.



6. Firms with experience of internal / statutory / physical verification audit of power sector entities in private sector have to submit a certificate to the effect that the average annual turnover of the auditee for the relevant financial years is Rs 500 Crores or more along with self attested copies of published accounts showing turnover for the relevant years/ CIN and other relevant web links to verify the turnover or certificate giving yearwise turnover details issued by the company.
7. Copy of PAN card.
8. Copy of GST Registration.
9. Documents in evidence indicating annual receipt of the professional firms for the last 3 years (i.e FY 2019-20, 2020-21 and 2021-22).
10. Declaration mentioned under Annexure G-1 to G-3.
11. Copy of other supporting documents as mentioned in the EOI or if felt necessary for the firm.
12. A copy of complete EOI document duly signed as a token of acceptance of all terms and conditions and sealed.

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TERMS OF REFERENCE OF INTERNAL AUDIT FOR CSPGCL

As per requirement under the provisions of Section 138 of Companies Act 2013 read with Companies (Accounts) Rules, 2014, Chhattisgarh State Power Generation Company Ltd. (CSPGCL) intends to appoint CA/CMA professional firms as Internal Auditor. CSPGCL expects quality internal audit work.

Internal audit shall be conducted initially for 2 years i.e. F.Y. 2022-23 & F.Y. 2023-24. The commencement of audit for FY 2022-23 shall be immediately strictly as per program schedule provided by this office.. Based on satisfactory performance of conduction of Audit, award may be extended for further period of one year i.e. FY 2024-25 on the same rate and terms & conditions of the award of contract.

The terms and conditions for conducting Internal Audit in CSPGCL are detailed hereunder:

1. Introduction and background

Chhattisgarh State Power Generation Company Limited, with its Head Office at Vidyut Sewa Bhawan, Danganiya, Raipur, (CG) is a State Power Generation Company incorporated under the provisions of the Companies Act, 2013 and is a Government of Chhattisgarh Undertaking Company, having its thermal and hydel power stations located at various locations in the state of Chhattisgarh. The mission of CSPGCL is to generate adequate and reliable power through most economical, most efficient & eco friendly manner and to make Chhattisgarh State 'Power Hub of India'. The CSPGCL is having generation capacity of 2840 MW Thermal Power Stations and 138.70 MW Hydel Power Stations.

CSPGCL is carrying its business through Power Stations. The Power stations/ Head Office presently to be covered for internal audit are as follows:

- (i) 2x120MW Korba Thermal Power Station (KTPS), Korba (East) (Decommissioned)
- (ii) 4x210 MW Hasdeo Thermal Power Station (HTPS), Korba (West) & 1x500 MW Korba West Extn.
- (iii) 2x250MW Dr. Shyama Prasad Mukharjee Thermal Power Station (DSPM), Korba (East)
- (iv) 2x500 MW Marwa TPP, Marwa
- (v) 3x40 MW Hydel Power Station at Bango and other mini Power Stations.
- (vi) Offices of Head Office.

2. Objectives:-

The objective of this assignment shall be to :

- (a) To carry out internal audit function of CSPGCL with the functions and scope of work as detailed at **Guidelines for Internal Audit of CSPGCL.**
- (b) Establish an effective internal audit and control system.
- (c) Assessment of performance / efficiency of offices w.r.t. HR resources, property resources and financial resources i.e. under or over utilization of resources.
- (d) Submission of internal audit report to audit committee of company.
- (e) Implementation of instruction / guidelines issued by Audit committee

3. Pre-Qualification Criteria Requirements (PQR)

The bidders shall fulfill the following criteria in order to be eligible for award of Internal Audit. Only those Professional Firm is requested to submit their application for appointment of Internal Auditor, who qualify the PQR mentioned below. The bidder shall submit information/documents for the verification of qualification as mentioned in bracket against each criterion:-

- i. CA/CMA firm must be in operation for at least ten (10) years duly registered with ICAI/ICMAI. (Firm's registration certificate required).
- ii. CA/CMA firm should have its Head Office/Branch Office at any place located at Raipur, Durg, Bilaspur or Korba in state of Chhattisgarh.
- iii. CA/CMA firm should have minimum 5 partners associated with them during the FY 2019-20, FY 2020-21 and FY 2021-22, out of which at least 3 shall be fellow members (FCA/FCMA). (Constitution certificate from ICAI/ICWAI is required).

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- iv. The firm should have served as internal auditor for at least 1 year during the last 3 years period i.e. F.Y. 2019-20, 2020-21 & 2021-22 of listed Companies/Govt undertaking/ Power Utility having minimum turnover of Rs 500 Crore during the year of audit. The branch audit of banks shall not be considered for the above purpose. In case the firm has conducted the internal audit of Zonal/Regional offices of the Companies, the turnover of the particular Zonal/Regional offices only shall be considered for valuation of this criterion. (Copy of order appointing as internal auditor, Balance Sheet of Auditee company in case of corporate level audit with their phone number and email address or certificate from company's authority regarding turnover of the Auditee offices is required).
- v. During the last 3 years i.e. F.Y. 2019-20, 2020-21 & 2021-22 the firms must have worked as Internal Auditor for at least one year in an organization working under ERP/SAP software environment. (A certificate from Auditee company is required). If the same is not available from Auditee Company, an undertaking given self certification in this regard is required.
- vi. The firm should have minimum average annual professional receipt of Rs. 35 Lakhs during the last 3 years period i.e. F.Y. 2019-20, 2020-21 & 2021-22. (Audited Annual Account of firm is required)
- vii. The firm/ partner has not been debarred/blacklisted by any Bank / State Govt. / Central Govt./ State PSU/ CPSU/SEB/ Public Utility as on date. (An undertaking from the firm is required in **Annexure-G1**)
- viii. There should be no legal suit/criminal case pending or contemplated against CA/CMA firm on the ground of moral turpitude or for violation of any law in force. (An undertaking from the firm is required in **Annexure-G2**)
- ix. All documents/statements/ attachements/ information submitted in proof of the qualifying requirement are authentic, genuine and correct. (An undertaking from the firm is required in **Annexure-G3**)
- x. CA/CMA firm should not have been appointed as Internal Auditor in CSPGCL continuously during the FY 2019-20, FY 2020-21 and FY 2021-22.

NOTE :- Relevant documentary proofs in respect of all the above requirements need to be submitted along with the application.

4. Signing of contract agreement and completion of formalities:

- a. Successful applicant who will be awarded to conduct internal audit shall be required to sign Contract with CSPGCL on non-judicial stamp paper of Rs 250/- within 15 (fifteen) days of receipt of order. Cost of stamp paper and revenue stamp to be affixed on contract agreement shall be borne by the applicant. CSPGCL shall not reimburse these costs.
- b. Failure of the successful applicant to sign the contract within the stipulated time period mentioned in the award of audit shall constitute sufficient grounds for the annulment of the award, in which event CSPGCL may discontinue the appointment and may be blacklisted and make the award to other successfully qualified firm . Furhter EMD deposited by the firm shall be forfeited.

5. Allotment of award of audit to the appointed firm:

The professional firm applied for appointment for internal auditor shall be evaluated based on selection criteria as per **Annexure-A** and as per merit points gathered by the professional firms Award of Audit shall be issued to the firms sequentially for the following offices/Power Stations-

- (i) 4x210 MW Hasdeo Thermal Power Station (HTPS), Korba (West) & 1x500 MW Korba West Extn, including 3x40 MW Hydel Power Station at Bango and other mini Power Stations.
- (ii) 2x120MW Korba Thermal Power Station (KTPS), Korba (East) & 2x250MW Dr.Shyama Prasad Mukharjee Thermal Power Station (DSPM), Korba (East)
- (iii) Offices of Head Quarter.
- (iv) 2x500 MW Marwa TPP, Marwa.

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In case of tie of marks at any position , preference shall be given to firm scoring higher in the 1st attribute in the criteria table (i.e. no. of years for which it is established, and so on) Decision of CSPGCL shall be final in this regard.

6. Security Deposit:

Upon acceptance of the work order, the successful professional firm shall be required to deposit a security amount of 10% of order value for first year i.e. F.Y. 2022-23, for due and faithful fulfillment of the contract within 15 days of receipt of the order awarding the contract in form of D.D. on scheduled bank in favour of **"Asst. Manager (CAU) CSPGCL, Raipur", payable at Raipur.** On request of the professional firm EMD may be adjusted against SD and the balance amount of the SD may be payable through DD. Security Deposit shall be retained till faithful performance of terms and conditions of the order and settlement of liability, if any. No interest on security deposit amount shall be payable by CSPGCL. The security deposit shall be returned on request of the firm, after faithful performance as per terms and conditions of the order.

7. Professional Fee :

Professional Audit Fee for Internal Audit for one year based on Scope of Audit in the EOI is as per table at **Annexure- E**

8. Extension of Time and Penalty:

Any extension in time for the execution of work beyond contract period shall only be granted on merits, after competent approval. The awarded CA/CMA firm shall submit their request letter with proper justification. In case the ground on which extension is sought is not reasonable, penalty @1/2% (half percent) per week for delay in submission of report subject to maximum of 10% of order value shall be imposed on the auditor.

9. Subletting of work :

The awarded CA/CMA firm shall not sublet the work. In case of getting execution of work through other firm / person, the contract may be terminated and action as deemed fit shall be taken against awarded firm.

- 10. Extension of contract :-** Internal audit shall be conducted initially for 2 years i.e. F.Y. 2022-23 & F.Y. 2023-24. Based on satisfactory performance of Audit firm, award may be extended for further period of one year i.e. FY 2024-25 on the 5% enhancement of rate and other terms & conditions of the award of contract will remain same.

11. Audit Program :

The awarded CA/CMA firm has to submit its Audit Program within 15 days from the date of receipt of "Award of Audit" to Manager (Audit), CSPGCL for conduction of audit. Audit Program shall be issued by the Head Office. The audit program should strictly be followed by the auditee office as well as by the auditor. Failure to commence the audit as per audit program shall entail the penalty /forfeiture of security deposit and cancellation of the order.

12. Conduction of Audit:

- (i) Internal Audit of CSPGCL shall be carried out as per detail Guidelines provided under **Annexure-H** and as per prevailing audit manual and circulars and orders issued from time to time by the company.
- (ii) If required, Internal Auditor may be called before the Management as and when required for any discussion/clarification/suggestions on the matter of Internal Audit Reported/ submitted by them, for which the Internal Auditor should ever equipped with all the information related to Internal Audit Report.
- (iii) The Internal Auditor appointed for Head Office shall conduct following function in addition to Internal Audit of offices of Head Office and issue of Internal Audit Report separately for each offices of Head Office and as per other provisions in the EOI:

*"After finalization and receipt of Internal Audit Report for Power Stations/Head Office and after receipt of compliance, a **"Consolidated Internal Audit Report of CSPGCL"** shall be prepared for*

each phase separately by compiling the information from the concerned sources so as to make it presentable before the Management."

13. Audit Team(s) :

Auditors would deploy suitable teams for undertaking the audit, after a thorough perusal of the requirements of the appointment letter, terms & conditions contained therein and the Detailed Guidelines for Internal Audit, ensuring that the size and no. of the audit teams is commensurate with the size of the auditee unit and the volume of work involved.

The Manager (Audit) at Head Office of the CSPGCL will coordinate with the Audit Team for smooth functioning of the audit.

The audit work of each office shall be executed by audit teams consisting minimum of -

- a) One ACA / ACMA having minimum 2 years post qualification experience in audit having CISA/DISA and/or prior experience of auditing on the SAP-ERP platform.
- b) Two Audit Asstts having minimum qualification of CA (Inter) / CMA (Inter)/ M.Com with minimum experience of 2 years.

A Senior Partner of the Internal Auditor firm shall coordinate with the OIC (Audit) /Management for any clarification & discussion on the any of the issue related to the Internal Audit. The Internal Auditor awarded shall nominate details i.e. Name, Correspondence Address, Mobile No., Email ID; to the OIC (Audit), immediately after award of Audit.

The above is minimum requirement of workforce to be deployed. However CA/CMA firm shall also ensure that size and quality of the team is commensurate with the volume of the work involved, time limit allowed and finally the quality of output expected. Accordingly, number of members of audit team may be increased as per audit to be carried out.

During the course of the audit there shall be regular meetings once in a month between the O/o G.M.(Finance) CSPGCL, and the team leader of the audit team to discuss and review upon the issues.

The CA/CMA firm shall provide details of proposed internal audit team in **Annexure-F**

14. Co-ordination from Auditee Office :

- (i) The Auditee office shall co-ordinate with the auditor in such a manner so as to complete the audit of respective offices within the prescribed time schedule. The auditee office will provide appropriate and reasonable office accommodation and other office amenities to the audit team similar to the facilities available for the personnel of the organization. Other resources, viz. computers etc. would have to be arranged by CA/CMA firm. The auditor shall also exercise due diligence to ensure coordination and timely completion of audit. In case of non cooperation by the Auditee office, it shall be intimated in writing to the concerned Chief Engineer of the Power Stations/HO as well as to the ED (Fin) CSPGCL, Raipur.
- (ii) A Nodal Officer of sufficiently senior level of not below the rank of Executive Engineer shall be in coordination with the audit team in the audit function from the auditee office. Nomination of the officer shall be informed to the audit team in the initial meeting with the audit officer.
- (iii) Wherever required by the audit in special circumstance physical verification of stores, stocks, etc. may be conducted by the audit in the presence of audit officer.
- (iv) It may be mentioned here that failure to produce necessary record/documents or to respond to the clarifications sought by the audit team would tantamount to preventing the Internal Auditor from performing his/her duties and could, therefore, invite disciplinary action as per company rule.
- (v) Audit team is directed to return the document as soon as their examination is over.
- (vi) Audit team would expect only working environment assistance in their day to day working and documents and information and nothing more.

15. Audit Report:

- (i) **On spot clarification and issuance of half margin**

While auditing, auditor shall first take immediate verbal explanation on queries from office incharge / concerned staff. If explanation is not acceptable then shall forthwith issue letter through Half Margins (HM containing all queries of the auditor seeking written explanation) to the concerned office head. The concerned office shall reply to the HM raised by the auditor in the half margin within three days from the date of issue of the HM letter. The auditor shall again verify the facts presented in reply. If he still finds the reply unsatisfactory, then include such observations/opinion in final Internal Audit Report (IAR) with explanation offered by office. Half Margin copy shall be enclosed alongwith IAR and its page reference shall be mentioned in the Internal Audit Para (IAP).

(ii) Format of Internal Audit Report (IAR).

The auditor shall submit Internal Audit Report for at the end of each Phase/year as per the requirement in format elaborated at **Annexure - H**.

Each Internal Audit Report (IAR) shall be submitted in 3 nos.in Hard copy and 2 nos. soft copy through CD and E-mail. One IAR copy shall be submitted to the concerned Auditee Office / Power Station In-charge with directives to submit compliance within one month of receipt of IAR. Second copy with soft copy to the ED(Finance), CSPGCL and third copy to Hon'ble MD(CSPGCL). IAR for all offices of CSPGCL along with compliance report and synopsis shall also be submitted to the ED(Finance) and MD,CSPGCL within Internal Audit Reporting Schedule as per Sl.No. 16 below.

Internal Audit Report (IAR) for each Power Station shall be prepared separately and issued to the concerned Chief Engineer / Executive Director of the Power Stations with directives to submit compliance of each para within one month from the date of receipt of the IAR. Internal Audit Report (IAR) for each offices at Head Quarter (HQ) shall be prepared separately and issued to the concerned Chief Engineer / Executive Director of the HQ with directives to submit compliance of each para within one month from the date of receipt of the IAR.

"A consolidated Internal Audit Report of the CSPGCL for each Financial Year along with compliance report and synopsis for all Power Stations/ Head Offices shall be submitted before the Management by the Internal Auditor of Head Office within six weeks of the issuance of the Internal Audit Report of Power Station /Head Office."

16. Submission & Acceptance of Audit Report :

The internal audit shall be conducted as per audit programme provided by CSPGCL The awarded CA/CMA firm is required to submit the Audit Report as specified at clause 14 of this EOI and any changes/ corrections as observed by the OIC /ED (Finance) / Senior Management of CSPGCL shall be done by the firm within 10 days of intimation of the same by the committee.

In case, audit report is no accepted due to poor quality or not as per scope of work, the auditor shall have to carry the audit work again to satisfaction of appropriate authority and or action shall be initiated for cancellation of contract as per clause of this EOI.

17. PAYMENT OF AUDIT FEES

Professional fee shall be paid generally within 30 days after completion of the audit workfor each phaseand on submission of the bill in Triplicate along with all supporting documents and after submission of the Internal Audit Report in three hard/ printed Copies along with two soft copy in CD and E-mail. GST/other cess, if applicable will be admitted separately. The TDS shall be deducted as per rules. A certificate shall be submitted by the Internal Auditor that Internal Audit Report has been submitted as per Order and in 3 hard copies and 2 soft copies. In shortage of any documents/reports, bills shall not be processed.

The payment terms for each year of the Contract period will be as follows:

	Release of Fees	% of Annual Fee
1	On completion of Phase -I/II Internal Audit & submission of draft Report alogwith PPT	30%/30%
2	On acceptance of Phase -I/II Internal Audit Report	20%/20%

Note:- Phase-I (April to September) and Phase-II (October to March)

Handwritten signatures and initials in blue ink.

18. Disqualification:

CSPGCL may, at its sole discretion, and at any time during the evaluation process, disqualify any Applicant, if the Applicant has:

- I. Submitted the Proposal after the response deadline;
- II. Made misleading or false representations in the forms, statements and attachments submitted as proof of the eligibility requirements;
- III. Exhibited a record of poor performance such as abandoning works, not properly completing the contract, inordinately delaying completion, being involved in litigation, or financial failures, etc.;
- IV. Submitted a Proposal which is not accompanied by required documentation or is non-responsive;
- V. Failed to provide clarifications related thereto, when sought;
- VI. Submitted more than one Proposal. This will cause disqualification of all the Proposals submitted by such Applicant.

19. Cancellation of Order:

CSPGCL may upon written notice of default, terminate contract in the circumstances detailed hereunder –

- a. If in the opinion of CSPGCL, the professional firm fails to perform the work within the time specified or during the period for which the CSPGCL has granted extension, if any.
- b. If in the opinion of CSPGCL, the professional firm fails to comply with any of the provisions of this contract. In such case, a written notice shall be served by CSPGCL to the professional firm to stop further activities and take urgent steps towards corrective measures, failing which the order will be cancelled.
- c. In the event of such termination, CSPGCL may exercise its discretionary powers to award the work to other professional firm after giving due notice to the professional firm on account and at the risk and cost of professional firm.
- d. The performance of the professional firm shall be reviewed periodically and for any unsatisfactory performance, the Company reserves the right to terminate the services, giving a notice of 15 days to the firm.
- e. Notwithstanding the provisions of the Clauses (a), (b), (c) and (d) as mentioned above, CSPGCL reserves all rights, not to give any reason in writing or otherwise, towards cancellation of the award of audit at any time.
- f. The decision of the CSPGCL shall be final regarding the acceptability of the Report submitted by the CA/CMA Professional Firm and the concerned company shall not be required to give any reason in writing or otherwise at any time towards rejection of same.

20. Confidentiality

The awarded firm shall keep all information / documents / facts of CSPGCL confidential and not use them for the purpose other than that required under this tender / assignment.

21. Force Majeure :

Any cause that is beyond the reasonable control of the CA/CMA firm or CSPGCL shall be force majeure condition. The cause of the force majeure condition will be taken into consideration only if the tendered within 15 days from the occurrence of such delay. CSPGCL shall verify the facts and grant such extension as the facts justify. For extension due to force majeure conditions, the CA/CMA firm shall submit its representation along with documentary evidence for scrutiny by the CSPGCL and decision of the CSPGCL in this regard shall be final and binding.

22. Jurisdiction:

Any dispute or difference, arising under, out of, or about this work order shall be subject to exclusive jurisdiction of the competent court at Raipur (CG) only.

23. GENERAL TERMS AND CONDITIONS

- i. This EOI is only for the purpose of appointment of Firms as internal auditor and does not guarantee/assure allotment of Internal Audit/any other assignments.
- ii. Only selected firms will be intimated about the decision on appointment.
- iii. The Company reserves its right to accept or reject any application(s) without assigning any reasons thereof. The decision of the Company for appointment of Firms shall be final and binding upon the firms participating in the process of tender.
- iv. The appointment of an Audit Firm will be made to the qualified firms as per the allotment procedure mentioned at Sr. No. 5 of the EOI. However any Audit Firm can be assigned any work at any unit at the discretion of the Company.
- v. The Internal Auditor will ensure that the information obtained in respect of the working/operation of the unit is maintained in strict confidence and secrecy at all times, including after the completion of the assignment. All such information shall remain exclusive property of CSPGCL at all the times. A certificate towards maintaining confidentiality is to be provided by the Audit firm at the time of acceptance of Audit assignment.
- vi. In case the Audit Firms, which are already appointed as Internal Auditors, are subsequently appointed in CSPGCL as Statutory Auditor under any statute/legislature or under any other capacity, the appointment of such Firm as Internal Auditor shall be withdrawn and a fresh appointment letter will be issued to one of the empanelled firms other than this firm. It shall be the responsibility of the firm to inform CSPGCL of any such appointment. In this regard declaration Form-G2 may be referred.
- vii. If progress/performance of the audit team is not found satisfactory, CSPGCL's management reserves the right to terminate the appointment of the Firm, without assigning any reason whatsoever.
- viii. The Audit Firm will be debarred from getting, in future, Internal Audit assignments in CSPGCL in the following cases :
 - a. If the Firm obtains the appointment on the basis of misrepresentation of information / misstatement of facts at the time of submission of application/documents along with EOI.
 - b. The Audit Firm is found to have sub-contracted the work.
 - c. If the Firm does not take-up audit in terms of the appointment letter.
 - d. If the Firm does not submit the Audit Report, complete in all respects in terms of the appointment.
 - e. If the firm refuses to take up the assignment as mentioned in the letter of appointment for any reason whatsoever. No request for change of audit office shall be entertained.
 - f. For removal of any difficulty/clarification etc. in the terms of engagement or matter related to scope Internal Audit work, CSPGCL have to sole discretion and same shall be binding on the firm.

**Major areas to be covered during the internal audit of
Projects/ stations/ offices**



SL. No.	ITEM
I.	Works including O&M contracts (Pre-award and Execution)
II.	Procurement – (Pre-award and Execution)
III	Accounts including establishment accounts
IV	Human Resources Department (HR Establishment)
V	Stores
VI	Colony, Rest House and Hospital
VII	Operations
VIII	Sale of Energy
IX	Taxation compliances

Execution of Internal Audit and its reporting shall be done as per “Guidelines for Internal Audit”, which is part of EOI enclosed at **Annexure- H**.



List of Offices/Power Station, Locations , Minimum Days for One Audit Team & Audit Fee for the Internal Audit

No.	Name of the offices	Total Days for Each phase of Audit	Rate for Each phase (in Rs.)	Total Rate for FY 2022-23 (in Rs.)
Unit –I Head Office				
1	O/o ED/CE (O&M:Gen), CSPGCL, Raipur	2 Days	2,75,856/-	5,51,712/-
2	O/o ED/CE (PRG), CSPGCL, Raipur	2 Days		
3	O/o ED/CE (S&P-Gen), CSPGCL, Raipur	2 Days		
4	O/o ED/CE (Renovation), CSPGCL, Raipur	2 Days		
5	O/o ED/CE (Civil-Coal-Pro.-I), CSPGCL, Raipur	3 Days		
6	O/o ED/CE (Civil-Coal-Project-II), CSPGCL, Raipur			
7	O/o ED/CE (Civil), CSPGCL, Raipur	2 Days		
8	O/o ED/CE (HRD), CSPGCL, Raipur	2 Days		
9	O/o ED/CE (C&CP), CSPGCL, Raipur	4 Days		
10	O/o ED/CE (T&QA), CSPGCL, Raipur			
11	O/o ED/CE (F.M.), CSPGCL, Raipur			
12	O/o ED/CE (CP&BD), CSPGCL, Raipur			
13	O/o ED/CE (Fin.), CSPGCL, Raipur	2 Days		
14	O/o ED/CE (Civil) AU & PC	2 Days		
	Consolidation of Internal Audit Report	5 days		
Total		28 Days		
Unit-II HTPS(4x210) +1x500MW Korba West				
1.	O/o ED/CE .(Gen.) HTPS, CSPGCL, Korba (West)	2 Days	3,54,672/-	7,09,344/-
2.	O/o A.C.E. (O&M)-I HTPS, CSPGCL, Korba (West)	8Days		
3.	O/o A.C.E. (O&M)-II 1x500MW, CSPGCL, Korba (West)	6 Days		
4.	O/o A.C.E. (S&P) HTPS, CSPGCL, Korba (West)	4 Days		
5.	O/o A.C.E. (FM) HTPS, CSPGCL, Korba (West)	2 Days		
6.	O/o A.C.E. (S&SC) HTPS, CSPGCL, Korba (West)	2Days		
7.	O/o A.C.E.(T&SS) HTPS, CSPGCL, Korba (West)	8 Days		
8.	O/o A.C.E. (Civil) HTPS, CSPGCL, Korba (West)	4 Days		
Total		36 Days		
Unit-III 2x500MW ABVPTS Marwa				
1.	O/o ED/CE (Gen.) ,ABVPTS Marwa	2 Days	2,75,856/-	5,51,712/-
2.	O/o A.C.E. O&M ABVPTS Marwa	5 Days		
3.	O/o A.C.E. S&P ABVPTS Marwa	5 Days		
4.	O/o A.C.E. S&SC ABVPTS Marwa	1 Days		
5.	O/o A.C.E. FM ABVPTS Marwa	2 Days		
6.	O/o A.C.E. T&SS ABVPTS Marwa	8 Days		
7.	O/o A.C.E. CIVIL ABVPTS Marwa	5 Days		
Total		28 Days		

Unit-IV(A) DSPM Korba East				
1.	The C.E.(Gen.), DSPM, Korba (East)	2 Days	2,36,448/-	4,72,896/-
2.	The C.E. (Gen.) (TRG) CSPGCL, Korba (East)	2 Days		
3.	O/o Addl. C.E.(O&M), DSPM, Korba (East)	5 Days		
4.	O/o Addl. C.E.(T&SS), DSPM, Korba (East)	8 Days		
5.	O/o Addl. C.E.(S&P), DSPM, Korba (East)	4 Days		
6.	O/o Addl. C.E.(FM), DSPM, Korba (East)	2 Days		
7.	O/o Addl. C.E.(S&SC), DSPM, Korba (East)	1 Days		
Total		24 Days		
Unit-IV(B) KTPS Korba East				
1.	The E.D. (Gen.) KTPS CSPGCL, Korba (East)	3 Days		
2.	O/o SE(Decomm.), KTPS (East) CSPGCL, Korba (East)	2 Days		
3.	O/o SE(Store), KTPS,CSPGCL, Korba (East)	2 Days		
Total		7 Days	68,964/-	1,37,928/-
Total (KTPS + DSPM)		31 Days	3,05,412/-	6,10,824/-

Note:- Above Professional Fee is applicable for F.Y. 2022-23 & FY 2023-24, In case of extension of the audit for FY 2024-25, 5% rate enhancement shall be given on professional fee.

The audit period of 2x120 MW KTPS for FY 2023-24 shall be reviewed based on actual operational activity post closure of power plant and the audit fee shall be revised accordingly .

Signature

PROPOSED INTERNAL AUDIT TEAM TO BE DEPLOYED

(Format for submission with Part-II Qualification Bid)

(Please refer EOI clause 10)

Number & category of Personnel to be deployed on the Works if undertaken:

Provide the information as required in the following table:

Sl. No.	Name of Personnel	Qualification of Personnel	Post qualification Experience
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Authorised Signatory

Name & Title of Signatory

Name of Applicant:

Address:



DECLARATION

(To be given in the letter head of the firm)

Ref.:- Tender No. TS-_____ & RFx No. _____

I, the undersigned do hereby declare that M/s.....
(Name of firm) is not debarred / black-listed by any Bank / State Govt. / Central Govt. / State PSU / CPSU / SEB / Public Utility as on date.

If this declaration is found incorrect at any given point of time either at the bidding stage or during the course of the contract, our bid/contract shall be liable for cancellation / termination and action may be taken against our firm.

Date:-

Place:-

Name of Bidder/Authorized Person	:-	_____
SEAL & SIGNATURE	:-	_____
Mobile No.	:-	_____
Email ID	:-	_____




DECLARATION

(To be given in the letter head of the firm)

Ref. :- Tender No. TS-_____ & RFx No._____

I ,..... (partner) of hereby solemnly
take affirm that I am authorized signatory in the firm and hereby declare that:

There is no legal suit/criminal case pending or contemplated against our firm on the
ground of moral turpitude or for violation of any law in force.

Further, It is to confirm that none of our partner(s) or qualified employee(s) is a partner
in any other audit firm which is applying ~~to~~ for the current appointment for Internal Audit in
CSPGCL.

It is also to confirm that appointment of our firm as Internal Auditor is not in
contravention to provisions of Companies Act 2013 or any other relevant act in force.

If this declaration is found incorrect at any given point of time either at the bidding stage
or during the course of the contract, our bid/contract shall be liable for cancellation / termination
and action may be taken against our firm.

Date:-

Place:-

Name of Bidder/Authorized Person :- _____

SEAL & SIGNATURE :- _____

Mobile No. :- _____

Email ID :- _____




DECLARATION

(To be given in the letter head of the firm)

Ref. :- Tender No. TS-_____ & RFx No. _____

I ,the undersigned do hereby declare that all the documents / statements / attachments / information submitted in the name of M/s _____ (Name of firm) in proof of the qualifying requirements are authentic, genuine and correct. In case, any of the documents/ statements/ attachments/ information provided against the referred tender is found to be false / fake / forged / misleading, our firm may be disqualified and action may be taken against our firm as per relevant provisions of the tender.

Date:-

Place:-

Name of Bidder/Authorized Person	:-	_____
SEAL & SIGNATURE	:-	_____
Mobile No.	:-	_____
Email ID	:-	_____