

No.05-01/Audit/ 428

Raipur, Dtd. 11 MAR 2020

NOTICE INVITING TENDER

Sealed tenders are invited from reputed Chartered Accountant /Cost & Management Accountant Firms:-

Tender Specification No. _____

Name of Work - Appointment of Chartered Accountant (CA)/ Cost & Management Accountant (CMA) Firm as Internal Auditor for CSPHCL for the Financial Years 2019-20 and FY 2020-21.

Cost of Tender Document - Rs. 500/- + GST (@18%)

Amount of Earnest Money Deposit (EMD):- Rs. 2,000/-


Mode of payment - The payment of EMD / Cost of tender document should be made through crossed Demand Draft / bankers' cheque in favour of "CSPHCL", Raipur payable at Raipur.

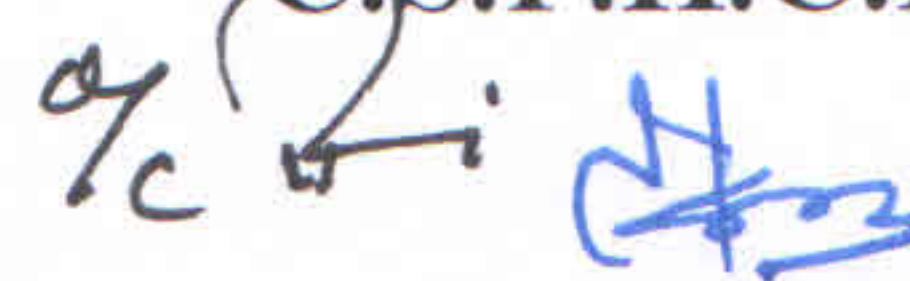
Due dates relating to Tender :

Particulars	Due Date	Time	Place
(i) Initial date of obtaining "tender for appointment of Internal Auditor"	18/03/2020	11:00 Hrs.	O/o The Executive Director (Fin.) CSPHCL, Ground Floor, Vidyut Sewa Bhawan, Raipur (C.G.) 492013.
(ii) Due date of Submission of offer	upto 08/04/2020	15:00 Hrs.	
(iii) Due date of opening of Part-I & II bids	08/04/2020 at 15:30 Hrs.		Note: In case of change in due date, it shall be intimated on the website.
(iv) Due date of opening of Part-III bid	To be notified separately		

In case due date for opening of bid happens to be a holiday, the due date shall automatically be shifted to the next working day, for which no separate intimation will be given.

The tender documents may be purchased from the **O/o ED(Finance), CSPHCL, Vidyut Sewa Bhawan Danganiya, Raipur(CG) 492013**, on payment of non-refundable tender cost as specified on above dates between 11:00 Hrs. to 17:00 hrs. on all working days from tender publication date. Tender document can also be downloaded from our website link – **<http://cspc.co.in>**. In case of downloading tender document from the website the bidder has to remit cost of tender document at the time of submission of bid.


Executive Director (Finance)
C.S.P.H.C.L, Raipur





CHHATTISGARH STATE POWER HOLDING COMPANY LTD.

(A GOVT. OF CHHATTISGARH UNDERTAKING) CIN : U65993CT2008SGC020995)

OFFICE OF THE EXECUTIVE DIRECTOR (FINANCE)

Tel. :- 0771-2574359
2574323

Regd. Office :- Vidyut Sewa Bhawan, Danganiya, Raipur (C.G.)-492013

Website:- www.cspc.co.in E-mail : finance.csphcl@cspc.co.in

No.

429

Raipur, Dtd. /03/2020

11 MAR 2020

To,

Sub:- Tender for the appointment of CA/CMA Firm as "Internal Auditor" of CSPHCL, for the FY 2019-20 and FY 2020-21.

As per requirement under the provisions of Section 138 of Companies Act 2013 read with Companies (Accounts) Rules, 2014, Chhattisgarh State Power Holding Company Ltd. (CSPHCL) intends to appoint CA/CMA professional firm as Internal Auditors for **FY 2019-20 and FY 2020-21**. CSPHCL expects quality internal audit work. Accordingly, it is requested to submit your offer as per enclosed tender in three parts:-

Part - I bid: Earnest Money Deposit (in form of crossed Demand Draft / Bankers cheque).

Part - II bid: Accepted signed Commercial terms & conditions and PQR documents

Part - III bid: Professional Fee in the format prescribed.

The three parts of bid should be submitted in three separate envelopes & envelopes should be super-scribed as Part- I bid (EMD and cost of tender document, if required), Part -II bid (Commercial terms & conditions and PQR documents) and Part- III bid (Professional Fee) respectively. All the three envelopes should be kept in one large envelope super-scribed "**Offer for Appointment of Internal Auditor of CSPHCL for FY 2019-20 and FY 2020-21**" and should be submitted by 08/04/2020 up to 15:00 Hrs in the **O/o Executive Director (Finance), CSPHCL, Vidyut Sewa Bhawan, Danganiya, Raipur (CG)- 492013.**

General and Commercial Terms and Conditions of the Tender

1. Due date relating to the bidding:

Particulars	Due Date	Time	Place
(i) Initial date of obtaining “tender for appointment of Internal Auditor”	18/03/2020	11:00 Hrs.	O/o The Executive Director (Fin.) CSPHCL, Ground Floor, Vidyut Sewa Bhawan, Raipur (C.G.) 492013.
(ii) Due date of Submission of offer	upto 08/04/2020	15:00 Hrs.	
(iii) Due date of opening of Part-I & II bids	08/04/2020 at 15:30 Hrs.		Note: <i>In case of change in due date, it shall be intimated on the website.</i>
(iv) Due date of opening of Part-III bid	To be notified separately		

In case, due date for opening of bid happens to be a holiday, the due date shall automatically be shifted to the next working day, for which no separate intimation will be given.

CSPHCL reserves the right to accept / reject any or all the offers without assigning any reason thereof.

2. Pre-Bid Submission clarification:

- a) Pre-bid submission clarification, if needed on any point of this tender may be got clarified during office hour at phone number 0771-2574369 or at email – finance.csphcl@cspc.co.in
- b) CSPHCL, at its sole discretion, reserves the right to respond to clarification raised by Applicants. No response to a clarification request shall be construed for amending Enquiry Document.

3. Submission of Offer:

The three parts of bid should be submitted in three separate envelopes & envelope should be super-scribed as “Part- I bid (EMD)”, “Part -II bid (Commercial terms & conditions and PQR documents)” and “Part- III bid (Professional Fee).”

All the three envelopes should be kept in one large envelope superscribed **“Offer for appointment of Internal Auditor of CSPHCL for the FY 2019-20 and FY 2020-21”** and should be submitted upto 08/04/2020 (15:00Hrs.) in the O/o ED (Fin), CSPHCL, Vidyut Sewa Bhawan, Danganiya, Raipur (CG).

Detailed contents of each envelop is as under:-

- a) **Part-I** -EMD in the form of crossed Demand Draft / Bankers cheque drawn in favour of “CSPHCL”, Raipur needs to be submitted through Part-I bid. In absence of EMD / tender fee, Part-II & III bid shall not be opened. EMD of

unsuccessful participants shall be returned after awarding of the Audit works to the successful professional firm. In case bidder has downloaded bidding document from the website, DD/Bankers cheque of Rs 500/- + (GST @ 18%) towards cost of tender document should also be submitted in Part-I.

- b) **Part-II** -bid should consist of – **Appendix I, II, III, IV** and tender document (General and Commercial terms & conditions of the Tender and Other terms & conditions as per **Appendix VI and VII**,) including **Annexure –I & II**, signed with seal on each and every page.
- c) **Part-III** - bid shall contain only Appendix V (professional fee) duly filled in and signed by the authorised signatory of CA/CMA Firm. The firm should quote Fixed Professional Fee on lump sum basis only in **Appendix-V** including all expenses e.g. travelling expenses, lodging & boarding expenses etc. to be incurred during audit but exclusive of GST. GST as applicable shall be admitted separately. A copy of registration certificate for GST shall be submitted alongwith first bill. No TA/DA and Boarding & lodging facilities shall be paid. No other taxes and duties shall be paid.

On due date of opening, the envelope containing **Part III-** bid of only those CA/CMA Firms shall be opened who are found eligible as per the eligibility criteria.

4. EARNEST MONEY DEPOSIT

- a) All interested bidders shall submit, along with their Bid, Earnest Money Deposit (EMD) of Rs. 2,000/- in the form of DD/Bankers' Cheque, drawn on any scheduled bank in favour of "CSPHCL, Raipur", payable at Raipur.
- b) In case, the bidder withdraws his offer during the validity period, the EMD shall be forfeited.
- c) Earnest money of unsuccessful bidders shall be refunded after award of contract on successful bidder.
- d) EMD of bidder/s on whom the order has been awarded, shall be adjusted towards part of security deposit.
- e) No interest shall be paid on EMD.
- f) Offers submitted without EMD shall be summarily rejected.

5. Telex/Fax/Telegraphic bid:

Bids submitted through Telex/ Fax/ Telegraphic mode will not be considered under any circumstances.

6. Deviations from terms and conditions and conditional bid:

Offers with deviations in commercial terms & conditions like payment term, validity etc. shall not be accepted.

7. Incomplete Bids /errors/ ambiguities in bid:

- a) Incomplete or obscure tender is liable for rejection.
- b) Rates should be quoted in both figures and words. In case of ambiguity between rates in figures and words, Rate quoted in words shall be considered for evaluation purpose.
- c) In case of ambiguities or self-contradictory terms/conditions mentioned in the bid, interpretations as may be in the interest of CSPHCL may be taken without any reference to the CA/CMA firm.

8. Delayed/Late Bids:

CSPHCL shall not assume any responsibility for any postal delays either for the late receipt of the documents by the CA/CMA Professional Firm or late receipt of the Offer by CSPHCL. Extension in time for submission of the bid shall not be granted in any case.

9. Amendment in Bidding Document:

At any time prior to the deadline for submission of Bids, CSPHCL may, for any reason, whether at its own initiative or in response to a clarification required by a prospective Bidder, modify the Bidding Documents by amendment(s). The amendment will be notified in writing or by Fax/E-mail to all prospective Bidders, who have purchased the Bidding Document at the address contained in the letter of request for issue of Bidding Document from the Bidders. The amendment shall also be uploaded on the website of the company. CSPHCL shall bear no responsibility or liability arising out of non-receipt of the same in time or otherwise. In order to afford prospective Bidder reasonable time to take the amendment into account in preparing their Bids, CSPHCL may, at its discretion, extend the deadline for the submission of Bids. Such amendments, clarifications etc. shall be binding on Bidders and will be given due consideration by the Bidder while they submit their Bids and invariably enclose such documents as a part of the Bid.

10. Pre-Qualification Criteria Requirements (PQR)

- (a) The bidders shall fulfil the following criteria in order to be eligible for award of contract under the instant tender. 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 Raipur.
 - iii. CA/CMA firm should have minimum 5 partners associated with them during the last 3 years, out of which at least 3 shall be fellow members (FCA/FCMA). (Constitution certificate from ICAI/ICWAI is required).
 - iv. The firm should have served as internal auditor for at least 1 year during the last 3 years period i.e. F.Y. 2016-17, 2017-18 & 2018-19 of listed Companies/Govt

undertaking/ Power Utility having minimum turnover of Rs 50 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 2 years i.e. FY 2017-18 & 2018-19, the firm must have worked as internal auditor for at least one year in an organization working under ERP software environment. (A certificate from Auditee company is required)
- vi. The firm should have minimum average annual professional receipt of Rs. 100 Lakh during the last 3 F.Y i.e. 2016-17, 2017-18 & 2018-19. (Audited Annual Account of firm is required)
- vii. 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)

NOTE :- Relevant documentary proofs in respect of all the above requirements need to be submitted alongwith the **Part-II** offer-"**Qualifying Bid**" in **Appendix-I**. Without sufficient documentary proof about above qualifying criteria, Part-III offer-"**Professional Fee Bid**" shall not be opened.

(b) CA/CMA firm who have been awarded contract for internal audit/cost audit of CSPGCL/CSPDCL/CSPTCL for FY 2019-20 shall not be eligible for being appointed internal auditor of CSPHCL.

11. Professional Fee :

The firm should quote Fixed Professional Fee on lump sum basis for conducting internal audit for FY 2019-20 in the format enclosed at **Appendix- V**, including all expenses e.g. travelling expenses, lodging & boarding expenses etc. to be incurred during audit but exclusive of GST. GST as applicable shall be admitted separately as per extant rules. A copy of registration certificate for GST shall be submitted along with first bill. No TA/DA and Boarding & lodging facilities shall be provided. Professional Fee for FY 2020-21 shall be 10% more than fee of FY 2019-20.

12. Criteria for evaluation of bids:-

The bidders shall quote professional fee for work of internal audit. The bidder whose price is found to be lowest (L1 bidder) shall be considered for award of contract subject to reasonability and fulfilment of contractual formalities.

13. Award criteria:-

CSPHCL shall be at liberty to accept any bid, lowest or otherwise or reject any or all bids without assigning any reason thereof. Successful bidder will be informed by post or through Fax.

14. Validity of offer:

The offer shall be valid for acceptance for a period of 6 months from the last date of submission of bids.

15. Disqualification:

CSPHCL 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.

16. Signing of contract agreement and completion of formalities:

- a) Successful applicant shall be required to sign Contract with CSPHCL on non-judicial stamp paper of Rs 250/- within 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. CSPHCL shall not reimburse these costs.
- b) Failure of the successful applicant to sign the contract within the stipulated time period shall constitute sufficient grounds for the annulment of the award, in which event CSPHCL may blacklist the bidder and make the award to another applicant or call for fresh bids.

17. Security Deposit:

Upon acceptance of the offer, the successful professional firm shall be required to deposit a security amount of 5% of total order value for FY 2019-20 (excluding GST) for due and faithful fulfilment of the contract within 15 days of receipt of the order awarding the contract in form of D.D. on nationalized bank in favour of "CSPHCL", payable at Raipur. On request of the professional firm EMD may be adjusted against SD and the balance amount of SD may be payable through D.D. 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 CSPHCL. Security Deposit submitted for FY 2019-20 shall also be applicable for FY 2020-21 and no additional SD need to be deposited. The security deposit shall be returned on request of the firm, after faithful performance as per terms and conditions of the order.

18. Extension of Order :

CSPHCL reserves the right to place an order for extension of contract on the same terms and conditions for a further period of one year i.e. FY 2021-22, subject to satisfactory performance of the professional firm during 2019-20, 2020-21 audit. In case of extension of order for FY 2021-22 the professional fee shall be 20% more than the fee of FY 2019-20.

19. 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.

20. Cancellation of Order:

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

- a. If in the opinion of CSPHCL, the professional firm fails to perform the work within the time specified or during the period for which the CSPHCL has granted extension, if any.
- b. If in the opinion of CSPHCL, the professional firm fails to comply with any of the provisions of this contract. In such case, a written notice shall be served by CSPHCL 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, CSPHCL 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 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, CSPHCL reserves all rights, not to give any reason in writing or otherwise, towards cancellation of the contract at any time.
- f. The decision of CSPHCL 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.

21. Confidentiality

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

22. Force Majeure :

Any cause that is beyond the reasonable control of the CA/CMA firm or CSPHCL 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. CSPHCL 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 alongwith documentary evidence for scrutiny by CSPHCL and decision of CSPHCL in this regard shall be final and binding.

23. 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.

Encl: Appendix I- VII

Annexure-I & Annexure II


Executive Director (Finance)
C.S.P.H.C.L, Raipur



Appendix-I

Information / Documents required to be submitted by the bidder to verify
Qualifying Criteria

Sl. No.	Qualification criteria	Documents required
1.	CA/CMA firm must be in operation for at least ten (10) years duly registered with ICAI/ICMAI.	Firm's registration certificate required.
2.	CA/CMA firm should have its Head Office/Branch Office at Raipur.	Details of Head/Branch office in Raipur including Postal Address, Tel No. Etc.
3.	CA/CMA firm should have minimum 5 partners associated with them during the previous 3 years, out of which at least 3 shall be fellow members (FCA/FCMA).	Constitution certificate from ICAI/ICWAI alongwith details of partners, their qualification and date from which associated with the firm.
4.	The firm should have served as internal auditor for at least 1 year during previous 3 years period i.e. F.Y. 2016-17, 2017-18 & 2018-19 of listed Companies/Govt undertaking/ Power Utility having minimum turnover of Rs 50 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).	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.
5.	During previous 2 years i.e. FY 2017-18 & 2018-19 , the firm must have worked as internal auditor for at least one year in an organization working under ERP software environment.	A certificate from Auditee company

6.	The firm should have minimum average annual professional receipt of Rs. 100 Lakh during previous 3 F.Y i.e. 2016-17, 2017-18 & 2018-19.	Audited Annual Account of firm
7.	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

NOTE:- Relevant documentary proofs in respect of all the above requirements need to be submitted. Without sufficient documentary proof about above qualifying criteria, Part-III offer- "Professional Fee Bid" shall not be opened.

DETAILS OF CA/CMA FIRMS

(Format for submission with Part-II Qualification Bid)

S.N	Particulars	Details	Documents required
1.	Name of the Firm	M/s ---	
2.	Location of Headquarter & branches		
3.	Full address of Headquarter alongwith Tel. No./ fax/e-mail		
4.	CAG empanelment no		Letter from CAG showing registration number
5.	Latest Partnership deed.	Deed dated ----	Copy of deed
6.	PAN of the firm	No -----	Copy of PAN card
7.	GST Registration No of the firm	No -----	Copy of registration certificate
8.	Number and Name of fully qualified staff other than partners.	FCA --- ACA --	Name wise details
9.	Number of candidates doing articleship.		Name wise details
10.	Details of general and commercial and Other terms and conditions of the tender duly signed by the authorized signatory of the firm.		Signed copy of the tender document for accepting tender terms and conditions

It is here by certified that the information given as above and also elsewhere in the offer are correct to the best of my belief and knowledge. I understand that CSPHCL can take action against any finding of incorrectness in future appropriately.

Signature of authorized representative

Seal.

PROPOSED INTERNAL AUDIT TEAM TO BE DEPLOYED

(Format for submission with Part-II Qualification Bid)

(Please refer tender clause 4 of Other terms and conditions)

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

Provide the information as required in the following table:

S.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:

Financial Details (as per enclosed Audited Balance Sheet)

Please enclose copies of Audited Annual Account of last three years.

Financial year	Professional fee receipt (Amt-Rs. in Lakh)	Document to be submitted for verification
2016-17		Audited Annual Account & Income Tax Return
2017-18		Audited Annual Account & Income Tax Return
2018-19		Audited Annual Account & Income Tax Return

Note: As per qualification criteria clause -) - The Firm should have average annual Professional receipts of at least Rs. 100 lakhs during previous three (3) financial years i.e. FY 2016-17, 2017-18 & 2018-19; (Copy of audited annual account and income tax return of such financial year be submitted along with this Appendix).

Authorised Signatory

Name & Title of Signatory

Name of Applicant:

Address:

PROFESSIONAL FEE FOR THE WORK OF INTERNAL AUDITOR OF CSPHCL

(Format for submission with Part-III Price Bid)

Sl No	Details	Professional Fee (Rs.) (Exclusive of GST)
(i)	Fixed Professional fee on lump sum basis Inclusive of all charges except GST for the work of internal audit of CSPHCL for financial year 2019-20. (GST shall be payable extra as per prevailing rate.)	Amount in Rs. (In words _____)
(ii)	Professional fee for FY 2020-21 shall be 10% more than fee of 2019-20	Not to be quoted

Signature of authorized representative

Seal.

INTERNAL AUDIT OF CSPHCL FOR FY 2019-20

Introduction and background of CSPHCL

The Chhattisgarh State was formed in accordance with the Madhya Pradesh Reorganization Act 2000. The President of India gave his consent to this Act on the 25th August 2000. The Government of India subsequently set 1st November 2000 as the day on which the State of Madhya Pradesh would be bifurcated into State of Chhattisgarh and State of Madhya Pradesh.

Chhattisgarh State Electricity Board was formed in accordance with the Section 5 of the Electricity Supply Act 1948 as per the Notification published in the gazette of the Government of Chhattisgarh dated 15th November 2000. Chhattisgarh State Electricity Board (CSEB) became functional w.e.f. 01.12.2000.

Chhattisgarh State Electricity Board has been reorganized into following five companies in accordance with the provisions contained in the Section 131-134 of Electricity Act 2003 by the Govt. of Chhattisgarh vide Notification dated 19.12.2008.

- The Chhattisgarh State Power Holding Company Limited
- The Chhattisgarh State Power Generation Company Limited
- The Chhattisgarh State Power Transmission Company Limited
- The Chhattisgarh State Power Distribution Company Limited
- The Chhattisgarh State Power Trading Company Limited

The Chhattisgarh State Power Holding Company Limited became functional w.e.f. 30.12.2008.

Objectives:-

The objective of this assignment shall be to:

- a) To carry out internal audit of various offices CSPHCL as detailed at **Annexure I**.
- b) Submission of internal audit report to audit committee of company.

Other Terms and Conditions

1. Functions of Internal Auditor and Scope of work :

Functions and scope of work of internal auditor has been mentioned at **Annexure-II**.

2. 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.

3. Audit Program :

The awarded CA/CMA firm has to submit its Audit Program within 15 days from the date of receipt of order to the nodal agency for conduction of audit. The audit program should strictly be followed by the office as well as by the auditor. Failure to commence the audit as per audit program shall entail the forfeiture of security deposit and cancellation of the order.

Along with audit program, the awarded firm shall also submit the detail of audit team to be deployed (as described at clause 4 below) i.e. the names of team members, documents to certify their qualification and post qualification experience. The members of audit team once deployed, the awarded firm shall take all possible efforts not to change any of its member. However, due to any unforeseen reason, the awarded firm is forced to replace any of the members of audit team then prior approval of CSPHCL shall be required. The replacing member shall have to possess the same or more qualification, experience and skill as of replaced member. However this will not be referred for delay in work execution.

4. Team to be deployed

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

- a) One ACA / ACMA having minimum 2 years post qualification experience in audit.
- b) 2 Audit Asstts having minimum qualification of CA (Inter) / CMA (Inter)/ M.Com with minimum experience of 2 years.

In addition to the above, 1 FCA shall be deployed as team leader for supervision of overall work of internal audit to be executed under the contract.

- c) During the course of the audit there shall be regular meetings once in a month between the O/o ED (Finance) CSPHCL, and the team leader of the audit team to discuss and review upon the issues.
- d) The appointment of the Audit team and the team Leader shall be made on the basis of the credentials, experience and capability as furnished by the participating firm for the purpose of evaluation along with the technical proposal.

The CA/CMA firm shall provide details of proposed internal audit team in **Appendix – III**

5. Execution of work and reporting

The internal audit for FY 2019-20 shall be conducted for **ANNUAL BASIS** and for FY 2020-21 audit shall be conducted on **HALF YEARLY BASIS**. The report shall be submitted by the internal auditor as detailed below. Any delay shall attract penalty as per penalty clause. Internal Audit Report shall be submitted within two months of completion of internal audit as per audit schedule.

Audit Report	To be submitted as
Audit Report of FY 2019-20	Annual Basis
Audit report of Ist half year of FY 2020-21 i.e. Apr'20 to Sep'20	Half Yearly
Audit report of IInd half year of FY 2020-21 i.e. Oct'20 to Mar'21	Half Yearly

Note :- Each Audit Report shall be submitted in 3 nos.in Hard copy and in soft copy through Pendrive. Pendrive shall be arranged by the auditor. The audit Report shall also contain suggestions from Internal Auditor (IA) to improve system, internal control, performance of organization.

6. Co-ordination from Auditee Office :

The Auditee office shall be required to 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 reasonable work space, furniture to the audit team. Other resources, viz. computers, telephone 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 Nodal Officer as mentioned in clause 13 below. The Nodal Officer shall strictly advise to the Auditee office to furnish the documents required by them and as per provision of the enquiry.

7. Audit Report:

- i. The auditor shall submit Audit Report to the Audit Committee of the Board through General Manager (Fin) CSPHCL, Raipur
- ii. Audit shall be conducted in accordance with the guidelines and audit programs.
- iii. Half margins (containing all queries of the auditor) shall be issued to the concerned office head. The half margins shall be issued by the audit team during the period they are conducting the audit. The concerned official shall reply to the queries raised by the auditor in the half margin within a week from the date of receipt.
- iv. Audit Report shall be prepared in two main sections as here under:

A. Test Audit Report (TAR): This section shall contain all such irregularities, which auditors want to bring to the notice of management specifying the financial implications. Further, it shall also highlight deviations from policies, systems and procedures followed by CSPHCL. The observations should be arranged into self-contained **Audit Para with suitable titles**. Separate Audit-Para shall be

constructed for different matters/natures of discrepancies. However, discrepancies of similar nature shall be grouped together & single Audit Para shall be raised. Each Audit-Para shall be numbered with specific number. This section shall contain all such irregularities/discrepancies which are of major nature and financial implications above Rs.10,000/- for each individual case.

B. Test Audit Note (TAN): This section shall contain all such irregularities/discrepancies which are of very small nature and financial implications upto Rs. 10,000/- for each individual case.

- v. Observations in the internal audit reports should not be general in nature. The observations should be specific and to the point, adequately supported by instances of irregularities/ non-compliance of rules, regulations, etc. Suggestions for improvement should be given, wherever possible.
- vi. For Auditing purpose, CSEB's/CSPHCL's/ Circulars/Orders may be seen in the office of ED(HR)/ED(Fin), CSPHCL, which will provide necessary co-ordination to the auditor.

8. Submission & Acceptance of Audit Report :

The CA/CWA firm is required to submit the Audit Report as specified at clause 7 above and any changes/ corrections as observed by the Audit Committee of CSPHCL shall be done by the firm within 10 days of intimation of the same by the committee. The final Audit Report after incorporation of changes should be submitted in 2 copies along with soft copy in CD to this office.

In case, audit report is not accepted due to poor quality or not as per scope of work, the auditor shall have to carry the audit work again to the satisfaction of appropriate authority and or action shall be initiated for cancellation of contract as per clause of this tender.

9. Submission of Bills for Professional Fee:

The CA/CWA firm shall submit the bills in **triplicate** to the O/o GM (Finance), CSPHCL after completion of the audit work as per Order and Audit Program.

10. Payment Term of Professional Fee :

Professional fee shall be paid generally within 30 days after completion of the audit work and on **submission of the bill as per clause 9 above.**

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

Sl No	Release of Fees	% of Annual Fee
1	On submission of Annual Internal Audit Report of FY 2019-20.	60%
2	On approval of Annual Internal Audit report of FY 2019-20	40%
3	On submission of 1st Half Yearly Internal Audit Report of FY 2020-21	30%

4	On approval of 1st Half Yearly Internal Audit Report of FY 2020-21	20%
5	On submission of 2nd Half Yearly Internal Audit Report of FY 2020-21	30%
6	On approval of 2nd Half Yearly Internal Audit Report of FY 2020-21	20%

The Professional Fee quoted by the firm is deemed to cover the width (coverage) of audit in terms of all sphere and depth. In case, poor performance is observed in any part of the Audit Report, the fee for concerned part of the work may be deducted on rational basis, depending on the works coverage of the office concerned.

11. Nodal Officer & Officer Incharge (OIC) :

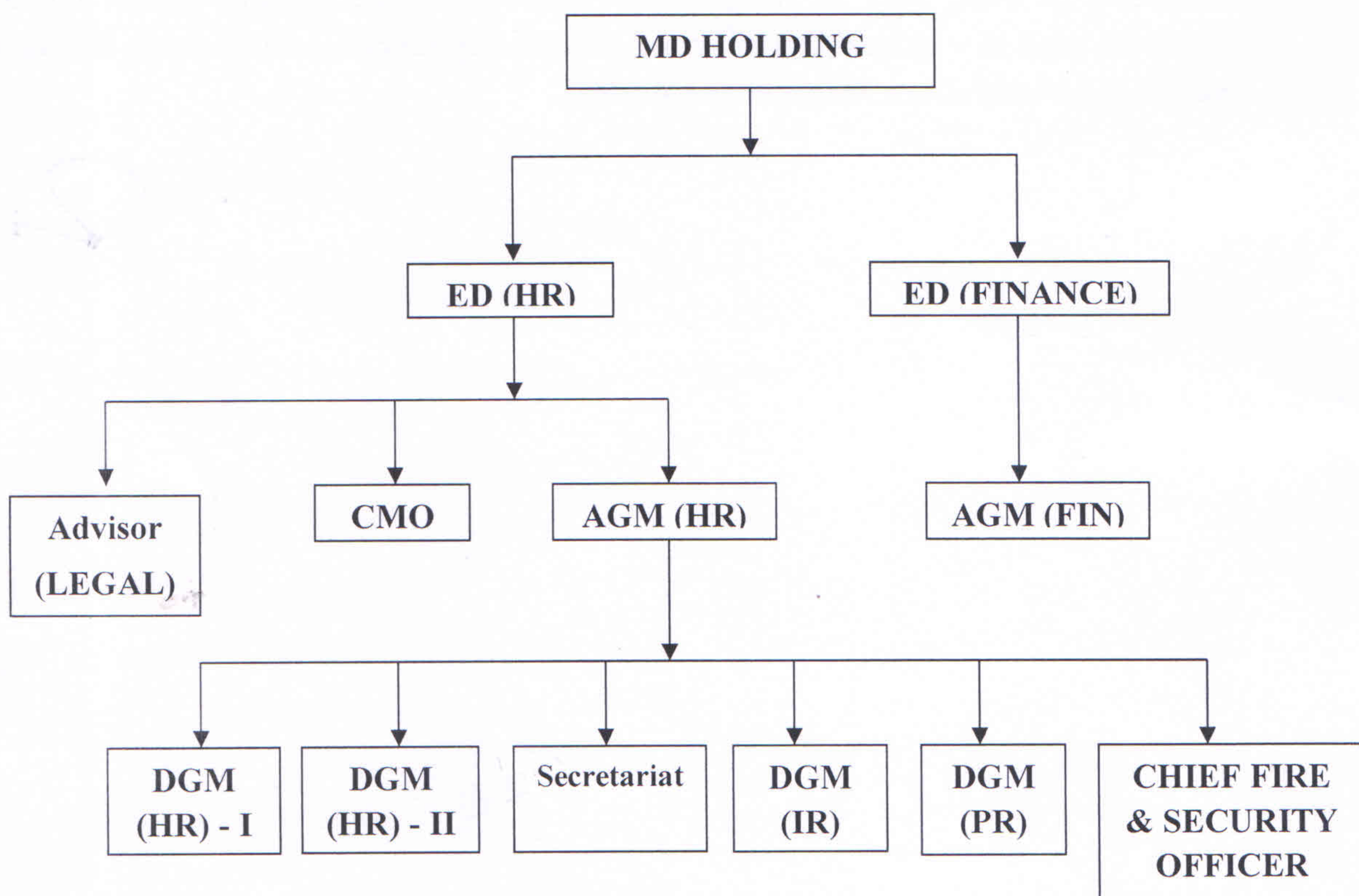
The Manager (F&A)-I, O/o ED (Finance), CSPHCL shall be the officer-in-charge and shall be responsible for implementation of Audit work. Any guidelines required during execution of audit may be taken with Officer-In-charge through phone no. 0771-2574369, mail id – rk.tanti@gmail.com. Further any function clarification during audit may also be taken from Manager (F&A)-II.

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List of offices of CSPHCL FOR WHICH INTERNAL AUDIT IS TO BE
CONDUCTED FOR THE FY 2015-16.

1. O/o ED (Fin.), CSPHCL, Dangania, Raipur
2. O/o ED(HR), CSPHCL, Dangania, Raipur including its subordinate offices located at the same premise viz. DGM(HR-I)/ DGM(HR-II)/ DGM(HR-S) /Advisor (Legal)/DGM(PR)/DGM(IR)
3. O/o CMO, CSPHCL, Dangania, Raipur.
4. Organisation chart of CSPHCL.

Organisation Chart



SCOPE OF WORK

As per requirement under the provisions of Section 138 of Companies Act 2013 read with Companies (Accounts) Rules, 2014 CSPHCL intends to appoint CA/CWA Professional Firm as internal auditor for carrying out internal audit of offices of CSPHCL as indicated under **Annexure-I(d)**. The Scope of internal audit assignment for different offices shall be as under :-

1. SANCTIONS & BUDGETS

- i) Examining budget allocated to various offices as well as its utilization.
- ii) Verifying that spending are within the budget allocation in case of excess spending its regularization.

2. CONTRACT AGREEMENTS /WORK ORDER/ PURCHASE ORDER

- i) Checking Tender Registers, Comparative Statements, Contractors' Bill Registers.
- ii) Scrutinies of various work/purchase orders and examining whether necessary Administrative approval have been obtained. Competent Authority to sanction the Contract & amendments issued, if any, and its approval.
- iii) Examining various contracts for reasonability of rates and Budgeted Provisions.
- iv) Scrutiny of supply of manpower contracts/outsourcing/ vehicle hire contracts.
- v) Checking of Payment against various orders as per Contract Agreement.
- vi) Checking for delay in supply and resultant recovery of penalty charges etc..
- vii) Waiver of penalty charges by Competent Authorities to be critically reviewed with reference to the existing circumstances.
- viii) Checking that purchases are made within powers as per Delegation of Power.
- ix) Payment made against P.O. to be checked with reference to Payment Clause and in case of deviations whether approval accorded by competent authority.

3. ESTABLISHMENT- SALARIES & WAGES

- i) Test Checking of Pay Bills with reference to rules & Proprietary aspects- Verification of Wage Sheets, Attendance Records- particularly of Leave Salary/ & other Allowances & Accounting of leave records. Test checking of Payment of Statutory Deductions & their timely deposits.
- ii) Calculation & Accounting of Interest on Loans & Advances & its recovery as per applicable rules.
- iii) To check the deductions made in salary account and timely deposits with requisite authority.
- iv) To check the fixation of pay on general revision of pay scale/grant of time bound/devised promotional scale.
- v) To check any kind of arrear given to the employees.

4. Cash & Bank

Verification of Cash Book & its Auditing, Bank reconciliation, Accounting of Stale Cheques, and Dishonour of Cheques.

5. STATUTORY COMPLIANCES

- i) Compliance of Accounting Standards and provisions of the Companies Act, 2013 as applicable to CSPHCL from time to time.
- ii) Compliance of Income Tax Act viz. deduction of tax at source at the time of payment towards salaries, Rent, Consultancy charges, Professional fees, etc.
- iii) Appropriate recovery under various laws and its timely deposit with appropriate authorities and filing of returns.
- iv) Violations of any other law e.g. non-payment of wages as per Minimum Wages Act, ESI recovery & timely remitting of P.F by contractors for which Company is responsible as a Principal Employer.
- v) Recovery and deposit of GST.
- vi) Comments on the adequacy of internal control procedure commensurate with the size of the company and the nature of its business,
- vii) Monitoring and Comments on compliance report submitted by the individual office for previous Internal Audit Reports pending IRs/Paras, if any.
- viii) Auditors shall also attend to any other work specifically assigned by the Management/Audit committee or commented by the statutory auditors in their report (CARO) regarding Internal Audit.

