

DAMODAR VALLEY CORPORATION

Office of the Sr. General Manager (F&A)-Internal Audit.
6th Floor,DVC Tower, VIP Road :: Kolkata-700 054
Phone:033 66072648/66072650
www.dvc.gov.in
Email id: hod-internalaudit@dvc.gov.in



NOTICE INVITING REQUEST FOR PROPOSAL

RFP DOCUMENT

FOR EMPANELMENT OF OUTSOURCING OF INTERNAL AUDIT

RFP NOTICE.NO: SR GM (F&. A)/IA/Outsource /2025-26/-1146 DATED: - 2 8 . 0 4 . 2 5

SR GM(F&A)-IA

CONTENTS

<u>Sl No.</u>	<u>Description</u>	<u>Page</u>
1.	Details of RFP – SECTION -1	3-33
2.	Technical Bid & Professional Cum Price Bid – SECTION -2	34-38

SECTION – 1

NOTICE INVITING REQUEST FOR PROPOSAL FOR EMPANELMENT OF OUTSOURCING OF INTERNAL AUDIT

Damodar Valley Corporation (DVC), established under the Act of Parliament in 1948, is a statutory Corporation primarily engaged in power generation, distribution, and transmission, including hydel and solar power generation, in the states of Jharkhand and West Bengal having annual turnover of Rs 25,575/- Crore (FY 2023-24), invites Request for Proposal (RFP), in sealed envelope, from experienced, reputed professional Partnership firms/LLP of Chartered Accountants/Cost Accountants with specialization in Internal Audit in Power Sector for empanelment & conducting Internal Audit in DVC Power Plant at RTPS, Raghunathpur & DSTPS (Andar, Durgapur). Interested firms/LLP after ensuring fulfilment of all the required and other criteria as specified in this RFP documents may submit duly filled up proposal in sealed envelope only as per the prescribed format and addressed to **"The Senior General Manager (F&A) - Internal Audit, DVC,6th Floor, DVC Tower, VIP Road ,Kolkata -700 054"** so as to reach within due date & time of **27.05.2025 up to 16:00 Hrs.**

1.0 Key Dates:

The Schedule of issue, submission and opening of RFP documents are given hereunder:

SI No	Action	Date and time
1	Issue of RFP document.	RFP documents to be downloaded from the DVC website at www.dvc.gov.in and websites of ICAI /ICMAI on and from 29/04/2025.
2	Pre-RFP Queries from intending Bidder and Pre-Bid Discussion	That should be sent to email : hod-internalaudit@dvc.gov.in within 09/05/2025 up to 15:00 Hrs. and pre-bid discussion will be held on 14.05.2025 at 12 Hrs at Conference Hall,DVC Tower.
3	Last Date & Time of submitting completed RFP i.e Technical Bid (Part -I of the RFP) & Price Bid (Part -II) together with documents as stated in this notice.	At the office of " The Senior General Manager (F&A) - Internal Audit, DVC,6th Floor, DVC Tower, VIP Road, Kolkata -700 054" within due date of 27.05.2025 up to 16.00 Hrs.
4	Opening of Technical Bid (Part-I of RFP)	At Conference Hall ,Accounts Department, 4th Floor, DVC Tower, VIP Road, Kolkata -700054 on 28.05.2025 at 12:00 (Noon).
5	Opening of Professional Cum Price Bid (Part-2 of RFP)	Shall be opened subsequently with prior intimation to Technically qualified bidders.

*If any “strike “or holiday falls on any of the scheduled date the next working day (between mentioned working hours) shall be considered as scheduled date and schedule time

2.0 THE BROAD OBJECTIVE OF INTERNAL AUDIT :

The scope of Internal Audit encompasses the examination and evaluation of the adequacy and effectiveness of the organization's financial reporting system, risk management processes system of internal control, regulatory compliance and governance and includes:

- Monitoring the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information.
- Monitoring the systems established to ensure compliance with policies, monitoring regulatory compliances pertaining to fiscal environmental & safety, labour laws and procedures, and Regulations laid down by Management.
- Monitoring the means of safeguarding assets, and as appropriate, verifying the existence of such assets.
- Monitoring and appraising the economy and efficiency with which resources are employed.
- Highlighting significant variations with targets plans of different operational units.
- Monitoring and evaluating the effectiveness of the organization's risk management system.

3.0 SCOPE OF INTERNAL AUDIT :

The Internal Auditors shall have to review the systems, procedures, transactions, sanctions, internal financial control, operations and all areas including cash and bank transactions, Loans to employees and other Loans, Contracts, Purchases, Material with contractors including issue and consumption details, Operation & Maintenance of Plant ,Fuel Management, Establishment records both in F&A and HR Department including payroll, all subsidiary ledgers relating to employees including allowances and all aspects relating to township, CSR ,Canteen, Director Bungalow, Guest House, establishment expenses, other expenses, depreciation, gratuity, Annual Incentive System, HR dept. (Policy, Leave, Retirement Benefits, Rajbhasha etc.), Fixed assets register, Stores Management, current assets, advances to contractors/suppliers, capital work in progress, Expenditure during construction, review of Books of accounts etc.

4.0 MAJOR AREA TO BE COVERED DURING INTERNAL AUDIT OF DVC PROJECTS AT RTPS & DSTPS :

SI No	Areas
01	Works including O&M Contracts (Pre-award and Execution)
02	Procurement & Works (Pre-award and Execution)
03	Construction Contracts (Pre-award and Execution)
04	Finance & Accounts
05	Human Resources
06	Stores
07	Operation & Maintenance
08	Fuel Management
09	Ash Management
10	Environmental Management and Pollution control (EM&PC)
11	Township, Guest House, Hospital
12	Estate, Land & Building
13	Corporate Social Responsibility (CSR)
14	Testing of the Internal Control/Internal Financial Controls (IFC)
15	Review of Implementation of system and procedure of DVC
16	Verify and comment upon the compliances of Statutory provisions by auditee units.

DVC maintains Books of Accounts as prescribed under the DVC Act. The Books of Accounts maintained in Enterprises Business Application (EBA). The illustrative list of Key Modules in operation is as under.

Functional Departments	EBA Modules in DVC
Operation	ONM Module
Finance	Finance Module
Accounts	Accounts Module
Human Resources	ESS Module
Store	Inventory Module
Contract Services and Materials Management	CMM Module
Employee Salary	Payroll Module
Bills Processing	MM Accounting Module
Fuel	Fuel Module

Ash	Ash Management Module
Project Construction	Project Module

5.0 EXTENT AND COVERAGE OF INTERNAL AUDIT :

	Particular		In each Phase
I.	Works contracts (Pre-award and Execution)	Audit of Works including O&M contracts (pre-award and execution) (a) Contracts with value up to Rs.10 lakhs (b) Contracts with value above Rs.10 lakhs	50% 100%
II.	Procurement (Pre-award and Execution)	Procurement (pre-award and execution): (a) Contracts with value up to Rs.10 lakhs (b) Contracts with value above Rs.10 lakhs	50% 100%
III.	Procurement & Works (Pre-award and Execution)	Verification of contract/PO awarded on nomination basis	100%
IV.	Finance & Accounts	(i) Accounts-Vouching of all accounting documents (cash/bank/ JVs etc.)	50%
V.	Finance & Accounts	Verification of bank reconciliation statements of all banks for all months including pending entries in the BRS	100%
VI.	Finance & Accounts	All Section of F&A Department (a) Payments to employees/ vendors (b) Review of all ledgers (General Ledgers, Vendor- ledgers etc.) and release/recovery of advances, Security Deposit, Earnest Money etc.	50% 100%
VII.	Human Resources (Admin & Establishment)	HR Dept. Establishment covering Leave records, LTA records, and payment of all types of advances to employees and recovery from employees, pay fixation, Training, School, Director Bungalow/ Guest House, settlement of retirements benefits, Payment of Lum sum Compensation, Legal Cases, Allotment of Accommodation and other areas.	75%
VIII	Stores	Stores Department viz. Documentation and Procedure and Controls over Material receipt, issuance & consumption booking procedures, Inventory valuation, scrap disposal etc. ► More than Rs. 50 Lakhs value ► Rs. 25 Lakhs to 50 Lakhs	100% 75 %

		► Less than Rs. 25 Lakhs	50 %
IX	CSR	Verification of CSR expenditure (i) For Works Annexure- I (ii) For Works Annexure -II	50% 100%
X.	Estate	(i) Recovery of License Fees & Electricity Charge to employees and outsiders and its outstanding status (ii) Agreement with outsiders for allotment of Quarter /Land /shop to outsiders (iii) Unauthorized occupation of DVC properties (iv) Land: Verification of Title Deed and Mutation etc. (v) Leasing of quarter/land	100 % 100 % 100 % 100 % 100%
XI.	Significant Audit Areas	Significant Areas are also to be verified, and deviations are to be reported in Detailed Part of Audit Report (i) Reconciliation status with the Coal Co. & Railway (ii) Ash utilization and disposal (iii) CAPEX/Add Cap.	100% 100% 100%

6.0 INTERNAL AUDIT FRAMEWORK :

The internal audit function at DVC operates within a complex and extensive scope, necessitating ingenious audit execution. To facilitate this process, internal audit activities are guided by:

a. Primary Audit Manuals

1. Internal Audit Manual (Vol. 1 & Vol. 2): Prepared by KPMG in October 2013.
2. Standard Operating Procedures (SOP) of Internal Audit: Updated in 2023.

b. Supporting Documents

The following documents (non-exhaustive list) form the foundation of internal audit:

1. Works & Procurement Manual 2022
2. Stores Manual
3. Safety Manuals 2022
4. Ash Policy 2018
5. CSR Policy 2022

6. Promotion Policy 2022
7. Transfer Policy 2016
8. Record Retention Policy 2021.
9. Mobile Phone and Handset Policy 2024
10. Group Medclaim Insurance Policy 2015
11. Transport Policy 2016
12. Laptop Policy 2022
13. Vehicle Disposal Policy 2015
14. DAP 2021
15. DFP Office Establishment 2013
16. DFP- Generation & System (O&M) 2021
17. DFP-Construction Wing, 2021
18. DFP-Contracts & Material Dept. 2021,
19. DFP & DAP in respect of Commercial Department – 2018
20. DFP of chairman, Member - secretary, Member - Technical, Member – Finance 2020
21. DFP Medical Establishment 2012
22. DFP-Civil Engineering & Soil Conservation - 2021
23. SOP for Hiring Vehicle for officials of DVC
24. SOP for Fuel Management, w.e.f. June 2019
25. DVC's Office Memorandum), Office Circulars (OCs) & SOPs issued from time to time

7.0 REPORTING REQUIREMENTS :

Report of Internal Auditor

DVC financial statements are prepared on accrual basis of accounting under historical cost convention in accordance with generally accepted accounting principle in India and the relevant provision of the DVC Act, 1948. The accounting and operation are recorded and controlled on different modules of EBA as under :

- Accounts Module
- Finance Module
- Pay Roll Module
- Fuel Module
- CMM Module
- MM Module
- O&M Module
- ESS Module

- Ash Management Module
- Project Module

On completion of Audit of the respective Audit unit of each phase, the following steps should be followed before finalization of the Audit Report and the partner of the firm/LLP should meet and discuss the audit observation:

- (i) The Preliminary audit observation shall first be discussed with the Sectional head of Audit unit along with the Project Head in co-ordination with local Finance.
- (ii) Pursuance to the above, the preliminary Audit observation of the respective audit units shall be prepared.
- (iii) Audit observation of the respective preliminary Audit shall be discussed with the Head of Internal Audit HQ before the final report. Audit Report required to be submitted in T-Format along with the soft copy (i.e MS word file) within the time line specified in clause 8.0 of RFP .Time is the essence of the audit, to be complied strictly.
- (iv) The audit report thus compiled shall be structured as outline hereunder and be divided into six separate parts, namely:

Part-I Introduction of Audit Units:

Name of the Audit unit	
Name of Officer in charge of Audit Unit, Designation, contact no, email.	
Audit Period Covered	
Duration of Audit	

Part-II Compliance and Report:

This part shall cover the comments of the Auditors on the adequacy of the compliance and action taken for rectification of errors/discrepancies pointed out by previous auditor pertaining to earlier phase and also Phase-I of the current year. It shall also contain the confirmation regarding the implementation of policies, systems, controls etc. to avoid the recurrence of such irregularities in future. It may be ensured that the compliance report on audit observations pointed out in reports relating to earlier audits is made and corrective actions taken on those points are furnished in the Audit Report. In other words, it may be ensured while conducting the audit, compliance report of the audit observations pointed out in the earlier report of preceding period, is furnished along with the corrective action taken.

Part-III Executive Summary/ Important Observations / Findings:

This part shall contain all such significant discrepancies observed during the current Audit and the observations in which the auditor feels the immediate attention of management specifying the financial implications, if any. In this part Auditor shall also bring out the important deviations/observations from policies, systems and procedures of DVC.

PART IV Report on Effectiveness of Internal Control / Internal Financial Control System

Internal Controls are key check points for effective working of an organization. The Internal Auditors are required to comment on the adequacy and effectiveness of internal control including documentation and adherence to DAP/DFP pertaining to assigned audit units.

The Auditors are required to include their findings in Part-IV of their report with respect to the effectiveness of internal controls/Internal financial controls.

PART V- Report on Contracts/Purchase Orders placed on Nomination basis:

Internal auditors will report separately on Contracts/ Purchase Orders (POs) placed on Nomination basis. The format for such reporting is included in the statement below which may kindly be adhered to.

Sl No	Name of Work	Name of awarded party	LOI No/WO No & Date	Awarded Value (Rs.)	Policies & Procedures for award of contracts has been adhered to (Yes/No), if No, state the reasons

Part VI- Detailed Report:

In this part, the Auditor shall furnish the detailed results of the Audit and Auditors confirmation whether DVC system /guideline/propriety has been adhered to in the areas viz. works including O&M contracts, procurement, operation, establishment records in Finance & HR, establishment expenses, other expenses, Depreciation ,Fuel, maintenance of fixed assets register, current assets, capital work in progress, expenditure during construction, mandatory spares, stores, review of accounts, township, CSR, DB/Guest House and provision of liabilities etc.

The report should be supplemented, in each Phase, by a statement indicating:

(I) A statement indicating the audit personnel deployed (designation) including the visits of partners and the period of audit for each audit unit. The partner is expected to carry out the audit by himself so that the entire scope is covered in a systematic manner and to facilitate the reporting as per requirement.

(II) The report should be furnished for the whole project containing all audit unit/office separately.

Submission of Audit Report:

The Audit Report to be submitted to the Internal Audit Department, DVC, HQ, Kolkata.
Soft copy of report also be sent /mail to: hod-internalaudit@dvc.gov.in

8.0 TERMS OF REFERENCE OF INTERNAL AUDIT :

The terms and conditions for conducting Internal Audit in DVC Power Plants at RTPS & DSTPS are indicated hereunder: -

Period of Internal Audit:

Internal Audit shall be conducted in 2 phases.

Phase - I covering April to September and Phase- II covering October to March.

The commencement of Phase - I Audit will be on/around **15th September** and Phase - II will be on/around **16th March**.

The reports for Phase - I & II are to be submitted by 14th October and 15th April respectively, which may be modified as per requirement with mutual consent.

Audit Team:

Auditors should deploy suitable teams for undertaking the audit, after a thorough perusal of the requirements of the appointment letter, terms and conditions contained therein and the Detailed Guidelines for Internal Audit, ensuring that the size of the audit team is commensurate with the size of the auditee unit and the volume of work involved. The Head of Finance/ Site-in-charge of the Unit will coordinate with the Audit Team for the smooth functioning of the audit.

It should be ensured that the audit team is headed at all times by a Chartered Accountant /Cost Accountant (who may be a Partner). Adequate number of man-days are needed to be devoted at site by the Firm/ LLP in each phase of audit.

AUDIT REPORT:

The auditor should give report for each Phase as per the requirement of clause 7.0

Estimated Mandays & Audit Fees:

Estimated Man-days for Audit & Audit Fees for Audit for each unit/station are given in **clause 9 of RFP**.

9.0 LISTS OF AUDIT UNITS AT RTPS AND DSTPS, ESTIMATED MAN-DAYS FOR AUDIT AND AUDIT FEES:

9.1 Tentative Audit Units to be covered :

RTPS, Raghunathpur, West Bengal :

SI No	Name of Audit Units		SI No	Name of Audit Units
01	Coal Handling Plant (CHP)		15	CSR (SIP)
02	Ash Handling Plant (AHP)		16	Safety & CISF (Fire)
03	Electrical Maint.		17	CISF (Security)
04	Boiler & aux		18	C&M Section
05	Coal Mill Maint		19	O& E Section
06	TG & Aux		20	C&I Section
07	Civil Power House		21	Operation & Chemical Lab
08	Civil (Colony & Addl. Construction)		22	BOP Section

09	Fuel Section		23	MPC, Con Monitoring & FQA
10	FGD Section		24	Estate Office
11	Finance Office		25	IB & DB
12	Admn. Office		26	Dispensary
13	Stores		27	Hindi Cell
14	EM & PC Deptt		28	Industrial Canteen

DSTPS,Durgapur ,West Bengal :

SI No	Name of Audit Units	SI No	Name of Audit Units
01	Coal Handling Plant (CHP)	14	CSR (SIP)
02	Ash Handling Plant (AHP)	15	Safety & CISF (Fire)
03	Electrical Maint.	16	CISF (Security)
04	Boiler & Coal Mill	17	C&M Section
05	TG & Aux	18	O& E Section
06	Civil (Power House)	19	C&I Section
07	Civil (Colony)& Addl. Construction	20	Operation & Chemical Lab
08	Fuel Section	21	MPC & Con Monitoring & FQA
09	FGD Section	22	Estate Office
10	Finance Office	23	Dispensary
11	Admn. Office	24	Hindi Cell
12	Stores	25	Industrial Canteen
13	EM & PC Deptt	26	Water Package

9.2 ESTIMATED MAN-DAYS FOR AUDIT AND AUDIT FEES:

S.No.	Audit Units	No. of units	Estimated Man days			Estimated Fees- INR
			PA	QA	Assistant	
01	RTPS, Raghunathpur, West Bengal	28	16	34	49	5,59,982/-
02	DSTPS, Andal,Durgapur, West Bengal	26	15.5	32	47	5,35,821/-
	Total	54	31.5	66	96	10,95,803/-

Estimated Audit Fees are excluding GST.

PA: Partner

QA: Qualified Assistant

10.0 PAYMENT OF AUDIT FEES:

All payments would be claimed by the Firm from DVC on being due and would be accepted for payment by DVC based on the satisfactory progress and quality of the work in sole discretion of DVC.

The payment to the Audit Firm under the contract shall be released after achieving the milestones as per the following terms:

50% Payment	After successful submission of the Audit Report for the first six-month period 01st April to 30th September, and acceptance thereof by DVC.
50% Payment	After successful submission of the Audit Report for the period from 01st October to 31st March and acceptance thereof by DVC.

The Audit Firm shall raise the invoice after successful submission of the Audit Report and acceptance thereof by DVC for each phase of audit in respect of each project.

Invoice to be raised to Internal Audit Department, DVC, HQ, Kolkata.

The paying authority is Sr Manager Fin., DVC, Kolkata.

11.0 Instruction and Checklist to be submitted by Internal Auditor:

The Internal Audit Manual and SOP for the Internal Audit and the appointment letter should be thoroughly seen by the Internal Auditor before the start of audit. The auditor shall also report & review the following areas wherever applicable.

1	Compliances of Corporation's Guideline issued time to time
2	Examine whether the Accounting treatment for accounting Plant & Machineries, Furniture & Fixture, O&M Cost, Other Income & Scrap Sale are in line with the accounting policy.

Common Checklist:

Check List for Accounts and Finance Office:

Check List Pension Section:

1	Settlement of Pension file – Checking of calculation of pension, Gratuity and commuted pension.
2	Settlement of Family Pension file – Checking of calculation of family pension.
3	Recovery of excess payment of pension in the case death of pensioner/Family pensioner.
4	Settlement of pension under NPS scheme – Death in during service.

5	Statutory and Tax compliances.
6	Method – II settlement of pension with respect to Pay Revision

Check List of Fund Section:

1	Settlement of NPS – Time taken for settlement after superannuation
2	Settlement of final GPF – Sanction order timely issued or not.
3	NPS Subscription – Checking for time taken for deposit to NSDL.
4	Investment of GPF amount – Checking of time-to-time investment with best rate of return.
5	Settlement of amount received from NSDL in the case of conversion from NPS to OPS.

Check List of Establishment Section:

1	Adjustment of Temporary Advance – Time taken for adjustment.
2	Recovery of Medical advance for medical treatment in Tie-up Hospital – In admissible amount whether recovered or not.
3	Deposit of TDS Income tax on salary – Remitted within schedule time or not and also Quarterly /Annual return submitted in schedule time or not.
4	Settlement of EGSLIS claim - Time taken for settlement.
5	Settlement of arrear pay revision bill – Time taken for settlement.
6	Settlement of Leave encashment for retired employees.
7	Timely issuance of Form – 16.
8	Checking of pending pay anomaly cases.
9	Checking of different employee claim bills (Medical Bills, TA/DA Bills, LTA Bills, Leave Encashment Bills etc.)

Check List of Works Section:

1	Checking of Measurement Book for civil works.
2	Whether Contract agreement is submitted before commencement of works/services as per terms and conditions of the work order.
3	Whether BG is submitted or not wherever it is applicable as per terms and conditions of the work order.
4	EPF & ESI compliance obtained or not.
5	Proper recommendation of the user section is available or not
6	No Objection Certificate (NOC) in the prescribed format before release of final bill is obtained or not.
7	No Accommodation Certificate (NAC) before release of final bill is obtained or not.
8	Whether FIFO basis is followed or not for processing of bills.
9	Time taken for processing of bills.
10	Recovery of TDS (GST and IT) – Remitted within schedule time or not and also return of GST and IT submitted on monthly/quarterly/yearly in schedule time or not
11	Whether TDS Certificate (on IT and GST) issued in timely or not.
12	Whether retention money and security deposit money properly deducted or not.

13	Whether retention money and security deposit money returned or not as per terms and conditions of the WO.
14	Whether LD deduction is made or not for delay in completion of service as per terms and conditions of the WO.
15	In case of extension of period accordingly revised BG with extended period is submitted or not wherever applicable.
16	Whether any bill is pending for want of budget and action thereof.
17	Statutory compliance within schedule time or not.

Checklist for Supply Section:

1	Whether SRIN is prepared by stores section before processing of supply bills – Checking of SRIN.
2	Whether FIFO basis is followed or not for processing of bills
3	Time taken for processing of bills.
4	Recovery of TDS (GST and Section 194 Q) – Remitted within the schedule time or not and Quarterly return submitted in schedule time or not.
5	Advance adjustment – Checking of advance adjustment.
6	Whether LD deduction is made or not for delay in delivery as per terms and conditions of PO.
7	Whether any bill is pending for want of budget and action thereof.
8	Statutory compliance within schedule time or not.

Checklist for Compilation Section:

1	Abnormal Ledger Balance – checking of Trial Balance and identifying adverse balances in Ledger Accounts.
2	Reconciliation of Inter Branch transaction – Checking of reconciliation.
3	Proper booking of Capex Item - Checking of booking.
4	Proper narration in the Journal Voucher like-period of work done nature of payment etc.
5	Whether a new accounting code is created or not for booking new assets and expenditure.
6	Whether finalization of accounts (Quarterly Half yearly and Annual) is made in schedule time or not.
7	Whether expenditure is booked in proper accounting code with correct cost Centre or not.
8	Proper booking of all revenues / expenditure with proper accounting code.
9	Reviewing of old advance & liabilities on regular basis and action taken
10	Maintaining assets register and depreciation schedule
11	Physical verification of fixed assets
12	Timely compliance of statutory matters
13	Test check entries in Ledgers
14	Recognition of prior period items
15	Schedule of liabilities/Advances

Checklist for Treasury Section:

1	Bank Reconciliation Statement (BRS) – Status of reconciliation whether up to date or not.
2	Necessary adjustment entries passed or not on the basis of BRS.
3	Whether intimation sent to the Bank in case of change in authorized signatory.
4	Whether the Bank Guarantee register is maintained properly or not.
5	Whether BG is returned to CMM Section after expiry.
6	Monthly statement of BGs with latest status to be submitted to C&M section.
7	In case of default whether BG has been encashed as per T & C of WO/PO.
8	Whether all the Bank Accounts are in operation or not
9	In the case of non-operative bank account, which is not required in future, the same is to be intimated to the management to obtain guidelines for further closure action.
10	Time taken for deposit of cheque / DD (related to EMD).
11	Holding any liquid cash – checking of average holding of liquid cash.
12	Whether physical verification of cash is done.
13	List of authorized signatories submitted to the bank or not.
14	Deposit of cash collected in other section (like – Hospital ID & DB and Estate office) to the Treasury section within schedule time or not.
15	Checking Fixed Deposit with bank
16	Using Cash Card for payment of imprest, Temporary Advance as per Corporation's policy

Checklist for Establishment Section:

1	Adjustment & recovery of advance payment to employees
2	Adjustment & recovery of inadmissible amount of medical tieup cost from employees & CISF personnel
3	payment of HRA, FCA, overtime, recovery of licence fees & electricity bill etc are as per corporation's policy & rules
4	Deduction & deposition of TDS, Professional Tax in time
5	Filing of TDS & Professional tax return filing and issuing of Form 16 in time
6	Timely issue of LPC & transfer through EBA in case of transfer of an employee to another project
7	Review of employee advance lying unadjusted more than One Month/ Schedule of Employee advance including medical tieup cost
8	Payment of Mobile, Laptop reimbursement, LTA are as per corporation's policy
9	Test checking of TA/DA, arrear pay & medical bill

Checklist for C & M Section

1	Delay in execution of Agreement
2	Delay in Execution of Tendering Process/ Delay in finalization of Tender
3	Status of releasing of EMD of cancelled Tender
4	Abnormal delay in High value tender
5	Submission of SDBG Beyond Stipulated Time/ Non-Submission of SDBG by Contractor
6	SDBG Not Inserted in Payment Terms of NIT/ Work Order
7	Cancellation of high value open Tender/ Cancellation of Contract
8	Tender opened after the due date of opening as notified in NIT
9	ARC extended beyond its expiry without Tendering
10	Violation of guidelines covered in work and procurement manual 2022
11	Procurement of Goods and Services through GEM
12	Work / Purchase /Consultancy Contract awarded on Nomination basis as well as on Single Tender Basis
13	Deviation of NIT in case of Limited Tender Enquiry (LTE)
14	Status of removal of vendor from the enlisted vendor list of DVC
15	Non-Parity between the material description in NIT and the material specification noted in the Purchase Order
16	Non-submission of Regretting letter by the vendor
17	Issuance of Work Order violating the time frame of tendering as per Works & Procurement Manual – 2022
18	Responsibility of C&M as per FQA Manual
19	Lack of Internal Control for purchase of mandatory spares & initial spares
20	Penal action pending against Contractor
21	Reason of foreclosure
22	Imposition of LD Clause on account of delay in delivery/execution of work
23	Deviation of payment term and performance of the vendor
24	In-Principal Approval
25	All the parties selected for tendering having valid labor license, EPF, ESI, GST registration, business certificate from Municipality/Panchayat
26	Prepared comparative statement for bid evaluation, if there is any deviation taken by tenders has been considered in the statement
27	justification and reason, where lowest bidder in respect of commercial & technical parameters has been overlooked
28	DFP has been used at all stages of tender procedure- i.e at the time of administrative approval, calling for tenders, formation of tender committee, calling for negotiation, contract award etc.
29	Whether alternative vendors are identified for key items to avoid dependency on single vendor
30	In case of proprietary & standardized purchase, Comments on rate reasonability against and following procurement policy
31	Proprietary Article Certificate (PAC) is as per Work & Procurement Policy.

32	Items purchased repeatedly in Financial Year and reason for not purchasing in more numbers to achieve economy of scale
33	Procurement is done as per technical specification
34	Justification against single tender with details records

Checklist for Fuel Section

1	Coal Procurement: FSA Quantity from different mines
2	Mode of Coal Transport
3	Types of Coal rake
4	Status of GPS system for Road Transport
5	Whether Weight Registrar Maintained (Hard Copy / EBA)
6	Road Weigh Bridge status at Unloading End/ Plant
7	Rail in Motion Weigh Bridge status at Unloading End/ Plant
8	Whether Shortage by Road is recoverable from Transporter
9	Whether Boulder/ stone weight by Road transport is recoverable from Transporter
10	Challan Weight is taken when Weigh bridge not working Mention period, if any
11	An unweighted wagon is received at DVC end, if any
12	Boulder/ Stone Size greater than 250 mm is recoverable from CIL
13	Whether Carpet Coal is maintained at zero value
14	Physical verification of stock
15	Whether stock register maintained on a daily basis (hard copy/ EBA)
16	Moisture adjustment carried out
17	Whether Physical stock and book stock reconciled at the time of survey
18	Form-15 – analysis
19	Status of auto coal sampler
20	Gravimetric Meter reading at Operation Control Room is recorded on a daily basis
21	Belt Weigh meter reading at CHP control Room is recorded on a daily basis

Miscellaneous Checklist related to Fuel Section

1	Reconciliation with Railway
2	Reconciliation with Coal Companies
3	Status of Coal Mill Reject & Stock, if any
4	Dozer, Pay Loader contract - running hour calculation
5	Budget Provision (BE/RE)
6	Status of Temporary Advance utilization
7	W.O Details: Description, No., Date, value, Extension Period etc.
8	Status of New Proposal for W.O, if any
9	Agreement made as per W.O T&C

10	High Demurrage Cost and Engine Detention Charge (EDC)
11	Transit Loss
12	Status of CCTV at Rail-in motion weigh bridge and road weigh bridge
13	RFID for road weigh bridges, if any
14	GPS System in road transport
15	Reason for delay in unloading work of Railway Wagons
16	Yard Management for Coal Stock
17	Grade slippage data
18	Delay in receipt of test report done by CIMFR
19	Renewal of Explosive License for Bulk Storage of LDO & HFO
20	Supply of muddy and sticky Coal along with oversize coal
21	Disputed dues – if any
22	Evaluation of Missing and unconnected Wagons & Claim Settlement
23	Coal Mill Rejects
24	Non-Deduction of Penalty
25	Procurement of diesel for LOCO, if any
26	Unloading of fuel oil & storage

Checklist for Hospital / Dispensary

1	List of Doctors, Para medical staff etc.
2	W.O details: Description, No., Date, value, Extension Period
3	Agreement made as per W.O T&C
4	Repeated/Extension of Work Order (No. of time/month before fresh Contract)
5	Nomination basis W.O/ contract, if any
6	Short Closure/ Termination of Running Annual Rate Contract (Reason/ Justification etc.)
7	Cash Purchase through Temporary Advance
8	List of Equipment/Instrument
9	Equipment/Instrument lying idle (good condition but unused)
10	Equipment/Instrument- unserviceable/damaged/ non-repairable etc
11	Equipment/Instrument- calibration status
12	Expired Medicines
13	Records of treatment of non-DVC patients & revenue collection & deposition to Accounts
14	Vehicles/ Ambulance used
15	Number of Imprest account and its utilization
16	Temporary Advance and its utilization
17	Physical Stock verification
18	Bio -Medical Waste management
19	Safety Audit/ occupational health audit Compliance
20	Occupational Health Check up
21	Physiotherapy - regarding

Checklist for HR Administration including School, Security & Canteen

1	DVC Schools: teachers & contractual, students, yearly expenditure & collection, cost benefit analysis etc.
2	Non-DVC Schools: Compliance as per Agreement/MOU
3	List of unauthorized absence of employees.
4	EPF, ESI related issues
5	Court cases/Arbitration including quarterly progress report of all court cases/ arbitration is put up to the management
6	Training Details of the employees.
7	Compliances related to factory canteen, housekeeping & clearing of canteen premises, Maintenance of Inventory register, display of rate chart
8	Biometric attendance status
9	Cash Purchase through Temporary Advance
10	W.O Details: Description, No., Date, value, Agreement, Safety MOU
11	Repeated/Extension of Work Order (No. of time/month before fresh Contract)
12	Theft Case in colony & plant, if any & reported to Management & FIR Lodged
13	Gratuity Insurance Claim, if any
14	Number of Imprest account and its utilization
15	Temporary Advance and its utilization
16	Physical verification of stock
17	Safety Audit/ occupational health audit Compliance
18	Employee Welfare
19	Function as one establishment as per O/o of Corporation
20	Up dation of Service book- Leave records, pay records, promotion & pay fixation etc.
21	CLIMS Compliances (Attendance of contractual employee)
22	Compliance related to Security agency as per the agreement

Checklist for Maintenance Sections (CHP, AHP, AUX, Boiler, Coal Mil, Electrical, TG, C&I, Chemical Lab, Operation & Maintenance, BOP, PWS, OPH)

1	W.O Details: Description, No., Date, value, Extension Period for the last 2 yrs.
2	New Proposal initiation (before 6 months) for W.O, if any
3	Agreement made as per W.O T&C
4	Submission of Security Deposit cum bank guarantee, deduction of Retention Money etc.
5	Statutory Matter- TDS, GST, EPF, ESI, Labour welfare Cess etc.
6	MOU as per Safety Clause: User Section Safety Deptt. & Contractor
7	Repeated/Extension of Work Order (No. of time/month before fresh Contract)
8	Nomination basis Order if any
9	Departmental Estimate as per W&P Manual
10	Short Closure/ Termination of Running Annual Rate Contract (Reason/ Justification etc.)
11	Spares Lying Idle for More than 5 Years
12	Spares Lying Idle for More than 10 Years
13	Critical spares not yet purchased
14	Mandatory Spares not yet supplied

15	Critical equipment not available for long time
16	Same type of breakdown/ tripping
17	Material rejected but not supplied
18	Short Supply of Material
19	Return of Loan basis material
20	Delay in Supply of Material (LD imposition)
21	Non-Compliance of Manpower of Contractor
22	NTPC/ DVC Technical audit compliance
23	Energy Audit Compliance
24	Safety Audit Compliance
25	Cash Purchase through Temporary Advance
26	Theft Case if any & reported to Management & FIR Lodged
27	Boiler Section – Dark room status
28	Lube oil Filtration machine, if any
29	Preventive Maintenance Status deviation if any
30	Knowledge group meeting of experts
31	Work order/Purchase order issued but not executed by the contractor. Steps taken against the contractor
32	Blocking of blacklisted vendor in vendor master, if any
33	Material purchase on an urgent base has been utilized or is lying in store.
34	Report on variation in rates of a particular item purchase in the period under review
35	Work order/Purchase order amendment are created through EBA
36	Report on utilization of capital spare to commercial and accounts section
37	List of purchase order opened
38	Justification and approval against the variation in Budget and Actual
39	In case of Manpower base Service, verification of attendance sheet as per CLIMS, wage sheet, EPF & ESI sheet by EPF Cell/ HR Department
40	Old cases of releasing Security Deposit etc.
41	Price variation (PV) calculation and in case of negative PV, the same is timely recovered
42	Revision of SDBG/adjustment in retention at the time of releasing Final RA Bill, in case of increase in Work order value/Purchase order Value
43	BG in terms of value & validity
44	Direct procurement from vendor is made through EBA with backup sheet from Store
45	Recovery of licence fees, electricity charges from contractor's bill where quarter is allotted to contractors
46	releasing of Security deposit in time

Checklist for Safety Section

1	Safety Audit Report (Internal, External, Electrical, Earthing)
2	Blood pressure & Vertigo test
3	Procurement of PPE/ PPE stock register
4	Job safety Analysis (JSA) & Hazard identification & Risk analysis (HIRA)

5	Factory Inspector report
6	Pre-employment medical examination of Contractor Labour
7	Statutory testing and certification like lift, EOT Crane, electric hoist etc.
8	Penalty imposed on violation of safety rules
9	Budget utilization.
10	Deployment of safety officer by contractor (1 safety officer for 150 workmen)
11	Disaster Management plan
12	Structure Stability Test Report
13	Eye check-up for hydra, crane operator etc.
14	Compliance of Occupational health examination
15	Compliance of safety training programme
16	Maintenance of Accident register
17	Safety MOU (User Section Contractor & Safety Department)
18	Overhauling area in TG floor & other location need to be barricaded with safety tapes & safety boards displayed at these locations.
19	Using non sparking tools
20	Switchyard, Transformer etc. Protections System
21	Status of Different Fire Extinguisher, Refilling of CO2 extinguisher etc.
22	Number of fire accidents/ near miss report
23	Details of Fire Tender Status
24	Fire Hydrant line to be erected in Highly risky zone
25	Non-adherence of safety inspection clause
26	Provision of keeping First Aid Boxes with valid medicines at sufficient number of locations

Checklist for Stores Section

1	Non-moving items lying idle/unutilized in Stores for long period resulting in blocking of corporation fund.
2	Pending material codification related to any issue.
3	Duplicate coding of same stores items
4	Delay/ Pending Inspection of supplied Materials at stores for a long period.
5	Replacement of Rejected Materials or Rejected items not yet regularized from the end of Stores.
6	Delay/ Pending SRIN relating to supply bills for want of documents.
7	Scrap Disposal: i) Dedicated Scrap yard condition ii) latest scrap sale status iii) Disposal action delayed, if any
8	Short Supply of Materials
9	Loan basis material regularization
10	Materials Without Proper Stores Accounting issued to User Section
11	Vital Equipment Lying in Transporter's Godown.
12	Godown condition.
13	Lack of proper storage
14	Store management for preservation of materials, especially C&I items.
15	Valuable Stores Items damaged due to Rainwater etc.
16	Theft Case (FIR) Pending to be resolved – Status to be sent to HQ on monthly

	basis.
17	Insurance claim, if any
18	Penalty imposed by the transporter on DVC for delay in releasing materials through bank.
19	Material purchase on an emergency basis but not issued (last three years)
20	Procurement of high value material remains unissued lying at Sore
21	Housekeeping contract details of Stores.
22	Lack of Internal Control in Store management
23	Physical verification of store materials
24	Irregularities observed at physical verification report not yet been regularized
25	Pending adjustment for undelivered materials
26	Technical Audit/ third party audit report compliance
27	ORT report exception related to Stores.
28	Hydra/ Crane contract hour meter reading etc.
29	ABC analysis of store items
30	Non-moving items – status to be sent to all other field formation including HQ
31	Hazardous waste management as per statutory norms

Checklist for CSR Section

1	Expenditure on CSR activities are as per CSR policy
2	Activities under CSR Annexure -I & II
3	VDAC register and agenda of VDAC committee meeting
4	Collection of utilisation certificate against payment for Deposit works to Government Agencies
5	Temporary advance & Imprest register, Bills and timely adjustment of Temporary Advance
6	Title deed/land documents for construction of new building etc.
7	Budget utilization.

Checklist for IB/DB

1	In out register for guest of IB/DB are up to date
2	Register of room rent collected from guest
3	Room rent collected from employee and non-employee as per Corporation's policy
4	Using of Digital payment system like QR code
5	work order related to DB/IB including Housekeeping
6	Written communication in support of non recovery of room rent from Corporation's guest
7	Billing for Room rent
8	Maintenance of Inventory register
9	Display of Rate Chart
10	Approval for overstay

Checklist for Capex/Add Cap

1	PO issued for capex items/add cap
2	Capex/add cap bills are processed through EBA
3	Records with justification from concern section is maintained in such format for better claiming of Tariff Benefit
4	Whether allowed for Tariff Benefit as per CERC norms and booked accordingly
5	Capitalization done as per capitalization schedule
6	Depreciation claims as per prevailing rules

Checklist for Estate Section

1	Raising monthly bills (GST bill under RCM) for outside parties other than employee/ex-employee and its reconciliation
2	Charged penal rent from transferred employee retained quarter at old project as well as new project without permission as per Corporation's Policy
3	Charged penal rent from pensioner retaining quarter after normal retention period
4	Action under PP Act 1971 for unauthorized occupancy of property
5	Leasing of property/Quarter to pensioner/outsider
6	Detail of vacant quarters and its advertisement for allotment.
7	Details of quarter allotted and handed over to applicants, but civil work not completed
8	Details of all quarters with recovery status
9	Details of quarter allotted to outsider in continuation of earlier order, than recovery of rent for interim period
10	Agreement made for all allotted property to outsider
11	Mutation completed for DVC property
12	Other Statutory compliance

Checklist for EMPC

1	Ash generation and its utilization for dry fly ash and pond ash
2	Sales of dry fly ash, generation of GST invoice
3	Advance received before dispatch of dry fly ash, adjustment of EMD and its accounting
4	Work order for evacuation of Pond ash, management of ash at Ash Pond
5	Compliance of pollution related norms
6	Recovery of transportation cost from NHAI as per MOU /LOI/Agreement
7	Penalty for not achieving the target ash to be remove from ash pond as per ash evacuation agreement
8	Validity and value of SDBG/joint venture BG submitted by contractors for Ash transportation and evacuation
9	Using of GPS System and payment is made as per records from GPS System
10	Using of Dozer, Pay Loader

12.0 Qualifying Requirement (Eligibility Conditions) :

A. Pre-Qualifying Requirement (PQR):

The bidder should meet the qualifying requirements stipulated herein as under:

I) Qualifying Requirements on Technical Capability:-

QUALIFYING CRITERIA	ELIGIBILITY CRITERIA	Documentary proof to be enclosed for meeting eligibility criteria
TECHNICAL CRITERIA	<p>1) Practicing Chartered Accountants/ Cost Accountants firms in the nature of Partnership/ LLP firms with adequate Internal Audit experience in Power Sector. Should have experience in conducting Internal Audit immediately preceding 5 years from 31/03/2025 in Power Sector. Details of experience in Internal Audit with particular reference to Power sector, to be submitted enclosing copy of Engagement Letter along with terms of reference, type of audit and Completion Certificate.</p> <p>2) Bidder should have at least 3(Three) partners.</p>	<p>1) The bidder shall have to submit necessary documentary evidence in the form of copies of Work Order and/or Contract document. Completed work means the executed/completed portion of LOA/Work Order/, Payment receipt documents with ref. to LOA/WO no. and date or execution certificate with executed value and referred order no. be also considered as a proof of execution even if the works have not been completed in total-ity (subject to furnishing proof of executed value of works in the form of certified copies of RA Bills) or any relevant documents, which is sufficient to proof the work (s) is completed</p> <p>2) Copy of constitution certificate issued by Chartered Accountant of India or Institute of Cost Accountants of India /Partnership</p>

	<p>3) The firm should have a valid PAN.</p> <p>4) The firm should have a valid GSTIN Registration.</p>	<p>Deed/LLP Certificate. Copy of Form 18 of The Institute of Chartered Accountant of India or Form M- 5 From the Institute of Cost Accountants of India to be submitted</p> <p>3) Self-attested copy of valid PAN card to be submitted.</p> <p>4) Self-attested copy of valid GST registration Certificate to be submitted.</p>
--	--	---

II) Qualifying Requirements on Financial Capability: -

1) Average annual financial turnover during the last 03 financial years should not be less than 3,28,741/-

Notes for Financial Capability: -

- Other income shall not be considered for arriving at annual turnover.
- Relevant audited annual accounts for preceding three (3) financial years are to be submitted in support of the financial capability.
- In case where audited results for the preceding financial year are not available, certification of financial statements from a practicing Chartered Accountant/Cost Accountant shall also be considered acceptable.
- In case of tenders published prior to 30th Sept. of the NIT issuing Financial Year, where the Bidder is not able to submit the Certificate from a practicing Chartered Accountant/ Cost Accountant certifying its financial statements, the audited results of the year preceding the last financial year shall be considered for evaluating the financial parameters. Further, a Certificate would be required from the CEO/CFO as per the format enclosed in the bidding documents stating that the financial results of the Company are under audit as on the date of NIT and the Certificate from the practicing Chartered Accountant/ Cost Accountant certifying the financial parameters is not available.

B. Quality and cost-based scoring system:

In the instant Request for proposal (RFP) for outsourcing of Internal audit Work at DSTPS & RTPS Final Selection of bidders will be based on QCBS methodology as follows:-

SELECTION CRITERIA (POINT ALLOCATION) FOR EMPANELMENT OF AUDIT FIRMS/LLPs

Sl No	Particulars	Points to be allocate	Max. Marks	Documents to be submitted
1.	No of completed Years of Establishment of the Firm/LLP as on 31.03.25	1 (one) point per Full Financial year of existence. (fraction of the year will be ignored)	10	Copy of constitution certificate issued by Chartered Accountant of India or Institute of Cost Accountants of India /Partnership Deed/LLP Certificate.
2.	No. of Partners in the Firm who	4 (Four) points for each	20	Copy of Form 18 of The Institute of

	are FCA/FCMA and who have been with the applicant Firm for a minimum period of one year as on 31.03.25	Partner who is FCA / FCMA OR 2 (two) points for each Partner who is ACA / ACMA		Chartered Accountant of India or Form M- 5 From the Institute of Cost Accountants of India to be submitted
3.	Number of partners/qualified assistants (Chartered/Cost Accountants) with CISA / ISA / DISA/DISSA/ Certification in Forensic Accounting and Fraud Prevention /Diploma in forensic Audit from ICAI/ICMAI	2 (two) points per person	6	Copy of Certificate from the Institute of Chartered Accountant of India or Institute of Cost Accountants of India
4.	No. of Qualified Assistants (Chartered/Cost Accountants) employed with the Firm for a minimum period of one year as on 31.03.2025.	2 (two) points per Qualified Assistant	10	Copy of pass Certificated from the Institute of Chartered Accountant of India or Institute of Cost Accountants of India and Copy of appointment offer.
5.	No. of Semi-qualified Assistants (CA-Inter /Cost -Inter) employed with the Firm for a minimum period of one year as on 31.03.2025.	1 (one) point per Semi-qualified assistant	10	Copy of marks sheet from the Institute of Chartered Accountant of India or Institute of Cost Accountants of India and Copy of appointment offer.
6.	Experience of the Firm/LLP in Power Sector as Internal Auditor	5 (five)points per Completed Internal Audit Assignment	25	Copy of engagement order, terms of reference & Completion submitted
7	Valid Empanelment for Internal Audit work in Power Sector	1 (one) point per valid empanelment	4	The bidder has to furnish documentary evidence in support of the claim.
8	Average annual financial turnover during the last 03 financial years	Rs 3,28,741/- to 10,00,000 -8 Points Rs 10,00,001 to 20,00,000 -12 Points Above Rs 20,00,000 /- 15 Points	15	The bidder shall have to submit audited financial report for the last three financial years. (As per 3A(II))
	GRAND TOTAL		100	

Notes of QCBS:-

1. Power Sector experience at SI No. 6 & 7 would mean an entity engaged in generation/ transmission/ distribution of electricity.
2. For the Firms with experience of Internal Audit of entities in private sector must have to submit a certificate to the effect that the 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 year-wise turnover.

Offer evaluation: -

The offers will be evaluated as per the following evaluation criteria:

1. All the valid bids submitted by the bidders must meet the Qualifying Requirement (QR) as mentioned under Clause No. 12A(I) & (II) above.
2. Bidders qualified in Qualifying Requirement (QR) & Techno-commercial compliant as mentioned under Clause No. 12A(I) & (II) above will be considered for their bids to be evaluated through Quality Parameters and Scoring Based System as mentioned above under Clause No. 12(B).
3. In QCBS selection, minimum Qualifying Marks is 70 (seventy) out of 100 (hundred) marks as benchmark for quality of the subject Internal Audit Work as per selection criteria at Clause 12B above.
4. The Internal Audit Firms/LLP obtaining Qualifying Marks are considered technically responsive, and the rest would be considered technically nonresponsive & would be dropped.
5. Financial Bids are then opened for only eligible & technically responsive bidders.
6. Bidders shall be ranked in terms of the Total Score (B) obtained based on the combined weighted score for Quality Score (T) and Cost Score (C). The ratio of weightage towards Quality Score (T) and Cost Score (C) is 70: 30.
7. Based on the Total Score, five highest scoring firm will be empaneled for each project which will be valid for two years.
8. Out of the empaneled firms, firm obtaining the highest Total Score (B) shall be selected & may be considered for placement of order.
9. Total Score (B) shall be calculated in the following methodology:

$$B = (C_{low}/C) \times 100 \times X + (T/T_{high}) \times 100 \times Y$$

Where,

C= Evaluated Bid price of bidder

C_{low} = The lowest of the evaluated bid price among the responsive bids

T = The total marks obtained by the bidder against the “Quality Criteria” among all responsive bids

T_{high} = The highest marks scored against “Quality Criteria” among all responsive bids

X = 0.3 (The weightage for “quoted Price” is 30 %)

Y = 0.7 (The weightage for “Quality” is 70 %)

10. In the event of two or more bids having the same highest Evaluated Bid Score (B), the bid scoring the highest marks against Quality criteria (T) may be considered for placement of order. In case of tie-of points of the firms, criteria of ranking of bidder will be seniority in year continuing as Partnership Firm /LLP and on further tie of Points, number of Partners in Firm/ LLP will be considered. The highest-ranking score qualified firm will be appointed.
11. In case of non-acceptance of awarded audit assignment by the highest scoring empaneled firm, the next higher empaneled scoring firms will be awarded audit assignment and so on.

13. Pre - RFP submission of Queries:

In order to avoid clarification/confusion after opening of bids, Pre-Bid Queries should be sent to email id: hod-internalaudit@dvc.gov.in as to provide an opportunity to the participating bidders

to interact with DVC with regard to various RFP provisions, before the RFPs are submitted.

The Queries should be sent positively by 09.05.2025 up to 15:00 Hrs. and Pre-bid discussion will be held on 14.05.25 at 12.00 Hrs and maximum of two persons per firm may attend the meeting.

Contact Person: Shri Ekramul Haque, Sr Manager Finance ,M No -6202081050
Shri Manoj Singh, Sr Manager Finance, M.No - 9934322482

In case, due to the points/doubts raised by the prospective bidders, any specific terms & conditions which is not a part of the terms and conditions of tender needs to be modified, then the same will be considered for modification.

After Pre-RFP submission Queries, the conditions of RFP will be frozen. No change in conditions of RFP will be permissible after bid opening. All the bidders must ensure that their bid is complete in all respects and conforms to RFP terms and conditions are complied with, failing which their bids are liable to be rejected without seeking any clarifications on any exception/deviation taken by the bidder in their bid.

14.0 Submission of RFP:

The RFP is to be submitted only as per enclosed prescribed format (**refer Section 2 of this RFP documents**) in two parts viz

PART-I: Technical Bid Application Form with all documents

PART-II: Professional Fees Cum Price Bid.

. **The Audit firms intending to participate in the Bid must submit Part-1: Technical Bid in a sealed envelope which should also be marked as "RFP for Internal Audit Empanelment - PART-I" and Part-II: Price Bid Cum Professional Fees in a sealed envelope marked "RFP for Internal Audit Empanelment - PART-II". Both the Part-I and Part-II (separate envelop) should be placed in a cover marked as "RFP for Internal Audit Empanelment - PART-I & Part-II" failing which tender may lead to rejection.**

. First, the cover containing both Part-I and Part -II as stated above will be opened containing two envelopes followed by opening of Part I containing Technical Bid .The sealed envelop marked Part -II will be kept aside till finalization of technical bid.

. The RFP to be submitted in sealed envelope bearing the name & address of the firm submitting the RFP and addressed to "The Sr. General Manager (F&A) - Internal Audit, 6th Floor, DVC Tower Kolkata-700 057"

. The RFP once submitted by the intending firm cannot be revised, modified or re-submitted.

. Submission of more than one RFP from the same bidder shall lead to treating all the offers as non- responsive and will summarily be rejected.

. RFP can be submitted in person/ courier/ registered post so as to reach within the last day & time as mentioned at Sl. No-3 under Clause 1.0 Key date, at the office of "The Sr General Manager (F&A) - Internal Audit, DVC ,6th Floor, VIP Road, Kolkata -700 054 " during the working hours between 10:00 Hrs to 16:00 Hrs on Monday to Friday. Submission of RFP beyond the stipulated last date & time will not be entertained and summarily rejected. DVC will neither be responsible nor shall entertain in receiving any RFP intended for submission beyond the stipulated last date and time.

. RFP sent through fax /email will be summarily rejected.

15.0 Signing of RFP documents:

The RFP only in prescribed format along with the entire set of supporting, documents, papers etc. should be signed by the authorized signatory (ies) mentioning name & designation under common seal of the firm.

Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or person signing the bid.

16.0 Validity of RFP:

The offered rate shall be valid for acceptance for a period of 180 days and shall not be withdrawn or revised on or after the opening of bids till the expiration of the validity period or any extension agreed thereof.

RFP offer made valid for a period less than the required time as stipulated above would be liable to be rejected.

17.0 Period of Engagement :

The period of appointment for conducting Internal Audit shall be initially for one year i.e., for FY 2025-26. However, considering satisfactory work, the appointment may be extended for one more year (i.e FY 2026-27) at the same rate and terms & condition. The DVC reserves the right to extend the tenure or terminate the appointment on account of unsatisfactory performance.

18.0 Penalty Provision:

Delay in completion of Audit: A penalty of Rs. 200/- per day may be imposed on Audit firm in case of any unjustified delay in successful completion of audit work subject to maximum 5% of the Audit Fee.

19.0 NON-DISCLOSURE AGREEMENT:

The Internal Auditor shall ensure that the information obtained during conduct of internal audit or otherwise in respect of the operation etc. of the Unit is maintained in strict confidence and secrecy. **A certificate towards maintaining confidentiality is to be provided by the Internal Auditor at the time of acceptance of Audit assignment.**

20.0 SUB-CONTRACTING:

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

21.0 Dispute Resolution :

Any dispute(s) or difference(s) arising out of or in connection with the contract shall, to the extent possible, be settled amicably between the owner and supplier. In the event of any dispute or difference whatsoever arising under the contract or in connection therewith including any question relating to existence, meaning and interpretation of the contract or any alleged breach thereof, the same shall be referred to the Secretary, CEO of Damodar Valley Corporation, Kolkata-54 or to a person nominated by him for arbitration.

The Arbitration shall be conducted in accordance with the provisions of arbitration and conciliation law 1996 or latest and the decision / judgment of Arbitrator/Arbitrators shall be final and binding on both the parties.

All suits arising out of this enquiry and subsequent purchase order /contract, If any, are subject jurisdiction of Court in the City of Kolkata only and no other Court, when resolution/settlement through mutual discussion and arbitration fails.

22.0 Risk Purchase :

If the Firm/LLP fails to execute the contract up to satisfaction of DVC as laid down in the contract. DVC shall be entitled to get the job executed by engaging next highest scoring empanelled Audit firm for the respective projects and so on or to cancel the contract. The agency shall be liable for any loss/damage which DVC may sustain by reason of such failure on their part.

23.0 General Terms & Condition:

23.1 The price shall be firm and inclusive of all applicable taxes & duties except GST as applicable. While quoting the price, the bidder shall consider all expenses including travelling, boarding & lodging and out of pocket expenditure and not to be claimed separately. No claim for expenditure other than the price quoted will be entertained by DVC on account of the Scope of Work provided in tender. Rate quoted shall be firm & shall not be quoted with price variation clause.

Moreover, the rates should be quoted for each Project separately and accordingly evaluated separately Project wise.

However, arrangements for the local conveyance & accommodation may be provided at Project. Accommodation as well as fooding will be chargeable at nominal rate which is applicable to DVC employees on official duty as follows:-

A1. DVC IB/DB Charges – Rs, 20/- & Rs 10 extra for AC Per Head Per day for accommodation

A2. Fooding Charges will be around Rs. 100.00 per meal.

In case accommodation is not provided by DVC, the reimbursement will be at current applicable DVC TA/DA Rules which is as follows:-

B Accommodation/ Hotel Allowance

For Partner- Rs. 3,750/- Per day per room

For Qualified Assistant- Rs. 2,875/- Per day per room

For Audit Assistant- Rs. 1250/- Per day per room

For the purpose of eligibility of **accommodation charges** the Partners of firm/LLP will be considered as Sr Manager (M5 -Pay level 13), qualified assistant as Asst manager (M2- Pay level 10)) and audit Assistant as OS (Pay level 6 including PG).

The quoted rate in PART-II of RFP (Section II) shall be inclusive of all applicable taxes and duties except applicable GST. The applicable GST should be paid at prevailing rules & rates.

- 23.2 Self-declaration that the bidder should not have been debarred/ blacklisted/disqualified by any regulators/ statutory body in India.
- 23.3 The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt.
- 23.4 DVC reserves the right to accept or reject the proposal at any time prior to award of Contract, without thereby incurring any liability to the Audit Firm concerned or any obligation to inform the Audit Firm concerned of the grounds for the Owner's action.
- 23.5 The Cut-off date for calculation of number of year (s) 31.03.2025 as per QR wherever applicable. Accordingly, any fraction of the year will be ignored for calculating number of years.
- . Based on documents submitted by each Firm against the RFP, the proposal will be finalized as per terms of RFP. All the interested parties should ensure submission of all the details accurately and complete in all respects, as no modification will be allowed after submission of the bid.
 - . Interested audit Firms / LLPs are advised to go through contents of the RFP documents carefully and attach all self-attested copies of the following documents in proper sequence as below:
 1. Registration certificate of the Partnership Firms/ LLPs issued by the Institute of Chartered Accountants of India /Institute of Cost Accountants of India. Information related to registration of Institute, type of partnership firm/LLP, registration number of partnership firm/LLP, date from which continuing as partnership firm/LLP, Head Office & Branch Office(s) addresses, details of Partners, their Membership nos., date of joining, etc. as indicated in the Certificate will be treated as conclusive and final information for evaluation as per RFP.
 2. In respect of Partners, the following documents may also be attached:
 - a) Certificates of ACA/ACMA/FCA/FCMA as issued by Institute of Chartered Accountants of India / Institute of Cost Accountants of India.
 - b) Certificates of CISA / ISA / DISA/ DISSA/Certification in Forensic Accounting and Fraud Prevention /Diploma in Forensic Audit issued by the Institute of Chartered Accountants of India / Institute of Cost Accountants of India.
 3. Member Card/ Identity Card / Membership certificates / Final Pass Certificate / Mark sheet of the Qualified Assistants issued by the Institute of Chartered Accountants of India / Institute of Cost Accountants of India.

4. Certificates/ Mark-sheets of Chartered/ Cost Accountants (Inter) issued by the respective Institutes as evidence of qualifications of Semi-Qualified Assistants.
5. Joining Certificate issued by the Firm/ LLP on their Letterhead, duly sealed and signed for each Qualified Assistants/ Semi-Qualified Assistants
6. Copy of Engagement order/Appointment letter/Performance certificate by auditee for substantiating the experience on Internal Audit in Power Sector Companies.
7. Copy of documentary evidence for valid empanelment for Internal Audit in Power Sector
- 8 Copy of PAN Card.
9. Copy of GST Registration.
10. A cancelled cheque of the Bank account in which the Audit Fee payments will be made in case of appointment.
11. All attached documents must be signed by a Partner with his name and under the seal of the Firm / LLP.
12. The offer for appointment should be unconditional. Conditional offers shall be outrightly rejected.
13. If progress/performance of the audit Firm / LLP is not found satisfactory, DVC reserves the right to terminate the appointment of the firms / LLPs, without assigning any reason whatsoever.
14. DVC reserves the right to debar the Audit Firm / LLP from getting Internal Audit assignments in DVC in the following circumstances:
 - a) If the firms / LLPs obtains the appointment on the basis of false information/false statement at the time of submission of application/documents for the RFP.
 - b) In case the CA/CMA Firm / LLP is debarred by the respective Institute for any reason.
 - c) The Firms / LLPs is found to have sub-contracted the work.
 - d) If the firms / LLPs does not take up audit in terms of the appointment letter.
 - e) If the firms / LLPs does not submit Audit Report, complete in all respect in terms of appointment.
 - f) If the Firm/LLP violate non-disclosure agreement.
15. DVC shall not compensate in any manner for the expenses incurred in connection with preparation and submission of RFP.

SECTION : 2

REQUEST FOR PROPOSAL -Part -I TECHNICAL BID

(PLEASE FILL THE FOLLOWING RFP-I IN BLOCK LETTERS AND PRINT TO SUBMIT)

1. Name of the Partnership Firm / LLP:

Details of the Partnership Firm/ LLP:

(a) Registration of the Institute: ICAI/ICMAI

(b) Type of Partnership Firm: Partnership Firm / LLP

(c) Registration No. of the Partnership Firm / LLP:

(d) Date from which continuing as Partnership Firm
/ Registration of LLP firm (whichever is earlier):

2. Details of Head Office & Branch Office(s):

Head Office:

Address	State/ UT of Head Office of Audit Partnership Firm/ LLP	Contact No(s)/Fax/ Mobile No.	E-mail

Branch Office 1

Address	State/ UT of Head Office of Audit Partnership Firm/ LLP	Contact No(s)/Fax/ Mobile No.	E-mail

Branch Office 2

Address	State/ UT of Head Office of Audit Partnership Firm/ LLP	Contact No(s)/Fax/ Mobile No.	E-mail

Branch Office 3

Address	State/ UT of Head Office of Audit Partnership Firm/ LLP	Contact No(s)/Fax/ Mobile No.	E-mail

(Insert further Branch Office(s), if any)

3. Details of Partners in the Partnership Firm/Limited Liability Partnership:

SI. No	Name of the Partner	Membership No.	Membership Status ACA/ ACMA/FCA/ FCMA	CISA / ISA / DISA/DISSA Certification in Forensic Accounting and Fraud Prevention /Diploma in Forensic Audit	Date of joining the Partnership Firm /LLP as partner
1.					
2.					
3.					
4.					

4. Details of Qualified Assistants:

SI.No.	Name of the Qualified Assistant	Membership No. / Final Pass Certificate No./ Mark-sheet No.	Whether Chartered /Cost Accountant	CISA / ISA / DISA/ DISSA/Certification in Forensic Accounting and Fraud Prevention /Diploma in Forensic Audit	Date of joining in Partnership Firm/LLP as Qualified Assistant
1.					
2.					
3.					
4.					

5. Details of Semi Qualified Assistants:

SI.No.	Name of the Assistant	Mark-sheet No.	Whether Chartered /Cost Accountant-Intermediate	Date of joining The Partnership Firm /LLP as Semi - Qualified Assistant
1.				
2.				
3.				
4.				

6. Details of Experience in Internal Audit in Power Sector :

Sl.No.	Name of the Company/Unit	Year of Audit	Details of Audit Assignment
1.			
2.			
3.			
4.			
5.			

7. Details of Valid Empanelment for Internal Audit in Power Sector:

Sl.No	Name of the Company/Unit	Empanelment No and valid up to	Details of Empanelment
1.			
2.			
3.			
4.			
5.			

8. Details of Turnover (Last 3 Financial year as per 12 A(ii):

Financial year	Turnover (Rs.)

9. Income Tax PAN of the Partnership Firm / LLP :

10. GST Registration No :

11. Bank Details :

1.	Bank Name	
2.	Bank Address and Telephone No.	
3.	Branch Name, Address & Codes	
4.	Type of account- Saving/ Current	

5.	Bank Account Number	
6.	IFSC Code No. of the Bank	

12. It is confirmed that all the requirements as per Sl. No **23** of the RFP documents have been complied with.
13. We hereby confirm that all the terms and conditions specified in the RFP and annexure thereto have been accepted by us.
14. This is to certify that all the information given are acceptable and any misstatement will be liable for rejection of our participation and blacklisting by DVC as per Corporation's procedures.

Signature of partner with
Name & seal of the Audit Partnership Firm/LLP
Membership No of signing Partner

REQUEST FOR PROPOSAL -Part – 2

Professional Fees Cum Price Bid

(PLEASE FILL THE FOLLOWING RFP-2 IN BLOCK LETTERS AND PRINT TO SUBMIT)

Description	Estimate Cost (Rs)	Quoted Price (Rs.)
Audit Fees for RTPS, Raghunathpur, West Bengal	5,59,982/- (Five lac fifty nine thousand nine hundred eighty two only)	(quote the amount both Rs. in figure & in Word)
Audit Fees for DSTPS, ,West Bengal	5,35,821/-(Five lacs thirty five thousand eight hundred twenty one only)	(quote the amount both Rs. in figure & in Word)

Estimate cost is excluding GST
Price to be quoted excluding GST

Date :

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

Place: