

## **EXPRESSION OF INTEREST (EOI)**

### **For Empanelment of Internal Auditors for Gujarat Power Corporation Limited**

GPCL has been playing the role of developers and catalyst in the energy sector in Gujarat State. It is engaged in the business of generation of electricity and development of solar park in Gujarat State.

GPCL hereby invites 'EXPRESSION OF INTEREST' (EOI) for empanelment of Internal Auditor from reputed Chartered Accountants / Cost Accountant firms for empanelment with GPCL for conducting Internal Audit work of GPCL for FY 2019-20, 2020-21 and 2021-22 (3 years).

GPCL would like to invite application for empanelment of 10 firms of Chartered Accountants / Cost Accountants who secures the highest marks for conducting Internal Audit work of GPCL for FY 2019-20, 2020-21 and 2021-22 (3 years).

Out of 10 empanelled firms of Chartered Accounts / Cost Accountants, GPCL may at its discretion call proposal from certain number of selected firm or all the firms for Internal Audit work of GPCL.

In case, the fees structure received from the selected empanelled firm or all the firms as per empanelment list is abnormally high, management reserves its right to call proposal from balance firms.

Format of application, address of the Registered Office of the Company, Empanelment Criteria, General terms and conditions and evaluation method are available as Annexure 1, 2, 3, 4 & 5 on the website [www.gpcl.gujarat.gov.in](http://www.gpcl.gujarat.gov.in).

The Chartered Accountants / Cost Accountant firms who fulfils all the empanelment criterion as mentioned in Annexure - 3 shown at website and interested for empanelment of Internal Auditor for GPCL for FY 2019-20, 2020-21 and 2021-22 (3 years) may submit their application in the prescribed format (by downloading from website) along with relevant documents & self assessment of marks (Annexure – 5) as per empanelment criterion under a 'sealed cover' by RPAD or BY SPEED POST ONLY and addressed to the Chief Financial Officer, Gujarat Power Corporation Limited, Block no 8, 6th floor, Udhog Bhavan, Sector -11, Gandhinagar - 382011, Gujarat on or before 30.08.2019 (upto 4:.00 pm) (No Courier Service and Hand Delivery will be allowed). The sealed envelope containing the application in the prescribed format along with all the annexures as required shall be super subscribed with "**Application for empanelment of internal auditors of GPCL.**" If the envelope is not properly sealed and marked, GPCL will assume no responsibility for the misplacement or premature opening of the application.

### **DELAY AND LATE PROPOSAL:**

No proposal shall be accepted / opened in any case which are received after due date and time of the Receipt of Proposal irrespective of delay due to Postal Service or any other reasons and GPCL shall not assume any responsibility for Late Receipt of Proposal for Empanelment of Internal Auditors of GPCL. Any correspondence in this matter will not be entertained.

## INDEX

- Annexure – 1 :** Name & Address of Registered Office of Gujarat Power Corporation Limited.
- Annexure – 2 :** General Terms & Conditions.
- Annexure – 3 :** Empanelment Criterion.
- Annexure – 4 :** Format of Application.
- Annexure – 5 :** Evaluation method & self evaluation Form.

**Annexure – 1**

**Name & Address of Registered Office of GPCL.**

<b><u>Gujarat Power Corporation Limited</u></b>
Block No.8, Sixth Floor, Udhyog Bhavan, Sector - 11, Gandhinagar - 382011. Gujarat Website: <a href="http://www.gpcl.gujarat.gov.in">www.gpcl.gujarat.gov.in</a>

**General Terms & Conditions for submission of proposal**

1. Timely delivery of the application is the responsibility of CA / ICWA firm. Telex / Fax / e-mail offers will not be accepted.
2. Evaluation that whether CA / ICWA firm possesses qualification criteria would be done on the basis of the information / data/ documentary evidences provided by the CA / ICWA Firms. The EOI must be with index and page number.
3. GPCL may at its discretion, seek from any or all CA / ICWA Firm clarification(s) on application submitted including technical information, document and materials for empanelment.
4. GPCL reserves the right to accept or reject any application in part or full at any stage or may cancel the process entirely at its sole discretion without assigning any reason whatsoever. The decision of the Audit Committee/ Board of GPCL shall be final as regard to the criteria to finalize the firm out of the applications so received and selection of auditors.
5. GPCL may issue clarifications/amendments in the form of addendum / corrigendum during the empanelment period. CA / ICWA Firms shall take such addendum and corrigendum into consideration while submitting their application. CA / ICWA Firms are requested to visit GPCL's website from time to time for any corrigendum/ addendum.
6. Any application received by GPCL after the scheduled closing date and time will not be accepted.
7. Matter relating to any dispute or difference arising out of present EOI, and subsequent contract based on the EOI shall be subject to exclusive jurisdiction of courts at Ahmedabad only.
8. The proposal must be submitted in English language. All documents, correspondences or any other written material in connection with this work shall be in English language.
9. GPCL will examine the proposal/applications to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the EOI are generally in order.
10. The tenure of appointment shall be at the sole discretion of the Company. The tenure may be renewed every year for a maximum of three Years at the sole discretion of the Company. However, it is expressly stated here that the said tenure is not to be construed as assured and the Company reserves the right not to reappointment at its sole discretion without assigning any reason therefore.
11. Firm(s) who have served in the capacity of Internal Auditor(s) of the Company in the past can apply only if 1 (one) year have elapsed from the last year of assignment held in the Company.
12. Overwriting/correction/erase and/or use of white ink should be avoided in the proposal. However, if any overwriting/correction/erase is inevitable, the same should be authenticated with the signature & seal of authorised person of applicant firm.
13. Documentary evidence(s) in respect of all the information by the applicant firm(s) must be furnished along with the proposal.
14. All the pages of the proposal document shall have to be signed by the applicant firm(s) with the firm's seal and documents submitted along-with the proposal shall also

have to be authenticated by the authorised signatory of the applicant firm(s) with the firm's seal.

**15. Disqualifications:** The Firm would be disqualified if it suffers from any of the following situations:

- a. The Firm or any partner thereof has been cautioned or any action has been taken against the Firm or any partner by ICAI / ICWAI.
- b. Any court case or arbitration relating to disciplinary case pending against the firm or any of its partner.
- c. Any action / disqualification by Government Company / Govt. Body / Govt. Authority relating to financial transactions only.
- d. Any action / disqualification by Government Co. / Govt. Body / Govt. Authority/ Govt. Agency by terminating the appointment of the firm applying for this EOI for any reason what so ever.

**16. Compliances / Declarations /Certificates by firm(s) on appointment:**

The CA/ICWA Firm(s) shall have to comply with and furnish declarations and certificates as required under Statutory/Company rules, upon appointment as internal auditor(s), as under:

- a. The CA/ICWA Firm shall not sub-contract the internal audit work,
- b. The internal audit team will work in strict confidence and will ensure that all the data and any other information in respect of the operation of the location / work centre /Company is dealt with in strict confidence and secrecy. A certificate towards maintaining confidentiality shall have to be provided by the Internal Auditor(s) on receipt of appointment letter from the Company or before commencement of internal audit.
- c. No partner of the CA/ICWA firm should be related to either Managing Director or any Whole Time Directors or Part Time Directors of the Company within the meaning of section 6 of the Companies Act, 1956,
- d. Neither the audit firm nor its partner(s) or associates should have any interest in the business of the Company,

**17.** Firms that secure 60 points and above as per criteria given in Annexure -5 shall be considered for empanelment. Firms will be given points and ranked in the descending order. Top 10 firms (maximum) securing 60 points and above including winners of the ties shall be considered for empanelment.

**18.** This EOI is only for the purpose of empanelment of Firms and does not guarantee/assure allotment of Internal Audit/any other assignments.

**19.** Only empanelled firms will be intimated about the decision on empanelment.

**20.** GPCL reserves its right to accept or reject any application(s) without assigning any reason thereof. The decision of GPCL for empanelment of Firms shall be final and binding upon the firms participating in the process of empanelment.

**21.** The Internal Auditor will ensure that the information obtained in respect of the working/operation of the company is maintained in strict confidence and secrecy at all times, including after the completion of the assignment. All such information shall remain exclusive property of GPCL at all the times. A certificates towards maintaining confidentiality is to be provided by the Audit Firm at the time of acceptance of Audit assignment.

**22.** Assignment of work in subsequent years may be made subject to satisfactory performance.

- 23.** If progress/performance of the audit team is not found satisfactory, GPCL's management reserves the right to terminate the appointment of the Firm at any point of time.
- 24.** The Audit Firm will be debarred from getting, in future, Internal Audit assignments in GPCL in the following cases:
- a. If the firm obtains the appointment on the basis of misrepresentation of information / misstatement of facts at the time of submission of application / documents along with EOI.
  - b. The Audit Firm is found to have sub-contracted the work.
  - c. If the Firm does not take up audit in terms of the appointment letter.
  - d. If the Firm does not submit the Audit Report, complete in all respects in terms of the appointment.
  - e. If the Firm refuses to take up the assignment as mentioned in the letter of appointment for any reason whatsoever.
  - f. If the Firm fails to maintain/honor confidentiality and secrecy of the Company's information.
  - g. If the Firm fails to comply with any of condition laid down in clause 16 above.
- 25.** In case of any dispute on any issue arising before commencement of/during execution of the contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, the decision of the Managing Director, GPCL will be final and binding on both the parties.
- 26.** Proposals without the required documentary evidence(s) shall be ignored for evaluation. Application Form - Annexure -4 should be notarized on Rs.100/- Stamp Paper. If Application Form - Annexure -4 is not notarized on Rs.100/- Stamp Paper then same shall not be considered and application will be rejected.
- 27.** The proposal should be submitted strictly as per the terms & conditions laid down in the document.
- 28.** All the pages of the proposal document shall have to be signed by the applicant firm(s) with the firm's seal and documents submitted along-with the proposal shall also have to be authenticated by the authorised signatory of the applicant firm(s) with the firm's seal. Proposal submitted in any other form shall not be considered.

## EMPANELMENT CRITERIA

Sr. No	Eligibility Criteria for Empanelment of Internal Auditors	Minimum Criteria	Details on pg no.
1	The Audit firm should be registered with the Institute of Chartered Accountants of India / Institute of Cost Accountants of India (ICAI)	Registered with ICAI /ICWAI	
2	The Audit firm should be Partnership / Limited Liability Partnership ( incorporated under the Limited Liability Partnership Act,2008)	Partnership /LLP	
3	The firm should preferably be empanelled with C & AG	-	
4	The firm should also have a full fledged working office in Ahmedabad	Full fledged office in Ahmedabad	
5	The firm should have been in existence for at least Five years in Ahmedabad	Existence : 5 Years	
6	The Audit firm should have at least Three Partners or at least Two partners and One paid Chartered Accountant/ Cost Accountant at Office in Ahmedabad	at least 3 Partners or at least 2 partners and 1 paid Chartered Accountant/Cost Accountant	
7	At least One of the Partners/paid CA/ICWA should have minimum 10 years of experience in practice.	1 Partner/ paid CA/ICWA with 10 Years of experience	
8	The firm must have carried out at least two Statutory Audits / Internal Audits of Public Sector during the preceding financial year i.e. 2017-18. Experience of Internal Audit/Statutory Audit only will be considered for evaluation. All the audits (other than Internal Audit/Statutory Audit) like Stock Audit, Revenue Audit, VAT/Tax Audit, Concurrent Audit etc. will not considered. Experience as Internal Auditor/Statutory Auditor with banks, Financial Institutions and Insurance Companies will not be considered.	2 Statutory Audits / Internal Audits of Public Sector during the preceding financial year i.e.2017-8	
9	Minimum Five years of Experience in Statutory Audit /Internal Audit including one year as Statutory Auditor/Internal Auditor of any IND AS compliant Company (out of which atleast 3 years of experience should be in Power Sector)	Overall : 5 years & Power Sector : 3 years IND AS compliant: 1 year	
10	The Average Turnover during the preceding 3 Financial Years should not be less than Rs.25 lacs p.a.	Average Turnover: Rs.25 Lacs p.a.	
11	Disqualifications:		
	The Firm would be disqualified if it suffers from any of the following situations:		
a	The Firm or any partner thereof has been cautioned or any action has been taken against the Firm or any partner by ICAI / ICWAI	YES/NO	
b	Any court case or arbitration relating to disciplinary case pending against the firm or any of its partner	YES/NO	
c	Any action / disqualification by Government Co. / Govt. Body / Govt. Authority relating to financial transactions only	YES/NO	
d.	Any action / disqualification by Government Co. / Govt. Body / Govt. Authority/ Govt. Agency terminating the appointment of the firm applying for this EOI for any reason what so ever.	YES/NO	

**Additional conditions w.r.t. appointment of Internal Auditor:**

a	Appointment Shall be reviewed by GPCL for every financial year and shall be re-appointed only after approval of Audit Committee and Board of Directors approval.
b	Auditor shall not be appointed for more than 3 consecutive years at a stretch shall be at the discretion of GPCL. After expiry of 3 consecutive years of appointment, there shall be a cooling period of 1 years in which same auditor shall not be appointed.
c	If the firm is not fully fulfilling the minimum Criteria as laid down in Annexure - 3 of EOI then their application of EOI will not be considered.



**Expression of Interest for Empanelment of Internal Auditor in GPCL**  
**APPLICATION FORM**  
**(to be Notarized on Rs.100/- Stamp Paper)**

To,  
The Chief Financial Officer,  
Gujarat Power Corporation Limited,  
Block 8, Sixth Floor,  
Udhyog Bhavan, Sector - 11,  
Gandhinagar - 382011.- Gujarat.

Sr. No.	PARTICULARS		Self certified supporting documents required to be submitted along with this Form	Details on. pg. no.
1.	Name of the Firm & Registration No.		Firm Registration Certificate under ICAI /ICWAI	
2.	Addresses of the Firm:	Address:	Firm Registration Certificate under ICAI /ICWAI	
3.	Head Office	Phone No: Email: Mobile of Office In-charge Along with his name:		
4.	Firm Income Tax PAN No.		Attach copy of PAN card	
5.	Firm GST No.		Attach copy of Registration	
6.	Registration No. with ICAI		Company Registration Certificate issued by the ICAI	
7.	Empanelment No. with C&AG		Attach proof of latest empanelment with C&AG for the year under Audit.	
8.	No. of Years of Firm Existence & Date of establishment of Firm		Attach copy of Partnership Deed	
9.	Details of Partners along with Educational Qualification & Experience	As per enclosed format - (A) & (B)	Attested copy of Certificate of ICAI as on 01.01.2018 /01.01.2019	
10.	Audit Experience of the Firm during last five Financial Years: No. of audit assignments of Internal /Statutory Audit of Corporate/ PSUs entities (except Bank Branch /Financial Institution/ Insurance Co. Audit)	As per enclosed format - (C) & (D)	Copy of appointment Letters	
11.	Turnover of the Firm during last three years	As per enclosed format - (E)	Attach P & L and Balance Sheet of last three financial years	
12.	Annual Average Turnover with Breakup of Fee towards Audit, Income Tax matters and others	As per enclosed format - (F)		

**(A) Details of Full Time Partners of the Firm (as on 01.01.2019)**

Sr. No	Name of Partner	Member ship No.	Whether FCA/ ACA	Date of joining the firm (full time)	Date of becoming FCA	Educational Qualifications	Area of key expertise	Relevant Experience

[Documentary proof, as previously indicated, to be submitted]

**(B) Details of Qualified & Semi-qualified Staff (including Articled Clerks etc) (as on 01.01.2019)**

Sr. No	Name of staff	Length of Association with the Firm	Educational Qualifications	Area of key expertise	Relevant Experience

[Documentary proof, as previously indicated, to be submitted]

**(C) No. of Internal/ Statutory Audits of PSU Companies:**

Sr No	Financial Year	No. of Statutory/ Internal Audit of PSUs done in past years	Name of PSUs		Type of Audit (Statutory / Internal)	Turn over of PSU ('In Crores)	Remarks
			Power Sector	Other than Power Sector			
1	2017-18						
2	2016-17						
3	2015-16						
4	2014-15						
5	2013-14						
6	2012-13						
7	2011-12						
8	2010-11						
9	2009-10						
10	2008-09						
11	2007-08						

**Please indicate in remarks column whether IND AS Provisions were applicable in case of PSU Audited by you.** [Documentary proof, as previously indicated, to be submitted giving reference of the same in the index with page no on which the same is placed]. Experience as Internal Auditor/Statutory Auditor with banks, Financial Institutions and Insurance Companies will not be considered.

**(D) No. of Internal/ Statutory Audits of Power Sector Companies (Other than PSU Companies):**

Sr No	Financial Year	No. of Statutory/ Internal Audit done in past years (Other than PSUs)	Name of the Company (Other than PSUs)		Type of Audit (Statutory / Internal)	Turnover of company ('in Crores)	Remarks
			Power Sector	Other Than Power Sector			
1	2017-18						
2	2016-17						
3	2015-16						
4	2014-15						
5	2013-14						
6	2012-13						
7	2011-12						
8	2010-11						
9	2009-10						
10	2008-09						
11	2007-08						

**Please indicate in remarks column whether IND AS Provisions were applicable in case of the company ( other than PSU) Audited by you.** [Documentary proof, as previously indicated, to be submitted giving reference of the same in the index with page no on which the same is placed]. Experience as Internal Auditor/Statutory Auditor with banks, Financial Institutions and Insurance Companies will not be considered.

**(E) The total Turnover of CA / ICWA Firm in India is as under:**

Financial Year	Amount (' in lakhs)
2017-18	
2016-17	
2015-16	
Total	
Average of above	

**(F) Annual Average Turnover with Breakup of Fee:**

(In Lakh)

Financial Year	Audit Fee (Rs.)	Income Tax matter (Rs.)	Others (Rs.)	Total (Rs.)
2017-18				
2016-17				
2015-16				
Total				
Average of Above				

- (G) Also, provide a brief description of the background of your firm for empanelment. The brief description should include both functional and sectoral experiences of the applicants. It should not exceed more than 2-pages.

I/We \_\_\_\_\_ on behalf of M/s \_\_\_\_\_ (Name of Firm) having Registered Office at \_\_\_\_\_ (Address) bearing Registration No. \_\_\_\_\_ (Firm Reg. No.) do hereby solemnly state on oath that all the details mentioned herein above are true and correct. I / We have read & understood the terms and conditions of Expression of Interest for empanelment of Internal Auditor in GPCL as put up on the website of GPCL alongwith Annexures 1 to 5 and furnish the aforementioned details in the prescribed Application Form along with Evaluation Method & Self Evaluation done in Annexure-5.

We hereby confirm the acceptance of all provisions and terms & conditions of EOI without any deviation.

**Signature along with Seal of CA/ICWA Firm**

\_\_\_\_\_  
\_\_\_\_\_

**(Duly authorized to sign the application  
on behalf of the CA / ICWA Firms)**

**Date :-**

**Name :-** \_\_\_\_\_

**Place**

**Designation :-** \_\_\_\_\_

**Membership No.** \_\_\_\_\_

**Encl : As Above**

**Evaluation of Empanelment with marks (Full marks:100) shall be done as per the following parameters & self evaluation by Firms:**

GPCL will evaluate and assign the marks to the Chartered Accountant / Cost Accountant Firms for empanelment for carrying out Internal Audit Work of GPCL for FY 2019-20, 2020-21 and 2021-22 (maximum 3 years) as per the following methodology / criterion. **The CA / ICWAI firms should carry out self evaluation and submit the same:**

**A. Atleast 5 years of Firm's Existence in Ahmedabad from date of establishment/ incorporation of Firm:**

Years of Existence from the date of incorporation to 01.01.2019 of CA / ICWA Firm in Ahmedabad:

15 Marks

No. of Years	Marks *	Self evaluation of marks by CA / ICWAI Firm
5	5	
6 to 10	10	
Above 10	15 (Maximum)	

\* 1 (one) per year of existence (fraction of the year to be ignored)

**B. Audit Firm should have atleast 3 Partners or 2 Partners and 1 paid CA/ICWA at Ahmedabad:**

No. of Partners in Ahmedabad out of which atleast 2 should be Partners as on 01.01.2019 and atleast 1 paid full time CA / ICWA employees:

15 Marks

No. of Partners	Marks	Self evaluation of marks by CA / ICWAI Firm
2	5	
3 to 10	10	
Above 10	15 (Max)	

5 Marks

No. of Paid CA / ICWA	Marks	Self evaluation of marks by CA / ICWAI Firm
1	1	
2 to 10	3	
Above 10	5 (Max)	

**C. Atleast One Partner/ paid CA / ICWA should have minimum 10 years of experience in Practice:**

5 Marks

No. of years of Experience	Marks	Self evaluation of marks by CA / ICWAI Firm
10	3	
Above 10	5 (Max)	

**D. The Firm must have carried out atleast 2 Statutory Audits / Internal Audits of Public Sector during the preceding Financial Year:**

Experience of Statutory / Internal Audit of Public Sector companies (other than Banks, F Is & Insurance Co.s) during the preceding Financial Year i.e. 2017-18.

15 Marks

No. of Statutory/Internal Audits of PSUs (except Banks & FIs) during FY 2017-18	Marks	Self evaluation of marks by CA / ICWAI Firm
2	5	
3 to 6	8	
7 to 10	10	
Above 10	15	

**E. Minimum Five years of experience in Statutory Audit / Internal Audit including one year as Statutory Auditor / Internal Auditor of any IND AS compliant Company. (out of which atleast 3 years experience should be in Power Sector):**

**i. Experience of Audit of Power Sector Companies:**

10 Marks

No. of Years	Marks	Self evaluation of marks by CA / ICWAI Firm
3	2	
4 to 5	3	
6 to 10	5	
Above 10	10	

**ii. Experience of Internal Audit / Statutory Audits (other than Power Sector) :**

10 Marks

No. of Years	Marks	Self evaluation of marks by CA / ICWAI Firm
5	3	
6 to 10	5	
Above 10	10	

**F. Average Turnover of the Firm during the preceding 3 Financial Years:**

Average Turnover of CA / ICWA Firm of preceding three Financial Years i.e. 2015-16, 2016-17 & 2017-18:

20 Marks

Average Turnover ( `in Lakhs)	Marks	Self evaluation of marks by CA / ICWAI Firm
25	5	
25 to 50	10	
50 to 75	15	
Above 75	20	

**G. Empanelment with C&AG:**

5 Marks

Empanelled with C&AG	Marks	Self evaluation of marks by CA / ICWAI Firm
Yes	5	
No	0	

Total Marks Obtain : \_\_\_\_\_/100

Signature alongwith Seal of CA/ICWA Firm

Date:

Name: \_\_\_\_\_

Place:

Designation: \_\_\_\_\_

**Membership No.:-** \_\_\_\_\_

**Note:** All supporting documents required to be submitted along with application should be self certified by the Authorized Signatory of the firm and should be dully sealed.