

JHARKHAND BIJLI VITRAN NIGAM LIMITED

Office of the General Manager (F&A)- Internal Audit

Engineering Building, HEC Dhurwa, Ranchi- 834004

Email Id: internalauditjbvnl@gmail.com



JBVNL

EXPRESSION OF INTEREST

NIT NO.: 18/PR/JBVNL/2019-20 Issued on 07-06-2019

FOR

REQUEST FOR PROPOSAL

FOR

APPOINTMENT OF INTERNAL AUDITOR

FOR

FINANCIAL YEAR's 2018-2019, 2019-2020 & 2020-2021

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Section - I

1. Introduction

Jharkhand Bijli Vitran Nigam Limited (JBVNL), a wholly owned subsidiary of Jharkhand Urja Vikas Nigam Limited (JUVNL), hereinafter referred to as Company is engaged in Distribution of power in the state of Jharkhand. JBVNL has its Head Office (HO) at Ranchi (Jharkhand) and functions with the field offices layered into jurisdictional hierarchy of Seven Electric Supply Area's (ESA's), Fifteen Electric Supply Circle's (ESC's), Forty Four Electric Supply Division's (ESD's), One Hundred Nineteen Electric Supply Sub-Division's (ESSD's), supported with Section's (ESS's) and Power Sub-stations (PSS's). Additionally, an ESC also houses one Central Store (CS), one Transformer Repair Workshop (TRW) and one Meter Relay Testing (MRT) unit.

At Headquarters (Hqrs.), there are various departments such as Finance, HR, IT, Civil, S&D, S&P, C&R, Planning, Inspection and Projects (RE, APDRP, R-APDRP). Each department is headed by General Manager and the project departments are supported by respective finance wings. The Finance function at the Hqrs. is sub-divided into various functional departments / sections e.g. Accounts & Revenue, Project and Financial Management, Internal Audit & Fund Management etc. under the overall control of respective General Manager's (F&A).

Each ESA is headed by General Manager-cum-Chief Engineer (GM cum CE) and the Circle office is under the overall control and supervision of Electrical Superintending Engineer (ESE). The Divisions are headed by Electrical Executive Engineer (EEE), sub-divisions by the Assistant Electrical Engineer (AEE) and sections by Junior Electrical Engineer (JEE). The Drawing and Disbursing Officer (DDO) at each ESA is Senior Manager (F&A) and Manager (F&A) is the DDO at Circle office, while at ESD the function of DDO is performed by the EEE.

Most of the departments at HO along with the ESAs, Circles and divisions are established as the accounting units. The transactions of the Divisions¹ are being consolidated at the respective Circle offices. Revenue accounting is done at the level of Division and is incorporated in the Circle Accounts. Accounts are being maintained in TALLY accounting software along with manual books of accounts. ESAs and ESCs submit their accounts to the HO for consolidation of accounts for JBVNL as a whole.

Further in accordance with the provisions of the Electricity Act, Jharkhand State Electricity Regulatory Commission (JSERC) has notified the JSERC (Terms and Conditions for Determination of Distribution Tariff) Regulations 2015 for determination of wheeling and retail supply tariff and Aggregate Revenue Requirement (ARR) for distribution business. These Regulations prescribe for submission of Accounting Statement as a part of the filings with JSERC. JSERC has also notified the JSERC (Power Regulatory Accounting) Regulations, 2016 on preparation of accounting manual, policies and procedures for maintenance of Regulatory Accounts, audit and submission of annual audited regulatory accounts to JSERC.

JBVNL, in order to comply the requirements of Companies Act, 2013, invites Request for Proposal (RFP), in sealed envelopes, from experienced, reputed professional firms for conducting Internal Audit of JBVNL for the Financial Year 2018-2019, 2019-2020 & 2020-2021..

¹Divisions aggregate the expenditure of the sub-divisions under its jurisdiction.

2. Important Dates

a) The schedule of issue, submission and opening of RFP documents are given hereunder

S. N.	Action	Date & time
1	Issue of RFP document	RFP documents to be downloaded from www.jharkhandtenders.gov.in from 10:00 hrs on 10.06.2019 .
2	Pre-RFP discussion	At JBVNL, Engineering Building, HEC Dhurwa, Ranchi- 834004 on 18.06.2019 at 11:30 Hrs.
3	Last Date & Time of submitting completed RFP	RFP documents to be submitted online in two separate envelops; Part-I as Technical Bid & Part-II as Financial Bid. Online submission of RFP documents has to be made within due date of 08.07.2019 up to 17:00 Hrs

b) If any “Holiday” falls on any of the scheduled date, then the next working day (between mentioned working hours) shall be considered as the scheduled date.

3. Qualifying Criteria (Eligibility conditions)

S.N.	Criteria	Particulars	Documents
1	Form of Entity	Firms of Chartered Accountants, Cost Accountants	Certificate of Incorporation
2	Tenure of Establishment	10 Years	Certificate of Incorporation
3	Office	Head / Branch Office should be situated in the State of Jharkhand / Bihar / Orissa / West Bengal / Chhattisgarh / Uttar Pradesh	Certificate of Incorporation
4	No of Partners	5 (Five) full time working partner in the immediately preceding three financial years and should upto 31.03.2019	Certificate of Incorporation Certificate of Practice of all Partners Firm Registration Number and Date of Establishment
5	Turnover of Firm (Professional Receipts)	Rs 50 Lakh or more in each of immediately preceding four financial years	Audited Balance Sheet and Profit & Loss A/c OR Income Expenditure A/c and Receipt Payment A/c Return of Income Tax
6	Experience	Minimum of 5 assignments in total of Internal Audit, during last Five Financial Year (FY) excluding the	Engagement Letter along with terms of reference and type of audit.

		<p>FY of bidding i.e., if the bid is submitted in FY 2019-20, then experience during last Five Years should be starting from 2014-15 and upto 2018-19 preferably in Power Sector</p> <p>Assignment relating to physical verification of stock, fixed assets, etc. which are mere counting of physical items against book quantity and not an independent check and / or audit on the functional & system control, shall not be considered as Internal Audit experience.</p>	
7	Other	<p>Valid PAN</p> <p>Valid GSTIN Registration</p> <p>No Criminal Proceedings are pending w.r.t the Firm and / or Partner in any Court of Law in India or before any Disciplinary Committee of ICAI / ICAI (Erstwhile ICWAI)/ ICSI or any other professional institutes / bodies.</p>	<p>Copy of PAN Card</p> <p>Copy of Registration Certificate</p> <p>Affidavit</p>

4. Evaluation Criteria for Selection of Internal Auditor (Selection Criteria)

A. Technical Evaluation:

Evaluation Criteria for selecting the auditor are mentioned below:

S.N.	Criteria	Points over the Min Eligibility	Total Points	Supporting Docs
1	Tenure of existence of Firm	<p>More than 10 and less than 15 Years: 7 Marks</p> <p>More than 15 Years: 10 Marks</p>	10	Certificate of Incorporation
2	No of Partners	<p>2 Marks per FCA up to maximum of 10 Marks</p> <p>1 Marks per ACA up to maximum of 7 Marks</p> <p>Additional 1 Marks for qualification as DISA/ CISA up to Maximum of 3 Marks</p>	20	Certificate of Incorporation from ICAI. DISA/CISA Certificate from ICAI of Individual Partner
3	Semi-Qualified Personnel (Employee's not Article's)	<p>0.5 Marks for each Staff</p> <p>Semi Qualified Professional continued during last 3 immediately preceding financial years shall be considered</p>	5	Documentary Evidence

4	Associate/Fellow member of ICAI (Employee)	1 Mark for each Staff Qualified Professional continued during last 3 immediately preceding financial years shall be considered	10	Copies of engagement / appointment letter & final pass certificate issued by the Institute.
5	Turnover of Firm (Professional Receipts)	In each of last 4 immediately preceding financial year Rs 50.00 lakh to Rs 75.00 lakh: 5 Marks Rs 75.01 lakh to Rs 100.00 lakh: 8 Marks More than Rs 100.00 lakh: 10 Marks	10	Audited Balance Sheet and Profit & Loss A/c OR Income Expenditure A/c and Receipt Payment A/c Return of Income Tax
6	Office	2 Marks per Branch in Jharkhand and 1 Mark per Branch outside Jharkhand as per the eligibility criteria.	5	Certificate of Incorporation from ICAI
7	Experience	<u>Internal Audit</u> – 2 Marks per Assignment of Corporation / PSUs/ Limited Companies, having turnover of Rs 50 Crore or more. The Experience of preceding 5 years shall only be considered. Experience in One Corporation / PSU / Limited Company for the period up to 3 consecutive years will be considered as one term of assignment. (Maximum – 6 Marks) <u>Internal Audit in Power Distribution Company</u> – 5 Marks per Assignment. The Experience of preceding 5 years shall only be considered. Experience in One Corporation/ PSUs/ Limited Companies for more than 1 year will be considered as one assignment only. (Maximum – 30 Marks) <u>Statutory Audit Assignment in Power Distribution Company</u> - 1 Mark per Assignment. The Experience of preceding 5 years shall only be considered. Experience in One Corporation/ PSUs/ Limited Companies for more than 1 year will be considered as one assignment only. (Maximum – 4 Marks)	40	1. Work Order, and 2. Completion Certificate/ Proof of Final Payment Received
Total Marks= Tp (Score Technical)			100	

B. Financial Evaluation:

The formula for determining the financial Score (Fp) is as below:

$$Fp = 100 \times Fm/F$$

Where, Fm: Price of L-1 bidder &

F: Price of the concerned bidder

The final evaluation shall be based on Quality Cost Based System (QCBS) where the weights given to the Technical (T) is 70 % and to the Financial Proposal (F) is 30%

$$\text{Final Score} = 0.7 \times Tp + 0.3 \times Fp$$

5. Submission of RFP

- a) The RFP is to be submitted online in www.jharkhandtenders.gov.in in two parts viz Part-1: Technical Bid marked as "RFP for Internal Audit Appointment - PART-1"& Part-2: Professional Fees cum Price Bid marked as "RFP for Internal Audit Appointment - PART-2" separately within the due date prescribed in this RFP document.

The bidders should be careful, not to place the two separate folders of technical & financial part, in one folder for uploading. Rather two separate folders need to be uploaded, one for technical and one for financial.

- b) The quoted rate in Part-2 of RFP shall be inclusive of taxes, indicated separately.
- c) Prices quoted by the bidder for three years of Audit shall remain valid for six months within which the evaluation will be done. There will be no provision for escalation of the prices.
- d) The quoted Professional Fees cum price Bid has to be written in figures as well as in word. In the event of any difference, lower of the two prices would be considered.
- e) All the sections of price offer are to be quoted and nothing should be left blank. If any of the sections of the offer is left blank, then it will be considered as zero for evaluation.

6. Scope of Work

- a) The Scope of the Internal Audit will be as per **Annexure-I** enclosed. The organisation is in the process of implementation of software for ERP. As such, the firms need to consider this fact at the time of submission of bids.

7. Tenure of Engagement

- a) The tenure of engagement under the RFP shall be for three financial years of 2018-19, 2019-20 & 2020 -21.

8. Validity of RFP

- a) The offered rate shall be valid for acceptance for a period of 6 months from the next day of opening of RFP, 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.
- b) RFP offer made valid for a period less than the required time as stipulated above would liable to be rejected.
- c) In exceptional circumstances, prior to expiry of the original bid validity period, the JBVNL may request the bidder for a specified extension in the period of validity. The requests and the responses shall be made in writing. The Bidder will undertake not to vary/modify the bid during the validity period or any extension agreed thereof.

9. Responsibility of Bidder

- a) The bidder is expected to examine and confirm to all instructions, forms, terms and specifications in the RFP document before submission of RFP. Failure to furnish and / or not complying with RFP conditions towards all the instructions, forms, terms and specifications in the bidding document may be treated as non-responsive and result into rejection of the RFP without seeking any clarification.
- b) It shall be sole responsibility of the bidder to determine and satisfy themselves by such means as they consider necessary or desirable for all matters pertaining to this RFP including, in particular, all factors that may affect the cost, duration and execution of the work.
- c) The bidder shall entirely & exclusively bear all costs and expenses associated with attending Pre-RFP conference, discussions, presentations etc and providing any additional information, development, preparation and submission of RFP Document. JBVNL will in no case shall be held liable for those costs and expenses regardless of the outcome of the bid.

10. Formation of Cartel & Penal Measures

- a) Any form of canvassing / lobbying / influencing etc. by the bidder / participant will result into disqualification of such bidder.
- b) Any evidence of unfair trade practices, including overcharging, price fixing, cartelization etc, as defined in various statues, will automatically disqualify the bidder / participant.
- c) Occurrence of such evidence shall be viewed seriously by JBVNL authority and penal measure as deemed fit; barring from present & future bidding process, along with referring the matter to disciplinary committee of the respective Institute could be considered.

11. Language of RFP

The RFP submitted by the bidder shall be in 'English' language and all correspondences between the Bidder and JBVNL shall be in 'English' / 'Hindi' language.

12. Currency in RFP

Bidders should quote firm prices in Indian rupee only. Prices quoted in any other currency shall not be considered.

13. Termination of Engagement

JBVNL reserves the right to terminate the contract pre-mature, if the reporting of the firm is not considered satisfactory.

In case a firm fails to commence the stipulated audit within one month from the date of award of the contract, JBVNL shall have right to terminate the contract awarded to the concerned firm by giving a notice of termination. All costs associated in this regard will be recovered from the firms.

14. Audit Reports

- a) The Internal Audit Reports must be submitted in triplicate along with Audit Programme, Sign-off Checklists, Issue Summary Sheet, Audit working papers & other documents forming part of the report, within 15 (fifteen) days from the scheduled date of completion of field work of Audit. A soft copy of the report in a DVD / USB drive also needs to be submitted.
- b) The report to be included with an Executive Summary of the critical issues/ findings that requires attention of the senior management by providing financial involvement, wherever applicable. The report should be structured in a manner giving the observations / weaknesses, the implications, suggestions for improvement and the auditee comments. The status of the actions taken by the management on the recommendations of the previous report should also be provided.
- c) The Internal Audit report as submitted is subject to review of their intended coverage and focus on the existence, design & operating effectiveness of internal control. In course of review of submitted Audit Reports, if those were found incomplete / deficient / partial and thus forming an opinion on the design / operating effectiveness of control and / or the business process could not be formed for management reporting, those shall not be accepted and returned back for necessary revision / rectification and resubmission. The Company shall not be liable for any cost & expenses as may be incidental for carrying out such revision / rectification and will be borne by the relevant firm only.

15. Ownership of Material

- a) Any study report or other documented material, presentation, graphics, software or otherwise prepared / developed by the Audit firm exclusively for the purpose of conducting internal audit as per engagement under this RFP shall belong to and remain the property of the Company.
- b) Publication and/or any other form of use by the Audit firm of those documented material, presentation, graphics, software or otherwise prepared / developed cannot be made without written permission of the Company.

16. Completion Time

- a) Timely completion with satisfactory performance of each audit assignment including submission of report is the essence of contract. Internal Audit Report to be submitted

within 15 (fifteen) days from the scheduled date of completion of field work of Audit.

17. Penalty

- a) The Firms should submit the Internal Audit Report within 45 (forty-five) days of commencement of the Audit. If there is delay in submission of Internal Audit Report Penalty shall be imposed @ 1/2% (half percent) per week or part of delay subject to a maximum of 10% (ten percent) of the professional fees w.r.t. each Audit.
- b) For the FY 2018-19 annual audit report might be submitted, however, for the FY's 2019-20 and 2020-21, quarterly audit reports need to be submitted.

18. Performance Standards

- a) The Audit firm should perform the Audit with the highest standards of professional and ethical competence and integrity.
- b) It is expected that compliance to different standards of auditing as may have been issued time to time by professional institutes / bodies etc with particular emphasis on Risk Assessment & Internal Control including Information Technology General Control (ITGC) shall be harmoniously exercised while carrying the audit work under the engagement.
- c) Regular review of audit performances shall be conducted in assessment of improvement in quality of services and effective utilization.

19. Controlling Officer

The JBVNL designates General Manager (F&A)-IA as the Project Administrator. The Project Administrator will co-ordinate all the activities under the engagement viz the acceptance and approval of reports, approving bills for payment and other deliverables.

20. Confidentiality

During the tenure of this engagement and within two years after its expiration, professional firm should not disclose any proprietary or confidential information relating to the Services under this engagement or the JBVNL's business or operations without the prior written consent from the Authorities of JBVNL.

21. Assignments

The firm will not be able to assign any part of the services as contained in the engagement under this RFP to a Third Party and / or any Associates without prior written consent of the Company.

22. Terms of Payment

The payment is subject to completion of each audit assignment in accordance with respective audit programme followed by submission & acceptance of Audit Report. All the Invoices should be GST compliant.

23. Force Majeure

- a) In the event of either party to the engagement under this RFP being rendered unable by Force Majeure to perform any obligation required to be performed by them, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
- b) The term “Force Majeure” as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the engagement, Flood and Acts & Regulations of respective government of the either party to the engagement.
- c) Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, the Company shall have the option of canceling the engagement in whole or part at his discretion without any liability at his part. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

24. Dispute Resolution

- a) Applicable Laws: - This contract shall be governed as per relevant provision of Applicable Laws of India.
- b) Amicable settlement of dispute. Efforts be made by the parties to resolve the disputes amicably through mutual negotiation.
- c) If the matter still unsettled, then either party can invoke arbitration as per relevant provision of Arbitration & conciliation Act'1996. (including Subsequent amendments) Place of Arbitration shall be in Ranchi
- d) In case of litigation, between the parties, it will be within the jurisdiction of High Court, Ranchi or any competent Subordinate Courts.

25. General Terms & Conditions

- a) All the sections of both; Part-1: Technical Bid & Part-2: Professional Fees cum Price Bid

has to be filled in. Any section left blank would be considered as zero for evaluation. Please write "Not Applicable" wherever necessary.

- b) Any RFP document submitted in a manner other than as set out in this RFP document and / or attaching any condition shall not be treated as eligible and rejected in the selection process.
- c) This Request for Proposal (RFP) document has been prepared solely to enable JBVNL for framing Risk Based Internal Audit model for further strengthening Internal Controls in the company. The RFP document is not a recommendation offer or invitation to enter into a contract, agreement or other arrangement in respect of the services.
- d) Participation in this RFP in the form of a Consortium and/or Joint Venture is not allowed.
- e) No binding relationship will exist between any of the Bidders and the Company until constitution of the contract.
- f) The Internal Auditors engaged under this RFP will not be eligible to take-up any other Job/Services/Work for the Company till the continuance of the engagement.
- g) No preference based on size and geographical location will be considered for the purpose of selection. All participants to the RFP will be treated with same status.
- h) The Audit firm to be engaged as the Internal Auditor of the Company will not render an attestation or assurance report or assurance report opinion under the engagement, but may include:
 - i. An audit, review or examination of financial statements in accordance with generally accepted accounting standards,
 - ii. An examination of prospective financial statements in accordance with applicable professional standards,
 - iii. A review to detect fraud or illegal acts
- i) Non-solicitation of Personnel: - During the tenure of engagement and for subsequent 12 (twelve) months following its termination for any reason, the Audit firm will not solicit for employment, or hire, any personnel of the Company.
- j) The Audit Firm, including any Partner or other personnel in the firm will not solicit for a position on the Company's Board of Directors, nor hire, any present professional employee of the Company, if such solicitation, hiring or employment may impair the independence of the Company under ANY other law, regulation, rule, listing requirement or professional standards governing the independence of accountants. Without limiting the foregoing, the Internal Auditors agrees not to solicit, hire or employ, without the prior written consent of

the Company, any present professionally qualified employee of the Company.

- k) The Company reserves the right to accept / reject any or all the RFPs without assigning any reason whatsoever.
- l) The Company also does not bind itself to accept the lowest quotation.

Section - 2

(In the Letter Head of Firm)

REQUEST FOR PROPOSAL- Part-1 TECHNICAL BID

(PLEASE FILL THE FOLLOWING IN BLOCK LETTERS)

Particulars	Details		
1a. Name of the Firm.			
1b. Date of establishment (in dd/mm/yyyy format)			
1c. Firm's Registration Number			
1d. Address of the Firm (Head Office) with contact details.			
1e. Address of the Branch Office (if any) with contact details.			
1f. Nature of the Firm (CA/CMA)			
2a. Total number of Partners(as on 31 st March of respective year)	FY-2016-17	FY-2017-18	FY-2018-19
2b. Details of Partners as on 31.03.2019 (enclose required documents in the manner as specified in the RFP)			
Full Name of the Partner	Membership number with date (dd/mm/yyyy)	FCA/ACA	DISA/CISA
			Date of admission as Partner in the current firm (dd/mm/yyyy)
3. Details of Semi- Qualified Staff (enclose required documents in the manner as specified in the RFP)			
Full Name of the Staff	Qualification	Month of Qualification (mm/yyyy)	Date of appointment as Employee in the current firm (dd/mm/yyyy)
4. Details of Qualified Staff (enclose required documents in the manner as specified in the RFP)			
Full Name of the Staff	Qualification	Membership number with date (dd/mm/yyyy)	Date of appointment as Employee in the current firm (dd/mm/yyyy)

5. Annual Turnover of the firm (in Rs and as per audited financial statements & Return of Income)		FY-2015-16	FY-2016-17	FY-2017-18	FY-2018-19	
6a. Experience of the firm in Internal Audit(enclose required documents in the manner as specified in the RFP)						
Name of the Auditee Organization	Type of Organisation	Date of engagement (please mention from most recent)		Concerned Financial Year	Turnover of concerned Financial Year	Is the Auditee Organisation engaged in Power Distribution? (Yes / No)
		From	To			
6b. Experience of the firm in Statutory Audit of Power Distribution Organisation (enclose required documents in the manner as specified in the RFP)						
Name of the Auditee Organization	Date of engagement (please mention from most recent)		Concerned Financial Year	Turnover of concerned Financial Year		
	From	To				

7. PAN number of the Firm:

8. GST Registration number of the Firm:

9. Whether any criminal proceedings are pending w.r.t. the firm and/or Partner in any Court of Law in India or before any Disciplinary Committee of ICAI / ICAI (erstwhile ICWAI) / ICSI or any other professional institutes / bodies: YES/NO [Please Tick (√) appropriately]

10. List of documents uploaded attested with name & designation under common seal of the Firm.

Please Tick (√) appropriately:

- | | |
|--|----------|
| a) Copy of Incorporation Certificate and / or Constitution Certificate by the institute | YES / NO |
| b) Copy of Firms Registration Certificate | YES / NO |
| c) Copy of Certificate of Membership (refer point 2 & 4 above) | YES/ NO |
| d) Copy of Certificate of Practice of all the Partners (refer point 2 above) | YES / NO |
| e) Copy of latest Certificate of Reconstitution of Firm (if any) | YES/ NO |
| f) Copies of Qualification certificates of the fully qualified and semi qualified staff (refer points 3 & 4 above) | YES/NO |

- g) Copies of Appointment letter issued to the fully qualified and semi qualified staff (refer point 3 & 4 above) YES / NO
- h) Copies of Audited Financial Statements
1. FY 2015 – 16 YES / NO
 2. FY 2016 – 17 YES / NO
 3. FY 2017 – 18 YES / NO
 4. FY 2018 – 19 YES / NO
- i) Copies of Income Tax Returns for the period –
1. FY 2015 – 16 YES / NO
 2. FY 2016 – 17 YES / NO
 3. FY 2017 – 18 YES / NO
 4. FY 2018 – 19 YES / NO
- j) Copy of PAN card YES / NO
- k) Copy of GST Registration Certificate YES / NO
- l) Affidavit in original (duly notarized in non-judicial stamp paper of Rs) in support of no criminal proceedings are pending w.r.t. the firm and/or Partner in any Court of Law in India or before any Disciplinary Committee of ICAI / ICAI (erstwhile ICWAI) / ICSI or any other professional institutes / bodies as per template in Section-3 of this RFP (refer point 9 above) YES / NO
- m) Copies of Engagement Letter along with terms of reference/ Work Order in support of Internal Audit/ Statutory Audit experience of the firm (refer point 6 above) YES/NO
- n) Copies of Certificate for Turnover from Auditee Organisation / Audited Financial Statement of Auditee Organisation (refer point 6 above) YES/NO
- o) Copy of work completion certificate/ proof of final payment received by the Organisation (refer point 6 above) YES/NO

Date:

Place:

(Signature of the authorized signatory with name
& designation under common seal of the Firm)

(In the Letter Head of Firm)

REQUEST FOR PROPSAL- Part-2 PROFESSIONAL FEES CUM PRICE BID

(PLEASE FILL THE FOLLOWING IN BLOCK LETTERS)

S. N.	Particulars	Amount in Rs
1.	Package- 1 (Nigam HQ-I: All Central & State Govt funded Projects)	
2.	Package- 2 (Nigam HQ-II: All Departments at HQ, other than Projects)	
3.	Package- 3 (ESA, Ranchi and its subordinate offices)	
4.	Package- 4 (ESA, Singhbhum and its subordinate offices)	
5.	Package- 5 (ESA, Dhanbad and its subordinate offices)	
6.	Package- 6 (ESA, Hazaribagh and its subordinate offices)	
7.	Package- 7 (ESA, Giridih and its subordinate offices)	
8.	Package- 8 (ESA, Medininagar and its subordinate offices)	
9.	Package- 9 (ESA, Dumka and its subordinate offices)	

Note:

1. Details of the auditable units are as per Annex - 2
2. A bidder can submit bid for all the packages. However, a maximum of two packages only can be allotted to any single firm.
3. GST will be paid on actual basis. However present rate of applicable GST may be indicated by the bidder.
4. The bidder is deemed to have thoroughly studied and examined the technical specification, important instructions and general terms and conditions of the tender documents and fully informed as to nature of the work and conditions related to its performance.

Date:

Place:

(Signature of the authorized signatory with name
& designation under common seal of the Firm)

Section - 3

Format of Declaration

Non Judicial Stamp Paper – Rs. 10/- Duly Notarized

DECLARATION

I Sri on behalf of M/s. do hereby solemnly affirm as follows:

1. I along with my audit team have carefully perused the RFP in its totality and understood its implication.
2. I along with my audit team have carefully examined the entire RFP and having obtained all requisite information about the assignment. We do hereby propose to provide the desired professional service as detailed in the RFP.
3. I along with my audit team accept the professional fees earmarked for this assignment as stated in RFP and it should remain firm during the tenure of the audit.
4. I along with my audit team do state that if JBVNL sustains any damages or loss as a result of negligence on our part, such loss or damages should be mitigated by indemnifying JBVNL without any preconditions and pretext.
5. I along with my audit team do declare that no criminal proceedings are pending w.r.t. the firm and/or Partner in any Court of Law in India or before any Disciplinary Committee of ICAI / ICAI (erstwhile ICWAI) /ICSI or any other professional institutes / bodies.

**Signature of the Authorized
signature**