

**OFFICE OF THE MANAGING DIRECTOR  
(WEST ZONE)**

**M. P. Paschim Kshetra Vidyut Vitaran Co. Ltd.,  
G.P.H. Compound, Pologround, Indore**

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Tender Specification No. MD/WZ/06/PUR/TS-1545  
(Online No. 2021\_MPPKV\_148184\_1 to 6)

Online due date for opening on:- 07.07.2021 AT 15:00 Hrs

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**Outsourcing of Internal Audit related to LT Revenue Audit  
of Distribution Centres/Zones offices under different Circles  
of MPPKVCL, Indore for the FY 2020-21 (to be conducted  
on Half Yearly basis separately for each Half Year)**

Issued by:

**The Chief Engineer (Purchase)**

O/o MD (West Zone),  
M. P. Paschim Kshetra Vidyut Vitaran Co. Ltd,  
G.P.H. Compound, Pologround,  
Indore (MP)

Phone No: - 0731-2426144/111, 2426204/203, Fax No: - 0731-2423300.

Website: - <http://www.mptenders.gov.in> & [www.mpwz.co.in](http://www.mpwz.co.in)

Email: - [sepurchase06@gmail.com](mailto:sepurchase06@gmail.com)

CIN No-U40109MP2002SGC015121

T.S. No. MD/WZ/06/PUR/TS-1545 due on 07.07.2021 for Outsourcing of Internal Audit related to LT Revenue Audit of Distribution Centres/Zones offices under different Circles of MPPKVCL, Indore for the FY 2020-21 (to be conducted on Half Yearly basis separately for each Half Year)

**T.S. No. MD/WZ/06/PUR/1545 due on 07.07.2021**

**Outsourcing of Internal Audit related to LT Revenue Audit of Distribution Centres/Zones offices under different Circles of MPPKVCL, Indore for the FY 2020-21 (to be conducted on Half Yearly basis separately for each Half Year )**

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**SAVE ELECTRICITY**

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**SECTION-I (A)**  
**KEY DATES & BASIC TENDER INFORMATION**

Particulars	Details
Name of Work	Outsourcing of Internal Audit related to LT Revenue Audit of Distribution Centres/Zones offices under different Circles of MPPKVCL, Indore for the FY 2020-21 (to be conducted on Half Yearly basis separately for each Half Year)
Tender Specification number	MD/WZ/06/PUR/TS-1545 due on 07.07.2021
Due date of <b>physical</b> submission of Tender (proof of online EMD submission in Part-I + Techno-Commercial Bid in Part-II) in Hard Copy	06.07.2021 up to 15.00 Hrs.

**Key Dates**

Sr. No.	Tender Stage	Particulars	Date & Time
1.	Publishing Date*	Tender Purchase-online	24.06.2021 at 09.00 Hrs
2.	Document Download / Sale Start Date*		24.06.2021 at 09.00 Hrs
3.	Seek Clarification Start Date		NA
4.	Seek Clarification End Date		NA
5.	Pre-Bid Meeting Date*		NA
6.	Bid Submission Start Date*		24.06.2021 at 11.00 Hrs
7.	Bid Submission Closing Date*	Online as well as Physical bid	06.07.2021 at 15.00 Hrs
8.	Bid Opening Date*		07.07.2021 at 15.00 Hrs
9.	Financial Bid ( Envelope-C) Open Date	Envelope-C (Price Bid)	Will be informed later

Note: -

- (1) The bidders are required to submit all the desired documents online as well as physically.
- (2) The bidders have to upload following documents online as per key dates

**(I) IN ENVELOPE – A: -**

The Bidders are required to invariably upload the valid documentary evidence of submission of online EMD as per given details without which online offer i.e., Envelopes-B & C shall not be opened.

**Note-One time EMD and Tender Fees as per NIT must be required to deposit from each bidder, if bidder wants to participate in more than one group then photo copy of same documentary evidences can be utilized for balance groups(sub tender).**

(II) **IN ENVELOPE – B:** -

The bidders have to upload following documents online in Envelope-B as per key dates: (i) Following certificate: -

It is certified that we unconditionally agreed to the following clauses of tender specification: -		
(i)	PAYMENT TERMS	: AGREED.
(ii)	SECURITY DEPOSIT	: AGREED.
(iii)	PENALTY	: AGREED.
(iv)	PERFORMANCE GUARANTEE	: AGREED.

- (ii) Tender Form (Section-I(C))–Uploaded duly sealed, signed & dated scan copy
- (iii) Section-I (E) Qualifying Criterion.
- (a) Latest – Copy of registration issued by ICAI/ICWAI.
- (b) Certified copy of Balance Sheet & P&L Accounts for the FY 2019-20.
- (c) Certified copy of latest partnership deed.
- (iv) Schedule-II (A) General information
- (v) Schedule-II (B) Commercial Information
- (vi) Schedule-III (A) Schedule of Commercial Deviation.
- (vii) Schedule-III (B) Schedule of Technical Deviation
- (viii) Schedule-IV Schedule of Financial Information
- (ix) Schedule-V Declaration of Relationship Format
- (x) Schedule-VI Declaration/ Undertaking (Firm / Partner is not debarred / Blacklisted )
- (xi) Schedule-IX Check List.

The above schedules should be filled online in specified templates and the supporting documents should be submitted physically. Please note that in absence of the supporting documents the offer may not be evaluated & is liable for rejection. If required & considered by MPPKVVCL, requisite documents & clarifications against the online submissions may be asked physically from the concerned bidder while evaluation of the offers.

(III) **IN ENVELOPE-C:** -

The bidder has to quote their rates online only in schedule-I to be kept in Envelope ‘C’ and upload online as per key dates. **Please note that, the Schedules of price bid, (Schedule-I), i.e. Financial offer (Envelope-C) will not be accepted physically. In case Envelope-C is submitted physically the bid will be rejected.** The group wise price bid shall be opened online as per key dates, but quoted rates for only qualified services/items of successful bidders will be read out & considered by the tender opening authority.

(3) **PHYSICAL SUBMISSION**

The documents uploaded online in Envelop-A & B must be submitted physically also in the same manner i.e. Envelop-A&B kept in main Envelop along with supporting documents and submit the same on one (1) day prior from due date of opening of tender up to 17:00 Hrs positively failing which the online offer may not be considered for opening. The MPPKVVCL may ask to produce original documents for verification purpose. The following documents shall be required to be submitted along with offer.

The documentary evidence of submission of online EMD and all the pages of complete tender document duly sealed & signed on each page by the authorised partner of the firm along with supporting documents should be submitted in hard copy as per tender requirement.

- (4) The date of opening of financial/price bid may be informed after techno-commercial evaluation & related issues. The bidders may please keep themselves updated regarding price bid opening from the E-portal.
- (5) In case of any of above dates is declared as holiday / local holiday then the date will be shifted to next working day.

-Sd-

Chief Engineer (Pur)

O/o MD (WZ), MPPKVVCL, Indore

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## SECTION-I (B)

### NIT

No. MD/WZ/06/PUR/NIT-261/7991

Indore dated: 16.06.2021

### NOTICE INVITING TENDERS

Online tenders are invited for supply of following Items / Services. The bid seals will be received online on the e-portal <https://mptenders.gov.in> up to date & time indicated below. The tenders will be opened in the office of the undersigned as mentioned in tender time schedule (key date). If desired, the bidder or their duly authorized representatives may remain present at the time of opening of tender: -

S. N.	TS No.	Particular	Unit	Total Qty.	Tender Value Rs. Lacs	EMD (Rs.)	Tender Fee (Rs.)	Due date of opening of tender online from 15.00Hrs. *date
1.	1526	Empanelment of Manufacturer/ Repairer of Distribution Transformer in Rate Contract Award for Repairing & Testing of 11/0.433 KV Distribution Transformer of 16 KVA to 200 KVA rating (through parallel Rate Contract against TS-1433 opened on 01.07.2020)	LS	20000	4650.00	100000/-	10000/-	02.07.2021
2.		<b>VCB</b>						
i	1527	11 KV VCB along with Spares Parts	No.	425	903.36	100000/-	10000/-	13.07.2021
ii		33 KV VCB along with Spares Parts	No.	192				
3.		<b>Control &amp; Relay (C&amp;R) Panel</b>						
i		11 KV C&R Panel for Feeder Protection (2 F)	No.	187				
ii		11 KV C&R Panel for Transformer Protection	No.	119				
iii	1528	33 KV C&R Panel for Transformer Protection	No.	76	118.02	100000/-	5000/-	15.07.2021
iv		33 KV C&R Panel for Feeder Protection	No.	22				
v		33 KV C&R Panel for Transformer with differential Protection for 8 MVA PTR	No.	10				
4.		<b>Electronic Relays</b>						
i	1529	Master Trip Relay	No.	200	45.76	45760/-	2000/-	16.07.2021
ii		Numerical Relay Non Communicable Type	No.	360				
iii		Numerical Relay Communicable Type	No.	180				
5.		<b>AAA Conductor</b>						
i	1530	ISI Marked AAA Dog Conductor(100 sq mm)	Km.	915.62	541.71	100000/-	10000/-	23.07.2021
ii		ISI Marked AAA Raccoon Conductor (80 sq mm)	Km.	16.16				
6.	1531	Stay Set 20 mm (Painted)	Set	3736	33.59	33590/-	2000/-	27.07.2021
7.	1532	30 V-100 AH Lead Acid Battery Set in SAN container	Set	117	60.74	60740/-	2000/-	09.07.2021
8.	1533	Battery Charger 30 V-15 Amp suitable for charging 30 V-100 AH Lead Acid Battery	No.	145	27.03	27030/-	2000/-	09.07.2021
9.		<b>Transformer Distribution Box for</b>						
i	1534	100 KVA DTR	No.	325	185.46	100000/-	5000/-	29.07.2021
ii		200 KVA DTR	No.	250				
iii		315 KVA DTR	No.	150				
10.	1535	Rubber Hand Gloves as per IS 4700 / 1988 /1991/1993	Pair	9461	104.07	100000/-	5000/-	20.07.2021
11.	1536	Canvas Bag / Tool Bag	No.	8702	13.49	13490/-	1000/-	20.07.2021
12.	1537	Stay Wire 7/4 mm	MT	31.75	23.26	23260/-	1000/-	20.07.2021
13.	1538	33/11 KV 5 MVA Power Transformer	No.	33	1105.00	100000/-	10000/-	15.07.2021
14.	1539	33/11 KV 8 MVA Power Transformer	No.	19	864.00	100000/-	10000/-	16.07.2021
15.		<b>Current Transformer</b>						
(a)	1540	11 KV			409.00	100000/-	5000/-	11.08.2021

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S. N.	TS No.	Particular	Unit	Total Qty.	Tender Value Rs. Lacs	EMD (Rs.)	Tender Fee (Rs.)	Due date of opening of tender online from 15.00Hrs. *date
i		200 - 100 / 5- 5 A	No.	1246				
ii		300 - 150 / 5 - 5 A	No.	1863				
iii		600 - 300 / 5 -5 A	No.	145				
iv		600 - 300 / 5 -5 -1 A	No.	24				
(b)		<b>33 KV</b>						
i		200 - 100 / 5 - 5 A	No.	736				
ii		200- 100/5-5-1 A	No.	59				
iii		300-150/5-5 A	No.	436				
iv		400/200/5 -5 A	No.	133				
<b>16.</b>		<b>LT AB Cable</b>						
i	<b>1541</b>	3X50+1X16+1X35 Sqmm (insulated neutral messenger)	Km	210	884.00	100000/-	10000/-	<b>28.07.2021</b>
ii		3X70 + 1X16 + 1X35 Sqmm. (insulated neutral messenger)	Km	214				
iii		3X95+1X16+1X70 Sqmm (insulated neutral messenger)	Km	150				
<b>17.</b>		<b>1100 V, Single Core XLPE Insulated Un-armoured Al Conductor Cable</b>						
i	<b>1542</b>	1X50 Sqmm	Km	100	435.00	100000/-	5000/-	<b>29.07.2021</b>
ii		1X70 Sqmm	Km	332				
iii		1X150 Sqmm	Km	215				
iv		1X300 Sqmm	Km	20				
<b>18.</b>		<b>Copper Control Cable (2.5 Sqmm)</b>						
i	<b>1543</b>	2 Core Unarmoured	Km	14	58.01	58010/-	2000/-	<b>15.07.2021</b>
ii		4 Core Unarmoured	Km	28				
iii		8 Core Unarmoured	Km	31				
<b>19</b>	<b>1544</b>	<b>11 KV Polymer Lightning Arrester (9 KV Gapless type (10 KA ) for 33/11 KV S/s</b>	No.	5365	52.47	52470/-	2000/-	<b>16.07.2021</b>
<b>20.</b>	<b>1545</b>	<b>Outsourcing of Internal Audit related to LT Revenue Audit of Distribution Centres/Zones offices under different Circles of MPPKVCL, Indore for the FY 2020-21 (to be conducted on Half Yearly basis separately for each Half Year).</b>	No.	06 Groups	25.90	25900/-	2000/-	<b>07.07.2021</b>
<b>21.</b>	<b>1546</b>	<b>Supply, Installation and Support of Laptop-i5 (with open office) at various offices under MPPKVCL, Indore</b>	No.	150	105.00	100000/-	5000/-	<b>13.07.2021</b>
<b>22.</b>		<b>Supply of DPC Aluminium / Copper Round Winding Wire &amp; Strips of different sizes at MPPKVCL, Indore (Repairing of old design DTRs in MTRU/STRU)</b>						
i	<b>1547</b>	DPC Aluminium Wire .81 mm	MT	20	489.14	100000/-	5000/-	<b>23.07.2021</b>
ii		DPC Aluminium Round Wire and strip of different sizes.	MT	221.9				
iii		DPC Copper Winding wire 1.95 mm	MT	6				
iv		DPC Copper strip 8.4x3.7mm	MT	3.8				

\* For updated / extended due dates for opening of tender (EMD in Envelope-A & Techno-commercial bid in Envelope-B) please refer to the online key dates.

**NOTE: -**

- Other details can be seen in the complete tender documents available on e-portal <http://www.mpwz.co.in> & <https://mptenders.gov.in>.
- Tender documents can be purchased only online and downloaded from <https://mptenders.gov.in> by making online payment for the prescribed **non-refundable** tender fees. Only in case if the tender is dropped without opening, the tender fees shall be refunded after deduction of

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necessary portal charges. Manual purchase of tender is not allowed. The tender fee is inclusive of all applicable taxes.

3. The Bid Data should be filled in and the Bid Seals of all the Envelopes and the documents which are to be uploaded by the Bidders should be submitted online as per time schedule (Key Dates).
4. The relevant portion of tender which tenderers have to fill online would be available on above website on date mentioned against each tender. The Bidders shall have to submit their Bids online and upload the relevant documents / forms as per time schedule (Key Dates).
5. Since the online bidders are required to sign their bids online using Class III-Digital Certificates only, hence they are advised to obtain the same at the earliest. For further information, Contractors are requested to contact Madhya Pradesh State Electronic Development Corporation Ltd, State IT Centre, 2nd Floor, 47-A, Arera Hills, Bhopal-462011, Telephone No. 0755-2518500 / 269, E-mail: [mptenders@mpsedc.com](mailto:mptenders@mpsedc.com).
6. Bidders intending to participate in the Tender are required to get themselves trained on the e-Procurement System. They are required to contact Madhya Pradesh State Electronic Development Corporation Ltd, to confirm their session in advance.
7. **The required amount of EMD shall be accepted through online payment only as per the clause No. 8 of the “Guideline & Instructions to bidders”.**  
**The Bidders are required to invariably upload the valid documentary evidence of submission of online EMD (or EMD Exemption Certificate if applicable) in envelope-A without which online offer i.e., Envelopes-B & C shall not be opened.**
8. No offer will be accepted without valid Earnest Money Deposit, unless exempted by the Company. If on opening of tender, it is revealed that EMD amount is inadequate / any other discrepancy is noticed, the tender shall be rejected and returned to the tenderer.
9. The corrigendum or addendum to the bidding documents, if any, as well as any change in due date(s) of opening of tender will be published on the website, also Company’s website <http://www.mpwz.co.in> & <https://mptenders.gov.in> but will not be published in newspaper. Hence participant bidders are *advised to regularly visit the websites* until the bid opening. The Company shall not be responsible in any way for any ignorance of the bidders about the corrigendum or addendum or change in the due date(s).
10. The company reserves the right to reject any or all the tenders or accept any tender in full or part as considered advantageous to the company, whether it is lowest or not, without assigning any reason whatsoever it may be.
11. The physical submission of documents is mandatory except the price bid, however for verification purpose MPPKVVCL may ask to produce original documents also.
12. The tender document will be uploaded on portal normally 15 (Fifteen) days prior to the date of respective tender opening. The interested bidders are advised to regularly visit the portal for the purpose.
13. **The Online Payment towards tender fee (inclusive of GST) is mandatory.** The option of tender fee exemption available on E Procurement Portal is not applicable for MPPKVVCL, Indore.

-Sd-

**Chief Engineer (Purchase)**  
**O/o MD, MPPKVVCL, Indore**

**SECTION-I (C)**  
**TENDER FORM**

**OFFICE OF THE MD (WEST ZONE) M.P.K.V.V.C.L.,**  
**G.P.H. COMPOUND, POLOGROUND, INDORE**

Tender issued to M/s.....  
.....

**TENDER FORM**

The undersigned hereby tender and offer, the **M. P. Paschim Kshetra Vidyut Vitaran Company Ltd., Indore** to the work of Outsourcing of Internal Audit related to LT Revenue Audit of Distribution Centres/Zones offices under different Circles of MPPKVVCL, Indore for the FY 2020-21 (to be conducted on Half Yearly basis separately for each Half Year) in the tender document No. MD / WZ / 06 / PUR /1545 dated 07.07.2021 which, under the terms thereof are to be, executed and done by the contractor/bidder; and to perform and observe the provisions and agreements or the part of the contract contained in, or which can be reasonably inferred from the said tender documents, for the sums and at the rates set out in **Schedule –I** annexed here to.

We have examined in detail and have understood and agree to abide by all the Terms & Conditions stipulated in the tender document and in any subsequent communication from MPPKVVCL, Indore in this regard (if any). Our technical proposal is consistent with all the requirements of submission as stated in the tender document or in any of the subsequent communication from MPPKVVCL, Indore in this regard (if any).

We hereby undertake that the information submitted in our offer is complete and correct to the best of our knowledge and belief. We would be solely responsible for any errors or omissions in our offer. We agree that, in case of any ambiguity/ incompleteness found in the information furnished by us in the offer, same shall be interpreted by MPPKVVCL, Indore to its advantage. We agree to abide by all your tender / order Terms & Conditions.

Date the                      Day of.....

BIDDER'S SIGNATURE  
(With Seal)

Bidders Address: - .....  
.....  
.....



**SECTION-I (D)**  
**GUIDELINES & INSTRUCTIONS TO BIDDER**  
**Guidelines to Bidders for Implementation of E-Procurement System & Online Bid Submission**

**Note: These conditions will over-rule the conditions stated in the Tender documents, wherever relevant and applicable.**

The bidders are required to submit soft copies of their bids electronically on the MP TENDER Portal (<https://mptenders.gov.in/nicgep/app>), using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the MP TENDER Portal, prepare their bids in accordance with the requirements and submitting their bids online on the MP TENDER Portal (<https://mptenders.gov.in/nicgep/app>).

More information useful for submitting online bids on the MP TENDER Portal may be obtained at: <https://mptenders.gov.in/nicgep/app>.

**REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the MP TENDER Public Procurement Portal (URL: <https://mptenders.gov.in/nicgep/app>) by clicking on the link “**Online bidder Enrollment**” on the MP TENDER Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the MP TENDER Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC/e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the MP TENDER Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the MP TENDER Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the MP TENDER Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. *Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents.* These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument. However if the site allows for online Tender fee payment, then Bidder may pay Tender fee online. **PAYMENT OF TENDER FEE IS MANDATORY IN ANY CASE.**
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be couriered and must reach the concerned office, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. This should be as per timelines (about 'seek clarification' start & end dates) given in Tender only.
- 2) Any queries relating to the process of online bid submission or queries relating to MP TENDER Portal in general may be directed to the 24x7 MP TENDER Portal Helpdesk.

**-Sd-**  
**Chief Engineer (Pur)**  
**O/o MD (WZ), MPPKVCL,**  
**Indore**

**SECTION-I (E)**  
**QUALIFYING CRITERION**

**QUALIFICATION CRITERIA-CA/CMA FIRMS:** The Bidder firm should fulfil the following criteria to be eligible: Any form of Joint Venture /Consortium of firms will not be allowed for participation:

**1. GENERAL & TECHNICAL**

Sr. No.	Eligibility Criterion	Supporting Documents Required
1	The bidding is open for CA/CMA firms registered with the Institute of Chartered Accountants of India (ICAI) or Institute of Cost and Works Accounts of India (ICWAI).	Latest certified copy of Firm Registration certificate (mentioning date of formation of Partnership) issued by Institute of Chartered Accountants of India (ICAI) or Institute of Cost and Works Accounts of India (ICWAI). Firm registration card shall not be allowed.
2	The bidder must have completed Ten (10) years of existence as a partnership firm (as on 01.01.2021).	
3	The bidder firm must be in operation for at least Ten (10) years in the area of Accountancy/Audit/Taxation.	
3	The bidder firm must have at-least 5 No. of full time CA/CMA Partners exclusively associated with the Firm for not less than 2 years in which at least two partners must be Fellow Members of Institute of Chartered Accountant of India or Institute of Cost Accountant of India and at least one Partner must be qualified Diploma in Information & System Audit (DISA) / Information and System Audit (ISA) / Certified Information Systems Auditor (CISA) or Diploma in IS Audit & Control.	1 Latest certified copy of Firm Registration certificate issued by Institute of Chartered Accountants of India (ICAI) or Institute of Cost and Works Accounts of India (ICWAI). 2 Latest certified copy of Diploma Certificate of any one Partner having qualified Diploma in Information & System Audit (DISA) / Information and System Audit (ISA) / Certified Information Systems Auditor (CISA) or Diploma in IS Audit & Control.
4	The CA/CMA Firm must have its one (01) Registered Head Office or Branch Office within Indore or Ujjain commissionaire area of MP and at least 1 Partner should sit regularly in such Office.	Latest certified copy of Firm Registration certificate issued by Institute of Chartered Accountants of India (ICAI) or Institute of Cost and Works Accounts of India (ICWAI), Alongwith Name and details of CA/CMA partner/(s) assigned for office in Indore or Ujjain commissionaire area.
5	The CA/CMA Firm & its partner should not be debarred/ blacklisted for future business with Discom-WZ / other Discom of MP/ any Government Department or Public Sector Undertaking of any State Government in India or the Government of India for practicing in India. There should be no legal suit/ Criminal case pending or contemplated against the CA/CMA Firm on the grounds of moral turpitude.	For this the firm shall submit an Undertaking in the <b>Schedule-VI</b> .
6	The Bidder should have all applicable Registration certificates viz., Company Registration certificates including GST, PAN card etc.	Self-attested copies of the relevant documents.

**2. FINANCIAL ELIGIBILITY**

Sr. No.	Financial Eligibility Criteria	Required Documents
1.	Bidder's annual turnover for the last financial year should be 20% of the estimated tender value as provided in Notice Inviting Tender (NIT) Or Bidder's aggregate turnover for the last five financial years should not be less than the estimated tender value as provided in Notice Inviting Tender (NIT) <i>Note: Last five financial years shall be (i.e. FY 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20).</i>	Copies of Audited statements like Balance Sheet, P&L statement along with audit report certified by their appointed Statutory Auditor must be provided.
2.	The net worth for last financial year should be positive.	Copy of Audited Balance Sheet for last Financial Year. If the bidder's working capital is inadequate,

	OR	
	Availability of a line of credit such that the bidder's available working capital / line of credit should be at least 10% of the tender value.	the bidder should supplement this with a Banker's letter confirming the availability of a line of credit such that the bidder's available working capital plus line of credit are in total of at least 10% of the tender value.

**Note:-**

- 1 No relaxation shall be allowed on above criterion and bid will be out rightly rejected for the bidder who does not meet the above eligibility criteria.
- 2 Information related to above mentioned criteria to be provided and must be submitted along with the Technical Proposal. MPPKVVCL, reserves the right to verify/scrutinize any of the above mentioned information for accuracy. In case of credible evidence obtained for any false declaration, MPPKVVCL reserves the right to take appropriate action as it deems fit in addition to cancel/terminate the contract or disqualify such firm or firms.
- 3 Date of applicability of qualifying criteria and other parameters, unless otherwise stated expressly, shall be 31<sup>st</sup> March, 2021.
- 4 **The Firms who have been awarded the work of Audit in any group against T.S.-1452 shall not be eligible to participate in this Tender. The list of Non eligible firm's is enclosed at Annexure-2.**

-Sd-  
**Chief Engineer (Pur)**  
**O/o MD (WZ), MPPKVVCL,**  
**Indore**

## **SECTION-II**

### **GENERAL INSTRUCTIONS TO BIDDERS**

The Chief Engineer (Purchase), O/o MD (West Zone), M. P. P. K. V. V. Co. Ltd., Indore on behalf of “The Madhya Pradesh Paschim Kshetra Vidyut Vitaran Co. Ltd., Indore” here-in-after referred to as “Company”, will receive sealed tenders / bids for Outsourcing of Internal Audit related to LT Revenue Audit of Distribution Centres/Zones offices under different Circles of MPPKVCL, Indore for the FY 2020-21 (to be conducted on Half Yearly basis separately for each Half Year).

#### **1. GENERAL**

- (i) The bidders are requested to ensure that they furnish the **envelope–A, B & C** appropriately **online** which should be DIGITALLY signed. They should also submit a signed copy of complete tender document alongwith physical offer. Any correction / overwriting should be signed by the bidder. An offer with correction / overwriting without signature of the bidder is likely to be rejected.
- (ii) The Bidders are requested to ensure that all required schedules duly filled-in along with supporting documents, are submitted with the physical offer. The bidders should also note that in absence of any of the schedules except price bid, their offer is likely to be rejected.
- (iii) Transfer of the documents purchased **online** by one bidder to any other bidder is **not permissible**.
- (iv) The submission of a tender by the bidder implies that he has read and accepted the instructions, conditions of the contract and made himself aware of the scope and specifications of the work to be done. The company will not, after acceptance of contract rate, pay extra charges for any reason whatsoever, in case the bidder is found later to have misjudged any condition(s).
- (v) It is necessary to purchase the tender documents **online from e-portal <https://www.mptenders.gov.in>**.

#### **2. INFORMATION TO BIDDERS:- SUBMISSION OF PROPOSAL**

The type of Internal Audit to be out sourced to CA/CMA Firms

- a) **L.T. Revenue Audit:-** L.T. Revenue Audit of all the D.C’s/Zones under each circle/Division/group for the FY 2020-21 (to be conducted on Half Yearly basis separately for each Half Year as mentioned in **Annexure- 1(A), 1(B) and 1(C) of Section-IV** as per Scope of Work given in **Clause 12 of Section-IV** (Specification and Scope of Works).The outsourcing of LT Revenue audit at circle/Division level to CA /CMA firm shall be for a particular group i.e. for all D.C/Zones offices in that Group and each Group contains 1 to 3 Divisions of a Circle. There are total 06 groups of LT Revenue audit (Group S. No. 01 to 06 of Annexure-1 (A) and 1 (B)) of Section-IV (Specification and Scope of Works).
- b) Each proposal must carry its non-refundable tender fees of Rs. 2,000/- only (Rupees Two thousand only) plus applicable GST by making online payment on e portal, EMD as per details given in Clause-3 Section-II (General Instructions to Bidders) and must be submitted in separate envelopes.
- c) The group wise price bid shall be opened online as per key dates, but quoted rates for only qualified services/items of successful bidders will be read out & considered by the tender opening authority. If a bidder bids for more than one group and selected for one group then all their bids for other groups shall not be opened or treated null or void.
- d) **The Firms who have been awarded the work of Audit in any group against T.S.-1452 shall not be eligible to participate in this Tender.**  
**It may also be noted that one audit firm shall be given the assignment for maximum one group only.**
- e) The bidders shall submit the copy of the receipt of online payment of tender fees in the

Envelope –A along with Earnest Money Deposit.

- f) All the interested and eligible CA/CMA firms should submit their technical proposal in the prescribed format given. The bid which do not contain the requisite information or is not supported by the supporting documents will be treated as non responsive, and its financial proposal shall remain unopened.

**3. EARNEST MONEY**

Unless EMD amount has been specified in the Notice Inviting Tender (NIT), the Bidder shall deposit the Earnest Money amount vis-à-vis the value of the Services/material offered as shown hereunder. However, in case EMD amount has been specified in NIT, same shall be applicable: -

S. No.	NIT Value	Earnest Money
1	Up to INR 50,000	Nil
2	Above INR 50,000	@ 1% subject to minimum INR 1,000 and maximum INR 1 Lac.

- i. The bidders are permitted to quote their rate for each or every group however should pay earnest money as specified in the NIT.
- ii. **No offer will be accepted without Earnest Money Deposit, unless exempted by the Purchaser.** If on opening of tender any discrepancy in EMD amount is noticed, the offer shall be rejected.
- iii. The required amount of EMD shall be accepted through online payment only as per the “INSTRUCTIONS FOR ONLINE BID SUBMISSION”. The Bidders are required to invariably upload the valid documentary evidence of submission of online EMD (or EMD Exemption Certificate if applicable) in Envelope-A without which online offer i.e., Envelopes-B & C shall not be opened.
- iv. The EMD validity shall be up to 180 days from the next day of the final bid submission date i.e. bid deadline and with a claim period of another 30 days. For all tendering modes and methods, EMD shall be submitted by bidders in a separate envelope along with the bid, which should be opened prior to the opening of the Techno-commercial and Financial proposal. In absence of EMD, Techno-commercial and Financial proposal shall be treated as unresponsive and the same shall be retained with the Purchaser.
- v. **The following are exempted from payment of EMD:**
- SSI Units of Madhya Pradesh permanently registered with DIC/NSIC shall be exempted from payment of EMD. The registration should be permanent and should be specifically for the items/services quoted in the tender and valid on the date of opening of tender. The SSI Units registered with UDHYOG ADHAR/MSME shall also be exempted from payment of EMD and their registration certificate should be valid on the date of opening of tender.
  - **Small Scale Units registered with NSIC:-** The Small Scale Units permanently registered with NSIC, whose registration certificate is valid for the items/services quoted on due date of opening of commercial and technical bid shall be entitled for exemption from EMD. The renewal/amendment of certificate should not be more than 3 years old from the due date of opening of tender otherwise EMD has to be furnished by the bidder.
  - The Medium/Large Scale Manufacturing Units, located in Madhya Pradesh (other than SSI/ Ancillary Units to MPSEB and Govt. undertakings) are permitted to furnish the EMD @50% of the rates prescribed above. Here also permanent registration is a must in respect of specified items/services against the tender.
  - Fully owned State/Central Govt. manufacturing units, if 100% shares are held by the respective Govt. for which documentary evidence must be furnished with the offer.
  - The photocopy of the NSIC/SSI Registration Certificate for the tendered items/services duly notarized/attested by G.M./Manager, DIC of the area/ any officer of DISCOM not below the rank of E.E. shall be furnished with the offer. In case of unattested/un-notarized copy, the original certificate should be produced at the time of tender opening

for verification. In case of Micro/Small / Medium Scale Industries of MP registered with DIC the bidders must submit Competency Certificate issued by DIC alongwith offer. In absence of valid Competency Certificate not older than two years as on date of opening of tender, the exemption from EMD shall not be granted and the offer shall be out rightly rejected.

**Note:-“In the documents submitted by the firm for exemption of EMD, it should be clearly mention that certificate is issued for “Legal and accounting activities, Accounting, book keeping and auditing activities, tax consultancy”. In case of MSME Certificate the NIC 4 & 5 digit Code should be 6920 & 69201 respectively. Please note that in absence of these the offer may not be accepted & is liable for rejection”**

**vi. Forfeiture of Earnest Money Deposit:**

The EMD may be forfeit-

- a) If a bidder withdraws or revokes its bid during the period of bid validity specified by the bidder;
- b) If a bidder modifies its bid in any manner after its opening but before the validity of the bid expires;
- c) If a bidder does not accept the arithmetical corrections of its bid price;
- d) In the case of successful bidder, if the bidder fails to furnish the performance security within the prescribed time.
- e) In case, the bidder withdraws his offer during the validity period, after placement of order, the EMD shall be forfeit.

**vii. Return of earnest money to bidders.**

- a) EMD shall be returned to the unsuccessful bidders, as soon as possible, after the tender is decided.
- b) EMD of bidders on whom the orders have been placed, shall be returned on acceptance of security deposit.

**4. TAXES AND DUTIES**

- (i) Total Fees for L.T. Revenue Audit (to be conducted on Half Yearly basis separately for each Half Year) of all the D.C's/Zones under each Group for the FY 2020-21 shall be legible and clear. In case if the fees/rates quoted are not legible and clear, such offers may be rejected at the sole discretion of MPPKVCL, Indore.
- (ii) The fees/rates in the above **Price Bid** shall be “fixed price” quoted for the audit of all the D.C's/Zones under each Group for FY 2020-21 (to be conducted on Half Yearly basis separately for each Half Year). The GST should be quoted separately.
- (ii) If any Tax rates are increased or decreased, a new tax is introduced, an existing tax is abolished, or any change in interpretation or application of any tax occurs in the course of performance of contract, which was or will be assessed on the auditor, an equitable adjustment in the total fees payable for audit assignment shall be made to fully take into account any such change. However, decision of the company would be final in this regard.
- (iii) All prices should be in INR.

**5. AMENDMENT IN SPECIFICATION**

The Company may revise or amend the specification, prior to the date notified for opening of tender. Such revision / amendment, if any, will be communicated only through Amendment / Addendum to the tender on e-portal <https://www.mptenders.gov.in>.

**6. BIDS RECEIVED BY MESSENGER**

When the **offline part of the tenders** are delivered by a special messenger, the same should be dropped in the Tender Box, kept in the Purchase department O/o MD (WZ), MPPKVCL, G.P.H. Compound, Pologround, Indore on any working day, between 10:30 hours to 17:00 hours only at least one day prior to the date of opening as mentioned online. **Nobody is authorized to receive or issue receipt for tender delivered by hand.**



**7. TELEFAX BIDS**

Telefax / E-mail offers will not be considered under any circumstances.

**8. DELAYED / LATE BIDS**

The Company shall not assume any responsibility for any postal delays either for the late receipt of documents by bidders or late receipt of bids by the Company. No extension in time shall be granted on such grounds.

**9. ALTERNATIVE BIDS**

Bid should be submitted as per intent of tender documents; any alternative offers are liable to be rejected.

**10. MISTAKES IN BIDS**

If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. In case of ambiguity between rates in figures and words, the amount quoted in words would generally prevail. However, company may, in its sole discretion, take any other interpretation which appears reasonable considering facts and circumstances of the case in totality, or reject such offers.

**11. LUMP SUM BASED BIDS**

In case prices for some items or all items are given as a lump sum, instead of unit prices as required in the tender specifications, Company can summarily reject such incomplete tender.

**12. PRINTED TERMS & CONDITIONS IN BIDS**

Bidder's printed Terms & Conditions will not be considered as forming part of the tender under any circumstances.

**13. ALTERATION/ CORRECTION IN BIDS**

No alteration/correction in the tender document will be permitted.

**14. INCOMPLETE BIDS**

Tender which is incomplete or obscure is liable for rejection.

**15. ACCEPTANCE OF PART / WHOLE BIDS-RIGHTS THEREOF**

Company reserves the right to accept/reject wholly or partly any tender without assigning any reason whatsoever. The Company in this regard shall not entertain any correspondence.

**16. AMBIGUITIES IN CONDITIONS OF BIDS**

In case of ambiguous or self contradictory terms/conditions mentioned in the bid, interpretation as may be advantageous to the Company may be taken without any reference to the tenderer.

**17. DISQUALIFICATION OF BIDS**

A bid which gets opened before the due dates as a result of improper or no indication having been given on the cover to indicate that it is a tender, will be disqualified. Bidders will not be permitted to change the substance of his tender on post interpretation/improper understanding grounds. This includes post tender price changes/modifications etc. after opening of Price bid. In such events, otherwise, i.e., when a bidder does not comply, tender will be rejected.

**18. LANGUAGE OF BIDS**

All tenders should be filled in English language only.

**19. INFORMATION & QUESTIONNAIRE SUBMISSION**

Questionnaires for various information to be furnished by bidders are enclosed with the "Tender" as **Schedule-II Part A & B** (for general and commercial). It is compulsory on the part of the bidder to furnish all details as per the Schedules. In case, the same are not filled up and enclosed with the tender, the bid is likely to be rejected.

In addition, a check list is attached (**Schedule-IX**) with the tender document. Bidders are requested to fill it carefully to ensure that there are no shortcomings in the documents

being submitted. Duly filled-up checklist must be submitted with the Part II - Technical & Commercial bid apart from online uploading.

**20. DEVIATIONS FROM TERMS / CONDITIONS**

Offers with deviation in the terms of payment, liquidated damages and security deposit are liable to be rejected outright.

Should the bidder desire to depart from other conditions and/or technical specifications in any respect, he shall draw attention to such deviations as per **Schedule- III part “A” and “B”** stating fully the reasons thereof. Unless this is done, these conditions and specifications will hold good, as acceptable to the bidder.

It may clearly understood that, even if deviations have been mentioned anywhere in the offer, the same shall not be taken in to cognizance unless the same are specifically mentioned in the deviation schedule(s). Deviation Schedules must be duly stamped & signed (even when all Terms & Condition acceptable).

**21. PROCEDURE FOR SUBMISSION OF BIDS**

The tender shall be submitted in three (3) parts: -

- (i) **Part-I:-** Shall contain **Earnest Money Deposit** required for the group in which participated (As per table Given under Clause-3 of Section-II(General Instructions to Bidders)

- (a) The bidders have to upload following documents online in **Envelope – A** as per key dates: -

The Bidders are required to invariably upload the valid documentary evidence of submission of online EMD as per given details without which online offer i.e., Envelopes-B & C shall not be opened.

**Note-One time EMD and Tender Fees as per NIT must be required from each participant/bidder, same documentary evidence are applicable for all 06 groups i.e. for each sub tender.**

- (b) Following shall be submitted physically: -

The valid documentary evidence of submission of online EMD required for the group in which participated in separate Envelope Part-II.

- (ii) **Part-II:-** shall contain **TECHNO-COMMERCIAL BID** The bidders have to upload

Following documents online in **Envelope – B** as per key dates: -

- (a) Duly filled check list as per **Schedule-IX.**
- (b) Certificate of acceptance of main terms & conditions as follows: -

<b>It is certified that we unconditionally agreed to the following clauses of tender specification: -</b>		
<b>(i)</b>	<b>PAYMENT TERMS</b>	<b>: AGREED.</b>
<b>(ii)</b>	<b>SECURITY DEPOSIT</b>	<b>: AGREED.</b>
<b>(iii)</b>	<b>PENALTY</b>	<b>: AGREED.</b>
<b>(iv)</b>	<b>PERFORMANCE GUARANTEE</b>	<b>: AGREED.</b>

- (c) Tender Form (Section-I(C)) – Uploaded duly sealed, signed by the authorized partner of the firm & dated scan copy

- (d) Document in support of Basic Qualifying Criterion as per **Section-I (E)**. Qualifying Criterion.

- (i) Latest – Copy of registration issued by ICAI/ICWAI.
- (ii) Certified copy of Balance Sheet & P&L Accounts for the FY 2015-16,2016-17, 2017-18,2018-19 and 2019-20.

- (iii) Certified copy of latest partnership deed.

- (e) Schedule-II (A) General information
- (f) Schedule-II (B) Commercial Information
- (g) Schedule-III (A) Schedule of Commercial Deviation.
- (h) Schedule-III (B) Schedule of Technical Deviation
- (i) Schedule-IV Schedule of Financial Information
- (j) Schedule-V Declaration of Relationship Format

- (k) Schedule-VI Declaration/ Undertaking (Firm/ Partner is not debarred / Blacklisted )  
(l) Schedule-IX Check List.

**The above schedules should be filled online in specified templates and the supporting documents should be submitted physically. Please note that in absence of the supporting documents the offer may not be evaluated & likely to be rejected.**

Following shall be submitted physically Part-II: -

- (a) Complete tender document form (Except Draft Agreement and Specimen Copy of Audit Report) duly sealed & signed on each page by the authorised partner of the firm along with name & registration number.
- (b) Duly filled all schedules (**except price schedule**) with supporting documents.
- (iii) **Part-III - “PRICE BID” (To be submitted Online only separately for each Group)**, in the online **price bid, Section-V, Schedule-I**. The bidder shall ensure that the prices / rates are filled in accordance with the Proforma for “Price and Quantity” **Schedule-I** to be kept in **Envelope ‘C’** separately for each Group and upload online as per key dates. **Please note that, the Schedule of price bid, Section-V, Schedule-I, i.e., Financial offer (Envelope-C) will not be accepted physically.**
- (iv) Online tender being submitted must be Class 3 digitally signed by a person holding a Power of Attorney authorizing him to do so, certified copies of which shall be enclosed.
- (v) Online tender submitted on behalf of companies registered with the Indian Companies Act, for the time being in force, shall be signed by persons duly authorized to submit the tender on behalf of the Company and shall be accompanied by certified true copies of the resolutions, extracts of Articles of Association, special or general Power of Attorney etc. to show clearly the title, authority and designation of persons signing the Tender on behalf of the Company.
- (vi) All the three parts shall be submitted online in three separate Envelopes. Further, Part-I (Envelope-A-EMD,) & Part-II (Envelope-B-Techno-commercial bid) shall also be submitted physically, properly super-scribed as Part-I “Earnest Money Deposit” & Part-II “Commercial Bid and Technical Bid”. Each Envelope shall also be super scribed with name of the work and TS number for which the tender is submitted, the name of the said bidder and the date of opening, as advertised. **The physical tender i.e., the two parts shall be submitted each in single copy only.**
- (vii) The above two Envelopes, duly sealed, are to be kept again in one Envelope called main Envelope and sealed. This Envelope should be properly super scribed stating that this Envelope contains two separate Envelopes for Part I “EARNEST MONEY DEPOSIT” & Part – II “TECHNO-COMMERCIAL BID”, in addition to tender specification number., name of work and bidder, details of Group wise Earnest Money Deposit, and due date of opening should be super scribed on this common Envelope also. Beside this, it shall be certified on the main Envelope itself that MPPKVVCL, Indore’s PAYMENT TERMS, PENALTY, and SECURITY DEPOSIT CLAUSES, as mentioned in tender specification, are acceptable to the bidder. This certification shall be in following manner:

-  
Outsourcing of Internal Audit related to LT Revenue Audit of Distribution Centres/Zones offices under different Circles of MPPKVVCL, Indore for the FY 2020-21 (to be conducted on Half Yearly basis, separately for each Half year)

Tender Specification No. – MD/WZ/06/PUR/____ Due For Opening On - ____ For – Outsourcing of Internal Audit related to LT Revenue Audit of Distribution Centres/Zones offices under different Circles of MPPKVVCL, Indore for the FY 2020-21 (to be conducted on Half Yearly basis, separately For each Half years ). This Envelope Contains 2 Separate Envelopes For:- a. Part I : “Earnest Money Deposit ”
--

b. Part II: “Commercial and Technical Bid”

It is certified that we agree to the following clauses of tender specification:-

- a. Payment terms : agreed.
- b. Security deposit : agreed.
- c. Penalty : agreed.
- d. Performance guarantee : agreed.

In absence of such certification on the main envelope itself, the same shall not be opened and the offer shall be rejected.

- (viii) Even after certification on the body of the main envelope, if any ambiguity is found upon opening of the main envelope or after opening of the Price bid (Schedule-I), the offer shall be liable to be rejected.

**22. DATE AND TIME OF OPENING OF BIDS – CHANGES**

- (i) Tender shall be opened online on <https://www.mptenders.gov.in> on the due date and time as notified in the **online tender notice and key dates**, in the presence of the bidders or their authorized representatives who may be present.
- (ii) If the due date of opening / submission of tender documents is declared as holiday by Central / State Govt. or local Administration, it will automatically get shifted to the next working day, for which no prior intimation shall be given.
- (iii) In case opening of the entire tender is not completed on the day of opening, the tender opening shall be continued on subsequent day.
- (iv) It may please be noted that the due date / time of opening can be altered, extended, if desired by the MPPKVCL, Indore, without assigning any reasons thereof. However, due intimation shall be published on e-portal in such a case.

**23. OPENING OF EMD AND COMMERCIAL AND TECHNICAL BID**

The Bid shall be opened as per Key dates. If a bidder bids for more than one group and selected for one (1) Group then their bid for other groups shall not be opened or treated as null and void, as no bidder shall be allotted Internal Audit for more than one (1) Group. First envelope of Earnest Money Deposit shall be opened online & physically as per due date and time, as notified **online as per key dates**. The requirement for **EMD** shall be verified and thereafter, the second part, i.e. the Commercial and Technical Bid, shall be opened **as per key dates** in respect of bidders eligible as per EMD. **The date of opening of EMD & Commercial & Technical Bid shall be the date of opening of tender for all the purpose.**

**24. OPENING OF PRICE BID**

**The price bid shall be opened online as per key date or any subsequent date only after evaluation of technical and commercial bid.**

The offers which are in conformity with important commercial Terms & Conditions including Payment terms, Penalty and Security Deposit clause of Tender specification and exactly as per our technical specification, shall be eligible for opening of their **Price Bid Section-V, Schedule-I.**

**25. CANVASSING OF BIDS**

Tender shall be deemed to be under consideration, after opening of tender/ bid, till placement of order. During this period, the bidders or their authorized representatives or other interested parties are advised strongly, in their own interest, to refrain from contacting by any means with any of the Company’s personal or Representative, on matters relating to tender under process.

The company desires to deal directly with the bidder, to avoid delay in decision making. It will be in the interest of bidder to avoid liaison agent / commission agent.

**26. VALIDITY OF BIDS**

- (i) The offers shall be **valid for 180 days**. Validity of the offer shall be counted from the date of opening of bids.

- (ii) Those who do not agree for a validity of 180 days will do so at their own risk and their offers are liable to be rejected.
  - (iii) However, if due to circumstances beyond control, bidders are advised to extend the validity, they shall not be permitted to revise their rate, offer while extending the validity which may materially result in any reduction or increase in the computed price of their original offer.
- 27. AUTHORISATION / LOCAL REPRESENTATIVE**  
Only authorized representative, possessing necessary authority letter from the bidder shall be allowed to participate in the tender opening.
- 28. ACCEPTANCE OF TENDER**  
The Company may reject any or all tenders or to accept any tender considering advantageous to Company whether it is the lowest offer or not.
- 29. CHANGE OF QUANTITY**  
The Company reserves the right to vary the quantities/services of any or all work as specified in the schedule-VII, Section V as may be necessary, based on Company's judgment. No correspondence shall be entered into, neither discussed regarding quantity variation, nor any reason will be assigned thereof.
- 30. TECHNICAL EVALUATION OF OFFERS AND ACCEPTANCE OF TENDER**
- (i) The Company may reject any or all tenders or to accept any tender considering advantageous to Company whether it is the lowest offer or not.
  - (ii) The Company may split the quantities against the tender on more than one firm for the same work. No reasons shall be assigned by the Company for this and the same will be binding on the bidders.
  - (iii) If any taxes are not quoted as per the currently applicable rates without giving details or proof of applicability of the taxes at any concessional/ higher rates, the Company reserves the rights to load the quoted prices as per the applicable rate of taxes prevalent at the time of bid evaluation for price comparison purposes. However, responsibility in this regard shall solely rest with bidder.
  - (iv) **Preliminary Scrutiny:-** Preliminary scrutiny of the technical proposal will be made to determine whether they are complete, whether the documents have been properly signed, and whether the bids are generally in order. Bids not conforming to such preliminary requirements will be prima facie rejected. Any bid **NOT** bearing signatures of Authorised Partner of the firm on all the documents, accompanying the bid, is liable to be rejected.
  - (v) **Fulfilment of Minimum Qualification Criteria:-** The proposals will be examined to ascertain whether they fulfil the minimum qualification criteria as prescribed in **Section-1 (E)**. The proposals of those applicants who do not fulfil minimum qualification criteria shall not be taken into further consideration/ detailed evaluation.
  - (vi) **Substantial Responsiveness:-** MPPKVVCL will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations MPPKVVCL will not allow any corrections in case of nonconformities.
  - (vii) **Waivers:-** MPPKVVCL shall waive minor infirmity; nonconformity or irregularity in a proposal, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Applicant.
  - (viii) **Detailed Evaluation of Technical Proposals:** Bids found to be substantially responsive, will be taken up for detailed evaluation. Criteria for evaluation of technical bids have been specified in **Schedule - VIII** of this document.
  - (ix) **Technically qualified Applicants:** All the Applicants who fulfill minimum eligibility criteria **and** secure a Technical Score of 50% marks or more will be declared as technically qualified. The Financial Bids of only the technically qualified Applicants will be opened for further processing.

- (x) **Scoring:** Parameters used for evaluation of technical bids will be based on the relevance and nature of activities in past similar engagements, approach proposed, experience in domain area, experience and skill of core team proposed and conformance to time schedule.
- (xi) The technical proposal shall be evaluated on the basis of marking criteria for each technical proposal mentioned in Schedule - VIII, the total of marks obtained in all technical criteria shall be the marks of technical proposal of any particular bidder. Minimum eligibility criteria for Technical qualification for a particular firm shall be 50% marks.
- (xii) The marks shall be calculated for each technical parameter mentioned in the Schedule - VIII, on the basis of above formula. The sum of marks obtained for all technical parameter shall be the score of technical evaluation.
- (xiii) The technical score (50% marks or above) shall be considered for qualification of bidder for price bid opening only.

**31. Evaluation of Financial bids Separately for Each Group**

- a) Financial Bids of the technically qualified Applicants will be opened as per Key dates.
- b) Fixed Price Bids: Only fixed price financial bids indicating total fees for the audit of all the D.C's/Zones under each Group for FY 2020-21 (to be conducted on Half Yearly basis separately for each Half Year) will be considered. The Price shall be inclusive of all TA/DA Lodging, Boarding and out of pocket expenses.GST as applicable will be paid extra. No payment other than this shall be paid for the deliverables as specified in the tender document. Format for submission of financial proposal is given in Section-V, Schedule-I,PRICE BID.
- c) Arithmetical errors will be rectified as follows: if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. However, if the amount quoted in words is not legible or not clear in meaning, the MPPKVVCL may consider the amount quoted in figures as final. Such offers may also be rejected.
- d) All prices should be in INR
- e) The group wise price bid shall be opened online as per key dates, but quoted rates for only qualified services/items of successful bidders will be read out & considered by the tender opening authority, and the lowest bidder shall be awarded the work, If a bidder bids for more than one group and selected for one group then all their bids for other groups shall not be opened or treated null or void. It is mandatory that no bidder shall be allotted internal audit for more than one group. The selection of opening of price bid shall be decided by the Company.
- (i) The selected bidder shall be issued a letter of Award (LOA) by Chief Engineer (Purchase) MPPKVVCL, Indore and, Upon acceptance of the LOA, by such selected bidder, will be awarded the work of Outsourcing of Internal Audit related to LT Revenue Audit of Distribution Centres/Zones offices under that group of MPPKVVCL, Indore for the FY 2020-21 (to be conducted on Half Yearly basis , separately For each Half year ) of that Group.
- (ii) The selected bidder shall accept the Letter of Award unconditionally, within seven (7) days from the date of issue of the LOA.
- (iii) Upon acceptance of the LOA, partner of the selected bidder firm shall be required to sign up an agreement with Chief Internal Audit Officer, MPPKVVCL, Indore on a non-judicial stamp paper of Rs. 1000/- at Indore within Seven (7) days of acceptance of LOA or as permitted by the Chief Internal Audit Officer , containing overall terms and conditions which shall be binding on the firms. Draft agreement is given in the tender. Cost of the stamp and revenue stamp affixed on the agreement shall be borne by the applicant, MPPKVVCL, Indore shall not reimburse these costs.
- (iv) After the signing of the agreement the selected bidder shall commence the work of

Internal Audit of LT Revenue Audit of DCs/ Zones under the Group for the half year as per written direction given by the Chief Internal Audit Officer, MPPKVVCL Indore.

- (v) The selected bidder shall not sublet the work of LT Revenue Audit of DCs/ Zones under the Group for the half year to any other party. Any violation of this provision would make the contract liable for termination.
- (vi) If the selected bidder:
  - (a) Fails to accept the LOA within the prescribed time;
  - (b) Fails to complete the contractual formalities within the stipulated time period; or
  - (c) Fails to commence the work of LT Revenue Audit of DCs/ Zones under the Group for the half year as indicated in Annexure 1 (A) & (B) within specified time period under **Clause 7 of Section –III (General Terms & Conditions of the Contract )** or fails to complete the audit work within specified time period mentioned under **Clause 8 of Section –III (General Terms & Conditions of the Contract )** then in such cases, MPPKVVCL, Indore reserves the right to cancel the offer made to such Firm, **forfeits it's EMD & Performance Security and may also blacklist the bidder. The MPPKVVCL, Indore may also report the matter to Institute of Chartered Accountants of India (ICAI) or Institute of Cost & Works Accountants of India (ICWAI) to take suitable action against such firm.**
  - (d) In such a situation, MPPKVVCL, Indore reserves the right to award the work of Internal Audit to next lowest evaluated bidder.

### **32. INDICATIVE PERFORMANCE PARAMETERS OF THE WORK OF INTERNAL AUDITOR**

The performance of the Auditor CA/CMA Firm shall be determined based on the following parameters:

- (i) Feedback from the Audit Committee of the Company;
- (ii) Elapsed time for issue of reports of each office – completion of audit work to final report of each office;
- (iii) % unsatisfactory audit opinions (not more than 10%);
- (iv) % of recommendations accepted (not less than 50% - 70%);
- (v) Number of repeat audit findings; (Repeated Audit para of same nature
- (vi) Amount of direct savings potential as a result of audits;
- (vii) Amount of measurable savings achieved as a direct result of audits;
- (viii) Number of major process improvements implemented as a result of audits;
- (ix) Extent of reliance External audit can place on Internal Audit;
- (x) Extent of advice given; and
- (xi) Number of best practice ideas shared
- (xii) Only one type/ nature of audit Para in many reports;

In addition to the above list, the Internal Auditor is also expected to follow and meet the minimum standards for Audit as prescribed from time to time.

### **33. CONTRACT AWARD PROCEDURE**

- (i) The proposal obtaining the total lowest Quoted Fees for audit of all offices in each group, as shown in **price bid, Section-V, Schedule-I** shall be ranked as L-1.
- (ii) The group wise price bid shall be opened online as per key dates, but quoted rates for only qualified services/items of successful bidders will be read out & considered by the tender opening authority, if a bidder bids for more than one group and selected for one group then all their bids for other groups shall not be opened or treated null or void. It is mandatory that no bidder shall be allotted internal audit for more than one group.

### **34. INDICATIVE PERFORMANCE PARAMETERS OF THE WORK OF INTERNAL AUDITOR**

The performance of the Auditor shall be determined based on the following parameters:

- (xiii) Feedback from the Audit Committee of the Company;
  - (xiv) Elapsed time for issue of reports of each office – completion of audit work to final report of each office;
  - (xv) % unsatisfactory audit opinions (not more than 10%);
  - (xvi) % of recommendations accepted (not less than 50% - 70%);
  - (xvii) Number of repeat audit findings; (Repeated Audit para of same nature)
  - (xviii) Amount of direct savings potential as a result of audits;
  - (xix) Amount of measurable savings achieved as a direct result of audits;
  - (xx) Number of major process improvements implemented as a result of audits;
  - (xxi) Extent of reliance External audit can place on Internal Audit;
  - (xxii) Extent of advice given; and
  - (xxiii) Number of best practice ideas shared
  - (xxiv) Only one type/ nature of audit Para in many reports;
- In addition to the above list, the Internal Auditor is also expected to follow and meet the minimum standards for Audit as prescribed from time to time.

- Sd -  
**Chief Engineer (Purchase)**  
**O/o MD (WZ), MPPKVCL, Indore**



**SECTION-III**  
**GENERAL TERMS AND CONDITIONS OF CONTRACT**

**1. PRICES AND STATUTORY LEVIES**

- (i) It is obligatory that FIRM price as specified in price bid' is quoted, clearly giving break-up in the following elements: -
  - (b) Unit Ex-works rate including all other Charges.
  - (c) SGST as applicable on Ex-works prices as on date of Bidding.
  - (d) CGST as applicable on Ex-works prices as on date of Bidding.
  - (e) IGST as applicable on Ex-works prices as on date of Bidding.
  - (f) Any other levy / taxes. The details and rate to be specified.
  - (g) In case of exemption/ concessional GST, documentary evidence shall be furnished with the offer.
  - (h) The prices shall be quoted exactly as per the price schedule enclosed with the tender specification, including all elements. In absence of this, the offer shall be liable for rejection.
  - (i) The price should be quoted after taking into account the Input Tax credit of GST. In case of an order, the bidder shall be required to submit 'Anti Profiteering Certificate' in specified format to be furnished before placement of order.
- (ii) Any charge as may be applicable as per law in force, must be clearly specified otherwise any of such silent charges, shall not be payable in the event of an order.
- (iii) The basic order shall be placed on Ex- works price inclusive of all other charges.
- (iv) The payment of statutory levies such as SGST, CGST, IGST against the contract shall be made on the basis of rates prevailing during the contractual work/services period only and on applicable quantity due, to be actually executed as per delivery schedule of contract. In case of the concessional rate of statutory levies are quoted by the bidder, then the same shall be paid limited to the quoted rate. In that case the payment of statutory levies such as SGST, CGST, IGST against the contract to all concerned government departments or any duties to any other organization will be the sole responsibility of bidder firm /service provider/supplier on the basis of rates prevailing during the contractual work/services delivery period as per schedule of contract, as well as for any work/services supplies made after the contractual period. Any liability raised by the government authorities due to any difference in the amount payable and consequences thereof the purchaser MPPKVVCL, Indore will not be responsible for any sustained damages by the bidder firm service provider / supplier.
- (v) In case, work/services against the contract are affected late i.e. beyond contractual work/services period and rate of CGST, SGST, IGST undergoes upward revision, the payment will continue to be made only on the basis of rates prevailing during the contractual work/services period. However, in case the rate of statutory levy (ies) undergoes, downwards revision then the delayed work/services beyond contractual work/services period will attract the reduced rate of statutory levy (ies).
- (vi) In case of delay in work/services/supply, if the bidder firm service provider/ supplier is able to prove that the delay involved is due to force majeure conditions, as detailed in the "Force Majeure" clause, supported with suitable documentary proofs and in case the delay is condoned with specific approval for payment of statutory levies during extended period, supplementary claim for CGST/ IGST/SGST shall be accepted and payment shall be released, accordingly.
- (vii) Pending decision on the request of the supplier, for condition of the delay in work/services delivery, the bidder firm service provider/ supplier will claim CGST/ IGST/SGST as per the rates prevailing during the contractual work/services delivery period. In case, this is not done, all financial losses will be to bidder firm's supplier's account.

- (viii) In case any new tax is made applicable after submission of bids by the bidders, additional payment on account of such new taxes would be considered by the company. However, decision of the company would be final in this regard.
- (ix) In case of non-registration with Tax Department, GST Tax as admissible shall be deducted by the purchaser from the bills of the bidder firm service provider/ supplier.
- (x) M. P. Paschim Kshetra Vidyut Vitaran Company Limited, Indore is a registered dealer under GST Act. The registration No. is **23AADCM7397N1ZU**. Necessary declaration form for availing concessional GST, shall be furnished after execution of work/Services and verification of the legal position at our end.
- 2. PERIOD OF CONTRACT**
- (i) The bidder CA/CMA Firm would be required to carry out Half Yearly L.T. Revenue audit for the FY 2020-21 as indicated in the Annexure 1 (A) & (B) commencing from the written direction given by the Chief Internal Audit Officer, MPPKVVCL, Indore to commence the work and till completion of the audit work as per Clause 8 of the Section – III (General terms & conditions of the Contract).
- (ii) The contract will be liable for termination at any time during the period of contract and without liability of compensation for the balance period if the work is not carried out satisfactorily in accordance with the rules in vogue.
- 3. SECURITY DEPOSIT**
- The contractor will have to deposit an amount of @ 10% (Ten percent) of the value of the contract in the form of Bank guarantee (BG)/Demand Draft (DD) issued by any Scheduled Commercial Bank in favour of RAO., MPPKVVCL, Indore as Security Deposit, within 10 days from the date of order in the office of Chief Internal Audit Officer, MPPKVVCL, Indore for proper fulfillment of the contract. The same will be refunded after One Year (12 Months) satisfactory completion of the contract by the Internal Audit Department. The performance security deposit shall be forfeited if the successful tenderer fails to fulfill the terms of the contract.
- 4. VALIDITY**
- The offer shall be valid for 180 days from date of opening of price bid.
- 5. DECLARATION OF RELATIONSHIP**
- (i) The tenderer/bidder should disclose his relationship with officers / official of the M.P.P.K.V.V.Co.Ltd., if any with tender.
- (ii) The bids not accompanying the above certificate will be rejected. The declaration must be furnished in the format given in **Schedule-V**. Any false information furnished in the declaration, disclosure, if revealed later the contract shall be liable to be terminated and the company will be entitle for recovery of damages.
- 6. AGREEMENT** The Partner of the successful bidder firm should enter into an Agreement with Chief Internal Audit Officer, O/o MD (WZ) MPPKVV Co. Ltd., Indore on Non-judicial stamped paper of value of Rs. 1000/- within Seven (7) days of acceptance of LoA or as permitted by the Chief Internal Audit Officer, MPPKVVCL, Indore failing which the contact will be cancelled.
- 7. COMMENCEMENT OF SERVICES**
- The selected bidder shall commence the L.T. Revenue Audit of DCs/Zones under the Group for the FY 2020-21 of each Half Year as indicated in the Annexure 1 (A) & (B) or as per written direction given by Chief Internal Audit Officer, MPPKVVCL, Indore of this office.
- 8. COMPLETION OF SERVICES OF A GROUP FOR FY AS INDICATED**
- The selected bidders shall complete the L.T. Revenue Audit work of all offices for the FY 2020-21 separately for each Half Year of the awarded group as indicated in the Annexure 1 (A) & (B) within time period given below from the date of commencement of the audit mentioned under **clause 7** above.

Group No.	Name of Circle	Name of Division	Total No. of Auditee Office	Minimum No. of Audit Teams to be Deployed (in Nos.)	Period of completion of audit for each Half Year of FY 2020-21 (In Months)
9	Khargone (O&M) Circle	Khargone -I , Khargone-II	19	3	3
10	Khargone (O&M) Circle	Barwah	11	3	2
13	Khandwa (O&M) Circle	Khandwa (O&M) II	12	3	2
20	Shajapur (O&M) Circle	Shajapur, M Badodiya	11	3	2
22	Agar (O&M) Circle	Agar ,Susner	10	3	2
26	Mandsaur (O&M) Circle	Malhargarh, Sitamau	17	4	2
<b>Total</b>			<b>80</b>		

9. **CO-ORDINATION AND FOLLOW UP OF AUDIT WORK**

Chief Internal Audit Officer, Executive Engineer /Dy. Director (Audit), Accounts Officer (Audit), O/o MD (WZ) MPPKVVCL, Indore will be incharge of co-ordination of audit work. The successful bidder, after award of work is required to approach the officer concerned on all matters for smooth and effective conduct of audit. The term coordination covers the entire gamut of activities viz., finalization of audit programme, discussions and acceptance of deliverables, settlement of payment, dispute resolution as per the contract terms etc.

10. **SUBMISSION OF BILL AND PAYMENT SCHEDULE/ PROCEDURE FOR RELEASING OF THE FEES :**

The payment to the Auditor firm at the Circle Level shall be made by the Chief Financial Officer, MPPKVVCL, Indore.

**The total accepted fee shall be paid in the following manner:-**

- (i) 90% payment of accepted half yearly Audit fees will be made within 15 days or on turn as per queue whichever is later after satisfactory completion of each Half Yearly audit work as per scope of work mentioned in **clause 1 to 12 of Section IV (Specification and Scope of Work)** of the tender document.
- (ii) Regarding satisfactory completion of work a Certificate in original is to be produced from each auditee office as per **Clause- 10 (ix) of Section-IV (Specification and Scope of Work)** along with copy of Audit Report of the Office audited in Hard & Soft copy including Half Margins and all other related details as per **Clause 1 to 12 of Section IV (Specification and Scope of Work)**, submitted to the Chief Internal Audit Officer, O/o MD (WZ) MPPKVVCL Indore and satisfactory replies to any clarification sought on the same have been furnished.
- (iii) Balance 10% of payment of accepted half yearly Audit fees for each Auditee units shall be made after six month of submission of final audit report of second Half Year of FY 2020-21, provided that no irregularities resulting in loss of revenue or any penalties to the company are found subsequently out of the work done by the firm and ensuring that all the assistance required from the auditor firm in resolving matters relating to the period under audit have been received whether or not same were dealt with in the audit report by the auditor. The date of completion shall be reckoned from the date of submission of audit report of last auditee unit of the group for Second Half Year of FY 2020-21 to Chief Internal Audit Officer, MPPKVVCL, Indore.
- (iv) No interest, claim or penalty etc. would be payable by MPPKVVCL in case of any delay in payment beyond stipulated time.
- (v) No. advance payment shall be made against audit fee.
- (vi) The bill should be submitted by the bidder firm for not less than 5 No. Auditee office at a time in triplicate to Chief Internal Audit Officer, O/o MD MPPKVVCL, Indore.
- (vii) After satisfactory completion of the work, the bill will be verified by AO (Audit) / EE/Dy. Dir. (Audit) and approved by the Chief Internal Audit Officer, MPPKVVCL,

**T.S. No. MD/WZ/06/PUR/TS-1545 due on 07.07.2021 for Outsourcing of Internal Audit related to LT Revenue Audit of Distribution Centres/Zones offices under different Circles of MPPKVVCL, Indore for the FY 2020-21 (to be conducted on Half Yearly basis separately for each Half Year)**

Indore & shall further be forwarded to the Chief Financial Officer of Corporate office MPPKVVCL, Indore for pre-auditing, pass for payment and arranging payment within 15 days or on turn as per queue whichever is later.

- (viii) All statutory deductions towards Income tax or any other tax as per rules will be deducted in the bills.
- (ix) Whenever it is found that the Tenderer has received any excess payment by mistake, MPPKVVCL, reserve the right to recover from tenderer/bidder.

**11. PENALTY FOR DELAY IN COMPLETION OF WORK AS PER SCHEDULE:**

- (i) If the work of awarded group for any one Half Year is not completed by bidder firm in stipulated time period, as per **Clause 8 of this Section-III** then penalty @ 4% per month or part thereof subject to maximum 20% of the total value of incomplete portion of the work of that group for that Half Year shall be imposed. However, in the event of non completion of the work of a particular group for the respective Half Year in the stipulated time period due to unforeseen conditions, the auditor firm will be required to apply for grant of additional time period. Request of extension of time period desired by the auditor firm shall be considered only if reasonable and justified ground exists at the sole discretion of Chief Internal Audit Officer, MPPKVVCL, Indore.
- (ii) In the event of non submission of the report within time schedule (within 20 days) specified in **Clause 9 (iv) of Section-IV** (Specification and Scope of works) after completion of the audit of an auditee office for each Half Year, the penalty @ 5% per month or part thereof subject to maximum 20% of the value of the work of that particular auditee office for the Half Year shall be imposed.
- (iii) In the event of improper/incomplete submission of the report as specified in **Clause 9 (v) of Section-IV** (Specification and Scope of works) after completion of the audit of an auditee office for the Half Year, the penalty @ 5% **subject to maximum 10 % of the value of the work of that particular auditee office for the Half Year** shall be imposed. Chief Internal Audit Officer, MPPKVVCL, Indore reserves the right to reject the Internal Audit report, in cases where the observations in the Internal Audit Reports are found to be dissatisfactory based on the Performance review parameters as laid down in as per **Clause-32 of Section-II** (General Instructions to bidder).
- (iv) In case, if audit officer deployed in a audit team remain overlap for Half Yearly audit of any unit then per day penalty assuming @ 40% of the audit fees for the half year for Audit Officer per day penalty shall be calculated and be imposed.
- (v) In case, if any one audit assistant deployed in audit team remain overlap for Half Yearly audit of any unit then per day penalty assuming @ 30% of the audit fees for the half year for one Audit assistant per day penalty shall be calculated and be imposed.
- (vi) During the execution of the audit of the DC/Zone the surprise checking of the attendance of audit team members will be conducted by the staff of MPPKVVCL and in case if any member of the audit team as per **Clause 4 (i, ii, and iii) of Section-IV** (Specification and Scope of works) are not found present as per the audit programme of the CA/CMA firm, then penalty for the number of members absent in an audit team shall be imposed for total absent period of the audit officer/audit assistant, as per **Clause 11 (iv) or Clause 11 (v)** above whichever is applicable shall be calculated and be imposed. In case if during surprise checking of the audit team member if members of the audit team are found absent for the first time then the penalty shall be imposed as per the **Clause 11 (iv) or Clause 11 (v)**. In case during surprise checking conducted 2<sup>nd</sup> time for the same DC/Zone and any member of the audit team found absent then the penalty shall be imposed at the double rate of **Clause 11 (iv) or Clause 11 (v)**. Further, in case during surprise checking conducted 3<sup>rd</sup> time for the same DC/Zone and any member of the audit team found absent then the Work Order of the firm may be cancelled and further extension for the Work order /Award for audit of next FY may not be granted to the firm.
- (vii) In case if any or all the members of the audit team deployed by the auditor possesses

lower qualification than the minimum required qualification as laid down in **clause 4 (ii) or 4 (iii) of Section-IV** (Specification and Scope of works) then such member shall be treated as absent and per day penalty as per **Clause 11(iv) or 11 (v)** above whichever is applicable shall be calculated and penalty for total period of the engagement of such member shall be imposed.

- (viii) As the Audit of 100% collection received in the DC/Zone during the Half Year is to be carried out by the auditor Firm. Therefore, in case any defalcation of money is found in the DC/Zone within 1 year of the completion of audit for the audit period related to audit carried out by the Firm and it is found/observed that there is a gross negligence of the auditor firm during the audit then the security deposit/ other claim of the Firm available with MPPKVVCL may be forfeited and firm may be debarred by MPPKVVCL.

#### 12. **SUSPENSION OF SERVICES**

MPPKVVCL, Indore reserves the right to suspend the selected bidder by a written notice and suspend all payments to the selected bidder, if the selected bidder fails to perform their obligation in the assignment or involved in any misconduct. MPPKVVCL also reserves the right to debar the firm or intimate to ICAI or ICWAI for appropriate action against the firm in extreme cases.

#### 13. **EXTENSION ORDER**

The Outsourcing of Internal Audit to CA/CMA Firm may be extended by the MPPKVVCL, Indore for the further period of Two Financial Year i.e. FY 2021-22 & 2022-23 (One FY at a time) at its discretion on the same terms and conditions depending upon the performance of the auditor firm @ 5% increased rates over the previous year's rate. GST shall be paid extra as per applicable rates for the Financial Year in which audit work is carried out.

#### 14. **STATUTORY RULES, ACT & REGULATIONS:**

- (i) The rates and prices quoted by the tenderer/bidder while submitting the tender shall be firm till the contract completed. The quoted rates shall be binding on the tenderer/bidder.
- (ii) For any failure of implementing the statutory rules and regulations by the tenderer/bidder the MPPKVV Co. Ltd will be a liberty to recover such amounts from the bills or security deposits of the tenderer/bidder or any other payment available with the Company in the name of bidder firm.
- (iii) The Contract will be liable for termination if the work is not carried out satisfactorily and in accordance with Rules & provision.
- (iv) The successful tenderer/bidder shall be responsible for engaging employees at his choice. Under no circumstances, the employee of the successful tenderer/bidder shall be considered as MPPKVV Co. Ltd. Employee. The tenderer/bidder shall make it clear to the employee engaged by him that they are his employee and MPPKVV Co. Ltd. has nothing to do with their employment or any other claims.
- (v) Any other terms and conditions as per MPPKVV Co. Ltd. Rules and Regulations, not covered herein will be binding on the tenderer/bidder.  
All disputes arising out of this contract should be decided in the courts situated in Indore.

#### 15. **ESCALATION**

No escalation charges or additional amount whatsoever shall be paid to the selected bidders.

#### 16. **DISPUTES**

**The following clause titling Disputes shall be a part of the agreement to be entered into with the respective selective bidders for each group.**

**(a) Settlement of Disputes**

- i.** If any dispute of any kind whatsoever shall arise between the Employer and the Contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the Facilities, whether during the progress of the Facilities or after their completion and whether before or after the termination, abandonment or breach of the Contract, the parties shall seek to resolve any such dispute or difference, to the extent possible, amicably by mutual consultation.
- ii.** If the parties fail to resolve such a dispute or difference by mutual consultation at the execution site level, then the dispute shall be referred by the Contractor to the Chief Internal Audit Officer, MPPKVVCL, Indore who, within a period of thirty (30) days after being requested by Contractor to do so, shall give written notice of his decision.
- iii.** The decision/instruction of the Chief Internal Audit Officer, MPPKVVCL, Indore shall be deemed to have been accepted by the Contractor unless notified by the Contractor of his intention to refer the matter for Arbitration within thirty (30) days of such decision/instruction.
- iv.** In the event the Chief Internal Audit Officer, MPPKVVCL, Indore fails to notify his decision as aforesaid within thirty (30) days, the Contractor, if he intends to go for Arbitration, shall notify his intention to the Chief Internal Audit Officer, MPPKVVCL, Indore within 30 days of expiry of the first mentioned period of thirty days failing which it shall be deemed that there are no dispute or difference between the Employer and the Contractor.
- v.** In case of dispute or difference between the Employer and the Contractor, if the Employer intends to go for Arbitration, he shall notify such intention to the Contractor.

**(b) Arbitration**

- i.** All disputes or differences in respect of which the decision, if any, of the Chief Internal Audit Officer, MPPKVVCL, Indore and/or the Head of the Implementing Authority has not become final or binding as aforesaid shall be settled by arbitration in the manner provided herein below:
- ii.** The employer or contractor either of them may after exhausting the provision of clause-38 may refer to the unsettled dispute to MP Madhyastha Abhikaran Adhinium under the Act (MP Madhyastha Abhikaran Adhinium 1983) with its latest amendment. The aggrieved party has to approach the Madhyastha for arbitration in accordance with the provision of MP Madhyastha Abhikaran Adhinium 1983. The decision of MP Madhyastha Abhikaran Adhinium shall be final and binding up on the parties. The language of the arbitration proceedings and that of the documents and communications between the parties shall be English. All the dispute will be settled in the High Court of MP Indore.
- iii.** During settlement of disputes and arbitration proceedings, both parties shall be obliged to carry out their respective obligations under the Contract.

**17. SNAP BIDDING**

- (a)** The Employer reserves the rights to opt for Snap bidding. Snap bids could be invited from all the techno-commercial qualified bidders who were found qualified during techno-commercial evaluation. The terms and conditions for the Snap bidding may require the bidders to furnish their complete revised financial bid, or in case of large and complex contracts, to furnish only their modifications to the bids submitted earlier. In case the bidders are required to furnish the complete revised financial bids, the earlier financial bids submitted by the bidders shall be null and void, once the Snap bids are invited.
- (b)** In case the bidders are required to furnish only the modifications to their earlier bids, the earlier bid as modified to the extent of the modifications submitted in the Snap bid would be valid for consideration for the specified validity period. Employer at its option may

ask for renewal of EMD/BID SECURITY. However, if a bidder does not respond in the Snap bidding, the earlier bid submitted by the bidder shall be considered null and void.

- (c) The quoted price in the Price bid shall not be allowed to be increased above the L-1 rates. However, where the terms of Snap bidding as communicated to bidders specify that the prices given in earlier bid shall not be increased and in spite of this, any bidder increases the price in the Snap bidding, such a Snap bid shall be treated as non-responsive and such bidder shall not be considered for award.
- (d) In order to avoid difficulty during the process of evaluation of Snap bids, the ambiguities encountered, if any in the original bids received and /or in bidding documents, etc. should be clarified to the bidders while seeking the Snap bids.

**BIDDERS ARE ALSO ADVISED TO FURNISH FOLLOWING DOCUMENTS**

- (i) Latest partnership / ownership deed of the firm quoting the tender.
- (ii) Power of Authority to sign the tender documents and all correspondence before and after placement of order.

**Note: - Bidders are advised to furnish documentary evidence to the effect that they fulfil all the requirements indicated above.**

- Sd -

**Chief Engineer (Purchase)  
O/o MD (WZ), MPPKVCL, Indore**

## SECTION -IV

### SPECIFICATION & SCOPE OF WORKS

#### **SCOPE OF WORK:**

##### **(1) BACKGROUND**

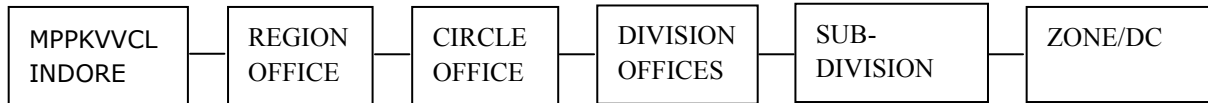
**Madhya Pradesh Paschim Kshetra Vidyut Vitran Company Limited**, with its office at G.P.H. Compound, Polo ground, Indore is a Power Distribution Company incorporated under the provisions of the Companies Act, 1956 and is a Government of Madhya Pradesh Undertaking, post un-bundling of Madhya Pradesh State Electricity Board in 2005, as a part of the MP power sector reforms. The scope of work of the company includes:

- (i) Distribution of electricity to retail consumers;
- (ii) Compliance of requirements provided under provisions, regulations, notifications, clarification, etc issued or notified by Madhya Pradesh Electricity Regulatory Commission (MPERC);
- (iii) Operation and Maintenance of distribution system;
- (iv) Billing to retail consumers and collection of revenue from retail consumers;
- (v) Capital investment for improvement and capacity enhancement of distribution system.

##### **(2) ORGANISATION STRUCTURE**

The Company is engaged in the distribution & retail supply of electricity to its consumers through 2 Regional Offices, 15 Circles and 56 Divisions and 432 Distribution Centres/ Zones in the specified area.

Its Organization Structure flows as below:



List of Offices are enclosed in **Annexure-1 (A, B & C) of this section.**

##### **(3) OFFICES FOR INTERNAL AUDIT:**

###### **(i) Outsourcing of L.T.Revenue Audit**

The company desires to outsource its L.T. Revenue Audit to reputed Chartered Accountant/Cost Accountant firms, at the Circle Level. The Chartered Accountant/Cost Accountant firm for each Group shall be responsible for the L.T. Revenue Audit of all the listed Offices as per the Scope of Work within the Group for the financial year 2020-21 to be conducted on Half Yearly basis separately for each half year as indicated in the Annexure 1 (A) & (B).

###### **(ii) Frequency of Audit of Offices:**

For all offices operating under the Group of which the L.T. Revenue Audit is outsourced to CA/CMA firm shall be required to be audited as per the Scope of work and Terms of references (TOR) of the tender document. The Auditor shall carry out L.T. Revenue audit as per the following scope of all the offices in the Circle Office(s):

Details of minimum time period required to complete LT Revenue Audit of each DC/Zone for each half year.



Sr. No	Name and category of Offices	Periodicity/ Reporting of Audit	Minimum No. Of Days required to complete the LT revenue Audit of each DC/zone for each Half Year for FY 2020-21* auditee office*
1	All the Zones/DCs under different (O&M)/City Circles mentioned as Category "A" in Annexure 1 (A)	Half Yearly Audit of all the Zones/DCs under different (O&M)/City Circles for the FY 2020-21 separately for each Half Year	<b>18 Working Days</b>
2	All the Zones/DCs under different (O&M)/City Circles mentioned as Category "B" in Annexure 1 (A)	Half Yearly Audit of all the Zones/DCs under different (O&M)/City Circles for the FY 2020-21 separately for each Half Year	<b>15 Working Days</b>
3	All the Zones/DCs under different (O&M)/City Circles mentioned as Category "C" in Annexure 1 (A)	Half Yearly Audit of all the Zones/DCs under different (O&M)/City Circles for the FY 2020-21 separately for each Half Year	<b>12 Working Days</b>
4	All the Zones/DCs under different (O&M)/City Circles mentioned as Category "D" in Annexure 1 (A)	Half Yearly Audit of all the Zones/DCs under different (O&M)/City Circles for the FY 2020-21 separately for each Half Year	<b>10 Working Days</b>
5	All the Zones/DCs under different (O&M)/City Circles mentioned as Category "E" in Annexure 1 (A)	Half Yearly Audit of all the Zones /DCs under different (O&M)/City Circles for the FY 2020-21 separately for each Half Year	<b>08 Working Days</b>

\* The minimum No. Of Working Days to complete audit above indicates the minimum No. Of Working Days an audit team shall require to carry out the audit of each DC/Zone office for the FY 2020-21 separately for each Half Year as given in Annexure 1 (A) & 1 (B) as per the detailed Scope of work given.

**(4) STRUCTURE OF AUDIT PARTY**

- (i) The selected bidder firm shall be required to depute one audit team for the audit of Auditee Office, covering the entire scope of audit consisting of one (1) **Audit Officer** and two (2) **Audit Assistants**.
- (ii) The **Audit Officer** shall have any of the following as minimum qualification.  
CA/CMA;  
OR  
CA (Inter)/CMA (Inter) with at least Two (2) years post qualification experience;  
(Number of years of experience will be considered from the date of issuance of mark sheet)
- (iii) The two (2) No. **Audit assistant** shall be B.Com Graduate or article assistants having completed 1 year article ship.
- (iv) All the documents of the audit team verifying their educational background like mark sheets, certificates etc. will be verified by the Company. The audit team of the selected Bidder firm shall carry original and duplicate copy of their certificates.
- (v) The firm should submit to the Chief Internal Audit Officer, MPPKVCL, Indore before

starting the work a list of audit officer & audit assistants for all the audit team members to be deployed for audit work along with Qualification certificate of all the members of the audit team duly attested by the authorised partner of the C.A. Firm as per **Clause 4 (ii) and 4(iii)** mentioned above. In addition to this the firm should submit 2 No. Passport size photographs of all the members of the audit teams before commencement of audit. Thereafter MPPKVVCL, Indore will issue identity card to these audit team member only and no other members will be allowed for audit work. After completion/termination of the work the firm should return to the Chief Internal Audit Officer, MPPKVVCL, Indore all identity cards which have been issued to the team members of the firm. In case the identity cards which have been issued to the firm are not returned after completion/ termination of work the **Security Deposit/Final Bill Payment will not be released.**

- (vi) Minimum No. of Audit teams, depending upon the group allotted as shown in **Clause 8 of Section- III** (General Terms & Conditions), need to be deployed by the selected bidder firm at the same time to complete the audit assignment of all the Auditee Offices of each half year of the Group/Circle within the prescribed time schedule. For completion of the work within scheduled period, if required, the bidder shall deploy more No. of audit teams than the minimum No. of audit teams as shown in the **Clause 8 of Section- III** (General Terms & Conditions)
- (vii) Along with the Audit team as mentioned above, the Bidder firm shall be responsible for the supervision and overall monitoring of the team.
- (viii) Bidder firm shall arrange all necessary information for the audit team from time to time.
- (ix) Effectively supervise and control the audit.
- (x) Effectively discuss the audit points with the Officer In charge and obtain detailed and meaningful explanation.
- (xi) Ensure the work shall be as per the Scope of Internal Audit and completion of the Audit as per the schedule.
- (xii) The appointment of the Audit team and the team Leader shall be made on the basis of the credentials, experience and capability as furnished by the participating firm for the purpose of evaluation along with the technical proposal.

**(5) TERMS AND CONDITIONS**

- (i) The Partner of the selected bidder firm during the tenure and execution of the work shall report to the management of the company on need basis.
- (ii) During the course of audit there shall be regular meetings in alternate month between the management of the Company and the partners of the firm to discuss and review upon the issues.
- (iii) The selected bidder firm shall be required to report the outcome of their activities to the Chief Internal Audit Officer, MPPKVVCL, Indore.
- (iv) The selected bidder firm shall maintain a record of the activities being undertaken by them during the course of the Internal Audit of the Auditee Office. A summary of the work undertaken, completed and items pending shall be submitted to the Chief Internal Audit Officer, MPPKVVCL, Indore at the end of audit of each Auditee office. This shall also form basis for the performance review of the bidder firm. Such record should be readily available for inspection at all times.
- (v) The selected bidder firm will be authorized to review all areas of the organization and shall have full and free access to all activities, records, property and personnel of the organization.
- (vi) The selected bidder firm should be responsible for periodically evaluating the adequacy and effectiveness of the system of internal control and the quality of performance in carrying out assigned responsibilities throughout the Company.
- (vii) The selected bidder firm shall be obliged to maintain complete secrecy and not to disclose any matter which comes to its knowledge while conducting Internal Audit, to any third party, which may affect the interest of the Company adversely.

- (viii) It may be ensured that this assignment is carried out only through employees of participating firm. If it comes to our notice that the assignment has been carried out by any other firm/persons, the appointment is liable to be cancelled.
  - (ix) The selected bidder firm shall be responsible for data collection for the purpose of Audit. It should ensure that the data collected and analyzed justifies the findings and recommendations as provided by the auditor.
  - (x) The selected bidder firm shall ensure the adequacy and effectiveness of the Company's system of Internal Controls, any deficiency in the controls and other procedures to ensure the same should be brought to the knowledge of the senior management along with necessary steps to be taken to rectify the same.
- (6) **OFFICE SPACE**  
MPPKVCL will provide reasonable workspace and furniture for the audit team. Other resources, viz. computers, telephone etc. would have to be arranged by firm.
- (7) **PERIODIC ASSESSMENT**  
The Head of Internal Audit of the Company should periodically assess whether the purpose, authority and responsibility, as defined in this chapter, continue to be adequate to enable the internal audit function to accomplish its objectives. The changes, if any, required should be recommended to senior Management and MD.
- (8) **CONFIDENTIALITY**  
The Internal Auditor should maintain complete secrecy of records. He shall treat confidential information as confidential and shall not disclose any matter which comes to its knowledge while conducting Internal Audit to any third party. He shall undertake to effect and maintain the same adequate security measures to safeguard the confidential information from unauthorized access, use and misappropriation.
- (9) **TERMS OF REPORTING**  
Reporting and Deliverables shall form an important part of this assignment. Following points shall be considered-
- (i) As soon as the LT revenue Audit of each DC/zone for any half year is completed the Audit Report, shall be prepared in the sample formats given in **Section-VI** and as per details given in **Clause- 11 to 12** of this **Section-IV** (Specification and Scope of Works). The Reporting Formats may be modified by the Company during the Audit as per actual requirement. The Audit Report along with Annexures, Half Margins and all other related details shall be submitted to the Chief Internal Audit Officer, O/o MD (WZ) MPPKVCL, Indore within **20 days** of completion of the audit of each half year the concerned office in Hard & Soft copy and after finalisation of audit report by the Internal Audit Department, MPPKVCL, Indore the audit report should also be uploaded online Filling all requisite formalities on Company's Software/ERP.
  - (ii) The Internal Audit Report shall be prepared covering all the aspects covered up during audit in different sections. Thus in one visit to an auditee office, the Half Yearly audit of any one Half Year for the Financial Year 2020-21 as indicated in the Annexure 1 (A) & (B) shall be taken up and completed in all respect.
  - (iii) All the pages of the Internal Audit Report of each Half Year including all Annexure shall be sealed and signed by any Partner of the bidder Firm only. The seal bearing name of the partner along with his registration number should be affixed on the last page of the Audit report and the partner should sign with full signature.
  - (iv) The Reports shall be submitted in this office within 20 days from the date of completion of the audit of one particular Half Year of an auditee office.
  - (v) The Internal Audit report shall contain:-
    - (a) All the original copies of half margins bearing signature, seal and remarks of the officer incharge along with remark "recovery pointed out by the audit is discussed , understood & found correct. Hence recovery accepted and it is verified that the recovery is not made earlier /recovery pointed out by the audit is not accepted (giving reasons for not acceptance)".

- (b) All the related Annexures giving complete details such as billing to be done and billing already done in a single page etc .
- (c) If the recovery of any one Consumer is above Rs. 2000/- then the Copy of the related record, on the basis of which recovery is raised, should be enclosed with the concerning Annexure of the Audit Para without which the recovery will not be accepted and Audit Report will be rejected outright.
- (d) Certificate of completion of audit of that particular Half Year of FY 2020-21 along with certified copy of attendance of audit team as per **Clause 10(ix)** ) and as per the sample format given under **Section–VI** (For L.T. Revenue Audit of D.C./Zone).
- (e) For LT Revenue Audit Certificate of completion of 100% audit of all category consumers like: DL, CL, IP, water works, street lights, temporary connection (other than irrigation) etc. & along with certified copy of proforma as per sample format given under **Section-VI**.
- (f) Details of the Half margins issued to auditee office as per sample format given under **Section-VI**.
- (g) Soft copy (in word & scan copy) covering all pages of audit report, Half margins (Annexure).
- (h) **All the pages of the half yearly audit report including all Half margins & annexures shall bear seal & signature of the authorised partner of the firm. The last page of the audit report shall bear full signature of the authorised partner of the firm along with seal, name & registration number.**
- (i) The half yearly audit report not containing the documents as per requirement stated above or if any other irregularities are found in connection with the improper /incomplete submission of the audit report, the same will attract penalty as per **clause 11 (iii) of Section –III** (General Terms & Conditions of Contract).
- (10) **Action Plan, Execution and Distribution of Audit Reports:**
  - (i) The selected Bidder Firm shall be required to submit its **Action Plan** for the LT Revenue Audit of each half year of all the DC/Zones Offices of each circle of the Group as per the Scope of Work mentioned in the document falling under his purview as Internal Auditor, to the EE of the Division office & S.E., of the Circle Office with a copy to the Chief Internal Audit Officer, MPPKVCL, Indore within three (3) days of issue of permission letter by this office to start the work.
  - (ii) Chief Internal Audit Officer, MPPKVCL, Indore shall reserve the right to change the Action Plan at any point of time.
  - (iii) The Executive Engg.(EE) of the Division office or S.E. of the respective Circle Office shall be responsible to roll out the half yearly Audit Plan to all the Auditee Offices of the division/circle before start of work.
  - (iv) Non-cooperation at any point of time during the audit tenure shall be brought to the notice of the S.E of the Circle Office for immediate action.
  - (v) However, if no action is taken by the S.E. of the respective Circle to resolve the issue, the same shall be brought to the notice of the Chief Internal Audit Officer, MPPKVCL, Indore confidentially.
  - (vi) The Audit Party shall have to mandatorily visit the Auditee Office during office hours for the Internal Audit of that half year as per the schedule for a minimum number of days as prescribed. Records for audit purpose will be provided in the office premises only.
  - (vii) The bidder firm shall be responsible for the supervision and satisfactory completion of the internal audit of the company.
  - (viii) The Half Yearly Audit of both the Half Years shall be completed in the prescribed time schedule.

However in the event of non completion of the work in the stipulated time period due to unforeseen conditions, the auditor firm will be required to apply for grant of additional time period. Request of extension of time period desired by the auditor firm shall be

considered only if reasonable and justified ground exists at the sole discretion of Chief Internal Audit Officer, MPPKVVCL, Indore.

- (ix) After completion of the audit of the auditee office auditor firm shall obtain a certificate of completion of Half Yearly audit mentioning the related Half Year of F.Y. 2020-21 of the audit completed along with attendance of the audit team members mentioning name of each member and the duration of the audit as mentioned in the **clause 3 (ii) of Section IV (Specification and Scope of works)** from the AE/JE Incharge of the Distribution centre or Zones. This certificate shall be produced to the Chief Internal Audit Officer, O/o MD (WZ) MPPKVVCL, Indore in original along with the Audit Report and other Annexure as per **clause 9 (V) of Section IV (Specification and Scope of works)** above.

**(11) SCOPE OF WORK**

- i. The revenue collection efficiency of the company is 95%. The selected bidder firm is required to exercise such tests of accounting records, internal checks and control and other necessary audit of the accounts as per general principles and Standard of Audits (SA) of the Institute of Chartered Accountant of India. In conducting the Audit the Internal Audit Manual of the Company and its amendments from time to time/ Circular/ Orders/Instructions issued by the Company should also be referred. The Auditor should pay attention to the following areas while auditing:
- ii. Revenue Audit of LT Consumer Accounts: Financial Year 2020-21 as indicated in the Annexure 1 (A) at all DCs / Zonal Offices as shown in **Annexure- I (A, B & C) of Section IV (Specification and Scope of works)**.
- iii. The Auditor needs to submit Audit Report of Half Yearly L.T. Revenue Audit separately for each Half Year prepared in the sample formats given in **Section-VI** along with Annexure, Half Margins and all other related details for all the DC's/ Zones offices under the Circle as per details given above in **Clause 9 (i), (iv), (v) & 10 (ix) of this Section IV**.
- iv. **The scope of auditor will also include:-**

On the basis of soft copy of the various data provided by the Internal Audit Department of the Company if any information/Office record is required for checking and verification of the information then half margins in prescribed format for obtaining various information/ Office records may be prepared and issued to the officer in charge of DC's/ Zone offices and after receipt of the same, carrying out the audit of the record and if any shortcoming/irregularity/mistake is pointed out in the records separate half margin giving details of audit observation shall be prepared and issued to Officer in charge of the DC/Zone for obtaining his reply/comments on the Audit Observation. In case if the reply/comments on the Audit Observation is satisfactory then the observation may be dropped giving remark on the related half margin.
- (a) **In case if shortcoming/irregularity/ mistake is related to short/less billing of the consumer or any such other type which is having its effect till the date of audit the recovery of the same should be calculated till the last month before the audit date.** If the officer in charge of the DC's/ Zone offices agreed with the observation pointed out, then this will be treated as audit para. If the Officer in charge of the DC's/ Zones offices does not agree with the observation pointed out, then such Half Margins should be included under separate audit para giving remarks by the audit team.
- (b) A Half Yearly Audit Report shall be prepared separately for each Half Year of the FY 2020-21 including all audit Paras in the prescribed Pro forma as per sample formats given in **Section-VI**.
- (iv) It is however emphasized that the coverage in the scope of services as indicated above and detailed below is indicative and not exhaustive. The Chief Internal Audit Officer, MPPKVVCL, Indore may include more area of audit as per need. The Auditor shall also necessarily refer to the existing Internal Audit Manual of the Company and its amendments from time to time/Circular/Orders/Instructions issued by the Company to decide the scope of work for the DC's/ Zones. The scope can also be decided by discussion with the Chief Internal Audit Officer, MPPKVVCL, Indore.
- (v) Apart from the audit observations, auditor will be required to indicate discrepancies /

inadequacies in the system or procedures so as to initiate steps for improving the system and making it more efficient. The audit team will also be required to educate the dealing staff so as to avoid repetition of routine procedural / technical errors.

- (vi) Further all other incidental / necessary activities for the completion of audit & resolution of matters arising during the audit shall be deemed to be included in the scope of services. In case of judicial proceeding(s) initiated by DISCOM pursuant to the audit for the period, the auditor shall reasonably assist the DISCOM office by acting as a witness and providing evidences required as related thereto.

**(12) SCOPE OF LT REVENUE AUDIT**

- (i) LT Revenue comprises around 71% of the Revenue of MPPKVCL, Indore. The L.T. Revenue Audit is to be carried at all D.C.'s / Zones of the Circle as per the Scope of Work in the Tender document. **The Internal Auditor needs to carry out Half Yearly LT Revenue audit of the DCs / Zones under the Circle for each Half Year of the Financial Year 2020-21 as shown against each office in Annexure- 1 (A, B,C) of Section IV (Specification and Scope of works).**

**(ii) Objective of Revenue Audit**

- (a) Enhancement of Companies revenue by prevention/correction of noted instances of revenue leakage.
- (b) Testing compliance of units to set rules and procedures relating to various facets of operation.
- (c) Transactions are executed in accordance with general orders and guidelines.
- (d) All transactions are promptly recorded in the correct amount in the appropriate books of entry and in the correct accounting period.
- (e) Assets mainly cash; is safeguarded from unauthorized access, use and disposition.

**The Internal Audit Manual of the Boards/Company/Circulars/ Instructions/ Orders should be referred for conducting the Revenue Audit of the D/C's/ Zones. However, the following areas should be 100% covered in the Audit Report.**

- (iii) 100% Checking of daily cash collection for the Half Year, On the basis of Soft Copy of the ERP Generated Cash Book of concerning DC/Zone provided by the Internal Audit Department of the Company 100% Checking of daily cash collection for the Half Year should be done as per details given below:-**

- (a) **100%** Audit to be carried at DC / Zones for daily cash collection in each month of the Half Year of F.Y. 2020-21. In case of Zones data for cash collection is to be obtained from the concerning City Divisions/Cash Section & then checking of cash collection is to be carried out as per details given below.
- (b) The checking of daily cash collection includes checking of 100% online and offline collection. This includes checking of 100% counter foil/stub of energy bill, CCB Register, Dishonoured cheques with the records of CAC/CRA/checking of collection with collection report with mode of payment (Cash/Wallet/Cheque/ Online) or checking of collection from soft copy of data provided. Also check other type of collection received such as Kisan Anudan Yojna, supervision charges, Supply affording charges, service connection charges, transformer hire charges, cost of burnt meter, temporary connection charges etc. with MR(ERP Generated Money Receipt) of other collection for which stub are not used.

- (iv) 100% Checking of Classified Abstract of Collection (CAC)/Cash Remittance Advice (CRA). This shall include checking of following:-**

- (a) 100% Records of daily CAC shall be checked thoroughly with counter foil / stub of energy bill available in distribution centre for each Half Year;  
100% Records of daily CAC shall be checked thoroughly with the Copy of MR (Money Receipt) available in distribution centre for each Half Year;
- (b) Any over writing and corrections made in CAC from counter foil of that particular bill are duly authorised;
- (c) Payments received by cheques/drafts etc. are properly entered in the prescribed register.

Further entries in register are attested by officer in-charge of the Distribution centre and have been duly entered in CAC;

- (d) Sum totals of each CAC are correct and CRA prepared through ERP is as per CAC; In case of MR (Money Receipt) prepared through ERP for other collection such as Supply Affording Charges, Security Deposit, Service Connection Charges, Supervision Charges for Deposit Works, Amount for Kisan Anudan Yojana etc, check whether MR is matched with CRA prepared in ERP for the correct amount.
- (e) CAC, being regularly checked by the clerk concerned is initiated by the Assistant Engineer, is closed every evening and with the total receipts of the day ERP generated CRA and Cash Book should be printed, the same evening. In case of defaults indicate the date from when to when it has not been checked and the names of the defaulting clerks; The aforementioned procedure may be understood through the following flow diagram:-
  - 1.1 Collection received at DC/Zone via stub- all category CAC –Summary CAC-Total of Summary CAC=Amount remitted to RAO Revenue Bank A/C-Prepare ERP Generated CRA (separate for each mechanism Cash/Cheque/D.D.)-attaching respective Bank slip/Cheque/D.D. with the CRA-sent to RAO for adding in collection and approval thereof –ERP Cash Book can be generated.
  - 1.2 Collection received at DC/Zones via- other than Stub -MR(ERP generated Money Receipt prepared separately for every collection A/C such as (1) Revenue Bank account(2) Supply Affording Bank Account (3) SD/EMD Bank Account (4) MISC. Receipts Bank Account-Cash is remitted in respective Bank accounts-ERP generated CRA is prepared for every collection account as mentioned above-CRA along with Bank slip/cheque/D.D. sent to RAO for Approval. If Receipt other than Stub belongs to Revenue then the same is added in daily collection of DC by RAO-ERP Cash book can be generated.
- (f) Reconciliation of CAC, CRA with ERP Cash Book with cash listing provided by LT billing centre after punching of respective month revenue stub ;
- (g) That the realizations required to be deposited in bank, have been routed through the CRA and that ERP generated CRA has been submitted to concerned Division/RAO by the depositor;
- (h) Reconciliation of RAO ERP Cash Book with DC/Zone ERP Cash Book during the particular month;
- (v) **Meter Reading Diary**
  - (a) Checking whether Meter Reading books are kept in a bound form for all the categories and progress reports are received from Meter Readers monthly showing the number of meters actually read by them; Check whether Meter Readings are taken by the meter readers for all consumers through PMR. Also check the No. of Consumers for which PMR not taken/obtained along with reasons for the same, reading punched to such Consumers is correct and grounds on which such reading punched. In case of Consumers whose readings are manually punched continuously for a long time the justification may be obtained from the OIC of the DC/Zone and in case no satisfactory reply is given by the OIC the observation may be raised. Position of stopped/defective meter may also be reviewed along with assessment made to such Consumers and any observations on the above may be recorded in the Audit Report.
  - (b) Assessment of units and its reasonability shall also be checked on sample basis. This shall include verifying whether the units consumed during a particular billing period are showing substantial difference against the units consumed in the earlier period and the connected load from the soft copy of the billing data provided.
  - (c) For new connections check whether the first bill is issued in compliance to the procedure as prescribed thereof.
- (vi) **Audit of billing operation**
  - (a) Assess regularity in Billing process including Meter reading and Billing programme;

- (b) Assess adherence to Billing Programme and report the deviations;
- (c) Report cases of delay in issue of bills and the details thereof including:
  - (I) Category of consumer or ledger number;
  - (II) Months in which bills were required to be issued;
  - (III) Months in which bills were actually issued;
  - (IV) Name of the defaulting checking clerk.
- (vii) Domestic consumers**
  - (a) Records of 100% consumers from the Soft Copy of monthly billing file (Xlxs) containing billing parameters provided by the Company are to be checked thoroughly for analysing the following:
    - (I) Consumption pattern;
    - (II) Working condition of meters;
    - (III) Sanctioned load etc.
- (viii) Commercial consumer**

Records of 100% consumers are to be checked thoroughly as similar to work done in case of Domestic consumers
- (ix) LT Industries**

Records of 100% consumers are to be checked thoroughly as similar to work done in case of Domestic consumers.
- (x) Checking of New Service Connection**
  - (a) On the basis of soft copy of data provided by the IT Section **Audit Section Corporate Office about** New Service Connection (NSC) served during the Half Year of F.Y. 2020-21 Records of 100% New Service Connections shall be checked from the Consumer File available in the DC/Zone for the following:
    - (I) Whether all charges as per applicable rules have been recovered from the consumers;
    - (II) Check whether the Connection has been served within the time limit prescribed by MPERC.
    - (III) Whether all connections released are put on billing cycle timely effective from the date of connection. Check whether the billing of the consumers has been started from the date of deposit of All charges applicable for new service connection or from the date of installation of meter.
    - (IV) Contract demand/Sanctioned Load is taken correctly, Tariff category is correct as per the application of the Consumer.
    - (V) Check whether Billing of ED, Meter Rent is correct or not.
    - (VI) If any Anomaly found in any of the above points the same shall be incorporated in the Audit reports.
- (xi) Temporary Connection Register**
  - (a) Records of 100% temporary connections shall be checked for the following:
    - (I) Check records of temporary connection regarding compliance to rules prescribed for the same. ii. Check accuracy of tariff rates and the billing done for temporary connections.
    - (II) Report on trend for number of temporary connections and collection of amount billed. Also compare with their number during previous period and comment on deviation against expected number for the current period.
- (xii) Street lighting installations**
  - (a) Records of 100% street lighting installations shall be checked for the following:
    - (I) To check whether the correct load and energy consumption are considered correctly for the billing purpose.
    - (II) To check whether the maintenance charges have been correctly calculated and billed.
    - (III) To check that additional loads/installations serviced from time to time are correctly brought on to the consumers ledgers and accordingly monthly demand is raised thereof.
    - (IV) To check whether any old audit short claims is there, if any, are correctly demanded and collected.



**(xiii) Bill Correction made through CC4/CC7 and payment adjustment made through CCB/CC230. As per soft copy of the Data provided by the IT Section Audit Section Corporate Office, check the following to ensure compliance of the Circular No.CMD/WZ/10, INDORE Dtd. 05-01-2018:-**

- (a) To check whether the Sanctioned Load/Connected Load/Contract Demand has been changed as per approval accorded by the competent authority and applicable charges have been recovered.
- (b) To check whether the Correction in MF has been made due to change of meter/ME or as per approval accorded by the competent authority.
- (c) To check whether bill correction through CC-4/CC-7 and payment adjustments through CCB/CC-230 has been made on the basis of formal application of Consumer (either physically or through URJAS/Call Centre 1912) or correction is initiated due to any official reasons, without application of Consumer and as per approval accorded by the competent authority. Further, for any bill correction or payment adjustment an “**Office Note**” serially numbered in the prescribed format (**Annexure-1**) has been prepared and also entries of proposed correction/adjustment has been made in the prescribed **correction/adjustment register** maintained by the Office. After Data Entry for the proposed correction/adjustment in the LT Billing System the ID number generated by the LT Billing System, has been recorded on the **Office Note** as well as on the **correction/adjustment register** and approval of the competent authority is obtained. For checking of the data of above a,b and c points auditor has to prepare a list of the above data and put up his comments against each data as found during audit

**(xiv) Dishonoured Cheque :-** On the basis of Soft Copy of Receipt Reversal Report provided by the RAO/Audit Section Corporate Office or as per Dishonoured cheques register available at DC/Zone check for the following:-

- (a) Whether the Dishonoured cheques register is properly maintained.
- (b) Whether timely action has been taken for raising demand in the Billing System against the Consumer including disconnection, penalty and legal action immediately and intimated to the consumer for fresh payment along with surcharge, RC/DC charges and Dishonoured Charges/bank charges. Also ensure that the facility of making Payment through cheque should immediately be withdrawn from such Consumers and payment of bills through cash only be ensured from such Consumer in future.

**(xv) With the help of Receipt Reversal report check whether Demand for all dishonoured cheque for the audit period of a DC/Zone has been raised in the System along with all charges.**

**(xvi) Cash & Bank**

- (a) Physical Verification of cash in hand and reconciliation of the same with ERP generated cash book. In case Zones data for cash collection is to be obtained from the concerning City Divisions and then checking of cash collection is to be carried out.

**(xvii) OTHERS**

- (a) In case of seasonal consumers check whether the seasonal credit has been given correctly;
- (b) Check whether regularization has been done of anomalies pointed out by vigilance, periodic inspection reports and other audits conducted;
- (c) Report on maintenance of records at DCs;
- (d) Checking compliance to tariff orders;
- (e) Study the abnormal/sub-normal consumption in respect of high revenue yielding installations & report on the reasons for such variations;
- (f) Compare the consumption pattern of similar industries/installations to highlight possible loss of revenue;
- (g) Compare the average billing rate of revenue of the DC / **Zones** as a whole with average billing rate for each category of consumers. In case of average realization being significantly lesser than the overall average realization rate of the sub-division (of that category), investigate the reasons for the same and suggest remedial action, if any;

- (h) Compare the average consumption per installation of the DC/ **Zones** as a whole with average consumption for each category of consumers. In case of average consumption being significantly lesser than the overall average consumption of the DC/ **Zones** (of that category), investigate the reasons for the same and suggest remedial action, if any;
- (i) Compare the average revenue billed per installation of the DC/ **Zones** as a whole with average revenue billed for each category of consumers. In case of average revenue billed being significantly lesser than the overall average demand of the sub-division (of that category), investigate the reasons for the same and suggest remedial action, if any;
- (j) Analyze the balances of receivables (arrears in terms of number of days of demand) for each category of consumers and compare it individual with ledger balances. In case of large variations in the level of receivables in respect of a particular ledger, investigate the reasons, and suggest remedial action;
- (k) Verify the meter reading and billing efficiency. In case the percentage of meter reading and billing is significantly lower, auditor should take immediate action to report the matter to the administrative authorities for taking immediate appropriate action. While reporting the matter auditor should quantify the loss of revenue on account of the above reason.

Verify the collection efficiency. In case the percentage of collection efficiency is significantly lower as compared to the previous year, the auditor should report the matter to the administrative authorities for taking immediate appropriate action.

(A) DETAILED LIST OF VARIOUS OFFICE FOR L.T. REVENUE AUDIT FOR FY 2020-21  
SEPARATELY FOR EACH HALF YEAR

Group No.	Name of Circle	Name of Division	Sr. No. Of group	Name of D.C.'s/ Zones	Category of DCs/ Zones	Minimum working days (No.)
1	2	3	4	5	6	7
9	KHARGONE	KHARGONE I	1	KHARGONE	A	18
			2	BHAGWANPURA	C	12
			3	BARUD	D	10
			4	BISTAN	D	10
			5	KHARGONE (R-II)	D	10
			6	SEGAON	D	10
			7	OON	E	8
			8	ICHHAPUR NANDGAON	E	8
			9	TALAKPURA	E	8
			10	MAINGAON	E	8
		KHAGONE II	11	ZIRNIA	C	12
			12	GOGAWA (U)	C	12
			13	BHIKANGAON (U)	C	12
			14	GHUGHARIAKHEDI	D	10
			15	BHIKANGAON ( R )	D	10
			16	GOGAWA ( R )	D	10
			17	BAMNALA	D	10
			18	ANJANGAON	E	8
			19	SHIVNA	E	8
10	KHARGONE	BADWAHA	1	BARWAHA	B	15
			2	SANAWAD (U)	B	15
			3	BARWAHA ( R )	C	12
			4	BEDIYA - I	C	12
			5	SANAWAD (R-II)	D	10
			6	SANAWAD (R-I)	E	8
			7	BEDIA (R-II) (KANAPUR)	E	8
			8	BAGOD	E	8
			9	BALWADA	E	8
			10	BADUD	E	8
			11	KATKUT	E	8
13	KHANDWA	KHANDWA II	1	KHALWA	C	12
			2	JAWAR	C	12
			3	KHANDWA ( R )	C	12
			4	HARSUD URBAN	C	12
			5	GUDI	D	10
			6	KHAR	D	10
			7	CHHANERA	D	10
			8	SINGOT	D	10
			9	ROSHNI	D	10
			10	BALDI	E	8
			11	GANDHWA	E	8
			12	JASWADI	E	8
20	SHAJAPUR	SHAJAPUR	1	SHAJAPUR (U)	A	18
			2	MAKSI	C	12
			3	BERCHHA	C	12
			4	SHAJAPUR (R-I)	D	10
			5	SHAJAPUR (R-II)	D	10
			6	SALSALAYI	D	10
			7	GULANA	E	8
			8	LAHORI	E	8
		MOMANBADOD IYA	9	MOMANBADODIYA(N)	D	10
			10	MOMANBADODIYA(S)	D	10
			11	PANWADI	D	10
22	AGAR	AGAR	1	AGAR (U)	B	15

T.S. No. MD/WZ/06/PUR/TS-1545 due on 07.07.2021 for Outsourcing of Internal Audit related to LT Revenue Audit of Distribution Centres/Zones offices under different Circles of MPPKVCL, Indore for the FY 2020-21 (to be conducted on Half Yearly basis separately for each Half Year)

Group No.	Name of Circle	Name of Division	Sr. No. Of group	Name of D.C.'s/ Zones	Category of DCs / Zones	Minimum working days (No.)
1	2	3	4	5	6	7
			2	BADOD	C	12
			3	TANODIYA	C	12
			4	KANAD	C	12
			5	JAISINGHPURA	D	10
			6	AGAR (R )	D	10
			7	SUSNER	B	15
		SUSNER	8	NALKHEDA (U)	C	12
			9	SOYATKALAN	C	12
			10	NALKHEDA ( R )	D	10
			26	MANDSAUR	MALHARGARH	1
			2	MALHARGARH	D	10
			3	SANJEET	D	10
			4	BUDHA	D	10
			5	NARAYANGARH	E	8
			6	BOTALGANG	E	8
			7	KANGHATTI	E	8
			8	ZARDA	E	8
			9	BALAGUDA	E	8
		SITAMAU	10	SUWASARA	C	12
			11	KAYAMPUR	C	12
			12	RAHIMGARH	C	12
			13	SITAMAU (U)	C	12
			14	LADUNA	D	10
			15	RUNIJA	E	8
			16	DEEPAKHEDA	E	8
			17	SITAMAU (R )	E	8

**(B) LIST OF NUMBER OF DC/ZONE OFFICES FOR LT REVENUE AUDIT IN EACH CIRCLE AS PER AUDIT SCHEDULE**

<b>Group No.</b>	<b>Name of Circle</b>	<b>Name of Division</b>	<b>Total No. of DC/Zone Offices as per Annexure 1 (A)</b>
9	Khargone (O&M) Circle	Khargone -I , Khargone-II	19
10	Khargone (O&M) Circle	Barwah	11
13	Khandwa (O&M) Circle	Khandwa (O&M) II	12
20	Shajapur (O&M) Circle	Shajapur, M Badodiya	11
22	Agar (O&M) Circle	Agar,Susner	10
26	Mandsaur (O&M) Circle	Malhargarh, Sitamau	17
<b>Total</b>			<b>80</b>

**Annexure-1(C)**

Group No.	Sr. NO.	NAME OF CIRCLE	NAME OF DN.	NAME OF ZONE/DC	DETAILS OF NO. OF CONSUMERS AND DEMAND											
					DOMESTIC		NON-DOMESTIC		PUBLIC WW/STLT		LT INDUSTRY		OTH AGR & EV-CHRG PT		TOTAL	
					NO.	DEMAND (In Lacs)	NO.	DEMAND (In Lacs)	NO.	DEMAND (In Lacs)	NO.	DEMAND (In Lacs)	NO.	DEMAND (In Lacs)	NO.	DEMAND (In Lacs)
1	2	3	4	5	6	7	8	9	10	11	12	15	16	17	18	
G-9	1	KHAR GONE	KHAR GONE I	KHARG ONE	32484	3289.04	5387	1491.96	153	215.38	307	416.04	1	0.05	38332	5412.47
	2	KHAR GONE	KHAR GONE I	BHAGW ANPURA	12818	483.76	427	92.5	50	37.6	120	42.89	0	0	13415	656.75
	3	KHAR GONE	KHAR GONE I	BARUD	8141	411.61	379	57.32	54	40.36	76	29.23	0	0	8650	538.51
	4	KHAR GONE	KHAR GONE I	BISTAN	9207	362.7	426	73.54	42	34.93	131	49.31	0	0	9806	520.48
	5	KHAR GONE	KHAR GONE I	KHARG ONE (R-II)	5012	325.54	122	33.65	27	25.18	68	130.83	1	0.04	5230	515.24
	6	KHAR GONE	KHAR GONE I	SEGAON	5453	282.33	360	75.39	31	42.02	65	27.95	0	0	5909	427.69
	7	KHAR GONE	KHAR GONE I	OON	4581	241.44	229	37.83	34	30.56	40	43.24	0	0	4884	353.07
	8	KHAR GONE	KHAR GONE I	ICHHAP UR NANDG AON	4736	239.46	150	22.59	26	23.83	32	25.04	0	0	4944	310.91
	9	KHAR GONE	KHAR GONE I	TALAKP URA	7621	230.22	160	30.37	40	19.17	96	19.61	0	0	7917	299.37
	10	KHAR GONE	KHAR GONE I	MAING AON	3076	185.35	110	44.29	21	25.5	24	9.11	0	0	3231	264.25
	<b>TOTAL :-</b>					<b>93129</b>	<b>6051.43</b>	<b>7750</b>	<b>1959.4468</b>	<b>478</b>	<b>494.5277</b>	<b>959</b>	<b>793.2535</b>	<b>2</b>	<b>0.09</b>	<b>102318</b>
G-10	1	KHAR GONE	KHAG ONE II	ZIRNIA	18943	773.96	522	107.01	65	45.28	186	40.01	0	0	19716	966.27
	2	KHAR GONE	KHAG ONE II	GOGWA (U)	6148	479.16	500	109.18	41	55.06	92	72.49	0	0	6781	715.89
	3	KHAR GONE	KHAG ONE II	BHIKAN GAON (U)	4161	391.57	838	145.6	6	18.54	73	99.64	0	0	5078	655.35
	4	KHAR GONE	KHAG ONE II	GHUGH ARIAKH EDI	6962	344.04	236	54.45	70	62.5	91	45.72	0	0	7359	506.72
	5	KHAR GONE	KHAG ONE II	BHIKAN GAON (R)	8064	334.41	206	66.8	55	35.62	96	60.07	0	0.05	8421	496.95
	6	KHAR GONE	KHAG ONE II	GOGWA (R)	6141	337.63	178	38.56	49	35.91	68	30.76	0	0	6436	442.86
	7	KHAR GONE	KHAG ONE II	BAMNA LA	7104	310.13	300	53.64	40	33.83	114	30.26	1	0.46	7559	428.33
	8	KHAR GONE	KHAG ONE II	ANJANG AON	7405	297.73	152	44.4	42	31.66	81	20.06	0	0	7680	393.85
	9	KHAR GONE	KHAG ONE II	SHIVNA	4810	229.9	164	24.67	28	16.66	65	15.67	0	0	5067	286.9
	<b>TOTAL :-</b>					<b>69738</b>	<b>3498.52</b>	<b>3096</b>	<b>644.31993</b>	<b>396</b>	<b>335.0669</b>	<b>866</b>	<b>414.6946</b>	<b>1</b>	<b>0.52</b>	<b>74097</b>
G-10	1	KHAR GONE	BADW AHA	BARWA HA	9878	1044.57	1843	492.51	100	207.04	135	285.37	3	5.37	11959	2034.86

Group No.	Sr. NO.	NAME OF CIRCLE	NAME OF DN.	NAME OF ZONE/DC	DETAILS OF NO. OF CONSUMERS AND DEMAND											
					DOMESTIC		NON-DOMESTIC		PUBLIC WW/STLT		LT INDUSTRY		OTH AGR & EV-CHRG PT		TOTAL	
					NO.	DEMAND (In Lacs)	NO.	DEMAND (In Lacs)	NO.	DEMAND (In Lacs)	NO.	DEMAND (In Lacs)	NO.	DEMAND (In Lacs)	NO.	DEMAND (In Lacs)
1	2	3	4	5	6	7	8	9	10	11	12	15	16	17	18	
	2	KHAR GONE	BADWAHA	SANAWAD (U)	8537	932.07	2282	463.2	45	120.27	43	48.66	0	0	10907	1564.2
	3	KHAR GONE	BADWAHA	BARWAHA (R)	8261	556.95	251	132.21	80	66.34	65	38.57	6	10.94	8663	805.01
	4	KHAR GONE	BADWAHA	BEDIYA - I	6817	477.61	676	227.82	62	48.83	83	24.34	0	0	7638	778.59
	5	KHAR GONE	BADWAHA	SANAWAD (R-II)	4762	259.51	117	60.93	79	58.73	43	37.66	0	0	5001	416.82
	6	KHAR GONE	BADWAHA	SANAWAD (R-I)	3980	252.68	143	65.31	34	44.16	35	10.49	1	0.04	4193	372.68
	7	KHAR GONE	BADWAHA	BEDIA (R-II) (KANAPUR)	5012	283.97	117	33.98	37	32.12	56	16.36	2	0.05	5224	366.48
	8	KHAR GONE	BADWAHA	BAGOD	4438	249.27	217	39.35	63	29.94	32	18.53	1	0.05	4751	337.14
	9	KHAR GONE	BADWAHA	BALWADA	3250	212.29	164	50.05	54	34.52	43	13.73	0	0	3511	310.59
	10	KHAR GONE	BADWAHA	BADUD	4173	207.5	108	31.06	47	37.17	27	13.77	0	0	4355	289.5
	11	KHAR GONE	BADWAHA	KATKUT	3271	170.36	144	33.46	29	28.31	40	6.78	0	0	3484	238.91
	TOTAL :-				62379	4646.77	6062	1629.8841	630	707.4228	602	514.2528	13	16.44	69686	7514.78
G-13	1	KHAN DWA	KHAN DWA II	KHALWA	11070	516.29	697	126.39	65	40.09	92	37.77	0	0	11924	720.55
	2	KHAN DWA	KHAN DWA II	JAWAR	10381	525.39	444	91.89	71	53.64	102	30.11	0	0	10998	701.03
	3	KHAN DWA	KHAN DWA II	KHANDWA (R)	7238	444.98	304	115.48	66	47.48	88	78.74	1	0.04	7697	686.73
	4	KHAN DWA	KHAN DWA II	HARSUD URBAN	4383	382.6	710	150.57	29	83.74	21	21.73	0	0	5143	638.64
	5	KHAN DWA	KHAN DWA II	GUDI	9559	403.21	354	75.57	70	52.6	91	25.93	0	0	10074	557.3
	6	KHAN DWA	KHAN DWA II	KHAR	8070	383.8	299	81.44	50	41.31	74	28.94	0	0	8493	535.5
	7	KHAN DWA	KHAN DWA II	CHHANERA	7611	388.52	239	58.28	62	30.64	50	16.27	0	0	7962	493.7
	8	KHAN DWA	KHAN DWA II	SINGOT	5897	333.63	332	71.65	50	32.04	47	27.31	0	0	6326	464.63
	9	KHAN DWA	KHAN DWA II	ROSHNI	8750	314.86	281	54.32	48	23.26	77	24.36	1	0.32	9157	417.11
	10	KHAN DWA	KHAN DWA II	BALDI	5690	291.4	219	43.3	30	25.69	59	27.17	3	6.07	6001	393.63
	11	KHAN DWA	KHAN DWA II	GANDHWA	4068	190.74	146	33.64	24	25.51	50	16.57	0	0	4288	266.45
	12	KHAN DWA	KHAN DWA II	JASWADI	3030	180.16	113	26.33	28	22.41	20	11.15	0	0	3191	240.05
	TOTAL :-				85747	4355.58	4138	928.87	593	478.4155	771	346.0345	5	6.43	91254	6115.33
G-20	1	SHAJAPUR	SHAJAPUR	SHAJAPUR (U)	13577	1568.31	3123	748.89	42	163.59	141	85.92	0	0	16883	2566.71

Group No.	Sr. NO.	NAME OF CIRCLE	NAME OF DN.	NAME OF ZONE/DC	DETAILS OF NO. OF CONSUMERS AND DEMAND											
					DOMESTIC		NON-DOMESTIC		PUBLIC WW/STLT		LT INDUSTRY		OTH AGR & EV-CHRG PT		TOTAL	
					NO.	DEMAND (In Lacs)	NO.	DEMAND (In Lacs)	NO.	DEMAND (In Lacs)	NO.	DEMAND (In Lacs)	NO.	DEMAND (In Lacs)	NO.	DEMAND (In Lacs)
1	2	3	4	5	6	7	8	9	10	11	12	15	16	17	18	
	2	SHAJA PUR	SHAJA PUR	MAKSI	6501	565.28	678	166.92	20	34.1	106	144.55	0	0	7305	910.85
	3	SHAJA PUR	SHAJA PUR	BERCHA	8772	555.08	557	106.81	40	46.65	76	18.98	1	0.352	9446	727.87
	4	SHAJA PUR	SHAJA PUR	SHAJAPUR (R-I)	5917	336.54	190	71.72	26	24.88	67	106.6	1	0.134	6201	539.87
	5	SHAJA PUR	SHAJA PUR	SHAJAPUR (R-II)	6241	376.77	209	62.72	23	17.33	70	22.05	5	1.883	6548	480.75
	6	SHAJA PUR	SHAJA PUR	SALSALAYE	6083	363.76	180	49.79	15	12.13	61	14.82	0	0	6339	440.5
	7	SHAJA PUR	SHAJA PUR	GULANA	4678	269.12	212	47.12	14	17.45	60	25.24	0	0	4964	358.93
	8	SHAJA PUR	SHAJA PUR	LAHORI	2877	177.29	165	28.68	9	8.22	29	5.38	0	0	3080	219.57
	<b>TOTAL :-</b>				<b>54646</b>	<b>4212.16</b>	<b>5314</b>	<b>1282.6326</b>	<b>189</b>	<b>324.3536</b>	<b>610</b>	<b>423.5396</b>	<b>7</b>	<b>2.37</b>	<b>60766</b>	<b>6245.05</b>
	1	SHAJA PUR	MOMANBAD ODIYA (N)	MOMANBAD ODIYA(N)	6726	397.72	248	58.52	28	29.56	58	24.27	0	0	7060	510.07
	2	SHAJA PUR	MOMANBAD ODIYA (N)	MOMANBAD ODIYA(S)	5949	348.65	414	89.56	16	12.94	65	30.36	0	0	6444	481.51
	3	SHAJA PUR	MOMANBAD ODIYA (N)	PANWADI	6101	372.27	253	75.53	17	17.84	60	15.79	0	0	6431	481.42
	<b>TOTAL :-</b>				<b>18776</b>	<b>1118.64</b>	<b>915</b>	<b>223.61</b>	<b>61</b>	<b>60.33</b>	<b>183</b>	<b>70.41976</b>	<b>0</b>	<b>0</b>	<b>19935</b>	<b>1473</b>
G-22	1	AGAR	AGAR	AGAR (U)	8598	831.61	2214	528.57	51	111.43	87	205.19	0	0.11	10950	1676.9
	2	AGAR	AGAR	BADOD	6885	457.5	701	119.92	76	104.5	62	46.87	0	0	7724	728.79
	3	AGAR	AGAR	TANODIYA	8248	508.87	472	70.95	68	54.15	75	61.31	0	0	8863	695.28
	4	AGAR	AGAR	KANAD	7675	478.01	522	102.5	72	69.36	67	33.6	0	0	8336	683.47
	5	AGAR	AGAR	JAISINGHPURA	7588	391.39	182	61.47	98	52.02	48	44.82	0	0	7916	549.69
	6	AGAR	AGAR	AGAR (R)	7356	408.58	188	57.5	70	51.81	63	16.49	0	0	7677	534.37
	<b>TOTAL :-</b>				<b>46350</b>	<b>3075.96</b>	<b>4279</b>	<b>940.9</b>	<b>435</b>	<b>443.2552</b>	<b>402</b>	<b>408.2808</b>	<b>0</b>	<b>0.11</b>	<b>51466</b>	<b>4868.5</b>
	1	AGAR	SUSNER	SUSNER	17120	985	983	255.19	82	92.32	130	66.28	0	0	18315	1398.8
	2	AGAR	SUSNER	NALKHEDA (U)	7377	487.53	809	184.12	79	80.71	60	110.48	0	0	8325	862.84
	3	AGAR	SUSNER	SOYATKALAN	7723	477.47	767	130.43	62	92.22	105	98.73	0	0	8657	798.86
	4	AGAR	SUSNER	NALKHEDA (R)	7533	391.33	131	44.62	68	52.02	34	13.37	0	0	7766	501.35
	<b>TOTAL :-</b>				<b>39753</b>	<b>2341.34</b>	<b>2690</b>	<b>614.36</b>	<b>291</b>	<b>317.282</b>	<b>329</b>	<b>288.8588</b>	<b>0</b>	<b>0</b>	<b>43063</b>	<b>3561.84</b>
G-26	1	MANDSAUR	MALHARGARH	PIPALIA MANDI	6673	486.05	1281	197.98	50	68.1	81	139.23	0	0	8085	891.36



Group No.	Sr. NO.	NAME OF CIRCLE	NAME OF DN.	NAME OF ZONE/DC	DETAILS OF NO. OF CONSUMERS AND DEMAND											
					DOMESTIC		NON-DOMESTIC		PUBLIC WW/STLT		LT INDUSTRY		OTH AGR & EV-CHRG PT		TOTAL	
					NO.	DEMAND (In Lacs)	NO.	DEMAND (In Lacs)	NO.	DEMAND (In Lacs)	NO.	DEMAND (In Lacs)	NO.	DEMAND (In Lacs)	NO.	DEMAND (In Lacs)
1	2	3	4	5	6	7	8	9	10	11	12	15	16	17	18	
	2	MAND SAUR	MALH ARGARH	MALH ARGARH	5365	346.41	699	123.28	49	35.38	45	35.83	0	0	6158	540.9
	3	MAND SAUR	MALH ARGARH	SANJEET	6991	396.4	335	54.37	58	26.2	50	17.55	0	0	7434	494.52
	4	MAND SAUR	MALH ARGARH	BUDHA	5792	322.32	389	69.25	53	26.61	48	35.8	0	0	6282	453.98
	5	MAND SAUR	MALH ARGARH	NARAYANGARH	3802	258.43	400	57.36	22	30.62	20	16.16	0	0	4244	362.57
	6	MAND SAUR	MALH ARGARH	BOTAL GANG	2739	161.66	143	33.04	34	21.56	50	101.86	0	0	2966	318.11
	7	MAND SAUR	MALH ARGARH	KANGHATTI	2405	134.84	181	22.88	20	49.84	16	6.21	0	0	2622	213.77
	8	MAND SAUR	MALH ARGARH	ZARDA	3171	161.84	209	27.5	44	14.21	23	8.57	0	0	3447	212.13
	9	MAND SAUR	MALH ARGARH	BALGUDA	2690	144.37	116	25.23	43	20.75	26	15.16	0	0	2875	205.51
	<b>TOTAL :-</b>				<b>39628</b>	<b>2412.33</b>	<b>3753</b>	<b>610.89</b>	<b>373</b>	<b>293.2703</b>	<b>359</b>	<b>376.367</b>	<b>0</b>	<b>0</b>	<b>44113</b>	<b>3692.85</b>
	1	MAND SAUR	SITAM AU	SUWASARA	6319	462.03	1059	162.77	57	71	73	33.04	0	0	7508	728.84
	2	MAND SAUR	SITAM AU	KAYAMPUR	8615	502.45	869	109.9	70	36.17	76	46.11	0	0	9630	694.63
	3	MAND SAUR	SITAM AU	RAHIMGARH	8057	481.76	456	76.82	103	44.62	81	26.05	0	0	8697	629.25
	4	MAND SAUR	SITAM AU	SATAM AU (U)	5147	354.8	1132	160.34	66	51.15	81	55.88	0	0	6426	622.18
	5	MAND SAUR	SITAM AU	LADUNA	5804	333.44	321	42.79	53	28.39	69	19.99	0	0	6247	424.61
	6	MAND SAUR	SITAM AU	RUNJA	4342	244.9	166	30.22	70	31.95	47	44.08	0	0	4625	351.14
	7	MAND SAUR	SITAM AU	DEEPAKHEDA	3659	216.72	138	23.62	62	28.26	44	25.81	0	0	3903	294.41
	8	MAND SAUR	SITAM AU	SITAMAU (R)	3712	219.1	210	34.82	40	16.1	36	13.97	0	0	3998	283.99
	<b>TOTAL :-</b>				<b>45655</b>	<b>2815.19</b>	<b>4351</b>	<b>641.28</b>	<b>521</b>	<b>307.6375</b>	<b>507</b>	<b>264.9425</b>	<b>0</b>	<b>0</b>	<b>51034</b>	<b>4029.06</b>

**Annexure-1(D)**

**Group wise bifurcation of Estimated Tender value i.e Rs.25.90 Lacs**

Group Name	Group No.	Category	Total Demand Wise	No. of Zone/ Dc	Per Day	No. of Day	Two Half Year	Total	
Khargone	9	A	Above 25 Crore	1	1322.37	18	2	0.48	
		B	Above 10 upto 25 Crore	0	1322.37	15	2	0.00	
		C	Above 10 upto 25 Crore	4	1322.37	12	2	1.27	
		D	Above 10 upto 25 Crore	8	1322.37	10	2	2.12	
		E	Below 4 Crore	6	1322.37	8	2	1.27	
			TOTAL :		<b>19</b>				<b>5.13</b>
			GST 18%						<b>0.92</b>
GRAND TOTAL (In Lacs)								<b>6.05</b>	
Khargone	10	A	Above 25 Crore	0	1322.37	18	2	0.00	
		B	Above 10 upto 25 Crore	2	1322.37	15	2	0.79	
		C	Above 10 upto 25 Crore	2	1322.37	12	2	0.63	
		D	Above 10 upto 25 Crore	1	1322.37	10	2	0.26	
		E	Below 4 Crore	6	1322.37	8	2	1.27	
			TOTAL :		<b>11</b>				<b>2.96</b>
			GST 18%						<b>0.53</b>
GRAND TOTAL (In Lacs)								<b>3.50</b>	
Khandwa	13	A	Above 25 Crore	0	1322.37	18	2	0.00	
		B	Above 10 upto 25 Crore	0	1322.37	15	2	0.00	
		C	Above 10 upto 25 Crore	4	1322.37	12	2	1.27	
		D	Above 10 upto 25 Crore	5	1322.37	10	2	1.32	
		E	Below 4 Crore	3	1322.37	8	2	0.63	
			TOTAL :		<b>12</b>				<b>3.23</b>
			GST 18%						<b>0.58</b>
GRAND TOTAL (In Lacs)								<b>3.81</b>	
Shajapur	20	A	Above 25 Crore	1	1322.37	18	2	0.48	
		B	Above 10 upto 25 Crore	0	1322.37	15	2	0.00	
		C	Above 10 upto 25 Crore	2	1322.37	12	2	0.63	
		D	Above 10 upto 25 Crore	6	1322.37	10	2	1.59	
		E	Below 4 Crore	2	1322.37	8	2	0.42	
			TOTAL :		<b>11</b>				<b>3.12</b>
			GST 18%						<b>0.56</b>
GRAND TOTAL								<b>3.68</b>	
Agar	22	A	Above 25 Crore	0	1322.37	18	2	0.00	
		B	Above 10 upto 25 Crore	2	1322.37	15	2	0.79	

		<b>C</b>	Above 10 upto 25 Crore	5	1322.37	12	2	1.59	
		<b>D</b>	Above 10 upto 25 Crore	3	1322.37	10	2	0.79	
		<b>E</b>	Below 4 Crore	0	1322.37	8	2	0.00	
			TOTAL :	<b>10</b>				<b>3.17</b>	
			GST 18%					<b>0.57</b>	
		GRAND TOTAL (In Lacs)							<b>3.74</b>
<b>Mandsour</b>	<b>26</b>	<b>A</b>	Above 25 Crore	0	1322.37	18	2	0.00	
		<b>B</b>	Above 10 upto 25 Crore	0	1322.37	15	2	0.00	
		<b>C</b>	Above 10 upto 25 Crore	5	1322.37	12	2	1.59	
		<b>D</b>	Above 10 upto 25 Crore	4	1322.37	10	2	1.06	
		<b>E</b>	Below 4 Crore	8	1322.37	8	2	1.69	
			TOTAL :	<b>17</b>					<b>4.34</b>
			GST 18%						<b>0.78</b>
		GRAND TOTAL (In Lacs)							<b>5.12</b>

-Sd-  
**Chief Engineer (Purchase)**  
**O/o MD (WZ), MPPKVCL,**  
**Indore**

**SECTION - V**  
**SCHEDULE-I: PRICE BID**  
**(For Group-09)**

**TO BE FILED ONLINE IN ENVELOPE- C**

**WE QUOTED OUR LOWEST RATES AGAINST TENDER SPECIFICATIONS AS UNDER: -**

Name of bidder												
Sr. No.	Group No.	Particular (Name of Divisions)	HSN / SAC Code	Total Fees for audit of all DC / zones offices in the group (To be conducted on Half Yearly Basis separately for each half year) for the FY 2020-21 exclusive of GST, but including all T.A. / D.A., Lodging, Boarding, out of pocket expenses etc complete as per all Terms and conditions mentioned in the Tender Document (Rs.)	Tax amount (Rs.)						Total Tax (Rs.)	Total Amount for audit of all DC / zones offices for the FY 2020-21 inclusive of GST (Rs.)
					SGST		CGST		IGST		Amt	
a	b	c	d	e	%	Amt	%	Amt	%	Amt	l	m=e+l
<b>L.T. Revenue Audit</b>												
1	9	Khargone (O&M)-I & Khargone (O&M)- -II										

**NOTE:**

- GST Registration Number of Bidder & HSN Code- ....., (Enclose copy of Registration Certificate)
- GST Registration Number of MPPKVVCL, Indore – 23AADCM7397N1ZU,
- The Bidder shall quote its rates/prices for any or all Line item(s), mentioned in the Price Schedule given in Schedule-I 'Price Schedule' with all the fields duly filled for respective line item.
- The UNIT of measurement for quoting rate of the item specified in the above Price Bid schedule should be noted carefully before quoting rate(s). The unit shall remain un-changed & applicable as per the above schedule and quoted rate shall be considered only as per the above specified unit(s) for purpose of comparison as well as placement of order. The bidder shall be bound to accept the same; else EMD shall be forfeited and if EMD is already exempted, amount equivalent to the EMD required in the tender will have to be deposited to MPPKVVCL Indore otherwise such firm shall be kept disqualified for TWO (2) future tenders of MPPKVVCL for same/similar item(s), reserving rights of other actions as per provisions of the tender & law of contracts.
- Any variation in rate of GST during contractual delivery period shall be borne by company (Purchaser).
- Any downward variation in rate of GST beyond contractual delivery period shall be pass on to company and upward variation shall be borne by bidder firm.
- Input credit has been considered under the provision of relevant act while submitting the above rates.
- The total price mentioned in **column "m"** shall be considered as inclusive of all taxes & duties for that particular group, no other taxes shall be payable.
- It may be noted that Payment for works to be performed under this contract shall be released at contracted rates for aforesaid tasks only. Therefore, charges for all other activities to be performed under this contract as per Section IV-"Specification & Scope of Work" must be included in the rates quoted for above by the bidder.
- No column shall be left blank, mentioned zero if not applicable.
- Fees/rates per group have to be quoted for audit work shall be legible and clear. In case if the fees / rates quoted are not legible and clear, such offers may be rejected at the sole discretion of MPPKVVCL, Indore.
- All prices should be in INR.
- In the field of "NAME OF BIDDER" above it is mandatory to fill by the bidder.
- If user wants to enter any decimal value than please enter as per given example i.e. "0.4" instead of ".4"

**Note:-L.T. Revenue Audit:- L.T. Revenue Audit of all the D.C's/Zones under each Circle Division/group should be done for the FY 2020-21 as per Scope of Work given in Clause No. 11 of Section-IV (Specification and Scope of Works). Details of offices are shown in Annexure-1 A,B & C of Section-IV (Specification and Scope of Works) .The outsourcing of LT Revenue audit at circle level to CA firm shall be for a particular group i.e. for all D.C/Zones offices in that Group and each Group contains (01 or 02) Divisions.**

Signature of Bidder with Seal of Firm :

Name (in full) :

Designation :

**T.S. No. MD/WZ/06/PUR/TS-1545 due on 07.07.2021 for Outsourcing of Internal Audit related to LT Revenue Audit of Distribution Centres/Zones offices under different Circles of MPPKVVCL, Indore for the FY 2020-21 (to be conducted on Half Yearly basis separately for each Half Year)**

**SECTION - V**  
**SCHEDULE-I: PRICE BID**  
**(For Group-10)**

**TO BE FILED ONLINE IN ENVELOPE- C**

**WE QUOTED OUR LOWEST RATES AGAINST TENDER SPECIFICATIONS AS UNDER: -**

Name of bidder												
Sr. No.	Group No.	Particular (Name of Divisions)	HSN / SAC Code	Total Fees for audit of all DC / zones offices in the group (To be conducted on Half Yearly Basis separately for each half year) for the FY 2020-21 exclusive of GST, but including all T.A. / D.A., Lodging, Boarding, out of pocket expenses etc complete as per all Terms and conditions mentioned in the Tender Document (Rs.)	Tax amount (Rs.)						Total Tax (Rs.)	Total Amount for audit of all DC / zones offices for the FY 2020-21 inclusive of GST (Rs.)
					SGST		CGST		IGST			
a	b	c	d	e	%	Amt	%	Amt	%	Amt	Amt	m=e+l
<b>L.T. Revenue Audit</b>												
1	10	Barwah(O&M)										

**NOTE:**

- GST Registration Number of Bidder & HSN Code- ....., (Enclose copy of Registration Certificate)
- GST Registration Number of MPPKVVCL, Indore – 23AADCM7397N1ZU,
- The Bidder shall quote its rates/prices for any or all Line item(s), mentioned in the Price Schedule given in Schedule-I ‘Price Schedule’ with all the fields duly filled for respective line item.
- The UNIT of measurement for quoting rate of the item specified in the above Price Bid schedule should be noted carefully before quoting rate(s). The unit shall remain un-changed & applicable as per the above schedule and quoted rate shall be considered only as per the above specified unit(s) for purpose of comparison as well as placement of order. The bidder shall be bound to accept the same; else EMD shall be forfeited and if EMD is already exempted, amount equivalent to the EMD required in the tender will have to be deposited to MPPKVVCL Indore otherwise such firm shall be kept disqualified for TWO (2) future tenders of MPPKVVCL for same/similar item(s), reserving rights of other actions as per provisions of the tender & law of contracts.
- Any variation in rate of GST during contractual delivery period shall be borne by company (Purchaser).
- Any downward variation in rate of GST beyond contractual delivery period shall be pass on to company and upward variation shall be borne by bidder firm.
- Input credit has been considered under the provision of relevant act while submitting the above rates.
- The total price mentioned in **column “m”** shall be considered as inclusive of all taxes & duties for that particular group, no other taxes shall be payable.
- It may be noted that Payment for works to be performed under this contract shall be released at contracted rates for aforesaid tasks only. Therefore, charges for all other activities to be performed under this contract as per Section IV-“Specification & Scope of Work” must be included in the rates quoted for above by the bidder.
- No column shall be left blank, mentioned zero if not applicable.
- Fees/rates per group have to be quoted for audit work shall be legible and clear. In case if the fees / rates quoted are not legible and clear, such offers may be rejected at the sole discretion of MPPKVVCL, Indore.
- All prices should be in INR.
- In the field of “NAME OF BIDDER” above it is mandatory to fill by the bidder.
- If user wants to enter any decimal value than please enter as per given example i.e. "0.4" instead of ".4"

**Note:-L.T. Revenue Audit:- L.T. Revenue Audit of all the D.C’s/Zones under each Circle Division/group should be done for the FY 2020-21 as per Scope of Work given in Clause No. 11 of Section-IV (Specification and Scope of Works). Details of offices are shown in Annexure-1 A,B & C of Section-IV (Specification and Scope of Works) .The outsourcing of LT Revenue audit at circle level to CA firm shall be for a particular group i.e. for all D.C/Zones offices in that Group and each Group contains (01 or 02) Divisions.**

Signature of Bidder with Seal of Firm :

Name (in full) :

Designation :

**SECTION - V**  
**SCHEDULE-I: PRICE BID**  
**(For Group-13)**

**TO BE FILED ONLINE IN ENVELOPE- C**

**WE QUOTED OUR LOWEST RATES AGAINST TENDER SPECIFICATIONS AS UNDER: -**

Name of bidder												
Sr. No.	Group No.	Particular (Name of Divisions)	HSN / SAC Code	Total Fees for audit of all DC / zones offices in the group (To be conducted on Half Yearly Basis separately for each half year) for the FY 2020-21 exclusive of GST, but including all T.A. / D.A., Lodging, Boarding, out of pocket expenses etc complete as per all Terms and conditions mentioned in the Tender Document (Rs.)	Tax amount (Rs.)						Total Tax (Rs.)	Total Amount for audit of all DC / zones offices for the FY 2020-21 inclusive of GST (Rs.)
					SGST		CGST		IGST			
a	b	c	d	e	%	Amt	%	Amt	%	Amt	l	m=e+l
<b>L.T. Revenue Audit</b>												
1	13	Khandwa (O&M)- II										

**NOTE:**

- GST Registration Number of Bidder & HSN Code- ....., (Enclose copy of Registration Certificate)
- GST Registration Number of MPPKVVCL, Indore – 23AADCM7397N1ZU,
- The Bidder shall quote its rates/prices for any or all Line item(s), mentioned in the Price Schedule given in Schedule-I ‘Price Schedule’ with all the fields duly filled for respective line item.
- The UNIT of measurement for quoting rate of the item specified in the above Price Bid schedule should be noted carefully before quoting rate(s). The unit shall remain un-changed & applicable as per the above schedule and quoted rate shall be considered only as per the above specified unit(s) for purpose of comparison as well as placement of order. The bidder shall be bound to accept the same; else EMD shall be forfeited and if EMD is already exempted, amount equivalent to the EMD required in the tender will have to be deposited to MPPKVVCL Indore otherwise such firm shall be kept disqualified for TWO (2) future tenders of MPPKVVCL for same/similar item(s), reserving rights of other actions as per provisions of the tender & law of contracts.
- Any variation in rate of GST during contractual delivery period shall be borne by company (Purchaser).
- Any downward variation in rate of GST beyond contractual delivery period shall be pass on to company and upward variation shall be borne by bidder firm.
- Input credit has been considered under the provision of relevant act while submitting the above rates.
- The total price mentioned in **column “m”** shall be considered as inclusive of all taxes & duties for that particular group, no other taxes shall be payable.
- It may be noted that Payment for works to be performed under this contract shall be released at contracted rates for aforesaid tasks only. Therefore, charges for all other activities to be performed under this contract as per Section IV-“Specification & Scope of Work” must be included in the rates quoted for above by the bidder.
- No column shall be left blank, mentioned zero if not applicable.
- Fees/rates per group have to be quoted for audit work shall be legible and clear. In case if the fees / rates quoted are not legible and clear, such offers may be rejected at the sole discretion of MPPKVVCL, Indore.
- All prices should be in INR.
- In the field of “NAME OF BIDDER” above it is mandatory to fill by the bidder.
- If user wants to enter any decimal value than please enter as per given example i.e. "0.4" instead of ".4"

**Note:-L.T. Revenue Audit:- L.T. Revenue Audit of all the D.C's/Zones under each Circle Division/group should be done for the FY 2020-21 as per Scope of Work given in Clause No. 11 of Section-IV (Specification and Scope of Works). Details of offices are shown in Annexure-1 A,B & C of Section-IV (Specification and Scope of Works) .The outsourcing of LT Revenue audit at circle level to CA firm shall be for a particular group i.e. for all D.C/Zones offices in that Group and each Group contains (01 or 02) Divisions.**

Signature of Bidder with Seal of Firm :  
Name (in full) :  
Designation :

**SECTION - V**  
**SCHEDULE-I: PRICE BID**  
**(For Group-20)**

**TO BE FILED ONLINE IN ENVELOPE- C**

**WE QUOTED OUR LOWEST RATES AGAINST TENDER SPECIFICATIONS AS UNDER: -**

Name of bidder												
Sr. No.	Group No.	Particular (Name of Divisions)	HSN / SAC Code	Total Fees for audit of all DC / zones offices in the group (To be conducted on Half Yearly Basis separately for each half year) for the FY 2020-21 exclusive of GST, but including all T.A. / D.A., Lodging, Boarding, out of pocket expenses etc complete as per all Terms and conditions mentioned in the Tender Document (Rs.)	Tax amount (Rs.)						Total Tax (Rs.)	Total Amount for audit of all DC / zones offices for the FY 2020-21 inclusive of GST (Rs.)
					SGST		CGST		IGST		Amt	
a	b	c	d	e	%	Amt	%	Amt	%	Amt	l	m=e+l
<b>L.T. Revenue Audit</b>												
1	20	Shajapur(O&M), M Badodiya(O&M)										

**NOTE:**

- GST Registration Number of Bidder & HSN Code- ....., (Enclose copy of Registration Certificate)
- GST Registration Number of MPPKVVCL, Indore – 23AADCM7397N1ZU,
- The Bidder shall quote its rates/prices for any or all Line item(s), mentioned in the Price Schedule given in Schedule-I 'Price Schedule' with all the fields duly filled for respective line item.
- The UNIT of measurement for quoting rate of the item specified in the above Price Bid schedule should be noted carefully before quoting rate(s). The unit shall remain un-changed & applicable as per the above schedule and quoted rate shall be considered only as per the above specified unit(s) for purpose of comparison as well as placement of order. The bidder shall be bound to accept the same; else EMD shall be forfeited and if EMD is already exempted, amount equivalent to the EMD required in the tender will have to be deposited to MPPKVVCL Indore otherwise such firm shall be kept disqualified for TWO (2) future tenders of MPPKVVCL for same/similar item(s), reserving rights of other actions as per provisions of the tender & law of contracts.
- Any variation in rate of GST during contractual delivery period shall be borne by company (Purchaser).
- Any downward variation in rate of GST beyond contractual delivery period shall be pass on to company and upward variation shall be borne by bidder firm.
- Input credit has been considered under the provision of relevant act while submitting the above rates.
- The total price mentioned in **column "m"** shall be considered as inclusive of all taxes & duties for that particular group, no other taxes shall be payable.
- It may be noted that Payment for works to be performed under this contract shall be released at contracted rates for aforesaid tasks only. Therefore, charges for all other activities to be performed under this contract as per Section IV-"Specification & Scope of Work" must be included in the rates quoted for above by the bidder.
- No column shall be left blank, mentioned zero if not applicable.
- Fees/rates per group have to be quoted for audit work shall be legible and clear. In case if the fees / rates quoted are not legible and clear, such offers may be rejected at the sole discretion of MPPKVVCL, Indore.
- All prices should be in INR.
- In the field of "NAME OF BIDDER" above it is mandatory to fill by the bidder.
- If user wants to enter any decimal value than please enter as per given example i.e. "0.4" instead of ".4"

**Note:-L.T. Revenue Audit:- L.T. Revenue Audit of all the D.C's/Zones under each Circle Division/group should be done for the FY 2020-21 as per Scope of Work given in Clause No. 11 of Section-IV (Specification and Scope of Works). Details of offices are shown in Annexure-1 A,B & C of Section-IV (Specification and Scope of Works) .The outsourcing of LT Revenue audit at circle level to CA firm shall be for a particular group i.e. for all D.C/Zones offices in that Group and each Group contains (01 or 02) Divisions.**

Signature of Bidder with Seal of Firm :  
Name (in full) :  
Designation :

**SECTION - V**  
**SCHEDULE-I: PRICE BID**  
**(For Group-22)**

**TO BE FILED ONLINE IN ENVELOPE- C**

**WE QUOTED OUR LOWEST RATES AGAINST TENDER SPECIFICATIONS AS UNDER: -**

Name of bidder												
Sr. No.	Group No.	Particular (Name of Divisions)	HSN / SAC Code	Total Fees for audit of all DC / zones offices in the group (To be conducted on Half Yearly Basis separately for each half year) for the FY 2020-21 exclusive of GST, but including all T.A. / D.A., Lodging, Boarding, out of pocket expenses etc complete as per all Terms and conditions mentioned in the Tender Document (Rs.)	Tax amount (Rs.)						Total Tax (Rs.)	Total Amount for audit of all DC / zones offices for the FY 2020-21 inclusive of GST (Rs.)
					SGST		CGST		IGST			
a	b	c	d	e	%	Amt	%	Amt	%	Amt	l	m=e+l
<b>L.T. Revenue Audit</b>												
1	22	Agar(O&M),Susner(O&M)										

**NOTE:**

- GST Registration Number of Bidder & HSN Code- ....., (Enclose copy of Registration Certificate)
- GST Registration Number of MPPKVCL, Indore – 23AADCM7397N1ZU,
- The Bidder shall quote its rates/prices for any or all Line item(s), mentioned in the Price Schedule given in Schedule-I ‘Price Schedule’ with all the fields duly filled for respective line item.
- The UNIT of measurement for quoting rate of the item specified in the above Price Bid schedule should be noted carefully before quoting rate(s). The unit shall remain un-changed & applicable as per the above schedule and quoted rate shall be considered only as per the above specified unit(s) for purpose of comparison as well as placement of order. The bidder shall be bound to accept the same; else EMD shall be forfeited and if EMD is already exempted, amount equivalent to the EMD required in the tender will have to be deposited to MPPKVCL Indore otherwise such firm shall be kept disqualified for TWO (2) future tenders of MPPKVCL for same/similar item(s), reserving rights of other actions as per provisions of the tender & law of contracts.
- Any variation in rate of GST during contractual delivery period shall be borne by company (Purchaser).
- Any downward variation in rate of GST beyond contractual delivery period shall be pass on to company and upward variation shall be borne by bidder firm.
- Input credit has been considered under the provision of relevant act while submitting the above rates.
- The total price mentioned in **column “m”** shall be considered as inclusive of all taxes & duties for that particular group, no other taxes shall be payable.
- It may be noted that Payment for works to be performed under this contract shall be released at contracted rates for aforesaid tasks only. Therefore, charges for all other activities to be performed under this contract as per Section IV-“Specification & Scope of Work” must be included in the rates quoted for above by the bidder.
- No column shall be left blank, mentioned zero if not applicable.
- Fees/rates per group have to be quoted for audit work shall be legible and clear. In case if the fees / rates quoted are not legible and clear, such offers may be rejected at the sole discretion of MPPKVCL, Indore.
- All prices should be in INR.
- In the field of “NAME OF BIDDER” above it is mandatory to fill by the bidder.
- If user wants to enter any decimal value than please enter as per given example i.e. "0.4" instead of ".4"

**Note:-L.T. Revenue Audit:- L.T. Revenue Audit of all the D.C's/Zones under each Circle Division/group should be done for the FY 2020-21 as per Scope of Work given in Clause No. 11 of Section-IV (Specification and Scope of Works). Details of offices are shown in Annexure-1 A,B & C of Section-IV (Specification and Scope of Works) .The outsourcing of LT Revenue audit at circle level to CA firm shall be for a particular group i.e. for all D.C/Zones offices in that Group and each Group contains (01 or 02) Divisions.**

Signature of Bidder with Seal of Firm :  
Name (in full) :  
Designation :



**SECTION - V**  
**SCHEDULE-I: PRICE BID**  
**(For Group-26)**

**TO BE FILED ONLINE IN ENVELOPE- C**

**WE QUOTED OUR LOWEST RATES AGAINST TENDER SPECIFICATIONS AS UNDER: -**

Name of bidder												
Sr. No.	Group No.	Particular (Name of Divisions)	HSN / SAC Code	Total Fees for audit of all DC / zones offices in the group (To be conducted on Half Yearly Basis separately for each half year) for the FY 2020-21 exclusive of GST, but including all T.A. / D.A., Lodging, Boarding, out of pocket expenses etc complete as per all Terms and conditions mentioned in the Tender Document (Rs.)	Tax amount (Rs.)						Total Tax (Rs.)	Total Amount for audit of all DC / zones offices for the FY 2020-21 inclusive of GST (Rs.)
					SGST		CGST		IGST			
a	b	c	d	e	%	Amt	%	Amt	%	Amt	l	m=e+l
<b>L.T. Revenue Audit</b>												
1	26	Malhargarh(O&M), Sitamau(O&M)										

**NOTE:**

- GST Registration Number of Bidder & HSN Code- ....., (Enclose copy of Registration Certificate)
- GST Registration Number of MPPKVVCL, Indore – 23AADCM7397N1ZU,
- The Bidder shall quote its rates/prices for any or all Line item(s), mentioned in the Price Schedule given in Schedule-I 'Price Schedule' with all the fields duly filled for respective line item.
- The UNIT of measurement for quoting rate of the item specified in the above Price Bid schedule should be noted carefully before quoting rate(s). The unit shall remain un-changed & applicable as per the above schedule and quoted rate shall be considered only as per the above specified unit(s) for purpose of comparison as well as placement of order. The bidder shall be bound to accept the same; else EMD shall be forfeited and if EMD is already exempted, amount equivalent to the EMD required in the tender will have to be deposited to MPPKVVCL Indore otherwise such firm shall be kept disqualified for TWO (2) future tenders of MPPKVVCL for same/similar item(s), reserving rights of other actions as per provisions of the tender & law of contracts.
- Any variation in rate of GST during contractual delivery period shall be borne by company (Purchaser).
- Any downward variation in rate of GST beyond contractual delivery period shall be pass on to company and upward variation shall be borne by bidder firm.
- Input credit has been considered under the provision of relevant act while submitting the above rates.
- The total price mentioned in **column "m"** shall be considered as inclusive of all taxes & duties for that particular group, no other taxes shall be payable.
- It may be noted that Payment for works to be performed under this contract shall be released at contracted rates for aforesaid tasks only. Therefore, charges for all other activities to be performed under this contract as per Section IV-"Specification & Scope of Work" must be included in the rates quoted for above by the bidder.
- No column shall be left blank, mentioned zero if not applicable.
- Fees/rates per group have to be quoted for audit work shall be legible and clear. In case if the fees / rates quoted are not legible and clear, such offers may be rejected at the sole discretion of MPPKVVCL, Indore.
- All prices should be in INR.
- In the field of "NAME OF BIDDER" above it is mandatory to fill by the bidder.
- If user wants to enter any decimal value than please enter as per given example i.e. "0.4" instead of ".4"

**Note:-L.T. Revenue Audit:- L.T. Revenue Audit of all the D.C's/Zones under each Circle Division/group should be done for the FY 2020-21 as per Scope of Work given in Clause No. 11 of Section-IV (Specification and Scope of Works). Details of offices are shown in Annexure-1 A,B & C of Section-IV (Specification and Scope of Works) .The outsourcing of LT Revenue audit at circle level to CA firm shall be for a particular group i.e. for all D.C/Zones offices in that Group and each Group contains (01 or 02) Divisions.**

Signature of Bidder with Seal of Firm :  
Name (in full) :  
Designation :

**SECTION - V**  
**SCHEDULE – II (A): GENERAL INFORMATION**  
**(TO BE FILED ONLINE IN ENVELOPE-B, PART-II, “COMMERCIAL / TECHNICAL**  
**BID”)**

Please furnish desired details. Strike off, whichever is not applicable. Use separate sheets wherever necessary and enclose the same as Annexure.

Sr. No.	Particulars	Information	Enclosures
1	Name of the Firm		Latest Certified Copy of Partnership Deed
2	Address of the Head Office of the Firm (Phone No., Email id, fax, Mobile No., Address)		
3	Firm Registration No. (as mentioned in the constitution certificate)		Certified Copy of Latest constitution certificate of the Firm issued by ICAI/ICWAI
4	Date of Establishment of Firm		-do-
5	Date of Formation of Partnership Firm in case initially established as Proprietorship Firm		-do-
6	Whether the Head Office/ Branch Office is in Indore / Ujjain		-do-
7	Whether any Office of Operation is in the Circle of the Group.		-do-
8	No. of Branches of the Firm		-do-
9	Address of Branches with the Date of Opening		-do-
10	Number of Full-time Partners with the firm		
11	Name of the Partners in the firm along with their membership number issued by ICAI/ICWAI, and the year of association with the firm		
12	Partner of the firm to be assigned on the assignment with their Qualification		Bio data with experience of the Partner likely to be assigned to the task.
13	No. and name of the Professionals and Audit Assistants to be provided by the bidder on the assignment.		Bio data of the Audit Officer likely to be assigned to the task.
14	Any other information that bidder may like to provide		
15	Valid PAN Card		Attested Photocopy of PAN Card
16	Valid GSTIN Registration		Attested copy of Valid GSTIN Registration Certificate

Place-  
Date-

Signature of Bidder with Seal of Firm:  
Name (in full):  
Designation:

**SECTION - V**  
**SCHEDULE – II (B): COMMERCIAL INFORMATION**  
**(TO BE FILED ONLINE IN ENVELOPE-B PART-II, “COMMERCIAL / TECHNICAL BID”)**

Please furnish desired details. Strike off, whichever is not applicable. Use separate sheets wherever necessary. Please enclose the extra sheets as Annexure

Sr. No.	Particulars	Details
1	Earnest Money details	
a)	Online payment details	
b)	Amount of EMD (in `)	
c)	Any exemption from EMD (if yes, please mention under which category exemption is sought i.e. SSI Unit of M.P./small Scale unit registered with NSIC/Fully owned Stated/Central Govt. Unit etc.)	
2	Whether the offer is valid for 180 days from the date of opening of commercial / Technical bid.	Yes / No (If no, state validity period)
3	<b>Performance Security Deposit: -</b> Please indicate details of <b>Performance Security Deposit</b> , as would be applicable to the bidder.	(Please refer to <b>General Terms &amp; Conditions Section-III</b> for details, and fill in the response accordingly)
a)	Normal SD @10% shall be deposited	
4	Bank details for the purpose of payment through RTGS	
i	Bank Name & address	
ii	Branch Name	
iii	A/c No.	
iv	IFSC Code	
6	They do not anticipate change in the ownership during the proposed period of contract, (if such a change is anticipated, the scope and effect thereof shall be defined).	

Signature of Bidder with Seal of Firm:

Place-

Name (in full):

Date-

Designation:

\*\*\*\*\*

**SECTION-V**  
**SCHEDULE –III (A): COMMERCIAL DEVIATIONS**

(TO BE FILED ONLINE IN ENVELOPE-B PART–II, “COMMERCIAL / TECHNICAL  
BID”)

**If bidder desires to take any commercial deviation from the terms & conditions of the tender, it should be mentioned specifically in this deviation schedule. Unless commercial deviations are mentioned in this deviation schedule, the same will not be taken into consideration.**

**Bidder’s Name & Address:** .....

To,

The Chief Engineer (Purchase)  
O/o MD (West Zone)  
MPPKVV Co. Ltd,  
G.P.H. Compound, Pologround Indore.

**Sub: - Commercial Deviation**

Dear Sir,

The Commercial Deviation & Variation to the specification stipulated in the tender, for the items quoted, as under: -

Sr. No.	Condition	Clause No. of Tender Document	Page No. of Tender Document	Statement of Deviation and Variations
1	2	3	4	5

Except aforesaid deviations, the entire order, if placed, on us shall be executed in accordance with your specifications and any other conditions, variations/deviations etc. if found, elsewhere in our offer should not be given any consideration while finalizing the tender.

Note: - Continuation sheet of like size & format may be used as per bidder’s requirement and be enclosed as Annexure.

Signature of Bidder with Seal of Firm:

Place-

Name (in full):

Date-

Designation:

\*\*\*\*\*

T.S. No. MD/WZ/06/PUR/TS-1545 due on 07.07.2021 for Outsourcing of Internal Audit related to LT Revenue Audit of Distribution Centres/Zones offices under different Circles of MPPKVVCL, Indore for the FY 2020-21 (to be conducted on Half Yearly basis separately for each Half Year)

**SECTION-V**  
**SCHEDULE –III (B): TECHNICAL DEVIATIONS**  
**(TO BE FILED ONLINE IN ENVELOPE-B, PART-II, “COMMERCIAL / TECHNICAL BID”)**

**If bidder desires to take any technical deviation from the terms & conditions of the tender, it should be mentioned specifically in this deviation schedule. Unless technical deviations are mentioned in this deviation schedule, the same will not be taken into cognizance.**

**Bidder’s Name & Address:** .....

To,  
 The Chief Engineer (Purchase)  
 O/o MD (West Zone)  
 MPPKVV Co. Ltd.,  
 G.P.H. Compound, Pologround Indore.

**Sub: - Technical Deviations.**

Dear Sir,  
 The Technical Deviations & variations to the specifications stipulated in the tender, for the item quoted are, as under: -

Sr. No.	Condition	Clause No. of Tender Document	Page No. of Tender Document	Statement of Deviation and Variations
1	2	3	4	5

Except aforesaid deviations, the entire order, if placed, on us shall be executed in accordance with your specifications and any other conditions, variations/deviations etc. if found, elsewhere in our offer should not be given any consideration while finalizing the tender.

Note: - Continuation sheet of like size & format may be used as per bidder’s requirement and be enclosed as Annexure.

Signature of Bidder with Seal of Firm:

Place- \_\_\_\_\_ Name (in full): \_\_\_\_\_

Date- \_\_\_\_\_ Designation: \_\_\_\_\_

\*\*\*\*\*

**SECTION-V**  
**SCHEDULE – IV**  
**SCHEDULE OF FINANCIAL INFORMATION**

**(TO BE FILED ONLINE IN ENVELOPE-B, PART-II, “COMMERCIAL / TECHNICAL BID”)**

**Bidder’s Name & Address:** .....

To,

The Chief Engineer (Purchase)  
O/o MD (West Zone)  
MPPKVV Co. Ltd.,  
G.P.H. Compound, Pologround Indore.

**Sub: - Financial Information.**

**Details of the Bidder Firm**

Sr . No.	Years	Annual Turnover (Rs. In Lacs)
1	2015-16	
2	2016-17	
3	2017-18	
4	2018-19	
5	2019-20	
	Aggregate Turnover	

**Note:**

1. Attach copies of the audited financial statements of the last 5 financial years.
2. Attach photocopies of Income Tax returns of the firm for last 5 financial years.

(Signed by an authorized Officer of the Firm, along-with seal of firm)

Title of Officer -

Name of Firm-

Date –

Place-

\*\*\*\*\*

**SECTION-V**  
**SCHEDULE – V**  
**DECLARATION OF RELATIONSHIP FORMAT**  
**(TO BE FILED ONLINE IN ENVELOPE-B, PART-II,**

**“COMMERCIAL/TECHNICAL BID) DECLARATION BY THE TENDERER**

**(To be submitted on non judicial stamp paper of Rs.100.00)**

**(In case partner or any relationship of the partners of the firm exist with any MPSEB/MP DISCOM Officer or employees retired or serving)**

I.....sole proprietor/partner of M/s.....hereby declare that the following serving or retired officers or employees of the MPSEB (including companies formed) are partners or have shares or have interest in the firm. **(This undertaking should be on a non-judicial stamp paper of Rs. 100/-duly notarized)**

1	Name(s)	(i)	(ii)	(iii)
2	Status in MPSEB/MP Discom			
3	Address/ Telephone No(s)			
4	Status in the Firm			

And /OR

The relationship of the sole proprietor/partner(s) of the firm exists with the following serving or retired officer or employees of MPSEB (including companies formed). The relationship to the extent of Wife, Father, Mother, Son, Daughter, Son-in-law or Daughter-in-law, Nephew & Niece etc., is to be considered.

1	Name(s)	(i)	(ii)	(iii)
2	Status in MPSEB/MP Discom			
3	Address/ Telephone No(s)			
4	Status in the Firm			

SIGNATURE OF THE  
TENDERER  
NAME  
STATUS IN THE  
COMPANY  
AFFIXED SEAL OF THE  
COMPANY

**SECTION-V**  
**SCHEDULE – VI,**  
**DECLARATION/ UNDERTAKING BY THE TENDERER/BIDDER**  
**(To be submitted on non-judicial stamp paper worth Rs. 100/- & upload the scan copy in Envelope-B)**

I \_\_\_\_\_ Sole proprietor / partner of M/s \_\_\_\_\_ is giving undertaking that:

1. Our firm/Company/any partner of the firm is not debarred / blacklisted for future business with Discom-WZ / other Discom of MP/ any Government Department or Public Sector Undertaking of any State Government in India or the Government of India for practicing in India.
2. There is no pending or contemplated legal suit or criminal cases on grounds of moral turpitude or for violation of any other law in force.

We understand and agree that if the information mentioned above is found to be incorrect at any stage of this Bidding Process, our Bid shall be considered as non-responsive and rejected accordingly. If this undertaking is found to be incorrect post the issue of LoA, then such LoA issued shall be cancelled and the contract terminated, without any liability to either Party. Under such circumstances, however, we acknowledge and accept the right of MPPKVVCL to encash our EMD.

We further understand and agree that if the Audit is awarded to us and this undertaking is found to be incorrect after execution of the work, the order of appointments stands terminated, without any liability to either Party. Under such circumstances, however, we acknowledge and accept the right of MPPKVVCL to encash our Security Deposit.

(Signed by an authorized Officer of the Firm, along-with seal of firm)

Title of Officer -

Name of Firm-

Date –

Place



**SECTION-V**  
**SCHEDULE – VII,**  
**GROUP FOR ALLOTMENT**

<b>Group No.</b>	<b>Name of Circle</b>	<b>Name of Division</b>	<b>Total No. of DC/Zone Offices as per Annexure 1 (A)</b>
9	Khargone (O&M) Circle	Khargone -I , Khargone-II	19
10	Khargone (O&M) Circle	Barwah	11
13	Khandwa (O&M) Circle	Khandwa (O&M) II	12
20	Shajapur (O&M) Circle	Shajapur, M Badodiya	11
22	Agar (O&M) Circle	Agar,Susner	10
26	Mandsaur (O&M) Circle	Malhargarh, Sitamau	17
<b>Total(In Nos.)</b>			<b>80</b>

**SECTION-V**  
**SCHEDULE – VIII,**  
**TECHNICAL EVALUATION & FINANCIAL EVALUATION**  
**CRITERIA/ ASSOCIATED SCORE**

S. No.	Particulars	Max marks	Basis of Marks	Minimum Criteria
1	Number of completed years by bidder CA/CMA firm as a Partnership Firm (The experience shall be counted from the date of formation of Partnership)	25	2.5 marks for each year	10 Years
2	Average Turnover of the Firm for the FY 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20.	20	33 L to 50L = 5 Marks >50L to 70L = 10 Marks >70L to 90L = 15 Marks >Above 90L= 20 Marks (Full Marks)	33 Lacs
3	Number of full time CA/CMA Partners exclusively associated with the firm for not less than two (2) years (As per certificate of ICAI or ICWAI as on 31.03.2021)	15	No of CA 5 = 5 Marks > 5 to 10 = 10 Marks > 10 to 15 = 15 Marks (Full Marks)	5
4	Number of full time CA/CMA Partner(s) qualified Diploma in Information & System Audit (DISA), Information and Systems Audit (ISA), Certified Information System Auditor (CISA) or Diploma in IS Audit & Control. The CA/CMA Partners must be exclusively associated with the firm for not less than two (2) years as on 31.03.2021.	10	1 DISA Holder CA = 5 Marks >1 DISA Holder CA = 10 Marks (Full Marks)	1
5	No. of Internal Audit assignments during last 5 Years: Experience of Govt/PSU Audit.* {Excluding experience of Internal Audit assignments related to power Sector Companies/ Boards (i.e. Generation, transmission or distribution Sector)} (Experience of Internal Audit assignment completed upto 31.03.2021 will only be considered)	15	5 to 10 assignments = 5 Marks > 10 to 15 assignments = 10 Marks > 15 assignments = 15 Marks (Full Marks)	
6	Experience of Internal/Statutory Audit assignments related to power Sector Companies/ Boards (i.e. Generation, transmission or distribution Sector)* Experience of various Region/Circles /Branch/Units of one Power Sector Company/PSU/Boards during any one FY will be counted as one assignment. (Experience of power Sector Companies / Boards assignment completed upto 31.03.2021 will only be considered)	15	up to 5 assignments = 5 Marks > 5 to 10 assignments = 10 Marks > 10 assignments = 15 marks (Full Marks)	
	<b>Total Score</b>	<b>100</b>		

**Note (\*) –**

- For proof of the above, certified copy of detailed work orders along with work completion certificate or proof of successfully completion of work issued for internal audit in favour of the firm by any Govt. Companies/ Govt. Department /PSU during last 5 Financial years (2015-16 to 2019-20) should be submitted.
- Internal audit assignments related to Concurrent audit /Wage Revision /salary Audit/ consultancy work/ physical verification of stores (Stock Audit) /Revenue Audit/ Certification Work/ Education department /Sarva Shiksha Abhiyan/ Agriculture Department (Audit of Farms)/ Horticulture Department will not be considered. Further, the assignments which are not clearly related to / Internal audit of Bank Branches/Co-operative Societies/Unions/Other than Govt./Semi Govt. Undertakings will also not be considered.
- Minimum qualifying score in Technical Evaluation shall be 50 % marks.

**T.S. No. MD/WZ/06/PUR/TS-1545 due on 07.07.2021 for Outsourcing of Internal Audit related to LT Revenue Audit of Distribution Centres/Zones offices under different Circles of MPPKVCL, Indore for the FY 2020-21 (to be conducted on Half Yearly basis separately for each Half Year)**

**SECTION-V**  
**SCHEDULE – IX CHECK LIST (I)**  
**(TO BE KEPT IN THE ENVELOPE PART-II, “COMMERCIAL / TECHNICAL BID”)**

Sr. No.	Check List Item	Options	Answer
1	Whether “Earnest Money Deposit” of specified amount required for the group is paid online and the documentary evidence is uploaded in <b>Envelope-A</b> .	Yes / No	
2	Whether Certificate of unconditionally agreed to the clauses of the tender is uploaded online in Envelope-B	Yes / No	
3	Whether the scan copy of duly signed “Tender Form” Section-I (C) is uploaded online in Envelope-B	Yes / No	
4	Schedule-II (A) General Information duly filled and uploaded online in Envelope-B	Yes / No	
5	Schedule-II (B) Commercial Information duly filled and uploaded online in Envelope-B	Yes / No	
6	Schedule-III(A) Commercial Deviation dully filled and uploaded online in Envelope-B	Yes / No	
7	Schedule-III(B) Technical Deviation duly filled and uploaded online in Envelope-B	Yes / No	
8	Schedule-IV Financial Information duly filled and uploaded online in Envelope-B	Yes / No	
9	Schedule-V Declaration of Relationship Format duly filled and uploaded online in Envelope-B	Yes / No	
10	Schedule-VI Declaration of /Undertaking of Firm (Not debarred /Blacklisted) duly filled and uploaded online in Envelope-B	Yes / No	
11	Whether scan copy of GST exemption certificate (if applicable) uploaded online in Envelope-B	Yes / No	
12	The schedule-IX i.e., Check List uploaded online in Envelope-B	Yes / No	
13	Whether scan copy of Balance Sheets of last 5 year are uploaded online Envelope-B	Yes / No	
14	Whether scan copy of P&L Accounts of last 5 year are uploaded online in Envelope-B	Yes / No	
15	<b>Schedule-I:</b> Price bid separately for each group is duly filled in and digitally signed by the signatory authority & uploaded online only in <b>Envelope-C</b>	Yes / No	

**SECTION-V**  
**SCHEDULE – X CONTRACT AGREEMENT [SAMPLE]**

**To be executed on non-judicial stamp paper worth Rs. 1000/- and one rupee revenue stamp (stamp should be affixed over it)**

THIS AGREEMENT made on this the .... day of ....., against office order no.....dtd.....

BETWEEN

(1) .....<Name of the Purchaser>.....*For West Discom - Madhya Pradesh Paschim Kshetra Vidyut Vitaran Company Ltd, Indore.( Constituted vide order dtd 31.05.2005, notified by the Stste Government implementing restructuring of MPSEB vide no. 3679/FRS/18/13/202 to give effect to reorganization of Madhya Pradesh State Electricity Board under the provision electricity act 2003 (No.36 of 2003), The applicable provision of Madhya Pradesh Vidut Sudhar Adhiniyam 2000(No.04 of 2001) and transfer scheme rule 2003) hereinafter referred to as the West discom company of the one part.*

and

(2) M/s \_\_\_\_\_ of \_\_\_\_\_ (hereinafter refer to as the contractor/service provider/ Supplier which expression shall where the context so admits include his heirs, executors, administrator & representatives), of the other part.

Whereas in accordance with the notice inviting the tender dtd.....issued by CE (Pur)/Addl.C.E.Pur O/o MD/WZ/MPPKVVCL, Indore. The contractor/service provider/ Supplier submitted his offer which was opened on dtd..... for .....

Whereas West zone company & the contractor/service provider/ Supplier has decided to have provide .....& the contractor/service provider/ Supplier has agreed for the same upon the terms or condition here in after contained :-

Now it is hereby declared agreed as follows:

1. The contractor shall perform & carry out all maters incidental / ancillary there to within time specified & in accordance with the special & general terms & condition of the tender document no.....& price bid opened on dtd ..... for ..... in witnesses where of the parties here to signed this agreement on the date & here mentioned against their respective signatures.

**Article 1: Contract Documents**

**1.1 Contract Documents**

The following documents shall constitute the Contract between the Purchaser and the Contractor, and each shall be read and construed as an integral part of the Contract:

- (a) Award of Contract No. ...., Dated: .....
- (b) Section –V , Schedule- I (Price &Quantity)
- (c) Section – IV (Specification & Scope of Work)
- (d) Section - III (General Terms & Condition)
- (e) Section –II ( General instructions to bidder)
- (f) Section –V , Schedule- IX (Format for Contract Agreement)
- (g) Other completed Bidding Forms submitted with the Letter of Bid
- (h) Bid document as submitted by the Bidder including qualification of resources, standards of performance
- (i) Any other documents shall be added here.

**1.2 Order of Precedence**

In the event of any ambiguity or conflict between the Contract Documents listed above, the order of precedence shall be the order in which the Contract Documents are listed in Article 1.1 (Contract Documents) above.

**1.3 Definitions** Capitalized words and phrases used herein shall have the same meanings as are described to them in the General Conditions of tender document.

**Article 2: Price & statutory levies and Terms of Payment-**

2.1 **Price & statutory levies** (Reference general terms & condition of purchases Clause 1)

The Purchaser hereby agrees to pay to the Contractor the Contract Price in consideration of the performance by the Contractor of its obligations hereunder. The Contract Price shall be the aggregate of **Rs: .....** (In words Rs...) as specified in **Schedule "I". Price & Quantity Schedule** or such other sums as may be determined in accordance with the terms and conditions of the Contract.

**2.2 Terms of Payment** (Reference general terms & condition of purchases Clause 6)

The terms and procedures of payment according to which the Purchaser will make payment the Contractor are given in the purchases ..... (Terms of Payment) hereto.

**Article 3: Effective Date**

**3.1 Effective Date**

The Effective Date upon which the period shall be counted from the date of award of contract & when all of the following conditions have been fulfilled:

- (a) This Contract Agreement has been duly executed for and on behalf of the Purchaser and the Contractor;
- (b) The Contractor has submitted to the Purchaser the Performance security;

Each party shall use its best efforts to fulfill the above conditions for which it is responsible as soon as practicable.

If the conditions listed under article 3.1 are not fulfilled within 15 day from the date of this Contract notification because of reasons not attributable to the Contractor, the parties shall discuss and agree on an equitable adjustment to the Contract Price and the Time for Completion and/or other relevant conditions of the Contract.

- The laws applicable to this Contract shall be the laws in force in India. The Courts of Indore shall have exclusive jurisdiction in all matters arising under this Contract.

**3.2 Resolution of Disputes**

**(c) Settlement of Disputes**

- i. If any dispute of any kind whatsoever shall arise between the Employer and the Contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the Facilities, whether during the progress of the Facilities or after their completion and whether before or after the termination, abandonment or breach of the Contract, the parties shall seek to resolve any such dispute or difference, to the extent possible, amicably by mutual consultation.
- ii. If the parties fail to resolve such a dispute or difference by mutual consultation at the execution site level, then the dispute shall be referred by the Contractor to the Chief Internal Audit Officer, who, within a period of thirty (30) days after being requested by Contractor to do so, shall give written notice of his decision.
- iii. The decision/instruction of the Chief Internal Audit Officer shall be deemed to have been accepted by the Contractor unless notified by the Contractor of his intention to refer the matter for Arbitration within thirty (30) days of such decision/instruction.
- iv. In the event the Chief Internal Audit Officer fails to notify his decision as aforesaid within thirty (30) days, the Contractor, if he intends to go for Arbitration, shall notify his intention to the Chief Internal Audit Officer within 30 days of expiry of the first mentioned period of thirty days failing which it shall be deemed that there are no dispute or difference between the Employer and the Contractor.
- v. In case of dispute or difference between the Employer and the Contractor, if the Employer intends to go for Arbitration, he shall notify such intention to the Contractor.

**3.3 Arbitration**

- i. All disputes or differences in respect of which the decision, if any, of the Chief Internal Audit Officer and/or the Head of the Implementing Authority has not become final or binding as aforesaid shall be settled by arbitration in the manner provided herein below:
- ii. The employer or contractor either of them may after exhausting the provision of clause-38 may refer to the unsettled dispute to MP Madhyastha Abhikaran Adhinium under the Act (MP Madhyastha Abhikaran Adhinium 1983) with its latest amendment. The aggrieved party has to approach the Madhyastha for arbitration in accordance with the provision of MP Madhyastha Abhikaran Adhinium 1983. The decision of MP Madhyastha Abhikaran Adhinium shall be final and binding up on the parties. The language of the arbitration proceedings and that of the documents and communications between the parties shall be English. All the dispute will be settled in the High Court of MP Indore.
- iii. During settlement of disputes and arbitration proceedings, both parties shall be obliged to carry out their respective obligations under the Contract.

**Article 4: Communication Address**

4.1 The address of the Purchaser for notice purposes, pursuant to SCC 11 is:  
Attention:  
Address:  
City: PIN Code: Country: **India.**  
Telephone:  
Facsimile number:  
Electronic mail address:

4.2 The address of the Contractor for notice purposes, is:

.....  
.....  
.....

**Article 5: Schedules & Annexure-**

5.1 The **Schedules & Annexure** listed in the tender document, order & this contract agreement shall be deemed to form an integral part of this Contract Agreement.

Reference in the Contract to **Schedules & Annexure** shall mean the **Schedules & Annexure** attached to purchase order, and the Contract shall be read and construed accordingly.

IN WITNESS WHEREOF the Purchaser and the Contractor have caused this Agreement to be duly executed by their duly authorized representatives the day and year first above written.

Signed by, for and on behalf of the Purchaser

.....

**Name** : .....

**Designation** : .....

**Purchaser** : .....

in the presence of

1. ....

2. ....

**Name** : .....

**Name** : .....

**Designation** : .....

**Designation** : .....

**Purchaser** : .....

**Purchaser** : .....

Signed by, for and on behalf of the Contractor

.....

**Name** : .....

**Designation** : .....

**Firm Name** : .....

in the presence of

1. ....

2. ....

**Name** : .....

**Name** : .....

**Designation** : .....

**Designation** : .....

## **SECTION-VI**

**(Copy to be submitted in hard copy only in Envelope-B)**

### **SAMPLE FORMATS**

**FOR**

**TEST AUDIT REPORT (TAR) FOR L.T. REVENUE  
AUDIT OF D.C./ZONE**

**INCLUDING**

**HALF MARGINS**

(These formats are supplied only for a clear understanding of the scope of work for participating firms. This portion is not related with bidding process hence not required to be submitted with bid proposals)

No.\_\_\_\_/I.A.P./LT/ \_\_\_\_\_

Dated \_\_\_\_\_

To,  
The Chief internal audit officer  
O/o the MD (WZ),  
M.P.P.K.V.V.Co.Ltd.,  
Polo ground,  
INDORE

Sub.: Submission of **Audit Report** of L.T. Revenue accounts audit of M.P.P.K.V.V.Co.Ltd., \_\_\_\_\_ D/c  
for the period from \_\_\_\_\_ to \_\_\_\_\_.

Please find enclosed herewith the following documents pertaining to Audit of L.T. Revenue Accounts of  
\_\_\_\_\_ D/c in (O&M) Division M.P.P.K.V.V.Co.Ltd., \_\_\_\_\_ for the Block year \_\_\_\_\_  
for kind perusal and further necessary action.

- 1.Certificate of completion : 1 No. page
- 2.Title Sheet : 1 No. page
- 3.Cash Certificate : 1 No. page : 1 No. page
- 4.Index of H.M. issued : Page No. 1 to \_\_\_\_\_
- 5.R-46 Statement for the month of \_\_\_\_\_ (Photo copy enclosed)
- 6.Audit Report : Page No. 1 to \_\_\_\_ (alongwith \_\_\_\_Nos. enclosures)
- 7.Original Half margin : No. 1 to \_\_\_\_\_
- 8.ERP Generated Cash Book Page : No. 1 to \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Date – \_\_\_\_\_ (Signed by an authorized Partner of the Firm, along-with seal of firm) Place-  
Name & Registration No. of authorized Partner – \_\_\_\_\_

Name of Firm- \_\_\_\_\_



## Certificate of Attendance

This is to certify that as per Work Order No. MD/WZ/02/audit/2018-19/TS-/\_\_\_\_\_ dated \_\_\_\_\_ of Chief Engineer (Purchase) MPPKVVCL, Indore, CA/CMA Firm M/S \_\_\_\_\_ has completed the LT Revenue Audit of DC/Zone \_\_\_\_\_ for the FY \_\_\_\_\_ during the period from date \_\_\_\_\_ to \_\_\_\_\_ by the audit team as per details given below:-

S.No.	Name of Audit Officer	Signature of Audit Officer	S.No.	Name of Audit Assistants	Signature of Audit Assistants
1-			1-		
			2-		

Seal & Signature  
AE/JE (DC/Zone)

MPPKVVCL, -----

**TITLE SHEET**

1. Centre of Audit : \_\_\_\_\_  
Dist. \_\_\_\_\_ : Pin code no. \_\_\_\_\_  
STD Code No. \_\_\_\_\_ : Telephone No. \_\_\_\_\_  
Mobile No. of OIC \_\_\_\_\_
2. Name of D/c in charge (OIC) : Shri \_\_\_\_\_
3. Audit conducted by : \_\_\_\_\_
4. Date of commencement : \_\_\_\_\_
5. Date of completion of audit : \_\_\_\_\_
6. No. of working days : \_\_\_\_\_
7. Cash Stub checked for the month : \_\_\_\_\_
8. Special attention required for the para no. : \_\_\_\_\_
9. No. of H.M. issued : \_\_\_\_\_
10. At present total No. of consumers category wise in the D/c
- I.P. \_\_\_\_\_  
C.P. \_\_\_\_\_  
DL&F \_\_\_\_\_  
CL&F \_\_\_\_\_  
IRR \_\_\_\_\_  
SLP \_\_\_\_\_  
BPL \_\_\_\_\_  
W/W \_\_\_\_\_  
St. Light \_\_\_\_\_  
**Total :** \_\_\_\_\_

11. Summary of Audit Report

	Para Nos.	Annexure Nos.	Amount of Recovery raised
Audit Report	01 to	01 to	,

Certified that all the records which were maintained have been checked and Audit Report have been drafted as per model report.

Date – \_\_\_\_\_ (Signed by an authorized Partner of the Firm, along-with seal of firm) Place-  
Name & Registration No. of authorized Partner – \_\_\_\_\_  
Name of Firm- \_\_\_\_\_

**Summary of Half margin issued**

DETAILS OF H.M. ISSUED TO JE/AE \_\_\_\_\_ D/c AS PER Chief Engineer (Purchase) , W.O.ORDER

NO. \_\_\_\_\_ DATED \_\_\_\_\_ FOR THE AUDIT YEAR \_\_\_\_\_ DURING

THE AUDIT PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_

S. no.	HM No.	Date of Issue	Particulars	Introductory Annexure No.	Audit Report			Signature of the receiver
					Para No.	Annex. No.	Amount	

**Seen and discussed by me &  
Recovery will be made and  
intimated to audit**

Seal and sign. of AE/JE

Seal & Sign. of Outsourcing Firm

**AUDIT REPORT ON L.T.REVENUE ACCOUNTS OF \_\_\_\_\_  
DISTRIBUTION CENTRE UNDER O&M DIVISION \_\_\_\_\_  
FOR THE BLOCK YEAR \_\_\_\_\_**

**INTRODUCTORY**

Audit on L.T. revenue accounts of \_\_\_\_\_ **Distribution Center** under (O&M) Division \_\_\_\_\_ for the block year \_\_\_\_\_ was conducted by Audit Party \_\_\_\_\_ headed by Shri \_\_\_\_\_ during the period \_\_\_\_\_ to \_\_\_\_\_ audit conducted vide Work order no. \_\_\_\_\_ dt. \_\_\_\_\_.

- (A) Certified that the Cash balance physically verified by audit party and chest fitted in the wall and verification of Cash on dated \_\_\_\_\_ and certificate to this effect was recorded in ERP Generated Cash Book with the Cash balance on dated \_\_\_\_\_ which is found \_\_\_\_\_. Physical verification of cash book certificate is enclosed separately shown in **Annexure No. A**.
- (B) The details of officers/officials who held charges of post as indicated against each during the period covered by audit are shown in enclosed **Annexure No. B**.
- (C) The revenue progress of the D/c as on \_\_\_\_\_ is found satisfactory as per enclosed **Annexure No. C** with comments of AE/JE and Audit party in charge.
- (D) The arrear position of the D/c as on \_\_\_\_\_ is found satisfactory as per enclosed **Annexure No. D** with comments of AE/JE and Audit party in charge.
- (E) The year wise progress report towards settlement of the old audit paras in the following table is enclosed **Annexure No. E** (provided by D/c) with comments of AE/JE and Audit party in charge.

S. No.	Year	Audit Report	No. of Para raised	Amount raised	No. of Para settled	Amount Settled	No. of para pending	Balance Amount

- (F) The statement of Stop / Defective metes for replacement as on dated \_\_\_\_\_ is as per \_\_\_\_\_ enclosed **Annexure No. F** (provided by D/c) with comments of AE/JE and Audit party in charge.
- (G) As per requirement to be checked checking of 100% connection having above 20 KW or more load of the D/c during the audit period from ----- to ----- has been done. Certificate enclosed as per **Annexure No. G** (provided by D/c) with comments of AE/JE and Audit party in charge.
- (H) The checking of revenue collection from Cash Stub / MR Book / CAC / CRA with Cash listing, DCB and R-46 statement for the month \_\_\_\_\_ of the D/c as on dated \_\_\_\_\_ is found correct as per enclosed R-46 Statement **Annexure No. H** (provided by D/c) with comments of AE/JE and Audit party in charge.
- (I) As per requirement to be checked checking of Electricity bill amount paid by the consumers by the E-Payment mode and if any discrepancy found than we enclosed as per **Annexure No. I** (provided by D/c) with comments of AE/JE and Audit party in charge.
- (J) checking the record of unauthorised changes in Sanctioned Load/Connected Load/Contract Demand of All type of connections (As per circular No.MD/WZ/10, Indore, dated 05-01-2018) therefore as per random checking we are enclosing such load changes list (provided by computer section) enclosed as per **Annexure No. J** (provided by D/c) with comments of AE/JE reply in H.M. No.----- and Audit party incharge. Following discrepancy we found :-  
 1- All changes in load found (Approved / Not Approved) by the competent authority.  
 2- Applicable charges are (Recovered / Not recovered) in all cases.  
 3- Office Note/Load changes register (Maintained / Not maintained) in all cases.  
 4- Supplementary agreement (Executed / Not executed) in all cases.
- (K) checking the record of credit through CC-4/CC-7 all type of connections (As per circular No.MD/WZ/10, Indore, dated 05-01-2018) therefore as per random checking we are enclosing such cases (provided by computer section) enclosed as per **Annexure No. K** (provided by D/c) with comments of AE/JE reply in H.M. No.----- and Audit party incharge. Following discrepancy we found :-  
 1- All correction found (Approved / Not Approved) by the competent authority.  
 2- Office Note / CC-4 or CC-7 register (Maintained / Not maintained) in all cases.  
 3- All correction found (With consumer's Application / Without consumer's Application)  
 4- New CC-4 / CC-7 Annexure -I & Annexure-II are being (Used / Not used) in all cases.
- (L) checking the record of Unauthorised credit / adjustment of any payment through CCB (As per circular No.MD/WZ/10, Indore, dated 05-01-2018) therefore as per random checking we are enclosing such cases (provided by computer section) enclosed as per **Annexure No. L** (provided by D/c) with comments of AE/JE reply in H.M. No.----- and Audit party incharge. Following discrepancy we found :-  
 1- All Credit / Adjustment (Approved / Not Approved) by the competent authority.

- 2- Office Note / CCB register (Maintained / Not maintained) in all cases.
- (M) checking the record of Unauthorised Correction / Changes in MF / ME without competent authority (As per circular No.MD/WZ/10, Indore, dated 05-01-2018) therefore as per random checking we are enclosing such cases (provided by computer section) enclosed as per **Annexure No. \_M\_**(provided by D/c) with comments of AE/JE reply in H.M. No.----- and Audit party incharge. Following discrepancy we found :-
- 1- All Correction / Changes (Approved / Not Approved) by the competent authority.
  - 2- Office Note / Any other register (Maintained / Not maintained) in all cases.
- (N) checking the record of R-3 All type of New Service Connection(NSC) (As per circular No.MD/WZ/10, Indore, dated 05-01-2018) therefore as per random checking we are enclosing such cases (provided by computer section) enclosed as per **Annexure No. \_N\_**(provided by D/c) with comments of AE/JE reply in H.M. No.----- and Audit party incharge. Following discrepancy we found :-
- 1- Correct Tariff Code (Applied / Not Applied) .
  - 2- Correct Demand / Sanction Load (Entered / Not Entered) in all cases.
  - 3- Correct ED Code (Applied / Not Applied) .
  - 4- Correct Meter Rent Code (Applied / Not Applied) .
  - 5- Correct MF (Entered / Not Entered) .
- (O) Please intimate to audit the position of D.C.B. Reconciliation for the audit period ----- . If certificate obtained from R.A.O. ----- concerned and copy of the same may please produced to audit. Latest position of the DCB reconciliation may please be intimated to audit with AE/JE comments in H.M.No.----- - reply at HM.
- (P) During the Audit period please produced Yearly / Half yearly / Half Yearly inspection report that is carried out by higher authority of your office with your compliance for verification may please be intimated to audit with AE/JE comments in H.M.No.----- reply at HM.

**PHYSICAL VERIFICATION OF CASH BOOK**

(Annx. No. -----

- )

- (1) Wall coffer has grounded is wall of room. Duplicate key register is maintained and is to confirm that two key having number G-1 \_\_\_\_\_ and G-2 \_\_\_\_\_.
- (2) Physical verification of Cash was conducted by Shri \_\_\_\_\_ on dated \_\_\_\_\_ and certificate to this effect was recorded in ERP Generated Cash Book balance on dated \_\_\_\_\_ which is found Rs. \_\_\_\_\_ detailed as under.
- Details of Cash

Sr. No.	Details of Note	Amount
01	1000 x =	`
02	500 x =	`
03	100 x =	`
04	50 x =	`
05	20 x =	`
06	10 x =	`
07	5 x =	`
08	Coin =	`
	TOTAL :-	`

**Seal & Signature AE/JE**

**Seal & Signature of Outsourcing Firm**

**CONCLUDING PARA**

The total recovery pointed out in this Audit Report is Rs. \_\_\_\_\_ vide Audit Report para No. 1 to \_\_\_\_\_ the compliance of audit Report may be furnished within one month from the date of its receipt as per board's circular No. SII/1711 dt.14-06-1961 compliance reported through next higher authority.

**Seal & Signature of Outsourcing Firm .**

**DETAILS OF OFFICERS / OFFICIALS STAFF DURING THE AUDIT PERIOD**

**ANNX. NO. -----**

**H.M. NO.**

- |     |   |   |
|-----|---|---|
| (1) | Name of A.E. / J.E. (OIC)                 | : |
| (2) | Name of Revenue Accountant                | : |
| (3) | Name Revenue Cleark<br>(O.A.Gr. II / III) | : |
| (4) | Name of Cashier                           | : |

**Seal & Signature of OIC**

**REVENUE PROGRESS DURING THE AUDIT PERIOD**

**ANNX. NO. -----**

**H.M. NO. \_\_\_\_\_**

Sr. No	Revenue Category	Period					
		Nos.	Amt.	Nos.	Amt.	Nos.	Amt.
01	DL&F						
02	Non DL&F						
03	Industrial Power						
04	Water Works						
05	Street Light						
06	Irrigation (All Category)						
07	Temporary (All Category)						
08	Others						
	<b>TOTAL :-</b>						

**Seal & Signature of OIC**

**ARREAR POSITION DURING THE AUDIT PERIOD**

**ANNX. NO.- -----**

**H.M. NO. \_\_\_\_\_**

Sr. No.	Revenue Category	Period		
01	DL&F			
02	Non DL&F			
03	Industrial Power			
04	Water Works			
05	Street Light			
06	Irrigation (All Category)			
07	Temporary (All Category)			
08	Others			
	<b>As per R-15 TOTAL :-</b>			

**Seal & Signature of OIC**

**PARA No. \_\_\_\_\_ LESS BILLING DUE TO STOPPED/DEFECTIVE METERS AND AVERAGE BILING THERE OF**

**H.M.No. \_\_\_\_\_**  
**OBSERVATION**

During the checking M.R.Books and consumers ledger, it was noticed that the energy meters, installed at the premises of the consumer listed in **Annexure No. \_\_\_\_\_** were reported as stopped or burnt from the months mentioned against each. In accordance with clause No. 19 (C) (III) of "General conditions of supply of Electrical energy and Scale of Miscellaneous charges" those consumers were required to be billed on the basis of average consumption of preceding or succeeding three months consumption as the case may be but the above instructions were not followed which resulted in short billing of ` \_\_\_\_\_ as detailed in **Annexure No. \_\_\_\_\_**.

**REPLY OF H.M.**

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted. On realization of M.R. No. and date will be intimated to audit".

**ACTION TO BE TAKEN**

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
- (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

**PARA No. \_\_\_\_\_ RECOVERY FOR COST OF BURNT METER**

**H.M.No. \_\_\_\_\_**  
**OBSERVATION**

According to clause 9 (C) of "General conditions of supply of Electrical Energy and Scale of Miscellaneous Charges" every consumers is liable to compensate the Board for damages caused to Boards properties installed in consumer's premises. The meter found burnt and Cost be recovered from the consumers as per Board's circular No. \_\_\_\_\_ dated \_\_\_\_\_ and Notification No. \_\_\_\_\_ dated \_\_\_\_\_. The consumers is liable to pay its cost of ` \_\_\_\_\_ as detailed in **Annexure No. \_\_\_\_\_**.

**REPLY OF H.M.**

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted. On realization of M.R. No. and date will be intimated to audit".

**T.S. No. MD/WZ/06/PUR/TS-1545 due on 07.07.2021 for Outsourcing of Internal Audit related to LT Revenue Audit of Distribution Centres/Zones offices under different Circles of MPPKVCL, Indore for the FY 2020-21 (to be conducted on Half Yearly basis separately for each Half Year)**

**ACTION TO BE TAKEN**

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
- (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

**PARA No. \_\_\_\_\_ LESS BILLING OF L.T. SHUNT CAPACITOR SURCHARGE**

**H.M.No. \_\_\_\_\_**

**OBSERVATION**

According to board's circular No. \_\_\_\_\_ dated \_\_\_\_\_ and circular issued by Board from time to time, the surcharge on account of non installation of appropriate capacity of L.T. Shunt Capacitor was not found billed in respect of power consumer as detailed in **Annexure No. \_\_\_\_\_** resulting short billing of ` \_\_\_\_\_.

**REPLY OF H.M.**

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted. On realization of M.R. No. and date will be intimated to audit".

**ACTION TO BE TAKEN**

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
- (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

**PARA No. \_\_\_\_\_ LESS BILLING OF W.L.T.Cs. (WELDING SURCHARGE)**

**H.M.No. \_\_\_\_\_**

**OBSERVATION**

According to board's circular No. \_\_\_\_\_ dated \_\_\_\_\_ and \_\_\_\_\_ dated \_\_\_\_\_ and \_\_\_\_\_ dated \_\_\_\_\_. The special surcharge as prescribed in the above tariff has to be charged in respect to L.T. installation with Welding X-mer where connected load of Welding X-mer exceeds 25% of total connected load and where No. adequate steps were taken to improve power factor with the satisfaction of the Executive Engineer of the board. Due to non levy of aforesaid power factor surcharge in respect of consumers detailed in **Annexure No. \_\_\_\_\_** resulted in short billing to the extent of \_\_\_\_\_.

**REPLY OF H.M.**

The A.E./J.E. has stated that "Recovery pointed out by audit is accepted. On realization of M.R. No. and date will be intimated to audit".

**ACTION TO BE TAKEN**

Now internal audit department required that :

- (A) The aforesaid amount may please be recovered from respective consumer on priority.
- (B) Compliance reported to audit within one month positively otherwise responsibility may be fixed on officer-in-charge.

**SAMPLE FORMAT OF ANNEXURES FOR Audit Report**

Details of ----- for the ----- D/c Audit block-----

Para No.-----

Annex.

No.----

H.M. No.--

	Name of Consumer	Address of Consumer	Service conn. No.	Category of connection	Conn. Load	Formula of Average Unit	Month of Burnt /Defective Meter	No. of columns may be added as per actual requirements of the details of Para												Recoverable Amount
								To be billed @						Already billed @						

**Sign. & Seal of Firm**



**FORMAT OF HALF MARGINS**  
**CAMP .....**

**To be replied within 24 hours**

HM No. / ..... Dt. ....  
To,  
The ..... Engineer,  
M P P K V V CO. Ltd.,  
.....

Sub: - Production of Records

The Records as per list receive Work Order No. No. .... dt. .... sued by the Chief Engineer (Purchase) M P P K V V Co. Ltd., Indore. May please be produced to audit for verification along with the following records for the selected month i.e.

- 1 Money receipt book and stubs.
- 2 C A C
- 3 C R A
- 4 Cash Book From ..... to .....
- 5 Demand ledger
- 6 Meter reading books along with meter replacement register, disposal slip burnt meter register, etc
- 7 R-2 Register
- 8 Temp. Ledger, Reading books and Street light ledger.
- 9 Fort nightly statement (R-46)  
certified copy received from R A O.
- 10 Vigilance checking file / register
- 11 Case of load enhanced / reduction  
the with register

**Seal & Signature AE/JE**

**Seal & Signature of Audit Officer**

**CAMP .....**

**To be replied within 24 hours**

HM No. / ..... Dt. ....  
To,  
The ..... Engineer,  
M P P K V V CO. Ltd.,  
.....  
Annex.no.-----

Sub: - Inordinate delay in Replacement of Stopped / Defective meter

According to the Instructions contained in Item No. .... of the Rev. circular No. .... dated ..... read with circular No. .... dated ..... defective meter should be replaced within fortnight at D.E.(H.Q.)/A.E. and within one month of other. Places and their billing should be revised as per clause 19(c) (iii) of Gen. Conditions of supply these instructions were not tallied of defective propped meters were not replaced average billing was also not found billed. The meters were replaced after award replaced after a period of .....month/ not replaced up ..... month listed in

Annex. No. ....

After doing needful i.e. replacement of meters and average billing compliance reported to audit

**Seal & Signature AE/JE**

**Seal & Signature of Audit Officer**

CAMP .....

To be replied within 24 hours

HM No. / .....

Dt. ....

To,  
The ..... Engineer,  
M P P K V V CO. Ltd.,  
.....

Annex.no.-----

Sub: - D. C. B. Reconciliation

Please intimate to audit the position of D.C.B reconciliation for the audit period ..... If certificate obtained from R A O concerned and copy of the same may please be produced to audit. Also latest position of the D.C.B reconciliation may please intimated to audit and a copy of the same if available may be produced to audit.

Seal & Signature AE/JE

Seal & Signature of Audit Officer

CAMP .....

To be replied within 24 hours

HM No. / .....

Dt. ....

To,  
The ..... Engineer,  
M P P K V V CO. Ltd.,  
.....

Audit Report Para No. -----

Annex.no. -----

Sub: - Less billing of meter hire charges.

During the checking of meter reading Books with demand ledger, it was observed that Special type meter (SEMS) were installed in the Premises of consumer mentioned in enclosed Annexure No. .... but meter hire charge was found billed according to old rates prescribed by the boards vide \_\_\_\_\_ dated \_\_\_\_\_ w.e.f. \_\_\_\_\_ and amounted at time billing of meter hire charges Rs. ....

Seal & Signature AE/JE

Seal & Signature of Audit Officer

CAMP .....

To be replied within 24 hours

HM No. / .....

Dt. ....

To,  
The ..... Engineer,  
M P P K V V CO. Ltd.,  
.....

Audit Report Para No.-----

Annex.no.-----

Sub: - Non recovery of cost of burnt meter

According to clause 9(c) of Gen. condition of supply every consumer is liable to compensate the Board for damages caused to its properties like mains apparatus instruments ingressions for burning of the meters as shown in Annex. no. .... could not be ascertained No. Ceases for their burning Indicated on the meter readines books reasons for their burning may please Rs. .... be recovered from meters amounting to circular No. \_\_\_\_\_ dated \_\_\_\_\_ and amended from time to time reported to audit.

Encl. :- As above

Seal & Signature AE/JE

Seal & Signature of Audit Officer

CAMP .....

To be replied within 24 hours

HM No. / .....

Dt. ....

To,

The ..... Engineer,  
M P P K V V CO. Ltd.,  
.....

Audit Report Para No. -----

Annex.no. -----

Sub: - Less billing of wrong application of tariff.

The consumer of classified as commercial L & F and commercial power indicated in boards circular no. \_\_\_\_\_ dated \_\_\_\_\_ and circular no. \_\_\_\_\_ dated \_\_\_\_\_ further board has introduced a separate tariff for commercial L& F consumer which is higher than the one applicable for domestic L&F consumers. The boards in its circular no. \_\_\_\_\_ dated \_\_\_\_\_ has clarified the charging of whole consumption at higher tariff is in order, when the lower tariff is used for higher one till separate connection for commercial purpose is availed by consumers. It was however, observed in respect of cases in listed Annexure No. .... this has resulted in short billing to Rs. .... This amount may be please recover and Compliance intimate to audit.

Seal & Signature AE/JE

Seal & Signature of Audit Officer

CAMP .....

To be replied within 24 hours

HM No. / .....

Dt. ....

To,

The ..... Engineer,  
M P P K V V CO. Ltd.,  
.....

Audit Report Para No.-----

Annex.no.-----

Sub: - Less billing of W.L.T.Cs. (Welding surcharge).

According to Boards circular no. \_\_\_\_\_ dated \_\_\_\_\_ and \_\_\_\_\_ dated \_\_\_\_\_ and \_\_\_\_\_ dated \_\_\_\_\_ the special surcharge as prescribed in the above tariff has to be charged in respect to L.T. installation with welding X-mer where connected load of welding X-mer exceeds 25% of total connected load. Due to non levy of aforesaid power factor surcharge in respect of consumers detailed in Annex.no. .... resulted in short billing To the extent of Rs. ....

Seal & Signature AE/JE

Seal & Signature of Audit Officer

CAMP .....

To be replied within 24 hours

HM No. / .....

Dt. ....

To,

The ..... Engineer,  
M P P K V V CO. Ltd.,  
.....

Annex.no.-----

Sub: - Checking the records of unauthorised changes in Sanctioned Load / Connected Load / Contract Demand of all type connections with the data provided by computer centre.

As per circular No.MD/WZ/10 , Indore, dated 05-01-2018, if SL/CL/CD is changed by DC for all type existing connections, then following rules as per said circular should be followed :-

- 1- Such changes should be approved by the competent authority. **Yes / No.**
- 2- Applicable charges should be recovered for such cases. **Yes / No.**
- 3- Office Note/Load changes register should be maintained. **Yes / No.**
- 4- Supplementary agreement should be executed for such cases. **Yes / No.**

Therefore as per random checking we are enclosing such load changes list (provided by computer centre) in Annexure No.----- for the period from ----- to ----- in which above said rules followed or not. If recovery arrived then Para No.----- for Rs. ....

Seal & Signature AE/JE

Seal & Signature of Audit Officer

**T.S. No. MD/WZ/06/PUR/TS-1545 due on 07.07.2021 for Outsourcing of Internal Audit related to LT Revenue Audit of Distribution Centres/Zones offices under different Circles of MPPKVCL, Indore for the FY 2020-21 (to be conducted on Half Yearly basis separately for each Half Year)**

CAMP .....

To be replied within 24 hours

HM No. / .....

Dt. ....

To,

The ..... Engineer,  
M P P K V V CO. Ltd.,  
.....

Annex.no.-----

Sub: - Checking the records of unauthorised Credit through CC-4 / CC-7 with the data provided by computer centre.

As per circular No.MD/WZ/10 , Indore, dated 05-01-2018, if credit is given to any consumer, then following rules as per said circular should be followed :-

- 1- Such correction should be approved by the competent authority. **Yes / No.**
- 2- Way of Application URJUS/1912/Manual Or without application.
- 3- Office Note/CC-4 or CC-7 register should be maintained. **Yes / No.**
- 4- New CC-4 / CC-7 Annexure-I & Annexure-II are being used as per Circular. **Yes / No.**

Therefore as per random checking we are enclosing such Credit list (provided by computer centre) in Annexure No.----- for the period from ----- to ----- in which above said rules followed or not. If recovery arrived then Para No.----- for Rs.....

Seal & Signature AE/JE

Seal & Signature of Audit Officer

CAMP .....

To be replied within 24 hours

HM No. / .....

Dt. ....

To,

The ..... Engineer,  
M P P K V V CO. Ltd.,  
.....

Annex.no.-----

Sub: - Checking the records of unauthorised Credit/adjustment of any payment through CCB register with the data provided by computer centre.

As per circular No.MD/WZ/10 , Indore, dated 05-01-2018, if credit is given to any consumer, then following rules as per said circular should be followed :-

- 1- Such Credit / Adjustment should be approved by the competent authority. **Yes / No.**
- 2- Office Note / CCB register should be maintained. **Yes / No.**

Therefore as per random checking we are enclosing such Credit/adjustment list (provided by computer centre) in Annexure No.----- for the period from ----- to ----- in which above said rules followed or not. If recovery arrived then Para No. ----- for Rs.....

Seal & Signature AE/JE

Seal & Signature of Audit Officer

CAMP .....

To be replied within 24 hours

HM No. / .....

Dt. ....

To,

The ..... Engineer,  
M P P K V V CO. Ltd.,  
.....

Annex.no.-----

Sub: - Checking the records of unauthorised correction/changes in MF/ME without competent approval with the data provided by computer centre.

As per circular No.MD/WZ/10 , Indore, dated 05-01-2018, if credit is given to any consumer, then following rules as per said circular should be followed :-

- 1- Such correct / changes should be approved by the competent authority. **Yes / No.**
- 2- Office Note / Any register should be maintained. **Yes / No.**

Therefore as per random checking we are enclosing such correction/changes list (provided by computer centre) in Annexure No.----- for the period from ----- to ----- in which above said rules followed or not. If recovery arrived then Para No.----- for Rs. ....

Seal & Signature AE/JE

Seal & Signature of Audit Officer

CAMP .....

To be replied within 24 hours

HM No. / .....

Dt. ....

To,

The ..... Engineer,  
M P P K V V CO. Ltd.,  
.....

Annex.no.-----

Sub: - Checking the records of R-3 of all type of NSC with the data provided by computer centre.

As per circular No.MD/WZ/10 , Indore, dated 05-01-2018, if punching R-3 / NSC creation in database, then following rules as per said circular should be followed :-

- 1- Correct Tariff Code should be applied. **Yes / No.**
- 2- Correct Demand / Sanction Load should be entered. **Yes / No.**
- 3- Correct ED Code should be applied. **Yes / No.**
- 4- Correct Meter Rent Code should be applied. **Yes / No.**
- 5- Correct MF should be punched. **Yes / No.**

Therefore as per random checking we are enclosing such NSC / R-3 list (provided by computer centre) in Annexure No.----- for the period from ----- to ----- in which above said rules followed or not. If recovery arrived then Para No.----- for Rs. ....

Seal & Signature AE/JE

Seal & Signature of Audit Officer

**The Awarded Firm's Name under Previous TS-1452**

<b>Sr. No.</b>	<b>Firm's Name</b>
1	M/s Kailashchand jain, Indore
2	M/s Mahesh C. Solanki & Co., Indore
3	M/s Jain V. & Co., Indore
4	M/s Vishal Paliwal & Associates, Indore
5	M/s Dassani & Associated, Indore
6	M/s RAO & Emmar, Indore
7	M/s Sarupria Somani & Associates, Indore
8	M/s S. Ramanand Aiyar & Co., Indore
9	M/s Bipin viveks Associates, Ratlam
10	M/s V.K.Ladha& Associates, Ujjain
11	M/s VK Dafaria & co, Indore
12	M/s Milind Nyati & Co., Indore
13	M/s SPARK & Associates, Indore
14	M/s Sumat K Jain & Co., Bhopal,
15	M/s Maheshwari Kedhawat, Indore
16	M/s M Borar & Co., Indore
17	M/s NC Saraf & Company, Indore
18	M/s Anand Saklecha & company
19	M/s PDJC & Associates, Ratlam
20	M/s A J Mohan & Associates, New Delhi
21	M/s Vinay Naveen & Co., Ghaziabad
22	M/s NGS & CO.LLP, Indore
23	M/s VSK & Company, Indore