



M.P. POWER MANAGEMENT COMPANY LIMITED

CIN: U40109MP2006SGC018637 (A Government of M.P. Undertaking)

Regd. Office: Shakti Bhawan, Rampur, Jabalpur, Madhya Pradesh, INDIA-482008

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TENDER DOCUMENT

Tender No: 565

Dated: 19-Apr-2022 06:04:14

MADHYA PRADESH POWER MANAGEMENT COMPANY LIMITED

(A Government of M.P. Undertaking)

Invites

**Tender for APPOINTMENT OF CHARTERED ACCOUNTANT / COST ACCOUNTANT FIRM AS
INTERNAL AUDITORS FOR AUDIT OF FUNCTIONS & ACTIVITIES OF MPPMCL (FY 2022-23
& 2023-24)**

For any further clarifications / queries on e-Tendering, please contact:

Chief Financial Office,

MPPMCL,

Jabalpur

Tender Details and Schedule

Tender No.	565
Tender Specification No	[GM(IAD)/MPPMCL/Tender-Function & Activities/2022-23/F-178
Tender Forms Available at Website	www.mppmcl.com
Mode of Tender	e-Tendering
Tender Type	Two Envelope
Date and Time of Issue/Publishing	19-Apr-2022 06:04:14
Bids Submission Last Date & Time	10-May-2022 15:00:00
Pre-Bid Meeting date	29-APR-2022 11:00:00
Tender opening date and time	10-MAY-2022 15:30:00
Bid Fee (INR)	1120
Earnest Money (INR)	10000
Payment terms	NA
Validity of offer	90 Days
Estimated Cost	Rs.

All bidders should carefully note that bids submitted through e-tenders only shall be accepted & no bids through offline or manual mode will be entertained & shall be summarily rejected.

1. This Tender document (Bid Document) is not an agreement or offer by the M.P. Power Management Company Limited (MPPMCL) to the prospective Bidders or any other party. The purpose of this tender document (Bid Document) is to provide information to interested parties, to facilitate them for formulation of their Bid. This bid document is based on material and information available in public domain.

2. This Tender document along with its formats, is not transferable. The tender document and the information contained therein are to be used only by the person to whom it is issued. Save and except as provided in this tender document, it shall not be copied or distributed by the recipient to third parties. In the event that the recipient does not continue with his/her involvement in the bidding process in accordance with this tender document, then this tender document must be kept confidential.

3. While this tender document has been prepared in good faith, neither MPPMCL nor its employees or advisors/consultants; make any representation or warranty or express or implied as to the accuracy, reliability or completeness of the information contained in this tender document.

4. Neither MPPMCL nor its employees or advisors/consultants will have any liability to any Bidder or any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this tender document, any matter deemed to form part of this tender document, the award for services, the information supplied by or on behalf of MPPMCL or its employees, any advisors/consultants or otherwise arising in any way from the selection process for the said services.

5. MPPMCL reserves the right to close the selection process or reject the bid at any stage of selection process.

General Terms and Conditions

Services-General Conditions

1 INTRODUCTION & BACKGROUND

M.P. Power Management Company Limited (MPPMCL) is the holding company for the three electricity distribution companies in the state of MP. These distribution Companies are: Madhya Pradesh Madhya Kshetra Vidyut Vitran Company Limited (MPMKVVCL) at Bhopal, Madhya Pradesh Poorva Kshetra Vidyut Vitran Company Limited (MPPKVVCL) at Jabalpur and Madhya Pradesh Paschim Kshetra Vidyut Vitran Company Limited (MPPKVVCL) at Indore. Apart from these, two other subsidiaries namely STPCL (Shahpura Thermal Power Co. Ltd) and BTPCL (Bansagar Thermal Power Co. Ltd) do also exists. The Company is incorporated under the Companies Act, 1956 and has its registered office at Shakti Bhawan, Rampur, Jabalpur (M.P.), 482008 while it has a Regional Office, at E-4, Arera Colony, (Opposite Bhojpur Club), Bhopal- 462023. The Company has been vested with the function of power procurement for the three distribution companies. The scope of work of M.P. Power Management Company Limited (hereinafter referred to as "MPPMCL" or "the Company") includes: (i) Purchase of electricity from Central / State Sector and other sources as per policies and directive of the Govt of M.P.(ii) Sale of electricity to Distribution Companies of M P and Others (iii) Compliance of various provisions, regulations, notifications, clarification, etc notified or issued by Ministry of Power (MoP)/ Madhya Pradesh Electricity Regulatory Commission (MPERC)/ Central Electricity Regulatory Commission (CERC) etc. (iv) Maintain cash flow mechanism between MPPMCL and all the three DISCOM as per GoMP notification. The Company desires to engage a reputed Chartered Accountant firm or Cost Accountant Firm (hereinafter also referred to as "the Firm") as Internal Auditor for scrutiny, assistance and advise on financial book keeping, preparation of financial statements, compliance of statutory provisions with regard to Ind-AS and all applicable law relating to taxation & accounting etc.

2 SCOPE OF THE BID

MPPMCL intends to appoint well established reputed and experienced firm of Chartered Accountants or Cost Accountants for carrying-out the internal audit of "Functions & Activities of MPPMCL" as per scope of audit which is available at Annexure-I. (ii) The audit shall have to be carried out to verify in respect of financial book keeping, preparation of financial statements and compliance of statutory provisions in accordance with Ind (AS) and all applicable law relating to taxation & accounting etc. for the period 01st April 2022 to 31st March 2023 (as well as for the FY of 2023-24 also) as per the scope laid out in Annexure-I. The period of contract will initially be for 2 years for conducting audit for FY 2022-23 and 2023-24. This contract could be extended by MPPMCL for a further period of one year i.e. for conducting audit for FY 2024-25 also, on the same rate terms & conditions of this contract, provided the performance of the firm is found to be satisfactory by MPPMCL. It means, the interested firms should clearly understand before participating in the tender that MPPMCL may (at its discretion) shall extend the contract for FY 2024-25 also (apart from getting conducted audit for FY 2022-23 and 2023-24) from the successful firms (subject to satisfactory performance of the firm) on the same rate terms & conditions of the contract awarded for FY 2022-23. Therefore it is specifically made clear that for conducting 2 years audit and extending work for FY 2024-25, no separate consent letter or concurrence shall be asked by MPPMCL from the CA/CMA firms and MPPMCL at its sole discretion can extend the contract.

3 OBJECTIVE OF THE BID

The objective of this assignment shall be to : (a) Focus on regular internal audit of the office(s) to assess, review, recommend and comment in respect of effectiveness and efficiency of accounting, financing, operations procedural compliance of the Statutory Provisions in all the offices of the Company apart from scope of audit & scrutiny of overall working of Company as described elsewhere in this document will also be one of the objectives.(b) Protect the MPPMCL by detecting irregularities, mistake and frauds while checking of records of accounts.(c) Analyze the reason for the defects (if, any) and not only suggest remedial measures for the immediate problems but also suggest the long term measures for improving the working of the organization. For the purpose of giving a broad idea about work required to be carried-out, an indicative list is given below. It is however made clear that coverage in the scope of work as mentioned in this list is indicative only and not exhaustive:- (i) Ensuring maintenance of books of Accounts as per requirements of CAG, Company law, Ind AS or any other standards/statue.(ii) Checking maintenance and upkeeping of fixed asset registers including physical verification, identification and proper passing of corresponding accounting entries.(iii) Checking of bank reconciliation and historical analysis of it.(iv) Checking of loan repayment and interest repayment.(v) Checking of financial transaction, checking of corresponding financial approvals for the cases.(vi) To verify the progress of contracts awarded and to ensure that the same comply with the contract condition w.r.t. DoP and sanction limit.(vii) Scrutiny of Trial Balances and reporting the observations on the same.(viii) Scrutiny and assistance in preparation of standalone financial statement of MPPMCL as well as consolidated financial statements.(ix) Reconciliation of transactions held between holding company (MPPMCL) and its subsidiaries (DISCOMS) and with third parties also. (x) Scrutiny of Ledger Account - a. To ensure that in case of expenses the distinction between Capital and Revenue expenditure is properly made. b. To ensure that proper account head has been used to debit the expenses. (xi) The Internal Auditor shall have to review of the status of the old & pending audit paras, follow-up of the pending paras of audit, half margins etc and report the status of the same. The 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. The Audit program will have to be finalized in consultation with the authorized officer of the company ensuring timely submission of Internal Audit Reports. "Apart from above points, the "Audit Opinion and Reporting" details (elaborated under clause no. (22) of this bid document should also be referred and specific comments be offered accordingly by the Internal Auditors.

4 ELIGIBILITY CRITERIA

1. ELIGIBILITY CRITERIA(i) The Firm must be in operation for at least ten (10) years, with its Head Quarter or Branch office located in Madhya Pradesh. (ii) The Firm must be registered with CAG and in case of Chartered Accountant Firm and have at least one (1) DISA/CISA qualified Chartered Accountant whereas for Cost and Management accountant firm they must have at least one CMA having diploma in ISAC.(iii) The firm must have at least three (3) Partners out of which at least one partner should be FCA/FCMA & at least one partner should have knowledge of Ind-AS.(iv) The firm must undertake to deploy at least one (1) CA/CMA having experience of audit of at least 5 years and having knowledge of Ind-AS and two (2) experienced staff (each with minimum 2 years' experience of audit). (v) The firm must have experience in Audit of Accounts of Public Sector Undertaking (State or Central) for a period of 5 years. A certificate duly supported with relevant documents such as copies of appointment order shall also be furnished.(vi) The Firm should have earning of not less than Rs. 30 Lakhs as Annual fees from audit services in FY 2019-20 & 2020-21 for each Financial year.(vii) There should not be any Legal suit/Criminal case pending or contemplated against the Firm on the grounds of turpitude or for violation of any of the law in force. (viii) To be qualified for appointment, the bidder's shall provide sufficient & necessary evidence to the company, satisfaction of MPPMCL regarding capacity of firm and adequacy of resources to carry out the contract effectively. Bids shall include the following information:v Copies of the original documents defining the constitution or the legal status, place of registration and principal place of business, Written Power Of Attorney of the signatory of the Bid to commit the Bidder.v Description of the resources available to carry out the proposed job.v Qualification and experience of all the personnel proposed for carrying out the work.(ix) The audit firm must have adequate staff for carrying out the work on concurrent basis, (if, directed so). The bidders shall have to submit an

undertaking on non-judicial stamp paper of requisite value, as per Annexure-VII, to the effect that the audit firm shall deploy sufficient strength of the staff to carry out the audit on concurrent basis, in case work is allotted to them.(x) The firm should not have been debarred / blacklisted by any department of the State or Union Government or any Government Company or its wholly owned subsidiary. An undertaking to this effect as per Annexure VI shall have to be furnished. The bid document which contains the supporting documents related to experience of Audit of Accounts of Public Sector Undertaking (State or Central), should be furnished and must contain the name of Company. It should also be noted that the bid document should be numbered and should contain pointwise index for the same.

5 ESSENTIAL REQUIREMENT, PRESENCE PERIOD, ATTENDANCE & DEDUCTION THEREOF

CA/CMA who will be deployed as "Team Leader" should be present at the time of audit for minimum of three working days in a week and minimum two experienced staff who will execute the work of audit should be present full time at the place of audit. If "Team Leader/Team Member" is not found present (as specified in above point), then deduction will be made from the fees payable on pro-rata basis. (i.e per day rate shall be calculated by dividing complete audit fees payable including taxes divided by time period allocated to firm which is about 90 days in total). As & when required by the officer(s) of "Internal Audit Deptt. of MPPMCL, the attendance (for confirming presence) shall have to be given by the "Team leader & Executioner (Team Members)" of CA firm, failing which action to deduct payable fee appropriately (as described above) could be taken by MPPMCL.

6 CLARIFICATION ON BID DOCUMENT

The prospective bidding firm may obtain clarification (if, any) as per the format specified in Annexure-VIII regarding the bid document by writing to -: General Manager (IAD)MPPMCL, Block No. (14), Shakti Bhawan, Rampur, Jabalpur, 482008 Email – nishant.sisodia@mppmcl.com . The bidding firm is advised in their own interest to examine the bid document, instructions, forms, terms & general information carefully before submission of bid. Failure to provide any information, which is essential to evaluate the bid or to provide the timely clarification or substantiation of the information supplied or submission of bid which is not responsive to the bid document, the firm may be disqualified.

7 AMENDMENT TO BID DOCUMENT

At any time prior to opening of bids, MPPMCL may for any reason, whether of its own or by way of clarification given at the request of prospective bidder, modify the bid document by issue of amendment (s) which shall form part of it. The amendments shall be hosted/published on website of MPPMCL.

8 DEVIATION FROM BID DOCUMENT

The bid offer must include a separate statement indicating all deviation from the bid documents as per format enclosed at Annexure-'X'. All such deviations shall be clearly mentioned in deviation sheet. Unless the deviations from the bid documents are specifically mentioned, it will be understood by MPPMCL that the proposal of firm is in strict conformity to MPPMCL specifications in all respect and it will be assumed that all terms & conditions are acceptable to the bidder. The deviations (if, any indicated by bidder) may or may not be accepted by MPPMCL and in case the deviations as proposed by the bidder are not accepted by MPPMCL, the bidder will have the option either to withdraw the deviation or their offer. In case the deviation proposed are not accepted by MPPMCL and the same not withdrawn by the bidder, the bid shall be considered as 'Not qualified' and price bid of such firm/bidder shall not be opened, for which no separate intimation shall be obligatory for MPPMCL to be given to bidder.

9 SUBMISSION OF BID

Bid shall be submitted online in the forms attached here-to and all blanks in all Annexures shall be duly filled-in. The

complete form & Annexures shall be considered as part of contract documents in the case of successful bidder. No alteration should be made to form of the Tender Specification and Annexures. The bid must comply entirely with the specification. The bid and all accompanying documents shall be submitted in English language and shall be duly signed by a responsible and authorized person. The name, designation and authority of signatory shall be stated in the bid. The bidder should quote the prices strictly in the manner as indicated herein, failing which bid is liable for rejection. The rates / prices shall be in words as well as figures. In case of any ambiguity, the prices and conditions which are favorable to MPPMCL shall be considered. The contract awarding authority will not be responsible to accept any cost involved in the preparation and submission of the bids.

10 DOCUMENTS COMPRISING THE BID

The bidder shall submit the following document/information with the bid. Ø Covering letter as per Annexure-II.Ø Power of Attorney as per format Annexure-III.Ø Earnest Money of ₹ 10,000/-.Ø Price Bid/ (Commercial-Bid) in Annexure -IV. Ø Information for verification of qualification as per Annexure-V with supporting documents & other details as called-for, in the bid document or which the bidder may like to highlight.Ø Undertaking as per Annexures VI & VII .

11 FORMAT AND SIGNING OF BID

The bidder shall submit ORIGINAL copy of the bid, complete in all respect with enclosures. The bid shall have to be signed on each page.v The person or persons signing the bid shall put his signature at all the pages of the bid, including where entries or amendments have been made.

12 VALIDITY PERIOD OF THE BID

a) The Bid shall have to be kept valid by bidder for a period three (3) months from the date of opening of Bid. b) MPPMCL reserves the right to request extension of the bid validity for an additional period of further three (3) months, if necessary.

13 CONTRACT PERIOD, EVALUATION OF PERFORMANCE & EXTENSION OF CONTRACT PERIOD BASED ON PERFORMANCE OF THE FIRM

The period of contract will be initially for 2 year conducting audit for FY 2022-23 and 2023-24. This contract could be extended by MPPMCL for a further period of one year (i.e. for conducting audit for FY 2024-25 also), on the same rate terms & conditions of this contract, provided the performance of the firm is found to be satisfactory by MPPMCL. It means, the interested firms should clearly understand before participating in the tender that, MPPMCL at its discretion shall extend the contract for FY 2024-25 also apart from getting conducted audit for FY 2022-23 and 2023-24 from the successful firms (subject to satisfactory performance of the firm) on the same rate terms & conditions of the contract awarded for FY 2022-23. Thus for extending work of 2024-25, no separate consent letter or concurrence shall be asked by MPPMCL from the firms and MPPMCL at its sole discretion can extend the contract. (b) In case, if it is observed that the firm on whom the order has been placed is not responding properly/promptly at the time of execution of order (i.e. execution of Agreement in time, resulting in delay in commencement of work or non-compliance of instructions given to firm etc.) or not promptly obeying the instructions delivered to them (during the whole course of Audit) for faithful execution of order then the performance of the firm could be evaluated as "Un-satisfactory" and accordingly, necessary action shall be taken against the firm/bidder as indicated as below. "In case of unsatisfactory performance of the successful firm (bidder), MPPMCL, reserves the right to terminate the contract, at any time before the expiry of the Contract Period or even before execution of agreement at the "Risk & Cost" of the firm, by giving a notice of 15 days. In such a case, the EMD/Security Deposit (as the case may be) of the firm shall be forfeited. Further, the firm could be de-barred for a period of 3 years in participating future tenders in MPPMCL as well as in the successor companies of erstwhile MPSEB. The intimation regarding debarring of such firm or bidder shall also be given to chapters of ICAI, ICAI, IPAI as well as to the successor companies of erstwhile

MPSEB.

Also, the "Un-Satisfactory Performance" of the firm shall be taken into cognizance at the time of evaluating the performance of the firm while deciding future tenders of MPPMCL. Therefore only those firms who are capable enough to accomplish the job promptly (having sufficient & capable manpower and resources should participate in the tender.

14 EARNEST MONEY & SECURITY DEPOSIT

(i) Earnest Money Deposit: The bidder shall deposit with the MPPMCL, Jabalpur, and an amount of ₹ 10,000 /- online in the specified account no. and IFS code of Company. The Bank Account details in which EMD is to be deposited is given as below:- Account Name: RAO (CAU) MP POWER MANAGEMENT CO LTD JABALPUR . Account No. 00000010238006940. IFS code SBIN0007934. MICR Code 482002017. Bank/Branch Name : SBI, Nayagaon Rampur, Jabalpur. (ii) Security Deposit: An amount equivalent to 10% of the total value of the assignment (for 2 years period) is to be deposited towards Security Deposit by the successful bidder to whom the work is awarded for execution, in the form of a Bank Demand Draft/Banker's Cheque drawn on a scheduled bank in favour of MPPMCL, payable at Jabalpur, within seven (7) days from the date of acceptance of the work order by the successful Bidder. Please note that, the EMD shall not be converted or adjusted with SD and the successful firm shall have to separately deposit the amount of Security Deposit. The refund of EMD of successful firm shall be separately dealt-with and refunded as indicated above. Failure to accept the work order within (7) days and commence the audit within one (1) month from the date of acceptance of the work order shall entail the forfeiture of security deposit and cancellation of the work order. The Security Deposit shall be returned within two months after successful completion of the assignment and after fulfilment of all necessary pre-requisites of submission of final Audit Report and presentation before Audit Committee or BoD as per instructions of authorities of company.

15 PRE-BID MEETING

The pre bid meeting shall be held on 29/04/2022 at O/o General Manager (IAD), Block No. 14, Shakti Bhawan, Rampur, Jabalpur at 3.00 pm.

16 DUE DATE OF OPENING OF THE BID

MPPMCL will open the "Qualification Bid/Technical Bid" in the office of General Manager (IAD), Block No. (14), Shakti Bhawan, Rampur, Jabalpur as per date mentioned on the MPPMCL site, If the opening date happens to be a holiday, (or holiday declared by department due to some or other reason) than the bids will be opened on the next working day at the same place and time, unless notified otherwise.

17 BID OPENING & ACCEPTANCE PROCEDURE

All bidders should carefully note that bids submitted through e-tenders only shall be accepted & no bids through offline or manual mode will be entertained & shall be summarily rejected. (i) First of all, EMD will be checked. If it is found adequate, the technical bid (Comprising of other envelopes viz. Qualification Bid in Envelop no. (1) will be opened. The bid found eligible after evaluation of the qualification/technical bid, will be shortlisted and Price bid (Commercial Bid) Envelop No (2) of only of such eligible bidders, shall be opened. (ii) The Price Bids (Commercial Bid) shall be ranked from the lowest to highest and the bidder quoting the lowest fees (hereinafter known as (L-1 quote) shall be selected for award of the contract, provided their rate are found workable. (iii) The selected bidder shall be issued a work order by MPPMCL, and such successful bidder, will be appointed as an Internal Auditor for conducting audit of the Company's Functions & Activities for FY 2022-23 and 2023-24 initially. This contract will further be extendable for conducting audit for FY 2024-25 also, on the same rate and terms conditions of the contract at sole discretion of MPPMCL. For this, please also refer clause no (14) also of this document under "Contract Period".

- (iv) The selected bidder shall have to accept the work order unconditionally, within time limit specified in the order.
- (v) The selected bidder shall not be allowed to sublet the work of Internal Audit to any other party. Any violation of this condition would make the contract liable for termination.

18 REJECTION OF BID

MPPMCL reserves the right to reject or accept any Bid without assigning any reason thereof. However, the bid under the following circumstances shall not be accepted and such bids shall be rejected, summarily. (i) Bid submitted by the Partnership firms/LLP's, who have been black listed or with whom business dealing have been suspended by any State Govt./Union of India or any Public Sector Undertaking under State or Central Government. The bidder shall have to submit an "Undertaking" in this regard as per Annexure VI. (ii) The bid submitted by a person who is directly or indirectly connected with the service under Government/ Local Authority/MPPMCL. (iii) The bid not accompanied by the specified amount of Earnest Money and cost of Tender Document. (iv) The bid received after due date and time fixed for receiving the same.

19 CLARIFICATION OR MODIFICATION OF BIDS

If desired so, MPPMCL may ask the bidders individually, for clarification in writing as per Annexure IX. No change in the substances of the bid shall be permitted except as required to confirm the correction of any typographical error.

20 ROLES AND RESPONSIBILITIES OF THE FIRM AFTER AWARD OF CONTRACT

- (i) The CA/CMA deployed, (referred to as Team Leader-Internal Audit, hereafter), should prepare/examine/scrutinize financial book keeping of the Company in accordance with the Ind-AS requirements and shall be responsible for the overall audit and coordination of the Internal Audit (ii) Executioner (i.e. Team Members-Internal Audit) comprising at least 2 experienced staff deployed, shall be responsible for: Ø Preparation of the Internal Audit schedule/program for conducting audit in consultation with authorized officer of the Company. Ø Carrying out the Internal Audit of all the offices of the Company. (iii) The Internal Auditors (Leader/ Executioner) deployed by the Firm will be authorized to review all areas of the Company shall have full and free access to all activities, records, property and personnel of the Company, excluding scrutiny of the power purchase bills but they have to check bills which are issued to Discoms and other parties against sale of power. (iv) The Internal Auditors shall 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. (v) The Firm shall have to maintain complete secrecy and shall not disclose any matter to any third party, which comes to their knowledge during the course of Internal Audit, which could affect the interest of the Company adversely. (vi) The Firm shall not sublet the work of Internal Audit to any other party. (vii) It should be noted that, the presence of internal auditors would be essential, in the meetings of Audit Committee of MPPMCL, (if so desired, by MPPMCL management) as well as during conduction of Statutory Audit and Supplementary Audit, for any clarification. The final payment will be released only after satisfactory fulfillment of this condition alongwith other payment terms under Clause no 23 of this tender document.

21 AUDIT OPINION AND REPORTING

- A. Audit Reports must comprise of - Ø Certificate for Monthly balances of Cash & Bank of all the banks account of Company Ø Scrutiny of Ledgers and vouchers. Ø Any other critical observation which might have significant impact and which are not being paid due attention. Ø The Internal Auditor shall ensure the applications of Ind-AS while performing the function of Internal Audit. Ø Reporting on Internal Financial Control (IFC). B. The Internal Auditors are required to include following format in their report:
- (a) The following records could not be referred by the Auditors (List records with the reason (e.g. Non production / Non availability of record) . -----
- (b) Irregularities noticed in the departments (Point wise

irregularities may be furnished under following broad category) :- (i) Financial Irregularities: (a).....
 (b).....
 ... (ii) Regulatory irregularities: (a)..... (b).....
 (iii) Persistent irregularities: (a).....
 (b)..... (iv) Procedural
 Irregularities: (a)..... (b).....

..... (C) In addition to the Audit reports, the Internal Auditor shall furnish their specific comments on following points :- (i) Comments and observations on the Accounting records, Financial systems and Internal controls that were examined during the course of the audit. (ii) Comments on the deficiencies in the Internal controls, procedural compliance in the various offices of the Company. (ii) Specific deficiencies and areas of weakness in systems and Internal controls at all levels in the Company and make recommendations for their improvement. (iii) Report on the degree of compliance with standards of ethics, plans, policies and procedures of reporting, laws and regulations and give comments, (if any), on internal and external matters affecting such compliance. (iv) Matters that might have significant impact on the functioning in the company and which are for risk mitigation and strengthening the internal controls. (v) Give recommendations (if, any) for further improvement. (if required, so). Each report shall have to be provided in printed format (in triplicate) to MPPMCL, Jabalpur along with its soft copy. Further, a summary of each audit report will be submitted to the authorized officer of the company. Executive summary of major observations and their implications shall also have to be prepared, for the top management and be submitted separately. The Internal Auditors shall work for the achievement of the objectives of Internal Audit and as per the prescribed Standards of Internal Audit. However, if the performance of the Internal Auditor is found to be Unsatisfactory or not upto the standards as expected by MPPMCL, the contract can be terminated even before the expiry of the period of agreement.

22 TRAVELLING EXPENSES

The expenses incurred on travelling of the staff of the Internal Auditor deployed for the purpose of the Audit, while travelling between different locations of the company shall be reimbursed limited to AC-II fare for CA/CMA and AC-III for others, provided the same is with the prior permission of the Head of Internal Audit Department of MPPMCL. No Boarding and Lodging charges will be payable by MPPMCL to the Firm.

23 PAYMENT TERMS

The Bidder shall quote the lump-sum price for each month and total amount for 12 months, inclusive of all taxes, duties etc., for carrying out internal audit of MPPMCL as per scope of work and the terms and conditions given in the tender document. The final report will be issued by Internal Auditor, after discussions with the authorized officer of MPPMCL and the Team Leader of auditing firm. Payment will be released on completion of 30 days of submission & acceptance of the report with executive summary as well as all the essential requirement detailed under the scope of work given in Annexure-I and also as per details given under clause no 21. The Payment shall be done as per following: -

Payment Schedule (PART –I)	S.N.	Event on which payment will be released	Amount as % of Annual Fee	Time limit for completion of Audit
1	1	On submission and acceptance of 1st Quarter Report and Executive Summary	15%	31st August of respective Financial Year for which audit work assigned
2	2	On submission and acceptance of 2nd Quarter Report and Executive Summary	15%	30th November of respective Financial Year for which audit work assigned
3	3	On submission and acceptance of 3rd Quarter Report and Executive Summary	15%	28th Feb of respective Financial Year for which audit work assigned
4	4	On submission and acceptance of 4th Quarter Report and Executive Summary	15%	31st May of next financial year
Total fee to be released upto completion of event under S. No. 460%				
Payment Schedule (PART –II)	S.N.	Event after which the payment will be released	Amount as % of Annual Fee	Time frame
1	1	On submission of Reports in respect of Consolidated Financial Statement (incorporating financial statement of all the five subsidiaries of MPPMCL)	20%	On completion of a period of 30 days from the

presentation of Consolidated Financial Statement.2."Statutory" and "Supplementary Audit" by CAG. 20% On completion of the "Statutory Audit" as well as "supplementary Audit" by CAG. Note :-The firm shall submit consolidated report of all 12 months for that particular FY or Quarterly reports or Half Yearly reports as per directive issued to the firm by Authorities of MPPMCL.If all required records are timely made available by MPPMCL then all efforts shall have to be made by the firm to plan and execute internal audit in such a manner that the mandatory requirement of holding the AGM, within 6 month of closure of financial year could be achieved by MPPMCL.

24 OBLIGATION OF MPPMCL

MPPMCL shall make available suitable sitting arrangement free of cost for bona-fide use only to the audit team during the period of engagement. All other requirements including stationery, Computer/Laptops & printer/other peripherals etc shall have to be arranged by the firm.

25 TIME LIMIT OF COMPLETION OF AUDIT

Time is the essence of work. The internal audit shall be completed within (3) three months from the end of respective Financial Year or from the date of execution of agreement whichever is later. If the work is not completed within the stipulated time limit (provided that all essential inputs are made available to firm) then a penalty of 2% of the fees payable for every week's delay, shall be imposed on the firm. However, the cumulative penalty shall not exceed 10% of the total value for this assignment.

26 FAILURE TO FULFILL THE TERMS OF TENDER

In case, if the successful bidder commits a breach of any of term of this tender or fails to carry out the work of internal audit as per stipulated requirements, the MPPMCL shall have right to terminate the contract at any time giving a notice of 15 days and may allot the work to the any other agency/firm at the "Risk & Cost" of firm, whose contract has been terminated. Other penalties and punitive actions as stipulated in the respective clauses (in the appropriate places of this tender document) shall also be taken by MPPMCL, which may please be noted by all the bidders.

27 DISPUTE

Disputes, (if any), arising out of or in connection with contract shall be subject to exclusive jurisdiction of competent court situated at Jabalpur only

28 Annexures

Annexures attached with this Tender Document SL.NO.ANNEXURE
 ANNEXURE DETAILS IN BRIEF
 1Annexure-I Broad Scope of Internal Audit of the Company
 2Annexure-II Covering Letter
 3Annexure-III Power of Attorney
 4Annexure-IV Price Bid (Commercial Bid)
 5Annexure-V Submission of Information for Verification of Qualification
 6Annexure-VI & VII Undertakings by the Bidders (Undertaking 'A' and 'B')
 7Annexure-VIII Format For Clarifications (to be sought by bidder) in the Tender Document
 8Annexure-IX Questionnaire
 9Annexure-X Description of deviation from Bid document (if, any)
 Annexure-IBROAD SCOPE OF INTERNAL AUDIT OF THE COMPANY
 The Internal Audit firm shall broadly be responsible To carry out internal audit for F.Y. 2022-23 & 2023-24, and submit reports as per the prescribed standards on auditing. The scope of work includes scrutiny, assistance and advice on financial book keeping for preparing the financial statements compliant in accordance with Ind-AS requirements, since as per MCA Notification 16.02.2015 Companies having a net worth of ₹ 500 crores or more (as per the standalone financial statements as on 31st March, 2014) are required to comply with Ind-AS in the preparation of their financial statements for accounting periods beginning on or after 1st April, 2016, with the comparatives for the previous periods. It also includes compliance of statutory provisions with regard to all applicable laws related to taxation and accounts for FY 2022-23 (and subsequent

year) for standalone financial statements as well as consolidated financial statements incorporating the financial statements of its five subsidiaries. All financial as well as non-financial matters (whether it affect financial statement or not) would be included in broad areas of coverage, but exclude the scrutiny/audit of the power purchase bills. In the course of conducting internal audit, Internal Auditor may be required to visit any/all of the departments/sections/offices in consultation with the authorized officer of MPPMCL to fulfill the purpose of internal audit according to rules & regulation of statute in respect of financial book-keeping and preparation of financial statements. List of various offices of MPPMCL is given as under: Offices located at Jabalpur H.Q.:-1. Commercial 2. F& A (Finance & Accounts) including section of DGM (Accounts)3. I P C (Investment Promotion Cell)4. (Civil) H.Q., Civil Dn./Admin Complex5. IT (Information Technology)6. Regulatory7. Revenue Management8. B& CM (Bank & Cash Management)9. HR& A (Human Resource & Administration) including Head (Enforcement), Cultural & Sport cell, Hindi-Parishad etc.10. Vehicle Section11. CFO (Chief Financial Officer)12. IAD (Internal Audit Deptt)13. Hospital14. Public Relation Officer. Office Located Outside Jabalpur H.Q.:- (1) Regional Office, Bhopal (2) Resident Engineer, New Delhi For the purpose of giving a broad idea about work required to be carried-out, an indicative list is given below. It is however made clear that coverage in the scope of work as mentioned in this list is indicative only and not exhaustive:- (i) Ensuring maintenance of books as per requirements of CAG, Company Law, Ind AS or any other standards/statue.(ii) Checking maintenance and upkeeping of fixed asset registers including physical verification, identification and proper passing of corresponding accounting entries.(iii) Checking of bank reconciliation and historical analysis of it.(iv) Checking of loan repayment and interest repayment.(v) Checking of financial transaction, checking of corresponding financial approvals for the cases.(vi) To verify the progress of contracts awarded and to ensure that the same comply with the contract/tender conditions w.r.t. DoP and sanctions limit.(vii) Scrutiny of Trial Balances and reporting the observations on the same.(viii) Scrutiny and assistance in preparation of standalone financial statement of MPPMCL as well as consolidated financial statements.(ix) Reconciliation of transactions held between holding company (MPPMCL) and its subsidiaries (DISCOMS) and with third parties also. (x) Scrutiny of Ledger Account - a. To ensure that in case of expenses the distinction between Capital and Revenue expenditure is properly made. b. To ensure that proper account head has been used to debit the expenses. (xi) The Internal Auditor shall have to review of the status of the old & pending audit paras, follow-up of the pending paras of audit, half margins etc and report the status of the same. The 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. The Audit program will have to be finalized in consultation with the authorized officer of the company ensuring timely submission of Internal Audit Reports. "Apart from above points, the "Audit Opinion and Reporting" details (elaborated under clause no. (22) of this bid document should also be referred and specific comments be offered accordingly by the Internal Auditors.

Annexure-IICOVERING LETTERCovering Letter for submission of Bid(The covering letter is to be submitted by the Bidder on the Letterhead of firm)(To be kept in Envelope - 1) Date...To,General Manager (IAD)MPPMCL, Block No. (14), Shakti Bhawan, Rampur, Jabalpur, 482008 Email – swapnaja.okhade@mppmcl.com Dear Sir, Sub: Bid for Appointment of Chartered Accountant Firm/Cost Accountant Firm for internal audit of functions & activities of MPPMCL for FY 2022-23 & 2023-24 (Bid No.GM(IAD) /MPPMCL /Tender-functions & Activities /2022-23/F-..../..... Jabalpur, Dated :) In response to the Tender Notice dated issued by MPPMCL, we offer proposal to participate in the bidding process for selection of the Chartered Accountant Firm/Cost Accountant Firm for "Internal Audit of functions & activities of MPPMCL" for FY of 2022-23 and for FY 2023-24 without un-conditional concurrence to execute the work for audit of FY 2024-25 also, (if extended by MPPMCL at their end.)We are submitting this proposal on our own. If appointed, we understand that it would be on the basis of the organizational, technical, financial capabilities and experience as specified in the Tender document. We understand that the basis for our qualification will be our proposal and that any circumstance affecting our continued eligibility under the tender document or any circumstance which would lead or have led to our disqualification under the tender document shall result in our disqualification under this process.We hereby deposit Earnest Money of ₹ 10,000/-

through NEFT online vide Transaction ID No. Dtd in favour of MPPMCL Payable at Jabalpur. We understand that MPPMCL is not bound to accept any or all our proposals received by it. We declare that we have not entered into any sub-contracting arrangement with any other person or firm including the other Bidders for the assignment, in connection with the preparation and/or submission of our proposal for the assignment, or preparation of the bidding documents and shall also not sub-let this work to anybody/any agency if entrusted upon us, after securing the work order. We submit herewith, authenticated copies of the firm's latest Partnership Deed. We declare that we have disclosed all material information, facts and circumstances to the MPPMCL, which would be relevant to and have a bearing on the evaluation of our proposal and selection. We acknowledge and understand that if MPPMCL finds anything contrary to our above declarations then MPPMCL shall be fully empowered to forthwith disqualify us and reject our proposal from further participation in the process. For information/ clarification Mr. (Name of the Partner, address, email id, telephone number) may be contacted. We hereby state that we have read and understood the terms and conditions of the tender document and agree to abide by the same. We further agree to undertake the said assignment to the satisfaction of MPPMCL and as per the terms and conditions of the tender document. Yours faithfully, M/s

OR (On behalf of firm) Partner of the Bidder Firm Name & Seal of Signatory Address: (Note: Authorized partner of the Partnership Firm will sign the letter). Annexure-III POWER OF ATTORNEY Know all

men by these presents, we.....(name and address of the firm & its registered office) do hereby constitute, appoint and authorize Mr. / Ms.....(name and residential address) as our true and lawful attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to submission of our proposal/bid for the envisaged assignment of "Internal Audit of functions & activities of MPPMCL for FY 2022-23, and 2023-24 (and also for FY 2024-25, if entrusted upon under extension order) including signing and submission of the Bid and all documents specified in the Tender Document, including, Undertakings, Letters, Certificates, Acceptances, Clarifications, Guarantees, making representations to the authorized officer of MPPMCL and providing information / responses to the authorized officer of MPPMCL and also representing us in all matters before the authorized officer of MPPMCL, along with day-to-day general dealing with the authorized officer of MPPMCL, in all matters in connection with our Bid for the said assignment. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney (pursuant to this power of attorney) and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us. All the terms used herein but not defined shall have the meaning ascribed to such terms under the Tender document. Signed by the within named _____ [Insert the name of the EXECUTANT(s)] Through the hand of Mr. _____ Duly authorized signatory Dated this _____ day of -----Before

Notary (Signature) Accepted..... (Name, Title and Address of the attorney)

.... Note: The mode of execution of the POWER OF ATTORNEY should be in accordance with the procedure, (if, any) and also bearing stipulated value's Stamp Duty (as specified by Government) laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure. Annexure-IV PRICE BID (COMMERCIAL BID) FORMAT FOR THE PRICE BID The following shall be used as a format for the "Price Bid (Commercial Bid)" to be submitted in Envelope-3 of the Bid. Details Amount in □ (inclusive of all prevailing taxes & duties if, any) Amount in □ (inclusive of all prevailing taxes & duties if, any) Lump sum price for carrying out internal audit work on "Function & Activities" of MPPMCL as per scope of work and Terms & Conditions given in the tender document. Rs. only. (Per month) In words..... (Per month) Rs. only. (for 12 months/One FY) In words..... (for 12 months/One FY) Note: i. Any overwriting or erasing in the quotation shall render the same invalid. ii. Where there is any discrepancy between the rates in figures and words, the words will govern. iii. Any difference

between the original and duplicate copy of the bid, the Original Bid shall be referred . Yours faithfully,
 Partner of the Bidder Firm Name & Seal of Signatory
 Address: Annexure- V Submission of Information for

Verification of the Qualificationa) All information submitted shall be sealed and signed by the authorized representative of the firm. b) A brief "Profile" of the Firm's Practice and experience (giving the following details clearly):-1.Name of the Firm2.Registration No. (from the respective Institutes of the Firms)3.CAG Registration No. (in case of CA firms)4.Goods and Service Tax (GST) Registration No 5.PAN (Permanent Account No.)6.Strength of Manpower presently working with firm.7.Audit and Certification work done in past 3 years (along with details viz Name of the client and the fees charged etc) 8.Experience of PSU's (other than Bank and Insurance Sector) Along with the above Profile, the firm must submit documentary evidences in support of the above mentioned details, as given in the table below:-1.Photocopy of the certificate of registration of the partnership with Institute2.Photocopy of the latest certificate of Constitution of firm issued by Institute.3.Documentary evidence for the CAG Registration No. (in case of CA Firms)4.Photocopy of PAN Card5.Photocopy of Goods and Service Tax (GST) Registration Certificate / Copy of Goods and Service Tax Challan etc (clearly specifying the Name and Registration No. of the firm)6.DISACISA certificates of the DISA/CISA qualified CA7.Audited copies of P & L A/c, Balance Sheet and Income Tax Return for last three years of the audit firm8.Breakup of the Professional Fees of FY 2018-19, clearly segregating the fees from Audit services during the year (if not already available in the audited accounts), duly attested by its auditor. (c) Qualification of the staff :- Sl. No.QualificationNo. of staff on roll1.CAs/CMAs 2.DISACISA/Diploma in ISAC as per Clause No. 4 of eligibility Criteria 3.Postgraduate in Commerce 4.Graduates in Commerce (d) Details of list of major five clients with data for FY 2017-18 and 2018-19 giving following details: 1.Name of organization2.Form of organization(Partnership/ Proprietary/Company)3.Turnover4.Fee charged.5.Experience/Completion certificates of Statutory / Internal Audit from at least three clients out of the Clients as mentioned above.6.Audited Financial Statements of the Year 2017-18 and 2018-19 of the clients mentioned above. (e) Documentary evidence in support of the internal audit works undertaken for Zonal / Regional/Corporate office(s) of a PSU (State or Central) including Power Sector but not including Bank and Insurance Sector (Appointment letter for the appointment as Internal Auditor of the Zonal/Regional/Corporate office(s) of PSU (State or Central), be furnished. (f) The bidders need to submit necessary documentary evidences to support the qualification possessed by Team-Leader and Team-Members proposed to be deputed for undertaking the task elaborated in this bid document. Note :- In case of Cost and Management Accountant Firm, appropriate and equitable information/documentary support, applicable to the relevant point must be provided.

Annexure-VI UNDERTAKING - A (To be submitted in Envelope-2, along with the Qualification Bid on a Non-judicial stamp paper of requisite value/stamp fee, as prescribed by Govt and this undertaking must be duly notarized) To, The General Manager (Internal Audit

Department),M.P.Power Management Co. Ltd.,Shakti Bhawan, Jabalpur. Dear Sir, Sub: Bid for Appointment of Internal Auditors of the MPPMCL, Jabalpur (Against tender Notice GM(IAD) /MPPMCL /Tender-functions & Activities /2022-23/F-156/.... Jabalpur, Dated :

This undertaking is submitted in respect of the appointment of Internal Auditors for the MPPMCL, Jabalpur, in response to the tender document dated

.... issued by MPPMCL, Jabalpur and subsequent amendment thereof. We hereby confirm that :1. We have

never been blacklisted by any Government Department or Public Sector Undertaking of any State Government in India or the Government of India for practicing in India. 2. We have no pending or contemplated legal suit or

criminal cases on grounds of 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, then even

after the issuance of work order, the same shall automatically stand cancelled and the contract could be terminated, by

MPPMCL at the "Risk & Cost" of our firm. Under such circumstances, however, we acknowledge and accept that the

MPPMCL shall have full right to encash our EMD." The period of contract will be initially for 2 year conducting audit

for FY 2022-23 and 2023-24. This contract could be extended by MPPMCL for a further period of one year i.e for

conducting audit for FY 2024-25 also, on the same rate terms & conditions of this contract, provided the performance

of the firm is found to be satisfactory by MPPMCL. It means, the interested CA firms should clearly understand before

participating in the tender that MPPMCL at its discretion shall have full rights to extend the contract for FY 2024-25 also apart from getting conducted audit for FY 2022-23 and 2023-24 from the successful CA firms (subject to satisfactory performance of the firm) on the same rate, terms & conditions of the contract awarded for FY 2022-23. Thus, for extending work of 2024-25, no separate consent letter or concurrence shall be asked by MPPMCL from the CA firms and MPPMCL at its sole discretion can extend the contract. 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 shall stand terminated, at the "Risk & Cost" of our firm. Under such circumstances, however, we acknowledge and accept that MPPMCL shall have full rights to encash our Security Deposit (SD) apart from invoking other clauses of penalty (including debaring firm for future participation in tenders in MPPMCL & other Successor Companies of erstwhile MPSEB and we will not raise any objection for this."

..... (Signature of authorized signatory of the firm issued along with firm seal) Name :

..... Designation : Date :

..... Place : Annexure-VII UNDERTAKING - B (To be submitted in

Envelope-2, along with the Qualification Bid on a Non-judicial stamp paper of requisite value stamp fee, as prescribed by Govt and this undertaking must be duly notarized) To, The General Manager (Internal Audit Department), M.P. Power Management Co. Ltd., Shakti Bhawan, Jabalpur. Dear Sir, Sub: Bid for Appointment of Internal Auditors of the MPPMCL, Jabalpur (Tender Notice No. GM (IAD)/MPPMCL/Tender-functions & Activities /2022-23/F-156/..., Jabalpur, Dated : ...)

This undertaking is submitted in respect of the appointment as Internal Auditors in response to the Bid document/Tender document dated issued by MPPMCL and subsequent amendment thereof. We hereby agree that: 1) We shall deploy at least One FCA/FCMA, having experience of audit of at least 5 years & who shall also possess knowledge in Ind-AS on the assignment. Such FCA/FCMA who shall be the Leader of the team and responsible for the overall coordination and audit of the audit team. The Leader shall mandatorily spend 3 working day in a week on the assignment, at the place/office indicated by the authorized officer of MPPMCL for audit purpose. 2) We shall deploy at least Two full time experienced staff of the firm who shall be responsible for internal audit. 3) The experienced staffs deployed on the assignment shall not be the articulated assistants of the firm. 4) The staff will maintain complete secrecy of the records and will not disclose any matter to the third party which comes to their knowledge during the conduct of internal audit, which may adversely affect the interest of the Company. (Signature of authorized signatory of the firm issued along with firm's seal) Name:

..... Designation: Date:

..... Place:

Annexure-VIII FORMAT FOR CLARIFICATIONS (TO BE SOUGHT BY BIDDER) IN THE TENDER DOCUMENT Sl. No. Clause No. and existing provisions Clarification required Rationale for the clarification

Annexure – IX QUESTIONNAIRE Note:- Bidder are requested to go through complete bid document and read each & every clause. Based on that, please ensure submission of requisite document/information required against respective clause/points. This questionnaire is to be (specifically) answered along with necessary details where-ever required. If specific reply is not furnished against any point, then in case of any complication & adversities the bidder (s) shall be solely responsible. Therefore please ensure specific reply against each question given below : - S.No. Item Confirmation in Yes/No 1. Whether Earnest Money Submitted :- (a) If, Yes :- (i) Amount of EMD (ii) Particulars of EMD (Viz D.D./Banker's Cheque No, drawn-on and Bank details etc.) (b) If Exempted (i) Whether the bidder is registered under MSME Act and eligible for exemption for this particular category of work. (ii) Whether suitable documentary evidence for exemption (as indicated above) has been enclosed. Yes/ No Yes/No 2. Whether agreed for stipulated validity period? Yes / No 3. Whether MPPMCL's payment term is acceptable? Yes/ No 4. Whether agreed for Security Deposit Clause? Yes / No 5. Whether agreed for deputing Audit team (including Team leader & all Team members) as stipulated in tender document? Yes / No 6. Whether the Audit team (going to be actually deputed) possess desired qualification & experience? Yes/No 7. Whether details of the team including complete bio-data, required certificates/documents and Aadhaar card etc (duly attested by authorized signatory of the firm) has been provided? Yes/No 8. Whether agreed for time period allocated for the work and ready to deliver the audit report in stipulated period of time. Yes/No 9. (i) Whether MPPMCL's penalty clause is acceptable? Yes/No (ii)

Whether agreed for providing requisite audit team including senior auditors/CA? Please provide names with designation. Yes /No10 Whether agreed for extension order clause? Yes /No11. Whether agreed for performance clause? Yes /No12. Whether firm's PAN No. & GST No has been provided? If yes -(i) Please indicate PAN no. of firm ... (ii) Please indicate GST no. of firm... Yes /No13 State whether firm is proprietary or partnership? Proprietary/Partnership14. If, firm is in partnership, then whether signatory's authorization letter (Power of attorney duly notarized) has been enclosed? Yes /No15 Whether Bank details (For refund of EMD/SD) have been provided? If no, please provide below: (i) Bank Name (ii) Branch Name (iii) A/c No. (iv) IFS Code No. (iv) Name of A/c holder Yes /No16. Whether "declaration/Undertaking" regarding Debarment /Warning/Displeasure (communicated to the firm, if, any) has been submitted along with bid, duly signed by authorized signatory (with seal) in prescribed format. Yes/No17. Whether necessary "Undertaking -A" and "Undertaking-B" (Ref. Annex VI & VII, respectively) have been duly signed & submitted along with bid document. Yes/No Signature of Bidder Name of Authorized signatory Designation in the firm Name of firm Firm's Seal

Annexure-X Description of deviations from the bid document (if, any) DEVIATION PROPOSED BY BIDDING FIRMS
Sr.No. Clause No. of the/Tender document (Bid Document) Reference of Clause No. Deviation Proposed
Yours faithfully, Partner of the Bidder Firm Name & Seal of Signatory Address: Note-In case the bidder does not propose any deviations then this annexure shall be marked as "No Deviation" in the table above.

Questionnaire

SNo	Particulars	Supplier Response
1	Whether Earnest Money Submitted :- YES/NO (a) If, Yes :- (i) Amount of EMD (ii) Particulars of EMD (Viz Online, D.D./Banker's Cheque No, drawn-on and Bank details etc.) (b) If Exempted - YES/NO (i) Whether the bidder is registered under MSME Act and eligible for exemption for this particular category of work. (ii) Whether suitable documentary evidence for exemption (as indicated above) has been enclosed.	
2	Whether agreed for stipulated validity period? YES/NO	
3	Whether MPPMCL's payment term is acceptable? YES/NO	
4	Whether agreed for Security Deposit Clause? YES/NO	
5	Whether agreed for deputing Audit team (including Team leader & all Team members) as stipulated in tender document? YES/NO	
6	Whether the Audit team (going to be actually deputed) possess desired qualification & experience? YES/NO	
7	Whether details of the team including complete bio-data, required certificates/documents and Aadhaar card etc (duly attested by authorized signatory of the firm) has been provided? YES/NO	
8	Whether agreed for time period allocated for the work and ready to deliver the audit report in stipulated period of time. YES/NO	
9	1. Whether MPPMCL's penalty clause is acceptable? YES/NO 2. Whether agreed for providing requisite audit team including senior auditors/CA? Please provide	

	names with designation. YES/NO	
10	Whether agreed for extension order clause? YES/NO	
11	Whether agreed for performance clause? YES/NO	
12	Whether firm's PAN No. & GST No has been provided? YES/NO If yes -(i) Please indicate PAN no. of firm... (ii) Please indicate GST no. of firm...	
13	State whether firm is proprietary or partnership? proprietary / partnership	
14	If, firm is in partnership, then whether signatory's authorization letter (Power of attorney duly notarized) has been enclosed? YES/NO	
15	Whether Bank details (For refund of EMD/SD) have been provided? If no, please provide below: YES/NO (i) Bank Name(ii) Branch Name(iii) A/c No.(iv) IFS Code No. Name of A/c holder	
16	Whether "declaration/Undertaking" regarding Debarment /Warning/Displeasure (communicated to the firm, if, any) has been submitted along with bid, duly signed by authorized signatory (with seal) in prescribed format. YES/NO	
17	Whether necessary "Undertaking –A" and "Undertaking-B" (Ref. Annex VI & VII, respectively) have been duly signed & submitted along with bid document. YES/NO	

SCHEDULE-I
(PRICE SCHEDULE)

SNo.	Particulars	Qty. Reqd.	Unit Of Measurement	Rate	Amount
1	Lump sum price for carrying out internal audit work on "Function & Activities" of MPPMCL as per scope of work and Terms & Conditions given in the tender document Amount to be quoted (per month) and amount for Whole Financial year (I.e. for 12 months also) must be inclusive of all prevailing taxes & duties (if, any).	1	Month		
	Total Amount				

Note: All bidders should carefully note that bids submitted through e-tenders only shall be accepted & no bids through offline or manual mode will be entertained & shall be summarily rejected.

1. This Tender document (Bid Document) is not an agreement or offer by the M.P. Power Management Company Limited (MPPMCL) to the prospective Bidders or any other party. The purpose of this tender document (Bid Document) is to provide information to interested parties, to facilitate them for formulation of their Bid. This bid document is based on material and information available in public domain.

2. This Tender document along with its formats, is not transferable. The tender document and the information contained therein are to be used only by the person to whom it is issued. Save and except as provided in this tender document, it shall not be copied or distributed by the recipient to third parties. In the event that the recipient does not continue with his/her involvement in the bidding process in accordance with this tender document, then this tender document must be kept confidential.
3. While this tender document has been prepared in good faith, neither MPPMCL nor its employees or advisors/consultants; make any representation or warranty or express or implied as to the accuracy, reliability or completeness of the information contained in this tender document.
4. Neither MPPMCL nor its employees or advisors/consultants will have any liability to any Bidder or any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this tender document, any matter deemed to form part of this tender document, the award for services, the information supplied by or on behalf of MPPMCL or its employees, any advisors/consultants or otherwise arising in any way from the selection process for the said services.
5. MPPMCL reserves the right to close the selection process or reject the bid at any stage of selection process.