



Maharashtra State Electricity Transmission Company Ltd.  
CIN NO.U40109MH2005SGC153646

**Application**  
**For**  
**Empanelment as**  
**Internal Auditor**  
**for FY 2022-2023 to 2024-25**

<b>OPENING DATE FOR SUBMISSION OF EMPANELMENT APPLICATION</b>	<b>06.04.2022</b> (10.00 hrs onwards)
<b>CLOSING DATE FOR SUBMISSION OF EMPANELMENT APPLICATION</b>	<b>02.05.2022</b> (upto 16.30hrs)
<b>DATE OF OPENING OF ENVELOPES CONTAINING EMPANELMENT APPLICATIONS</b>	<b>05.05.2022</b> (at 11.30 hrs)

**[Cost of Application Form Rs. 1,180/-]**

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**SECTION - I**  
**NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF**  
**FIRMS OF CHARTERED ACCOUNTANTS/COST ACCOUNTANTS**  
**FOR ALLOTMENT OF INTERNAL AUDIT**  
**FOR THE FINANCIAL YEARS 2022-23 TO 2024-25 (3 Years)**  
**AND**  
**TERMS & CONDITIONS**

Sealed offers are invited from the firms of Chartered Accountants/Cost Accountants for empanelment for conducting Internal Audit of various offices of MSETCL from FY 2022-23 to FY 2024-2025.

Opening Date of Application Submission : 06.04.2022 (10.00 hrs onwards)  
Closing Date of Application Submission : 02.05.2022 (upto 16.30hrs)  
Cost of Application Form : Rs. 1,180/- (including GST)

**Note:-**

- 1) Complete application document including **Form-1, Form-2** and **Form-3** has to be downloaded from website [www.mahatransco.in](http://www.mahatransco.in). Interested Chartered Accountants / Cost Accountants Firms shall take print-out of the entire document, sign on each page and fill up the **Form-1, 2** and **3**. After this, paste **Form-3** on the covering envelope and submit the entire documents with filled up forms along with all supporting documents at Office of **Chief General Manager (F&A), 6<sup>th</sup> Floor, Prakashganga, MSETCL, Plot No. C-19, E Block, Bandra-Kurla Complex, Bandra (East), Mumbai – 400051** by registered post/hand delivery so as to reach before time of submission stated here above.
- 2) The complete set of documents including application, forms and annexures, should be serially numbered from start to the end. While filling up details in **Form-2** regarding “Marks as per Chartered Accountants / Cost Accountants Firm”, the firm should invariably write the page number(s) of documents on the basis of which such marks are claimed in Column named as ‘Page Reference No.’ for verification by MSETCL.
- 3) Incomplete documents/documents without all required supporting will be rejected and no correspondence will be entertained in this regard.
- 4) Brief Details of Internal Audit of MSETCL are given in **Section – II**.
- 5) Qualifying requirements shall be as per **Section – III**.
- 6) Evaluation Criterion for Ranking of qualified Chartered Accountants / Cost Accountants Firms shall be as per **Section – IV**.
- 7) The Tentative Lump sum Fees plus GST for each Zone/Corporate Office shall be as per **Section - V**

- 8) For any clarifications, the Chartered Accountants / Cost Accountants Firms may contact **Shri Pradeep More, Manager (F&A), Mob. No. 8605043969 / Shri Tej Singh, Senior Manager (F&A) Mob. No. 9004036159.**
- 9) Cost of the application form i.e. Rs. 1,180/- shall be **payable by DD**, drawn on any Nationalised/Scheduled bank, in favour of “**Maharashtra State Electricity Transmission Company Limited**”, **payable at Mumbai** along with the application.
- 10) The applications shall be opened on 05.05.2022 **at 11.30 Hrs.** The applicants or their authorized representatives may attend the same, if so desires.
- 11) The applications will be opened at the office of **General Manager (F&A), Internal Audit Section, 6<sup>th</sup> Floor, Prakashganga, MSETCL, Plot No. C-19, E Block, Bandra-Kurla Complex, Bandra (East), Mumbai – 400 051.**
- 12) Eligible firms as per **Section-III** will be ranked on the basis of Criterion for Evaluation as mentioned in **Section-IV**. On the basis of ranking of the firms, MSETCL will put up a proposal before Board of Directors for their approval to **empanel top 25 Chartered Accountants / Cost Accountants Firms** for conducting internal audit of MSETCL (Zone wise) from FY 2022-23 to 2024-25. In case, the proposal is not approved by Board of Directors, no assignment shall be awarded and the Chartered Accountants / Cost Accountants Firm(s) will not have any right in this regard. Intimation of empanelment shall be given to the Chartered Accountants / Cost Accountants Firms by sending letter and e-mail on the E-mail ID mentioned at **Sr. No. (A) 2 in Form No.1.**
- 13) Based on the ranking, **first eight (8)** Chartered Accountants / Cost Accountants Firms will be selected out of the panel of 25 Chartered Accountants / Cost Accountants Firms for allotment of internal audit of Zone/Corporate Office for FY 2022-23. For subsequent years (i.e. FY 2023-24 & 2024-25), MSETCL may consider utilising the services of same firms or other firms from the panel. The decision of MSETCL will be final and binding in this regard.
- 14) The intimation will be sent to the firm about allotment by sending letter and e-mail on the E-mail ID mentioned at **Sr. No. (A) 2 in Form No.1.** The firm should intimate its acceptance by sending acceptance letter by post so that it reaches within 7 days from the date of sending intimation or through e-mail ID mentioned at **Sr. No. (A) 2 in Form No.1** addressed to **gmiaudit@mahatransco.in** with cc to **cgmfi@mahatransco.in**.

- 15) Internal audit of the allotted Zone-wise (including all sub-ordinate offices) is to be done by the own Staff/Partners of the firms. Any form of sub-contracting of the work is not allowed and will lead to cancellation of the allotment.
- 16) If the audit is not upto the satisfaction of MSETCL, either the firm will be asked to re-audit or the assignment will be re-allotted to another firm from the panel. Similar action will be taken, in case the assignment is cancelled by MSETCL due to non-observance of Terms and Conditions by the firm or in case firms withdraws itself *suo-motto* from the allotted assignment. Further, MSETCL may also decide to debar the firm for next 3 years.
- 17) Time being the essence of the contract, the Internal Audit should be commenced immediately after the end of I half and II half of relevant Financial Year. Further, it is also expected that Internal Audit shall be completed within scheduled dates as communicated by the Corporate Office.
- 18) The performance of the empanelled firms would be periodically reviewed, at least once a year and if found unsatisfactory, the Company may remove the name of the Audit firm from the panel for a minimum period of three Years. Further, the empanelled firm(s) may be de-empanelled at the Company's sole discretion. If the performance of the auditor is found unsatisfactory or any serious act of omission or commission is noticed in their working or it is found that eligibility conditions were not met initially but the work was taken by providing wrong/hiding information, their appointments may be cancelled at any point of time. If it is felt necessary, the matter may be reported to Institute of Chartered Accountants of India/ Institute of Cost Accountants of India for necessary action.
- 19) For the year of audit and for a period of three years from the submission of internal audit report, no assignment apart from internal audit shall be accepted, either by the firm or by its partners or relatives (husband, wife, brother or sister or any lineal ascendant or descendant) of the partners of the firm or by its associates.
- 20) Any dispute shall be under the jurisdiction of the Court(s) situated at Mumbai.
- 21) MSETCL reserves the right to amend or discontinue the empanelment process or to cancel any or all the applications without assigning any reason thereof.
- 22) Empanelment does not entitle for actual allotment.

## **SECTION - II**

### **ABOUT MSETCL AND INTERNAL AUDIT**

Maharashtra State Electricity Transmission Company Limited (MSETCL) has been formed to plan, build, operate and maintain the state transmission system in the state of Maharashtra to facilitate transmission of electricity from its source to load centres in a secured, reliable and economic manner for the best services to the consumers & society and generate reasonable returns.

MSETCL is operating from seven (7) Zone Offices (Amravati, Aurangabad, Karad, Nagpur, Nashik, Pune & Vashi) consisting of Circle Offices which are further divided into Division Offices. Audit firms have to conduct Internal Audit of Zones consisting Circles /Divisions Offices. Apart from it, audit work of Maharashtra State Load Dispatch Centre (MSLDC), Airoli, Navi Mumbai will be awarded to the Auditor of Vashi Zone and the audit work of Area Load Dispatch Centre (ALDC), Ambazari, Nagpur will be awarded to the Auditor of Nagpur Zone. Further, internal audit of Corporate Office (CO), Mumbai is also to be conducted for which separate audit assignment will be given. Hence, there are total EIGHT Audit Units. One Zone or Corporate Office will be allotted to one firm.

In order to meet the organizational objectives, it is necessary to conduct internal audit of its offices to assess/review/recommend/comment whether accounting/financial/operational/maintenance systems are reliable/effective/efficient & to assess whether they are properly followed. It is also necessary to verify that the system of internal check is effective in design & operation in order to ensure prevention of/early detection of misappropriation/frauds/misapplications/irregularities/negligence, etc. This process is expected to serve as continuous source for improving operational control & efficiency and to ensure a strict internal control system commensurate with the size of the organization.

## **SECTION - III**

### **QUALIFYING REQUIREMENTS**

The interested Chartered Accountants / Cost Accountants Firms are advised to read and understand the eligibility criteria mentioned below before submitting their EMPANELMENT APPLICATION:-

1. The Chartered Accountants / Cost Accountants Firm **should have Head Office in the State of Maharashtra** and minimum experience of 5 years from the date of commencement of the firm. (Copy of self-attested Registration Certificate is required to be submitted).
2. It shall be a Partnership/LLP firm consisting of at least 2 Fellow Chartered Accountants/ 2 Fellow Cost & Management Accountants.
3. The Chartered Accountants / Cost Accountants Firm should have 5 years existence.
4. The Chartered Accountants / Cost Accountants Firm should have at least 5 Article Clerks/CMTs/paid staff having Commerce Graduation.
5. The Chartered Accountants / Cost Accountants Firm should have conducted Statutory Audit(s) or Internal audit(s) of the following organizations upto F.Y. 2021-22:-  
Govt. Company/Central or State PSU registered under the Companies Act with annual turnover of Rs.200 Crore or above in any preceding Financial Year preferably with multi-locations/Offices/Branches/Units. Preference will be given to the firms having experience of Internal Audit, Statutory Audit in Power Sector Companies.  
  
The annual turn-over for each of the Govt. Company/Central or State PSU shall be as per their Audited Financial Statements. In case of FY 2021-22, the certificate for turnover from the auditee company may be furnished. The self-attested copies of appointment letters from above organizations shall be enclosed.
6. The firm and its Partners should not have been currently debarred by MSETCL or debarred by any other PSU or the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India due to poor performance/breach of agreement/misconduct during last 5 years. Neither, the Chartered Accountants / Cost Accountants Firm should suffer from any disqualification for the Internal Audit assignment under provision(s) of any rule/law of land.

## SECTION - IV

### CRITERION FOR EVALUATION OF CHARTERED ACCOUNTANTS / COST ACCOUNTANT FIRM

**No. of Chartered Accountants / Cost Accountants Firms to be empanelled: 25  
Chartered Accountants / Cost Accountants Firms**

Sr. No.	Particulars	Points per criteria	Max. Marks
1	No. of years of Existence	1 point per year	15
2	Qualified Partners	Each FCA/FCMA- 2 points Each ACA/ACMA – 1 point	5
3	No. of Qualified Employees/Associates (CA/CMA)	2 point per Qualified Employee/Associates (CA/CMA)	10
4	Article Clerks/CMTs/Paid Staff (Having Commerce Graduation)	1 point each	10
5	Experience of Internal Audit or Statutory Audit assignment of Electricity Distribution/Generation/ Transmission Utility.	10 points for each yearly assignment in a Financial Year	20
6	Experience of Statutory Audit or Internal Audit assignment in Govt. Companies/Central or State PSUs (Other than experience mentioned at Sr. No. 5)	5 points for each yearly assignment in a Financial Year	20
7	Experience of Statutory Audit or Internal Audit assignment in any Public Ltd /Pvt. Ltd Company other than experience mentioned at Sr. No. 5 & 6 above.	5 points for each yearly assignment in a Financial Year	10
8	Experience of Internal Audit/Statutory Audit assignment in SAP Environment in any Public Ltd./Pvt. Ltd. Co. (Certificate from Auditee organization to be submitted)	5 points for each yearly assignment in a Financial Year	10
		<b>Total</b>	<b>100</b>



**SECTION - V**  
**SCHEDULE OF AUDIT FEE**

Sr.No.	Particulars	Audit Fees p.a excluding applicable GST (₹ In lakhs)
1	Amravati Zone	2.01
2	Aurangabad Zone	4.14
3	Karad Zone	2.70
4	Nagpur Zone & ALDC, Ambazari	4.71
5	Nasik Zone	3.26
6	Pune Zone	5.19
7	Vashi Zone & MSLDC, Kalwa	4.42
8	Corporate Office	2.41
	<b>Total Internal Audit Fee for MSETCL</b>	<b>28.84</b>

Notes:-

1. In addition to the Audit Fee given above, the applicable GST will be paid extra subject to submission of valid Tax Invoice.
2. Further, the firm will be entitled for reimbursement of out of pocket expenses like conveyance, lodging/boarding charges, etc. incurred while carrying out the audit on actual basis i.e. on production of evidences of incurring such expenses subject to overall upper limit of 30 % of total audit fee as mentioned in Schedule of Audit Fee above.
3. The audit fees are determined in consideration to the approximate work load, audit fees of previous year, current inflation, etc. and no request for increase of fees will be entertained by MSETCL.

**FORM 1**  
**FORM FOR SATISFYING QUALIFYING REQUIREMENTS**  
(The details to be submitted in separate sealed envelope before the closing date of this NIT)

<b>Sr.</b>	<b>Particulars</b>	<b>Details</b>
<b>(A) General Information</b>		
1.	Name of the Chartered Accountants / Cost Accountants Firm (Registration No. of the Firm) (Date of Registration of the Firm) (Encl. copy of registration certificate issued by the Institute)	:
2.	Head Office Address/Contact Nos., (a) Full Address (b) City (c) District (d) Pin Code  E-Mail ID, etc. GSTN : (Copy to be enclosed) PAN : (Copy to be enclosed)	:
3.	Name of Nodal Partners and Contact Nos	:
<b>(B) Eligibility Criteria</b>		
1.	The details of cost of application form paid – DD Amount, Date, DD Number and Bank’s Name	:
2.	Date of registration of Chartered Accountants / Cost Accountants Firm with the Institute [Encl. copy of Firm Registration Letter of the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India]	:
3.	No. of years of experience	:                      Years
4.	Total No. of Partners & No. of FCA/ACA or FCMA/ACMA Partners with full Names & Membership No. [Encl. copy of Partnership Deed and their Certificate of Practice]	: <b>Name/Membership No.</b> FCA/ACA or FCMA/ACMA <b>Total</b>
5.	No. of CA/CMA Employees/Associates [Encl. copy of appointment letters/Engagement Letter or firm data card of the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India]	:                      Nos.
6.	No. of Paid staff other than CA/CMA but having Commerce Graduation [Encl. copy of appointment letters and Education Qualification Certificates]	:                      Nos.

Sign and Seal of the Firm with Registration No.  
.....

7. No. of Article Clerks/CMTs : Nos.  
[Encl. copies of Identity Cards/Supporting documents]
8. No. of Branch offices, if any :  
[Firm data from the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India]
9. Whether the Chartered Accountants / Cost Accountants Firm have required experience of conducting Internal Audit/ Statutory Audit of Electricity Distribution/Generation/ Transmission Utility. : Organization Year Turnover  
[Provide list of organization along with their financial year-wise turnover and enclose the appointment letters and work completion certificate]
10. Whether the Chartered Accountants /Cost Accountants Firm have required experience of conducting Internal Audit/ Statutory Audit of Govt. Companies/Central or State PSUs. (Other than experience mentioned at Sr. No. 9) : Organization Year Turnover  
[Provide list of organization along with their financial year-wise turnover and enclose the appointment letters and work completion certificate]
11. Whether the Chartered Accountants / Cost Accountants Firm have required experience of conducting Internal Audit/ Statutory Audit of any Public Ltd/Pvt. Ltd Co. (Other than experience mentioned at Sr. No.9 & 10) : Organization Year Turnover  
[Provide list of organization along with their financial year-wise turnover and enclose the appointment letters and work completion certificate]
12. Whether the Chartered Accountants / Cost Accountants Firm have required experience of Internal Audit/ Statutory Audit assignment in SAP Environment in any Public Ltd Co./Pvt. Ltd. Co. : Organization Year Turnover  
[Certificate from Auditee organization to be submitted.]

**Note :- The bidder shall enclose all relevant documents in support of eligibility.**

**FORM 2**  
**Details for Evaluation**

Sr. No.	Particulars	Points to be allotted	Max. Marks	To be filled by Chartered Accountants /Cost Accountants Firm		Marks Obtained (to be filled by MSETCL Official after document verification)
				Marks (subject to verification by MSETCL)	Page Reference Number	
1	No. of years of Existence	1 point per year	15			
2	Qualified Partners.	Each FCA/FCMA- 2 points Each ACA/ACMA – 1 point	5			
3	No. of Qualified Employees/Associates (CA/CMA)	2 point per Qualified Employee/Associates (CA/CMA)	10			
4	Article Clerks/CMTs/Paid Staff (Having Commerce Graduation)	1 point each	10			
5	Experience of Internal Audit or Statutory Audit assignment of Electricity Distribution/Generation/ Transmission Utility.	10 points for each yearly assignment in a Financial Year	20			
6	Experience of Statutory Audit or Internal Audit assignment in Govt. Companies/Central or State PSUs (Other than experience mentioned at Sr. No. 5)	5 points for each yearly assignment in a Financial Year	20			
7	Experience of Statutory Audit or Internal Audit assignment in any Public Ltd /Pvt. Ltd Company other than experience mentioned at Sr. No. 5 & 6 above.	5 points for each yearly assignment in a Financial Year	10			
8	Experience of Internal Audit/Statutory Audit assignment in SAP Environment in any Public Ltd./Pvt. Ltd. Co. (Certificate from Auditee organization to be submitted)	5 points for each yearly assignment in a Financial Year	10			
		<b>Total</b>	<b>100</b>			

## FORM 3

(Fill Sender's information and paste it on the envelope in which entire application documents,  
Form 1 and Form 2 are kept)

### APPLICATION FOR EMPANELMENT FOR INTERNAL AUDIT OF MSETCL FOR FY 2022-23 TO FY 2024-25



To,  
Chief General Manager (F&A),  
Maharashtra State Electricity Transmission Co. Ltd.  
6<sup>th</sup>Floor, Prakashganga,  
Plot No. C-19, E Block,  
Bandra-Kurla Complex,  
Bandra (East), Mumbai – 400 051

*Sender:*

*Particulars of Chartered Accountants / Cost Accountants Firm*

*Name:*

*Address:*

*Contact No:*

*E-mail ID:*