



ISO:9001, 14001 & 45001

**नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लिमिटेड**  
**NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED**

भारत सरकार का उद्यम A Govt. of India Enterprise

मिनीरत्न : श्रेणी-I Miniratna : Category-I

एनटीपीसी लिमिटेड की पूर्ण स्वामित्व वाली सहायक कंपनी A wholly owned subsidiary of NTPC Ltd

Website: www.neepco.co.in, E-mail: contract\_neepco@yahoo.com

**OFFICE OF THE EXECUTIVE DIRECTOR (CONTRACTS & PROCUREMENT)**

Brookland Compound :: Lower New Colony

Shillong-793 003 :: Ph: 91-364-2227784

Corporate Identity Number (CIN): U40101ML1976GOI001658



**SHORT NOTICE INVITING BIDS (E-Tender)**  
**(DOMESTIC COMPETITIVE BIDDING)**  
**NIB No. 472 Dated 16-01-2025**

NEEPCO Ltd. invites online electronic bids in the e-tender portal <https://etenders.gov.in> from prospective bidders fulfilling the Qualifying Requirement under Single-Stage Single-Envelope bidding system through Domestic Competitive Bidding (DCB) route "**Empanelment of the Firms of Chartered Accountants/ Cost Accountants for conducting Internal Audit in NEEPCO for the Financial Year 2025-26, 2026-27 and 2027-28**".

For further details, the interested bidders may visit websites <https://etenders.gov.in> and [www.neepco.co.in](http://www.neepco.co.in). Subsequent Corrigendum/ Addendum/ Clarifications to the tender shall be published only on the websites mentioned above. Last date for submission of bids is 13.02.2025 by 14:00 Hours.

Place: Shillong  
Dated: 16.01.2025

  
Executive Director  
Contracts & Procurement



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**NIB No. 472 Dated 16-01-2025**

### DETAIL NOTICE INVITING BIDS (E-TENDER)

FOR

#### **Empanelment of the Firms of Chartered Accountants/ Cost Accountants for conducting Internal Audit in NEEPCO for the Financial Year 2025-26, 2026-27 and 2027-28**

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Interested Bidders, may download the detailed bid document from <https://etenders.gov.in> with effect from - 11:00 Hours of 17.01.2025.

#### **1. Scope of Services**

The Company is working in a Computerized environment and maintains all its records in Computerized system (ERP/SAP). Detailed scope of work shall be as under:

- 1.1 To conduct internal Audit in accordance with the provisions of Section 138(1) of the Companies Act, 2013.
- 1.2 The details of scope of internal audit and areas to be covered at various projects/plants/ offices of NEEPCO Ltd are as per the Section-V of the Bid Documents.

#### **2. Empanelment of firms and its duration:**

Based on the evaluation of the bids, 10 (ten) successful qualified bidders/firms ranking H1 to H10 shall be empaneled for 3(three) years for the FY 2025-26, 2026-27 & 2027-28.

#### **3. Qualifying Requirements**

##### **3.1 General Qualifying Requirements**

- i) Bidder must be a firm of Chartered Accountants/Cost Accountants participating and submitting a complete Proposal or Bid in response to this NIB.
- ii) The bidder shall be a registered entity in India, who shall be either be a Partnership firm or Limited liability Partnership or Private/ Public Ltd. company.
- iii) The bidders are required to submit a certificate that
  - a) The firm is eligible for appointment under the Companies Act 2013 and all the relevant Acts/Laws/Rules/Regulations, as applicable in India.
  - b) The firm, satisfies the criteria provided under of the Companies Act 2013, so far as maybe applicable, for appointment as Internal Auditors in NEEPCO.
- iv) The bidders are required to submit a list of proceedings against the firm of Chartered Accountants/ Cost Accountants or any partner of the said firm(s) are pending before appropriate



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authority with respect to professional matters of conduct., as disclosed in the certificate, is true and correct.

- v) Format of Application must be completely filled in. Incomplete applications shall be rejected outright.
- vi) Please ensure that date of opening of Registered Office, Branch Office(s), entrance dates of all Partners into the firm, date of joining firm as qualified & semi-qualified assistants are invariably indicated in the application.

#### 4. Bids by Consortium /Joint-Venture Companies:

Formation of Consortium /Joint-Venture for participation in the tender is not allowed.

#### 5. Bidding Procedure:

The Bidder shall submit Bids under Single-Stage Single-Envelope bidding system through online as follows:

Shall contain documents in support of Qualifying Requirements.

The detailed scope of works and other terms and conditions are elaborated in the bid document. For any clarification related to terms and conditions of Bid Document, bidders are requested to send their queries online at <https://etenders.gov.in> under "Seek Clarifications" within the timeline stipulated in the system.

Alternatively, the bidders may also forward e-mail clearly stating their queries to tendering authority at e-mail id [contract@neepco.co.in](mailto:contract@neepco.co.in).

#### 6. Participation in Bids

##### 6.1 E-Tendering / E-Procurement:

This tender is being processed through e-tendering/e-procurement system. The bidding documents are to be downloaded from <https://etenders.gov.in> and bids are to be submitted/ uploaded through above e-tendering system. Guidelines for e-tendering system are available on e-tender portal.

##### 6.2 Registration for Participation in Bids

- (a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- (b) As part of the enrolment process, the bidders shall be required to choose a unique username and assign a password for their accounts.
- (c) 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 CPP Portal.
- (d) Upon enrolment, the bidders shall be required to register their valid Digital Signature Certificate issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- (e) 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.



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(f) Bidder can then log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

Bidders are requested to get themselves enrolled on the e-Procurement Portal

(URL:<https://etenders.gov.in/eprocure/app>) well in advance and no extra time shall be considered for submission of bids for the delay in enrolling on the e-Procurement portal.

For Registration and other e-procurement portal related queries, bidders may contact NIC at

Mr. Lastbornson Pyngrope

Functional Manpower (FMP),

National Informatics Centre, Meghalaya State Centre, Shillong

Mobile No. 9774764136

Email Id: l.pyngrope29@gmail.com

### 7. Submission and opening of Bids

- 7.1 Bidders shall prepare and submit their bids online in <https://etenders.gov.in>. Submission of online bids is mandatory for consideration of the bids by NEEPCO.
- 7.2 The bidder shall refer to the Instruction for online bid submission given at Section-III of the bid document.
- 7.3 The bids shall be opened at the date & time mentioned at sl. 9 below.
- 7.4 All EOIs shall be evaluated on the basis of the documents attached along with online applications only.  
No hard copy  
to be sent, except otherwise mentioned specifically.
- 7.5 Besides online submission, if applicable, the following document is required to be compulsorily submitted physically (offline mode) :
  - a) Power of Attorney (as per format provided at Form No. 05, Section- VI of Bid Document), in original.  
The above mentioned document shall be submitted by hand or by registered Post/ Courier in a sealed envelope superscripted as **“Hard Copy of documents against NIB No. 472 Dated. 16.01.2025 for “Empanelment of the Firms of Chartered Accountants/ Cost Accountants for conducting Internal Audit in NEEPCO for the Financial Year 2025-26, 2026-27 and 2027-28”** at the following address within the scheduled date and time mentioned under Clause 9 below.

The Executive Director,  
Contracts & Procurement,  
North Eastern Electric Power Corporation Ltd.,  
Brookland Compound, Lower New Colony,  
Shillong – 793 003, Meghalaya, India.  
Tel: 0364-2227784,  
E-mail: contract@neepco.co.in

The soft copy of the Power of Attorney shall be submitted online in the bid.



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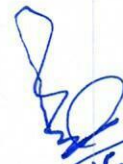
**8. Bid validity:** 180 (one hundred and eighty) days from the date of opening of Bid proposal.

### 9. Tender timeline:

a)	Date of commencement of downloading of Bid Document from <a href="https://etenders.gov.in">https://etenders.gov.in</a>	17-01-2025 from 11:00 Hours
b)	End date and time for downloading of Bid Document	Upto 14:00 Hours of 13-02-2025
c)	Last date & time of receipt of queries from prospective bidders	Upto 14:00 Hours of 31-01-2025
d)	Last date & time for submission of online bids	Upto 14:00 Hours of 13-02-2025
e)	Last date & time for receipt of offline documents to be submitted as per bid conditions	Upto 14:00 Hours of 20-02-2025
f)	Date & time for opening of bids online	At 14:00 Hours on 14-02-2025

In the event the last date specified for submission of offline documents and date of online opening of bids is declared as a closed holiday for NEEPCO, the last date for submission of offline documents and date of online opening of bids shall be the following working day at the appointed times.

10. Bidders are requested to visit e-tendering portal <https://etenders.gov.in> and NEEPCO website <http://www.neepco.co.in> regularly for any Corrigendum/Addendum/Modification/Clarification of the bid document.
11. NEEPCO reserves the right to reject any or all bids, or to annul the bidding process and reject all the bids for any justified and genuine grounds without thereby incurring any liability to the affected bidders, nor does it have any obligation to inform the bidders of the ground for the action of NEEPCO.

  
16.01.25

Executive Director  
Contracts & Procurement