

APPOINTMENT OF INTERNAL AUDITORS AND PF AUDITORS IN NPCIL FOR THE FY 2021-22 TO 2023-24

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न्यूक्लियर पावर कॉर्पोरेशन ऑफ इंडिया लिमिटेड

(भारत सरकार का उद्यम)

NUCLEAR POWER CORPORATION OF INDIA LIMITED

(A Government of India Enterprise)

8th Floor Vikram Sarabhai Bhawan,

Anushakti Nagar, Mumbai – 400 094

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Notice for Inviting Expression of Interest (EOI) for appointment of Internal Auditors & PF Auditors in NPCIL for the FYs 2021-22 to 2023-24

Nuclear Power Corporation of India Limited (NPCIL) is a Public Sector Enterprise under the administrative control of the Department of Atomic Energy (DAE), Government of India. The Company was registered as a public limited company under the Companies Act, 1956 in September 1987 with the objective of operating Atomic Power Stations and implementing the Atomic Power Projects for generation of electricity in pursuance of the schemes and programmes of the Government of India, under the Atomic Energy Act, 1962.

NPCIL invites applications for appointment of Internal Auditors & PF Auditors at its Corporate Office (CO) and Contract & Material Management (C&MM) unit located in Mumbai as well as its other operating units / projects located in Rajasthan (Rawatbhata - RRS), Uttar Pradesh (Narora - NAPS), Haryana (Gorakhpur – GHAVP), Gujarat (Kakrapar - KAPS), Maharashtra (Tarapur - TMS), Karnataka (Kaiga - KGS) and Tamilnadu (Kalpakkam – MAPS & Kudankulam - KKNPP) for the financial years 2021-22 to 2023-24.

The bids submitted by practicing Chartered Accountants / Cost Accountants firms in response to this notice for inviting EOI shall be in **TWO PARTS** as under in **two separate sealed envelopes** (as explained in the manner below). Practicing Chartered Accountants firms can quote for Internal Audit as well as PF Audit, however practicing Cost Accountants firm can quote for Internal Audit Only.

Part-I (Technical and Commercial bid except Price) – 1st Envelope

The bidders are requested to furnish the details in the prescribed format of offer and to furnish all the documents required for pre-qualification in this envelope. Complete tender documents along with supporting documents, unpriced copy of price bid duly signed and stamped on each page (**all documents should be serially numbered**) as a token of their acceptance of all terms and conditions are to be furnished in this envelope and sealed and superscribe the envelope with "Techno-commercial bid".

Part-II (Price bid) – 2nd Envelope

The form of price bid duly filled in the format provided along with this notice with the rates both in words and figures should be submitted in this envelope with superscription "Price Bid". The Chartered Accountant firms quoting for Internal Audit may also quote separate prices for PF Audit in the respective column provided in the price bid format. No terms and conditions or any other thing should be kept in this envelope. The Bidders should quote the price of their services only in Indian Rupees and payment shall be made in Indian Rupees only and all statutory deductions as per Law/Rule for time being in force shall be made as per rate prevalent on the date of payment.

If there is a discrepancy between words and figures, the amount in words shall prevail. In case of manual quote, correction / overwriting need to be attested.

The bidder shall take special care not to mix-up price details with the Part-I (Technical and Commercial bid except Price) and vice versa. Any Violation of these condition may lead to rejection of the bid.

Format of offer (**Annexure - A**), Price bids (**Annexure - B**) and scope of work and selection / empanelment criteria along with other terms & conditions (**Annexure - C**) are available on the NPCIL website <http://www.npcil.nic.in/> under Tender Section and on website of Central Public Procurement Portal (<http://www.eprocure.gov.in/>) The interested parties are requested to visit the NPCIL website and Central Public Procurement Portal website for more information and details about the application requirements. The same can be downloaded from above website from **03.08.2021 to 20.08.2021 (till 03.00 PM)**.

Application should be submitted only in the prescribed format with full particulars, supported by relevant certificates / documents along with Annexures in a sealed cover as indicated above and superscribed "APPOINTMENT OF INTERNAL AUDITORS / PF AUDITORS IN NPCIL" and may be drop in the tender box kept at the Reception Gate, Ground Floor, Vikram Sarabhai Bhavan, Anushakti Nagar, Mumbai 400 094 alternatively delivered by Speed Post / Registered Post / Courier to the following address so as to reach **on or before 20.08.2021 at 03.00 PM**. Bids will be opened on the same day at 4.00 PM at the address mentioned below in the presence of bidders who wish to attend. If the office happens to be closed on the date of receipt of the bids as specified the bids will be received and opened on the next working day at the same time and venue.

**Additional General Manager (Finance & Accounts)
Nuclear Power Corporation of India Ltd.**

8th Floor, Vikram Sarabhai Bhavan, Anushakti Nagar,
Mumbai – 400 094, Maharashtra.

In case of any queries / clarification, please feel free to discuss the issue with Mr. P K Gupta – Tel No. 022 - 2599 2801 / Smt. N Malathy – Tel No. 022 - 2599 2855.

PART - I
Application for Appointment of Internal Auditor / PF Auditor

ANNEXURE A

Sr. No.	Particulars					
1	Name of the Firm: (Refer Note 1 for supporting documents) (PI also mention Chartered Accountants / Cost Accountants firm (document placed at page no.)					
	Address of the Firm: a) Permanent / Registered Office b) Branch Office					
	Contact details of the Firm: a) Telephone No. with STD Code b) Fax No. with STD Code c) Mobile No. d) Email Address					
2	Registration details of the Firm: (Refer Note 1 for supporting documents) a) Registration No. b) Date of Registration c) Details of Clientele for 10 years (document placed at page no.)					
3 (a)	Details of Partners of the firm: (Refer Note 2 for supporting documents)					
	Sr. No.	Name	Qualification	Associate / Fellow	Membership No.	Certificate of Practice No.
	(document placed at page no.)					
3 (b)	Details of Qualified Staff: (Refer Note 3 for supporting documents)					
	Sr. No.	Name	Qualification	Associate / Fellow	Membership No.	Date of appointment in firm
	(document placed at page no.)					
4	Income Tax - PAN & GST Registration No. (Refer Note 4 for supporting documents) (document placed at page no.)					
5	PSU Client profile of the firm during last 5 years (from FY 2015-16 to FY 2019-20): (Refer Note 5 for supporting documents)					
	Sr. No.	Name of the PSU	Period		Turnover of PSU	Type of work handled (please tick)
			From	To		Internal Audit
						Statutory Audit
	(document placed at page no.)					
6	Annual Turnover of the Firm for the last 3 years (in Rs. Crore): (Refer Note 6 for supporting documents)			FY	2017-18	2018-19
				Turnover		
	(document placed at page no.)					

Verification

I, partner of the firm hereby certify that:

- The information mentioned above are true and correct.
- Required documentary proofs duly signed and sealed are enclosed.
- If appointed as Internal Auditor / PF Auditor in NPCIL, my audit team will work in strict confidence and will ensure that the information in respect of the operation of area / unit is dealt in strict confidence and secrecy.

(Signature of the authorized person of the firm with stamp)

Undertaking

- There has not been any disciplinary action initiated or contemplated / suspension of business against the entity by ICAI / ICMA during the last five years.
- None of the Partners / Employees have been convicted of any offence involving moral turpitude or has been found guilty of any economic offence.
- No appeal / unresolved dispute / suit / case is pending at any court in India regarding the existence of the business / right to carry on practice.

(Signature of the authorized person of the firm with stamp)

List of documents duly sealed & signed by partner of the applicant firm required to be submitted with application.

- Copy of latest firms certificate / firm's card issued by the Institute for sl no. 1 & 2.
 - List of clients for previous 10 years with the following details (Minimum one / two clients for each year)

Year of Audit	Name of Client	Type of Audit
- Copy of latest firms certificate issued by the Institute / Institute's Firm's Card / membership certificate indicating Fellow / Associate & certificate of practice of partner issued by Institute for sl no. 3 (a)
- Copy of latest firms certificate issued by the Institute / Institute's Firm's Card / membership certificate issued by the Institute & appointment proof issued by the firm of each qualified staff for sl no. 3 (b).
- Copy of documentary evidence of PAN & GST Registration No. for sl no. 4.
- Copy of engagement proof in respect of jobs/assignments already executed and turnover proof of the said PSU during the period of audit for sl no. 5.
- Copy of Audited Financial Statements for last three FY 2017-18, FY 2018-19 and FY 2019-20 for sl no. 6.

PART - II PRICE BID

ANNEXURE B

Date: _____

To,
Addl. General Manager (F&A)
Nuclear Power Corporation of India Limited
Vikram Sarabhai Bhavan, Anushaktinagar
Mumbai – 400 094

Sub.: Quotation for Audit fees for NPCIL Units for FYs 2021-22 to 2023-24

Ref.: Notice inviting EOI for appointment of Internal Auditors / PF Auditors in NPCIL for FYs 2021-22 to 2023-24

Professional Fees for undertaking Internal Audit / PF Audit of following units of NPCIL are as follows:-

(Amount in Rs.)

Sr. No.	Units of NPCIL	Internal Audit Fees (Per year) <i>*excluding GST</i>	PF Audit Fees (to be quoted by CA Firms only) (Per year) <i>*excluding GST</i>
1	Rawatbhata, Rajasthan (RAPS)	(in figure) (in words)	(in figure) (in words)
2	Narora, Uttar Pradesh (NAPS)	(in figure) (in words)	(in figure) (in words)
3	Gorakhpur, Haryana (GHAVP)	(in figure) (in words)	(in figure) (in words)
4	Tarapur, Maharashtra (TMS)	(in figure) (in words)	(in figure) (in words)
5	Kakrapar, Gujarat (KAPS)	(in figure) (in words)	(in figure) (in words)
6	Kaiga, Karnataka (KGS)	(in figure) (in words)	(in figure) (in words)
7	Kalpakkam, Tamil Nadu (MAPS)	(in figure) (in words)	(in figure) (in words)
8	Kudankulam, Tamil Nadu (KKNPP)	(in figure) (in words)	(in figure) (in words)
9	Corporate Office (CO)	(in figure) (in words)	(in figure) (in words)
10	Contracts & Materials Management (C&MM)	(in figure) (in words)	NOT APPLICABLE NOT TO BE QUOTED

*GST will be payable extra as applicable.

Note:

- Travelling expenses / lodging & boarding will be paid / provided as 'para H' of Notice inviting Expression of Interest. Accordingly, the Audit Firm is requested to quote only the professional fees (excluding GST and out of pocket expenses) for the audit of respective units.

2. *GST will be paid on the basis of applicable rate, at the time of payment*
3. *If there is a discrepancy between word and figure, the amount in words shall prevail. In case of manual quote, corrections / overwriting need to be attested.*
- 4(a). *In case of Gorakhpur, Haryana (GHAVP), the project accounting activities at site has not yet started, accordingly the appointment letter would be issued on provisional basis and actual scope of works will start only after starting of project accounting activities at site.*
- 4(b). *PF Audit of units (excluding C&MM) will include audit of Contributory Employee Provident Fund and Non-Contributory Employee Provident Fund separately (i.e. two audit for each unit). Single price bid is required to be submitted against PF audit of each unit.*
- 4(c). *PF Audit of Corporate Office will include audit of Contributory Employee Provident Fund and Non-Contributory Employee Provident Fund for Corporate Office employees and Investments separately (i.e. four audit) and Consolidation of Contributory Employee Provident Fund of NPCIL and Non-Contributory Employee Provident Fund of NPCIL (i.e. total six PF audit including consolidation). PF Audit of Corporate Office will also include audit of Benevolent Fund of NPCIL (i.e. one Benevolent Fund Audit). Single price bid is required to be submitted against Corporate Office, Mumbai, Maharashtra for all these audits together.*
- 4(d). *PF Audit is not applicable for Contracts & Material Management (CMM) Unit, Mumbai, Maharashtra.*

(Signature of the authorised person of the firm with stamp)

SELECTION / EMPANELMENT AND SCOPE OF WORK AND OTHER TERMS & CONDITIONS FOR SELECTION & APPOINTMENT OF INTERNAL AUDITORS (INCLUDING PF AUDITOR) IN NPCIL:

A) INTRODUCTION

NPCIL has its Corporate Office in Mumbai, in the state of Maharashtra and its operating stations / projects across the country. The appointment of Chartered / Cost Accountant firms as Internal Auditor / PF Auditor will be for Corporate Office (CO), Contract & Material Management Division (C&MM), Mumbai and as its 8 (eight) other operating units / projects located in Rawatbhata-Rajasthan (RRS), Narora-Uttar Pradesh (NAPS), Gorakhpur-Haryana (GHAVP), Kakrapar-Gujarat (KAPS), Tarapur-Maharashtra (TMS), Kaiga- Karnataka (KGS) and Kalpakkam & Kudankulam - Tamilnadu (MAPS & KKNPP).

The details of units (i.e. a site /station / projects / office) for which Auditors to be appointed as on 31.03.2021 are as under:-

Sr No	Name of Units	Status	No. of Station / Projects	Installed Capacity (in MWe)	Capacity under construct ion (in MWe)	Turnover for the FY 2020-21 (Rs. in crore)	Manpower as on 31.03.2021
1	Corp. office	Office	NA	NA	NA	NA	1770
2	C&MM	Office	NA	NA	NA	NA	
3	GHAVP	Project	Project - 2	-	1400	-	123
4	RRS	Site	Station - 5 Project - 2	1080	1400	2307	2308
5	NAPS	Station	Station - 2	440	-	870	629
6	KAPS	Site	Station - 2 Project - 2	440	1400	743	1452
7	TMS	Site	Station - 4	1400	-	2362	1405
8	KGS	Site	Station - 4	880	-	2162	1437
9	MAPS	Station	Station - 2	440	-	386	709
10	KKNPP	Site	Station - 2 Project - 4	2000	4000	4537	1189
		TOTAL		6680	8200	13367	11022

- KKNPP Unit has also Wind Power capacity of 10 MWe.
- C&MM is mainly entrusted with the responsibility of procurement of materials for new projects.

- KAPS unit 3 has been completed & synchronized to grid during FY 2020-21, however, not yet declared commercialised.
- Financial sanction for GHAVP 3&4 and KGS 5&6 has been received from Govt. of India, however, construction activity of the said projects has not yet started.
- Corporate Office is mainly entrusted with the responsibility of corporate funding, investment management, project appraisal and commercial decision etc. The accounting for pre-project activity related to various projected sites of NPCIL are carried out at Corporate Office. Presently, accounting and records for GHAVP are maintained at Corporate Office.
- PF Audit of units will include audit of Contributory Employee Provident Fund and Non-Contributory Employee Provident Fund separately (i.e. two audit for each unit).
- PF Audit of Corporate Office will include audit of Contributory Employee Provident Fund and Non-Contributory Employee Provident Fund for Corporate Office employees and Investments separately (i.e. four audit) and Consolidation of Contributory Employee Provident Fund of NPCIL and Non-Contributory Employee Provident Fund of NPCIL (**i.e. total six PF audit including consolidation**). PF Audit of Corporate Office will also include audit of Benevolent Fund of NPCIL (**i.e. one Benevolent Fund Audit**).
- PF Audit is not applicable for Contracts & Material Management (CMM) Unit, Mumbai, Maharashtra.

B) METHOD OF APPOINTMENT:

1. The appointment of Internal Auditor / PF Auditor will be made separately for each unit (i.e. a site /station / projects / office) of NPCIL by inviting Expression of Interest (EOI) through Public Tender and price bids in two part tender from practicing Chartered Accountant / Cost Accountant firms.
2. Practicing Chartered Accountant firms can quote both for Internal Audit as well as PF Audit however practicing Cost Accountant firms can quote for Internal Audit only.

C) SELECTION AND APPOINTMENT PROCEDURE:

1. The evaluation of bids submitted by the audit firms will be done on the basis of Minimum Qualifying Criteria given at point no. 4 below.
2. The appointment will be made on the basis of lowest offer received for Unit (a Site / Station / Project / Office) from the qualified bidders subject to other terms and conditions specified below being fulfilled for each assignment of Internal Audit and PF Audit.

3. The initial appointment of Internal Auditors firms will be made for a period of 1 year and further extendable for 2 years on yearly basis (Total 3 years) subject to satisfactory performance in the immediate previous financial year on the same rate, terms and conditions as mentioned in the initial appointment letter.
4. Minimum Qualifying Criteria:
 - a) The firm should have minimum 5 partners (at least 3 Fellow members of ICAI/ICMAI) and minimum 5 qualified staff (qualified CA / CMA).
 - b) The firm should have a minimum of 10 years' experience in the audit and assurance fields.
 - c) The firm should have minimum three years' experience of Statutory Audit / Internal Audit performance during the last 5 years prior to the date of submission of Expression of Interest (EOI) of Public Sector Undertaking (PSU) and the said PSU should also had minimum annual turnover of Rs. 500 crore during the period of Audit.
 - d) The firm should have gross receipt of more than Rs. 1 (one) crore for each of the last 3 completed financial year prior to the date of submission of EOI.

The documentary evidence in support of aforesaid criteria may be submitted as follows;

- i. For criteria no. a;
 - For Partner - Copy of latest firm's certificate issued by the Institute or Institute's Firm's Card or membership certificate indicating Fellow or Associate & certificate of practice of partner issued by Institute.
 - For Qualified Staff - Copy of latest firm's certificate issued by the Institute or Institute's Firm's Card or membership certificate issued by the Institute and appointment proof issued by the firm of each qualified staff.
- ii. For criteria no. b;
 - Copy of latest firm's certificate or firm's card issued by the Institute.
 - List of clients for previous 10 years with type of audit and year of audit details (Minimum one or two clients for each year).
- iii. For criteria no. c;
 - Copy of engagement proof in respect of jobs/assignments already executed during the last 5 years (from FY 2015-16 to FY 2019-20) and turnover proof of the said PSU during the period of audit.
- iv. For criterial no. d;
 - Copy of Audited Financial Statements for last three FY 2017-18, FY 2018-19 and FY 2019-20.
5. The Firm of Chartered Accountant / Cost Accountant fulfilling the Minimum Qualifying Criteria as specified in point no. 4 above will be shortlisted and their price bid (Part-II) will only be opened.

6. The comparison of fees will be made unit wise for Internal Audit and PF Audit separately.
7. The qualified firm quoting lowest fees for any unit will be considered for appointment as Internal Auditor for that unit subject to **maximum ceiling of 3 (Three)** units to an individual audit firm. The same pattern of allotment of audit will be followed for PF Audit.
8. If any firm quoting lowest for more than 3 units, that firm will only be considered for the appointment of 3 units and audit of other unit will be assigned to L-2 firm on the basis of lowest offer subject to matching with the L1 offer. If the L-2 firm does not match with L-1 offer, then, L-3 firm will be asked to match the L-1 offer and so on, till the L-1 offer is matched. The same pattern of allotment of audit will be followed for PF Audit.
9. The evaluation of the price bids will be done by the Corporation on lowest fees basis and in case of tie of price bids, the firm having longer experience will be given priority.

D) SECURITY DEPOSIT:

Security Deposit shall be deposited with NPCIL either in the form of NEFT/RTGS/Demand draft/Bank Guarantee by the selected bidders @ 3% of the Audit fees within 7 days from the date of issue of appointment letter and it shall be valid till satisfactory completion of the audit for the first year. Amount kept as Security Deposit, shall not bear interest and the same shall be rolled over as Security Deposit for the second and third year, if the appointments were extended for second and third years. The same shall be finally refunded after the satisfactory completion of the final year of audit.

E) SCOPE OF WORK:

1. The scope related to **Internal Audit** is annexed herewith as **Annexure**.
In addition to above.
 - i) The Internal Auditor shall generally be responsible for compliance of the Internal Audit Manual of NPCIL and the Internal Audit Standards issued by the ICAI together with following items of work in particular:-
 - a) To perform adequate test checks of transactions recorded so as to obtain a reasonable degree of assurance on the quality and integrity of accounting data generated, apart from authenticity of payments.
 - b) To evaluate the extent and implementation of internal controls with specific reference to transactions having impact on the financial issues and comments on the same.

- c) To alert the top management, if necessary through confidential reports, against suspicious transactions that could indicate frauds.
- ii) Review and suggest remedial action on the observations of Statutory Audit and CAG Audit on the accounts raised during the previous financial year.
- iii) Suggest the areas in every phase, considered to be placed before the Audit Committee.

2. The scope related to **PF Audit** (except CMM unit) is:

- i) To certify the annual accounts of contributory provident fund (EPF)(Corporate Office and units) & non-contributory Provident Fund (ENCPF) (Corporate Office and units) and its consolidation by the Corporate Office PF Auditor and
- ii) To certify the annual accounts of Benevolent Fund at Corporate Office only by the Corporate Office PF Auditor.

F) SCHEDULE OF WORK:

1. The Internal Audit shall be carried out in 3 (three) phases in each financial year as follows:

Phase	Period to be covered (months of the respective FY)	Period for Audit	Time for submission of Internal Audit Report
Phase – 1	April to September	October	October
Phase – 2 (a)	October to January	February	April*
Phase – 2 (b)	February to March	March / April	

** Draft Internal Audit Report for the first 4 months (i.e. October to January) will be submitted to the respective units for compliance and on completion of Internal Audit for six month up to March, **final six monthly Internal Audit Report** will required to be submitted to respective units with a copy to Corporate Office(Mumbai).*

Time schedule given above shall be strictly adhered to, NPCIL reserves the right to change the schedule of audit at any time during the validity of appointment.

2. The audit of EPF, ENCPF and Benevolent Fund shall be carried out annually after the end of the Financial Year.

G) REPORTING

- a) The results of audit should be discussed with Head of the Finance at Unit concerned and also with Unit-In-Charge (i.e. Site Director / Station Director / Project Director) in each phase and important observations should be brought to

their notice so that timely corrective action may be taken at Unit. A statement to the effect that the draft audit report has been discussed with above authorities should be recorded while forwarding the report. The reports should be duly prepared after taking into account the facts brought out in discussions.

b) Internal Audit Reports should be divided into seven parts:-

Part – I : Scope of Audit

Reporting to the extent of Audit work and areas of work reviewed. The month(s) / files / items selected for / extent of checking of transactions.

Part - II : Audit Details

- i) The names of the auditors with designation who have conducted the audit.
- ii) Period during which Internal Audit conducted.

Part - III: Significant Reporting

The major irregularities which the auditors consider for placement before Audit Committee may be specified in this part of report.

Part - IV : Exceptional Reporting

- i) This part should contain all such irregularities noticed by the Auditors during the period of Audit
- ii) Minor discrepancies like misclassification of account codes which have been rectified during the course of audit **NEED NOT BE REPORTED.** Only **CONTINUING IRREGULARITIES** may be reported.
- iii) Deviation by the units from Policies, Systems, Procedures, Rules and Regulations prescribed by NPCIL.
- iv) The deviations by the Unit which tantamount to irregularities in respect of the matters covered in Scope of Audit should also be reported in this part.
- v) The observations should be arranged into self-contained audit paras with a suitable title.
- vi) Specific suggestions of auditors for improvement in any areas in existence together with improvement suggested in line with CVC, GFR etc., from time to time may be highlighted.

Part - V: Report on Internal Financial Control over financial reporting

Internal Auditor has to report on the adequacy of Internal Financial Control over financial reporting in the unit and operating effectiveness of such controls in this part of report.

Part - VI: Compliance Report

- i) Non-compliance of the points mentioned in earlier phase / phases shall be reported.
- ii) Apart from this, this part should also contain actions taken for rectification of errors pointed out by previous auditor.

- iii) It should also contain the confirmations by Site regarding implementation of policies, systems, etc. to avoid the recurrence of such irregularities in future.
- iv) Any serious irregularities may be reported to the Director (Finance), Corporate Office through a separate confidential letter.

Part – VII: In depth analysis

Internal audit may report critical areas in each unit (i.e. site / stations / projects / office) for in-depth analysis and report on the same to Audit Committee.

Proforma of Report:

The Audit Report should be submitted in the following manner / proforma:-

I	II	III	IV	V
Sl. No.	Audit Observation	Annexure Reference No. (if any)	Replies of the Auditee	Remarks as to final disposal of the observation (By Auditor on Column II)

(Note: The standardized format of Internal Audit Report will be provided to Auditors at the time of appointment.)

The reports are to be submitted for each phase of audit as follows:-

One hard copy to Site Director / Station Director / Project Director at Unit.

One hard copy to Head Finance of the Unit.

One hard copy to General Manager (Finance), Corporate Office, Mumbai.

H) AUDIT TEAM

The Audit Team for each unit shall comprise of at least ONE Qualified Chartered Accountant / Cost Accountant and THREE Assistants with experience in audit. Any Partner of the audit firm should supervise the work of the Audit Team. There should be separate teams for each Unit. NPCIL Management reserves the right to ask the Internal Audit Firm to change any member of the Audit Team. Audit team members would be required to comply with the security requirements at the respective locations.

I) TRAVELLING / LODGING AND BOARDING EXPENSES

- i) For Unit Auditors and CO & C&MM Auditors(if Auditors are not Mumbai based):
NPCIL will provide free lodging and boarding in its Guest House at Site / CO. The traveling expenses (including transport from Residence to nearest Railway Station / Airport and back) will be reimbursed at actuals. The individual's entitlements will be as indicated below:-

1. Articles / Assistants = by 3rd AC Sleeper of Train
2. Qualified CA = by 2nd AC Sleeper of Train
3. Partner = by 1st AC Sleeper of Train/Economy Class of Air

Only one to and fro journey per phase of internal audit and one to and fro journey for PF Audit (including Benevolent Fund Audit) shall be reimbursable.

Transport from nearest Railway Station / Airport to Unit / CO and back will be provided by NPCIL.

- ii) For CO & C&MM Auditors (if Auditors are Mumbai based):
NPCIL will provide free breakfast, lunch and departmental bus / car facility or any other suitable mode of transport as decided by the In charge of Internal / PF Audit.
- iii) In case, any audit firm depute the audit team from the office other than the office on the basis of which appointment is considered, then the travelling reimbursement will be restricted from the office on the basis of which appointment is considered.

J) PAYMENT OF BILLS

As and when the phase wise Internal Audit Report(s) / PF Audit Report are submitted, NPCIL will make payment of fees and other expenses. The bills (in duplicate), etc. may be sent to Finance Head of the Unit / CO / C&MM for release of payment. Payment of Audit fees will be made as follows:

Internal Audit:-

- i) 50% of Audit Fees + Applicable Taxes: After submission of Phase 1 Report
- ii) Balance 50% of Audit Fees + Applicable Taxes: After submission of Phase 2(b) Report

PF Audit:-

100% of Audit Fees after submission of Audit Report

Statutory Levies / Tax as applicable will be deducted.

K) OTHER TERMS & CONDITIONS

- i) The appointment can be terminated by giving one month's notice on the ground of unsatisfactory performance. Further, the performance will be watched during the period of audit and in case it is found unsatisfactory, the assignment will not be extended for next year.
- ii) Any dispute arising out of the assignment shall be mutually settled and the decision of Director (Finance), NPCIL will be final and binding.

- iii) The appointment of auditors is subject to the following declarations:
- a) The Audit Firm must not sub-contract the work.
 - b) The Audit Firm will work in strict confidence and will ensure that the information in respect of the operation of the Area/Unit is dealt in strict confidence and secrecy. A Certificate towards maintaining confidentiality to be provided by the Audit Firm before commencement of Audit.
 - c) No partner of audit firm is related to any Director / Key Management Personnel of the company within the meaning of sub-section (77) of Section 2 of Companies Act 2013.
 - d) The Auditor / Firm shall be free from any disqualification mentioned under section 141(3) of the Companies Act 2013. In addition to this, the appointed audit firm must not holding the assignment of Statutory Audit / Tax Audit of the company including units of the company.
 - e) The Auditor Firm shall undertake that data given to the Auditor by the Company and any information generated from the data provided shall not be used by the Auditor for any other purpose.
 - f) Neither the firm nor its partners or Associates have any interest in the business of Company (NPCIL).
 - g) The auditor will be required to issue certificate of Independence.
 - h) The partners holding certificate of practice issued by respective institutes are in whole time practice.
 - i) The Chartered Accountant / Cost Accountant Firm will be debarred from getting, in future, the Internal Audit / PF Audit of the Company in the following events:
 - If the firm obtains the appointment on the basis of false information / false statement.
 - If the firm does not take up audit in terms of appointment letter.
 - If the firm does not submit the audit report, complete in all respect in terms of appointment.
 - If the firm violates any of the stipulation under clause (a) to (h).
 - j) Additional General Manager (F&A) – Corporate Accounts will be the competent authority to issue instruction and clarification for compliance with the procedural aspects related to finalization of report.
 - k) The offer should be submitted strictly as per the terms & conditions laid down in the document. Application documents duly signed and sealed are to be submitted as a token of acceptance of all terms & conditions. All envelopes must be sealed and superscribed mentioning "Appointment of Internal / PF Auditor in NPCIL". The name and address of the firm must be indicated on the body of the envelope.
 - l) Application may be submitted by the firm in person or may be dropped in the tender box kept at the Reception Gate, Ground Floor, Vikram

Sarabhai Bhavan, Anushakti Nagar, Mumbai – 400 094 or may be sent by the post to the office of Addl. General Manager (Finance & Accounts), 8th Floor, South Wing, Vikram Sarabhai Bhavan, Anushakti Nagar, Mumbai – 400 094. However, the NPCIL does not take any responsibility for loss of application in the transit. Application sent through telegram, telex, fax or e-mail will not be considered.

- m) Application received after due date and time shall be ignored. Any application received late due to any reason whatsoever will not be the responsibility of NPCIL. The cutoff date for evaluation of eligibility / qualification norms would be date of publication of EOI on NPCIL web site in cases where it is not specifically mentioned in the eligibility criteria.
- n) Decision of the Corporation in all the matters regarding number of the documents to be produced, shortlisting / award of assignments etc. will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the Corporation in this regard. Corporation reserves the right to call additional information / documents during the course of selection and evaluation process
- o) Disclaimer: NPCIL reserves the right to accept or reject any or all responses and to request information or clarification from one or more applicant(s) at any stage or to cancel the process entirely without assigning any reason.
- p) Jurisdiction of Courts: Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of Mumbai High Court only.



ANNEXURE**SCOPE OF WORK - COVERAGE****I. A - NOMINATION CONTRACTS**

1. Examine each contract awarded on 'nomination basis' to ascertain whether it was awarded to avoid normal route under delegation of powers.
2. Whether same party is getting the order where other alternatives are available and report the No. of nomination contracts issued to the same party for same / different work / supply during the review period.
3. Report the No. of nomination WO/POs issued during the review period.
4. Report the No. of nomination contracts issued due to delay in tendering procedure for the Regular Maintenance / Supply Contract. Also report whether the delays in completing the relevant tender process could have been reduced / avoided etc.
5. Report the No. of nomination contracts issued instead of extension of existing contract / repeat order.
 - a) To same party to whom the regular work / supply was done earlier.
 - b) New party other than the party who has done the work / supplied earlier on regular work / PO basis.
6. Report the No. of nomination contracts issued on urgent basis but the WO / PO placed after 15 days from the date of Technical Sanction / Intend etc.

B - OTHER CONTRACTS

1. Review the estimates prepared for the tenders.
2. Scrutiny of vouchers for creating liability and for making payment w.r.t.
 - arithmetical accuracy,
 - compliances with Purchase Order / Work Order terms,
 - accounting treatment.
3. Review the accounting of material issued to contractors, fabricators, etc.
4. Review the outstanding advances and actions taken for adjustments / recoveries.
5. Compliance with statutory provisions.

Extent of coverage -

Contracts with value more than Rs. 100 lacs	- 100%
Contracts between Rs. 50 lacs and Rs. 100 lacs	- 50%
Contracts with value less than Rs. 50 lacs	- 10%
CAB/SAB scrutiny	- At least two months in each phase
Related BPVs	- 100%



II. ACCOUNTS

1. Review the cash & bank balances – physical verification, insurance coverage, reasonableness of the balances maintained, reconciliation.
2. Scrutinise the ledgers and subledgers for proper accounting and classification, reconciliation, agewise analysis of receivables and payables.
3. Inter-Unit reconciliation.
4. Accounting of fixed assets and CWIP, sale / disposal of assets, depreciation calculation.
5. Review the physical verification of fixed assets and CWIP – procedure followed, accounting treatment for discrepancies, etc.
6. Confirmation of balances of suppliers, creditors, employees, fabricators and other parties.

Extent of coverage -

Cash & Bank vouchers	- 100%
Adjustment entries in bank accounts	- At least two months in each phase
Journal vouchers	- At least two months in each phase
Checking of bank reconciliation statements	- 100%

III. ESTABLISHMENT MATTERS

1. Payroll accounting
2. Loans and Advances granted to employees w.r.t.
 - accounting,
 - interest / accrued interest calculation,
 - reconciliation of subledgers.
3. Scrutiny of computation of terminal benefits and liabilities on account of pension, gratuity, leave encashment, etc.
4. Compliance with statutory provisions.

Extent of coverage - At least two months in each phase

IV. INVESTMENTS AND BORROWINGS (at Head Office)

- 100% checking with reference to procedure followed, delegation of powers, accounting and maintenance of proper records.

V. SALES AND DEBTORS

1. Scrutiny of sales invoices w.r.t.
 - rebate calculation,
 - accounting,
 - collection from SEBs,
 - remittance to Head Office.
2. Agewise analysis of debtors and recovery of delayed payment charges.
3. Confirmation of balances by SEBs.

VI. TAXATION

1. Whether financial implications of tax components are loaded properly at the time of evaluation of proposals.
2. Whether payment/reimbursement of GST, etc to contractors / suppliers are done appropriately.
3. Review of Income Tax assessments, refunds, etc. (At Head Office)
4. Review of Indirect Tax assessments, refunds, etc. (At Units)

VII. STORES AND MATERIAL ACCOUNTING

1. Documentation for recording receipts, acceptance, issue of materials, their reconciliation / adjustments and accounting.
2. Status of insurance claims lodged / pending to be lodged and their follow up action.
3. Review the status of material issued against returnable gate passes.
4. Review of slow-moving, non-moving, obsolete and unserviceable stores.
5. Material accounting and reconciliation.
6. Physical verification of stocks:

Extent of coverage -

Unit value above Rs.1 crore	- 100%
Unit value between Rs.50 lakhs and Rs.1 crore	- 50%
Unit value between Rs.10 lakhs and Rs.50 lakhs	- 25%
Unit value upto Rs.10 lakhs	- 10%

VIII. TOWNSHIP, GUEST HOUSE, TRANSPORT AND HOSPITAL

Review the record-keeping and accounting of assets and expenditure.

IX. MAINTENANCE OF COST ACCOUNTING RECORDS

Verification of the maintenance of cost accounting records in the prescribed format.

X. COMPLIANCE OF AUDIT MANUAL AND STANDARDS

Compliance of Internal Audit Manual of NPCIL and other areas / responsibilities for coverage by Internal Auditors in terms of Internal Audit Standards and Guidelines issued by ICAI.

XI. GENERAL

1. Other areas / responsibilities for coverage by Internal Auditors in terms of guidelines issued by the Institute of Chartered Accountants of India.
2. All closing entries to be verified by the Internal Auditors during the course of the 2nd Phase of Internal Audit.
3. If any Unit is getting commercialised during the year, the capitalisation entries to be verified by the Internal Auditors.
4. Any Suggestions of Audit Committee with respect to Internal Audit from time to time shall require to be complied by the Internal Auditors.

