

POWER GRID CORPORATION OF INDIA LIMITED  
(A Govt. of India Enterprise)

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR  
EMPANELMENT OF PARTNERSHIP / LIMITED LIABILITY  
PARTNERSHIP FIRMS OF CHARTERED ACCOUNTANTS / COST  
ACCOUNTANTS FOR CONDUCTING INTERNAL AUDIT IN  
POWERGRID AND ITS RHQ / SUB-STATIONS / TRANSMISSION  
LINE AND OTHER OFFICES FOR THE FINANCIAL YEARS 2020-21,  
2021-22 and 2022-23**

**No.C/MM/IA/565/2020**

**Dated: 12/05/2020**

Power Grid Corporation of India Limited (POWERGRID), a Government of India Enterprise, invites Expression of Interest (EOI) from reputed Indian Chartered / Cost Accountant Firms (Partnership / Limited Liability Partnership) for empanelment as Internal Auditors for the years 2020-21, 2021-22 and 2022-23.

The Notice Inviting Expression of Interest along with annexure on areas and extent of coverage, reporting requirements, terms of reference, list of units and locations, selection criteria etc. are available at POWERGRID website [www.powergridindia.com](http://www.powergridindia.com) (**Tender ID: 20763**) and the websites of Institute of Chartered Accountants of India and Institute of Cost Accountants of India. The same can be downloaded from POWERGRID website - [www.powergridindia.com](http://www.powergridindia.com) from **12.05.2020 (at 11:00 hrs) to 11.06.2020 (up to 11:00 hrs)** and date of opening of EOI will be **11.06.2020 (at 11.30 hrs)**. Any updates to the EOI Documents shall be hosted on POWERGRID website only. The interested firms / LLPs are requested to ensure that all updates are considered while submitting the EOI.

The EOI is being invited by adopting **Two Stages, Stage 1** - by filling up online application for shortlisting of Partnership Firms / LLPs and **Stage 2**- for uploading of documents for finalization of empanelment.

Application for EOI must be submitted online on the portal on or before **11:00 hrs on 11.06.2020** through Link provided in [www.powergridindia.com](http://www.powergridindia.com). The portal will not allow submission of application beyond due date and time as specified.

**Link for the said bid is as under:**

<https://pal.powergrid.in/InternalAuditorEmpanelment/a/default.aspx>

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**FORMAT OF APPLICATION**  
**(TO BE SUBMITTED ONLINE ONLY)**

1. Name of the Partnership Firm / LLP:

2. Details of the Partnership Firm / LLP:

(a) Registration of the Institute : Institute of Chartered Accountants  
/ Cost Accountants of India

(b) Type of Partnership Firm: Partnership Firm / LLP

(c) Registration No. of the Partnership Firm / LLP:

(d) Date from which continuing as Partnership Firm  
/ Registration of LLP firm (whichever is earlier):

3. Details of Head Office & Branch Office(s):

Head Office:

Address	State / UT of Head Office of Audit Partnership Firm/ LLP	Contact No(s)/Fax/ Mobile No.	E-mail

Branch Office 1

Address	State / UT of Head Office of Audit Partnership Firm/ LLP	Contact No(s)/Fax/ Mobile No.	E-mail

Branch Office 2

Address	State / UT of Head Office of Audit Partnership Firm/ LLP	Contact No(s)/Fax/ Mobile No.	E-mail

Branch office 3

Address	State / UT of Head Office of Audit Partnership Firm/ LLP	Contact No(s)/Fax/ Mobile No.	E-mail

(Insert further Branch Office(s), if any)

4. Details of Partners in the Partnership Firm/Limited Liability Partnership:

Sl. No	Name of the Partner	Membership No.	Membership Status ACA/ ACMA/FCA/ FCMA	CISA/DISA	Date of joining the Partnership Firm /LLP as partner
1.					
2.					
3.					
4.					

5. Details of Qualified Assistants:

Sl.No.	Name of the Qualified Assistant	Membership No. / Final Pass Certificate No./ Mark-sheet No.	Whether Chartered/ Cost Accountant	Date of joining the Partnership Firm /LLP as Qualified Assistant
1.				
2.				
3.				
4.				

6. Details of Semi-Qualified Assistants:

Sl.No.	Name of the Assistant	Whether Chartered / Cost Accountant - Intermediate	Date of Joining the Partnership Firm /LLP as Semi-Qualified Assistant
1.			
2.			
3.			
4.			

7. Details of Experience in Power Sector from FY: 2010-11 onwards:

Sl.No.	Name of the Company/Unit	Year of Audit	Type of Audit – whether Statutory / Internal Audit (Mention only one Audit for each year from FY 2010-11 onwards)
1.			
2.			
3.			
4.			

8. Details of Experience other than Power Sector from FY: 2010-11 onwards:

Sl.No.	Name of the Company/Unit	Year of Audit	Type of Audit – whether Statutory / Internal Audit/ (Mention only one Audit for each year from FY 2010-11 onwards)
1.			
2.			
3.			
4.			

9. Experience in conducting audit in SAP environment from FY: 2010-11 onwards:

Sl.No	Name of Company /PSU	Year of Audit	Type of Audit viz. Internal Audit, Statutory Audit. (please mention only one audit regarding SAP Audit Conducted with Auditee for each Financial Year from FY 2010-11 onwards)
1.			
2.			
3.			
4.			

10. Additional Information:

(a) Whether the Partnership Firm / LLP has conducted Audit Work in POWERGRID during Block of 2017-18 to 2019-20 as **Internal Auditor / Physical Verifier for Physical Verification of Fixed Assets and Inventory (As per CARO), appointed by Corporate Office of POWERGRID** **Yes/NO**

(b) If the answer to above is Yes, following details may be provided:

Sl No.	Type of Audit [Internal Audit / Physical Verification of Assets and Inventory (As per CARO) ]	Period
1		2017-18
2		2018-19
3		2019-20

11. Income Tax PAN of the Partnership Firm / LLP :

12. GST Registration No.:

13. Bank details:

1.	Bank Name	
2.	Bank Address and Telephone No.	
3.	Branch Name, Address & Code	
4.	Type of account- Saving/ Current	
5.	Bank Account Number	
6.	IFSC Code No. of the Bank	

14. It is confirmed that all the requirements as per **Annexure-G** of the EOI documents have been complied with.

15. We hereby confirm that all terms & conditions as specified in the EOI and annexures thereto have been accepted by us.

16. This is to certify that all the information given above are accurate and any misstatement will be liable for rejection of our participation in EOI and blacklisting by POWERGRID as per Company's procedures.

(will be available in the downloadable PDF format)

Signature of Partner with  
Name & Seal of the Audit Partnership

Firm / LLP

Membership No. of Signing Partner

**Note:**

1. The Cut-off date for calculation of number of year (s) will be the EOI Opening Date. Accordingly, any fraction of the year will be ignored for calculating number of years.
2. Based on Online Application submitted in Stage – 1 by each Partnership Firm / LLP in the Portal, shortlisting will be done as per Selection Criteria mentioned in Annexure-F of EOI and intimation will be sent through email. However, the Partnership Firms / LLPs are requested to keep track online through their login ID and Password from [www.powergridindia.com](http://www.powergridindia.com).
3. Portal will be opened again for 10 days to upload all necessary documents / attachments by shortlisted Audit Firms Region wise (Refer Annexure G-

Point No. C. General Terms and Conditions Para No.ix), and finalisation / Empanelment of Auditors will be done accordingly.

4. In case, any discrepancy/ mismatch is observed in details submitted above and relevant Annexures in Stage – 2, POWERGRID reserves the right to reject the EOI.
5. Hard Copy of the Application will not be entertained in any circumstances.
6. On submission of the details as above, an email will be sent to the ID indicated in the format with “User ID” and “Password”. The firms shall log in to the account, take the print out of the form and upload the same after duly signed and stamped along with Membership Number of the Signing Partner.

**ANNEXURE - A**

**MAJOR AREAS TO BE COVERED DURING THE INTERNAL AUDIT OF PROJECTS/ SUB-STATIONS/TL OFFICES AND OTHER AUDIT UNITS OF POWERGRID**

<b><u>Sl.No.</u></b>	<b><u>ITEM</u></b>
1.	Works including O&M contracts (Pre-award and Execution)
2.	Procurement & Works (Pre-award and Execution)
3.	Finance & Accounts Department including commercial
4.	Human Resources Department (HR Establishment)
5.	Stores
6.	Construction Equipment and Line material
7.	Transit Camp/Guest House
8.	Land & Building
9.	Operation & Maintenance of sub-station/Transmission Line
10.	Review of implementation of System and procedures of the company
11.	Testing of the Internal Control / Internal Financial Controls (IFC).

Detailed guidelines / Scope of Audit for the above areas will be given at the time of appointment.

POWERGRID maintains Books of Accounts as required under the applicable regulations. The Company's Books of Accounts are maintained as per IND – AS in SAP ERP system. The Accounts of the company are prepared projects wise, profit centre wise. The accounting and operations are recorded and controlled based on profit centre(s). The key Modules in operation are as under:

<b>Functional Department</b>	<b>SAP Modules</b>
Corporate Planning/Corporate Monitoring Group	Projects System (PS)
Finance	Finance(FI)/Controlling(CO)/Treasury Management(TRM)
Human Resources	HR including Payroll/(HCM)
Contract Service and Material Management	Material Management(MM)/Supplier Relation Management (SRM)
Engineering	Plant Maintenance(PM)/Quality Management(QM)
Commercial/Business Development Division	Sales &Distribution(SD)
Telecom	Sales &Distribution(SD)/Supplier Relation Management(SRM)
Information Technology	SAP Basis/ ABAP

**Further information on design and implementation of SAP Modules shall be shared at the time of appointment.**



**ANNEXURE- B**

**AREA AND EXTENT OF COVERAGE OF AUDIT**

S. No.	Description	In Each Phase
<b>1.</b>	<b>Procurement &amp; Works (Pre-award and Execution):</b>	
	(a) Audit of Works including O&M contracts (pre award and execution) (a) Contracts with value up to Rs. 10 lakhs (b) Contracts with value above Rs. 10 lakhs	50% 100%
	(b) Procurement (pre award and execution): (a) Contracts with value up to Rs. 10 lakhs (b) Contracts with value above Rs. 10 lakhs	50% 100%
	(c) Verification of contract/PO awarded on single tender and nomination basis	100%
	(d) Contracts awarded from CC, executed/payment released from the RHQ	50%
	(e) Contracts awarded from Region (RHQ/Site(s)) executed/payment released from RHQ/Site finance	100%
	(f) Contracts awarded by Corporate C. S. Department (a) Contracts of value up to Rs. 20 Crores. (b) Contracts of value above 20 Crores.	50% 75%
<b>2.</b>	<b>Finance &amp; Accounts including commercial</b>	
	(a) Accounts- Vouching of all accounting documents (bank/ JVs etc.)	70%
	(b) Verification of bank reconciliation statements of all banks for all months including pending entries in the BRS	100%
	(c) All Section of F&A Department (a) Payments to employees / vendors (b) Review of all ledgers (General Ledgers, Vendor-ledgers & Customer ledgers etc.) and release/recovery of advances etc.	40% 100%
	(d) All areas in Commercial finance & International Finance	50%
	(e) Audited Cost Certificates, Including filing of Tariff petitions etc.	100%
	(f) All areas in Telecom department	50%

S. No.	Description		In Each Phase
	(g)	All areas in Consultancy	50%
<b>3.</b>	<b>Human Resources Department (Admin &amp; Establishment)</b>		
	(a)	HR Dept. Establishment covering Leave records, LTC records, and payment of all types of advances to employees, pay fixation, Training, Transit Camp/Guest House and other areas, including payroll and employee master reconciliation between HR and Finance records.	75%
	(b)	Land & Building :Verification of Title-Deeds of Land Mutation	100%
<b>4.</b>	<b>MM &amp; Stores</b>		
	(a)	Stores Department viz. Documentation and Procedure	2 months
	(b)	Controls over Material receipt, issuance & consumption booking procedures, Inventory valuation etc.	3 months
<b>5.</b>	<b>Engineering &amp; Cost Engineering at CC</b>		
	(a)	QR finalization, Cost estimates for NIT, RCE preparation etc.	30%
<b>6.</b>	<b>Information Technology and ERP Department</b>		
	(a)	SAP applications/modules	100%
	(b)	Information Technology Department inter alia covering Evaluation of System & Process to secure IT Assets & Data. Verification of compliances to Company's IT Policy and law.	100%
<b>7.</b>	<b>CSR Department</b>		
	(a)	Verification of CSR expenditure	
		(a) For projects up to Rs. 2 Crore	50%
		(b) For projects costing above Rs. 2 Crores	100%
		(c) Impact assessment reports	50%

## ANNEXURE-C

### **REPORTING REQUIREMENTS**

On completion of the Audit of the respective Audit Unit of each phase, the following steps should be taken before finalization of the report and the partner of the Firm / LLP should meet and discuss the audit observations.

- (i) The preliminary audit observations shall first be discussed with the Finance In charge of the Audited Unit along with the station in-charge. In case of Audit Unit without finance, the observations shall be discussed with the station in-charge along with the finance in-charge for the audit unit.
- (ii) Pursuant to the above, the preliminary Audit observation of the respective Audit Unit shall be prepared.
- (iii) The salient audit observations of the respective preliminary Audit shall be discussed with the Head of Finance along with the Head of Region at RHQ so that timely corrective action may be taken and based on the outcome a composite Audit Report in T-format along with soft copy, covering all the Audit Units within the scope shall be compiled / prepared, including additional information that may be provided / obtained at such discussions and rectifications carried out on the instance of audit. The report should also contain specific suggestions for improvements, if any.
- (iv) Based on the outcome of the discussions, the Audit Report thus compiled shall be structured as outlined hereunder and be divided into five separate parts, namely:

**Internal Audit Reports should be divided into five separate parts, namely:**

#### **Part-I Compliance and Report:**

This part shall cover the comments of the Auditors on the adequacy of the compliance and action taken for rectification of errors/discrepancies pointed out by previous auditor pertaining to earlier phase and also Phase-I of the current year. It shall also contain the confirmation regarding implementation of policies, systems, controls etc. to avoid the recurrence of such irregularities in future. It may be ensured that the compliance report on audit observations pointed out in reports relating to earlier audits is made and corrective actions taken on those points are furnished in the Audit Report. In other words it may be ensured while conducting the audit, compliance report of the audit observations pointed out in the earlier report of preceding period, is furnished along with the corrective action taken.

**Part-II Executive Summary/ Important Observations / Findings:**

This part shall contain all such significant discrepancies observed during the current Audit and the observations in which, the auditor feels immediate attention of management specifying the financial implications, if any. In this part Auditor shall also bring out the important deviations/observations from policies, systems and procedures of POWERGRID.

**PART – III Report on Effectiveness of Internal Control / Internal Financial Controls:**

Internal Controls are key check points for effective working of an organization. The Internal Auditors are required to comment on the adequacy and effectiveness of the internal control / Internal Financial Control, including documentation and adherence to Delegation of Power of the company, pertaining to assigned audit units. The Auditors are required to include their findings in Part-III of their report with respect to effectiveness of internal controls / Internal Financial Controls.

**PART – IV: Report on Contracts/Purchase Orders placed on single tender basis:**

It has been decided that internal auditors will report separately on Contracts/ Purchase Orders (POs) placed on single Tender/Nomination basis. The coverage of such contracts and the format for such reporting is included in the statement below which may kindly be adhered to.

Sl. No.	Packag e Name	Awarde d Party	LOA No. & Date	Award Value (Rs. Lac)	Whether Proprietary items / Source Standardizati on /Urgency	Policies & Procedures for award of contracts have been adhered to (Yes/No), if No, state the reasons

**Part- V Detailed Report:**

In this part, the Auditor shall furnish the detailed results of the Audit and Auditors confirmation whether company’s system/guideline/propriety has been adhered to in the areas viz. works including O&M contracts, procurement, operation, establishment records in Finance & HR, establishment expenses, other expenses, depreciation, Commercial billing & its realization/reconciliation, maintenance of fixed assets register, current assets, capital work in progress, expenditure during construction, IDC, mandatory spares, stores, review of accounts, township, Transit Camp and provision of liabilities, Telecom, consultancy income including DMS etc.

**The report should be supplemented, in each Phase, by a statement indicating:**

- (I) A report indicating the number of Packages awarded on single tender basis in two categories viz. (i) Packages more than Rs. 5 Lac and (ii) Packages less than Rs. 5 Lac and furnished the same in the format referred to in PART- IV above.
- (II) A statement indicating the audit personnel deployed (designation) including the visits of partners and the period of audit for each substation. The partner is expected to carry out the audit by himself so that the entire scope is covered in a systematic manner and to facilitate the reporting as per the requirement.
- (III) Consequent upon Centralization of Payments from Corporate Centre, the Regions should maintain minimum Banks Accounts with minimal balances, hence the report should also indicate the bank balances at the end of each month bank wise / audit unit wise and list of non-operative bank accounts and heavy bank balances than required.
- (IV) The total number of imprest sanctioned to employees wise, designation, purpose and the frequency of operation of imprest accounts and the reasonableness of the amount sanctioned with reference to the expenditure
- (V) The report should be furnished for each audit unit/office separately. However, in case of common points applicable to all substations may be furnished at one place without repeating the same in each sub-station.

## **Annexure – D**

### **TERMS OF REFERENCE OF INTERNAL AUDIT**

The terms and conditions for conducting Internal Audit in POWERGRID are indicated hereunder:-

Internal Audit shall be conducted in 2 phases (Phase – I covering April to September and Phase – II covering October to March). The commencement of Phase – I audit will be on/around 16<sup>th</sup> September and Phase – II will be on/around 15<sup>th</sup> March and the reports for Phase – I & II are to be submitted by 14<sup>th</sup> October and 12<sup>th</sup> April respectively. In case of Internal Audit of Commercial Department-‘CC (Part-II)’, the Audit shall be conducted on quarterly basis (4 times a year). The commencement of quarterly audit shall commence by 20<sup>th</sup> of the last month of the quarter and reports are to be submitted by 10<sup>th</sup> of the subsequent month.

#### **1 Audit Team**

Auditors should deploy suitable teams for undertaking the audit, after a thorough perusal of the requirements of the appointment letter, terms and conditions contained therein and the Detailed Guidelines for Internal Audit, ensuring that the size of the audit team is commensurate with the size of the auditee unit and the volume of work involved. The Head of Finance/ Site-in-charge of the Unit will coordinate with the Audit Team for smooth functioning of the audit.

It should be ensured that the audit team is headed at all times by a Chartered Accountant / Cost Accountant (who may be a Partner) with CISA/DISA. A minimum number of man-days are needed to be devoted at site by the Firm / LLP in each phase of audit. These are specified unit-wise in **Annexure – E**.

#### **2 AUDIT REPORT**

The auditor should give report for each Phase as per the requirement of **Annexure-C**.

#### **3 AUDIT FEE & MINIMUM MANDAYS PER PHASE**

The Audit fees will be decided by the Management based on the man-days requirement. The indicative man-day rates are as under:

- a) Partner: INR 6,600/- per man-day
- b) Qualified Assistants: INR 5,280/- per man-day
- c) Assistant: INR 3,300/- per man-day

The management however reserves the right to revise the rates.

The Tentative list detailing Audit fees and Minimum Man-days per Phase of audit for each unit/station are given in **Annexure – E**.

The Audit Team including Partners will be provided Food, Lodging, Travelling and Local Transportation by the Company free of cost. In case the same is not provided by POWERGRID then TA, local conveyance and accommodation expenditure shall be reimbursed by POWERGRID through respective Regions. However, the Auditors will have to get the Certificate from respective Units / Regions that the accommodation in Company's Transit Camp could not be provided to them.

The reimbursement towards TA/DA, local conveyance and accommodation will be as per POWERGRID TA Rules. For the purpose of eligibility for TA/DA, local conveyance and accommodation, the partners of the Firm / LLP will be considered equivalent to Chief Manager (Pre-Revised: E-6) and other audit staff will be considered equivalent to AO (Pre-Revised: E-2A) of the Company.

GST as applicable will be paid extra as per GST Act.

#### **4. PAYMENT OF AUDIT FEES**

The Firm / LLP shall be eligible to 50% of the audit fee in each phase. In case of CC(Part-II)-Commercial department audit, the Firm / LLP shall be eligible for 25% fee after each quarterly audit.

The audit fee shall be released only after submission of report for that phase/quarter followed by the bill along with 'Attendance certificate' issued by Head of Finance of the unit and all supporting evidences/documents required to process such bills.

**Annexure –E**

**LISTS OF UNITS, THEIR LOCATION, MINIMUM MAN-DAYS FOR AUDIT AND AUDIT FEES**

Sl. No.	Tentative Units for 2020-21	No. of Units	Man-Days			Tentative Fees (INR)
			Partners	Qualified Assistants	Assistants	
1	CC- Gurgaon [Other than Finance Commercial]	1	7	20	27	240,900
2	CC- Gurgaon (Commercial) Quarterly audit of complete Commercial Deptt. Including Finance Commercial Deptt., revenue recognition, billing, debtors reconciliation, petition filling and action on legal cases e.t.c.	1	7	20	27	240,900
3	CC(Except Fin)- viz. Contract services , Material Management and Stores, HR , Administration, HRD, Guest Houses, LAW, CSR, IT , ERP, NTAMC, BDD , CORPORATE COMMUNICATION, IB, PI &JV, Smart Grid, Asset Management, ESMD, & CC (Tele-Katwaria Sarai), Tech. Development including Lab	2	7	20	27	240,900
4	NRHQ-I, GIS Gurgaon, Manesar , Neemrana, Kotputli , Bhiwadi, Bahadurgarh	7	7	21	28	249,480
5	Meerut, Koteshwar, Roorkee, Baghpat, Saharanpur, Dehradun, Rishikesh Guest House, Koteshwar Extn Const. Office, Realingement of 765 kV Tehri-Meerut TL Ckt-I and Ckt-II at Meerut -Const. Office, Dadri, Mandola	11	7	21	28	249,480
6	Maharanibagh S/stn, Maharanibagh Telecom, Jhatikara, Ballabhgarh, Tuglakabad, Dwaraka, Hisar, Jind, Bhiwani, Sonapat, Sikar	11	7	21	28	249,480
7	Jaipur office, Bassi, Kota, Kankroli, Bhinmal, Jaipur South, Ajmer, Chittorgarh, Bikaner, Bhadala , Jodhpur S/s	11	7	21	28	249,480



Sl. No.	Tentative Units for 2020-21	No. of Units	Man-Days			Tentative Fees (INR)
			Partners	Qualified Assistants	Assistants	
8	NRHQ-II, Wagoora ( including Baramula TLM), Kishenpur, Samba, New Wanpoh, Batot TLM & TLC, Baramula TLC, Narwal (including Jyotipuram TLM)	8	8	22	30	267,960
9	Jalandhar, Amritsar, Ludhiana, Moga, Patiala, Malerkotla, Bhatinda TLC, Sarna TLM, Nurpur & Banikhet TLM, Kurukshetra, Chamba	11	7	21	28	249,480
10	Panchkula, Banala, Hamirpur, Kaithal, Abdullapur, Fatehabad, Nalagarh, Panipat TLM & TLC( including Meerat TLM), Chandigarh Telecom, Chandigarh GIS const office, Solan (including Rampur & Sundernagar TLM)	11	7	21	28	249,480
11	NRHQ-III , Bareilly,Bareilly-765 KV,Sitargunj,Pithoragarh,Jauljibi, Shahjahanpur	7	7	21	28	249,480
12	Allahabad (Including Mirzapur TLM), Allahabad Telecom, Rihand, Vindhyanagar, Fatehpur, Varanasi, Shakti Nagar TLM, Gorakhpur S/stn, Ballia (Including Azamgarh TLM), Lucknow-telecom	10	7	19	26	232,320
13	Agra, Mainpuri, Aligarh, Kanpur-400 kV, Kanpur-765 kV & GIS, ORAI, Raebareli, Lucknow- 400kV, Lucknow-765 kV, Sohawal	10	7	19	26	232,320
14	ERHQ-I (Including DMS Patna, JCP & Other consultancy at Patna) , Pusauli S/s, Ara S/s	3	5	15	20	178,200
15	Ranchi & JCP at Ranchi, Ranchi 765 KV S/s, Ranchi 400 KV S/s (Including Koderma TLM), Jamshedpur S/s, Chaibasa S/s, Daltonganj S/S , NOFN Ranchi	7	5	15	20	178,200

Sl. No.	Tentative Units for 2020-21	No. of Units	Man-Days			Tentative Fees (INR)
			Partners	Qualified Assistants	Assistants	
16	Purnea S/s, Banka S/s (including Kahalgaon TLM), Kishanganj S/s, Lakhisarai S/s, Muzaffarpur S/s , Gaya S/s, Patna S/s, Chandwa S/s, Biharsarif S/s	9	5	13	18	161,040
17	ERHQ-II, Kolkata Telecom, Subhashgram, Behrampur(WB), Maithan, Durgapur, RAJARHAT	7	7	21	28	249,480
18	Siliguri, Malda, Birpara, New Melli, Binaguri, Dalkhola, Rangpo, Alipurduar, Farakka TLM, GANGTOK, Comprehensive Scheme for Sikkim	11	7	21	28	249,480
19	Bhubaneswar including liaison office, Jeypore , Indiravati , Bolangir , Baripada, Bhawanipatna TLM, Cuttak TLM, Bhadrak TLM	8	6	16	22	196,680
20	Kaniha, Rengali, Rourkela, Sundergarh, Angul, Nayagarh TLM, Berhampur TLM, Kishan Nagar TLM, Pandiabilli, Bhubaneswar Telecom, Keonjhar	11	6	16	22	196,680
21	NERHQ, Nirjuli, Zero, Namsai, Roing, Tezu , Rangia TLM	7	7	21	28	249,480
22	Guwahati, Biswnath Chariali, Bongaigaon, Salakati, Dimapur, Imphal, Moriani, Mokukchung, Misa, Guwahati telecom office, Comprehensive Scheme for Arunachal Pradesh	11	9	25	34	303,600
23	Silchar, Haflong, Jiribam, Kumarghat, Aizwal, Badarpur, Melriat S/s, Kolasib Const. Office, Agartala TLM, Khlerihat, Balipara (including Tezpur cons.)	11	7	21	28	249,480
24	WRHQ-I including TLM and Telecom , Bhadravati, Wardha S/S, Seoni, Bramhapuri TLC & TLM , Gadchiroli TLC office	6	7	19	26	232,320

Sl. No.	Tentative Units for 2020-21	No. of Units	Man-Days			Tentative Fees (INR)
			Partners	Qualified Assistants	Assistants	
25	Mumbai Liaison Office, Mumbai Telecom, Padghe GIS S/S, Navi Mumbai GIS S/S, Nashik Telecom, Shirdi TLM, Aurangabad, Aurangabad TLM, Akola TLM	9	6	18	24	213,840
26	Kumhari S/S TLM & Telecom, Durg SS (Medasara) & TLM, Bhatapara SS & TLM, Bilaspur SS & TLM, Champa pooling S/S & HVDC, Korba SS & TLM, Kotra SS (Raigarh) 765 kV SS, Tamnar SS, Raigarh 400 kV s/stn. & TLM	9	6	18	24	213,840
27	Pune Shikrapur 765 kV GIS, Parli S/S & TLM (including Nanded TLM), Mapusa, Kolhapur, Solapur, Jalna TLC, Mehkar TLC, Pune Talgaon 400kV, Pune Telecom	9	6	18	24	213,840
28	WRHQ-II & Inspection office, Bhachau SS, Bhuj SS, Banaskatha SS, Surendranagar TLM office, Rajkot TLM office	6	7	19	26	232,320
29	Jabalpur S/s, Satna SS, Damoh SS, Jabalpur Pooling SS, Vindhyachal Pooling SS, Rewa SS, Birsinghpur TLM Office, Annupur TLM office, Sidhi TLM Office, Chattarpur TLM	10	7	19	26	232,320
30	Bhopal admin office, Bhopal POP, Indore SS, Khandwa SS, Rajgarh SS, Shujalpur SS, Itarsi SS, Gwalior SS, Bina SS, Betul SS	10	7	19	26	232,320
31	Vapi SS, Vapi Inspection Office, Navsari SS, Kala SS, Magarwada SS, Boisar SS, Nashik TL office, Waghodia SS, Dehgam SS, Pirana SS, Ahmedabad POP, Radhanseda SS Cons, Radhanpur TLM office	13	7	19	26	232,320
32	SRHQ-I, Nagarjunasagar 400 kV SS, Nizamabad 765 kV S/stn., Ramagundam telecom, Ramagundam TLM, Maheswaram 765 kV, Secunderabad Telecom, Warangal 400 kV s/stn.	8	8	22	30	267,960

Sl. No.	Tentative Units for 2020-21	No. of Units	Man-Days			Tentative Fees (INR)
			Partners	Qualified Assistants	Assistants	
33	Vizag 400 kV & HVDC SS, Srikakulam 765 kV GIS , Vemagiri 765 kV GIS, Vijayawada 400 kV SS, Khammam 400 kV s/stn., Vijag Telecom, Vijaywada Telecom, Hyderabad 400 KV SS, Hyderabad EDC, Hyderabad Lab	10	8	24	32	285,120
34	Kurnool, Munirabad , Gooty , Kadapa 400 kV & 765 kV SS , Nellore 400 kV SS, Nellore 765 kV SS, NP Kunta SS, Chittor TLM, Raichur	9	8	22	30	267,960
35	SRHQ-II, Yelahanka, Bedadi, Somanhalli, Kolar, Somanhalli Telecom, Bangalore Telecom	7	7	21	28	249,480
36	Hassan, Mysore, , Hosur, Dharmapuri, Pavagada SS, Naraendra , Hiriya, Kudugi, Sirsi TLM, Tumkur, Hiriya TLM, Belthangady TLM, Mallapur TLM, Pugalur HVDC Const office Hebbal	14	7	21	28	249,480
37	Trichur SS, Trichur HVDC SS , Kochi, Palakkad, Thiruvananthapuram , Kozhikode, Thiruvananthapuram Telecom, Kochi Telecom, Pathanamathitta TLM, Salem	10	7	19	26	232,320
38	Madurai, Udumalpet, Arasur , Karur, Karaikudi, Kovilpatti, , Pugalur HVDC SS, Tirunelveli SS, Tirunelveli GIS, Coimbatore Telecom	10	7	19	26	232,320
39	Sriperumbudur, Puducherry SS, Puducherry Smart Grid, Kalivanthapattu, Tiruvalam (Vellore), Trichy, Ariyalur (Nagapattinam), Chennai Telecom, Chennai Liaison office, Kalivanthapattu TLM, Neyveli TLM	11	7	21	28	249,480
	<b>TOTAL</b>	<b>337</b>	<b>268</b>	<b>769</b>	<b>1037</b>	<b>9,251,220</b>

**Annexure – F**

**SELECTION CRITERIA (POINT ALLOCATION) FOR EMPANELMENT OF  
AUDIT FIRMS / LLPs**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Points to be allocated</b>	<b>Maximum Points</b>
1.	Number of Completed Years since continuing as Partnership Firm / Registration of the Limited Liability Partnership Firm	1(one) point per year of existence (as per the certificate issued by respective Institute of CA/CMA. Fraction of the year to be ignored)	15 (fifteen)
2.	Number of Partners in the Firms / Limited Liability Partnership Firm who are with the Firm / LLP for a minimum period of one year as on date of opening of EOI.	a.i 2(two) points for each Partner who is ACA or ACMA. <b>OR</b> a.ii 3(three) points for each Partner who is FCA or FCMA  b.1(one) additional point for each Partner for CISA/DISA	15 (fifteen)
3.	No. of Qualified Assistants (Chartered/ Cost Accountants) employed with the Firm / LLP	2 (Two) points per Qualified Assistant	10 (ten)
4.	No. of Semi-qualified Assistants (Chartered / Cost Intermediate) employed with the Firm / LLP	1 (one) point per Semi-qualified Assistant	10 (ten)
5.	Experience of the Firm / LLP in Power sector as Statutory/Internal Audit	4 (four)points per completed year of Audit (fraction of the year to be ignored)	20 (twenty)
6.	Experience of the Firm / LLP in other (other than Power sector) sectors /industries as Statutory / Internal Auditors.	1 (One) point per completed year of Audit (fraction of the year to be ignored)	10 (ten)
7.	Experience of the Firm / LLP in Statutory/Internal Audit of Company/Organisations having SAP environment.	2 (two) point per completed year of Audit, (fraction of year to be ignored.)	20 (twenty)
<b>Total Points</b>			<b>100 (hundred)</b>

**Note:**

1. Experience from the Financial Year 2010-11 onwards only shall be considered while carrying out the evaluation for criteria at Sl. No.5 to 7 above.
2. Sl No. 5 to 7- Points for each year's experience shall be awarded irrespective of the number of audits conducted during that particular year.
3. Power Sector experience at Sl No. 5 would mean an entity engaged in generation/ transmission/ distribution of electricity.
4. The Cut-off date for calculation of number of year (s) will be the EOI Opening Date. Accordingly, any fraction of the year will be ignored for calculating no. of years at Sl. No. 1, 5, 6 and 7.
5. **The intimation regarding shortlisting of parties and details regarding uploading of documents including the details of Portal opening and closing dates will be intimated through email. The details of all necessary documents / attachments to be uploaded are given at Para B of Annexure-G.**

**GENERAL INSTRUCTIONS TO AUDIT FIRMS/ LLPs AND DOCUMENT LIST**

**To Do List**

**(A) Instructions for Filling the online Application in Stage -1**

1. The Email ids used for Registration will be used for all the correspondences and hence, the parties may ensure that the active email must be filled while submitting online application.
2. Application must be submitted online on the portal on or before due date of submission, complete in all respect. Incomplete applications will be rejected outrightly without assigning any reasons.
3. **The Cut-off date for calculation of number of year (s) will be the EOI Opening Date. Accordingly, any fraction of the year will be ignored for calculating number of years.**
4. **Based on submitted Application by each Firm in the Portal, shortlisting will be done as per Selection Criteria mentioned in Annexure-F of EOI. Hence, the interested parties may ensure submission of all the details accurately and complete in all respect, as no modification will be allowed after submission of the application.**

**IMPORTANT**

5. **After filling up application in Stage-1, the parties will receive an email with User ID and Password. The parties shall login, take the print out of the form available in the portal and upload after duly signed and stamped along with Membership Number of Signing Partner.**

**Shortlisted parties will be intimated through email to upload all documents to substantiate the details submitted in Stage-1.**

**(B) Instructions for Uploading of Documents in Stage – 2**

Interested audit Firms / LLPs are advised to go through contents of the EOI documents carefully and upload all self-attested copies of the following documents in proper sequence along with the EOIs as described below:

1. Registration certificate of the Partnership Firms / LLPs issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India.

Information related to year of establishment of Head Office & Branch Office(s), addresses, details of Partners, their Membership nos., date of joining, etc. as indicated in the Certificate will be treated as conclusive and final information for evaluation of EOI.

2. In respect of Partners, following documents may also be uploaded:
  - a) Certificates of ACA/ACMA/FCA/FCMA as issued by Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India.
  - b) Certificates of DISA/CISA, if any, issued by the respective Institutes.
3. Membership certificates / Final Pass Certificate / Mark-sheet of the Qualified Assistants issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India.
4. Certificates / Mark-sheets of Chartered / Cost Accountants (Inter) issued by the respective Institutes as evidence of qualifications of Semi-Qualified Assistants.
5. Joining Certificate issued by the Firm / LLP on their Letter-head, duly sealed and signed for each Qualified Assistants / Semi-Qualified Assistants
6. **Only one** Copy of Appointment letter for **each year** from FY: 2010-11 onwards for substantiating the experience on Statutory / Internal Audit against each of the following categories:
  - a) Power Sector Companies
  - b) Other than Power Sector Companies
7. In Support of Audit Experience in SAP Environment, a copy of Certificate from the Auditee (Either on the Auditee's Letter-head with Seal and Signature or copy of email from corporate email ID of the Auditee) that the Partnership Firm / LLP has conducted Audit in the SAP Environment.
8. Copy of PAN Card.
9. Copy of GST Registration.
10. A cancelled cheque of the Bank account in which the Audit Fee payments will be made in case of appointment.
11. All uploaded documents must be signed by a Partner with his name and under the seal of the Firm / LLP.



12. Based on Online Application submitted in Stage – 1 by each Partnership Firm / LLP in the Portal, shortlisting will be done as per Selection Criteria mentioned in Annexure-F of EOI and intimation will be sent through email. However, the Partnership Firms / LLPs are requested to keep track online through their login ID and Password from [www.powergridindia.com](http://www.powergridindia.com)
13. Shortlisted parties must upload all the required documents in Stage – 2 to substantiate the details submitted in Stage – 1. Application with incomplete / partially uploaded documents will be summarily rejected by POWERGRID.
14. In case, any audit Firm after shortlisting does not upload the required documents within the period mentioned, then they would lose their shortlisting and no further correspondence would be entertained thereafter.
15. **In case, any discrepancy / mismatch is observed in details submitted in online application (Stage – 1) and subsequently in Stage – 2, POWERGRID reserves the right to reject the EOI.**

#### **(C) GENERAL TERMS AND CONDITIONS**

- i. The EOI should be unconditional. Conditional EOI shall be outrightly rejected.
- ii. POWERGRID shall not compensate in any manner for the expenses incurred in connection with preparation and submission of EOI.
- iii. Audit Firms / LLPs having experience of 10 years and above shall only be considered for empanelment.
- iv. The CA/CMA firms / LLPs who have been assigned the work of Internal Audit / Physical Verification of Fixed Assets and Inventories under CARO in POWERGRID during the year 2017-18 to 2019-20 (three years consecutively), shall not be considered for empanelment for the period 2020-21, 2021-22 and 2022-23. **Thus, these firms / LLPs should not apply for empanelment.**
- v. The Audit firms / LLPs who were assigned the work of Internal Audit / Physical Verification of Fixed Assets and Inventories under CARO in POWERGRID only for the year 2018-19 and/or 2019-20 (two/one year), shall be considered, in the order of merit for appointment only for one/two years as the case may be.
- vi. The CA/CMA firms / LLPs who were offered appointment as Internal Auditor / Physical Verifier for Physical Verification of Fixed Assets and Inventories under CARO, but had not accepted the appointment as Internal Auditor / Physical verifier for Physical Verification of Fixed Assets and Inventories under CARO

for any of the year 2017-18, 2018-19 or 2019-20 for **what-so-ever reason, shall not be considered for empanelment.**

- vii. The Audit firms / LLPs securing 70% and above points (marks) as per criteria shall be considered for empanelment. The criterion for assigning points (marks) is given in Annexure-F. Points (marks) shall be assigned to each firm / LLP based on the details submitted on the portal (Stage-1). However, in case of non-availability of required audit firms, the company reserves the right to relax the minimum point (mark) requirement of 70%.
- viii. This EOI is only for the purpose of short-listing/empanelment of Firms / LLPs and does not carry any assurance for allotment of Internal Audit assignments/any other assignments.
- ix. Preference will be given to Audit firms / LLPs located/having offices near the Regional Head Quarters. However, depending on the requirement any Audit Firm / LLP can be assigned any group of Audit unit located anywhere in India.
- x. One Audit firm / LLP shall be assigned Internal Audit only for any one of the grouped Audit units as mentioned in **Annexure – E**.
- xi. Only empanelled firms / LLPs will be intimated about their selection in due course.
- xii. The Company reserves its right to accept or reject any application/s without assigning any reasons. The decision of the Company for empanelment of the Firms / LLPs will be final and binding upon the parties participating in the short-listing/empanelment.
- xiii. The Internal Auditor shall ensure that the information obtained during conduct of internal audit or otherwise in respect of the operation etc. of the Unit is maintained in strict confidence and secrecy. A certificate towards maintaining confidentiality is to be provided by the Internal Auditor at the time of acceptance of Audit assignment.
- xiv. The empanelment of the Audit Firms / LLPs shall be for three years w.e.f. 2020-21, and appointment of the firms / LLPs shall be on yearly basis, subject to satisfactory performance of the respective firms / LLPs. The empanelled firms / LLPs may be given assignments like Internal Audit/Physical verification of fixed assets/inventory under CARO, any other assignment, etc.
- xv. POWERGRID reserves the right to re-group the audit units in the year 2020-21, 2021-22 and 2022-23 and accordingly reassign the audit fees for each Audit group.

- xvi. POWERGRID may rotate the Audit Firms / LLPs from one Audit group to another within the company in the second/third year at its discretion.
- xvii. If progress/performance of the audit Firm / LLP is not found satisfactory, POWERGRID reserves the right to terminate the appointment of the firms / LLPs, without assigning any reason whatsoever.
- xviii. Query/clarification if any may be forwarded in the following mail address:-  
[eoI\\_2020@powergrid.co.in](mailto:eoI_2020@powergrid.co.in)
- xix. POWERGRID reserves the right to debar the Audit Firm / LLP from getting Internal Audit assignments in POWERGRID in the following circumstances:
  - a) If the firms / LLPs obtains the appointment on the basis of false information/false statement at the time of submission of application/documents for the EOI.
  - b) In case the CA/CMA Firm / LLP is debarred by the respective Institute for any reason.
  - c) The Audit Firm / LLP is found to have sub-contracted the work.
  - d) If the firms / LLPs does not take up audit in terms of the appointment letter.
  - e) If the firms / LLPs does not submit Audit Report, complete in all respect, in terms of the appointment and within the specified date.
  - f) As per provisions of Company's Act, 2013.

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