



**EOI For Appointment of Audit firms for conducting Internal Audit of
REC Transmission Projects Company Limited for the Financial Year
2017-18**

No. RECTPCL/IA/2017-18/265 Dated : 7th July, 2017

BY



REC Transmission Company Projects Limited

(A Wholly owned subsidiary of REC Limited "A Navratna CPSE"
under the Ministry of Power, Govt. of India)

Office

ECE House, 3rd Floor, Annexe -II, 28A, K.G. Marg, New Delhi - 110001

TEL:011-47964706 Fax: 011-47964747

Description of task, qualification required, EoI submission format
and procedure is available on RECTPCL website(www.rectpcl.in), REC
Website(www.recindia.com), Central Procurement
Portal(www.eprocure.gov.in)


(J.K. Nayak)

Chief Financial Officer

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REC TRANSMISSION PROJECTS COMPANY LIMITED

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SECTION-I EOI INFORMATION

Name of the assignment: **Open Tender for Appointment of Audit Firms # for conducting Internal Audit of REC Transmission Projects Company Limited for the Financial Year 2017-18**

Important information

Sl.No.	Event	Information to the agencies
1	Date of Release	07.07.2017
2	Last date of submission	07.08.2017 at 11:00 hours
3	Date of Opening for Technical Bid	07.08.2017 at 11:30 hours
4	Date of Opening for Financial Bid	To be notified later
5	Eoi document	The details can be downloaded free of cost from the websites www.rectpcl.in , www.recindia.com , www.eprocure.gov.in
6	Address for communication /Bid submission	REC Transmission Projects Company Limited, ECE House ,3rd Floor, Annexe -II, 28A ,K.G.Marg, New Delhi - 11000 Phone: 011- 4796 4706; Fax: 011-4796 4747,4796 4704, Email- nayakjatin@yahoo.co.in , nayakjatin@recl.nic.in .
7	Contact Person	J.K. Nayak, Chief Financial Officer Phone: 011- 4796 4706; Fax: 011-4796 4747,4796 4704 Email- nayakjatin@yahoo.co.in , nayakjatin@recl.nic.in .

Both CA / CMA firms are eligible to apply.



SECTION-II PREFACE

REC Transmission Projects Company Limited (a wholly owned subsidiary of REC Limited, a "Navratna" C P S E Govt. of India Enterprise under MOP, GOI) rendering consultancy services as Bid Process Coordinator (BPC) in conducting Tariff Based Competitive Bidding (TBCB) for interstate transmission lines in power sector. The company was incorporated in the year 2007 and has successfully completed Bid Process Coordinating activity of 20 projects till date. The Company has registered a Turnover of Rs.52.38 Crore in the Financial Year 2016-17 and the net worth of the company as on 31.03.2017 is Rs 157.86 Crore.

The company intends to appoint **an audit firm for conducting Internal Audit for the Financial Year 2017-18**. It is therefore requested to send your Proposal as per the Terms of Reference described hereinafter.



SECTION-III SCOPE OF WORK

The audit firm would be required to conduct the Internal Audit of RECTPCL in accordance with the standards on internal audit, REC Ltd (holding company of RECTPCL) Internal Audit Manual and guidelines/ circulars of REC as amended from time to time.

Initial engagement period of appointment will be for one year for the FY 2017-18. Based on the satisfactory performance, the tenure may be further extended year on year basis for a maximum period of two more years on mutual consent.

The company invites sealed tenders *super scribing* the name of the work for consideration.

TIMELINES:

Schedule	For the period	Remarks
1 st Half Yearly Audit	1 st April, 2017 to 30 th Sep, 2017	Should be completed by 10 th October, 2017
2 nd Half Yearly Audit	1 st Oct, 2017 to 31 st March, 2018	Should be completed by 10 th April, 2018

The Internal Audit of the accounts should be carried out on half yearly basis without any overlapping. Half yearly reports need to be submitted to the Chief Executive Officer (CEO) after completion of each half year and the audit period should be maximum of 10 days for each phase of audit covering the entire scope.

Audit firm is required to visit RECTPCL office as and when required as per scope of work.

The audit should be executed by a competent team of professionals, comprising of at least 1 qualified Chartered Accountant/ Cost Accountant with atleast 5 years of experience and 2 qualified staff [CA/CMA, CS, Inter CA/CMA, MBA (Finance) M.Com] who have strong exposure & experience and should be closely supervised by a partner level person who will oversee the audit and attend all meetings with the Top Management/Audit Committee ,when required .



SECTION-IV INSTRUCTIONS

PRICE BASIS AND PAYMENTS

The proposal should include price all-inclusive lump sum (including travel and other out of pocket expenses, etc.) in Indian Rupees only, for the entire scope of work covered under the Terms of Reference on a firm price basis (with no escalation provision for whatsoever reason) valid till the complete execution of the assignment as per the format at **Annexure -A** in a separate envelope sealed properly. The Contract price and the scope of work also include any services, etc. which is not specifically identified but are required for completion of the assignment. GST, if any, will be paid extra at the applicable rates and is not to be quoted in the price.

TERMS OF PAYMENT

All payments would be claimed by the firm from RECTPCL on being due and would be accepted for payment by Competent Authority based on the satisfactory completion of the work in sole discretion of RECTPCL. The payment to the Auditing Firm under the contract shall be released after achieving the milestones as per the following terms:

100% Payment	After Successful Completion of 2 nd Half Yearly Audit
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The audit firm shall raise invoice after successful completion of audit and as per the work order. RECTPCL shall make payment on receipt of such invoice in duplicate.

TAXES AND DUTIES

RECTPCL shall be entitled to deduct applicable tax (if any) at source as per Indian Laws from all payments due to the Auditing Firm under the contract.

As regards the Indian Income Tax, surcharges on Income Tax and any other Corporate tax, RECTPCL shall not bear any tax liability, whatsoever, irrespective of the mode of contracting. The Auditing Firm shall be liable and responsible for payment of all such taxes, if attracted under the provisions of the law. In this connection, attention of Audit Firm is invited to the provisions of Indian Income Tax Act and the circulars issued by the Central Board of Direct Taxes, Government of India.



OWNER'S RIGHT TO ACCEPT/ REJECT THE PROPOSAL

RECTPCL reserves the right to accept or reject the proposal at any time prior to award of Contract, without thereby incurring any liability to the Auditing Firm concerned or any obligation to inform the Auditing Firm concerned of the grounds for the Owner's action.

Confidential

The Audit firm shall not disclose the documented management systems to any third party including their internal department.

Sub-Contracting

Audit firm to whom work is awarded is not allowed to sub contract the work to any other parties either in part or full.

TENDERING PROCESS:

The tender documents will consist of two envelopes which may be super scribed as " Technical Proposal " and " Financial Proposal" respectively . Both the said two envelopes (**Technical proposal and Financial Proposal**) should be kept inside a third envelop, super scribed as "Quotation for Engagement of Audit firm for conducting **Internal Audit of REC Transmission Projects Company Limited for the Financial Year 2017-18**"

Envelop-1 consists:

- (i) Form-1 (Technical Proposal)

Envelop-2 consists:

- (ii)Form-2 (Financial Proposal)

Interested Audit firms may send the bid latest by 07.08.2017 at 11:00 hrs. Technical Proposal shall be opened on 07.08.2017 at 11:30 hrs. Financial bid of technically qualified bidders only (as per eligibility criteria) shall be opened on a later date with prior information to concerned bidders.

In case of any further information in this regard, CFO,RECTPCL may please be contacted in the following address.

Address : ECE House ,3rd Floor, Annexe -II, 28A ,K.G.Marg, New Delhi - 110001
E-Mail - nayakjatin@yahoo.co.in , nayakjatin@recl.nic.in.

Phone : 011-4796 4706 FAX : 011-4796 4747,4796 4704



Financial Bid:

(i) Financial Bid shall be opened in respect of those bidders only who fulfil the eligibility criteria and technical Specifications as mentioned in the Technical Proposal (**Form - 1**).

(ii) Professional firms which obtain at least 50% marks based on the technical parameters would be considered for opening of financial bids.

Evaluation Criteria :

The financial evaluation will be done for only those proposals which qualify technically with at least 50% score based on the technical parameters .The lowest financial proposal (L1 bid) will be given a score of 100 points.The individual financial scores of the other financial proposals are to be calculated as under :-

$$\text{Financial Score} = \frac{\text{Price of L1 Bidder}}{\text{Price of the bidder under consideration (L2,L3 etc.)}} \times 100$$

(of L2,L3 etc.)

The technical & financial score will then be given 70% and 30% weightages respectively.Proposals will be ranked accordingly to their combined technical and financial scores using the weights mentioned as per the following formula:-

$$\text{Combined Score} = (\text{Technical Score} \times 70 \% + \text{Financial Score} \times 30 \%)$$

The applicant achieving the highest combined technical and financial score calculated as above would be recommended for appointment.In the event two or more proposals have the same combined scores in the final ranking, then the proposals with the higher technical score would be recommended for appointment.In case of a further tally, a snap bidding from both the firms shall be sought for the financial part.



SECTION- V EOI FORMS

On Auditing Firm's Letter Head

FORM-I

Technical Proposal

To,
Chief Executive Officer,
REC Transmission Projects Company Ltd.,
ECE House ,3rd Floor, Annexe -II,
28A ,K.G.Marg,
New Delhi-110001

Sub: Appointment of Audit Firms for conducting Internal Audit of REC Transmission Project Company Limited for the Financial Year 2017-18

Sir,

With reference to your Tender No: RECTPCL/IA/2017-18/165 Dated: 7th July,2017 for appointment of Audit Firms for conducting Internal Audit of REC Transmission Projects Company Limited for the Financial Year 2017-18, I/we wish to apply for the appointment as Internal Auditor of RECTPCL and the particulars are as follows:

Sl. No.	Particulars	Point per criteria	Points Per Criteria	Score claimed by bidder	Supporting documents required (<i>to be attached to validate the claim</i>)
1	No. of completed years of experience from the date of registration (minimum 5 years)	1 point per completed year	15		Copy of Certificate of Incorporation from the Institute.
2	Any one qualified ISA/DISA/CISA/CIA partner or Employee	Lump sum	5		Copy of list of partners/employees with qualification Certificate in the name of the partner /employee.
3#	No. of CA / CMA qualified employee /partner	2 points per qualified employee /partner	12		Copy of list of employees /partners with qualification Certificate in the name of the employee/partner.
4	No of semi-qualified employees (CA / Cost intermediates)	1 point per semi-qualified assistant	5		Copy of list of employees with qualification Certificate in the name of the employee.
5	No of Technical Experts (B.E./B.Tech/M.Tech or equivalent) employee of firm	2 points per technical expert	4		Copy of list of employees with qualification Certificate in the name of the employee.
6	Experience of Internal Audit assignment in Central/State Government PSU in last three years.	3 points per assignment	15		Work Order and copies of completion certificate of respective PSU's/proof of final payment received.
7	Experience of Internal Audit in Bank/NBFC in last three years.	3 points per assignment	15		Work Order and copy of completion certificate /proof of final payment received.
8	Average Annual Turnover of last three years (minimum Rs. 10 Lakh)	3 points per 10 lakh average turnover	15		Copy of audited statement of Profit and Loss stating Membership no. of such auditor/firm
9	Firm having HO/Branch office registration in Delhi	Lump sum	14		Rent Agreement/Electricity bill/Telephone Bill/Copy of Certificate of Incorporation from the Institute.
Total			100 #		



CA / CMA firms are eligible for award of work of Internal Audit for RECTPCL.

Professional firms which obtain at least 50% marks based on the technical parameters would be considered for opening financial bids .

1. Further, I/we hereby certify that

I/we have read the provisions of the all clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me/us and I /we have not taken any deviation to any clause.

2. I/we further confirm that any deviation to any clause of Tender found anywhere in the bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the RECTPCL.

3. Further, it is to confirm that our offer shall remain valid for acceptance for a period of 60 days from date of opening of bids.

Signature.....

Full name.....

Designation/Firm Name.....

.....

Address

Phone.....

FAX

Mobile No:

E Mail:.....

Seal of Firm

Note:

- a) In absence of above declaration/certification, the response is liable to be rejected and shall not be taken into account for evaluation.
- b) Bidders are requested to tick the respective checklist of documents being submitted.
- c) Bidders not submitting the required supporting documents for fulfilling the criteria will be summarily rejected without any further clarification.



SECTION- VI FINANCIAL PROPOSAL FORMAT

ANNEXURE "A"

On Auditing Firm's Letter Head

Financial Proposal

Form-2

To,

Chief Executive Officer,
REC Transmission Projects Company Ltd.,
ECE House ,3rd Floor, Annexe –II,
28A ,K.G.Marg,
New Delhi-110001

Sub: Appointment of Audit Firm for conducting internal audit of REC Transmission Projects Company Limited for the Financial Year 2017-18

Table for Quoting Fee for the Assignment in terms of the Tender.

(To be kept in a separate Envelope sealed properly while sending the proposal)

S. No.	Particulars	Fee in INR	
		<u>In Figure</u>	<u>In words</u>
1.	All-inclusive Lump sum fee (including travel and other out of pocket expenses etc.) for the entire scope of work covered under the Terms of Reference on a Firm price basis(with no escalation provision for whatever reason) valid till the complete execution of the assignment.		

Please Note: GST, if any, will be paid extra at the applicable rates and is not to be quoted above. In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.

Date:

Signature.....

Place:

Full name.....

Designation/ Firm Name.....

Address.....

Phone.....

FAX

Mobile No.....

E-Mail.....

Seal of Firm