

BID DOCUMENT
EXPRESSION OF INTEREST FOR
APPOINTMENT/ EMPANELMENT OF
INTERNAL AUDITORS FOR THE FINANCIAL
YEAR 2019-20



SJVN LIMITED

INTERNAL AUDIT DEPARTMENT

**Regd. Office: Shakti Sadan, SJVN Corporate Headquarters,
Shanan, Shimla**

Himachal Pradesh - 171006

Phone No: 91-177- 2660241

Fax: 0177-2660289

Email: - internalaudit.sjvn@gmail.com

Website: www.sjvn.nic.in

Corporate Identity Number (CIN): L40101HP1988GOI008409

SJVN Limited

Mini Ratna & Schedule 'A' Company

EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT/ EMPANELMENT OF CHARTERED ACCOUNTANT / COST ACCOUNTANT FIRMS FOR CONDUCTING INTERNAL AUDIT FOR THE FINANCIAL YEAR 2019-20.

SJVN Limited invites expression of interest for appointment/empanelment of Chartered Accountant / Cost Accountant Firms for Internal Audit of the functions and activities of the company. The scope of work along with detailed terms & conditions and estimated schedule of fee together with Annexure – I, II and III are available on the website www.sjvn.nic.in which can be downloaded. The selection of the auditor shall be based on overall suitability of the firm and its experience in the internal audit of Central/state Power sector PSUs. Preference will also be given to firm having its office near headquarter of SJVN.

Interested firms (having requisite experience in Internal Audit of Central/State Power Sector organisations / PSUs and having its office preferably in northern region) may send their application in prescribed format in envelopes super scribing “*Appointment / Empanelment of Chartered Accountant / Cost Accountant Firms for conducting Internal Audit for the F.Y 2019-20*” so as to reach the office of Chief Internal Auditor, Internal Audit Deptt. Shakti Sadan, SJVN Corporate Headquarters, Shanan, Shimla(HP)-171006 latest by 22.03.2019 by **05.00 pm**. The offer should be submitted strictly as per terms and conditions laid down in the document.

Important Note: -

- **For the purpose of this EOI ‘Firm’ means a Firm of Chartered Accountants / Cost Accountants and include Limited Liability Partnerships.**
- **Application received after the due date and time, for any reasons whatsoever, shall not be entertained.**
- **Firms without having requisite experience need not apply.**

SJVN Limited

Mini Ratna & Schedule 'A' Company

Selection and Appointment of Internal Auditors

A) Introduction:

SJVN Limited, a Mini Ratna, Category-I and Schedule –‘A’ CPSE under administrative control of Ministry of Power, Govt. of India, was incorporated on May 24, 1988 as a joint venture of the Government of India (GOI) and the Government of Himachal Pradesh (GOHP). SJVN is now a listed Company having shareholders pattern of 62.68% with Govt. of India, 26.85% with Govt. of Himachal Pradesh and rest of 10.47 % with Public. The present paid up capital and authorized capital of SJVN are Rs. 3,929.80 Crore and Rs. 7,000 Crore respectively. The present Net Worth is Rs.10,694.71 Crore.

Beginning with a single Project and single State operation (i.e. India’s largest 1500 MW Nathpa Jhakri Hydro Power Station in Himachal Pradesh) the Company has commissioned four projects totaling 2003.2 MW of installed capacity. SJVN is presently implementing Power Projects in Himachal Pradesh, Uttarakhand, Bihar, Maharashtra and Gujarat in India besides neighboring countries viz. Nepal and Bhutan totaling 4018 MW.

SJVN intends to empanel Chartered Accountant / Cost Accountant Firms to conduct internal audit of the functions and activities of the various projects/offices of company for the F.Y 2019-20 and onwards as required under section 138 (1) of the Companies Act, 2013. The applications are invited from the firms of Chartered Accountant / Cost Accountant preferably of Northern region, having requisite experience in Internal Audit of Power Sector organisations / PSUs.

In exercise of the powers conferred under sub-sections (1) section 138 read with section 469 of the Companies Act, 2013, the Ministry of Corporate Affairs, Govt. of India, New Delhi has issued notification for conducting Internal Audit of the function and activities of the company in respect of each of its financial year commencing on or after the 1st day of April, 2014 and Rule (13) (1) (a) of Companies (Accounts) Rules, 2014. Hence, SJVN Ltd desires to empanel the Internal Auditors for conducting Internal Audit of the functions and activities of SJVN Ltd.

B) Scope of Work:

SJVN is looking for engagement of eligible Chartered Accountant / Cost Accountant firm preferably from Northern Region for carrying out the following job:-

- i. Internal audit is to be conducted for the Financial Year 2019-20 (extendable for further two years based on performance) in accordance with Rule (13) (1) (a) of Companies (Accounts) Rules, 2014 and as required by the Section 138 of the Companies Act, 2013 and in adherence to the relevant orders/clarifications as issued from time to time by Ministry of Corporate Affairs, Govt. Of India, and the Auditing Standards issued by the Institute of Chartered Accountants of India in respect of following units:

- One operating unit i.e. Nathpa Jhakri Hydro Power Station (NJHPS), Jhakri, Distt. Shimla, HP (technical audit).
 - One unit under construction i.e. Naitwar Mori Hydro Electric project (NMHEP), Tehsil Mori, Distt. Uttarkashi, Uttarakhand (technical Audit).
 - One Office consisting of SJVN Corporate Headquarters, Shimla, HP (excluding C&SO Deptt. i.e. Commercial and System Operations).
- ii. The Scope of work of Internal Auditors is attached at **Annexure – I**, which is indicative. The scope of work may increase/decrease depending upon the requirement of work.

C) Audit team:

Auditors should deploy suitable teams for undertaking the audit, after a thorough perusal of requirements of appointment letter, terms and conditions contained therein and the Detailed Guidelines for Internal Audit, ensuring that the size of the audit team commensurates with the size of auditee unit and the volume of work. The Head of Finance 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 every time by a Chartered Accountant / Cost Accountant (who may be a partner) and consist of adequate number of qualified/semi qualified audit assistants of the firm. For the technical audit, the firm having qualified Graduate Engineer on their roll should submit the bio-data of the Engineer alongwith their experience in the format given as **Annexure – II**.

D) Proposed Audit Fee:

The schedule of fee will be as under:

- i. The schedule of fee for each project/office (a) With technical audit (NJHPS, Jhakri and NMHEP, Mori): Rs. 2,00,000/-each (b) Without technical audit-SJVN Corporate Headquarters (excluding C&SO Deptt. i.e. Commercial and System Operations): Rs.1,50,000/-.
- ii. 50% of audit fees will be payable on completion of the 1st phase Audit on submission of compliance report and the remaining 50% will be payable on completion on submission of Compliance Report for the full F.Y. 2019-20 (i.e after submission of the audit report for the 2nd phase), and shall be payable within 30 days on submission of the bills.
- iii. The travelling and out of pocket expenses will be paid subject to production of documentary evidence. The entitlement for the purpose of payment of TA/DA shall be as per SJVN rule which shall be indicated in detail in the appointment letter.
- iv. GST shall be paid extra as applicable on furnishing copy of the registration certificate.
- v. Tax Deduction at Source (TDS) will be made as applicable.

E) Selection Criteria/Evaluation:-

The selection of the Internal Auditor shall be as per qualitative criteria indicated in **Annexure - III** which is based on the overall suitability of the firm and its experience in the internal audit of Central/State Power sector PSUs. The firm securing maximum marks will be

selected. In case of two or more firms securing same marks, preference will be given to firm having its office near headquarter of concerned unit of SJVN Ltd.

F) Other Terms and Conditions:

The appointment of Internal Auditors is subject to the following declarations:

- i. The Audit firm must not sub contract the -work. In case it is subsequently found at any stage of the appointment process / post appointment that outsourcing has been resorted to, the appointment will be liable for cancellation with immediate effect.
- ii. The designated team 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 Internal Auditor before commencement of audit.
- iii. No partner of the Auditors is related to C.M.D. / whole time Director or part time or Independent Director of the company within the meaning of Sub-Section (76) & (77) of Section 2 of the Companies Act,2013.
- iv. Neither the firm nor its partner or associates have any interest in the business of the company.
- v. The auditor will be required to issue certificate of Independence before commencement of audit.
- vi. The auditor / audit Firm must not be holding any assignment as Statutory Auditor or Cost Auditor of SJVN Ltd.
- vii. The partners holding certificate of Practice issued by the Institute of Chartered Accountant of India / Institute of Cost Accountants of India are in whole time practice.
- viii. The Internal auditor shall ensure that data given to the Auditor by company and any information generated from the data provided shall not be used by the Auditor for any other purpose.
- ix. The Auditor / Audit Firm will be debarred from getting the Internal Audit in future in SJVN Ltd. and its subsidiaries in the following cases:
 - a. If the firm obtains the appointment on the basis of false information/ false statement.
 - b. If the firm does not take up audit in terms of appointment letter.
 - c. If the firm does not submit the audit report, complete in all respect in terms of appointment letter.
 - d. Conditions as per provisions of Companies Act, 2013.
 - e. If the Firm violets any of the stipulations from (i) to (ix).
- x. ***Jurisdiction of courts:*** The law of land as promulgated / modified /amended or replaces from time to time shall govern this EOI.
Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of High Court of Shimla (H.P) Only.
- xi. SJVN reserves the right to accept or reject any or all responses and to request additional submissions or clarifications from one or more Applicant(s) at any stage or to cancel the process entirely without assigning any reason.
- xii. SJVN also reserves the right to award audit of any one unit at its discretion.
- xiii. NJHPS, NMHEP- Audit firm having technically qualified member is only eligible.
- xiv. Any firm that has been allotted any internal/statutory/cost audit during last three years (2016-17 to 2018-19) will not be considered.

GENERAL INSTRUCTION TO AUDIT FIRMS AND DOCUMENT LIST

A. Instruction to Audit Firms

1. Format for Application must be completely filled in. Incomplete applications will be rejected out-rightly.
2. Please ensure that date of registration of Registered Office / Branch Office(s), date of joining of partners/qualified/semi-qualified assistants into the firm should be invariably indicated in the application.
3. All EOI will be evaluated on the basis of the documents furnished along with application only. No further documents will be called during the scrutiny of EOIs. Any additional documents received, after last date & time of receiving of EOI as stipulated in the notice inviting EOI, will not be entertained.
4. Since, all the applications will be evaluated strictly on the basis of Selection Criteria as per “*Annexure – III*”, attaching unsolicited information / documents may be avoided to enable processing of applications expeditiously.
5. All documents submitted should be signed by a partner with his name and under the seal of the firm.
6. Any application received after the stipulated date and time due to any reason whatsoever, will be rejected out-rightly.
7. Application on Fax, E Mail will not be considered.

B. List of documents to be submitted along with the Applications / EOIs

Interested audit firm are advised to go through contents of EOI documents carefully and submit all attested copies of the following documents in proper sequence along with the EOI as described hereinafter:

- 1) Registration certificate of the firm issued by the Institute of Chartered Accountants of India / Institute of Cost Accountants of India. Information related to year of establishment of Head Office & Branch Office(s), addresses, details of partners and their membership nos. as indicated in the Certificate will be treated as conclusive and final information for evaluation of EOIs.
- 2) Membership certificate of the Partners / Qualified Assistants issued by the Institute of Chartered Accountants of India / Cost Accountants of India.
- 3) Certificate/Mark sheets issued by the ICAI/ICMAI in evidence of qualification of Semi-Qualified Assistants.
- 4) Copies of appointment orders for statutory audit / internal audit in SJVN and PSUs (Central/State) in evidence of experience.
- 5) The firm must submit a copy of audited balance sheet and P&L Account for the last three financial years i.e. 2015-16, 2016-17 and 2017-18.
- 6) Copy of PAN Card.
- 7) Copy of GST Registration.
- 8) Details of bank account and bank in which Fee payments will be made.
- 9) A copy of complete EOI documents duly signed and documents are to be signed by the partner/owner of the firm along with seal of the firm as a token of acceptance of all terms and conditions.

Scope of Work for Internal Auditors of SJVN Ltd.

Internal audit is an important tool of management to keep watch and exercise control over activities of the Company. With the specialized knowledge of professional firms of Chartered Accountants/Cost Accountants, SJVN endeavours to significantly improve not only finance & accounting related performance but also exercise management control over non-financial activities with the help of efficient Internal Audit mechanism.

Companies Act 2013, while giving statutory recognition to the Internal Audit and making it mandatory for certain class of companies vide Rule 13 of the Companies (Accounts) Rules 2014, recognizes the importance and usefulness of Internal Audit by providing that the report of the Board of Directors shall contain the details in respect of adequacy of internal financial control with reference to the Financial Statement (Sub-rules 4 & 5 of Rule 8 of Companies (Accounts) Rules 2014.

Accordingly, to strengthen the control over SJVN's financial and other activities management will rely extensively on the reports submitted by Internal Auditors and hence responsibilities of Internal Auditors are vast and it is expected that the Internal Auditors shall apply their expertise in bringing out the deviations and irregularities and support the concerned unit(s) in streamlining its/ their activities. SJVN management also desires to gather valuable suggestions from Internal Auditors to review modify and enhance professionalism and financial discipline in the Company.

The objective of internal audit is to review the accounting and internal control system as a service to the Company. The functions of Internal Audit inter-alia include examining, evaluating and reporting to the Management on the adequacy and effectiveness of components of the Accounting and Internal Control System. The scope of coverage shall include examination of the economic effectiveness of operations including non-financial control system in the organization.

Based upon SJVN's requirements and working, following are the broad guidelines for Internal Auditors –

(I) AS PRIME RESPONSIBILITIES OF THE INTERNAL AUDITOR

- a) Should ensure that no transaction, agreement, act or commitment of the SJVN Offices / Project(s) is ultra virus to the laws prevailing and / or applicable for the period under audit.

- b) Should ensure that no transaction is booked in the books of accounts against mandatory accounting standards as issued from time to time by the Institute of Chartered Accountants of India and / or as notified by Companies (Accounting Standards) Rules, 2015.
- c) Should ensure that no transaction is booked in the books of accounts of the SJVN Offices / Project(s) in contravention with Ind AS, fundamental accounting assumptions and accounting concepts unless the Ind AS is/ are superseded by Company's Accounting policies.
- d) Should ensure that while recognizing transactions SJVN's accounting policies are adhered to.
- e) Should ensure that the circulars, guidance and (accounting) instructions issued from time to time by SJVN Corporate Office to comply with the changes in laws, business requirements, smoothening of procedures and ease of accounting are being followed properly and correctly. It is also expected that internal auditor should check and ensure that treatment given to transactions is not ultra virus to the circulars, guidance and instructions so issued by Corporate Office.

(II) MAJOR FOCUS AREAS

- (a) To verify the awarding of contracts in respect of Civil, Electro Mechanical and Infrastructure Works including variation orders / amendments thereto and accounting for the expenditure there against. Major and important activities including pre and post award procedures of contracts are required to be audited in detail. In addition, all the contracts above Rs. 5.00 crore either awarded or executed during the year are to be reviewed and analysis of the same is to be submitted along with the Report. The extent of GST compliance in respect of works contracts awarded needs to be examined.

Some of the major and infra work contracts might have been completed but due to certain formalities, the same could not be closed due to which security deposits, retention money and liabilities are yet to be settled / cleared. Audit report should include a para on the same mentioning the latest status and the reasons / issues due to which the closure of contracts is pending.

Government has amended the Public Procurement Policy and expects to improve market accessibility and enhance competitiveness of MSMEs. Whether these guidelines are taken care by projects and offices may be seen.

NITI Aayog has issued some directions regarding Arbitration award and releasing payments against bank guarantees. Implementation of these guidelines may be seen. Status of DRB/Arbitration/court cases may be checked.

- (b) The audit should cover the generation detail of electricity; it's reporting to Regulatory Authorities as well as Commercial Deptt. of the Corporation for raising the bills.
- (c) In case of audit of BDMS & C&SO Department it should also look into major differences, if any, between the figures reported and bills raised / sales booked. Audit should verify timely raising of bills, their realisation, allowing rebate / discount, charging of Late Payment Surcharge in terms of CERC guidelines, correct appropriation of amounts received from the beneficiaries towards rebatable dues and non-rebatable dues. The impact of UDAY in realising the bill amount may also be examined. Review the proper and correct maintenance of Sundry Debtor's Ledger for bills raised, amounts realised and the balances outstanding.
- (d) In case of audit of BDMS & C&SO Department, verify the realisation of sales invoices from the beneficiary states through Escrow account, raising necessary advises for such realisations to the concerned offices / units, payments released on behalf of the projects / units under e-payment system (RTGS etc.) and timely raising of necessary advises, any expenditure either capital or revenue against new & upcoming projects and proper accountal thereof by Delhi office. To check the investment of surplus funds as per the guidelines issued by Govt. of India from time to time and raising short term loans depending on exigencies and their repayments.
- (e) To monitor and report on implementation of the Internal Audit Manual and Finance Manuals.
- (f) To review the formulation of budgets both capital as well as revenue, approval, source of funding vis-à-vis the amount spent there-against and the accounting & reporting thereof. The report should point out any major deviations requiring re-appropriation / re-allocation of funds provided in these budgets. The report should also contain the Budget Provisions vis-à-vis the actual achieved and the reasons for variance.
- (g) The audit report should also make a reference regarding the prevailing information reporting systems and suggestions for their improvement.
- (h) The audit team should include at least one technically knowledgeable person in power industry and one member should also be a Senior Auditor / Audit Manager for conducting technical audit. The technical audit should cover the monitoring of progress of work as per contract agreements, critical path, if any, and views of the auditors on the same.

Apart from the above, audit should also cover all other activities like Finance, Power House & Dam Maintenance, P&A (including Workshop & Transport Deptt.), Stores, Legal, R&R, Corporate Planning and Consultancy Services Deptts. etc.

Although the areas and magnitude in respect of scope of audit as defined in Internal Audit Manual and above mentioned broad scope of work cover the entire work requirement from the auditors, some of other areas are elaborated and detailed as under:-

1. Statutory compliances and Internal Controls:

To ensure compliance of Companies Act, 1956 & 2013 with particular reference to the accounting functions and the Accounting Standards & Guidance Notes issued by the Institute of Chartered Accountants of India from time to time and also other statutory provisions applicable to the company. To assist and advise the company in formulation / revision of accounting policies and in establishing proper accounting practices and procedures as per the changing needs.

2. Works Accounting:

- (i) To verify and scrutinize payments to contractors with reference to respective contracts and adjustment thereof while accounting for the work done by them and ensure that deductions in respect of Mobilisation Advance etc. and statutory deductions are correctly made from their bills.
- (ii) The internal auditor should check that adjustments for returns, shortages, damages and unserviceable stores and materials at sites are properly made.
- (iii) The internal auditors should check that various Statutory Tax Returns should be timely filed with the Tax Authorities and also verify the facts and figures given in the Tax Returns.
- (iv) Review of terms and conditions of tender documents and agreements, verification of Bank guarantees and specific emphasis to be given on final payments.
- (v) Review of system for issue of Project Authority Certificates (PAC) and reimbursement of the tax/duty due to change in subsequent legislation so that loophole in the system for issue of certificates can be plugged.
- (vi) To plug loopholes, which might have crept in the system due to passage of time and complacency on the part of persons particularly engaged in financial concurrences, release of payments, updating accounting records, authorisations as per DoP etc.

3. Capital work-in-progress and capitalisation:

- (a) Work-in-progress should be verified by the internal auditors with reference to field records such as Interim Payment Certificates and certification of progress issued by the EIC. Quantum of work-in-progress recorded should be compared with work orders / contracts and subsequent approvals for variations, to ensure that payments are duly authorized.
- (b) To verify capitalization of assets and accounting of capital expenditure (including expenditure incidental to the construction) and its further distribution on the specific assets as per Accounting Policy of the company for capitalization.

4. Fixed Assets :

To verify that proper records of assets of the company are maintained as per requirements of Companies (Auditors' Report) Order, 2016, issued by the Ministry of Corporate Affairs in terms of sub-section (11) of Section 143 of the Companies Act, 2013.

Review the system regarding accounting, custodianship and safeguarding of monetary and non-monetary assets of the enterprise and to see that the assets of the company are reasonably and adequately protected against loss. Also check that the transfer / sale of each asset is immediately and properly accounted for. Also check the applicable depreciation rates and calculation of depreciation

5. Scrutiny of Bank Transactions and Reconciliation:

(a) Scrutiny of Bank Transactions

To verify that cash (wherever applicable) & bank transactions are recorded properly and surplus funds, if any, shall be kept in short terms / flexi deposits with the banks as per Investment Guidelines. Entries in the deposit statement should tally with the term deposit certificates. Also to verify that interest on deposits and TDS thereon has been correctly calculated and accounted for in the books of the Company. Also review the stale cheques, if any.

(b) Bank Reconciliation:

Verify the Bank Reconciliation Statements of various Bank Accounts and report for old / unadjusted items requiring special attention.

6. Vouching :
To verify all accounting transactions so as to ensure interalia that bookings have been made to the appropriate heads of accounts.
7. Ledger Scrutiny :
Scrutiny of trial balance, groupings, General Ledger, subsidiary records, review of sundry debtors, creditors and loans and advances outstanding for more than one year and ensure that CWIP of the project is accounted correctly.
8. Store transactions and valuation thereof:
To verify the vouchers pertaining to stores receipts, issues and the valuation thereof. The coverage shall include purchases of stores and scrap disposal on test basis. The internal auditor while verifying these transactions shall evaluate internal control procedures operative within the enterprise for efficient materials management.
9. Verification of secured / unsecured advances and securities given / received on behalf of the company:
 - (i) Documents / agreements relating to secured & unsecured advances to parties / Govt. Bodies shall be verified on test basis.
 - (ii) The scope includes verifications of securities deposited by the company with different authorities / parties. The internal auditor shall check and examine the purpose and the duration of such deposits and whether the deposit certificates are in safe custody for presentation at the time of claiming refund. Security deposit received from the parties shall also be verified to ensure that the company beyond prescribed period does not retain these.
10. Income Recognition:
To verify that income recognition is being made in conformity to Accounting Policy / procedure and the transactions are recorded accordingly.
11. Strengthening of Internal Control System:
To identify weaknesses in controls which can lead to frauds and report the same to the Management for timely corrective actions.
12. Other matters:
To examine that:

- (i) The authorities at every level are being strictly adhered to as per DoP.
- (ii) The expenditure is sanctioned and booked as per the authorisation.
- (iii) All important documents including term deposit receipts, tax returns, bank guarantees, cheque books etc. are kept under safe custody,
- (iv) There is a proper mechanism that the bank guarantees are extended well before the expiry dates.

13. Keeping in view the above requirements, internal auditors are also required to contribute for following activities:

- Helping in rectification of errors and omissions observed in the course of audit.
- Guiding in location of difference in Bank Reconciliation and proper control over banking transactions.
- Review and guidance in the finalization of accounts.
- Online scrutiny of TDS deductions from payments made to contractors / suppliers and consultants.
- Advising on statutory requirements of the Companies Act, Accounting Standards and other various taxation laws.
- To report any other matters coming to notice during verification in order to strengthen internal control system and for improving MIS.
- Review of liabilities and provisions.
- Proper accounting of expenditure and incomes accruing to the enterprise and adherence to matching principle.
- Review the system for intangible assets assessment and impairment of assets.
- Review the adequacy of the insurance cover for the various risks involved.
- To verify that all moneys received are accounted for.

14. (a) Insurance and other claims lodged by the company:

Internal auditor while verifying insurance and other claims of the company should see that losses to the company giving rise to claims are properly lodged and proper follow up action is taken for realization of overdue claims and the claims are properly accounted for after settlement.

(b) Claims lodged against the company:

Internal auditor while verifying claims lodged against the company should ascertain that the passed claims are with the approval of Competent Authority and are properly accounted for after settlement.

15. Employee payments:

To verify that accounting for salary and benefits admissible to employees and directors are being done properly and all subsidiary records for loans / advances and other deductions related to employees are reconciled properly. Requirements of Ind AS-19 should be complied with.

16. Consultancy Services: Review the terms and conditions of all consultancy contracts and report the debtors' position in case the same are overdue.

17. Nomination / Single Tender:-

(I) To examine/audit at least 10% of those contracts which are awarded on “Nomination / Single Tender” basis and submit a separate report for the perusal of Audit Committee / Board as per CVC guidelines. Out of all the contracts awarded on Nomination / Single Tender basis, works/contracts awarded on the basis of urgency should be audited 100%.

(II) Works & contracts awarded on nominations / single tender basis to local parties around project areas should be invariably audited for the perusal of Audit Committee / Board.

During the course of audit, the Management may add / delete / modify the scope of any of these areas of work.

(III) AUDIT PROGRAMME

Internal Audit shall be conducted in 2 phase (Phase – I covering April to September and Phase – II covering October to March). The commencement of Phase – I audit will be on/ around 25th September and Phase – II will be on/around 15th March and the report of for Phase – I & II are to be submitted by 15th November and 15th April respectively.

They shall plan and conduct their audit for the whole year in such a manner that company's target in regard to annual balance sheet is successfully achieved. They will submit their plans in advance to enable the Management to take appropriate steps for finalization of various tasks as per pre-decided matching schedule.

On completion of the Audit of respective Audit unit of each phase, the following steps should be followed before finalization of the report and the partner of the firm should meet and discuss the audit observations.

- a) **The salient audit observations of the respective preliminary audit shall be discussed with the Head of Finance (HoF) along with the Head of Project (HoP),** so that corrective action may be taken.
- b) Based on the outcome of discussion and after giving due consideration to the explanations offered the final audit report shall include conclusions and recommendations of HoP / in-charge of the office.
- c) The report should also contain the specific suggestion for improvements, if any.

(IV) INITIATIVES

- 1) Suggestion for improvement in accounting, following of rules, dealing with taxation matters, awareness about accounting standards, laws prevailing and amendments being introduced by governments.
- 2) Suggestion for better accounting practices and business policies based on auditor's experience with practicality of uniform applicability in a pan India environment.
- 3) Suggestion for betterment of process, capturing of information and improving MIS.
- 4) Suggestion for improvement in internal control systems for financial and non financial activities.

(V) AUDIT REPORT

The Audit Report should be concise, to the point and should be professionally written covering all important aspect. Above guidelines are indicative and not exhaustive. Wherever internal auditor incorporates issues in the report he should clearly report in such a way that shall meaningfully be used by SJVN.

Further, internal auditor is expected to have good working knowledge of **“Standard on Internal Audit”(SIA) issued by ICAI** from time to time and should invariably apply such standard while conducting internal audit and concluding his comments.

The firms shall be required to maintain highest standard of professional competence and ethics. A thorough professional approach towards work, concisely written Audit Report with concrete suggestions, clear and unambiguous approach towards issues of concern and practical solutions to the issues is highly desirable.

The **Management / Executive Summary** should be integral part of audit report and auditor is expected to prepare the same.

Format of Application

1.	Name of the Firm	
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2.	Registration No. of firm: - (Institute of Chartered Accountant of India/ Institute of Cost Accountant of India)		Respective page no of the document.
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3.	Date of Registration of the firm		Page No
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4. Details of Head Office & operative Branch Office(s):-

Head Office:-

Address	Date of Establishment	Contact No(s)/Fax	E-mail	Page No

Operative Branch Office(s) :-

Address	Date of Establishment	Contact No(s)/Fax	E-mail	Page No

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

SI. No	Name of the Partner	Membership No.	Membership Status ACA/FCA/ACMA /FCMA	Date of joining of the firm as partner	Respective page no of the document.

6. Details of Qualified Assistants:-

SI. No	Name of the Qualified Assistants	Membership No.	Membership Status ACA/FCA/ACMA /FCMA	Date of joining of the firm as Qualified Assistant	Respective page no of the document.

7. Details of Semi-Qualified Assistants:-

SI. No	Name of the Semi-Qualified Assistant	Whether C.A/CMA Intermediate	Date of Joining the firm as Semi-Qualified Assistants	Page No

8. Details of Technical Experts:-

SI. No	Name of the Expert	Details of Engineering qualification	Details of experience	Date of Joining the firm	Page No

9. Details of Turnover for the last three years:-

Sl. No	Financial year	Turnover	Average Turnover for the last three years	Page No
1	2015-16			
2	2016-17			
3	2017-18			

10. Details of Experience in Power Sector PSUs :-

Sl. No	Name of the Company/Unit	Year of Audit	Type of Audit – whether Statutory/Internal Audit	Page No

11. Details of Experience in PSUs other than Power Sector :-

Sl. No	Name of the Company/Unit	Year of Audit	Type of Audit – whether Statutory/Internal Audit	Page No

12.	PAN No. of the firm:-		Page No
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13.	GST Registration No:-		Page No
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14. Bank details for NEFT:-

i.	Bank Name	
ii.	Branch Name, Address & Pin Code	
iii.	Type of account (saving or current account)	
iv.	IFSC Code No.	

15. Whether Internal/statutory/cost Audit of SJVN Ltd. has been conducted earlier. If yes, then details of financial years and name of project/office for which the Internal/statutory/cost Audit has been conducted shall be given as per table given below.

Type of audit assignment in SJVN	Project/office	Period of Audit

*Please refer point number XIV of Other Terms and Conditions.

Declaration:-

I/We, _____ Partner/owner of the Firm _____, hereby declare that the above information furnished is true & correct to the best of my knowledge and I will abide by the Terms & Conditions set by the company for the Appointment / Empanelment as Internal Auditors

**Signature of Partner with
Name & Seal of the Audit Firm**

**SELECTION CRITERIA (POINT ALLOCATION) FOR SELECTION OF
INTERNAL AUDITORS WILL BE AS FOLLOWS**

Sr. No	Particulars	Points to be allocated	Max. Points
1	Year of Establishment of the Audit Firm / Limited Partnership Firms (Minimum 5 years)	1 (one) per year in the existence (fraction of the year to be ignored)	10 (Ten)
2	No. of Partners in the Firms / Limited Liability Partnership Firm who are associated with the firm for not less than three years as on date of application	a) 2 (two) for each Partner who is ACA/ACMA b) 3 (three) for each Partner who is FCA/FCMA	15 (Fifteen)
3	No. of Qualified Assistants (CA / CMA) employed with the firm	2 (Two) per Qualified Assistant	10 (Ten)
4	No. of Semi-qualified Assistants (CA/CMA Intermediate employed with the firm).	1 (One) per Semi-qualified Assistant	5 (Five)
5	Turnover of the firm (Average annual turnover in the Last three years) At least Rs.10 Lakh	Rs. 10-12 Lakh = 5 Marks More than Rs.12-15 lakh=8 Marks More than Rs. 15lakh = 10 Marks	10 (Ten)
6	Experience of Internal / Statutory Audit assignment of Power Sector PSUs (Central/State)	5 (Five) Points per assignment per year (fraction to be ignored)	30 (Thirty)
7	Experience of Internal / Statutory Audit assignment of other than Power Sector PSUs in Central/State	2 (Two) Points per assignment per year (fraction to be ignored)	10 (Ten)
8	Place of Registered Office/Branch office of Chartered Accountant/Cost Accountant firm	HP/Chandigarh = 10 Points Delhi(NCR)/Punjab/Haryana/Uttr khand = 6 Points Any other states/UT = 3 Points	10 (Ten)
		Total Points	100

Minimum Eligibility Criteria:

- i. The firms should have at least 5 years experience as Internal / Statutory Auditor with minimum 3 years experience in Power Sector PSUs.
- ii. The average annual turnover of the firm during the last three financial years must be at least Rs. 10 Lakh.
- iii. The firm must be registered under the GST Authorities.