

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

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR  
EMPANELMENT OF PARTNERSHIP/LIMITED LIABILITY  
PARTNERSHIP FIRMS OF CHARTERED/COST ACCOUNTANTS  
FOR CONDUCTING INTERNAL AUDIT IN POWERGRID AND  
ITS RHQ/SUB-STATIONS/TRANSMISSION LINE AND OTHER  
OFFICES FOR THE FINANCIAL YEARS 2017-18, 2018-19 & 2019-20**

No.CC/IA/EOI/2017-18/1

Dated : 19/05/2017

Power Grid Corporation of India Limited (POWERGRID), a Government of India Undertaking, invites Expression of Interest (EOI) from reputed Indian Chartered / Cost Accountant Firms (Partnership / Limited Liability Partnership) for empanelment as Internal Auditors for the years 2017-18, 2018-19 and 2019-20.

The format of application 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) and website of Institute of Chartered Accountants of India and Institute of Cost Accountants of India, which can be downloaded. The same can also be obtained from the office of Dy. General Manager (Contracts Services) POWERGRID, Plot No. 2, Sector-29, Gurugram, Haryana - 122001, on all working days between 10 AM to 5 PM from 19.05.2017 to 08.06.2017. Any updates to the EOI Documents shall be hosted on POWERGRID website. The interested firms are requested to ensure that all updates are considered while submitting the EOI.

Firms may send their applications in the prescribed format along with annexures under sealed cover to the Addl. General Manager (Fin-Internal Audit), POWERGRID, Plot No. 2, Sector-29, Gurugram, Haryana - 122001 so as to reach this office latest by 09.06.2017 up to 17.00 hrs.

### TABLE OF CONTENTS

<b>S. No.</b>	<b>Description</b>	<b>Page No.</b>
1.	Format of Application	3-6
2.	Annexure – A – Major Areas to be covered	7
3.	Annexure – B – Area and Extent of coverage	8
4.	Annexure – C – Reporting requirements	9-11
5.	Annexure – D – Terms of Reference of Internal Audit for POWERGRID	12-14
6.	Annexure – E – Lists of units, their location, minimum man-days for audit and audit fees	15-17
7.	Annexure – F – Selection Criteria for engaging Internal Auditors for POWERGRID	18
8.	Annexure – G –General Instructions to Audit Firms and Document List (To Do List)	19-20



## FORMAT OF APPLICATION

1. Name of the Firm:

2. Registration No. of the Firm :  
(Institute of Chartered/Cost Accountants of India)

3. i. Date of Registration of the Firm:

ii. type of firm : Partnership firm/LLP firm

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

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

Branch Office 1

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

Branch Office 2

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

Branch office 3

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

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

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

Sl.No	Name of the Partner	Membership No.	Membership Status ACA/ ACMA/FCA/ FCMA	/CISA/DISA / ISA or equivalent qualification	Date joining the firm as partner
1.					
2.					
3.					
4.					

(please attach certificate issued by Institute of Chartered Accountants of India(ICAI) /Institute of Cost Accountants of India (ICAI) in support of information furnished at Sl. No. 1, 2, 3, 4 and 5 above)

6. Details of Qualified Assistants

Sl.No	Name of the Assistant	Membership No.	Whether ACA/ACMA/FCA/FCMA/CISA/DISA/ISA or equivalent qualification (please attach Membership Certificate issued by ICAI/ICMA for each Qualified assistant)	Date of joining the firm as Qualified Assistant
1.				
2.				
3.				
4.				

7. Details of Semi-Qualified Assistants:

Sl.No.	Name of the Assistant	Whether Cost/Chartered Intermediate (please attach Certificate issued by ICAI/ICMA regarding intermediate qualification for each Semi Qualified assistant)	Date of Joining the firm as Semi-Qualified Assistant
1.			
2.			
3.			
4.			

8. Details of Experience in Power Sector:

Sl.No.	Name of the Company/Unit	Year of Audit	Type of Audit – whether Statutory / Internal Audit/ Physical Verifier (please attach Copy of Appointment letter for each year & for every company)
1.			
2.			
3.			
4.			



9. 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/ Physical Verifier (please attach Copy of Appointment letter for each year & for every company)
1.			
2.			
3.			
4.			

10. Details of Experience in other assignments:

Sl.No.	Name of the Company/Unit	Year of Audit	Type of Audit / Nature of experience – (please attach Copy of Appointment letter for each year & for every company)
1.			
2.			
3.			
4.			

11. Experience in conducting audit in SAP ERP environment .

Sl.No	Name of Company /PSU	Year of Audit	Type of Audit viz. Internal Audit, Statutory Audit, Physical Verification etc. (please attach Copy of Appointment letter for each year & for every company)	Year since SAP / ERP implemented in the Auditee company.
1.				
2.				
3.				
4.				

12. Income Tax PAN of the Firm :

13. Service Tax/GST Registration No.:

14. Bank details of EFT:

1.	Bank Name, Address and Telephone No.	
2.	Branch Name, Address & Code	
3.	Bank Account Number with type of account,	

	Saving/ Current	
4.	IFSC Code No. of the Bank	
5.	A cancelled cheque of the said Bank	

15. It is confirmed that all the requirements as per Annexure-G to the EOI documents have been complied with.

16. We confirm that we have not taken any deviation from the specified terms & conditions, of the EOI documents. A copy of complete EOI document duly signed and sealed on all pages as a token of acceptance of all terms & conditions is attached.

Signature of Partner with  
Name & Seal of the Audit Firm

(Note: 1. List of documents to be submitted along with the applications/EOIs: -  
Please refer to the Annexure 'G' of the EOI.

2. The Application format of EOI has to be submitted in hard copy as well as soft copy. (The soft copy of application duly filled, in given excel format written on a compact disc (CD) should be submitted in sealed envelope.)

3. In case of any discrepancy between the signed hard copy and the soft copy, the submission as per hard copy shall prevail for all purposes.



## ANNEXURE - A

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

<u>Sl.No.</u>	<u>ITEM</u>
I	Works including O & M contracts(Pre-award and Execution)
II	Procurement & Works - (Pre-award and Execution)
III	Finance & Accounts including commercial
IV	Human Resources Department ( HR Establishment)
V	Stores
VI	Construction Equipment and Line material
VII	Transit Camp/Guest House
VIII	Land & Building
IX	Operation & Maintenance of sub-station/Transmission line
X	Review of implementation of Systems and procedures of the company.
XI	Testing of the Internal Financial Controls over Financial Reporting (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:

- Financial Accounting/Controlling (FI/CO) – Financial Accounting
- Human Capital Management (HCM) – Human resource including Payroll, Travel Module etc.
- Project Syatems (PS) – Project execution and monitoring
- Material Management (MM) – Purchasing, Stores Management
- Sales and distribution (SD) – Commercial, Consultancy, Telecom
- Quaility Management (QM) – Quality/Inspection
- Plant Maintenance (PM) – Asset Maintenance
- Supplier Relation Management (SRM)- E tendering, procurement
- Enterprise Porta (EP) – Employee Self Service (ESS)

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



**ANNEXURE- B****Extent of coverage of Audit**

Sl. No.	Particulars	In each Phase
I.	Audit of Works including O&M contracts (pre award and execution) (a) Contracts with value below Rs.10 lakhs (b) Contracts with value above Rs.10 lakhs	50% 100%
II.	Procurement (pre award and execution): (a) Contracts with value below Rs.10 lakhs (b) Contracts with value above Rs.10 lakhs	50% 100%
III.	Verification of contract/PO awarded on single tender and nomination basis valuing Rs. 5 Lakh and above.	20%
IV.	Contracts awarded from CC, executed/payment released from the Region	40%
V.	Contracts awarded from Region, executed/payment released from Site finance	100%
VI.	Contracts awarded by Corporate C.S.Department (a) Contracts of value below Rs. 20 Crores. (b) Contracts of value above Rs. 20 Crores.	30% 50%
VII.	Accounts- vouching of all vouchers (cash/bank/ JVs etc.)	70%
VIII.	Verification of bank reconciliation statements of all banks for all months including pending entries in the BRS	100%
IX.	Establishment Section of Accounts Department (a) Payments to employees including salary & TA bill (b) Review of sub-ledgers and release/recovery of advances etc.	40% 100%
X.	All areas in Commercial finance & International Finance	50%
XI.	Testing of the Internal Financial Controls over Financial Reporting (IFC)	
XII.	All areas in Telecom department	50%
XIII.	All areas in Consultancy	50%
XIV.	HR Dept Establishment covering Leave records, LTC records, and payment of all types of advances to employees, pay fixation, Training and other areas.	50%
XV.	Stores Department viz. Documentation and Procedure	2 months
XVI.	Maintenance of and valuation of SRVs / SIVs etc	3 months
XVII.	Commercial Deptt. Including revenue recognition, billing, filing of Tariff petitions, action on legal cases etc.	100%
XVIII.	Cost Engineering at Corporate Office	20%
XIX.	Information Technology & ERP Department	20%
XX.	Verification of CSR expenditure (i) For projects costing Rs. 2 Crore and above. (ii) For projects costing less than Rs. 2 Crore	100% 20%
XXI.	Verification of Title- Deeds of Land	100%



## **ANNEXURE-C**

### **REPORTING REQUIREMENTS**

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 project 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:

- Financial Accounting/Controlling (FI/CO) – Financial Accounting
- Human Capital Management (HCM) – Human resource including Payroll, Travel Module etc.
- Project Systems (PS) – Project execution and monitoring
- Material Management (MM) – Purchasing, Stores Management
- Sales and distribution (SD) – Commercial, Consultancy, Telecom
- Quality Management (QM) – Quality/Inspection
- Plant Maintenance (PM) – Asset Maintenance
- Supplier Relation Management (SRM)- E tendering, procurement
- Enterprise Portal (EP) – Employee Self Service (ESS)

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

On completion of the Audit of the 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.

(i) The preliminary audit observations shall first be discussed with the Finance In charge of the Audit 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 incharge 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 draft composite Audit Report 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:

**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 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 the important areas requiring improvement and their recommendation, if any. Also to indicate the improvements made by the company based on the audit observations. Further to report any deviations/observations from policies, systems and procedures of POWERGRID.

**PART – III Report on Testing of Effectiveness of Internal Controls/ Internal Financial Controls and Compliance of IND AS:**

A separate check list for testing the effectiveness of certain chosen controls/Internal Financial Controls for Financial Reporting and Compliance to IND AS shall be included in the guidelines for internal audit which will be issued along with the appointment letter. The Auditors would be required to include their findings in Part-III of their report.

**PART – IV Report on Contracts/POs placed on single tender & nomination basis:**

Internal auditors shall report separately on Contracts/ Purchase Orders (P.Os) 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.

**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, inter unit accounts, review of accounts, ABT and open access wherever applicable, township, Transit Camp and provision of liabilities, Telecom, consultancy income including DMS etc.

The Internal Auditor's report shall be in the same sequence as given in the scope of audit (shall be shared with Auditors on appointment) and in case any item is not applicable to the audit unit, the same should be mentioned as nil.



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

(I) Particulars of records along with their volume (i.e. total no. of vouchers in each category for each phase) and value/volume checked as compared to the total volume and value of transactions viz. Documents etc. Similar statistics are required with reference to audit of contracts with the total no. of contracts awarded and the percentage of audit done.

(II) A report indicating the number of Packages awarded on single tender & nomination basis in two categories viz, (i) Packages more than Rs. 5 Lac and (ii) Packages less than Rs. 5 Lac and furnish the same in the following statement indicating the contracts selected for review.

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

(III) A summary report indicating the important observations for each phase and for each area.

(IV) A statement indicating the audit personnel deployed (designation) including the visits of partners and the period of audit for each substation. A partner of the firm is expected to be involved in the audit and ensure that the entire scope is covered in a systematic manner and he/she shall submit the report as per the requirement.

(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.

**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 5<sup>th</sup> September and Phase – II will be on/around 5<sup>th</sup> March and the reports for Phase – I & II are to be submitted by 5<sup>th</sup> October and 5<sup>th</sup> April respectively. In case of Internal Audit of Commercial Deptt. '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 report 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 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/Cost Accountant (who may be a Partner) with CISA/DISA/ISA or equivalent qualification. A minimum number of man-days are needed to be devoted at site by the firm 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**

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. Incase the same is not provided by POWERGRID then TA, DA, local conveyance and accommodation expenditure shall be reimbursed by POWERGRID through respective Regions. For the purpose of eligibility for TA/DA local conveyance and accommodation, the partners of the firm will be considered equivalent to Chief Manager (E-6) and other audit staff will be considered equivalent to AO (E-2A) of the Company.

Service tax/GST as applicable will be paid extra as per GST Act.



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

The Firm shall be eligible to 50% of the audit fee in each phase. In case of CC(Part-II)-Commercial deptt audit, the firm shall be eligible for 25% fee after each quarterly audit. Such fee shall be released only after submission of report for that phase/quarter followed by the bill along with 'stay certificate' issued by Head of Finance of the unit and all supporting evidences/documents required to process such bills.

#### **5. GENERAL TERMS AND CONDITIONS**

- i. The EOI should be unconditional, conditional EOI shall be out rightly rejected.
- ii. POWERGRID shall not compensate in any manner for the expenses incurred in connection with preparation and submission of EOI.
- iii. Audit Firms having minimum experience of 5 years and above shall be considered for empanelment.
- iv. The CA/CMA firms who have been assigned the work of Internal Audit in POWERGRID during the year 2014-15 to 2016-17 (three years), shall not be considered for appointment as Internal Auditor for the period 2017-18, 2018-19 and 2019-20. Thus, these firms should not apply for empanelment.
- v. The Audit firms who were assigned the work of Internal Audit in POWERGRID only for the year 2015-16 and/or 2016-17 (two/one year), shall be considered, in the order of merit for appointment as Internal Auditor only for one/two years as the case may be.
- vi. The CA/CMA firms who were offered appointment as Internal Auditor, but had not accepted the appointment as Internal Auditor for any of the year 2014-15, 2015-16 or 2016-17 for what-so-ever reason, shall not be considered for empanelment.
- vii. The Audit firms that secure 70% and above marks as per criteria shall be considered for empanelment. The criterion for assigning marks is given in Annexure-F. Marks shall be assigned to each firm based on the documents attached with the EOI.
- viii. This EOI is only for the purpose of short-listing/empanelment of Firms and does not carry any assurance for allotment of Internal Audit assignments.
- ix. Preference will be given to Audit firms located/having offices near the Regional Head Quarters. However, depending on the requirement any Audit firm can be assigned any group of Audit unit located anywhere in India.
- x. One Audit firm shall be assigned Internal Audit only for any one of the grouped Audit units as mentioned in **Annexure – E**.

- xi. Only empanelled firms 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 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 firm/s shall be for three years w.e.f. 2017-18, and appointment of the firm/s shall be on yearly basis, subject to satisfactory performance of the respective firm/s.
- xv. POWERGRID reserves the right to re-group the audit units in the year 2018-19 and 2019-20 and accordingly reassign the audit fees for each Audit group.
- xvi. POWERGRID may change the Audit group assigned to an Internal Auditor in the second/third year at its discretion.
- xvii. If progress/performance of the audit firm is not found satisfactory, POWERGRID reserves the right to terminate the appointment of the Firm.
- xviii. The Audit firm will be debarred from getting Internal Audit assignments in POWERGRID and its subsidiaries in the following circumstances :
  - a) If the Firm 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 is debarred by the respective Institute for any reason.
  - c) The Audit Firm is found to have sub-contracted the work.
  - d) If the Firm does not take up audit in terms of the appointment letter.
  - e) If the Firm 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.



POWER GRID CORPORATION OF INDIA LTD.		ANNEXURE-E			
Internal Audit Unit for 2017-18		MAN POWER	MAN POWER	MAN POWER	Estimated Annual Audit fee
Sl.		PART NER	QA	Assist ant	
No.	REGIONS				
1	CC(Pt-I)-Finance except Finance Commercial Gurgaon	7	20	27	200750
2	CC(Pt-II) 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.	7	20	27	200750
3	CC(Pt-III-Except Fin) 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)	7	20	27	200750
4	NR-I (Pt-I) NRHQ-I, GIS Gurgaon & TRF Aug. at Gurgaon , Bhiwadi, Manesar, Neemrana, Kotputli , Sonapat, Bahadurgarh, Bhiwani, Hisar, Jind	12	36	48	356400
5	NR-I (Pt-II) Meerut, Koteswar, Roorkee, Baghpat, Saharanpur, Dehradun, Rishikesh Guest House, Koteswar Extn Const. Office, Realignement of 765 kV Tehri-Meerut TL Ckt-I and Ckt-II at Meerut -Const. Office	6	18	24	178200
6	NR-I (Pt-III) Maharanibagh S&Tn, Maharanibagh Telecom, Jhatikara, Ballabhgarh, Dadri, Mandola, Tuglakabad, Dwaraka, Maharanibagh-2,	7	19	26	193600
7	NR-I (Pt-IV) Jaipur office, Bassi, Kota, Kankroli, Bhinmal, Jaipur South, Sikar, Ajmer, Chittorgarh, Bikaner, Bhadala , 765 kV Banaskantha Chittorgarh T/L-Part-III & IV-Const. Office, 765 kV Bikaner Bhadla T/L- Part- I & II-Const. Office, 765 kV Ajmer Bikaner T/L- Part-I, II, III & IV-Const. Office.	9	25	34	253000
8	NR-II(Pt-I) NRHQ-II, Wagoora ( including Baramula TLM), Kishenpur, Samba, New Wanpoh, Batot TLM & TLC, Baramula TLC, Narwal (including Jyotipuram TLM)	8	22	30	223300
9	NR-II(Pt-II) Jalandhar, Amritsar, Ludhiana, Moga, Patiala, Malerkotla, Bhatinda TLC, Sarna TLM, Nurpur & Banikhet TLM	6	18	24	178200
10	NR-II (Pt-III) Panchkula, Chamba , Banala, Hamirpur, Kaithal, Abdullapur, Fatehabad, Kurukshetra, Nalagarh, Panipat TLM & TLC( including Meerat TLM), Chandigarh Telecom, Chandigarh GIS const office, (Solan, Rampur, Sundernagar TLM)	10	30	40	297000
11	NR-III (Pt-I) NRHQ-III , Lucknow-telecom, Ballia, Lucknow- 400kV, Lucknow-765 kV, Raebareli, Gorakhpur S/stn and DMS, Sohawal, Shahjahanpur, Jauljibi Cons. office , Azamgarh TLM, DMS ( Pratapgarh), DMS(Kushinagar), DMS(Deoria), DMS( Sidarthnagar)	12	34	46	342100
12	NR-III (Pt-II) Allahabad Allahabad Telecom, Rihand, Vindhyanagar, Kanpur-400 kV, Fatehpur, Varanasi, Kanpur-765 kV & GIS, Mirzapur TLM, Shakti Nagar TLM, Azamgarh TLM	8	22	30	223300
13	NR-III (Pt-III) Agra, Mainpuri, Sitarganj, Pithoragarh, Bareilly, Bareilly- 765 kV, Orai, Aligarh	6	16	22	163900
14	ER-I (Pt-I)	10	28	38	282700



Sl.		MAN POW ER	MAN POW ER	MAN POW ER	Estimated Annual Audit fee
No.	REGIONS	PART NER	QA	Assist ant	
	ERHQ-I , JCP & Other consultancy at Patna , DMS-Patna, Gaya S/s, Biharsarif S/s, Pusauli S/s, Ara S/s, Patna S/s, Koderma TLM, Gopalganj TLM, Sahibganj & Pakur TLC/TLM				
15	ER-I(Pt-II)	6	18	24	178200
	Ranchi & JCP at Ranchi, Ranchi 765 KV S/s, Ranchi 400 KV S/s, Jamshedpur S/s, Chaibasa S/s, Chandwa S/s, Daltonganj Const. office , NOFN Ranchi, .				
16	ER-I(Pt-III)	5	13	18	134200
	Purnea S/s, Banka S/s, Kishanganj S/s, Lakhisarai S/s, Muzaffarpur S/s, Kahalganj TLM				
17	ER-II(Pt-I)	8	22	30	223300
	ERHQ-II, Kolkata Telecom, Rajarhat, Subhashgram, Behrampur(WB), Maithan, Durgapur.				
18	ER-II(Pt-II)	5	13	18	134200
	Siliguri, Malda, Birpara, New Melli, Binaguri, Dalkhola, Rangpo, Alipurduar, Farakka TLM				
19	ER-II(Pt-III)	8	22	30	223300
	Bhubaneswar including liaison office, Bhubaneswar Telecom, Jeypore , Indiravati , Bolangir , Keonjhar, Baripada, Pandiabilli, Bhawanipatna TLM, Cuttak TLM, Bhadrak TLM,				
20	ER-II(Pt-IV)	4	12	16	118800
	Kaniha, Rengali, Rourkela, Sundergarh, Angul, Nayagarh TLM, Berhampur TLM, Kishan Nagar TLM				
21	NER (Pt-I)	8	24	32	237600
	NERHQ, Balipara, Nirjuli, Zero, Namsai, Roing, Tezu, Khlerihat, Tezpur const office				
22	NER (Pt-II)	8	24	32	237600
	Guwahati, Biswnath Chariati, Bongaigaon, Salakati, Dimapur, Imphal, Moriani, Mokukchung, Misa, Biswnath Chariati TLM, Rangia TLM, Guwahati telecom office.				
23	NER (Pt-III)	6	16	22	163900
	Silchar, Haflong, Jiribam, Kumarghat, Aizawl, Badarpur, Melriat Const. office, Kolasib Const. Office				
24	WR-I(Pt-I)	10	28	38	282700
	WRHQ-I including TLM and Telecom , Bhadravati, Wardha , Seoni, Bramhapuri TLC & TLM , Karanjlad TLC, Saoner TLC, Hingaghat TLC, Wardha TLC, Akola TLM, Jalgaon TLM, , Nanded TLM,				
25	WR-I(Pt-II)	5	15	20	148500
	Mumbai Liaison Office, Mumbai Telecom, Padghe GIS S/S, Navi Mumbai GIS S/S, Narayangaon TLC, Nashik Admin Office				
26	WR-I(Pt-III)	7	21	28	207900
	Kunkhari 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 , Rajnandgaon TLC, Champa TLC,				
27	WR-I(Pt-IV)	9	27	36	267300
	Pune Shikrapur 765 kV GIS, Pune Talgaon 400kV, Pune Telecom , Parli S/S & TLM, Aurangabad, Mapusa, Kolhapur, Solapur, Osmanabad Const. Office, Nanded TLC PPTL Construction Office, Aurangabad TLM, Jalna TLM, Shrirampur TLM, Mehkar TLM				
28	WR-II(Pt-I)	9	27	36	267300
	WRHQ-II & Inspection office, Waghodia SS, Dehgam SS, Pirana SS, Bhachau SS, Bhuj SS, Banaskatha SS, Himmatnagar TLC -Const. Office, Radhanpur TLM office, Surendranagar TLM office, Rajkot TLM office				
29	WR-II(Pt-II)	8	18	24	178200



Sl.		MAN POW ER	MAN POW ER	MAN POWE R	Estimated Annual Audit fee
No.	REGIONS	PART NER	QA	Assist ant	
	Jabalpur S/s, Satna SS, Damoh SS, Jabalpur Pooling SS, Vindhyachal Pooling SS, Rewa SS, Birsinghpur TLM Office, Annupur TLM office, Sidhi TLM Office				
30	WR-II(Pt-III)	8	22	30	223300
	Bhopal admin and inspection office, Bhopal POP, Indore SS, Khandwa SS, Rajgarh SS, Shujalpur SS, Itarsi SS, Gwalior SS, Bina SS, Betul SS, Jhansi SS Const. Office.				
31	WR-II(Pt-IV)	5	15	20	148500
	Vapi SS, Vapi Inspection Office, Navsari SS, Kala SS, Magarwada SS, Boisar SS, Nashik TL office				
32	SR-I (Pt-I)	11	31	42	312400
	SRHQ-I, Hyderabad 400 kV SS, Hyderabad EDC, Nagarjunasagar 400 kV SS, Maheswaram 765 kV SS, Nizamabad 765 kV S/stn., Secunderabad Telecom Ramagundam telecom, Ramagundam TLM.				
33	SR-I (Pt-II)	8	22	30	223300
	Vizag 400 kV & HVDC SS, Srikakulam 765 kV GIS, Vemagiri 765 kV GIS, Vijayawada 400 kV SS, Khammam 400 kV s/stn., Warangal 400 kV s/stn., Vijag Telecom, Vijaywada Telecom, Khammam NOFN				
34	SR-I (Pt-III)	9	27	36	267300
	Kurnool, Raichur, Munirabad, Gooty, Kadapa 400 kV & 765 kV SS, Nellore 400 kV SS, Nellore 765 kV SS, NP Kunta SS, Kadiri TLC, Kadapa TLC, Chittoor TLM, Sholapur TLM,				
35	SR-II (Pt-I)	11	31	42	312400
	SRHQ-II, Yelahanka, Bedadi, Somanhalli, Tumkur, Kolar, Somanhalli Telecom, Bangalore Telecom, Belthangady TLM, Mallapur TLM, Hiriya TLM, Pugalur HVDC const office.				
36	SR-II (Pt-II)	5	13	18	134200
	Hassan, Mysore, Hosur, Dharmapuri, Pavagada SS, Naraendra, Hiriya, Kudugi, Sirsi TLM,				
37	SR-II (Pt-III)	7	19	26	193600
	Trichur & Trichur HVDC, Kochi, Palakkad, Thiruvananthapuram, Kozhikode, Thiruvananthapuram Telecom, Kochi Telecom, Pathanamthitta TLM				
38	SR-II (Pt-IV)	6	18	24	178200
	Madurai, Udumalpet, Arasur, Karur, Karaikudi, Kovilpatti, Tirunelveli & Tirunelveli GIS, Coimbatore Telecom				
39	SR-II (Pt-V)	8	22	30	223300
	Sriperumbudur, Puducherry & Smart Grid, Kalivanthapattu, Tiruvalam (Vellore), Salem, Trichy, Ariyalur (Nagapattinam), Chennai Telecom, Chennai Liaison office, Kalivanthapattu TLM, Neyveli TLM,				
	Total	297	848	1145	8513450
	Note :- i. Fees mentioned above are for complete year 2017-18				
	ii. P -indicates Partners, QA-indicated Qualified Assitant.				
	iii. The manday requirement is exclusive of travel time.				
	iv. The name of the Audit unit indicating RHQ, Sub-station with and without finance are mentioned for every region.				

**Annexure – F****SELECTION CRITERIA (POINT ALLOCATION) FOR EMPANELMENT OF AUDIT FIRMS WILL BE AS FOLLOWS**

S. No.	Particulars	Points to be allocated	Maximum Points
1.	Year of Establishment of the Audit Firm/ 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 for a minimum period of one year as on date of publication of EOI.	a.2(two) points for each Partner who is ACA or ACMA. b.3(three) points for each Partner who is ACA or ACMA and also CISA/DISA qualified .  c. 3(three) points for each Partner who is FCA or FCMA  d.4(four) points for each Partner who is FCA or FCMA and also CISA/DISA qualified.	15 (fifteen)
3.	No. of Qualified Assistants (Chartered/ Cost Accountants) employed with the Firm	2 (Two) points per Qualified Assistant	10 (ten)
4.	No. of Semi-qualified Assistants (CA/Cost Intermediate) employed with the Firm	1 (one) point per Semi-qualified Assistant	10 (ten)
5.	Experience of the Firm in Power sector, preferably under Central/State Government as Statutory/Internal Audit.	4 (four)points per year of Audit (fraction of the year to be ignored)	20 (twenty)
6.	Experience of the Firm in other (other than Power sector) sectors/industries preferably under Central / State Government as Statutory / Internal Auditors.	2 (two) point per year of Audit (fraction of the year to be ignored)	20 (twenty)
7.	Experience of the Firm in Audit of Company/Organisations having SAP ERP environment.	2 (two) point per year of Audit , (fraction of year to be ignored.)	10 (ten)
	Total Points		100 (hundred)



**General Instructions to Audit Firms and Document List**

**To Do List**

**(A ) Instructions to Audit Firms**

1. Format of Application must be completely filled in. Incomplete applications will be rejected out-rightly.
2. The soft copy of Application duly filled in given excel format written on a compact disc (CD) should be submitted in sealed envelope alongwith the Hard copy.
3. In case of any discrepancy between the signed hard copy and the soft copy, the submission as per hard copy shall prevail for all purposes.
4. Please ensure that date of opening of Registered Office, Branch Office, dates of joining of all Partners into the firm, date of joining firm as qualified & semi-qualified assistants should be invariably indicated in the application.
5. **All EOIs will be evaluated on the basis of the documents furnished along with applications only. No further documents will be called for during the scrutiny of the EOIs. Any additional document received, after last date & time of receiving the EOIs as stipulated in the Notice Inviting EOIs, will not be entertained.**
6. Since, all the applications will be evaluated strictly on the basis of Selection Criteria as per Annexure-F, please avoid attaching unsolicited information/documents to enable expeditious processing of applications.
7. All submitted documents must be signed by a Partner with his name and under the seal of the firm.
8. Applications must be submitted under sealed cover super scribing the EOI Notice No. & date and the words **"Application for Empanelment of Internal Auditors for 2017-20"** thereon. The name and address of the firm must also be indicated on the body of the envelope.
9. Application may be submitted in person or by post/courier to the office of Addl. General Manager, (Fin-Internal Audit), POWERGRID Corporation of India Limited, Saudamini, Plot No. 2, Sector 29, Gurugram, Haryana. POWERGRID does not take any responsibility for loss of application in transit. Applications sent through Telegram, Telex, Fax will not be considered.
10. Both the Hard copy and Soft copy of application in sealed envelope should be received within the stipulated date and time. In case of non- receipt of

Hard copy of application within the stipulated date and time, due to any reason whatsoever, the same will be rejected out-rightly.

**(B) List of documents to be submitted along with the applications/EOIs:**

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

1. Registration certificate of the firm 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 and their membership nos. etc. as indicated in the Certificate will be treated as conclusive and final information for evaluation of EOIs.
2. Certificates of DISA/CISA/ISA, if any, issued by the respective Institutes.
3. Membership certificates of the qualified assistants issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India.
4. Certificates issued by the respective Institutes as evidence of qualifications of semi-qualified assistants.
5. Copies of appointment orders for statutory audit/internal audit/physical verification in POWERGRID and its Subsidiaries/PSU/Govt./Scheduled Bank/others in evidence of experience.
6. Copy of PAN Card.
7. Copy of Service Tax/GST Registration.
8. A cancelled cheque form of the Bank account in which the Audit Fee payments will be made in case of appointment.
9. A copy of complete EOI document duly signed and sealed as a token of acceptance of all terms and conditions.

---