

# **M.P. POORV KSHETRA VIDYUT VITARAN CO. LTD. JABALPUR**

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TENDER SPECIFICATION NO. DISCOM/EZ/PUR/1479

(E-Tender No.355026\_2)

DUE FOR OPENING ON: 06.11.2024

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**FOR**

**Outsourcing of CA/ICWA firm for the  
Revenue Audit and  
System & Expenditure audit  
of different offices of the Company**

**THE CHIEF GENERAL MANAGER (S&P)**

M. P. Poorv Kshetra Vidyut Vitaran Co. Ltd,  
Block No.8<sup>th</sup>, 3<sup>RD</sup> Floor Shakti Bhawan,  
Jabalpur (MP) 482008

Phone No.: 0761-2666040, 2702473, 2702442, 2702411.

Email: - [cepurez@yahoo.in](mailto:cepurez@yahoo.in)

## INDEX

S. No.	Particulars
1	Tender Notice
2	Key Dates & Basic Tender Information
3	Guidelines to Bidders for E- Tendering system
<b>PART-I</b>	
1	Annexure-I-Important Instruction to the bidder
2	Annexure-II- Detailed list of group wise / circle wise list of offices for revenue audit and system and expenditure audit for 2022-23 to 2023-24
3	Annexure-III- Scope of work
4	Annexure-IV- (DRAFT) Overall agreement terms & conditions
5	Annexure-V- Indicating performance parameters of the work of internal auditor
6	Annexure-VI- (DRAFT) Revenue and System & Expenditure audit report
<b>PART-II</b>	
1	Schedule-I – Price Schedule
2	Schedule-II- Bidders background
3	Schedule-III- CA / ICWA Certificate
4	Schedule-IV- undertaking



## M.P. Poorv Kshetra Vidyut Vitaran Co. Ltd.

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CIN : U40109MP2002SGC015120 Tel- 0761-2666040, Extn. 270-2473/2442, Fax 0761-2660048  
Website : [www.mpez.co.in](http://www.mpez.co.in), email: [cepurez@yahoo.in](mailto:cepurez@yahoo.in)

No. CGM/S&amp;P/EZ/GM-II/III/

Jabalpur, dtd :

### Notice Inviting Tender

Online tenders are invited for Outsourcing of CA/ICWA firm for the Revenue Audit and System & Expenditure audit of field offices / Corporate office of the Company. The Bids will be received online on the portal <https://mptenders.gov.in> up to date & time as per key dates. The tender will be opened in the office of undersigned as mentioned in tender time schedule (key dates) in presence of bidders duly authorized representative who may like to be present at the time of opening of tender :-

Sl. No	TS No. (For e-Tendering Discom-EZ/Pur)	Name of item	Approx Value (Rs. in Lakhs)	Tender Fee (in Rs)	Due date & time of opening of tender (*)
1	TS-1479 (e-Tender No. 2024_PKVVC_355026_1)	Outsourcing of CA / ICWA firm for the revenue audit and system and expenditure audit of different offices of the Company	51.84	2360	25.07.2024
2	TS-1480 (e-Tender No. 2024_PKVVC_355028_1)	Outsourcing of CA / ICWA firm for HT revenue audit and system & expenditure audit of all offices of the Corporate Office of MPPKVCL	3.36	590	25.07.2024

\* For updated / extended due dates for opening of tender (EMD in Cover-1 & Techno-commercial bid in Cover-2) please refer to the online key dates.

#### NOTE: -

- (1) Other details can be seen in the complete tender documents available on new implemented e-portal <https://mptenders.gov.in>.
- (2) Tender Documents can be downloaded from main portal <https://mptenders.gov.in> free of cost. However, for participation in the tender, the bidder shall have to pay non-refundable tender fee. In case, the tender is dropped without opening, the tender fees shall be refunded after deduction of necessary portal charges.
- (3) The Micro & Small Enterprises (MSEs) of Madhya Pradesh registered with District Industries Centre (DIC)/Khadi & Village Industries Commission (KVIC)/ Khadi & Village Industries Board (KVIB)/Coir Board/NSIC/Directorate of Handicraft and Handlooms / Udyog Aadhar Memorandum(UAM)/UDYAM or any other body specified by Ministry of Micro, Small & Medium Enterprises of Madhya Pradesh on the date of opening of tender for the tendered item(s) shall be exempted from payment of tender fee. In support of above the bidders shall be required to upload the requisite documents on the portal of MP Tender, failing which their techno commercial bid shall not be considered for opening.



- (4) The bid data should be filled in and the bid seals of all the envelopes and the documents which are to be uploaded by the bidders should be submitted online only as per time schedule (Key Dates).
- (5) The relevant portion of tender which tenderers have to fill online would be available on above website on date mentioned against each tender. The company reserves the right to reject any or all the tenders or accept any tender in full or part as considered advantageous to the company, whether it is lowest or not, without assigning any reason whatsoever it may be.
- (6) Since the bidders are required to sign their bids online using class III – Digital Certificates only, hence they are advised to obtain the same at the earliest. For further information, bidders are requested to contact Madhya Pradesh State Electronic Development Corporation Ltd, State IT Centre, 2nd Floor, 47-A, Arera Hills, Bhopal-462011, Telephone No. 0120-4001002/ 4200462/ 4001005, E-mail: [support-proc@nic.in](mailto:support-proc@nic.in).
- (7) Bidders intending to participate in the Tender are required to get themselves trained on the e-Procurement System.
- (8) The required amount of EMD shall be accepted through online payment only.
- (9) The Bidders are required to invariably upload the valid documentary evidence of submission of online EMD (or EMD Exemption Certificate if applicable) in Cover-1 without which online offer i.e., Cover-2 & 3 shall not be opened.
- (10) No offer will be accepted without valid Earnest Money Deposit, unless exempted by the Company. If on opening of tender, it is revealed that EMD amount is inadequate / any other discrepancy is noticed, the tender shall be rejected.
- (11) The corrigendum or addendum to the Bidding Documents, if any, as well as any change in due date(s) of opening of tender will be published on the website <https://mptenders.gov.in> & also Company's website [www.mpez.co.in](http://www.mpez.co.in) but will not be published in newspaper. Hence participant bidders are advised to regularly visit the websites until the bid opening. The Company shall not be responsible in any way for any ignorance of the bidders about the corrigendum or addendum or change in the due date(s).
- (12) Last date for submission of Online Bid documents {Cover-1 (EMD) & Cover-2 (Techno Commercial Bid)} shall be as per online key dates. The same shall be opened as per key dates. The date of opening of EMD & Techno commercial bid shall be the date of opening of tender for all the purpose.
- (13) The tender document will be available on portal <https://mptenders.gov.in>. The interested bidders are advised to regularly visit the portal for the purpose.
- (14) Only online bids will be considered as valid.

**Chief General Manager (S & P)**  
**Corporate Office**  
**MPPKVCL, Jabalpur**

**SAVE ELECTRICITY**

**KEY DATES & BASIC TENDER INFORMATION**

Particulars	Details
Name of Work	Outsourcing of CA / ICWA firm for the revenue audit and system and expenditure audit of different offices of the Company
Tender Specification Number	<b>DISCOM/EZ/PUR/1479(e-Tender No.2024 PKVVC_355026_2)</b>

**Key Dates:-**

Sr. No.	Tender Stage	Particulars	Date & Time
1.	Publishing of tender date	Tender Purchase-online	18.10.2024, 17:00 Hrs
2.	Document download start date		18.10.2024, 17:15 Hrs
3.	Bid Submission Start Date		19.10.2024, 14:00 Hrs
4.	Bid Submission End Date		04.11.2024, 17:00 Hrs
5.	Bid Opening Date		06.11.2024, 15:00 Hrs
6.	Financial Bid(Cover-3) Open Date	Cover-3 (Price Bid)	Will be informed later

**BASIC TENDER INFORMATION :-**

(1) Bidders shall submit tender online in following three parts. No physical submission of document/bid is required :-

- i. **Part-I (Cover- 1)** – The bidders shall require to deposit EMD online as specified in clause -3 Annex-I of the tender specification and to upload a scan copy of the same in Cover( 1). In case of exemption from payment of EMD as allowed in Clause-3 (iii) Annex-I of the tender, bidders shall upload a scan copy of the duly notarized documents as required in above clause.
- ii. **Part-2 (Cover –2)** - the bidders shall require to upload following documents digitally signed in Cover-(2) which shall form Commercial and Technical bid.
  - a. **Schedule-II-** Bidders background
  - b. **Schedule-III**– CA Certificate against Financial requirement of the tender
  - c. **Schedule-IV**– Undertaking
  - d. Documents against qualifying requirement of the tender
  - e. Duly filled all schedules (except price schedules) with supporting documents

**In case of erroneous/ non-submission/ missing of any of the document required as per the provision of the bidding document. The purchaser will have full right to reject the bid or evaluate the bid with the documents submitted as the case may be. The purchaser may however ask the bidder for a clarification of its bid.**

- i. Part-3 (Cover-3) The bidders shall quote their rates online only in schedule-I and shall be kept in Cover- (3) .
- (1) The date of opening of financial/ price bid shall be informed separately. The bidders may please keep them updated of price bid opening from the e-portal.
  - (2) In case of any of above date(s) is declared as holiday/local holiday, then the date(s) will be shifted to next working day.

**Chief General Manager (S & P)**  
**M.P.P.K.V.V.Co.Ltd., Jabalpur**

**SAVE ELECTRICITY**



## **INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

The bidders are required to submit soft copies of their bids electronically on the MP TENDERS Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the MP TENDERS Portal, prepare their bids in accordance with the requirements and submitting their bids online on the MP TENDERS Portal. More information useful for submitting online bids on the MP TENDERS Portal may be obtained at: <https://mptenders.gov.in/nicgep/app>

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://mptenders.gov.in/nicgep/app>) by clicking on the link “**Online bidder Enrollment**” on the MP TENDERS Portal **which is free of charge**.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the MP TENDERS Portal.
- 4) Upon enrolment, the bidders will be required to register **their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage)** issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the MP TENDERS Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the MP TENDERS Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the MP TENDERS Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.



- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder should prepare the EMD as per the instructions specified in the tender document. The bidder has to submit EMD by making Online payment on mp tenders portal until unless not exempted from EMD.
- 4) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 5) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the Documents submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any Bid Document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded Tender Documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.



## ASSISTANCE TO BIDDERS

- 1) Any queries relating to the Tender Document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to MP TENDERS Portal in general may be directed to the 24x7 MP TENDERS Portal Helpdesk.

Contractors / Vendors / Bidders / Suppliers are requested to visit e-procurement portal of Govt. of Madhya Pradesh (<https://www.mptenders.gov.in>). The details and relevant links are available in the Bidders Manual Kit on the right pane of website which is furnished here-

S.No	Particulars	Downloads
1	Notice to Bidders	<a href="#">Notice to bidders v906.pdf</a>
2	Registration of Bidders	<a href="#">Bidder Registration Manual Updated v906.pdf</a>
3	Uploading of My Documents	<a href="#">MyDocument Updated v906.pdf</a>
4	Online e-Bid Submission	<a href="#">Three Cover Bid Submission New v906.pdf</a> <a href="#">Two cover bid submission new v906.pdf</a> <a href="#">Four cover bid submission new v906.pdf</a> <a href="#">Single Cover bid submission New v906.pdf</a>
5	Online Bid Withdrawal	<a href="#">bid withdrawal updated v906.pdf</a>
6	Online Bid Re-submission	<a href="#">Bid Resubmission Updated v906.pdf</a>
7	Clarifications (Tender Status, My Archive...)	<a href="#">Enquiry Updated v906.pdf</a>
8	Trouble Shooting	<a href="#">troubleshoot document v906.pdf</a>
9	BoQ Preparation Guidelines	<a href="#">ItemWise BOQ New v906.pdf</a> <a href="#">Percentage BOQ Updated v906.pdf</a> <a href="#">ItemRate BOQ Updated v906.pdf</a>

**Chief General Manager (S & P)**  
**M.P.K.V.Co.Ltd., Jabalpur**





# *PART-1*



## ANNEXURE-I

### IMPORTANT INSTRUCTIONS TO THE BIDDERS & CONDITIONS

#### 1 INTRODUCTION

Madhya Pradesh Poorv Kshetra Vidyut Vitaran Company Limited (MPPKVCL) Jabalpur, one of the successor Companies of MP State Electricity Board, with its head office at Shakti Bhawan, Rampur Jabalpur is a Power Distribution Company incorporated under the provisions of the Companies Act, 1956(now companies Act, 2013).

MPPKVCL Jabalpur (herein after referred to as a company) is engaged in the distribution & retail supply of electricity to its consumers. It has its office of operations spread in the specified area, 4 regional offices, 21 circles, 59 O&M divisions, and 58 STC,STM other divisions and around 475 Distribution centers/ Zones. Organizational structure of the Company is as below :-



Understanding the need of audit into a organisation the Company intends to workout revenue audit and system and expenditure audit of its all offices in groups as per scope of work detailed in **Annexure-III**.

Online tenders are therefore invited by the Chief General Manager(S&P), MP Poorv Kshetra Vidyut Vitran Co. Ltd., Jabalpur to outsource CA/ICWA firm for the Revenue Audit and System & Expenditure audit of different office of the Company for the financial year 2022-2023 and 2023-2024

The bidders are requested to kindly go through the various Annexures of the tender specification. It may be noted that no conditions or stipulations to the contrary or which are inconsistent will be accepted. Bidders are requested to ensure that all such schedules along with questionnaire (duly filled-in), are submitted along with their offer. The bidders should also note that in absence of any of the schedules, their offer is likely to be rejected.

Here are some of the very important instructions which every bidder should read carefully for compliance before submitting his bid.

#### 2 VALIDITY OF BIDS:-

Offers should be kept open for acceptance for at least 180 days from the date of opening. Those who do not agree for a validity of 180 days will do so at their own risk and no request for extending the validity is likely to be made from this office. However, if due to any circumstances, beyond control, renderers are advised to extend the validity, they shall not be permitted to revise their rates, offer any rebate or concession while extending the validity which may materially result in any reduction or increase in the computed prices of their original offer.



### 3 EARNEST MONEY –

The bidder shall deposit the Earnest Money vis-à-vis the value of the tender offered as per the table given below:-

Value of Item	Earnest Money
Upto INR 50,000.	Nil
Above INR 50,000.	@1%, subject to minimum INR 1,000 and maximum INR 1 lac.

- i. **No offer will be accepted without Earnest Money Deposit, unless exempted by the Purchaser.** If on opening of tender any discrepancy in EMD amount is noticed, the offer shall be rejected.
- ii. The required amount of EMD shall be accepted through online payment only. The Bidders are required to invariably upload the valid documentary evidence of submission of online EMD (or EMD Exemption Certificate if applicable) in Cover-1 without which online offer i.e., Covers-2 & 3 shall not be opened.
- iii. **The following are exempted from payment of EMD:**  
The Micro & Small Enterprises (MSEs) of Madhya Pradesh registered with District Industries Centre (DIC)/Khadi & Village Industries Commission (KVIC)/ Khadi & Village Industries Board (KVIB)/Coir Board/NSIC/Directorate of Handicraft and Handlooms / UDYAM or any other body specified by Ministry of Micro, Small & Medium Enterprises on the date of opening of tender for the tendered item(s). The SSI units of MP registered with DIC shall be exempted from payment of EMD on production of valid competency certificate. In support of above the bidders shall be required to upload the requisite documents on the portal of MP Tender, failing which their techno commercial bid shall not be considered for opening.
- iv. **Forfeiture of Earnest Money Deposit:**  
The EMD may be forfeited:-
  - a) If a bidder withdraws or revokes its bid during the period of bid validity specified by the bidder;
  - b) If a bidder modifies its bid in any manner after its opening but before the validity of the bid expires;
  - c) If a bidder does not accept the arithmetical corrections of its bid price;
  - d) In the case of successful bidder, if the bidder fails to furnish the performance security within the prescribed time.
  - e) In case, the bidder withdraws his offer during the validity period, after placement of order, the EMD shall be forfeited.
- v. **Return of earnest money to bidders.**
  - a) EMD shall be returned to the unsuccessful bidders, as soon as possible, after the tender is decided.
  - b) EMD of bidders on whom the orders have been placed, shall be returned on acceptance of security deposit.

### 4 OBJECTIVE OF THIS ASSIGNMENT

- Compliance to the applicable Provisions, of section 138 of the Companies Act, 2013 and orders and Rules made there under that requires conducting Internal Audit in the Company.
- Focus on regular Internal Audit of the office(s) to assess, review, recommend and comment in respect of effectiveness and efficiency of accounting, financing, operation & maintenance functions and procedural compliance at its Offices of Operations ;
- To make management aware, as soon as practical and at an appropriate level of responsibility, of material weaknesses in the design or operation of accounting and internal control systems, that may have come to the notice of auditor in course of audit.



- Establish an effective internal audit and control system.
- Achieve the objectives specified in the Corporate and Operational Plans.
- To ensure that requirements under Company's Auditor Report (CARO) regarding Internal Control and Internal audit are complied with, in a manner that also assists management's objective of ensuring, as far as practicable, orderly and efficient conduct of its business. This shall also include adherence to management policies, safeguarding of assets, Prevention and detection of fraud and error, accuracy and completeness of the accounting records and timely preparation of reliable financial information.

## 5 ELIGIBILITY CRITERIA :-

The Bidder should be a partnership firm, registered under Partnership Act, 1932 or a Consortium of not more than two (02) such partnership firms, with one of the firm acting as the **Consortium Leader**. Consortium can participate in the Bidding Process for the assignment if any Member of the Consortium has purchased/downloaded the tender document.

5.1 The Bidder or the Consortium Leader should fulfill the following criteria to be eligible:

- The bidding is open for CA/ ICWAI firms registered with the Institutes of CA of India or ICWAI (Institute of Cost and Works Accounts of India) and with the Comptroller and Auditor General of India.
- The Consortium of Chartered Accountant/ Cost Accountant Firms is allowed. A Memorandum of Understanding among the Consortium Firms needs to be entered specifying which firm is the Consortium Leader, and this document is to be submitted with the Technical Proposal. Moreover, one firm can be a part of only one consortium. Firms cannot enter different consortiums for different groups.
- All Internal Audit Reports/ Deliverables or any other correspondence shall be sealed and signed by the any Partner of the Consortium Leader Firm only. Any report/ correspondence by any other firm which is signed or sealed by any other firm shall not be entertained by MPPKVVC, Jabalpur. Further, the only point of contact for MPPKVVC shall be Consortium Leader. All communications shall be done only between the Company and the Consortium Leader.
- The firm/ **Consortium Leader** firm should have been in existence for minimum 10 years period as on 01.04.23
- Firm/ **Consortium Leader** firm should be a partnership firm consisting of at least Five partners as on 01.04.23. At least three partners of the firm/ **Consortium Leader** firm must be Fellow Members of the Institute of Chartered Accountant of India or Institute of Cost and Work Accountant of India. (Copy of partnership deed required).
- The average annual turnover of the partnership firm/ **Consortium Leader** firm should be at least 50 Lakh during the last three financial year i.e. FY, 2020-21, 2021-22 and 2022-23.
- Agreement date of Consortium, any date prior to opening date of technical bid. (Copy of agreement required).



- Working experience in Electricity Distribution Company will be preferred.
- Earlier audit work allotted by MPPKVVCL Jabalpur to CA/ICWA firm, which is not completed. Bid of those firms will be out rightly rejected without consideration.
- In support of above, bidder shall require to submit certificate from third party (i.e CA Firms) in **Schedule-III**:-
- General Information as in **Schedule-II**.

## 6 SUBMISSION OF BID :

Bidders shall submit tender online in following three parts. No physical submission of document/bid is required :-

- i. **Part-I (Cover- 1)** – The bidders shall require to deposit EMD online as specified in clause -5 Annex-I of the tender specification and to upload a scan copy of the same in Cover( 1). In case of exemption from payment of EMD as allowed in Clause-5 (b) Annex-I of the tender, bidders shall upload a scan copy of the duly notarized documents as required in above clause.
- ii. **Part-2 (Cover –2)** - the bidders shall require to upload following documents digitally signed in Cover-(2) which shall form Commercial and Technical bid.
  - a. **Schedule-II**- Bidders background
  - b. **Schedule-III**– CA Certificate against Financial requirement of the tender
  - c. **Schedule-IV**– Undertaking
  - d. Documents against qualifying requirement of the tender
  - e. Duly filled all schedules (except price & discount schedules) with supporting documents

**In case of erroneous/ non-submission/ missing of any of the document required as per the provision of the bidding document. The purchaser will have full right to reject the bid or evaluate the bid with the documents submitted as the case may be. The purchaser may however ask the bidder for a clarification of its bid.**

- a. Part-3 (Cover-3) The bidders shall quote their rates online only in schedule-I and shall be kept in Cover- (3) .
- A. The bidders are expected to be fully conversant with all the clauses of the bid document before submitting the bid. However, prospective bidder(s) regarding any clarification on bidding document may notify the purchaser in writing. Post award of contract any interpretation to any clause of the bid document shall not be entertained.



## 7 DISQUALIFICATION OF BIDS:-

Bidders will not be permitted to change the substance of his tender on post interpretation/improper understanding grounds. This includes post tender price changes/ modifications etc. after opening of Price Bid. In such events, otherwise, that is, when a bidder does not comply, tender will be rejected.

## 8 STRUCTURE OF AUDIT PARTY

- The selected bidder firm shall be required to depute audit team consisting of one (1) Audit Officer (CA/ICWA) and minimum two (2) Audit Assistants for the audit of Auditee Offices, covering the entire scope of audit
- The Audit Officer should have at least two (2) years post qualification experience.  
(The experience will be considered from the date of the issuance of mark sheet)
- The Audit assistants either C.A/ICWAI (Inter) with at least one (1) year of post qualification experience or B.com/M.com with First Division and having at least two (2) year post qualification experience.  
(The experience will be considered from the date of the issuance of mark sheet)
- All the documents of the audit team shall be verified by the Company at the time of issue of ID card to the audit team by company.
- The successful Bidder shall have to depute teams as per time line of completion of work.
- The successful Bidder shall have to nominate Team leader who should be a Fellow Chartered Accountant (FCA)/Fellow Cost and Work Accountant (FC&WA) responsible for the supervision and overall monitoring of the team.
  - It shall arrange all necessary information for the audit team from time to time.
  - Effectively supervise and control the audit.
  - Effectively discuss the audit points with the Officer In charge and obtain detailed and meaningful explanation.
  - Ensure the work shall be as per the Scope of Internal Audit and completion of the Audit as per the schedule.

## 9 SUBMISSION OF PROPOSAL & SELECTION PROCEDURE

**It may be noted that one audit firm/consortium firm shall be given the assignment for maximum of one groups only. The work of more than one group shall not be allotted to any firm. Thus a bidder shall require to submit their bid for maximum of any two group only. In case any of the bidders submit its bid for more than two groups his entire bid shall be made non responsive and rejected outrightly.**

**If for any group L-1 offer is received from more than one bidder, then award of contract for that group will be allotted as per following manner:-**

- Award of contract shall be allotted to that firm/consortium firm having higher experience in Electricity Distribution Company.

**If both firm/consortium firms has equal experience:-**

- Award of contract shall be allotted to that firm/consortium firm having higher experience Electricity Distribution Company as well as higher turnover.

**If both firm/consortium firms has equal experience & turnover:-**



- **Award of contract shall be allotted to that firm/consortium firm having maximum partners.**

## **10 CONTRACT AWARD PROCEDURE**

The selected bidder shall be issued a Letter of Award (LoA) by MPPKVVCL, Jabalpur.

The selected bidder shall accept the Letter of Award unconditionally, within seven (7) days from the date of issue of the LoA and Upon acceptance of the LoA, the selected bidder shall be required to sign up an agreement with Chief Financial Officer, MPPKVVCL Jabalpur on a 500/- Rs, non judicial stamp paper within Three (3) days of acceptance of LoA, containing overall terms and conditions which shall be binding on the firms. Draft of the Agreement is given as **Annexure –IV**.

Cost of the stamp and revenue stamp affixed on the agreement shall be borne by the applicant. MPPKVVCL, Jabalpur shall not reimburse these costs.

## **11 COMMENCEMENT OF SERVICES**

The selected bidders shall commence the Audit work of offices for the FY 2022-23 & 2023-24 within seven (7) days from the date of issue of order or as per direction given by this office.

If the selected bidder:

- Fails to accept the LoA within the prescribed time;
- Fails to complete the contractual formalities within the stipulated time period; or
- Fails to commence the work within prescribed time period.

Then in such cases, MPPKVVCL, Jabalpur reserves the right to cancel the offer made to such firm, forfeits it's EMD and may also blacklist the bidder.

In such cases, subject to fulfilling all the criteria/tender condition the counter offer shall be limited to the bidders whose total quoted fess including all taxes, T.A. /D.A., Lodging, Boarding, out of pocket expenses is within the price band of 1.15 times of the lowest acceptable offer. The bidders whose offers are within price consideration zone shall only be eligible for issue of counter offers and LOI.

The selected bidder shall not sublet the work of Internal Audit to any other party. Any violation of this provision would make the contract liable for termination.

## **12 COMPLETION OF SERVICES OF A GROUP**

The selected bidders shall complete and submit the audit of all the offices of the awarded group for Financial Year 2022-23 & 2023-24 within four month from the date of issue of order.

The successful Bidder shall have to depute maximum teams as per time line of completion of work.

If selected bidders have not done work allotted to them, company will initiate appropriate action against firm as per clause no.24.

### **Audit of 2022-23 & 2023-24**

#### **Group wise Summary of Total Offices to be audited**



Sr. No.	Group	Region	Revenue audit	Expenditure audit	Total
1	Group 1	Jabalpur	256	67	323
2	Group 2	Sagar	138	39	177
3	Group 3	Rewa & Shahdol	140	44	184
<b>Total</b>			<b>534</b>	<b>150</b>	<b>684</b>

Group wise list of expenditure and revenue offices list for audit of FY 2022-23 & 2023-24 is annexed as Annexure-II

### 13 PERFORMANCE STANDARDS

- The auditor shall be responsible for the completion of audit for all the offices as per the Scope of Work in the tender Document.
- The Auditor shall follow all SIA (Standards of Internal Audit).
- The auditor is expected to apply reasonable degree of care and diligence while performing the audit. He should ensure that the work is progressing and being performed in compliance with the agreement.
- In case of any negligence found on the part of auditor or the work is not carried out in accordance with the terms & conditions of the tender or scope of work is not adhered to by the auditor, MPPKVVCL reserves the rights reject the audit report and payment will not be released by the company. The Performance review parameters as laid down in **Annexure-IV** shall form the basis of determination of the performance standard of the Auditors, but MPPKVVCL's decision shall be final in this regard.
- Substantial Failure of the selected bidder to perform the agreement may even cause to terminate the agreement. In this event, the company may require the bidder firm to reimburse the monies paid (based on the identified portion of the unacceptable work received) and shall seek charges for associated damages.

### 14 TERMS AND CONDITIONS

- The selected bidder firm shall be during the tenure and execution of the work shall **report to the management of the company on need basis.**
- Meetings between successful bidder and Management during audit period shall be held on need basis it can either be called by bidder or called by company management.
- The successful bidder firm shall be required to report the outcome of their activities to the Chief Finance Officer.
- The successful bidder firm shall maintain a record/documents of the activities being undertaken by them during the course of the Internal Audit of the Auditee Office. A summary of the work undertaken, completed and items pending shall be submitted to the Chief Finance Officer at the end of audit of each Auditee office. This shall form basis for the performance review of the bidder firm. Such record should be readily available for inspection at all times.
- The successful bidder firm is authorized to review all areas of the organization and shall have full and free access to all activities, records, property and personnel of the organization.
- The successful bidder firm is responsible for periodically evaluating the adequacy and effectiveness of the system of internal control and the quality of performance in carrying out assigned responsibilities throughout the Company.
- The successful bidder firm is obliged to maintain complete secrecy and not to disclose any matter which comes to its knowledge while conducting Internal Audit, to any third party, which may affect the interest of the Company adversely.





- It may be ensured that this assignment is carried out only through employees of successful bidder. If it comes to our notice that the assignment has been carried out by any other firm/persons, the employer shall have to cancel the order.
- The successful bidder firm shall be responsible for data collection for the purpose of Audit. It should ensure that the data collected and analyzed justifies the findings and recommendations as provided by the auditor.
- The successful bidder firm shall ensure the adequacy and effectiveness of the Company's system of Internal Controls, any deficiency in the controls and other procedures to ensure the same should be brought to the knowledge of the senior management along with necessary steps to be taken to rectify the same.
- **Successful bidder after completion of Audit, should prepare Executive summary of the work performed during the audit and represent the same before the audit committee.**

## 15 Action Plan, Execution and Distribution of Audit Reports:

- The successful Bidder Firm in consultation with CEs of Region shall be required to prepare and submit its **Action Plan** for the Audit of all the Auditee Offices of each of the Group as per the Scope of Work mentioned in the document falling under his purview as Internal Auditor, to the C.E., Region Office with a copy to the Chief Financial Officer MPPKVVCL, before start of audit for the purpose. The team leader along with leaders of audit team shall have a meeting with CEs of Region
- Chief Financial Officer, MPPKVVCL shall reserve the right to change the Action Plan at any point of time.
- C.E. of the respective group Office shall be responsible to roll out the Audit Plan to all the Auditee Offices of the region before the work of audit period start.
- Non-cooperation at any point of time during the audit tenure shall be brought to the notice of the C.E of the Region Office.
- However, if no action is taken by the C.E. of the respective Region to resolve the issue, the same shall be brought to the notice of the Chief Financial Officer MPPKVVCL confidentially.
- The Audit Party shall have to visit the Auditee Office during only office hours of working day for the Internal Audit as per the schedule programme.
- The Team Leader shall be responsible for the supervision and satisfactory completion of the internal audit of the company.
- The Audit shall be completed in the prescribed time schedule.
- However in the event of non completion of the work in the stipulated time period due to unforeseen conditions, the auditor firm will be required to apply for grant of additional time period. Request of extension of time period desired by the auditor firm shall be considered only if reasonable and justified ground exists at the sole discretion of CFO, MPPKVVCL, Jabalpur.
- Copies of Internal Audit Report Signed by OIC of audtee office personally to be submitted in the office designated below and not to be sent through courier:
- **FOR L.T. Revenue Audit –**
- **Audit report should be prepared & commented on all point of revenue audit report attached with tender as annexure.-VI.**
- One Copy – To E.E. incharge of the Division, and one copy for Distribution centre for recovery purpose along with Annexure and all other related details and acknowledgement shall be obtained.



- One Copy – To CFO, MPPKVVCO LTD., Jabalpur along with Annexure, Half Margins and copy of the acknowledgement of the Division office (for submission of 2 copies of audit report) and all other related details in Hard & Soft copy.
- **Successful bidder after completion of Audit should prepare Executive summary of the work performed during the audit and represent the same before the audit committee.**
- One Copy – To the superior office of the concerned Auditee office.
- **FOR System & Expenditure audit:–**
- **Audit report should be prepared & commented on all point of system & expenditure report attached with tender as annexure.-VI.**
- One Copy – To Auditee office Incharge for recovery purpose/Compliance along with Annexure and all other related details.
- One Copy – To the superior office of the concerned Auditee office.
- One Copy –To Chief Financial Officer MPPKVVCCL along with Annexure, Half Margins and copy of the acknowledgement of the Auditee office & its superior office (for submission of 2 copies of audit report) and all other related details in Hard & Soft copy.
- **Successful bidder after completion of Audit should prepare Executive summary of the work performed during the audit and represent the same before the audit committee.**
- After completion of the audit of the auditee office auditor firm shall obtain a certificate of completion of audit mentioning audit period of the audit completed along with attendance of the audit team mentioning name of each member and the duration of the audit as mentioned, from the AE/JE Incharge of the Distribution centre or from the concerned office Head, in case of audit of System & Expenditure Audit , This certificate shall be produced to the Chief Financial Officer MPPKVVCCL MPPKVVCCL, Jabalpur in original along with The TAR & TAN and other Annexures.

## 16 OFFICE SPACE AND STATIONERY

The Company shall provide all sitting arrangements including furniture and office equipment, stationery etc. free of cost to the auditors for its bona-fide use only.

## 17 PERIODIC ASSESSMENT

The Head of Internal Audit of the Company should periodically assess whether the purpose, authority and responsibility, as defined in this charter, continue to be adequate to enable the internal audit function to accomplish its objectives. The changes, if any, required should be recommended to senior Management.

## 18 CONFIDENTIALITY

The Internal Auditor should maintain complete secrecy of records. He shall treat confidential information as confidential and shall not disclose any matter which comes to its knowledge while conducting Internal Audit to any third party. He shall undertake to effect and maintain the same adequate security measures to safeguard the confidential information from unauthorized access, use and misappropriation.

## 19 TERM OF AGREEMENT (CONTRACT PERIOD)

Outsourcing of CA/ICWA Firm would be appointed as Internal Auditors for FY 2022-23 to 2023-24 commencing from the date of acceptance of LOA which may be further extended with or without increase in audit fee as per sole discretion of the



**company.** The company reserve the right to appoint another CA/ICWA firm to get the work done in the event of failure of the selected CA/ICWA firm to commence the work within the prescribed time or terminate the Agreement any time before the expiry of the Contract Period if the progress of work is not commensurate with the time completion schedule or the audit is not found satisfactory to the objectives of the assignment or for any other reasons seems fit to the company.

## 20 PRICES/CHARGES FOR THE AUDIT:-

The Bidder shall require to quote firm/fixed charges / fee for revenue audit and expenditure audit as per scope of work detailed in Annexure-II for maximum of two groups of offices separately. The charges / fee quoted by them should be firm and inclusive of all TA/DA/Lodging, Boarding and all other charges, except GST. The prices shall require to be quoted by the Bidder strictly in **Price Schedule-I** of the tender specification.

## 21 PAYMENT :

- 100% Payment of accepted fee shall be paid generally within 45 days from the date of acceptance of Audit Report & Executive summary by the audit committee, alongwith all deliverables complete in all respect for the FY 2022-23 to 2023-24.
- **Firm shall be required to comments all points mentioned in Annexure-VI in its audit report. If firm do not comment of any such point in the report the payment shall not be released by the company.**
- If CA/ICWA Firm fails to perform the audit of any office of that group as per the scheduled programme, Payment of that group shall not be released by company and initiate appropriate action against firm as per clause no.24.
- The MPPKVVCL shall not be liable to pay in interest for delay in payment beyond stipulated time.

The CA firm shall require to submit their bills in triplicate along with deliverable to the office of Chief Financial Officer, MPPKVVCL Jabalpur where there bills shall be verified and forwarded to the Sr. Account Officer (JC) MPPKVVCL for release of payment

## 22 Penalty for Delay in Completion of work as per Schedule:

If work is not completed by bidder firm in stipulated time period, then penalty @0.5% per week subject to maximum 10% of the total value of incomplete portion of the work of that group shall be imposed. However, in the event of non-completion of the work in the stipulated time period due to unforeseen conditions, the auditor firm will be required to apply for grant of additional time period. Request of extension of time period desired by the auditor firm shall be considered only if reasonable and justified ground exists at the sole discretion of Chief General Manger (S&P) MPPKVVCL, Jabalpur.

## 23 PERFORMANCE SECURITY

The successful bidder needs to submit a Performance Security equivalent to three percent (3%) of the Total Quoted Fees in the form of a DD/BG drawn from a scheduled bank in favor of MPPKVVCL, payable at Jabalpur, within seven (7) days from the date of acceptance of the LOA by the Successful Bidder which shall be validated for 24



month from LOA and same shall be refunded within six (06) months after the successful completion of the assignment

Failure to commence the audit as per the program issued by MPPKVVCL shall entail the forfeiture of performance security and cancellation of the LOA and initiate action against firm as per clause no.24.

## **24 PERIODIC ASSESSMENT**

The Chief Financial Officer of the Company should periodically assess whether the purpose, authority and responsibility, as defined in this charter, continue to be adequate to enable the internal audit function to accomplish its objectives. The changes, if any, required should be recommended to senior Management.

## **25 CANCELLATION OF ORDER/AWARD**

The Discom-EZ may upon written notice of default terminate the contract if in the opinion of the Discom the CA/ICWA firms fails to comply with any of the provision of the contract or fails to perform their obligation. In the event of such termination the Discom-EZ shall forfeit their performance security deposit and also blacklist/debar them for further business with the MPPKVVCL for a declared period on breach of the contract.

## **26 UNSATISFACTORY PERFORMANCE –**

Even on fulfillment of all the criteria it may please be noted that:-

- (i) Offers of those bidders who have been debarred / black listed for future business with our company/ MPSEB and its successor companies may be summarily rejected.
- (ii) In case of those bidders whose past performance has not been found to be satisfactory against previous tenders of MPSEB/Companies formed on restructuring of MPSEB, they may not be considered for order.

## **27 SETTLEMENT OF DISPUTES AND ARBITRATION**

If any dispute of any kind whatsoever shall arise between the Purchaser and the Supplier in connection with or arising out of the Purchase Order, the parties shall seek to resolve any such dispute or difference in opinion, to the extent possible, amicably by mutual consultation. If the parties have failed to resolve their dispute or difference by such mutual consultation, then the dispute shall be referred in writing by either party to and settle by Arbitral Tribunal comprising of three Arbitrators, one to be appointed by each party and third Presiding arbitrator to be appointed by both the arbitrator as per provision of Indian Arbitration and Conciliation Act 1996 as amended from time to time.

The arbitration shall be conducted as per provision of Arbitration and Conciliation Act 1996 and as amended from time to time and of the rules made there under. The Arbitrators or the Presiding as the case may be, are bound to give a detailed speaking award assigning reasons for the findings. The decision of Arbitral Tribunal shall be final and binding up on the both parties.

Supplies under the Purchase Order shall be continued by the Supplier during the arbitration proceedings, unless otherwise, directed in writing by the purchaser or unless the matter is such that the work cannot possibly be continued until the decision of the Arbitrator or of the Presiding, as the case may be, is issued.

The arbitration proceeding if any shall be strictly held at the head quarter of Purchaser at Jabalpur.



**28**    **JURISDICTION**

Any dispute or difference, arising under, out of, or in connection with this tender/ Purchase order shall be subject to exclusive jurisdiction of competent court at Jabalpur only.

**29**    The Discom-EZ reserves the right to accept/reject wholly and partly any tender without assigning any reason, whatsoever. No correspondence in this regard shall be entertained by the Discom -EZ.

**Chief General Manager (S & P)  
M.P.P.K.V.V.Co.Ltd., Jabalpur**

## ANNEXURE- II

## Group wise list of offices for revenue Audit and System & Expenditure Audit for FY 2022-23 and 2023-24

### Group-1

#### Revenue Audit-1.1

REGION	CIRCLE	NAME OF DIVISION	S.No. of D/C	NAME OF D/C		
JR	CITY,JABALPUR	CITY DN.EAST	1	ZONE 1		
			2	ZONE 2		
		CITY DN.WEST	3	GORAKHPUR		
			4	MISSION COMPOUND		
			5	DAMOH NAKA		
		CITY DN.SOUTH	6	RAMPUR RES		
			7	GARHA		
		CITY DN.NORTH	8	PURWA		
			9	RANJHI		
		CITY DN.VIJAYNAGAR	10	ADHARTAL TOWN 1		
			11	ADHARTAL (RURAL) 2		
		JR	O&M,JABALPUR	JABALPUR O&M	12	VIJAYNAGAR
					13	RAMESHWARAM
14	PANAGAR(RURAL)					
15	PANAGAR(TOWN)					
16	BARELA					
17	SILUAA					
18	KUNDAM					
19	BAGRAJI					
20	PIPARIYA					
21	BHERAGHAT					
22	MADHOTAL					
23	BARGI					
24	CHARGAWAN					
25	MANEGAON					
SIHORA	26			SIHORA (TOWN)		
	27			GOSALPUR		
	28			MAJHGAWAN (SIHORA)		
	29			SIHORA(RURAL)		
	30			KITHOLI (RURAL)		
	31			MAJHOLI S		
PATAN	32			INDRANA		
	33			PATAN-I		
	34			PATAN-II		
	35			SHAHPURA		
	36			BELKHEDA		
	37	KATANGI				
	38	BORIYA				
JR	DINDORI	DINDORI	39	DINDORI (T)		
			40	DINDORI (RES)		



JR	MANDLA	MANDLA	41	GADASARAI
			42	BAJAAG
			43	SHAHPUR (T)
			44	AMARPUR
			45	KARANJIYA
			46	SAMNAPUR
			47	MEHENDWANI
			48	RAIPURA
			49	SHAHPURA ®
	MANDLA	MANDLA	50	MANDLA(TOWN)
			51	MANDLA(RURAL)
			52	MAHARAJPUR (MANDLA)
			53	NARAYANGANJ
			54	BIJADANDI
			55	BAMHANI(RURAL)
			56	NAINPUR
			57	CHIRAI DONGRI
			BICHHIYA	58
		59		BICHHIYA
		60		SIZORA
		61		MAVAI
		62		BAMHANIBANJAR
		63		GAUGARI
		64		MOHGAON (MANDLA)
		65		NIWAS (MANDLA)
		66		NIWARI
		67	KINHARIPTA	
	NARSINGHPUR	NARSINGHPUR	68	NARSINGHPUR(TOWN)
			69	NARSINGHPUR (RURAL)
70			SINGHPUR	
71			DANGIDHANA	
72			GOTEGAON(TOWN)	
73			GOTEGAON (RURAL)	
74			SHRINAGAR	
75			KARAKBEL	
76			GUNDRAI	
77			KARELI(TOWN)	
78			BARMAN	
79			KARELI(RURAL)	
GADARWARA	GADARWARA	80	AMGAON	
		81	GADARWARA(TOWN)	
		82	CHICHLI	
		83	GADARWARA(RURAL)	
		84	SAIKHEDA	
		85	SALICHOUKA	
		86	SIHORA (BOHANI)	
		87	DOBHI	
		88	KODIYA	



JR	SEONI	SEONI	89	TENDUKHEDA
			90	SEONI(TOWN)
			91	SEONI(RES)
			92	GOPALGANJ
			93	MUNGWANI
			94	KURAI
			95	BANDOL
			96	BADALPAR
			97	KEOLARI
			98	KANHIWADA
			99	CHINDHA
			100	PANDIA CHAPARA
			101	ARI
			102	UGLI
			103	KHERAPALARI
	104	BARGHAT		
	105	DHARNA KALA		
	LAKHNADON	LAKHNADON	106	LAKHNADON
			107	GHANSOUR
			108	KEDARPUR
			109	DHUMA
			110	DHANORA (RURAL)
			111	ADEGAON
			112	CHHAPARA-I
			113	CHHAPARA-II
	BALAGHAT	WARASEONI	114	GANESHGANJ
			115	WARASEONI(T)
			116	SAWANGI
			117	KOCHEWAHI
			118	RAMPAYALI
			119	LALBARRA
			120	AMOLI
			121	KATANGI
			122	TIRORI
			123	KHERLANJHI
			124	UMRI
125			BONKATTA	
126			DONGARMALI	
BALAGHAT	BALAGHAT	127	BALAGHAT (Town)	
		128	SAREKHA-I	
		129	SAREKHA-II	
		130	HATTHA	
		131	BHARBELI	
		132	BHANEAGAON	
		133	LANJI	
		134	KARANJA	
		135	KIRNAPUR	
		136	RAJEGAON	





			137	BAIHAR (Town)			
			138	DAMOH			
		BAIHAR	139	MOHGAON (R)			
			140	PARASWADA			
			141	UKWA			
			142	LAMTA			
JR	KATNI	KATNI O&M	143	NIWAR			
			144	RITHI			
			145	DEVGOAN			
			146	BADWARA			
			147	AAMADI			
			148	SILONDI			
			149	SLEEMNABAD			
			150	TEVRI			
			151	UMARIYAPAN			
			152	DHEEMARKHEDA			
			153	BAHORIBAND			
			154	BACHIYAA			
			155	VIJAYRAGHOGARH			
			156	KHALWARA BAZAR			
			157	BARHI			
			158	KHITHOLI			
			159	BAKAL			
					CITY DN.KATNI	160	CITY DN.KATNI
						161	KHIRAHNI
			162	MADHONAGAR			
			163	KATNI RURAL			
JR	CHHINDWARA	CITY DN.CHHINDWARA	164	CHANDANGOAN RES 1			
			165	CHANDANGOAN RES 2			
			166	CHHINDWARA(RURAL)			
		EAST DN.CHHINDWARA	167	BANGAON (CHHINWARA)			
			168	SONAKHAR			
			169	MEGHASEONI			
			170	GOURAIYA			
			171	SARNA			
			172	UMRANALA			
			173	ROHANAKALA			
			174	LINGA			
			175	MOHKHED			
			176	UBHEGAON			
			177	BISAPURKALA			
		178	SAWARI				
JUNARDEO	179	JUNNARDEO					
	180	PANARA					
	181	NAVEGAON					
	182	DAMUA					
	183	SUKARI					



		184	CHINDI
		185	TAMIYA
		186	JHIRPA
	AMARWARA	187	AMARWARA-I
		188	BATKAKHAPA
		189	SURLAKHAPA
		190	HARRAI
		191	AMARWARA-II
		192	SINGODI
		193	GHOGHARI
	CHOURAI	194	CHOURAI
		195	KAPURDA
		196	KUNDA
		197	CHAND
		198	PINDRAIKALA
		199	PANJARA
		200	BICHHUA
		201	KHAMARPANI
		202	KHAMRA
	PANDHURNA	203	RAJNA
		204	BADCHICHOLI
		205	PANDHURNA (T)
		206	PANDHURNA®
		207	SEONI
		208	TEEGAON
		209	NANDANWADI
		210	BANGAON (PANDHURNA)
		211	DHANORA
		212	MARUDH
	SAUSAR	213	SAUSAR
		214	BERDI
		215	RAMAKONA
		216	RANGARI
		217	PANDHRA KHEDI
		218	MOHGAON (SAUSAR)
		219	PIPLA NARAYANWAR
		220	PARATSINGHA
		221	LODHIKHEDA
	PARASIA	222	PARASIA
		223	KUNDALIKA
		224	MORDONGRI
		225	CHANDAMETHA
		226	BARKUHI
		227	CHIKHALIKALA
		228	UMRETH

## System & Expenditure Audit 1.2

S. No	Audit Untis
1	O/o E.E. (STM DN.) CC JABALPUR
2	O/o E.E. ENFORCEMENT CHHINDWARA
3	O/o E.E. ENFORCEMENT KATNI
4	O/o E.E. ENFORCEMENT NARSINGHPUR
5	O/o E.E. ENFORCEMENT SEONI
6	O/o E.E. ENFORCEMENT (CITY) JABALPUR
7	O/o E.E. ENFORCEMENT (O&M) JABALPUR
8	O/o E.E. ENFORCEMENT MANDLA
9	O/o E.E.(STC DN.) BALAGHAT
10	O/o E.E.(STC DN.) CHHINDWARA
11	O/o E.E.(STM DN.) CHHINDWARA
12	O/o E.E.(STC DN. O&M) JABALPUR
13	O/o E.E.(STM DN O&M ) JABALPUR
14	O/o E.E.(STC DN.) KATNI
15	O/o E.E.(STM DN.) KATNI
16	O/o E.E.(STC DN.) MANDLA
17	O/o E.E.(STM Dn.) Mandla
18	O/o E.E.(STC DN.) NARSINGHPUR
19	O/o E.E.(STM DN.) NARSINGHPUR
20	O/o E.E.(STC DN.) SEONI
21	O/o E.E.(STM DN.) SEONI
22	O/o E.E.(MTRU) JABALPUR
23	O/o E.E.(WORK SHOP)JABALPUR
24	O/o E E MT DN.JABALPUR
25	O/o EE CITY DN.EAST
26	O/o EE CITY DN.WEST
27	O/o EE CITY DN.SOUTH
28	O/o EE CITY DN.NORTH
29	O/o EE CITY DN.VIJAYNAGAR
30	O/o EE (O&M) JABALPUR
31	O/o EE (O&M) SIHORA
32	O/o EE (O&M) PATAN
33	O/o EE (O&M) DINDORI
34	O/o EE (O&M) MANDLA
35	O/o EE (O&M) BICHHIYA
36	O/o EE (O&M) NARSINGHPUR
37	O/o EE (O&M) GADARWARA
38	O/o EE (O&M) SEONI
39	O/o EE (O&M) LAKHNADON
40	O/o EE (O&M) WARASEONI
41	O/o EE (O&M) BALAGHAT
42	O/o EE (O&M) BAIHAR
43	O/o EE (O&M) KATNI O&M
44	O/o EE CITY DN.KATNI
45	O/o EE CITY DN.CHHINDWARA
46	O/o EE (O&M) EAST DN.CHHINDWARA
47	O/o EE (O&M) JUNARDEO



48	O/o EE (O&M) AMARWARA
49	O/o EE (O&M) CHOURAI
50	O/o EE (O&M) PANDHURNA
51	O/o EE (O&M) SAUSAR
52	O/o EE (O&M) PARASIA
53	O/o Sr. Accounts Office Jablpur
54	O/o Sr. Accounts Office Chhindwara
55	O/o EE (Store) Jabalpur
56	O/o EE (Store) Chhindwara
57	O/o CE Jabalpur
58	O/o SE CITY,JABALPUR
59	O/o SE O&M,JABALPUR
60	O/o SE DINDORI
61	O/o SE MANDLA
62	O/o SE NARSINGHPUR
63	O/o SE SEONI
64	O/o SE BALAGHAT
65	O/o SE KATNI
66	O/o SE CHHINDWARA
67	O/o SE CIVIL

## Group-2

### Revenue Audit-2.1

REGION	CIRCLE	NAME OF DIVISION	S.No. of D/C	NAME OF D/C
SR	SAGAR	SAGAR O&M	1	SAGAR(RURAL)
			2	BHAPEL
			3	SURKHI
			4	BAHERIYA
			5	BARARU
			6	RAHATGARH(T)
			7	RAHATGARH(RURAL)
			8	SEHORA (SAGAR)
			9	JAISINAGAR
			10	NARIAOLI
			11	DHANA
			12	BAMORI RENGUAN
		REHLI	13	GARHAKOTA(TOWN)
			14	GARHAKORA(WEST)
			15	GARHAKORA(EAST)
			16	DEORI(TOWN)
			17	DEORI(RURAL)
			18	MAHARAJPUR (REHLI)
			19	REHLI(TOWN)
			20	REHLI (RURAL)
			21	GORJHAMAR



			22	KESLI-II
			23	KESLI-I
		BINA	24	BINA(NORTH) TOWN
			25	BINA(RURAL)
			26	AGASOD
			27	MANDI BAMORA
		KHURAI	28	MALTHONE
			29	BANDRI
			30	KHURAI(TOWN)
			31	KHURAI(RURAL)
			32	KHIMLASA
		BANDA	33	BANDA(TOWN)
			34	BANDA(RURAL)
			35	KADWAH
			36	BAHROOL
			37	BHANDRANA
			38	MAGARDHA
			39	SHAHGARH
			40	SHAHPUR (BANDA)
			41	KARRAPUR
		SAGAR CITY	42	POWER HOUSE
			43	CIVIL LINES
			44	MAKRONIYA (Town)
			45	SADAR
SR	DAMOH	DAMOH(SOUTH)	46	DAMOH(TOWN)
			47	BANSA
			48	DAMOH(RURAL)
			49	BANDAKPUR
			50	HINDORIYA
			51	NOHATA
			52	BANWAR
			53	TARADEHI
			54	JABERA
			55	TENDUKHEDA
			56	TEJGARH
		DAMOH(NORTH)	57	HATTA (TOWN)
			58	PATERA
			59	BANGAON (DAMOH)
			60	HINOTA
			61	HATTA (RURAL)
			62	MADHIYADO
			63	PATHARIYA(TOWN)
			64	PATHARIYA(RURAL)
			65	NARSINGARH
			66	BATYAGARH
SR	CHHATARPUR	CHHATARPUR	67	CHHATARPUR(TOWN)
			68	NAWGAON(TOWN)
			69	CHHATARPUR I



			70	CHHATARPUR RURAL
			71	NAWGAON(RURAL)
			72	HARPALPUR
			73	ISHANAGAR
			74	MAUSAHANIYA
		BIJAWAR	75	BIJAWAR
			76	BADAMALEHRA
			77	GHUWARA
			78	BAXWAHA
			79	GULGANJ
			80	SATAI
		KHAJURAHO	81	KHAJURAHO(TOWN)
			82	KHAJURAHO (RURAL)
			83	BASARI
			84	BAMITHA
			85	GARHIMALHERA
			86	MAHARAJPUR (KHJ)
87	LAUNDI TOWN			
88	LAUNDI(RURAL)			
89	CHANDLA TOWN			
90	BARIGARH			
91	GOURIHAR			
PANNA	PANNA	92	GUNNOR	
		93	PANNA(TOWN)	
		94	PANNA(RURAL)	
		95	DEVENDRANAGAR	
		96	SALEHA	
		97	AJAYGARH I	
	PAWAI	98	AJAYGARH II	
		99	PAWAI	
		100	AMANGANJ	
		101	SIMARIYA P	
SR	TIKAMGARH	TIKAMGARH	102	SHAHNAGAR
			103	RAIPURA
			104	TIKAMGARH(TOWN)
			105	TIKAMGARH(RURAL)
			106	KHARGAPUR
			107	MAWAI (TIKAMGARH)
			108	BADGAON
			109	BALDEVGARH
			110	MOHANGARH
			111	BUDERA
			112	DIGODA
			113	LIDHORA
			114	JATARA
			115	PALERA
			116	CHANDERA
		NIWARI	117	PRITHVIPUR



			118	JAIRON
			119	TARICHARKALA
			120	ORCHHA
			121	NIWARI (T)
			122	NIWARI (RES)
			123	LARWARI

## System & Expenditure Audit 2.2

S. No	Audit Untis
1	O/o E.E.(METER TESTING) SAGAR
2	O/o S.E (CIVIL DN.) SAGAR
3	O/o E.E.(ENFORCEMENT DN.) CHHATARPUR DN
4	O/o E.E.(ENFORCEMENT DN.) DAMOH
5	O/o E.E.(ENFORCEMENT DN.) SAGAR
6	O/o E.E.(ENFORCEMENT DN.) TIKAMGARH DN
7	O/o E.E.(STC DN.) CHHATARPUR
8	O/o E.E.(STM DN.) CHHATARPUR
9	O/o E.E.(STC DN.) DAMOH
10	O/o E.E.(STM DN.) DAMOH
11	O/o E.E.(STC DN.) SAGAR
12	O/o E.E.(STM DN.) SAGAR
13	O/o E.E.(STC DN.) TIKAMGARH
14	O/o E.E.(STM DN.) TIKAMGARH
15	O/o EE (O&M) SAGAR
16	O/o EE (O&M) REHLI
17	O/o EE (O&M) BINA
18	O/o EE (O&M) KHURAI
19	O/o EE (O&M) BANDA
20	O/o EE (O&M) SAGAR CITY
21	O/o EE (O&M) DAMOH(SOUTH)
22	O/o EE (O&M) DAMOH(NORTH)
23	O/o EE (O&M) CHHATARPUR
24	O/o EE (O&M) BIJAWAR
25	O/o EE (O&M) KHAJURAHO
26	O/o EE (O&M) PANNA
27	O/o EE (O&M) PAWAI
28	O/o EE (O&M) TIKAMGARH
29	O/o EE (O&M) NIWARI
30	O/o Sr. Accounts Office Sagar
31	O/o Reginal Accounts Office Chhatarpur
32	O/o EE (Store) Sagar
33	O/o EE (Store) Chhatarpur
34	O/o CE Sagar
35	O/o SE SAGAR
36	O/o SE DAMOH
37	O/o SE CHHATARPUR
38	O/o SE PANNA
39	O/o SE TIKAMGARH



### Group-3 Revenue Audit-3.1

REGION	CIRCLE	NAME OF DIVISION	S.No. of D/C	NAME OF D/C
RR	REWA	REWA SOUTH/EAST	1	GURH
			2	BADRAON
			3	GOVINDGARH
			4	MANIKWAR
			5	RAIPUR KALCHURIAN
			6	MANGAWAN
			7	GANGEV
		REWA NORTH/MOUGANJ	8	DHERA
			9	DEVTALAB
			10	NAIGARHI
			11	HANUMANA
			12	MOUGANJ 1
			13	MOUGANJ 2
		REWA O&M/WEST	14	ENGINEERING COLLEGE
			15	CHORHATA
			16	KARAHIA
			17	SIMARIYA REWA
			18	SIRMOUR RURAL
			19	BAIKUNTHPUR
			20	LAUA LAKSHMANPUR
		TYOTHER	21	TEOTHAR
			22	KATARA
			23	CHAKGHAT
			24	RAIPUR SONOARI
			25	JAWA
			26	ANTRAILA
			27	LALGAON
		CITY DN.REWA	28	POWER HOUSE ZONE
			29	NEHRU NAGAR ZONE
			30	MARTAND SCHOOL ZONE
RR	SATNA	SATNA O&M	31	SATNA RES-II
			32	MADHOGARH
			33	RAMPUR BAGHELAN
			34	SAJJANPUR
			35	CHHIBORA
			36	BABUPUR
			37	SITPURA
			38	SOHAWAL
			39	BIRSINGHPUR
			40	KOTAR
			41	BARHNA
			42	MAJHGAWAN





		43	CHITRAKUT
		44	JAITWARA
		45	KOTHI
	CITY DN.SATNA	46	KOLGWAN ZONE
	CITY DN.SATNA	47	PATERI ZONE
	CITY DN.SATNA	48	TRANSPORT NAGAR
	CITY DN.SATNA	49	PURANA POWER HOUS
	CITY DN.SATNA	50	PREMNAGAR
	MAIHAR O&M DN	51	MAIHAR(TOWN)
	MAIHAR O&M DN	52	MAIHAR RES
	MAIHAR O&M DN	53	BADERA
	MAIHAR O&M DN	54	GHUNWARA
	MAIHAR O&M DN	55	UCHHERA
	MAIHAR O&M DN	56	NADAN
	NAGOD	57	SINGHPUR (MAIHAR)
	NAGOD	58	NAGOD(TOWN)
	NAGOD	59	NAGOD(RES)
	NAGOD	60	HARDUA
	NAGOD	61	BIHATA
	NAGOD	62	JASSO
	NAGOD	63	PARASMANIA
	AMARPATAN O&M DN	64	AMARPATAN
	AMARPATAN O&M DN	65	KATHA
	AMARPATAN O&M DN	66	BELA
	AMARPATAN O&M DN	67	TALA
	AMARPATAN O&M DN	68	RAMNAGAR
	AMARPATAN O&M DN	69	MARYADPUR
SIDHI	SIDHI	70	BAGHWAR
SIDHI	SIDHI	71	CHURHAT
SIDHI	SIDHI	72	HANUMANGARDH
SIDHI	SIDHI	73	RAM PUR NAIKIN
SIDHI	SIDHI	74	KHADDI
SIDHI	SIDHI	75	SIDHI TOWN I
SIDHI	SIDHI	76	SIDHI TOWN II
SIDHI	SIDHI	77	BAIHERI
SIDHI	SIDHI	78	AMALIYA
SIDHI	SIDHI	79	MAJHOLI SIDHI
SIDHI	SIDHI	80	MADWAS
SIDHI	SIDHI	81	SIDHI RURAL
SIDHI	SIDHI	82	MAWAI (SIDHI)
SIDHI	SIDHI	83	PATPARA
SIDHI	SIDHI	84	SIMARIYA
SIDHI	SIDHI	85	NEBUHA
SIDHI	SIDHI	86	KUCHWAHI
SINGRAULI	WAIHDHAN O&M	87	RAJMILAN
SINGRAULI	WAIHDHAN O&M	88	MADA
SINGRAULI	WAIHDHAN O&M	89	PARSONA
SINGRAULI	WAIHDHAN O&M	90	NIWAS

			91	SARAI
			92	DEOSAR
			93	CHITRANGI
			94	BARGAWAN
		CITY DN.WAIDHAN	95	WAIDHAN
			96	MORWA
Shahdol Region	SHAHDOL	SHAHDOL	97	SHAHDOL TOWN
			98	SHAHDOL RURAL
			99	SIGHPUR
			100	GOHPARU
			101	BUDHAR
			102	DHANPURI
			103	JAITPUR
			104	BEOHARI U/G
			105	BEOHARI I
			106	JAISINGHNAGAR
			107	BANSAGAR
			UMARIYA	UMARIYA
	109	UMARIYA RURAL		
	110	CHANDIYA		
	111	MANPUR		
	112	BHAREWA		
	113	MANGTHAR		
	114	BIRSINGHPUR PALI		
	115	KARKELI		
	ANNUPUR	ANUPPUR	116	ANUPPUR TOWN
			117	ANUPPUR RES
			118	CHACHAI
			119	JAITHARI
			120	RAJENDRAGRAM
121			BENIBARI	
122			AMARKANTAK	
123			KOTMA	
124			BIJURI	

### System & Expenditure Audit 3.2

S. No	Audit Untis
1	O/o S.E.(CIVIL) REWA
2	O/o E.E. (ENFORCEMENT) REWA
3	O/o E.E. (ENFORCEMENT) SATNA
4	O/o E.E. (ENFORCEMENT) SIDHI
5	O/o E.E.(STC DN.) REWA
6	O/o E.E.(STM DN.) REWA
7	O/o E.E.(STC DN.) SATNA
8	O/o E.E.(STM DN.) SATNA
9	O/o E.E.(STC DN.) SIDHI
10	O/o E.E.(STC DN.) SINGRAULI
11	O/o E.E.(STM DN.) SIDHI
12	O/o EE (O&M) REWA SOUTH/EAST



13	O/o EE (O&M) REWA NORTH/MOUGANJ
14	O/o EE (O&M) REWA O&M/WEST
15	O/o EE (O&M) TYOTHER
16	O/o EE CITY DN.REWA
17	O/o EE (O&M) SATNA
18	O/o EE CITY DN.SATNA
19	O/o EE (O&M) MAIHAR O&M DN
20	O/o EE (O&M) NAGOD
21	O/o EE (O&M) AMARPATAN O&M DN
22	O/o EE (O&M) SIDHI
23	O/o EE (O&M) WAIDHAN O&M
24	O/o EE CITY DN.WAIDHAN
25	O/o Sr. Accounts Office Rewa
26	O/o Regional Accounts Office Sidhi
27	O/o EE (Store) Satna
28	O/o CE Rewa
29	O/o SE REWA
30	O/o SE SATNA
31	O/o SE SIDHI
32	O/o SE SINGRAULI
33	O/o E.E. (ENFORCEMENT) SHAHDOL
34	O/o E.E.(STC DN.) SHAHDOL
35	O/o E.E.(STM DN.) SHAHDOL
36	O/o EE SHAHDOL
37	O/o EE UMARIYA
38	O/o EE ANUPPUR
39	O/o Sr. Accounts Office Shahdol
40	O/o EE (Store) Shahdol
41	O/o CE Shahdol
42	O/o SE SHAHDOL
43	O/o SE UMARIYA
44	O/o SE ANNUPUR



## ANNEXURE-III

### SCOPE OF WORK

#### 1. SCOPE OF WORK

The selected bidder firm is required to exercise such tests of accounting records, internal checks and control and other necessary audit of the accounts as per general principles and standard of audits (SIA) of the Institute of Chartered Accountant of India. In conducting the Audit the Internal Audit Manual of the Company should also be referred. The Auditor should pay attention to the following areas while auditing:

The Scope has been classified into following:

- Internal Audit of System and Expenditure: Yearly at all Division Offices and Circle Office as given in Annexure 1
- Revenue Audit of LT Consumer Accounts: Yearly at DC's /Division offices/ Zonal Offices as mentioned in Annexure 1.
- Verification of Stores: Yearly.
- Internal Audit of Books of Accounts: Yearly at all the RAO Offices.
- Internal Audit of Departments of Corporate Office: Yearly at all Departments of Corporate Office
- Consolidation of all audit reports of Internal Audits: Yearly

The Auditor should submit a Composite Internal Audit Report for LT revenue audit and System and expenditure audit of all offices of the Circle as per the scope below.

The scope of auditor will also include:-

- Preparation of half margins in prescribed format for obtaining various information / records & issuing the same to JE/AE officer in charge of Auditee Office and after receipt of the same, carrying out the audit of the record and if any mistake is pointed out the half margin of audit observation shall be issued for obtaining reply of JE/AE officer in charge of the Auditee Office. If the officer in charge of the Auditee Office agreed with the observation pointed out, then this will be treated as audit Para. If the Officer in charge of the Auditee Office does not agree with the observation pointed out, then such Half Margins should be included under separate audit para giving remarks by the audit team.
- A Test Audit Report (TAR) & Test Audit Note (TAN) shall be prepared including all audit Paras in the prescribed Performa as per Annexure-11. If individual audit recovery of Rs. 1000/- or more is pointed out it should be covered under TAR and If individual audit recovery is less than Rs. 1000/- it should be covered under TAN.
- After completion of internal audit of a DC/Zone, the report for the same shall be submitted to that office and an acknowledgement of the submission shall be taken from office in charge. At the same time, a copy of the report shall also be submitted to the concerned division.
- After completion of internal audit of all DC's/Zone's under a particular division, System & expenditure Audit of that division will be started and at the same time a discussion on the reports of DC's/ Zone's shall be done with the Division in charge. A summary report of discussion along with certificate of Division in charge shall be submitted by the bidder firm along with the invoice.



**It is however emphasized that the coverage in the scope of services as indicated above and detailed below is indicative and not exhaustive.** The Auditor shall also necessarily refer to the existing Internal Audit Manual and its amendments from time to time to decide on the scope of work for the Auditee Offices. The scope can also be decided with discussion with the Internal Auditor at the Corporate Office.

Apart from the audit observations, auditor will be required to indicate discrepancies / inadequacies in the system or procedures so as to initiate steps for improving the system and making it more efficient. The audit team will also be required to educate the dealing staff so as to avoid repetition of routine procedural / technical errors.

- Further all other incidental / necessary activities for the completion of audit & resolution of matters arising during the audit shall deem to be included in the scope of services. In case of judicial proceeding(s) initiated by Discom pursuant to the audit for the period, the auditor shall reasonably assist the Discom office by acting as a witness and providing evidences required as related thereto.

## 2. EXPENDITURE AND SYSTEM AUDIT SCOPE

The Expenditure Audit shall cover all the Circles along with the Divisions/ Sub- Divisions / D/C's under them and all other offices incurring expenditure.

Broadly it shall cover the following:

- Capital Expenditure
- Payrolls, P.F. and other establishment Expenditure
- Stores and Purchases
- Claims against Third Parties i.e. Suppliers, Contractors, Transporters, Railways, etc.

Following are the broad areas of system and expenditure audit:

## 3. SANCTIONS & BUDGETS:

- 100% checking for the full period at the end of the Year, along with Administrative/ Financial Approval, detailed estimation being technically sanctioned by the Competent Authority.
- Sanctioned estimates to be verified with reference to latest District Schedule of Rates or Market rates or Company's latest cost data.
- Budget allocated to Circles as well as utilized by the concerned.
- Excess spending over the budget allocation and Regularization of excesses.

## 4. CONTRACT AGREEMENTS/PRICE:

- Checking Tender Registers, Contractors' Bill Registers and even Registers containing Registration of Contractors.
- Competent Authority to sanction the Contract & amendments issued, if any, must contain his approval.
- Split up of contract to be within financial powers of field officers to be reviewed and commented. Proper execution of contract, Levy of L.D. Review of arbitration cases.

## 5. WORK ORDER:

- The Work Orders must have Administrative approval and Technical Sanction and the proposal must be justified on the basis of Budgeted Provision.
- Order for repairs for Transformers should be at Approved rates & Register of Bills with RA Bill wise update position to be checked.



- Reconciliation of the Works Register and the Works Register at the RAO Office.
- Timely preparation of Completion Report based on the completion of the Work as per the Work Order.
- Check for updating of record of transformer failure, from the date of return from the field, issue for repair to Repairers as per the allotment order under the RCA, inspection done to examine feasibility for repair, estimation, stage inspection, clearance for repair, return of transformers found uneconomical for repair, etc.

## **6. COMPUTATION & RECOVERY OF INTEREST ON INTEREST BEARING ADVANCES:**

- The recovery of Interest should be as per the requirements & rules of the Organization & must be appropriately made, adequately secured & duly acknowledged.
- Non-recoverability of both principal and interest to be verified/ reported.
- Accounting Statement of such unrecoverable advances and interest to be verified and reported.

## **7. PURCHASE ORDER:**

- The orders placed by the Circle & Division offices should be as per the Budget provision & check should be kept on the items reserved for Corporate Office purchases.
- Purchase should be as per DOP
- Delay in supply and resultant recovery of L.D charges etc. should be checked and commented. Waiver of L.D charges by Competent Authorities to be critically reviewed with reference to the existing circumstances.
- There should be a comparative price analysis review on the basis of Quotations & other price information.
- Distress purchase/ wrong intending/ Excess quantity procurement etc. should be reported.

## **8. REVIEW OF INSURANCE CLAIMS:**

- Reviews should be taken of the Claims lodged along with the Follow- up actions, its Settlement & followed by proper Accounting Procedure.
- Loss of insurance claims due to lack of procedures/processes to be reviewed/reported.
- Timely submission of information should be verified.

## **9. CLOSURE OF CONTRACT:**

- The final bills to be settled as expeditiously as possible.
- Delay to be reviewed. Delay in capitalization to be seen and reported.
- Reasons for pending WCRs to be analyzed/reported.

## **10. ESTABLISHMENT- SALARIES & WAGES:**

- Test Checking of Pay Bills with reference to rules & Proprietary aspects- at least for a month in every phase of Internal Audit.
- Verification of Wage Sheets, Attendance Records- particularly of Leave Salary/ OT & other Allowances & Accounting of leave records at least for a month in the phase of Internal Audit.
- Increments, revisions and Grade fixation etc. to be verified.
- 100% checking of Payment of Pension, Gratuity & Other Retirement Benefits, Statutory Deductions & their timely deposits.



- Calculation & Accounting of Interest on Loans & Advances & its recovery as per applicable rules.
- Contract employees payment to be audited to see 'ghost works'
- Allotment of quarters for emergency staff to be checked.
- Proper transfer of employees from one division to another.

### **11.FIXED ASSETS & CAPITAL WORK IN PROGRESS:**

- 100% checking of Capital Expenditure with reference to proper sanction of Competent Authority.
- Accounting of Fixed Assets, Depreciation & Capital WIP.
- Checking of works completed but not transferred to fixed assets.
- Delay in finalization of final bills.
- Review of Fixed Assets Register.
- Review of DPR and non-DPR capital works.
- Review of loan tie up and loan servicing for capital works.
- Review physical progress and financial progress in projects.
- Review of delay in completion of project formalities.
- Review of payment of commitment charges, if any.
- Review of Capital items financed out of internal resources when loan tie up was possible.

### **12.STORES & MATERIAL ACCOUNTING:**

- Checking receipts, acceptances & issue of Material and their Reconciliation & Accounting, at all stores.
- Non- Moving /Slow Moving items to be brought to the notice of management.
- Release of stores Receipt notes, acceptance of material after test results etc. to be checked.
- Review of sale of scrap / utilization of slow moving items and verify the accounting of the same.
- Verify the pricing aspect in GRN according to ESAAR, 1985

### **13.CASH AND BANK:**

- Verification of Cash, Cash Book & its Auditing.
- Bank reconciliation.
- Accounting of Stale Cheques.
- Dishonour of Cheques. Action under Section 138 of Negotiable Instruments Act, 1938.

### **14.STATUTORY COMPLIANCES:**

- Violation of TDS at the time of payment towards Rent, Consultancy charges, Professional fees, etc.
- Appropriate recovery towards WCT, IT, VAT etc. and its timely, payment.
- Claiming VAT set off (input credit).
- Violations of any other law e.g. non-payment of wages as per minimum wages Act, ESI recovery & timely remitting of P.F by contractors for which Company is responsible as a Principal Employer.
- Recovery of Service Tax.
- Attending meeting with Statutory Auditors as & when required.



- Physical presence of Internal Auditors at the time of annual inventory. You have to give your comments and be a party to sign the verification report. You can suggest the methods/procedures to improve upon current practices of inventory verification.
- Is there an adequate internal control procedure commensurate with the size of the company and the nature of its business for the purchase of inventory and fixed assets and for the sale. Whether there is a continuing failure to correct major weaknesses in internal control. This would be in compliance to clause No. 4 (IV) of Companies (Auditor's Report) order, 2003.
- Comments on compliance report submitted by the individual office for previous Internal Audit Report.
- Auditors shall also attend to any other work specifically assigned by the Management or commented by the statutory auditors in their report (CARO) regarding Internal Audit.
- Compliance of MPERC regulations.

### **15. FRANCHISEE AUDIT:**

- If any franchisee is operational in any Circle/ Division, detailed audit of the billing to franchisee is to be done.
- The terms and condition of the Franchisee Contract are followed; the billing is as per the contract etc.
- Any penalties or incentives are as per the contract.

### **16. SUGGESTIONS/ RECOMMENDATIONS FOR ENHANCING OVERALL/ INTEGRATED EFFICIENCY:**

- Analysis of risk in technical as well as financial ones. Internal control with reference to existing risk.
- Any 'whistle blowers' found in the course of audit to point towards 'fraud' in the transaction during any time.

### **17. VEHICLE AUDIT:-**

- Whether vehicle engage in offices as per company rule or not
- Checking of log book, monthly ceiling bills submitted monthly or not statutory deduction.

### **18. SCOPE OF LT REVENUE AUDIT**

LT Revenue comprises around ..... of the Revenue of MPPKVVCL. The L.T. Revenue Audit is to be carried at all D.C.'s / Division offices of the Circle as per the Scope of Work in the Tender document.

#### **Objective of Revenue Audit**

- Enhancement of Companies revenue by prevention/ correction of noted instances of revenue leakage.
- Testing compliance of units to set rules and procedures relating to various facets of operation.
- Transactions are executed in accordance with general orders and guidelines.
- All transactions are promptly recorded in the correct amount in the appropriate books of entry and in the correct accounting period.
- Assets mainly cash; is safeguarded from unauthorized access, use and disposition.

**The Internal Audit Manual of the Company should be referred for conducting the Revenue Audit of the D/C's. However, the following areas should be covered in the Audit Report.**





**Checking of Classified Abstract Collection (CAC)/Cash Remittance Advice (CRA).** This shall include checking of following:-

- Records of CAC shall be checked thoroughly with counter foil / stub of energy bill available in distribution center;
- Check that transaction where CRA not created by division.
- Postings from MR (Money Receipt) to CAC (in cases as applicable) and whether the receipts as stated in the CAC are continuous;
- Legitimate utilization of MR and control on stock of unused MR.
- Any over writing and corrections made in CAC from counter foil of that particular bill are duly authorized;
- Payments received by Cheques/drafts etc. are properly entered in the prescribed register. Further entries in register are attested by officer in-charge of the Distribution center and have been duly entered in CAC;
- Sum totals of each CAC are correct and CRA are prepared as per CAC;
- CAC, being regularly checked by the clerk concerned is initialed by the Assistant Engineer, is closed every evening and the total receipts of the day are transferred to the Main Cash Book, the same evening. In case of defaults indicate the date from when to when it has not been checked and the names of the defaulting clerks;
- Reconciliation of CAC with consumers' ledgers ;
- That the realizations required to be deposited in bank have been routed through the CRA and that CRA has duly been signed by the depositor;
- Reconciliation of amount remitted into Bank during the particular month with the bank statements;
- Time taken by distribution center in submitting CRA to RAO. Reasons for delay, explanations of the staff, etc. shall be analyzed and included in the report.
- Check whether CRA is prepared regularly against online payment i.e NEFT/RTGS payment received in RAO account.

### **19.Adjustment made through CCB/CC4/CC7**

- All cases of adjustment made to the consumers' accounts are required to be checked thoroughly from CCB/CC4/CC7, including Interest on consumer deposits. Cases of discrepancies found shall be included in the report.

### **20.Meter Reading Diary**

- Checking whether Meter Reading books are kept in a bound form for all the categories and progress reports are received from Meter Readers monthly showing the number of meters actually read by them;
- Meter reading diaries have to be checked thoroughly, particularly for finding out the position of stopped/defective meter. Further, action taken by the officers on observations of meter readers and compliance to procedural requirements including Sample checking by AE/EE is also required to be verified and commented upon;
- Assessment of units and its reasonability shall also be checked on sample basis. This shall include verifying whether the units consumed during a particular billing period are showing substantial difference against the units consumed in the earlier period and the connect load;
- For new connections check whether the first bill is issued in compliance to the procedure as prescribed thereof.

### **21.Audit of billing operation**

- Assess regularity in Billing process including Meter reading and Billing Programme;
- Assess adherence to Billing Programme and report the deviations;



- Report cases of delay in issue of bills and the details thereof including:
- Category of consumer or ledger number;
- Months in which bills were required to be issued;
- Months in which bills were actually issued;
- Name of the defaulting ledger keeper and checking clerk.

## 22.Domestic consumers

At least records of 10% consumers from consumer ledgers and meter diaries are to be checked thoroughly for analyzing the following:

- Consumption pattern;
- Working condition of meters;
- Sanctioned load etc.

## 23.Commercial consumers

Records of 100% consumers are to be checked thoroughly as similar to work done in case of Domestic consumers.

## 24.LT Industries

Records of 100% consumers are to be checked thoroughly as similar to work done in case of Domestic consumers.

## 25.New Connection Register

Records of 50% new connections provided during the period shall be checked on random basis for the following:

- Whether all charges as per applicable rules have been recovered from the consumers;
- Analyze the average time taken for providing new connections;
- Whether all connections released are put on billing cycle timely.

## 26.Temporary Connection Register

Records of 100% temporary connections shall be checked for the following:

- Check temporary connection register regarding compliance to rules prescribed for the same.
- Check accuracy of tariff rates and the billing done for temporary connections.
- Report on trend for number of temporary connections and collection of amount billed. Also compare with their number during previous period and comment on deviation against expected number for the current period.

## 27.Street lighting installations

Records of 25% street lighting installations shall be checked for the following:

- To check whether the correct load and energy consumption are considered correctly for the billing purpose.
- To check whether the maintenance charges have been correctly calculated and billed.
- To check that additional loads/installations serviced from time to time are correctly brought on to the consumers ledgers and accordingly monthly demand is raised thereof.
- To check whether the audit short claims, if any, are correctly demanded and collected.

## 28.Dishonored Cheque Register

- To check whether the Dishonored Cheque register is properly maintained.
- To check whether timely action has been taken for recovery of revenue including disconnection, penalty and legal action besides ensuring that the consumer records/books of account are updated immediately and intimated to the consumer for fresh payment along with surcharge and bank charges.
- To check whether necessary entries in RED INK are made in the receipt and payment sides of the cash book as well as in the CAC and CRA of the day.



## **29. Cash & Bank**

- Physical Verification of cash in hand and reconciliation of the same with cash book, bank balances and cash in transit.
- Reconciliation of book balances with General Ledger & balance as per Bank Statement.
- Verify accuracy and cut off for cash transactions regarding recording of receipts in the same accounting period in which they have been received.

## **30. Checking of R-1 & R-2 Register –**

- Any shortfall in billing into consumer ledger due to wrong classification of consumer, consumer's history record absent in consumer ledger etc. should be checked.

## **31. Checking of Kisan Samriddhi Yojna –**

- The scheme Kisan Samriddhi Yojna (KSY) was launched by the company to benefit the agricultural consumers. Audit team is required to check the scheme that whether the actual consumers were benefitted or not and also verified that the claims sent to head quarter was settled through actual beneficiaries.

## **32. Age wise analysis of arrears –**

- Age wise analysis of arrears should be done and reported.

## **33. Checking of R3 along with uploading of R3 in billing software:-**

- Proper checks should be made that consumer database on R-3 should be correctly uploaded on billing software.

## **34. GIS mapping from billing software:-**

- Proper checks may be made on the GIS mapping to the supply of electricity to billing software.

## **35. Tariff subsidy :-**

- cases of tariff subsidy given to consumers may be checked that only eligible consumers have been benefitted and proper claim has been raised to head office/GoMP

## **36. Applicability of tariff for usage electricity:-**

- proper checks may be made on the cases of usage of electricity and consumers must be billed on as per usage of electricity.

## **37. Entry of CRA on ERP:-**

- CRA should be checked that all the CRAs has been properly entered in ERP and proper accounting has been made
- Check that transaction where CRA not created by division.
- Amount of CRA not created by division.

## **38. Verification of stop defective meters:-**

- Should be checked whether stop defective meter has been fully replaced with proper application.

## **39. Verification of Load Enhancement:-**

- Should be checked the number of cases where load enhancement application is received from consumer.

## **40. Verification of Aadhar Seeding**

- Should be checked the status of Aadhar seeding with the IVRS of consumer.
- List of consumers registered under single mobile no.



#### **41. Audit of local purchases in case of City Divisions:-**

- In case of city Divisions all the contract case should be checked.

#### **42. Bank Reconciliation:-**

- In case of city division/ distribution centre is having bank account then Bank reconciliation statement should also be checked and the discrepancies must be pointed out in report.

#### **43. Audit of consumer with defective meter:-**

- Audit of assessment of unit sold, period of defective meter, updating meter detail into billing software

#### **44. Fraud/ Defalcation:-**

- Any fraud/ defalcation is found in the course of audit, it should be reported to the O/o CFO immediately.

#### **45. Analysis of receivables**

- To check that defaulters list is being regularly received at the DC;
- To check that status is being updated at the DC regarding defaulters and efforts made for recovery, including service of notice for outstanding dues;
- To check whether dates are indicated on which:
  - Temporary disconnection orders are given effect to;
  - Permanent disconnection orders are given effect to;
- In case no such orders were implemented, ask reasons for the same;
- Check whether list of defaulters is showing an increasing trend.
- Check whether list for cases of permanent disconnections is prepared in compliance to Electricity Supply code 2004 for submission to Commission.
- To check whether outstanding charges/dues/amount of instalment fixed along with disconnection and reconnection charges as may be applicable, are received in case where temporary disconnections been restored.
- In case of temporary disconnections made at request received from the consumer check whether all the monthly charges that are fixed in nature e.g. demand charge, minimum charge, meter rent etc. have been received from the consumer in advance. Also check whether disconnection / reconnections charges have been received from the consumer.
- In case of disputed / erroneous bills check that adequate records are being maintained for status of the dispute & its resolution. Also check on sample basis that in case the bill is found to be erroneous and accordingly a revised bill has been issued, whether adjustment has duly been made in the subsequent bill.

#### **46. Audit of Expenses**

- Check whether schedule of authority is compiled to for sanction of expenses;
- Check whether the expenses are adequately supported with evidence thereof;
- Check whether proper accounting is done of expenses incurred & controls are monitored to prevent payment being made for more than once;
- To check that expenses incurred have been as per allocation made in the budget for the relevant period. In other cases verify whether approval have duly been obtained;
- To ensure that classification of expenses has been done under correct expense head;
- To ensure that expenditure has been incurred with due regard to financial propriety e.g. supplies in excess of requirements have not been have not been obtained, the expenditure has been incurred only for legitimate purposes etc.;



- To ensure that expenditure has not been unnecessarily incurred to prevent the lapse of budget allotment and the charges incurred during the year have not been met from the budget allotment for the next year without approval of the competent authority.

#### **47.Others**

- In case of seasonal consumers check whether the seasonal credit has been given correctly;
- Check whether regularization has been done of anomalies pointed out by vigilance, periodic inspection reports and other audits conducted;
- Report on maintenance of records at DCs;
- Checking compliance to tariff orders;
- Study the abnormal/sub-normal consumption in respect of high revenue yielding installations & report on the reasons for such variations;
- Compare the consumption pattern of similar industries/installations to highlight possible loss of revenue;
- Compare the average billing rate of revenue of the DC as a whole with average billing rate for each category of consumers. In case of average realization being significantly lesser than the overall average realization rate of the sub-division (of that category), investigate the reasons for the same and suggest remedial action, if any;
- Compare the average consumption per installation of the DC as a whole with average consumption for each category of consumers. In case of average consumption being significantly lesser than the overall average consumption of the DC (of that category), investigate the reasons for the same and suggest remedial action, if any;
- Compare the average revenue billed per installation of the DC as a whole with average revenue billed for each category of consumers. In case of average revenue billed being significantly lesser than the overall average demand of the sub-division (of that category), investigate the reasons for the same and suggest remedial action, if any;
- Analyze the balances of receivables (arrears in terms of number of days of demand) for each category of consumers and compare it individual with ledger balances. In case of large variations in the level of receivables in respect of a particular ledger, investigate the reasons, and suggest remedial action;
- Verify the meter reading and billing efficiency. In case the percentage of meter reading and billing is significantly lower, auditor should take immediate action to report the matter to the administrative authorities for taking immediate appropriate action. While reporting the matter auditor should quantify the loss of revenue on account of the above reason.
- Verify the collection efficiency. In case the percentage of collection efficiency is significantly lower as compared to the previous year, the auditor should report the matter to the administrative authorities for taking immediate appropriate action.

#### **48.VERIFICATION OF STORES**

The inventory in the Distribution Company includes the materials bought for capital works and maintenance works. The peculiarity of some of the items of inventory is that they can be used for both the Capital Works and Maintenance Works.

Scope of the Audit of the Stores and Pricing in the Stores includes (but not limited to):

- Review of the Internal Controls in the Stores;
- Audit of Pricing of Issues;
- Review of valuation of Inter-store transfers;
- Review of age-wise analysis;
- Review of system of level of inventory;
- Periodic physical verification of inventory.



#### 49. Checklist:

- Check whether initial records and other books of accounts are maintained properly;
- Check whether the Requisition books are maintained properly and issued by the appropriate authority;
- Check whether the Stores accounts are closed on the prescribed dates of the month and recorded in the accounts of the respective month;
- Check whether the reconciliation of the quantities is done on a timely basis;
- Check whether the priced stores ledger are maintained properly;
- Check whether the Stores Issues are valued at the prescribed pricing method;
- Check whether the monthly Stock balances are maintained as per the approved limits;
- Verify whether the Stock reconciliation certificate is prepared on a monthly basis and actions initiated in clearing the differences are taken:
  - In respect of the excess and shortages the explanations of the departmental staff is obtained, examined and approval of the officer concerned is available for the adjustments carried out in the ledger;
  - Check whether the adjustments have been made in the ledgers;
  - Check for no fictitious adjustments made in the ledger.
- Check whether the internal checks prescribed in the manual are conducted and registers for this purpose are maintained;

#### 50. INTERNAL AUDIT OF BOOKS OF ACCOUNTS AT RAO OFFICE

Scope of work as detailed hereunder is an attempt to outline road map in broad term with the objective of management to ensure compliance to Generally Accepted Accounting Practices / Principles as well as requirement of the Companies Act, 1956 (now Companies Act 2013) / Income Tax Act / Accounting Standards published by the Institute of Chartered Accountants of India besides accounting policies adhered to by the Company. This also includes timely reconciliation of various suspense heads of accounts and maintenance of proper subsidiaries duly reconciled with the books of accounts. The selected bidder firm shall work as facilitator for accomplishing the aforesaid objective and shall not confine to reporting aspect only.

The main emphasis of the audit of the quarterly accounts of RAO(s) should be to ensure that:-

- Accounting Standards issued by the ICAI are being followed keeping in view the accepted accounting policies of the management
- The monthly trial balances incorporating all advice of transfer debits / advice of transfer credits, Inter Company Transactions, Store Issue Notes, Store Receipt Notes,
- 
- and other adjustment vouchers are submitted timely and properly.
- Reverse entries for outstanding liabilities have been passed at the beginning of the year.
- The provisions, including provisions for outstanding liabilities, pension, gratuity, contributory provident fund, NPS etc. are properly made and booked under proper head of accounts.
- Pre-paid expenses are properly accounted for.
- Credits on account of receipt against deposit works are transferred on completion of the work to consumer contribution and debit under work in progress is transferred to fixed assets on the basis of completion reports.



- Advice of transfer Debits / Advice of transfer credits and Inter Company Transfer have been originated well in time and are responded after due verification from the concerned timely.
- There are no minus balances under any head of accounts and if existed, steps taken to clear minus balances.
- Party wise list of debtors / creditors.
- All receipts and expenditure relating to the period have been properly booked under correct head of accounts.
- MIS & Accounts are tallying in respect of ED/Cess etc.
- Proper and timely adjustments are being made in the books of accounts in respect of realization by adjustment.
- Year wise fixed asset-cum-depreciation register is prepared.
- Stores ledger balances are tallying with the balances appearing in the books of accounts.
- Valuation of closing stores inventory / scrap / obsolete / retrieved material and accounting thereof should commensurate with the accounting as per AS read with accounting policies of the Company.
- All material issued for capital works should be booked under CWIP and proper monthly record of CWIP scheme wise, estimate wise is prepared by accounting unit.
- Capital works completed should be got transferred to fixed assets.
- All pay orders relating to deduction at source viz. CPF / EPF / NPS / Income Tax / Service Tax / WCT / Entry Tax etc. are sent within stipulated time period.
- The outstanding observations of previous Statutory Auditors are cleared.
- Required subsidiaries are properly maintained and reconciled with books of accounts.
- Reconciliation of Bank Accounts, Transfer within Circle, Advances for O&M supplies, Advances for Inter Unit Stores Account, liabilities of entry tax, liability for O&M supplies, sundry debtors collection a/c, sundry debtors for sale of power, Net salary payable a/c, unpaid salary a/c, bonus /ex-gratia and deduction at source viz. Income Tax, GPF, CPF, EPF, HPS, LIC etc. are properly done and all should tally with the subsidiaries.
- The Audit report should be prepared immediately after audit of trial balance of the RAO and should be submitted to the Chief Finance Officer immediately.

## 51. TERMS OF REPORTING

### **Deliverables:**

Reporting and Deliverables shall form an important part of this assignment. Following points shall be considered.

**Internal Audit report should be prepared and submitted as per revenue and system & expenditure audit formats given in annexure-VI**

As soon as the audit of any office is completed the Test Audit Report (TAR), Test audit Note (TAN) shall be prepared in the sample formats given in **Annexure-----**(For system and Expenditure Audit, Stores Dn. and Internal audit of Civil Dn. and **Annexure-\_\_\_\_** (For L.T. Revenue Audit of D.C.).The Reporting Formats may be modified by the Company during the Audit as per actual requirement. The TAR & TAN along with Annexures, Half Margins and all other related details shall be submitted to the CFO EZ MPPKVCL Jabalpur immediately completion of the audit of the concerned office in Hard & Soft copy.

The Internal Audit Report shall be prepared covering all the aspects covered up during audit in different sections .Thus in one visit to an auditee office, the audit for the Financial year 2022-23 to 2023-24 shall be taken up and completed in all respect.

Any Internal Audit Report shall be sealed and signed by the any Partner of the bidder Firm



only.

Internal Audit report shall contain:-

- (i) All the original copies of half margins bearing signature, seal and remarks of the officer incharge “recovery pointed out by the audit accepted/ recovery pointed out by the audit not accepted (giving reasons for not acceptance)”.
- (ii) All the related annexures giving complete details such as billing to be done and billing already done in a single page etc .
- (iii) Certificate of completion of audit along with certified copy of attendance of audit team in the sample format given under **Annexures**.
- (iv) Details of the Half margins issued to auditee office as per sample format given under **Annexures**
- (v) Soft copy of the audit report.
- (vi) Acknowledgement/receipt of Division office for submission of hard copy of audit report in duplicate (one copy of report for Division & one copy for Dc. Office). In case of other than LT audit, acknowledgement/receipt of Auditee office & its superior office regarding receipt of one copy of the report.
- (vii) All the pages of the audit report shall bear seal & signature of the auditor firm.

The audit report not containing the documents as per requirement stated above or if any other irregularities are found in connection with the improper/incomplete submission of the audit report, Payment shall not be released.

**Action Plan, Execution and Distribution of Audit Reports:**

- The successful Bidder Firm in consultation with SEs of circle shall be required to prepare and submit its **Action Plan** for the Audit of all the Auditee Offices of each circle of the Group as per the Scope of Work mentioned in the document falling under his purview as Internal Auditor, to the S.E., Circle Office with a copy to the Chief Financial Officer MPPKVCL, before start of audit for the purpose. The team leader along with leaders of audit team shall have a meeting with SEs of circle
- Chief Financial Officer, MPPKVCL shall reserve the right to change the Action Plan at any point of time.
- S.E. of the respective Circle Office shall be responsible to roll out the Audit Plan to all the Auditee Offices of the Circle before the work of audit period start.
- Non-cooperation at any point of time during the audit tenure shall be brought to the notice of the S.E of the Circle Office.
- However, if no action is taken by the S.E. of the respective Circle to resolve the issue, the same shall be brought to the notice of the Chief Financial Officer MPPKVCL confidentially.
- The Audit Party shall have to visit the Auditee Office during only office hours of working day for the Internal Audit as per the schedule programme.
- The Team Leader shall be responsible for the supervision and satisfactory completion of the internal audit of the company.
- The Audit shall be completed in the prescribed time schedule.
- However in the event of non completion of the work in the stipulated time period due to unforeseen conditions, the auditor firm will be required to apply for grant of additional time period. Request of extension of time period desired





by the auditor firm shall be considered only if reasonable and justified ground exists at the sole discretion of CFO, MPPKVCL, Jabalpur.

- Copies of Internal Audit Report Signed by OIC of audtee office personally to be submitted in the office designated below and not to be sent through courier:
- **FOR L.T. Revenue Audit –**
- **Audit report should be prepared & commented on all point of revenue audit report attached with tender as annexure.-VI.**
- One Copies– To E.E. incharge of the Division, and one copy for Distribution centre for recovery purpose along with Annexure and all other related details and acknowledgement shall be obtained.
- One Copy – To CFO, MPPKVCO LTD., Jabalpur along with Annexure, Half Margins and copy of the acknowledgement of the Division office (for submission of 2 copies of audit report) and all other related details in Hard & Soft copy.
- **Successful bidder after completion of Audit should prepare Executive summary of the work performed during the audit and represent the same before the audit committee.**
- **FOR System & Expenditure audit:–**
- **Audit report should be prepared & commented on all point of system & expenditure report attached with tender as annexure.-VI.**
- One Copy – To Auditee office Incharge for recovery purpose/Compliance along with Annexure and all other related details.
- One Copy – To the superior office of the concerned Auditee office.
- One Copy –To Chief Financial Officer MPPKVCL along with Annexure, Half Margins and copy of the acknowledgement of the Auditee office & its superior office (for submission of 2 copies of audit report) and all other related details in Hard & Soft copy.
- **Successful bidder after completion of Audit should prepare Executive summary of the work performed during the audit and represent the same before the audit committee.**

After completion of the audit of the auditee office auditor firm shall obtain a certificate of completion of audit mentioning audit period of the audit completed along with attendance of the audit team mentioning name of each member and the duration of the audit as mentioned, from the AE/JE Incharge of the Distribution centre or from the concerned office Head in case of audit of System & Expenditure Audit , This certificate shall be produced to the Chief Financial Officer MPPKVCL MPPKVCL, Jabalpur in original along with The TAR & TAN and other Annexures.

*Chief General Manager (S & P)*  
*Corporate Office*  
*MPPKVCL, Jabalpur*



## ANNEXURE-IV

(DRAFT)

### **OVERALL AGREEMENT TERMS AND CONDITIONS**

**THIS AGREEMENT** is made on \_\_\_\_\_

**BETWEEN:**

- (1) **Madhya Pradesh Poorv Kshetra Vidyut Vitaran Company Limited (MPPKVCL) Jabalpur** ( referred as **"MPPKVCL"** or **"Company"** hereinafter) having its Head Office at Jabalpur; and
- (2) **M/s \_\_\_\_\_, Chartered Accountants** (referred as the **"Vendor"** or **"Firm"** hereinafter) having its Head Office at .....

### **INTRODUCTION:**

- A. Whereas the MPPKVCL wants the Vendor to provide certain **"Outsourcing of Internal Audit of various offices at all field offices under MPPKVCL, Jabalpur for the Financial year 2022-23 to 2023-24 "** related services (as outlined under the heading **'Scope of work'** in the Tender document, or mentioned herein under) and the Vendor is willing to provide such services all on the terms and conditions set out in this Agreement.
- B. And, whereas the Vendor has knowledge and experience in the provision of services in the area of **" Internal Audit of various Organisations/Companies "** of the size and type of MPPKVCL. The Vendor acknowledges that MPPKVCL has relied on such knowledge and experience in selecting the Vendor to provide such services.

And therefore, **IT IS AGREED** as follows:

### **1. DEFINITIONS AND INTERPRETATION**

1.1. In this agreement unless otherwise specified or the context otherwise requires:

- 1.1.1. where reference is made to a statutory provision this includes all subsequent enactments, amendments and modifications relating to that provision and any subordinate legislation made from time to time under it;
- 1.1.2. a "law" includes common or customary law and any bye-law, regulation, legislation, decree, judgment, order, ordinance, statute, treaty or other legislative measure in any jurisdiction or any present or future directive, regulation, request, requirement or guideline (the compliance with which is in accordance with the general practice of persons to whom the directive, regulation, request, requirement or guideline is addressed);
- 1.1.3. a document in an "agreed form" is a reference to a document in a form approved by both parties and for the purposes of identification signed by the relevant Authorised Representatives on behalf of each party; and
- 1.1.4. reference to "the parties" or to "a party" will be to MPPKVCL and/or the Vendor unless otherwise expressly provided and shall include that party's assignees;

### **2. TERM**

- 2.1. This Agreement will come into force on the Signature Date and will, subject to the terms of this Agreement, continue for a period till satisfactory completion of work **"Outsourcing of Internal Audit of various offices at HQ and all field offices under MPPKVCL, Jabalpur for the Financial year 2022-23 to 2023-24 "** from the Signature Date.
- 2.2. At any time during the Term, the parties may (in their absolute discretion) by mutual agreement, extend the Term by such additional period as they see fit and on terms and conditions substantially similar to those included herein.

### **3. SERVICES**

- 3.1. From the Service Start Date the Vendor shall provide the Services in accordance with the terms of this Agreement and Letter of Award (LoA) and will ensure that with effect from the Service Start Date, a team of persons is available to provide the Services. This team will as of the Service Start Date include the employees of the Vendor.
- 3.2. The Vendor agrees that it will follow and comply with any reasonable instructions, directions or requests given or issued which are consistent with the terms of this Agreement by MPPKVCL's relevant Authorised Representative in writing or, where it was reasonably impracticable to do so in writing, given orally and subsequently confirmed in writing by such Authorised Representative in connection with the performance of the Services.
- 3.3. The Vendor shall as soon as reasonably practicable notify MPPKVCL whenever the vendor becomes aware of and has reasonable grounds to believe that any failure on the part of MPPKVCL to carry out its obligations and responsibilities under this Agreement will have



a detrimental effect on the performance or quality of the Services or cost (to MPPKVCL). The same shall apply to the vendor also.

#### 4. MPPKVCL RESPONSIBILITIES

4.1. MPPKVCL shall:

- 4.1.1. Use all reasonable endeavours to make available such staff of MPPKVCL as are reasonably required on a timely basis to liaise with the Vendor in relation to the provision of the Services;
- 4.1.2. Provide to the Vendor on a timely basis such information and documentation as the Vendor may reasonably require to provide the Services;
- 4.1.3. Provide the Vendor on a timely basis, taking into account MPPKVCL 's standard policies and procedures, with such access to the information as is reasonably required to provide the Services;
- 4.1.4. Provide answers on a timely basis to queries, consents and approvals requested by the Vendor to enable the Vendor to provide the Services.

#### 5. SERVICE LEVELS

5.1. The Vendor shall perform the Services in accordance with the Service Levels listed as part of the scope of services in the Letter of Award /Tender document.

5.2. If the Vendor fails to meet the Service Levels as per the scope of services, the Vendor shall as soon as reasonably practicable:

- 5.2.1. identify the cause of such failure;
- 5.2.2. take such action as is reasonably required to minimise the impact of the failure and to prevent it from recurring;
- 5.2.3. where possible, correct the failure; and
- 5.2.4. Advise MPPKVCL, of the status of the remedial efforts being undertaken for meeting the service levels as per scope of work.

#### 6. CHARGES

In consideration for the provision of the Services, MPPKVCL shall pay to the Vendor the Charges as detailed in the Letter of Award(LoA).

#### 7. INVOICING AND PAYMENT

7.1. The Vendor shall invoice MPPKVCL for the Charges as laid out in the Letter of Award(LoA)/order which shall be issued to the successful bidder firm.

7.2. 100% Payment of accepted fee shall be paid generally within 45 days from the date of acceptance of Audit Report & Executive summary by the audit committee, alongwith all deliverables complete in all respect for the FY 2022-23 to 2023-24.

**7.3. Firm shall be required to comments all points mentioned in Annexure-VI in its audit report. If firm do not comment of any such point in the report the payment shall not be released by company.**

7.4. If CA/ICWA Firm fails to perform the audit of any office of that group as per the scheduled programme, Payment of that group shall not be released by company and initiate appropriate action against firm as per clause no.26.

7.5. In case of dispute on any invoice, the dispute resolution procedure, as outlined below, shall apply.

7.6. For avoidance of any doubt, it is herein specifically agreed that the Vendor's obligations to provide the Services shall in no way be affected by any dispute in relation to the Charges or payment thereof.

7.7. Whenever under this Agreement any sum of money shall be recoverable from or payable by the Vendor to MPPKVCL, this may be deducted from any sum then due, or which at any time may become due, to the Vendor under this Agreement.



## 8. REGULATORY REQUESTS

- 8.1.** If the Vendor receives requests for information from Regulatory Authorities which relate to the Services or any other obligation of the Vendor under this Agreement, it shall inform MPPKVCL's Authorised Representative promptly in writing and shall provide reasonable assistance to MPPKVCL in dealing with the requests.
- 8.2. The Vendor will only release such information to the Regulatory Authority after:
- 8.2.1. providing a copy of the information to MPPKVCL; and
  - 8.2.2. receiving MPPKVCL's written consent to the release,
- 8.3. Except that the Vendor shall not be obliged to obtain MPPKVCL's prior consent or provide a copy of the information in advance where it is prevented from doing so by law or the relevant Regulatory Authority.

## 9. FORCE MAJEURE

- 9.1. Force Majeure Event** means any event beyond the reasonable control of the affected party. Force Majeure Event includes, but is not limited to, acts of God, expropriation or confiscation of facilities, any form of government intervention, war, hostilities, rebellion, terrorist activity, local or national emergency (including an emergency service to a hospital), sabotage or riots, and floods, fires, explosions or other catastrophes. Force Majeure does not include:
- 9.1.1.** Strikes or other industrial action by employees of MPPKVCL or the Vendor; or
  - 9.1.2.** Any act or omission of either party's employees, agents, or subcontractors (except to the extent that person is affected by a Force Majeure Event).
- 9.2. Neither party shall be responsible for failure to, or delay in, carrying out any of its duties under this Agreement to the extent to which this is caused by a Force Majeure Event (as defined in **Clause 9.1**).
- 9.3. Should a Force Majeure Event occur, the affected party shall:
- 9.3.1. Take all reasonable steps to overcome and mitigate the effects of the Force Majeure Event as soon as reasonably practicable, including actively managing any problems caused or contributed to by third parties and liaising with them;
  - 9.3.2. On becoming aware of the Force Majeure event promptly inform the other in writing of the details and provides information of the Force Majeure Event and information about which Services have been affected to the extent that such information is known, together with, if practicable, an estimate of the period during which the Force Majeure Event will continue; and
  - 9.3.3. Notify the other as soon as it becomes aware that the Force Majeure Event has stopped.
- 9.4. If the Force Majeure Event continues for more than 15 calendar days, the unaffected party may terminate this Agreement by giving 15 calendar days written notice without cost or liability to the other party (except in respect of antecedent breaches).
- 9.5. Nothing in this **Clause-9** shall suspend MPPKVCL's obligation to pay the Charges in accordance with this Agreement in respect of any portion of the Services provided by the Vendor to MPPKVCL not affected by a Force Majeure Event.

## 10. EMPLOYEES of the VENDOR

- 10.1. The vendor would deploy persons for provision of the Services to MPPKVCL ensuring that they are suitably qualified, skilled and experienced in the work which they are to perform;
- 10.2. The Vendor will obtain the written approval of MPPKVCL prior to appointing any replacement for any Employee of the Vendor (such approval not to be unreasonably withheld or unduly delayed by MPPKVCL), except that the Vendor shall be able to replace any Employee without MPPKVCL's prior written approval where a Employee leaves the employment of the Vendor, is prevented from fulfilling his duties due to sickness or will no longer be involved in the Services due to natural career progression. Save as otherwise agreed with the MPPKVCL in writing, the Vendor will, at its own cost and expense, use all reasonable endeavours to ensure that, where possible, the Employee who is being replaced imparts appropriate knowledge and experience concerning the Services to the replacement for the Employee.



- 10.3. Without prejudice to the provisions of **Clause 10.2**, before appointing a replacement for any Employee, the Vendor shall:
- 10.4. notify MPPKVCL of the proposed appointment;
- 10.5. introduce the individual to appropriate representatives of MPPKVCL (and, if reasonably requested provide an opportunity for MPPKVCL's Authorised Representative for Services to interview the individual); and
- 10.6. provide MPPKVCL 's Authorised Representative for Services with a resume and other information about the individual reasonably requested by MPPKVCL (including, without limitation, a summary of such person's expertise and previous experience);

AND the Vendor shall provide such replacement for any Employee as soon as reasonably practicable.

#### **10.7. The Vendor shall:**

- 10.7.1. ensure that its persons engaged in the provision of the Services to MPPKVCL are suitably qualified, skilled and experienced in the work which they are to perform;
  - 10.7.2. ensure that while any of its Employees are on MPPKVCL's premises they will conform to MPPKVCL's standard codes of conduct (including company policies regarding occupational health and safety requirements, building access, physical security and dress codes) or procedures as have been communicated in advance to the Vendor in writing but only to the extent that such compliance does not place the Vendor in breach of any other provision of this Agreement.
- 10.8. MPPKVCL may, for reasons of incompetence, poor performance or misbehaviour or any such reason (MPPKVCL at all times acting reasonably), request the replacement of any Employee of the vendor. MPPKVCL shall notify the Vendor giving written reasons as why it is requesting a replacement to be made. MPPKVCL and the Vendor shall promptly discuss any such request and, if the Vendor is unable to satisfy MPPKVCL's concerns within a time period of three days, the Vendor shall replace that Employee as soon as reasonably practicable, but not later than seven calendar days in any case. The Vendor shall use reasonable endeavours to ensure that the Employee who is being replaced imparts appropriate knowledge and experience concerning the Services to the replacement Employee. The Vendor shall not be excused from performance of its obligations under this Agreement as a result of the replacement of any Employee.
- 10.9. The vendor is expected to provide services of the employees as mentioned in the para **9.4** of the Tender documents on continuous basis on all working days. However, if any employee remains on leave the vendor must inform of such leaves in advance to the Joint Director (F&A) or any officer nominated by him, and alternate arrangement shall be made by the vendor.

### **11. CONFIDENTIALITY**

- 11.1. Each party undertakes to treat all Confidential Information as confidential and to use such Confidential Information solely for the purposes of this Agreement. Each party shall not, without the prior written consent of the other, divulge such Confidential Information to any person.
- 11.2. Each party undertakes to effect and maintain the same adequate security measures to safeguard the Confidential Information from unauthorised access, use and misappropriation as it maintains with its own similar information that it does not wish publicly to disclose, publish or disseminate.
- 11.3. Each party undertakes to notify the other promptly of any unauthorised use, copying or disclosure of Confidential Information and to provide all reasonable assistance required to terminate such unauthorised use or disclosure (or both).
- 11.4. Neither party shall make any announcement about nor disclose the existence or any terms of this Agreement without the prior written consent of the other. Notwithstanding the foregoing, either party may advertise or otherwise make known that the Vendor provides services to MPPKVCL pursuant to this Agreement without the prior written consent of the other party.
- 11.5. The foregoing obligations as to confidentiality shall remain in full force and effect notwithstanding any termination or expiry of this Agreement.

### **12. DISPUTES**

- 12.1. This Clause does not prevent either party commencing or pursuing court proceedings to protect the rights of confidentiality and in respect of the Confidential Information of that party and is without prejudice to either party's right to terminate this Agreement.
- 12.2. The Dispute will be dealt with by the parties pursuant to the following escalation procedures (the "Escalation Procedures"):



- 12.2.1. In the first instance, the Dispute will be referred to the Chief Financial Officer for resolution;
- 12.2.2. If the Chief Financial Officer cannot resolve the Dispute within 15 Business Days (or such other period as may be agreed between the parties), the Dispute will then be escalated to the MD (MPPKVCL);
- 12.3. The parties acknowledge and agree that all disputes arising out of or in connection with this Agreement (the "**Dispute**") shall be dealt with in accordance with the procedure set out in the **Clause 11.2**. For the avoidance of doubt, any communications between the parties arising out of or in connection with Clause 11.2 will be without prejudice and will be treated as confidential.

**13. TERMINATION**

- 13.1. MPPKVCL may terminate this Agreement in its entirety or as it relates to one or more discrete parts of the Services on written notice with effect from the date specified in the notice if the Vendor commits any material breach of this Agreement which in the case of a breach capable of remedy has not been remedied within seven calendar days of service upon the Vendor of a written notice specifying the breach and requiring it to be remedied. For the purposes of this Clause, breach shall be capable of remedy if the Vendor can or will be able within the prescribed period of time to comply with the provisions in question in all material respects other than as to the time of performance.
- 13.2. In addition to any other rights it has under this Agreement, MPPKVCL may terminate this Agreement in its entirety, or as it relates to one or more discrete parts of the Services, at will, at any time after the expiry of the one month from the Signature Date, on giving the Vendor not less than one month's written notice.

**14. CONSEQUENCES OF TERMINATION**

- 14.1. The Vendor acknowledges that it is critical for MPPKVCL to have continuity of the Services. To ensure the orderly transfer of the Services either back in house to MPPKVCL or to a Replacement Service Provider, MPPKVCL relies significantly on the Vendor fulfilling its obligations under this Agreement.
- 14.2. The Vendor is an independent contractor and nothing in this Agreement shall be deemed to constitute a partnership or any employment relationship between the parties nor shall anything in this Agreement be deemed to constitute one party the agent of the other for any purpose.

**15.** Other Terms & conditions as stipulated in Tender documents of Tender Specification NO. DISCOM/EZ/AUDIT/

**IN WITNESS WHEREOF** each of the parties has duly executed this Agreement as of the date first written above.

<b>SIGNED</b> by	[		]	
duly authorised for and on behalf of <b>MPPKVCL</b>				<b>Witness</b>
				1.) _____
				2.) _____

<b>SIGNED</b> by	[		]	
duly authorised for and on behalf of the <b>Vendor</b>				1.) _____
<b>Date:</b>				2.) _____



## **ANNEXURE-V**

### **Indicative Performance Parameters of the work of Internal Auditor**

The performance of the Auditor shall be determined based on the following parameters:

- Feedback from the Board of Directors of the Company;
- Elapsed time for issue of reports – completion of audit work to draft report;
- Elapsed time for issue of reports – draft to final report;
- % unsatisfactory audit opinions (not more than 10%);
- % of recommendations accepted (not less than 50% - 70%);
- Number of repeat audit findings;
- Amount of direct savings potential as a result of audits;
- Amount of measurable savings achieved as a direct result of audits;
- Number of major process improvements implemented as a result of audits;
- Extent of reliance External audit can place on Internal Audit;
- Extent of advice given; and
- Number of best practice ideas shared

In addition to the above list, the Internal Auditor is also expected to follow and meet the minimum standards for Internal Audit as prescribed from time to time.



**ANNEXURE-VI**  
**Revenue and system & expenditure audit report.**



## Internal Audit Report FY 2022-23 to 2023-24

Name of DC .....

Name of Division.....

Name of Circle.....

Name of Region.....

MPPKVCL, Jabalpur

---

Name of CA Firm /Auditor.....





## Internal Audit Report of Distribution Centre/ City DN., MPPKVCL, Jabalpur

### Part-I

#### 1. Introduction

As per Order no.....Dated .....and TS no.....We have been appointed as internal auditor of DC ..... Under Division.....This is to mention that it has been intimated to OIC of the auditee unit on dated..... and conducted audit during DD/MM/YY to DD/MM/YY (7 Days) for the FY .....

#### 2. General information at a glance.

Sr. No	Internal Revenue Audit Report	
1	DC/Office Name	
2	Division	
3	Period of Audit	
4	Name of D/C in Charge( At the time of audit)	
5	Contact No. of DC/Dn incharge	
6	Name of concerned OIC during audit period i.e (FY.....)	
7	List of officials	As per Annexure A
8	List of Person during audit	As per Annexure B
9	Building Status	Owned/Rented/Secured/Unsecured

#### 10 Vehicle:-No of vehicle allotted details are as under

Sr. no	Vehicle No	Type of Vehicle	Purpose

#### 11 Out Source employee (Nos.): -List are as under

Sr. No	Name	Designation

#### 12 Telephone no:-

S. no	Designation	Telephone	
		Mobile No	Land Line No
1	EE		
2	AE		
3	JE		
4	Lineman		



**1. Details of previous internal audit:-**

Year	Recovery amount pointed out by firms	Amount Recovered	Amount Balance to be recovered
2001-02			
2003-04			
2005-06			
2006-07			
2007-08			
2008-09			
2009-10			
2012-13			
2013-14			
2014-15			
2015-16			
2016-17			
2017-18 to 2019-20			
2020-21 to 2021-22			
<b>Total</b>			

2. **AG audit para , vigilance and O&M checking and compliances their off (Annexure “C”).**
3. **Other Information:-**Demand, Collection and Category wise consumer data as annexure “D”.

**Part –II**

**Audit findings & Observations under Audit period**

1. **Summary of observation/revenue recovery as per Annexure “E”.**
2. **Audit Findings/observation and annexure wise detail of revenue leakages.**
3. **Cash verification certificate as per annexure I. any mismatch observed are as under**
4. **Meter Reading Diary.** Meter reading diaries should be checked for proper reading and observations and details are as under and annexure regarding Meter reading Diaries are enclosed.
  1. Billing of meter rent
  2. Recovery of burnt / defective meters etc.
  3. Status of average Billing
  4. Observations on billing/reading.
  5. Status of photo reading and discrepancies there off.
  6. Status of validation of meter reading either through diary/photo.



## **5 Money receipt book**

1. Sequencing of MR books and deposition of amount with bank/RAO during audit period, any discrepancies found should be included in audit report.

## **6 Classified abstract of collection**

1. Minimum 4 months for each FY CAC with CRA (ERP) should be verified during audit period randomly.
2. Entry on CAC should be sequential.
3. Details of observations should be enclosed as per annexure III

## **7 Cash Remittance Advice**

1. Whether amount is deposited on daily basis on company's account or not.
2. Amount deposited by consumers directly to bank, Check that transaction where CRA not created by division.
3. Amount of CRA not created by division. ((Annexure IV- A).
4. Observation on preparation & approval of CRA (Annexure IV).

## **8 Dishonour Cheques:-** Dis-honored cheque register should be checked and discrepancies should be included in audit report as annexure V

## **9 CCB Register/MIS/Billing Software generated reports**

1. Whether proper approval of adjustments as per DOP in CCB register has been taken or not
2. Reconciliation of the CCB register with monthly discrepancy's may be reported as per annexure VI

## **10 Temporary connection register**

1. 100% checking of billing and recovery their off and report as per annexure VII

## **11 Meter Movement Register**

1. Meter movement register should be checked
2. Discrepancy may be reported as per Annexure VIII

## **12 New Service Connection**

1. Audit of NSC including Application, Billing, Tariff period of service connection as per annexure IX.
2. 5% Checking of applicability of tariff in all types of consumers.

## **13 New Meter Issue Register**

1. New meter issue register should be verified for change of meter for proper allotment to consumers application from consumers
2. List of application from consumers pending as on date Annexure X

## **14 Reports submitted by ATP Operator**

1. Audit of collection made through ATP Viz Serial no., amount collected, CAC, CRA and observation and the discrepancies their off as per Annexure XI



**15 RC/DC Register/ MIS**

1. Recovery of RC/DC charges/should be verified and discrepancies if any may be reported as per Annexure XII

**16 Agreement Register/R-29**

1. Audit of agreement of LT consumers on random basis for verification of tariff category except DLF consumers and stamp duty etc. and report as per Annexure XIII

**17 Permanent Disconnected Consumer Ledger**

1. Audit of recovery of PD consumers as per Annexure XIV.

**18 CRA Statement for R-46**

1. Audit of DCB register and R-46 and observation as per annexure XV.

**19 Capacitor Charges**

1. Audit of billing & recovery of capacitor charges and report as per annexure XVI

**20 Checking of Employee rebates**

1. Audit of rebates viz subsidy, employee rebate advance payment etc. and report of discrepancies as per annexure XVII.

**21 Reconciliation of GST on other charges**

1. Audit of levy of GST and payment there off and report as per annexure XVIII

**22 Demand Collection and Balance (DCB) Statement :-**

1. Any credit to consumer for payment through RTGS/NEFT should be given after transaction confirmation from RAO only.
2. Audit of DCB with R-46 & report discrepancies as per annexure XIX.
3. All Adjustment during reconciliation of DCB like Rebate, other adjustments, interest on Temporary advance to be checked

**23 Checking of R-15:-**

All negative entry appearing in revenue item and adjustment to consumers to be checked.

**24 TDS:-**

TDS on interest on Security Deposit by consumers.

**25 Telephone:-**Expenses on telephone incurred by the auditee unit are as per DoP or not should be properly verified details are as under

**26 Verification of stop defective meters:-** Whether meters are regularly checked by the staff and proper record is maintained by the DC

**27 Verification of Load Enhancement:-** Number of cases where load enhancement application is received from consumer.



**28 Verification of Aadhar seeding:-** Status of Aadhar seeding with the IVRS of consumer

**29 Any other discrepancies found**

1. During the audit on above mentioned points any other discrepancies observed are explained as below.....

**30 Verification of stamp charges received from work orders/ work contracts.**



**Annexure-VI**  
**System and Expenditure Audit Report of**  
.....Division/Circle/Region Office/RAO/Store  
***System and Expenditure Audit Report of***  
.....***Division/Circle/Region Office/RAO/Store***



***Audit Period 2022-23 to 2023-24***

---

**Name of Audit Firm:-**  
**Address of Firm:-**  
**Email ID:**  
**Mobile No:**



**Internal Audit of System and Expenditure of .....  
,MPPKVVCL, .....**

**Part-I**

**1. Introduction**

As per MPPKVVCL Order no.....Dated .....M/s.....have been allotted internal audit of System and Expenditure of ..... In this regards visit of audit team has been intimated to the office and their controlling office through e-mail dtd.....Audit has been conducted during DD/MM/YY to DD/MM/YY (..... Days) for the period.....month to .....month

The following members of audit team have visited to the auditee office detail of the same is as follows:-

S. no	Name	Designation/Qualification	Date of Visit	A/P			
1							
2							
3							

Following officers and staff were posted in the office for the audit period.

S. no	Name	Designation

Present posting of Officer.

S. no	Name	Designation	Mobile No

**2. Details of previous internal & C&AG audit report:-**

Audit team has reviewed status of previous internal and C&AG audit report. In compliance to the audit the details are as under.

**For Internal Audit:**

S. No	Period	Observation	Compliance of Audit	Verification by audit team	Remark

**For AG Audit**

S. No	Period	Observation	Compliance of Audit	Verification by audit team	Remark



### Cash verification:-

**Date of Physical verification of Cash :**

**Time of Physical Verification of Cash**

**Details of Cash in Chest as per Physical Verification :-**

S N	Denominations	Numbers	Total (Rs.)
1	2000		0.00
2	500		0.00
3	200		0.00
4	100		0.00
5	50		0.00
6	20		0.00
7	10		0.00
1		0	0.00
2		0	0.00
3		0	0.00
	<b>Cheques</b>		NIL
	<b>Total</b>		0.00

**Cash Balance as per Cash Book**

**Difference, if any (Amt. in Rs.) 0.00**

**Status of bank reconciliation .....**

**Observation on bank reconciliation .....**

### Part -II

#### Audit Findings/observation

#### CAPITAL EXPENDITURE:-

- Ensure that the Capital Expenditure has proper Budget allocation in case of O&M.
- Ensure that the Capital Expenditure incurred is within the Delegation of Powers to the respective authority.
- Ensure that the instructions issued for capitalization are properly being adhered.
- Ensure that for Turnkey works (both fully and partial) the cost of asset is accounted in the respective divisions books (even though the amounts spend by the consumers).
- Checking of works completed but not transferred to fixed assets.
- Review of DPR and non-DPR capital works.
- Review physical progress and financial progress in projects.

#### CONTRACT AGREEMENTS:-

- Checking Tender Registers, Contractors' Bill Registers and even Registers containing Registration of Contractors.





- Competent Authority to sanction the Contract & amendments issued, if any, must contain his approval.
- Split up of contract to be within financial powers of field officers to be reviewed and commented. Proper execution of contract, Levy of L.D. Review of arbitration cases.

#### PURCHASE ORDER:-

- Verify and ensure that the quantity of materials purchased is commensurate with actual field requirement to ensure that there is no over stocking / stock-out.
- Abnormality in quantity purchased with respect to physically available stock in stores is to be verified upon for proper analysis.
- Abnormality in rates claimed is to be verified in depth into with reference to previous purchases of similar material and correctness of such rates is to be verified.
- Verify whether the bill has put for payment as per the due dates for Payment.
- Is the sanction for purchases made in accordance with Delegation of Powers?
- Verify whether there is a budget provision for the material intended for.
- Are the suppliers in registered suppliers' list possess recognition from Competent Authority for standard in quality?
- Is the penalty clause and calculation thereon included in the bill for delayed supplies?

#### TEMPORARY ADVANCE/ REVOLVING FUND:-

Purpose of TA i.e EPF, Vehicle, Loading unloading of Xmer, vehicle insurance/Road Tax, fees of Electrical Inspector, Outsider accidental case, pre monsoon & post monsoon maintenance.

- Purpose of the Expenditure and the benefit derived there from.
- Purpose for which the funds are received and spent.
- The conditions / restrictions lay down under Tax laws in respect of Cash Payments and Withdrawing of cash shall also be observed.
- Penalty on statutory payment if any i.e. Road Tax, fees of Electrical Inspector.
- Proper Sanction for incurring such expenditure and the procedure laid down in the Organisation manual / instructions issued from time to time.
- Delegation of Powers would place some limitations on the quantum of expenditure for each authority, which shall also be observed. In case of deviations ensure that the same has proper ratification.
- Ensure that at the time of making a request for funds check whether the bills are received and the expenditure is incurred pending payment.

#### TDS COMPLIANCE:-

- Violation of TDS at the time of payment & deduction towards Rent, Consultancy charges, Professional fees, etc.
- Violations of any other law e.g. non-payment of wages as per minimum wages Act, ESI recovery & timely remitting of P.F by contractors for which Company is responsible as a Principal Employer.

#### SANCTIONS & BUDGETS:-

- Amount of Budgets, Sectioned authority, Purpose of Budgets,
- Excess spending over the budget allocation and Regularization of excesses budget by competent authority.

Sr. no	Amount of Budget	Purpose	Competent authority for approval	Expenses	Remark



**DEPRECIATION ON FIXED ASSETS:-** It shall be ensured that the depreciation is computed as per the prescribed rates each category of asset considering the date of Capitalisation for new assets and the date of De-Capitalisation in case of assets retired as per the accounting policy of the company. Ensure that a proper control existing for this aspect.

**ESTIMATE SANCTION:-**

- Estimate is to be sanctioned as per DoP
- Booking in the sanctioned estimate.
- After completion of work timely closer of estimate.

**SUPERVISION CHARGES:-**

- Collection of supervision charges as per company circulars & taxes their on.

**ESTABLISHMENT:-**

- Checking of timely sanction of cases of retired employee like Pension, Gratuity & Other Retirement Benefits,
- Statutory Deductions & their timely deposits.
- Verify the Register of Service Books maintained for all the staff.
- Checking of telephone bills, monthly ceiling, and Excess recoverable amount intimated to CEC or not timely.

**SERVICE ORDERS:-**

- Ensure that in case of manpower supply order, statutory payment like EPF/ESI
- As per Organization structure of company sanction post.

**DETAILS OF VEHICLE & THEIR BILLS:-**

- Checking of engage of vehicle as per company rules.
- Checking of log book, monthly ceiling, Bills submitted monthly or not, statutory deduction.
- Total no of vehicle during audit period.
- Details of the all vehicles is to be provided in following table.

Sr. No	Type of Vehicle	Vehicle No	Name of allotted officer	Monthly ceiling Limit	Excess/Less run in the month

**STC DIVISION**

**WORK ORDERS & THEIR BILLS:-**

- Purpose/Type of work order & allocation of budget.
- Work order & estimate approved by competent authority.
- Ensure that all the bills are being verified against entries in the M.B.



- Ensure that M.B. is being prepared by one person/officer(AE/JE) and verified by another person/officer(SE/EE)
- Ensure that Statutory deduction form bills.

#### **WORK COMPLETION:-**

- Ensure that the time taken for execution of work is within the time allotted in the contract. If there is delay, LD has been charged or not.
- Ensure that work completed transferred in to fixed assets or not.

#### **WORK EXECUTION:-**

- Either work has been executed by departmentally or turnkey basis.
- If executed on the basis of turnkey, check all formalities has been done as per order or not.

#### **TEMPORARY ADVANCE:-**

- AS above

#### **STORE**

#### **CHECKING OF MATERIAL RECEIVED & THEIR GRN:-**

- Check that all materials received are counted, weighed or measured and recorded.
- Date of material received in store & date of DRR should be same.
- What the time lag between the dates is of received of material and the date of inspection.
- Verify the time lag between the acceptance of material and creation of GRN.
- All the transaction should be approved as per DoP.

#### **PHYSICAL VERIFICATION OF INVENTORY:-**

- High value items needs to be verified 100%.

Sr. No	Name of Items	Qty. as per physical verification.	Qty. as per ERP system	Any difference

#### **NON MOVING /SLOW MOVING ITEMS:-**

- Non-moving/slow moving items needs to be reported as under

Sr. No	Name of Items	Qty. as per physical verification.	Qty. as per ERP system	Any difference

#### **SALE OF SCRAP/RECLAIMED Oil:-**

- Audit of procedure of sale of scrap/reclaimed oil as per company rule.

#### **MATERIAL STACKING/ PERIODIC REVIEW OF LEVELS OF INVENTORY:-**

- Periodic review of levels of inventory by competent authority.
- Verify whether the surplus occurring due to over buying/ill planned purchase.

**STORAGE CAPACITY & COVERED AREA:-**

- Materials are stored in a covered area to prevent losses through theft climate conditions etc,
- How is the storage capacity ,
- Whether material kept outside of covered area, which type of material kept out.

**AUDIT OF PRICING OF ISSUES & RETURNS:-**

- In case of DTR repairing & reclaimed oil pricing at the time of issues & returns to be checked.

**REVIEW OF VALUATION OF INTER-STORES/COMPANY TRANSFERS:-**

- Such type of transactions is to be checked.

**DETAILS OF VEHICLE:-**

Sr. No	Type of Vehicle	Rented/ Owned	Vehicle No	Timely payment of Road Tax & Insurance	Working Condition

**SECURITY:-**

- Check that either security has been provided by departmentally or outsourced.

**REPAIRING OF TRANSFORMERS:**

- Audit of procedure of Repairing of Transformers.

**RAO****Trial Balance:-**

- Checking of Trial Balance and discrepancies has observed should be included in the report.

**Statutory deduction & their payment:-**

- Checking of statutory deduction (TDS) & their timely payment.
- Checking of timely filling of returns.
- Checking of timely payment of EPF/ESI.
- Any discrepancies has observed in the above points should be included in the report.

**Adjustment of advances/Recovery of telephone:-**

- Checking of advances to employee viz TA Bills, TA Advance, Transfer TA, Medical Advance etc should be adjusted/recovered at the end of each year.
- Recovery of excess telephone charges.



***Adjustment of Temporary Advance/Revolving fund:-***

- Checking of submitted TA/Revolving fund account by field offices has adjusted timely and as per rule of company.

***Bills & their payments:-***

- Checking of bills of local purchases and project bill as per order and statutory deduction thereon.
- Checking of payments to suppliers as per DoP in case of local purchases.
- Pending bills for which the fund was received and same pending bills are paid only.
- Checking that whether timely payment released or not.
- In case of project bills adjustment of advances is to be checked.
- Checking of Vehicle bills, meter reader bills, substation operator bills etc as per orders, whether it is paid monthly or not.

***Bank reconciliation:-***

- Status of bank reconciliation of all revenue & expenditure accounts.
- Bank reconciliation has submitted to HO or not.
- Case related to CRA, where cash deposited into bank Account but CRA not created.

***Pension:-***

- Checking of pensioner's records maintained properly or not.
- Preparation of PPO and issue timely to pensioner.
- Checking of Payment of Gratuity & Other Retirement Benefits, Statutory Deductions & their timely deposits.



# *PART-2*

**SCHEDULE-I**

**“PRICE BID FOR THE GROUP NUMBER.....(Region Name) .....”**

<b>SN</b>	<b>Particulars</b>	<b>L.T. Revenue audit and System and Expenditure audit for FY 2022-23 to 2023-24 Fees in Rs.</b>
<b>1</b>	Audit Rates/Fees for two year including all T.A. /D.A., Lodging, Boarding, out of pocket expenses etc. complete as per all Terms and conditions mentioned in the Tender Document.	
<b>2</b>	GST (Rate and amount)	
<b>3</b>	Total Quoted Fee including service tax for audit.	

**“PRICE BID FOR THE GROUP NUMBER.....( Region Name) .....”**

<b>SN</b>	<b>Particulars</b>	<b>L.T. Revenue audit and System and Expenditure audit for FY FY 2022-23 to 2023-24 Fees in Rs.</b>
<b>1</b>	Audit Rates/Fees for two year including all T.A. /D.A., Lodging, Boarding, out of pocket expenses etc. complete as per all Terms and conditions mentioned in the Tender Document.	
<b>2</b>	GST (Rate and amount)	
<b>3</b>	Total Quoted Fee including service tax for audit.	

(To be signed by an authorized signatory of the Bidder Firm along-with seal of firm)  
Title of Authorized Signatory

Name of Firm

Date and Place

NOTE : (i) Quoted price should be FIRM

(ii) **In no case the bidder shall submit their bid for more than Two groups**



## **SCHEDULE-II**

### **Bidders Background**

#### **(A) Details of the Bidder Firm**

S. No.	Particulars	Information	Enclosures
1	Name of the Firm		Latest Partnership Deed
2	Address of the Head Office of the Firm ( Phone No., Email id, fax, Mobile No., Address)		
3	Firm Registration No. (as mentioned in the constitution certificate)		Latest constitution certificate of the Firm issued by ICAI
4	Firm's PAN No		
5	Date of Establishment of Firm		-do-
6	Date of Formation of Partnership Firm in case initially established as Proprietorship Firm		-do-
7	Whether the Head Office is in Jabalpur		-do-
8	Whether any Office of Operation is in the Circle/ Region of the Group.		-do-
9	No. of Branches of the Firm		
10	Address of Branches with the Date of Opening		
11	Number of Partners		
12	Number of Full-time Partners with the firm		
13	Name of the Partners in the firm along with their membership number issued by ICAI, and the year of association with the firm and their PAN no.		
14	No. of CA on the role of the bidder		
15	No. of other paid staff on the role of bidder		
16	No. of Articles Trainees		
17	Team Leader to be assigned on the assignment with their qualification		Biodata with experience of the Team Leader
18	No. and name of the Professionals to be provided by the bidder on the assignment.		Biodata of the Audit Officers to be assigned on the assignment.

#### **(B) Credentials of the Bidders**

**b) A brief "Profile" of the Firm's Practice and experience giving the following details clearly:**

- **Details of the assignment / projects undertaken by the bidder in the last 10 years with the following information**

1	Assignments undertaken.
2	Form of organization (Partnership/ Proprietary/Company).
3	Nature of Operation of the organization
4	Experience/Completion Certificates of Statutory / Internal Audit from at least three clients out of the Clients as mentioned above.

- **Curriculum Vitae of the Individual Experts, Team Leader and the Audit Officers proposed on the engagement.**





### **SCHEDULE -III**

#### **ON THE LETTER HEAD OF THE CHARTERED ACCOUNTANT/ICWAI FIRM CERTIFICATE TO WHOM SO EVER IT MAY CONCERN**

This is to certify that “M/s \_\_\_\_\_” PAN : \_\_\_\_\_ GSTIN : \_\_\_\_\_ having its registered / Head office address \_\_\_\_\_ and (hereinafter referred to as Firm) have participated in the Tender No. \_\_\_\_\_ of MPPKVVCL, Jabalpur.

For **IMPORTANT INSTRUCTIONS TO THE BIDDERS** of Clause -5 of Annexure-I of the Tender Conditions the detail of the bidder firm participating in the above said tender are as follows”

- a) The CA/ICWA firm/Consortium leader firm is registered with ICAI/ICWAI (Reg. No.....) and with the Comptroller and Auditor General of India.
- b) The bidder firm/Consortium leader firm existence is \_\_\_\_\_ days \_\_\_\_\_ month \_\_\_\_\_ years (as on 01/04/2023).
- c) .....No of partners as on 01/04/2023 of the bidder firm/Consortium leader firm and .....no of Fellow Members of the Institute of Chartered Accountant of India or Institute of Cost Accountant of India.
- d) Average Annual turnover of the bidder firm for the last three financial year ending as on March, 2023 is Rs. \_\_\_\_\_ (Figures are in Rs.....)
- e) .....Year working experience in Electricity Distribution Company. (Name of Discoms)
- f) **It is certified that the bidder firm fulfills the all the criteria as required under Clause-5 of Annexure-I of the tender document no..... dated .....**
- g) Above information has been extracted from the Books of Accounts/Audit Report maintained by the bidder firm, certificate/document issued by Institute of Chartered Accountant of India or Institute of Cost and work Accountant of India.
- h) It is also certified that I am not a partner or associate of the bidder firm and I am not directly or indirectly participating in the instant tender bidding process.

I am aware that the Company (MPPKVVCL, Jabalpur) is relaying this certificate as a valid proof of Technical and Financial Capability of the bidder firm.

For, \_\_\_\_\_  
Chartered Accountant Firm,  
FRN No. \_\_\_\_\_

CA. \_\_\_\_\_  
(Designation \_\_\_\_\_)

Membership. No. \_\_\_\_\_  
UDIN No. \_\_\_\_\_

Date : \_\_\_\_\_

Place: \_\_\_\_\_

Signature \_\_\_\_\_

Mobile Number \_\_\_\_\_

Address:- \_\_\_\_\_

Signature and Seal of Chartered Accountant



## **SCHEDULE – IV**

### **(Undertaking)**

**The following declaration/Undertaking must be submitted by all the bidders on non-judicial stamp paper worth Rs.500/- duly notarized**

I ..... proprietor / partner / Director / Authorized Signatory of M/s..... having its Registered Office/Head Office at ..... Give an undertaking ;

1. That, M/s ..... have participated against TS No. .... due for opening on ..... For services of .....
2. That, I have gone through the tender document and aware with all the requirement of the tender specification.
3. That, the profile of M/s ..... is as under:-
  - (a) Address of Bidder - .....
  - (b) GST Registration No. of the firm -.....
  - (c) PAN No. of the firm - .....
  - (d) Entrepreneurs Memorandum Number (If registered under MSMED Act 2006) –  
.....
  - (e) E-mail address of the firm - .....
  - (f) Mobile No. -.....
  - (g) Name & Branch address of bidder banker - .....
  - (h) Bank Account of the firm - .....
  - (i) IFSC Code of the branch for RTGS - .....
4. That we confirm that there is no deviation with the commercial terms & conditions requirement of the Tender Specification.
5. That, it is confirmed that we have adequate financial stability and status to meet the financial obligations pursuant to the scope of the assignment.
6. That the MPPKVCL will have full right to cancel the order, if awarded and forfeit the EMD / Performance SD as applicable in event if finds that the information given at sl. No. 7 is misleading or false, even at a later date i.e. after opening of Price Bid/Award of Order.
7. I ..... sole proprietor / partner / Director ..... of M/s,..... undertake that I am not interested as a proprietor and/or partner and/or ..... in any other party/firm, participated in tender No. ----- of Purchaser due for opening on \_\_\_\_/\_\_\_\_/2022 for services of -----



**8. Regarding Black-listing / Debarring:-**

I/We hereby undertake and submit a declaration that the bidding firm/company is not debarred/ black listed for future business with any of the Discoms of M.P.

In case, at any stage if the above declaration is found false or incorrect, the purchaser shall be free to take any punitive/legal action against bidding firm as may be deemed fit, which shall be acceptable / binding on bidding firm and the consequences shall be to their account.

**9. Regarding Conflicting Interest:-**

I/We \_\_\_\_\_ Sole Proprietor / Partner / Director of M/s \_\_\_\_\_ undertake that the bidding firm do not have conflict of interest with any other parties in this bidding process as per provision of Clause-2, Annexure-II of the tender.

**10. Regarding serving officer(s) or employee(s) of the Discoms of M.P.:-**

I/We confirm that no serving officer(s) or employee(s) of the Discoms of M.P. is / are partner(s) / Director(s) of the bidding firm or having shares or has share or has any interest in his / her firm. It is also confirmed that no partner(s) / Director(s) of the firm has any close relationship (spouse, son, Daughter, father, mother or brother) with any serving officer(s) or employee(s) of the Discoms of M.P.

**11. Regarding Information / details given:-**

I/We,....., the Sole proprietor / partner / Director authorized signatory of M/s....., participating in the bidding process against tender No..... undertake that I am not interested as a proprietor and/or partner/Director in any other firm participated in the tender for procurement of....., and specifically undertake that the bidding firm/Company:-

- (i) Not follow & shall not follow unethical/unfair/fraudulent practice in any manner.
- (ii) Has no conflict of interest with any bidder/firm participating in the tender.
- (iii) Not concealing any material information.
- (iv) Not given any misleading fact or statement in the offer/bid submitted against the tender.
- (v) Has not been debarred/blacklisted for future business with Purchaser/other Discom of MP.

Further, the MPPKVCCCL, Jabalpur will have full right to cancel the order, if awarded and forfeit the EMD/Bid Security & Performance Security Deposit as applicable in the event of the above condition/situation is observed, even at a later date i.e. after opening of Price Bid / award of order.

Note: The undertaking should be given by the proprietor / Partner/ Director/ Authorized signatory of the Company

PLACE:

SIGNATURE OF TENDERER

DATE

NAME IN FULL

DESIGNATION/ STATUS IN THE FIRM

COMPANY SEAL