

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

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF PARTNERSHIP/LIMITED LIABILITY PARTNERSHIP FIRMS OF CHARTERED/COST ACCOUNTANTS FOR CONDUCTING INTERNAL AUDIT IN POWERGRID AND ITS RHQ/SUB-STATIONS/TRANSMISSION LINE AND OTHER OFFICES FOR THE FINANCIAL YEARS 2014-15, 2015-16 & 2016-17

No.CC/IA/EOI/14-15/1

Dated 30.6.2014

EXPRESSION OF INTEREST (EOI)

Power Grid Corporation of India Limited, a Government of India Undertaking, invites Expression of Interest (EOI) from reputed Indian Chartered / Cost Accountant Firms (Partnership / Limited Liability Partnership) for empanelment as Internal Auditors for the years 2014-15, 2015-16 and 2016-17.

The format of application along with annexures on areas and extent of coverage, reporting requirements, terms of reference, list of units and locations, selection criteria etc. are available at website www.powergridindia.com which can be downloaded. The same can also be obtained from the office of Chief Manager (Internal Audit) POWERGRID, Plot No. 2, Sector-29, Gurgaon, Haryana – 122001, on all working days between 10 AM and 5 PM from 30.6.2014 to 18.7.2014. Any updates to the EOI Documents shall be hosted on our website. The interested firms are requested to ensure that all updates are considered while submitting the EOI.

Firms may send their applications in the prescribed format along with annexure under sealed cover to the Chief Manager (Internal Audit), POWERGRID, Plot No.2, Sector 29, Gurgaon, Haryana–122001 so as to reach this office latest by 21.7.2014 up to 17.00 hrs.

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**NOTICE INVITING EXPRESSION OF INTEREST
FORMAT OF APPLICATION**

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

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

Head Office:

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

Branch Office 1

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

Branch Office 2

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

Branch office 3

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

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

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

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

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6. Details of Qualified Assistants

| Sl.No | Name of the Assistant | Membership No. | Whether ACA/ ACMA/FCA/FCMA /CISA/DISA/ISA or equivalent qualification | Date of joining the firm as Qualified Assistant |
|-------|-----------------------|----------------|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

7. Details of Semi-Qualified Assistants:

| Sl.No. | Name of the Assistant | Whether Cost/Chartered Intermediate | Date of Joining the firm as Semi-Qualified Assistant |
|--------|-----------------------|-------------------------------------|--|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

8. Details of Technical Experts:

| Sl.No. | Name of the Expert | Engineering field in which qualified | Date of Joining the firm |
|--------|--------------------|--------------------------------------|--------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

9. Details of Experience in Power Sector:

| Sl.No. | Name of the Company/Unit | Year of Audit | Type of Audit – whether Statutory / Internal Audit/ Physical Verifier |
|--------|--------------------------|---------------|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

10. Details of Experience in PSUs other than Power Sector:

| Sl.No. | Name of the Company/Unit | Year of Audit | Type of Audit – whether Statutory / Internal Audit/ Physical Verifier |
|--------|--------------------------|---------------|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

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11. Details of Experience in other assignments:

| Sl.No. | Name of the Company/Unit | Year of Audit | Type of Audit – whether Physical verification of Fixed Assets/ Stores |
|--------|--------------------------|---------------|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

12. Readiness for Audit under IFRS compliance guidelines Yes/No

13. Income Tax PAN No. of the Firm :

14. Service Tax Registration No.:

15. Bank details of EFT:

| | | |
|----|--|--|
| 1. | Bank Name, Address and Telephone No. | |
| 2. | Branch Name, Address & Code | |
| 3. | Bank Account Number with style of account, Saving/ Current | |
| 4. | IFSC Code No. of the Bank | |
| 5. | A cancelled cheque of the said Bank | |

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

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

Signature of Partner with
Name & Seal of the Audit Firm

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

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

Detailed guidelines for the above areas will be given at the time of appointment

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ANNEXURE- B

Extent of coverage of Audit

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

REPORTING REQUIREMENTS

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

(i) The preliminary audit observations shall first be discussed with the Finance In charge of the Audit Unit along with the station in-charge. In case of Audit Unit without finance, the observations shall be discussed with the station in-charge along with the concerned finance.

(ii) Pursuant to the above, the preliminary Audit observation of the respective Audit Unit shall be prepared.

(iii) The salient audit observations of the respective preliminary Audit shall be discussed with the Head of Finance along with the Head of Region at RHQ so that timely corrective action may be taken and based on the outcome a draft composite Audit Report covering all the Audit Units within the scope shall be compiled / prepared, including additional information if any, that may be provided / obtained during such discussions and rectifications carried out on the instance of audit. The report should also contain specific suggestions for improvements, if any.

(iv) Based on the outcome of the discussions, the Audit Report thus compiled shall be structured as outlined hereunder:

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

Part-I Compliance and Report :

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

Part-II Important Observations / Findings :

This part shall contain all such significant discrepancies observed during the current Audit and the observations in which, the auditor feels immediate attention of management specifying the financial implications, if any. In this part Auditor shall also bring the important areas requiring improvement and their recommendation, if any. Also to indicate the improvements made by the company based on the audit observations. Further to report any deviations/observations from policies, systems and procedures of POWERGRID.

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PART – III Report on Testing of Effectiveness of Internal Controls:

An element of risk based auditing shall be made a part of the scope of Internal Audit for this purpose a separate check list for testing the effectiveness of certain chosen controls shall be included in the guidelines for internal audit which will be issued along with the appointment letter. The Auditors would be required to include their findings in Part-III of their report.

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

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

Part- V Detailed Report :

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

The Internal Auditor's report shall be in the same sequence as given in the scope of audit at SI No.4 and in case any item is not applicable to the audit unit, the same should be mentioned as nil.

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

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

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

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

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

(IV) A statement indicating the audit personnel deployed (designation) including the visits of partners and the period of audit for each substation. The partner is expected to carry out the audit by himself so that the entire scope is covered in a systematic manner and to facilitate the reporting as per the requirement.

(V) The report should be furnished for each audit unit/office separately. However, in case of common points applicable to all substations may be furnished at one place without repeating the same in each sub-station.

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Annexure – D

TERMS OF REFERENCE OF INTERNAL AUDIT

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

Internal Audit shall be conducted in 2 phases (Phase – I covering April to September and Phase – II covering October to March). The commencement of Phase – I audit will be on/around 5th September and Phase – II will be on/around 5th March and the reports for Phase – I & II are to be submitted by 5th October and 5th April respectively.

1 Audit Team

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

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

2 AUDIT REPORT

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

3 AUDIT FEE & MINIMUM MANDAYS PER PHASE

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

The Audit Team including Partners will be provided Food, Lodging, Travelling and Local Transportation by the Company free of cost. In case the same is not provided by POWERGRID then TA, DA, local conveyance and accommodation expenditure shall be reimbursed by POWERGRID through respective Regions. For the purpose of eligibility for TA/DA, local conveyance and accommodation, the partners of the firm will be considered equivalent to Chief Manager (E-6) and other audit staff will be considered equivalent to AO (E-2) of the Company.

Service Tax as applicable will be paid extra as per Service Tax Act.

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4. PAYMENT OF AUDIT FEES

The Firm shall be eligible to 50% of the audit fee in each phase. Such fee shall be released only after submission of report for that phase followed by the bill along with stay certificate issued by Head of Finance of the unit and all supporting evidences/documents required to process such bills.

5. GENERAL TERMS AND CONDITIONS

- i. Audit Firms having minimum experience of 5 years and above shall be considered for empanelment.
- ii. The Audit firms that secure 70% and above marks as per criteria shall be considered for empanelment. The criterion for assigning marks is given in Annexure-F.
- iii. This EOI is only for the purpose of short-listing/empanelment of Firms and does not carry any assurance for allotment of Internal Audit assignments.
- iv. Preference will be given to Audit firms located/having offices near the Regional Head Quarters. However, depending on the requirement any Audit firm can be assigned any group of Audit unit located anywhere in India.
- v. One Audit firm shall be assigned Internal Audit only for any one of the grouped Audit units as mentioned in Annexure – E.
- vi. Only empanelled firms will be intimated about their selection in due course.
- vii. The Company reserves its right to accept or reject any application/s without assigning any reasons. The decision of the Company for empanelment of the Firms will be final and binding upon the parties participating in the short-listing/empanelment.
- viii. The Internal Auditor will ensure that the information obtained in respect of the operation of the Unit is maintained in strict confidence and secrecy. A certificate towards maintaining confidentiality is to be provided by the Internal Auditor at the time of acceptance of Audit assignment.
- ix. The appointment of the Audit Firm will be for three years w.e.f. 2014-15, renewable in 2nd and 3rd year i.e. 2015-16 and 2016-17 respectively subject to satisfactory performance of the firms.
- x. On renewal of appointment after the first year's assignment, POWERGRID may rotate the Audit units assigned to an Internal Auditors from one unit to another within the Company.

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- xi. If progress/performance of the audit firm is not found satisfactory, POWERGRID's management reserves the right to terminate the appointment of the Firm.
- xii. The Audit firm will be debarred from getting, in future, Internal Audit assignments in POWERGRID and its subsidiaries in the following cases:
 - a) If the Firm obtains the appointment on the basis of false information/false statement at the time of submission of application/documents for the EOI.
 - b) The Audit Firm is found to have sub-contracted the work.
 - c) If the Firm does not take up audit in terms of the appointment letter.
 - d) If the Firm does not submit Audit Report, complete in all respect, in terms of the appointment and within the specified date.
 - e) Conditions as per provisions of Company's Act, 2013.

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Annexure-E

AUDIT UNIT GROUP PROPOSED FOR ALLOCATION OF INTERNAL AUDIT FOR THE YEAR 2014-15

| Sl. | Regions | Minimum Manday Requirement | | Audit Fees (Rs) |
|-----|--|----------------------------|------------|-----------------|
| | | Partner/ Qualified Asst. | Assistants | |
| 1 | CC(Pt-I-Fin) | 30 | 30 | 202,000 |
| 2 | CC(Pt-II-Except Fin) CC(Pt-II-Except Fin) & CC (Tele-K Sarai) | 34 | 34 | 228,000 |
| 3 | NR-I (Pt-I) NRHQ-I, & Tele-Okhla | 16 | 16 | 108,000 |
| 4 | NR-I (Pt-II) Lucknow, Raibry, Rihnd, Shakti, Vindchl, Balia, Gorkpr, Sohawl, DMS-Luk | 34 | 34 | 228,000 |
| 5 | NR-I (Pt-III) Kanpur, Allahbd, Fathpur, Manpuri, Meerut, Kotswar, Rorkee, Bareilly, Pitho, Sitargnj | 28 | 28 | 189,000 |
| 6 | NR-I (Pt-IV) Maharanibagh, Jhatikara, Ballabgharh, Dadri, Mandola | 14 | 14 | 95,000 |
| 7 | NR-I (Pt-V) GIS-Gurgaon, Bhiwadi, Manesar, Neemrana, Kotputli | 14 | 14 | 95,000 |
| 8 | NR-I (Pt-VI) Agra, Jaipur, Bassi, Kota, Kankroli, Bhinmal, Jaipur-South, Sikar, DMS Jaipur | 26 | 26 | 175,000 |
| 9 | NR-II(Pt-I) NRHQ-II, Kishenpur, Wagoora, Pathankot, Samba | 20 | 20 | 135,000 |
| 10 | NR-II(Pt-II) Jalandhr, Jal-Tel, Moga, Ludhiana, Amritsar, Chamba, Banala, Hamirpur | 22 | 22 | 149,000 |
| 11 | NR-II(Pt-III) Sonapat, Hisar, Kaithal, Fatehabad, Bahadurgarh, Bhiwani, Jind | 18 | 18 | 122,000 |
| 12 | NR-II (Pt-IV) Chandigr, Chand-Tel, Nalagarh, Abdulapur, Malerkotla, Patiala, Panchkula | 20 | 20 | 135,000 |
| 13 | ER-I (Pt-1) ERHQ-I, Ara, Patna, Pusauli, Muzafarpur | 20 | 20 | 135,000 |
| 14 | ER-I(Pt-II) Ranchi, Ranchi-s/s, Jamshedpur, Gaya, Biharsarif, Purnea, Banka | 26 | 26 | 175,000 |
| 15 | ER-I(Pt-III) Patna(DMS/RE/ST), DMS-(Patna, Muzafpur, Pusli, Purnea) | 14 | 14 | 95,000 |
| 16 | ER-II(Pt-I) ERHQ-II, S'gram, Malda, DMS-Kolkata, Tele-Kolkata, Sundargarh, Rourkela | 30 | 30 | 202,000 |
| 17 | ER-II(Pt-II) Siligri, Birpara, Binaguri, Gngtk, Dalkola | 14 | 14 | 95,000 |
| 18 | ER-II(Pt-III) Bhubaneswr, DMS-Bhubnsr, Baripda, Jeypore, Indravati, Bolangir, Keonjhar | 26 | 26 | 175,000 |
| 19 | ER-II(Pt-IV) Durgapur, Maithon, Kaniha, Angul, Rngli, | 18 | 18 | 122,000 |
| 20 | NER (Pt-I) | 22 | 22 | 149,000 |

| Sl. | Regions | Minimum Manday Requirement, | | Audit Fees (Rs) |
|-----|--|-----------------------------|------------|-----------------|
| | | Partner/ Qualified Asst. | Assistants | |
| | NERHQ, Guwhti, Misa, Salkati/Bngigon | | | |
| 21 | NER (Pt-II) Silchar, Kmrgh, Aizwl, Jiribm, Hafng, Khleriht, Badrpr | 18 | 18 | 122,000 |
| 22 | NER (Pt-III) B'Chriali, Dimpur, Imphl, Balipra, Nirjuli, Zero, | 16 | 16 | 109,000 |
| 23 | WR-I(Pt-I) WRHQ-I, Seoni, Bhadrawati, Wardha, Parli | 20 | 20 | 135,000 |
| 24 | WR-I(Pt-II) Raipur, Raipur-S/s, Durg, Bhatapra, Raigarh-Kotra, Bilaspur, Raigarh-Tamnar | 18 | 18 | 122,000 |
| 25 | WR-I (Pt-III) Pune, Solapur, Mapusa, Mumbai, Mumbai(Telcom), Boisar, | 22 | 22 | 149,000 |
| 26 | WR-II(Pt-I) WRHQ-II, Dehgam, Vapi, Pirana, Bachau, Kala, Navsari-GIS, Tel-Vadodara | 28 | 28 | 189,000 |
| 27 | WR-II(Pt-II) Jablpr, Jabalpur-Pooling, Satna, Damoh | 12 | 12 | 82,000 |
| 28 | WR-II(Pt-III) Bhopl, Bhopal-Tel, Indre, Khndwa, Rajgrh, Shujlpr, Itarsi, Gwalior, Bina | 24 | 24 | 162,000 |
| 29 | SR-I (Pt-I) SRHQ-I, Hyderabad, N'Sagar, Khammam, Vijaywada, Warangal, | 30 | 30 | 202,000 |
| 30 | SR-I (Pt-II) Gajuwka, Vemagiri, Srikakulm, Nellore, Cudapa, Kurnol, Gooty, Munirbad, Raichur | 30 | 30 | 202,000 |
| 31 | SR-II (Pt-I) Somnhli, Kolar, Bidadi, Narndra, Mysore, Hassan, Hiriyr, Hosour, Somnhly(Tel) | 24 | 24 | 162,000 |
| 32 | SR-II (Pt-II) SRHQ-II, Yelahanka, Tumkur, Bijapur, Dharampurai, | 20 | 20 | 135,000 |
| 33 | SR-II (Pt-III) Sriperumbdr, Pandichry, Kalvanthapatu, Smart-Grid, Chennai, Chennai (Tel), | 18 | 18 | 122,000 |
| 34 | SR-II (Pt-IV) Madurai, Salem, karur, Arsur, Trichy, Udumlp, Tirunlvli, Karikudi, Combrtr(Tel) | 24 | 24 | 162,000 |
| 35 | SR-II (Pt-V) Trichur, Kochi, Pallakkad, Trivandrum, Kozhikode, Pathanmthila, Kochi-Tel | 20 | 20 | 135,000 |
| | TOTAL | 770 | 770 | 5199000 |

- Note : (i) Fees mentioned above are for both phases viz, Ph-I & Ph-II.
(ii) P - indicates Partners, QA- indicates Qualified Asst. and A - indicates Assistants
(iii) The Man-days requirement is exclusive of Travel time.
(iv) The name of Audit unit indicating RHQ, Sub-stations with and without finance are mentioned for every Region.

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Annexure – F

SELECTION CRITERIA (POINT ALLOCATION) FOR EMPANELMENT OF AUDIT FIRMS WILL BE AS FOLLOWS

| S. No. | Particulars | Points to be allocated | Maximum Points |
|--------|--|---|----------------|
| 1. | Year of Establishment of the Audit Firm/ Limited Liability Partnership Firm | 1(one) per year in existence (fraction of the year to be ignored) | 20 (seventeen) |
| 2. | No. of Partners in the Firms/Limited Liability Partnership Firm who are with the Firm for a minimum period of one year as on date of application | a. 3(three) for each Partner who is ACA/ACMA b. 5(five) for each Partner who is FCA/FCMA | 20 (Twenty) |
| 3. | No. of Qualified Assistants (Chartered/ Cost Accountants) employed with the Firm | 2 (Two) per Qualified Assistant | 10 (ten) |
| 4. | No. of Semi-qualified Assistants (CA/Cost Intermediate) employed with the Firm | 1 (one) per Semi-qualified Assistant | 10 (ten) |
| 5. | Experience of the Firm in Power sector preferably under Central/State Government as Statutory/Internal Audit/Physical Verification. | 4 (four) per year of Audit (fraction of the year to be ignored) | 20 (twenty) |
| 6. | Experience of the Firm in sectors/industries other than Power under Central/State Government as Statutory/Internal Auditors | 2 (two) per year of Audit (fraction of the year to be ignored) | 20 (twenty) |
| | Total Points | | 100 (hundred) |

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Annexure – G

General Instructions to Audit Firms and Document List

To Do List

(A) Instructions to Audit Firms

1. Format of Application must be completely filled in. Incomplete applications will be rejected out-rightly.
2. Please ensure that date of opening of Registered Office, Branch Office, entrance dates of all Partners into the firm, date of joining firm as qualified & semi-qualified assistants should be invariably indicated in the application.
3. All EOIs will be evaluated on the basis of the documents furnished along with applications only. No further documents will be called for during the scrutiny of the EOIs. Any additional document received, after last date & time of receiving the EOIs as stipulated in the Notice Inviting EOIs, will not be entertained.
4. Since, all the applications will be evaluated strictly on the basis of Selection Criteria as per Annexure-F, please avoid attaching unsolicited information/documents to processing applications expeditiously.
5. All submitted documents should be signed by a Partner with his name and under the seal of the firm.
6. Applications must be submitted under sealed cover superscribing the EOI Notice No. & date and the words "Application for Empanelment of Internal Auditors for 2014-17" thereon. The name and address of the firm must also be indicated on the body of the envelope.
7. Application may be submitted in or by post/courier to the office of Chief Manager(Internal Audit), Power Grid Corporation of India Limited, Saudamini, Plot No. 2, Sector 29, Gurgaon, Haryana. POWERGRID does not take any responsibility for loss of application in transit. Applications sent through Telegram, Telex, Fax or E-mail will not be considered.
8. Any application received after the stipulated date and time, due to any reason whatsoever, will be rejected out-rightly.

NOTICE INVITING EXPRESSION OF INTEREST

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

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

1. Registration certificate of the firm issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India. Information related to year of establishment of Head Office & Branch Office(s), addresses, details of partners and their membership nos. etc. as indicated in the Certificate will be treated as conclusive and final information for evaluation of EOIs.
2. Membership certificates of the qualified assistants issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India.
3. Certificates/mark sheets issued by the respective Institutes in evidence of qualifications of semi-qualified assistants.
4. Copies of appointment orders for statutory audit/internal audit/physical verification in POWERGRID and its Subsidiaries/PSU/Govt./Scheduled Bank/others in evidence of experience.
5. Copy of PAN Card.
6. Copy of Service Tax Registration.
7. A cancelled cheque form of the Bank to which Fee payments will be made.
8. A copy of complete EOI document duly signed and sealed as a token of acceptance of all terms and conditions.

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