

PUNJAB STATE POWER CORPORATION LIMITED

EMPANELMENT OF CA/CMA FIRMS

FOR

ASSIGNMENT OF INTERNAL AUDIT OF WORKS ACCOUNTS

**REQUEST FOR PROPOSALS
INTERNAL AUDIT/WORKS 2016-17
(RFP)**

**Chief Auditor
Punjab State Power Corporation Limited
Shed No: T-6 &7, Thermal Design Complex, Shakti Vihar,
PATIALA-147001**

PUNJAB STATE POWER CORPORATION LIMITED

Office: Chief Auditor, T-6, Thermal Design, Shakti Vihar, PSPCL, Patiala
E-tendering website

RFP ENQUIRY NO: 4/CA/WORKS/2016-17

SPECIFICATION FOR EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS/COST AND MANAGEMENT ACCOUNTANT FIRMS FOR ASSIGNMENT OF INTERNAL AUDIT OF WORKS ACCOUNTS

1. DUE DATES & TIME:

- i. Last date for downloading of Specification / Application documents from PSPCL website : 17.04.2017 upto 05:00 PM
- ii. Last date & time for Submission of Application : 18.04.2017 upto 10:30 AM
- iii. Date & time for opening of Application : 18.04.2017 at 11:00 AM
- iv. Cost of Application documents : Rs. 1000/- (Rupees One Thousand only)

2. TELEPHONES / CONTACTS:

- i Chief Auditor : 0175-2213119
email : chief-auditor @pspcl.in
- ii Dy. CA/Works : 0175-2213119
email : chief-auditor @pspcl.in
- iii Fax No : 0175-2213119

NOTE: -

1. In case the due date for opening of Applications happens to be a holiday, then Applications would be received & opened on the next working day at the same time.
2. Please note that the tenders against this Application enquiry are being invited **through e-tendering mode**. In case of any clarification the prospective applicants may contact this office or M/s E-procurement Technologies Limited well in time before the due date for submission of Application.
3. **The prospective applicants are requested to get their digital signatures well in time** for participation in the tender and no request for extension on this account will be entertained.
4. **Manual Applications in any form/case will not be accepted** except as mentioned otherwise in the specification.

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PUNJAB STATE POWER CORPORATION LIMITED

EMPANELMENT

**OF CHARTERED ACCOUNTANT FIRMS/COST AND MANAGEMENT
ACCOUNTANT FIRMS HAVING BRANCH OFFICE IN PUNJAB/TRI CITY
CHANDIGARH FOR INTERNAL AUDIT OF OFFICES OF PSPCL**

Applications are invited in Duplicate from the practicing Chartered Accountant/Cost and Management Accountant firms having branch offices situated in Punjab including Tri-City, Chandigarh who intend to be empanelled with Punjab State Power Corporation Limited (PSPCL) for appointment as Internal Auditor for the Internal Audit of Works Accounts.

1.	Department Name	Chief Auditor
2	Tender Enquiry No.:	4/CA/Works/2016-17
3	Tender Issuing Authority	Chief Auditor
4	Address details of Issuing Authority	Chief Auditor, T-6& 7, Thermal Design Complex, Shakti Vihar, PSPCL, Patiala
5	Place	Patiala
6	Description of Work	Works of Internal Audit of works Accounts for three years for the period starting from 2016-17 of Corporate offices at Patiala & Field offices at different places.
7	Tender Publication	As per standard norms of the PSPCL in newspapers like Indian Express, Hindustan Times, The Tribune, National Herald, Times of India etc. Tender specification can only be downloaded from PSPCL website https://pspcl.abcprocure.com and no hard copy of the same will be issued by this office.
8	Eligibility Criteria	As specified in RFP
9	Start date for downloading Specification/tender documents from PSPCL's website https://pspcl.abcprocure.com	Date of tender uploading
10	Last date for Application Submission	18.04.2017 upto 10:30 AM
11	Application Opening date	18.04.2017 at 11:00 AM
12	Pre Application Meet Date	----- N.A.-----
13	Cost of Tender documents	Rs.1000/- (non-refundable)

14	Payment mode	Demand Draft
15	Payment in favor of	AO/Cash, PSPCL, Patiala
16	Earnest Money Deposit amount	Rs.25000/-(Rupee Twenty Five thousands only) for each group
17	Payment mode	Demand Draft
18	Payment in favor of	AO/Cash, PSPCL, Patiala
19	Security deposit	Rs. 25000/- (Rupee Twenty Five thousands only) for each group
20	Validity period of the bid	120 days
21	Contact Person Name	Sh. Gurinder Singh, Dy.CA/Works
22	Contact Phone No.	0175-2213119
23	Contact e-mail ID No.	chief-auditor@pspcl.in
24	Tender Document attachment	As mentioned in RFP
25	Tender information in details	As mentioned in RFP

Qualification Criteria :

Mandatory Qualifying Criteria for empanelment of Internal Auditor shall be as under:

1.	Constitution of the Firm of CA/CMA.	Should be Partnership Firms from Punjab including Tri city Chandigarh or having branch offices in Punjab including Tri-City Chandigarh.
2.	Existence of Firm	Should have in existence for at least 7 years.
3.	Minimum No. of Partners	3 Nos. FCA/ACA or FCMA/ACMA full time Partners.
4.	Association of Partner with the Firm	The firm should have minimum three partners for the continuous period of last five years.
5.	Experience in internal audit	The firm should have experience in conducting internal audit in private or public sector for more than five years.
6.	Annual Turnover	Average professional receipts for last three years should be at least Rs. 15.00 Lacs.
7.	Total audit staff in partnership Firms	Minimum 10 including Partners.
8.	Indicative staff	Staff to be assigned for each accounting unit. Partner/Qualified CA or CMA (1 Nos) Semi Qualified/ Audit Assistants (2 Nos)
9.	Language	Our documents /correspondence/Accounts are in Punjabi & English Language. Tenderer must be able to read, write & speak these languages.

1. "REQUEST FOR PROPOSAL" containing eligibility criteria, terms of reference and general terms & conditions etc. can be downloaded from our website <http://www.pspcl.abcprocure.com> against non-refundable cost of Rs. 1000/- (One Thousand only) in the form of demand draft in favor of "Accounts Officer/Cash, PSPCL", payable at Patiala in a separate envelope as a cost of application. It shall be clearly indicated on the envelope that DD for cost of application specification is enclosed therein. Application of the firm, which do not submit the hard copy of the Demand Draft(s) towards the cost of specification before the last date and time of application submission shall not be accepted and the application of the firm will be rejected.
2. The firm shall be required to submit the Earnest money amounting to Rs.25,000/- (Rupees Twenty five Thousands only) for each Group in the form of demand draft favoring Accounts Officer/Cash PSPCL, Payable at Patiala in a separate envelop. To clarify, if the firms wants to apply for 3 groups, he is to submit Rs.75000/- as Earnest money. It shall be clearly indicated on the envelope that DD for Earnest money is enclosed therein. Application of the firm, which do not submit the hard copy of the Demand Draft(s) towards the Earnest money before the last date and time of application submission shall not be accepted and the application of the firm will be rejected.
3. Application should be submitted in two parts. Part-I (cost of application and earnest money) and Part-2 Technical information regarding eligibility for qualifying for empanelment and same should be uploaded on our website <http://pspcl.abcprocure.com> latest by 18.04.2017 upto 10:30 AM.
4. In case the due date for submission of application happens to be a holiday, application shall be received and opened at the same time on the next working day.
5. The firms so empanelled shall be given offer of appointment initially for a period of one year for carrying out the Internal Audit of offices as allotted by PSPCL which will be extendable for further period of next two years subject to satisfactory performance of the assignment by the firm as may be assessed by PSPCL.
6. The Empanelment of the firm will be for three years.
7. Based an overall Technical Evaluation, Firms will be empanelled as Internal Auditors for conducting Internal Audit of Works Accounts of PSPCL at the

remuneration given at clause 9 of RFP in the terms of reference scope of audit work and General Terms and conditions.

8. Allocation of Audit among empanelled firms shall be at the sole discretion of PSPCL.
9. Firm can apply for Empanelment for maximum of six groups from the list of groups mentioned at clause 9 of RFP and can be empanelment for maximum of 3 groups.
10. The PSPCL reserves the right not to allot any work to those firms who have not completed the work under any other ongoing work order awarded to them in the PSPCL and are defaulters, as per the terms and conditions of work order.
11. The scope of work as mentioned in RFP.
12. Professional fee will be paid to empaneled firms as mentioned at clause 9 of RFP for per yearly Audit. This profession fees includes all kind of Taxes except services Tax. Service Tax will be paid extra.
13. Based on overall evaluation of Technical bids of the short listed firms PSPCL will empanel the firms.
14. The offer should be valid for 120 days from the date of opening of bids.
15. The Chief Auditor, PSPCL, Patiala reserves the right to reject any or all applications without assigning any reason and no claim on this account shall be acceptable.
16. Any other information/details required in this regard can be taken from the office of undersigned or from website <http://www.pspcl.abcprocure.com>.

Dy.CA/Works,
for Chief Auditor,
T-6, Thermal Designs,
Shakti Vihar,
PATIALA-147001
Phone 96461-02223
96461-02224

CHECK LIST OF DOCUMENTS CONSISTING OF APPLICATION

APPLICANT TO ENSURE THAT FOLLOWING DOCUMENTS ARE MANDATORILY SUBMITTED/UPLOADED/FILLED ON LINE WITH THE TENDER FOR IT TO BE COMPLETE:-

S.No	Details	Remarks
PART-I		
1	Cost of Specifications& EMD	Submit original DD in separate envelopes in the O/o Chief Auditor before the last date & time of submission of applications as well as Fill up the DD details on-line.
PART-II		
	<p>Application Form with following Detail :-</p> <ol style="list-style-type: none"> 1).Name of the Firm: 2) Contact Person(s)/Authorized Signatories: 3) Registered Address : 4) Tel No. / Fax No. 5) Mobile No. 6) PAN No. 7) Service Tax Registration No. 8) Name of the Chief Executive 9) Legal Status of the firm 10)Date of incorporation/Registration of the Firm with the Institute of Chartered Accountants of India/Institute of Cost and Management of India. 11)Details of Partners. 12)Turnover of the Firm for Last Three Years. 13)Details of Qualified Staff (FCA/ACA) 14)Details of Semi-qualified Assistants 15)List of Internal Audit assignment of Public/Private Sector Firms for last 3 (Three) years with minimum professional fees of Rs.20,000/- Twenty thousands) per year Assignment as on 31-3-2016. 16)Details of Experience of Internal Audit in Power Sector/Firms for last three years with minimum professional fees of Rs.20,000/- (Rs. Twenty thousand only) per year per assignment as on 31-3-2016. 17) Detail of E.M.D. 18) Details of Groups for which applied for empanelment 	FILL ON-LINE
	Documentary proof of constitution of the Firm.	UPLOAD SCANNED COPIES
	Documentary proof regarding details of Partners and their association with the firm. Memorandum and Article of Association in	

	case of Company.	UPLOAD SCANNED COPIES
	Attested copies of Annual statement of Accounts for last three years regarding turnover of the firm	
	Documentary proof regarding branch office situated in Punjab including Tri city Chandigarh	
	Documentary proof regarding qualified full time CA/CMA employees	
	Documentary proof of Semi qualified Assistants	
	Documents proof regarding Internal Audit assignment in Public/Private Sector Firms for last three years with minimum professional fee of Rs.20,000/-per year per assignment as on 31-3-2016	
	Documentary proof regarding Internal Audit Assignments Power Sector Firms for last 3 years with minimum professional fee of Rs.20,000/- (Rupee Twenty Thousand only) per year per Assignment as on 31-03-2016	
	Copy of PAN Card	
	Copy of Service Tax Registration No.	
	Power of Attorney/Authorization letter for signing the application and other documents on behalf of the firm	

Note: All scanned copies must bear full signatures of the authorized person.

REQUEST FOR PROPOSAL

REGARDING EMPANELMENT OF CHARTERED ACCOUNTANTS FIRMS/COST AND MANAGEMENT ACCOUNTANT FIRMS FOR INTERNAL AUDIT OF WORKS ACCOUNTS OF PSPCL.

I. Introduction

Pursuant to the provisions of the Electricity Act 2003, the Punjab State Electricity Board (PSEB) has been restructured and unbundled into two successor entities, vide Govt. of Punjab Notification No. 1/9/08-EB (PR) 196 dated 16.04.2010, viz.

- i) Punjab State Power Corporation Ltd. (PSPCL), to undertake the Distribution, Trading and Generation of Electricity and
- ii) Punjab State Transmission Corporation Ltd. (PSTCL), to undertake transmission of electricity in the State along with the Operation of SLDC function. PSTCL has been notified by the State Govt. as the State Transmission Utility.

PSPCL is a deemed Distribution of Power Generation of Power licensee under the Electricity Act, 2003. PSPCL commence its Operation from 16th April 2010. The major source of revenue of the Corporation is the Sale of Power which it realizes from different categories of consumer i.e. DS, NRS, SP, MS, LS, BS, PL, Railway Traction etc. at the tariff approved by Punjab State Electricity Regulatory Commission. Estimated Annual turnover of PSPCL for the FY 2016-17 will be around Rs. 25,000 Crores.

II. Instructions to Applicants

2.1 Definitions

1. In this Specifications/RFP (including all the Appendices), unless the context otherwise requires, the terms given below have the following meanings assigned to them.
2. "Applicant" Professional Service Provider (PSP)" shall mean the firm/party who apply against an enquiry.
3. "Month" shall mean calendar month.
4. "Specification" shall mean collectively all the terms and stipulations contained in those portions of the `Contract' known as General Conditions, the specifications and such Amendments, Revisions, Deletions or Additions, as may be made in the Agreement and all written agreements made or to be made pertaining to the method and manner of performing the work.
5. "Addendum" In addition to Specifications (RFP) document, any other document issued to the firm applying for Empanelment by PSPCL in the context of this empanelment process.
6. "Application" shall mean the proposal/document that the applicant submits in the requested and specified form in the `Specification'.
7. "Work" shall mean respectively the "Works" to be done and services to be provided by the empanelled firm under the `Work Order' or `Contract'.
8. "Contract" or "Work Order" shall mean the order and associated specification executed by the Owner and the applicant/empanelled firm including other documents agreed between the parties or implied to form a part of the `Contract'.
9. "Date of Contract" shall mean the calendar date on which the Owner and applicant/empanelled firm have signed the `Contract'. "Contract Period" shall mean the period during which the `Contract' shall be executed as agreed between empanelled firm and Owner in the `Contract'.

10. "Approved" and "Approval" wherever used in the `Specification' shall mean, respectively, approved by and approval of the Owner. When the words `Approved', `Approval', `Subject to Approval', `Satisfactory', `Equal to', `Proper', `Requested', `As Directed', `Where Directed', `When Directed', `Determined by', `Accepted', `Permitted', or words and phrases of like import are used, the approval, judgment, direction, etc. is understood to be a function of the Owner.
11. "Commercial Use" shall mean that use of the `work' which the contract contemplates of that for which `work' is commercially capable
12. "Government" shall mean Government of Punjab State.
13. "Instruction" shall mean any drawings and/or instruction in writing, details, directions and explanations issued by the Owner from time to time during the `Contract Period'.
14. "Business" means Electricity Distribution and Revenue Collection.
15. "Companies Act" means Companies Act, 2013 (as amended)
16. "Services" All the services which the empanelled firm is required to provide to PSPCL, under the Contract.
17. "Implementation Partner" firm empanelled by PSPCL to work on this project
18. "Letter of Intent (LOI)" Written communication to the successful applicant regarding PSPCL's intention to sign Contract with them to fulfill the requirements of Specifications (RFP).
19. "PSPCL" means Punjab State Power Corporation Limited.
20. "Specifications (RFP) Documents" All the documents issued to the applicant.
21. "Work Order" Written Order signed by PSPCL after the successful applicant has accepted the LOI. This along with LOI, Specifications (RFP) document and the applicant response to RFP, any other intermediary correspondence related with the enquiry, shall constitute part of the Contract.
22. "PSPCL/Owner" shall mean Punjab State Power Corporation limited on whose behalf the enquiry is issued and shall include their successors and assigns, as well as his authorized officers/representatives
23. "Notice in Writing" or "Written Notice" shall mean a notice, in written, typed or printed characters sent (unless delivered personally or otherwise proved to have been received) by registered post to the last known private or business address or registered office of the addresses and shall be deemed to have been received when in ordinary course of post it would have been delivered
24. "Award of contract" shall mean the issue of the work order or the Letter of Intent, whichever is earlier.
25. "Nodal Officer" / "Accepting officer" means the officer duly appointed by the PSPCL as being the single point of contact.

2.2 COST OF APPLYING FOR EMPANELMENT

The applicant shall bear all the cost and expenses associated with preparation and submission of its application including post Empanelment discussions, and other presentation etc. and Owner will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the empanelling process.

2.3 One Application per applicant

Each applicant shall submit only one application by himself, or as a partner in a firm.

2.4 Clarifications on Specification documents (RFP)

2.4.1 If the prospective applicant finds discrepancies or omission in the specifications and document or is in doubt as to the true meaning of any part, he shall at once make a request, in writing, for any interpretation/clarifications to the Owner. The Owner then will issue interpretations and clarifications as he may think fit in writing. After receipt of such interpretations and clarifications, the applicant may submit his application but within the time and date as specified in the invitation to application. All such interpretations and clarifications shall form a part of the application document and shall accompany the applicant's proposal. A prospective applicant requiring any clarification on application Document may notify the Owner in writing.

2.4.2 Verbal clarifications and information given by the Owner or his employee(s) shall not in any way be binding on the Owner.

2.5 Amendment for Application Documents.

2.5.1 At any time prior to the deadline for submission of application, the Owner may, for any reason, whether at its own initiative or in response to a clarification required by a prospective applicant, modify the application Documents by amendment(s).

2.5.2 The amendment will be notified in writing or by Fax/E-mail or cable to all prospective Applicants, which have received the applicants Document at the address contained in the letter of request for issue of applicants Document from the applicants. Owner will bear no responsibility or liability arising out of non-receipt of the same in time or otherwise.

2.5.3 In order to afford prospective applicant reasonable time in which to take the amendment into account in preparing their application, the Owner may, at its discretion, extend the deadline for the submission of applications.

2.5.4. Such amendments, clarifications etc. shall be binding on Applicants and will be given due consideration by the applicants while they submit their applications and invariably enclose such documents as a part of the application.

2.6 Language of application

The application prepared by the applicant and all correspondence and documents relating to the application, exchanged by the applicant, and the Owner, shall be written in the English or Punjabi language.

2.7 Local Conditions

2.7.1 It will be imperative on each applicant to fully inform himself of all local conditions and factors, which may have any effect on the execution of the Contract covered under these documents and specifications. The Owner shall not entertain any request for clarifications from the applicant, regarding such local conditions.

2.7.2. It must be understood and agreed that such factors have properly been investigated and considered while submitting the applications. No claim for financial adjustment to the Contract awarded under these specifications and documents will be entertained by the Owner. Neither any change in the time schedule of the Contract nor any financial

adjustments arising thereof shall be permitted by the Owner, which are based on the lack of such clear information or its effect on the cost of the Works, to the applicant.

2.8 Documents Comprising the application

2.8.1 The applicant shall complete the application Form inclusive of acceptance to Tender Document conditions and standard specifications and qualification requirement documents.

2.8.2. The EMD shall be furnished in a separate cover in accordance with relevant clause of RFP.

2.9 Taxes and Duties

2.9.1 The rates are inclusive of all applicable taxes except service Tax. Service tax will be paid extra.

2.9.2 As regard the Income Tax and surcharge on Income Tax etc. will be deducted at source and the other taxes will be deposited by the Empanelled Firm to the concerned departments and he shall be solely responsible for all such payment to the concerned authorities.

2.10 Validity of application

2.10.1 The application as submitted should be valid for acceptance for at least 120 days from the date of opening of tenders, unless specified otherwise.

2.10.2 In exceptional circumstances, prior to expiry of the original application validity period, the Owner may request the applicant to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing or by fax. The applicant agreeing to the request will not be required or permitted to modify his application, but will be required to extend the validity of his application for the period of the extension.

2.11 Format of application

2.11.1 The applications shall be submitted in two parts i.e. Part-I consisting of DD/Bankers cheque for EMD & DD/Banker's cheque for cost of tender document in favour of AO/Cash, PSPCL, Patiala payable at Patiala. Part-II consisting of Technical and commercial information shall be uploaded on given website up to specified hours of the due date given in the tender notice

2.11.2 The Application and all documents shall be signed by the applicant or a person or persons duly authorized by the applicant to sign the Contract. The letter of authorization shall be indicated by the written power of attorney accompanying the application. All pages of the application, except for un-amended printed literature, shall be initialed by the person or persons signing the application.

2.12 Signing of application

2.12.1 The application must contain the name, residence and place of business and PAN No. of the person or persons making the application and must be signed and sealed by the applicant with his usual signature.

2.12.2 Application by a partnership must be furnished with full names of the all partners and be signed with the partnership name, followed by the signature(s) and designation(s) of the authorized partner(s) or other authorized representative(s). Copy of the Partnership deed will be supplied along with the application.

2.12.3 Application by Corporation/Company must be signed with the legal name of the Corporation/Company by the President, Managing Director or by the Secretary/other person/or persons authorized to sign the application on behalf of such Corporation/Company in the matter. Copy of Memorandum of Association and Article of Association will be supplied along with application

2.12.4 An application by a person who affixes to his signature the word 'President' 'Managing Director', 'Secretary', 'Agent' or other designation without disclosing his Principal will be rejected.

2.12.5 Satisfactory evidence of authority of the person signing on behalf of the applicant shall be furnished with the application.

2.12.6 The applicant's name stated on the application shall be the exact legal name of the firm.

2.12.7 Applications not conforming to the above requirements of signing may be disqualified.

2.13 Sealing and Marking of application

2.13.1 Part-I

- i) The Earnest Money (in the shape of draft) must be submitted in a separate sealed envelope super-scribed Earnest Money against RFPNo:4/CA/WORKS/2016-17.
- ii) The cost of application (in the shape of draft) must be submitted in a separate sealed envelope super-scribed cost of application against RFP No. 4/CA/Works/2016-17.
- iii) Addressed to the Owner at the following address: -

Chief Auditor, Shed No.T-6 &7, Thermal Design Complex, Shakti Vihar, PSPCL, Patiala.

And must be delivered in the office of Chief Auditor, Shed No.T-6&7, Thermal Design Complex, Shakti Vihar, PSPCL, Patiala.

- iv) The specification number and Words "DO NOT OPEN BEFORE DUE DATE may be mentioned on the envelope.
- v) If the envelope is not sealed and marked as required under this clause, the Owner will assume no responsibility for the application's misplacement or premature opening.

2.13.2 Part-II

Consisting of Technical and commercial information shall be uploaded on given website up to specified hours of the due date given in the tender notice and shall be opened immediately thereafter in the presence of applicants or their agents who may like to be present.

2.14 Deadline for submission of Application

2.14.1 Application shall be uploaded on given website up to specified hours of the due date given in the RFP and shall be opened immediately thereafter in the presence of applicants or their agents who may like to be present.

2.14.2 In case the due date of opening applications happens to be holiday, applications shall be received and opened at the same time on the next working day.

2.15 Late applications

Any application(cost of application specification & EMD)received by the PSPCL after the time and date fixed or extended for submission of applications prescribed by the Owner, will be rejected and /or returned unopened to the applicant.

2.16 Modification and withdrawal of Applications

- 2.16.1 No application can be modified subsequent to the deadline for submission of applications.
- 2.16.2 No application can be withdrawn in the interval between the deadline for submission of applications and the expiration of the period of application validity specified by the applicant on the application form. Withdrawal / modification of application during this interval may result in the forfeiture of applicant's Earnest Money.

2.17 Information required with the application

Firm shall undertake to carry out the work as per specifications and in case the 'Proposal' information contradicts specification requirements or lacks specific information in the Application, the specification requirements of PSPCL will govern, unless otherwise brought out clearly in the commercial deviation schedule.

2.18 Opening of applications

- 2.18.1 Applications shall be opened in the presence of applicant's representatives who choose to attend, on the date and time for opening of applications given in the invitation to applications or in case any extension has been given thereto, on the extended application opening date and time notified to all the applicants who have downloaded the application Documents from PSPCL site and submitted a Bank Draft of Rs.1000/-as cost of Tender documents. The applicant's representatives who are present shall sign a register evidencing their attendance.
- 2.18.2 "The applicants' names, modifications, application withdrawals and the presence or absence of the requisite Earnest Money and such other details as may be considered appropriate will be announced at the opening of the applications.
- 2.18.3 No electronic recording devices will be permitted during application opening.

2.19 Clarification of Applications

To assist in the examination, evaluation and comparison of applications, the PSPCL may at its discretion, ask the applicant for a clarification of its application. The request for clarification and the response shall be in writing and no change in the price or substance of the application shall be sought, offered or permitted.

2.20 Examination of Applications

The Owner will examine the applications to determine whether these are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the applications are generally in order.

2.21 Comparison of Applications

The applications shall be evaluated on the basis of Technical and Commercial Information given by the applicant.

2.22 Contacting the Owner

Applications shall be deemed to be under consideration immediately after they are opened and until such time official intimation of award/rejection is made by the Owner to the Applicants while applications are under consideration, applicants and/or his representatives or the interested parties are advised to refrain from contacting by any means, the Owner and/or his employees/representative on matter related to the applications under consideration. The Owner, if necessary, will obtain clarifications on the applications by requesting for such information from any or all the applicants, in writing. Applicants will not be permitted to change the substance of the applications after the applications have been opened. Any effort by a applicant to influence the PSPCL any way may result in rejection of the Applicant's application.

2.23 Award Criteria

The Owner can award the Contract Group wise to the firm/firms whose applications has been determined to be substantially responsive and the applicant determined to be qualified to perform the contract satisfactorily as decided by the PSPCL.

2.24 Owner's right to accept any application and to reject any or all applications

The Owner reserves the right to accept or reject any application, and to annual the applications process and reject all applications at any time prior to award of Contract, without thereby incurring any liability to the affected applicant or applicants or any obligation to inform the affected applicant or applicants on the grounds for the Owner's action.

2.25 Notification of Award (Issue of LOI)

2.25.1 Prior to the expiration of the period of application validity and extended validity period, if any, the Owner may notify the successful applicant in writing by registered letter, that its application has been accepted.

The notification of award will constitute the formation of the Contract.

2.26 Signing of Contract

2.26.1. At the same time as the Owner notifies the successful applicant that its application has been accepted the Owner will send the applicant the Contract Form incorporating all agreements between the parties.

2.26.2. Within fifteen (15) days of the Notification of the Award the successful applicant shall sign and date the Contract and return it to the Owner. In case the successful applicant fails to submit the Contract Agreements duly signed within 15 days from the date of issue of LOI, the PSPCL may cancel the LOI at its discretion and forfeit the earnest money.

2.26.3. The final Contract Agreements shall be signed within 15 days from the date, firm submits the final Contract Agreements in all respects.

III. 3. Objectives of the Assignment

PSPCL intends to empanel Chartered Accountant/Cost & Management firm having branch offices situated in Punjab including Tri city Chandigarh for assignment of the internal audit of its works/expenditure accounts for the FY 2016-17 and onward.

The objectives of the assignment are as under:

- 3.3.1. To assess/review/recommend/comment whether accounting/financial/Operational/maintenance systems are reliable/effective/efficient & to assess whether they are properly followed.
- 3.3.2 To assess/review efficiency/adequacy/application of accounting/financial & operating controls & thereby ensuring accuracy of books.
- 3.3.3 To verify that the systems of internal check is effective in design & facilitates detection of misappropriation/misapplications/irregularities/negligence etc.; and commensurate with the nature and size of business of the organization.
- 3.3.4. To strengthen internal control system
- 3.3.5. To identify areas of significant inefficiencies in current system & to suggest immediate remedial measures.
- 3.3.6. To verify compliance to statutory & regulatory requirements.
- 3.3.7. To serve as continuous source for improving operational & control efficiency.
- 3.3.8. To assist the Management in designing purposeful MIS to take decision of the business development
- 3.3.9. To indicate areas of concern for effecting more internal control and risk mitigation.
- 3.3.10. To help the management to evolve Risk Management strategy as also to indicate the level of risk in each area of operation as low, medium and high with risk matrix.
- 3.3.11. To verify the stock where store sub divisions/offices are attached with division office.
- 3.3.12. To check the accounting principle followed by the offices.

IV) 4. SCOPE OF THE WORK

The Scope of internal audit assignment is to conduct 100% audit of all transactions. The scope of internal Audit assignment for different offices shall be as under:-

4.4.1. COMMON TO ALLOFFICES:

4.4.2. SANCTIONS & BUDGETS:

- a. 100% checking for the period under review, along with Administrative/ Financial Approval, detailed estimation being technically sanctioned by the Competent Authority.
- b. Budget allocation viz its utilization.
- c. Excess spending over the budget allocation and its Regularization.
- d. 100% checking of deposit works & final settlement of accounts of such deposit works.

4.4.3. CONTRACT AGREEMENTS/PRICE:

- a. 100% Checking Tender Registers, Comparative Statements, Contractors' Bill Registers and procedure of Registration of Contractors including e-tendering.
- b. Considering the reasonability of Rates & urgency to be established, the contract under question should not be more than Budgeted.
- c. Competent Authority to sanction the Contract & amendments issued, if any, and its approval.
- d. Split up of contract to be within financial powers of field officers to be reviewed and commented.
- e. Scrutiny of supply of manpower contracts.

4.4.4. WORK ORDER:

- a. 100% Work Orders must have Administrative approval and Technical Sanction and the proposal must be justified on the basis of Budgeted Provisions.
- b. The total work through open, limited & single tender should be within sanctioned budgets. In case of awarding Contracts for works through quotations, reasonability of prices is to be recorded & Post Facto approval of the concerned Competent Authority is to be obtained in a month.

4.4.5. PURCHASE ORDER:

- a. 100% purchase orders placed by the CE's/EIC/HOD, Circle, Division and subdivision offices should be as per the Budget provision & check should be kept on the items reserved for Corporate Office purchases.
- b. Delay in supply and resultant recovery of L.D (Late Delivery) 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.

- c. There should a comparative price analysis review on the basis of Quotations & other price information.
- d. Purchases should be within powers as per Delegation of Power.
- e. Distress purchase/wrong intending/Excess quantity procurement etc. should be reported.
- f. Checking of Spot purchases, Cash purchases & purchase of contingent items.

4.4.6. COMPUTATION & RECOVERY OF INTEREST ON INTEREST BEARING ADVANCES:

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

4.4.7. REVIEW OF INSURANCE CLAIMS:

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

4.4.8. CLOSURE OF CONTRACT:

- a. 100% checking of final bills to be settled as expeditiously as possible.
- b. Delay to be reviewed.
- c. Delay in capitalization to be seen and reported.
- d. Reasons for pending IWRs/Works accounts to be analyzed/ reported.

4.4.9. ESTABLISHMENT- SALARIES & WAGES:

- a. Test Checking of Pay Bills with reference to rules & Proprietary aspects- at least for a month in every phase of Internal Audit.
- b. Verification of Wage Sheets, Attendance Records, particularly of Leave Salary/ OT& other Allowances & Accounting of leave records etc.
- c. 100% checking of Payment of Pension, Gratuity & Other Retirement Benefits, Statutory Deductions & their timely deposits.
- d. Calculation & Accounting of Interest on Loans & Advances & its recovery as per applicable rules.
- e. Verification of the terms of employees engaged on contract basis and verification of the terms of the agreement executed with the Outsourcing

Agency to ensure that the personnel engaged through them are being paid as per the terms of the contract.

- f. To check the deductions made in salary account and timely deposits with requisite authority.
- g. To check the fixation of pay on general revision of pay scale/grant of time bound/devised promotional scale and grant of annual increment.

4.4.10. FIXED ASSETS & CAPITAL WORK IN PROGRESS:

- a. 100% checking of all Capital Expenditure with reference to proper sanction of Competent Authority.
- b. Accounting of Fixed Assets & General Assets, Depreciation & Capital WIP.
- c. Checking of works completed but not transferred to fixed assets.
- d. Delay in finalization of final bills.
- e. Review of Fixed Assets, General Assets and Depreciation Register.
- f. Review of payment of commitment charges, if any.
- g. Comment on the Assets not in use, Obsolete, Scraped.
- h. To Check accounting of obsolete/Scrapped Assets with reference to withdrawal of depreciation, cost & loss /Gain on such sale.
- i. To check misclassification of revenue expenditure required to be capitalized or vice versa.

4.4.11. STORES & MATERIAL ACCOUNTING:

- a. Checking of receipts, acceptances & issue of Material, its Reconciliation & Accounting.
- b. Checking of transfer of material to PSPCL other agencies and vice versa, its accounting, reconciliation and settlement.
- c. Non- Moving /Slow Moving items to be brought to the notice of management.
- d. Release of stores Receipt notes, acceptance of material after test results etc. to be checked.
- e. Review of sale of scrap/utilization of slow moving items.
- f. To verify the stock of the stores twice in a year.

4.4.12. Special emphasis should be made for Vehicles including heavy vehicles with reference to estimates, Logbook, maintenance sets etc.

4.4.13. Verification of Cash, Cash Book & its Auditing, Bank reconciliation of Cheques drawn Statement, Accounting of Stale Cheques, and Dishonor of Cheques. Action under Section 138 of Negotiable Instruments Act, 1938.

4.4.14. STATUTORY COMPLIANCES:

- a. Compliance of Accounting Standards and provisions of the Companies Act, 2013 as applicable to PSPCL from time to time read with the license conditions of PSPCL as prescribed by PSERC.
- b. Compliance of Income Tax Act viz. deduction of tax at source at the time of payment towards Rent, Consultancy charges, Professional fees, etc.

- c. Appropriate recovery under various laws and its timely deposit with appropriate authorities and filing of returns.
 - d. Claiming VAT set off (input credit).
- 4.4.15.** 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 Corporation is responsible as a Principal Employer.
 - 4.4.16.** Recovery and deposit of Service Tax.
 - 4.4.17.** Physical presence of Internal Auditors at the time of annual inventory. You have to give comments and be a party to sign the verification report. You can suggest the methods/procedures to improve upon current practices of inventory verification.
 - 4.4.18.** Comments on the adequacy of 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 in compliance to clause No. 4(iv) of Companies (Auditor's Report) order, 2003.
 - 4.4.19.** Comments on compliance report submitted by the individual office for previous Internal Audit Reports, pending IRs/Para's, if any.
 - 4.4.20.** Auditors shall also attend to any other work specifically assigned by the management or commented by the statutory auditors in their report regarding Internal Audit.
 - 4.4.21.** Suggestions/ recommendations for enhancing overall/integrated efficiency.
 - 4.4.22.** Compliances of Accounting Standard issued by ICAI and compliance of Schedule III of the Company Act 2013.
 - 4.4.23.** Check/give age wise analysis, mentioning reasons of outstanding of amounts appearing in GH 24 to 28.
 - 4.4.24.** To report that whether following subsidiary ledgers are properly maintained or not for Imprest Account, 28.401, 28.868,28.870,28.874,28.745, 25.501, 25.511, 26.501,26.511, GH 47, 46.922, 46.923, 46.926.
 - 4.4.25.** To report whether the sundry debtor appearing in the Trail balance of Division tallies with the balance of Abstract Ledger.

4.5. DISTRIBUTION DIVISIONS:

In addition to the above, the internal Auditor shall have to carry out the following specific checking in respect of Distribution Division.

- a. Checking of initial Works Register (Form CE-26).
- b. Checking of Works Register (Form CE-21).
- c. Checking of Material Estimate Control Register (MAT-28).
- d. Checking of FORM-4 Register and other registers as mentioned in different Manuals.
- e. Scrutiny of Contractor's ledger.
- f. Checking of accounts of maintenance of residential/office buildings & colonies under the control of Operation Division.
- g. Checking of final bills of contractors.
- h. Checking of T&P Register (Works & Office).

- i. To assess loss due to non/delayed dismantlement of redundant lines/Substations, non-accountable of dismantled material if any.
- j. To check the works carried out through outsource & its payment
- k. To check the vehicle's record with Log Book & Mtc. set and also the record of hired vehicles, its requirement and the procedure follow for it.
- l. To check the different schedule, monthly cash voucher, JVR, Trial balance, deposit works and levy of department charges on it etc.
- m. Checking of EMB's.
- n. Checking of estimates of works along with actual expenditure incurred.

4.6. DIVISIONS HAVING STORES :

The accounts of store Sub Division will be, in addition to the duties given from 4.4.1 to 4.4.23, checked with special emphasis on the following:-

- a. Issue of material to works viz evaluation process.
- b. Transfer of material from store to store.
- c. Maintenance of quantity/value ledger cards and their reconciliation.
- d. Checking & Reconciliation of various Registers as required under various Manuals viz, MAT-50, MAT-51, MAT-55 etc. etc.
- e. Reserve Stock limit.
- f. Transfer within division and its reconciliation and settlement of accounts.
- g. Stock verification Reports, Adjustment of surplus/deficits.
- h. Slow moving/obsolete/unserviceable material.
- i. Position of inventory existing vis-a-vis targets fixed by the Board/Reserve stock limit.
- j. Labor employed on handling & stacking of material vis-à-vis stock storage estimate.
- k. Fixation and checking of issue rates and local inward carriage account.
- l. Checking of materials transfer to PSPCL and other agencies and its adjustment.
- m. Hiring of vehicles for delivery of material.

4.7. Corporate Office:

Scope of work to Conduct Internal Audit of Corporate Office shall be as under:-

4.7.1 Loan, Banking & Drawing Section:

Checking of following activities undertaken in Loan Section:

- a. REC/ PFC/LIC/Banks etc., and Servicing of Loans
- b. Repayment of principal of various loans.
- c. Yearly repayment, monthly repayment preparation.
- d. Interest payment-on various loans.
- e. Payment of Government Guarantee Fee.
- f. Preparation of JVs-month wise.
- g. Review of bank accounts-Suggestions for closure of documents of unnecessary bank accounts.
- h. Tie up of loans with Capital Projects.

- i. Evaluation of financial layout with physical targets of projects.
- j. Review of Bonds, debentures if any.
- k. Bank Reconciliation.
- l. Cash management/fund management placing of surplus funds in fixed deposits.

4.7.2. Cash Section:

Checking of following activities undertaken in Cash Section:

- a. Daily Cash Book.
- b. Daily Receipt Book.
- c. Bank Reconciliation - Operative & Non-operative A/c's.
- d. Income Tax, LIC and misc. recoveries including statutory and its deposit with requisite authorities.
- e. RPFC (CPF) payment.
- f. FDR Register including renewal.
- g. Stale Cheque Register.
- h. To check the monthly Cash Vouchers.
- i. To check different Schedule maintained.

4.7.3. Pay & Accounts and Bill Section:

- a. Preparation of Pay of Gazetted and NonGazetted Officer.
- b. Issue of Cheques to different Officers/Officials on account of arrears or otherwise.
- c. Issue of Salary through Banks.
- d. Fixation of Pay from time to time as per the instructions of department.

4.7.4. Accounts Section and Accounting Units of Field Offices:

Checking of following activities undertaken in H.O. Accounts Section and accounting units of field offices:

- a. To check the accounting of J.Vs adjusted at the Head Office Level.
- b. Checking of monthly Trial Balance.
- c. I.U.T Reconciliation.
- d. Maintenance of Asset Register.
- e. Maintenance of Suspense Register/General Ledger-clearance of old items.
- f. Open access billing with reference to the relevant regulations and circulars issued from time to time and its corresponding receipts.
- g. To check Annual Statement of Accounts of accounting unit offices in order to ensure the compliance of various Acts, rules, regulations and Accounting Standard issued by ICAI.

4.8. Miscellaneous Work

4.8.1. Turnkey Contracts:

- a. Checking of Cost Data/Estimates.

- b. Evaluation of tenders received.
- c. Position with reference to administrative approval and technical sanction.
- d. Contracts to be audited in a VFM- (Value for money basis).

4.9. Special Assignment:

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.

5. Periodicity and Reporting of Audit

The internal audit shall be on half yearly basis. Audit for the period April 2016 to September 2016 will be commenced immediately after the allotment of the audit and will be completed and audit report must be submitted in quadruplicate (4 copies in English/Punjabi) within two and half months from the date of allotment. The audit for the period of October 2016 to March 2017 will be started immediately after completion of audit of April 2016 to September 2016 and will be completed and audit report must be submitted in quadruplicate (4 copies in English/Punjabi) within two months.

The empanelled firm shall be allotted audit for one year in first instance and further extension for two years will be given on yearly basis depending upon the performance of audit conducted by the said firm. The internal audit for first half year ending 30th September shall be commenced from 1st November and will be completed and audit report must be submitted in quadruplicate (4 copies in English/Punjabi) within two months. Similarly audit of second half year ending 31st March shall be commenced from 1st May and will be completed and audit report must be submitted in quadruplicate (4 copies in English/Punjabi) within two months.

6. Modus operandi of Internal Audit

The method adopted for the inspection of the units shall be clearly stated in the report.

7. Method of Reporting

In the course of audit, it is expected that all queries/doubts pertaining to any area shall be got settled at field unit/Corporate based offices. If any irregularity or misdeed or wrong doing or unconformities are observed during the audit then, Audit Memoshall be issued for the each observation immediately to the respective accounting units. The compliance of the same should be ensured during the audit period. If the compliance to the audit observation(s) is/are not

possible within audit period in that case, time for complying the observation/Para should be obtained and suitably mentioned in the final inspection report.

During the course of audit if any major irregularities, frauds have been noticed, same may be reported immediately to the Chief Auditor, PSPCL, Patiala.

Report should also comment on the lacunas observed in the systems and procedures and weak areas where internal control is needed to be intensified. The report should also mention the method and way of working adopted by the field units. The report should contain the major observations with examples of nonconformity. The report should also spell out the overall risk, the organization is carrying.

The internal audit report in compliance with the above should be submitted in quadruplicate in English or Punjabi.

8. Qualification Criteria

Mandatory Qualifying Criteria for empanelment of Internal Auditor shall be as under:

1.	Constitution of the Firm of CA/CMA.	Should be Partnership Firms from Punjab including Tri city Chandigarh or having branch offices in Punjab including Tri-City Chandigarh.
2.	Existence of Firm	Should have in existence for at least 7 years.
3.	Minimum No. of Partners	3 Nos FCA/ACA or FCMA/ACMA full time Partners.
4.	Association of Partner with the Firm	The firm should have minimum three partners for the continuous period of last five years.
5.	Experience in internal audit	The firm should have experience in conducting internal audit in private or public sector for more than five years.
6.	Annual Turnover	Average professional receipts for last three years should be at least Rs. 15.00 Lacs.
7.	Total audit staff in partnership Firms	Minimum 10 including Partners.
8.	Indicative staff	Staff to be assigned for each accounting unit. Partner/Qualified CA or CMA (1 Nos) Semi Qualified/ Audit Assistants (2 Nos)
9.	Language	Our documents /correspondence / Accounts are in Punjabi & English Language. Tenderer must be able to read, write & speak these languages.

Evaluation Parameters as on 31-03-2016

Sr. No.	Parameters	Score	Max. Points
1	Firm's No. of Years' Experience as on 31-03-16. (Minimum 7 Years' experience)	One point per year for every completed year and fractions to be ignored.	20
2	No. of Full Time Partners as on 31-03-16. (Minimum 3 partners)	5 points per FCA/FCMA partner. 4 points per ACA/ACMA partner.	20
3	No. of Qualified Full Time CA/CMA employees as on 31-03-16	4 points per qualified CA/CMA employees.	20
4	Weightage to No. of Audit Staff	1 per audit staff Semi-Qualified/Article.	10
5	Experience of Internal Audit assignment in Public/Private Sector firms for last three years with minimum professional fee of per assignment of Rs. 20000 per year.	4 points per assignment.	20
6	Experience of Internal Audit assignment in Power sector for last three years with minimum professional fee of per assignment of Rs. 20000 per year.	2 points per completed assignment.	10
Total			100
Minimum points to qualify for empanelment			50

Note:

1. Full time partner means wholly engaged in the firm and is not:
 - a) a partner in any other firm.
 - b) employed full/part time elsewhere, practicing in their name or engaged in other activity which would be deemed to be in practice under section 2(2) of the Chartered Accountants Act, 1949.
2. The Firm should not have been barred from practice by ICAI/ICWA in the last 5 years
3. No proceedings for professional misconduct are pending against the firm on the date of submission of request.
4. All the mandatory requirements must be fulfilled by the firm. Failure to do so will subject to ineligibility for empanelment.
5. Firm should not be doing the work of Statutory Audit of PSPCL. Statutory Auditor of PSPCL will not be empanelled for assignment of Internal Audit of Works Accounts.

9. Audit Units along with Audit fees

Group No	Office Name	City	Yearly Audit Fee
GP 1	AO, CPC, Amritsar	Amritsar	100000
	Sub Total		100000
GP 2	East Commercial Division, ASR	Amritsar	60000
	East Technical Division, ASR	Amritsar	60000
	Op Div., Jandiala Guru	Jandiala Guru	60000
	Op S/u Div., Amritsar	Amritsar	60000
	Op. Divn. Ajnala	Ajnala	60000
	Op. West Div., Amritsar	Amritsar	60000
	Civil Const. &Mtc. Div. Amritsar	Amritsar	60000
	Sub Total		420000
GP 3	Op. S/u Divn. Batala	Batala	60000
	Op. City Divn. Batala	Batala	60000
	Op. Div. Qadian	Qadian	60000
	Op. Divn. City Pathankot	Pathankot	60000
	OP. Divn. Dhariwal	Dhariwal	60000
	Op. Divn. Gurdaspur	Gurdaspur	60000
	Op. S/U Divn. Pathankot	Pathankot	60000
	Sub Total		420000
GP 4	Op Div., Rayia at Beas	Beas	60000
	Op. City Div. TarnTaran	TarnTaran	60000
	Op. Div. Patti	Patti	60000
	Op. Division Bhikhiwind	Bhikhiwind	60000
	Op. Suburan Div. Tarn Taran	TarnTaran	60000
	Sub Total		300000
GP 5	Op. City Central spl. Division, Ludhiana	Ludhiana	60000
	Op. CMC spl. Division, Ludhiana	Ludhiana	60000
	Op. Focal Point spl. Division, Ludhiana	Ludhiana	60000
	Op. Sunder Nagar spl. Division, Ludhiana	Ludhiana	60000
	Civil Const. &Mtc Div. Ludhiana	Ludhiana	60000
	Sub Total		300000
GP 6	Op. Agar Nagar spl. Division, Ludhiana	Ludhiana	60000
	Op. City West spl. Division, Ludhiana	Ludhiana	60000
	Op. Estate spl. Division, Ludhiana	Ludhiana	60000
	Op. Janta Nagar spl. Division, Ludhiana	Ludhiana	60000
	Op. Model Town spl. Division, Ludhiana	Ludhiana	60000
	Sub Total		300000
GP 7	Op. Division, AddaDakha	AddaDakha	60000
	Op. Division, Ahmadgarh	Ahmadgarh	60000
	Op. Division, Jagraon	Jagraon	60000
	Op. Division, Raikot	Raikot	60000
	Op. Sub urban Division, Laltonkalan	Laltonkalan	60000
	Sub Total		300000

GP 8	Op. Division spl., MandiGobindgarh	MandiGobindgarh	60000
	Op. Division, Amloh	Amloh	60000
	Op. Division, Doraha	Doraha	60000
	Op. Division, Khanna	Khanna	60000
	Op. Division, Sirhind	Sirhand	60000
	Sub Total		300000
GP 9	Civil Const. &Mtc. Div. Jall. under P & M	Jalandhar	60000
	East Commercial Div. Jall. (Now Cant Div)	Jalandhar	60000
	EAST Tech. DIV., JALL. (East &Cantt. Merged)	Jalandhar	60000
	MODEL TOWN COMM. DIV., JALL. (Now West Div)	Jalandhar	60000
	MODEL TOWN TECHNICAL DIV., JALANDHAR	Jalandhar	60000
	OP DIV., PHAGWARA	Phagwara	60000
	Sub Total		360000
GP 10	OP DIV., BANGA	Banga	60000
	OP DIV., GARHSHANKAR	GARHSHANKAR	60000
	OP DIV., GORAYIA	GORAYIA	60000
	OP DIV., NAWA SAHAR	NAWA SAHAR	60000
	Sub Total		240000
GP 11	OP CITY DIV., HOSHIARPUR	Hoshiarpur	60000
	OP DIV., BHOGPUR	Bhogpur	60000
	OP DIV., DASUA	Dasua	60000
	Op Div., Mahilpur	Mahilpur	60000
	OP DIV., MUKERIAN	Mukerian	60000
	OP. SUBURBAN DIV., HOSHIARPUR	Hoshiarpur	60000
	Sub Total		360000
GP 12	OP CITY DIV., KAPURTHLA	Kapurthla	60000
	OP DIV., CITY, NAKODAR	Nakodar	60000
	OP DIV., KARTARPUR	KARTARPUR	60000
	OP SUB DIV., KAPURTHLA	Kapurthla	60000
	OP SUBURBAN DIV., NAKODAR	Nakodar	60000
	Sub Total		300000
GP 13	OP. Division RAJPURA	Rajpura	60000
	OP. Division SAMANA	Samana	60000
	OP. Division EAST Patiala	Patiala	60000
	OP. Division NABHA.	Nabha	60000
	Op. Divn. SUBURBAN- Patiala	Patiala	60000
	Op. Divn. West Commercial - Patiala	Patiala	60000
	Op. Divn. West Technical - Patiala	Patiala	60000
	Civil Const. &Mtc. Div. Patiala	Patiala	60000
	Sub Total		480000
GP 14	OP. CITY Div SUNAM	Sunam	60000
	OP. Division - DIRBA	Dirba	60000
	OP. Division - PATRAN	Patran	60000
	Op. Divn. - SANGRUR	Sangrur	60000
	Op. Divn. LEHRAGAGA (SubUrbanSunam)	Sunam	60000
	Sub Total		300000

GP 15	OP. Division, MALER KOTLA	MalerKotla	60000
	OP. CITY Division, BARNALA	Barnala	60000
	OP. Division , DHURI	Dhuri	60000
	OP. S/U Division, BARNALA	Barnala	60000
	Sub Total		240000
	GP 16	OP. Division - SAMRALA	Samrala
	OP. Division- Kharar	Kharar	60000
	Op. Divn. ROPAR	Ropar	60000
	Op.Divn. ANAND PUR SAHIB	Anandpur Sahib	60000
	Sub Total		240000
	GP 17	OP. Division - LALRU	Lalru
	OP. Division - ZIRAKPUR	Zirakpur	60000
	Op. SPL. Divn.- MOHALI	Mohali	60000
	Sub Total		180000
	GP 18	Op Div. BhagtaBhaika	BhagtaBhaika
	Op Div. Budhlada	Budhlada	60000
	Op Div. City Bathinda	Bathinda	60000
	Op Div. Mansa	Mansa	60000
	Op Div. Maur	Maur	60000
	Op Div. Rampuraphool	Rampuraphool	60000
	Civil Const. & Maint. Division Bathinda	Bathinda	60000
	Sub Total		420000
	GP 19	Op Div. Baghapurana	Baghapurana
	Op Div. City Moga	Moga	60000
	Op Div. Faridkot	Faridkot	60000
	Op Div. Kotkapura	Kotakpura	60000
	Op Div. Suburban Moga	Moga	60000
	Sub Total		300000
	GP 20	Op Div. City Ferozpur	Ferozpur
	Op Div. Jalalabad	Jalalabad	60000
	Op Div. Jeera	Jeera	60000
	Op Div. Suburban Ferozpur	Ferozpur	60000
	Sub Total		240000
	GP 21	Op Div. Abohar	Abohar
	Op Div. Badal	Badal	60000
	Op Div. Fazilka	Fazilka	60000
	Op Div. Gidderbaha	Gidderbaha	60000
	Op Div. Malaout	Mallout	60000
	Op Div. Muktsar	Muktsar	60000
	Sub Total		360000
	GP 22	Civil Mtc Cell-1 Patiala	Patiala
	Civil Mtc Cell-2 Patiala	Patiala	40000
	Canal O & M Div. Talwara	Talwara	60000
	Civil ShahpurKandi PHS Div. Hazipur	Hazipur	60000
	Sub Total		200000

GP 23	AO Hydel	Patiala	40000
	RE/AHC, O & M, Ganguwal	Ganguwal	60000
	RE/Gen. Div. Anandpur Sahib	Anandpur Sahib	60000
	RE/O & M Div, Talwara	Talwara	60000
	RE/O & M ShahpurKandi	ShahpurKandi	60000
	RE/O & M Shanani PH Div. Joginder Nagar	Joginder Nagar	60000
	RE/O & M Malikpur (Pathankot)	Pathankot	60000
	Sr AO/Thermal	Patiala	40000
	Sub Total		440000
GP 24	AO/Evaluation, Patiala	Patiala	40000
	CENTRAL STORE, PATIALA	Patiala	40000
	CENTRAL STORE, MOHALI	Mohali	40000
	CENTRAL STORE, SANGRUR	Sangrur	40000
	CENTRAL STORE, BATHINDA	Bathinda	40000
	CENTRAL STORE, FEROPUR	Ferozpur	40000
	CENTRAL STORE, KOTKAPURA	Kotakpura	40000
	CENTRAL STORE, Mallot	Mallot	40000
	Sub Total		320000
GP 25	CENTRAL STORE, HOSHIARPUR	Hoshiarpur	40000
	CENTRAL STORE, JALLANDHAR	Jalandhar	40000
	CENTRAL STORE, LUDHIANA	Ludhiana	40000
	CENTRAL STORE, PATHANKOT	Pathankot	40000
	CENTRAL STORE, VERKA	Amritsar	40000
	Central W/S, Amritsar	Amritsar	40000
	Sub Total		240000
GP 26	CASH SECTION PATIALA	Patiala	60000
	AO/AR	Patiala	60000
	PAY & ACCOUNT SECTION PATIALA	Patiala	40000
	Sub Total		160000
GP 27	A.O./APDRP Cell Patiala	Patiala	100000
	A.O./Non APDRP Const.	Patiala	100000
	AO CPC, Material Management Patiala	Patiala	100000
	Sub Total		300000
GP 28	GNDTP, Bathinda	Bathinda	150000
	Sub Total		150000
GP 29	GHTP LEHRA MOHABBAT	Lehra	150000
	Sub Total		150000
GP 30	GGSTP, Ropar	Ropar	150000
	Sub Total		150000
GP 31	AO/Transmission Systems, Patiala	Patiala	60000
	AO/Civil Works Circle, Patiala	Patiala	60000
	AO/Grid Const. Circle, Ludhiana	Ludhiana	60000
	AO/Transmission Lines Jalandhar	Jalandhar	60000
	AO/Transmission Lines Patiala	Patiala	60000
	Sub Total		300000
	Grand Total		8870000

10. General Terms & Conditions:

General Instructions to be observed by the applicant Firm's:

10.1 Procedure for Submission of Application

- a. The application must be complete in all respects. The following points should carefully be studied in order to ensure submission of a complete and comprehensive application. Failure to comply with any of these instructions or to offer brief explanation for non-compliance is likely to render effective comparison of the application as a whole impossible and may lead to rejection. Further before submission of the application, the applicant firms are required to make themselves fully conversant with the scope of work, payment and penalty clause, general terms & conditions etc.
- b. **Part-I: Cost of Tender and EMD:** The first part will consist of Cost of Tender, Earnest Money and their separate Demand Drafts in favour of AO/Cash, PSPCL, Patiala. Cost of application will be Rs. 1000/- and EMD will be Rs. 25000/- per group and should be received in the office Chief Auditor, T-6 Thermal Design, Shakti Vihar, PSPCL, Patiala up to specified hour of the due date given in the tender notice. In case the due date happens to be a holiday, it will be received at the same time and the place on the next working day.
- c. **Part-II: Commercial & Technical Information:** The second part will consist of documentary evidence with regard to qualifying conditions and other documents as mentioned in qualifying criteria. Part-II consisting of technical and commercial information shall be uploaded on given website up to specified hours of the due date given in the tender notice

10.2 OPENING OF TENDER

Firstly the envelope containing the demand drafts towards cost of application and EMD will be opened in the presence of the applicants/representatives to choose to be present at prescribed time date and address. If the cost of application and EMD is found to be as per the requirement of the specification, only then Part-II i.e, commercial and technical specification shall be opened. The application without cost of application and /or Earnest Money shall be out rightly rejected.

PSPCL reserves the right to modify specifications at any time but before the last date and time for submission of application and to reject any or all the application received without assigning any reasons. It will not be responsible for and will not pay for expenses or losses that may be incurred by the applicant firms.

10.3 Empanelment of Auditors

The empanelment of audit firms shall be made on the basis of evaluation of technical information supplied by the applicant firms. Allocation of work among empanelled firms shall be at the sole discretion of PSPCL.

The Empanelment of firms will be valid for a period of 3 (Three) years. Further one firm can apply for empanelment of maximum of six groups and can be empanelled for three groups. Audit firms shall be allotted audit for one year in first instance and further extension will be given on yearly basis depending upon the performance of audit conducted by the said firm.

10.4 Allotment of Audit

PSPCL reserve the right to allot any office to empanelled firms.

10.5 Periodicity and Reporting of Audit

The internal audit shall be on half yearly basis. Audit for the period April 2016 to September 2016 will be commenced immediately after the allotment of the audit and will be completed and audit report must be submitted in quadruplicate (4 copies in English/Punjabi) within two and half months from the date of allotment. The audit for the period of October 2016 to March 2017 will be started immediately after completion of audit of April 2016 to September 2016 and will be completed and audit report must be submitted in quadruplicate (4 copies in English/Punjabi) within two months.

The empanelled firm shall be allotted audit for one year in first instance and further extension for two years will be given on yearly basis depending upon the performance of audit conducted by the said firm. The internal audit for first half year ending 30th September shall be commenced from 1st November and will be completed and audit report must be submitted in quadruplicate (4 copies in English/Punjabi) within two months. Similarly audit of second half year ending 31st March shall be commenced from 1st May and will be completed and audit report must be submitted in quadruplicate (4 copies in English/Punjabi) within two months.

10.6 Remuneration, TA/DA and out of Pocket Expenses

Auditors so empanelled shall be paid remuneration/professional fee inclusive of TA/DA per accounting unit as per 9 above for yearly audit and shall be inclusive of TA/DA and out of pocket expenses.

10.7 ASSIGNMENT OR TRANSFER OF SUB CONTRACT

The firm shall not assign or transfer the Contract or any part thereof, any share, or interest there-in to any other person. The firm shall not sublet any portion of the Scope of work without the prior written approval of the PSPCL.

10.8. KNOWLEDGE OF LANGUAGE

PSPCL documents/correspondence/Accounts are in Punjabi and English language. Applicants must ensure that members of audit team who may be deputed to conduct the audit of PSPCL offices must be able to read, write and speak Punjabi & English.

10.9 COMPLIANCE TO REGULATIONS AND BYE LAWS

The firm shall conform to the provision of any Statute relating to the work and regulations and bylaws of any local authority and of any Central/State Departments or Undertakings with whose system the work is proposed to be connected. The Firm shall be bound to give notice required by Statute Regulations or Bylaws and to pay all fees and taxes payable to any authority in respect thereof.

10.10. CHANGES IN CONSTITUTION OF FIRM AND ADDRESS

In case of any change in the constitution of the firm the same shall be forthwith notified by the Applicant firm to the PSPCL for its information. Any change in the address of the Applicant firm shall also be intimated to the PSPCL.

11. SECURITY DEPOSIT

- 11.1** The successful applicant who may have been empanelled is required to deposit security amounting Rs. 25,000/- per Group in the form of demand draft in favour of Accounts Officer/Cash, PSPCL, Patiala before the commencement of assignment for faithful execution of the work order/contract. However, EMD deposited by firm at the time of submitting the tender will be converted into Security Deposit. No interest shall be payable to the firm on the amount of security.

11.2 The security deposit of the firm shall be released by PSPCL within 3(three) months from the date of faithful execution of work order/contract in all respect.

11.3 FORFEITURE OF SECURITY DEPOSIT

In the event of default on the part of firm in faithful execution, security deposit shall be forfeited by PSPCL. The forfeiture of security deposit shall be without prejudice to any other rights arising or accruing to the PSPCL under relevant provisions of contract like penalty/damages for delay including suspension of business dealings with PSPCL for a specific period.

12. EXTENSION OF TIME

No extension of time shall be allowed for completion of the assignment.

13. FORCE MAJEURE

During the pendency of the Contract, if the performance in whole/part by either party or any obligation there under is prevented/delayed by causes arising out of any war, hostility, civil commotion, acts of the public enemy, sabotage, fire, floods, explosions, epidemics or under order/instructions of Central/State Government/PSERC Regulations, strikes/lockout, embargo, acts of Civil/Military authorities or any other causes beyond their reasonable control, neither of the two parties shall be made liable for loss or damages due to delay or failure to perform the contract during the currency of Force Majeure conditions, provided that the happening is notified in writing (with documentary proof) within 30 days from the date of the occurrence.

14. DEDUCTIONS OF AMOUNTS DUE TO PSPCL.

Any excess payment made to the firm inadvertently or otherwise under this contract or on any account whatsoever and any other sum found to be due to PSPCL by the firm in respect of this contract or any other contracts of work order or on any account whatsoever may be deducted from any sum whatsoever payable by the PSPCL to the firm either in respect of this contract or any work order of firm from any other account by any other office of the PSPCL.

15. NEGLIGENCE AND DEFAULT CLAUSE

In case of negligence on the part of professional firm to execute the order/contract with due diligence and expedition and to comply with any reasonable orders given in writing by the professional firm in connection with the Contract or any contravention in the provisions of the contract, PSPCL

may give 21 days' notice in writing to firm to make good the failure or neglect or any Contravention and if the firm fails to comply with the notice within, time considered to be reasonable by PSPCL, he will suspend/terminate business dealings with the firm for a specific period apart from claiming reasonable compensation/damages, forfeiture of security etc.

16. CANCELLATION

The PSPCL reserves the right to cancel the work order as a whole or in part at any time or in the event of default on the part of the firm prior to the receipt of information regarding taking in hand of the work.

17. LEGAL

- a. Professional Firm will indemnify PSPCL against any liability or damages by way of compensation arising from any accident to person or property of persons in the firm's employment.
- b. Professional Firm shall indemnify PSPCL against any liability or damages by way of compensation arising from any accident to any other person related to or unrelated to firm or PSPCL.
- c. Professional Firm shall bear the entire responsibility, liability and risk relating to coverage of workforce under different statutory regulations including but not limited to Workmen Compensation Act, ESI Act, Factories Act, Contract Labor Act 1970 etc. and other relevant regulations, as the case may be.
- d. Professional Firm shall be fully responsible for payment of benefits to its staff deployed for the subject assignment including but not limited to Provident Fund, Bonus, Retrenchment Compensation, Leave Encashment, etc. as per statutory provisions.
- e. Necessary payment and liabilities as mentioned at (a to d) above shall be the responsibility of the professional firm irrespective of payment received from PSPCL or otherwise.
- f. All taxes and other levies payable to government and or local authorities in respect of these works shall be the responsibility of the professional firm.

18. ARBITRATION

- a. If at any time any question of dispute or difference what so ever shall arise, between the PSPCL and the firm upon or in relation to or in connection with work order/contract, either party may forthwith give to the other notice in writing of the existing of such question, dispute or difference and the same

shall be referred for sole arbitration of a nominee of the PSPCL who shall give a reasoned/speaking award. The award of the sole arbitrator shall be final and binding on the parties under the provisions of the Indian Arbitration Act 1996 and of the rules there under. Any statutory amendment, modification or re-enactment thereof for the time being in force, shall be deemed to apply and be incorporated in the contract/work order. The Sole Arbitrator shall be any officer of the PSPCL whose name is approved by the CMD of the PSPCL. It will not be objectionable if the Sole Arbitrator is an officer of the PSPCL and he has expressed his views on all or any of the matter in question of dispute or difference.

- b. Upon every or any such reference, the cost of and incidental to the reference and award respectively shall be in the discretion of the Sole Arbitrator so appointed who may determine the amount thereof or direct the same to be fixed as between solicitor and client or as between party and shall direct by whom and to whom and in what manner the same is to be borne and paid.
- c. The work under the contract shall, if reasonably possible continue during the arbitration proceedings and no payment due or payable by the PSPCL shall be withheld on account of such proceedings.

19. CANCELLATION OF CONTRACT FOR INSOLVENCY, ASSIGNMENTS OR TRANSFER OR SUB LETTING OF CONTRACT.

The Accepting Officer, without prejudice to any other right or remedy which shall accrue thereafter to PSPCL, shall cancel the contract in any of the following cases:-

- a. If the firm or any partner thereof shall at any time be adjudged bankrupt or have a receiving order or order for administration of his Estate made against him or shall take any proceedings for liquidation or composition under any Bankruptcy Act for the time being in force or make any conveyance or assignment of its/effect of composition or arrangement for the benefit of his creditor or purport to do so, or if any application he made under any Bankruptcy Act for the time being in force the sequence of his Estate or if a trust deed granted by him on behalf of his creditors.
- b. Assigns transfers, sub-lets or attempts to assign, transfer or sub-let any portion of the work without the prior approval of the Accepting Officer.

- c. Whatever the Accepting Officer exercises his authority to cancel the contract under this condition, he may complete the work by any means at firm's risk and expense provided always that in the event of the cost of completion (as certified by the PSPCL which is final and conclusive) being less than the contract cost, the advantage shall accrue to the PSPCL and that if the cost of completion exceeds the money due to the firm under the Contract the firm shall either pay the excess amount ordered by the PSPCL or the same shall be recovered from the firm by other means.

20. SPECIAL POWERS OF DETERMINATION

If at any time after the acceptance of the tender, PSPCL shall for any reason whatsoever not requires the whole or any part of the work, to be carried out, the PSPCL shall give notice in writing to the fact to the firm who shall have no claim to any payment of compensation or otherwise on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequences of the foreclosing of the work. He shall be paid at contract rates, for the full amount of the work executed including such additional works, as may be rendered necessary. He shall also be allowed a reasonable payment (as decided by the Accepting Officer) for any expenses sustained on account of workforce but which could not be utilized, as verified by the PSPCL. Neither shall the firm have any claim for compensation on account of any alterations having been made in the original specifications and instructions involving any curtailment of the work as originally contemplated.

21. UNDERTAKING

The Applicant shall have to give an undertaking that they shall not pay any commission etc. or engage any commission agent or liaison agent for dealing with PSPCL in any matter. **This undertaking is required to be supplied along with the application in the prescribed format failing which their application is likely to be rejected.**

22. PAYMENT CLAUSE

No advance payment shall be made to the firm.

The firm shall submit all bills in the office of Chief Auditor.

- For the first half yearly audit, 40% of the professional fee shall be paid within 45 days after the submission of bill subject to the acceptance of audit report.
- For the second half yearly audit, 40% of the professional fee shall be paid within 45 days after the submission of bill subject to the acceptance of audit report.
- Remaining 20% of professional fee will be paid after the acceptance of audit report of the whole year by Audit Committee.

23. PENALTY CLAUSE

The time allowed for carrying out the work as prescribed, shall be strictly observed by the professional firm and shall be reckoned from the date of commencement of work. The work shall throughout the stipulated period of the contract be proceeded with all the due diligence (time being deemed to be the essence of the contract on the part of the professional firm) and the firm shall pay as penalty an amount equal to one half percent (0.5%) of the fee payable for every week, the work remains unfinished after the contract completion period, provided always that the entire amount of compensation to be paid under the provision of this clause shall not exceed ten percent (10%) of the fee payable.

24. COMMENCEMENT OF ASSIGNMENT

The work of internal audit shall commence immediately after the allotment of audit.

25. PERIOD OF CONTRACT AGREEMENT

The period of contract agreement shall expire upon successful completion of assignment. The firms shall be empanelled for continuous period of 3(Three) Years.

26. LETTER OF INTENT AND AWARD OF CONTRACT

Acceptance of the proposal by PSPCL shall be communicated to the eligible qualified applicant firm by issue of Letter of Intent and such firm shall accept the offer within 7 (seven) days from the date of issue of Letter by returning a duly signed copy thereof and shall enter into a Contract agreement with PSPCL within 10 (Ten) days of issue of Letter on Non-judicial stamp paper of

requisite value with CHIEF AUDITOR, PSPCL, Patiala. Stamp duty is to be borne by the empanelled firm. The empanelled firm shall undertake to deposit Rs. 25,000/- as security with PSPCL before commencement of assignment failing which its empanelment with PSPCL will be cancelled and the assignment will be allotted among other empanelled firm. The empanelled firm shall furnish security deposit before signing the contract agreement.

27. TERMINATION OF AGREEMENT

If the work entrusted is not proper and to the satisfaction of PSPCL, then the payment will not be released and if the work of the professional firm continues to be unsatisfactory, the agreement shall be terminated by PSPCL by 10 days' notice at any time during subsistence of this agreement. The same will be entrusted to another professional firm and the extra expenditure incurred by PSPCL will have to be borne by the existing firm.

28. JURISDICTION

Jurisdiction for filling any suit in case of any dispute shall be the Civil Courts at Patiala.

29. General

All other terms and conditions of PSPCL Work Regulation amended upto date will be applicable.

Dy.CA/Works,
for Chief Auditor,
T-6, Thermal Designs,
Shakti Vihar,
PATIALA-147001
Phone 96461-02223
96461-02224

APPLICATION FORM

1. Name of the Firm:
2. Contact Person(s)/Authorized Signatories:
3. Registered Address :
4. Tel No. / Fax No.
5. Mobile No.
6. PAN No.
7. Service Tax Registration No.
8. Name of the Chief Executive
9. Legal Status of the firm
10. Date of incorporation/Registration of the Firm with the Institute of Chartered Accountants of India/Institute of Cost and Works Accountant of India.(Attach Documentary Proof).
11. Details of Partners (Attach Documentary Proof)

S. No	Name of Partners	Member Ship No.	Qualification	Experience	Date of Association with the firm	Whether full time/part time partner

12. Turnover of the Firm for Last Three Years (Attach attested copies of Annual Statement of Accounts as on 31-03-2016:

Year	Turnover (Rs.)

13. Details of Qualified Staff (FCA/ACA)

NAME	Qualification	Membership No.

14. Details of Semi-qualified Assistants (B.Com/M.Com, CA Inter/CMA Inter)

NAME	Qualification

15. List of Internal Audit assignment of Public/Private Sector for last 3 (Three) years (Attach list of Clients along with documentary evidence with minimum professional fees (Without Taxes) of Rs.20,000/- (Rupee Twenty thousand only) per year per Assignment as on 31-3-2016.

Year of assignment	Name of Clients	Private/Public sector	Amount of Professional fee (in Rs.)

16. Details of Experience of Internal Audit in Power Sector for last three years with minimum professional fees of Rs.20,000/- (Rupee Twenty thousand only) (without Taxes) per year per assignment as on 31-3-2016 (Attach documentary)

Name of the Firm	Amount of Professional fee (in Rs.)	Nature of Audit	Year of Assignment

17. Detail of EMD

DD No. and Date	Name of Bank	Amount

18. Details of the groups for which applied for empanelment

Sr.No.	Group No.

Name of the Authorised Signatory	Designation	Name of the Firm	Signature

Place :

Date :

(Signature with seal)

DECLARATION

I/We hereby certify that:

1. The information provided above is to the best of my/our knowledge and belief, true and correct in all particulars.
2. There is no litigation pending against the company/firm or its Directors.
3. I/We shall furnish all information as required by PSPCL in connection with this assignment.
4. All information provided by PSPCL is in the course of the assignment shall be kept strictly confidential.
5. This is to certify that none of the Chartered Accountants/Cost Accountants or the Firm who are going to be appointed with this work, have any interest in the business of the PSPCL and have no relative working in the Corporation. Further they have not been associated with Audit of Accounts of PSPCL and involved in financial dealings of the Corporation.
6. I/We understand and accept that PSPCL has a right to reject our application without assigning any reason therefor.

Name of the Authorised Signatory	Designation	Name of the Firm	Signature

Place:

Date:

(Signature with seal)