REQUEST FOR PROPOSAL (RFP) DOCUMENT FOR EMPANELMENT OF FIRM AS INTERNAL AUDIT OF DRAWING AND DISBURSMENT UNITS OF DAKSHINANCHAL VIDYUT VITRAN NIGAM LTD.

1. **OBJECTIVE:-**

   DAKSHINANCHAL VIDYUT VITRAN NIGAM LTD (DVVNL), a subsidiary Co. of UPPCL intends to empanel eligible firm for the internal Auditor of its 163 drawing and disbursement Units for the financial year 2020-21 to 2021-22. As peer decision of the management, internal Audit work is to be carried out by the empanelled firms of Chartered Accountant/Cost Accountants. The very prime objective of the management is to cover up all the areas of the activities under Internal Audit for which detailed scope of work will be provided later. The Internal Audit will aim at ensuring proper and full compliance of rules, orders and procedures as prescribed and to avoid inefficiencies

2. **IMPORTANT DATES:-**

Date of Issue of REP	31.07.2020
Last date of submission of proposal	20.08.2020 (Before 05:00 PM)

3. **ELIGIBLE CRITERIA:-**
   1. Only firm of practicing Chartered Accountants/Cost Accountants are eligible for the Internal Audit.
   2. The firm must have completed minimum 6 years of existence. (Firm which have completed longer period will given preference.)
   3. Firms have 5 or more partners will be given be preference.
   4. Firms having experience of Internal Audit and/or Audit of Power Corporation Companies/Distribution Companies will given preference.

Note:- *Firms which were empanelled for earlier years, but did not undertake/accept the Internal Audit work or completed the Internal Audit work within the prescribed time limit are not eligible for further empanelment and should not apply. Earlier empanelled firms have to apply again for empanelment, if interested.*

4. **SUPPORTING DOCUMENTS:-**
   1. Profile of the firm.
   2. The firm shall submit a declaration for no. of years in existences and experience.
   3. Copy of PAN Card and GST Registration Certificate.

5. **SUBMISSION OF THE PROPOSAL:-**

   The proposal in the prescribed format with profile of firm and all other necessary documents should be submitted on or before 05:00 PM on ------------ to the following address:-

   To,

   The Managing Director
   Dakshinanchal Vidyut Vitran Nigam Ltd
   Urja Bhawan, 220 k.v. Sub-Station,
   Sikandra bye –Pass Road, Agra-282007

30/7/2020

6. **SCOPE OF THE INTERNAL AUDIT:-**

Empanelled firms of Chartered Accountants/Cost Accountants will be required to examine and check the books of accounts and records incidental to the working of company headquarters/units concerned, as per Terms of Reference (TOR), which will be provided to the firms after final empanelment.

7. **AUDIT FEES AND MODE OF PAYMENT:-**

The Internal Audit fees will be according to the category of unit assignment to the firm. The category of units and fees therefore is prescribed as under:-

Category of Units/ Offices	Name of units/Offices	Fees per Annum (Amount in Rs.)	No. of Working Days
1	2	4	
A.	Discom HQ/ Electricity Distribution Division (Urban/Rural) and Equivalent Division	30,000/-Per Unit	20 Days
B.	Electricity Civil Division/ Electricity Store Division/ Electricity Workshop Division,/Electricity Test Division/ Secondary Works Division and Equivalent Office	20,000/-Per Unit	12 Days
C.	Chief Engineer office/Zonal Accounts Office/All Circle Office and Equivalent Office	10,000/-Per Unit	6 Days

SUBMISSION OF INTERNAL AUDIT REPORT-Within 15 days of completion of internal Audit work in respect of all units of A, B and C category.

Notes:-

1. Taxes as applicable will be paid in addition to fees mentioned above.

The Internal Audit fees bill duly pre-receipted and signed shall be submitted along with the Internal Audit Report to concerned Zonal Account Office which shall be verified and paid by the concerned Zonal Account Office/Head Quarter.

ALLOCATION OF UNITS:-

Any unit out of the 163 Drawing and Disbursement units can be allotted to any firm. The management decision in this regard will be final and any communication regarding change of unit will not be entertained.

8. **OTHER CONDITIONS:-**
   1. The management of DAKSHINANCHAL VIDYUT VITRAN NIGAM LTD (DVVNL) reserves its right to reject any proposal without assignment any reason.
   2. If the empanelled firms of Chartered Accountants/cost Accountants do not undertake the Internal Audit work or completed the Internal Audit work within the prescribed time limit, the management of DAKSHINANCHAL VIDYUT VITRAN NIGAM LTD (DVVNL) may assign the work to other firms of Charted Accountants/Cost Accountants and the loss of work shall be considered for penalty to original firm and the name of that particular firm will be removed from the list of empanelment and extra expenses incurred by the management in getting the work done shall be levied on the original firm to whom the was previously assigned.

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3. The management of DAKSHINANCHAL VIDYUT VITRAN NIGAM LTD (DVVNL) will have full rights to oust any of the firm from empanelment without assigning any reason and also to change the Units & offices allotted for Internal Audit Work of empanelled firms.
4. In future, if any embezzlement, fraud or financial irregularities are noticed/found in units/offices for which Internal Audit work has already been conducted by the empanelled firms of Chartered Accountants/Cost Accountant, the said firm will also be ousted from the empanelment of future.
5. Units/Officers allotted for conducting Internal Audit for one financial year can be changed in next financial year with the sole discretion of the management.

30/7/2020

(A.K. Gupta)
Director (Finance)

(On the Letter head of the Chartered Accountants/Cost Accountants Firm's)

To,
Managing Director
Dakshinanchal Vidyut Vitran Nigam Limited
Urja Bhawan, 220 KV Sub-Station, Sikandra,
Mathura Bye-Pass Road, Agra-282007

Re: Submission of Firm Profile for Empanelment for Internal Audit of Units of DVVNL for FY 2020-21 & 2021-22.

With reference to aforementioned subject, I/We are interest to conduct Internal Audit in accordance with your T.O.R. & Prescribed Fees. Therefore, I/We hereby submitting firm profile for empanelment.

S. No.	Criteria	Particulars	Remarks/ Annexure
1)	**Type of Firm**	Chartered Accountants / Cost Accountants	Attach Firm Constitution Certificate as **Annexure –"A"**
2)	**Name of the Firm**		
3)	**Firm Registration No.**		
4)	**Date of Establishment**	DD-MMM-YYYY	
5)	**No. of Partners**	**Total___| Fellow___| Associates___**	
6)	**Head Office Address**		
7)	**Name of Partner-In-Charge at Head Office**		
8)	**Branch Office(s) Address**		
9)	**Profile of the Firm**		Attach Firm Profile as **Annexure-"B"**
10)	**Experience of Internal Audit**	Yes/No , Whether have Experience of Internal Audit of DISCOMs/Power Sector Companies **(Yes/No)**	Attach Appointment Letters as **Annexure-"C"**

If Experience of Internal Audit is Yes, Then Provide Followings:
(Attach Separate Sheet if required)

S. No.	Name of the Firm/Company	Category of Firm/Company (Public/Private/Central PSU/ State PSU/Power Sector)	Financial Year(s) for which Internal Audit conducted

For (Name of the Firm)
Chartered Accountants/Cost Accountants (as case may be)
Firm Registration No.

(Signature)
(Name of the Partner with MRN)
Partner
(Place and Date)