

TAMILNADU GREEN ENERGY CORPORATION LIMITED

TENDER DOCUMENT FOR

TNGECL INTERNAL AUDIT – FY 2025-26 & FY 2026-27

SPECIFICATION No.001/TNGECL/CIAO/Internal Audit/ FY 2025-26 & FY 2026-27

(Through e-tendering under NIC platform)

Document download start date and time : 08.04.2025 @ 15.00 Hrs

Last Date & Time of submission of tender : 03.05.2025 @ 14.00 Hrs

Opening Date & Time of tender : 05.05.2025 @ 15.00 Hrs

Pre-bid meeting : 17.04.2025 @ 12.Noon

Pre-bid meeting venue : Chief Internal Audit Officer's Chamber
Audit Branch/TNPDCL,
1st Floor, NPKRR Maaligai,
144, Anna Salai, Chennai – 2.

Tender Inviting Authority : Chief Internal Audit Officer,
Audit Branch/TNPDCL,
1st Floor, NPKRR Maaligai,
144, Anna Salai, Chennai – 2.

Service Provider: National Informatics Centre
Website for online bid submission: <https://tntenders.gov.in/>
<https://tntenders.gov.in/nicgep/app>

INSTRUCTION TO BIDDERS FOR SUBMISSION OF ONLINE BIDS.

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

A) REGISTRATION.

Bidders are required to enroll on the e-Procurement module of the Tamilnadu E procurement (URL: <https://tntenders.gov.in>)

- 1) By clicking on the link "**Online Bidder Enrollment**" on the TAMILNADU E PROCUREMENT Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the TAMILNADU E PROCUREMENT Portal.
- 4) Upon enrolment, the bidders will be required to register their valid DigitalSignature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs into the site through the secured log-in by entering their user ID/password and the password of the DSC/e-Token.

B) SEARCHING FOR TENDER DOCUMENTS:

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

C) PREPARATION OF BIDS:

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

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

D) ELECTRONIC SUBMISSION OF BIDS:

The bidder shall submit online the requirements under eligibility criteria and PRICE SCHEDULE/BOQ. All the documents are required to be signed digitally by the bidder. After electronic online bid submission, the system generates a unique bid reference number which is time stamped. This shall be treated as acknowledgement of bid submission.

E) PROCEDURE FOR SUBMISSION OF BIDS:

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder should prepare the EMD as per the instructions specified in the tender document.
- 4) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

- 5) **The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.**
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to symmetric encryption using buyers/bid openers public keys.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- 10) In all cases, the bidder should use their own ID and Password along with Digital Signature certificate at the time of submission of their bid.
- 11) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- 12) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- 13) All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by TNGECL will form a binding contract between TNGECL and the Bidder for execution of Internal Audit work.
- 14) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.

- 15) **TNGECL reserves the right to cancel or reject or accept or withdraw or extend the tender in full or in part as the case may be without assigning any reason thereof.**
- 16) The server time shall be treated as final and binding. Bids recorded in the server before the bid closing time will only be treated as valid bid. Bidders are, therefore, advised to submit their bids well before the closing time of e-tender. If any bid reaches the server after the bid closing time as per server time, the same will not be recorded and no complaint in this regard shall be entertained. **The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.**
- 17) Bidders are advised to exercise caution in quoting their bids in e-tender to avoid any mistake. Bids once submitted can't be recalled.
- 18) Any order resulting from this bidding process shall be governed by the terms and conditions mentioned in the tender documents.
- 19) No deviation to the technical and commercial terms & conditions are allowed.
- 20) One hard copy of the electronically submitted bid documents excepting the price schedule shall have to be submitted upon intimation by TNGECL after opening of the e-tender.

F) ASSISTANCE TO BIDDERS:

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to TAMILNADU E PROCUREMENT Portal in general may be directed to the 24x7 TAMILNADU E PROCUREMENT Portal Helpdesk.
- 3)

:: TAMILNADU GREEN ENERGY CORPORATION LIMITED ::

**TENDER SPECIFICATION FOR CONDUCTING INTERNAL AUDIT FOR THE FY
2025-26 & 2026-27**

1. BACKGROUND :

The erstwhile Tamil Nadu Electricity Board was re-structured into TNEB Ltd (Holding Company) and two subsidiary companies viz., Tamil Nadu Generation and Distribution Corporation Limited (TANGEDCO) and Tamil Nadu Transmission Corporation Limited (TANTRANSCO). The Tamil Nadu Generation and Distribution Corporation Limited has been recently unbundled and two new entities viz., Tamil Nadu Power Generation Corporation Limited (TNPGL) and Tamil Nadu Green Energy Corporation Limited (TNGECL) have been formed and TANGEDCO has been renamed as Tamil Nadu Power Distribution Corporation Limited (TNPDC).

TNGECL is engaged in the Green power viz., Wind/Solar/Hydro generation and project activities. TNGECL is having the following account rendering units throughout the state of Tamil Nadu.

SL. No	Function	No. of units
1	Generation circles	6
2.	DRIP circle	1
3.	Project Circles	2
4.	<u>Headquarters Wings:</u> i) NCES ii) HYDRO iii) DRIP iv) FINANCE	1
Total		10

The generation circle includes Hydro (4) and Wind (2) generation plants and project circles are undertaking Hydro and Pumped storage projects in Kollihills and Kundah. The DRIP circle is undertaking Dam Rehabilitation works having at office Madurai. In Headquarters, there are specific offices handling centralized accounting of major functions such as centralized funds management, payment, loan mobilization apart from nodal offices for NCES, Hydro etc. Moreover, TNGECL proposed to commence its trading business in sale of energy from F.Y. 2025-26.

2. EARNEST MONEY DEPOSIT:

(i) Bidder should pay the specified amount of Rs.5,000/- (Rupees Five Thousand only) towards Earnest Money Deposit amount as follows:

(ii) The EMD amount of Rs.5000/- should be paid through online mode to the Common pool account created by the Finance Department, Government of Tamil Nadu by integrating the payment Gateway services of NIC portal. Scanned copy of the E-Receipt generated shall be uploaded. The EMD amount has to be paid before the due date and time of submission of tender.

(iii) As the internet banking process (NEFT/RTGS) may take some time for confirming the receipt of EMD, bidders may plan in such a way to pay EMD accordingly to avoid any delay in bank confirmation. After getting success status of EMD payment only, the bidder can submit the bid.

(iv) The Earnest Money Deposit payment to be made only single payment.

(v) The Earnest Money Deposit should be the exact amount and no excess or less amount should be transferred through online payment mode. If EMD amount is excess or short, the tender status will be shown as invalid.

(vi) The EMD will not carry any interest.

(vii) If exemption from payment of EMD is claimed by submitting Udayam Registration Certificate (SSI), then select the exempted from EMD payment as "YES", upload the EMD exemption documents only in "pdf" file.

3. REFUND OF EMD:

(i) The Earnest Money Deposit will be refunded automatically to the unsuccessful tenderers after intimation of the rejection / non-acceptance of their tender.

(ii) The Earnest Money Deposit will be refunded to the successful tenderer after submission of Security Deposit.

4. The Earnest Money Deposit (EMD) furnished by the tenderer will be forfeited after e-tender opening if:

- a) They withdraw the tender or backs out after acceptance.
- b) They withdraw the tender before the expiry of validity period stipulated in the Specification.

- c) The documents furnished with the offer is found to be bogus or the documents contain false particulars, the EMD paid by the tenderers will be forfeited in addition to blacklisting them for future tenders/contracts in TNGECL .

5. FIRM'S ELIGIBILITY CRITERIA:

Firms must qualify in the following minimum criteria:

Sl.No.	Bid Qualifying Requirement
1	The CA firm should be in existence for more than 5 years on the date of Tender opening.
2	The Audit Firm should have minimum 3 partners who are in the firm for a continuous period of minimum three years.
3	At least 1 partner of the firm should possess qualification of DISA / CISA.
4	The Audit Firm should have minimum 2 Qualified Assistants (Chartered Accountants), 4 Semi-qualified Assistants (Chartered Accountant Intermediate) and at least 10 suitable audit Assistants.
5	The CA firm should submit at least two Assignment of completion of Statutory Audit/Internal Audit of Corporate/PSUs entities [excluding Bank/Branch Audit] in entities having an average turnover of not less than Rs.25 crores in the last 5 financial years.
6	The annual turnover of the audit firms during any one of the preceding 3 financial years. i.e 2021-22, 2022-23 and 2023-24 shall be more than Rs.50 lakhs. Besides the documentary evidences towards annual turnover for all the 3 preceding financial years shall be furnished.

Any firm not qualifying these minimum criteria need not apply and their proposal shall be summarily rejected.

Appropriate Documentary proof for all the above BQR conditions shall be submitted along with Bids and the offers not satisfying the BQR will be summarily rejected.

Firms with branches at various cities of Tamil Nadu is preferred. However, it is the responsibility of the audit firm to complete the audit of the Jurisdiction awarded through their own employees/article assistants.

6. Supporting Documents for Firm's Eligibility Criteria:

- 1) Registration certificate of the Partnership Firms / LLPs issued by the Institute of Chartered Accountants of India, information related to year of establishment of Head Office & Branch Office(s), addresses, details of Partners, their Membership nos., date of joining, etc. as indicated in the Certificate will be treated as conclusive and final information for evaluation.

- 2) Required number of partners' membership Certificate copies.
(The copy of partnership deed of the CA firms (or) Firm Registration Number (FRN) as downloaded from the Institute of Chartered Accountant of India (ICAI), duly attested by the authorised signatory of the firm.)
- 3) Certificates of ACA/FCA as issued by Institute of Chartered Accountants of India
- 4) Certificates of DISA/CISA, if any, issued by the respective Institutes.
- 5) Membership certificates / Final Pass Certificate / Mark-sheet of the Qualified Assistants issued by the Institute of Chartered Accountants of India.
- 6) Certificates / Mark-sheets of Chartered Accountants (Inter) issued by the Institute of Chartered Accountants of India as evidence of qualifications of Semi-Qualified Assistants.
- 7) Joining Certificate issued by the Firm / LLP on their Letter-head, duly sealed and signed for each Qualified Assistants / Semi-Qualified Assistants.
- 8) Staff strength – Self certificate.
- 9) A copy of partnership deed should be submitted by the audit firm as per Clause 3(2).
- 10) Copy of PAN Card.
- 11) Copy of GST Registration.
- 12) The CA firm must submit a copy of the appointment Letter for substantiating the experience in the last 5 (Five) years in Statutory/ Internal Audit against each of the following categories
 - a) Power Sector Companies.
 - b) Other than Power Sector Companies
- 13) The certificate of work completion from the auditee organizations and Annual reports evidencing the turnover of the auditee organizations The Bank/Branch Audit of any Bank shall not be considered while taking into account the total number of assignments.
- 14) Income and Expenditure statement for three financial years (FY 2021-22, FY 2022-23 and FY 2023-24).

Non-submission of documents for eligibility criteria will not be admissible and such bids will be summarily rejected.

The Cut-off date for calculation of number of year (s) will be the Tender Opening Date. Accordingly, any fraction of the year will be ignored for calculating number of years.

7. SELECTION CRITERIA (POINT ALLOCATION) FOR SELECTION OF AUDIT FIRMS / LLPs.

Sl. No.	Particulars	Points to be allocated	Maximum Points
1.	Number of Completed Years since continuing as Partnership Firm / Registration of the Limited Liability Partnership Firm.	6 years as on the Date of Tender Opening – 5 points More than 6 years – 2 (Two) points per year of existence. (as per the certificate issued by Institute of CA. Fraction of the year to be ignored)	20 (twenty)
2.	Number of Partners in the Firm/ Limited Liability Partnership Firm who are with the Firm / LLP for a minimum period of three years as on date of opening of EOI.	(a) 3 (Three) points for each Partner who is FCA. (b) 2 (Two) points for each Partner who is ACA. (c) 2 (Two) additional points for each Partner for CISA/DISA One partner with FCA shall always lead the team and one ACA shall be deputed for the Audit Work. The leader of the team or the ACA shall have CISA/DISA certification.	20 (twenty)
3.	No. of Qualified Assistants (Chartered Accountants) to be deputed for the work.	3 (Three) points per Qualified Assistant (Minimum 1 person should be deployed for each 4 Circle)	15 (fifteen)

4.	No. of Semi-qualified Assistants (Chartered Accountant Intermediate) to be deputed for the work	1 (One) point per Semi qualified Assistant (Minimum two persons should be deployed for each 4 Circles)	10 (ten)
5.	No. of Audit Assistants to be deputed for the work	1 (One) point for each Audit assistant (Minimum 2 Audit Assistants to be deployed for Audit work for each Circle)	8 (Eight)
6.	Experience of the Firm / LLP in Power sector as Statutory/ Internal Audit.	4 (Four) points per completed year of Audit (fraction of the year to be ignored)	16 (Sixteen)
7.	Experience of the Firm / LLP in other (other than Power sector) Central / State Government Department / PSUs (as in Eligibility criteria) as Statutory / Internal Auditors.	2 (Two) points per completed year of Audit. (fraction of the year to be ignored)	6 (Six)
8.	The annual turnover of the audit firms during any one of the preceding 3 financial years. i.e 2021-22, 2022-23 and 2023-24 shall be more than 50 lakhs	25 Lakhs Turnover - 1 (one) point. More than 25 lakhs turnover – 1 Point for each additional 5 lakh.	5 (five)
	Total Points		100 (hundred)

The Cut-off date for calculation of number of year (s) will be the Tender Opening Date. Accordingly, any fraction of the year will be ignored for calculating number of years.

The providing of marks against sl.no.2 to 5, for selection of the Internal Audit Firm, will be based on the team to be deputed for the Internal Audit work. The curriculum vitae of each member of the team shall be attached to the bid. No change shall be made to the team to be deputed without prior approval. **The firms shall ensure that their manpower is commensurate with the audit work.**

The bid evaluation will be done taking into account technical factors in addition to cost factors. **A weightage of 60% is given to the technical qualification and a weightage of 40% is given to the Cost factors.**

The Bid Scores are calculated as follows:

Bid Score Calculation:

$$B = \frac{T}{T \text{ high}} \times X + \frac{C \text{ low}}{C} \times Y$$

Where,

B = evaluated bid score,

C = financial bid price of the concerned bidder,

C low = financial bid price of the bidder who has quoted the lowest price,

T = Techno-commercial bid score of the concerned bidder,

T high = Techno-commercial bid score of the bidder scoring the highest in technical evaluation,

X = weight of the Technical Score weight assigned to Techno-commercial bid.

Y = Weight of the Evaluated Bid Price.

For the purpose of calculation of score:

“X” in the Evaluated Bid formula = 60 % (Sixty percent)

“Y” in the Evaluated Bid formula = 40% (Forty percent)

8. ALLOCATION OF THE JURISDICTION COVERAGE:

The internal audit work may be covered for all Hydro Generation Circles, Hydro Projects, Wind Development Circles, DRIP Circle and HQ accounting units. The details of TNGECL circles/offices are given for Internal Audit assignments purpose as below.

Sl. No.	INTERNAL AUDIT COVERAGE		
	Name of the circles		Profit Center Code.
1	Hydro Generation Circles,	1. Erode	2301
		2. Kundah	2302
		3. Tirunelveli	2303
		4. Kadamparai	2304
2.	Wind Energy Circles.	5. Tirunelveli	2601
		6. Udumalpet	2602
3.	Dam Rehabilitation & Improvement Project (DRIP)	7. Madurai	2701
4.	Head Quarters	8. Finance (Head quarters)	2150
5.	Project Circles	9. Hydro Project /Civil Erode	2305
		10.Hydro Project / Civil Emerald (Kundah)	2306

9. PRICE BID:

Fees to be quoted in single quote in BOQ enclosed. (Covering all the circles and Head quarters)

Note:

- i) The tender price is to be in Indian currency.
- ii) The bid should be kept valid for 90 days from the tender opening date
- iii) The price is firm and fixed throughout the agreement period.
- iv) All out of pocket expenses shall also be taken care while quoting fees for the assignments.

6.SCOPE OF THE WORK:

The audit shall be carried out in accordance with the relevant standards of auditing, and include such tests and controls as the auditor considers necessary under the circumstances.

SAP - ERP has been implemented in TNGECL and the financials are being prepared in SAP since 2021-22.

(i) The broad scope & responsibilities of the Internal Audit function includes the following:

The audit areas to be covered in all circles for the entire Financial year without omission.

- Verification of Hydro generations invoices, Revenue realized (Hydro circles).
- To verify the Bank and cash Reconciliation. (All circles)
- To verify the remittance of TDS deducted, issue of TDS certificates, the rate of Deduction under Income Tax Act.
- To verify the remittance of TDS under GST Act, the rate of deduction and filing of returns.
- To assist in resolving the queries raised by Statutory Auditors / AG auditors.
- To report on the Utilization of Funds, and correctness of Fund indents.
- Inter-unit reconciliation & Inter - company reconciliation of Transactions
- Verification of miscellaneous revenue collections of TNGECL as per different regulations.
- Reporting on the Internal control on funds, expenditure, Capex.
- Review of procurement and Works contracts including O&M Contracts.
- To report on the timely Capitalization of work in progress, regularly.
- To report on Stock reconciliation with Finance ledger.
- Physical verification of one store per quarter in each circle.
- Checking the efficacy of IT packages & ERP being utilized.
- Any specific requirements of audit committee of TNGECL.

All work done by the Internal Audit team should be properly documented, evidenced and filed for any reference. The documentation shall comply with the guidelines prescribed by the ICAI.

(ii) AREA OF COVERAGE OF AUDIT:

Sl. No.	Description	Percentage of conduct Internal audit work for the FY 2025-26 & 2026-27
1.	Procurement and Works contracts including O&M contracts valuing more than; - Rs.5 lakhs in case of Generation and Projects Circles - Rs.50 lakhs in case of HQ PO placing authorities	100%
	(a) Verification of all contracts awarded as per the approval of the competent authority	75%
	(b) Compliance of all contract terms	50%
	(c) Final Bills settlement	75%
2.	Finance & Accounts including commercial aspects:	
	(a) Verification of bank reconciliation statements of all banks.	100%
	(b) Physical verification of cash and cheque.	One time in a quarter.
	(c) Verification of Power purchase revenue invoices - Sale of power invoices by circles and Headquarters.	100%
	(d) Billing of other revenue streams of the company sale of scraps.	50%
	(e) Work Order closing and capitalization of assets – valuing more than Rs.25 lakhs.	50%
	(f) Deposit Contribution Works (DCW) related Work orders valuing more than Rs.50 lakhs.	50%
	(g) To check the inter-unit and inter- Company transactions of more than Rs.1 crore.	75%
	(h) Utilization of funds and fund indents.	100%
	(i) Monthly Statement of Accounts.	100%
	(j) Compliance of IT, GST provisions.	100%

3.	MM & Stores		
	(a)	Stores Department viz. Documentation and Procedure.	6 months
	(b)	Controls over Material receipt, issuance & consumption booking procedures, Inventory valuation etc.	6 months
	(c)	Adjustments for returns, shortages, damages and unserviceable stores and materials at sites.	50%
	(d)	Stock Reconciliation with financial records.	All quarter end.
	(e)	Inventory levels.	12 months
	(f)	Physical verification at Stores.	At the end of all quarters.

(iii) The following activities are also included in the scope of Internal Auditor.

a) Revenue:

- (i) Collection of NCES charges Viz., Application fees, load flow study charges, Security Deposit, etc., in NCES' Circles and Headquarters'.
- (ii) Collection of miscellaneous Charges, Viz., Application fees, Registration of Contractors fees, Rental income etc., in circles / Headquarters'.
- (iii) Verification of PRs prepared, remittance entry, mail transfer entry posted in ERP by circles/Headquarters'.
- (iv) Verification of amount transferred to headquarters from various collection accounts of Headquarters / circles.

b) Stores receipt and issue journals:

Verification of journals that are automatically posted in ERP wherever the stores transactions are done through ERP. The stock is valued at weighted average price.

c) APS Section:

1. Verification of P.O journals – accounting of recoveries while passing invoices (material P.Os, K2 agreements and Hire vehicle bills).
2. Verification of Miscellaneous Bills passed and posted through ERP.
3. Verification of bills processed through ERP and payment made through HQ Central payment by automatic posting of journals in both Central payment and circle books, by system itself.

4. Verification of Supplier Advance payment through ERP and its subsequent adjustment.
 - (i) Verification of K2 agreement/Other miscellaneous expenses related to Work orders to ensure accounting in the relevant work order before processing claims for payment.
 - (ii) Arriving at the vendor wise, age wise balances.

d) Cash Section:

The Receipts and Payments of all nature are to be covered for verification and proper accounting.

1) Salary payments:

The financial postings of payroll is being done in ERP, JV will be automatically posted on pay related expenses.

2) Off cycle payments: (other than monthly pay bill):

With respect to the off-cycle payments made by central payment (the GPF temporary advance, part final and bonus), entries will be made by Central Payment section of Headquarters duly debiting the liability in circle profit center.

3) Statutory Payments: (GST TDS and IT TDS) :

Verification of Manual JVs passed and its reconciliation.

4) Verification of Remittances Salary recovery payments (LIC, thrift society, PLI etc) and its reconciliation.

5) Verification of Other miscellaneous payments (telephone bills, legal fees, courier bills, etc)

6) Fund allotment:

Verification of Fund allotment journal will be posted / processed by Headquarters' funds section. The circles need not post any journal for the same.

7) Fund surrender:

Verification of fund surrender from the circle to HQ Funds division.

8) Imprest and temporary advance closing journals:

Verification of JVs for imprest and Temporary advance opening and closing transactions and timely closure of imprest / temporary advance by posting of payment entries.

9) Receipt cash book journal:

Besides, collections of NCES charges, various miscellaneous receipts, various miscellaneous collections are made in circles, which need to be verified for proper accounting, remittances, mail transfer to HQ, etc.

10) Complete checking of BRS, Bank Scrolls, confirmation with Book balance etc. and verify with certificate of balances issued by respective Banks.

11) Verification of postings of GPF/CPS Subscription, loan disbursement, Loan recovery, Interest credit, Board's Contribution, etc.

e) Administration Wing: (Employees Related bills):

- Monthly pay bill transactions consist of Pay, DA, Allowances, Recoveries, Viz., Subscription, loan recovery, statutory recovery, Net Salary Payable – Verification of Accounting.
- Other than pay bill related claims like Leave salary, Terminal benefits, Medical reimbursement, T.A. bill, Loans and Advances, etc.- Verification of accounting.

f) General Accounting section (GAS):

- (a) Verification of BRS journal of circle offices:
- (b) Verification of E-tax journal, self-generation tax and compounding tax journal.
- (c) Verification of Transfer journal: Transfer of Revenue heads pertaining to TNGECL collected in TNPDCCL's books.
- (d) Inter unit transactions between the circles of TNGECL: No inter company JVs posted at circle level.
- (e) Verification of Sale of scrap material journal and profit/loss on sale of scrap journals.
- (f) Verification of CPS – Board Contribution Journal.
- (g) Verification of Month end journals, yearend journals in each circle.

g) Work Order section:

- a) Verification of work Breakdown Structure (WBS) and internal work orders for booking of Capital expenditure and on completion of work, transfer to Fixed Assets. The transfer of expenses lying in Expenses heads, capital consumption account, WIP Up gradation account to work orders happens after periodical settlement process is carried out and the same have to be verified.

- b) Expenditure Review against WBS/IO and to bring to WBS expenses:
Verification of all the expenditure in relation to the Internal Order/WBS number against the capital expenditure either at the PO creation stage or M Book entry or Bill passing stage or Material Requisition stage (Material Reservation).

iv) SCOPE OF THE WORK FOR HEADQUARTERS JURISDICTION:

a) COST wing – sale of Power:

Verification of accounting of the following Power purchases in ERP to confirm no material variations in accounting exist;

- Check whether the amount as in 'pass order' in the passed bills for Central generating stations, IPP, Exchanges, Traders etc., dealt in cost division under the jurisdiction of the Chief Financial Controller/TNGECL is captured in ERP for all months. (Appx.1200 p.a. in number). Arrive the vendor balances with aging details.
- Check whether trading of Power is captured in ERP for all months, in coordination with Chief Engineer/NCES/Hydro.
- Verify that all the payment entries are posted by the cost for sale of power fund receipt from TNPDC and ensure that the outstanding bills at the year-end as per the cost division is reflecting in ERP.

b) Fund Section:

This wing receives all collections from circles, subsidy from GoTN, Grants from Central and State Government, Loans from Financial Institutions & Banks, etc. This wing makes fund allotment to circles or to HQ Central Payment wing for all sorts of payments. The payments towards Bond Interest, CC account interest, other debits in bank account are incurred.

- i. Fund Indent: Review fund indent process and its corresponding fund allotment.

ii. Fund allotment:

Verification of Fund allotment process/journal posted by Headquarters' funds section. The circles need not post any journal for the same. The ERP documents for fund indents from circles need to be cleared from HQ funds wing. The transfer of funds to ESCROW accounts, inter Bank transfers, etc are to be checked for their accounting.

a. Fund surrender journal:

Verification of journals made for fund surrender from the circle's books to HQ Funds division.

b. Mail Transfer, online transfer, RTGS, etc :

Verification of the amount credited to HQ bank accounts from circles through multiple mode of collections viz., Bank Mail Transfer, Net Banking, RTGS, direct credit into account, etc.

iii. The expenditures incurred in Funds wing shall be verified for their proper accounting.

c) Cash Compilation wing :

The miscellaneous receipts like testing fees, EMD/SD on HQ tenders, IT refunds, etc., relating to HQ offices are being collected & accounted in this wing. Similarly, all the HQ office related payments i.e. Employees Pay bill, Pension, Contractors bills, IT TDS & GST TDS payments, Imprest & temporary advances, administration & general expenses, refund of EMD/SD, etc. are being made. The verification of proper accounting needs to be carried out.

d) Resources:

Verification of accounting of all loans received from various Banks and Financial Institutions, Principal repayment, interest payment and Grants received from Government. The expenses like consultancy charges, fees to Stock Exchanges, etc. are to be verified for proper accounting.

e) Central Payment:

The Suppliers / contractors' claims, bills towards power purchases, Materials & Services, Consultancy fees, GST remittances, bills admitted from Circles, etc are being paid and accounted. Proper accounting of these expenses needs to be checked/verified thoroughly.

f) Balance Sheet Section:

Review the comments of the statutory auditors/Accountant General Auditors during the previous years and to take necessary action to avoid repetition of such comments in the future. Ensuring that all the instructions and circulars issued in connection to the preparation of monthly/annual accounts are adhered by the Circles.

7. INTERNAL AUDIT REPORTS:

The quarterly Internal Audit report should be structured in a manner to provide the following:

- (a) Important Audit observations, objections and reservations.
- (b) Report on CAG audit/Statutory auditors queries during previous years, assurances given by the management and its compliance status so that the same queries are not repeated again.
- (c) Report on system improvement, testing of effectiveness of internal controls and internal finance control.
- (d) Status of action taken on the previous quarter's audit recommendation.
- (e) The report of each quarter shall be further supported by the following;
 - (i) Particulars of records checked along with their volume and value as compared to the total volume and value of transactions. Auditors should also mention the date and number of the last document verified by them in the SAP system.
 - (ii) A statement indicating the audit personnel deployed, their designation and the period of deployment in each quarter.

Interim audit report in respect of any errors of recurring nature in bill processing or any error of serious nature shall however be submitted immediately on observation of such an error.

In addition, the internal auditor should prepare and submit a comprehensive report for each quarter, highlighting the critical issues which require the immediate attention of TNGECL. The internal auditor should discuss the results of audit with the Director / Finance of TNGECL and the Audit Committee as and when requested.

The jurisdictional internal audit reports and consolidated report in respect of TNGECL shall be submitted in triplicate for each quarter along with a soft copy on CD/pen drive form.

8. DELIVERY SCHEDULE:

(i) Deliverables for Jurisdictional Internal Audit:

1. The Firm shall have monthly meeting with the Superintending Engineers of the circles allotted, appraise on the performance of the circles, major issues observed, suggestive measures with a copy to HQ, Chief Engineers Concerned.

2. The Firm shall apprise to the Superintending Engineers of the circles allotted on the quarterly report, the follow up action taken for the previous quarter's report with a copy to HQ, Chief Engineers Concerned.
3. The firm has to prepare Annual Review report for each circle allotted, consisting of performance of each wing, accounting aspects, major issues to be attended or resolved during the year, suggestive measures etc., by the end of May 2026 and May 2027 respectively.
4. Monthly meeting with **Chief Internal Audit Officer, Financial Controller/TNGECL and Director/Finance** and report on the overall performance of all the account rendering units allocated along with major issues in accounting, suggestive measures etc., to the.
5. Quarterly appraisal and presentation to the Management, Audit Committee and Board of TNGECL on the overall performance of TNGECL in the Internal Audit aspects, major issues to be appraised, suggestions for improvement way forward plan of action etc.

The timeline for submission of Internal Audit reports shall be:

Quarter	Circle Quarterly report (incl. HQ)
For the FY 2025-26 & FY 2026-27	
I Quarter	31 st July 2025 & 2026
II Quarter	31 st October 2025 & 2026
III Quarter	31 st January 2026 & 2027
IV Quarter	30 th April 2026 & 2027

9. RIGHTS OF THE INTERNAL AUDITOR:

The Internal Auditors has right of access to all TNGECL records, information and assets which are considered necessary to fulfill the responsibilities. The Internal auditors conducting internal audit in each circle shall also have direct access to Director/Finance/TNGECL for reporting on the issues encountered. Similarly, the Internal Auditor shall have direct access to the Director/Finance and the Audit Committee, duly getting prior appointment.

10. RESPONSIBILITY:

The responsibility of the Internal Auditor would be:

- a) Develop a flexible annual internal audit plan, in preparation of internal audit reports by the Internal Auditor to using an appropriate risk based methodology, including any risks or control concerns identified by management and submit that plan to the audit committee for review and approval as well as periodic updates.
- b) Implement the annual internal audit plan, as approved, including any special tasks or projects requested by the management and the audit committee.
- c) Maintain the same audit team as mentioned at the time of bidding and ensure that the knowledge, skills, experience and professional certifications of each member of the team are commensurate with the requirements of this Charter.
- d) Issue periodic reports to the audit committee and management summarizing results of audit activities, including significant audit issues and management action plans.
- e) Keep the audit committee informed of emerging trends and successful practices in internal auditing.
- f) Assist in the investigation of significant suspected fraudulent activities within the organization and notify management, the external auditors and the audit committee of the results.
- g) Consider the scope of work of the external auditors and regulators, as appropriate, for the purpose of providing optimal audit coverage to the organization at a reasonable overall cost.
- h) Responses to internal audit reports should be obtained from the audited offices and forwarded to CIAO/Audit Branch/ TNPDC/ Chennai-2. If the circles don't respond within the time line, the same shall also be highlighted in the report and the reports shall be submitted adhering to the time line given for submission.**

11. SECURITY DEPOSIT:

The Successful tenderer will have to pay a Security Deposit of 5% of the total value of the Contract in the form of electronic mode of payment or D.D or Banker's Cheque or pay order or irrevocable Bank Guarantee.

The successful tenderer will have to furnish the Security Deposit within 30 days from the date of receipt of contract. The security deposit will not carry any interest. In the event of failure to remit Security Deposit cum performance Guarantee within the prescribed period, the EMD shall be forfeited and order will be cancelled. The belated payment of security deposit shall not be accepted. Failure to comply with the terms regarding Security Deposit set out in the contract within the stipulated time by the successful tenderer will entail in the cancellation of the contract without any further reference to the firm.

The Security Deposit will be refunded to the FIRM only if the contract is completed to the satisfaction of the TNGECL. If the TNGECL incurs any loss or damages on account of breach of any of the clauses or any other amount arising out of the contract becomes payable by the FIRM, then the company will, in addition to such other dues that he shall have under law, appropriate the whole or part of the security deposit and such amount that is appropriated will not be refunded to the FIRM.

The Security Deposit will be released after submission of reports in complete shape. In case of the requirement arising for extension of the Bank Guarantee, the extended Bank Guarantee shall have to be submitted to TNGECL within the date of expiry of the existing Bank Guarantee. In case of failure to submit such extended Bank Guarantee within the due date (expiry date), TNGECL shall invoke the Bank Guarantee by addressing the Bank directly.

12. OTHER TERMS AND CONDITIONS:

- i. The appointment of audit firms will be for one year viz., FY 2025-26, with the option to extend for further one year by duly renewing at the end of 1st year respectively i.e. FY 2025-26 depending on the performance. During renewal of engagement the area of Audit of the auditors may be changed at the discretion of TNGECL.**
- ii. Firms selected by TNGECL shall maintain ethics of faith and the information provided by TNGECL shall be kept strictly confidential. The firm shall execute Confidentiality Non-Disclosure Agreement before commencement of the Internal Audit Assignment.

- iii. In case of any dispute, the decision of Chairman or Managing Director, TNGECL shall be final and binding.
- iv. All assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.
- v. All reporting including MIS shall be done on concurrent basis as required by TNGECL from time to time.
- vi. TNGECL reserves the right to cancel selected firms, if it considers necessary.
- vii. The Audit work being conducted by the firm will be subject to supervision by TNGECL as and when required to ensure that the work is progressing as per agreed plan.
- viii. In case of non-fulfillment of any instructions, TNGECL will be entitled to cancel the audit work without any obligations.
- ix. The successful firm shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
- x. TNGECL reserves the right to reject any or all offers received without assigning any reasons.
- xi. These are only proposed draft terms and conditions and can be modified at any time by the TNGECL at its sole discretion.
- xii. The Audit team for each circles shall be as mentioned in the bid and no change shall be made without prior approval. will consist of sufficient number of experienced and qualified professionals in relevant field.
- xiii. The audit firm shall not sub-contract the audit work to other audit firms for conducting internal audit.

13. Validity of Fees:

The tender price is to be in Indian currency and must include applicable taxes and out of pocket expenses. The firm must complete the price table as in BOQ for price. The quoted tender price shall be valid for a period of 90 days from the opening date of tender. The price is firm and fixed throughout the agreement period.

14. EVALUATION OF BIDS:

The schedule of fees quoted by eligible CA firms will be evaluated based on all inclusive fees, duly including any out-of-pocket expenses, taxes & duties, etc. The fees for internal audit have to be quoted as single quote comprising all circles and for each year viz., FY 2025-26 and FY 2026-27. The evaluation will be done for considering the fees quoted for all the two years. Evaluation of bids will be made the CA Firm who got the highest points under QCBS will be considered for awarding of Internal Audit assignment. The fees shall be quoted for each year separately and shall not be clubbed together.

All the qualified CA firms will be empanelled by TNGECL and will be assigned internal audit work based on the ranking order as per QCBS. In case the successful CA firm is unable to take up the assignment or TNGECL is not satisfied with their performance, the firm which is ranking next will be assigned the internal audit work.

15. PAYMENT OF AUDIT FEES:

The payment of 20% of the Audit Fees as fixed will be made upon completion of Audit Work and submission of Audit Report for every quarter for the first 3 quarters. Completion of Audit includes conduct of audit, submission of reports and discussion with TNGECL. Tax Invoices may be submitted in duplicate with e-invoice compliant, on quarterly basis.

The Bill for Audit Fees will be submitted to the Chief Internal Audit Officer / TNGECL along with a certificate indicating that audit work has been completed as per the agreed terms and conditions.

TNGECL shall cause payment to the Audit Firm on quarterly basis within 30 days from the date of receipt of the bill along with supporting documents. Tax as applicable will be deducted at source and tax deducted certificate will be issued as per the law in force.

The final 40% will be released after submission of all reports and completion of the assignment in full shape.

16. PENALTY CLAUSE:

The quarterly Internal Audit reports and consolidation reports shall have to be submitted as per the delivery schedule indicated in the order. In case of any delay in submission of quarterly reports, the liquidated damages of 0.5% on the Tax invoice bills will be proportionally recovered for every completed week of delay with a maximum limit of 10% of the Internal Audit assignment value.

CHIEF INTERNAL AUDIT OFFICER (a/c)
AUDIT BRANCH/TNPDCL.

Attachments:

- 1.Format of Application.
- 2.Check List

FORMAT OF APPLICATION

1. Name of the Partnership Firm / LLP:
2. Details of the Partnership Firm / LLP:
 - (a) Registration of the Institute :Institute of Chartered Accountants
 - (b) Type of Partnership Firm : Partnership Firm / LLP
 - (c) Registration No. of the Partnership Firm / LLP:
 - (d) Date from which continuing as Partnership Firm/
Registration of LLP firm (whichever is earlier):
- 3.Details of Head Office & Branch Office(s):

Head Office:

Address	State / UT of Head Office of Audit Partnership Firm/ LLP	Contact No(s)/Fax/ Mobile No.	E-mail

Branch Office 1

Address	State / UT of Head Office of Audit Partnership Firm/ LLP	Contact No(s)/Fax/ Mobile No.	E-mail

Branch office 2

Address	State / UT of Head Office of Audit Partnership Firm/ LLP	Contact No(s)/Fax/ Mobile No.	E-mail

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

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

Sl. No	Name of the Partner	Membership No.	Membership Status ACA/ /FCA/	CISA/DISA	Date of joining the Partnership Firm /LLP as partner
1.					
2.					
3.					
4.					

5. Details of Qualified Assistants:

Sl.No.	Name of the Qualified Assistant	Membership No. / Final Pass Certificate No./ Mark-	Membership Status ACA//FCA & CISA/DISA	Date of joining the Partnership Firm/LLP as
1.				
2.				
3.				
4.				

6. Details of Semi- Qualified Assistants:

Sl.No.	Name of the Semi-Qualified Assistant	CISA/DISA	Date of Joining the Partnership Firm /LLP as Semi-Qualified Assistant
1.			
2.			
3.			
4.			

7.Details of Experience in Power Sector from FY: 2019-20 onwards:

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

8. Details of Experience other than Power Sector from FY: 2019-20 onwards

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

9. Income Tax PAN of the Partnership Firm / LLP :

10.GST Registration No.:

11. Bank details:

1.	Bank Name	
2.	Bank Address and Telephone No.	
3.	Branch Name, Address & Code	
4.	Type of account- Saving/ Current	
5.	Bank Account Number	
6.	IFSC Code No. of the Bank	

12. It is confirmed that all the requirements of the Tender Specification documents have been complied with.

13. We hereby confirm that all terms & conditions as specified in the tender Specification and annexure there to have been accepted by us.

14. This is to certify that all the information given above are accurate and any misstatement will be liable for rejection of our participation in the tender and blacklisting by TNGECL as per Company's procedures.

Authorized Signature [In full and initials]:
Name and Title of Signatory: Name of Firm: Address

CHECK LIST

SPECIFICATION No.001/TNGECL/CIAO/Internal Audit/ 2025-26 & 2026-27
(Due date of submission on -----/03/2025)

(TO BE KEPT WITH TENDER DOCUMENTS & BIDS)

INSTRUCTIONS:

(a) Strike off, whichever is not applicable

(b) Separate sheets should be used, wherever necessary:

Sl. No	PARTICULARS	BIDDER'S RESPONSE
1	Name & Address of the Firm / Company (a) Registered Office (b) Factory / works Address (c) Fax No. (c) Telegraphic Address	
2.	Name, Designation & Address of the person signing the tender	
3.	Copy of Certificates - ICAI REGISTRATION - IT PAN - GST IN	YES / NO YES / NO YES / NO
4.	Whether the copies of letters of audit executed uploaded as required in this specification.	YES / NO
5.	Whether the annual Turnover of the firm during any one of the preceding three financial years (2021-22, 2022-23 & 2023-24) is more than Rs. 50 Lakh.	YES / NO
6	Whether the proof/evidence for Turnover has been uploaded as required in this Specification 2021-22: 2022-23: 2023-24:	YES / NO YES / NO YES / NO

SI No	PARTICULARS	BIDDERS RESPONSE
7	EARNEST MONEY DEPOSIT (a) Mode Amount : Rs.5000/-	"ONLINE ONLY"
8	VALIDITY OF BIDS: Whether your offer is valid for a period of 90 days from the date of opening of Bids (Offers with validity period of less than 90 days are liable to be rejected)	YES / NO
9	PRICE: (a) Whether the price quoted is FIRM (b) Whether the following break ups for the quoted Unit Price (All-inclusive price excluding GST) have been mentioned in the Specification Basic Fees GST..... %	YES / NO YES / NO
10	Whether you are agreeable for the following clauses specified in the Specification: (a) Payment Terms (Clause-15) (b) Security Deposit (Clause-11) (c) Completion period (Clause-8) (d) Penalty Clause(Clause-16)	YES / NO YES / NO YES / NO YES / NO

Date :

SIGNATURE

Place :

NAME

ROLE IN THE FIRM
(Affix Seal of the FIRM)