

TAMILNADU POWER DISTRIBUTION CORPORATION LIMITED

TENDER DOCUMENT FOR

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

SPECIFICATION No.002/TNPDCL/CIAO/Internal Audit/ FY 2025-26 & FY 2026-27

(Through e-tendering under NIC platform)

Document download start date and time	: 10.07. 2025 @ 16.00 Hrs
Last Date & Time of submission of tender	: 24.07.2025 @ 14.00 Hrs
Opening Date & Time of tender	: 25.07.2025 @ 15.00 Hrs
Pre-bid meeting	: 15.07.2025 @ 15.00 Hrs
Pre-bid meeting venue	: Chief Internal Audit Officer's Chamber Audit Branch/TNPDCL, 1 st Floor, NPKRR Maaligai, 144, Anna Salai, Chennai – 2.
Tender Inviting Authority	: Chief Internal Audit Officer, Audit Branch/TNPDCL, 1 st 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 Tamil Nadu

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 colored (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 TNPDCCL will form a binding contract between TNPDCCL 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) **TNPDCL 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 TNPDCL 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.

:: TAMILNADU POWER DISTRIBUTION 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).

TNPDC is engaged in power Distribution (sale of power) activities. TNPDC is having the following account rendering units throughout the state of Tamil Nadu.

SL. No	Function	No. of units
1	Distribution circles	45
2.	Workshop circle	1
3.	Construction Circles	1
4.	Headquarters Wings: 1.Cost (2101) 2.Funds (2101) 3.Resources(2101) 4.Central Payment(2101) 5.Cash Compilation(2101) 6.Balance sheet section (2101)	6
Total		53

Each Distribution circle office (45 circles as above) is handling distribution of power, through their Division offices under their geographical jurisdiction. Workshop circle is located in Mettur for production of line items required for distribution circles in TNPDC. The Construction Circles are located in Chennai and are involved in the activity of construction and creation of assets. In Headquarters, there are specific offices handling centralized accounting of major functions such as Power purchase, centralized funds management, payment, loan mobilization etc.

2. EARNEST MONEY DEPOSIT:

- (i) Bidder should pay the specified amount of Rs.1,00,000/- (Rupees One Lakh only) towards Earnest Money Deposit amount as follows:**

- (ii) The EMD amount of Rs.1,00,000/-(Rupees one lakh only) 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 State Bank of India. 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.**
- (viii) SSI units (i.e. Micro & Small scale enterprises) located within the state of Tamil Nadu and registered for tendered service are exempted from payment of EMD, only against production of UDYAM registration certificate and shall upload Udyam Registration Certificate as proof of eligibility for exemption from payment of EMD.
- (ix) The SSI Units located outside the state of Tamil Nadu are not eligible for exemption from payment of EMD even though registered in Udyam portal for tendered service
- (x) In case of tenderers exempted from payment of EMD, the undertaking in lieu of EMD in prescribed format in non judicial stamp paper of value not less than Rs.500 shall be uploaded along with the tender. Signature of witnesses should be affixed at the end of undertaking along with details of name and address.
- (xi) Tender will be rejected if the undertaking is not signed /authenticated in all pages of undertaking.

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) If he withdraws his tender or backs out after acceptance of the tender or fails to remit the Security Deposit.
- b) If he revises any of the terms quoted during the validity period.
- c) If he violates any of the conditions of the tender specification. "The offer will be summarily rejected if EMD clause is not complied."
- d) They withdraw the tender before the expiry of validity period stipulated in the Specification.
- e) 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 TNPDC (Erstwhile TANGEDCO),

5. BIDDER'S ELIGIBILITY CRITERIA:

Bidder must qualify in the following minimum criteria:

S. No.	Bid Qualifying Requirement	Supporting Documents to be provided
1	The Bidder should either be a partnership firm/limited liability partnership/ registered society/ Company incorporated under the Companies Act, 1956 / 2013 or body corporate incorporated under the applicable laws of India and should be in existence for a minimum period of 15 years as on last date of bid submission.	<ul style="list-style-type: none">• Copy of PAN• Copy of GSTN Number• Certificate of Incorporation in case of bidder being Company. <p>Certificate of Registration issued by Registrar of firm if bidder being partnership firm.</p>

S. No.	Bid Qualifying Requirement	Supporting Documents to be provided
2	The bidder should have annual turnover of not less than Rs.50 Crores during any one of the previous Financial Years i.e. 2021-22, 2022-23 & 2023-24 and should upload the annual turnover for all the three said financial years.	Audited Financial Statement along with certificate from practicing Chartered Accountant (The certificate must have UDIN issued by ICAI)
3	The bidder must have completed minimum 2 (Two) Internal Audit / Statutory Audit in Power sector with turnover of INR 250 Crores or more during last seven Financial years. (i.e., FY 2018-19 to FY 2024-25)	The Bidder must submit a copy of the appointment Letter (Engagement letter/ work order/ Letter of Award) issued by the auditee organization to prove its experience in Power sector as Internal Audit/ Statutory Audit in the last 7 (seven) years (FY 2018-19 to FY 2024-25).
4	The bidder should have Minimum 3 Partners/ Directors who are FCA shall be in the firm/Company for a continuous period of minimum 3 year.	<ul style="list-style-type: none"> • Required number of partners' membership Certificate copies. (The copy of partnership deed of the Bidder 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.) • A copy of Director Identification Number DIN) must be submitted. • A copy of form DIR 12 Must be submitted, which must be certified by the company Secretary. • Certificates of ACA/FCA as issued by Institute of Chartered Accountants of India
5	At least 2 Partners/Directors of the firm/Company should possess qualification of DISA / CISA.	<ul style="list-style-type: none"> • Certificates of DISA/CISA, if any, issued by the respective Institutes should be submitted by the bidder.

S. No.	Bid Qualifying Requirement	Supporting Documents to be provided
6	The Bidder should have minimum 25 Qualified Assistants (Chartered Accountants) and 30 Semi-qualified Assistants (Chartered Accountant Intermediate).	<ul style="list-style-type: none"> • Membership certificates / Final Pass Certificate / Mark-sheet of the Qualified Assistants issued by the Institute of Chartered Accountants of India. • Certificates/Mark-sheets of Chartered Accountants (Inter) issued by the Institute of Chartered Accountants of India as evidence of qualifications of Semi-Qualified Assistants. • Joining Certificate issued by the Firm/Company on their Letterhead, duly sealed and signed for each Qualified Assistants/Semi-Qualified Assistants

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

Only the 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.

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

TNPDCL reserves the right to call for any documentary evidence supporting the BQR from the eligible firms.

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.

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

Sl. No.	Particulars	Points to be allocated	Maximum Points
A	Bidder's Experience and Team Profile		60 (Sixty)
1.	Experience of the Bidder in Power sector in Internal Audit/ Statutory Audit in the last 7 (seven) financial years (FY2018-19 to FY 2024-25).	4 (Four) Points per Completed assignment.	20 (Twenty)
2.	Experience of the Bidder in Govt./Central/ State/ PSUs/ Autonomous Bodies (Other than Power sector) in Internal audit/ Statutory Audit in last 7 (seven) financial years. (FY 2018-19 to FY 2024-25).	2 (Two) Point per Completed assignment.	10 (Ten)
3.	Number of Completed Years since continuing as Partnership Firm/LLP Registration of the Limited Liability Partnership Firm and Companies.	a) 15 years as on the Date of Tender Opening - 1 point b) More than 15 years - 1 (One) point per 2 years of existence (Fraction of the year to be ignored)	3 (Three)
4.	Number of Partners/ Directors in the Firm/ Limited Liability Partnership Firm/Company who are with the Firm / LLP/ Company for a minimum period of three years as on date of opening of EOI.	a) 3 (Three) points for each of 5 Partners/ Directors who are FCA b) 2 (Two) point for each of the 5 Partners/ Directors who are ACA c) 1 (One) additional point for each Partner/ Director for CISA/DISA	15 (Fifteen) 10 (Ten) 2 (Two)
B	Approach & Methodology		40 (Forty)
7	Discussion on Approach and	The bidder's understanding	40 (Forty)

	Methodology with eligible Bidder in Power sector	of the subject of the Internal Audit work and the PPT presentation on how to conduct the Internal audit work will be done in Person/By the VC.	
	Total Points		100 (Hundred)

Note:

The eligible bidder must secure 70 marks in technical bid for qualifying "Price bid" opening.

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 Bidders shall quote the fee for Qualified and Semi-Qualified Assistant required for two years to conduct Internal Audit in TNPDC and 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 70% is given to the technical qualification and a weightage of 30% is given to the Cost factors.**

The Bid Scores are calculated as follows:

Bid Score Calculation:

$$B = \frac{T}{T \text{ high}} \times 70\% + \frac{C \text{ low}}{C} \times 30\%$$

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.

7. COVERAGE OF JURISDICTION:

The internal audit work may be covered for all distribution regions and HQ accounting units. The entire TNPDC circles/offices are grouped into 7 Region for Internal Audit work purpose.

Sl. No.	INTERNAL AUDIT COVERAGE		
	Region offices	Distribution circles	Circle code.
1	Chennai Region	1.Chennai/EDC South I	2201
		2.Chennai/EDC South II	2202
		3.Chengalpattu/EDC	2203
		4.Kancheepuram EDC	2204
		5.Chennai/EDC/Central	2205
		6.Chennai/EDC North	2206
		7.Chennai/EDC West	2207
		8. Chennai Development Circle – Schemes.	2245
		9. Thiruvallur EDC	2248
2.	Coimbatore Region	1.Coimbatore/EDC North	2208
		2.Coimbatore/EDC/South	2209
		3.Coimbatore/EDC/Metro	2210
		4.Udumalpet/EDC	2211
		5.Thiruppur/EDC	2212
		6.Nilgris/EDC	2213
		7.Palladam/EDC	2214
3.	Erode Region	1.Erode/EDC	2215
		2.Gobi/EDC	2216
		3.Mettur/EDC	2217
		4.Namakkal/EDC	2218
		5.Salem/EDC	2219
		6.Mettur Workshop	2247
		7.Karur/EDC	2232
4.	Madurai/Region	1.Madurai/EDC Metro	2220
		2.Madurai/EDC	2221
		3.Theni/EDC	2223
		4.Ramnad/EDC	2224
		5.Sivaganga/EDC	2225

Sl. No.	INTERNAL AUDIT COVERAGE		
	Region offices	Distribution circles	Circle code.
		6.Tuticorin/EDC	2226
		7.Tirunelveli/EDC	2227
		8.Kanyakumari/EDC	2228
		9.Virudunagar/EDC	2229
5.	Trichy/Region	1.Dindigul/EDC	2222
		2.Perambalur/EDC	2230
		3.Trichy/EDC Metro	2231
		4.Thanjavur/EDC	2233
		5.Nagapatinam/EDC	2234
		6.Pudukottai/EDC	2235
		7.Thiruvarur/EDC	2236
6.	Thiruvannamalai Region	1.Dharmapuri	2237
		2.Krishnagiri/EDC	2238
		3.Vellore/EDC	2239
		4.Thirupathur/EDC	2240
		5.Tiruvannamalai/EDC	2241
		6.Villupuram/EDC	2242
		7.Kallakurichi/EDC	2243
		8.Cuddalore/EDC	2244
7.	Head Quarters A/c Rendering (profit centre)	1.Cost	2101
		2.Funds	2101
		3.Resources	2101
		4.Central Payment	2101
		5.Cash Compilation	2101
		6.Balance sheet section	2101

8. Required Team Structure.

Each team consists of a Qualified Assistant and 3 semi qualified Assistants shall be allocated to each profit centre/Circles.

9. Required Man power details :

a) Details of qualified Chartered Accountants required to carry out Internal Audit work for two years on a man month basis.

Name of the circles (1)	No. of Circles (2)	No. of Qualified required (3)	No. of days required to complete the Audit in a Quarter (4)	Total Man-days required to complete the Audit in a Quarter (5=2X3X4)
Distribution circles	45	1	7	315
Mettur WorkShop & Chennai Development circles	1	1	7	7
Headquarters	6	1	10	60
Total				382 days
<p style="text-align: right;">Total Mandays per Quarter 382days</p> <p>Qualified Assistant Man month = ----- = ----- = 16 Man month</p> <p style="text-align: right;">No. of working days in a month 24 days</p> <p>For 2 years required Qualified Assistant Man month = 16 X 8 Quarters = 128 Man month</p>				

b) Details of Semi-qualified Chartered Accountants (Inter) required to carry out Internal Audit work for two years on a man month basis.

Name of the circles (1)	No. of Circles (2)	No. of semi-Qualified required (3)	No. of days required to complete the Audit in a Quarter (4)	Total Man-days required to complete the Audit in a Quarter (5=2X3X4)
Distribution circles	45	3	7	945
Mettur WorkShop & Chennai Dev. Circle	1	3	7	21
Headquarters	6	3	10	180
Total				1146days
<p style="text-align: right;">Total Mandays per Quarter 1146days</p> <p>Semi-Qualified Assistant Man month = ----- = ----- = 48 Man month</p> <p style="text-align: right;">No. of working days in a month 24 days</p> <p>For 2 years required Semi-qualified Assistant Man month = 48 X 8 Quarters = 384 Man month</p>				

10. PRICE BID:

The fees for Qualified and Semi-Qualified Assistant required for two years to conduct internal Audit in TNPDCCL shall be quoted separately in the enclosed BOQ.

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/Company and fixed throughout the agreement period.
- iv) All pocket expenses shall also be taken care while quoting fees for the assignments.

11. 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 TNPDCCL 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 Assessment, billing, & Collection of HT category of revenue (Distribution circles).
- To verify the Bank and cash Reconciliation.
- 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

- 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 TNPDC.

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; <ul style="list-style-type: none"> - Rs.5 lakhs in case of Distribution 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 HT Revenue - Billing more than Rs.10 crores per annum.	75%
	(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.

Revenue:

- LT/HT bill value as per the cost statement of the billing software is to be verified.
- The tariff wise account heads used for accounting revenue and debtors of LT/HT assessment as per the report from LT/HT billing software and collection need to be verified for each month.
- Accuracy of journals posted for unbilled revenue.
- Verification of revenue transactions posted based on the report from HT & LT packages (outside ERP) for the period of audit. This includes verification

of LT, HT and Miscellaneous revenue entries posted in the ERP based on the report from respective software packages outside ERP.

- Deposit of collections (Remittances) to circle's bank account:
 - 1) Verification of Remittances of LT/HT collection into the bank accounts of TNPDCCL and accounting of the same.
 - 2) LT deposits refund:
 - Verification of amount refunded to LT/HT consumers.
 - Mail Transfer Journal (Different mode of transfer):
 - Verification of amount transferred to Head quarters in respect of LT/HT Collection.

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.
3. 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 payment to division office bank accounts:

Verification of JV passed for the fund transfers made to divisions as temporary advance & other miscellaneous payments purposes.

7) 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.

8) Fund surrender:

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

9) Imprest and temporary advance closing journals:

Verification of JVs for imprest and Temporary advance opening and closing transactions.

10) Receipt cash book journal:

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

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

- 12) 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 division 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 TANTRANSCO collected in TNPDC's books:
- (d) Verification of Sale of scrap material journal and profit/loss on sale of scrap journals.
- (e) Verification of CPS – Board Contribution Journal.
- (f) Verification of Month end journals, year-end 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 - Power Purchase:

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/Revenue is captured in ERP for all months. (Appx.1200 p.a. in number). Arrive the vendor balances with aging details.
- Check whether purchase from Power exchange amount is captured in ERP for all months, in coordination with PPP Division under the jurisdiction of the Chief Engineer/PPP.
- Verify that all the payment entries are posted by the Central Payment for power purchase 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. HT and LT 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, Point of Sale (POS), 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.

12. 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 TNPDC. The internal auditor should discuss the results of audit with the Joint Managing Director (JMD) / Finance of TNPDC and the Audit Committee as and when requested.

The internal audit reports in respect of TNPDC shall be submitted in triplicate for each quarter along with a soft copy.

13. DELIVERY SCHEDULE:

(i) Deliverables for Internal Audit:

1. The Bidder 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 and to the consolidation Audit Firm engaged at HQ.
2. The Bidder 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 and to the consolidation Audit Firm engaged at HQ
3. The Bidder 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.

(ii) Deliverable for Internal Audit:

1. Monthly meeting with **Chief Internal Audit Officer/Chief Financial Controller/Audit and Taxations / Director/Finance** and report on the overall performance of all the account rendering units along with major issues in accounting, suggestive measures etc.,.
2. Consolidation of the quarterly reports of all the regions and apprise the same along with other major observations, suggestions to the **Chief Internal Audit Officer, Chief Financial Controller/ Audit and Taxations/ Director/Finance**.
3. Quarterly Internal Audit reports of the TNPDCCL of all Region Offices, shall be furnished as per the timeline given below.
4. Quarterly appraisal and presentation to the Management, Audit Committee and Board of TNPDCCL on the overall performance of TNPDCCL 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:

Quarterly reports	FY 2025-26	FY 2026-27
I Quarter	Before 30 th Sep. 2025	Before 10 th Aug 2026
II Quarter	Before 30 th Nov 2025	Before 10 th Nov 2026
III Quarter	Before 10 th Feb 2026	Before 10 th Feb 2027
IV Quarter	Before 7 th May 2026	Before 7 th May 2027

14. RIGHTS OF THE INTERNAL AUDITOR:

The Internal Auditor has right of access to all TNPDCCL records, information and assets which are considered necessary to fulfill the responsibilities. The Internal auditor conducting internal audit in all regions shall also have direct access to JMD/Finance/TNPDCCL and the Audit Committee, duly getting prior appointment for reporting on the issues encountered. The Internal Auditor has right to formulate the pattern of reports.

15. RESPONSIBILITY:

The responsibility of the Internal Auditor would be:

- a) Develop a flexible annual internal audit plan, by 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.**

16. 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 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 bidder.

The Security Deposit will be refunded to the Bidder only if the contract is completed to the satisfaction of the TNPDC. If the TNPDC 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 Bidder, 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 Bidder.

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 TNPDC 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), TNPDC shall invoke the Bank Guarantee by addressing the Bank directly.

17. OTHER TERMS AND CONDITIONS:

- i. The appointment of Bidder 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 auditor may be changed at the discretion of TNPDC.**
- ii. Bidder selected by TNPDC shall maintain ethics of faith and the information provided by TNPDC shall be kept strictly confidential. The Bidder shall execute Confidentiality Non-Disclosure Agreement before commencement of the Internal Audit Assignment.
- iii. In case of any dispute, the decision of Chairman cum Managing Director (CMD), TNPDC 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 TNPDC from time to time.

- vi. TNPDCCL reserves the right to cancel selected Bidder, if it considers necessary.
- vii. The work being conducted by the Bidder will be subject to supervision by TNPDCCL as and when required to ensure that the work is progressing as per agreed plan.
- viii. In case of non-fulfillment of any instructions, TNPDCCL will be entitled to cancel the audit work without any obligations.
- ix. The successful Bidder shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
- x. TNPDCCL 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 TNPDCCL at its sole discretion.
- xii. The Audit team 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 Bidder shall not sub-contract the work to other firms for conducting internal audit.

18. Validity of Fees:

The tender price is to be in Indian currency and must include applicable taxes and out of pocket expenses. The Bidder 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.

19. EVALUATION OF BIDS:

The schedule of fees quoted by eligible Bidder will be evaluated based on all-inclusive fees, duly including any pocket expenses, taxes & duties, etc. The fees for internal audit have to be quoted separately qualified and Semi-Qualified Assistant for inclusive of two years (FY 2025-26 and FY 2026-27). The evaluation will be done Qualified and Semi-Qualified jointly the two years quoted fees. Evaluation of bids will be made taking into account of Technical factor and Cost factors and Bidder who got the highest points under QCBS will be considered for awarding of Internal Audit assignment all Regions in TNPDCCL.

The total internal audit fee shall be quoted all seven regions as the internal audit work will be awarded to the single bidder for all regions.

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

20. 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 TNPDCCL. 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 / TNPDCCL along with a certificate indicating that audit work has been completed as per the agreed terms and conditions.

TNPDCCL shall cause payment to the Bidder 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.

21. PENALTY CLAUSE:

The quarterly Internal Audit 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.

Sd/-

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

Attachments:

- 1.Format of Application.
- 2.Check List
- 3.Annexure- 1 (Undertaking in lieu of E.M.D)

FORMAT OF APPLICATION

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

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/Directors in the Partnership Firm/Limited Liability Partnership/
Company:

Sl. No	Name of the Partner/Director	Membership No.	Membership Status ACA/ /FCA/	CISA/DISA	Date of joining the Partnership Firm /LLP/ Company 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 /Company
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/Company as Semi-Qualified Assistant
1.			
2.			
3.			
4.			

7.Details of Experience in Power Sector from FY: 2018-19 to FY 2024-25:

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: 2018-19 to FY 2024-25.

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/Company:

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 TNPDCCL as per Company's procedures.

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

CHECK LIST

SPECIFICATION No.002/TNPDCL/CIAO/Internal Audit/ 2025-26 & 2026-27
(Due date of submission 24/07/2025)

(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 firms/Companies during any one of the preceding three financial years (2021-22, 2022-23 & 2023-24) is more than Rs.50 Crore.	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.1,00,000/-	"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/COMPANY (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-20) (b) Security Deposit (Clause-16) (c) Completion period (Clause-13) (d) Penalty Clause(Clause-21)	YES / NO YES / NO YES / NO YES / NO

Date:

SIGNATURE

Place:

NAME

ROLE IN THE FIRM/COMPANY
(Affix Seal of the FIRM/COMPANY)

ANNEXURE – I
UNDERTAKING IN LIEU OF E.M.D.
(TO BE FURNISHED IN NON-JUDICIAL STAMP PAPER OF VALUE NOT LESS THAN RS. 500/-)

THIS DEED OF UNDERTAKING executed at
..... on this day of
..... hereafter called 'TENDERER' (which expression shall where the context so admits mean and include their Agents, Representatives, Successors – in – office and Assigns.

TO AND IN FAVOUR OF THE TAMIL NADU POWER DISTRIBUTION CORPORATION LIMITED (Erstwhile TANGEDCO), a corporation incorporated under companies act, 1956 and a subsidiary of TNEB Ltd., having its office at NPKRR Maaligai, 144, Anaa Salai, Chennai – 600 002, herein called the "TNPDC" (Erstwhile TANGEDCO) (Which expression shall where the context so admits mean and include its successors in office and Assigns)

WHERE AS the Tenderer is required to pay Earnest Money Deposit of Rs/- (Rupees Only) for participation in the tender for work of in terms of Specification No
.....

AND WHERE AS the Tenderer is exempted by the TNPDC from payment of EMD in the form of cash, subject to the tenderer executing an undertaking to the value of Rs...../- (Rupees Only) representing the amount equivalent to the amount of EMD specified to be paid to the TNPDC (Erstwhile TANGEDCO) in the event of non-fulfillment of breach of any of the conditions of the tender by Tenderer as mentioned hereunder.

AND WHEREAS in consideration of the acceptance by the TNPDC (Erstwhile TANGEDCO) of the above proposal, the tenderer has agreed to pay to the TNPDC(Erstwhile TANGEDCO) the said amount of Rs...../- (Rupees Only) in event of –

1. Withdrawing his tender before the expiry of the validity period OR
2. Withdrawing his tender after acceptance, OR
3. Violating any of the conditions of the tender issued by the competent authority.

NOW THIS UNDERTAKING WITNESSETH that in pursuance of the said agreement the Tenderer hereby doth covenant with the TNPDC (Erstwhile TANGEDCO) that in consideration of the "TNPDC" (Erstwhile TANGEDCO) waiving the condition of payment of EMD in cash in terms of the said specification, the Tenderer has agreed to pay to the TNPDC Rs.....(only) in the event of:

- i) Withdrawing his tender before the expiry of the validity period.
- ii) Withdrawing his tender after acceptance.
- iii) Violating any of the conditions of the tender issued by the competent authority.

NOW THE CONDITIONS OF THE above written undertaking is such that if the tenderer shall duly and faithfully observe and perform the conditions specified as above, then the above written undertaking shall be void, otherwise it shall remain in full force.

The tenderer undertakes not to revoke this guarantee till the contract is completed under the terms of contract.

The expression, 'TENDERER' and the 'TNPDC' (Erstwhile TANGEDCO) hereinafter before used shall include their respective successors and assigns in office.

IN WITNESS WHERE OF THIRU..... acting for and on 'behalf' of the Tenderer has signed this deed on the day, month and year herein before first mentioned.

SIGNATURE:
NAME IN BLOCK LETTERS:
SEAL OF THE COMPANY:

In the presence of Witnesses:

- 1. Signature
(Name and Address)
- 2. Signature
(Name and Address)