

HARYANA VIDYUT PRASARAN NIGAM LIMITED

Regd. Office: Shakti Bhawan, Sector-6, Panchkula
Corporate Identity Number: U40101HR1997SGC033683



TENDER DOCUMENT

(BID NO. 1/Sr AO/AUDIT- 2025)

FOR

Conducting of Internal Audit of Units of HVPNL in respect of Financial Year 2025-26 on Outsource Basis in HVPNL. The period of Contract is extendable up to next one year on the basis of performance of firm.

**SR. ACCOUNTS OFFICER/AUDIT,
HVPNL, SECTOR-6, PANCHKULA
M. No.9316467239
E-Mail: saoaudit@hvpn.org.in**

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SECTION-I

INVITATION FOR BID

(IFB)

HARYANA VIDYUT PRASARAN NIGAM LTD
OPEN TENDER NOTICE (Through e-tendering)
(BID NO: 1/Sr AO/Audit- 2025)

E-tenders are invited (i.e. in two parts, one for technical Bid and other for financial Bid) from well established, reputed and experienced Chartered Accountant firms having experience of audit of Government Autonomous/Public Ltd Companies and financial institutions etc in Power Sector for conducting the Internal Audit of 57 units of HVPNL in respect of FY 2025-26 (Annexure – B). The period of contract can be extended for next one year on the basis of performance of the firm and on existing terms and conditions.

The Bidder(s) shall submit their tender documents (e-Procurement Portal) as per the dates mentioned below: -

Sr. No	Description of work	EMD to be deposited by Bidder	Tender Document & e-Service Fee (Rs.)	Start Date & Time of Bid submission	Expiry Date & Time of Bid Preparation & Submission	Date of Opening of Bid
1.	Conducting of Audit of 57 Units of HVPNL in respect of FY 2025-26 on outsource basis in HVPNL. The period of contract can be extended for next one year on the basis of performance of the firm and on existing terms and conditions.	Rs.100000/-	Rs.5,000/- tender fees (plus GST @18%) + Rs.1000/-e-service fees (plus GST @18%)	0900 hrs of 04.09.2025	upto 1100 hrs of 03.10.2025	08.10.2025

Senior Accounts Officer/ Audit
For Director Finance
HVPNL, Panchkula

Under this process, the Pre-qualification/ online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQR& Commercial Envelope.

The following shall be **eligibility criteria of bidder: -**

1. The CA Firm should be empanelled with CAG of India and should have a valid registration as on the date of submission of the bid and registration should remain valid during the currency of awarded work.
2. The CA firm should be in existence for the last Ten Years with standing experience.
3. The CA Firm should have experience of minimum 03 years of Internal Audit of state/Central Govt. Autonomous body / Public Ltd Companies/Undertakings/Board etc. in power sector. The criteria of Power Sector experience shall be considered from financial year 2017-18 onwards only.
4. The CA firm should have minimum average turnover of Rs. 1.50 Cr. considering the last 3 financial years ending 31st March 2025.
5. The CA Firm must have PAN number and GST number.
6. Registered office/Branch office of the firm should be situated within the state of Haryana/Chandigarh or Mohali. Proof of Registered office/branch office of the firm is to be attached.
7. The firm must not have been debarred/blacklisted from Institute of Chartered Accountant of India or Reserve bank of India or state/Central Govt. Autonomous body / Public Ltd Companies/Undertakings/Board etc. and should provide certificate to that effect.
8. Purchase of Tender Documents is essential for participation. The tender documents having detailed terms and conditions can be downloaded from the website <http://etenders.hry.nic.in> from _____ at _____ onwards. The e-tenders shall be download through website only. All interested bidders are requested to get themselves registered as vendor(s) with the aforesaid website for submitting their bid.

For any assistance, please contact Naresh Kumar, Sr. Accounts Officer/ Audit, HVPNL

(M. No.9316467239)/ Ravinder Kumar, **Section Officer/Audit (M. No.7988084018).**

9. The cost of tender documents is Rs 5,000 plus GST @18% (non-refundable), shall be submitted through e-procurement portal.
10. The Tender documents fee and e-Service fee will be paid online-Procurement Portal.
11. The Earnest money shall be deposited online through e-Procurement Portal.
12. The HVPNL reserves all the rights to reject one or all of the tender received at any time without assigning any reason.
13. Only those tenders shall be considered who deposit the Earnest money and tender cost & e-Service fee by due date.

Senior Accounts Officer/ Audit
For Director Finance
HVPNL, Panchkula

SECTION-II

INSTRUCTIONS TO BIDDERS

(ITB)

INSTRUCTIONS TO BIDDERS

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INSTRUCTIONS TO BIDDERS

1. SCOPE OF BID:

- 1.1 Haryana Vidyut Prasaran Nigam Ltd. here-in-after called HVPNL intends to engage well established, reputed and experienced Chartered Accountant firms having experience of audit of Government Autonomous/Public Ltd Companies and financial institutions etc having computerized working environment for conducting Annual Internal Audit of 57 Nos. units of HVPNL in respect of FY 2025-26 mentioned at **Annexure-B**. The quantum of work includes the internal Audit of the units of the HVPNL scattered at different places in Haryana.
- 1.2 The job shall be carried out at unit office and Internal Audit report thereof shall be submitted to Chief Financial Officer/Controller of Finance/Director Finance.

2. QUALIFICATION OF THE BIDDER:

2.1 ELIGIBILITY CONDITIONS QUALIFYING THE BIDDER FOR SUBMISSION OF TENDER/BID: -

- (a) The CA Firm should be empaneled with CAG of India and should have a valid registration as on the date of submission of bid and registration should remain valid during the currency of awarded work.
- (b) The CA firm should be in existence for the last Ten Years.
- (c) The CA Firm should have minimum experience of Three Years of Internal Audit in Power Sector of state/Central Govt. Autonomous body/ Public Ltd Companies/Undertakings/Board etc. The criteria of Power Sector experience shall be considered from financial year 2017-18 onwards only.
- (d) The CA firm should have minimum average turnover of Rs. 1.50 Cr. considering the last 3 financial years ending 31st March 2025.
- (e) The CA Firm must have PAN number and GST number.
- (f) Registered office/Branch office of the firm should be situated within the state of Haryana/Chandigarh or Mohali. Proof of Registered office/branch office of the firm is to be attached.
- (g) The firm must not have been debarred/blacklisted from Institute of Chartered Accountant of India or Reserve bank of India or state/Central Govt. Autonomous body / Public Ltd Companies/Undertakings/Board etc. and should provide self-certificate to that effect.

To be qualified for award, bidder shall provide evidence, upto the satisfaction of HVPNL of their capacity and adequacy of resources to carry out the Contract effectively besides providing particulars in **Annexure – ‘E’ (Part A)** that may facilitate calculation of point allocation in **Annexure – ‘E’ (Part-B)**. Tender shall include the following information:

- a) Copies of the documents duly self-attested by the authorize person defining the constitution or the legal status, place of registration and principal place of business,

written power of attorney (duly notarized on NJSP) of the signatory of the Bidder to sign/submit the bid.

- b) Description of the resources available with bidder to carry out the proposed job.
- c) Information regarding any litigation, current or during the last two years, in which the Bidder is involved, the parties concerned and the nature of dispute and the disputed amount otherwise NIL certificate to that effect be provided with the BID.

3. CLARIFICATION ON BID DOCUMENTS:

The prospective bidder may obtain any clarifications within 7(seven) working days before the closing of bid regarding the tender document by writing to: -

**The Sr. Accounts Officer/Audit,
HVPNL, Shakti Bhawan, Sector-6, Panchkula
PHONE-93164-67239
Email: saoaudit@hvpn.org.in**

The bidder is advised in its own interest to examine the Tender document, instructions, forms, terms & general information before submission of tender. Failure to provide information, which is essential to evaluate the bid or to provide the timely clarification or substantiation of the information supplied or submission of bid not substantially responsive to the bid document may result in disqualification.

4. AMENDMENTS TO BID DOCUMENT:

At any time prior to the date for submission of bid as well as up to opening of bids, HVPNL may for any reason, whether of its own or by way of clarification given at the request of prospective bidder, modify the bid document by issuance of amendment (s) which shall form part of it. Due date, if considered necessary, can be extended by the HVPNL.

5. DEVIATION FROM BID DOCUMENTS:

The bid /offer must include a separate statement indicating all deviation from the bid documents as per format enclosed at **Annexure-‘A’ of Section VII.** All such deviations shall be clearly mentioned in deviation sheet. Unless the deviations from the bid documents are specifically mentioned, it will be understood and agreed that the proposal is in strict conformity to HVPNL’s instructions in all respect and it will be assumed that all terms & conditions are acceptable to the bidder.

6. FILLING OF BIDS:

- a.) Bid shall be submitted in the forms attached hereto and all blanks in **Section-V, VI, Annexure- ‘A’ of Section VII and Tender Form of Section –VIII** of the bidding document shall be duly filled in. The complete Form & Annexure shall be considered as part of Tender document in the case of successful bid.
- b.) The tender and all accompanying documents / each page shall be in English/Hindi language and shall be signed with Stamp by the authorized person. The name, designation and authority of signatory shall be stated in the Tender.

- c.) Bidder should quote the price strictly in the manner as indicated herein, falling which bid is liable for rejection. The rate/price shall be in words as well as in figure.
- d.) The tender must in accordance with instruction and comply entirely with the specification and alternative proposals, if any, shall be clearly stated in the covering letter.
- e.) The HVPNL will not be responsible to accept any cost involved in the preparation and submission of the Tender.

7. DOCUMENTS COMPRISING THE BID:

7.1 The bidder shall upload the following documents/information with the bid online-Procurement Portal.

❖ Covering letter.

❖ Power of Attorney

(Should be on Non-Judicial Stamp Paper & duly notarized.

Should be signed by each member).

The date of execution of Power of Attorney should be prior to the submission of BID and authorize the person to sign the Bid documents of HVPNL.

❖ Statement of deviations from the bid documents as per Annexure-‘A’ Section VII otherwise NIL certificate to that effect be provided with the BID.

❖ Details& particulars of bidder in format & other documents given in Section- V.

❖ Price schedule in Section-VI.

❖ Tender Form in Section –VIII.

7.2 FORMATS AND SIGNING OF BID:

The bidder shall upload one set of its bid, complete in all respect with enclosures. The bid shall be signed on each page otherwise the bid may not be considered for participation in Tender.

8. SUBMISSION OF THE BID:

8.1 The interested bidder shall submit their proposal online-Procurement Portal on or before up to ____hrs_____.

8.2 The bid shall be submitted in the following manner:

“PART-II “PRICE SCHEDULE AGAINST BID NO: 1/Sr AO Audit -2025” should be as per e-tender online Portal (e-Procurement Portal) & must be submitted online only. The price Bid of those bidders shall be opened who are declared qualified after evaluation of Part- I tender.

8.3 Telegraphic quotations and also through Fax/ email will not be accepted.

9. BID VALIDITY:

Bid shall remain valid for 120 days from date of opening of first part and shall remain valid for acceptance for a period of 90 (Ninety) days reckoned from the date of opening of Part II i.e. Price Bid. HVPNL may extend the validity date of bid, if required.

10. EARNEST MONEY:

- 10.1** Before submitting the Tender, the Bidder shall deposit Rs. 1,00,000/- (Rs. One Lac only) by online mode through RTGS/NEFT or Net banking on e-Procurement Portal. No other mode of deposit shall be accepted.
- 10.2** In case of unsuccessful tender, the Earnest Money will be refunded within a period of three month after the finalization of the tender. In case of successful tenderer, the Earnest Money will be converted into the Security Deposit as referred in the **Clause-2 of Section-III**.
- 10.3** Request for adjustments/proposals for acceptance of Earnest Money deposits, if any, already lying with HVPNL in connection with some other tenders/orders shall not be entertained.
- 10.4** No interest shall be payable on the amount of Earnest Money.
- 10.5** HVPNL reserves the right to forfeit Earnest Money Deposit in full or in part thereof in circumstances where it finds that the tenderer is not interested in accepting/executing the order for which it has been determined to be lowest tendered (L-1) or if there is any false/ fabricated information /document in the bid.
- 10.6** Tender Without furnishing EMD will not be considered.

11. COST OF TENDER FEES:

Purchase of specification/Tender Documents is essential for participation in the tendering process. The cost of tender documents is Rs.5,000 (plus GST@18%) (non-refundable) +Rs. 1,000 e-service fees (plus GST@18%) (non-refundable) to be paid through online system-Procurement Portal. The tender documents having detailed terms and conditions can be downloaded from the website <http://etenders.hry.nic.in> from _____(____hrs) to ____hrs of _____

12. LATE BIDS:

Any bid received after the dead line for submission shall not be entertained.

13. BID OPENING AND EVALUATION:

HVPNL will open the bids in the office of Sr. Accounts Officer/Audit, HVPNL, Panchkula. If the opening date happens to be a holiday, the bids will be opened on the next working day at the same place and time, unless notified otherwise.

The Part 1 of tender received shall be evaluated by the HVPNL to assess the eligibility of the bidder based on the criteria specified herein and the Price Bid of those bidder(s) shall be opened who are declared qualified after evaluation of Part- I of the tender.

14. REJECTION OF BID:

HVPNL reserves the right to reject all or any of Bid, at any time without assigning any reason thereof. However, the under mentioned Bids shall not be accepted and such bids are liable to be rejected, if received: -

- i) Bid submitted by the tenderer/firms/agencies, who have been black listed or with whom business dealing have been suspended by any of the State Electricity Boards/Electrical Undertakings/Govt of Haryana. The bidder shall have to submit an undertaking in this regard.
- ii) The bid submitted by a person directly or indirectly in service under Government/ Local Authority/HVPNL.
- iii) The bid not accompanied by the specified amount of earnest money.
- iv) The bid received after due date and time fixed for receiving the bid.
- v) The Bid submitted is found to be deficient in any manner and is not in compliance with the terms & conditions of the tender document or is held so by the management of HVPNL.
- vi) The tender and all accompanying documents/ each page shall be in English/Hindi language and shall be signed with Stamp by the authorized person. The name, designation and authority of signatory shall be stated in the Tender, otherwise HVPNL is liable to reject the technical Bid.
- vii) The HVPNL reserves all the rights to reject one or all of the tender received at any time without assigning any reason.

15. CLARIFICATION OR MODIFICATION OF BIDS:

To assist in examination, evaluation and comparison of bids, HVPNL may ask the Bidders for clarification in writing and the same should be submitted within 7 working days before the date of closing of bid. No change in the substances of the bid shall be permitted except which is expressly authorize by HVPNL through corrigendum.

16. AWARD CRITERIA:

HVPNL will award the contract to the successful Bidder whose Bid is determined to be substantially responsive and is determined as per the criteria described in the Annexure E & F on the basis of the quoted price for Audit of the 57 units of HVPNL after negotiation as per negotiation Policy of Govt. of Haryana circulated by Finance Department, Haryana vide U.O No. 14/28/2023-6FA dated 19.05.2023, U.O No. 14/29/2023-6FA dated 26.05.2023 and further amendments thereof.

17. NOTIFICATION OF AWARD:

Prior to the expiration of the period of Bid validity and extended validity period, if any, HVPNL will notify the successful bidders in writing by registered letter or by e-mail, that its Bid has been accepted.

The issue of award letter will constitute the formation of a valid award/Contract.

18. GENERAL:

In case of ambiguous or contradictory terms and conditions mentioned in the bid, interpretations as may be advantageous to HVPNL shall be taken. HVPNL will not

be responsible for any cost or expenses incurred by the bidder in connection with preparation or submission of bids.

HVPNL reserves the right to amend the scope of the proposed contract, reject or accept any bid, cancel the bid process and reject all applications at any time without any reason.

HVPNL shall neither be liable for any action nor be under any obligation to inform the bidders of the grounds for any of its actions.

SECTION –III

TERMS AND CONDITIONS OF THE CONTRACT

TERMS AND CONDITIONS OF THE CONTRACT

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Terms and Conditions of the Contract

The terms and conditions of the contract shall be binding on the successful bidders and any change or variation shall be inoperative unless expressly approved by HVPNL. The bidder shall be presumed to be fully aware of Terms and Conditions of the contract.

1. **PERIOD OF CONTRACT:**

The contract shall be for the internal Audit of the 57 units of HVPNL. It is estimated that this activity shall require for a period of one year for FY-2025-26 from 01.04.2025 to 30.09.2025 (1st half) and report be submitted upto 31.03.2026 for 1st half and for the period 01.10.2025 to 31.03.2026 (2nd half) and report be submitted upto 20.06.2026 for 2nd half. The consolidate report for complete financial year be submitted within 40 days from the finalization of 2nd half. The audit period will be from 01.12.2025 to 30.11.2026.

During this period, the performance of the firm/contractor shall be monitored by the office of the Sr. Accounts Officer/Audit, HVPNL, Panchkula. The HVPNL can direct the firm for improvement, in case the performance is not satisfactory or up to the mark.

2. **SECURITY DEPOSIT / PERFORMANCE SECURITY:**

- i) The Bidder shall be required to submit Performance security @ 10% of the contract value within 10 working days of the award work.
- ii) The earnest money of the successful Bidder shall be converted into security deposit.
- iii) The security deposit/ performance security shall be refundable after 6 months of satisfactory completion of the contract after making recoveries, if any, under Clause-10 & 11 of this Section or any amount recoverable from the bidder under the provisions of the contract.

3. **RULE AND REGULATIONS:** The assigned job shall be carried out in accordance of the rules and regulations of HVPNL in force and further guidelines/instructions issued by the HVPNL from time to time in this regard. The HVPNL shall also have the right to modify such instructions/guidelines and the successful bidder shall abide by such instructions/guidelines without any extra charges unless and otherwise specifically mutually agreed upon for such extra charges.

4. **COMPLIANCE OF LAW:** The firm/successful bidder shall, in all matters arising in the performance of the contract, comply in all respects, will give all notices and pay all fees required by the provisions of any statute/ ordinance/ law / regulation/ by-law of any duly constituted authority.

The contract shall in all respects be prepared and interpreted in accordance with the law in force in India including any such laws passed or made or coming into force during the period of the contract.

HVPNL shall not be responsible for accident/inquiry/conduct /losses, expenses or claim arising in connection with the death or injury to any person employed by the

bidder for the purpose of assigned job /any of the un-lawful activity committed by the firm / the staff of firm. The agency shall be liable for same and shall indemnify HVPNL against all losses, expenses or claim arising in connection with any omission or activity committed by any person employed by the agency for the purpose of assigned job.

5. **RESPONSIBILITY FOR RECORD/DOCUMENTS:** The bidder shall be fully responsible for the upkeep, maintenance and safety of the record and documents supplied by the HVPNL and also for the record/documents generated by the bidder. On completion of the contract/job the bidder will return all the documents supplied to it by the HVPNL and shall also hand over all the record/documents generated by it for the purpose of completion of the assigned work along with the report. The bidder shall also be responsible to make the loss good, if suffered by HVPNL, due to acts of the bidder or its employees of bidder.
6. **CONDUCT OF STAFF OF BIDDER:** If any of the staff of agency is found guilty of any misconduct or incompetence or negligence and then the agency, if so, directed by HVPNL shall at once remove such employee and replace him with suitable qualified and competent substitute.
7. **COMMENCEMENT OF WORK:** Initially for 5 working days' time from the date of issue of work order, successful bidder may interact with HVPNL authorized officers to understand procedure & related issues. The date of commencement of contract shall be effective after 5 (five) working days following the referred interaction with HVPNL officer(s). The date of commencement of work shall be with effect from the eleventh day of the date on which award letter is issued by HVPNL.
8. **COMPLETION OF WORK & TARGET:**
The audit of all Divisions/Offices of HVPNL shall be conducted on half yearly basis. The audit report in respect of the internal audit in respect of period from 01.04.2025 to 30.09.2025 (for 1st Half) shall be submitted upto 31.03.2026 and 01.10.2025 to 31.03.2026 (for 2nd Half) shall be submitted upto 20.06.2026 as per provisions of the SOP of Internal Audit -15 (i) of HVPNL and amendments thereon. The consolidate report for complete financial year be submitted within 40 days from the finalization of 2nd half. The audit period will be from 01.12.2025 to 30.11.2026.
9. **PAYMENT:** Completion of work/contractual obligations/formalities in all respects by the audit firm would be an essential requirement for claiming any payment. The successful bidder shall be entitled to get payment as under: -
 - The Payment will be made in 3 phases.
 - After the acceptance of the audit report and approval of the bills by the Director Finance, HVPNL, Panchkula, 30% (Thirty Percent) of payment of audit fee after deduction of statutory levies shall be made after submission and acceptance of satisfactory audit report of 1st Half report of F.Y 2025-26 by the AO/EAD, HVPNL, Panchkula by the 30th day of submission of bills by the audit firm.

- 50% (Fifty Percent) of payment of audit fee after deduction of statutory levies shall be made after submission of satisfactory audit report of 2nd Half. Remaining 20% (Twenty Percent) will be paid on submission of consolidated report for the F.Y 2025-26 by the AO/EAD, HVPNL, Panchkula on submission and acceptance of satisfactory audit report.
- The payment will be made after the 30th day of submission by the audit party and acceptance of bill by the HVPNL.

All out efforts would be made to make the payment within the prescribed period. However, in case of delay of payment, HVPNL shall not be liable to pay interest on the outstanding amount of the audit firm or on any withheld amount but released later on, delayed payments etc.

10. PENALTY FOR UNATTENDED PART OF WORK:

Time is the essence of audit. Delay in submitting the report will attract the penalty.

- The audit firm shall have to complete the assigned work within a period of 06 months (for 1st & 2nd half) as stated in Para 1 of Terms & Conditions of Contract. In case the audit firm fails to complete the assignment/submit the audit reports (for 1st half, 2nd half & consolidate report) within the stipulated period, penalty @ 0.5 % per week or part thereof of the audit fee subject to maximum 5% for each period of audit subject to maximum 10% of total contract value shall be imposed and recovered from the audit fee.
- In case the firm fails to carry out the audit of allotted work its security shall be forfeited on account of penalty and shall also forfeit right to claim payment for part work executed as per SOP (referred to Sr No 5 Scope and Extent of Internal Audit Section IV).
- In case the audit work carried out by the audit firm is not found satisfactory and the same is withdrawn, no audit fee shall be payable and the penalty @ 10% of the audit fee shall be recovered from the dues payable or from the security deposit of the audit firm. Where no security is available, the audit firm shall have to deposit the penalty with HVPNL. Besides aforesaid, such audit firm can also be blacklisted/debarred.

11. RECOVERY OF THE LOSS SUSTAINED DUE TO FRAUD/EMBEZZLEMENT/ MISAPPROPRIATION OR NEGLIGENCE BY THE EMPLOYEES OF BIDDER.

In case any loss is caused to the HVPNL due to negligence/ fraud by the employees of the agency, the bidder shall be liable to compensate the HVPNL for the same.

12. ALTERNATION / ADDITION: No variation or modification or waiver of any of the terms and conditions of the contract shall be deemed valid until consent of HVPNL is obtained with respect to the same and agency/firm post issue of award letter.

13. **HANDING OVER ON TERMINATION:** Immediately after termination of the contract, the agency will cooperate in handing over back all the facilities and record in good working condition to HVPNL. Upon termination of the contract, the authority of the Agency to act as for HVPNL in the area shall immediately cease.
14. **GOVERNING LAW AND JURISDICTION:** The agreement shall be governed as per Indian law. Only appropriate courts at Panchkula shall have exclusive court jurisdiction to deal with any matter arising out of or relating to the agreement or otherwise.
15. **LIEN:** In case of any lien or claim pertaining to the work and responsibility of the bidder for which HVPNL might have been made liable, the HVPNL shall recover such claim amount from the bidder or from any amount available with the Nigam.
16. **CORRUPT OR FRAUDULENT PRACTICES**

HVPNL requires that successful bidder observe the highest standard of ethics during the execution of Nigam's contract. In pursuance of this policy, the Nigam: -

- (a) defines, for the purposes of this provision, the terms set forth as follows:
 - (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the reconciliation process or in contract execution: and
 - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence a reconciliation process or the execution of a contract to the detriment of the Nigam, and includes collusive practice among Tenderers/Bidders (prior to or after tender submission) designed to establish tender prices at artificial, non-competitive levels and to deprive the Nigam of the benefits of free and open competition;
 - (b) Shall reject a bid/contract, if Bidder is engaged in corrupt or fraudulent practices in competing for the contract in question;
 - (c) Will declare firm ineligible for award of HVPNL contract, if at any time, it is found that the firms engaged in corrupt or fraudulent practices in competing for, or in executing of contract.
17. **PATENT RIGHTS:** The bidder shall indemnify the HVPNL against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods/Services (Software) or any part thereof in India.
18. **SETTLEMENT OF DISPUTES:** If any dispute or difference of any kind whatsoever arise between the HVPNL and the firm in connection with or arising out of execution of the Contract, the parties will make every effort to resolve amicably such dispute or difference by mutual consultation.

If the parties failed to resolve their dispute or difference by such mutual consultations, then either the HVPNL or the Bidder may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of the matter may be commenced unless such notice is given.

19. **ARBITRATION**: All matters, question, disputes, differences and/or claims arising out of and/or concerning and/or in connection and/or in consequences or relating to this Contract whether or not obligations of either of both parties under this Contract be subsisting at the time of such dispute and whether or not this Contract has been terminated or purported to be terminated or completed, shall be referred to the Sole Arbitrator to be appointed by the mutual consent from the panel of Arbitrators provided by HVPNL. The firm has to give consent on anyone from the panel. In case no consensus is arrived at between the parties then aggrieved party can approach the competent court of law for appointment of sole Arbitrator. The Award of the Arbitrator shall be final and binding on the parties to this Contract. Subject to aforementioned provisions, the provisions of Arbitration & Conciliation Act, 1996 as amended from time to time and rules made there under for the time being in force, shall apply to the Arbitration proceedings under this Clause.
20. **BLACKLISTING OF THE BIDDERS**: After the work order results into a valid contract between the HVPNL and bidder on the date of its issue, no further changes in the terms and conditions thereof shall be permissible and any request received in this regard from the bidder should be summarily rejected, making it clear to bidder that the work should be strictly in accordance with the terms and conditions of the contract. Once, the award letter is issued, any attempt by the bidder to back out of its commitment should be taken seriously and his earnest money/ security deposit shall be forfeited forthwith, without prejudice to any further legal remedies open to the Nigam under the relevant laws. Besides this, HVPNL has right to blacklist/debar/ suspend of bidder for a such period of time by giving 15 days period notice in this regard.
21. **NEGOTIATION**: As per negotiation Policy of Govt. of Haryana circulated by Finance Department, Haryana vide U.O No. 14/28/2023-6F dated 19.05.2023, U.O No. 14/29/2023-6FA dated 26.05.2023 and further amendments thereof. In cases where there is no bidder within 5% of the L1 bidder, L2 bidder will be invariably called for negotiation in addition to the L1 bidder. L3 bidder will also be called, in addition to L1, L2 bidders.
22. **FORCE MAJEURE**

Definition

- a) For the purposes of this Agreement, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- b) Force Majeure shall not include:
 - 1. any event which is caused by the negligence or intentional action of a Party or such Party’s agents or employees, nor
 - 2. any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement, and (B) avoid or overcome in the carrying out of its obligations hereunder.
- c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

No breach of Agreement:

The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.

Measures to be taken

- a) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party’s inability to fulfill its obligations hereunder with a minimum of delay.
- b) A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than 14 (fourteen) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- c) The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

23. NO TRANSFER /SUBLETTING/ASSIGNMENT

The successful bidder shall not transfer/sublet/assign the contract to any other firm without prior permission of HVPNL.

24. CONFIDENTIALITY

Except as required by law or with the prior written consent of the HVPNL, all document, schedules, work papers and similar items and all information relating to work assigned to firm shall be kept confidential by the contractor/firm hereto and their representatives, and further shall not disclose to any other person. After completion of contract all the documents shall be handed over to HVPNL.

25. DEFAULT AND TERMINATION

Notice of Default

If the awardees of the contract/firm is found to be not executing the work in accordance with the terms & conditions or is negligent in the performance of its obligations. It shall be taken seriously and the HVPNL may give 15 days' notice to the firm requiring it to make good such failure or neglect.

Termination

The following shall cause termination of contract, if the Contractor/firm: -

- a. Assigns the Contract or Sub-lets of the Contracts in whole or part of the works without the written consent of HVPNL,
- b. Becomes bankrupt or insolvent
- c. If the HVPNL is of the view that the Contractor/firm is engaged in corrupt and/or fraudulent practice(s).
- d. If the performance of firm/contractor is not found satisfactory,
- e. If there is breach of contract on the part of the Firm.
- f. HVPNL in any situation will not be under obligation to pay compensation or make payment for the services not rendered.

HVPNL after giving 15 days' notice to the Contractor/firm can terminate the Contract and get the work executed at the risk & cost of the firm.

Any such termination shall be without prejudice to any other rights or powers of the HVPNL. Upon such termination of works, EMD / Security deposit of the contractor/Firm shall be forfeited. Besides this, Nigam can also blacklist/debar the firm.

SET-OFF

HVPNL shall have the right to set off any amount due to the bidder /awardee against any amount payable to the bidder/awardee to HVPNL under this contract or any other contract.

SECTION-IV

SCOPE OF WORK

SCOPE OF WORK

CONTENTS

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1. **BACKGROUND**

Haryana Vidyut Prasaran Nigam Ltd is a State Transmission Utility of Government of Haryana declared as such under Section 39 of Electricity Act, 2003. It is a Govt. company registered under Companies Act, 1956 having its registered office at Shakti Bhawan, Sector-6, Panchkula-134109. HVPNL is mainly concerned with construction of new transmission line, Substations and for providing technical assistance in the State of Haryana. HVPNL has also been looking after the work of SLDC activities as well playing the role of Nodal officer in the grant of Open Access connections to the Consumers.

2. **OBJECTIVES**

The broad objectives of Internal Audit are;

- a.) To ensure that the accounting and financial management systems are reliable and effective in design and to assess the extent to which they are being followed.
- b.) To review the efficacy, adequacy and application of accounting, and financial controls and thereby ensuring the accuracy of the books of account.
- c.) To verify that the system of Internal check is effective in design and operation in order to ensure the prevention of and early detection of defalcations, frauds, misappropriations and misapplications.
- d.) To identify areas of significant in-efficiencies in existing systems and to suggest necessary remedial measures.
- e.) To confirm the existence of financial propriety in all decisions and to verify compliance of Government and statutory requirements.

3. **BOOK OF REFERENCES**

All the reference Books will be arranged by the audit firm at his own level. Most of the instructions/Rule & Regulations are available at the website of HVPNL.

4. **PERIOD**

Internal Audit shall indicative schedule audit work shall be of the 57 No. units as detailed **at Annexure-B** in Section-XI pertaining to Instructions to Bidders. It will be advisable for the successful bidder to visit to the audit units and plan it's scheduled well in advance so as to complete the entire work before submitting the reports within the time schedule given in LOA. Notwithstanding anything contained in the award letter to this effect, the time schedule prescribed in SOP shall prevail (referred to Sr No 5 Scope and Extent of Internal Audit Section IV).

5. SCOPE AND EXTENT OF INTERNAL AUDIT

1. SCOPE OF INTERNAL AUDIT

The Auditor shall review the systems, transactions, sanctions and internal control of the areas including but not limited to cash and bank transactions, Loans, Contracts, Purchases, establishment expenses, other expenses, depreciation, provision/payments of Pensionary benefits i.e. Pension, gratuity, commutation, leave encashment, pension arrears, ex-gratia/Special incentive, Commercial billing & its realization/reconciliation, fixed assets, investments, current assets, capital work in progress, expenditure during construction, IDC, mandatory spares, stores inter unit accounts, review of Books of accounts, Trial Balance, open access/township, guest house wherever applicable, etc. The mainly turnover of HVPNL is booked by tariff wing. Vouchers/Accounting entries in respect of receipts and expenditure are available division wise and their number varies from year to year as per work executed/done.

- i. Guidelines issued by Ministry of Finance from time to time have been complied with.
- ii. Physical verification of fixed assets and inventory is being carried out as per the system laid down in this regard. Further, to report that adjustments for excess or shortage are being carried out in the books in the same year.
- iii. Internal audit observations of previous year which are outstanding as at the end of the year have been complied with.
- iv. Tax deduction at source are being made in all cases, as applicable under the Income Tax Act, 1961, at prescribed rates and that TDS deposits are being made within the prescribed time and also that the unit is complying with all statutory requirements under Income Tax and other laws.
- v. The unit prepares statements of reconciliation of balances under advances, debtors, creditors and materials in transit/under inspection and with contractors /fabricators and obtains confirmation thereto etc. In this context, internal auditors to ensure that the units have carried out adjustments in the Books of Accounts upon such confirmation/reconciliation of balances under the above heads and shall also analyze the advances, claims, material under inspection, materials in transit, materials with contractors/suppliers/fabricators etc., into (1) good and fully recoverable (2) requiring adjustment entries to be passed, (3) doubtful of recovery to be provided for and (4) bad and to be written off with supporting documents/ explanations and reasons as for each and every account.

- vi. Audit of Receipts collected by the Auditee Units from the firms/other departments/Contractors & other misc. receipts. The auditor should submit separate report on “audit of receipts” as part of the report. If there is no receipt to be audited, the same should be specifically incorporated in the audit report of the concerned unit.
- vii. Accounts-Cash & Bank transactions, Adjustment entries in Bank accounts, Journal Vouchers, loans, debtors reconciliation, inter unit transactions, review of books of accounts, trial balance, etc. Establishment-bills with respect to Rules and propriety aspects.
- viii. Store Accounts- Review of non-moving or slow-moving inventory, status of physical verification. Store-Documentation and procedure, review of Works Register, review of supplier's sub-ledger etc.
- ix. Works including O&M and Material procurement, contracts (pre-award and execution).
- x. Tax matters-Income Tax, Service Tax, State sales Tax, Works Contract Tax etc.
- xi. Commercial billing and its realization, open access and Reconciliation etc.
- xii. Accounting and maintenance of assets (Plant and machinery other equipment in primarily line of business or for general use). Assets-Fixed assets, Investment, Current Assets, Capital work in progress etc.
- xiii. 100% Checking of deposit works & final settlement of accounts of such deposit works in TS division including the works being done for HVPNL and test checking of receipts from open access / township, guest house, wherever applicable etc.
- xiv. In case of turnkey and loose material purchase orders, waiver of L.D charges by Competent Authorities to be critically reviewed with reference to the existing circumstances.
- xv. Delay in capitalization of assets to be seen and reported. Reasons for pending capitalizations to be analyzed/reported.
- xvi. Comment on the Assets not in use, Obsolete, Scraped.
- xvii. Test Checking of Pay Bills with reference to rules - at least for two months including last month of the audit period in every accounting unit of Internal Audit.
- xviii. Sample checking of Payment of Pension, Gratuity & Other Retirement Benefits, Statutory Deductions & their timely deposits.
- xix. Sample checking of Calculation & Accounting of Interest on Loans & Advances & its recovery as per applicable rules.

- xx. To check the fixation of pay on general revision of pay scale/grant of time bound / devised promotional scale.
- xxi. To Check accounting of obsolete/ Scrapped Assets with reference to withdrawal of depreciation, cost & loss /Gain on such sale.
- xxii. To check misclassification of revenue expenditure required to be capitalized or vice versa.
- xxiii. To audit the accounts of the unit with emphases on whether a particular subject matter is in compliance with the prescribed criteria i.e. to conduct audit by assessing whether activities, financial transactions and information are, in all material aspects, in compliance with the applicable authority which include the Constitution, Acts, Laws, rules and regulations, budgetary resolutions, policy, contracts, agreements, established codes, sanctions, supply orders, agreed terms or the general principles governing sound public sector financial management and the conduct of officials of HVPNL.
- xxiv. If there is any software is in operation in the maintenance of any account in the unit of HVPNL then the awardees of the work should match the figures shown by the software with the manually available figures in the record.
- xxv. Whether the unit is performing in accordance with the principles of economy, efficiency and effectiveness to be determined on the touch stone of suitable criteria and whether there is room for improvement.

The scope of work shall also include the other areas, though not specifically covered about, but as may be required or necessary to achieve the objectives and the scope of audit shall be deemed to have been included for the same. Auditors while ensuring the complete coverage of the scope of Internal Audit should make efforts to priorities/provide relative emphasis between the different areas based on the professional assessment of the risk profile of the different areas. The above scope includes both Construction and O&M areas.

Limited review of internal controls at unit level: General review of reports and returns to higher authorities; Review of record of prescribed surprise checks inspection and internal review by unit heads.

- xxvi. Providing opinion on specific matters referred as and when required by Nigam.

2. EXTENT OF INTERNAL AUDIT

The list of auditee units which will be audited is given at **Annexure-B**. The extent of work is indicated as under:

Audit of Work including O&M contracts (pre award and execution):

Contracts with value below Rs. 10.00 lakhs.	50%
Contracts with value above Rs. 10.00 lakhs	100%

Procurement/Turn key (Pre award and execution).

Contracts with value below Rs. 1 crore	50%
Contracts with value above Rs. 1 crore	100%

Further as regards accounts, 10% vouching must be done in the case of cash/bank payments and Journal vouchers.

In case of "Works" and "Procurement" items a list of the cases audited may please be mentioned in the report while in case of "/" Accounts" (vouching of cash, bank and journal), the name of the months for which vouching has been reviewed may please be mentioned in the report, (in reviewing the above the revised DOP may be taken into account while verifying the approval of each transaction).

Revised DOP may be taken into account while verifying the approval of each transaction).

6. PREPARATION OF INTERNAL AUDIT REPORT

On completion of the Audit of the respective Audit Unit in case of each phase, following steps should be adopted before finalization of the Report;

- i. The preliminary observations shall first be discussed with the Accounts Officer/Sr. Accounts Officer along with Incharge of Accounting Units.
- ii. Pursuant to above, the preliminary Audit Report for the respective Audit Unit shall be prepared.
- iii. The salient observations of the respective preliminary Audit Reports shall be discussed with Accounts Officer/Sr. Accounts Officer along with Incharge of Accounting Units and based on the outcome a draft composite Audit Report covering all the Audit Units within the scope shall be compiled. Procedure defined in Internal Audit SOP may also be kept in view. A copy of the SOP shall be supplied by Audit Wing. The same is as per Internal Audit Department SOP-15 / Internal Audit (i) and amendments thereon.
- iv. The Auditors along with a representative from Internal Audit department shall discuss the compiled Draft Audit Report with Accounts Officer/Sr. Accounts Officer/Controller Finance/Chief Financial Officer/Director Finance and the important observations shall be brought to their notice for timely corrective actions. The discussions shall also include Auditors comments on the adequacy of compliance of the Audit observations pointed out for the earlier period.
- v. Based on the outcome of the discussions, the Audit Report this compiled shall be structured as outlined here under: -

Part-I Compliance and Report:

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

Part – II Important Observations/Findings:

This part shall contain all such significant discrepancies observed during the current Audit and which auditors feel require immediate attention of management specifying the financial implications, if any. In this part Auditor shall also bring out the important deviations/ observations from policies, systems and procedures of HVPNL.

Part – III Detailed Report:

In this part, the Auditor shall furnish the detailed results of the Audit and Auditors confirmation whether company's system/guideline/propriety has been adhered to in the areas viz. works including O&M contracts, procurement, operation, establishment expenses, other expenses, depreciation, provision of gratuity, ex-gratia/ Special incentive, Commercial billing & its realization/reconciliation, maintenance of fixed assets register, investments, current assets, capital work in progress, expenditure during construction, IDC, mandatory spares, stores, inter unit accounts, review of accounts, open access wherever applicable, township, guest house and provision of liabilities etc.

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

- I. Particulars of records along with their volume (i.e. total no. of vouchers in each category for each phase) and value checked as compared to the total volume and value of transactions.
- II. A summary report indicating the important observations for each phase and for each area.
- III. A statement indicating the audit personnel deployed their designation and the period of deployment for each phase.
- IV. The report should be furnished for each substation/audit unit/office separately.
- V. The auditor shall submit weekly diary report in respect of the Units visited.
- VI. The report should be furnished for each Audit Unit/Office separately.

7. SUBMISSION OF INTERNAL AUDIT REPORT

The distribution of the Audit Report thus compiled shall be submitted to Accounts Officer/Sr. Accounts Officer/Controller Finance/Chief Financial Officer/Director Finance (as directed).

Before commencement of Audit, Auditors shall discuss the detailed Program of Audit with Accounts Officer/Sr. Accounts Officer/Controller Finance/Chief Financial Officer/Director Finance (as directed) and shall report to Audit Units accordingly under intimation to Accounts Officer/Sr. Accounts Officer/Controller Finance/Chief Financial Officer/Director Finance. The Internal audit report must be submitted as per time limit prescribed in the SOP.

8. COUNTERPART FACILITIES

- i. Adequate time with the relevant personnel for meetings and discussions subject to due notice.
- ii. Reasonable space in HVPNL’s offices while working on this assignment.

9. TEAM COMPOSITION

The Audit shall be carried out and shall be supervised by a partner a qualified Chartered Accountant. The Qualification, experience and deployment period of the key professionals is as under:

Sr. No.	Designation	Requirement of Persons	Requirement per month @ 22 days	No. of working Days	Qualifications
1	Principal/ Head	1	50% Supervision	11	Qualified CA/CMA
2	Qualified Assistant	3	Full month	22	Qualified CA/CMA
3	Semi Qualified Assistant	6	Full Month	22	Semi-qualified CA/CMA/Intermediates/IP CC

Note:

- a. Month has been taken of 22 working days.
- b. The schedule to conduct the audit and members/requirement of persons in an audit team shall be finalized by the audit office of HVPNL on the basis of volume of work and commensurate with the size of auditee office.
- c. GST at applicable rates will be paid extra.

10. Supervision of audit work:

The Director Finance/Controller Finance/Chief Financial Officer, HVPNL, Panchkula and Sr. Accounts Officer/Accounts Officer/Audit may make a surprise visit and check/supervise the work of audit at any time. Further, in the interest of the audit work, the work done by the Audit Party deputed by the audit firm can be supervised concurrently.

SECTION-V

PARTICULARS OF THE BIDDER & DOCUMENTS TO BE UPLOADED BY BIDDER

PARTICULARS OF THE BIDDER& DOCUMENTS TO BE UPLOADED/ATTACHED BY BIDDER

1.	Name of the bidder.	
2.	Complete Postal address.	
3.	Telephone No./Mobile no	
4.	PAN No. & GST No.	
5.	E-Mail address.	
6.	Type of organization: (Tick ✓)	<input type="checkbox"/> _____ <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Company/ or Pvt. Ltd. Company
7.	Documentary evidence in support of Date of commencement of business or existence of firm/ proprietorship concern/ Company (Refer Eligibility condition qualifying criteria)	Page _____ to _____ page
8.	Name of Partners/ Director send their detail Bio-data.	Page _____ to _____ page
9.	Details of offices other than H.O./Controlling office and other infrastructure available.	Page _____ to _____ page
10.	Type of service being offered and documentary evidence in support of service of accounting related matters	Page _____ to _____ page

11.	List of clients' along with their addresses and contact telephone. Email address and type of services offered and/or being offered to them. a) Electricity Companies/ Board. b) Govt. Deptt c) Others.	Page _____ to _____ page
12.	Audited Balance Sheet and P&L Accounts of past 3 financial years ending 31st March, 2025.	Page _____ to _____ page
13.	Average annual turnover of last 3 financial years ending 31.3.2025 duly certified by Chartered Accountant in practice	Page _____ to _____ page
14	Undertaking in respect of Non-Black listing (Refer Clause 14(i) of Instruction to Bidders as well as Annexure –D at page No.49	Page _____ to _____ page
15	Power of Attorney as referred in Schedule-VIII (Tender form) as well as Annexure –C at page No.48	Page _____ to _____ page
16.	Any other additional information/certificate mentioned in the bidding document.	Page _____ to _____ page
17.	Proof in support of CAG empanelment	Page_____ to _____page

SECTION-VI

PRICE SCHEDULE

PRICE SCHEDULE

Sr. No.	Particulars	Amount		
		Price (for complete one Financial year) (Rs. In Figures)	GST as applicable	Total Price including GST
1	Conducting of Internal Audit of the Accounting units of HVPNL in respect of FY 2025-26 on half yearly basis. The period of contract can be extended for next one year on the basis of performance of the firm and on existing terms and conditions including any other miscellaneous expenses.			

Authorized Signatory
(Seal/Rubber Stamp)

Same is to be filled only in the Price Bid Format in the NIC Portal

SECTION-VII

ANNEXURE

ANNEXURE-A

CONTENTS

Annexure	DESCRIPTION	PAGE NO.
A.	DEVIATION PROPOSED (IF ANY)	39

Annexure-A: Deviation Proposed

Sr. No.	Section no. of the bid document	Reference of clause no.	Deviation Proposed

Authorized Signatory
(Seal/Rubber Stamp)

SECTION-VIII

TENDER FORM

HARYANA VIDYUTPRASARAN NIGAM LIMITED
TENDER FORM

From
_____,
_____,

To

The Director Finance
HVPNL, Shakti-Bhawan, Sector-6, Panchkula

Offer No: _____ **Dated:** _____

**Subject: Submission of Tender against Notice Inviting Tender No.:1/SR
AO/Audit- 2025.**

Dear Sir,

With reference to your above-mentioned Notice Inviting tender, I/We hereby offer to carry out the Internal Audit of the Accounting units of the HVPNL for the FY-2025-26(half yearly basis) on the rates quoted in the Price Schedule (Part-II) and shall execute the work truly and faithfully within the time specified and set forth in the attached terms and conditions. The work done will be of the quality and answerable in every respect with this tender. I/We shall be responsible for all complaints as regards the quality of work and in case of dispute the decision of the Nigam will be final and binding on me/us.

1. The Earnest money for the prescribed amount of Rs. 1,00,000 (Rupees One Lakh rupee only) deposited on e-Procurement Portal. I/we fully understand that in the event of my/our tender being accepted this earnest money shall be retained by you as security till the work is completed as per scope and terms and conditions of NIT and to the entire satisfaction of HVPNL.
2. I/We shall have no claim to the refund of the earnest money prescribed against this tender in the event of my/our non-compliance of the work order provided such order is placed within the period of validity of my/our tender as indicated in paragraph 3 below. I further understand that my earnest money will stand forfeited even if I withdraw my tender at any stage during the currency of the period of validity.
3. My/Our tender shall remain valid for a period of 120 days from date of opening of first part and shall remain valid for acceptance for a period of 90 (Ninety) days from the date of opening of Part-2 i.e. Price bid of tender.
4. My/Our tender along with the terms and conditions with the relevant columns and Annexure duly filled in under my/our attestation and with each page of the tender papers (including the enclosed terms and conditions signed by me/us, (in the capacity of sole owner/general or special attorney, in proof of which power of attorney is attached) is

submitted for your favorable consideration.

5. I/We have carefully had/have examined the eligibility criteria and I/we qualify the eligibility criteria fixed for tendering. The documents required to be submitted in this regard are enclosed.

6. I/We have read the enclosed terms and conditions carefully and have signed the same in token of their absolute and unqualified acceptance. My/Our tender constitutes a firm offer under the Indian Contract Act 1872 and is open to an acceptance in whole or in parts. My/Our offer, if accepted on the attached terms and conditions will constitute a legally binding contract and shall operate as a contract as defined in the Indian Contract Act 1872 with all its amendments.

Thanking you.

DA/As per list attached.

Yours faithfully,

Place:

Dated:

**Name & Full Address of Tenderer
(With rubber stamp)**

SECTION-XI

INSTRUCTIONS TO BIDDERS ON ELECTRONIC TENDERING SYSTEM

(ITB)

Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on e-Procurement Portal: -

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e - Procurement Portal i.e. <http://etenders.hry.nic.in>. The bidders are also required to have/obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Director of Certifying Authorities for submission and processing of the bids. Please visit the website for more details.

2. Download of Tender Documents:

The bidders can view and download the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <http://etenders.hry.nic.in>.

3. Pre-requisites for online bidding:

In order to bid online on the portal <http://etenders.hry.nic.in>, the user machine must be updated with the latest Java. The link for downloading latest java applet and “DC setup” Utility is available on the Home page under the tab ‘Download’ of the e-tendering Portal.

4. Key Dates:

The bidders are strictly advised to follow date and time as indicated in the online Notice Inviting Tenders (NIT). The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders (NIT).

5. Bid Preparation (Technical & Financial) Online Payment of Tender Document Fee, EMD fees and Submission of Bid Seal (Hash) of online Bids:-

5.1 The Following payments are to be made by the bidder through NIC portal:-

- a) The bidders have to pay E-Service Charges of Rs. 1,000 plus GST @ 18%.
- b) Tender document fee of **Rs.5,000/-**plus GST@18%, shall be submitted online through e-procurement portal.
- c) Earnest Money Deposit (EMD) of **Rs. 1,00,000/- (Rs. One Lakh Only)**shall be submitted through RTGS/NEFT or Net Banking on e-procurement portal.

For Haryana based Micro and small industrial enterprises and khadi and village industries following special benefits/concession are allowed as per Govt. Order No. 2/2 /2010-4-IB-II(1) dated 20.10.2016 or as amended from time to time.

- i) Manufacturing Micro & Small Enterprises (MSEs) of the State, Central or Haryana Public Sector Enterprises and “approved sources” as declared by the Industries Department, Haryana, are exempted from the deposit of EMD.
- ii) The tender fees for procurement of all goods and stores/services for the Haryana Government Department and its agencies will be as under:-

Sr. No.	Description	Amount of tender fee to be obtained from all the bidders except in the case of Haryana based MSMEs and KVI units	Amount of tender fee for the Haryana based MSMEs and KVI units
1	Purchase cases valuing up to Rs. 10 lacs	Rs. 1,000/-	NIL. As per the “Haryana State Public Procurement Policy for MSME - 2016” notified vide G.O. No. 2/2/2016-4IBII (1) dated 20.10.2016 as amended from time to time
2	Purchase cases valuing between Rs. 10 lacs to 30 lacs	Rs. 2,000/-	
3	Purchase cases valuing above Rs. 30 lacs	Rs. 5,000/-	
4	All cases of Rate Contracts	Rs. 5,000/-	

Note: - GST on tender document fee will be charged extra @18% or as applicable.

- iii) The aforesaid benefits would be admissible only if the concerned enterprises predicate directly in the tenders floated by the government department/ organization and not through any intermediaries i.e. their dealers / agents and distributors etc.
The secure electronic payments gateway is an online interface between contractors and authorization networks.

5.2 The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries, validity and all other terms and conditions except the rates (price bid). The bidders need to ensure that uploaded documents are properly numbered and indexed.

The bidders shall quote the prices in price bid format in a specified template.

5.3 Submission of bids will be preceded by submission of the digitally signed & sealed bid (Hash) as stated in the time schedule (Key Dates) of the Tender.

NOTE:-

1. If bidder fails to complete the Online Bid Preparation & Submission stage by the stipulated date and time, his/her bid will be not be considered.
2. Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <http://etenders.hry.nic.in>.
3. For help manual please refer to the ‘Home Page’ of the e-Procurement website at <http://etenders.hry.nic.in>, and click on the available link ‘Downloads’ to download the file. Help manual is available on ‘Home Page’ of the <http://etenders.hry.nic.in>.

ANNEXURE –B

	CE / TS, HVPNL, Panchkula		CE/TS, HVPNL, Hisar
	SE/TS Circle, Panchkula		SE/TS Circle, Hisar
1	SE/TS Circle, Panchkula	1	SE/TS Circle, Hisar
2	TS Division, Ambala	2	TS Division, Hisar
3	TS Division, Madanpur	3	TS Division, Sirsa
4	TS Division, Yamunanagar	4	TS Division, Bhiwani
		5	TS Division, Jind
	SE/TS Circle, Karnal		SE/TS Circle Rohtak
5	SE/TS Circle, Karnal	6	SE/TS Circle Rohtak
6	TS Division, HVPNL, Karnal	7	TS Division, Panipat
7	TS Division, HVPNL, Kurukshetra	8	TS Division, Rohtak
8	TS Division, Kaithal		
	SE / Civil Works, HVPNL, Panchkula		SE / Civil Works, Hisar
9	SE / Civil Works, HVPNL, Panchkula	9	SE / Civil Works, Hisar
10	Civil Works, Panchkula	10	Civil Works, Hisar
11	Civil Works, Karnal	11	Civil Works, Rewari
12	Civil Works, Sonapat	12	Civil Works, Gurugram
13	Civil Works, Rohtak	13	Civil Works, Faridabad
	Office situated at Panchkula		CE/TS, HVPNL, Gurugram
			SE/TS Circle, Gurugram
1	Chief Engineer / PD & C	1	SE/TS Circle, Gurugram
2	Chief Engineer / P & M	2	TS Division, Rewari
3	CAO / C & P	3	TS Division, Gurugram
4	Sr. AO/Pension	4	TS Division, Manesar
5	Sr. AO/Tariff		
6	Sr. AO/Banking		SE/TS Circle, Faridabad
7	Sr. AO/Repayment		
8	AO/Pay & Accounts	5	SE/TS Circle, Faridabad
9	AO/EAD	6	TS Division, Faridabad
10	AO/CPPC	7	TS Division, Palwal
11	Dy. Secy./EM, Pkl	8	S&D Division, Dhulkote
12	XEN/ITMS	9	SSW Division, Panipat
13	DMS, Pkl	10	SLDC Division, Panipat
	SE/M&P Circle, Dhulkote		SE / M&P CC Circle, Delhi
14	SE/M&P Circle, Dhulkote	11	SE / M&P CC Circle, Delhi
15	M&P Division, Rohtak	12	M&P Division, Faridabad
16	M&P Division, Dhulkote (Ambala)	13	M&P Division, Hisar
17	M& Division, Karnal	14	M&P Division, Gurugram

Power of Attorney

(Non-Judicial Stamp Paper duly attested by Notary and signed by all partners – referred to Clause 7.1 under Section – I - Invitation for Bid)

We/I, the undersigned partner/s of M/s. _____Chartered Accountants, hereby declared/certify that CA shri. _____, Partner in the Firm, is hereby authorized to sign relevant documents on behalf of the firm in dealing with Tender bearing Reference No: 1/SR AO/AUDIT- 2025 publish date _____. He is also authorized to attend meetings & submit technical & commercial information/clarifications as may be required by HVPNL in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder:

Verified Signature of Authorized Signatory

Seal of the Organization

Date:

Place: Panchkula.

Chartered Accountants

UNDERTAKING

(referred to Sr No. 7 under the heading Eligibility Criteria for Bidders)

We, hereby, undertake that our Firm has not been black-listed and no business dealing with us has been suspended by any State Electricity Boards / Electrical Undertakings / Govt. of Haryana/Institute of Chartered Accountant of India or Reserve bank of India or state/Central Govt. Autonomous body / Public Ltd Companies/Undertakings/Board etc.

Thanking you,

Name of the Bidder:

Verified Signature of Authorized Signatory

Seal of the Organization

Date:

Place: Panchkula.

SELECTION CRITERIA (POINT ALLOCATION) FOR SHORT LISTING OF AUDIT
FIRMS DULY REGISTERED WITH CAG OF INDIA WILL BE AS FOLLOWS

Part - A

Sr. No.	Particulars	Reply	Documents attached as Annexure -
1	Year of Establishment of the Audit Firm/Limited Liability Partnership Firm		
2	No. of Partners in Firm/Limited Liability Partnership Firm who are with the Firm for a minimum period of one year as on date of last submission of bid.		
3	Number of ACA/FCA/ACMA/FCMA qualified partners with CISA / DISA qualification.		
4	No. of Articles/Paid Assistants (CA/CMA) engaged with the Firm		
5	No. of Semi-qualified/ Articles /Paid Assistants (CA/CMA/Intermediates/IPCC) employed with the Firm		
6	No. of Technical Experts with the firm having Engineering qualification		
7	Experience of the Firm in Power Sector in conducting internal audit of Public Sector Undertakings (minimum 03 years' experience) (Ref. Note No. 2 of Annexure E Part B)		
8	Average Turn Over of the Audit Firm/Limited Liability Partnership Firm. Average Turn over (minimum 1.5 Cr. of latest 3 Financial years ending 31 st March 2025 shall be considered)		

Part - B

Sr. No.	Particulars	Points to be allocated	Maximum points
1	Year of Establishment of the Audit Firm/Limited Liability Partnership Firm. (Minimum Experience – 10 years)	1 (one) point for each year of existence beyond 10 years (fraction of the year to be ignored)	14 (Fourteen)
2	No. of Partners in Firm/Limited Liability Partnership Firm who are with the Firm for a minimum period of one year as on date of last submission of bid.	2 (two) points for each Partner who is ACA/ACMA 3(three) points for each Partner who is FCA/FCMA	14 (Fourteen)
3	Number of ACA/FCA/ACMA/FCMA qualified partners with CISA / DISA qualification.	2 (two) points per ACA/FCA/ACMA/FCMA	08 (eight)
4	No. of Articles/Paid Assistants (CA/CMA) engaged with the Firm	2 (two) points per Qualified Assistant	10 (ten)
5	No. of Semi-qualified/ Articles /Paid Assistants (CA/CMA/Intermediates/IPCC) employed with the Firm	1 (one) point per Semi-qualified assistant	10 (ten)
6	No. of Technical Experts with the firm having Engineering qualification	2 (two) points per Expert	4 (four)
7	Experience of the Firm in Power Sector in conducting internal audit of Public Sector Undertakings (Beyond Three-Years Experience) (Ref. Note No. 2 of Annexure E Part B)	2 (two) points per year of Audit beyond three years of internal audit of Power Sector.	10 (ten)
8	Turn Over of the Audit Firm/Limited Liability Partnership Firm (The CA firm should have average turnover of Rs. 1.50 Cr. of latest 03 financial years ending 31 st March 2025. (Ref. Annexure – E - Point 8)	1 (one) point for each Crore of existence beyond Rs. 1.50 Cr. considering the latest 3 financial years ending 31 st March 2025.	10 (ten)
	Total Points		80 (Eighty)

Note:

- (i) Audit Firms having minimum experience of 03 years in Power Sector and above shall be considered for financial bid opening.
- (ii) Experience in Power Sector from the financial year 2017-18 onwards only shall be considered for financial bid opening and while carrying out selection criteria at Sr. No.7 above.
- (iii) The Audit firms that secure 70% and above marks as per qualifying criteria referred to herein above shall be considered for financial bid opening.

FINANCIAL QUOTE SHEET AND FINANCIAL EVALUATION CRITERIA

Financial Quote:

The bidder shall quote the audit fee per month per member of the audit team in the following format:

Particular of the Audit team	No. Of members	Amount per man month (in Rs.)	Taxes (if any) (in Rs.)	Total including taxes (in Rs.)
1.	2. C1	3 C2	4 C3	5 C4
Head of Audit Team				
Audit Assistant				
Other Overheads/ Charges				
Total as per column 5				

Evaluation Criteria:

Financial Evaluation:

The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest bid “Bmin” will be given a financial score “F” of 100 marks. The financial scores of all the bids will be computed as follows:

$F = 100 \times Bmin / B$ (B- indicates the quoted bid price).

The bids will finally be ranked according to their combined technical (T) and financial (F) scores using a weight of 70 % for technical bids and 30 % for price bids. Overall ranking (R) shall be calculated as under:


$R = T \times 0.70 + F \times 0.30$

The bidders securing the highest ranking (R) shall be the first successful bidder and so on.

PUBLIC NOTICE / TENDER NOTICE

SR.NO.	NAME OF DEPARTMENT / BOARD/CORP./AUTH	NAME OF WORK / NOTICE / TENDER	OPENING DATE / CLOSING DATE (TIME)	EMD (in Rupees)	WEBSITE OF THE DEPARTMENT	NODAL OFFICER / CONTACT DETAILS / EMAIL ADDRESS	TENDER REF. NO / TENDER NO.
1.	HARYANA VIDYUT PRASARAN NIGAM LIMITED	Appointment of Chartered Accountant Firm for conducting of Internal Audit of Accounting Units of HVPNL for the financial year 2025-26 (Half Yearly basis) on outsource basis in HVPNL which is extendable up to next year on the basis of performance of firm.	0900 hrs of 04.09.2025 / 1100 hrs of 03.10.2025.	EMD: 1,00,000/-	www.hvnpn.org.in	CPRO, HVPNL 0172-2583789 pro@hvnpn.org.in	BID No. 01/Sr.AO/Audit-2025 dated 04.09.2025

For Further information Kindly visit: www.etenders.hry.nic.in / R.O. No. Size.


 Sr. Accounts Officer / Audit
 For Director Finance
 HVPNL, Panchkula.

Signature Not Verified

Digitally signed by Sanjeev Kumar Jaiswal
 Date: 2025.09.03 17:13:45 IST
 Location: Haryana-HR