

RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

[Corporate Identity Number (CIN):L40109RJ2000SGC016485]

OFFICE OF THE CONTROLLER OF INTERNAL AUDIT

Regd. Office Vidyut Bhawan, Jyoti Nagar, Jaipur-302005

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NOTICE INVITING TENDER (TN-1)

RVPN invites sealed bids from CA Firms to conduct the Expenditure Audit of 42 Nos. offices (each office has about 4-5 sub offices) for the year 2017-18 and physical verification of 02 Nos. stores for upto date period. The estimated cost of the work is Rs. 3.00 lacs (approx.). The tender will be received upto **2.30 PM** on **26.6.2018** at room No. **421**, RVPN, Vidyut Bhawan, Jaipur. For further details may visit website www.rvpn.co.in and sppp.rajasthan.gov.in.

UBN No. VPNI819SSOB00428



[S.K. Sharma]

Controller of Internal Audit



Notice Inviting Tender

Sealed tenders are invited from the Chartered Accountants (CA) firms for Expenditure Audit of RVPN of 42 Nos. offices for the year 2017-18 on yearly basis, Physical verification of 02 ACOS offices for upto date period (total 44 Nos. offices).

I. Scope of work for the expenditure audit /physical verification of stores is as per **Annexure-A**

II. **Terms and conditions**

1. The tenders alongwith tender fee and bid security will be received upto **2.30 PM** on or before **26.6.2018** and technical Bid will be opened by the committee on the same date at **3.00 PM** in the presence of the tenderers or their authorized representatives who would be present at that time. Financial Bid of technically qualified firms will be opened on **6.7.2018 at 3.00 PM.**
2. Tender should be furnished in a one sealed big size envelope containing three separate envelope mentioning as Bid Security (No.I), Technical Bid (No. II) and price Bid (No. III).
3. Tenders received after the schedule time & date as fixed above shall not be considered.
4. The tender should be addressed to the Controller of Internal Audit, RVPN, Jaipur Room No. 403, Vidyut Bhawan, Jan Path, Jyoti Nagar, Jaipur.
5. The validity of the bids shall be 90 days from the opening of bids which may be extended, if required.
6. All the tender documents must have to be signed under seal of the firm.

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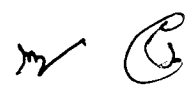
7. The tender forms along with Annexure, Compendium of Chapters/ Portions of Internal Audit Manual related to Expenditure audit can be obtained from office of Controller of Internal Audit, RVPN, Room No. 421 or 403 Vidyut Bhawan, Jaipur after depositing the tender fee Rs. 1000/- plus GST @ 18% i.e. Rs. 1180/- in the O/O. Sr. AO (EA-Cash), RVPN, Vidyut Bhawan, Jaipur.

8. **Earnest Money**

- a). The tenderer(s) shall have to deposit Bid Security Rs. 6,000/- (considering estimated cost of the work is Rs. 3.00 lacs approx.).
- b). The offer shall be submitted with the required earnest money deposit in the form of 100% amount as Demand Draft / Banker cheque in the name of the Sr. AO (EA-Cash), RVPN, Vidyut Bhawan. Jaipur.
- c). Any bid not accompanied by a valid Earnest Money Deposit, shall be liable to reject and the bid will not be opened.
- d). In case of unsuccessful bidder(s), the EMD/Bid security shall be refunded soon after final acceptance of work order and submission of performance security by successful bidder.
In case of the successful bidder, the amount of bid security may be adjusted in arriving at the amount of the performance security, or refunded if the successful bidder furnishes the full amount of performance security.
- e). Request for adjustments/proposals for acceptance of earnest money deposit (if any) already lying with the RVPN in connection with some other bid/orders shall not be entertained.
- f). No interest shall be payable on such deposits.

- g). The Authority reserves the right to forfeit Earnest Money deposit in circumstances which, according to him, indicate that the bidder is not earnest in accepting /executing any order placed under the specification.
9. The financial Bid shall not be opened of such Bidder (s)/firm(s) who does not fulfill in technical qualification criteria prescribed in **Annexure- 'B'**.
10. The firm declared as black listed by the Institute of Chartered Accountant of India shall not be eligible to participate for this Bid and firm(s) itself may liable to debar from the work ever after issuing of work order.
11. All the disputes, differences questions whatsoever arising between the Nigam and the supplier upon or in relation to or in connection with the supply, shall be deemed to have arisen at Jaipur (Rajasthan) only and no court(s) other than that in Jaipur shall have jurisdiction to entertain the same.
12. The number of offices of which audit to be conducted may decrease or increase.
13. The expenditure audit work shall be allotted each zone wise among the CA firms. As such rates may be quoted zone wise for expenditure audit work as bifurcate in **Annexure "C to E"**
14. The rates quoted will be inclusive of Travelling / lodging /boarding expenses/ all other expenses / all taxes (excluding GST). Any variation in rate of GST during contract period will be borne by RVPN.
15. **RRVPNL right to accept or reject any or all Bids**
- (a) RVPNL reserves the right to accept and reject any Bid(s) and the Bidding process or reject all bids at any time prior to award to contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the RVPNL action.

- (b) RVPNL reserves the right to make any changes in the scope of works as defined in the bidding documents.
 - (c) RRVPNL, Jaipur does not bind itself to accept the lowest bid and reserves the right to reject any of or all the tenders received without assignment of any reason. All the bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
 - (d) Canvassing in connection with tenders is illegal and strictly prohibited and the tenders submitted by the bidders, who resort to canvassing will be rejected.
16. In order to secure/assure the due fulfillment of the contract, the firm shall have to deposit the performance security amount equivalent to 5% of the amount of work order by successful Bidder. Performance security furnished shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the bidder.
17. **Payment procedure**
- (i) After completion the work of audit, the professional charges bill (in triplicate) shall be furnished in the office of Controller of Internal Audit, RVPN, Jaipur. The report will be verified and after being satisfied the duly verified bill by DD(IA) will be sent to the AO (Estt & Cont.) RVPN, Jaipur for pre audit and arranging the payment.
 - (ii) The payment authority will be Sr. AO (EA & Cash), RVPN, Jaipur.
18. The decision of Director (Finance), RVPN, Jaipur will be final.
19. All other terms & conditions not covered above shall be applicable as per prevailing rules of RTPP.



Annexure- A**Scope of work for the Expenditure Audit**


Internal control is a process designed for providing reasonable assurance for efficiency of operations, reliability of financial reporting and compliance with applicable laws and statutes which is designed to ensure proper functioning as well as effectiveness of the internal control system and detection of errors and frauds.

The various heads like leave account, service book, travelling expenses, medical reimbursement, vehicle log books, telephone & trunk call expenses, purchase, works by MM wing and other than MM wing etc. should be examined during internal audit. Specially, purchases/works executed by other than MM wing examined hundred percent. The major activities of both wings like tendering process of various projects, construction of lines and GSS, administrative and financial approval of Deposit works should be carried out by the internal audit strictly as under:-



- i). As per manual, Internal Audit should be focused on tendering process wherein relevant activities of tendering like rules and regulation as per Purchase manual and GF&AR followed or not.
- ii). The method of calling tenders are appropriate or not.
- iii). Time given in tender notice is as per rules, cost of tender document, due date of opening of tender, specifications is proper or not.
- iv). The earnest money is received from all the tenderers or not, the tender is opened on due date and right time or not.
- v). The comparative statement is prepared correctly or not and also negotiations are made or not.
- vi). The financial sanction is accorded by competent authority or not.
- vii). The progress of work and ensuring the same is executed as per the terms and conditions of the work or not.

The scope of work will be as per the Compendium of Chapter/portions of Internal Audit Manual related to Expenditure Audit strictly. In addition to the matter/scope covered in the aforesaid compendium related to Expenditure Audit, the following shall also be complied with.

1. The expenditure audit for the year 2017-18 of 42 Nos. offices (including offices of Divisions & sub divisions under his Administrative control and jurisdiction) shall be carried on yearly basis .
2. The physical verification of 2 Nos. ACOS office stores be done upto date period with matching the position of opening balance of material, received of material, issued material, closing balance with physical ground balance, details of shortage and excess quantity. The list of slow moving and non moving item shall be prepared and required to submit alongwith audit report. The 100% physical verification of material would be conducted as per Compendium of Chapters/Portions of Internal Audit Manual related to Expenditure (copy enclosed with tender form).
3. The extent of checking procedure should be strictly followed by CA firms while conducting expenditure audit work as per provisions mentioned at S.No. 5 of Expenditure audit manual and required certificate be given in audit report to be furnished by them.
4. The expenditure audit of works and purchase cases must be done as per norms given in audit manual and observations like violation of rules/regulations and other discrepancy so observed should be recorded in detail position in audit report accordingly.



5. The detail expenditure audit programme shall be finalized with mutual discussion of COIA and CA firm(s) looking to the quantum of work.
6. The work should be completed & the audit report shall be submitted within 3 months from award of work order alongwith supporting documents in hard copies as well as soft copy after completion of audit work.
7. If the audit report is not found as per standard and norms of audit manual then the firm shall be bounded to carry out re-audit as per norms and procedure laid down in manual without charging extra cost for such work.

Annexure-B

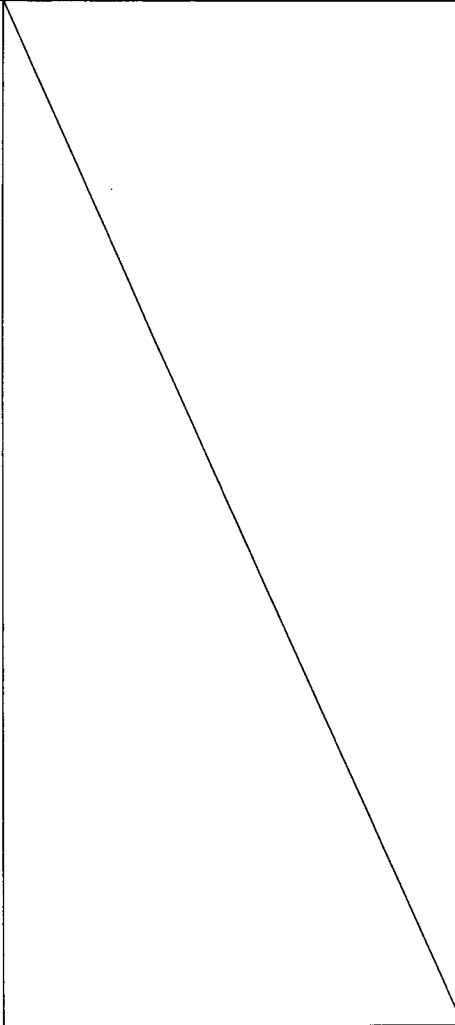
2. Technical Qualification (As on 1st April, 2018)

S. No.	Relative Conditions	Weights/Marks	Maximum Weights / Marks for the conditions
1	No. of Partners		
	Up to 5	5	
	6 & above	10	10
2	No. of FCA partners		
	1-3	5	
	Above 3	10	10
3	Any DISA/CISA partner	5	5
4	Office in Rajasthan		
	Branch office	5	
	Head/Registered office	10	10
5	Year of existence		
	3-5 years	5	
	5-10	10	
	10 & above	15	15
6	Nos. of articles employed with the firm	1 per article up to 5 article	5
7	Average turnover in last F.Y.		
	Up to Rs. 25 lacs	5	
	Rs. 25 lacs to Rs. 50 lacs	15	
	Above Rs. 50 lacs	20	20
8	Partners Associates with Partnership firm		
	More than 3 years upto 5 years for at least 5 partners	5	
	More than 5 years upto 10 years for at least 5 partners	10	
	More than 10 years for at least 5 partners	15	15
9	Exposure of the firm as Statutory/Internal auditor		
	In electricity/ Power sector companies under central/other state Govt.	5	
10	In RVPN/ Discoms	10	10
	Total		100

The firm securing 60% & above marks will only be considered as technically qualified for expenditure audit.

Note:- Relevant documentary proof in respect of Technical qualification for CA firms, needs to be submitted alongwith the offer. Without sufficient documentary proof about qualifying criterion, the offer is likely to be rejected.

Annexure-C**List of Expenditure Audit offices/units of Jaipur zone**


Offices (under which at least 4/5 units)	Quoted remuneration (zone wise and considered equally each unit)
1). CE/ACE (IT), Jaipur 2). CE(NPP&RA), Jaipur 3). CE/ACE (MPT&S), Jaipur 4). CE/ACE (Comm.), Jaipur. 5). SE (T&C), Alwar 6). SE (T&C), Bharatpur 7). SE (T&C), Hindaun 8). SE (T&C), SawaiMadhopur 9). SE (T&C),Kota 10). SE (MPT&S), Kota 11). SE(T&C), RVPN, Jaipur, Rural. 12). SE (HRD & Trg.), Jaipur. 13). SE (765 KV), Phagi 14) SE (765 KV), Anta. 15). AO (Estt. & Cont.), Jaipur. 16). AEN (M&F-I & II), Heerapura(Physical verification)	
Total of Jaipur zone Rs.	



Annexure-D

List of Expenditure Audit offices/units of Ajmer zone

Offices (under which at least 4/5 units)	Quoted remuneration (zone wise and considered equally each unit)
1). CE (T&C), Ajmer 2). ACE(Civil), Ajmer 3). CE/ACE (MPT&S),Ajmer 4). SE (T&C), Ajmer 5). SE (T&C), Bhilwara 6). SE (T&C), Merta 7). SE (T&C), Babai 8). SE (T&C),Sikar 9). SE (T&C), Udaipur 10). SE (T&C),Chittrogarh 11). SE (Communication), Ajmer 12). SE (MPT&S), Udaipur 13). SE(Civil), Udaipur	/
Total of Ajmer zone Rs.	

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Annexure-E

List of Expenditure Audit offices/units of Jodhpur zone

Offices (under which at least 4/5 units)	Quoted remuneration (zone wise and considered equally each unit)
1). CE (T&C),Jodhpur 2). CE/ACE (MPT&S), Jodhpur 3). SE (T&C), Jodhpur 4). SE (T&C), Bhadla 5). SE (T&C),Kankani 6). SE (T&C), Barmer 7). SE (T&C),Jaisalmer 8). SE (T&C),Ramgarh 9). SE (T&C), Hanumangarh 10). SE (T&C), Bikaner 11). SE (T&C), Ratangarh 12). SE(Communication), Jodhpur 13). SE (MPT&S), Bikaner 14). SE (T&C),Sirohi 15). ACOS (T&C), Jodhpur (physical verification)	
Total of Jodhpur zone Rs.	

