

TAMILNADU GENERATION AND DISTRIBUTION CORPORATION LIMITED

TENDER DOCUMENT FOR

TANGEDCO INTERNAL AUDIT – FY 2023-24 & FY 2024-25

(Through e-tendering under NIC platform)

| | |
|--|--|
| Last Date & Time of submission of tender | : 29 .01.2024 @ 14.00 Hrs |
| Opening Date & Time of tender | : 30.01.2024 @ 14.30 Hrs |
| Document download start date and time | : 13.01.2024 @ 10.00 Hrs |
| Tender Inviting Authority | : Chief Internal Audit Officer, Audit Branch/TANGEDCO, 1 st Floor, NPKRR Maaligai, 144, Anna Salai, Chennai – 2. |

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

INSTRUCTION TO BIDDERS FOR SUBMISSION OF ONLINE BIDS.

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

A)REGISTRATION

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

- 1) By clicking on the link "**Online Bidder Enrollment**" on the TAMILNADU E PROCUREMENT Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the TAMILNADU E PROCUREMENT Portal.
- 4) Upon enrolment, the bidders will be required to register their valid DigitalSignature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to 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 EPROCUREMENT 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 covers in which the bid documents have to be submitted, 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.
- 5) The completed bid comprising scanned copy of the proof for the payment of EMD/exemption from payment of EMD along with undertaking and necessary Documentary proof for all BQR conditions should be uploaded on the website along with signed and scanned copies of requisite certificates as mentioned in the tender document.

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 has to select the payment option as **"online"** to pay the tender fee / EMD as applicable and enter details of the instrument.
 - a) The online payment Gateway has been enabled for TANGEDCO in TN Tenders portal (www.tntenders.gov.in). All the payments for the tenders like EMD will be carried out by the Bidders only through online payment mode.

Note: As the internet banking process (NEFT/RTGS) may take some time for confirming the receipt of EMD, bidders may plan 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.

- b) The EMD amount should be the exact amount and no excess or less amount should be transferred through **online payment gateway**. If excess or short, the tender status will be shown as invalid.
- 4) The bidder has to submit the tender document online well in advance before the Prescribed time to avoid any delay or problem during the submission process. If there is any delay, due to other issues, bidder only is responsible.
- 5) Bidder should prepare the EMD as per the instructions specified in the tender document. After confirming the EMD paid amount / Exemption uploaded, then only the system will allow to submit the technical and financial bids.
- 6) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 7) 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.
- 8) 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. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- a) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- b) 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.
- c) 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.
- d) In all cases, bidder should use their own ID and Password along with Digital Signature certificate at the time of submission of their bid.
- e) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- f) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- g) 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 TANGEDCO will form a binding contract between TANGEDCO and the Bidder for execution of Internal Audit work.
- h) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- i) TANGEDCO 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.

- j) 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.**
- k) Bidders are advised to exercise caution in quoting their bids in e-tender and e-reverse auction as the case may be to avoid any mistake. Bids once submitted can't be recalled.
- l) Any order resulting from this bidding process shall be governed by the terms and conditions mentioned in the tender documents.
- m) No deviation to the technical and commercial terms & conditions are allowed.
- n) **One hard copy of the electronically submitted bid documents excepting the price schedule shall have to be submitted upon intimation by TANGEDCO after opening of the e-tender and original copy of Bank Guarantee in lieu of EMD should be submitted after opening of the e-tender .**

E) 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 for a tender 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 GENERATION AND DISTRIBUTION CORPORATION LIMITED

TENDER SPECIFICATION FOR INTERNAL AUDIT

1.0 BACKGROUND :

The erstwhile Tamil Nadu Electricity Board has been re-structured into TNEB Ltd as Holding Company and Tamil Nadu Generation and Distribution Corporation Ltd. (TANGEDCO) & Tamil Nadu Transmission Corporation Ltd. (TANGEDCO) as two subsidiary companies.

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

| SL. No | Function | No. of units |
|---------------|--|---------------------|
| 1 | Distribution circles | 44 |
| 2 | Thermal Power Generation stations | 5 |
| 3 | Hydro Power Generation stations | 4 |
| 4 | Gas Power Generation stations | 4 |
| 5 | Wind Energy circles | 2 |
| 6 | Thermal Projects | 5 |
| 7 | Hydro Projects | 1 |
| 8 | Dam Rehabilitation Improvement Project | 1 |
| 9 | Civil circle (Hydro Projects) | 1 |
| 0 | Construction circles | 2 |
| 11 | Workshop circle | 1 |
| 12 | Headquarters Wings | 7 |
| Total | | 77 |

Each Distribution circle office (44 circles as above) is handling distribution of power, through their Division offices under their geographical jurisdiction. Generating circles are handling generation of power through Coal, Gas and Hydro based turbines and located in a specified area. Certain projects are being under execution in few locations. Two construction circles are having work of construction of sub-stations in chennai area. Workshop circle is located in Mettur for production of line items required for distribution circles in TANGEDCO. In Headquarters, there are specific offices having centralized accounting for major functions such as Fuel purchase, Power purchase, centralized funds management, payment, loan mobilization, etc.

2.0 PURPOSE :

TANGEDCO invites tenders from CA firms to conduct internal audit for the current financial year 2023-24 & FY 2024-25, with the following purpose :

To have proper control over the financial activities and to comply with the provisions of Companies Act, 2013, internal audit is required to be conducted in all offices of TANGEDCO to assess/review/recommend/comment whether accounting/ financial/operational/maintenance systems are reliable/effective/ efficient and whether the relevant Acts, rules, guidelines, instructions and all relevant policies are adopted etc.

In order to ensure prevention and early detection of misappropriation/ fraud/ irregularities/negligence etc. and for improving operational control and efficiency and to ensure a strict internal control system commensurate with the size of the organization.

3.0 FIRM'S ELIGIBILITY CRITERIA:

Firms must qualify in the following minimum criteria:

| Sl. No. | Bid Qualifying Requirement |
|----------------|--|
| 1 | The Audit Firm should have minimum 3 partners who have been in the firm for a continuous period of minimum three years. |
| 2 | The CA firm should be in existence for more than 5 years on the date of Tender opening. |
| 3 | At least 1 partner of the firm should have to possess qualification of DISA / CISA. |
| 4 | The average total income of the CA firm in the preceding 3 years (i.e., FY 2021-22, 2020-21 and 2019-20) shall be not below Rs.50 lakhs. |
| 5 | The CA firm has to submit Audit experience in the public sector under takings, preferably power sector in the past 7 years. |
| 6 | The firm's staff strength shall be atleast 10 suitable staff (Audit assistant, Audit manager etc.,). |
| 7 | The Consolidation Audit firm shall have H.O/Branch office in Chennai. |

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

Firms with branches at various cities of Tamil Nadu is preferred. However it will be responsibility of the audit firm to complete the audit of various offices in the background note through their own employees/article assistants or through their associates.

Document proof:

- 1) Firms' Registration Certificate copy
- 2) Required number of partners' membership Certificate copies.
(The copy of partnership deed of the CA firms (or) Firm Registration Number (FRN) as downloaded from the Institute of Chartered Accountant of India (ICAI), duly attested by the authorised signatory of the firm.)
- 3) DISA/CISA Certificate copies
- 4) Income and Expenditure statement for three financial years.
(FY 2019-20, FY 2020-21 and FY 2021-22)
- 5) Experience proof – Copy of Engagement letter issued by client.
- 6) Address proof for Head Office/Branch office – self certificate
- 7) Staff strength – Self certificate
- 8) Available partners in the firm - self certificate
- 9) Copy of PAN Card.
- 10) Copy of GST Registration.

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

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

4.0 ALLOCATION OF THE JURISDICTION COVERAGE:

(i) Distribution and Generation Circles:

The internal audit work may be covered for all distribution regions, Thermal power generating stations, Hydro, Gas stations, ongoing projects, and HQ accounting units. The entire TANGEDCO circles/offices are grouped into 11 segments for Internal Audit assignments purpose.

| Sl. No. | COVERAGE | | |
|----------------|-----------------------------|---|--|
| | Nodal offices | Distribution circles | Generation / Projects / Offices |
| 1 | Chennai/North Region | 1.Chennai/EDC North(2206) 2.Chennai/EDC/Central (2205) 3.Chennai/EDC West(2207) 4.Thirupathur/EDC(2240) 5.Krishnagiri/EDC(2238) | 6.ETPS Expansion project (2410) 7.Ennore SEZ (2409) |
| 2 | Chennai/Kancheepuram Region | 1.Chennai/EDC South I (2201) 2.Chennai/EDC South II (2202) 3.Chengalpattu/EDC (2203) 4.Kancheepuram EDC(2204) 5.Villupuram/EDC(2242) 6.Cuddalore/EDC(2242) | 7.Basin Bridge Gas Turbine (2501) |
| 3 | Thiruvannamalai Region | 1.Tiruvannamalai/EDC(2241) 2.Dharmapuri(2237) 3.Kallakurichi/EDC(2243) 4.Vellore/EDC (2239) | 5.Chennai Development Circle (2245) 6.CDC Schemes 7.NCTPS – 1 (2404) 8.NCTPS – 2 (2406) 9.NCTPS 3 project (2408) |
| 4 | Erode/Region | 1.Erode/EDC (2215) 2.Gobi/EDC (2216) 3.Salem/EDC (2219) 4.Namakkal/EDC (2218) | 5.Gen/Hydro/kadamparai (2304) 6.Gen/Hydro/Kundah (2302) 7.Kundah Projects (2306) |

| Sl. No. | COVERAGE | | |
|---------|--------------------|--|--|
| | Nodal offices | Distribution circles | Generation / Projects / Offices |
| 5 | CE/MTPS | 1.Mettur/EDC (2217) | 2.Mettur Workshop (2247) 3.Mettur Thermal – I (2403) 4.Mettur Thermal – II (2405) 5.Gen/Hydro Erode (2301) 6.HP/Civil Erode (2305) 7. Udumalpet/wind (2602) |
| 6 | Coimbatore/Region | 1.Coimbatore/EDC/Metro (2210) 2.Coimbatore/EDC/South (2209) 3.Coimbatore/EDC North (2208) 4.Thiruppur/EDC (2212) 5.Palladam/EDC (2214) 6.Udumalpet/EDC (2211) 7.Nilgris/EDC (2213) | NIL |
| 7 | Tirunelveli/Region | 1.Tirunelveli/EDC (2227) 2.Virudunagar/EDC (2229) 3.Kanyakumari/EDC (2228) 4.Tuticorin/EDC (2226) | 5.Gen/ HYDRO/Tirunelveli (2303) 6.Tirunelveli/wind (2601) 7.Tuticorin Thermal (2402) 8.Udangudi Project (2411) |
| 8 | Madurai/Region | 1.Madurai/EDC (2221) 2.Madurai/EDC Metro (2220) 3.Dindigul/EDC (2222) 4.Theni/EDC (2223) 5.Sivaganga/EDC (2225) 6.Ramnad/EDC (2224) | 7.Uppur Projects (2407) 8.Vazudur Gas Turbine (2503) 9.Dam Rehabilitation & Improvement Project (DRIP) (2701) |
| 9 | Trichy/Region | 1.Trichy/EDC Metro (2231) 2.Perambalur/EDC (2230) 3.Karur/EDC (2232) 4.Pudukottai/EDC (2235) 5.Thanjavur/EDC (2233) 6.Thiruvarur/EDC (2236) 7.Nagapatinam/EDC (2234) | 8.Thirumakkotai (K)Gas Turbine (2502) 9.Kuttalam Gas Turbine (2504) |

ii)Head Quarters

| Sl. No | COVERAGE |
|--------|--|
| | HQ – A/c Rendering units (profit centre) |
| 10 | 1.Coal (2102) 2.Cost (2101) 3.Funds (2101) 4.Resources(2101) 5.Central Payment(2101) 6.Cash Compilation(2101) 7.Balance sheet section (2101) |

iii) For consolidation Task

| Sl. No. | Coverage |
|---------|---|
| 11 | Co-ordination with circles and head quarters, External firms engaged, compilation of reports, submission to management, presentation to Audit committee, Support services on statutory audit/AG Audit queries, etc. |

Fees for each jurisdiction shall be quoted separately,for each year in the form enclosed herewith. In case of quoting one or few jurisdiction, CA firm may quote against such preferred item in Form for FEES. For the Jurisdiction not preferred , CA firm may mention as “not quoted” against such jurisdiction.

Note :

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

5.0 SCOPE OF THE WORK :

The Internal Audit Service will consider the adequacy of controls, necessary to secure propriety, economy, efficiency and effectiveness in all areas. It will seek to confirm that management have taken the necessary steps to achieve these objectives and manage the associated risks.

The scope of Internal Audit work should cover all project, operational and management control and should not be restricted to the audit of systems and controls necessary to form an opinion on the financial statements.

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

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

- . Verification of Assessment, billing, & Collection of HT category of revenue (Distribution circles)
- . Procurement and Works contracts including O&M contracts.
- . To report on the proper Capitalization of work in progress, regularly.
- . To report on Stock reconciliation with Finance ledger.
- . To physical verification of one store per quarter in each circle.
- . To verify the Bank and cash Reconciliation.
- . To verify the compliance of Income Tax and GST provisions.
- . To report on the timely preparation of Income Tax and GST reports.
- . To Assist in connection with TAX Audit & GST Audit works.
- . To report on the timely preparation of monthly statement of accounts, Annual Accounts.
- . To assist in resolving the queries raised by Statutory Auditors / AG auditors.
- . To report on the Utilization of Funds, and correctness of Fund indents.
- . Validation of various MIS reports and suggest for their refinement.
- . Inter unit reconciliation & Intercompany reconciliation of transactions.
- . Reporting on the Internal control on funds, expenditure, Capex.
- . Checking the efficacy of IT packages & ERP being utilized.
- . Any specific requirements of audit committee of TANGEDCO.

All work done by the Internal Audit Service 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

| S. No. | Description | for FY 2023-24 | for FY 2024-25 |
|--------|--|----------------|-----------------------|
| 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.10 lakhs in case of Thermal Generation Circles - Rs.50 lakhs in case of HQ PO placing authorities - Rs. 2 lakhs in case of all other circles. | | |
| | (a) Verification of all contracts awarded as per the approval of the competent authority | 50% | 50% |
| | (b) Compliance of all contract terms | 50% | 50% |
| | (c) Final Bills settlement | 50% | 50% |
| 2. | Finance & Accounts including commercial aspects | | |
| | (a) Verification of bank reconciliation statements of all banks | 50% | 50% |
| | (b) Physical verification of cash and cheque | 31.03.2024 | One time in a quarter |
| | (c) Verification of HT Revenue - Billing more than Rs.10 crores per annum | 50% | 50% |
| | (d) Billing of other revenue streams of the company – sale of fly ash & Scraps | 50% | 50% |
| | (e) Work Order closing and capitalization of assets – valuing more than Rs.25 lakhs | 50% | 50% |
| | (f) Deposit Contribution Works (DCW) related Work orders valuing more than Rs.50 lakhs | 50% | 50% |
| | (g) To check the inter-unit and inter-company transactions of more than Rs.1 crore. | 75% | 75% |
| | (h) Utilization of funds and fund indents | 50% | 100% |
| | (i) Monthly Statement of Accounts | 100% | 100% |
| | (j) Compliance of IT, GST provisions | 100% | 100% |

| | | | | |
|----|---|--|------------------|----------------------------|
| 3. | MM & Stores | | | |
| | (a) | Stores Department viz. Documentation and Procedure | 3 months | 6 months |
| | (b) | Controls over Material receipt, issuance & consumption booking procedures, Inventory valuation etc. | 3 Months | 6 months |
| | (c) | Adjustments for returns, shortages, damages and unserviceable stores and materials at sites | 50% | 50% |
| | (d) | Stock Reconciliation with financial records | As at year end | All Quarter end |
| | (e) | Inventory levels | 3 months | 12 months |
| | (f) | Physical verification at Stores | As on 31.03.2024 | At the end of all quarters |
| 4 | Information Technology and ERP Department: | | | |
| | (a) | SAP applications/modules | 50% | 100% |
| | (b) | Information Technology Department inter alia covering Evaluation of System & Process to secure IT Assets & Data. Verification of compliances to Company's IT Policy and law. | 50% | 100% |

(iii) The following activities are assigned to the firm additionally, for ensuring proper review of Annual Accounts by the circles for the financial year 2023-2024 and FY 2024-25.

a) RCS section

- LT bill value as per the cost statement of the LT software is to be verified.
- The tariff wise account heads for revenue and debtors for accounting LT assessment need to be utilized for each month. Similarly, the collection from LT consumers shall be journalized every month, based on report from LT packages.
- Deposit of collections (Remittances) to circle's bank account:
 - 1) LT related collections deposited (Remitted):
Verification of Remittances of LT collection into the bank accounts of TANGEDCO and verify JV passed.

2) LT deposits refund:

- Verification of amount refunded to LT consumer.
- Mail Transfer Journal (Different mode of transfer):
- Verification of amount transferred to Head quarters in respect of LT Collection.

b) High Tension (HT) Categories:

- HT bill value as per the cost statement of the HT software is to be verified.
- The tariff wise account heads for revenue and debtors for accounting HT assessment need to be utilized for each month. Similarly, the collection from HT consumers shall be journalized every month, based on report from HT packages.
- In respect of Wheeling charges towards TANGEDCO it shall be accounted in New GL 3010400 (wheeling and open access charges) only. In respect of wheeling charges towards TANTRANSCO it shall be accounted in GL 3010303 (wheeling CGP and loss component and transmission charges) and subsequently transferred to TANTRANSCO, through journal.
- Deposit of collections (Remittances) to circle's bank account:

1) HT related collections deposited (Remitted):

Verification of Remittances of HT collection into the bank accounts of TANGEDCO and verify JV passed.

2) HT deposits refund:

- Verification of amount refunded to HT consumer.
- Mail Transfer Journal (Different mode of transfer):
- Verification of amount transferred to Head quarters in respect of HT collection.

c) Stores receipt and issue journals:

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

d) 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. Circles need to verify the same with their books in ERP, for ensuring proper accounting.
4. Verification of Supplier Advance payment through ERP and its subsequent adjustment.
 - i. Verification of K2 agreement/Other miscellaneous expenses related to Work orders are accounted is relevant work order before processing claims for payment.
 - ii. Arriving at the vendor wise, age wise balances.

e) Cash Section:

The Receipts and Payments of all nature are to be covered for verification of 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 would have being 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 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.

f) 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 its accounting.

g. 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 Transco collected in TANGEDCO's books:
Following A/c Heads are to be verified.
- (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, yearend journals in each circle.

h. Work Order section:

- a) Verification of number of work Breakdown Structure (WBS) and internal work orders, for booking Capital expenditure and on completion of work, transfer to Fixed Assets. There are closing balance lying in Expenses heads, capital consumption account, WIP up gradation account, until periodical settlement process is carried out. The transfer of such expenses into work in progress has 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).

- i. **Disclosures – Quantitative details** such as Inventory/Capital spare, Right of way, GPF, CPS, SPF, FSFS, staff loan, Deposits, Leases, prior period items, Foreign exchange rate etc., as required by the Head Quarters Consultancy firm in the prescribed format has to be submitted.
- j. **Disclosures - Details in-descriptive nature** as required by the Head Quarters Consultancy firm in the prescribed format has to be furnished.

k. Co-ordination among other firms & HQ Consolidation Firm:

The CA firms engaged for one Jurisdiction shall co-ordinate with other Regional firms for effective review of accounts. The Regional firm shall have regular review by the firm engaged at Headquarters for consolidation purposes. The guidance of HQ consolidation firm shall be adhered by all the regional firm.

- a) Preparation of Annual Accounts for the FY 2023-24 and 2024-25.
- b) Co-ordinate with Statutory Audit and AG Audit.

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 '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. Arrive the vendor balances with aging details.
- Check whether the amount in passed bills for Sale to Board Direct category in Solar purchase entries done at Head Quarters dealt in the NCES wing under the jurisdiction of the Chief Engineer/NCES is captured in ERP for all months. (Appx.1500 bills p.a. in number). Arrive the vendor balances with aging details.
- Verification of purchase bills claimed and passed amount and payment amount in Vendor accounts maintained at Head Quarters (Appx.220 vendor accounts in number) both at cost Division and NCES Division. Coordination with Central Payment Division, Funds Division, Resources Division, relevant web portal, if any, may be made on need basis. Arrive the vendor balances with aging details.

b) COAL – Procurement of Coal & Transportation charges:

Verification of accounting of the following Coal purchases and Coal transporting charges like Ocean Freight, Railway freight, Handling charges, etc., in ERP to confirm no material variations in accounting exists;

- Check whether the amount as 'pass order' in the passed bills for Coal Purchase, Coal Handling and Coal Shipping which is dealt in the O/o the Chief Engineer/Coal are captured in ERP for all months. (Appx.6000 in number). Arrive the vendor balances with aging details.
- Check whether other fuel purchase amount dealt in the O/o the Chief Engineer/Coal is captured in ERP for all months. (Appx.150 in number). Arrive the vendor balances with aging details.
- Verification of purchase bills claimed and passed amount and payment amount in Vendor accounts maintained at Head Quarters (Appx.40 vendor accounts in number). Coordination with Central Payment Division, Funds Division, Resources Division, relevant web portal, if any, may be made on need basis. Arrive the vendor balances with aging details.

c) Fund Section:

This wing receives all collections from circles, subsidy from GoTN, Grants from Govt, Loans from Fin & Banks, etc. This wing makes fund allotment to circles or to HQ Central Payment wing for all sorts of payments. The payment to 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 transfer, etc need to be checked on its accounting.

iii. Fund surrender journal:

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

iv. 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.

v. The expenditures incurred in Funds wing shall be verified on its proper accounting.

d) Cash Compilation wing :

The miscellaneous receipts like testing fees, EMD/SD on HQ tenders, IT refunds, etc., relating to HQ offices alone are being collected & accounted in this wing. Similarly all the HQ office related payments i.e. Employees Pay bill, Pension, Contractors bills, office 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.

e) Resources:

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

F) Central Payment:

The Suppliers / contractors claims on power purchases, Coal, coal handling vendors, Materials, Services, Consultancy fees, GST remittances, Bills admitted from Circles, etc are being paid and accounted. Verification of its proper accounting need to be checked thoroughly.

g) Revenue:

Verification of revenue transactions posted based on the report from HT & LT packages(outside ERP) for the period from 2022-2023. This includes verification of LT, HT and Miscellaneous revenue entries posted in the ERP based on the report from respective software packages outside ERP.

h) Disclosures :

Should prepare formats for Quantitative details such as Inventory/Capital spare, Right of way, GPF, CPS, SPF, FSFS, staff loan, Deposits , Leases , prior period items, Foreign exchange rate etc., as required under Ind AS provisions in the prescribed format . The details from others firms in another jurisdiction need to be compiled.

i) Disclosures

Details in-descriptive nature as required for disclosure requirements in the annual accounts have to be compiled, with support of firms engaged in other Jurisdiction also.

j) Co-ordination among other firms & HQ Firm:

The CA firms engaged for one jurisdiction shall co-ordinate with others regional firms for effective review of accounts. The Regional firm shall have regular review by firm engaged at Headquarters for consolidation purposes. The guidance of HQ consolidation firm shall be adhered by all the regional firms.

k) Preparation of Annual Accounts for the FY 2023-24 and FY 2024-25.

l) Co-ordinate with Statutory Audit and AG Audit.

V) SCOPE OF THE WORK FOR HQ CONSOLIDATION FIRM:

- a) The Firm to be engaged for Head Quarters shall act as consolidation firm on the reports of ten firms engaged in the circles throughout TANGEDCO.
- b) The firm at HQ need to have periodical meetings with all other firms to chalk out a review plan, coverage, review tools, check list, report pattern, etc., in consultation with all the firms engaged.
- c) The firm at HQ shall audit the quarterly accounts, so as to publish in a prescribed format.
- d) The review of books of accounts and ERP reports shall be made to facilitate extract of disclosure requirements under IND AS provisions as in the Companies Act, 2013.
- e) Submission of monthly report to the management on the overall performance of circles, material deficiencies, corrective action taken, suggested follow-up to be taken, way forward, etc., based on the reports from the firms engaged in Jurisdiction as well as HQ firm observations.

- f) Review in the Preparation of Annual Accounts for the FY 2023-24 and FY 2024-25.
- g) Details in-descriptive nature as required for disclosure requirements in the annual accounts have to be compiled, with support of firms engaged in other Jurisdiction also.
- h) Co-ordinate with Statutory Audit and AG Audit.
- i) Detailed deliberations with the management, Audit Committee, Board of TANGEDCO either periodically or as and when required by management.

6.0 INTERNAL AUDIT REPORTS

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

- (a) Audit observations;
- (b) Implications of the observations;
- (c) Suggested recommendations;
- (d) Management 's comments/agreed actions and
- (e) Status of actions on the previous quarter audit recommendations.

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 consolidated internal auditor should prepare and submit a comprehensive report for each quarter, highlighting the critical issues which require the immediate attention of TANGEDCO. The consolidated internal auditor should discuss the results of audit with the Joint Managing Director (JMD) / Finance of TANGEDCO and the Audit Committee, as and when requested.

The consolidated report in respect of TANGEDCO shall be submitted in triplicate for each quarter along with a soft copy on CD form.

7.0 DELIVERY SCHEDULE:

(i) Deliverables for Jurisdictional Internal Audit:

1. The Firm shall have monthly appraisal on the report to the Superintendent Engineers of the circles allotted on the performance of the circles, major issues observed, suggestive measures, follow up action taken in the previous report etc., with copy to HQ, Chief Engineers Concerned and to the consolidation Audit

Firm engaged at HQ.

2. Annual accounts for FY 2023-24 and FY 2024-25 are to be arranged to be handed over to the Statutory Auditors by third week of May 2024 and May 2025, so as to ensure its completion by third week of July 2024 and July 2025 respectively.
3. The firm has to prepare Annual Review report for each circle allotted, consisting of performance of the each wing on internal audit, accounting aspects, major issues to be attended or resolved during the year, suggestive measures etc., by the end of May 2024 and May 2025 respectively.

(ii) Deliverable for Head quarters Internal Audit::

1. Monthly report on the overall performance of the account rendering units allocated along with major issues in accounting, suggestive measures etc., to the Chief Financial Controller/Ind AS and Director/Finance.
2. Quarterly report on the quarterly results of the financial statements has to be furnished by the end of next month of the related quarter.
3. Annual accounts for FY 2023-24 and FY 2024-25 are to be handed over to the Statutory Auditors by third week of May 2024 and May 2025 and ensure its completion by third week by July 2024 and July 2025 respectively.
4. Annual review report of the TANGEDCO's circles duly consolidating all the review report of the other ten firms, shall be furnished on or before 15th May 2024 and 15th May 2025 for the FY 2023-24 and FY 2024-25 respectively.

(iii) Deliverable for Head quarters Consolidation Internal Audit:

1. Quarterly report on the overall performance of the account rendering units allocated and the appraisal of reports obtained from ten other firms on their circles review, along with major issues in accounting, suggestive measures etc., to the CIAO, Chief Financial Controller /Ind AS and Director/Finance.
2. Quarterly report on the quarterly results of the financial statements has to be furnished. Preparation of quarterly, so as to publish in a suitable format, shall be completed within 40 days from the end of each quarter.

3. Quarterly appraisal and presentation to the Management, Audit Committee and Board of TANGEDCO on the overall performance of TANGEDCO in the Internal Audit aspects, major issues to be appraised, suggestions for improvement way forward plan of action etc.

4. Annual review report of the TANGEDCO's circles duly consolidating all the review report of the other ten firms, shall be furnished on or before 7th June 2024 and 15th May 2025.

5. Consolidation of Annual accounts for FY 2023-24 and FY 2024-25 to be arranged to be handed over to the Statutory Auditors by third week of May 2024 and May 2025 ensure its completion by third week by July 2024 and July 2025 respectively.

6. Co-ordination for AG Audit and enabling adoption of accounts (Annual Report) by 30.09.2024 and 30.09.2025 or such earlier date, as may be required.

7. Co-ordination with circles and head quarters, External firms engaged, compilation of reports, submission to management, presentation to Audit committee, Support services on statutory audit/AG Audit queries, etc.

The timeline for the quarterly report in respect of Deliverable for (i), (ii) & (iii) categories of Internal Audit shall be;

| Quarter | Each Circle reports by Jurisdictional Auditor (incl. HQ) for (i) & (ii) | Consolidated Report By CA firms – consolidation for (iii) |
|-----------------------|--|--|
| For FY 2023-24 | | |
| I of 2023-24 | Before end of March'24 | Before 15 th April'24 |
| II of 2023-24 | Before end of March'24 | Before 15 th April'24 |
| III of 2023-24 | Before end of 25 th April'24 | Before 15 th May'24 |
| IV of 2023-24 | Before end of May'24 | Before 7 th June'24 |
| For FY 2024-25 | | |
| I of 2024-25 | Before end of July'24 | Before 10 th Aug '24 |
| II of 2024-25 | Before end of Oct'24 | Before 10 th Nov'24 |
| III of 2024-25 | Before end of Jan'25 | Before 10 th Feb'25 |
| IV of 2024-25 | Before end of April'25 | Before 7 th May'25 |

Effective co-ordination shall be ensured among CA firms for adhering the reporting commitments to the management.

8.0 RIGHTS OF THE INTERNAL AUDITOR

The Internal Auditors has rights of access to all TANGEDCO records, information and assets which considers necessary to fulfill the responsibilities. The Internal auditors conducting internal audit in each jurisdiction shall also have direct access to JMD/Finance, TANGEDCO for reporting on the issues encountered. Similarly, the consolidated Internal Auditor shall have a right to direct access to the JMD Finance and the Audit Committee, duly getting prior appointment. The Consolidated Internal Auditor has right to formulate the pattern of reports to be submitted by all other Internal Auditors engaged by TANGEDCO in various jurisdiction, for consolidation purposes.

9.0 RESPONSIBILITY

The responsibility of the Internal Auditor would be:

- a) Develop a flexible annual internal audit plan, in consultation with Consolidated Internal Auditors, 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 as appropriate any special tasks or projects requested by management and the audit committee.
- c) Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this Charter.
- d) Evaluate and assess significant merging/consolidating functions and new or changing services, processes, operations, and control processes coincident with their development, implementation, and/or expansion.
- e) Issue periodic reports to the audit committee and management summarizing results of audit activities, including significant audit issues and management action plans.
- f) Keep the audit committee informed of emerging trends and successful practices in internal auditing.
- g) 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.
- h) 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.
- i) **Responses to internal audit reports for the above periods should be obtained from the audited offices and forwarded to CIAO/Audit Branch/ TANGEDCO/ Chennai-2.**

10.0 COMMERCIAL TERMS:

(i) EARNEST MONEY DEPOSIT

Tenderer should pay **Rs.5000.00** (Rupees five Thousand Only).towards Earnest Money Deposit as follows:

Mode of Payment: through "ONLINE ONLY".

- a) The online payment Gateway has been enabled for TANGEDCO in TN Tenders portal (www.tntenders.gov.in). All the payments for the tenders like EMD will be carried out by the Bidders only through online payment mode.
- b) The EMD amount should be the exact amount and no excess or less amount should be transferred through **online payment gateway**. If excess or short, the tender status will be shown as invalid

c) EMD Exemption:

If submitting EMD as Udayam Registration Certificate (SSI), then select the exempted from EMD payment as "YES". Then upload the EMD exemption documents only in "pdf" files.

The EMD will not carry any interest.

(ii) SECURITY DEPOSIT :

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

The successful tenderer will have to furnish the Security Deposit within 30 days from the date of receipt of award 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 order within the stipulated time by the successful tenderer will entail in the cancellation of the contract without any further reference

to the firm.

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

The Security Deposit will be released after submission of reports in complete shape. In case of the requirement arising for extension of the Bank Guarantee, the extended Bank Guarantee shall have to be submitted to TANGEDCO 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), TANGEDCO shall invoke the Bank Guarantee by addressing the Bank directly.

(iii) OTHER TERMS AND CONDITIONS:

- i. Firms selected by TANGEDCO shall maintain ethics of faith and the information provided by TANGEDCO shall be kept strictly confidential. The firm shall execute Confidentiality Non-Disclosure Agreement before commencement of the Internal Audit Assignment.
- ii. In case of any dispute, the decision of Chairman cum Managing Director (CMD), TANGEDCO shall be final and binding.
- iii. All assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.
- iv. All reporting including MIS shall be done on concurrent basis as required by TANGEDCO from time to time.
- v. TANGEDCO reserves the right to cancel selected firms, if it considers necessary.
- vi. The Audit work being conducted by the firm will be subject to supervision by TANGEDCO as and when required to ensure that the work is progressing as per

agreed plan.

- vii. In case of non-fulfillment of any instructions, TANGEDCO will be entitled to cancel the audit work without any obligations.
- viii. The successful firm shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
- ix. TANGEDCO reserves the right to reject any or all offers received without assigning any reasons.
- x. These are only proposed draft terms and conditions and can be modified at any time by the TANGEDCO at its sole discretion.
- xi. The Audit party will consist of sufficient number of experienced and qualified professionals in relevant field.

11.0 Validity of Fees :

The tender price is to be in Indian currency and must include applicable taxes and the firm must complete the price table as in Form for FEES. 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.

12.0 EVALUATION OF BIDS :

The schedule of fees quoted by eligible CA firms will be evaluated based on all inclusive fees, duly including any out of pocket expenses, taxes & duties, etc. Though the fees for internal audit has to be quoted separately for each year FY 2023-24 & 2024-25, the evaluation will be done for each jurisdiction considering fees for both the year together. Separate evaluation of bids for each Internal Audit jurisdiction above will be made and CA Firm who quoted lowest value will be considered for awarding of Internal Audit assignment for each such jurisdiction. TANGEDCO reserves the right to consider jurisdiction wise evaluation.

The CA firm may choose to quote any number of jurisdictions depending on their capacity to carry out the Internal Audit assignments. The fees shall be quoted for each jurisdiction separately and shall not be clubbed together, since assignments would be awarded on jurisdiction basis.

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

13.0 PAYMENT OF AUDIT FEES :

The payment of Audit Fees as fixed will be made only after completion of Audit Work and submission of Audit Report for every quarter. Completion of Audit includes conduct of audit, submission of reports and discussion with TANGEDCO. 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 / TANGEDCO along with a certificate indicating that audit work has been completed as per the agreed terms and conditions.

TANGEDCO shall cause payment to the Audit Firm to be made in 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.

14.0 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 quarterly report delay in submission in any of the respective quarters, 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. The penalty recoverable is subject to GST and the same will also be recovered along with penalty.

K.V. KALYANARAMAN,

Sd/-- on 10.01.2024

CHIEF INTERNAL AUDIT OFFICER(a/c)

Attachments :

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

FORMAT OF APPLICATION

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

Head Office:

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

Branch Office 1

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

Branch office 2

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

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

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

5. Details of Audit Assistants:

| Sl.No. | Name of the Qualified Audit Assistant | Membership No. / Final Pass Certificate No./ Mark- | Whether Chartered | Date of joining the Partnership Firm /LLP as |
|--------|---------------------------------------|--|-------------------|--|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

6.Details of Audit managers:

| Sl.No. | Name of the Audit manager | Whether Chartered - Intermediate | Date of Joining the Partnership Firm /LLP as Semi-Qualified Assistant |
|--------|---------------------------|----------------------------------|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

7.Details of Experience in Power Sector from FY: 2014-15 onwards:

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

| | | | |
|----|--|--|--|
| 4. | | | |
|----|--|--|--|

8. Details of Experience other than Power Sector from FY: 2014-15 onwards

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

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

10.GST Registration No.:

11. Bank details:

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

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

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

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

Authorized Signature [In full and initials]:

Name and Title of Signatory: Name of Firm: Address

CHECK LIST

(SPECIFICATION No.- CIAO/No-001/Internal Audit/2024 Due date of submission on 29.01.2024)

(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 should be uploaded as required in this specification. | YES / NO |
| 5. | Whether the average Turnover of the firm in the preceding three years (2021-22, 2020-21 & 2019-20) exceeds Rs. 50Lakh | YES / NO |
| 6 | Whether the proof for evidence there for has been uploaded as required in this Specification 2019-20 : 2020-21: 2021-22: | YES / NO YES / NO YES / NO |

| SI No | PARTICULARS | BIDDERS RESPONSE |
|-------|---|--|
| 7 | <p>EARNEST MONEY DEPOSIT</p> <p>(a) Mode Amount : Rs.5000/-</p> | "ONLINE ONLY" |
| 8 | <p>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)</p> | YES / NO |
| 9 | <p>PRICE:</p> <p>(a) Whether the price quoted is FIRM (b) Whether the following break ups for the quoted Unit Price (All-inclusive price excluding GST) have been mentioned in the Specification</p> <p style="padding-left: 40px;">Basic Fees GST..... %</p> | <p>YES / NO YES / NO</p> |
| 10 | <p>Whether you are agreeable for the following clauses specified in the Specification:</p> <p>(a) Payment Terms (Clause-13) (b) Security Deposit (Clause-10(ii)) (c) Completion period (Clause-7) (d) Liquidated Damages (Clause-14)</p> | <p>YES / NO YES / NO YES / NO YES / NO</p> |

Date :

SIGNATURE

Place :

NAME

ROLE IN THE FIRM
(Affix Seal of the FIRM)

