



पूर्वांचल विद्युत वितरण निगम लिमिटेड
विद्युत नगर, भिखारीपुर, पो०-डी०८०का०
वाराणसी-221004

CIN:- U31200UP2003SGC027461

E-MAIL-puvvnlaudit1@gmail.com

पत्रांक - ११२/पू०विय०विय०निय०लि०,(वा०) / लेखा /

दिनांक:- 13/02/2024

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To,
The Chairman,
Lucknow Branch of CIRC of ICAI
Lucknow

To,
The Chairman,
The Institute of Cost Accountants of India
Lucknow Chapter
Lucknow

Subject: Request for proposal for Empanelment of Special Auditor.

We are pleased to inform you, that Purvanchal Vidyut Vitaran Nigam Ltd. (PuVVNL), Varanasi is seeking proposal from eligible CA Firms/CMA Firms to conduct Special Audit of units of PuVVNL, Varanasi. You are hereby requested to kindly convey the information to the members of your institute.

Detailed Request for Proposal (RFP) along with proposal forms and formats are attached herewith for reference. Only the eligible and interested firms are requested to submit their proposal in the prescribed format, which should reach on or before 5:00 PM on 26th Feb 2024 at the following address-

To,
THE MANAGING DIRECTOR,
Purvanchal Vidyut Vitaran Nigam Ltd.,
Vidyut Nagar, Bhikharipur,
Post-BL W, Varanasi- 221004
Email.Id- dfpuvvnlvns@gmail.com

The management of PuVVNL reserves the right for any modification/cancellation of the RFP if required and of consideration and cancellation of applications, without assigning any reason thereof.

Enclosure:- As attached.


(S. K. Jadia)
Director (Finance)
PuVVNL, Varanasi

REQUEST FOR PROPOSAL (RFP) DOCUMENT
FOR EMPANELMENT OF FIRM AS SPECIAL AUDITOR OF
DRAWING AND DISBURSEMENT UNITS OF
PURVANCHAL VIDYUT VITRAN NIGAM LTD.

1. OBJECTIVE:-

Purvanchal Vidyut Vitaran Nigam Ltd. intends to empanel eligible firms for conducting Special Audit of Bill Revision cases, for the financial year 2022-23 and first two quarter of F.Y. 2023-24 (April 2023 to September 2023). As per the decision of the management, Chartered Accountants/Cost Accountants firms are to be appointed at circle level to carry out audit of Bill Revision as per the criteria decided by the management for all the divisions under each circle. The very prime objective of the Special Audit is to check and examine the case of bill revision and reason thereof, for which detailed scope of work is defined. The Special Audit will aim at ensuring proper and full compliance of rules, orders and procedures as prescribed and provide suggestion to avoid inefficiencies as well.

2. IMPORTANT DATES:-

Date of issue of RFP	13th Feb, 2024
Last date for submission of proposal	26th Feb, 2024 (before 5:00 PM)

3. FORM OF PROPOSAL:- In enclosed format

4. ELIGIBILITY CRITERIA:-

- (1) Only firms of practicing Chartered Accountants/Cost Accountants are eligible for the Special Audit assignment.
- (2) The Firm must have completed minimum 5 years of existence. (Firms which have completed longer period and having discom audit experience will be given preference.)
- (3) The Firm should have its head office/branch office situated in Discoms Jurisdiction.
- (4) Firms having DISA/CISA/DISSA qualified member will be preferred.

5. SUPPORTING DOCUMENTS:-

- (1) Proposal of the firm in the attached form with supporting documents
- (2) The firm shall submit a declaration for not subletting the work if allotted.

6. SUBMISSION OF THE PROPOSAL:-

The proposal in the prescribed format with profile of firm and all other necessary supporting documents should be submitted on or before 5:00 PM on 26th Feb 2024 to the following address:-

To,
THE MANAGING DIRECTOR,
Purvanchal Vidyut Vitaran Nigam Ltd., Vidyut Nagar,
Bhikharipur, Post-BLW, Varanasi- 221004
Email.Id- dfpuvvnlvns@gmail.com

7. SCOPE OF THE SPECIAL AUDIT:-

Empanelled firms of Chartered Accountants/Cost Accountants will be required to examine and check the Bill Revision cases as per Scope defined by Order no. 1376—कार्य/चौदह—पाकालि/ 2023—28—के/2021 दिनांक 24.06.2023, as per Terms of Reference (TOR), which will be provided to the firms at the time of allotment letter /LOI.

8. AUDIT FEES:-

The Special Audit Fees will be decided by the management.

Note :-

- (i) T.A. & D.A. Rates will be applicable as per UPPCL guidelines.
(Enclosure -1 of Order no. 1376—कार्य/चौदह—पाकालि/ 2023—28—के/2021 दिनांक 24.06.2023)
- (ii) Taxes as applicable will be paid in addition to fees mentioned above.

9. Submission of Audit Report— The Special Audit report submitted as per Order no. 1376—कार्य/चौदह—पाकालि/ 2023—28—के/2021 दिनांक 24.06.2023

The Special Audit report shall be as per the following format:

I (a) Yearwise Division wise report of correction done of incorrect bills should be as per following format:

S. No.	F.Y.	No. of bill Raised during the FY	No. of bills Revised	Major Reasons of incorrect billing	%age of total bills revised to total bill raised	Suggestions to prevent the incorrect billing in relation to column No. 5
1	2	3	4	5	6 (4/3*100)	7
	2022-23/2023-24 (up to 30-09-2023)	***	***	***	***	
		***	***	***	***	
		***	***	***	***	
		***	***	***	***	
Total		***	***		***	

(The No. of bills raised and revised should be supported by online reports with amount of correction.)

I (b) Yearwise Division wise report should be as per following formats:

S. No.	%age of bill amount reduced	No. Bill revised	Value of Pre Revised Bills (Rs.)	Value of Post Revised Bills (Rs.)	Difference (Rs.)	No. of Bill taken for sample checking
1	2	3	4	5	6 (4-5)	7
	> 80%	***	***	***	***	***
	> 50% ≤ 80%	***	***	***	***	***
	> 20% ≤ 50%	***	***	***	***	***
	≤ 20%	***	***	***	***	***
Total		***	***	***	***	***

(The supporting data/online reports should be attached.)

The Auditor should provide other observations in audit report along with suggestion for improvement.

The Special Audit fee bill duly pre-receipted and signed shall be submitted along with the Special Audit Report which shall be verified and paid by the Discom.

10. ALLOCATION OF CIRCLE:-

Allotment of Special audit to any firm, is a sole discretion of the management. The management decision in this regard will be final and no communication regarding any change will be entertained.

11. OTHER CONDITIONS:-

- 1- The management of Discom reserves its right to reject any proposal without assigning any reason.
- 2- If the empanelled firms of Chartered Accountants/Cost Accountants do not undertake the Special Audit work or complete the Special Audit work within the prescribed time limit, the management may assign the work to other firms and the loss of work shall be considered for penalty to original allottee firm and the name of that particular firm will be removed from the list of empanelment and extra expenses incurred by the management in getting the work done shall be levied on the original allottee firm to whom the work was previously assigned.
- 3- The management of Discom will have full rights to oust any of the firms from empanelment without assigning any reason and also to change the circles & divisions allotted for Special Audit Work of empanelled firms.



(S. K. Jadia)
Director (Finance)
PuVVNL, Varanasi

Form of Proposal

Format for submission of information of the Chartered Accountant/Cost Accountant Firm for selection as Special Auditor of Purvanchal Vidyut Vitran Nigam Ltd (PuVVNL), Varanasi.

<u>FIRM'S PROFILE (with supporting document)</u>		
1	Name of the CA/CMA Firm. :	
2	Registration No. & Date of Registration of CA/CMA Firm :	
3	Registered Address :	
4	Branch Address :	
5	Contact Responsible Person with Designation :	
6	Contact Information (Contact No. & Email Id) :	
7	Details of PAN/GST No. of the Firm :	
8	Name of Partners (Associate/ Fellow) with Membership No. as on 31 st March 2023 :	
9	Detail of no. of Member qualified in DISA/CISA/DISSA :	
9	Registration No. on CAG Panel :	
10	Registration No. on RBI Panel for Nationalized Banks Audit. :	
11	Experience During the last 5 years from the Date of this Advertisement: (i) Details of Audit of UPPCL/ UPPTCL/ UP Rajya Vidyut Utpadan Nigam Ltd./ UP Jal Vidhut Nigam Ltd./DISCOMS. (ii) Detail of Audit work Allotment under CAG. (iii) Details of Nationalized Banks Audit Allotment. (iv) Detail of ERP application based Audit in PSU(other than banking Sector) allotment.	
12	Other information, if any :	

Signature of Authorised Signatory
 Name & Designation
 Seal of CA/CMA Firm

Date:

Place:

Note:- Copies of certificates/documents in support of above details shall be attached.

NOTICE NO.2023
PURVANCHAL VIDYUT VITARAN NIGAM LIMITED
CIN: U31200UP2003SGC027461,

EMPANELMENT OF SPECIAL AUDITORS FOR SPECIAL AUDIT OF
UNITS OF PuVVNL, DISCOM, VARANASI

The Management of Purvanachal Vidyut Vitran Nigam Ltd (PuVVNL) Varanasi, hereby invites applications from eligible firms of Chartered Accountants/Cost Accountants for empanelment of Special auditors for Special audit of units of PuVVNL, Varanasi. Firms of Chartered Accountants/Cost Accountants with minimum 5 years of existence may send Detailed Request for Proposal (RFP) along with Form of Proposal and Proforma along with supporting documents, at the following address so as to reach on or before 5:00 PM on 26th Feb 2024:-

To,
THE MANAGING DIRECTOR,
Purvanchal Vidyut Vitran Nigam Ltd.,
Vidyut Nagar, Bhikharipur,
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“SAVE ELECTRICITY FOR THE NATION”