



M.P. POORV KSHETRA VIDYUT VITARAN Co. Ltd.
REGD. OFFICE – BLOCK No. 8TH, 3RD FLOOR, SHAKTI BHAWAN,
RAMPUR, JABALPUR - 482 008 (M.P.)

CIN: U40109MP2002SGC015120

(Telephone no. 0761- 2666040, 2667808, Extn. 270-2411, 270-2442)

e-mail:- cepurez@yahoo.in

NO. CGM/(S&P)/EZ/GM/Enq/350

Jabalpur, dt. 05.07.2024

To,

M/s _____

Sub: **Enquiry for Chartered Accountant Firm as Income Tax Auditor for FY-2023-24.**

Dear Sirs,

1. Sealed quotations are invited for **Chartered Accountant Firm as Income Tax Auditor for FY-2023-24** as per complete scope of work as detailed below;

2. **DUE DATE & TIME FOR RECEIPT/OPENING OF ENQUIRY:-**

(i)	Due date and time for receipt	22.07.2024 up to 3:00 P.M.
(ii)	Due date and time for Opening of offer	22.07.2024 at 3:30 P.M.

3. **MODE OF SUBMISSION OF QUOTATIONS:-**

The quotation may be sent by post or may be dropped in the Tender Box of the Discom-EZ placed in the O/o CGM (S&P) MPPKVVCL, Block No.8, 3rd Floor, Shakti Bhawan, Jabalpur on or before due date & time of receipt of offer as indicated above. In case offer sent by post, the same shall be addressed to CGM (S&P), MPPKVV Co. Ltd., Block No.8, Shakti Bhawan, Jabalpur so as to reach on or before due date and time of receipt of offer.

Quotations which do not reach this office latest by 3:00 PM on the due date, will not be opened and will be retained in the office. The Discom-EZ will not be responsible for any delay in receipt of quotation by post whatsoever may be the reason.

4. **EARNEST MONEY:**

Please deposit Earnest Money of Rs.1000.00 in the form of DD/BC only. EMD in other form i.e. FDR/BG is not acceptable. The DD/BC should be drawn in favour of Sr.AO (JC), MPPKVVCL, Jabalpur. Details may be indicated on the envelope cover.

5. Scope of Work:

Madhya Pradesh Poorv Kshetra Vidyut Vitaran Co., Ltd Jabalpur is wholly owned undertaking of Government Of Madhya Pradesh Company is engaged in the distribution of electricity in the eastern area of State of Madhya Pradesh with its head office located at Jabalpur. Company is one of subsidiary of three subsidiary of MP Power Management Company Ltd. (MPPMCL), Jabalpur. Company intends to appoint a Firm of Chartered Accountants for filing of Tax Audit Report and filing Income Tax Return as Income Tax Auditor u/s 44AB of Income Tax Act, 1961.

Minimum Fees of Income Tax Audit:-

In the FY 2022-23 Company has appointed CA firm for Income Tax Audit and filling of Income Tax return at a fee of Rs. **60,000/-** (Plus GST as applicable). If any firm is quoted fee less to minimum fee, then same firm shall be disqualified from tendering process.

1. **Criteria for appointment of Chartered Accountancy firm for Tax & GST Auditor**

- (i) For the purpose of better co-ordination and smooth functioning, firms **having head /branch office in Jabalpur** shall only be considered for appointment as Income Tax Auditor. As per ICAI's records (such as constitution of the firm issued by ICAI) establishing the existence of Head/Branch office at Jabalpur.
- (ii) The Chartered Accounting firm shall meet the following criteria mentioned as under :-
 - a) The bidder firm should have completed minimum **TEN** years from the date of establishment of the firm. The date of establishment shall be considered as per Firm constitution certificate. (Certificate from ICAI as on 31/03/2024).
 - b) The offer is open only for Registered Chartered Accountant firms who have at-least **Three partners**, of which at-least **one partner must be FCA** (Fellow member) of the Institute of Chartered Accountant of India. (Certificate from ICAI as on 31/03/2023).
 - c) The Bidder firm must have **Average Minimum Turnover of Rs. 20.00 Lakhs** in the three financial Year 2021-22, 2020-21 and 2019-20 and shall submit Certificate of Practicing Chartered Accountant in this regard.
 - d) At least 2 assignments of as Income Tax Audit in previous 3 financial year i.e. from FY 2020-21 to FY 2022-23 in having turnover more than 200 Cr.
 - e) Further, if any firms have already been appointed in any other assignment of the Company or its holding or its subsidiary and same is to be appointed as Tax Auditor, in such case that firm shall be required to submitted an undertaking regarding leave the previous assignment.

- f) All the bidders are advised to quote their individual price. It may please be noted that if the same price is quoted by more than one bidder then selection of the CA Firm shall be made as per following criteria:-
- i. The firm having more highest Average turnover will be selected.
 - ii. If more than one bidder have same highest Average turnover then oldest firm will be selected.

2. **Other Conditions**

- (i) The appointment for said assignment shall be made for each year separately and for a maximum of three years. It is expressly stated here that empanelment of the Firms is not to be construed as assured appointment and the Company reserves the right not to appoint/reappoint at its sole discretion without assigning any reason thereof.
- (ii) The Company reserves the right to accept / reject any or all the offers without assigning any reason whatsoever therefore.
- (iii) Overwriting/correction/erase and/or use of white ink should be avoided in the offer. However, if any overwriting/correction/erase is inevitable, the same should be authenticated with the signature & seal of authorised person of applicant Firms.
- (iv) Information related to Firms of Chartered Accountants and selection criteria shall be submitted in the Schedule-IV.
- (v) Company shall deduct TDS/any other tax/levy as per prevailing rules/fees.
- (vi) All the pages of this bid document and documents submitted shall have to be authenticated by the authorised signatory of the applicant Firms along with the Firms seal.

3. **Compliances / Declarations /Certificates by Firms on appointment**

- (i) The Chartered Accountant shall not sub-contract the assigned audit work.
- (ii) The expenses of tour (outside Jabalpur district area) will be paid extra on the basis of actual bill submitted. The reimbursement is subject to the condition as under:-
 - Firm shall be paid TA/DA for outside journey made by CA or staff. The CA is entitled for the facility under as category B and staff is entitled as category C for reimbursement of transport and accommodation as per the Additional Secretary Order no. MD/EZ/CGM (HR&A)/Estt.-II/4995 dated 15/07/2017.
- (iii) The Chartered Accountant Firm shall work in strict confidence and shall ensure that the related data or information in respect of the operation of Company is dealt with in strict confidentiality and secrecy.

- (iv) The assignment shall be completed as per the Scope of Work and Time Limit as specified in TS.
- (v) No partner of the Chartered Accountant Firms should be related to either MD or any Whole Time Directors or Part Time Directors of the Company within the meaning of the Companies Act, 2013.
- (vi) Neither the Chartered Accountant Firm nor its partner(s) or associates should have any interest in the business of the Company.
- (vii) The Chartered Accountant Firm shall be free from any disqualification under The Companies Act, 2013.
- (viii) The partners holding Certificate of Practice issued by Institute of Chartered Accountants of India shall be in whole time practice.
- (ix) The Chartered Accountant Firm shall ensure that data given to them by the company and any information generated from the data provided shall not be used by the Auditor for any other purpose.

4. **PERIOD:-**

The Assignment of Income Tax Audit is intended to be awarded initially for FY 2023-24 and renewable for another two years subject to satisfactory performance.

Apart from Head office in Jabalpur, Company have following offices directly responsible for accounting and tax compliance:-

Sl. No.	Name of offices	Nature of work
1	RAO Jabalpur	Accounting Unit
2	RAO Chhindwara	Accounting Unit
3	RAO Sagar	Accounting Unit
4	RAO Chhatarpur	Accounting Unit
5	RAO Rewa	Accounting Unit
6	RAO Sidhi	Accounting Unit
7	RAO Saldol	Accounting Unit
8	Centralized Billing Cell (CBC), Jabalpur	Centralized Billing of High Tension (HT) Electricity Consumer
9	Centralized Claim & Establishment Cell (CECC), Jabalpur	Centralized Payroll Cell

Further there are 125 TANs allotted to various field offices of company for TDS compliance. However, after centralization of payroll through CECC, only 76 TANs are in active status.

5. **TAX AUDIT u/s 44AB of Income Tax Act, 1961**

(i) Statutory Requirement:

As per the provisions of section 44AB of the Income Tax Act, 1961, every person (which includes a company) carrying on business shall, if its total Sales, Turnover or Gross Receipts, as the case may be, in business exceed Rupees One Crore in any previous year, get its books of account of such previous year audited by an Accountant before the specified date, and obtain before filing the Return of Income, the report of such audit in the prescribed form duly signed and verified by such Accountant. Explanation to section 288 of the Act clarifies an accountant means a Chartered Accountant within the meaning of the Chartered Accountants Act, 1949. In other words, a Tax Audit Report is required to be obtained by such a person from a Chartered Accountant (commonly referred to as Tax Auditor)

(ii) Scope of Tax Audit & Timeline:-

- a) The Firm will be required to issue Audit report/Certificates as per the requirements of the Income Tax legislation at least 10 days before the due date.
- b) The Firms shall be required to take all necessary actions and shall visit all RAOs, Centralized Billing Cell, Jabalpur, Centralized Establishment & Claim Cell, Jabalpur. In case of other offices/units not visited personally, appropriate questionnaire may be sent to respective work centres and required information obtained, to satisfy the reporting requirement of tax audit. Further if any new TAN has been allotted to any offices of company during audit period then visit of those offices are required.
- c) Firming of audit plan for offices to be visited – within 2 days from the date of issue of order.
- d) Circulation of questionnaire covering the entire scope of tax audit to various not being visited by the tax auditor.
- e) Holding review meeting with officers of the Company to discuss audit observations at least 7 days prior to due date of audit.
- f) The assignment shall be time bound and time shall be the essence of the assignment.

- g) Filing of Income Tax Return and Revised Return (if required) along with Audit Report and other information.

(iii) Audit Team

Audit Team shall consist of adequate number of qualified/semi-qualified assistants led by a partner of the Firm. The minimum no. of Members in audit team shall be two and out of these two members, at least one should be a Chartered Accountant.

(iv) Deliverables:

The Auditors will be required to issue Audit Report/Certificates as per the requirements of the section 44AB of Income Tax Act, 1961 as amended further. Further, above audit report shall also be filed electronically as per the provisions of Income Tax Act, 1961 as amended from time to time. Requisite reconciliations and certification of specific, incidental and ancillary records as required by Income Tax Auditor shall also be done by Tax Auditor. Audit Report to be issued in soft copy (preferable scanned in pdf format) and hard copy – 3 sets on or before due date. Tax Audit report is also to be uploaded on Income Tax Department e-filing site on or before due date.

6. Disqualification of Bid :-

The MPPKVVCL in its own sole discretion and at any time during the evaluation process may disqualify any bidder if the bidder has;

- i. Submitted the bid/proposal after the deadline.
- ii. Made misleading or false representations in the forms, statement and attachments submitted in proof of the eligibility requirement
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contract, inordinately delaying completion, being involved in litigation or financial failure etc.
- iv. Submitted the offer which is not accompanied by EMD or required documentation
- v. Failed to provide clarification related thereto, when sought.
- vi. Submitted more than one proposal. This will cause disqualification of all the proposals submitted by such applicant.

7. PAYMENT:-

100% of quoted fees and TA/DA (on actual basis along with documentary proof) shall be paid on completion of Income Tax Audit & filing of return. The payment of invoice shall generally be made within 45 days from the date of receipt of invoice. For the purpose, bidder shall require to submit invoices in triplicate along with audit report and return filing acknowledgement to the Dy. Dir. (Audit), MPPKVVCL, Jabalpur for release of payment.

The MPPKVVCL shall make above payment directly in the account of successful bidder. The MPPKVVCL is having its account in SBI, Nayagaon Branch, Jabalpur. To make payment directly through Bank, the bidders are requested to furnish following information in respect of their Bank Account in Schedule II-

- (a) Name of Bank and Branch address.
- (b) Their Bank Account Number.
- (c) IFS code of the Branch for RTGS transfer.

Charges required by Bank in this regard will be debited to CA firm Account. Net payment after deduction of charges required by the Bank shall be released in favour of CA firm.

The MPPKVVCL shall not be liable for payment of any interest on delayed payment.

8. **SETTLEMENT OF DISPUTES:-**

All suits or proceedings relating to any dispute or claim arising out of or in the course of performance of the contract, shall be filed only in the competent court at **Jabalpur only**.

9. **UNSATISFACTORY PERFORMANCE :-**

Even on fulfillment of all criteria it may please be noted that –

- i. Offers of those bidders who have been declared / black listed for future business with MPPKVVCL, Jabalpur /MPSEB and its successor companies may be summarily rejected.
- ii. In case of those bidders whose past performance has not been found satisfactory against the previous tender of MPSEB/ Companies formed on restructuring of MPSEB, they may not be considered for order. Some of the attributes to the poor performance of a bidder are as follows :-
 - Non execution of previous order(s) or inordinate delay to complete scope of works.
 - Failure comply the terms & conditions of contract.

10. **ARBITRATION :**

If any dispute of any kind whatsoever shall arise between the MPPKVVCL and the Supplier in connection with or arising out of the Purchase order, the parties shall seek to resolve any such dispute or difference in opinion, to the extent possible, amicably by mutual consultation. If the parties have failed to resolve their dispute or difference by such mutual consultation, then the dispute shall be referred in writing by either party to initiate the Arbitration process.

The arbitration shall be conducted as per provision of The Madhya Pradesh Madhyastha Adhikaran Adhiniyam 1983, as amended from time to time, and of the rules made there under. The Arbitrators or the Umpire as the case may be, are bound to give a detailed speaking award assigning reasons for the findings.

Audit under the appointment order shall be continued by the Auditor during the arbitration proceedings, unless otherwise, directed in writing by the MPPKVVCL or unless the matter is such that the work cannot possibly be continued until the decision of the Arbitrator or of the Umpire, as the case may be, is issued.

The arbitration proceeding if any shall be strictly held at the head quarter of MPPKVVCL at Jabalpur.

11. The MPPKVVCL, Jabalpur reserves the right to accept/reject wholly and partly any tender without assigning any reason, whatsoever. No correspondence in this regard shall be entertained by the MPPKVVCL, Jabalpur.
12. If MPPKVVCL suffers, or is likely to suffer, any loss or damage or if liability of any kind is imposed or likely to be imposed on MPPKVVCL because of ignorance or negligence or any other reason attributable to the vendor, an amount equal to such loss or damage or liability shall be recoverable from the vendor.

Encl:-

- (1) Schedule-I-Price & Quantity
Schedule.
- (2). Schedule-II, III & IV

Yours faithfully,

General Manager (Pur-II)
O/o CGM(S&P), Corporate Office
MPPKVVCL, Jabalpur



SCHEDULE-I
PRICE AND QUANTITY

S. No.	Particulars	Fees Charge inclusive of all other expenses (in Rs.)	Applicable GST (in Rs.)	Total Fees charges including Tax (in Rs.)
1	2	3	4	5 (3+4)
1	Fees for Income Tax Audit and Filing of Income Tax Return of the Company for the FY 2023-24.			

NOTES :

1. The prices should be filled by FIRM and in INR.
2. Statutory variation during the contract period shall be payable extra subject to furnishing documentary evidences and necessary verification
3. If any firm is quoted fee less to minimum fee, then same firm shall be disqualified from tendering process.

PLACE

SIGNATURE OF PARTNER
WITH SEAL OF FIRM

DATE

NAME (IN FULL)

DESIGNATION