

**HIMACHAL PRADESH STATE ELECTRICITY BOARD LTD.
(A state Govt. undertaking)**

**NOTICE INVITING APPLICATION FOR EMPANELMENT OF INTERNAL
AUDITORS CUM SUPPORT CONSULTANT**

Himachal Pradesh State Electricity Board Ltd. (HPSEBL) invites applications from reputed Chartered Accountants/firms of Chartered Accountants/ Cost Accountants for empanelment as an Internal Auditor. The applicants, who intend to participate in the empanelment process, may submit their application in the prescribed format. The application form can be downloaded from www.hpseb.in

The application complete in all respect shall be submitted only through registered post /speed post in the address of **Chief Auditor, HPSEBL, Vidyut Bhawan, Kumar, House, Chaura Maidan, Shimla-171004** the manner specified in the document “Notice Inviting Application For Empanelment of **“Internal Auditors cum Support Consultant”**”. Applications received after the due date & time will not be considered. No request for providing a Registration document by hand will be entertained; it has to be downloaded from the website invariably. HPSEBL reserves the right to accept or reject any application in full or part without assigning any reason whatsoever. Last date for submission of application is **09/12/2024** up to **5.00 (PM)**.

Sd/-

**Chief Auditor,
F&A Wing HPSEBL,
Shimla-4**

HIMACHAL PRADESH STATE ELECTRICITY BOARD LTD.
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**PUBLIC NOTICE FOR EMPANELMENT OF INTERNAL AUDITORS CUM SUPPORT
CONSULTANT CUM SUPPORT CONSULTANT**

Himachal Pradesh State Electricity Board Ltd (HPSEBL) invites applications in sealed envelopes for the empanelment of an Internal Auditors cum Support Consultant for the audit of books of accounts of the HPSEBL and its units located in various parts of the State (unit-wise List attached) for the F. Y. 2024-25 from the eligible individuals and proprietorship/partnership firms fulfilling the criteria appended to this notice in the format **Annexed** along with the supportive documents.

The application in the prescribed format (**Annexed**), complete in all respects, along with all supportive documents as stated in the application format, must reach the office of the HPSEBL up to **09/12/2024, 5:00 PM** positively. The application in a sealed envelope with the inscription ‘APPLICATION FOR EMPANELMENT OF INTERNAL AUDITOR CUM SUPPORT CONSULTANT ’ should be sent to:-

**Chief Auditor,
HP State Electricity Board Ltd (HPSEBL)
Vidyut Bhawan , Kumar House
Chaura Maidan
Shimla-171004**

Applications, that are not duly filled up or lack required supportive documents, shall be treated as ‘REJECTED’. Any application received after the above-mentioned cut-off date shall not be considered for the current process of empanelment. The selected Internal Auditors cum Support Consultant will be intimated through email and shall be empaneled for three years unless delisted by the HPSEBL in the interim period for valid reasons.

The HPSEBL decision on selection shall be final and no communication in this respect shall be entertained. The HPSEBL reserves the right to accept or reject any application in full or part without assigning any reason whatsoever.

All persons/firms intending to apply are requested to go through the **Appendix A and Annexure I & II** for eligibility criteria and other norms before sending an application. Any query in this regard may be sent by email to: the Chief Auditor (CA) at email cahpsebl22@gmail.com, **Contact No. 0177-2655387.**

Eligibility Criteria and other norms for empanelment of Internal Auditors cum Support Consultants.

Eligibility for Hiring of Chartered Accountants/Cost Accountants (CAs/ICWAs) Firms in Himachal Pradesh for conducting Internal Audits of HPSEBL as per the provisions of Section 138 of Companies Act, 2013

1. Eligibility criteria for empanelment

1.1 Minimum criteria

1. Applicant must be a qualified Chartered Accountant / Cost Accountant or a firm of Chartered accountants / Cost and works Accountants registered with the Institute of Chartered Accountants of India/ Institute of Cost and Works accountants of India
2. Firms must be registered with ICAI / ICWA and have a registered office in Himachal Pradesh.
3. Firms must possess a minimum of 5 years of experience in internal/statutory audits of centre/ State PSUs. Preference will be given to the applicant having experience in the power sector. Applicant must have experience /knowledge of ERP/SAP.
4. Applicant individuals/firms must be income tax assesses.
5. Applicant should be an Indian citizen or a firm with its Head Office in Himachal Pradesh.
6. If a common partner exists in multiple firms, only one firm is eligible for empanelment.
7. Preference will be given to local /regional CA / ICWA firms based in Himachal Pradesh..
8. Members of CA/ ICWA firms must possess a strong working knowledge of the "Standards on Internal Audit" and Accounting Standards issued by ICAI. These standards should be applied during internal audits and while formulating conclusions.

1. 1.2 Negative Criteria

1. The auditor against whom complaints have been registered with CBI / SFIO / police/court of law &/or blacklisted shall not be eligible.
2. The auditor convicted of any offense and sentenced to imprisonment / found guilty of misconduct in professional capacity / convicted under IT Act &/ or GST Act, or any other Act shall not be eligible.
3. An un-discharged insolvent shall not be eligible for empanelment.

2. Basic Information/ Documents Required from CAs/ICWAs firms as per the details given below:-

1. Registration certificate/ Certificate of Practice of the firm issued by the Institute of Chartered Accountants of India / Institute of Cost and works Accountants of India. Information related to the year of establishment of Head Office & Branch Office(s), addresses, details of partners, and their membership nos. as indicated in the Certificate will be treated as conclusive and final information for evaluation of EOIs (Resumes of the Firms may be attached along with the experience of internal Audit/statutory Audit of The PSU's.
2. Copies of appointment orders for statutory audit / internal audit in the Power Sector, PSUs (Central/State) in evidence of experience of last five years.
3. Copy of PAN Card.
4. Copy of GST Registration.
5. Details of bank account(s) for releasing audit fees and other expenses .
6. A copy of complete EOI documents duly signed by the Prop./ partner of the firm with the seal of the firm as a token of acceptance of all terms and conditions.
7. Empanelment with CAG.

3. Empanelment Procedure

1. Applications for empanelment of Internal Auditors cum Support Consultants in HPSEBL are being invited in the prescribed format (**Annexure-I**) as provided on the HPSEBL website. Eligible firms must submit their applications directly to the Chief Auditor, HPSEBL, F&A wing Shimla-4 at the specified address.
2. **The empanelment process will consider only those applications received by HPSEBL on or before the cut-off date 09/12/2024, 5:00 PM. Applications received after this date will not be considered for the empanelment process.**
3. Once empaneled, an auditor shall remain listed for a continuous period of 3 (three) years unless otherwise removed by HPSEBL during this period.
4. For each financial year, only one assignment will be allotted to an Individual/Proprietorship firm/Partnership firm.
5. The list of Empanelled auditors, as approved by HPSEBL, will be hosted on the HPSEBL website. The selected auditors will be eligible for assignments in line with the internal audit requirements of the company.

6. The selection of Internal Auditors cum Support Consultants will be based on the qualitative evaluation criteria provided in **Annexure II**. The evaluation will focus on the overall suitability of the firm, including its experience in conducting internal audits of Central/State Power Sector PSUs.
7. If two or more firms score equally, preference will be given to the firm whose office is geographically closer to the headquarters of the respective HPSEBL unit.

4. Duration of Empanelment.

1. The duration of empanelment shall be for a period of 3 (three) years. However, the quality of service provided / performance of the auditor shall be reviewed annually by the HPSEBL.
2. Upon expiry of 3 (three) years, the retiring Auditors will be required to apply afresh for renewal / re-empanelment which will be considered by the HPSEBL for reappointment after the cooling period of three years from the date of retirement. If no such application is received the auditor will automatically be delisted.
3. Appointment of Auditors after the expiry of three years will be made from the rest of the Panel on a rotational basis (Max. for three years)
4. However, at any time during the 3 (three) years period, the HPSEBL may at its discretion de-empanel/remove any auditor after serving due show cause notices. Such auditors will remain debarred from empanelment for the next 3 years

5. Performance review of auditors

There shall be a periodical review of the performance of the Empanelled auditor.

6. Removal / de-empanelment of auditors

1. Removal / de-empanelment of the Auditor will be done by the HPSEBL.
2. All reports prepared after issuing show cause notices to the auditor and/or the names of the Empanelled auditors against whom complaints have been registered with CBI / SFIO / police/court of law &/or blacklisted by any organization/institute and/or the names of the Empanelled auditor convicted of any offense and sentenced to imprisonment / found guilty of misconduct in professional capacity / convicted under IT Act &/or GST Act or any other during the interim period shall be placed before the HPSEBL for taking decision.
3. The HPSEBL shall take decisions on the reported cases and in extreme cases where the auditor has been found to be indulging in unfair practices, guilty of professional misconduct,

violating the code of ethics and professional practice, and/or where the auditor has been delisted/blacklisted by other state/ Central authorities/agencies/organization/institutes and/or where the auditor has been convicted by any legal authority, the HPSEBL may decide for removal of the errant auditor from the panel.

4. Any auditor where services are not found in orders will consider as de-empanelled and shall be barred for the next 3 (three) years.

7. Appointment of Empanelled auditors

1. A list of Empanelled auditors will be made available at the HPSEBL's website / Intimated through Regd. Letters. The list shall contain the name of the firm/auditor, name of the proprietor/partners, address, contact no., qualification, experience, etc.
2. HPSEBL reserves the right to select or reject any application if does not deem fit.
3. Individual/Proprietorship firm/ Partnership firm will be given only one assignment at a time for each financial year.
4. Appointment of auditor will wholly depend upon HPSEBL either services of auditor to be continued or dis-continued.

8. Obligations of HPSEBL

1. All empanelment/appointment / de-empanelment of auditors shall be done in accordance with the above guidelines.
2. No security deposits or any other indemnity money shall be taken from the auditor.
3. Professional fees to the auditors shall be paid within 45 days after the submission of Audit Report and its acceptance by the HPSEBL. In case the audit report submitted by the auditor is not in order, the HPSEBL shall bring the same to the notice of the auditor within 15 days of submission for rectification and resubmission. In case no such communication is received by the auditor, it would be presumed that the audit report has been accepted by the HPSEBL.

9. Compliance of Standards and Procedures

The reports must be prepared and submitted in the format/scope of work approved by the HPSEBL upon execution of the job as per the Terms of engagement.

10. Independence and Objectivity

All Empanelled auditors shall act with independence, integrity, and objectivity. They shall undertake all audit works with an independent mind and shall not come under the influence

of anybody. The Empanelment auditor shall not be related to any of the personnel in the HPSEBL or in the Department dealing with the audit work directly.

11. Periodicity of Internal Audit/ Internal Audit Report.

- (i) Internal Audit will be conducted twice in a year for the period “April-Sept and Oct-March” or as decided by the Management as per the schedule/scope of work decided by the HPSEBL.
- (ii) Internal Audi will submit the audit report to the Chief Auditor, F&A Wing, HPSEBL, Kumar House, Shimla-4 in the prescribed format with in desired period.

12. Other Terms and Conditions:

1. The empanelment/appointment of Internal Auditors cum Support Consultants is subject to the following declarations:

- i. The Audit firm must not subcontract the work. In case it is subsequently found at any stage of the appointment process/post-appointment that outsourcing has been resorted to, the appointment will be liable for cancellation with immediate effect.
- ii. The designated team will work in strict confidence and will ensure that the information in respect of the operation of the area/ unit is dealt with in strict confidence and secrecy. A certificate for maintaining confidentiality is to be provided by the Internal Auditors cum Support Consultant before the commencement of the audit.
- iii. No partner of the Auditors is related to Chairman/ M.D. / whole-time Director or part-time or Independent Director/other part of Management of the company within the meaning of Sub-Section (76) & (77) of Section 2 of the Companies Act,2013.
- iv. Neither the firm nor its partner or associates have any interest in the business of the company.
- v. The Internal Auditor/audit Firm must not be holding any assignment as Statutory Auditor or Cost Auditor / Tax Auditor of HPSEBL Ltd.
- vi. The partners must hold a certificate of Practice issued by the Institute of Chartered Accountants of India / Institute of Cost Accountants of India and are in whole-time practice.
- vii. The Internal Auditors cum Support Consultant shall ensure that data given to the Auditor by the company and any information generated from the data provided shall not be used by the Auditor for any other purpose.

- viii. The Auditor / Audit Firm will be debarred from getting the Internal Audit in the future in HPSEBL Ltd. and its subsidiaries in the following cases:
- a. If the firm obtains the appointment based on false information/ false statements.
 - b. If the firm does not take up an audit in terms of an appointment letter.
 - c. If the firm does not submit the audit report, complete it in all respects in terms of the appointment letter.
 - d. Conditions as per provisions of the Companies Act, 2013.
 - e. If the Firm violates any of the stipulations from (i) to (ix). -12(1)
 - f. ***Jurisdiction of courts:*** The law of land as promulgated/modified/amended or replaced from time to time shall govern these terms & conditions.
 - g. Any dispute arising out of or in respect of the LAO subject to the Shimla jurisdiction .
 - h. HPSEBL reserves the right to accept or reject any or all responses and to request additional submissions or clarifications from one or more Applicant(s) at any stage or to cancel the process entirely without assigning any reason.
 - i. HPSEBL also reserves the right to award an audit of any one unit at its discretion. An audit firm having technically qualified members is only eligible.
 - j. Any firm that has been allotted any internal/statutory/cost audit during the last three years will not be considered.

2. Conflict of Interest Declaration

1.1 The Empaneled Auditor firms shall disclose any actual or potential conflict of interest that may arise or be perceived to arise in connection with the audit engagement. This includes but is not limited to, any financial interest, personal relationship, or prior engagement that could impair the Empaneled Auditor's objectivity and independence.

1.2 Disclosure shall be made in writing to HPSEBL before the commencement of the audit and on an ongoing basis if any new conflicts arise during the engagement.

1.3 Failure to disclose a conflict of interest may result in immediate termination of the empanelment and potential legal action.

3. Data Confidentiality & Security

3.1 The Empaneled Auditor firms shall hold all information obtained during the audit in the strictest confidence and shall not disclose such information to any third party without the prior written consent of HPSEBL.

3.2 The Empaneled Auditor firms shall implement and maintain appropriate technical and organizational security measures to protect the confidentiality, integrity, and availability of all data accessed during the audit.

3.3 The Empaneled Firms shall comply with all applicable data protection laws and regulations.

4. Intellectual Property Rights

4.1 All Intellectual Property Rights in the Audit Reports, working papers, and any other deliverables arising from the engagement shall vest in HPSEBL.

4.2 The Empaneled Auditor firms shall not use or disclose any such intellectual property for any purpose other than the performance of the audit engagement without the prior written consent of HPSEBL.

5. Termination Clauses

5.1 This Agreement may be terminated by either party upon 10 days' written notice to the other party.

5.2 HPSEBL may terminate this Agreement immediately upon written notice to the Empaneled Auditor firms for any material breach of these Terms & Conditions, including but not limited to, failure to maintain professional indemnity insurance, breach of confidentiality, or conflict of interest.

5.3 Any dispute arising out of or in connection with this Agreement shall be settled amicably between the parties. If the parties fail to reach an amicable settlement within 30 days, the dispute shall be referred to arbitration in accordance with the rules as deemed fit as per relevant Arbitration Rules. The seat of arbitration shall be Shimla, H.P. only.

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Annexure-I

Format of Application

1.	Name of the Firm	
2.	Registration No. of the firm: - (Institute of Chartered Accountant of India/ Institute of Cost Accountant of India)	
3.	Date of Registration of the firm	

4. (a) Details of Head Office & operative Branch Office(s):-

Head Office:-

Address	Date of Establishment	Contact No(s)/Fax	E-mail

4 (b) Operative Branch Office(s):-

Address	Date of Establishment	Contact No(s)/Fax	E-mail

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

SI. No	Name of the Partner	Membership No.	Membership Status ACA/FCA/ACMA /FCMA	Date of joining the firm as a partner	Respective Document.

6. Details of Qualified Assistants:-

SI. No	Name of the Qualified Assistants	Membership No.	Membership Status ACA/FCA/ ACMA /FCMA	Date of joining the firm as Qualified Assistant

7. Details of Semi-Qualified Assistants:-

SI. No	Name of the Semi Qualified Assistant	Whether C.A/CMA Intermediate	Date of Joining the firm as Semi Qualified Assistant

8. Details of Experience in Power Sector PSUs:-

SI. No	Name of the Company/Unit	Year of Audit	Type of Audit – whether Statutory/Internal Audit

9. Details of Experience in PSUs other than the Power Sector:-

SI. No	Name of the Company/Unit	Year of Audit	Type of Audit – whether Statutory/Internal Audit

10.	PAN No. of the firm:-	
11.	GST Registration No:-	

12. Bank details for NEFT:-

i.	Bank Name	
ii.	Branch Name, Address & Pin Code	
iii.	Type of account (saving or current account)	
iv.	IFSC Code No.	

13. Whether Internal/statutory/cost Audit of HPSEBL has been conducted earlier. If yes, then details of financial years and name of project/office for which the Internal/statutory/cost Audit has been conducted shall be given as per the table given below.

Type of audit assignment in HPSEBL	Office Name	Period of Audit

Declaration:- I/We, _____ Partner/owner of the Firm_____, hereby declare that the above information furnished is true & correct to the best of my knowledge and I will abide by the Terms & Conditions set by the company for the Appointment / Empanelment as Internal Auditors cum Support Consultants.

**Signature of Partner with
Name & Seal of the Audit Firm**

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Annexure - II

SELECTION CRITERIA (POINT ALLOCATION) FOR THE SELECTION / EMPANELMENT OF INTERNAL AUDITOR CUM SUPPORT CONSULTANTS WILL BE AS FOLLOWS

Sr. No	Particulars	Points to be allocated	Max. Points
1	Year of Establishment of the Audit Firm / Limited Partnership Firms (Minimum 2 years)	1 (one) per year in existence (fraction of the year to be ignored)	20 (Ten)
2	No. of Partners in the Firms / Limited Liability Partnership Firm who are associated with the firm for not less than two years as of the date of application	a) 2 (two) for each Partner who is ACA/ACMA b) 3 (three) for each Partner who is FCA/FCMA	15 (Fifteen)
3	No. of Qualified Assistants (CA / CMA) employed with the firm	2 (Two) per Qualified Assistant	10 (Ten)
4	No. of Semi-qualified Assistants (CA/ Intermediate employed with the firm).	1 (One) per Semi-qualified Assistant	5 (Five)
5	Experience in Internal / Statutory Audit assignment of Power Sector PSUs (Central/State)	5 (Five) Points per assignment per year (fraction to be ignored)	30 (Thirty)
6	Experience in Internal / Statutory Audit assignments other than Power Sector PSUs in Central/State	2 (Two) Points per assignment per year (fraction to be ignored)	10 (Ten)
7	Place of Registered Office/Branch office of Chartered Accountant/Cost Accountant firm	HP	10 (Ten)
		Total Points	100

Minimum Eligibility Criteria:

- i. The firms should have at least 05 years of experience as Internal / Statutory Auditors in Power Sector PSUs and other PSUs.
- ii. The firm must be registered under the GST Authorities.