बिड संख्या/Bid Number: GEM/2026/B/8044642
दिनांक /Dated: 21-09-2026

# बिड दस्तावेज़ / Bid Document

| बिड विवरण/Bid Details | |
|---|---|
| **बिड बंद होने की तारीख/समय /Bid End Date/Time** | 12-10-2026 15:00:00 |
| **बिड खुलने की तारीख/समय /Bid Opening Date/Time** | 13-10-2026 15:00:00 |
| **बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)** | 120 (Days) |
| **मंत्रालय/राज्य का नाम/Ministry/State Name** | Ministry Of Power |
| **विभाग का नाम/Department Name** | Na |
| **संगठन का नाम/Organisation Name** | Chenab Valley Power Projects Limited |
| **कार्यालय का नाम/Office Name** | Jammu |
| **शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal** | HOD Email id :sanilchandra@cvppindia.com<br>Buyer Email id: nitinsingh@cvppindia.com |
| **वस्तु श्रेणी /Item Category** | Financial Audit Services - As per ATC; CA Firm |
| **अनुबंध अवधि /Contract Period** | 1 Year(s) |
| **इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required** | Yes |
| **एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover** | No |
| **स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover** | No |
| **विक्रेता से मांगे गए दस्तावेज़/Document required from seller** | Experience Criteria,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC)<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| **क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?** | Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in) |

| बिड विवरण/**Bid Details** | |
|---|---|
| बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / **Minimum number of bids required to disable automatic bid extension** | 3 |
| दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / **Number of days for which Bid would be auto-extended** | 7 |
| ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / **Number of Auto Extension count** | 1 |
| बिड से रिवर्स नीलामी सक्रिय किया/**Bid to RA enabled** | No |
| बिड का प्रकार/**Type of Bid** | Two Packet Bid |
| तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /**Time allowed for Technical Clarifications during technical evaluation** | 3 Days |
| अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / **Estimated Bid Value in INR (Inclusive of all taxes)** | 108560 |
| **Payment Timelines** | Payments shall be made to the Seller within **30** days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC) |
| मूल्यांकन पद्धति/**Evaluation Method** | Total value wise evaluation |
| मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / **Financial Document Indicating Price Breakup Required** | Yes |
| मध्यस्थता खंड/**Arbitration Clause** | No |
| सुलह खंड/**Mediation Clause** | No |

### ईएमडी विवरण/**EMD Detail**

| | |
|---|---|
| आवश्यकता/Required | No |

### ईपीबीजी विवरण /**ePBG Detail**

| | |
|---|---|
| आवश्यकता/Required | No |

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

### एमआईआई अनुपालन/**MII Compliance**

| | |
|---|---|
| एमआईआई अनुपालन/MII Compliance | Yes |

**एमएसई खरीद वरीयता/MSE Purchase Preference**

| | |
|---|---|
| एमएसई खरीद वरीयता/MSE Purchase Preference | Yes |
| सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X% | 15 |

**ट्रेड्स भुगतान संबंधी विवरण/TReDS Payment Details**

**This Bid provides for Trade Receivables Discounting System (TReDS) as Preferred mode of payment. For MSME sellers, payments may be processed through a TReDS exchange in which the Buyer is registered, subject to applicable policy and regulatory guidelines. Accordingly, sellers intending to avail payment through TReDS are required to be registered with at least one TReDS exchange in which the buyer is registered.**

| S.No. | Name |
|---|---|
| 1 | RXIL |
| 2 | M1XCHANGE |

1. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM_No.1_4_2021_PPD_dated_18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
2. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated

cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Number of Years of firm/company'sexistence as per ICAI certificate:**As per ATC

## Financial Audit Services - As Per ATC; CA Firm ( 1 )

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| **कोर / Core** | |
| Scope of Work | As per ATC |
| Type of Financial Audit Partner | CA Firm |
| Type of Financial Audit | As per ATC |
| Category of Work under Financial Audit | As per ATC |
| Type of Industries/Functions | Fixed assets, depreciation and amortisation |
| Frequency of Progress Report | As per ATC |
| MIS Reporting for Financial Audit support | Yes |
| Frequency of MIS reporting | As per ATC |
| State | NA |
| District | NA |
| **एडऑन /Addon(s)** | |
| Post Financial Audit Support | NA |

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

| | |
|---|---|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

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**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | Quantity | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | Quantity | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|
| 1 | DEEPAK KUMAR SAHOO | 180012,CVPPL Corporate Office Chenab Jal Shakti Bhawan, Opposite Saraswati Dham, Rail Head Complex | Project / Lumpsum Based | N/A |

## क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **Generic**

   OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

## अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers’ controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers’ Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.

11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

**This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---धन्यवाद/Thank You---**

**CVPP Limited**

(**A Joint Venture of NHPC Limited (A Govt. of India Navratna Enterprise) and JKSPDC (A Govt. of J&K Enterprise)**


**ATC for "Engagement of Chartered Accountant Firm for Physical Verification of Fixed Assets and Stores of Corporate Office and Projects for the F.Y.2026-27"**

**GEM BID NO: GEM/2026/B/8044642**

**<u>Buyer's Specific Additional Terms & Conditions (ATC) – (Eligibility Criteria, Special Conditions of Contract and Scope of Work(SOW) )</u>**

**Name of Work: - Engagement of Chartered Accountant Firm for Physical Verification of Fixed Assets and Stores of Corporate Office and Projects for the F.Y.2026-27**

1. **Eligible Bidder**

1.1 The Invitation for Bid is open to:

Should be a company or partnership firm registered in India Registered with the GST in India and have a valid PAN Card. All Domestic bidders who are registered legal entity i.e. Firm/ Company/ Proprietary firm. Joint Ventures are not allowed to participate in the tender.

In support, the bidder should submit copy of Registration Certificate/ Certificate of Incorporation issued from the appropriate Govt. agency for Firm/ Company/ Proprietary firm.

1.2 The bidders who wish to submit their bids for the aforesaid work shall have to meet the Qualification Criteria given as hereunder:

The following criteria will be the basis for marks to be assigned to the firms/LLPs and selection of firms/LLPs will be made on the basis of attainment of highest marks.

| Sl. No. | Selection Criteria | Minimum Criteria |
|---|---|---|
| 1. | Firm's/LLP experience in practice (From date of registration with the Institute of Chartered/ Cost Accountants of India) to the date of publication of bid. | 10 Years |
| 2. | No. of Partners in the firm/LLP for not less than 1 year as on the date of publication of bid.<br><br>(The Partners must be holding Certificate of Practice issued by Institute of Chartered/ Cost Accountants of India) | 2 (Two) Partners Chartered/<br><br>Cost Accountants |
| 3. | No. of Physical Verification assignments of Fixed Assets / Stores/stock audits of Limited Companies conducted during the last 7 (seven) years.<br><br>(The concerned Limited Company should have minimum paid-up capital of **Rs. 1000 Crore** in the relevant financial year during which physical verification was conducted) | 2 (Two) Assignment |

1.3 The Bidder, against whom proceedings for insolvency under the Insolvency and Bankruptcy Code 2016, or as amended from time to time, have started, shall not be eligible for bidding. Self-declaration in this regard is to be submitted as per enclosed Proforma at **Annexure-VII.**

1.4 Bids of only those Bidders who are meeting the Eligibility Criteria specified above will be considered for evaluation and award of the Contract. Bidder will submit requisite supporting documents and testimonials with their Bids to prove their credentials and claim of meeting the Eligibility Criteria.

1.5 The firm should have at least 01 (one) **functional** GST registered office in the UT of J&K. The invoicing should be made from J&K registered office only.

2. **Pre-requisites for considering ranking:**

Requisite documentary evidence(s) duly attested by the applicant firm/LLP in support of Criteria given at para 1.2 (Sl. no. 1 to 3) mentioned in the table given above is required to be submitted. Proposals without requisite documentary evidence(s) shall not be considered for evaluation. The following documents **(duly self-certified copies)** are required for Sl. No.1 to 3 of Para 1.2 above respectively for evaluation:

| | |
|---|---|
| **Sl. No. 1** | Copy of Registration Certificate issued by Institute of Chartered Accountant / Cost Accountant of India showing details of registration no. & date, office addresses and partners. |
| **Sl. No. 2** | Copy of relevant document available at Institute's website such as 'registration certificate' containing details of partners |
| **Sl. No. 3** | Copy of Letter of Award / Appointment letter and Completion Certificate issued by Company along with the copy of relevant page of the Balance Sheet/Financial result showing paid-up capital of the Company. |
| **Sl. No. 4** | Self-Certificate, on firm's/LLP's letter head giving address of their head office / branch office, duly signed by authorized signatory. |

**Terms & Conditions**

1. Assurance services like Statutory Audit and Internal Audit shall not be considered as "similar work" for this purpose.

2. Information related to experience of the CA Firm/ LLP shall be submitted in **Annexure I & II.**

3. Documentary evidences of all the information as stated above are to be furnished along with the offer.
4. All the pages of offers and documents to be attached are to be signed by the partner/owner of the Firms/LLPs along with seal of the Firms/LLPs.

5. The Company reserves the right to accept /reject any or all of the offers without assigning any reason whatsoever.

6. Firms/LLP who have served in the capacity of Physical Verification Auditor of the Company for consecutive three years i.e. from the F.Y. 2023-24 to 2025-26 shall not be considered for appointment as Physical Verification Auditor for the period from FY 2026-27.

7. Declaration that Chartered/Cost Accountants Firms/LLPS have not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last 05 (Five) years shall be submitted in **Annexure-III**.

8. Payments shall only be made through Electronic Mode. Hence, bank details as per **Annexure-V** need to be submitted at the time of submission of bid.

9. Company shall deduct TDS/any other tax/levy as per prevailing rules/rates.

10. All pages of the proposal document and documents submitted along with the application shall have to be authenticated by the authorized signatory of the applicant firm with the firm's seal.

11. The EOI should be submitted strictly as per the terms and conditions laid down in the document.

## 3. ONLINE SUBMISSION:

The bidder shall prepare the bid and submit the bid online on GeM Portal in following manner. No bid **price related information shall be mentioned in the Technical Bid :**

**Online bids should be submitted containing scanned copy of following document:**

i) **All Documents establishing conformity to the Eligibility Criteria 1.0**

ii) Copy of PAN Card & GSTIN Registration No.

iii) Self-Declaration by the Bidder regarding blacklisting / banning etc. (**Annexure-III**).

iv) Bid Proforma – **Annexure-IV**.

v) ECS Form – **Annexure-V.**

vi) Declaration regarding acceptance of conditions of the Bid **(Annexure – VI)**.

vii) Self-Declaration regarding proceedings for insolvency under the Insolvency and Bankruptcy code 2016, as per **Annexure-VII**

viii) Scanned copy of Power of Attorney (POA) along with authority of Executants. **(Annexure-VIII)-** The Bid shall be signed by a person duly authorized to sign on behalf of the Bidder. The notarized power of attorney of the signatory of the Bid to commit the Bidder with authority of the executant to execute the same (by the way of Board Resolution, Article/ Memorandum of Association etc.) shall be furnished with the bid.

ix) Undertaking by Bidder towards Anti-profiteering Clause of GST Act/ Rules as per format appended in **Annexure-IX.**

## 4.0 Corrupt, Fraudulent, Collusive or Coercive Practices

It is expected from the Bidders/ Suppliers/ Contractors that they will observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy:

(a) for the purpose of this provision, the terms set forth below shall mean as under:

(i) "corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) "fraudulent practice" means a misrepresentation/ omission of facts in order to influence a procurement process or the execution of a contract.

(iii) “Collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Purchaser, designed to establish bid prices at artificial, non- competitive levels; and

(iv) “coercive practice” means harming or threatening to harm, directly or indirectly, person or their property to influence their participation in a procurement process or affect the execution of a contract;

(b) A Bid may be rejected by the Purchaser if it is determined at any stage that the respective Bidder has engaged in corrupt, fraudulent, collusive and coercive practices.

(c) The Purchaser may declare a bidder ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt or fraudulent practices, Collusive and Coercive practices.

(d) Deleted

**5.0 Examination of Bids and Determination of Responsiveness:**

5.1 During the detailed evaluation of "Technical Bids or Techno-Commercial Bid", the Employer will determine whether each Bid:

a) meets the eligibility criteria defined in **Clauses 1**;
b) has been properly signed;
c) is accompanied by the required securities; and
d) is substantially responsive to the requirements of the bidding documents. During the detailed evaluation of the "Financial Bids", the responsiveness of the bids will be further determined with respect to the remaining bid conditions, i.e., priced Schedule of Quantity and Price, Technical Specifications and Drawings, if any.

5.2 A substantially responsive "Bid" is one which conforms to all the terms, conditions, and specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one:

a) which affects in any substantial way the scope, quality, or performance of the Works;
b) which limits in any substantial way, the Employer's rights or the Bidder's obligations under the Contract; or
c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids or
d) which is inconsistent with the bidding documents,

5.3 If a "Bid" is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

5.4 During techno-commercial Bid evaluation, the Employer may, at its discretion, ask any Bidder for a clarification of its Bid. The request for clarification and response shall be in writing or e-mail or through the portal, however, no change in the price or substance of the Bid shall be sought, offered or permitted. Reply shall be submitted by Bidder within a stated reasonable period of time. If Bidder does not provide clarifications of the information requested by the date and time set in the Employer's request for clarification, its Bids may be rejected

# Annexures

**Annexure-I**

| | | |
|---|---|---|
| 1. | Name of the Firm/LLP of Chartered Accountants | |
| 2. | Office Address<br><br>i) Permanent Address<br><br>ii) Correspondence Address<br><br>iii) Telephone No./Mobile No.<br><br>iv) Fax No.<br><br>v) Email Address<br><br>vi) Website | |
| 3. | a) Year of Establishment<br>b) Firm's/LLP's Registration No.<br>c) GST Registration No.<br>d) Permanent Account No. (PAN) of Firm/LLP | |

Signature and seal of the Firm/LLP

**Annexure-II**

Information required to be filled by the Firms/LLPs for evaluation Criteria

| Sl.No. | Selection Criteria | Indicate Experience/other measures |
|---|---|---|
| 1. | Firm's/LLP's experience in practice (From date of registration with the Institute of Chartered/Cost Accountants of India as on the date of submission of bid) | Certificate of Registration of firm/ LLP etc. issued by Institute of Chartered/Cost Accountant and declaration on CA Firm/LLP letter head giving address of their office in J&K. |
| 2. | No. of Partners in the Firm/LLP as on the date of submission of bid<br>(The partners must be associated with the Firm for at least 02 (two) Years. The Partners must be holding Certificate of Practice issued by the Institute of Chartered/Cost Accountants of India and should be in whole time practice) | (Details to be provided as per Appendix 'A') |
| 3. | No. of Consultancy assignments for 'Physical Verification assignments of Fixed Assets / Stores/stock audits of Companies conducted during the last 7 (seven) years in Limited Company having Paid up capital more than Rs.1000 Crores during last 07 (seven) years by Firm/LLP. | (Details to be provided as per Appendix 'B') |

Declaration

I, ____________________ Partner / Managing Partner of the Firm/LLP___________________, 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 as Physical Verification auditors of CVPP Ltd.

Signature and seal of the Firm/LLP

Appendix A

| Sl. No. | Name of Partner | Membership No. | Date of joining as a Partner | Date of Issue of Certificate of Practice | Date of Fellow Membership |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

Note: - Copy of Partnership Deed / Relevant Document issued by the Institute/available at Institute's site and copy of Certificate of Practice of each partner are to be enclosed.

Appendix B

| Sl. No. | Name of Company | Paid-up capital of Auditee Company | F.Y. for which assignment for 'Physical Verification assignments of Fixed Assets / Stores/stock audits of Companies conducted |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

Note: Copy of Letter of Award and Completion Certificate in support of completing such assignment, are to be provided.

**ANNEXURE-III**

**(To be filled and upload online)**

***(Format for declaration by the bidder)***

**“Self-Declaration by the bidder”**

I/ We, M/s ---------------------------------------------------- (Name of Bidder) hereby certify that I/We have not been banned/ de-listed/ black listed/ debarred from business on the grounds mentioned in Clause 4 of ATC.

***(Seal & Signature of Bidder)***

*Note: This ‘Declaration’ should be* ***on the letter head*** *of Bidder.*

**ANNEXURE-IV**

*(to be filled and uploaded online)*

# BID PROFORMA

| Sl. No. | Description of information | | Replies by the bidder | |
|---|---|---|---|---|
| 1. | Name of the Firm/Company | : | | |
| 2. | Complete address of Regd./Head Office<br>i) Postal<br>ii) Telephone/Fax<br>iii) E-mail | <br>:<br>:<br>: | | |
| 3. | Former name of the Firm/Company(if any) | : | | |
| 4. | Type of the Firm/Company<br>(Proprietary/ Partnership/<br>Private Ltd. Co./ Public Ltd. Co.) | : | | |
| 5. | Whether MSE or Start-up<br><br>(tick in the appropriate box) | : | MSE | Start-Up |
| 6. | Year and place established | : | | |
| 7. | Are you registered with any Government/ Public Sector Undertaking (if yes, give Details) for work of similar nature covered under the specifications | : | | |
| 8. | Have your Company ever been declared Bankrupt (if yes, give details)? | : | | |
| 9. | Validity period of tender, reckoned from the last date of online bid submission | : | 120 days | |
| 10. | Whether furnished & filled all Schedules / Annexure appended to the tender documents. | : | | |

| | | | |
|---|---|---|---|
| 11. | Goods & Services Tax Identification No. (GSTIN) | : | |
| 12. | EPF No. | : | |
| 13. | PAN | : | |
| 14. | HSN Code/SAC | : | (To be mentioned HSN/SAC Codes against the items under Scope of Work as per BOQ) |

Station :________

Date: _________

For & on behalf of _______________

Signature : _________________

Name : __________________

Designation: _________________

*(of the authorized representative of the bidder)*

Official Seal of the Company:

**ANNEXURE-V**

- *(to be filled and uploaded online)*

- ECS - Form

**CVPP Limited**

**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)**

**(PAYMENT TO PARTIES THROUGH CREDIT CLEARING MECHANISM)**

1. BIDDER'S NAME : ____________________

a) ADDRESS : ____________________

____________________

____________________

b) PHONE/ MOBILE NO : ____________________

2. PARTICULARS OF BANK ACCOUNT: :

a) BANK NAME : ____________________

b) BRANCH NAME : ____________________

c) ADDRESS : ____________________

Telephone No. : ____________________

d) IFSC CODE OF THE BANK :
(For payment through RTGS)

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | |

e) ACCOUNT TYPE :
(S.B. Account/ Current Account or/
Cash Credit with code 10/11/13)

| | |
|---|---|
| | |

f) ACCOUNT NUMBER : ____________________
(As appearing on the Cheque Book)

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect Information, I would not hold the user Company responsible.

(-----------------------------)

Date : Signature of the Bidder

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

(------------------------------)

Date: Signature of the Authorized Official from the Bank

- **ANNEXURE-VI**
- *(to be filled and uploaded online)*

**DECLARATIONS**

**(to be submitted by bidder)**

| S. No. | Declaration Type | Declaration | Acceptance/ Rejection |
|---|---|---|---|
| 1. | No Deviation Declaration | This is to certify that our offer is exactly in line with your tender enquiry. This is to expressly certify that our offer contains no deviation either Technical or Commercial in either direct or indirect form. | |
| 2. | Undertaking | We hereby undertake that we have studied and understood all the terms and conditions as mentioned in ATC (Special Conditions of Contract and Scope of work) and we agree to abide by the same unconditionally. | |
| 3. | Correctness of bid | We hereby declare that information furnished with Bid is correct in all respect. | |

Signature & Seal of Bidder

**<u>ANNEXURE-VII</u>**

(To be printed on letter head of bidder)

***(Format for declaration by the Bidder)***

***"Self-Declaration by the Bidder"***

I/ We, M/s ______________________________________________ (Name of Bidder) hereby certify that proceedings for insolvency under the Insolvency and Bankruptcy code 2016, or as amended from time to time, have not started, against us and/or our Parent/Holding company ______________________________________________ (Name of Parent/Holding company).

***(Seal & Signature of Bidder)***

**ANNEXURE-VIII**

# POWER OF ATTORNEY

(On Non-Judicial Stamp Paper of Appropriate value)

KNOW ALL MEN BY THESE PRESENTS THAT we M/s ……………………………………………………………………………., a company organised and existing under the laws of……… (Name of country ………………….……………) and having its registered/principal office /place of business at………………………………………..………..……represented by……. (Name of persons) (the "executants") do hereby nominate, constitute, authorize and appoint mr. […………Name of attorney…………] , son of [………………..…], resident of [……………………………………………………] and presently employed with….. ], a Company/ Corporation organised and existing under the laws of …………………………………………. (name of the country) and having its registered office/principal place of business at ………………………..………………. As our true and lawful attorney (THE "ATTORNEY") severally/ jointly (whichever applicable) to do in our name and on our behalf all or any of the following acts, deeds and things in connection with or in respect of or relating to the notice inviting tender no. ……… dated ………. (the "nit") issued by CVPPL ltd, a company registered and organised under The Companies Act 1956 and existing under the Laws of Ut of J&K and Laws of Union of India ( as applicable to UT of J&K) and having its registered office at Chenab Jal Shakti Bhawan, Opposite Saraswati Dham, Rail Head Complex Jammu (J&K) (THE "OWNER") for the execution, construction and development of the services described in the notice inviting tender (nit) (THE "SERVICES") that is to say:

1. To prepare, offer, sign, submit and deliver to the owner the executant's bid for the services pursuant to the nit (the "bid") including to make, sign, submit, deliver, execute, and accept all documents, information, applications and other writings necessary for or incidental to the signing, submission and delivery of the bid to the owner;
2. To negotiate, enter into, sign and execute, accept and deliver all contracts undertakings, acceptances and other writings consequent upon acceptance of the executant's bid;
3. Participate in bidders' and other conferences and provide all information required by the owner and to furnish/seek clarifications arising out of or relating to the nit and, upon award of the contract consequent to the acceptance of the executant's bid by the owner;
4. To represent and act on behalf of the executant in respect of all matters before the owner relating to the executant to bid and upon the acceptance of the executant's bid by the owner including the resultant contrat on such acceptance of the executant's bid (THE "CONTRACT") in respect of all matters relating to or arising out of or concerning the contract and to generally deal with the owner on behalf of the executant in all matters arising out of or in connection with or relating to or arising out of the executant's bid, The NITand the contract in the event of acceptance of the executant's bid by the owner;
5. And generally to do any and all other and further acts, deeds and things which are necessary for or incidental to or deemed appropriate for more effectual exercise of the powers hereby conferred.

AND

We, the executant above named do hereby agree and undertake to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said attorney pursuant to and in exercise of the powers hereby conferred and all acts, deeds and things done or caused to be done by our said attorney pursuant hereto shall always be deemed to be the acts, deeds and things done by the company.

in witness whereof, this power of attorney has been executed on this [………] day of [……………………..], [20…..]………. ……………………………….

For [Name of the Executant]

By …………………………………………

(Name of Officer)

Title

1. Name of Attorney Holder/Signature

Seal of Company

2. Name of Attorney Holder/Signature seal

of Company

For [Name of the Executant]

By …………………………………………

(Name of Officer)

Title

WITNESSES

1.

2.

[Notarized]

Notes:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when its is so required, the same should be under common seal affixed in accordance with the required procedure.
2. The executant of the POA must be authorised to issue POA in favour of the Attorney holder or any other person on behalf of the bidder and the proof of the same shal be submitted.

**Annexure-IX**

**Undertaking by Bidder towards Anti-profiteering Clause of GST Act / Rules**

**(To be submitted on letter head)**

To,

M/s CVPP Ltd.
-------------

Sub.: GEM BID No.-........................

Dear Sir,

We, M/s............................. **(Name of Bidder)** have submitted bid dt.......................for the aforesaid tender.

Section 171 of CGST Act./ SGST Act. stipulates that it is mandatory to pass on the benefit of reduction in rate of tax on supply of Goods or Services or availability of Input Tax Credit, by way of commensurate reduction in prices.

Accordingly, it is certified that we have duly considered the impact of Input Tax Credit available on supplies in the GST regime, in our quoted prices. Further, any additional benefit of ITC if available to bidder shall be passed on to the Employer.

Further, we hereby confirm that our quoted prices are duly considering maximum possible benefit available and are in compliance with the aforesaid Section 171 of CGST Act/ IGST Act.

Further, if any refund on account of GST is received from the Government in future by the Contractor/ Supplier under any GST Refund/ Exemption or Subsidy Scheme, the same shall also be passed on to the Employer.

In case this declaration is found faulty in any manner, we shall fully responsible for the consequential effect including making good of any losses of interest etc. to CVPP Ltd.

**Place:** **[Signature of Authorized Signatory of Bidder]**
**Date:** **Name:**
**Designation:**
**Seal:**

# SPECIAL TERMS & CONDITIONS

# SPECIAL CONDITIONS OF CONTRACT

1. **Period of Verification: -**
   Physical verification shall be conducted in respect of Fixed Assets for the closing balance in books of accounts as on **30th September, 2026** and for verification of Inventory/Stores, balances as on the date of Physical Verification shall be considered.

2. **Scope of Work:**

**2.1** For the said assignment, auditor shall visit the following Projects/ Units of CVPPL:

i) Corporate Office of CVPPL, Jammu;
ii) Pakal Dul HE Project, Kishtwar;
iii) Kiru HE Project, Kishtwar and
iv) Kwar HE Project, Kishtwar

**2.2** The Company is working in a Computerized environment and maintains all its records in Computerized system viz. SAP/ERP packages.

**2.3** The assignment of physical verification should cover physical verification of Stores / Fixed assets and its reconciliation with PSL (Price Store Ledger) / Fixed Assets Register, respectively. Following areas of physical verification of stores & fixed assets shall be covered by selected firm of Chartered Accountants / Cost Accountants: -

(i) Plant & Machinery
(ii) Vehicles
(iii) Furniture, Fixture and Equipments
(iv) Miscellaneous assets/ equipments
(v) Plant & Machinery declared surplus
(vi) Stores and spares/ inventories (including Central Store/ Sub Store)
(vii) Sub-station Equipments
(viii) Transmission Lines
(ix) Roads, Bridges & Culverts
(x) Capital Spares
(xi) Material at Site Account
(xii) Obsolete Stores, Inventory and Assets
(xiii) Land Records – Verification of the Title deeds/Lease deeds/Land documents/Records in favour of CVPPL.
(xiv) Buildings
(xv) All fixed assets other than those mentioned above appearing in the Fixed Asset Register generated from accounting software

The Physical Verification of Fixed Assets and Stores shall be done with PSL/ Fixed Assets Register maintained in SAP/ERP packages.

**2.4** Following Points shall be covered by the appointed firm in its report in respect of Physical Verification of Fixed Assets and Store / Inventory items :-

a) **<u>In respect of Fixed Assets items</u>:**

**(i)** Reconciliation of physical quantities with Fixed Assets Register maintained by finance and shortage/excess of items shall be reported.
**(ii)** Report on surplus / unserviceable / obsolete items of Fixed Assets shall be made.
(iii) Marking of Asset Identification Number (AIN) on related items.
(iv) Registration Certificates of vehicles shall be checked for their existence as well as validity.
(v) Insurance validity of movable assets including vehicles and boats.
(vi) Assets not supported by record.
(vii) Wrong classification of Assets.
(viii) Identification of Buildings & their condition.
(ix) Comments on Action taken on previous year's Physical Verification Report.
(x) Any other activity relating to Physical verification of fixed asset.
*(xi)* Whether title deeds of all immovable properties (other than properties where the company is the lessee and the lease agreements are duly executed in favour of the lessee) disclosed in the financial statements are held in the name of the company, if not, provide details in the format given below*:*

| ***Description of property*** | ***Gross carrying value*** | ***Held in name of*** | ***Whether promoter, director or their relative or employee*** | ***Period held – indicate range, where appropriate*** | ***Reason for not being held in name of company**** |
|---|---|---|---|---|---|
| -- | -- | -- | -- | -- | **also indicate if in dispute* |

b) **<u>In respect of Store/inventory items</u>:**

**(i)** Reconciliation of Physical quantities with Inventory report maintained in SAP/ERP packages and report on shortage/excess of quantities.
**(ii)** Slow moving, non-moving, surplus, unserviceable items, obsolete items are identified.
(iii) All posting in respect of receipts, issues, adjustments etc. have been carried out in SAP/ERP packages.
(iv) Individual quantities and other particulars in respect of material received but GRNs / MRN / SIN are pending for posting.
(v) The quantity of scraps lying in the store is to be ascertained.
(vi) Proper arrangements exist for locking the stores and keeping the keys in safe custody.
(vii) Adequate arrangement exists for fire protection.
(viii) Inflammable stores are stocked in accordance with the instructions of storage.
(ix) Statutory regulations regarding storage of explosives are observed.
(x) Calibration of scales and measurements are carried out at periodical intervals.
(xi) Wrong classification of stores.
(xii) Unauthorized stock of Stores.
(xiii) Stores not supported by records.
(xiv) Comments on Action taken on previous year's Physical Verification Report.
(xv) Any other activity relating to Physical verification of Store/inventory items.
**(xvi)** Whether *discrepancies of 10% or more* in the aggregate for each class of inventory were noticed during physical verification.

The firm shall offer comments on Store and Inventory Management and whether entry in SAP/ERP packages has been made on real time basis in respect of Purchase order (POs), Good Receipt (GRs), Material Requisition (MR), Material Issue Note (MIN) etc. along with exceptions, if any.

**c)** **<u>In respect of Land</u>:**

The firm shall verify that the title deed/Lease deed/land documents/records etc. are in the name of CVPPL and report the same.

**3. Procedure: -**

Physical Verification shall be conducted as per the procedure laid in Process 3.3 & 3.10 of Manual on Store Accounting and Manual on Fixed Assets Accounting respectively (Copy enclosed for ready reference). The formats **SA/PD/01, SA/PD/02, SA/PD/03 & SA/PD/04 and Format FA/PD/01, FA/PD/02, FA/PD/03 & FA/PD/04** as prescribed in Process 3.3 of Manual on Store Accounting & Process 3.10 of Manual on Fixed Assets Accounting are enclosed as **Appendix-I & II** respectively.

The Physical Verification Auditors shall also comply with provision of Companies Act 2013, Companies (Auditor Reports) Order 2020 dt. 25.02.2020 and Guidance Note on CARO, 2020 (Revised 2022 edition).

**4. Deliverables**

**(i) Physical verification Report on Fixed Assets (including Land) & Store.**

The firm shall submit its report interalia covering the points as mentioned in Sl. No. 2 above and also item wise report as per procedure laid down in Process 3.3 & 3.10 of Manual on Store Accounting and Manual on Fixed Assets Accounting respectively duly binded as under:

| | |
|---|---|
| **Corporate Office** | **2 sets (Managing Director & GM (Finance))** |
| **Projects:** | **2 Sets (HOP & HOF)** |

However, before finalization of the report draft report shall have to be discussed with respective HOF to avoid unwanted disclosures

***In addition to above, the firm shall submit the complete report in MS Word/ MS Excel compatible with Windows 2000 or above.***

**(ii) Management Report on Fixed Assets (including Land) & Stores.**

The firms shall submit a Management Report (both soft and hard copy) covering the following points in particular to **Managing Director** with a copy to **GM (Finance)**, Corporate Office CVPPL, Jammu: -

a) Discrepancy Report as per format **SA/PD/03 & FA/PD/03.**
b) Irregularities/repeated mistakes observed during physical verification.

c) Action taken by Corporate Office and Projects on shortcoming /discrepancies pointed out by previous physical verification team and whether the action taken is satisfactory.
d) Whether proper records showing full particulars of fixed assets including location of fixed assets are being maintained as per statutory requirement.

e) Whether Assets Identification Number (AIN) has been recorded in the Fixed Asset Register as well as on the Assets.
f) Agreement of the PSL with General Ledger.
g) The procedure for inter unit transfer of fixed assets and stores through Material Transfer Note (MTN) and Stores Transfer Note (STN) is also to be reported on including timely accountal of transfer in books of accounts.
h) The firm should offer comments/ suggestions, if any on shortcoming in the controls and procedures presently being followed by the company in the assigned area.
i) A report on Surplus, Obsolete & Unserviceable Stores and Assets in the formats SA/PD/04 & FA/PD/04**.**
j) Action taken on disposal of surplus stores/fixed Assets.
k) Land Records **-** verify the title deed/lease deed/ land documents/record in favour of CVPPL.
l) Buildings

**The firm shall offer comments on Store and Inventory Management and whether entry has been made on real time basis in respect of Purchase order (POs), Good Receipt (GRs), Material Requisition, Material Issue Note etc. along with exceptions, if any.**

5. **Fee/TA/DA: -**
The fee for Physical Verification of all units/projects plus GST as applicable and TA/DA for going to Projects as per entitlement specified in **"Annexure-A"** which shall be reimbursed by CVPPL, Corporate Office. The fee shall be paid by Senior Manager (Finance), Corporate Office, CVPPL Jammu after submission of bill in duplicate only on completion of assignment and submission of physical verification report. TA/DA will be paid from the registered office in J&K.

6. **Maximum Team Members should not exceed as follows: -**

| | |
|---|---|
| Partner: | 1 no. |
| Assistant: | 2 /3 no. |
| **Total:** | **3 /4 no.** |

**Compliances / Declarations /Certificates by firm(s)/LLP on appointment:**

i. The Chartered Accountant/Cost Accountant Firm/LLP shall not sub-contract the assigned audit work.

ii. The Chartered Accountant/Cost Accountant firm/LLP shall work in strict confidence and shall ensure that the related data or information in respect of the operation of the Project/Company is dealt with in strict confidentiality and secrecy.

iii. Assigned Physical Verification audit work of the Project/Unit shall be completed within time frame specified by the Company.

iv. No partner of the Chartered Accountant/Cost Accountant firm/LLP should be related to Management of the Company within the meaning of the Companies Act, 2013,

v. Neither the Chartered Accountant/Cost Accountant firm/LLP nor its partner(s) or associates should have any interest in the business of the Company,

vi. The Chartered Accountant/Cost Accountant firm(s)/LLP shall be free from any disqualification under The Companies Act, 2013. In addition to this, the Chartered/Cost Accountant firm(s)/LLP must not be holding any assignment of Internal/ Statutory Audit of CVPP Ltd.

vii. The Chartered Accountant/Cost Accountant firm/LLP 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.

viii. The Chartered Accountant/Cost Accountant firm/LLP shall ensure that they have met the criteria of cooling period i.e. they have not been appointed as Physical Verification Auditors continuously for last 3 Financial Years ending on 31st March, 2026.

APPENDIX – I



### 3.3 Physical verification of Store Items

#### 3.3.1 Process Overview

a) The Store material of all the locations are to be physically verified annually and the discrepancies noticed, if any, therein should be adjusted in the books of account and accordingly inventory records are to be updated.

b) Physical verification (PV) of Store material is carried out either by an outsourced firm or by an internal committee. A committee is constituted at C.O. which identifies the units where PV is to be conducted through an outsourced firm, shortlists the firms of professionals among the bio-data available on record and recommends the allocation of units among the firms along with the terms and conditions for the conduct of PV as per the prevalent practice in this regard.

c) Annually, a circular is issued by Finance Division, Corporate Office notifying the schedule for conducting PV as well as the units where PV is to be done by an outside firm and where PV is conducted by an internal committee.

d) Wherever PV is to be conducted by an internal committee, committee will be having executives of following departments:

- Finance and
- Any other two members as nominated by HOP/HOD

e) Representatives of Concerned Stores Department will be nominated to act as nodal officers for conduct of PV.

f) PV shall be carried out based on the store records. Before the start of PV, it has to be ensured that the store records are updated in respect of receipts, issues, adjustments, etc.

g) PV is to be conducted by the team as per Format SA/PD/01 & SA/PD/02 and on conclusion of PV, the discrepancies i.e. shortage/excess and status on i.e. surplus/obsolete / slow moving is to be reported as per Format SA/PD/03 & SA/PD/04 respectively.

#### 3.3.2 Scope of PV Report

The physical verification should cover physical verification of all stores and reconciliation with Inventory records. Following are the illustrative areas of physical verification of Stores which shall be covered by the Physical verification team (third party outsourced or internal committee):

- Store and Spares/Inventories (including central store/sub store)
- Loose tools
- Material at Site
- Obsolete store & Inventory

APPENDIX - II



### 3.10 Physical verification of Fixed Assets Process Overview

a) The process deals with the procedure to be followed for physical verification of fixed assets. The Fixed assets of all the locations are physically verified annually and the discrepancies noticed, if any, therein should be adjusted in the books of account and accordingly FAR is to be updated.

b) Physical verification (PV) of Fixed Assets is carried out either by an outsourced firm or by an internal committee. A committee is constituted at C.O. which identifies the units where PV is to be conducted through an outsourced firm, shortlists the firms of professionals among the bio-data available on record and recommend the allocation of units among the firms along with the terms and conditions for the conduct of PV as per the prevalent practice in this regard.

c) Annually a circular is issued by Finance Division, Corporate Office notifying the schedule for conducting PV as well as the units where PV is to be done by an outside firm and where PV is conducted by an internal committee.

d) Where PV is to be conducted by an internal committee then committee will be having executives of following departments:

- Finance and
- Any other two members as nominated by HOP/HOD.

e) Representatives of departments and ACA's will be nominated to act as nodal officers for conduct of PV.

f) PV shall be carried out based on the departmental fixed assets records. Before the start of PV, it has to be ensured that the Fixed Asset Register (FAR) maintained in Finance wing is updated with respect to ACA's /location and for which Finance wing will circulate their FAR to all ACA's/departments at least 15 days in advance of PV and FAR may be updated accordingly.

g) PV is to be conducted by the team as per Format FA/PD/01 & FA/PD/02 and on conclusion of PV the discrepancies i.e. shortage/excess and status i.e. surplus/obsolete/unserviceable is to be reported as per Format FA/PD/03 & FA/PD/04.

h) In respect of the assets located at the residential offices, a certificate is to be furnished through ESS by the official concerned that the assets are located at his/her residential office and is in good working condition.

**Scope of Physical Verification**

a) The physical verification should cover physical verification of all fixed assets of the unit and its reconciliation with records/fixed assets register. Following are the illustrative areas of physical verification of fixed assets which shall be covered by the Physical verification team (third party outsourced or internal committee:

SA/AD/01



## 6 Appendix

### 6.1 Appendix 1: Format for Physical Verification Book

Location Code: CVPP LIMITED
Location Name:

**Physical Verification Sheet**

Store Department:
Location:
Date Commenced:
Date Completed:

Folio No.:
Stock Verifier:

| S. No. | Item details: Item Description | Item Code | UOM | Mode of Physical verification | Quantity (as per store records) | Balance as per Physical Verification | Difference 8=(6-7) | Unit Rate | Value of Shortage/Excess 10 = (8 X 9) | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | | | | | | |
| | | | | | | | | | | |

Signature of Nodal Officer

Name:
Designation:
Concerned Store/Division:

Signature of Physical Verification Team Representative at CA Firm

* In case of Physical verification is conducted by an internal committee then it is to be signed by the members of committee.

SA/PD/02



**6.2 Appendix 2**: Format for List of Store Items which were found excess during PV

CVPP LIMITED

List of Store Items which were found excess during PV

Store Department
Location:

Date of Verification:

| S. No | Item Description | Item Code (if any) | Unit of Measurement | Excess Quantity | Remarks |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Signature of Nodal Officer

Name:
Designation:
Concerned Store/Division:

Signature of Physical Verification Team
Representative at
CA Firm

* In case of Physical verification is conducted by an internal committee then it is to be signed by the members of committee.

SA/PD/03



6.3 **Appendix 3**: Format for Details of Discrepancies (Shortage/Excess) Observed during Physical Verification of Stores

CVPP LIMITED

Name of the Project/Power Station:

Details of Discrepancies (Shortage/Excess) Observed during Physical Verification of Stores

| S. No. | Item Code | Item Description | Unit of Measurement | Balance as per stock records | Balance as per physical verification | Shortage /(Excess) (5-6) | Unit Rate | Value of Shortage /excess (7 X 9) | Reasons for shortage/ excess |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 9 | 10 | 11 |
| | | | | | | | | | |
| | | | | | | | | | |
| Total | | | | | | | | | |

Signature of Nodal Officer

Name:
Designation:
Concerned Store/Division:

Signature of Physical Verification Team Representative at CA Firm

* In case of Physical verification is conducted by an internal committee then it is to be signed by the members of committee.

SA/PD/04



**6.4 Appendix 4**: Format for Report on Surplus/Obsolete/Unserviceable Stores

CVPP LIMITED

Name of Project/Power Station
Report on Surplus/Obsolete/Unserviceable Stores

| S. No. | Item | | Location | Unit of Measurement | Quantity | Unit Rate | Value (6*7) | Since When (Date) | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | Code | Description | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Total | | | | | | | | | |

Dated: Signatures:

Incharge Store Complex | Representative Finance Section | Representative CA Firm

6.

Appendices

CVPP LIMITED

Statement on Physical Verification of the Assets as appearing in FAR
As on ......... « «

FA/PD/01

Name of Division:
Financial Year:

| Sl. No. | Object ID | Object Description | Object custodian (ACA) | Object Location code | Obj. Physical Location | Existence of Object (Yes/No) | Physical condition of Assets (Obsolete/ not-working/ surplus) | Remarks |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Signature of Nodal Officer
Name
Designation
Concerned Division

Signature of Nodal Officer
Name
Designation
Assets Controlling Authority

Signature of Physical verification team *
Representative of
CA FIRM

* In case of Physical verification is conducted by an internal committee then it is to be signed by the members of committee.

C
CVPP LIMITED

FA/PD/02

List of Assets which were found excess during PV
as on.......

Name of Division:
Financial Year:

| Sl. No. | Object ID (if found affixed) | Object Description | Object Physical Location | Physical condition of Assets (Obsolete/ not-working/ surplus) | Remarks |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Signature of Nodal Officer
Name
Designation
Concerned Division

Signature of Physical verification team *
Representative of
CA FIRM

In case of Physical verification is conducted by an internal committee then it is to be signed by the members of
* committee.

FA/PD/03

Details of discrepancies (shortage/excess) observed during physical verification of fixed assets

$ VRO 11

| S. No | Object ID | Object Description | Object custodian (ACA) | Object Location code | Object Physical Location | Value as per books | | Remarks |
|---|---|---|---|---|---|---|---|---|
| | | | | | | Gross | WDV | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Signature of Nodal Officer of Finance Department
Name
Designation

Signature of Physical Verification team *
Representative of
CA FIRM

* In case of Physical verification is conducted by an internal committee then it is to be signed by the members of committee.

CVPP LIMITED

FA/PD/04

List of surplus/obsolete/unserviceable assets observed during physical verification of fixed assets
As on.....

| S. No | Object ID | Object Description | Object custodian (ACA) | Object Location code | Object Physical Location | Value as per books | | Remarks |
|---|---|---|---|---|---|---|---|---|
| | | | | | | Gross | WDV | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

**Note:** The items already booked under HOA 413001/02 need to be indicated separately

Signature of Nodal Officer of Finance Department
Name
Designation

Signature of Physical Verification team *
Representative of
CA FIRM

* In case of Physical verification is conducted by an internal committee then it is to be signed by the members of committee.

<u>**ANNEXURE - A**</u>

## TA and DA

1. Travelling allowance will be paid from the nearest branch of the Physical Verification Audit Firm/Jammu to auditee Project location/Units.

2. For purpose of eligibility for TA and DA, the partners of the firm will be considered as equivalent to General Manager (E-8) and Qualified Chartered Accountant drawing salary/Audit Assistants employed by the firm will be considered as Asstt. Manager (E-3) of the Company.

3. Relevant extracts of TA Rules of the Company applicable to the officers of the level of GM /Asstt. Manager are furnished below:

| | | General Manager (Rs.) | Asstt. Manager (Rs.) |
|---|---|---|---|
| **A.** | **ACCOMMODATION:** | | |
| | a) Principal Cities (Delhi, Mumbai, Bangalore) | 12110 | 5150 |
| | b) Other Principal Cities | 9480 | 4070 |
| | c) Ordinary Cities | 6350 | 2720 |
| **B.** | DAILY ALLOWANCE: | 1290 | 1030 |
| **C.** | COMPOSITE DAILY ALLOWANCE: | 1960 | 1650 |

4. **Journey Entitlement**:

| General Manager | Asstt. Manager |
|---|---|
| Entitled by Air | Entitled by Air |
| AC-I by Train | AC-II by Train |
| Actual Taxi fare. | Actual Taxi fare/Own Car limited to Rs. 13/KM |
| Own Car – Rs. 16/KM | |

**Conveyance Charge**

Actual conveyance charges from residence to Railway Station/Air Port/Bus Stand and vice-versa both at Head Quarter and Tour Station will be admissible as under in addition to local conveyance as per company's rule.

**NOTE:**

i) TA/DA claim with full details must be submitted within a period of fifteen days after returning from the respective Project. Hotel accommodation Claim-Receipt and bills of the hotel must be enclosed in original. The Corporate Office, Jammu will process and settle the claims.

ii) Certificate from the concerned project finance head indicating details of man days spent individually along with designation, details of boarding and lodging provided and details of local conveyance provided must be enclosed along with bills.

iii) If lodging and boarding facilities both are provided by the company free of cost, DA will be admissible @ 25% of the composite Daily Allowance. Composite daily allowance will be admissible where lodging arrangements are made by the Auditor on his own.

iv) Bills for Physical Verification fees will be submitted in duplicate for payment at Corporate Office.

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