

	<p><b>RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED</b>  [Corporate Identity Number (CIN):U40109RJ2000SGC016485]  An ISO 9001:2015 Certified Company)  Regd. Office: Vidyut Bhawan, Janpath, Jyoti Nagar, Jaipur-302005  <b>OFFICE OF THE CHIEF CONTROLLER OF ACCOUNTS-II</b>  Room No. 101, MM Building, Near Ram Mandir, Bani Park, Jaipur-302016  E-mail: <a href="mailto:dy.dir.ia@rvpn.co.in">dy.dir.ia@rvpn.co.in</a>  Website: <a href="https://energy.rajasthan.gov.in/rrvpn/#/home/dptHome">https://energy.rajasthan.gov.in/rrvpn/#/home/dptHome</a></p>	
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**NOTICE INVITING BID**  
**(RVPN/CAO(IA&Estt.)/DD(IA)/Audit/2024-25/TN-01)**

RVPN invites sealed bids from CA Firms to conduct the Commercial Accounts Audit for 31 Nos. accounting units on half yearly basis for the financial year 2024-25. The estimated cost of the work is Rs. 1.33 lakh. The bid shall be received upto **2.30 PM** on **22.08.2024** at Room No. 115, MM Building, Gate No. 3, Old Power House Premises, Near Ram Mandir, Bani Park, Jaipur-302016. For further details may visit website <https://energy.rajasthan.gov.in/rrvpn/#/home/dptHome> and <https://sppp.rajasthan.gov.in/sppp/>.

UBN No. \_\_\_\_\_.

  
(R.K. Joshi)  
**Dy. Director (Internal Audit)**

**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED**

[Corporate Identity Number (CIN):U40109RJ2000SGC016485]  
An ISO 9001:2015 Certified Company)

Regd. Office: Vidyut Bhawan, Janpath, Jyoti Nagar, Jaipur-302005

**OFFICE OF THE CHIEF CONTROLLER OF ACCOUNTS-II**

Room No. 101, MM Building, Near Ram Mandir, Bani Park, Jaipur-302016

E-mail: [dy.dir.ia@rvpn.co.in](mailto:dy.dir.ia@rvpn.co.in)

Website: <https://energy.rajasthan.gov.in/rrvpn/#/home/dptHome>



CAO(IA&Estt.)/DD(IA)/B.N. \_\_\_\_\_

**Notice Inviting Bid**

Tender Name	Hiring of Professional services from the Chartered Accountants (CA) firms to conduct the Commercial Accounts Audit of 31 Nos. accounting units on half yearly basis for the financial year 2024-25.										
Tender No.	RVPN/CAO(IA&Estt.)/DD(IA)/Audit/2024-25/TN-01										
Estimated Cost	Rs. 1,33,000/- (Rupees One Lakh Thirty Three Thousand only) (inclusive of GST @ 18%) <table border="1"><thead><tr><th>Jaipur Zone</th><th>Ajmer Zone</th><th>Jodhpur Zone</th><th>H.Q. Zone</th><th>Total</th></tr></thead><tbody><tr><td>22,700</td><td>28,300</td><td>56,700</td><td>25,300</td><td>1,33,000</td></tr></tbody></table>	Jaipur Zone	Ajmer Zone	Jodhpur Zone	H.Q. Zone	Total	22,700	28,300	56,700	25,300	1,33,000
Jaipur Zone	Ajmer Zone	Jodhpur Zone	H.Q. Zone	Total							
22,700	28,300	56,700	25,300	1,33,000							
Bid Document sale start date	08-08-2024 at 17:00										
Last date for receipt of Bid	22-08-2024 at 14:30										
Date of Opening of Technical Bid	22-08-2024 at 15:00										
Date of Opening of Financial Bid	04-09-2024 at 15:00										
Bid Cost (Non-refundable)	Rs. 885/- (Rs. 750/- plus GST @ 18% i.e. Rs. 135/-)										
Bid Security/EMD	2% i.e. Rs. 2,660/- of the estimated cost of work i.e. Rs. 1,33,000/- lakh										

*(Handwritten signature)*

## **BID DOCUMENTS (BID SPECIFICATION)**

Sealed Bids are invited from the Chartered Accountants (CA) firms to conduct the Commercial Accounts Audit of 31 Nos. accounting units on half yearly basis for the financial year 2024-25.

I. The scope of work for the commercial Audit shall be as per details given in **Annexure-“A”**.

### II. **Terms and conditions**

1. The prescribed bid form required for participation in Notice Inviting Bid (NIB) shall be obtained through an application cum KYC form (**enclosed at Annexure-“B”**) duly filled up and signed. The bid forms along with Annexure, Addendum to Internal Audit Manual of Commercial Accounts and Model Internal Audit Report for Commercial Accounts Audit shall be obtained from office of Dy. Director (Internal Audit), RVPN, Room No. 115, MM Building, Gate No. 3, Old Power House Premises, Near Ram Mandir, Bani Park, Jaipur-302016 after depositing the cost of bid documents (non-refundable) Rs. 885/- (Rs. 750/- plus GST @ 18% i.e. Rs. 135/-) in the o/o Sr. AO (EA-Cash), RVPN, JMC Building, Bani Park, Jaipur. **The sale of bidding documents shall be commenced from the date of publication of Notice Inviting Bids and shall be stopped one day prior i.e. 21.08.2024 to the date of opening of bids i.e. 22.08.2024”.**
2. Bid should be furnished in a one sealed big size envelope containing three separate small size envelopes mentioning as Bid Security alongwith KYC (**Envelope No. I**), Technical Bid duly filled up along with supporting documents for our verification (**Envelope No. II**) and Financial / Price Bid (**Envelope No. III**).



3. The bids alongwith cost of bid documents and bid security shall be received upto **2.30 PM** on or before **22.08.2024** and technical Bid shall be opened by the committee **on the same date at 3.00 PM** in the presence of the bidder(s) or their authorized representative(s) who would be present at that time. The Financial Bid of technically qualified firm(s) shall be opened on **04.09.2024 at 3.00 PM**.
4. Bids received after the schedule time & date as fixed above shall not be considered.
5. The bid should be addressed to the Dy. Director (Internal Audit), RVPN, Jaipur, Room No. 115, MM Building, Gate No. 3, Old Power House Premises, Near Ram Mandir, Bani Park, Jaipur-302016.
6. Bids submitted by the bidders shall remain valid for ninety days which may be extended, if required.
7. All the bid documents must have to be signed under seal of the firm.
8. **Bid Security**
  - a). The bidder(s) shall have to submit bid alongwith the required Bid Security equivalent to 2% i.e. Rs. 2,660/- of the estimated cost of work i.e. Rs. 1.33 lacs approx. in the form of Demand Draft / Banker cheque in favour of the Sr. AO (EA-Cash), RVPN payable at Jaipur.

 

- b). If any bid not accompanied with a valid Bid Security shall be liable to reject and the same shall not be considered to open.
- c). In case of unsuccessful bidder(s), the Bid Security shall be refunded soon after final acceptance of work order and submission of performance security by successful bidder.

In case of the successful bidder, the amount of bid security may be adjusted in arriving at the amount of the performance security, or refunded if the successful bidder furnishes the full amount of performance security and contract agreement on non-judicial stamp paper of Rajasthan Govt. of appropriate value as per prevailing rules.

- d). Request for adjustments/proposals for acceptance of Bid Security (if any) already lying with the RVPN in connection with some other bid/order(s) shall not be entertained.
  - e). No interest shall be payable on such deposits.
  - f). The Authority reserves the right to forfeit Bid Security in circumstances which, according to him, indicate that the bidder is not earnest in accepting /executing any order placed under the specification.
9. The financial Bid shall not be opened of such Bidder(s)/ firm(s) who does not fulfill the technical qualification criteria prescribed in **Annexure-“C”**.



10. The bidder shall have to execute the contract agreement within 15 days from the issue of work order, which should be on non-judicial stamp paper of Rajasthan Govt. of appropriate value as per prevailing rules which should be attested by Notary Public. For this a copy of power of attorney on non-judicial stamp paper of Rajasthan Govt. of appropriate value as per prevailing rules in favour of person signing documents, duly notarized in original be also submitted along with the above documents.
11. The firm declared as black listed by the Institute of Chartered Accountant of India shall not be eligible to participate for this Bid and firm(s) itself may liable to debar from the work even after issuing of work order.
12. The number of offices of which audit to be conducted may be decreased or increased, in which case the remuneration / fees will also be accordingly adjusted based on per unit fees computed (total quoted rate of that zone / No. of units).
13. **The Zone-wise work order shall be awarded on the basis of lowest rate quoted by the CA firm(s) for each zone. As such rates are required to be quoted zone wise for commercial audit work as per bifurcation made in Annexure-“D”, “E”, “F” & “G”. The audit work may be divided each zone wise so that local firms may participate and expenditure incurred by the firm as well as travelling time may be saved. It will be at discretion of RVPN to accept the proposal for one zone or for all zone(s). In case two or more bidders quote same rates, the units of the zone for audit may be distributed between / amongst them.**



14. Audit fees of each zone to be quoted by CA firms shall be inclusive of all expenses i.e. travelling expenses, lodging/ boarding etc. to be incurred during audit as well as all central and State Government taxes/duties etc. but excluding GST. A copy of GST registration certificate shall be submitted along-with first bill. No TA/DA, boarding and lodging facility etc. shall be provided by the Nigam. Any variation in rate of GST during contract period shall be on the part of RVPN.

15. **RVPNL shall have right to cancel the bid process and reject any or all of the Bids**

a). RVPNL reserves the right to accept and reject any Bid(s) and the Bidding process or reject all bids at any time prior to award to contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the RVPNL action.

b). RVPNL reserves the right to make any changes in the scope of works as defined in the bidding documents.

c). RVPNL, Jaipur does not bind itself to accept the lowest bid and reserves the right to reject any of or all the bids received without assignment of any reason. All the bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.



- d). Canvassing in connection with bids is illegal and strictly prohibited and the bids submitted by the bidders, who resort to canvassing will be rejected.

**16. Performance Security and Additional Performance Security**

- a). In order to secure / assure the due fulfillment of the contract, the successful bidder shall have to deposit the performance security equivalent to 5% of the amount of work order. Performance security so furnished shall remain valid up to the period of **sixty days** after the date of completion of all contractual obligations of the successful firm(s). Performance security shall be refunded on receiving application.
- b). (1) In addition to Performance Security as specified in rule 75, an Additional Performance Security shall also be taken from the successful bidder in case of unbalanced bid. The Additional Performance Security shall be equal to fifty percent of Unbalanced Bid Amount. The Additional Performance Security shall be deposited in lump sum by the successful bidder before execution of Agreement. The Additional Performance Security shall be deposited through Demand Draft/ Banker's Cheque.

**Explanation :** For the purpose of this clause-

- (i) Unbalanced Bid means any bid below more than fifteen percent of Estimated Bid Value.

 

(ii) Estimated Bid Value means value of subject matter of procurement mention in bidding documents by the Procuring Entity.

(iii) Unbalanced Bid Amount means positive difference of eighty five percent of Estimated Bid Value minus Bid Amount Quoted by the bidder.

(2) The Additional Performance Security shall be refunded to the contractor after satisfactory completion of the entire work. The Additional Performance Security shall be forfeited by the Procuring Entity when work is not completed within stipulated period by the contractor.

**17. Right to vary quantity**

Repeat orders for extra items or additional quantities may be placed on the rates and conditions given in the contract.

**18. Payment procedure**

a). After completion of the satisfactory work of audit for the entire financial year 2024-25, the professional charges bill(s) (**in triplicate**) shall be furnished by the firm in the office of Dy. Director (Internal Audit), RVPN, Jaipur. The duly verified bill by DD (IA) after finding the report(s) satisfied will be sent to the AO (Estt. & Cont.) RVPN, Jaipur for pre-audit and arranging the payment.

b.) The payment authority will be Sr. AO (EA & Cash), RVPN, Jaipur.

**19.** The decision of Director (Finance), RVPN, Jaipur will be final in case of any dispute/difference/question whatsoever arising between the Nigam and the supplier or in relation to or in connection with the supply.

Two handwritten signatures in black ink, one on the left and one on the right, appearing to be initials or names.

20. If the firm fails to perform its duty, the performance security may be forfeited and a complaint against the firm may be made to the Institute of Chartered Accountant of India to declare the firm as black listed and the firm may also be debarred from all the work of RVPN.
21. All the disputes, differences, questions whatsoever arising between the Nigam and the supplier upon or in relation to or in connection with the supply, shall be deemed to have arisen at Jaipur (Rajasthan) only and no court(s) other than that in Jaipur shall have jurisdiction to entertain the same.
22. The payment of cost of bid documents and bid security may also be made online. The procedure of the same can be seen from the following link:-  
<http://103.122.36.131//content/dam/raj/energy/corporate-one-lines-viewer/pdf/E-Receipt%20go%20live%20order.pdf>
23. All other terms & conditions not covered here and above shall be applicable as per prevailing rules of RTPP Act.



Scope of work for the Commercial Accounts Audit of RVPN

1. Commercial Accounts audit for the financial year 2024-25 of 31 Nos. accounting units shall be conducted on half yearly basis i.e. April-2024 to September-2024 and October-2024 to March-2025 and audit reports shall be submitted separately on half yearly basis.

**Summarized position of zone-wise accounting units (refer to Annexure-“D”, “E”, “F” & “G” for detailed list):-**

<b>Zone</b>	<b>Total Nos. of Units requiring Half-yearly Audit</b>
<b>Jaipur</b>	<b>8</b>
<b>Ajmer</b>	<b>7</b>
<b>Jodhpur</b>	<b>10</b>
<b>Corporate office Jaipur</b>	<b>6</b>
<b>Total Units</b>	<b>31</b>

2. The Commercial Accounts Audit will be conducted strictly according to Addendum to Internal Audit Manual of Commercial Accounts. In addition to Note No. 3.14 of the addendum, the 100 % vouching of SAP vouchers must be done and details of all entries made in SAP including SAP voucher number and amount alongwith budget head(s) and in case any entry is made in incorrect budget head, the correct head shall be mentioned in the internal audit report.

Audit Report shall be prepared and submitted as per Model Internal Audit Report for Commercial Accounts Audit.



3. **Requirement of minimum working days & inclusion of at least one qualified CA for audit**

The Commercial Accounts Audit of each unit will have to be conducted at the premises of the respective unit. At least 3 working days will have to be spent for audit work of each unit. The CA firm shall submit name & details of all 3 members of audit team alongwith audit programme. Each member should have minimum audit experience of 5 years and should consist of at least one qualified CA with 5 years experience. The CA firm shall provide details of audit team in the following format to DD (IA), RVPN, Jaipur before one week of the commencement of audit work of each office:-

S. No.	Name of Party member	Qualification	Experience (in years)
1.			
2.			
3.			

4. **Period of execution works**

The Commercial Accounts Audit of 1<sup>st</sup> half year shall be commenced after 10<sup>th</sup> Oct, 2024 and audit of 2<sup>nd</sup> half year shall be commenced after 10<sup>th</sup> April, 2025.

5. The internal audit team shall discuss and submit the internal audit report to the concerned head of Accounting Offices / units through e-mail on the last day of audit before leaving the office. The soft copy of audit report shall also be submitted to DD (IA), RVPN, Jaipur through e-mail. All the audit reports in hard copy shall be submitted to DD (IA), RVPN, Jaipur for 1<sup>st</sup> and 2<sup>nd</sup> half year latest by 10<sup>th</sup> November and 10<sup>th</sup> May respectively.

6. Auditors shall also report on compliance of internal audit observations of the previous half year.



7. All the shortcomings/observations related to accounts during audit period shall be discussed with concerned circle Accounts Officer, afterwards observations be reported with supporting papers and documents.
8. Guideline issued by the ICAI (CA institute) is also to be strictly followed during checking/audit of accounts of the concerned unit of RVPN.
9. The Internal Auditor will ensure that the information obtained in respect of the working/operation of the unit is maintained in strict confidence and secrecy at all times, including after the completion of the assignment. All such information shall remain exclusive property of RVPN at all the times.

A handwritten signature in black ink, consisting of a stylized 'A' followed by a cursive flourish.

(To be printed on letter head or a cancelled letter head be enclosed)

Application for bidding documents cum KYC of the Bidder CA Firm to be provided in 2 copies (Required for receiving cost of Bid documents)

The Dy. Director (Internal Audit),  
R.R.V.P.N. Ltd.,  
Jaipur.

**Sub:- Requirement of bid forms (bidding documents) for Commercial accounts audit of 31 Nos. units for the year 2024-25.**

**Ref:- NIB No. RVPN/CAO(IA&Estt.)/DD(IA)/Audit/2024-25/TN-01  
UBN No. \_\_\_\_\_.**

Respected Sir,

With reference to above, it is submitted that we want to participate in your above bid and ready to deposit the required cost of bid documents Rs. 885/- (Rs. 750/- plus GST @ 18% i.e. Rs. 135/-). Therefore please arrange to issue the receipts (A-9) along with GST invoice and provide the bidding documents.

Our KYC details are as under:-

1.	Title ( Mr./Mrs./M/s)	:	
2.	Full name of CA Firm	:	
3.	Constitution of firm (Proprietorship/Partnership)	:	
4.	Location of Head Quarter & Branches	:	
5.	Full Address of Head Quarter	:	
	(i) House No. & Street	:	
	(ii) City	:	
	(iii) Region (State)	:	
	(iv) Country	:	
	(v) Postal Code	:	
6.	Full Address of Branch in Rajasthan	:	
	(i) House No. & Street	:	

 

(ii)	City	:	
(iii)	Region (State)	:	
(iv)	Country	:	
(v)	Postal Code	:	
7.	Date of Commencement of Business/Professions	:	
8.	No. of Years of running actively	:	
9.	Telephone /Mobile No.	:	
10.	E- mail Address	:	
11.	GST Registration No. of Firm	:	
12.	PAN No. of Firm	:	
13.	In case of partnership firm Firm registration No. and, Membership No., Name & details of Partners (also indicate their respective Qualification & period of partnership in the firm).	:	
14.	Details of Audit Conducted Power Utility (State Electricity Board, Generation/ Transmission/Govt. Company/ State/ Central/PSU including Banks) if applicable.	:	
15.	Bank payment details: (copy of cancelled cheque must be enclosed)	:	<b>As per Annexure-“1”</b>

**Signature of CA Firm and Seal**

**For office use only:-**

In view of above application, please note the following further details for your reference:-

S. No.	Particulars	Details
1	Vendor Code	
2	Customer Code	
3	Bid Form Registration No.	

Considering above, please arrange to issue the receipts (A-9) along with GST invoice for onwards providing the bidding documents to the bidder.

**Sr. AO (EA-Cash)**

**DD (IA) / AAO-I (IA)**



REAL TIME GROSS SETTLEMENT (RTGS)/NATIONAL ELECTRONIC  
FUND TRANSFER (NEFT)

From:- M/S

.....

To,  
The Dy. Director (Internal Audit),  
RVPN,  
JAIPUR.

Sub: - RTGS/NEFT Payments.

We refer to remittance of our payments using RBI's RTGS/NEFT. Our payments may be made through the above system to our under noted account at our cost:-

Name of City	
Bank Code No.	
Branch Code No.	
Bank's Name	
Branch Address	
Branch Telephone/Fax No.	
Firm's Accounts No.	
Type of Account	
IFSC Code for NEFT	
IFSC Code for RTGS	
Firm's Name as per Account	
Telephone No.	
E-mail ID	

In support of above, the cancelled cheque is also enclosed.

Confirmed by Banker

Signature of Firm with Stamp & Address

 

**Technical Qualification for CA Firms (As on bid submission date)**

S. No.	Relative Conditions	Weights/ Marks	Maximum Weights / Marks for the conditions	Actual technical parameter	Resultant weight/ marks	Remarks for enclosures
1	<b>No. of Partners</b>					
	1-5	1				
	6-10	5				
	11 & above	10	10			
2	<b>No. of FCA partners</b>					
	1-2	1				
	3-5	5				
	6 & above	10	10			
3	<b>Nos. of DISA/CISA partner</b>	1 per partner up to 5 partner	5			
4	<b>Office in Rajasthan</b>					
	Branch office	5				
	Head/Registered office	10	10			
5	<b>Year of existence</b>					
	0-4 years	1				
	5-10 years	5				
	11-15 years	10				
	16 & above	15	15			
6	<b>Nos. of articles employed with the firm</b>	1 per article up to 5 article	5			
7	<b>Average turnover in last 3 F.Y.</b>					
	Up to Rs. 50 lacs	1				
	Above Rs. 50 lacs to Rs. 1 crore	5				
	Above Rs. 1 crore to Rs. 5 crores	15				
	Above Rs. 5 crores	20	20			
8	<b>Partners Associates with Partnership firm</b>					
	More than 3 years upto 5 years for at least 5 partners	1				
	More than 5 years upto 10 years for at least 5 partners	5				



	More than 10 years upto 15 years for at least 5 partners	10				
	More than 15 years for at least 5 partners	15	15			
9	<b>Exposure of the firm as Statutory/Internal auditor</b>					
	In electricity/ Power sector companies under central/other state Govt.	5				
	In RVPN/ Discoms (Rajasthan)	10	10			
	<b>Total</b>		<b>100</b>			

**Note:- (i)** The CA firm shall submit name & details of all 3 members of audit team alongwith audit programme. Each member should have minimum audit experience of 5 years and should consist of at least one qualified CA with 5 years' experience.

**(ii)** Relevant documentary proof in respect of Technical qualification for CA firms, needs to be submitted alongwith the offer. Without sufficient documentary proof about qualifying criterion, the offer is likely to be rejected.

**(iii)** The firm securing 60% and above marks shall only be considered as technically qualified. The firm shall have to fulfill the technically qualified criteria till completion of this audit assignment period.

 

List of Commercial Accounts Audit offices/Units of Jaipur zone

<b>Accounting office</b>	<b>Zone-wise Quoted remuneration to be considered equally for each unit for the year 2024-25</b>
1). SE (T&C), Jaipur City, Heerapura, Jaipur	
2). SE (T&C), Rural, Heerapura, Jaipur [including ACOS (T&C) and XEN (M&F), Heerapura, Jaipur]	
3). SE (T&C), Alwar	
4). SE (T&C), Bharatpur	
5). SE (T&C), Hinduan	
6). SE (T&C), Sawai Madhopur	
7). SE (T&C), Kota	
8). AAO (RPS-JS), Kota	
<b>Total of the Zone (in figures)</b>	<b>Rs.</b>
<b>Amount in words</b>	

 

List of Commercial Accounts Audit offices/Units of Ajmer zone

Accounting office	Zone-wise Quoted remuneration to be considered equally for each unit for the year 2024-25
1). SE (T&C), Ajmer [including ACOS (T&C), Beawar]	
2). SE (T&C), Bhilwara	
3). SE (T&C), Merta	
4). SE (T&C), Babai	
5). SE (T&C), Sikar	
6). SE (T&C), Udaipur	
7). SE (T&C), Chittorgarh	
<b>Total of the Zone (in figures)</b>	<b>Rs.</b>
<b>Amount in words</b>	



List of Commercial Accounts Audit offices/Units of Jodhpur zone

Accounting office	Zone-wise Quoted remuneration to be considered equally for each unit for the year 2024-25
1). SE (T&C), Jodhpur. [including ACOS (T&C), Jodhpur]	
2). SE (T&C), Bhadala	
3). SE (T&C), Kankani	
4). SE (T&C), Barmer	
5). SE (T&C), Jaisalmer	
6). SE (T&C), Ramgarh	
7). SE (T&C), Sirohi	
8). SE (T&C), Hanumangarh	
9). SE (T&C), Bikaner	
10). SE (T&C), Ratangarh	
<b>Total of the Zone (in figures)</b>	Rs.
<b>Amount in words</b>	



List of Commercial Accounts Audit offices/Units at Corporate office Jaipur

<b>Accounting office</b>	<b>Zone-wise Quoted remuneration to be considered equally for each unit for the year 2024-25</b>
1). Sr. AO (EA-Cash), Jaipur	
2). Sr. AO (CPC), Jaipur	
3). Sr. AO (B&R-W&M), Jaipur including RE & HQ	
4). AO (LD), Jaipur	
5). AO (P&C), Jaipur	
6). AO (B&R/ISM), Jaipur	
<b>Total of the Zone (in figures)</b>	<b>Rs.</b>
<b>Amount in words</b>	

 