



# MADHYA PRADESH PASHCHIM KSHETRA VIDYUT VITARAN CO. LTD.,

REGISTERED OFFICE: GPH COMPOUND, POLO GROUND, INDORE

(A Govt. of MP Undertaking)

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Ph. No: 0731-2426276, 2426105, 2426339 FAX: 0731-2423300,

No: MD/WZ/ACCOUNTS/ENQUIRY/2024-25/ 3732 Indore: Dated - ~~10/03/2025~~

11 MAR 2025

To,

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**Sub: Enquiry for Appointment of Chartered Accountant firm for limited Audit/Review of Quarterly Financial Statements of MPPKVCL, Indore for FY 2025-26 & 2026-27.**

Dear Sir,

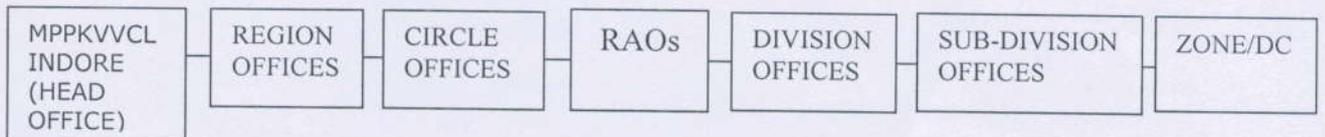
## 1. BACKGROUND

**Madhya Pradesh Paschim Kshetra Vidyut Vitran Company Limited**, with its office at G.P.H. Compound, Polo ground, Indore is a Power Distribution Company incorporated under the provisions of the Companies Act, 1956 and is a Government of Madhya Pradesh Undertaking, post un-bundling of Madhya Pradesh State Electricity Board in 2005, as a part of the MP power sector reforms. The scope of work of the company includes:

- (i) Distribution of electricity to retail consumers;
- (ii) Compliance of requirements provided under provisions, regulations, notifications, clarification, etc. issued or notified by Madhya Pradesh Electricity Regulatory Commission (MPERC);
- (iii) Operation and Maintenance of distribution system;
- (iv) Billing to retail consumers and collection of revenue from retail consumers;
- (v) Capital investment for improvement and capacity enhancement of distribution system.

## 2. ORGANISATION STRUCTURE

The Company is engaged in the distribution & retail supply of electricity to its consumers through 2 Regional Offices, 15 Circles, 8 Regional Accounting Units, 56 Divisions and 430 Distribution Centers/ Zones in the specified area. Its Organization Structure flows as below:



The accounting of company take place at companies Head Office and Regional Accounting Units (RAOs).

### 3. Eligibility Criteria

- a) The offer is open only for Registered Chartered Accountant firms who have at least **FIVE partners**, of which at least **Two partner must be FCA** (Fellow member) of the Institute of Chartered Accountant of India.
- b) The bidder firm should have completed minimum **Ten years** from the date of establishment of the firm. The date of establishment shall be considered as per Firm constitution certificate.
- c) The Bidder firm must have **Minimum Turnover of Rs.10.00 Lacs** in the financial year 2023-24.
- d) The Bidder firm should have its Registered **Office at Indore**, and lead partner of the firm for this project should sit regularly at its Indore office.
- e) The bidder firm must have proven expertise of Audit work **in any PSU/Government Department or Power Sector Company** and shall submit documentary evidence in this regard.
- f) The bidder firm should provide IND -AS/IFRS/DISA/ISA/CISA Certificate issued by The Institute of chartered Accountant of India of at least one partner.
- g) The firm must be empaneled with CAG India submit the documentary evidence for such empanelment.
- h) The Bidder firm must be registered under Goods and Service Tax and submit the certificate of registration of GST.

### 4. Disqualification

MPPKVVCL may, at its own sole discretion, and at any time during the evaluation of offer disqualify any Applicant, if the Applicant has:

- a) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- b) Exhibited a record of poor performance such as abandoning works, not properly completing the contract, inordinately delaying completion, being involved in litigation, or financial failures, etc.;
- c) Submitted a proposal which is not accompanied by required documents.
- d) Failed to provide clarification related thereto, when sought;
- e) Submitted more than one proposal. This will cause disqualification of all the proposals submitted by such Applicant.
- f) If information which would have entitled MPPKVVCL to reject or disqualify the bidder becomes known after the bidder has been qualified, MPPKVVCL reserves the right to reject the bid at that time, or at any time after such information becomes known.
- g) Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by

offering bribes or other illegal gratification, shall be disqualified from the process at any stage.

- h) Applicants who are facing any enquiry/ investigation under prevention of corruption Act or similar acts may be disqualified.

#### **5. Period**

- a) The contract shall be valid for a period of **Two year** (i.e. FY 2025-26 & 2026-27) from the date of appointment of the Chartered Accountant firm.
- b) Upon expiry of the period the contract shall be subject to extension for a further period of **Two year** on the same terms and conditions. However the decision to extend the contract shall be at the sole discretion of MPPKVVCL.

#### **6. Scope Of Work**

- a) Madhya Pradesh Paschim Kshetra Vidyut Vitran Company Limited, Indore is required to appoint an Chartered Accountant, Firm for limited Review/Audit of Quarterly Financial Statements of the Company for the Financial Year 2025-26 & 2026-27.
- b) Detailed Scope of Work shall be as per Annexure-1 of this enquiry.

#### **7. Reporting**

- a) The Lead Partner of the Bidder shall visit the office of the Company for effective performance of work at proper time intervals & as per need of the Company.
- b) The Nodal Officer on behalf of MPPKVVCL, Indore for the work shall be the Deputy Director Accounts.

#### **8. Terms & Conditions**

- a) Quotation must be delivered at the address given below, upto **12:00 noon on 25/03/2025** ("Submission Deadline") in a sealed envelope and will be opened on the same day at **03:00 hours** at the address given below, in the presence of the Applicant's representatives who wish to attend. If a public holiday is declared on the date specified for receipt of the Enquiry, the same will be received and opened on the next working day at the same time and venue.

**Chief Financial Officer  
Finance Section  
Old MD office,  
MPPKVVCL, Pologround  
Indore MP -45003**

- b) The rate must be inclusive of all the taxes (Rates at which taxes are included in quoted rates may be indicated separately). Further, in case of extension of period of contract (if any), the contract price shall also be calculated 5% over the previous year rate
- c) Each Applicant shall submit only one Proposal.
- d) The rate should be inclusive of all the expenses to be incurred for performing the work.

- e) The rate should be written in figures as well as in words also.
- f) Any overwriting or cutting on rates and terms and condition should be initialed by you else the same shall be rejected.
- g) Your offer should be valid for at least 30 days.
- h) Payment shall normally be released within 30 days after submission of bills or on turn as per the queue.
- i) The total accepted fee shall be paid in the following manner
  - **75%** of accepted fees of relevant year shall be released after completion of limited Audit/Review of the Quarterly Financial Statements, on pro-rata basis for I, II & III Quarter.
  - Balance **25%** of the accepted fees of relevant year shall be released after completion of Statutory Audit and C & AG audit of the Annual Financial Statement for the respective year.
- j) For releasing payment, the bill should be submitted to Deputy Director (Accounts), at this office in triplicate.
- k) With respect to the scope of work defined in the contract and any information supplied in connection with this work and designated by the disclosing party as confidential, the recipient agrees to:
  - i). protect the confidential information in a reasonable and appropriate manner and in accordance with any applicable professional standards; and
  - ii). Use and reproduce confidential information only to perform its obligations under this agreement.
- l) If MPPKVVCL suffers, or is likely to suffer, any loss or damage or if liability of any kind is imposed or likely to be imposed on MPPKVVCL because of ignorance or negligence or any other reason attributable to the vendor, an amount equal to such loss or damage or liability shall be recoverable from the vendor.

## 9. **Bidding Process**

- a) "Single stage -Three envelope" bidding process shall be followed for selection of the firm for this enquiry.
  - i). First envelope shall contain EMD of **Rs. 2,000/-** through a demand draft drawn on any scheduled bank, in favour of **Senior Account officer, MPPKVVCL Indore payable at Indore.**
  - ii). Second envelope shall contain 'Technical proposal' (in two copies)
  - iii). Third envelope shall contain 'Financial proposal'
- b) All the three envelopes containing EMD, Technical proposal and Financial Proposal shall be placed inside one outer Envelope.
- c) Offers Submitted without EMD shall be summarily rejected.

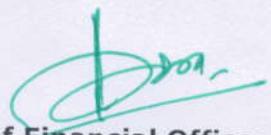
- d) EMD deposited in any other manner except as mentioned above, shall not be accepted and such offers shall be rejected.
- e) All the inner and outer envelopes shall:
- i). Be addressed to MPPKVVCL at the address provided above, and
  - ii). Bear the full name of work in bold letters
  - iii). Bear the name and address of the firm.
- f) If the outer envelope is not properly sealed and marked as required, MPPKVVCL will assume no responsibility for misplacement or premature opening of the enquiry.
- g) On the due date, first of all the outer envelope of the received quotation shall be opened. After that, preliminary scrutiny of the Technical bid will be made to determine whether they are complete, Whether proper EMD has been submitted, whether the documents have been properly signed, and whether the bids are generally in order. Bids not conforming to such preliminary requirement will be prima facie rejected.
- h) The bids will be examined to ascertain whether they fulfill the minimum eligibility criterion as mentioned above. The bids of those applicants who do not fulfill minimum eligibility criterion shall not be taken into further consideration.
- i) The Financial bids of only those Applicants, who are technically qualified during the technical evaluation, would be opened.
- j) Fixed price bids: only fixed price financial bids indicating total price for the deliverables will be considered.

**10. List of Documents (To be submitted with Enquiry)**

- a) General Information as in Annexure-3  
(Support information related to technical competence to the Applicant as specified in Annexure-3)
- b) Financial details as in Annexure-4  
(Certified copies of Audited Financial Statement of preceding financial year)
- c) Summary of Relevant Experience as in Annexure-5.  
(Letter of Awards for each customer)
- d) Certificate of Registration of Goods and Services (GST).
- e) Any other supporting information and documents that is relevant to the bid proposal.

**11. Financial Proposal (price Bid) - Financial proposal as in the Annexure-2.**

Encl.: Annexure- 1 to 5

  
**Chief Financial Officer  
MPPKVVCL, Indore**

**Annexure-1**  
**Detailed Scope of Work**

The detailed scope of work of this contract shall include but shall not be limited to the following:

**A) Services in the area of limited Audit/Review of Quarterly Financial Statement of MPPKVCL, Indore.**

- a) The appointed firm shall depute team of at least one Chartered Accountant and 4 article assistant every month who will review the transaction of company on monthly basis.
- b) The appointed firm will perform limited review of the Quarterly Financial Statement of the company within 30 days of end of each quarter & provide their report as required under the Companies Act 2013 within time limit as desired by the management.

**B) Reporting / Certification Requirement of Govt.**

- a) The Firm shall provide report (if any) as required under any Scheme of Government/ Institutor/ Auditors etc.
- b) The appointed firm shall perform all certification work as required by the Company.

**C) Assistance to the statutory Auditor / CAG Auditor**

- a) The firm is required to assist the Statutory Auditors and CAG Auditor or any other Auditor.

**Annexure-2****Format of price Bid**

(To be submitted in a sealed envelope)

| <b>Format of Price Bid For Work as outlined under section 9</b> |  |                                |                              |
|---|--|--------------------------------|------------------------------|
| <b>S. No.</b>   | <b>Particulars</b>   | <b>Amount<br/>(In Figures)</b> | <b>Amount<br/>(In Words)</b> |
| 1   | Basic Rates for 1 <sup>st</sup> Year of Service                                  |                                |                              |
| 2   | Taxes & Duties (Please give item wise details of each applicable tax separately) |                                |                              |
|   | <b>Service Tax Accounting -</b>  |                                |                              |
|   | <b>Name of Tax</b>   | <b>Tax Rate</b>                |                              |
|   | a) CGST  |                                |                              |
|   | b) SGST  |                                |                              |
|   | c) IGST  |                                |                              |
|   | <b>Total Taxes</b>   |                                |                              |
| <b>Grand Total (Basic rate + Total Taxes)</b>                   |  |                                |                              |

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(To be signed by an authorized signatory of the Firm, along-with seal of firm)

**Title of Authorized Signatory -****Name of Firm -** \_\_\_\_\_**Date and Place -** \_\_\_\_\_**Note: -**

- 1: The proposal shall be submitted as a 'Fixed price' quote for the deliverables specified in this document along with the detailed cost break-up-as specified below.
2. All prices should be in INR shall be specified in both figures and words.
3. It may please be noted that payment shall be released, as specified in the Enquiry Letter, Subject to satisfactory completion of the work.
4. The rate must be inclusive of all the taxes (Rates at which taxes are included in quoted rates shall be indicated separately).
5. The rate should be inclusive of all the expenses occurred for performing the work.
6. The rate should be written in figures as well as in words also.
7. Any overwriting or cutting on rates and terms and condition should be initialed by you else the same shall be rejected.
8. Statutory variation after bid submission and during the contract period, if any, on government taxes shall be payable extra, subject to furnishing documentary evidence and necessary verification.
9. It may please be noted that Financial Bid shall be provided for the 1st Year of Service only. The rate must be inclusive of all the taxes (Rates at which taxes are included in quoted rates may be indicated separately).Further, in case of extension of period of contract (if any), the contract price shall also be calculated 5% over the previous year rate

**Annexure-3  
General information**

(Format for submission with quotation)

| S.NO.     | Particulars                                       | Details to be Furnished |
|-----------|---|-------------------------|
| 1.        | <b>Details of the Applicant (Firm)</b>            |                         |
|           | Name  |                         |
|           | Address of Indore office                          |                         |
|           | Telephone   | Fax                     |
|           | Email   | Website                 |
|           | Date of Registration of Firm                      |                         |
|           | Registration Certification No                     |                         |
|           | No of Years of experience                         |                         |
|           | Total No of partners of Firm                      |                         |
|           | Number of CA Partners                             |                         |
|           | Number of FCA Partners                            |                         |
| 2.        | <b>Details of the Authorized Person / Partner</b> |                         |
|           | Name  |                         |
|           | Address   |                         |
|           | Telephone   | Email                   |
| 3         | <b>Details of the partners</b>                    |                         |
|           | <b>Name of lead partner for the project</b>       |                         |
|           | Experience in year                                |                         |
|           | Address   |                         |
|           | Telephone Email                                   |                         |
|           | Lead partner sits regularly at Indore office      | Yes/No (Please confirm) |
|           | <b>Name of others partners for the project</b>    |                         |
|           | <b>Name</b>                                       |                         |
|           | Experience in Years                               |                         |
|           | Address   |                         |
|           | Telephone   | Email                   |
|           | <b>Name</b>                                       |                         |
|           | Experience in year                                |                         |
| Address   |   |                         |
| Telephone |   |                         |
|           |   | Email                   |

Note 1: Please add more fields, if required.

Note 2: Please enclose copy of firm's registration certificate.

Note 3: It may please be noted that, in order to qualify for this work, firm should have its office at Indore and lead partner for this project should sit regularly at its Indore office.

**Annexure-4**  
**Financial Details**  
(Format for submission with Quotation)

| S.NO. | Particular | Turnover | (Rs in lakh) |
|-------|------------|----------|--------------|
|       |            |          | Net profit   |
| 1     | FY 2023-24 |          |              |

Note:-

1. Please enclose copies of Audited / Self Certified Balance sheet & P&L Account of respective financial year.

**Annexure-5**  
**Summary of relevant Experience**

(Format for submission with quotation)

CompanyName- \_\_\_\_\_

| S.NO. | Item   | Particulars |
|-------|--|-------------|
| 1.    | Customer Name  |             |
| 2.    | Current status of the assignment - works in progress or completed.             |             |
| 3.    | Start date of assignment, Contract tenure & value                              |             |
| 4.    | Brief description of scope of consulting                                       |             |
| 5.    | Designing & Implementation time  |             |
| 6.    | Relevance to the Project of Madhya Pradesh PaschimKshetraVidyutVitran Co. Ltd. |             |

Note:-

1. The Above details should be accompanied with letter of award for each customer / client of the bidder firm.
2. The Letter of award of contract should not be more than 3 Year old from the date of the Enquiry.
3. Use separate tables for each reference engagement specified in the order