



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

CIN: U40109MP2002SGC015120

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

e-mail:- cepurez@yahoo.in

NO.CGM/(S&P)/EZ/GM-II/III/Enq/357

dated:09.09.2025

To

M/s _____

Sub: Enquiry for Professional Service of Limited Review of Quarterly Accounts required under Revamped Distribution Sector Scheme (RDSS) of MPPKVVCL, Jabalpur for the financial year 2025-26.

Dear Sirs,

1. Sealed quotations are invited for the appointment of Chartered Accountant firm of MPPKVVCL, Jabalpur for the financial year 2025-26 as per complete scope of work as detailed below;

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

(i)	Due date and time for receipt	22.09.2025 upto 15:00 Hrs.
(ii)	Due date and time for Opening of offer	22.09.2025 at 15.30 Hrs.

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

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

4. EARNEST MONEY DEPOSIT:-

Please deposit Earnest Money of Rs.1000.00 in the form of DD/BC only. EMD in other form i.e. FDR/BG is not acceptable. The DD/BC should be drawn in favour of Sr.AO (JC), MPPKVVCL, Jabalpur. Details may be indicated on the envelope cover. S.S.I Units of Madhya Pradesh Permanently registered with DIC/NSIC shall be exempted from payment of EMD. The registration should be valid on the date of opening of Enquiry. The SSI unit registered with UDYOG AADHAR/MSME shall also exempted from payment of EMD and their registration certificate should be valid on the date of opening of Enquiry. For the purpose they shall require to submit relevant document along with the offer. No offer shall be accepted without required EMD unless exempted from payment of EMD as above.

5. Eligibility criteria for appointment:

- a) Only Firms of Chartered Accountants registered with the Institute of Chartered Accountants of India (ICAI) shall be considered for appointment as for conducting **Limited Review of Quarterly Accounts required under Revamped Distribution Sector Scheme (RDSS) of MPPKVCL, Jabalpur for the financial year 2025-26.**
- b) The firm must have at-least five Chartered Accountant partners, in which at-least 3 partner must be Fellow Member of the Institute of Chartered Accountants of India.
- c) The participating firm should have minimum twenty-five years' experience as per CAI record and minimum 3 years "experience for work related to audit of accounting and Taxation in any Power Sector Company of Madhya Pradesh till 31/03/2025. Attach the letter of Award/ Order Copy
- d) The firm should have its **office at Jabalpur.**
- e) The Firms must have minimum average turnover of Rs. 50.00 Lakhs in the last three financial years. Independent CA Certificate with UDIN is required.
- f) The firm must be holding valid certificate of practice on date of bid opening.

The detailed information about the firm is to be submitted in Annexure I attached along with a declaration with the bid. For selection of firms for appointment on the basis of the details submitted by the firm, Management's discretion is final and the Management reserves the right to reject application of any prospective applicant without assigning any reason whatsoever.

6. Selection Criteria:

Selection of the Firm shall be done on the basis of lowest fee quoted by bidder. However in case more than one bidder quote the same rate then selection shall be done in following manner: -

- a) If more than one bidder quote the same rate then oldest firm shall be considered.
- b) If more than one firm have same period of registration then the firm having highest turnover as per its Chartered Accountant certificate for FY 2023-24 shall be considered.

7. Submission of Offer:

The Enquiry documents complete in all respect shall be submitted in **three envelopes** i.e. **First** Envelope for Demand draft for "Earnest Money Deposit", **Second** Envelope containing Annexure I, II & IV of "Technical Bid, Bank Detail" and unconditional acceptance and **Third** envelope Containing Annexure III "Financial Bid". Sealed in 3 (three) separate envelopes clearly Super scribing "Demand Draft of Earnest Money Deposit", "Technical Bid" & "Financial Bid" on the respective envelopes. Above three envelopes shall be put in a separate envelop which shall be super scribed with the Enquiry No. & date mentioning '**Offer for Appointment Limited Review of Quarterly Accounts required under Revamped Distribution Sector Scheme (RDSS) of MPPKVCL, Jabalpur for the financial year 2025-26**'.

8. Scope of Work:

In accordance with the requirements of the **Revamped Distribution Sector Scheme (RDSS) – a Reforms-Based and Results-Linked Scheme**, DISCOMs are mandated to publish quarterly accounts along with specific PFC formats, duly subjected to a limited review by an Independent Chartered Accountant, within 60 days from the end of each quarter. Accordingly, the selected Chartered Accountant (CA) firm shall be responsible for the following activities each quarter for the financial year 2025–26:

- i. Conducting a **Limited Review of PFC Annexures** related to the quarterly accounts for FY 2025–26.
- ii. Conducting a **Limited Review of the Quarterly Financial Accounts** for FY 2025–26.
- iii. Performing a **Limited Review of any additional formats** that may be prescribed under the RDSS from time to time, as part of the limited review of quarterly accounts.

- iv. Submitting the **Limited Review Report** duly signed with UDIN, along with the **signed PFC Annexures and Quarterly Accounts** for FY 2025–26, within:

- **60 days** from the end of the respective quarter, or
- **3 days** from the date of submission of the PFC format and quarterly accounts to the CA firm,
whichever is **earlier**.

9. Audit Fees:

- i. The minimum fees for limited review of Quarterly Accounts and PFC format for each quarter is Rs. 20,000 plus GST. The above fee includes all expenses except GST.
- ii. It may be noted that firm quoting fees below minimum fees mentioned in above clause shall be considerable as disqualified.

10. Submission of Report:

- i. CA firm so appointed shall start the work and will submit the report to the CHIEF FINANCIAL OFFICER, MP POORV KSHETRA VIDYUT VITRAN COMPANY LTD.
- ii. CA firm has to submit the Limited Review Report Signed and UDIN alongwith Signed of PFC Annexures and Quarterly Accounts for FY 2025-26 **within 60 days of end of quarter or 3 days from submission of PFC format and Limited Quarterly Accounts to CA firm - whichever is earlier**.

11. Other Terms & Conditions:

The appointment of auditors is subject to the following declarations:

- a. The Audit Firm must not sub-contract the work;
- b. Firm will work in strict confidence and will ensure that the information in respect of the operation of the Area/Unit is dealt in strict confidence and secrecy.
- c. The Audit Firm will be debarred from getting, in future, professional work from MP POORV KSHETRA VIDYUT VITRAN COMPANY LIMITED in the following events:
 - i. If the firm obtains the appointment on the basis of false information/false statement.
 - ii. If the Firm does not take up professional service in terms of appointment letter.
 - iii. If the Firm does not submit the Limited review report, complete in all respect in terms of appointment.
- d. The offer should be submitted strictly as per the terms & conditions laid down in the document. Offer documents duly sealed and signed are to be submitted as a token of acceptance of all terms and conditions. All envelopes must be sealed and super scribed with the Enquiry No. & date mentioning **Limited Review of Quarterly Accounts required under Revamped Distribution Sector Scheme (RDSS) of MPPKVVCL, Jabalpur for the financial year 2025-26**.
- e. Offer must be submitted on or before due date at the office of the CGM (S&P), 8th Block, 3rd Floor, Shakti Bhawan, MPPKVVCL, Jabalpur or sent by post to the above address. However, **MPPKVVCL, Jabalpur** does not take any responsibility for loss of offer in transit. Offer sent through Telegram, Fax or E-mail will not be considered. Any offer received late due to any reason whatsoever will not be accepted.
- f. Technical and Financial Bidwill be opened in the presence of the bidders or their accredited representative who wish to present at above mentioned address.
- g. Overwriting/correction/erase and use of white ink should be avoided. However, if any overwriting/correction/erase is inevitable, that should be authenticated with the applicant's signature.

12. Security Deposit:-

- a. The successful Firm will have to submit the acceptance of the order along with security deposit @ 10% of the order value with the Company within 07 (seven) days from the date of receipt of the order. The security deposit will be deposited in the form of Demand draft/ Banker's cheque in favour of Senior Accounts Officer, MPPKVVCL, Jabalpur payable at Jabalpur and shall be submitted to order placing authority.

- b. The security deposit shall be returned to the successful firm only after faithful performance of terms and conditions of order and if there are no claims for recovery against the firm, only after expiry of contract period/ order period.
- 13. Penalty:-**
If the successful firm has not submitted the Limited Review Report as mentioned in the time period mentioned in the Scope of Work, then a penalty equivalent to the quarterly fees shall be recovered.
- 14. Period of Contract:-**
The contract shall be initially placed each quarter for the FY 2025-26 and the same may be extended for further three consecutive years on year to year basis on the same rates, terms and conditions of the original order subject to satisfactory performance of the firm.
- 15. Payment of fee:-**
Payment shall be made against satisfactory of Limited Review of Quarterly Accounts and on submission of the bills to the of the company and payment will be issued by Sr. AO Jabalpur within 45 days from the date of bill submission in this office or in queue whichever is later. No interest for delay in payment if any will be allowed.
- 16. Submission of bill: -**
a. The bills duly in triplicate shall be submitted to Jt.. Director (Accounts). The TDS shall be deducted as per rules.
b. Firms are advised to quote present rate GST. However, if any upward / downward revision of GST is made by the Central government same shall be paid / recovered to firm. Moreover, any statutory taxes or new government levies as made by Central government or State government shall be paid extra to firm.
- 17. Jurisdiction of Courts:**
In case of any dispute arising out of this contract, which could not be resolved mutually by the Firm and Company, the matter may be decided by an arbitrator to be appointed as per provisions of the Arbitration Act. Unresolved dispute arising out of or in respect of the contract will be subject to the jurisdiction of **Jabalpur High Court only**.
- 18. Disclaimer:**
M.P. POORV KSHETRA VIDYUT VITRAN COMPANY LIMITED reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more Applicant(s) at any stage or to cancel the process entirely without assigning any reason.

You are requested to submit your most competitive quotations so as to reach this office on or before the due date and time as per specified above.

- Encl:-
(1). Check List.
(2). Annexure-I, II, III & IV

Yours faithfully,

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

CHECK LIST

All offers will be evaluated on the basis of the documents furnished along with offers only. No further documents will be called for during the scrutiny of the application. Any additional document received, after last date & time of receiving the offer as stipulated in the RFP, will not be entertained and will be rejected treating it as unsolicited one (except any information called by management). All the interested CA firms are, therefore, advised to go through the Enquiry documents carefully and should submit all the required information/ documents in proper sequence along with the offer as described hereinafter.

1. List of the documents to be submitted along with the applications:

- a. Registration certificate issued by the Institute of Chartered Accountants of India indicating year of establishment of the firm.
- b. Latest Certificate issued by the Institute of Chartered Accountants of India indicating details of the registered Head Office and Branch Office(s), if any.
- c. Latest Certificate issued by the Institute of Chartered Accountants of India indicating names of the partners and their membership status.
- d. A copy of complete offer document duly signed and sealed as a token of acceptance of all terms and conditions.**
- e. Duly filled up Annexure- I to IV which are forming part of the offer.
- f. Please ensure to submit all the supporting documents duly signed by authorized signatory with the seal of the firm.
- g. Independent Chartered Accountant certificate for Average three financial year Turnover of bidder firm.
- h. Certified copy of all other relevant documents for selection of Firm as mentioned in selection criteria.

2. Financial Bid:

Limited review fees for the year 2025-26 should be quoted in the sheet attached at Annexure – III.

Annexure –I

TECHNICAL BID

1. Name of the Audit Firm:
2. ICAI Registration Number of Firm.
3. PAN of the Firm.
4. GST Registration Number
5. Address of Registered Office/
Branch Office(s) of the Audit Firm
 - i. Permanent Address:
 - ii. Correspondence Address:
 - iii. Telephone landline Number:
 - iv. Mobile Number:
 - v. E mail Address:
 - vi. Website:
6. Year of establishment of Firms since date of registration:
(Enclose copy of certificate issued by the Institute)

7. Name of the Partners (Please give details as per the certificate of the Institute):(Enclose copy of certificate of practice issued by the Institute)if any:-

S.No	Name of the Partner	Membership No.	Whether Associate or Fellow Member	Year of starting Practice
1.				
2.				

8. Details of experience of as per eligibility criteria.(Please attach copies of appointment orders) if any:

Sl. No	Name of Power Sector Company of Madhya Pradesh	Year of Assignment
1.		
2.		
3.		

9. Audit firms having registered office/ branch office within the State of Madhya Pradesh.

10. Declaration:

- I/ We hereby certify that:
- a) All information and attachments submitted in this application are correct and true to the best of my/ our knowledge.
 - b) I/ We are aware that any false information provided herein will result in rejection of the application and suspension of registration.

SIGNATURE WITH SEAL OF THE FIRM

PLACE

DATE

ANNEXURE -II

The Chief Financial Officer
MPPKVVCL, 2nd Floor,
Block No. 7, Shakti Bhawan,
Rampur, Jabalpur-482008

Dear Sir,

Sub: Authorization of all payments through Electronic Fund Transfer system/RTGS/NEFT.

We hereby authorize M.P. PoorvKshetraVidyutVitran Co. Ltd. to disburse all our payments through electronicfund transfer system/RTGS/NEFT. The details for facilitating the payments are given below:-

1.	Name of the Beneficiary, address with Telephone No.	
2.	Bank Name, address with Telephone No.	
3.	Branch Name & Code	
4.	Bank Account number with style of account (savings/current)	
5.	IFSC code no. of the Bank	
6.	PAN no. of the firm	
7.	E-mail no. & Mobile no. of the beneficiary for intimation of release of payment	

I/We hereby, declare that particulars given above are correct and complete and if the transaction is delayed or credit is not effected due to incorrect information, I/We will not hold M.P. PoorvKshetraVidyutVitran Co. Ltd. responsible.

Note: Please enclose one
Cancelled cheque for
E-Payment.

Authorised Signatory of Firm
Name
Official stamp with Date

BANK CERTIFICATION

It is certified that above mentioned beneficiary a bank Account No. _____ with our branch and the bank particulars mentioned above are correct.

Authorised Signatory of
Bank

Official stamp with Date

ANNEXURE -III

FINANCIAL BID

Date:

Sub.: Limited Review of Quarterly Accounts required under Revamped Distribution Sector Scheme (RDSS) of MPPKVVCL, Jabalpur for the financial year 2025-26.

Name of the Bidder:.....

(In Rs.)

Sl. No.	Description	Amount (in figure)
1	Per Quarter Fees for theFor Financial Year 2025-26(inclusive of all expenses,)
2.	Goods & Service Tax (As Per applicable Rate @____%)
	TOTAL

Note:

1. The proposal shall be submitted as a quote
2. GST will be paid on production of necessary valid documents.
3. All prices should be in INR and shall be specified in both figures and words.

Authorised Signatory of the Bidder

Name

Official stamp with Date

ANNEXURE -IV

Financial Details

Format for submission with Proposal

S.N	Particulars	Turnover
1	FY 2021-22	
2	FY 2022-23	
3	FY 2023-24	
4	Total for Past Three Years	
	Average of Last 3 Years	

Certified by Independent Chartered Accountant

Mention UDIN