M.P. MADHYA KSHETRA VIDYUT VITARAN CO. LTD.
BHOPAL

प्रकाश एवं विकास

Tender Specification No.MD/MK/04/1319
(Due for Opening on 01.09.2026)

"Appointment of Chartered Accountant Firms as an Internal Auditor of Field Offices of MPMKVVCL for the block period from FY 2023-24 to 2025-26"

Chief General Manager (Procurement) Corporate Office,
M.P. Madhya KshetraVidyutVitaran Co. Ltd.,
NishthaParisar, Bijlinagar,
Govindpura, Bhopal-462023

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Contents

M.P.MADHYA KSHETRA VIDYUT VITARAN CO. LTD.,
(Govt. of Madhya Pradesh Undertaking)
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TENDER NOTICE

Online tender is invited for appointment of Chartered Accountant Firms as an Internal Auditor of Field Offices of MPMKVVCL for block period from FY 2023-24 to 2025-26. The Bid Seals will be received online on the portal https://mptenders.gov.in upto date & time indicated below. The tender will be opened in the office of the undersigned as mentioned in tender time schedule (key date). If desired, the bidder or their duly authorized representatives may remain present at the time of opening of tender: -

Sr. No.	Tender Specification no.	Particular	Group	Approx. Value (Rs. Lakh)	Tender fee (inclusive of GST @18%) (in Rs.)	EMD (Rs.)	Date of Pre-bid Conference from 15.30 Hrs.*	Due date of opening of tender online from 15.30 Hrs.*
1.	MD/MK/04/1319	Appointment of Chartered Accountant Firms as an Internal Auditor of Field Offices of MPMKVVCL for the block period from FY 2023-24 to 2025-26	A	19.80	2360/-	19800/-	18.08.2026	01.09.2026
			B	18.90	2360/-	18900/-		
			C	22.20	2360/-	22200/-		
			D	18.00	2360/-	18000/-		
			E	18.60	2360/-	18600/-		
			F	19.80	2360/-	19800/-		
			G	14.10	2360/-	28800/-		
			H	18.30	2360/-	18300/-		

* For updated / extended due dates for opening of tender (EMD in cover-A & Techno-commercial bid in cover-B) please refer to the online key dates.

NOTE: -

(1) Other details can be seen in the complete tender documents available on new implemented e-portal **https://mptenders.gov.in.**

(2) Tender Documents can be downloaded from main portal **https://mptenders.gov.in**free of cost. However, for participation in the tender, the bidder shall have to pay non-refundable tender fee. In case, the tender is dropped without opening, the tender fees shall be refunded after deduction of necessary portal charges.

(3) The Micro & Small Enterprises (MSEs) of Madhya Pradesh registered with District Industries Centre (DIC)/Khadi &Village Industries Commission (KVIC)/ Khadi & Village Industries Board (KVIB)/Coir Board/NSIC/Directorate of Handicraft and Handlooms / Udyog Aadhar Memorandum(UAM) or any other body specified by Ministry of Micro, Small & Medium Enterprises on the date of opening of tender for the tendered item(s) shall be exempted from payment of tender fee. In support of above the bidders shall be required to upload the requisite documents on the portal of MP Tender, failing which their techno commercial bid shall not be considered for opening.

(4) The bid data should be filled in and the bid seals of all the envelops and the documents which are to be uploaded by the bidders should be submitted online only as per time schedule (Key Dates).

(5) The relevant portion of tender which tenderers have to fill online would be available on above website on date mentioned against each tender. The company reserves the right to reject any or all the tenders or accept any tender in full or part as considered advantageous to the company, whether it is lowest or not, without assigning any reason whatsoever it may be.

(6) Since the bidders are required to sign their bids online using class III – Digital Certificates only, hence they are advised to obtain the same at the earliest. For further information, bidders are requested to contact Madhya Pradesh State Electronic Development Corporation Ltd, State IT Centre, 2nd Floor, 47-A, Arera Hills, Bhopal-462011, Telephone No. 0120-4001002/ 4200462/ 4001005, E-mail: **support-proc@nic.in**.

(7) Bidders intending to participate in the Tender are required to get themselves trained on the e-Procurement System.

(8) The required amount of EMD shall be accepted through online payment only.

(9) The Bidders are required to invariably upload the valid documentary evidence of submission of online EMD (or EMD Exemption Certificate if applicable) in Envelope-A without which online offer i.e., Envelopes-B & C shall not be opened.

(10) No offer will be accepted without valid Earnest Money Deposit, unless exempted by the Company. If on opening of tender, it is revealed that EMD amount is inadequate / any other discrepancy is noticed, the tender shall be rejected.

(11) The corrigendum or addendum to the Bidding Documents, if any, as well as any change in due date(s) of opening of tender will be published on the website **https://mptenders.gov.in** & also Company"s website www.mpcz.co.in but will not be published in newspaper. Hence participant bidders are advised to regularly visit the websites until the bid opening. The Company shall not be responsible in any way for any ignorance of the bidders about the corrigendum or addendum or change in the due date(s).

(12) Last date for submission of Online Bid documents {Envelop- A (EMD) & Envelop-B (Techno Commercial Bid)} shall be as per online key dates**.** The same shall be opened as per key dates. The date of opening of EMD & Techno commercial bid shall be the date of opening of tender for all the purpose.

(13) The Tender document will be available on portal **https://mptenders.gov.in** on or after 13.08.2026 at 18:30 PM. The interested bidders are advised to regularly visit the portal for the purpose.

CGM (Procurement)

M.P.M.K.V.V. Co. Ltd., Bhopal

-//SAVE ELECTRICITY//-

CRITICAL DATES & BASIC TENDER INFORMATION

Particulars	Details
Name of Work	**For Appointment of Chartered Accountant Firms as an Internal Auditor of Field Offices of MPMKVVCL for three audit block period from FY 2023-24 to 2025-26**
Tender Specification Number	**MD/MK/04/1319**
Due date of submission of Tender (EMD + Techno-Commercial Bid Online)	**31/08/2026 up to 15:00 Hrs.**

Key Dates:-

S.No.	Tender Stage	Date & Time
1.	Publishing Date	13.08.2026 18:30 Hrs.
2.	Document Download/Sale Start Date	12.08.2026 18:55 Hrs.
3.	Pre-Bid Meeting Date	18.08.2026 15:30 Hrs.
4.	Bid Submission Start Date	20.08.2026 15:00 Hrs.
5.	Bid Submission End Date	31.08.2026 15:00 Hrs.
6.	Bid Opening Date	01.09.2026 15:30 Hrs.

Basic tender information:-

1. Part-I (Envelop-1)-The bidder shall be required to deposit EMD online as specified in clause-6.5of the tender document and to upload a scan copy of the same in envelop-1. In case of exemption from payment of EMD as allowed in clause-6.5 (ii) of the tender, bidder shall upload the scan copy of duly notarized documents as required in the above clause.
2. Part-II (Envelop-2)- The bidders shall be required to upload following documents digitally signed in the envelop-2 which shall form Techno commercial bid.

   The bidders have to upload following documents online in Envelope – 2 as per key dates:
   (i) Tender Acceptance Certificate
   (ii) All Annexures (except "Annex-II: Price Schedule") with supporting documents.

The above Annexure should be filled online in specified templates and the supporting documents should also be attached online. Please note that in absence of the supporting documents the offer may not be evaluated & is liable for rejection.

In case of error-ness/ non-submission/ missing of any of the above documents, the purchaser will have full right to reject the bid or evaluate the bid with the documents submitted by the bidder, as the case may be. The purchaser may however ask the bidder for a clarification of its bid.

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3. Part-III (Envelop- 3) the bidder shall quote their rates online only in the Price bid format and shall be kept in envelop-III Annexure-II.
4. The date of opening of financial/ price bid shall be informed separately. The bidders may please keep themselves updated of price bid opening from the e-portal.
5. Pre-bid conference dtd. 18.08.2026 at 15:30 Hrs.

CGM (Procurement)

M.P.M.K.V.V. Co. Ltd., Bhopal

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

The bidders are required to submit soft copies of their bids electronically on the MP TENDERS Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the MP TENDERS Portal, prepare their bids in accordance with the requirements and submitting their bids online on the MP TENDERS Portal.

More information useful for submitting online bids on the MP TENDERS Portal may be obtained at: https://mptenders.gov.in/nicgep/app

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://mptenders.gov.in/nicgep/app) by clicking on the link "**Online bidder Enrollment**" on the MP TENDERS Portal **which is free of charge.**
2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the MP TENDERS Portal.
4) Upon enrolment, the bidders will be required to register **their valid Digital Signature Certificate (**Class II or **Class III Certificates with signing key usage)** issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the MP TENDERS Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the MP TENDERS Portal.
2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective „My Tenders" folder. This would enable the MP TENDERS Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or „"Other Important Documents"" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder should prepare the EMD as per the instructions specified in the tender document. The bidder has to submit EMD by making Online payment on MP Tenders portal until unless not exempted from EMD.

4) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

5) The server time (which is displayed on the bidders‟ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

6) All the Documents submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any Bid Document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7) The uploaded Tender Documents become readable only after the tender opening by the authorized bid openers.

8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the Tender Document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to MP TENDERS Portal in general may be directed to the 24x7 MP TENDERS Portal Helpdesk.

Contractors / Vendors / Bidders / Suppliers are requested to visit e-procurement portal of Govt. of Madhya Pradesh (https://www.mptenders.gov.in). The details and relevant links are available in the Bidders Manual Kit on the right pane of website which is furnished here-

S.No	**Particulars**	**Downloads**
1	Notice to Bidders	Notice_to_bidders_v906.pdf
2	Registration of Bidders	Bidder_Registration_Manual_Updated_v906.pdf
3	Uploading of My Documents	MyDocument_Updated_v906.pdf
4	Online e-Bid Submission	Three_Cover_Bid_Submission_New_v906.pdf Two_cover_bid_submission_new_v906.pdf Four_cover_bid_submission_new_v906.pdf Single_Cover_bid_submission_New_v906.pdf

5	Online Bid Withdrawal	bid_withdrawal_updated_v906.pdf
6	Online Bid Re-submission	Bid_Resubmission_Updated_v906.pdf
7	Clarifications (Tender Status, My Archive...)	Enquiry_Updated_v906.pdf
8	Trouble Shooting	troubleshoot_document_v906.pdf

1. BACKGROUND

Madhya Pradesh Madhya Kshetra Vidyut Vitaran Company Limited (MPMKVVCL) Bhopal, one of the successor Companies of MP State Electricity Board, with its head office at Nishtha Parisar, Govindpura, Bhopal is a Power Distribution Company incorporated under the provisions of the Companies Act, 1956 (now Companies Act, 2013) MPMKVVCL, Bhopal (herein after referred to as a Company) is engaged in the distribution & retail supply of electricity to its consumers. It has its office and operations spread in the specified area through 2 regional offices, 18 Circles, 55 divisions and about 360 Distribution centers/ Zones. The List of Offices is attached in **Annexure 1.** The Management of the Company intends to appoint Internal Auditors, by engaging the Firms of Chartered Accountants (CA) with a view to bring in a professional approach in the Internal Audit of the Power Distribution business in Madhya Pradesh.

2. OBJECTIVES OF THIS ASSIGNMENT

- Establish an effective internal audit and control system to aid and advice the management in efficient utilization of all resources.
- Enable the management to effectively achieve the objectives specified in the Corporate and Operational Plans.
- Focus on regular Internal Audit of the office(s) to assess, review, recommend and comment in respect of effectiveness and efficiency of accounting, financing, operation & maintenance functions and procedural compliance at its Offices of Operations ;
- To make management aware, as far as practical and at an appropriate level of responsibility, of material weaknesses in the design or operation of accounting and internal control systems, that may have come to the notice of auditor in course of audit.
- Compliance to the applicable Provisions, Orders and Rules Framed under the New Companies Act, 2013 that require effective Internal Control Procedures in a Company.
- Ensuring an effective accounting & record keeping system for integrating compliance of applicable Accounting Standard (AS)/ Ind AS and other applicable statutory provisions.
- To ensure that requirements under Company's Auditor Report (CARO) regarding Internal Control and Internal audit are complied with, in a manner that also assists management's objective of ensuring, as far as practicable, orderly and efficient conduct of its business. This shall also include adherence to management policies, safeguarding of assets, prevention and detection of fraud and error, accuracy and completeness of the accounting records and timely preparation of reliable financial information.

- To advice & suggest the management remedial action and system improvement to avoid recurrence of error /anomaly pointed out by the statutory auditor/ CAG and other authorities in their audit report

For the above said purposes, the Company hereby intends to initiate the process of selection of Chartered Accountant Firms as **"Internal Auditors for the various field offices"** (herein after referred to as "CA Firm" or "Auditors" or "Bidder"). Thus, the Company is issuing this Tender document inviting the interested and eligible CA Firms to purchase the tender document and to participate in the Bidding Process for the selection of Internal Auditors at the Regional/ Circle level.

3. TERM OF AGREEMENT (CONTRACT PERIOD)

CA Firm would be appointed as an Internal Auditors of field offices under the jurisdiction of the Company for a period fifteen months (15 Months) commencing from the date of acceptance of LOA. The Company reserves the right to appoint another CA firm to get the work done in the event of failure of the selected CA Firm to commence the work within the prescribed time OR terminate the Agreement any time before the expiry of the Contract Period if the progress of work does not commensurate with the time completion schedule or the progress/methodology of audit is not found satisfactory w.r.t. the objectives of the assignment or for any other reasons in the interest of work as deemed fit by the Company.

4. BIDDING PROCESS

The Bidding process would be a two stage process and have the following Stages:

Stage I

- Issuance of tender documents to the Bidders
- Pre Bid conference
- Submission of Technical Proposal and Financial Proposal.
- Opening of Technical Proposal.
- Short Listing of Qualified Bidders.

Stage II

- Opening of Financial Proposal of Qualified Bidders
- Evaluation of Financial Proposal
- Issuance of Letter of Award
- Signing of Agreement
- Execution of Internal Audit Assignment

5. QUALIFICATION CRITERIA

5.1 The Bidder should fulfill the following criteria to be eligible:

- The bidding is open for CA firms registered with the Institutes of Chartered Accountants of India (ICAI).
- The Bidder must be in operation for at least **5 (five) years**. The period of 5 years will be considered from the date of registration of the firm with the ICAI.
- The Bidder must have atleast 5 CA partners, atleast three partners of the firm must be Fellow Members of the Institute of Chartered Accountant of India and at least two partner must be qualified Diploma in Information & System Audit (DISA) or Diploma in IS Audit & Control.
- The Bidder should not have less than Rs. 50 lakhs professional receipts in preceding financial year.

  The bidder shall require to submit the last audited/certified financial statement of FY 2024-25 along with the offer.
- The Bidder must have its Head Office/ Branch Office at Bhopal or Gwalior or the location of the Circle office of the group (Any circle of the group) for which the bidder is submitting its bid.
- An affidavit (duly notarized on Non-Judicial Stamp paper of Rs.500/-) to the extent that No Criminal Proceedings are pending w.r.t to the Firm and/or Partner in any Court of Law in India or before any Disciplinary Committee of ICAI or any other professional institutes / bodies to be submitted duly.
- The firm should have a valid PAN. Copy of valid PAN card to be submitted.
- The firm should have a valid GSTIN Registration. Copy of valid GST Registration Certificate to be submitted.
- **The Firms, who are presently working as internal auditors of LT Revenue audit under the jurisdiction of MPMKVVCL and not completed the present assignment on the date of issue of this tender are not eligible to participate in this tender.**
- Conflict of interest between MPMKVVCL and bidder firm or any of its partners or employees shall be considered as a disqualification/inability or the purpose of participation in the selection/award process.

Date of applicability of qualifying criteria and other parameters, unless otherwise stated expressly, shall be 31st March 2026.

5.2 Information related to above mentioned criteria along with the covering letter to be provided in ***Annexure 3-5*** and must be submitted along with the Technical Proposal.

5.3 MPMKVVCL, reserves the right to verify / scrutinize any of the above mentioned information for accuracy in case of credible evidence obtained for any false declaration, MPMKVVCL reserves the right to take appropriate action as it deems fit in addition to cancel / terminate the contract or disqualify such firm or firms.

6 INFORMATION TO BIDDERS

6.1 SUBMISSION OF PROPOSAL

- Online bidding process shall be followed for the selection of the CA Firms
- As the Books of accounts are maintained at all the Accounting Unit (RAO) Offices of the Company, the audit for the Books of Accounts needs to be done Annually for FY 2025-26 and Quarterly for FY 2026-27. The Scope of Work is annexed in ***Clause 7.11***.
- **If the bidder is interested to participate for more than one Group, then bidder has to submit their Online Bid against all the choosen group individually. With each separate online bid, bidder must have to submit Tender Fees and EMD separately.**
- The Bids shall be opened as per the sequence mentioned in ***Annexure*** 9. If a bidder bids for more than one group and selected for one Group then their bid for the other Groups shall not be opened and treated as null and void, as NO bidder shall be appointed as Internal Auditor for more than one (1) Group.
- No partner of the firm should be employed or associated with MPMKVVCL in any capacity.
- All the interested and eligible CA firms should submit their technical proposals in the prescribed format given in ***Annexure 5*** for each Group. The bid which do not contain the requisite information or is not supported by the supporting documents will be treated as non-responsiveness, and its financial proposal shall remain un-opened.
- All copies of the Technical Proposal must be signed by the partner of the Bidder .

- Online bidders are required to sign their bids online using CLASS-III DIGITAL CERTIFICATE only.
- The envelopes containing the Tender Fee &EMD will be opened on the specified date and time in the presence of Bidders or their authorized representatives who choose to attend. Once the technical evaluation has been done the Company shall intimate the schedule of opening of Financial Proposal of the firms who have qualified the technical evaluation.

6.2 LANGUAGE OF THE PROPOSAL

The PROPOSAL prepared by the Bidder and all correspondence and documents related to the Tender document and PROPOSAL exchanged by the Bidder and MPMKVVCL shall be written in English. Any printed literature furnished by the Bidder may be written in another language as long as such literature is accompanied by its translation in English, in which case, for purposes of interpretation of the tender document, the English translation shall govern.

6.3 VALIDITY OF PROPOSAL

The Bid shall remain valid for a period of 180 days from the date stipulated for submission of proposal. MPMKVVCL reserves the right to request extension of the Bid validity for an additional period of three (3) months, if necessary.

6.4 EARNEST MONEY

The bidder shall deposit the Earnest Money equivalent to 01 (one) per cent of the estimated value of the group for which bidding is done subject to maximum One (01) lakhs.

No offer will be accepted without Earnest Money Deposit, unless exempted by the Company. If on opening of tender any discrepancy in EMD amount is noticed, the tender shall be rejected.

i) The required amount of EMD shall be accepted through online payment only. The Bidders are required to invariably upload the valid documentary evidence of submission of online EMD (or EMD Exemption Certificate if applicable) in Envelope-A without which online offer i.e., Envelopes-B & C shall not be opened.

ii) **The following are exempted from payment of EMD**:

The Micro & Small Enterprises (MSEs) of Madhya Pradesh registered with District Industries Centre (DIC)/Khadi &Village Industries Commission (KVIC)/ Khadi& Village Industries Board (KVIB)/Coir Board/NSIC/Directorate of Handicraft and Handlooms / Udyog Aadhar Memorandum(UAM) or any other body specified by Ministry of Micro, Small & Medium Enterprises on the date of opening of tender for the tendered item(s). The SSI units of MP registered with DIC shall be exempted from payment of EMD on production of valid competency certificate. In support of above the bidders shall be required to upload the requisite documents on the portal of MP Tender, failing which their techno commercial bid shall not be considered for opening.

iii) Forfeiture of Earnest Money Deposit:

The EMD may be forfeited:-

a) If a bidder withdraws or revokes its bid during the period of bid validity specified by the bidder;

b) If a bidder modifies its bid in any manner after its opening but before the validity of the bid expires;

c) If a bidder does not accept the arithmetical corrections of its bid price;

d) In the case of successful bidder, if the bidder fails to furnish the Performance Security within the prescribed time.

e) In case, the bidder withdraws his offer during the validity period, after placement of order, the EMD shall be forfeited.

iv) Return of earnest money to bidders.

a) EMD shall be returned to the unsuccessful bidders, as soon as possible, after the tender is decided.

b) EMD of bidders on whom the orders have been placed, shall be returned on acceptance of Security Deposit.

6.5 Submission of bid

The Bidders shall submit the tender online only in following three parts.

1. Part-I (Envelop-1)-The bidder shall be required to deposit EMD online as specified in clause-6.5 of the tender document and to upload a scan copy of the same in envelop-1. In case of exemption from payment of EMD as allowed in clause-6.4 (ii) of the tender, bidder shall upload the scan copy of duly notarized documents as required in the above clause.
2. Part-II (Envelop-2)- The bidders shall be required to upload following documents digitally signed in the envelop-2 which shall form Techno commercial bid.

The bidders have to upload following documents online in Envelope – 2 as per key dates:

(i) Tender Acceptance Certificate

(ii) All Annexures (except "Annex-II: Price Schedule") with supporting documents.

The above Annexure should be filled online in specified templates and the supporting documents should also be attached online. Please note that in absence of the supporting documents the offer may not be evaluated & is liable for rejection.

In case of Erroneous / non-submission / missing of any of the document required as per the provisions of the bidding document, the purchaser will have full right to reject the bid or evaluate the bid with the documents submitted as the case may be without giving any opportunity to fulfill the requirement and without assigning any reason.

3. Part-III (Envelop- 3) the bidder shall quote their rates online only in the BOQ and shall be kept in envelop-III Annexure-II.

A. DATE AND TIME OF OPENING OF BIDS - CHANGES

Tender shall be opened on the due date and time as notified in the presence of the bidders or their authorized representatives who may be present. If the due date of opening/ submission of tender documents are declared a holiday by the Central/ State Government or Local Administration, it will automatically get shifted to the next working day, for which no prior intimation shall be given. The tender opening shall be continued on subsequent days, in case the opening of all the tenders is not completed on the day of opening.

It may please be noted that the due date/ time of opening can be altered, extended, if felt necessary by the purchaser, without assigning any reason thereof. However, due intimation shall be communicated in such a case.

B. OPENING OF E.M.D. & COMMERCIAL AND TECHNICAL BID

The first envelope of Earnest Money Deposit shall be opened on the due date and time, as notified in the Notice Inviting Tenders. The requirement for EMD shall be verified and thereafter, the second part, i.e. the Commercial & Technical Bid, shall be opened on the same date in respect of eligible bidders.

C. REQUIREMENT FOR OPENING OF PRICE BIDS:

After opening of first two parts (i.e. Part-I and Part-II), the deviations from the Company's terms & conditions, if any, proposed by the tenderer in regard to Technical Bid, as per prescribed schedules given along with the tender documents, shall be notified and clarifications as may be required by Company, shall be submitted by the tenderers either at the time of scrutiny of tender or within the time prescribed. After opening of Part-I EMD and Part-II Techno-commercial bid scrutiny will be done. In case of error-ness/ non-submission/ missing of any of the above documents, the purchaser will have full right to reject the bid or evaluate the bid with the documents submitted by the bidder, as the case may be. The purchaser may however ask the bidder for a clarification of its bid.

The Price Bids of such offers shall be opened who have:-

i. Accepted all Commercial terms & conditions and Technical Information.
ii. Qualified the basic qualification of the bidder, conflicting interest clause, unsatisfactory Performance criteria.

Please ensure that the Online documents furnished are legible.

6.6 EVALUATION OF THE PROPOSALS

- **Preliminary Scrutiny:**

  Preliminary scrutiny of the technical proposal will be made to determine whether they are complete, whether the documents have been properly signed, and whether the bids are generally in order. Bids not conforming to such preliminary requirements will be prima facie rejected.

- **Fulfillment of Minimum Qualification Criteria:**

  The proposals will be examined to ascertain whether they fulfill the minimum qualification criteria as prescribed in ***Clause*** 5. The proposals of those applicants who do not fulfill minimum qualification criteria shall not be taken into further consideration/ detailed evaluation.

- **Waivers:**

  MPMKVVCL shall waive minor infirmity; nonconformity or irregularity in a proposal, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Applicant.

- **Detailed Evaluation of Technical Proposals:**

  Bids found to be substantially responsive after the preliminary scrutiny and fulfillment of the minimum qualification criteria will be taken up for detailed evaluation. Criteria for evaluation of technical have been specified in ***Annexure5*** of this document.

- **Technically Qualified Applicants:**

  All the Applicants who fulfill minimum qualification (Details in ***Annexure5***) will be declared as technically qualified. The Financial Bids of only the technically qualified Applicants will be opened for further processing.

6.7 EVALUATION OF THE FINANCIAL PROPOSAL

The Financial Proposal of the technically qualified Applicants will be opened.

- **Fixed Price Bids:**

  Only the fixed price financial proposal indicating Total Quoted Fees (Excluding GST) for the block period will be considered. The price shall be inclusive of all T.A/ D.A., Lodging, Boarding, and out of pocket expenses. GST as applicable will be paid extra. No payment other than this shall be paid for the deliverables as specified in the tender document. Format for submission of financial proposal is in ***Annexure 2***.

6.8 SELECTION PROCESS

- Firms which will satisfy prescribed eligibility conditions and whose technical bid is accepted shall be selected solely on the basis of fees quoted. The L-1 Firm will be awarded the work and in case the CA firm fails to take up assignment, the work may be offered to L-2 firm on L-1 rates. Also the EMD or Bank Guarantee of defaulting Firm i.e. L1 who refuses to take up the assignment primarily is liable to be revoked by MPMKVVCL.
- In case two or more bidders quote the same fees then the bidder who scores the maximum marks in the technical criteria will be selected in such a case. Even after this, in case of tie, the Firms will be evaluated based on the total turnover of last three years (FY 2022-2023,2023-2024,2024-2025) and the Firm with higher turnover will be selected. If there is tie for higher turnover also, then the selection of a Firm will be based on oldest date of registration of the firm.

- If Rate quoted against instant Tender is found below the minimum fee (as mentioned at clause 8 of the tender document) in any bid then that Bid is liable to be rejected in totality.
- **In case of error-ness/ non-submission/ missing of any of the above documents, the purchaser will have full right to reject the bid or evaluate the bid with the documents submitted by the bidder, as the case may be. The purchaser may however ask the bidder for a clarification of its bid.**
- The selected bidder shall be issued a Letter of Award (LOA) by MPMKVVCL, Bhopal and, upon acceptance of the LOA by such selected bidder, will be appointed as an Internal Auditor of the Group.
- The selected bidder shall accept the Letter of Award unconditionally, within Seven (7) days from **the date of issue of the LOA**.
- Upon acceptance of the LOA, the selected bidder shall be required to submit the performance Security Deposit and sign up an agreement with MPMKVVCL on a non-judicial stamp paper of Rs.1000/-, at Bhopal within Seven (07) days of acceptance of LOA, containing overall terms and conditions which shall be binding on the firms. Cost of the stamp and revenue stamp affixed on the agreement shall be borne by the applicant, MPMKVVCL Bhopal shall not reimburse these costs.
  - The selected bidder shall commence the work of Internal Audit as per the audit program issued by MPMKVVCL, after the signing of the agreement and issuance of work order.
  - The selected bidder shall not sublet the work of Internal Audit to any other party. Any violation of this provision would make the contract liable for termination.
  - If the selected bidder:
    - Fails to accept the LOA within the prescribed time;
    - Fails to complete the contractual formalities within the stipulated time period; or
    - Fails to commence the work as per the program.

    Then in such cases, MPMKVVCL, Bhopal reserves the right to cancel the LOA/work order placed to such firm, forfeits it‟s EMD / BG and may also blacklist the bidder.
  - In such a situation, MPMKVVCL reserves the right to award the work of Internal Audit after the award of all the Groups on the same rate (i.e.L1 Rate) to the remaining bidder in the order of lowest price/ marking of them.

6.9 PROPOSAL CURRENCY

Prices shall be quoted in Indian Rupees only.

6.10 PERFORMANCE SECURITY

The successful bidder needs to submit a Performance Security equivalent to ten percent (10%) of the Contract Value in the form of a electronic bank guarantee (e_BG) or a DD drawn on a scheduled bank in favour of Sr. Accounts Officer, HOAU, MPMKVVCL payable at Bhopal, within Fifteen (15) days from the date of acceptance of the LOA by the Successful Bidder which shall be refunded within one year after the successful completion of the assignment. Format of Bank guarantee (e_BG) is annexed as ***Annexure12***.

Failure to commence OR Perform the audit as per the audit program issued by MPMKVVCL shall entail the forfeiture of performance security and cancellation of the LOA.

6.11 PRE-BID CONFERENCE

(i) The Purchaser shall arrange a Pre-bid conference of bidders on 18/08/2026 **at 03:30 PM** in the Corporate Office of the Purchaser, to clarify various clauses of the Bid Documents to ensure uniformity in understanding the bid documents.

(ii) Bidders are advised to attend the Pre Bid Conference so as to clear all ambiguities and doubts and point to any mistake or shortcomings which might be visible in the Tender.

(iii) The Purchaser reserves the right to change the clauses as emerging after pre-bid conference or as per it's discretion. Details of any doubt(s) about instant Tender Specification and/or required clarification/ suggestion/ modification in any of the terms & conditions and/ or the specifications etc. must be sent sufficiently in advance to the Purchaser through post or (preferably) through e-mail to ***dgmp2.cz@gmail.com*** **/** ***dgmproc2cz@gmail.com*** so as to reach at least two days before the scheduled date of pre-bid meeting to enable this office to provide necessary clarification/ modification during pre-bid meeting.

(iv) The Purchaser also reserves the right to insert new clauses or post amendments to Tender Specification etc. The changes shall be notified through addendum/corrigendum posted on Purchaser‟s website and e-procurement Govt. website to get all concerned informed. Bidders may therefore regularly visit the websites stated. The Purchaser shall not be responsible if some prospective bidder misses any Amendment/Addendum/Corrigendum/Due date extension related to the Tender.

6.12 CLARIFICATION/ FURTHER INFORMATION

The Bidders may seek clarification on the tender document by making a request in writing through email at ***dgmp2.cz@gmail.com*** **/** ***dgmproc2cz@gmail.com***, in the format prescribed in **Annexure 7** on or before pre-bid meeting.

MPMKVVCL would duly acknowledge the queries received by post and provide response to the clarifications sought by the prospective applicant at its discretion during pre-bid meeting.

6.13 AMENDMENT TO THE TENDER DOCUMENT

At any time before opening of Tender, MPMKVVCL, Bhopal may amend any Tender condition of the Tender Document by issuing necessary Addendum/Amendment/Corrigendum. Addendum/Amendment/Corrigendum issued shall be part of the tender document.

The Addendum/Amendment/Corrigendum will be uploaded on the official website of the MPMKVVCL as well as on MP Tenders Portal.

Such amendments, clarifications, etc. shall be binding on the Bidders and will be given due consideration by the Bidders while they submit their Bid.

In order to give Bidders reasonable time to take the above amendments into account in preparing their Bid, MPMKVVCL may, at its discretion, extend the Bid Deadline.

6.14 RIGHT TO ACCEPT/REJECT ANY OR ALL BIDS

MPMKVVCL, Bhopal reserves the right to accept or reject any or all the proposals, or cancel the bidding process and reject all the proposals at any time prior to the award of contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds of such action.

6.15 COMMENCEMENT OF SERVICES

After signing the agreement the selected bidders shall commence the performance of services as per the program issued by MPMKVVCL.

6.16 CO-ORDINATION AND FOLLOW UP OF AUDIT WORK

Joint Director (Fin.)/DGM (Audit) O/o MD (CZ) MPMKVVCL, Bhopal will be In-charge of co-ordination of audit work. The successful bidder, after award of work is required to approach the officer concerned on all matters for smooth and effective conduct of audit. The term coordination covers the entire gamut of activities viz., finalization of audit programme, discussions and acceptance of deliverables, settlement of payment, dispute resolution as per the contract terms etc.

6.17 SUSPENSION OF SERVICES

MPMKVVCL, Bhopal reserves the right to suspend the selected bidder by a written notice and suspend all payments to the selected bidder, if the selected bidder fails to perform their obligation in the assignment.

6.18 PAYMENT SCHEDULE/ PROCEDURE FOR RELEASING OF THE FEES:

The payment to the Internal Auditors shall be made by the Chief Financial Officer, MPMKVVCL, Bhopal.

- **Payment Schedule for the Audit Fees:**
  - The bills will be submitted on quarterly basis as per the audit program issued by MPMKVVCL along with the certificate of completion as annexed in ***Annexure11***. After submission of the same, 90% payment of the bill will be made after deducting all mandatory taxes which will be based on the following:-
    - Two copies of all reports (in Hard and soft) along with All Certificates of completion of internal audit as annexed in ***Annexure11*** along with the invoice.

- The balance 10% of the fees may be released within three months from the date of the payment released as above.
- The "date of completion" shall be reckoned from the date of acceptance of final audit report to Internal Audit Department, O/o MD, MPMKVVCL, Bhopal
- No interest, claim or penalty etc. would be payable by MPMKVVCL in case of any delay in payment beyond stipulated time.

6.19 SUBMISSION OF BILLS

- After satisfactory completion of the work, the bill shall be passed by the internal audit department of corporate office and forwarded to the Dy. General Manager (CBPU), MPMKVVCL, for pre-auditing the bill and arranging payments within reasonable time as per queue.
- The bill should be submitted as per following instructions:
  - The bill should be submitted in triplicate to the CFO, MPMKVVCL O/o MD MPMKVVCL. Bhopal with the ***Annexure11*** in soft & hard copy.
  - The bill should be submitted on quarterly basis, at the end of the quarter for all the reports submitted during that quarter.

6.20 PENALTY

- If the Internal Auditor firm or partner thereof is found guilty of gross negligence, lack of duty of care, misrepresentation and misstatement of facts, hiding the facts, falsification, using or giving the details gathered during the audit assignment to other parties without permission of the competent authority, non-observation of instructions given by the competent authority, unauthorized retention of records of the Company, violating the terms and conditions of this assignment, un authorized changes in the records of the Company, including malafide practices or any other cognizable offence or breach, the Internal Auditor firm will be punishable with any or all following consequences:
  a. Removal from the assignment of internal audit with immediate effect/ from the date specified.
  b. Removal from any other assignment with immediate effect/ from the date specified given by the competent authority.
  c. Ban from accepting the future assignment of the Company for the period as specified.
  d. Any other action deemed appropriate by the competent authority.
- **Penalty for Delay in Completion of work as per Schedule:**
  - If the work is not completed within stipulated time by the bidder (i.e. as per the audit program issued by MPMKVVCL) and thereafter submission of report within 15 days,

then penalty shall be imposed @ 0.5% per week or part thereof subject to maximum of @ 10% of total fees from the due date of submission of report.

However, if the event of non-completion of the work in the stipulated time period due to unforeseen conditions, the auditor firm will be required to apply for grant of additional time period. Request of extension of time period desired by the audit firm shall be considered only if reasonable and justified ground exists at the sole discretion of Chief Financial Officer MPMKVVCL, Bhopal.

- If the bidder is unable to complete the work and also not able to justify the ground of non-completion of the work within the stipulated time period, then it may lead the contract liable to be terminated.

6.21 PERFORMANCE STANDARDS

- The auditor shall be responsible for the completion of audit for all the offices as per the Scope of Work in the tender Document.
- The Auditor shall follow all SIA (Standards of Internal Audit), Vis a Vis objective of internal Audit laid out in the tender document.
- The auditor is expected to apply reasonable degree of care and diligence while performing the audit. He should ensure that the work is progressing and being performed in compliance with the terms of the agreement.
- In case of any negligence found on the part of auditor or if the work being not carried out in accordance with the terms & conditions of the tender or scope of work, MPMKVVCL reserves the rights to reject the audit report and to deduct a suitable amount from audit fees payable to auditor. The Performance review parameters as laid down in ***Annexure 10*** shall form the basis of determination of the performance standard of the Auditors, but the decision of MD, MPMKVVCL shall be final in this regard and binding on parties to the contract. However, such deduction shall not exceed the fifty percent (50%) of amount of audit fees determined for the auditor firm.
- Substantial Failure of the selected bidder to perform under the agreement shall be cause to terminate the agreement. In this event, the Company may require the bidder to reimburse the amount paid (based on the identified portion of the unacceptable work received) and seek claim for associated damages.

6.22 ESCALATION

No escalation charges or additional amount, beyond the fee determined in LOA shall be paid to the selected bidders for performance under this contract.

6.23 DISPUTES

The following clause titled „Disputes‟ shall be a part of the agreement to be entered into with the respective selected bidders for each group. This Clause does not prevent either party commencing or pursuing court proceedings to protect the rights of confidentiality and in respect of the Confidential Information of that party.

In the event of any dispute or difference arising between the parties, relating to the scope of work, meaning or effect of the Agreement or any other clause or in respect of the rights and liabilities of the parties or other matters specified therein or with reference to anything arising out of or incidental to this agreement or otherwise in relation to the terms, whether during the continuance of this agreement or thereafter, such disputes or differences shall be endeavored to be solved by mutual discussions.

- In the first instance, the Dispute will be referred to the Chief Financial Officer for resolution;
- If the Chief Financial Officer cannot resolve the Dispute within 15 Business Days (or such other period as may be agreed between the parties), the Dispute will then be escalated to the MD (MPMKVVCL)

For the avoidance of any doubt, any communication between the parties arising out of or in connection with the above procedure will be without prejudice and will be treated as confidential.

6.24 CONFLICT OF INTEREST

Bidder shall not have a conflict of interest with one or more parties. Participation by bidder(s) with a conflict of interest situation will result in the disqualification of all bids in which it is involved. Purchaser considers a conflict of interest to be a situation in which a party has interest that would improperly influence that party‟s performance of official duties or responsibilities, contractual obligations or compliance with applicable laws and regulations, and that such conflict of interest may contribute to or constitute a prohibited corrupt practice. A bidder may be consider to be in a conflict of interest with one or more parties if including but not limited to:-

Have controlling shareholders as his/her family members viz spouse, son, daughter, father, mother or brother in common or
Have a relationship with each other, directly or through common third parties that puts them in as position to have access to information about or influence on the bid of another bidder.

Has a close business or family relationship (Spouse, Son, Daughter, Father, Mother or brother) with a professional staff of the employer (or of the project implementing agency, or of a recipient of a part of the loan) who: (i) are directly or indirectly involved in the preparation of the tender documents or specifications of the contract, and/or the tender evaluation process; or (ii) would be involved in the implementation or supervision of such contract.

6.25 <u>EXTENSION OF ORDER</u>

MPMKVVCL Reserve the right to place an extension of contract on the same rates, terms and conditions for further period of 2 more financial years. In the extension period the audit fees shall be payable on pro rata basis.

7 SCOPE OF WORK

7.1 BACKGROUND

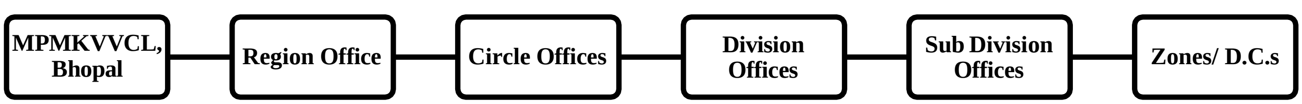
Madhya Pradesh Madhya Kshetra Vidyut Vitaran Company Limited, with its Corporate Office at Nishtha Parisar, Govindpura, Bhopal is a Power Distribution Company incorporated under the provisions of the Companies Act, 1956 (now Companies Act 2013) and is a Government of Madhya Pradesh Undertaking, post 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:

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

The Management of the Company intends to appoint Internal Auditors, by engaging the Firms of Chartered Accountants with a view to bring in a professional approach in the Internal Audit of the Power Distribution business in Madhya Pradesh.

7.2 ORGANISATION STRUCTURE

The Company is engaged in the distribution & retail supply of electricity to its consumers through 2 regional offices, 18 Circles and 55 O&M divisions. There are about 374 Distribution centers in the specified area. Its Organization Structure flows as below:



List of Offices are enclosed in ***Annexure 1***.

7.3 OFFICES FOR INTERNAL AUDIT

- **Appointment of Internal Auditors:**

The Company desires to engage reputed Chartered Accountant firms, as Internal Auditors at the Circle Level. A firm of Chartered Accountant shall be appointed for each

Group, which shall be responsible for the Internal Audit of all the listed Offices as per the Scope of Work within the **Group for a block period i.e. for FY 2023-24 to FY 2025-26 for Revenue audit, FY 2023-24 to FY 2025-26 for System& Exp. Audit, FY 2025-26 and 2026-27 for Books of Accounts Audit and FY 2025-26 & 2026-27 for Physical Verification of Area Store.**

- **Frequency of Audit of Offices:**

  For all offices operating under the Group of which the CA firm is appointed as the Internal Auditor shall be required to be audited as per the Scope of work and TOR of the tender document. The Internal Auditor shall carry out internal audit as per the following scope of work of all the offices in the group:-

S. No.	Scope of Work	Name of Offices	Periodicity/ Audit period	No. Of Days of audit per office (mandatory)*
1.	L.T. Revenue Audit	All the Zonal Offices/ Distribution Centre‟s at the Circle Level	Block period from **FY 2023-24 to FY 2025-26** *Single report for the block period*	5 working days
2.	Internal Audit of System and Exp.	Divisions, Circle and Region Offices	Block period from **FY 2023-24 to FY 2025-26** *Single report for the block period*	5 working days
3.	Internal Audit of System and Exp.	STM & STC Division Offices	Block period from **FY 2023-24 to FY 2025-26** *Single report for the block period*	5 working days
4.	Physical Verification of Store	Area Store	Once in **FY 2025-26 and once in FY 2026-27** *Two reports*	5 working days
5.	Internal Audit of Books of Accounts	RAO Offices	**FY 2025-26** *Annual report* **FY 2026-27** *Four Quarterly reports*	5 working days 3 working days

*The number of days of audit are the **mandatory** number of days an audit team shall require to audit the Office as per the Scope of work.

7.4 STRUCTURE OF AUDIT PARTY

- The selected bidder shall be required to depute the audit teams for the audit of Auditee Offices, covering the entire scope of audit. An audit team/party consist one (1) Full time Audit Officer and two (2) to three (3) Audit Assistants.
- The Audit Officer shall have any of the following as minimum qualification
  CA with at least two (2) years of experience;

(Number of years of experience will be considered from the date of issuance of mark sheet)

- The Audit assistants (2 to 3 in number) shall be articled assistants with at least 1 year of articleship experience or B.com/M.com with First Division and having at least 1 year of relevant experience.

- **Minimum two (2)Audit teams need to be deployed by the selected bidder at the same time to complete the audit assignment of all the Auditee Offices of the group within the prescribed time schedule.**
- All the documents of the audit team verifying their educational background like mark sheets, certificates etc. shall be submitted to the Company, before start of audit work. The audit team of the selected Bidder firm shall carry original and duplicate copy of their certificates.
- Along with the Audit team as mentioned above, the Bidder shall have a **Team leader who should be a Fellow Chartered Accountant (FCA)** responsible for the supervision and overall monitoring of the team. His details/mobile number/email id is required to be shared by successful bidder with MPMKVVCL, before starting the audit work.
    - He shall coordinate with MPMKVVCL & arrange all necessary information for the audit team from time to time.
    - Effectively supervise and control the audit.
    - Effectively discuss the audit points with the Officer-In-charge and obtain detailed and meaningful explanation.
    - Ensure the work shall be completed as per the objectives and Scope of Internal Audit as well as completion of the Audit as per the schedule.

7.5 MANDATES FOR THE BIDDER

The bidder shall assure that there should be no change in audit officer except for unavoidable circumstances like resignation etc. to ensure proper flow of work.

7.6 TERMS AND CONDITIONS

- The Team leader shall mandatorily be present in all meetings and discussions for Circle and Division. Also the selected bidder shall take time from the Discom Officials at least 3 days before the meeting.
- The selected bidder shall report to the management of the Company if required, during the tenure and execution of the work.
- During the course of audit there will be regular meetings as and when required between the management of the Company and the senior partners of the firm to discuss and review upon the issues.
- The selected bidder shall be required to report the outcome of their activities to the Chief financial officer.
- **The selected bidder will be authorized to review all areas of the organization and shall have full and free access to all activities, records, property and personnel of the**

organization.

- The selected bidder should be responsible for periodically evaluating the adequacy and effectiveness of the system of internal control and the quality of performance in carrying out assigned responsibilities throughout the Company.
- The selected bidder shall be obliged to maintain complete secrecy and not to disclose any matter which comes to its knowledge while conducting Internal Audit, to any third party, which may affect the interest of the Company adversely.
- It may be ensured that this assignment is carried out only through employees of participating firm. If it comes to our notice that the assignment has been carried out by any other firm/persons, the appointment is liable to be cancelled.
- The selected bidder shall be responsible for data collection for the purpose of Audit. It should ensure that the data collected and analyzed justifies the findings and recommendations as provided by the auditor.
- The selected bidder shall ensure the adequacy and effectiveness of the Company"s system of Internal Controls, any deficiency in the controls and other procedures to ensure the same should be bought to the knowledge of the senior management along with necessary steps to be taken to rectify the same.
- **The above conditions are not exhaustive. The Company will have absolute right to revise/abrogate/include any conditions as per its best requirement.**

7.7 OFFICE SPACE AND EQUIPMENTS

The Company shall provide all sitting arrangements including furniture and office equipment etc. for bona-fide use.

7.8 PERIODIC ASSESSMENT

The authorized person of the Company shall periodically assess whether the purpose, authority and responsibility, as defined in this charter, continue to be adequate to enable the internal audit function to accomplish its objectives. The changes, if any, required will be communicated to the auditors. Also, the periodic review meet may be held at the Head Office of the Company with the Internal Auditors, and the Auditors shall have to attend the same without any extra remuneration.

The Company also reserves the right to issue fresh guidelines/revise the scope of work for the audit and the internal auditor shall have to abide by the same.

The Company also reserves the right to supervise the audit by surprise visit and audit party shall explain the audit procedures and finding if asked for during the course of visit or even before and after.

However, if during the surprise visit the audit team is not found at the place of audit or the structure of audit team is not as per the said terms and conditions or the audit is not found to be carried out as per the scope of work defined, then in this situation the Internal Auditor may either be penalized @ 10 % of the fees of the respective Auditee Office or may be terminated based on the assessment of the authorized person during the visit.

7.9 CONFIDENTIALITY

The internal auditors shall treat confidential information as confidential and shall not disclose any proprietary or confidential information which comes to its knowledge while conducting Internal Audit to any third party without prior written consent of the competent authority of the Company. He shall undertake to effect and maintain the same adequate security measures to safeguard the confidential information from unauthorized access, use and misappropriation.

All reports and other documents submitted by internal auditor shall not later than upon termination or expiration of this assignment, deliver all such documents and reports to the competent authority together with a detail inventory thereof. The internal auditor may remain a copy of such report and documents but shall not use these reports and documents for purpose unrelated to this assignment without prior written consent of the competent authority of the Company.

The internal auditor has to undertake that all knowledge and information not within the public domain which may be acquired during the execution of the assignment shall be for all time and for all purpose, regarded as strictly confidential and held in confidence and shall not be directly disclosed to any person whatsoever, except with the prior written permission of the competent authority of the Company.

7.10 TERMS OF REPORTING

- **Deliverables:**

  Reporting and Deliverables shall form an important part of this assignment. Following points shall be considered:

  - **Internal Audit Report** shall be prepared AS PER CLAUSE 7.3 covering all the aspects covered/ taken up during the Audit in different sections. Thus in one visit to an Auditee Office, the Audit for the block period will be taken up and completed in all respects. The format for composite audit report is annexed in ***Annexure 8.***
  - Without prejudice to the extent and scope of the services, **Audit Report with Half Margin** of each Auditee Office audited shall be the key deliverable.
  - As soon as the audit of an Auditee Office is completed the Audit Report should be prepared. The Audit report along with the ***Annexure 11***, Half Margins and all other related details shall be **submitted to the Chief Financial Officer, O/o MD (CZ), MPMKVVCL, Bhopal in Soft as well as in hard copy with a copy to**

<u>Officer In-charge of the Auditee Office.</u>

- Any Internal Audit Report shall be sealed and signed by the any Partner of the Firm only. Any report/ correspondence by any firm which is signed or sealed by any other firm shall not be entertained by MPMKVVCL, Bhopal

  - **<u>The Reports shall be submitted in soft and hard copy within 15 days from the date of completion of the audit of an Auditee Office. The report shall be provided to an authorised person in designated email of Auditee Office and email id of corporate office i.e. internalauditcz@gmail.com at the same time.</u>**

- **<u>Terms of Reporting:</u>**
  - The Auditee will provide their action plan to the Bidder for the Audit of each Group as per the Scope of Work mentioned in the document falling under his purview as Internal Auditor.
  - Non-cooperation by the OIC of the auditee office at any point of time during the audit tenure shall be bought to the notice of the General Manager/ S.E. of the Circle Offices for immediate action in verbal as well as in writing.
  - However, if no action is taken by the General Manager/ S.E. of the respective Circle to resolve the issue, the same shall be bought to the notice of the Chief Financial officer confidentially.
  - The Audit Party is required to visit the Auditee Office mandatorily during office hours for the Internal Audit as per the schedule for a minimum number of working days as prescribed.
  - The Team Leader shall be responsible for the supervision and satisfactory completion of the internal audit of the Company.
  - The Audit shall be completed in the prescribed time schedule. However in the event of non-completion of the work in the stipulated time period due to unforeseen conditions, the auditor firm will be required to apply for grant of additional time period. Request of extension of time period desired by the auditor firm shall be considered only if reasonable and justified ground exists at the sole discretion of Chief Financial officer of MPMKVVCL, Bhopal

7.11 SCOPE OF WORK-

There is a tariff mechanism to raise demand on LT consumers on a monthly basis as per the consumption recorded. The Company compiles the monthly data in the form of R-15. At present the Company has NGB billing software in all Distribution centers and Zones.

The selected bidder is required to exercise such tests of accounting records, internal checks and control and other necessary audit of the revenue as per general principles and standard of audits (SIA) of the Institute of Chartered Accountants of India. While conducting the audit, the Internal Audit Manual of the Company should also be referred. The Auditor should pay attention to the following areas while auditing:

The Scope has been classified into following:

- Internal Audit of System and Expenditure: For the Block period under audit at all Division Offices, Circle Office, Region Offices and RAO.
- Revenue Audit of LT Consumer: For the Block period under auditat DC‟s / Zonal Offices
- Verification of Stores: Physical audit for the given period.
- Internal Audit of Books of Accounts: Annually and Quarterly at all the RAO Offices.
- Any other special audit or inspection, if required.

The scope of auditor will also include:-

- The auditor should try to identify wasteful expenditure is done, if any and report the same so that suitable action can be taken. The auditor should also ascertain the utilization of capacity- both physical and technical and if there are cases found for underutilization or wastage of resources then this should be reported so that suitable remedial action can be taken.
- Preparation of half margins in prescribed format for obtaining various information / records & issuing the same to JE/AE officer in charge of Auditee Office and after receipt of the same, carrying out the audit of the record and if any mistake is pointed out the half margin of audit observation shall be issued for obtaining reply of JE/AE officer in charge of the Auditee Office. If the officer in charge of the Auditee Office agreed with the observation pointed out, then this will be treated as audit Para. If the Officer in charge of the Auditee Office does not agree with the observation pointed out, then such Half Margins should be included under separate audit Para giving remarks by the audit team.
- An Audit Report shall be prepared including all audit Paras in the prescribed Performa as per ***Annexure 8***.
- After completion of internal audit of a DC/Zone, the report for the same shall be submitted to that office and an acknowledgement of the submission shall be taken from office in charge.
- After completion of internal audit of all DC‟s/Zone's under a particular division, System & expenditure Audit of that division will be started and at the same time a discussion on the reports of DC‟s/ Zone's shall be done with the Division in charge.
- It is however emphasized that the coverage in the scope of services as indicated above and

detailed below is indicative and not exhaustive. The Auditor shall also necessarily refer to the existing Internal Audit Manual and its amendments from time to time to decide on the scope of work for the Auditee Offices. The scope can also be decided with discussion with the Internal Auditor at the Corporate Office.

Apart from the audit observations, auditor will be required to indicate discrepancies / inadequacies in the system or procedures so as to initiate steps for improving the system and making it more efficient. The audit team will also be required to educate the dealing staff so as to avoid repetition of routine procedural / technical errors.

Further all other incidental / necessary activities for the completion of audit & resolution of matters arising during the audit shall deem to be included in the scope of services. In case of judicial proceeding(s) initiated by Discom pursuant to the audit for the period, the auditor shall reasonably assist the Discom office by acting as a witness and providing evidences required as related thereto.

7.12 SCOPE OF SYSTEM AND EXPENDITURE AUDIT:

Expenditure Audit shall cover all the Regions, Circles and Divisions and all other offices incurring expenditure.

Broadly it shall cover the following:

- Capital Expenditure
- Payrolls, P.F. and other establishment Expenditure
- Stores and Purchases
- Imprest & Advance .
- Claims against Third Parties i.e. Suppliers, Contractors, Transporters, Railways, etc.

Following are the broad areas of system and expenditure audit:

SANCTIONS & BUDGETS:

- 100% checking for the full period at the end of the Year, along with Administrative/ Financial Approval, detailed estimation being technically sanctioned by the Competent Authority as per DoP.
- Sanctioned estimates to be verified with reference to latest District Schedule of Rates or Market rates or Company’s latest cost data.
- Budget allocated to Circles as well as utilized by the concerned.
- Excess spending over the budget allocation and Regularization of excesses.

CONTRACT AGREEMENTS/PRICE:

- Checking Tender Registers, Contractors‟ Bill Registers (Inward Register) and even

Registers containing Registration of Contractors.

- Competent Authority to sanction the Contract & amendments issued, if any, must contain his approval.
- Split up of contract to be within financial powers of field officers to be reviewed and commented. Proper execution of contract, Levy of L.D. Review of arbitration cases.

WORK ORDER:

- The Work Orders must have administrative approval and Technical Sanction and the proposal must be justified on the basis of Budgeted Provision.
- Order for repairs for Transformers should be at Approved rates & Register of Bills with RA Bill wise update position to be checked.
- Check for updating of record of transformer failure, from the date of return from the field, issue for repair to Repairers as per the allotment order under the RCA, inspection done to examine feasibility for repair, estimation, stage inspection, clearance for repair, return of transformers found uneconomical for repair, etc.

COMPUTATION & RECOVERY OF INTEREST ON INTEREST BEARING ADVANCES:

- The recovery of Interest should be as per the requirements & rules of the Organization & must be appropriately made, adequately secured & duly acknowledged.
- Non-recoverability of both principal and interest to be verified/ reported.
- Accounting Statement of such unrecoverable advances and interest to be verified and reported.

PURCHASE ORDER:

- The orders placed by the Circle& Division offices should be as per the Budget provision & check should be kept on the items reserved for Corporate Office purchases.
- Purchase should be as per DOP
- Delay in supply and resultant recovery of L.D charges etc. should be checked and commented. Waiver of L.D charges by Competent Authorities to be critically reviewed with reference to the existing circumstances.
- There should be a comparative price analysis review on the basis of Quotations & other price information.
- Distress purchase/ wrong intending/ Excess quantity procurement etc. should be reported.

REVIEW OF INSURANCE CLAIMS:

- Reviews should be taken of the Claims lodged along with the Follow- up actions, its Settlement & followed by proper Accounting Procedure.

- Loss of insurance claims due to lack of procedures/processes to be reviewed/reported.
- Timely submission of information should be verified.

REVIEW OF REFUNDABLE SECURITY DEPOSIT:

- Status of refund claimed against SD deposited by MPMKVVCL to Railways/Forest department for various clearances.

CLOSURE OF CONTRACT:

- The final bills to be settled as expeditiously as possible.
- Delay to be reviewed. Delay in capitalization to be seen and reported.
- Reasons for pending WCRs to be analyzed/reported.

ESTABLISHMENT- SALARIES & WAGES:

- Test Checking of Pay Bills with reference to rules & Proprietary aspects- at least for a month in every phase of Internal Audit.
- Verification of Wage Sheets, Attendance Records- particularly of Leave Salary/ OT & other Allowances & Accounting of leave records at least for a month in the phase of Internal Audit.
- Increments, revisions and Grade fixation etc. to be verified.
- 100% checking of Payment of Pension, Gratuity & Other Retirement Benefits, Statutory Deductions & their timely deposits.
- Any additional wages / arrears paid.
- Any uneven fluctuation in monthly salary of the auditee office/ employee.
- Contract employees payment to be audited to see „ghost works‟
- Allotment of quarters for emergency staff to be checked.
- Proper transfer of employees from one division to another.

FIXED ASSETS & CAPITAL WORK IN PROGRESS:

- 100% checking of Capital Expenditure with reference to proper sanction of Competent Authority.
- Reconciliation of the Works Register and the completion reports prepared and submitted to RAO.
- Report on completion reports not prepared and not submitted to RAO
- Timely preparation of Completion Report based on the completion of the Work as per the Work Order.

- A pendency report regarding works which are completed but not capitalized.
- Report for long pending work orders which was issued but not completed/ bill not passed
- Delay in finalization of final bills.
- Review of Fixed Assets Register.
- Review of DPR and non-DPR capital works.
- Review of loan tie up and loan servicing for capital works.
- Review physical progress and financial progress in projects.
- Review of delay in completion of project formalities.
- Review of payment of commitment charges, if any.
- Review of Capital items financed out of internal resources when loan tie up was possible.

STORES & MATERIAL ACCOUNTING:

- Checking receipts, acceptances & issue of Material and their Reconciliation & Accounting, at all stores.
- Checking of MAS register at each division.
- Non- Moving /Slow Moving items to be brought to the notice of management.
- Release of stores Receipt notes, acceptance of material after test results etc. to be checked.
- Review of sale of scrap / utilization of slow moving items and verify the accounting of the same.
- Verify the pricing aspect in GRN according to ESAAR, 1985

CASH AND BANK:

- Verification of Cash, Cash Book & its Auditing.
- Bank reconciliation.

STATUTORY COMPLIANCES:

- Violation of TDS at the time of payment towards Rent, Consultancy charges, Professional fees, etc.
- Appropriate recovery towards WCT, IT, VAT etc. and its timely, payment.
- Claiming VAT set off (input credit).

- Violations of any other law e.g. non-payment of wages as per minimum wages Act, ESI recovery & timely remitting of P.F by contractors for which Company is responsible as a Principal Employer.
- Recovery of Service Tax.
- Attending meeting with Statutory Auditors as & when required.
- Physical presence of Internal Auditors at the time of annual inventory. You have to give your comments and be a party to sign the verification report. You can suggest the methods/procedures to improve upon current practices of inventory verification.
- Is there an adequate internal control procedure commensurate with the size of the Company and the nature of its business for the purchase of inventory and fixed assets and for the sale. Whether there is a continuing failure to correct major weaknesses in internal control. This would be in compliance to clause No. 4 (IV) of Companies (Auditor"s Report) order, 2003.
- Comments on compliance report submitted by the individual office for previous Internal Audit Report.
- Auditors shall also attend to any other work specifically assigned by the Management or commented by the statutory auditors in their report (CARO) regarding Internal Audit.
- Compliance of MPERC regulations.

FRANCHISEE AUDIT:

- If any franchisee is operational in any Circle/ Division, detailed audit of the billing to franchisee is to be done.
- The terms and condition of the Franchisee Contract are followed; the billing is as per the contract etc.
- Any penalties or incentives are as per the contract.

OTHER ISSUES :

- Online New Service Connection : Online application for New Service Connection for L T consumers to be checked at the time of visit to the concerned office in addition to the routine audit work , audit to be held of the New Service Connections taken prior to the date of audit to ensure that this facility is working smoothly in the field and connections are being provided timely or not.
- To suggest remedial action and system improvement to avoid recurrence of error /anomaly pointed out by the statutory auditor/ CAG in their audit report

SUGGESTIONS/ RECOMMENDATIONS FOR ENHANCING OVERALL/ INTEGRATED EFFICIENCY:

- Analysis of risk in technical as well as financial ones. Internal control with reference to existing risk.

- Any „whistle blowers‟ found in the course of audit to point towards „fraud‟ in the transaction during any time.

7.13 SCOPE OF LT REVENUE AUDIT

LT Revenue comprises around 77% of the Revenue of MPMKVVCL. The L.T. Revenue Audit is to be carried at all D.C.‟s / Zonal Offices of the Circle as per the Scope of Work in the Tender document.

The Internal Auditor needs to carry out Revenue audit for the D/C‟s / Zones. Since the period for which LT revenue audit is to be undertaken has already been completed, therefore audit for the block period of three financial years can be undertaken in continuation.

Objective of Revenue Audit

- Billing of each category of consumers shall be done as per the relevant tariff of that year.
- Enhancement of Companies revenue by prevention/ correction of noted instances of revenue leakage.
- Testing compliance of units to set rules and procedures relating to various facts of operation.
- Transactions are executed in accordance with general orders and guidelines.
- All transactions are promptly recorded in the correct amount in the appropriate books of entry and in the correct accounting period.
- Assets mainly cash; is safeguarded from unauthorized access, use and disposition.

The Internal Audit Manual of the Company should be referred for conducting the Revenue Audit of the D/C‟s. However, the following areas should be covered in the Audit Report.

Checking of Classified Abstract Collection (CAC)/Cash Remittance Advice (CRA). This shall include checking of following:-

- Records of CAC/POS/SANCHY PORTAL shall be checked thoroughly with CRA available in distribution center;
- Postings from POS to CAC and whether the receipts as stated in the CAC are Continuous
- Payments received by demand drafts/ bankers cheque etc. are properly entered in the prescribed register. Further entries in register are attested by officer in-charge of the Distribution center and have been duly entered in CAC;

- Sum totals of each CAC are correct and CRA are prepared as per CAC;
- CAC, being regularly checked by the clerk concerned is initialed by the Assistant Engineer, is closed every evening and the total receipts of the day are transferred to the Main Cash Book, the same evening. In case of defaults indicate the date from when to when it has not been checked and the names of the defaulting clerks;
- Reconciliation of CAC with consumers‟ ledgers ;
- That the realizations required to be deposited in bank have been routed through the CRA and that CRA has duly been signed by the depositor;
- Reconciliation of amount remitted into Bank during the particular month with the bank statements;
- Reconciliation of online payments made by consumers with the MIS provided by the service provider and MIS generated through billing system.
- Time taken by distribution center in submitting CRA to RAO. Reasons for delay, explanations of the staff, etc. shall be analyzed and included in the report.
- Whether the Amount collected by the employees through POS Machine be deposited to the Casher at Distribution center in time. In case of delay, reason for the same and amount not deposited at the end of the year.
- Whether the Amount received from Govt. Departments against multiple connections be posted in the consumer ledger properly or not.

Adjustment made through CCB/CC4

- All cases of adjustment made to the consumers‟ accounts are required to be checked thoroughly from CCB/CC4. Cases of discrepancies found shall be included in the report.

Meter Reading

- Checking whether Meter Reading of all consumers under the DC is being done on monthly basis or not.
- Reading taken through various modes like POS/Mobile/AMR etc. be punched in consumer ledger properly;
- Whether reasonable Billing has been done or not in case of stopped/defective meter. Further, action taken by the officers on observations of meter readers and compliance to procedural requirements including Sample checking by AE/EE is also required to be verified and commented upon;
- Assessment of units and its reasonability shall also be checked on sample basis. This shall include verifying whether the units consumed during a particular billing period are showing substantial difference against the units consumed in the earlier period and theconnect load;

- For new connections check whether the first bill is issued in compliance to the procedure as prescribed thereof.

Audit of billing operation

- Assess regularity in Billing process including Meter reading and Billing Programme;
- Assess adherence to Billing Programme and report the deviations;
- Report cases of delay in issue of bills and the details thereof including:
- Category of consumer or ledger number;
- Months in which bills were required to be issued;
- Months in which bills were actually issued;
- Name of the defaulting ledger keeper and checking clerk.

Domestic consumers

At least records of 10% consumers from consumer ledgers and various modes of meter reading are to be checked thoroughly for analyzing the following:

- Consumption pattern;
- Working condition of meters;
- Sanctioned load etc.

Commercial consumers

Records of 100% consumers are to be checked thoroughly as similar to work done in case of Domestic consumers.

LT Industries

Records of 100% consumers are to be checked thoroughly as similar to work done in case of Domestic consumers.

New Connection Register

Records of 50% new connections provided during the period shall be checked on random basis for the following:

- Whether all charges as per applicable rules have been recovered from the consumers;
- Analyze the average time taken for providing new connections;
- Whether all connections released are put on billing cycle timely.

Temporary Connection Register

Records of 100% temporary connections shall be checked for the following:

- Check temporary connection register regarding compliance to rules prescribed for the same.

- Check accuracy of tariff rates and the billing done for temporary connections.
- Report on trend for number of temporary connections and collection of amount billed. Also compare with their number during previous period and comment on deviation against expected number for the current period.
- Whether temporary connection has been disconnected or not after the completion of period for which temporary connection was taken.
- Any arrear on temporary connection.

Street lighting installations

Records of 25% street lighting installations shall be checked for the following:

- To check whether the correct load and energy consumption are considered correctly for the billing purpose.
- To check whether the maintenance charges have been correctly calculated and billed.
- To check that additional loads/installations serviced from time to time are correctly brought on to the consumers ledgers and accordingly monthly demand is raised thereof.
- To check whether the audit short claims, if any, are correctly demanded and collected.

Cash & Bank

- Physical Verification of cash in hand and reconciliation of the same with cash book.
- Verify accuracy and cutoff for cash transactions regarding recording of receipts in the same accounting period in which they have been received.

Analysis of receivables

- To check that defaulters list is being regularly received at the DC;
- To check that status is being updated at the DC regarding defaulters and efforts made for recovery, including service of notice for outstanding dues;
- To check whether dates are indicated on which:
    - Temporary disconnection orders are given effect to;
    - Permanent disconnection orders are given effect to;
- In case no such orders were implemented, ask reasons for the same;
- Check whether list of defaulters is showing an increasing trend.
- Check whether list for cases of permanent disconnections is prepared in compliance to Electricity Supply code 2004 for submission to Commission.

- To check whether outstanding charges/dues/amount of installment fixed along with disconnection and reconnection charges as may be applicable, are received in case where temporary disconnections been restored.
- In case of temporary disconnections made at request received from the consumer check whether all the monthly charges that are fixed in nature e.g. demand charge, minimum charge, meter rent etc. have been received from the consumer in advance. Also check whether disconnection / reconnections charges have been received from the consumer.
- In case of disputed / erroneous bills check that adequate records are being maintained for status of the dispute & its resolution. Also check on sample basis that in case the bill is found to be erroneous and accordingly a revised bill has been issued, whether adjustment has duly been made in the subsequent bill.

Audit of Expenses

- Check whether schedule of authority is compiled to for sanction of expenses;
- Check whether the expenses are adequately supported with evidence thereof;
- Check whether proper accounting is done of expenses incurred & controls are monitored to prevent payment being made for more than once;
- To check that expenses incurred have been as per allocation made in the budget for the relevant period. In other cases verify whether approval have duly been obtained;
- To ensure that classification of expenses has been done under correct expense head;
- To ensure that expenditure has been incurred with due regard to financial proprietary e.g. supplies in excess of requirements have not been have not been obtained, the expenditure has been incurred only for legitimate purposes etc.;
- To ensure that expenditure has not been unnecessarily incurred to prevent the lapse of budget allotment and the charges incurred during the year have not been met from the budget allotment for the next year without approval of the competent authority.

Others

- In case of seasonal consumers check whether the seasonal credit has been given correctly;
- Check whether regularization has been done of anomalies pointed out by vigilance, periodic inspection reports and other audits conducted;
- Report on maintenance of records at DCs;
- Checking compliance to tariff orders;
- Study the abnormal/sub-normal consumption in respect of high revenue yielding installations & report on the reasons for such variations;

- Compare the consumption pattern of similar industries/installations to highlight possible loss of revenue;
- Compare the average billing rate of revenue of the DC as a whole with average billing rate for each category of consumers. In case of average realization being significantly lesser than the overall average realization rate of the sub-division (of that category), investigate the reasons for the same and suggest remedial action, if any;
- Compare the average consumption per installation of the DC as a whole with average consumption for each category of consumers. In case of average consumption being significantly lesser than the overall average consumption of the DC (of that category), investigate the reasons for the same and suggest remedial action, if any;
- Compare the average revenue billed per installation of the DC as a whole with average revenue billed for each category of consumers. In case of average revenue billed being significantly lesser than the overall average demand of the sub-division (of that category), investigate the reasons for the same and suggest remedial action, if any;
- Analyze the balances of receivables (arrears in terms of number of days of demand) for each category of consumers and compare it individual with ledger balances. In case of large variations in the level of receivables in respect of a particular ledger, investigate the reasons, and suggest remedial action;
- Verify the meter reading and billing efficiency. In case the percentage of meter reading and billing is significantly lower, auditor should take immediate action to report the matter to the administrative authorities for taking immediate appropriate action. While reporting the matter auditor should quantify the loss of revenue on account of the above reason.
- Verify the collection efficiency. In case the percentage of collection efficiency is significantly lower as compared to the previous year, the auditor should report the matter to the administrative authorities for taking immediate appropriate action.
- Money receipt books have been handed over to line men w.e.f March 2016 for collection of revenue from consumers along with their regular work. While auditors visit the field office for doing their routine audit work , checks are to be done to verify that the total of all CAC issued against a particular money receipt book matches with the grand total of the Money receipt book and the revenue so collected is remitted by means of CRA. Also appropriate checks must be done to ensure that no error / fraud is done while implementing this practice in the field.
- To suggest remedial action and system improvement to avoid recurrence of error /anomaly pointed out by the statutory auditor/ CAG in their audit report

7.14 PHYSICAL VERIFICATION OF STORES

The inventory in the Distribution Company includes the materials bought for capital works and maintenance works. The peculiarity of some of the items of inventory is that they can be used for both the Capital Works and Maintenance Works.

Scope of the Audit of the Stores and Pricing in the Stores includes (but not limited to):

- Review of the Internal Controls in the Stores;
- Audit of Pricing of Issues;
- Review of valuation of Inter-store transfers;
- Review of age-wise analysis;
- Review of system of level of inventory;
- Periodic physical verification of inventory.

<u>Checklist:</u>

- Check whether the Store accounting is being done by following various Circulars and instructions issued in this regard by the Head office.
- Check whether initial records and other books of accounts are maintained properly;
- Check whether the Requisition books are maintained properly and issued by the appropriate authority;
- Check whether the Stores accounts are closed on the prescribed dates of the month and recorded in the accounts of the respective month;
- Check whether the reconciliation of the quantities is done on a timely basis;
- Check whether the priced stores ledger are maintained properly;
- Check whether the Stores Issues are valued at the prescribed pricing method;
- Check whether the monthly Stock balances are maintained as per the approved limits;
- Verify whether the Stock reconciliation certificate is prepared on a monthly basis and actions initiated in clearing the differences are taken:
    - In respect of the excess and shortages the explanations of the departmental staff is obtained, examined and approval of the officer concerned is available for the adjustments carried out in the ledger;
    - Check whether the adjustments have been made in the ledgers;
    - Check for no fictitious adjustments made in the ledger.
- Check whether the internal checks prescribed in the manual are conducted and registers for this purpose are maintained;
- To suggest remedial action and system improvement to avoid recurrence of error /anomaly pointed out by the statutory auditor/ CAG in their audit report

7.15 INTERNALAUDIT OF BOOKS OF ACCOUNTS AT RAO OFFICE

Scope of work as detailed hereunder is an attempt to outline road map in broad term with the objective of management to ensure compliance to Generally Accepted Accounting Practices /IND-AS/ Principles as well as requirement of the Companies Act, 1956 (now Companies Act 2013) / Income Tax Act / GST Act/Accounting Standards published by the Institute of Chartered Accountants of India besides accounting policies adhered to by the Company. This also includes timely reconciliation of various suspense heads of accounts and maintenance of proper subsidiaries duly reconciled with the books of accounts. The selected bidder shall work as facilitator for accomplishing the aforesaid objective and shall not confine to reporting aspect only.

The main emphasis of the audit of the quarterly accounts of RAO(s) should be to ensure that:-

- Indian Accounting Standards issued by the ICAI are being followed keeping in view the accepted accounting policies of the management
- The monthly trial balances incorporating all advice of transfer debits / advice of transfer credits, Inter Company Transactions, Store Issue Notes, Store Receipt Notes, DCB and other adjustment vouchers are submitted timely and properly.
- Reverse entries for outstanding liabilities have been passed at the beginning of the year.
- The provisions, including provisions for outstanding liabilities, pension, gratuity, contributory provident fund, NPS etc. are properly made and booked under proper head of accounts.
- Pre-paid expenses are properly accounted for.
- Credits on account of receipt against deposit works are transferred on completion of the work to consumer contribution and debit under work in progress is transferred to fixed assets on the basis of completion reports.
- Advice of transfer Debits / Advice of transfer credits and Inter Company Transfer have been originated well in time and are responded after due verification from the concerned timely.
- T33here are no minus balances under any head of accounts and if existed, steps taken to clear minus balances.
- Party wise list of debtors / creditors.
- All receipts and expenditure relating to the period have been properly booked under correct head of accounts.
- MIS & Accounts are tallying in respect of ED/ Cess etc.
- Proper and timely adjustments are being made in the books of accounts in respect of realization by adjustment.
- Year wise fixed asset-cum-depreciation register is prepared.
- Stores ledger balances are tallying with the balances appearing in the books of accounts.
- Valuation of closing stores inventory / scrap / obsolete / retrieved material and accounting

thereof should commensurate with the accounting as per AS read with accounting policies of the Company.

- All material issued for capital works should be booked under CWIP and proper monthly record of CWIP scheme wise, estimate wise is prepared by accounting unit.
- Capital works completed should be got transferred to fixed assets.
- All pay orders relating to deduction at source viz. CPF / EPF / NPS / Income Tax / Service Tax / WCT / Entry Tax etc. are sent within stipulated time period.
- The outstanding observations of previous Statutory Auditors are cleared.
- Required subsidiaries are properly maintained and reconciled with books of accounts.
- Reconciliation of Bank Accounts, Transfer within Circle, Advances for O&M supplies, Advances for Inter Unit Stores Account, liabilities of entry tax, liability for O&M supplies, sundry debtors collection a/c, sundry debtors for sale of power, Net salary payable a/c, unpaid salary a/c, bonus /ex-gratia and deduction at source viz. Income Tax, GPF, CPF, EPF, HPS, LIC etc. are properly done and all should tally with the subsidiaries.
- The Audit report should be prepared immediately after audit of trial balance of the RAO and should be submitted to the Chief General Manager immediately.
- To suggest remedial action and system improvement to avoid recurrence of error /anomaly pointed out by the statutory auditor/ CAG in their audit report

8. MINIMUM FEES:

- As required for provision, the minimum fees have been calculated as under:

Group	Region/ Circle Office	Total no. Of Auditee Offices as per Annexure-II	Estimated Fees (Rs)
A	O&M circle Bhopal & Raisen + Harda	66	1980000
B	City Circle Bhopal + O&M Circle Vidisha + Bhopal region	63	1890000
C	O&M Circle Narmadapuram & Betul	74	2220000
D	O&M Circle Shivpuri + City Circle Gwalior	60	1800000
E	O&M Circle Sehore + O&M Circle Rajgarh	62	1860000
F	O&M Circle Bhind + O&M Circle Morena	66	1980000
G	O&M Circle Gwalior + Datia + Gwalior Region	47	1410000
H	O&M Circle Guna + Ashok Nagar + Sheopur	61	1830000
Total Estimated cost of Tender			**14970000**

Note:-

1. For Physical verification of Area Store 2 offices for each store has been considered i,e. one for FY 2025-26 and one for 2026-27.

2. For Books of Accounts 2 offices for each accounting unit has been considered i,e. one for FY 2025-26 and one for 2026-27.

3. The fees mentioned above are exclusive of taxes. Bidder has to quote the fees exclusive of taxes. The taxes as applicable will be paid extra by MPMKVVCL

4. In case, apart from above offices any additional office is found and required to be audited, the same may be awarded to the selected bidder for that Group.

ANNEXURE -1

I. <u>LIST OF GROUPS FOR WHICH BIDS ARE REQUIRED:</u>

Group	Region/ Circle Office
A	O&M circle Bhopal & Raisen + Harda
B	City Circle Bhopal + O&M Circle Vidisha + Bhopal region
C	O&M Circle Narmadapuram & Betul
D	O&M Circle Shivpuri + City Circle Gwalior
E	O&M Circle Sehore + O&M Circle Rajgarh
F	O&M Circle Bhind + O&M Circle Morena
G	O&M Circle Gwalior + Datia + Gwalior Region
H	O&M Circle Guna + Ashok Nagar + Sheopur

II. LIST OF NUMBER OF OFFICES FOR THE ABOVE GROUPS A to H

S. No.	Region / Circle Office	D/C"s for Revenue Audit	Offices for System and Exp. Audit				Offices for Books Of Accounts Audit	Physical Verification Yearly	Total
		Audit(Block period for 2023-24 to 2025-26	Division Off.	Circle	STC/STM/NSC	Civil Div	RAO	STORE	
1	O&M circle Bhopal	19	**4**	**1**	**2**		**2**		**28**
2	O&M Raisen	18	3	1	2			-	**24**
3	O&M Harda	10	2	1	1				**14**
	Total Offices in Group A	**47**	**9**	**3**	**5**	**0**	**2**	**0**	**66**
1	City Circle Bhopal	27	5	1	3		2		**38**
2	O&M Circle Vidisha	17	2	1	1	0			**21**
3	Bhopal Region Office	-	-	1	0	1		2	**4**
	Total Offices in Group B	**44**	**7**	**3**	**4**	**1**	**2**	**2**	**63**
1	O&M Circle N'puram	26	4	1	2		2		**35**
2	O&M Circle Betul	33	3	1	2				**39**
	Total Offices in Group C	**59**	**7**	**2**	**4**	**0**	**2**	**0**	**74**
1	O&M Circle Shivpuri	25	3	1	2			--	**31**
2	City Circle Gwalior	22	4	1	2			--	**29**
	Total Offices in Group D	**47**	**7**	**2**	**4**	**0**	**0**	**0**	**60**
1	O&M Circle Sehore	24	2	1	1				**28**
2	O&M Circle Rajgarh	27	4	1	2				**34**
	Total Offices in Group E	**51**	**6**	**2**	**3**	**0**	**0**	**0**	**62**
1	O&M Circle Bhind	21	4	1	2			--	**28**
2	O&M Circle Morena	29	4	1	2		2	--	**38**
	Total Offices in Group F	**50**	**8**	**2**	**4**	**0**	**2**	**0**	**66**
1	Gwalior Region Office	-	-	1	0	1		2	**4**
2	O&M circle Gwalior	19	3	1	1		2		**26**
3	O&M Datia	13	2	1	1			-	**17**
	Total Offices in Group G	**32**	**5**	**3**	**2**	**1**	**2**	**2**	**47**
1	O&M Circle Guna	**19**	2	1	1	1	2	2	**28**
2	O&M Ashoknagar	11	2	1	1				**15**
3	O&M Circle Sheopur	14	2	1	1			--	**18**
	Total Offices in Group H	**44**	**6**	**3**	**3**	**1**	**2**	**2**	**61**
	Total Offices(A to H)	**374**	**55**	**20**	**29**	**3**	**12**	**6**	**499**

III. DETAILED LIST OF OFFICES (CIRCLEWISE/ DIVISIONWISE/ DISTRIBUTION CENTRES)

Group	Region	Circle	Division	S. No	DC/Zone
A	Bhopal	O&M Circle Bhopal	(O&M) Dn. Bhopal	1	Khajuri Sadak
				2	Intkhedi
				3	Parwaliya sadak
				4	Sukhisewaniya
				5	Gunga
				6	Berasiya
				7	Lalariya
				8	Nazeerabad
				9	Ratibad
				10	Bagroda
				11	Kajlikheda
			(O&M) Dn. Bhairunda	12	Bhairunda
				13	Ladkui
				14	Gopalpur
			(O&M) Dn. Budhni	15	Rehti
				16	Shahganj
				17	Budhni
				18	Baktara
			(IGC) Dn. Mandideep	19	Mandideep (U)
			STC & STM Dn. Mandideep, Budni & Bhairunda		
			STC & STM Dn. Bhopal		
		Accounting Unit O&M Bhopal			
		O&M Circle Raisen	O&M Raisen Division	1	Raisen Town Zone
				2	Raisen (R)DC
				3	Kharbai DC
				4	Salamatpur DC
				5	Dehgoan DC
				6	Begumganj Town DC
				7	Begumganj R DC
				8	Gairatganj DC
				9	Silwani DC
			Obaidullaganj Division	10	Obaidullaganj DC
				11	Mandideep Rural DC
				12	Goharganj DC
				13	Chiklod DC

			Bareli Division	14	Bareli (T)
				15	Badi DC
				16	Udaipura DC
				17	Khargone DC
				18	Deori DC
			STM/STC Division Bareli & O.ganj		
			STM/STC Division Raisen		
		O&M Circle Harda	(O&M) Dn. Harda North	1	Harda City Zone
				2	Harda North D/c
				3	Harda South D/c
				4	Masangoan D/c
				5	Khirkiya D/c
				6	Charuwa D/c
			(O&M) Dn. Harda South	7	Timarni D/c
				8	Rehatgaon D/c
				9	Kartana D/c
				10	Sirali D/c
			STC/STM Dn. Harda		

B	**Bhopal**	**City Circle Bhopal**	City Division East Bhopal	1	Anand Nagar
				2	Ayodhya Nagar
				3	Bhanpur
				4	Chandbad
				5	Industrial Gate
				6	Karond
			City Division North Bhopal	7	BAIRAGARH
				8	BUS STAND
				9	CITY KOTWALI
				10	IMAMI GATE
				11	SULTANIA
				12	INDRAVIHAR
				13	CHHOLA
			City Division South Bhopal	14	BHADBHADA
				15	E-4 ARERA COLONY
				16	JAHANGIRABAD
				17	KOTRA
				18	MP NAGAR
				19	T.T. NAGAR
			City Division West Bhopal	20	Vidhya Nagar
				21	Shakti Nagar
				22	Shahpura

				23	Vallabh Nagar
				24	Katara Hills
			City Division Kolar Bhopal	25	Danishkunj
				26	BAIRAGARH CHICHILI
				27	MISROD
			NSC Division		
			STC Division		
			STM Division		
		Accounting Unit City Bhopal			
		O&M Circle Vidisha	Vidisha (O&M) Division	1	Vidisha (T)Zone 1 DC
				2	Vidisha (T) Zone 2DC
				3	Shamshabad DC
				4	Vidisha(R) DC
				5	Gyaraspur DC
				6	Mirzapur DC
				7	Nateran DC
			Basoda (O&M) Division	8	Pathariya DC
				9	Anandpur DC
				10	Basoda(T) DC
				11	Sironj(T)
				12	Lateri Dc
				13	Kurawai
				14	Bagroda Dc
				15	Pathari DC
				16	Ganj Dc
				17	Tyonda Dc
			STC/STM Division Vidisha		
		Regional Office Bhopal			
		Area Store Bhopal			
		Civil Div.			

C	**Bhopal**	**O&M Circle Narmadapuram**	(O&M) Dn.office Narmadapuram	1	N'Puram I City Zone
				2	N'Puram II City Zone
				3	N'Puram (R) D/c
				4	Dolariya D/c
				5	Seoni Malwa Town Zone
				6	SeoniMalwa (R)
				7	Shivpur D/c
				8	Baghwada DC
			(O&M) Dn. Itarsi	9	Itarsi City Zone

				10	Pathrota D/c
				11	Gurra D/c
				12	Kesla D/c
			(O&M) Dn.Sohagpur	13	Sohagpur U D/c
				14	Sohagpur R D/c
				15	Shobhapur D/c
				16	Semriharchand D/c
				17	Makhan Nagar D/c
				18	Ari D/c
			(O&M) Dn.Pipariya	19	Pipariya Town Zone
				20	Pipariya Rural
				21	Pipariya North D/c
				22	Pipariya South D/c
				23	Sandiya D/c
				24	Pachmari Town Zone
				25	Bankhedi D/c
				26	Chandone D/c
			STC/STM Dn. N'Puram & Itarsi		
			STM/STM Dn. Pipariya&Sohagpur		
		Accounting Unit Narmadapuram			
		O&M Circle Betul	(O&M) Betul South	1	Betul City Zone One
				2	Betul City Zone Two
				3	Betul (R) D/c
				4	Betul Bazar D/c
				5	Khedi D/c
				6	Padhar D/c
				7	Bhainsdehi D/C
				8	Sawalmendha D/c
				9	Satner D/c
				10	Jhallar D/c
				11	Athner D/c
			(O&M)Betul(N) Dn.	12	Amla (Town) Zone
				13	Amla (R) D/c
				14	Sarni (Town) Zone
				15	Bordehi D/c
				16	Khedlibazar D/c
				17	Ambada D/c
				18	Chicholi D/c
				19	Chunahazuri D/c

				20	Bheempur D/c
				21	Shahpur D/c
				22	Bhoura D/c
				23	Ghoradongri D/c
			(O&M) Multai Dn.	24	Multai (T) Zone
				25	Multai (Rural) D/c
				26	Prabhatpattan D/c
				27	Raiamla D/c
				28	Masod D/c
				29	Sarni (Town) Zone
				30	Saikheda D/c
				31	Joulkheda D/c
				32	Dunawa D/c
				33	Ghat biroli D/c
			STC/STM Dn. Betul (south) & Multai		
			STC/STM Dn. Betul (North)		

D	**Gwalior**	**O&M Circle Shivpuri**	(O&M) Dn. Shivpuri-I	1	East Zone Shivpuri
				2	West Zone Shivpuri
				3	Barodi D/C
				4	Shivpuri-R DC
				5	Pohari-I D/C
				6	Pohari-II D/C
				7	Bairad-I D/C
				8	Bairad-II D/C
				9	Satanwada DC
			(O&M) Dn.Shivpuri-II	10	Kolaras (U) D/C
				11	Kolaras (R) D/C
				12	Rannod D/C
				13	Khatora D/C
				14	Badarwas D/C
				15	Karera D/C
				16	Magroni D/C
				17	Kheraghat D/C
				18	Narwar D/C
				19	Dinara D/C
			(O&M) Dn.Pichhore	20	Pichhore (U) D/C
				21	Pichhore (R) D/C
				22	Khaniyadhana (U) D/C
				23	Khaniyadhana (R) D/C
				24	Bhonti D/C

				25	Khod D/C
			STC/STM Dn. Shivpuri-1		
			STC/STM Dn. Shivpuri-II & Pichore		
		City Circle Gwalior	East Dn Gwalior	1	CITY CENTER
				2	THATIPUR
				3	MORAR
				4	BARADARI
				5	DD Nagar
				6	Maharajpura
				7	Mahalgaon
			South Dn. Gwalior	8	KAMPOO
				9	SIKANDAR KAMPOO
				10	GOL PAHADIYA
				11	Batallian
			North Dn. Gwalior	12	PHOOLBAGH
				13	TANSEN
				14	BIRLA NAGAR
				15	LADHERI
				16	VINAY NAGAR
				17	TRANSPORT NAGAR
			Central Dn. Gwalior	18	CSS
				19	CHAWDI (CPSS)
				20	LAXMI GANJ
				21	BARAGHATA
				22	SHINDE KI CHHAVNI (SKC)
			STC Division Gwalior		
			STM Division Gwalior		

E	**Bhopal**	**O&M Circle Sehore**	(O&M) Dn. Sehore	1	Sehore I City Zone
				2	Sehore II City Zone
				3	Bijori D/c
				4	Thoona D/c
				5	Bilquisganj D/c
				6	Naplakhedi
				7	Ichhawar D/c
				8	Diwadiya D/c
				9	Bhaukhedi D/c
				10	Amlaha D/c
				11	Brijishnagar D/c
				12	Syampur D/c

				13	Ahmadpur D/c
				14	Doraha D/c
				15	Khajuri Kala D/c
			O&M Dn. Ashta	16	Ashta Town Zone
				17	Kothari D/c
				18	Khachrod D/c
				19	Siddiqganj D/c
				20	Bager D/c
				21	Hakimabad D/c
				22	Maina D/c
				23	Jawar D/c
				24	Mehatwada D/c
			STC /STM Division Sehore		
		O&M Circle Rajgarh	O&M Dn. Rajgarh	1	Rajgarh-U
				2	Rajgarh-R
				3	Khilchipur-II
				4	Pachore-U
				5	Pachore-R
				6	Khujner
			O&M Dn. Jeerapur	7	Zeerapur
				8	Zeerapur-I
				9	Khilchipur-I
				10	Machalpur
				11	Chhapiheda
			O&M Dn. Bioara	12	Biaora-U
				13	Biaora-R
				14	Suthaliya
				15	Malawar
				16	Gindorhat
				17	Sarangpur Town
				18	Padliyamata
				19	Mau
			O&M Dn. N'garh	20	Narsinghgarh-R
				21	Narsinghgarh-U
				22	Gadiya
				23	Boda
				24	Kurawar
				25	Talen
				26	Jhadla
				27	Eklera

			STM/STC DIVISION OFFICE RAJGARH/JEERAPUR		
			STM/STC DIVISION OFFICE BIOARA/NARSINGHGARH		
F	Gwalior	O&M Circle Bhind	O&M Dn. Bhind	1	Bhind W/w zone
				2	Bhind ITI Zone
				3	Bhind Rural DC
				4	Ater DC
				5	Ethar DC
				6	Phoop DC
				7	Umari DC
			O&M Dn. Mehgaon	8	Barhad DC
				9	Mehgaon DC
				10	Gormi DC
				11	Amayan DC
			O&M Dn. Gohad	12	Gohad Town
				13	Keeratpura DC
				14	Mau DC
				15	Gohad Rural DC
			O&M Dn. Lahar	16	Lahar DC
				17	Daboh DC
				18	Ashwar DC
				19	Mihona DC
				20	Ron DC
				21	Alampur DC
			STC/STM Division Mehgaon Gohad		
			STC/STM Division Bhind-Lahar		
		O&M Circle Morena	O&M Dn. Morena-I	1	Ganesh pura Zone
				2	Morena Rural DC
				3	Morena City zone
				4	Dattpura zone
			O&M Dn. Morena-II	5	Sumaoli D/C
				6	Bagchini D/C
				7	Jigni D/C
				8	Hetampur D/C
				9	Banmore D/C
				10	Noorabad D/C
			O&M Dn. Ambah	11	Ambah City Zone
				12	Ambah Rural DC
				13	Thara DC

				14	Rachhed DC
				15	Dimni D/C
				16	Khadhiyahar DC
				17	Porsa D/C
				18	Rajodha D/C
			O&M Dn. Sabalgarh	19	Sabalgarh (T) Zone
				20	Sabalgarh (R) D/C
				21	Rampur D/C
				22	Jhundpura D/C
				23	Kailaras D/C
				24	Pahargarh D/C
				25	Sujarma D/C
				26	Kanhar
				27	Alapur
				28	Sankara
				29	Joura (T) Zone
			STC/STM Division Morena-I Dn. & Sabalgarh		
			STC/STM Division Morena-II & Ambah		
		Accounting Unit Morena			

G	Gwalior	**Regional Office Gwalior**			
		Area Store Gwalior			
		Civil Div.Gwalior			
		O&M Circle Gwalior	O&M Division Gwalior	1	Morar DC-
				2	Hastinapur DC-
				3	DC-Utila
				4	Sakhiyavlash DC-
				5	Motijheel Town DC
				6	Motizeel DC
				7	Mohna DC
				8	Barai DC
				9	Ghatigaon DC
			O&M Division- Dabra	10	Dabra (U) DC
				11	Dabra R DC
				12	Aantri DC
				13	Pichore DC
				14	Tekanpur DC
				15	Bhitarwar DC
				16	Deorikalan DC

				17	Chinor DC
				18	Karhiya DC
			O&M Division Malanpur	19	DC-Malanpur
			STC/STM Division Gwalior		
		Accounting Unit Gwalior			
		O&M Circle Datia	(O&M) Dn. Datia	1	Datia Town
				2	Datia Rural Dc
				3	Basai Dc
				4	Badoni Dc
				5	Udgawan Dc
				6	Sitapur Dc
				7	Unnao Dc
			(O&M) Dn. Seodha	8	Seodha Dc
				9	Indergarh-I Dc
				10	Indergarh-II Dc
				11	Tharet Dc
				12	Bhander DC
				13	Salon DC
			STC/STM Div. Datia		
H	**Gwalior**	O&M Circle Guna	O&M Division Guna	1	Guna city zone
				2	Guna Cantt Zone
				3	Guna (R) D/c
				4	Bhadora D/c
				5	Fatehgarh DC
				6	Bamori D/c
				7	Myana D/c
				8	Aron D/c
				9	Rampur D/c
				10	Pagara D/c
				11	Bajrangarh D/c
			O&M Dn. Raghogarh	12	Raghogarh D/c
				13	Maksoodangarh D/c
				14	Ruthiyai D/c
				15	Jamner D/c
				16	Binaganj D/c
				17	Chachoda D/c
				18	Mrigwas D/c
				19	Kumbhraj D/c
			STC /STM Division Guna		
			Civil Division Guna		
		Accounting Unit Guna			

		O&M Circle Ashoknagar	(O&M) Dn. Ashoknagar	1	Ashoknagar Town Zone
				2	Naisarai DC
				3	Awari DC
				4	Toomen DC
				5	Shadora DC
				6	Isagarh DC
				7	Chanderi DC
			(O&M) Dn. Mungaoli	8	Mungaoli Town
				9	Bahadurpur DC
				10	Mirkabad DC
				11	Piprai DC
			STC/STM Div. Ashoknagar		
		O&M Circle Sheopur	O&M Dn. Sheopur (South)	1	Sheopur Town
				2	Sheopur Rural Dc
				3	Baroda D/C
				4	Pandola D/C
				5	Karhal D/C
			O&M Dn. Sheopur (North)	6	Dhoti D/C
				7	Soikalan D/C
				8	Bhogika Tiraha
				9	Dhondhar Dc
				10	Vijaypur (I) D/C
				11	Vijaypur-(II) D/C
				12	Gaswani D/C
				13	Veerpur D/C
				14	Raghunathpur D/C
			STC/STM Division Sheopur		

ANNEXURE -2

Format for Price Bid

Price Bid for the Group A to H (Please mention Group for which bid is applied)

		2023-24 to 2025-26(LT Revenue Audit) 2023-24 to 2025-26(S & E Audit) 2025-26&2026-27 (Books of A/c), PV of Area Store for 2025-26&2026-27 Fees (In Rs.)
1	Fees for audit of all Auditee Offices for the block period including all T.A. /D.A., Lodging, Boarding, out of pocket expenses etc.(Excluding GST) complete as per all Terms and conditions mentioned in the Tender Document.	

Quoted Fees = (In words and in Figures) **(A)**

Total Number of Auditee Offices in the Group **(B)**

Quoted Fees per Auditee Office (A)/(B)

The Bids shall be opened as per the sequence mentioned in ***Annexure 9***. If a bidder bids for more than one group and selected for one Group then their bid for the other Groups shall not be opened and treated as null and void, as NO bidder shall be appointed as Internal Auditor for more than one (1) Group.

(To be signed by an authorized signatory of the Bidder / Consortium Leader, along-with seal of firm)
Title of Authorized Signatory
Name of Firm
Date and Place

NOTE:

1. The Price Bid shall be submitted as a „fixed price" quote for the deliverables specified in this document.
2. All prices should be in INR and shall be specified in figures and words and price should be in whole number.
3. It may please be noted that payment shall be released, as specified above in the Tender Document, subject to satisfactory progress of the work.
4. If there is a discrepancy between words and figures, the amount in words will prevail. However, if the amount quoted in words is not legible or not clear in meaning, MPMKVVCL, Bhopal may consider the amount quoted in figures as final. Such offers may also be rejected at the sole discretion of MPMKVVCL, Bhopal.

ANNEXURE -3

Covering Letter for submission of Bid
(The covering letter is to be submitted by the Bidder on its Letterhead)

Reference No. **Date:**

To,

Chief General Manager (Proc.)
O/o MD(CZ), MPMKVVCL,
Nishtha Parisar,Govindpura, Bhopal.

Sub: Bid for Appointment of Internal Auditors of Field Offices of MPMKVVCL for the block period from FY 2023-24 to 2025-26 (Tender Specification No MD/MK/04/TS-…. For Group……

Dear Sir,

In response to subjected Tender Specification issued by MPMKVVCL, we offer our PROPOSAL to participate in the bidding process for selection of the "Internal Auditors at the Circle Level" for group …..

We are submitting this PROPOSAL on our own. If selected, we understand that it would be on the basis of the organizational, technical, financial capabilities and experience as specified in the Tender document.

We understand that the basis for our qualification will be our PROPOSAL, and that any circumstance affecting our continued eligibility under the Tender document, or any circumstance which would lead or have led to our disqualification under the Tender document, shall result in our disqualification under this process.

We understand that you are not bound to accept any or all our PROPOSALS you receive.

We declare that we have not entered into any sub-contracting arrangement with any other person or firm including the other Bidders for the assignment, in connection with the preparation and/or submission of our PROPOSAL for the assignment, or preparation of the bidding documents.

We submit herewith, authenticated copies of the firm"s Partnership Deed (as applicable).

We declare that we have disclosed all material information, facts and circumstances to the MPMKVVCL, which would be relevant to and have a bearing on the evaluation of our PROPOSAL and selection.

We acknowledge and understand that in the event that MPMKVVCL discovers anything contrary to our above declarations; it is empowered to forthwith disqualify us and our

PROPOSAL from further participation in the process.

For information/ clarification Mr ....(Name of the Partner) , address, email id, telephone number may be contacted.

We hereby state that we have read and understood the terms and conditions of the Tender document and agree to abide by the same. We further agree to undertake the said assignment to the satisfaction of MPMKVVCL, Bhopal and as per the terms and conditions of the tender document.

Yours faithfully,
Partner of the Bidder / Consortium Leader
Name & Seal of Signatory
Address:

Note: Partners of the Partnership Firm will sign the letter.

ANNEXURE -4

UNDERTAKING

(The letter is to be submitted by the Bidder on its Letterhead)

Reference No. **Date:**

To,

Chief General Manager (Proc.)
O/o MD(CZ), MPMKVVCL,
Nishtha Parisar,Govindpura, Bhopal.

We hereby undertake to perform the work for the entire contract period and as per scope of work and all other terms and conditions of the tender document.

Thanking You,

…………………………….
(Signature of Partner of the Bidder / Consortium Leader)

Name…
Date…
Place…

ANNEXURE- 5

Bidders Background and Qualifications – Evaluation Criteria for Selection of Internal Auditor

A) Technical Evaluation

The evaluation criteria for selecting the auditor are mentioned below:-

S. No.	Particulars	Information	Enclosures
1	Name of the Firm		Latest Partnership Deed
2	Address of the Head Office of the Firm (Phone No., Email id, fax, Mobile No., Address)		
3	Firm Registration No. (as mentioned in the constitution certificate)		Latest constitution certificate of the Firm issued by ICAI
4	Whether the Head Office / Branch Office is in Bhopal/ Gwalior/		-do-
5	Whether any Office of Operation is in the Circle of the Group.		-do-
6	No. of Branches of the Firm		
7	Address of Branches with the Date of Opening		
8	Number of Full-time Partners with the firm		
9	Name of the Partners in the firm along with their membership number issued by ICAI, and the year of association with the firm		
10	Team Leader to be assigned on the assignment with their qualification		Biodata with experience of the Team Leader likely to be assigned to the task
11	No. and name of the Professionals to be provided by the bidder on the assignment.		Biodata of the Audit Officers likely to be assigned on the task.

S.No.	Criteria	Document of submitted
1	Turnover of the firm (Average annual turnover in last three financial yrs.) (FY 2022-23, 2023-24 and 2024-25)	Copy of audited financial statement or income expenditure A/c and Receipt Payments A/c whichever is applicable along with return of income tax for the financial year
2	Establishment of the firm and age as of 31.03.2026	Copy of constitution certificate issued by concerned institute
3	Total Experience in Internal Audit of any electricity distribution Company in India (During Last 15 years i.e. from FY 2010-11)	Copies of engagement order, terms of reference & completion certificate
4	Number of Staff	
4.1	Qualified CA	Firm Card
4.2	Semi Qualified (Inter CA)	Firm Card
4.3	Articles	Member Card
4.4	Diploma in Information & System Audit (DISA) or Diploma in IS Audit & Control qualified Employee	Copy of certificate issued by concerned institute
5	Number of full-time working partners as on 31.03.2026	Firm Card
6	Head Office located at Bhopal/ Gwalior/ Location of the group for which bid applied	Firm Card
7	No. of Years under Peer Review	Peer Review Certificates

Note :

1. The financial bid will be opened as per the sequence mentioned in Anneure-1.
2. Documentary evidence is to be provided in support of the above criteria.
3. Attach copies of the audited financial statements of FY 2024-25.

ANNEXURE -6

(This undertaking is to be submitted along with the Technical Bid.)

(This undertaking should be on a non-judicial stamp paper of Rs. 500/-duly notarized)

To,

Chief General Manager (Proc.)
O/o MD(CZ), MPMKVVCL,
Nishtha Parisar,Govindpura, Bhopal.

Dear Sir,

Sub: Bid for Appointment of Internal Auditors for Group……, MPMKVVCL, Bhopal (Tender Specification No.MD/MK/04/…….. (due for opening on ……..)

This undertaking is submitted in respect of the appointment of Internal Auditors for Circle Office of MPMKVVCL, Bhopal, in response to the tender document issued by MPMKVVCL, Bhopal and subsequent amendment thereof.

We hereby confirm that:

1. We have never been blacklisted by any Government Department or Public Sector Undertaking of any State Government in India or the Government of India for practicing in India.
2. We have no pending or contemplated legal suit or criminal cases on grounds of turpitude or for violation of any other law in force.

We understand and agree that if the information mentioned above is found to be incorrect at any stage of this Bidding Process; our Bid shall be considered as non-responsive and rejected accordingly. If this undertaking is found to be incorrect post the issue of LoA, then such LoA issued shall be cancelled and the contract terminated, without any liability to either Party. Under such circumstances, however, we acknowledge and accept the right of MPMKVVCL to encash our EMD/BG.

We further understand and agree that if the Audit is awarded to us and this undertaking is found to be incorrect after execution of the work, the order of appointments stands terminated, without any liability to either Party. Under such circumstances, however, we acknowledge and accept the right of MPMKVVCL to encash our security deposit.

……………………………………………..
(Signature of the Partner of the Firm/ Consortium Leader)

Name…
Date…
Place…

ANNEXURE -7

Format for Clarification in Tender Document

Sl. No.	Clause no. and existing provision	Clarification required	Rationale for the clarification

Note: Kindly sent query before pre-bid meeting in email id i.e. gmproc04@gmail.com & aoaudit.cz@gmail.com

ANNEXURE -8

„Composite Report‟ format for the Audit of Auditee Office

………… Auditee Office

Audit Dates
Audit Firm
Partner in Charge
Manager
Team Leader
Audit Team
Report discussed and finalized on

A.	**Contents**	
B.	**Executive Summary**	
	A summary shall be included classifying issues as follows	**The issues shall also be classified on the basis of their nature as Design deficiency, Operational inefficiency, System Deficiency.**
	Priority I Issues	**This shall include issues requiring Immediate Implementation / Compliance & having high business impact.**
	Priority II Issues	**This shall include issues requiring Implementation / Compliance in medium & Long term & having low business impact.**

C. Current Year Issues

	Sr. No	Issue / Root Cause	Implication/ Risk	Recommendation	Management Response

D. Follow-up of Previous Reports

	Sr. No.	Summarized Agreement	Agreed Implementation Date	Current Implementation Status	Current Recommendation	Current Implementation Plan

Audit Dates						
E.	Category wise list of audit short claims					
	Category of consumer		**Audit short claim**			Remarks
			Energy Charges	**Interest**	**Others**	

…………………………….
(Signature of Partner of the Bidder / Consortium Leader)

Name: ……………………………..
Date: ……………………………..
Place: ……………………………..

ANNEXURE -9

Group	Region/ Circle Office
A	O&M circle Bhopal & Raisen + Harda
B	City Circle Bhopal + O&M Circle Vidisha + Bhopal region
C	O&M Circle Narmadapuram & Betul
D	O&M Circle Shivpuri + City Circle Gwalior
E	O&M Circle Sehore + O&M Circle Rajgarh
F	O&M Circle Bhind + O&M Circle Morena
G	O&M Circle Gwalior + Datia + Gwalior Region
H	O&M Circle Guna + Ashok Nagar + Sheopur

Note:- The Bids shall be opened as per the sequence mentioned above. If a bidder bids for more than one group and selected for one Group then their bid for the other Groups shall not be opened or treated as null and void, as NO bidder shall be appointed as Internal Auditor for more than one (1) Group.

ANNEXURE -10

Indicative Performance Parameters of the work of Internal Auditor

The performance of the Auditor shall be determined based on the following parameters:

- Feedback from the competent authority of the Company;
- Elapsed time for issue of reports – completion of audit work to draft report;
- Elapsed time for issue of reports – draft to final report;
- % unsatisfactory audit opinions (not more than 10%);
- % of recommendations accepted (not less than 50% - 70%);
- Number of repeat audit findings;
- Amount of direct savings potential as a result of audits;
- Amount of measurable savings achieved as a direct result of audits;
- Number of major process improvements implemented as a result of audits;
- Extent of reliance External audit can place on Internal Audit;
- Extent of advice given; and
- Number of best practice ideas shared

In addition to the above list, the Internal Auditor is also expected to follow and meet the minimum standards for Internal Audit as prescribed from time to time.

ANNEXURE -11

ON LETTER HEAD OF THE CONCERNING AUDITEE OFFICE
(To be issued by DC/Zone In charge)

CERTIFICATE OF COMPLETION OF INTERNAL AUDIT

I, (Name of officer) , (Designation of officer) , O/o ____________________ has certified that M/s (Name of CA Firm) has conducted the LT Revenue audit of (Name of DC/Zone) for the period __________ from _____to _________as per order No. _______________dated __________.

It is further certified that we have discussed at length the observations raised by the Audit and the initial result of our discussion is as under:-

1) No. of Para raised by audit

Particulars	No. of Para	Amount
With Recovery		
Without Recovery		N/A
Total No. of Para‟s		

2) Para which is accepted/not accepted

Particulars	No. of Para		Amount	
	Accepted	Not Accepted	Accepted	Not Accepted
With Recovery				
Without Recovery			N/A	N/A
Total				

3) Para‟s on which opinion of Division office is required and comments of division on Para‟s Not Accepted by the Dc/Zone in charge are separately enclosed as "Annexure-A".

Further, it will be ensured on our part that the demand against accepted Para‟s (with recovery) will be raised in the next billing cycle and the compliance will be sent within 30 days.

4) Internal Auditor feedback (Please Comment and rate on scale from 1 to 10)

…………………………………………………………………………………………………

…………………………………………………………………………………………………

Date: - **(Seal & Signature of Office in charge)**
Place: - **Name of Office**

It is certified that we have discussed with the DC/Zone in charge and his/her views are duly incorporated above.

Date: - **(Seal of CA Firm & Signature of Audit Officer)**
Place: - **Name Of Audit Officer**

(This Document will be prepared by the Audit Team of CA Firm)

"Annexure-A"

1) Para"s Not Accepted by DC/Zone:-

Para No.	Brief Description of Para	Amount involved	Agreed/Not Agreed by comments of DC/Zone

2) Para"s on which opinion of division office is required:-

Para No.	Brief Description of Para	Amount involved	Opinion of Division

Date: - **(Seal & Signature of Office DC/Zone in charge)**
Place: - **Name of Office**

Date: - **(Seal & Signature of Division in charge)**
Place: - **Name of Office**

(This Document will be prepared by the Audit Team of CA Firm)

Note:- Same format may be used for the completion certificate of Books of Accounts Audit and Physical Verification of Area Stores.

ON LETTER HEAD OF THE CONCERNING DIVISION
(To be issued by the Divisional Engineer for System & Expenditure Audit of their Division)

CERTIFICATE OF COMPLETION OF INTERNAL AUDIT

I, (Name of officer) , (Designation of officer) , O/o ______________________ has certified that M/s (Name of CA Firm) has conducted the audit of System & Expenditure of (Name of Division) for the period _ from ____to _____as per order No. __________________________________dated _.

It is further certified that we have discussed at length the observations find out by the Audit and the initial result of our discussion is as under:-

1) No. of Para raised by audit

Particulars	No. of Para	Amount
With Recovery		
Without Recovery		N/A
Total No. of Para"s		

2) Para which is accepted/not accepted

Particulars	No. of Para		Amount	
	Accepted	Not Accepted	Accepted	Not Accepted
With Recovery				
Without Recovery			N/A	N/A
Total				

3) Para"s on which opinion of Circle office is required and comments of Circle on Para"s Not Accepted by the Division in charge are separately enclosed as "Annexure-AA".

Further, it will be ensured on our part that the demand against the accepted No. of Para"s (with recovery) will be recovered and the compliance will be sent within 30 days.

4) **Internal Auditor feedback (Please Comment and rate on scale from 1 to 10)**
……
……

Date: - **(Seal & Signature of Division in charge)**
Place: - **Name of Office**

It is certified that we have discussed with the Division in charge and his/her views are duly incorporated above.

Date: - **(Seal of CA Firm & Signature of Audit Officer)**
Place: - **Name Of Audit**

(This Document will be prepared by the Audit Team of CA Firm)

"Annexure-AA"

3) Para"s Not Accepted by the Division:-

Para No.	Brief Description of Para	Amount involved	Agreed/Not Agreed by comments of Division

4) Para"s on which opinion of Circle office is required:-

Para No.	Brief Description of Para	Amount involved	Opinion of Circle

Date: - **(Seal & Signature of Office DC/Zone in charge)**
Place: - **Name of Office**

Date: - **(Seal & Signature of Division in charge)**
Place: - **Name of Office**

(This Document will be prepared by the Audit Team of CA Firm)

Note:- Same format may be used for the completion certificate of Books of Accounts Audit and Physical Verification of Area Stores.

ANNEXURE -12

PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE

(To be stamped in accordance with stamp Act)

Ref: ……………………………….
Bank Guarantee No……………..…
Dated…………………………........

To,
Chief Financial Officer,
Madhya Pradesh MadhyaKshetraVidyutVitaranCompany ltd.
NishthaParisar, Govindpura, Bhopal
Madhya Pradesh.

Dear Sirs,

In consideration of Madhya Pradesh Madhya KshetraVidyutVitaranCompany Ltd. (hereinafter referred to as the „Owner‟ which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/S …... with its registered/Head office at …………………… (Herein after referred to as the internal auditor which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a Contract by issue of Owner‟s Letter of Award No.………………………..dated ……………and the same having been unequivocally accepted by the internal auditor, resulting in a Contract bearing No.…………………Dated…………………Valued at ………………………..for………………………(Scope of Contract) and the inter auditor having agreed to provide aContract Performance Guarantee for the faithful performance of the entire Contract equivalent to ……………. (%)… ....(Percent) of the said value of the Contract to the Owner.
We ………………………………………………………………………… (Name and Address of the Bank).
Having its Head Office at ……………………(hereinafter referred to as the „Bank‟ which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the Owner, on demand any and all monies payable by the internal auditor to the extent of…………………………..as aforesaid at any time upto.....................................(days/month/year) without any demur, reservation, contest recourse or protest and/or without any reference to the Internal auditor.

Any such demand made by the owner on the Bank shall be conclusive and binding notwithstanding any difference between the owner and the internal or any dispute pending before any Court, Tribunal, Arbitrator or any authority. The Bank undertakes not to revoke his guarantee during its currency without previous consent of the Owner and further agrees that the guarantee herein contained shall continue to be enforceable till the Owner discharges this guarantee.

The Owner shall have the fullest liberty without affecting in any way the liability of the
Bank under this guarantee, from time to time to extend the time for performance of the contract by the internal auditor. The Owner shall have the fullest liberty, without affecting this guarantee to postpone from time to time the exercise of any powers vested in them or any right which they might have against the internal auditor, and to exercise the same at any time in any manner and either to enforce or to for bear to enforce any covenants, contained or implied, in the Contract between the Owner and the Internal auditor or any other course or remedy or security available to the owner. The Bank shall not be released or its obligations under these presents by any exercise by the Owner of its liberty without reference in the

matters aforesaid or any of them or by reason of any other Act of omission or commission on the part of the Owner or any other indulgences shown by the Owner or by any other matter or thing whatsoever which under law would but for this provision have the effect of relieving the Bank.

The Bank also agrees that the Owner at its option shall be entitled to enforce this guarantee against the Bank as a principal debtor, in the first instance without proceeding against the internal auditor and notwithstanding any security or other guarantees the owner may have in relation to the Internal auditor‟s liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is restricted to……………………….And it shall remain in force upto and including……..and shall be extended from time to time for such period as may be desired by M/S …………………………………. On whose behalf this guarantee has been given.
Dated this……………………Day of……………………2026 at…………………..

WITNESS
……………………….. …………………………….
(1Signature) (2Signature)
……………………….. ……………………………..
(1Name) (2Name)
……………………………..
(Official Address) (Name, Designation with Bank Stamp)
Attorney as per Power Of
Attorney No:…………………….
Date:……………….

Note:

- This sum shall be 10% of the annual quoted fees.
- The date will be One Hundred and eighty days (180 days) after the end of Warranty Period as specified in the Contract.
- Only e_BG Shall be accepted. Therefore all the successful bidders are required to Submit the e_BG through NeSL. For Issuance of eBG, the issuing bank required some information’s about the beneficiary which are as follows:

Beneficiary Name	Madhya Pradesh Madhya Kshetra Vidyut Vitran Company Ltd.
Beneficiary PAN	AADCM6799G
Date of Incorporation	31-05-2002
Mail Id	(To be filled by the concerning unit)
Bank Guarantee Value	(To be filled by the concerning unit)
Bank Guarantee Validity	(To be filled by the concerning unit)
Type of eBG	Security Deposit / Performance eBG
Mobile No	(To be filled by the concerning unit)
Constitution	Public Ltd.

Beneficiary Register Address	Madhya Pradesh Madhya Kshetra Vidyut Vitran Company Ltd. , Nishtha Parisar, Govindpura, Bhopal, 462023
Beneficiary Communication Address	Madhya Pradesh Madhya Kshetra Vidyut Vitran Company Ltd. , Nishtha Parisar, Govindpura, Bhopal, 462023
BU Codes	MPCZFINC05

Annexure-13

Agreement

This Agreement is made at Bhopal on the...between **Madhya Pradesh Madhya KshteraVidyutVitranCompany Limited**, a Company Incorporated under the Companies Act 1956 and having its Registered Office at NishthaParisar, Govindpura Bhopal-462023 (Hereinafter referred to as “MPMKVVCL” and the Regional Office at Bhopal & Gwalior. Which expression shall unless repugnant to the context a meaning there of be deemed to mean and include its successors and assignees as the first party.

AND

……………………………………., Chartered Accountant having Head Office at **……………………………………………………………………………………**and Branch Office at **………………………………………………………………………**(Hereinafter referred to as, Which Expression shall unless repugnant to the context a meaning thereof be deemed to mean and include its successors and assign) as the Second Party.

<u>WHEREAS</u>

WHEREAS MPMKVVCL has been incorporated a wholly owned undertaking of Govt. of Madhya Pradesh and is entrusted with the task of sub-transmission and distribution of electricity in the territorial areas comprising all the district within the administrative jurisdiction of the four divisional commissionaires of Madhya Pradesh namely Bhopal, Hoshangabad, Gwalior and Chambal.

a) And whereas the client had issued an enquiry vide No. ……………………………………………………….. for outsourcing the internal audit of Region/Circle Office to the Chartered Accountant firm.

b) And therefore, in response the auditor has offered his rate to the client. The client after evaluating rate issued a letter of award to participant auditor vide ………………………………… Bhopal, dated ………………….. to give his consent in case they are interested to conduct the internal audit of Group No......................... of the Company on the rate as approved by the Company as per letter of Award.

c) That the auditor is...the firm is registered in ICAI/ and his registration No. is …………………….. The Head Office of the Firm is situated ….……………………………………………………………………………………………….

…………………………………………………………………………………………………

d) That the auditor here by confirms that:

- The firm has never been blacklisted by any Government Department or Public Sector Undertaking of any State Government in India or the Government of India for practicing in India.

- The firm has no conflict/clash of interest with MPMKVVCL and no pending or contemplated legal suit or criminal cases on grounds of turpitude or for violation of any other law in force.
- The firm understands and agrees that if the information furnished by the auditor is found to be incorrect at any stage during tenure of audit, the contact is liable to be terminated unilaterally, with the cost and liability to the auditor.

e) From the service commencement date the firm shall provide the services in accordance with the terms of this agreement & tender document and will ensure that with effect from the services commencement date, team of persons are available to provide the services as per the requirements and scope of the tender documents.

f) The firm agrees to follow and comply with any reasonable instruction, direction or requests given or issued which are consistent with the terms of this agreement by MPMKVVCL"s relevant authorized representative in writing or, where it was reasonably impracticable to do so in writing, given orally and subsequently confirmed in writing by such authorized representative in connection with the performance of the services.

g) In accordance with the said allotment, the auditor will arrange to conduct the Internal Audit of Group no…………………. in accordance with the scope, process, procedure of collecting, analyzing, interpreting and documenting so as to ensure the objectivity of internal controls.

h) The firm shall perform the services in accordance with the services levels as part of the scope of services in the tender document. If the firm is not to meet the services levels as per scope of services, the firm shall as soon as reasonably practicable:-

- Identify the cause of such failure;
- Take such action as is reasonably required to minimize the impact of the failure and to prevent it from recurring;
- Where possible, correct the failure ; and

Advice MPMKVVCL, of the status of the remedial efforts being undertaken for meeting the services levels as per scope work.

i) The head of department (HOD) of the Office to be audited will arrange all the records as may be demanded in writing by the auditor for his examination as per rules and regulations applicable for the time being in force.

j) As per the outcome of the examination of the records the irregularity, infringement, deficiency and manipulations observed if any, will be pointed out and reported through half margin (HM) to the Head of Department/ Section coordinator for clarifications etc.

k) The Head of department of whose office being audited will arrange the reply of HM within 48 hrs. The reply / clarification given by the HOD will be examined by the auditor in context to the observations. If the reply is found convincing, satisfactory and meeting the requirement of the observations the Para will be dropped. The audit Para which are not dropped will be converted into draft Para for inclusion in the audit report.

l) On completion of audit of the allotted office, the auditor will prepare a draft audit report on the basis of clause-(h, i & j) above and discuss with the head of department (HOD) audited. According to outcome of the discussion the draft Para will be finalized for preparation of audit report.

The audit report so prepared will be supported with subsidiary annexure to make the audit report comprehensive and justifiable.

m) Confidentiality:

- All data, information audit plans and reports will be regards as strictly confidential and for the client and their representatives only.
- For the avoidance of doubt, no details whatsoever of the clients business obtained during the course of the audit shall be divulged to any unauthorized third party, without prior written permission of the Director (Finance) or his designated office.
- In the event of material breach of confidentiality provisions the client shall have the right to terminate the services upon giving written notice to the effect.
- All Audit files, working papers, reports and other documents specifics to the client shall remain the property of the client/ all archives/ material will be stored on the client‟s property or such other location as authorized by the client.
- All current audit files, working papers, reports and other documents specific to the client will be held by the auditor in secure locked filing cabinets located in designated Internal Audit accommodation.

n) The Auditor shall abide himself to arrange payment in accordance with the rate as shown in letter of award no.……………………………… Bhopal, Dated………..2018. The auditor shall invoice MPMKVVCL, for the charges as laid out in the tender document.

o) Force Majeure event means any event beyond the reasonable control of the affected party, Force Majeure event includes, but is not limited to, acts of god, expropriation or confiscation of facilities, any form of government intervention, war, hostilities, rebellion, terrorist activity, local or national emergency (including an emergency services to a hospital), sabotage or riots, and floods, fires, explosions or other catastrophes.

- Force Majeure does not include:
    - Strikes or other industrial action by employees of MPMKVVCL or the vendor; or
    - Any act or omission of party‟s employees, agents, or subcontractors (Except to the extent that Person is affected by force majeure events.)

p) Neither party shall be responsible for failure to, or delay in, carrying out any of its duties under this agreement to the extent to which this is caused by a force majeure event.

q) Should a Force Majeure Event occur, the affected party shall:

- Take all reasonable steps to overcome and mitigate the effects of the Force Majeure Events as soon as reasonably practicable, including actively managing any problems caused or contribute to by third parties and liaising with them;

r) On becoming aware of the Force Majeure event promptly inform the other in writing of the details and provides information of the force majeure event and information about which services have been affected to the extent that such information is known, together with, if practicable, an estimate of the period during which the force majeure event will continue; and notify the other as soon as it becomes aware that the force majeure event hast stopped. If the force majeure event continues for more than 15 calendar days, the unaffected party may terminate this agreement by giving 15 calendar days written cost or liability to the other party (except in respect of antecedent breaches).

s) Nothing in this clause shall suspend MPMKVVCL‟s obligation to pay the charges in accordance with this agreement in respect of any portion of the services provided by the firm to MPMKVVCL not affected by a force majeure event.

t) Any dispute arising out of the contracts which have not been amicably settled by mutual discussion shall only be referred to the arbitration in accordance with arbitration and conciliation Act 1956.

u) The contract shall commence w.e.f. the date of signing of the contract and shall be valid initially for a period of………………………..

v) MPMKVVCL, Bhopal reserves the right to cancel the contract without assigning any reasons thereof without any liability of any party.

w) The auditor will raise no objection for termination of contract by client, in case of any information provided by the auditor is found contrary to eligibility criteria, at any stage during the validity of contract, and agrees to compensate all the damages and cost incurred by client, on termination and retendering.

Signed on this ....In presence of the witnesses as shown below:-

(Auditor)	
M/s…………………………………...	Chief Financial Officer
Chartered Accountants	for and on behalf of MPMKVVCL

Witness (1)	Witness (2)
1.	1.
2.	2.

Annexure-14

TENDER / CONDITIONS ACCEPTANCE LETTER

(To be given on Rs. 100/- Stamp Paper duly Notarized)

To,

Date :

The Chief General Manager (Proc.),
O/o MD, MPMKVVCL,
Bhopal-462023

Phone No. 0755-2602033-34

Sub: **Acceptance of Terms & Conditions of Tender.**

Ref: Tender Reference No.MD/MK/04/TS-………

NAME OF WORK:- **Appointment of Chartered Accountant Firms as an Internal Auditor of Field Offices of MPMKVVCL for audit block years 2023-24 to 2025-26.**

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned „Tender" from the website(s) namely:- https://mptenders.gov.in

2. I/We hereby certify that I/We have read all terms and conditions of the tender documents from Page No. 01 to 97 (including all documents like annexure), schedule(s), etc.,), which form part of the Contract Agreement and I/We shall abide hereby the terms / conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in totality /entirely.

5. In case any provisions of this tender are found violated, your department/ organization shall be at liberty to reject this tender/ bid including the forfeiture of the full earnest money deposit absolutely and we shall not have any claim/ right against deptt. In satisfaction of this condition

Yours faithfully

(Signature of the Bidder, with Official Seal)

Signature Not Verified

Digitally signed by MANISH KUMAR BEN
Date: 2026.08.13 16:58:55 IST
Location: Madhya Pradesh-MP