

RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

[Corporate Identity Number (CIN):L40109RJ2000SGC016485]

OFFICE OF THE CONTROLLER OF INTERNAL AUDIT

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

Telephone:- +91-141-2740107 Email:- cont.int.audit@rvpn.co.in

Website: energy.rajasthan.gov.in/rvpnl.

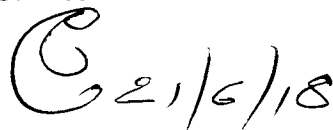
NOTICE INVITING TENDER (RVPN/AUDIT/TN-02)

RVPN invites sealed bids from CA Firms to conduct the Commercial Accounts Audit of 32 Nos. accounting units for the year 2018-19 on Quarterly basis. The estimated cost of the work is Rs. 4.20 lacs. The tender will be received upto **2.30 PM** on **24.07.2018** at room No. 421, RVPN, Vidyut Bhawan, Jaipur. For further details may visit website energy.rajasthan.gov.in/rvpnl and sppp.rajasthan.gov.in.

UBN No. **VPN1819SSOB00638.**


[S.K. Sharma]

Controller of Internal Audit



Notice Inviting Tender

Sealed tenders are invited from the Chartered Accountants (CA) firms for Commercial Accounts Audit of 32 Nos. accounting units for the year 2018-19 on Quarterly basis.

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

II. Terms and conditions

1. The prescribed tender form required for participation in NIT shall be obtained through an application along with KYC form (**enclosed at "Annexure-A (ii)"**) duly filled and signed. The tender forms along with Annexures, Addendum to Internal Audit Manual of Commercial Accounts shall be obtained from office of Controller of Internal Audit, RVPN, Room No. 421 or 403 Vidyut Bhawan, Jaipur after depositing the tender fee Rs. 1,180/- (Rs. 1,000/- plus GST @ 18% i.e. Rs. 180/-) in the O/O. Sr. AO (EA-Cash), RVPN, Vidyut Bhawan, Jaipur.
2. Tender should be furnished in a one sealed big size envelope containing three separate envelope mentioning as Bid Security (No.I), Technical Bid (No. II) and price Bid (No. III).
3. The tenders alongwith tender fee and bid security shall be received upto **2.30 PM** on or before **24.07.2018** and technical Bid shall be opened by the committee on the same date at **3.00 PM** in the presence of the tenderer(s) or their authorized representative(s) who would be present at that time. The Financial Bid of technically qualified firm(s) shall be opened on **02.08.2018 at 3.00 PM**.
4. Tenders received after the schedule time & date as fixed above shall not be considered.



5. The tender should be addressed to the Controller of Internal Audit, RVPN, Jaipur Room No. 403, Vidyut Bhawan, Jan Path, Jyoti Nagar, Jaipur.
6. The validity of the bids shall be 90 days from the opening of bids which may be extended, if required.
7. All the tender documents must have to be signed under seal of the firm.

8. **Earnest Money**

- a). The tenderer(s) shall have to deposit Earnest Money/Bid Security Rs. 8,400/- (considering estimated cost of the work is Rs. 4.20 lacs approx.).
- b). The bid shall be submitted alongwith the required earnest money deposit (EMD) in the form of Demand Draft / Banker cheque with the name of the Sr. AO (EA-Cash), RVPN, Vidyut Bhawan. Jaipur.
- c). If any bid not accompanied by a valid EMD, shall be liable to reject and the same shall not be considered to open.
- d). In case of unsuccessful bidder(s), the EMD shall be refunded soon after final acceptance of work order and submission of performance security by successful bidder.
In case of the successful bidder, the amount of bid security may be adjusted in arriving at the amount of the performance security, or refunded if the successful bidder furnishes the full amount of performance security.
- e). Request for adjustments/proposals for acceptance of earnest money deposit (if any) already lying with the RVPN in connection with some other bid/orders shall not be entertained.
- f). No any interest shall be payable on such deposits.



- g). The Authority reserves the right to forfeit Earnest Money deposit in circumstances which, according to him, indicate that the bidder is not earnest in accepting /executing any order placed under the specification.
9. The financial Bid shall not be opened of such Bidder (s)/firm(s) who does not fulfill in technical qualification criteria prescribed in **Annexure- 'B'**.
 10. The firm declared as black listed by the Institute of Chartered Accountant of India shall not be eligible to participate for this Bid and firm(s) itself may liable to debar from the work even after issuing of work order.
 11. All the disputes, differences questions whatsoever arising between the Nigam and the supplier upon or in relation to or in connection with the supply, shall be deemed to have arisen at Jaipur (Rajasthan) only and no court(s) other than that in Jaipur shall have jurisdiction to entertain the same.
 12. The number of offices of which audit to be conducted may be decreased or increased.
 13. The work order shall be awarded each zone wise on the basis of lowest rate quoted by the CA firm(s) for each zone. As such rates are required to be quoted zone wise for commercial audit work as per bifurcation made in **Annexure "C to F"**. In case two or more bidders quote same rates, the units of the zone for audit may be distributed between/amongst them.
 14. The quoted rates shall be inclusive of Travelling / lodging /boarding expenses/ all other expenses / all taxes (excluding GST). Any variation in rate of GST during contract period shall be on the part of RVPN.



15. RRVPNL right to accept or reject any or all Bids

- (a) RVPNL reserves the right to accept and reject any Bid(s) and the Bidding process or reject all bids at any time prior to award to contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the RVPNL action.
- (b) RVPNL reserves the right to make any changes in the scope of works as defined in the bidding documents.
- (c) RRVPNL, Jaipur does not bind itself to accept the lowest bid and reserves the right to reject any of or all the tenders received without assignment of any reason. All the bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- (d) Canvassing in connection with tenders is illegal and strictly prohibited and the tenders submitted by the bidders, who resort to canvassing will be rejected.

- 16.** In order to secure/assure the due fulfillment of the contract, the successful bidder shall have to deposit the performance security equivalent to 5% of the amount of work order. Performance security so furnished shall remain valid up to the period of sixty days after the date of completion of all contractual obligations of the bidder.

17. Right to vary quantity

Repeat orders for extra items or additional quantities may be placed on the same rates, terms and conditions given in the contract as per rule 73 of RTPP Rules, 2013.



18. Payment procedure

- (i) After completion of the satisfactory work of audit, the professional charges bill(s) (in triplicate) shall be furnished in the office of Controller of Internal Audit, RVPN, Jaipur. The duly verified bill by DD (IA) will be sent to the AO (Estt & Cont.) RVPN, Jaipur for pre audit and arranging the payment after finding the report(s) satisfied.
- (ii) The payment authority will be Sr. AO (EA & Cash), RVPN, Jaipur.

19. The decision of Director (Finance), RVPN, Jaipur will be final.

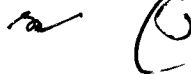
20. All other terms & conditions not covered here and above shall be applicable as per prevailing rules of RTPP.

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

Annexure- A (i)

Scope of work for the Commercial Accounts Audit of RVPN

1. Commercial Accounts audit of 32 offices of RVPN for the year 2018-19 on Quarterly basis i.e. April-18 to June-18, July-18 to September-18, October-18 to December-18 and January-19 to March-19.
2. The Commercial Accounts Audit will be conducted strictly according to Addendum to Internal Audit Manual of Commercial Accounts. In addition to Note No. 3.14 of the addendum, the 100 % vouching of all types of vouchers must be done to ensure that all transactions are properly recorded with the correct amount and applicable G.L. Code and in the relevant accounting period.
3. **Period of execution works**
The audit of first Quarter shall be commenced after 10th August, audit of second Quarter shall be commenced after 10th Oct, audit of 3rd Quarter shall be commenced after 10th Jan. and audit of 4th Quarter shall be commenced after 10th April, and the internal audit report for 1st, 2nd, 3rd & 4th Quarter shall be submitted latest by 10th Sept. 10th November, 10th February and 30th April respectively.
4. The audit report shall be submitted to the COIA, RVPN, Jaipur with the copy to the concern head of Accounting Offices/units in hard copy as well as soft copy.
5. Auditors shall also report on compliance of internal audit observations outstanding as at the end of the previous Quarter.
6. All the shortcomings/observations of accounts during audit shall be discussed with circle Accounts Officer, afterwards, only in nutshell, the same may be written in audit report.
7. Guideline issued by the ICAI (CA institute) is also to be strictly followed during checking/audit of accounts of the concerned unit of RVPN.



8. The Internal Auditor will ensure that the information obtained in respect of the working/operation of the unit is maintained in strict confidence and secrecy at all times, including after the completion of the assignment. All such information shall remain exclusive property of RVPN at all the times. A certificate towards maintaining confidentiality is to be provided by the audit firm at the time of acceptance of Audit assignment.

n C.

Annexure- A (ii)

Brief Summary of the Tenderer CA Firm (KYC)
(Required for receiving Tender Fees)

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

Signature
CA Firm and Seal

Annexure-B

2. Technical Qualification (As on 1st April, 2018)

S. No.	Relative Conditions	Weights/Marks	Maximum Weights / Marks for the conditions
1	No. of Partners		
	Up to 5	5	
	6 & above	10	10
2	No. of FCA partners		
	1-3	5	
	Above 3	10	10
3	Any DISA/CISA partner	5	5
4	Office in Rajasthan		
	Branch office	5	
	Head/Registered office	10	10
5	Year of existence		
	3-5 years	5	
	5-10	10	
	10 & above	15	15
6	Nos. of articles employed with the firm	1 per article up to 5 article	5
7	Average turnover in last F.Y.		
	Up to Rs. 25 lacs	5	
	Rs. 25 lacs to Rs. 50 lacs	15	
	Above Rs. 50 lacs	20	20
8	Partners Associates with Partnership firm		
	More than 3 years upto 5 years for at least 5 partners	5	
	More than 5 years upto 10 years for at least 5 partners	10	
	More than 10 years for at least 5 partners	15	15
9	Exposure of the firm as Statutory/Internal auditor		
	In electricity/ Power sector companies under central/other state Govt.	5	
10	In RVPN/ Discoms(Rajasthan)	10	10
	Total		100

The firm securing 60% & above marks will only be considered as technically qualified for Commercial Accounts audit.

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



Annexure-C

List of Commercial Accounts Audit offices/Units of Jaipur zone

Accounting office	Zone-wise Quoted remuneration to be considered equally for each unit for the year 2018-19
1). SE (T&C), Jaipur city. Heerapura, Jaipur. 2). SE (T&C), Rural, Heerapura, Jaipur [including ACOS (T&C), and XEN (M&F), Heerapura, Jaipur] 3). SE (T&C), Alwar. 4). SE (T&C), Bharatpur. 5). SE (T&C), Hinduan. 6). SE (T&C), Sawai Madhopur. 7). SE (T&C), Kota. 8). AAO (RPS-JS), Kota.	
Total of Jaipur zone (in figures)	Rs.
Amount in words	

AG

Annexure-D

List of Commercial Accounts Audit offices/Units of Ajmer zone

Accounting office	Zone-wise Quoted remuneration to be considered equally for each unit for the year 2018-19
1). SE (T&C), Ajmer [including ACOS (T&C), RVPN, Beawar] 2). SE (T&C), Bhilwara 3). SE (T&C), Merta 4). SE (T&C), Babai 5). SE (T&C), Sikar 6). SE (T&C), Udaipur. 7). SE (T&C), Chittorgarh	/
Total of Ajmer zone (in figures)	Rs.
Amount in words	

RC

Annexure-E

List of Commercial Accounts Audit offices/Units of Jodhpur zone

Accounts office.	Zone-wise Quoted remuneration to be considered equally for each unit for the year 2018-19
1). SE (T&C), Jodhpur. [including ACOS (T&C), RVPN, Jodhpur] 2). SE (T&C), Bhadala 3). SE (T&C), Kankani 4). SE (T&C), Barmer 5). SE (T&C), Jaisalmer 6). SE (T&C), Ramgarh 7). SE (T&C), Sirohi 8). SE (T&C), Hanumangarh 9). SE (T&C), Bikaner 10). SE (T&C), Ratangarh	/
Total of Jodhpur zone (in figures)	Rs.
Amount in words	



Annexure-F

List of Commercial Accounts Audit offices/Units situated at corporate office, Jaipur.

Accounting office	Zone-wise Quoted remuneration to be considered equally for each unit for the year 2018-19
1). Sr. AO (EA-Cash), Jaipur 2). Sr. AO (CPC), Jaipur. 3). Sr. AO (Budget), Jaipur. 4). Sr. AO (SLDC), Jaipur. 5). Sr.AO (RE & HQ), Jaipur 6). AO (P&C), Jaipur. 7). AO (ISM), Jaipur.	
Total of Corporate office, Jaipur (in figures)	Rs.
Amount in words	

Handwritten signature